



Village of Menands Applicants for Certification of Occupancy

An occupancy inspection is required to ensure healthy, safety, and general welfare of the public, and to confirm that the structure complies with criteria of code for public safety.

An Occupancy permit is required when a new business is opened, ownership is changed, a name change, or if an existing business moves to a different location.

Occupancy inspections are conducted by appointments, Monday - Friday. Please call no earlier than 6 days after applying (allowing time for Zoning Approval) at 518-434-2922 for an appointment. Be prepared to give your permit # _____, address, and name of business as it appears on your application. If your power is not on, you will need to contact the service provider to have the power reconnected before the occupancy inspection.

If the occupancy of a building changes, such as residential to business, to ensure usage will be allowed, I.E. Zoning, the structure should receive a feasibility inspection prior to a lease being signed, structure being purchased, or application for occupancy made. Please call the building department at 518-434-2922, or email darmetkol@villageofmenands.com for a feasibility appointment.

A \$50.00 re-inspection fee is charged if the space is inaccessible or if corrections are not completed in the given time frame. On new construction or alterations to an existing structure, all sub inspections must be finalized prior to an Occupancy Permit being issued.

All fire and life safety systems: sprinklers, extinguishers, standpipes, fire alarms, smoke detectors, fire rated assemblies, ducts, shafts, penetrations, exit signs are all in place, tested, inspected, and functional.

Address numbers shall be displayed on the front of the building and be legible from the opposite side of the street.

If the "USE" Classification is changing, then a code summary of that "USE" may be required to be submitted by a design professional, including the occupancy load per "USE".

When inspecting for electrical safety, the following items are checked:

1. Unused openings in the panel boxes shall be closed.
2. The working space in front of panel boxes shall be not less than three (3) feet.
3. Extension cords shall not be used as permanent wiring.
4. Appliances shall have no live parts normally exposed to contact.

When inspecting for building safety, the following items are included:

1. Fire rated tenant separation (if required).

Continued on next page...

Village of Menands Building Department
280 Broadway, Menands, NY 12204
Email: darmetkol@villageofmenands.com | Phone: 518-434-2922 | Fax: 518-427-7303



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2. Exit signs and emergency lighting, if required, shall be operable.
3. Exit door hardware, IE: double cylinder key lock deadbolts on required exits are not allowed.
 - a. Interior side of lock shall have a thumb latch. Thumb latch deadbolts or safety bats for security purposes shall have a sign, 1 inch letters "doors to be unlocked when the building is occupied".
4. Rated interior doors, IE: operable closer, doors are not propped open.
5. Occupancy classification
6. Exit egress, IE: width of doors, aisle width, travel distance, dead end pockets.
7. Handrails, guardrails, steps and landings.
8. Heating systems.
9. Plumbing system including water fountains, restroom facilities, capped sewer lines.
10. Restroom ventilation, IE: operable window or operable fan.

If installing new wallpaper or carpet, ask for flame spread information from the supplier. This form must be submitted to the inspector.

This list is a general guideline, specific requirements may apply as code requires. If you have any questions, please email darmetkol@villageofmenands.com or call 518-434-2922 and ask for the building department.



Village of Menands
Occupancy Permit Application

For Office Use Only:
Tax Map # _____
Permit # _____ Clerk _____

Date: _____ Building Permit # if Applicable: _____

Business Address: _____ Space/Unit: _____

Mailing Address (if different): _____

Business Name: _____ Phone #: _____

Email Address: _____

Business Owner: _____

Building Owner/Agent: _____

Square footage of space: _____ Contract: Rent Own Lease

Ownership: Corporation Partnership LLC Individual Non-Profit

Nature of Business: _____

Mixed Use (check all that apply):

- Retail Office Restaurant Residential
- Other (describe) - _____
- New Business Change of Business New Building/ Location
- Ownership Change

If a Change of Location, please list the previous address the business was located at:

Former Business at this address?: _____

If a sign is to be installed, a sign permit is required. If a sign contractor is to install the sign, they must apply for the permit. If the sign is a lighted sign, an electrical permit must be applied for by a licensed electrician.

Is the power on in the building/space? Yes No

If not, you will need to contact the power company and have power turned on prior to occupancy inspection.

Application must be completed prior to requesting a permit.

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Village of Menands
Occupancy Permit Application

Please list two residential, local names, and cell phone numbers of contact persons for the Police and Fire Departments to reach you in case of theft or fire after hours:

THIS MUST BE EMERGENCY CONTACT INFORMATION!

1. Name _____ Phone # _____

2. Name _____ Phone # _____

Buildings or spaces within buildings are NOT allowed to be occupied without a current Certificate of Occupancy issued in the name of the tenant occupying that building or space. In some cases, a Temporary Certificate of Occupancy may be issued for a fixed period of time to allow for minor repairs. All life safety requirements are required to be in compliance before a building or a space may be occupied.

This is an application and receipt, NOT a permit to occupy the building. Please call no earlier than 6 business days after applying (allow time for Zoning approval). To arrange for a inspection, please email darmetkol@villageofmenands.com or call 518-434-2922.

Print Name: _____

Sign Name: _____

Phone #: _____

Email Address: _____

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