



Village of Colonie

Village Hall, 2 Thunder Road, Colonie, NY 12205
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villagehall@colonievillage.org

**Building
Department**

BUILDING PERMIT APPLICATION **TENANT CHANGE**

1. PROPERTY OWNER: _____
2. OWNER'S ADDRESS: _____
3. TENANT: _____
4. TENANT ADDRESS: _____
5. PROPERTY LOCATION: _____
6. INTENDED USE AND OCCUPANCY: _____
8. ESTIMATED COST OF CONSTRUCTION: \$ _____
9. GROSS FLOOR AREA OF BUSINESS: _____
10. PROVIDE HOURS OF OPERATION BELOW.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM

11. NUMBER OF EMPLOYEES PER DAY: _____
12. NUMBER OF BUSINESS VEHICLES: _____
13. NUMBER OF EMPLOYEE VEHICLES: _____
14. AVERAGE # OF CUSTOMERS PER DAY: _____
15. AVERAGE # OF CUSTOMERS IN PEAK HOUR: _____
16. PEAK HOUR OF THE DAY/PEAK DAY OF THE WEEK: _____
17. ARE THERE LICENSES NEEDED TO RUN THE BUSINESS? **YES** **NO**
IF YES, EXPLAIN: _____
18. ARE THERE HAZARDOUS MATERIALS USED OR STORED? **YES** **NO**
19. IS THERE NOISE OR VIBRATION THAT WILL GO BEYOND THE BORDER OF YOUR PROPERTY? **YES** **NO**

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| 20. ARE FIREARMS, EXPLOSIVES, AMMUNITION USED OR STORED? | YES | NO |
| 21. ARE DUMPSTERS USED FOR GARBAGE DISPOSAL? | YES | NO |
| 22. ARE PICKUPS BETWEEN 7AM AND 7PM? | YES | NO |
| 23. DOES THIS BUSINESS INCLUDE SALE OF ALCOHOL? | YES | NO |
| 24. IS THIS A NEW BUSINESS? | YES | NO |
| 25. WILL THERE BE ANY OUTSIDE STORAGE? | YES | NO |
| 26. WILL THERE BE ANY DELIVERIES TO THE BUSINESS? | YES | NO |

IF YES, HOW MANY PER DAY? CHECK ALL THAT APPLY.

- BOX TRUCKS
- TRACTOR TRAILOR
- UPS/USPS/FEDEX
- VAN

I hereby apply under the Building Code of the Village of Colonie for a permit to construct, reconstruct or alter a building as set forth above, and I certify that the statements herein contained are true to the best of my knowledge and belief and conform to all Codes of the Village of Colonie.

SIGNATURE: _____ TEL # _____

PROPERTY OWNER SIGNATURE: _____ TEL # _____

CONTRACTOR: _____
(if applicable)

CONTRACTOR ADDRESS: _____ TEL # _____

DATE: _____