

ESTABLISHMENT OF A NEW BUSINESS

ATTENTION BUSINESS OWNERS

Certificate of Occupancy Permit Requirements & Application

Prior to any materials associated with your business being moved into the property that you currently wish to occupy, you must receive approval of the Town of Queensbury Zoning Administrator and Fire Marshal for the use within this property.

You are required to fill out the application accompanying this coversheet and submit two copies of the floor plan and fee to the Building Department.

Once the application has been reviewed and approved by the Zoning Administrator and the Fire Marshal's office a Certificate of Occupancy Permit will be issued and must be posted on the property which will allow you to move items into the space and set up your business.

Any occupancy of the property prior to a Certificate of Occupancy Permit being issued and posted on the property is prohibited and you proceed at your own risk if you choose to do so.

Prior to opening to the public, you must obtain a Certificate of Occupancy inspection from the Fire Marshal's office. A Certificate of Occupancy must be issued showing that the business is in compliance with the Zoning Code as well as the Building and Fire Codes of New York State prior to conducting business from the property.

We thank you for your attention in this matter.

Sincerely,

David Hatin

David Hatin, Director
Building & Code Enforcement

Town of Queensbury Fire Marshal

**ESTABLISHMENT OF A NEW BUSINESS
CERTIFICATE OF OCCUPANCY PERMIT APPLICATION**

***Note:** This application is for occupancy only, with no work requiring a building permit.

<u>Office Use Only</u>	
Received:	_____
Tax Map ID:	_____
Permit No.:	_____
Permit Fee:	_____

Name of Business _____

Address _____

Type of Business _____

Manager _____

OR

Person in charge _____

Business Phone No. _____

Property Owner _____

Address _____

Phone _____

✓ Provide an accurate layout of your store showing all walls, exits, stockrooms, rest rooms, counters, and fixture layout on a separate sheet of paper.

Print Name: _____

Signature: _____

Date: _____

Notes / Comments:

IMPORTANT: The business owner is responsible for keeping exits clear and maintaining exit signs and emergency lights. Fire extinguishers, fire sprinkler systems, and fire alarm systems require annual inspections by an outside contractor and the corresponding documentation must be provided to the Fire Marshal's office. Fire extinguishing systems found in kitchens and gas stations require semi-annual inspections. Any violations noted during an inspection, require immediate corrective action.

CONTACT NUMBERS:

Director, Building and Codes -761-8253 Zoning Administrator -761-8218 Zoning -761-8238

Fire Marshal -761-8206 Planning -761-8220

EMERGENCY CONTACT UPDATE

TO: Warren County Sheriff's Department

1. This form is used to assist Emergency Service personnel who may be called to your business after hours. Please be sure that the persons listed on this form will be willing and available to respond during off-hours to assist Police and/or Fire personnel in gaining entry to your building.
2. Please be advised that failure to respond to assist emergency service personnel may result in damage to your building to facilitate entry by police and/or fire personnel.

PLEASE PRINT

DATE: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE: _____

CONTACT 1: _____ HOME PHONE _____

ADDRESS: _____

CONTACT 2: _____ HOME PHONE _____

ADDRESS: _____

Congratulations On Your New Business!

Welcome to the Town of Queensbury!

The New York State Uniform Fire Prevention and Building Codes requires communities to conduct ongoing fire inspections at all places of business. The Queensbury Town Code and local laws support NY State code enforcement. The intent of the inspections is to provide a safe environment for customers and employees as well as emergency service responders. Places of public assembly are inspected at least once every 12 months. All other businesses are inspected at least every 3 years. The frequency is determined by local officials.

It is important to understand the value of fire inspections beyond the legal requirements. The Town of Queensbury enjoys a low rate of fire incident and property loss due to regular fire inspections along with public education and dedicated emergency services volunteers. Fire prevention not only preserves your business and investment, it also protects the jobs and livelihood of your employees. From a community standpoint, it also means preservation of the tax base.

A routine fire inspection of a small business may take less than 30 minutes; larger businesses may require a full day. Facilities such as school campuses or amusement parks may take several days to complete. The business owner is encouraged to participate in the inspection process; each inspection presents an educational opportunity for both the owner and fire inspector and facilitates the development of a good working relationship. Not all inspections are successful on the first visit, however all inspections are a chance for the business owner or tenant to learn more about the inspection process as well as code and life safety items that are critical to the inspection. The best policy is to provide the Fire Marshal's Office with all information about the property, the building and planned uses. The same procedure should be followed for any planned changes or renovations to the property or structure after a CO has been issued. It must be stressed, that this inspection process does not guarantee a Certificate of Occupancy.

As your association with the Town of Queensbury Fire Marshal's Office continues, fire inspections will become an effortless routine because you have kept your premises in compliance. In addition, you will learn what you can do on a regular basis to maintain a safe environment for the employees and customers.

Sincerely,

Mike Palmer

Michael J. Palmer, Fire Marshal

Gary Stillman

Gary K. Stillman, Deputy Fire Marshal

Guide for Development of an Emergency Plan

Section 404.2 of the NY State Fire Code, provides for posting of evacuation plans. These plans should outline the course of action to be followed in an emergency and are the basis for assignment of responsibilities to your employees.

Please include the following in your plan:

- Emergency egress and escape routes
- Procedure to account for employees and occupants
- Immediate evacuation when the alarm sounds
- Notification to 911 of the emergency
- Meeting place for accountability
- Assigned person to meet the emergency responders
- Listing of any special hazards, processes or storage at the premises

This plan must be posted in such a manner so it can be easily reviewed by the employees. All employees must be trained in this plan prior to assignment. **Please take time to practice your plan with all employees.**

Facts About Inspections

The Fire Marshal's office conducts inspections periodically to assure compliance with NY State Fire Prevention and Building Code.

Self-check help sheet –

- **Exits** and paths to exits must be maintained clear of obstructions and free of certain types of locks.
- **Exit Signs** must be illuminated. Test battery if backup is provided.
- **Emergency Lights** must function when the power is out. Battery backup must be provided and should be tested regularly.
- **Sprinkler Systems** require annual testing. Risers must be accessible and storage must be 18" below sprinkler heads on a level plane.
- **Electric Panels** must not be obstructed. Proper circuit labeling should be in place. All circuits should be filled. No storage in these rooms.
- **Aisles** must be maintained clear of all obstructions.
- **Fire Extinguishers** must be hung and be clearly visible. Extinguishers require annual inspection by qualified service personnel.
- **Fire Alarm Systems** function and all components require annual inspection by qualified service personnel.

FIRE SAFETY CHECKLIST

Check applicable items each month	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
All exit signs are lit												
Exit sign battery test OK												
Emergency Light Battery Test OK												
Exit doors are not obstructed												
Exit doors have only one lock												
Exit doors operate in one motion												
Aisle widths are maintained, no obstructions												
Fire Extinguishers are visible												
Fire Extinguishers are hung												
Fire extinguisher annual inspection done												
Fire Alarm system testing done												
Sprinkler and/or suppression system inspected												
All mechanical room are free of storage												
Clearance to sprinkler heads = / > 18"												
Cooking hood is clean												
Emergency Plan is posted												
Maximum occupancy sign is posted												
Certificate of Occupancy obtained												

TOWN OF QUEENSBURY FIRE MARSHAL'S OFFICE
 PHONE 518-761-8205 ▪ FAX 518-745-4437
 MICHAEL J. PALMER, FIRE MARSHAL ▪ GARY K. STILLMAN, DEPUTY FIRE MARSHAL