



Peter G. Crumme  
Town Supervisor

# Commercial - No Work Application

Building and Fire Services Department  
Public Operations Center, 347 Old Niskayuna Road  
Latham, New York 12110

Phone (518) 783-2706 [www.colonie.org/building](http://www.colonie.org/building)

## Commercial – No Work Application Instruction Sheet

Any proposal which requires a Town of Colonie Building and Zoning Permit or an approval issued by the Town of Colonie Planning Board/Department must first be reviewed by the zoning enforcement officer of the Town of Colonie to determine whether the proposal violates any provision(s) of the Town of Colonie Zoning Laws. The Officer’s determination is based solely upon the information submitted on/with this form and such determination is subject to review and change if the project is modified or further information becomes available at a subsequent date. The officer reserves the right to request further information as deemed necessary. A disapproval of the application by the zoning officer means the project, as designed, cannot proceed for the reasons provided. If you the applicant disagree with the zoning officer’s determination you may appeal said determination to the Town of Colonie Zoning Board of Appeals. A new Application for Zoning Verification may need to be submitted if the applicable zoning laws change before the proposed action is completed.

**NOTE: IF OWNER IS NOT THE SIGNEE, THE SIGNEE SWEARS THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER AND THAT THE SIGNEE IS AUTHORIZED TO MAKE SUCH APPLICATION.**

**The approved Zoning Verification is valid for one year.**

If DISAPPROVED “Such appeal shall be taken within sixty days after the filing in the town clerk’s office of any order, requirement, decision, interpretation or determination of the administrative official charged with the enforcement of such ordinance or local law, from which the appeal is taken”.

**The issued Building Permit is valid for two years.**

### Submittal Requirements

The following information explains how to obtain a permit for a Commercial Change in Tenant with No Work building permit within the Town of Colonie. All forms and information shall be submitted by the applicant or representative of the project to the Town of Colonie Building Department. **If owner is not the signee, the signee swears that the proposed work is authorized by the Owner, and that the signee is authorized to make such application.** All forms must be completed by being typed or legibly printed in ink.

**All steps must be completed before a commercial building permit can be issued within the Town of Colonie.**

### Approval of the Commercial Zoning Verification by the Building Department

- Applicable fees must be submitted before the review process can begin. Cash, Check and Credit Card are accepted. Please include Business Name & Address on Checks.
 

Tenant Change No Work	\$615	Executive Suite (< 500 sq ft)	\$445
Business Name/Ownership Change	\$415	Kiosk	\$290
- Two (2) copies of existing key plans and/or site plans must be submitted OR One (1) copy submitted if applying online. The key plans and site plans must show the entire building along with all existing tenants and proposed tenant(s).

### **Approval from the Planning and Economic Development Department**

- Refer to the Planning and Economic Development Department Website for the department's requirements for a minor site plan, or contact them at (518) 783-2741.

### **Approval from Building Department**

- Two (2) copies of existing legible floor plans submitted OR One (1) copy submitted if applying online. (Drawing sheets shall be no smaller than 8 1/2" x 11" and no larger than 24" x 36").
- Drawings must include but not limited to:
  1. All existing wall and door locations
  2. Room Names
  3. Exit and Emergency Light Locations
  4. Fire Alarm, Smoke Detection, and Sprinkler Head locations (if the equipment exists)
  5. Carbon Monoxide Detector Location (if required)
  6. Fire Extinguisher locations
  7. Furniture, Racking, Equipment locations, etc. of how the space is to be occupied
- It is the responsibility of the applicant to ensure the Building Department receives all approvals from other Town Departments before a permit can be issued
- Tenant, or Property Owner must supply the required General Liability Insurance Certificates (ACORD FORM) and the Worker's Compensation Certificate (C105.2 form, CE-200 form, U26.3 form) stating the Town of Colonie as "Certificate Holder" for **ALL** building permits.
- When the application material is approved by the Building Department and the required fee for the Building and Zoning permit is paid, the permit will be issued.
- Any new signs or modifications to existing signs will require separate sign permit applications.

### **Procedure for obtaining a Commercial Building Certificate of Occupancy or Certificate of Compliance are as follows, but not limited to:**

1. Once the Building Department issues the building permit, it is the applicant's responsibility to contact the Building Department and schedule a Final Inspection.
2. Tenant cannot operate business until the Final inspection is made and the certificate of occupancy is issued by the Building Department.
3. Applicant may need approvals from the following departments prior to occupancy. It is the applicant's responsibility to contact the following if there are outstanding signs offs:
  - A certificate of final electric approval from Town approved Electrical Inspector
  - Town of Colonie Planning and Economic Development Department (site) 518-783-2741
  - Town of Colonie Pure Waters Department (sewer) 518-783-2766
  - Town of Colonie Department of Fire Services 518-783-2706
  - Town of Colonie Department of Public Works 518-783-6292
  - Latham Water District 518-783-2750
  - Albany County Health Department (if required) 518-447-4580
  - Life Safety Certificates for applicable components (if required)

The Building Department will issue a Certificate of Occupancy to the applicant for the project when all the above items, if required, are completed.

