



**Contact information:**

**Bureau of Code Enforcement**

Building Permits and Certificate of Occupancy requests

*Phone: (518) 270-4646*

**Department of Planning and Community Development**

Planning and Zoning Board Questions, Zoning Ordinance Questions, Business Permits

*Andrew Petersen  
Plans Examiner  
Phone: (518) 279-7168*

The City of Troy's Economic Development Office offers programs and incentives to help individuals who wish to start, expand, or relocate a business in Troy.

*Monica Kurzejeski  
Economic Development Coordinator  
Phone: (518) 279-7412*

**Schedule of Fees**

**Planning Board Meeting** (based on cost of construction)

\$100.00 and up

**Zoning Board Meeting** (based on variances being sought)

\$100.00 and up

**Business Permit Fee**

\$25.00

**Certificate of Occupancy**

\$30.00 (in addition to work permit fee)

**Work Permits** (based on cost of construction)

\$50 and up

**Signage Fee** (for signs located in the city right of way)

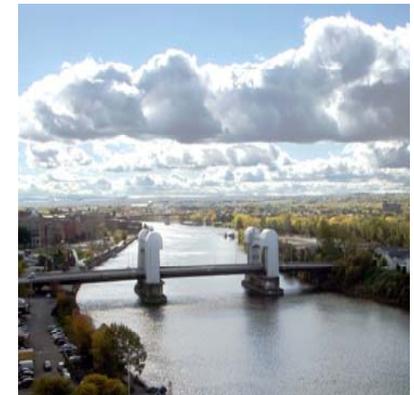
\$50 yearly fee

**City of Troy, NY  
Department of Planning and Economic Development**

433 River Street, Suite 5001  
Troy, New York 12180  
Phone: 518.279-7412  
Fax: 518.268-1690  
www.TroyNY.Gov



**A step by step  
guide to opening a  
business in the City  
of Troy, New York**



**The City of Troy would like  
to extend a warm welcome  
to you and your business.**

***Honorable  
Lou Rosamilia, Mayor***

*Welcome to the City of Troy. This brochure will help guide you in the process of opening your business.*



### **Apply For a Certificate of Occupancy**

A representative from the business must apply with the City Bureau of Code Enforcement for a Certificate of Occupancy. You will need a detailed floor plan of the space you wish to occupy and a copy of all proposed exterior signage specifications. If your floor plans or signage proposal meet all code safety requirements and comply with all zoning regulations you will be issued a work permit or a Certificate of Occupancy. If your floor plans or signage proposal need further review and approval by the Planning Board and Zoning Board of Appeals you will be referred to the Department of Planning to complete the appropriate applications.

### **Zoning Board Appearance**

The Department of Planning receives all applications for Zoning Board Review. The most common reasons for needing Zoning Board review and approval include excessive signage, parking deficiencies, and proposing to operate a business in an area that does not allow such a use.

The Zoning Board meets on a monthly basis. All applicants must post public hearing signs on the proposed site 10 days prior to the meeting date. All applicants must attend the meeting and be prepared to explain to the Zoning Board why they cannot comply with the requirements of the Ordinance. Applicants must receive Zoning Board approval prior to the issuance of a Certificate of Occupancy.

### **Planning Commission Appearance**

The Department of Planning receives all applications for Planning Commission review. With few exceptions, new businesses in the City of Troy are required to appear before the Planning Commission with a site plan and a written of scope of operations. The Planning Commission meets on a monthly basis. Applicants must post public hearing signs on the proposed site 7 days prior to the meeting date. The applicant should be prepared to give a brief presentation to the Commission regarding business operations. The review process may require more

than one Planning Commission meeting. Applicants must receive Planning Commission approval prior to the issuance of a Certificate of Occupancy.

### **Business Permit**

Should the Planning and Zoning Boards approve your business application, the applicant shall then apply for a business permit with the Planning Department.

### **Certificate of Occupancy**

Once you have received approval letters from the Planning Commission and Zoning Boards you may make an appointment with the City Bureau of Code Enforcement to review your floor plans and to make an appointment for a Certificate of Occupancy Inspection.

### **Building Permits**

Construction, rehabilitation and alterations may require a building permit. Contact the Bureau of Code Enforcement prior to the commencement of work. All affixed business identification signage requires a building permit to insure the safety and stability of the sign. Signs that protrude over the City right-of-way must be recorded with the City of Troy Bureau of Code Enforcement and assessed a yearly fee.

***The City Code of Ordinance is Available online at [TroyNY.gov](http://TroyNY.gov)***