



TOWN OF BAY BULLS

Business Permit Application Guidelines

The information contained in this document is intended as a general guideline only, if there is a discrepancy between the information in this document and the Town of Bay Bulls Municipal Plan 2014-2024, the Municipal Plan will supersede any information contained herein.

Before you operate a business within the Town of Bay Bulls, you are required to obtain approval from the Town. All business operations must comply with the Town of Bay Bulls Regulations, which are available at www.townofbaybulls.com.

As per the *Municipalities Act, 1999 Section 2(c)*, a business is defined as:

- a commercial, merchandising or industrial activity or undertaking,
- a profession, trade, occupation, calling or employment,
- an activity which provides goods or services, and
- a credit union, co-operative, corporation, sole proprietorship or association of persons, whether or not it is for profit;

Application must be received no later than, the Friday prior to the Regular Public Council Meeting. All Public Meeting dates and times are available at www.townofbaybulls.com.

Any changes in business use will require a new Business Permit Application. (For example; if a business was approved for the use of a restaurant/lounge and now the premises is to be used as a salon/spa then a new business permit application must to submitted to the Town for review and approval.)

THE BUSINESS PERMIT APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING:

- Discretionary use advertisement fee (if applicable);
- Application processing fee (non-refundable);
- Business location plan including parking design;
- Floor plan;
- A legal land survey and description of the property.

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

PLEASE NOTE:

The timeframe for processing an application that requires a discretionary use advertisement may take a minimum of 20 days to complete. Any cost(s) incurred by the Town will be billed back to the applicant.