



OFTEN OVERLOOKED, a "certificate of occupancy" is an important step in ensuring your business fully complies with State and Local building and zoning laws. It's never too early to talk with the Building Department about the location and type of business you wish to open.

Typically, you will need a building permit to prepare your space. Often, you also may need approvals from the Planning Board or even a variance from the Zoning Board. These can be confusing procedures, *but we are always happy to guide you to the right place.*

Businesses that fail to gain a certificate of occupancy may have difficulty securing financial backing, problems with insurance claims, or even legal enforcement to adhere to the codes.



We're here to work for you, and your business.

TOWN of VICTOR
85 East Main Street
PHONE: (585) 742-5000
FAX: (585) 924-0202

VILLAGE of VICTOR
60 East Main Street
PHONE: (585) 924-3311
FAX: (585) 924-0282

www.victorny.org

The Village and Town share several services, including the Building Department and the Assessor.

LOCAL DEVELOPMENT CORPORATION (LDC)

The LDC is a shared service agency that encourages economic development and helps facilitate business growth.

5 West Main Street, Victor, NY 14564

CONTACT: Kathy Rayburn

PHONE: (585) 742-6320

EMAIL: vicldc@frontiernet.net

WEBSITE: www.victorldc.org

Looking for the place to start?

► **BUILDING DEPARTMENT**

The Building Department is the first point of contact and will help guide you with your project.

CONTACT: Rebecca Packard, Secretary

PHONE: (585) 742-5035

Depending upon the requirements of your business and its location, additional assistance may be required by the Town or Village Planning & Zoning Departments.

► **TOWN PLANNING & ZONING DEPARTMENT**

CONTACT: Kim Kinsella

PHONE: (585) 742-5040

► **VILLAGE PLANNING & ZONING DEPARTMENT**

CONTACT: Al Benedict

PHONE: (585) 742-5035

Gaining your Certificate of Occupancy



FOR COMMERCIAL/BUSINESS USE

