

New Retail Development Incentive Program



Apply Now!

To apply, please use the contact information on the back of this brochure.

Eligibility Criteria

- The project must involve Eligible Building Improvements to retail and commercial use buildings that have a vacant ground floor Storefront(s) and is designated for a New Retail and Commercial Business..
- A New Retail and Commercial Business means a Town of Vermilion licensed and Eligible Retail and Commercial Use* business that has at no time prior, been a business name established in the Town of Vermilion.
- Any retail and commercial use Storefronts improved and occupied under this program must be utilized for Eligible Retail and Commercial Use* for at least two years (otherwise the reimbursement monies must be refunded).
- Town funds will be disbursed once copies of applicable lease agreements, Town-issued development permit (if required), business licenses and the post-construction inspection provide evidence that at least construction is complete.

Eligible Building Improvements

Structural or non-structural improvements carried out within an existing retail and commercial use building that enhances the aesthetics and functionality of vacant ground floor Storefront(s) with regard for the interface between public pedestrian space and street oriented retail and commercial activities are eligible. Structural and non-structural improvements include:

- Permanent leasehold improvements such as painting (interior/exterior facades), flooring, walls, ceilings, signage and other permanent fixtures;
- Exterior Facades
- Lighting (Interior/Exterior), electrical, plumbing, heating, and ventilation systems upgrades;
- Improvements related to health and safety issues;
- Fire safety compliance;
- Universal accessibility improvements (e.g. wheelchair); and
- Other improvements as approved.
- Fixed appurtenances

Eligible Assistance

- Maximum incentive allowed is 50% of eligible costs to a maximum of \$15,000 per retail and commercial use building.
- Reimbursement costs include building materials (within the eligible Interior Improvements), labour, and design fees.
- Incentive for design fees may not exceed a maximum of \$3,000

Does not include:

- Landscaping or parking lots on grade;
- Curbs, access roads, sidewalks, or other site development not related to the building structure;
- Furnishings or appliances, or other non-fixed appurtenances;
- Window coverings;
- Mechanical process equipment that is not required for building services, or regulated by the Safety Codes Act;
- Temporary service connections such as power for contractor use;
- Insurance, bonding, interim financing, permit or professional consulting fees;

Procedures

Application packages will be received/reviewed and reimbursement issued for projects on a first-come, first-served basis until the annual budgeted funding for the program is reached, or the program term has ended. Submitting an application package does not guarantee an incentive or a specific incentive amount. All applications are subject to the Economic Development Committees approval.

Pre-submission Consultation:

A pre-submission site visit will also be conducted by the Economic Development Officer and the applicant to evaluate existing property conditions.

All applicants are encouraged to consult with the Planning and Development Department at 780-853-5358 regarding Development and Building Permit application requirements prior to formally submitting their application package.

Submission of Completed Application Packages:

A complete application package is submitted to the Economic Development Officer. Please refer to the Commercial Retail Development Incentive Program Application Requirements document for further details.

Pre-Construction Inspection:

A pre-construction inspection is conducted by the Economic Development Officer to verify that the project has not proceeded prior to approval.

Application Review:

The Economic Development Committee reviews complete application packages and may invite the applicant for an interview to give an overview of the proposed business before recommending pre-approval. Applicants will be notified in writing stating whether the application has been given conditional approval, refusal, or additional information is requested of the applicant. If an application is given conditional approval, a grant amount will also be determined.

Application is Given Conditional Approval:

Application is given conditional approval on the condition that they secure the applicable Development and Building Permits and adhere to the terms and conditions as specified in the Reimbursement Agreement. Applicants whose projects have successfully gained conditional approval will then apply for applicable Development and Building Permits.

Development Permit Application:

Where applicable, an application is made to the Town of Vermilion for a Development Permit. Once a Development Permit is issued, the applicant may proceed to make an application for a Building Permit.

Building Permit Application:

Where applicable, an application is made to the Inspections Group for a Building Permit. Once a Building Permit is issued and the application remains consistent with the original submission, the applicant proceeds to enter into a Reimbursement Agreement with the Town of Vermilion.

Note: If the application has changed in project design during the Development and Building Permit approval process without the Economic Development Officer's consent, the application will have to be reviewed and re-approved by the Economic Development Committee.

Project Construction Begins:

Project construction is required to commence within one year of Development Permit issuance and completed within the timeframe of the respective program from the signing of the Incentive Agreement.

Construction and Final Building Inspections are Complete:

Once construction is complete and the final building inspections are complete for compliance with all Building Permits (if applicable), the applicant notifies the Economic Development Officer for a post-construction inspection.

Post-Construction Inspection:

The applicant provides evidence of compliance with all applicable permits (including an Occupancy Approval sticker), compliance with Eligible Retail and Commercial Use occupancy (if applicable), and a package of receipts for the construction costs incurred (if applicable). The project is inspected for completion relative to the Incentive Agreement and the applicant signs off on a project completion checklist.

Incentive Issued:

Once all requirements have been met and a signed affidavit is received that all invoices for the project have been paid. The Town provides incentive funding consistent with the terms of the Incentive Agreement.