



Department of Community Development – Planning Division

City of Mount Pearl  
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## 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.*

We put people before permits. That's why we've made the Commercial Occupancy Permit process easy. In Mount Pearl, every business needs an Occupancy Permit to operate prior to the start of operation.

1. An **Occupancy Permit** is required for all commercial businesses including Home-Based Businesses. To get a head start on your application, you'll need the following information:
  - 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-Based Business); and
  - Occupancy permit fee (for a Permitted Use). Please refer to our Schedule of Rates and Fees on our website for all fees.

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

2. All commercial locations (excluding Home-Based Businesses) must apply to **Service NL** for a Fire and Life Safety Plan Review and Building Accessibility Design OR exemption registration. This is a mandatory provincial requirement and your Occupancy Permit cannot be issued without a provincial approval or exemption.

For further information, please contact Service NL at:

Motor Registration Building:  
149 Smallwood Drive  
Phone: (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. If your proposed business is not a listed Permitted Use within the current zoning, you may be required to go through a Discretionary Use process which requires the payment of additional fees as well as an estimated four to six-week processing period.

**YOU’VE GOT QUESTIONS? WE’VE GOT ANSWERS.**

The Community Development Department can provide you with details about your Commercial Occupancy Permit, including application forms, land use and zoning regulations.

Not sure if you require this permit? Please contact the Community Development Department’s Planning Division:

Email: [planning@mountpearl.ca](mailto:planning@mountpearl.ca)  
Phone: 709.748.1017 or 709.748.1022

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

Email: [taxation@mountpearl.ca](mailto:taxation@mountpearl.ca)  
Phone: 709.748.1039 or 709.748.1078

For the most recent and official version of the regulations pertaining to “Commercial Occupancy”, please refer to the City of Mount Pearl Development Regulations.