



Town of Clifton Park
1 Town Hall Plaza
Clifton Park, New York 12065
518-371-6702 Fax 383-2668

REQUIRED INSPECTIONS FOR CHANGE OF TENANCY

IMPORTANT: APPLICANT IS RESPONSIBLE TO COMPLY WITH ITEMS MARKED BELOW.

**ONLY WORK NOTED ON THE ATTACHED PLANS MAY BE PERFORMED.
NO NEW CONSTRUCTION OR DEMOLITION IS ALLOWED WITH THIS PERMIT.**

Town approved plans must be on the job site for all inspections and all projects will require inspections. The applicant is responsible for scheduling the required inspections with the Building Department at least twenty-four (24) hours in advance. All of the inspections indicated below will be required in order to issue the Certificate of Tenancy.

- Demising Walls / Above Ceiling: All tenant separation walls must be inspected whether or not they have been altered during your project. Demising walls are required to be smoke-tight with all penetrations and voids filled properly. Above ceiling spaces and electric must be made safe and accessible for inspection. *Ceiling tiles must be removed for inspection.*
- Electrical Inspection: All new electric service, modifications and/or additions to existing electrical equipment must be inspected by a third party inspector. A list of approved electrical inspectors is available from the building department.
- Final Inspection: This includes a final walk-through of the tenant space. Any systems (i.e. Fire Alarm, Sprinkler, Elevator, Kitchen Hood, etc.) requiring certification must have the required paperwork available for the inspector. Demising wall inspections can be performed during the final inspection provided that ceiling tiles are removed and an appropriate sized ladder is available.
- Other: _____

NOTE: Once a tenancy permit has been issued for a space, the space may then be occupied. Within three business days after occupying the space, the occupant must request an inspection from the department, and when such an inspection is passed, a Certificate of Tenancy will then be issued.