

Village of Depew

Building Department

Municipal Building • 85 Manitou St. • Depew, NY 14043

716-683-1400 ext. 123 • 716-683-3538 (fax)

www.villageofdepew.org

***Village of Depew
85 Manitou Street
Depew, New York 14043
716-683-1400***

CHECKLIST FOR OBTAINING A BUSINESS OCCUPANCY PERMIT

The permit fee is \$100.00 (Building permit fee schedule effective July 1, 2019).

The following requirements apply:

1. A letter of intent (describing the business, lease agreement). The letter of intent is required to contain the contact information:
 - A. Name, address, and phone number of the owner.
2. Floor plan/layout of area (to scale) and/or architectural drawings of the area of the building.
3. Liability insurance certificate (ACCORD 25 Form) of the Business with the Village of Depew listed as the Certificate Holder.
4. Correspondence from the property owner authorizing this tenancy/business.
5. Police Department Emergency contact list.

INCOMPLETE packets will NOT be accepted.

Please submit ALL required information at one time.



VILLAGE OF DEPEW BUSINESS OCCUPANCY APPLICATION

Ref: Village of Depew Zoning Law § 260-11 A

Fee: \$100.00

APPLICANT INFORMATION:

(PLEASE PRINT)

Name: _____

Address: _____
No. Street City State Zip

Home Phone No: () _____

Email Address: _____

BUSINESS INFORMATION:

(PLEASE PRINT)

BUSINESS/COMPANY NAME: _____

BUSINESS ADDRESS: _____
No. Street City State Zip

BUSINESS PHONE NUMBER: () _____

TYPE OF BUSINESS: _____

IS THIS PROPERTY: RENTED/LEASED OR OWNED

CONTACT PERSON: _____

CONTACT PHONE NO: () _____

EMERGENCY CONTACT NAME: _____

EMERGENCY CONTACT PHONE NO: () _____

★ CHECKLIST & REQUIREMENTS FOR OBTAINING BUSINESS OCCUPANCY PERMIT IS ATTACHED.

Application is hereby made for the permit described above and detailed in the information submitted. I, the undersigned applicant, certify that the above information is true to the best of my knowledge and that the action granted under this permit will comply with all applicable ordinances.

Applicant's Signature: _____

Permission is hereby granted to carry out the action described above as set forth in the information now on file in this office. Any changes must first be submitted for approval.

Code Enforcement Officer

Date

Village of Depew Police Department

85 Manitou Street, Depew N.Y. 14043

Office: 716-683-1123 Fax: 716-685-3124

Business Name: _____ Type: _____

Business Address: _____

Business Phone: _____ Fax: _____

Owner Information

Owner: _____ Phone: _____

Address: _____

Emergency Contacts

- | | |
|----------------|--------------|
| 1. Name: _____ | Phone: _____ |
| Address: _____ | Title: _____ |
| 2. Name: _____ | Phone: _____ |
| Address: _____ | Title: _____ |
| 3. Name: _____ | Phone: _____ |
| Address: _____ | Title: _____ |
| 4. Name: _____ | Phone: _____ |
| Address: _____ | Title: _____ |

***** Alarm System Information *****

Yes: _____ No: _____ *** If you answer yes, please complete information below

Security Company Name: _____ Phone: _____

Type / Area of Alarm: (if zones – include map) _____

Fire Alarm: Yes: _____ No: _____ Guard Dog: Yes: _____ No: _____ Fire Arms: Yes: _____ No: _____

Hazard Materials / Chemicals: Yes: _____ No: _____ Type: _____

Location: _____