



Town of Steady Brook

BUSINESS PERMIT APPLICATION

{To be COMPLETED prior to occupancy permit being issued}

{All Applications must include copy of Legal Survey}

{Processing Fee is to accompany the application form}

OFFICE USE ONLY

Application # _____

Date Approved: _____

Motion #: _____

Permit #: _____

Required Fee: _____

Receipt #: _____

Date Denied: _____

Verified by: _____

(1) APPLICANT CONTACT INFORMATION

Name:			
Mailing Address:		Postal Code:	
Home #:		Work #:	Cell #:
Fax #:		Email:	

(2) PROPERTY INFORMATION

Property Civic Address:	
Property Owner (if different from applicant):	

(3) TYPE OF PROPOSED BUSINESS:

Name of Proposed Business:	
Describe Your Business:	

(4) BED AND BREAKFAST OPERATION ONLY COMPLETE THIS SECTION:

Number of Rooms available in B&B operation?	
Will alcohol be sold on the premises?	
Will the B&B operate year-round? Expected opening and closing dates, if seasonal?	

(5) REQUIRED APPROVALS, OCCUPANCY PERMITS AND INSPECTIONS:

Does the business have approval to operate from the Government Services Centre? Approval Letter Attached?			
Does the B&B have a licence to operate? Copy of Licence Attached?			
Occupancy Permit/Inspection Required Before Final Approval.			
Date for Inspection Completed By?		Occupancy Permit Issued Date:	

IF NOT APPLICABLE, PLEASE DENOTE N/A:

Does your business require the construction of a separate building, extension or renovation of an existing building? <i>If yes, you are required to complete and submit a separate development application for processing.</i>	
What equipment/materials will you use in your business?	
Where will the equipment/materials be stored?	
What will be the days and hours of your business operation? Will the business operate year round or is it seasonal?	
How often will people come to your home regarding your business?	
How many people will be involved in your business?	
Are the employees residents of the home? (If applicable)	
Will the business operate from your garage? If yes, is the garage attached to your dwelling or separate?	
What will be the square footage occupied by the business in your home? (If applicable)	
Will the business require an advertisement sign? If yes, what size and how many? Where will it be located?	
Will your business require onsite parking? If yes, provide a drawing of the parking area showing all parking spaces.	
What is the expected start-up date for the business?	

Other Information:

DECLARATION STATEMENT

In the Province of Newfoundland and Labrador, I do solemnly declare that the statements herein contained in this application are true and made with a full knowledge of the circumstance connected with same, that the location survey and plot plan submitted correctly sets out the location of the business described in the said application. I agree to comply with all the Town of Steady Brook Regulations, agree to operate in accordance with the business plans approved by the Town, and not to operate without applicable written approval and/or permit from the Town. I also hereby submit this application and confirm that I have read the "DECLARATION" herein and I make this solemn declaration believing it to be true and knowing that it is of the same force and effect as if made under oath.

Witness Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

NOTE: Property Owner Signature is required before the application can be accepted for processing.