



Village of Colonie

Village Hall, 2 Thunder Road, Colonie, NY 12205
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**Building
Department**

BUILDING PERMIT APPLICATION
TENANT CHANGE

With this completed application, please include a business narrative, floor plan, and a list of all current tenants if applicable. If any further information should be needed, the Building Department will reach out to you.

- 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 OF VIBRATION THAT WILL GO BEYOND THE BORDER OF YOUR PROPERTY? | YES | NO |
| 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?
IF YES, HOW MANY PER DAY? CHECK ALL THAT APPLY. | YES | NO |
| ___ 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: _____

APPROVED: _____ DATE: _____ FEE: _____