



**125 Carolina Ave.
Stephenville, NL
A2N 2S6**

www.stephenville.ca



HOW DO I START A BUSINESS IN STEPHENVILLE?

A Guide to Municipal Regulations

About us



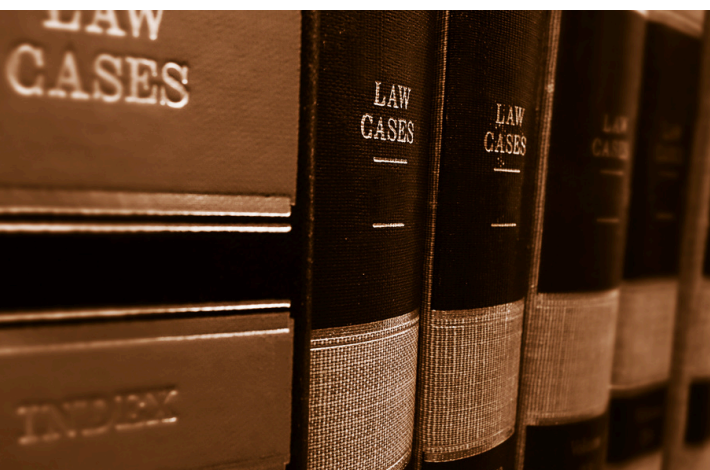
Why Stephenville?

The entrepreneurial spirit is alive and well in Stephenville. Our superb quality of life and range of business support programs create a great environment to foster new business ideas.

Our vibrant and diverse business community includes manufacturing firms, professional service firms, and agri-business operations, as well as an increasing number of creative businesses.

What is our Goal?

The goal for the Town of Stephenville is to develop and maintain meaningful partnerships with the local business community to understand their needs, infrastructure requirements and how the Town can assist them to stay in the community and expand and promote their businesses.



Legal Disclaimer

This guide provides a general overview of the regulations, permits and procedures applicable to businesses in the Town of Stephenville. The Town of Stephenville does not guarantee, warrant, or make any representations that the information contained herein is the complete authority on regulations, permits, taxes and processes as they apply to business.

Questions

01

Who do I contact about starting a business in Stephenville?

Whether you are ready to make an application or want to discuss a development proposal, the Town of Stephenville welcomes the opportunity to talk in an informal and confidential setting. Our Municipal Services staff can provide information on the issues concerning the development of a specific site and the Town's requirements for the proposed development. Economic Development staff can assist with statistics and market research material and provide contact information for the municipal, private, provincial, and federal funding sources.

02

What regulations apply to the start-up and operation of my business?

There are several regulations which the Town has adopted that apply to all business types:

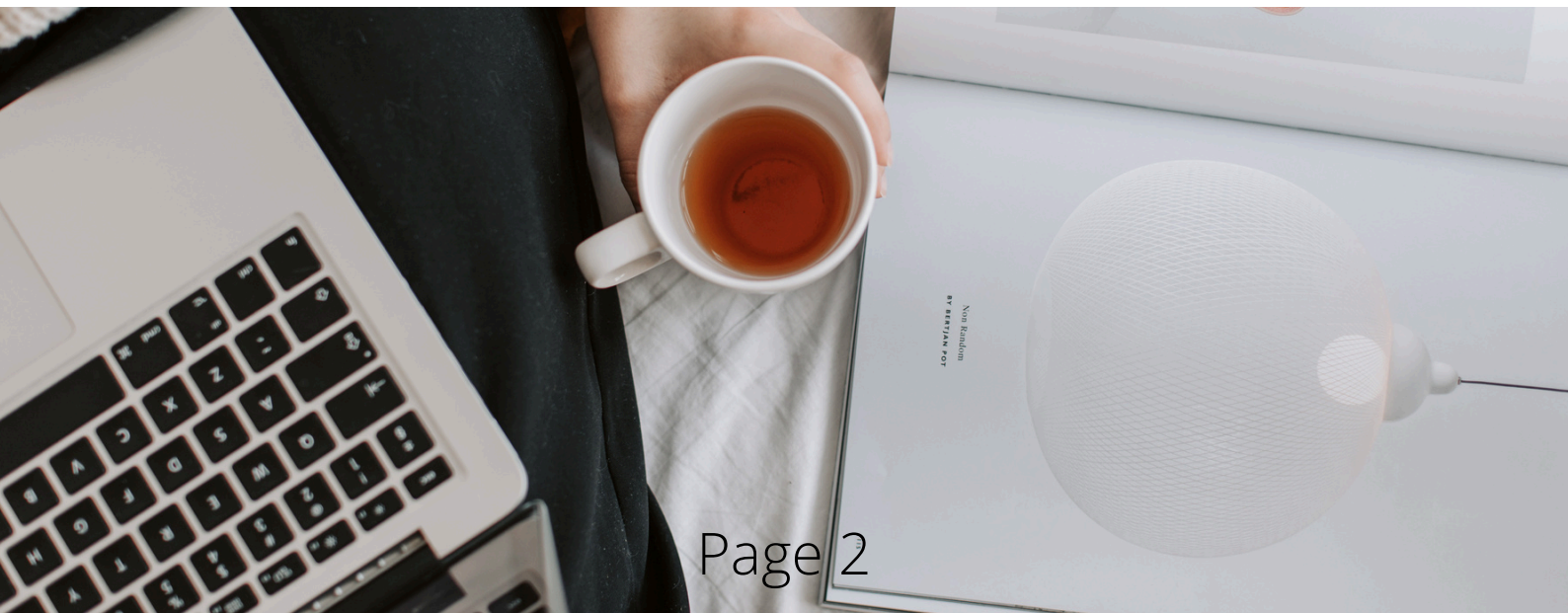
- Town of Stephenville Municipal Plan
 - Town of Stephenville Development Regulations
 - Town of Stephenville Permit Regulations
 - National Building Code of Canada
 - National Fire Code
-

03

Are there regulations that affect where my business can be located?

Yes, to establish a business on a specific property, you must be sure that the area is zoned for your business.

To find out if the business meets the zoning requirements of your property, you should contact the Planning Department.



Questions

04

What is Discretionary Use?

Discretionary use means any development considered on its own merits and circumstances and permitted in a particular zone only by resolution of Council and only in locations specified in such a resolution.

05

How do I register/apply to operate a business in Stephenville?

Applicants can obtain the necessary permit applications and fee information by contacting the Planning Department.

Each application form states the supporting documentation required, which applicants must submit along with their applications.

It is essential that the applicant also contact other agencies for their requirements.

06

How long will it take to receive a Business Permit and/or Building Permit?

A Business Permit and/or Building Permit (if required) cannot be issued until a review is received from relevant outside agencies. Town staff cannot comment on how long it will take to complete their assessment.



Questions

07

Are any other permits or approvals required?

Approvals and permits may be required for renovations, additions, and fences. Please get in touch with the Planning Department for more information.

08

Is a business tax charged for Commercial Businesses?

Yes, the Town of Stephenville charges property, water and sewer, and business taxes where applicable. Please see the Town website for the most up-to-date information and rates.

09

Can a Business Permit be revoked?

Yes, The Town of Stephenville can revoke a permit for various reasons, including failure by the holder to comply with relevant regulations or any condition attached to the permit or where the permit was issued in error or was issued based on incorrect information.



Contact List

If you require additional information or clarifications, please feel free to contact us by the means below or drop by the town office to have a chat.

Name	Role	Phone	Email
Matt Simms	Manager of Planning and Development	709-649-3695	matthew.simms@stephenville.ca
Mike Ratter	Community and Economic Development	709-721-0006	michael.ratter@stephenville.ca

