



BUSINESS CHANGE OF OCCUPANT REGISTRATION

Village of New Paltz
25 Plattekill Ave. New Paltz, NY 12561
Ph. (845) 255-3055 Fax. (845) 255-5103

Business Name: _____

Type of Business applying for: _____

Location of Premises: _____

Zone: R1 R2 R3 H B1 B2 B3 F P-B G NBR SBL: _____
(Circle One)

Property Owner: _____ Business Owner: _____

Address: _____ Address: _____

Phone: _____ Cell: _____ Phone: _____ Cell: _____

Email: _____ Email: _____

The following document(s) must accompany this application.

- Any plans and specifications deemed necessary by the Code Enforcement Official or their designee.
- If there will be a New or Moved sign to the new location please check the box and attach Full Specs for the sign along with Contractors Proof of Insurances. (**Sign Fee will be \$30.00+ \$1.25 square foot**)

This application must be completed and submitted with the **\$200.00** required fee for a Fire Safety/Property Maintenance Inspection prior to the occupancy of the business.

Upon approval of the application, the Code Enforcement Official or their designee will issue a Building Permit for any work to be completed in personalizing a space. Such permit shall be posted in a conspicuous area. Approved plans and specifications shall be kept on the premises available for inspection throughout the progress of work.

* If the Code Enforcement Official deems the amount of work to be performed of a significant nature the Code Enforcement Official may ask for an additional Building Permit application to be sought for that work.

NO WORK IS TO BE COMMENCED BEFORE THE ISSUANCE OF A BUILDING PERMIT

No building shall be occupied or used in whole or in part for any purpose, until a Certificate of Occupancy is granted by the Code Enforcement Official or their designee.

Application is hereby made to the Building Department for the issuance of a Building Permit for the establishment of a new business occupant pursuant to the New York State Uniform Fire Prevention and Building Code for the construction of buildings, additions, alterations, removals, or demolitions as hereby described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

Signature of Applicant: _____ Date: _____

Approved by _____ Date: _____

(Code Enforcement Official)

Date Rcvd: _____ Fee Paid: _____ Permit #: _____