



Town of Queensbury
742 Bay Road, Queensbury, NY 12804
P: 518-761-8256 www.queensbury.net

CERTIFICATE OF OCCUPANCY

Submission Requirements:

(NEW BUSINESSES OR RELOCATION OF BUSINESSES)

1. Completed Certificate of Occupancy permit application (please print neatly or type)
2. Floor plan of occupied space showing:
 - a. Egress
 - b. Fire extinguisher(s)
 - c. Evacuation plan
 - d. Spaces labeled (i.e.: storage, office, retail, etc.)
 - e. Aisles
 - f. Approximate dimensions or square footage of space to be occupied
3. Plot plan, using a survey map, if possible, which includes:
 - a. Drawn to scale (i.e. 1 inch = 30 feet)
 - b. Indicate your location on the property or space within the building

ADDITIONAL IMPORTANT INFORMATION:

1. Any changes to the approved plans prior to or during construction will require the submittal of amended plans, additional reviews and re-approval.
2. If, for any reason, the building permit application is withdrawn, 30% of the fee is retained by the Town of Queensbury. After 1 year from the initial application date, 100% of the fee is retained.



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WELCOME TO THE TOWN OF QUEENSBURY!

The Town of Queensbury and local laws support the NYS Uniform Fire Prevention and Building Codes' requirements to conduct fire inspections in **all places of business** on a regular basis; places of public assembly are inspected at least once every 12 months and all other business are inspected at least every 3 years. The purpose of these inspections is to provide a safe environment for customers, employees and emergency service responders.

Besides being legally required, these inspections, continuous public education and dedicated emergency service volunteers allow the Town of Queensbury a low rate of fire incidents and property loss. Ultimately, this all means that your investment in your business, your employees and their jobs helps to preserve the tax base in the community.

Routine fire inspections for a small business may take less than 30 minutes, larger business may require a full day and even larger locations like a school campus or amusement park may take several days. It is not required but **highly encouraged** for the business owner to participate in the inspection process; this gives a perfect opportunity to develop a good working relationship between the business owner and the Town of Queensbury's Fire Marshal.

Please keep in mind that not all inspections are successful on the first visit. Also, **this inspection process does not guarantee a Certificate of Occupancy.**

As your communication and relationship with the Town of Queensbury's Fire Marshals continues, the fire inspections will become effortless because you will have maintained your premises up to standard and in compliance.

Sincerely,

Mike Palmer
Fire Marshal
(518) 761-8206

Tyson Converse
Deputy Fire Marshal
(518) 761-8205



CERTIFICATE OF OCCUPANCY ONLY

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****PLEASE READ PRIOR TO SUBMITTING YOUR APPLICATION****

- You **MUST** receive approval from the Town of Queensbury and Zoning Administrator *prior to* moving any business-related materials onto the property you wish to occupy.
- Once your application has been reviewed and approved, you will receive a permit, Plan Review and permit card, which will allow you to move items into the space you wish to occupy.
- Any occupancy prior to this permit being issued is **prohibited** (you proceed at your own risk).
- **Prior to opening to the public:** you must pass an inspection with the Fire Marshal which will allow you to obtain a Certificate of Occupancy, allowing you to conduct business.
- Please complete ALL items on the Plan Review prior to scheduling Fire Marshal inspection.

Thank you for your attention to these requirements and please contact our office if you have any questions.

Sincerely,

John O'Brien, Director
Building & Code Enforcement



CERTIFICATE OF OCCUPANCY ONLY APPLICATION

Office Use Only

Permit #: _____

Permit Fee: \$ _____

Invoice #: _____

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

BUSINESS INFORMATION:

Name of business: _____

Business Address (including suite, space, etc.): _____

Detailed explanation of business (attach a separate piece of paper, if necessary): _____

***** Please provide an accurate layout of your space showing all walls, exits, stockrooms, rest rooms, counters and fixtures on a separate sheet of paper*****

IMPORANT: 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 Town of Queensbury 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 and a re-inspection.

