



[www.torbay.ca/businesses/starting-a-new-business/](http://www.torbay.ca/businesses/starting-a-new-business/)



# STARTING A BUSINESS

## In Torbay

Our Economic Development and Planning & Development Departments provide assistance and support to new and existing commercial enterprises through many Town initiatives.

### WHAT WE OFFER



#### Business

- Low tax rates
- Rural feel with nearby world-class amenities
- Close proximity to International Airport & major retailers



#### People

- Highly educated, skilled and able work force
- Friendly and loyal consumer base
- Supportive Town staff and Council



#### Local Area

- Low business competition
- Rapid residential growth
- Fast growing municipality

### COMMUNITY ENGAGEMENT

- Torbay Business Awards
- Small Business Week
- Free Business/Professional Development Seminars
- Free Business Opportunity Meetings/Seminars
- Town and School Enterprise Competitions

### BUSINESS INITIATIVES

- Economic Strategic Roadmap
- Plans to Develop a Business Park
- Upgrades and Enhancements to Commercial Areas
- Enhanced Communications re Economic Information
- A New Town Centre Development at the Core of Torbay

Why do business **IN TORBAY?**



*It makes good business sense.*  
We are committed to supporting, encouraging, and fostering success in the business community.



[www.torbay.ca](http://www.torbay.ca)



Town of Torbay



709-437-6532

# THE APPLICATION & APPROVAL PROCESS



## SUBMITTING YOUR APPLICATION

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

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

- \$100 non-refundable processing fee, payable by 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.
- Draft floor plans, key plans, and unit number(s) (\*can be hand drawn).

The application form is attached for reference/use. Please note that there is a separate process for mobile vendors.



## 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.
- Standard 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's annual Tax and Fee Structure (available at [www.torbay.ca](http://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.service.nl.gov.nl.ca/](http://www.service.nl.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 business 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.

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

## 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](http://www.torbay.ca). If you have any questions or require further information on being included in the 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.

*If there is any discrepancy between these guidelines and the Town of Torbay's regulations, the regulations override this information.*

# HOME-BASED BUSINESSES

The zoning by-laws allow residents to operate businesses from their homes while still maintaining a quiet and safe residential environment. Home-based businesses are, however, not currently permitted in mobile home areas and in apartment buildings. All tenants are required to obtain their landlord's permission to operate a home-based business, and the landlord has to sign the development application before the business can be considered by the Town.

Since businesses are of discretionary use in a residential zone, a public notice is required, followed by approval of the Town Council. A public notice is issued in either the monthly edition of the North East Avalon Times or the Telegram Newspaper, and to neighboring property owners. Anyone wishing to comment will have a specific amount of days to submit their comments on the proposed home-based business. The Town's Planning & Development staff will review the application and all comments, and forward their recommendations to the Town Council for a final decision.

The process of starting a home-based business begins with filling out a Development Permit Application. A \$100 fee must be submitted with the application. For businesses that require issuing a public notice, an additional fee is charged to cover the advertising cost. That fee is dependent on which newspaper is agreed upon. Home-Based Businesses/Home Occupation annual tax rate is \$250. The annual Tax and Fee Structure can be found online at [www.torbay.ca](http://www.torbay.ca).

*For more information on how to licence your home-based business, contact the Town's Economic Development and Tourism Officer or the Planning and Development Department. For any questions about the tax and fee structure, please contact the Corporate Services Department staff.*



## REGULATIONS

Residents can run home-based businesses within residential zones, except in mobile home areas and apartment buildings.



## PROCESS

Operating a home-based business requires public notice and Town Council approval, as well as permission from the Landlord, if you are a tenant.



## FEES

Development Application form with a \$100 fee, plus additional fees for public notice if necessary. Plus a \$250 annual Home-Based Business tax.



Planning & Development  
Department



Julia Schwarz  
Director of Planning & Development  
[jschwarz@torbay.ca](mailto:jschwarz@torbay.ca)



Jason Slade  
Planning Technician  
[jslade@torbay.ca](mailto:jslade@torbay.ca)





## 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>				



PLANNING & DEVELOPMENT DEPARTMENT  
1288 Torbay Road, PO Box 1160  
Torbay, NL A1K 1K4  
t. (709) 437-6532 f. (709) 437-1309  
www.torbay.ca

**\*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: \_\_\_\_\_