



TOWN of GREENBURGH

DEPARTMENT OF BUILDINGS

177 Hillside Avenue, White Plains, New York 10607

(914) 989 - 1560

Fax (914) 993 – 1570

www.GreenburghNY.com

email: building@greenburghNY.com

CHANGE OF OCCUPANCY/USE APPLICATION

APPLICATIONS ARE ACCEPTED FROM 10:00 AM TO 3:00 PM MONDAY-FRIDAY

****Note:** This application is only to be used when no work is to be performed – including but not limited to removal or construction of partition walls, installation of racking systems, etc.

If this type of work is to be performed, please complete and follow the instructions on the *Building Permit Application* form which is available for download on the Town’s website, www.greenburghNY.com **

INSTRUCTIONS & SUBMISSION REQUIREMENTS

REQUIRED FORMS/DOCUMENTATION

- One original and two copies of application for change of occupancy/use.
- One original affidavit of ownership signed and notarized by the owner of the property

REQUIRED PLANS

- Three (3) plans** to scale, showing proposed tenant location showing existing counters, existing racking, etc. Minimum plan size is 18” x 24”
- Three (3) off-street parking layouts-** provide layout of parking area identifying and numbering parking spaces allocated to tenant

FEES REQUIRED UPON SUBMSSION OF APPLICATION

- Application Fee.....\$ 100.00 +
- Building Permit Fee\$ 100.00

Legalization of occupancy without permit

- Application Fee..... \$ 200.00+
- Building Permit Fee.....\$ 200.00



TOWN OF GREENBURGH APPLICATION FOR CHANGE OF OCCUPANCY/USE

Fees App Fee: _____ Permit Fee: _____ Total Fee: _____ Payment Form: CK CR MO	~OFFICE USE ONLY~ Permit Number: _____ Application and plans are approved for permit issuance: _____ Town of Greenburgh Building Inspector	Submission Date _____
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SUBJECT PROPERTY INFORMATION

Street Address _____ City _____ Zip _____

Floor # _____ Suite # _____ Parcel ID: _____ Zoning District _____

OWNER INFORMATION

Owner _____ Phone # _____

Address _____ City _____ State _____ Zip _____

E-Mail: _____

FORMER & PROPOSED TENANT INFORMATION

Former Tenant Name: _____

Proposed Tenant _____ Phone # _____

Address _____ City _____ State _____ Zip _____

E-Mail: _____

Proposed Name of Business: _____

USE AND OCCUPANCY CLASSIFICATIONS

(Refer to Chapter 3 of IBC)

ASSEMBLY-A, BUSINESS-B, EDUCATIONAL-E, FACTORY-F, HIGH HAZARD-H, INSTITUTIONAL-I,
 MERCANTILE-M, RESIDENTIAL-R, STORAGE-S, UTILITY-U

EXISTING USE AND OCCUPANCY CLASSIFICATION: _____

PROPOSED USE AND OCCUPANCY CLASSIFICATION: _____

EXISTING FIRE SPRINKLER SYSTEM: NO YES

Hazardous Materials Stored on Site: No Yes if yes, attach list of materials and amounts to be stored

OFFICE RETAIL MERCANTILE STORAGE OTHER _____

Number of Off-street Parking Spaces to be Provided: _____ (show on off-street parking plan)

DETAILED DESCRIPTION OF PROPOSED TENANT'S USE (indicate type of use and include any materials or
 manufacturing that may be performed on site) _____



TOWN OF GREENBURGH
Building Department

AFFIDAVIT OF OWNERSHIP

State of New York)
) ss.
County of Westchester)

_____ being duly sworn, deposes and says that (s)he resides
at _____ in the Town/Village/City of _____
in the County of _____ in the State of _____;
that (s)he is the owner in fee of all that piece or parcel of land situated and lying in the
Town of Greenburgh with a street address of _____
and known and designated on Town Tax Maps as parcel id _____ and that (s)he
makes or is authorizing _____ to make application for
change of occupancy in his/her/its behalf and that the statement of facts contained in said application are
true and that the occupancy/use will be performed in the manner set forth in the application and in the
plans and specifications filed herewith and in accordance with all applicable laws, ordinances and
regulations. I further understand that the filing of this application is not a permit to occupy the space.

Signature of Owner

Sworn to me before this _____

Day of _____ 20_____

Notary Public