

# **Change In Use/Occupancy Requirement Checklist**



*The following information is intended to assist the property owner in changing the use or occupancy of a building or structure in a safe and ordinance-compliant manner.*

**A Building Permit is required. The following items must be submitted with the Building Permit Application:**

- ☐ Proof of compliance with New York State Worker's Compensation and Disability Law
- ☐ Property survey showing the location of the building(s)/structure(s), including distances to all nearby structures and lot lines. This information is needed to determine compliance with:
  - The NYS Building & Fire Codes
  - The Code of the Village of Alden
- ☐ A Building Code Analysis prepared by a NYS Design Professional is required. Said Analysis must demonstrate compliance with the New York State Existing Building Code or the New York State Residential Code (Appendix J), as applicable.
- ☐ When alterations are proposed or required as part of a proposed change of occupancy, documentation as outlined in the 1 & 2 Family Dwelling/Addition Requirement Checklist or General Building/Structure/Addition Requirement Checklist must be submitted, as applicable.

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**Inspections are required as outlined in the General Building Permit Application Information sheets.**

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**A successful final inspection MUST be obtained prior to the use and/or occupancy of the building or structure.**

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All applicable boxes must be checked and the Property Owner must sign and date below. Include this Checklist with the Building Permit Application.

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_