



TOWN OF ONEONTA
CODE ENFORCEMENT OFFICE
3966 STATE HIGHWAY 23, P.O. BOX A
WEST ONEONTA, NEW YORK 13861
(607) 432-8606 Tel (607) 432-3135 Fax
www.oneonta.ny.us/town

Occupancy Change Application

Tax parcel number: _____

Name of New Business: _____

Address: _____

Contact Person: _____

Mailing Address: _____

Phone number: _____ **Email address:** _____

Description of new business: _____

What was the name of the previous business at this location: _____

Description of the previous business: _____

Are there other uses occurring in the building: ☐ No, ☐ Residential _____

☐ Commercial _____

☐ Other _____

Please indicate fire detection systems present (check all that apply): ☐ Battery operated smoke detectors,
☐ Manual fire alarm pull stations, ☐ Automatic fire alarm system, ☐ Sprinkler system, ☐ None

Please indicate other systems present (check all that apply): ☐ Commercial kitchen, ☐ Exhaust hood, ☐
Fire suppression system, ☐ None

Provide a fair representation of the floor plan of the building. Label all rooms according to their existing and proposed uses, such as bathrooms, offices, storage, etc. Also, draw a site plan of the property showing the building, driveway, parking spaces, and site utilities.

Once this form and documentation is returned to the Code Enforcement Office it will be reviewed for determination of any permits or approvals necessary for compliance with the Code of the Town of Oneonta. If no additional permits or approvals are required a fire inspection for compliance with the Code of the Town of Oneonta Chapter 16 will be scheduled.

Applicant Signature

Date