



Department of Community Development – Planning Division

City of Mount Pearl
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DEVELOPMENT INFORMATION BULLETIN

PAINTING AND COATING BUSINESSES

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.

Any business wishing to undertake **spray painting or coating operations** are required to complete and submit a development application and obtain the necessary approvals and permits prior to beginning operations. The following are some examples of businesses where spray painting or coating operations are performed regularly, using compressed air, airless, or electrostatic spraying equipment (including spray rooms and booths):

- Automobile, boat repair, and body work shops
- Wood furniture, and cabinet making/finishing shops
- Sign painting shops
- Fibreglass product manufacturers
- Small appliance and metal furniture finishing
- Heavy machinery and transportation equipment painting
- Industrial coating for pipes, tanks, beams, steel joists, tools, etc.
- Mirrors (spray-on back coat)
- Powder coating and sand blasting operations

THE APPROVAL PROCESS

1. A Development Application is submitted with information pertaining to the business such as:
 - Contact information and signatures of the applicant and property owner.
 - 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 building being used for the business.
 - The Development Application fee and the Discretionary Use fee. Please refer to the Schedule of Rates and Fees on the City's website.

2. The application will be reviewed and any additional information required by City staff will be requested.
3. Upon meeting the application submission requirements, the application will follow the Discretionary Use Process (4-6 weeks) which involves:
 - A public notice which includes an ad in a local newspaper and a mail-out notice to businesses and property owners within 150-metre radius of the proposed site.
 - A briefing session will proceed, should the City receive any written representations in response to the public notice.
4. At the same time, the application will be forwarded to other stakeholders such as provincial regulators, the regional fire dept., and other organizations for review and commentary.
5. After the Discretionary Use process and external review is completed the application will go to Council for a decision, and if approved a **Development Permit** will be issued with conditions.
6. A Permit Application form is submitted with information pertaining to construction such as:
 - Contact information and signatures of the applicant and property owner.
 - Application information, including a general description of any construction and occupancy.
 - Detailed construction plans.
 - The Building Permit and Occupancy Permit fees. Please refer to the Schedule of Rates and Fees on the City's website.
 - A **Building Permit** will be required if any construction is needed, such as a tenant fit-up.
 - The application will be reviewed. Any additional information required by City staff will be requested.
 - An **Occupancy Permit** is required for all commercial businesses prior to beginning operations. An inspection of the business location is carried out prior to the issuance of an Occupancy Permit.

SERVICE NL – FIRE AND LIFE SAFETY, AND BUILDING ACCESSIBILITY

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 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

QUESTIONS ABOUT THE PROCESS

The staff of the Department of Community Development are here to answer any questions you may have regarding opening a business in the City. All application forms are available on the City's website. If you require additional information, please contact the City of Mount Pearl Planning Division at:

Email: 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 / fax: 709.748.1111 / or tel: 709.748.1039/1078