



Guidelines for Starting a Business in the Town of Torbay

If you are planning to start a new business within the Town of Torbay, you are required to obtain approval from the Town prior to commencing operation. This information is intended as a general guideline only, outlining the processes in place. All buildings must comply with the Town of Torbay's Development Regulations, which can be viewed at www.torbay.ca or at the Town Office.

Submitting Your Application:

An application form must be completed and submitted with the following:

- \$100.00 non-refundable processing fee. The Town accepts cash, debit, cheque or online banking payments. The Town does not accept credit card payments.
- Written authorization from the property owner if you are not the current owner.

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

The application must be received no later than 12:00 pm, Thursday prior to the Regular Public Council Meeting. Please call the Town Office for Council meeting dates and times or visit www.torbay.ca. Application forms are available at the Town Office or on our website at www.torbay.ca.

Obtaining Approval:

Prior to receiving approval for your business, the following items are required:

- Council approval (if your proposed business is considered a discretionary use under the Town's Development Regulations, advertisement/resident notification is required). Please contact a Planning & Development staff member or refer to our Discretionary Use brochure for more information on this process.
- Normal Town requirements (payment of outstanding taxes/fees, civic number(s) displayed, etc.).
- Municipal Department approvals (Planning, Finance, & Public Works).
- Proof of ownership/permission from property owner if you are not the current owner.
- Payment of applicable fees and deposits as per the Town of Torbay's Fee Structure (available at www.torbay.ca).
- Any improvements to the building/site, addition/changes to accesses, etc. require a separate application/permit.
- Approval(s) from Service NL (www.servicenl.gov.nl.ca/) if applicable (example: Building Accessibility/Fire & Life Safety, Food Establishment Licence, etc.).
- Additional conditions may be required. Approval from the Town does not relieve the owner from obtaining other necessary permits or approvals under any other regulation or statute.
- An Approval in Principle is valid for one year. The applicant may request an extension for an additional year. If all requirements to operate are not met by the expiry date, the applicant must re-apply.

**Please note that depending on the type of business being applied for, the timeframe for the application/approval process may vary.*

PLEASE NOTE:

- *Following approval, you may request to be added to our online Business Directory. Forms are available at the Town Office or on our website at www.torbay.ca. If you have any questions or require further information on being included in our Business Directory or wish to receive information on events in the Town, please contact our Economic Development Officer.*
- *The Municipal Assessment Agency will be notified upon approval for assessment purposes. You may contact the Town's Assessment & Taxation Clerk for further information.*

Any approval from the Town shall not relieve the property owner and/or developer from completing all remaining work in accordance with the approved plans and specifications and any further regulations of the Town or other regulatory agency.

If there is any discrepancy between these Guidelines and the Town of Torbay's Regulations, the Regulations override this information.