COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST

CHANGE OF TENANCY (Permitted Use Only)* NO CONSTRUCTION

Applications and forms must be filled out in their entirety. Incomplete applications will not be accepted

**Note: Please be advised additional documentation may be required by the Building Division**

All APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING MATERIALS

- 5 copies of survey prepared by a licensed surveyor, illustrating proposed construction
- 3 sets of floor plans prepared by a licensed professional illustrating compliance with NYS building and Fire
  - When in flood zone plans must indicate compliance with FEMA Flood Plain Ordinance
- Building Permit Application (original)
- 1 copy of principal structure Certificate of Occupancy (can be obtained for a fee from the Building Division)
- Complete Building Permit Application (original) for the Certificate of Commercial Compliance
- Completed Open Government Disclosure Form from owner and applicant
- Fee - $50.00

**Note: Final Fees will be calculated at Front Desk at time of Submittal**

Verification of Ownership or Authorization

- Original signed & Notarized Owners Endorsement; if applicant is other than owner
- Copy of deed; if property has been owned for less than a year
- Proof of Corporation, LLC, Trusts, Funds or Business Ownership (i.e.: Original Notarized Opinion Letter, Operating Agreement or Minutes listing members)

**Note: Documents MUST list name of member(s) that are authorizing the submittal of this application**

* Confirm if subject use is “Permitted” in the applicable zoning district as indicated by a “P” in the Use Table