



# Village of Fonda

PO Box 447 ❖ 8 E. Main Street ❖ Fonda NY 12068

) 853-4335 ❖ FAX (518) 853-4555 ❖ [www.villageoffonda.ny.gov](http://www.villageoffonda.ny.gov) ❖ email: villageoffonda@juno.com

## CHANGE OF OCCUPANCY PERMIT

Provide accurate, current information .

Address: \_\_\_\_\_

Previous Use: \_\_\_\_\_ Fire sprinkler provided:  Yes  No

Previous Occupancy Classification:

Legal Description:  
\_\_\_\_\_

Owner of Property: (Name) (Address) (City, State, Zip) (Phone #)  
\_\_\_\_\_

Corporate Business Name, if applicable: (Name) (Address) (City, State, Zip) (Phone #)  
\_\_\_\_\_

New use: \_\_\_\_\_ Fire sprinkler provided:  Yes  No

Description:  
\_\_\_\_\_

Type of Construction: \_\_\_\_\_ Occupancy Classification Intended: \_\_\_\_\_

Total Area: \_\_\_\_\_ # of Parking stalls provided: \_\_\_\_\_

New Occupancy Load: \_\_\_\_\_ # of Exits: \_\_\_\_\_

I hereby state that that the information submitted on this application is accurate and correct. I recognize that the issuance of this permit shall not grant approval to violate any of the provisions of the building codes or zoning ordinances enforced by this jurisdiction, county, state, federal law; and that this permit shall not prevent the building official from requiring construction to be in compliance with all applicable code provisions during field inspections. This building shall comply with latest building code requirements for structural, electrical, plumbing and mechanical provisions currently latest adopted codes at the time a permit is issued.

Applicant Name (Print clearly)  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Contact Email Address (optional) \_\_\_\_\_

### Official Use Only

Building/Inspection report attached    Application fee: \$ \_\_\_\_\_ Permit Number \_\_\_\_\_

Reviewed by:

Building Department: \_\_\_\_\_ Planning Department: \_\_\_\_\_ Public Works: \_\_\_\_\_

Approving Official: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

Rev: June 18



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## HOW TO LOCATE THE PROPER PROPERTY TYPE CLASSIFICATION CODE

The New York State Office of Real Property Services has developed a simple and uniform classification system to be used in assessment administration in New York State. The system of classification consists of numeric codes in nine categories. Each category is composed of divisions, indicated by the second digit, and subdivisions (where required), indicated by a third digit. The nine categories are:

- 200 - Residential - Property used for human habitation. Living accommodations such as hotels, motels, and apartments are in the Commercial category - 400.
- 400 - Commercial - Property used for the sale of goods and/or services.
- 500 - Recreation & Entertainment - Property used by groups for recreation, amusement, or entertainment.
- 600 - Community Services - Property used for the well being of the community.

### 200 - RESIDENTIAL

- **210 - One Family Year-Round Residence** A one family dwelling constructed for year-round occupancy (adequate insulation, heating, etc.). **NOTE:** If not constructed for year-round occupancy, see code 260.
- **215 - One Family Year-Round Residence with Accessory Apartment** A one family, year round residence with a secondary self contained dwelling unit. Accessory apartments are usually contained within or added to the principle residence and are often occupied by immediate family members.
- **220 - Two Family Year-Round Residence** A two family dwelling constructed for year-round occupancy.
- **230 - Three Family Year-Round Residence** A three family dwelling constructed for year-round occupancy.
- **240 - Rural Residence with Acreage** A year-round residence with 10 or more acres of land; it may have up to three year-round dwelling units.
- **241 - Primary residential, also used in agricultural production**
- **242 - Recreational use**
- **250 - Estate** A residential property of not less than 5 acres with a luxurious residence and auxiliary buildings.
- **260 - Seasonal Residences** Dwelling units generally used for seasonal occupancy; not constructed for year-round occupancy (inadequate insulation, heating, etc.). If the value of the land and timber exceeds the value of the seasonal dwelling, the property should be listed as forest land (see category 900). **NOTE:** If constructed for year-round occupancy, see code 210.
- **270 - Mobile Home** A portable structure built on a chassis and used as a permanent dwelling unit.
- **271 - Multiple Mobile Homes** More than one mobile home on one parcel of land; not a commercial enterprise.
- **280 - Residential - Multi-Purpose/Multi-Structure**
- **281 - Multiple Residences** More than one residential dwelling on one parcel of land. May be a mixture of codes 210's, 220's, and 230's, or all one type.
- **283 - Residence with Incidental Commercial Use** A residence which has been partially converted or adapted for commercial use (e.g. residence with small office in basement). Primary use is residential.

### 400 - COMMERCIAL

- **480 - Multiple Use or Multi-purpose**  
A building readily adaptable, with little physical change, for more than one use or purpose.
- **481 - Downtown Row Type (with common wall)**  
Usually a two or three story older structure with retail sales/services on the first floor and offices and/or apartments on the upper floors; little or no on-site parking.
- **482 - Downtown Row Type (detached)**  
The same type of use as in code 481, above, but this is a separate structure without party walls.
- **483 - Converted Residence**  
A building usually located in a residential area, which has been partially converted or adapted for office space (e.g., a doctor's or dentist's office with an apartment upstairs).
- **484 - One Story Small Structure**  
Usually a modern, one occupant, building adaptable for several uses (e.g., retail clothing store, small office, warehouse, pet shop, etc.).
- **485 - One Story Small Structure - Multi occupant**  
Usually partitioned for two or more occupants, such as a liquor store, drug store, and a laundromat; limited parking on site.
- **486 - Minimart**