



New Business Occupant Checklist		
Topic	Details	Contact
1. Location of Business	<input type="checkbox"/> <b>Property Address:</b> _____ <input type="checkbox"/> <b>Zoning:</b> Contact the Building Department to confirm the Zoning District and verify if type of Business/Organization is permitted outright or requires a Conditional Use Permit or Use Variance prior to purchasing or renting the property.  Zoning District: _____ Proposed Type of Business/Organization: _____  <u>Zoning Requirements for Proposed Type:</u> <ul style="list-style-type: none"> <li>o Business is Permitted in Zoning District</li> <li>o Business requires a Conditional Use Permit (If so, must be approved by Town Board prior to property owner renting or selling property.)</li> <li>o Business requires Variance (If so, must be approved by Zoning Board to operate business. Property owner must obtain prior to selling or renting property.)</li> </ul> <input type="checkbox"/> <b>Violations:</b> Verify there are no open violations on property with the Code Enforcement Officer at Ext. 279.  <input type="checkbox"/> <b>Second-Hand Dealers</b> have additional requirements. Contact the Town Clerk's Office at Ext. 411 for form.	<b>Building Dept.</b> (585) 247-6100 Main Ext. 413
	<input type="checkbox"/> <b>Occupancy Requirements:</b> Confirm with the Inspector that business type is within building's Occupancy Classification & meets Certificate of Occupancy requirements. (Changes in classification may affect Certificate of Occupancy.)	<b>Building Inspector</b> (585) 247-6100 Ext. 241
<input type="checkbox"/> <b>Alterations:</b> Obtain Permits for alterations to the interior or exterior of building. Visit <a href="http://www.townofgates.org">www.townofgates.org</a> , <click> printable forms, to download the Building Permit Application & process.		
3. Remodeling	<input type="checkbox"/> <b>Sign Permits:</b> Obtain Permits for *any signage, which includes temporary signs, signs on or in windows, sign decals, & temporary signs. (*Excludes signs that cannot be seen from outside.)	<b>Sign Permits</b> (585) 247-6100 Ext. 240
4. Other Agencies	<input type="checkbox"/> <b>Agencies:</b> Contact Monroe County & New York State for additional requirements.	<b>Visit State &amp; County Websites</b>
5. Inspections	<input type="checkbox"/> <b>Fire Marshal:</b> Contact the Fire Marshal to determine the operating requirements, permits & inspections based on the type of business.  <input type="checkbox"/> <b>Police Department:</b> As a courtesy, please notify the Gates Police Lieutenant, at (585) 247-2262, if your business sells liquor or tobacco.	<b>Fire Marshal</b> (585) 247-6100 Ext. 244