



OFTEN OVERLOOKED, a “certificate of occupancy” is an important step in ensuring your business fully complies with

State and Local building and zoning laws. It's never too early to talk with the Planning and Building Department about the location and type of business you wish to open.

Typically, you will need a building permit to prepare your space. Often, you also may need approvals from the Planning Board or even a variance from the Zoning Board. *Our staff is available to guide you to the right place.*

Businesses that fail to gain a certificate of occupancy may have difficulty securing financial backing, problems with insurance claims, or even legal enforcement to adhere to the codes.



We're here to work for you, and your business.

TOWN of VICTOR
85 East Main Street
PHONE: (585) 742-5000
FAX: (585) 924-0202
www.victorny.org

Depending upon the requirements of your business and its location, additional assistance may be required by the Town Planning & Building Departments.

Town Contacts:

- ▶ **PLANNING & BUILDING DEPARTMENT**
PHONE: (585) 742-5035
EMAIL: codes@town-victor-ny.us

The Village and Town share services listed below

- ▶ **ECONOMIC DEVELOPMENT DEPARTMENT**
CONTACT: Kathy Rayburn
PHONE: (585) 742-5073
- ▶ **ASSESSOR DEPARTMENT**
CONTACT: Marlene Murnan
PHONE: (585) 742-5010



Your guide to...
Opening a business & preparing the space



FOR COMMERCIAL/BUSINESS USE



Turn-key/Move-in Ready

Prior to opening even with no change to the exterior or little or no change to the Interior:

- ▶ Permit required.
- ▶ If the business type is not allowed by code it requires review by the Zoning board for variance eligibility.
- ▶ Signage requires a separate permit and may require Zoning and/or Planning board approval.
- ▶ Inspection is completed by code enforcement and certificate of occupancy issued.



Interior Alterations Needed

Prior to beginning any work:

- ▶ Requires Building Permit, description of work to be done accompanied by architectural plans.
- ▶ If the business type is not allowed by code it requires review by the Zoning for variance eligibility.
- ▶ Signage requires a separate permit and may require Zoning and/or Planning board approval.



Exterior Alterations Needed

Prior to beginning any work:

- ▶ Permit Required.
- ▶ Requires Planning board approval.
- ▶ If the business type is not allowed by code it requires review by the Zoning board for variance eligibility.
- ▶ Signage requires a separate permit and may require Zoning and/or Planning board approval.

Looking for where to start?

The **Planning & Building Department** is your first point of contact and will help guide you with your project. 585-742-5035 - codes@town-victor-ny.us

THE PLANNING & BUILDING DEPT.

- Responsible for reviewing applications, issuing permits, and inspecting work.
- Helps applicants by referring them to appropriate boards.
- Permit review may take up to 3 weeks.
- Contact Planning & Building to schedule inspections for each of the permits listed.

ZONING BOARD OF APPEALS (ZBA)

- Authorized to issue variances to the local zoning code.
- Serves as a source of appeal for Code Enforcement Officer's determinations on zoning issues.
- Board meets one or two times per month; applications must be received 3 weeks for Town and 4 weeks for Village prior to meeting.
- Applicants must provide information on specific needs for variance to be granted.

PLANNING BOARD (PB)

- Responsible for ensuring business will fit into the overall plan of the Town/Village and have seamless impact on environment.
- Board meets one or two times per month; applications must be received 5 weeks for Town and 4 weeks for Village prior to meeting.
- Often applicants will require two or more meetings to ensure all questions are answered.