

# USE AND OCCUPANCY APPLICATION

In accordance with the Code of the Town of Henrietta and the NYS Fire Prevention and Building Code, no permit-required work will begin prior to the issuance of proper permits and/or approvals by the Town of Henrietta.

## Town of Henrietta

Office of the Fire Marshal  
475 Calkins Road  
Henrietta, NY 14467  
(585) 359-7060  
(585) 321-6093 Fax



A Use and Occupancy Permit is required for a space to be used, prior to the opening of any business within an existing building or structure. This Permit is valid for 3 years, after which time a renewal notice will be sent out.

The purpose of the Use and Occupancy Permit is to document that all applicable life safety and fire code requirements are within compliance with the Fire Code of New York State.

The permit is valid until the use or tenant of the space changes or there is an increase or decrease in the floor area used. If there is a change in use or dimensions of the space have changed, a new Use & Occupancy Permit is required.

**All fields must be completed. If not applicable, please mark with N/A**      **Date:** \_\_\_\_\_

***UNSIGNED APPLICATIONS WILL BE RETURNED***

### APPLICANT INFORMATION

|   |       |                       |       |
|---|-------|-----------------------|-------|
| <b>BUSINESS NAME:</b>   | _____ |                       |       |
| <b>LOCAL BUSINESS ADDRESS:</b>  | _____ |                       |       |
| <b>BUSINESS PHONE#:</b>   | _____ | <b>BUSINESS FAX#:</b> | _____ |
| <b>IS THIS BUSINESS LOCATED WITHIN MARKETPLACE MALL:</b> YES <input type="checkbox"/> NO <input type="checkbox"/> |       |                       |       |
| <b>#1 EMERGENCY CONTACT NAME:</b>   | _____ | <b>PHONE:</b>         | _____ |
| <b>#2 EMERGENCY CONTACT NAME:</b>   | _____ | <b>PHONE:</b>         | _____ |
| <b>TENTATIVE MOVE IN DATE:</b>  | _____ |                       |       |
| <b>SIGNATURE:</b>   | _____ |                       |       |

**\*\*\* NOTE: MARKETPLACE MALL TENANTS MUST PROVIDE A MIRACLE MILE DR. ADDRESS \*\*\***

### SITE INFORMATION

|                              |       |
|------------------------------|-------|
| <b>PREVIOUS TENANT NAME:</b> | _____ |
| <b>BUILDING OWNER NAME:</b>  | _____ |

**BUSINESS DESCRIPTION:** \_\_\_\_\_

**PERMIT FEE    \$100.00**  
(Includes administrative costs & necessary inspections)

**A FIRE SAFETY INSPECTION IS REQUIRED PRIOR TO OPENING TO THE PUBLIC OR CONDUCTING BUSINESS. PLEASE CONTACT THE OFFICE OF BUILDING AND FIRE PREVENTION AT (585) 359-7060 TO SCHEDULE THE INSPECTION. INSPECTIONS ARE NORMALLY SCHEDULED FOR THE NEXT REGULAR BUSINESS DAY.**