



Town of Happy Valley-Goose Bay

212 Hamilton River Road
P.O. Box 40 Station B, HV-GB AOP 1E0
Phone: (709) 896-3321
muntech@townhvgb.com

BUSINESS APPLICATION

Refer to Development Regulation: Section 6.3 *Revised: November 2023*

OFFICE ONLY:

PERMIT #: BA-

Approved: _____

Date Received: _____

Not Approved: _____

Application Fee: _____

Section 1: Applicant and Property location	
Applicant	Property Street Address
Email:	Application Type: New Business <input type="checkbox"/> Amend Existing File <input type="checkbox"/>
Mailing Address:	Phone #(s):
Contact Preference	OWNER (need proof of ownership)
<input type="checkbox"/> Check here If this is a Business with No Fixed Address, but operates within Town Boundaries	
Section 2: Project Information	
Business Type/Description:	
Business Trade Name/Legal Name:	
Zone:	Land Use: Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/>
Home Based Business: Yes <input type="checkbox"/> No <input type="checkbox"/> (if Yes, see Section 3)	Notices Required:
Area of Building Used for Business: (attach floor plan)	
Parking- Number of onsite spaces (attach site plan)	
Number of Employees: Full time: _____ Part time: _____	Is the business registered with the government Provincial <input type="checkbox"/> or Federal <input type="checkbox"/> Is it a Non-profit organization? Yes <input type="checkbox"/> No <input type="checkbox"/>
Hours of Operation:	
Referrals to Other Agencies (Service NL, etc...):	
Will there be construction work? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, a separate Building Permit is required.	
Will there be signage? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, then a separate signage application is required.	
Have you submitted Plan Review to Serviced NL? Yes <input type="checkbox"/> No <input type="checkbox"/> *if applicable*	
A Fire Life Safety Inspection to be completed by the Town's Fire Protection Office (FPO). Contact the FPO via email FPO@townhvgb.com or Phone (709) 896-7128 to arrange the inspection.	
Section 3: Home Based Businesses (Refer To Section 6.3 of the Town's Development Regulations)	
Type of Home-Based Business: <input type="checkbox"/> HOME OCCUPATION (Clients on-site) <input type="checkbox"/> HOME OFFICE (No Clients on-site)	
Will an Accessory Building be Used? Yes <input type="checkbox"/> No <input type="checkbox"/> For Storage Only <input type="checkbox"/> Manufacturing Only <input type="checkbox"/> Both <input type="checkbox"/>	
Does at least one employee normally inhabit the dwelling? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there adequate Off-Street Parking Available? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Will there be any odour, smoke dust or excessive vibrations from the business Yes <input type="checkbox"/> No <input type="checkbox"/>	

I, _____ of _____ in the Province of Newfoundland & Labrador, do solemnly declare that the plans, specification and statements herein contained in the said application are true and conform to the best of my belief to the requirements of the Regulations of the Town of Happy Valley-Goose Bay with full knowledge of the circumstances connected with same, and that the above Regulations will be complied with in the development whether specified herein or not. , I make this solemn declaration, conscientiously believing it to be true and knowing that is of the force and effect as if made under oath.

Applicant signature: _____

Date: _____

Property Owner signature (if required) _____

Date: _____

This information is being collected to assist the municipality in identifying and addressing problems observed by residents. The information is collected under the authority of section 61(c) of the Access to Information and Protection of Privacy Act, 2015. If you have any questions about the collection, use and disclosure of your information, please contact Nadine MacAulay at cao@townhvgb.com.