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Town Supervisor

# TOWN OF COLONIE

**Building 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 Commercial Building and Zoning Permit

The following information outlines the process of obtaining a commercial building permit within the Town of Colonie. All forms and information shall be submitted by the applicant or representative of the project to the Town of Colonie Building Department. All forms must be completed by being typed or legibly printed in ink. **All steps must be completed before a commercial building permit can be issued within the Town of Colonie.**

### Step 1: Approval of the Commercial Zoning Verification by the Building Department

- Commercial Zoning Verification Application submitted to the Building Department
- Applicable fee must be submitted (fee varies per type of project refer to permit fee schedule)
- Two (2) copies of key plans and site plans must be submitted. The key plans and site plans must show the entire building along with all existing tenants and proposed tenant(s).

### Step 2: Approval from the Planning and Economic Development Department

- Refer to the Planning and Economic Development Department Website for the department's requirements for the approval of a commercial building permit or contact them at 518-783-2741.

### Step 3: Approval from Building Department

- Building and Zoning Building Permit Application submitted to the Building Department
- Two copies of complete plans for the proposed project (Drawing sheets shall be no larger than C size (24" x 36")).
- All plans must bear the seal and signature of a New York State Licensed Architect or Professional Engineer on each sheet.
- Drawings must include but not limited to: all floor plans, elevations, cross sections, structural, plumbing, mechanical, H.V.A.C., electrical, fire alarm, smoke detection and sprinkler drawings complying with the current New York State Building Codes.
- Architect or Engineer of record must provide the required architect forms for the Town of Colonie.
- It is the responsibility of the applicant to ensure the Building Department receives all approvals from other Town Departments before a permit can be issued

- The contractor, tenant, or property owner must supply the required General Liability Insurance Certificates (ACORD FORM) and the Worker's Compensation Certificate (C105.2 form, CE-200 form, U26.3 form) stating the Town of Colonie as "Certificate Holder" for **ALL** building permits.
- When the application material is approved by the Building Department and the required fee for the Building and Zoning permit is paid, the permit will be issued.
- Any new signs or modifications to existing signs will require separate sign permit applications.

Permit must be issued **BEFORE** work is started.

**Procedure for obtaining a Commercial Building Certificate of Occupancy or Certificate of Compliance are as follows, but not limited to:**

1. Once the Building Department issues the building permit, it is the applicant's responsibility to contact the Building Department and schedule the required inspections.
  2. The Building Department must be contacted so that a final inspection can be made upon completion of all work indicated on the approved Building and Zoning Permit application and plans.
  3. It is the responsibility of the applicant to provide the Building Department with written approvals from the following departments prior to occupancy of this structure
- A certificate of final electric approval from Town approved Electrical Inspector
  - Town of Colonie Planning and Economic Development Department (site) 518-783-2741
  - Town of Colonie Pure Waters Department (sewer) 518-783-2766
  - Town of Colonie Department of Fire Services 518-783-2706
  - Town of Colonie Department of Public Works 518-783-6292
  - Latham Water District 518-783-2750
  - Albany County Health Department (if required) 518-447-4580
  - Letter - Certificate of Completion from R.A. or PE requesting a Certificate of Occupancy.

The Building Department will issue a Certificate of Occupancy to the applicant for the project when all the above items, if required, are completed.

**IT IS ILLEGAL TO OCCUPY A BUILDING WITHOUT A CERTIFICATE OF OCCUPANCY. VIOLATORS MAY BE SUBJECT TO FINES AND/OR IMPRISONMENT**