



**Town of Happy Valley-Goose Bay**  
 212 Hamilton River Road  
 P.O. Box 40 Station B, HV-GB A0P 1E0  
 Phone: (709) 896-3321  
[muntech@townhvgb.com](mailto:muntech@townhvgb.com)

**OFFICE ONLY:**  
 Zone: \_\_\_\_\_  
 Land Use: \_\_\_\_\_

**RENTAL PROPERTY REGISTRATION**

*Revised: February 2026*

PERMIT # R - \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Application Fee: \_\_\_\_\_

**Section 1: Owner Information**

Property Owner:

Email:

Mailing Address:

Contact Preference:

Email

Phone

Mail

Phone #(s):

Municipal Account Number:

(From Annual Tax Bill)

Ownership verification:

Customer Number:

(From Annual Tax Bill)

**Section 2: Property Information**

Property Address:

Property Type/Description: (As per Town's Development Regulations)

Single Detached Dwelling

Semi Detached Dwelling

3 or 4 Plex

Townhouse

Subsidiary Apartment (Basement, Granny Suite)

Garden Suite

Other:

Area of the property: (attach floor plan)

Parking (Number of onsite spaces): (attach site plan)

**Section 2 (a): Term Period (Select which applies)**

Short-Term Residential (30 days or less than 30 days):

Yes  (if yes, complete Section 3) No

Long-Term Residential (Non-Owner Occupied, more than 30 days)

Yes  (if yes, no further information required) No

Commercial:

Yes  (if yes, complete Section 4) No

A Fire Life Safety Inspection to be completed by the Town's Fire Protection Officer (FPO). Contact the FPO via email

[FPO@townhvgb.com](mailto:FPO@townhvgb.com) or Phone (709) 896-7128 to arrange the inspection.

**Section 3: Short-Term Residential (Lodging for 30 days or less than 30 days)**

Operation: Year-Round  Seasonal

If Seasonal, months of operation:

Number of Rental spaces or units:

Will there be construction work? Yes  No  If yes, then a Build Permit application is required.

Will there be signage? Yes  No  If yes, then a separate Signage application is required.

**NL Tourism Portal number:**

Under the *Tourist Accommodations Act*, all short-term rental accommodation and campground operators must register with the Department of Tourism, Culture, Arts and Recreation.

**Section 4: Commercial**

Self-Occupied (Mention Business name and Contact details):

Yes  No

Tenant Occupied: (Mention Business name(s), Unit(s) occupied and Contact details):

Yes  No  Mixed (Owner + Tenant(s))

Vacant

Yes  No

Will there be construction work? Yes  No  If yes, then a Build Permit application is required.

**Please note, you cannot open, operate or rent until all appropriate approvals have been granted.**

**Attestation**

I, \_\_\_\_\_ of \_\_\_\_\_ in the Province of Newfoundland & Labrador, do solemnly declare that the plans, specifications 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.

Owner's Signature: \_\_\_\_\_

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 Vikram Malik at [csm@townhvgb.com](mailto:csm@townhvgb.com).