



# TOWN OF COLONIE

**Building Department**  
Public Operations Center  
347 Old Niskayuna Road  
Latham, New York 12110

Paula A. Mahan  
Town Supervisor

Phone (518) 783-2706 Fax (518) 783-2772  
www.colonie.org/building

Michael M. Rosch  
Director

## **PROCEDURE FOR OBTAINING A BUILDING AND ZONING PERMIT FOR COMMERCIAL AND BUSINESS PROJECTS**

THE FOLLOWING FORMS AND INFORMATION SHALL BE SUBMITTED BY THE APPLICANT OR AGENT TO THE TOWN OF COLONIE BUILDING DEPARTMENT. ALL FORMS MUST BE COMPLETED BY BEING TYPED OR PRINTED IN INK.

1. Approval of Commercial Zoning Verification by the Building Department along with 3 copies of key plans shall be required where multiple tenants are occupying one building. The key plans must show the entire building and location of the prospective tenant space in relation to other tenants.
2. Town of Colonie Planning Board final site development plan approval or Town of Colonie Planning and Economic Development Department Written Verification of Exemption Form.
3. Application for Building and Zoning Permit.
4. Water permit from Latham Water District (518) 783-2750.
5. Sewer permit from Town of Colonie Pure Waters Department (518) 783-2766 or Septic System approval from Albany County Health Department, if town sewers are not available (518) 445-7835.

6. Two copies of complete plans for the proposed project.

**Drawing sheets shall be no larger than C size (24" x 36".)**

- a. Must include all floor plans, elevations, cross sections, structurals, plumbing, mechanical, H.V.A.C., electrical and sprinkler drawings complying to the New York State Uniform Fire Prevention and Building Code 19NYCRR Chapter XXXIII.
  - b. Must include data showing compliance with the New York State Energy Conservation Construction Code.
  - c. If the proposed project is a Commercial or Business use, all plans must bear the seal and signature of a New York State Licensed Architect or Professional Engineer on each sheet.
7. Certificate of Insurance when required.
  8. For Commercial and Business uses, the following also will be required:
    - a. Architect or engineer's letter, building classification and fire area form, all to be completed by the supervising architect or engineer.
    - b. Albany County Health Department approval where necessary (hotel, motel, restaurants, bars, fast food, swimming pools, etc.)

9. When the application material is approved by the Building Department and the required fee for the Building and Zoning Permit is paid, the permit will then be issued.
10. The Building Department must be called so that a final inspection can be made upon completion of all work indicated on the approved Building and Zoning Permit application and on the approved plans.

**It is the responsibility of the applicant that the Building Department received written approval from the following prior to occupancy of this structure -**

1. A certificate of final electric approval.
2. Town of Colonie Planning and Economic Development Department (site) 783-2741
3. Town of Colonie Pure Waters Department (sewer) 783-2766
4. Town of Colonie Department of Fire Services 783-2712
5. Latham Water District (meter installed) 783-2750
6. Albany County Health Department (if required) 445-7835
7. Letter - Certificate of Completion from R.A. or PE requesting a Certificate of Occupancy.

The Building Department will issue a Certificate of Occupancy to the applicant for the project when all the above items, if required, are completed.

**It is illegal to occupy any building without a Certificate of Occupancy. Violators may be subject to fines and/or imprisonment.**