



Town of Queensbury

742 Bay Road, Queensbury, NY 12804

P: 518-761-8256 [www.queensbury.net](http://www.queensbury.net)

# CERTIFICATE OF OCCUPANCY Application

## Submission Requirements:

(NEW BUSINESSES OR RELOCATION OF BUSINESSES)

1. Completed Certificate of Occupancy application (please print neatly or type)
2. Floor plan of occupied space, showing:
  - a. Egress
  - b. Fire extinguisher location(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 If, for any reason, the building permit application is **withdrawn**, 30% of the fee is retained by the Town of Queensbury.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,

Tyson Converse  
Deputy Fire Marshal  
518-761-8205

John Schadwill  
Deputy Fire Marshal  
518-761-8206



## CERTIFICATE OF OCCUPANCY ONLY

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

- You **MUST** receive approval from the Town of Queensbury Fire Marshal and Zoning Administrator *prior to* moving any business-related materials onto the property 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

<u>Office Use Only</u>
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 going in to location listed below: \_\_\_\_\_

Business Address (including suite, space, etc.): \_\_\_\_\_

\_\_\_\_\_

**Detailed** explanation of business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*\* On a separate sheet of paper please provide an accurate layout of your space showing all walls, exits, stockrooms, rest rooms, counters & fixtures \*\*\***

**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 and 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: 518-761-8205/8026 F: 518-745-4437

[FIREMARSHAL@QUEENSBURY.NET](mailto:FIREMARSHAL@QUEENSBURY.NET)

DEPUTY FIRE MARSHAL TYSON CONVERSE DEPUTY FIRE MARSHAL JOHN SCHADWILL

Within **48 HOURS**  
of receiving your approval  
**PLEASE CALL**  
**518-761-8256**  
to schedule an inspection  
with the **FIRE MARSHAL'S OFFICE**

Please refer to the plan review  
**PRIOR** to calling for an inspection.  
As always, let us know  
if you have any questions.

**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, if applicable:
  - 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)