**IT IS ILLEGAL TO OCCUPY A BUILDING WITHOUT A CERTIFICATE OF OCCUPANCY. VIOLATORS MAY BE SUBJECT TO FINES AND/OR IMPRISONMENT**

**PLEASE SUBMIT COMPLETED APPLICATION AND ALL SUPPORTING DOCUMENTATION TO BUILDINGPERMITS@COLONIE.ORG**



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

CASE #Z \_\_\_\_\_

PERMIT # \_\_\_\_\_

### 1. GENERAL INFORMATION:

Address of site of proposed action:

Number Street City State Zip

Name of Business/Tenant \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address  
Number Street City State Zip

Applicant's phone (W) \_\_\_\_\_ (Cell) \_\_\_\_\_ Email Address \_\_\_\_\_

Business Contact person \_\_\_\_\_

Business Contact's Phone (W) \_\_\_\_\_ (Cell) \_\_\_\_\_ Email Address \_\_\_\_\_

Property owner(s) \_\_\_\_\_

Address  
Number Street City State Zip

### 2. Describe the present use of the space and property. (LIST LAST PRIOR USE & TENANT NAME).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. APPLICANT'S PROPOSED ACTION:

A. Proposed use (check where applicable):

- |                                 |  |  |   |  |
|---------------------------------|--|--|---|--|
| <input type="checkbox"/> Office | <input type="checkbox"/> Warehouse / Storage       | <input type="checkbox"/> Motor Vehicle Repair Shop     | <input type="checkbox"/> Supermarket          | <input type="checkbox"/> Massage/Masseur |
| <input type="checkbox"/> Bank   | <input type="checkbox"/> Fast Food Establishment   | <input type="checkbox"/> Motor Vehicle Service Station | <input type="checkbox"/> Wholesale            | (Police Handout                          |
| <input type="checkbox"/> Retail | <input type="checkbox"/> Restaurant / Bar          | <input type="checkbox"/> Motor Vehicle Sales           | <input type="checkbox"/> Industrial           | Required)                                |
| <input type="checkbox"/> Bakery | <input type="checkbox"/> Convenience Food Store    | <input type="checkbox"/> Mini Mart                     | <input type="checkbox"/> Day Care Child/Adult | <input type="checkbox"/> Ownership       |
| <input type="checkbox"/> Hotel  | <input type="checkbox"/> Personal Service Business | <input type="checkbox"/> Multifamily Dwelling          | <input type="checkbox"/> Nightclub            | Change Only                              |
| <input type="checkbox"/> School | <input type="checkbox"/> Wireless Telecom Facility | <input type="checkbox"/> Place of Worship              | <input type="checkbox"/> Other                |  |
| Kiosk                           | Executive Suite                                    | Business Name  |   |  |
|                                 | < 500 sq ft  | Change Only  |   |  |

**B. DESCRIBE THE PROPOSED USE IN DETAIL IN A COMPLETE DESCRIPTIVE NARRATIVE.**

Narrative: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. DESCRIBE THE PROPOSED USE IN DETAIL (FOR PLANNING DEPARTMENT):**

Number of employees \_\_\_\_\_; Square Footage to be used \_\_\_\_\_

Days & hours of operation \_\_\_\_\_; # of parking spaces \_\_\_\_\_

Specific activities of proposed use \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will site or building exterior be changed in any way? (addition, parking expansion, facade, lighting, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

If a restaurant or barroom:

Number of seats \_\_\_\_\_ If live and/or outdoor entertainment is proposed, what type? \_\_\_\_\_

- 4. Does the building/space have a fire sprinkler system? Yes  No
- Does the building/space have a fire & smoke detection system? Yes  No
- Does the building/space have a fire alarm system? Yes  No

5. Parcel is located in a \_\_\_\_\_ zoning district (refer to Town of Colonie Zoning Map)

6. Estimated Cost of Construction \$ \_\_\_\_\_

7. SIGNATURE OF APPLICANT \_\_\_\_\_  
PRINTED OR TYPED APPLICANT NAME \_\_\_\_\_ DATE \_\_\_\_\_

Application is to be paid by (Select one):  CASH  CHECK  CREDIT CARD

The Building Department will contact you within the next business day for Credit Card processing. Please provide contact info below.

NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_

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