

Property Address: \_\_\_\_\_ Unit Number (if applicable): \_\_\_\_\_

**Section 1 Applicant**

Property Owner   
  Tenant   
  Contractor   
  Other : \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_ Operating Name: \_\_\_\_\_

**Section 2 Tenant (if applicable)**     Same as Applicant

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_ Operating Name: \_\_\_\_\_

**Section 3 Registered Property Owner**     Same as Applicant

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_ Operating Name: \_\_\_\_\_

**Declaration:** I, \_\_\_\_\_, am the registered owner of the property in this application, and hereby give my consent for the application to be submitted for this proposed use.

**Section 4 Project Type**

Tenant Fit-up   
  Construct New Building   
  Renovate/Expand   
  Demolition   
  Other: \_\_\_\_\_

**Section 5 Permit Details**

Tenant Fit-up Permitted Use   
  Development Approval   
  Approval in Principle   
  Building Permit

**Note:** Application will be reviewed for accuracy and additional fees may be required. Applicants are encouraged to speak with the Planning Department prior to application submission: 709-782-3802.

**Section 6 Business Description**

Describe the business proposed for this location: \_\_\_\_\_

New Occupancy   
  Change of ownership/transfer   
 Number of Employees: \_\_\_\_\_

Expansion   
  Change of location. Previous Address: \_\_\_\_\_



**Section 7 Construction/Renovation Details**

No construction/renovation being completed

Description of proposed work: \_\_\_\_\_

# of Parking stalls: \_\_\_\_\_ # of washrooms: \_\_\_\_\_ Est. Value of Work: \_\_\_\_\_ Heating Type: \_\_\_\_\_

Building/Unit dimensions: (L) \_\_\_\_\_ m / ft (W) \_\_\_\_\_ m / ft (H) \_\_\_\_\_ m / ft

Building Square Footage: \_\_\_\_\_ Unit Square Footage: \_\_\_\_\_

**Proposed Means of Access:**  Existing Access  New Access

**New Builds/Extensions**  As per Survey Attached

**Description of land to be developed:** Frontage: \_\_\_\_\_ (m/f.) Depth: \_\_\_\_\_ (m/ft.) Area: \_\_\_\_\_ (m<sup>2</sup>/ft<sup>2</sup>)

**Proposed Means of Servicing:**

- Municipal Sanitary Sewer
- On-site Septic Disposal System (Service NL Approval Required)
- Municipal Water
- On-site Drilled Well (Service NL Approval Required)
- Municipal Storm
- Weeping Tile to Dry Pit or Other: \_\_\_\_\_

**Section 8 Contact Preferences**

All correspondence related to this application to be sent electronically to Email: \_\_\_\_\_

I give permission to be contacted by the Economic Development Officer:  Yes  No

Note: Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to process your application. Questions about the collection and use of the information may be directed to [planninggroup@paradise.ca](mailto:planninggroup@paradise.ca)

**Section 9 Fees and Submission Checklist**

**Processing Fees: \$200.00 per unit ; Occupancy Permit Transfers is \$100. Approval in Principle is \$50.**  
(Occupancy permits are \$250 once application is processed. Additional fees may apply after staff review of the application. The Town of Paradise accepts cheque, cash or debit only.)

**New Build/Extension ----- Two sets of engineered building & site plans attached:**  Yes  N/A

**Tenant Fit-up ----- Two sets of floor plans attached:**  Yes  N/A

**Proof of Ownership, Lease or Purchase/Sale Agreement attached:**  Yes  N/A

**Section 10 Declaration**

I/We, \_\_\_\_\_, the applicant(s) named herein, do solemnly declare the statements herein contained in this application are true and made with a full knowledge of the circumstances connected with the same, and that the location and plot plan submitted correctly sets out the location of the development described in the said application. I/we make this solemn declaration, conscientiously believing it to be true and with the full knowledge of the property owner, and knowing that it is of the same force and effect as if made under oath.

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

<b>Office Use Only</b>	Total Fees: _____	Staff initial: _____
Zoning _____ (i.e. CL/I, CL, IG)	Permitted / Discretionary Use	DA required: Yes / No
Parking Reviewed: Yes / No	Variance: Yes / No Variance %: _____	IND1912



## Commercial / Industrial Application

### Additional Information

**Processing Fee: New Commercial / Industrial applications - \$200.00 per unit. Change of Ownership/Occupancy Permit Transfers is \$100. Approval in Principle is \$50.** *(Additional fees may apply after staff review of the application. The Town of Paradise does not accept credit card payments. We accept cheque, cash or debit only.)*

**Commercial & Industrial Development:** All development, either commercial, industrial, or tenant fit-up in the Town of Paradise requires a permit. All applications received are reviewed by the Planning and Protective Services Department for compliance with the Town of Paradise Municipal Plan and Development Regulations, and where required, issuance of a development approval. Once the development approval process is completed, the application is referred to the Building Inspectors for review and issuance of required building permits. Service NL\* approval (i.e. Fire/Life Safety, Building Accessibility, Environmental Health) is required prior to the issuance of a building permit.

Applications for Demolition permits for any building built before 1985 will require certification that asbestos was not present or has been removed.

When the permit has been prepared, the applicant will be called to remit the building permit fees and pick up the permit. Security deposits and any other applicable fees, as per the Town of Paradise Fee Schedule, are also collected at this time.

**Electrical:** All electrical work will require an Electrical Permit from Service NL\*.

**Plumbing:** All plumbing work must be completed by a qualified journeyman plumber licensed to work within the Town of Paradise. Applications for plumbing contractor's license will require proof of insurance coverage. Plumbing permit fees, as per the Fee Schedule, can be viewed on the Town of Paradise website, [www.paradise.ca](http://www.paradise.ca) or picked up at Town Hall.

**Occupancy Permit:** All occupancies of buildings within the Town of Paradise will require an Occupancy Permit. A final inspection, including receipt of all required certifications, is required to ensure compliance to all regulations and building codes prior to issuance of an Occupancy Permit. **Note: Occupancy permit fee is \$250.00.**

**Variations and Discretionary Uses:** require advertising, and the applicant will be required to pay the \$200.00 advertising fee before the ad will be sent for publication.