

TOWN OF LAGRANGE

OFFICE OF THE BUILDING INSPECTOR

120 Stringham Road, LaGrangeville, NY 12540

Phone 845 – 452-1872

APPLICATION TO OCCUPY A COMMERCIAL TENANT SPACE

BUILDING PERMIT APPLICATION INFORMATION

The following instructions will provide assistance in filling out an application for a building permit. To avoid unnecessary delays in obtaining a Building Permit for a tenant space all the following items shall be provided.

1. **BUILDING PERMIT APPLICATION** – The application must be completed and signed by the owner of the property or a letter of authorization from the owner allowing the applicant to sign and obtain the Building Permit is required to be submitted with the application. ([Link](#))
2. **IDENTIFICATION OF TENANT SPACE**– Fill out name of business, parcel grid no, address include name of plaza or building, and type of business proposed, dimensions and square footage of space, number of employees and hours of operation.
3. **INTERIOR FIT-UP PLAN** - Submit **fit-up plans and specifications** for your proposed tenant space showing all exits, fire safety features, handicap access, and floor plan. Include all fixtures, file cabinets, desks, counters, copier and emergency light in your plan. Attached is a generic layout plan to use as a guide.
4. **MUNICIPAL WATER DISTRICT** – **If the property is located in a municipal water district**, the tenant space may require its own water connection, such as a restaurant. It will be necessary to fill out an Application for a Water Permit, obtained from the Office of the Building Inspector.
5. **MUNICIPAL SEWER DISTRICT** – **If the property is located within a municipal sewer district**, the tenant space may require its own sewer connection, such as a restaurant. It will be necessary to fill out an Application for a Sewer Permit, obtained from the Office of Building Inspector.
6. **STATE AND/OR COUNTY LICENSES REQUIRED TO OPERATE BUSINESS** – submit any required license forms to obtain necessary licenses, if needed.
7. **USE PERMIT** – An application for a use permit must be filled out with the Zoning Office.
8. **SIGN PERMIT** – If a new sign is being proposed, an application for a sign permit must be filled out with the Zoning Office.

9. **WORKER'S COMPENSATION** – Worker's compensation insurance form # U26.3 OR C-105.2 shall be required by contractors performing work. (Note: New York State will accept ACORD liability forms as proof of workman's compensation insurance.)
10. **FEES PAID** – Fees shall be paid in accordance with the Standard Schedule of Fees as adopted by the Town Board.