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**The City of Rensselaer Permit Procedures for New Businesses**

Welcome to the City of Rensselaer. We look forward to assisting businesses locating in the City. Please call the Building and Planning Department at 465-1693 and **make an appointment with the Building Inspector and the Director of Planning** to talk about your plan to open a business in the City. The business and proposed location will be reviewed for compliance with the City of Rensselaer Zoning Law. Depending on the type of business and the scope of work proposed, some or all of the following steps may be part of the permitting process:

1. **Submit an application to appear before the City of Rensselaer Planning Commission** with a description of your proposed business and a preliminary site plan showing the layout and location for their approval. It is important the Planning Commission consider, among other things, whether your business will require a variance for parking. The Planning Commission meets the second Monday of each month and the application deadline to appear on the agenda is three weeks prior to the scheduled meeting.
2. **Hold a preliminary meeting with the Building Inspector** if your new business requires new signage, renovations to an existing building or new construction. This is required before a building permit is issued and will help to determine the scope of work and the specific requirements necessary to conform to State and Local building codes. Substantial renovations to a building or new construction will require a set of plans signed and stamped by a design professional before a building permit can be issued. A building permit for a new sign requires a rendering of the sign and a description of the size and materials.
3. **Submit a set of drawings, stamped and signed by an architect or engineer for Plan Review** by the Building Inspector if your new business will be making substantial renovations to an existing building or requires new construction. Once the Building Inspector has reviewed these drawings he will need to do a walk through of the property to ensure that the plans address all code requirements before issuing a building permit.
4. **Read and understand the requirements of your Building Permit when you receive it.** Please note all the steps that are required of you as recipients of this permit and call the Building Inspector to do the necessary inspections as construction proceeds.
5. **Receive final inspection for Certificate of Occupancy.** Regardless to whether a building permit was issued a *Certificate of Occupancy, called a C.O., is required before you may open for business.* The Building Inspector will do a final walk through to ensure that all health and safety codes have been met and can then issue the C.O.

If you plan to open a restaurant or food service business you must contact the Rensselaer County Health Department Health Department at 270-2674.

For a DBA certificate to establish a new business, call the Rensselaer County Clerk at 270-4080.