

Updated Certificate of Occupancy

To obtain a Certificate of Occupancy for an existing building or tenant space the following steps must be followed:

NO PHYSICAL CHANGES TO THE BUILDING OR TENANT SPACE ARE PLANNED:

A. If the new use of the space is the same as the previous use:

Provide a letter:

1. That describes the nature of the proposed use. (Restaurant, retail store, etc.)
2. Indicate the hours of operation.
3. Indicate the number of employees.
4. Provide a floor plan of the space with dimensions, etc.

(It may be possible to obtain a copy of the previous floor plan to use for this)

Pay the applicable fee for the inspections. (\$1/100 Sq. Ft. - \$60.00 Min./\$350.00 Max)

B. If the new use is NOT the same as the previous use:

Provide the information as listed above and:

Provide a Code analysis for the change of use that indicates compliance with the provisions of either the Building Code of New York State or the Existing Building Code of New York State, whichever is most appropriate. The Code analysis must be prepared by an Architect or Professional Engineer licensed in New York State.

NOTE: before an updated Certificate of Occupancy can be issued the Building, Electrical, Plumbing and Fire Inspectors must inspect the premises and any deficiencies that they find must be corrected.

PHYSICAL CHANGES TO THE BUILDING OR TENANT SPACE ARE PLANNED:

If changes to the space are planned a Building Permit must be obtained. A Certificate of Occupancy or Certificate of Completion will be issued as part of the normal permit process.

A SEPARATE PERMIT IS REQUIRED FOR ANY SIGNS.