



VILLAGE OF COLONIE

VILLAGE HALL

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CHANGE OF TENANT APPLICATION INSTRUCTIONS

For new businesses looking to operate in the Village of Colonie, you will follow these steps to obtain approval.

1. Submit a "Tenant Change Application" to the building department
 - a. If approved, a building permit will be issued. If there's no construction, the fee will be \$300. If there is construction, the fee will be based on the cost of construction. A certificate of occupancy will be issued upon final inspection.
 - b. If the project requires changes to the site plan, or further information is needed, the building department may send the applicant to the Planning Commission.
2. If applicable, submit "Change of Occupancy Application" to the Planning Commission.
 - a. Complete and submit 12 copies of the change of occupancy application to the Planning Commission, along with a non-refundable fee of \$300.
 - b. Present application in front of the Planning Commission and modify the application/provide more information if requested.
3. Approval granted from the Planning Commission
4. Initial building permit application will be reviewed by the building department
 - a. Once approved, a building permit will be issued. If there's no construction, the fee will be \$300. If there is construction, the fee will be based on the cost of construction. A certificate of occupancy will be issued upon final inspection.
5. The business may open once a certificate of occupancy is received. Any change to business practice that differs from what was originally approved should be reported to the building department, or the certificate of occupancy may be revoked.