



**TOWN OF HARBOUR GRACE**  
**P.O. BOX 310**  
**HARBOUR GRACE, NL A0A 2M0**  
**PHONE: (709) 596-3631**  
**FAX: (709) 596-1991**

**FOR OFFICE USE ONLY:**                      **DATE RECEIVED:** \_\_\_\_\_                      **PERMIT NO.:** \_\_\_\_\_  
**OCCUPANCY FEE:** \_\_\_\_\_                      **STAFF INITIALS:** \_\_\_\_\_                      **RECEIPT NO.:** \_\_\_\_\_

**BUSINESS APPLICATION FORM**

**CONTACT INFORMATION (To be completed by the applicant):**                      **\*\*\*Please print\*\*\***

Registered Business Name: \_\_\_\_\_                      Applicant(s) Name: \_\_\_\_\_

Business Address: \_\_\_\_\_                      Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_                      Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_                      Home Telephone: \_\_\_\_\_                      Cell: \_\_\_\_\_

Fax: \_\_\_\_\_                      Fax: \_\_\_\_\_

Email: \_\_\_\_\_                      Email: \_\_\_\_\_

**APPLICATION INFORMATION (Attach additional correspondence, surveys, plans, fees where required):**

Is this a home-based business? No  Yes

Location of property: \_\_\_\_\_

Description of business: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Days and hours of business operations: \_\_\_\_\_

Size of property: Frontage: \_\_\_\_\_ Depth \_\_\_\_\_ Lot area: \_\_\_\_\_ (Attach Legal Survey)

Size of dwelling: \_\_\_\_\_ (m)                      Number of storeys: \_\_\_\_\_

Area occupied by business (if a home-based business, the dedicated area or multipurpose area of dwelling): \_\_\_\_\_ (m)

Will an accessory building and/or garage be used for the business? No  Yes

Do you propose to store goods/equipment on site? No  Yes

If yes, please indicate the location and size of the storage area: \_\_\_\_\_

# of on-site parking spaces: \_\_\_\_\_                      # of employees: Resident: \_\_\_\_\_ Non-resident: \_\_\_\_\_

Is signage proposed for this business? No  Yes

If yes, please indicate the location and size of the sign: \_\_\_\_\_

**If this business is home-based:**

Will people come to your home regarding business? No  Yes  If yes, \_\_\_\_\_ visits per day

**DECLARATION: I hereby submit this application and confirm that the information supplied is correct and complete to the best of my knowledge. I agree to comply with all Municipal Regulations, the National Building Code 2010 Edition and ancillary codes, agree to build in accordance with the plans approved by the Town of Harbour Grace and not to commence building/operations without applicable written approval and permits from the Town of Harbour Grace.**

**NOTE: Where the Applicant and Property Owner are not the same, the signature of the Property Owner is required before the application can be accepted for processing.**

**Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PLEASE NOTE:**

- If the home-based business is approved, the business will require a Commercial Occupancy Permit, which has an associated fee of \$25.00.
- Prior to formally submitting an application form, we advise the applicant to set up an appointment to review the application with town management staff to ensure that all required information has been supplied and facilitate application processing.