



Paula A. Mahan
Town Supervisor

TOWN OF COLONIE

Building and Fire Services Department
Public Operations Center
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Latham, New York 12110

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www.colonie.org/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.
- 2 copies of key plans shall be required. The key plans must show the entire building and location of the prospective tenant space in relation to other tenants.

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
