



Fire Marshal

742 Bay Rd, Queensbury NY 12804

518-761-8206 or 518-761-8205

www.queensburyny.gov/departments/fire-marshal/

CERTIFICATE OF OCCUPANCY

(NEW BUSINESSES OR RELOCATION OF BUSINESSES)

Submission Requirements:

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 If, for any reason, the building permit application is **withdrawn**, 30% of the fee is retained by the Town of Queensbury.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.



Fire Marshal

742 Bay Rd, Queensbury NY 12804

518-761-8206 or 518-761-8205

www.queensburyny.gov/departments/fire-marshal/

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 businesses 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,

John Schadwill
Deputy Fire Marshal
518-761-8206



Fire Marshal

742 Bay Rd, Queensbury NY 12804

518-761-8206 or 518-761-8205

www.queensburyny.gov/departments/fire-marshal/

CERTIFICATE OF OCCUPANCY ONLY

****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



Fire Marshal

742 Bay Rd, Queensbury NY 12804

518-761-8206 or 518-761-8205

www.queensburyny.gov/departments/fire-marshal/

**CERTIFICATE OF OCCUPANCY ONLY
APPLICATION**

<u>Office Use Only</u>		
Permit #:	_____	
Permit Fee: \$	_____	
Invoice Paid?	Y	N

****This application is for occupancy only, with no work requiring a building permit****

BUSINESS INFORMATION:

Name of business going in to location listed below: _____

New Business Address: _____ Suite/Space: _____

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: _____

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 regarding compliance for this project: _____
Cell Phone: _____ Land Line: _____
Email: _____



Fire Marshal

742 Bay Rd, Queensbury NY 12804

518-761-8206 or 518-761-8205

www.queensburyny.gov/departments/fire-marshal/

EMERGENCY CONTACT
INFORMATION

THIS FORM IS USED TO ASSIST **LOCAL EMERGENCY SERVICE PERSONNEL WHO MAY BE CALLED TO YOUR BUSINESS AFTER HOURS. PLEASE BE SURE THE CONTACTS LISTED BELOW ARE **WILLING AND AVAILABLE AND LOCAL** TO RESPOND DURING OFF-HOURS TO ASSIST POLICE AND/OR FIRE PERSONNEL IN GAINING ENTRY TO YOUR BUSINESS.**

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: _____

New Business Address: _____ Suite/Space: _____
Town of Queensbury, NY

Business Phone #: _____

Emergency contacts MUST BE local and able to respond to a call from Emergency Personnel

1. Business contact name: _____

Primary Phone: _____; Alternate Phone: _____

Contact is coming from what town/village? _____

2. Business contact name: _____

Primary Phone: _____; Alternate Phone: _____

Contact is coming from what town/village? _____

TOWN OF QUEENSBURY FIRE MARSHAL'S OFFICE
P: 518-761-8206 OR 8025
FIREMARSHAL@QUEENSBURY.NET

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
Fire Marshal's 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)