



**BUILDING OCCUPANCY/ CHANGE OF USE/ BUSINESS - APPLICATION**

**PROPERTY LOCATION AND APPLICATION DATE (ALL APPLICATIONS)**

Civic # : \_\_\_\_\_ Street Name: \_\_\_\_\_  
Date (yyyy/mm/dd): \_\_\_\_\_

**STAFF USE ONLY** folio no: \_\_\_\_\_ building permit: \_\_\_\_\_

**CONTACT INFORMATION (ALL APPLICATIONS) to be completed by the applicant:**

Applicant: _____	Property Owner: Same as above <input type="checkbox"/> or _____
Mailing Address: _____	_____
Phone: (Cell) _____	Mailing Address: _____
(Home) _____ (Work) _____	Phone: (Cell) _____
Email: _____	(Home) _____ (Work) _____

**OCCUPANCY or CHANGE OF USE INFORMATION (ALL APPLICATIONS):**

**OCCUPANCY TYPE (Please check appropriate box)**

<u>RESIDENTIAL</u>	<u>COMMERCIAL</u>	<u>COMMERCIAL</u>	<u>INSTITUTIONAL</u>
Single dwelling <input type="checkbox"/>	Office <input type="checkbox"/>	Warehouse <input type="checkbox"/>	Public <input type="checkbox"/>
Double dwelling <input type="checkbox"/>	Retail <input type="checkbox"/>	Workshop <input type="checkbox"/>	Church <input type="checkbox"/>
Row dwelling <input type="checkbox"/>	Restaurant/take out <input type="checkbox"/>	Manufacturing <input type="checkbox"/>	
Apartment <input type="checkbox"/>	Clinic <input type="checkbox"/>	Hotel/Motel <input type="checkbox"/>	
Subsidiary Apartment <input type="checkbox"/>	Assembly/Club <input type="checkbox"/>	Home business <input type="checkbox"/>	Other _____
Other _____	Other _____		

**OCCUPANCY or CHANGE OF USE INFORMATION (COMMERCIAL, INDUSTRY, BUSINESS, INSTITUT) :**

Name of Business (if applicable) \_\_\_\_\_

Type of Business and Business activities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (attach additional info. if required)

Business with no fixed address in Town but operations within Town boundaries. Check box if applicable   
Business without an office in Town must register with the Town, and are subject to regulations. More info 896-3300

If occupying only part of a building or property (such as tenant or partial lease) Check box   
Previous occupancy type was (see list of occupancy types above) \_\_\_\_\_ Other \_\_\_\_\_

**OCCUPANCY FOLLOWING A BUILDING PERMIT:**

If the occupancy permit is related to completing construction then attach proof of the completion of the conditions. Your building permit will indicate the requirements for occupancy which may include, among others;

- Electrical Certificate of Release
- Building Accessibility Inspection Order declaring "Accessible"
- Fire and Life Safety Final Inspection
- Water metering installment report for commercial and industrial properties

The Town may require information or do a site visit to ensure some conditions of building permits have been met including but not limited to; installation of ditches/culverts/drives, house numbering, or landscaping.

**DECLARATION (ALL APPLICATIONS):**

I hereby apply for permission to occupy the space in the development herein. I declare that all the information given by me in connection with this application is true and correct to the best of my knowledge, and, that the development described has been carried out in accordance with all applicable laws, permits and regulations of the Province of Newfoundland and Labrador and the Town of Happy Valley-Goose Bay. I acknowledge that no permit issued by the Town of Happy Valley-Goose Bay shall be construed as a guarantee on behalf of the Council, Council's designate, or the Town of oversight, site inspections, or assurance of building construction, installation of services, use, or demolition; nor of review or inspection related to the National Building Code of Canada and its supplements.

**NOTE:** Where the Applicant and Property Owner are not the same, the signature of the Property Owner is required.

**SIGNED BY:**  
APPLICANT: \_\_\_\_\_  
PROPERTY OWNER: \_\_\_\_\_ WITNESS: \_\_\_\_\_