Applicant name: _____

Applicant signature: _____ Date: _____

Property Owner name: _____

Property Owner signature: _____ Date: _____



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CONTACT INFORMATION: PLEASE PRINT LEGIBLY OR TYPE, PLEASE INCLUDE AN EMAIL

• **Applicant:**

Name(s): _____

Mailing Address, C/S/Z: _____

Cell Phone: (_____) _____ Land Line: (_____) _____

Email: _____

• **Business Owner(s):**

Contact Name(s): _____

Mailing Address, C/S/Z: _____

Cell Phone: (_____) _____ Land Line: (_____) _____

Email: _____

• **Manager:**

Contact Name(s): _____

Mailing Address, C/S/Z: _____

Cell Phone: (_____) _____ Land Line: (_____) _____

Email: _____

• **Property Owner(s):**

Business Name: _____

Contact Name(s): _____

Mailing Address, C/S/Z: _____

Cell Phone: (_____) _____ Land Line: (_____) _____

Email: _____

Contact Person for Compliance in regards to this project: _____

Cell Phone: (_____) _____ Land Line: (_____) _____

Email: _____



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EMERGENCY CONTACT INFORMATION

****THIS FORM IS USED TO ASSIST EMERGENCY SERVICE PERSONNEL WHO MAY BE CALLED TO YOUR BUSINESS AFTER HOURS. PLEASE BE SURE THE CONTACTS LISTED BELOW ARE WILLING AND AVAILABLE TO RESPOND DURING OFF-HOURS TO ASSIST POLICE AND/OR FIRE PERSONNEL IN GAINING ENTRY TO YOUR BUILDING.****

PLEASE BE ADVISED THAT FAILURE TO ASSIST EMERGENCY SERVICE PERSONNEL MAY RESULT IN DAMAGE TO YOUR BUILDING BY POLICE AND/OR FIRE PERSONNEL.

Date: _____

Business Name: _____

Business Location (including suite, space, etc.): _____

Business Phone #: _____

1. Business contact name: _____

Main Phone: _(_____)_____; Secondary Phone: _(_____)_____

Contact is coming from what town/village? _____

2. Business contact name: _____

Main Phone: _(_____)_____; Secondary Phone: _(_____)_____

Contact is coming from what town/village? _____

TOWN OF QUEENSBURY FIRE MARSHAL'S OFFICE

P: 518-761-8206 F: 518-745-4437

FIREMARSHAL@QUEENSBURY.NET

FIRE MARSHAL MIKE PALMER

DEPUTY FIRE MARSHAL TYSON CONVERSE

WITHIN 48 HOURS
OF RECEIVING
YOUR PERMIT APPROVAL PACKET
YOU MUST CALL
518-761-8206 OR 518-761-8205
TO SCHEDULE AN INSPECTION
WITH THE FIRE MARSHAL'S OFFICE

PLEASE REFER TO THE PLAN REVIEW
AND THE INSPECTION CHECKLIST
ENCLOSED IN YOUR PACKET
PRIOR TO CALLING FOR AN INSPECTION

THANK YOU!

CERTIFICATE OF OCCUPANCY

INSPECTION CHECKLIST

(please use this list to help get your space ready prior to calling for an inspection)

1. Exits:
 - a. Locks and latches
 - b. Signs (normal and backup)
2. Aisles (width):
 - a. Main
 - b. Secondary
3. Evacuation plan posted
4. Emergency lighting:
 - a. Interior
 - b. Exterior
5. Electrical:
 - a. Panel box has a clear path
 - b. Panel box is enclosed
 - c. Wiring, outlets, switches, etc. are covered (not exposed)
6. Storage
7. Systems, as needed:
 - a. Generator
 - b. Hood(s)
 - c. Elevator(s)
 - d. Fire alarm
 - e. HVAC shutdown
 - f. Sprinkler
 - g. Suppression
 - h. Hood
 - i. Knox Box (key to FM)