



TOWN OF COLONIE

Building and Fire Services Department

Public Operations Center

347 Old Niskayuna Road

Latham, New York 12110

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Town Supervisor

Phone (518) 783-2706 Fax (518) 783-2772
www.colonie/departments/building.org

2024 COMMERCIAL BUILDING PERMIT FEE SCHEDULE

- 1. Zoning Verification:**

Major Zoning Verification	\$215
Minor Zoning Verification	\$115
Other Zoning Verification	\$65

- 2. Zoning Conformance Letter for all commercial property (minor)** \$220
(major) \$300

- 3. New Building for Non-Residential or Mixed Use**

Total Cost of Construction is \$1,000 or more	\$650
Each Additional \$1,000	\$20/\$1,000

- 4. New Building for Multiple Dwelling units such as apartment house, hotels, motels, etc.**

Total Cost of Construction is \$1,000 or more	\$650
Each Additional \$1,000	\$20/\$1,000

- 5. Disaster Recovery Incentive – 50% of the original permit fee (for total loss only)**

- 6. Additions, alterations, conversions, roof repairs, demolition of commercial buildings, multiple dwellings and mixed use; and for work on all structures such as open-air grandstands or bleachers, silos, radio or microwave towers, outdoor projection screens, docks or piers, oil or gas bulk stations, canopy, terminals and tank farms, electric substations, elevators and other construction not herein specifically enumerated or classified shall be based upon the total cost valuation of the work.**

Total Cost of Construction is \$1,000 or more	\$650
Each Additional \$1,000	\$20/\$1,000

- 7. Change of a tenant in a commercial building:**

Change of tenant with alterations costing \$1000 or more	See #6 fee calculations
Change of tenant with no work or alterations costing less than \$1000	\$350
Executive Office Suite (less than 500sf)	\$180

- 8. Change in ownership / Business name change (no work)** \$150

- 9. Mall Kiosk** \$225

- 10. Plan Review Fees (New Building)**

1st and 2nd review	\$0
3rd review and on (due with submission)	\$500

- 11. Plan Review Fees (Renovation, alterations, additions and fit-ups)**

1st and 2nd review	\$0
3rd review and on (due with submission)	\$250

12. Application to Zoning Board of Appeals/Special Use Permit (SUP)	\$690
Farm Buildings	\$270
Business SUP	\$690
13. Inspections made before or after working hours.	\$200/hour (2 hour minimum)
14. Violation Fee (red tag-work without a permit)	
Blue tag- (occupying without a certificate of occupancy)	\$300
15. Field Re-inspection fee (if an inspection of the same fails (2) times, 3rd inspection & above	\$200
16. Gas Fired Appliance Permit Fee	\$150
17. Annual Electrical Inspectors Application Fee	\$150
18. Fee for returned check	\$20
19. Permit Extensions (1 year)	50% of the original permit fee (Minimum \$125)
20. Temporary Tents:	
Retail use for a maximum of ten days for each tent.	\$250
Non retail use for a maximum of ten days for each site.	\$150
21. Billboards	
For a building permit or annual renewal permit.	\$150
22. Sign Permit	
(A) For a sign permit (a separate sign permit is required for each sign)	\$190
(B) Directional Signs	\$100
(C) Special Event Banner (30 days)	\$170
23. Application for Special Exception Sign Permits and/or Appeals to the Sign Review Board	
(A) For the first sign	\$365
(B) For each additional sign	\$190
24. Junkyard Annual License Fee	\$350
25. Temporary Sale of Christmas Trees	\$750
Includes Fees for Planning Department & refundable Site Restoration-Fee (\$500 cash or certified check)	
26. Retention of Expert Assistance for Wireless Telecommunications	\$8,500
27. Application for Wireless Telecommunications Special Use Permit (New Tower or extension of existing tower)	\$6,000
28. Application for Wireless Telecommunications Special Use Permit (Other than New Tower or extension of existing tower)	\$3,500
29. Sheds under 144 SF	\$150
30. Miscellaneous	\$150

**Building Permits expire two (2) years from date of issuance.
Fees are not refundable.**