



Peter G. Crummey  
Town Supervisor

# TOWN OF COLONIE

Building and Fire Services Department  
Public Operations Center  
347 Old Niskayuna Road  
Latham, New York 12110

Phone (518) 783-2706 Fax (518) 783-2772  
[www.colonie.org/departments/building](http://www.colonie.org/departments/building)

## PROCEDURE FOR OBTAINING A BUILDING AND ZONING PERMIT FOR TENANT CHANGES FOR C. O.

---

*All forms must be completed by being typed or printed in ink for legibility.*

**1. Approval of Commercial Zoning Verification by the Building Department is required.**

- Commercial Zoning Verification application completed.
- 3 copies of key plans shall be required. The key plans must show the entire building along with all existing tenants and proposed tenant(s).
- Applicable Zoning Review Fee

**2. Approval from the Planning and Economic Development Department. 783-2741.**

- Change in Tenant application completed. (Applicant who signs must be property owner.)
- Three (3) copies of site plans shall be required.
- Application fee (Contact PEDD for fee amount).

**3. Approval from Building Department is required.**

- Application for Building and Zoning Permit completed.
- Two (2) copies of plans drawn to scale. See check off list of requirements on back.
- When application material is approved by the Building Department, Fire Services, and the fee for the Building and Zoning permit is paid, the permit will be issued.
- Permit must be issued **BEFORE** work is started.
- A Certificate of Occupancy will be issued only after a final inspection has been made by the Building Department and Fire Services Division.
- A Certificate of Occupancy is required **BEFORE** the building or tenant space is occupied.
- Any new signs or modification to existing signs will require separate sign permit applications.

(see back)

## CHECK OFF LIST

### TENANT CHANGE FOR C.O. OR GENERAL REMODELING

LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

REVIEWER: \_\_\_\_\_ TYPE OF PROJECT \_\_\_\_\_

NO. \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_

1. ZONING VERIFICATION APPROVAL RECEIVED

\_\_\_\_\_

2. PLANNING BOARD APPROVAL RECEIVED

\_\_\_\_\_

3. APPLICATION FOR BUILDING AND ZONING PERMIT TWO COMPLETE SETS OF PLANS.  
**(DRAWING SHEETS SHALL BE NO LARGER THAN C SIZE (24" X 36"))**

\_\_\_\_\_

4. PLANS SUBMITTED BY ARCHITECT OR ENGINEER (IF REQ'D BY BLDG. DEPT)

\_\_\_\_\_

5. ARCHITECT/ENGINEER PAPERS (IF REQ'D BY BLDG. DEPT)

\_\_\_\_\_

6. PLANS MUST SHOW THE FOLLOWING:

- A. ALL DOORS (INCLUDING EXIT DOORS) LOCATION, SIZE, DIRECTION OF SWING
- B. ALL ROOMS IDENTIFIED AS TO THEIR INTENDED USE
- C. COMPLETE DIMENSIONS ON PLANS
- D. CORRIDOR WIDTHS
- E. DISTANCE OF TRAVEL TO AN EXIT

\_\_\_\_\_

7. TOILET ROOM REQUIRED

- A. VENTILATION TO THE EXTERIOR (WINDOW OR FAN)
- B. DOOR CLOSER
- C. HANDICAPPED FACILITIES SHOWN (IF REQ'D)

\_\_\_\_\_

8. EXIT AND EMERGENCY LIGHTS WITH BATTERY BACKUP SHOWN ON PLANS.

\_\_\_\_\_

9. TOTAL OCCUPANCY AND/OR NUMBER OF EMPLOYEES

\_\_\_\_\_