

PROFESSIONAL OFFICE AND RETAIL STORE PERMIT CHECKLIST

City Permits

<p>Obtain a building permit from the New Rochelle Building Department</p> <p>Obtain plumbing and electrical permits from the New Rochelle Building Department (if applicable)</p> <p>Obtain a sign permit from the New Rochelle Building Department</p> <ul style="list-style-type: none"> • Appear before the Sign Review Board (if your proposed sign exceeds code regulations) 	<p>New Rochelle Building Department City Hall – 515 North Avenue New Rochelle, New York 10801 Phone (914) 654-2035 Fax (914) 654-2031 *Fees vary according to amount of square feet, number of parking spaces, etc.</p>
<p>Obtain a permit from the New Rochelle Fire Department</p> <ul style="list-style-type: none"> • For approval of fire/smoke detection system (if applicable) 	<p>New Rochelle Fire Department City Hall – 90 Beaufort Pl. New Rochelle, New York 10801 Phone (914) 654-2111</p>
<p>Register your business in the New Rochelle Business Registration System</p>	<p>Lisa Davis – Business Ambassador 914-654-2189 ldavis@newrochelleny.com www.newrochelleny.com/business</p>

County Permits

<p>New York State Law requires people to register their business in the county in which the business is located. You must go to the Westchester County Clerk's office to register. If this is a Partnership Certificate, <i>all partners need to be present</i> in order to sign in front of the Notary Public.</p> <ul style="list-style-type: none"> • You must come into the County Clerk's Office with proper identification such as a driver's license or Passport and a \$33.00 processing fee. This fee includes 2 certified copies. • If you are AMENDING a previously filed Business Certificate because your business location has changed, the business name has changed, or if you are adding/dropping a partner, you may fill out an Amended Business Certificate. 	<p>Office of the Westchester County Clerk 110 Dr. Martin Luther King Jr. Blvd. White Plains, NY 10601 Phone (914) 995-3080 E-mail cclerk@westchestergov.com Web Site: www.westchesterclerk.com</p>
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