



Town of New Lebanon
 PO Box 328
 New Lebanon, New York 12125
 Phone: 518.794.8884
 Fax: 518.794.9694 | Email: BuildingDept@townofnewlebanon.com

NEW COMMERCIAL TENANT OCCUPANCY VERIFICATION APPLICATION

Application (office use only) No: _____

This application is allowed when a new commercial tenant is proposing to occupy a space and there is no proposed construction and the use is the same as the previous approved use. Please note, that if you submit the fee and this application and the town deems that there is a change of use or that construction is involved, you may need to start over with a building and zoning permit application and pay all applicable fees and this application fee is not refundable.

SITE INFORMATION

Site Location (911 Address): _____ Nearest Crossroad: _____
 Tax Map No.: _____ Zoning District: _____

PROPERTY OWNER INFORMATION

Property Owner Name: _____ Phone: _____
 Mailing Address: _____
 Email: _____

NEW TENANT INFORMATION

New Tenant Name: _____ Phone: _____
 Business Entity Name: _____
 Mailing Address: _____
 Email: _____

Proposed Use (Please provide a detailed narrative as to what your business will be doing at this location):

TENANT OCCUPANCY VERIFICATION

Issuance of a Tenant Occupancy Verification (Date Obtained): _____

Approved Use: _____

Vacancy: is this property currently vacant? Yes: _____ No _____ If so, how long? _____

Hours of Operation: _____

Hand or digital sketches must be included with this application. Commercial tenants proposing no modifications or alterations of the structure/space, minor reconfiguration of existing furnishings, or small spaces requiring limited furnishings (ie: small professional office) may provide sketches of the plans. When drawing preparing the plans, please make sure to include all life/safety requirements such as: emergency exit signage, emergency egress lighting, smoke detectors, carbon monoxide detectors, etc. This list is not exhaustive and will vary depending upon the proposed use and applicable code requirements in effect.

I certify that the statements herein contained are true to the best of my knowledge and belief and I have prepared and submitted all pages of this application.

Signature of Property Owner _____ Date: _____

Fees: Tenant Occupancy Verification Fees can be found on the Town’s Fee Schedule:

<https://secureservercdn.net/198.71.233.235/482.ab5.myftpupload.com/wp-content/uploads/2021/03/Updated-fee-Schedule-12.8.20.pdf>

CEO/ZEO review/comments section – Office use Only

Date Received: _____ Application No: _____

New Tenant Occupancy Verification Certificate:

Approved Denied Reason for Denial:

Zoning Officer Signature _____ Date: _____

Code Enforcement Officer Signature: _____ Date: _____

<u>Fees</u>	
Date:	_____
Tenant Occupancy Verification fee:	_____
Ck No:	_____
Receipt No:	_____