



TOWN OF VESTAL

Building Construction ... Code Enforcement ... Fire Codes

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TOWN OF VESTAL COMMERCIAL CHANGE OF OCCUPANCY REQUIREMENTS

For changes of tenants occurring at commercial business properties, the Town of Vestal requires that all businesses be approved prior to occupying the property.

There are a number of reasons for this, we must keep current contact information for all businesses in town. Approval needs to be requested because of zoning restrictions on property. A particular type of business may not be able to locate in a certain zoning district. This may be true for even a long established type of business being replaced by the same type. It's best to contact us.

The first step toward approval is to write a detailed "who, what, where" letter providing information including occupant, previous use, proposed use, property location, (address and suite), contact person and property owner.

SEE ATTACHED SHEET.

Submit 2 copies to the Code Enforcement Office.

One letter will be submitted to the Town Engineer. Review of this information for compliance with Planning Board requirements will be done. Planning Board review may be required and you may need to attend meetings. The engineer can be reached at 607-786-0980.

Once approval is received from the Planning Board for the occupancy, if we determine that there is no renovation work required by the Code, you will be directed to contact the Fire Code Inspector and arrange for a fire inspection to be performed prior to occupying the space. He may be reached at 607-786-0980.

If renovations, additions, remodeling or other work is proposed or required, you will have to obtain a building permit prior to any construction or alterations at the building.

Any and all signs are required to have permits. Please see the additional information on this website, or contact us at, 607-786-0980.

Thank you.

CHANGE OF OCCUPANT INFORMATION SHEET

Please fill in all spaces that apply. Print legibly.

Property address: _____, Suite _____

Property owner: _____, Phone: _____

New business information:

Business name: _____, Phone: _____

Business owner name: _____, Phone: _____

E-mail address: _____

Mailing Address: _____

Other contacts: Partner, Manager, Contractor, names, phone, e-mail

If this location is in a plaza, (5 or more businesses) what is the measurement distance along the "sidewalk" of the space that you are renting? _____ feet.

Create a letter with details of the proposal and specifically include:

1) What business, (type, services offered, activities planned, changes) is being requested to occupy the space? Specific details please.

2) What interior and / or exterior work is being proposed in order to occupy the space?

Interior remodel, an addition, new windows, carpet, painting, plumbing, electrical, move-in no changes?

3) When you would like to begin to occupy the space?

4) What sign(s) you might be interested in having at the site.

5) If you know, please include what business or use previously occupied the space.

► Provide an accurate, informative, interior floor plan. Show size of the area, toilet room(s), exits, aisle configuration if applicable, rooms and etc.

The Codes may require that you provide building upgrades and new amenities, even though you may not be planning on any renovation work, including accessible entrance and toilet room(s).