



Department of Community Development – Planning Division

City of Mount Pearl  
3 Centennial Street  
Mount Pearl, NL  
A1N 1G4

Telephone: (709) 748-1017/1022  
Fax: (709) 748-1111  
E-mail: [planning@mountpearl.ca](mailto:planning@mountpearl.ca)  
Website: [www.mountpearl.ca](http://www.mountpearl.ca)

## DEVELOPMENT INFORMATION BULLETIN

### COMMERCIAL OCCUPANCY

*This is one in a series of Development Information Bulletins prepared to assist Property Owners and Developers to undertake specific types of development in the City of Mount Pearl. For further information on other Bulletins available in the series please contact the Department of Community Development.*

**ALL** prospective business owners are required to complete the necessary permit applications to start the process in permitting a business to operate in the City of Mount Pearl prior to the start of operation.

1. An **Occupancy Permit** is required for all commercial businesses as well as home based businesses. In preparing the permit application for occupancy, the following information is required:
  - Contact information and signatures of applicant and property owners;
  - Application information, including a general description of the business, days and hours of operation, amount of space being occupied, parking requirements and proposed signage;
  - A scaled floor plan of the area being used for the business (a sketch only is acceptable for a Home Office); and
  - Occupancy permit fee of \$100 (for permitted uses).

An inspection of the business location is carried out prior to the issuance of an Occupancy Permit.

2. An application to **Service NL** is required for a Fire and Life Safety Plan Review and Building Accessibility Design or exemption registration for all commercial locations. This process is not required for Home Based Businesses.

This is a mandatory provincial requirement and your **Occupancy Permit will not be issued without the approval from the Province**. For further information, please contact Service NL at:

Motor Registration Building, 149 Smallwood Drive  
Call (709) 729-1038 / Email: [gscavalonplans@gov.nl.ca](mailto:gscavalonplans@gov.nl.ca)

3. A **Building Permit** may also be required if any construction is needed, such as a tenant fit-up. Please refer to our Schedule of Rates and Fees on our website for all building permit fees.
4. Discretionary Use application process may be required if the zoning of the business location is not a permitted use. There are additional fees for this process as well as an estimated 4-6 weeks for the process to be completed. You should contact the Community Development Department to determine the zoning prior to purchasing or signing a lease.

**PLEASE NOTE**

The staff of the Department of Community Development are here to answer any questions you may have regarding opening a business in the City. If you require additional information, please contact the City of Mount Pearl Planning Division:

Email: [planning@mountpearl.ca](mailto:planning@mountpearl.ca) / fax: 709.748.1111 / or tel: 709.748.1017/1022

For questions relating to any potential tax implications, please contact the Finance Division:

Email: [taxation@mountpearl.ca](mailto:taxation@mountpearl.ca) / fax: 709.748.1111 / or tel: 709.748.1039/1078

This is an office consolidation prepared for easy reference. The City's Regulations are subject to periodic amendments. For the most recent and official version of the regulations pertaining to "Commercial Occupancy", please refer to the City of Mount Pearl Development Regulations.