

**TOWN OF GLENVILLE**  
18 Glenridge Road, NY 12302-4518  
(518) 688-1200, Ext 405 ~ Fax (518) 384-0140  
www.townofglenville.org

**APPLICATION FOR  
NEW COMMERCIAL STRUCTURE OR COMMERCIAL ADDITION**

\*\*See supplemental sheet for important information\*\*

Date \_\_\_\_\_

1) Building Street Address \_\_\_\_\_ Store/Suite # \_\_\_\_\_

2) Tax Map ID #: \_\_\_\_\_

3) Name of Business to Occupy Space \_\_\_\_\_

4) Describe type of business (i.e., retail, restaurant, office, etc.) \_\_\_\_\_

5) Date of Planning Board and/or Zoning Board approval(s) \_\_\_\_\_

6) I am applying for: (check one)

\_\_\_\_\_ New Commercial Structure                      Total Sq. Ft. of structure \_\_\_\_\_

\_\_\_\_\_ Addition to Existing Commercial Structure      Total Sq. Ft. of addition \_\_\_\_\_

7) Property Owner's Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

8) Business Owner's Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

9) Contractor's Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**10) Site Information**

a. Public Water    OR    Private Well

b. Sewer    OR    Private Septic System

\*\*\*separate permits from Public Works are required for public water and sanitary disposal\*\*\*

c. Will the grade of this lot be changed as a result of this construction?    Yes    OR    No

i. If yes, explain \_\_\_\_\_

d. Are there any easements on this lot?    Yes    OR    No

i. If yes, describe \_\_\_\_\_

**\*\*\*APPLICATION CONTINUED ON BACK\*\*\***

**11) Construction Data:** (must be completed even if shown on construction plans)

- a) Overall height of building from finished grade \_\_\_\_\_
- b) Number of stories \_\_\_\_\_
- c) Total number of units within building: \_\_\_\_\_
- d) Exterior wall material (circle one): vinyl wood masonry other \_\_\_\_\_
- e) Basement (circle one): full crawl space slab
- f) Source of Heat (circle one): gas oil propane solar other \_\_\_\_\_
- g) Central air conditioning: Yes OR No

**12) Market Value Of Project** (labor and materials) \$ \_\_\_\_\_

**13) Signature Of Property Owner** \_\_\_\_\_  
(Contractor/Builder's signature accepted with a copy of the signed agreement with the property owner)  
I certify that the information submitted as part of this permit application is accurate.

.....  
**FOR OFFICE USE ONLY:**

Attach Notice of Decision from PZC and/or ZBA to this application.

Date Approved: \_\_\_\_\_ Fee: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Septic/Sewer Approval \_\_\_\_\_ Date \_\_\_\_\_

Notes / Comments / Denial: \_\_\_\_\_