Town of Clifton Park
Saratoga County, New York
518-371-6702 Fax 383-2668

APPLICATION FOR
TENANCY PERMIT

Permit No. _____
Date:_____ **SBL #** _____

APPLICATION IS HEREBY MADE to the Department of Building and Development for the issuance of a permit pursuant to the New York State Fire Prevention and Building Code for a nonresidential tenancy per §73-3(B) of the Code of the Town of Clifton Park, as herein described. The Applicant agrees to comply with all applicable laws, ordinances, or regulations governing building and occupancy activities in the Town of Clifton Park and will also allow all inspectors to enter the premises for inspections. The Applicant also understands that within three business days after occupying the space, the occupant must request an inspection from the Department, and when such an inspection is passed a Certificate of Tenancy will be issued. Certificates of Tenancy for all nonresidential space must be displayed in a prominent location where an inspector on a routine inspection can observe them. This applies to both tenant certificates and owner certificates for the building shell and public areas.

Applicant's Name _____
Address _____
_____
_____ Zip _____
Phone_____ OR_____

Property Owner's Name _____
Address_____
_____
_____ Zip _____
Phone_____ OR_____

Project Description _____Change of Tenancy_____
Address of Tenancy _____
Space or Suite # _____

Business/Project Name _____
Prior Occupant of Space (if known)_____
_____

_____
Clearly Print Name

_____
Signature of Owner, Applicant or Agent

TOTAL FEE DUE:

Check #	**Amount Collected**	**Date**	**Initials**
_____	_____	_____	_____

The application of _____ **dated** _____ **is hereby approved (disapproved) and permission granted (refused) for the occupancy of a building and/or accessory structure as set forth above.**

Reason for refusal of permit: _____
_____
_____
_____

Dated _____

_____
Authorized Signature