



FOR YOUR INFORMATION

New Application Form - Occupancy and Change of Use Permits

The Town of Happy Valley-Goose Bay considers and issues both building permits and occupancy permits in accordance with provincial legislation. The Town is also required to be informed of changes in tenants and businesses. This ensures that businesses are registered and taxation records are up to date. The Town now has a single form which ensures that all the information is complete and can be submitted in one step.

The “Building Occupancy/Change of Use/Business Application Form” is available on the Town’s website www.happyvalley-goosebay.com (click on “Applications”), or can be obtained from the town office, 212 Hamilton River Road.

An application is required under three circumstances;

- where there is a change of the use of the building or the property, or,
- to register a new business. All businesses must be registered to operate within the Town of Happy Valley-Goose Bay, or,
- where a building permit has been previously issued by the Town and construction is completed.

Building Permits and Water Meters

A building permit is required for:

- All new construction
- Extensions, additions, repair, relocation and demolition of existing buildings; and,
- Construction, relocation and repair of a fence

Certain minor repairs for maintenance and improvement do not require a building permit. Check with the municipal technologist to determine if a building permit is necessary for any repairs you are considering.

As part of its on-going efforts to support water conservation and to more accurately track the use of the Town water supply, all new commercial and industrial buildings will be required to install water meters. A metering system will better show actual use and reward improvements in water efficiency, as well as help both the Town and property owners to detect leaks and problems more quickly.

A copy of the Building and Occupancy Regulations, 2013 of the Town of Happy Valley-Goose Bay can be found on the Town’s website www.happyvalley-goosebay.com (click on “Municipal Directory” and then “Town Regulations”).

Please contact the municipal technologist at 896-3593 for more information on Occupancy and Change of Use Permits, or for more information on Building Permits.