

## DEVELOPMENT PERMIT APPLICATION – BUSINESS

*\*It is recommended that prior to submitting an application that you discuss your application with the Town’s Planning & Development staff.*

OFFICE USE ONLY				
Date Received:	Application Fee:	Staff Initials:	Permit No.:	Parcel ID:
SECTION 1 - LOCATION				
Civic #:	Street Name:	Unit/Suite No.:		
SECTION 2 - APPLICANT/PROPERTY OWNER INFORMATION				
Applicant:				
Mailing Address:				Postal Code:
Home Phone:	Work Phone:	Cell Phone:	Fax:	Email Address:
Property Owner:				
SECTION 2 – BUSINESS INFORMATION				
Business Trade Name:			Business Legal Name:	
Home office: Yes <input type="checkbox"/> No <input type="checkbox"/>				
<i>*A home office is a secondary use of a dwelling unit by at least one of the residents of such dwelling unit to conduct a gainful occupation or business activity with such occupation or business activity being restricted to office uses which do not involve visitation by clients, customers, or the general public to the site, nor the employment of non-residents, and subsidiary to the residential use.</i>				
Business Type/Description:				
Official Start Date:		Size and Location of Space Being Used:		
Number of Employees: Full-Time: _____ Part-Time: _____		Is this Business Registered with: Provincial Government <input type="checkbox"/> Federal Government <input type="checkbox"/>		Non-Profit Organization: Yes <input type="checkbox"/> No <input type="checkbox"/>
Will there be any construction work required (includes renovations, additions, electrical, etc.?) Yes <input type="checkbox"/> No <input type="checkbox"/>				
<i>*If yes, a separate building/development application must be submitted.</i>				
Will there be signage? Yes <input type="checkbox"/> No <input type="checkbox"/>				
<i>*If yes, a separate signage application must be submitted.</i>				

**\*IMPORTANT- Any cost(s) incurred by the Town will be billed back to the owner (example: Discretionary Use or Variance Advertisement)**

### APPLICANT SIGNATURE OF AGREEMENT:

*I hereby submit this application and confirm that the information supplied is to the best of my knowledge correct. I agree to comply with all Municipal Regulations and agree to develop in accordance with the plans approved by the municipality, and not to commence development without applicable written approval and permits from the Town of Torbay. Any approval from the Town shall not relieve the applicant from complying with any further regulations of the Town or other regulatory agency.*

**Note:** *Where the applicant and property owner are not the same, the signature of the property owner will be required before the application can be accepted for processing.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADDITIONAL COMMENTS:**