

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 TEMPORARY 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.

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TEMPORARY BUSINESS OCCUPANCY APPLICATION

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

Fee: \$100.00

Name of Applicant: _____

Address of Applicant: _____

Contact Phone Number(s): _____

Email Address: _____

Property Location for the Business Occupancy: _____

Type of Business: _____

Temporary Business Occupancy Permit – Date Range: From _____ To _____

**Checklist for obtaining a 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: _____