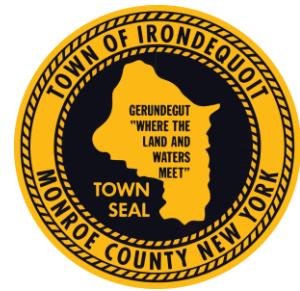


TOWN OF IRONDEQUOIT

Building and Community Development



CHANGE OF TENANCY/OCCUPANCY FORM

Business Name: _____

Address/Location/Suite #: _____

Applicant Name: _____ **Phone#:** _____

Mailing Address: _____ **E-mail:** _____

Property Owner (if different than Applicant)

Name: _____ **Phone #:** _____

Mailing Address: _____ **E-mail:** _____

Property Representative (if different than owner)

Name: _____ **Phone #:** _____

Mailing Address: _____ **E-mail:** _____

Date property was acquired by applicant/owner: _____

Narrative of Proposed Use (incl. proposed alterations and attach sketch or site)

Hours of Operation: M _____ Tu _____ W _____ Th _____ F _____

Sat _____ Sun _____

of Employees: _____ **Anticipated New Jobs:** _____

Parking needed: _____ **Parking provided:** _____

Previous Use (if applicable): _____

Name(s) of previous business(es): _____

Applicant Signature: _____ **Date:** _____

Property Owner Signature: _____ **Date:** _____

1280 Titus Avenue - Rochester, NY 14617

Phone: (585) 336-6026

Email: building@irondequoit.gov

TOWN OF IRONDEQUOIT

Building and Community Development



Please answer all the following questions

	Yes	No
Is the proposed use/business permitted within the zoning district?	☐	☐
Is a permit for construction required? (If yes, a separate building permit application and fee(s) must be submitted to the building department.)	☐	☐
Does the proposed business/use required any town, county, state or federal license(s) to operative? (If yes, Town requires a copy of license and signed Affidavit of Compliance and Good Standing.) See Website: https://dos.ny.gov/certificate-status	☐	☐

A Certificate of Status evidencing the existence of a corporation or other business entity (*also referred to as a Certificate of Good Standing or Certificate of Existence*) may be obtained by submitting a written request to the New York State Department of State, Division of Corporations, One Commerce Plaza, 99 Washington Avenue, Albany, NY 12231. For statutory provisions: [Executive Law §96](#)

Applicant Name (Print)

Applicant Signature

Date

Documents required for Submission:

- _____ Copy of site plan/survey map
- _____ Scaled floor plan
- _____ Lease Agreement/Authorization from property owner
- _____ DBA or LLC

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