



TOWN OF VESTAL CHANGE OF OCCUPANT INFORMATION

ENGINEERING AND PLANNING
BUILDING/FIRE/CODE ENFORCEMENT
133 Front Street
Vestal, New York 13850-1511
Web Site: www.vestalny.com
(607) 786-0980 Phone
(607) 786-0984 Fax

Office Use Only

PROPERTY LOCATION

BCTM# _____ Property Owner of Record _____
Site Address _____ Suite # _____
Property Owner Phone # _____

NEW BUSINESS OCCUPANT INFORMATION

Business Name _____
Emergency Contact Name _____ Emergency Contact Phone # _____
Business Mailing Address _____ Suite # _____
City _____ State _____ Zip _____
Business Phone # _____ Business Fax # _____
Business Email Address _____
If this is in a Plaza (site with 5 or more businesses), what is the measurement along the front of the proposed occupied space? _____ feet.

CONTACT INFORMATION

Owner Name _____
Owner Personal Address _____
City _____ State _____ Zip _____
Email Address _____
Phone # _____ Mobile Phone # _____

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

- What business, (type, services offered, activities planned, changes) is being requested to occupy the space? Specific details please.
- What interior and I 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?
- When you would like to begin to occupy the space?
- What sign(s) you might be interested in having at the site.
- If you know, please include what business or use previously occupied the space, include that information.
- 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). (See additional information attached.)