



New Business Occupant Checklist			
	Topic	Details	Contact
1.	Location of Business	<input type="checkbox"/> For Property Address: _____ Proposed Type of Business/Organization: _____ _____	Building Dept. (585) 247-6100 Main Ext. 413
		<input type="checkbox"/> Zoning: 1. Contact the Building Department to confirm the Zoning District. Zoning District: _____ 2. Verify Zoning requirements for Business/Organization type: <input type="checkbox"/> Business is <u>Permitted</u> in Zoning District <input type="checkbox"/> Business requires a <u>Conditional Use Permit</u> (If required, property owner must be apply, and be approved by Town Board, prior to renting or selling property. Contact (585) 247-6100 ext. 240 for instructions) <input type="checkbox"/> Business requires <u>Use Variance</u> (If required, property owner must be apply, and be approved by Zoning Board, prior to renting or selling property. Contact (585) 247-6100 ext. 243 for instructions)	
		<input type="checkbox"/> Violations: Verify there are no open violations on property with the Code Enforcement Officer at Ext. 279.	
		<input type="checkbox"/> Second-Hand Dealers: Additional approval and requirements needed to operate. Contact the Town Clerk's Office at Ext. 411 for form.	
2.	Building Classification	<input type="checkbox"/> Occupancy Requirements: 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.)	Building Inspector (585) 247-6100 Ext. 241
		<input type="checkbox"/> Alterations: Obtain Permits for alterations to the interior or exterior of building. Visit www.townofgates.org , <click> printable forms, to download the Building Permit Application & process.	
3.	Remodeling	<input type="checkbox"/> Sign Permits: 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.)	Sign Permits (585) 247-6100 Ext. 240
		<input type="checkbox"/> Agencies: Visit Monroe County & New York State's website for current requirements, if any. <input type="checkbox"/> If Selling Liquor or Tobacco: As a courtesy, please contact the Gates Police at (585) 247-2262, and ask for the Police Lieutenant . Please note this is for awareness purposes only.	Visit State & County Websites for Current Contact Information
4.	Other Agencies		
5.	Inspections	<input type="checkbox"/> Fire Marshal: Contact the Fire Marshal to determine the operating requirements, permits & inspections based on the type of business.	Fire Marshal (585) 247-6100 Ext. 244