



TO: Owners/ operators of business and assembly occupancies  
FR: Town of Victor Planning & Building Department  
DA: June 3, 2020  
RE: Temporary uses due to COVID re-opening

TOWN SUPERVISOR  
742-5020

TOWN CLERK  
TAX RECEIVER  
742-5080

TOWN COURT  
924-5775  
924-5262

ASSESSMENT  
742-5010

ECONOMIC  
DEVELOPMENT  
742-5073

FINANCE  
742-5025

HIGHWAY  
742-5094

HISTORIAN  
742-5065

PARKS & RECREATION  
742-0140

PLANNING & BUILDING  
742-5035

PLANNING / ZONING  
742-5040

HUMAN RESOURCES  
742-5028

As New York State allows non-essential businesses to re-open, the Town of Victor recognizes businesses, particularly restaurants, may need temporary changes in layout and/or to utilize outdoor seating. The following re-opening guidelines do not reduce or remove existing site and building approvals.

The Planning & Building Department has an interim procedure to assist these businesses with getting temporary approvals.

#### Indoor spaces

The NY State Uniform Code has not changed the requirements for maximum occupancy or required building features such as bathrooms, storage rooms, elevators, etc. If you wish to re-purpose rooms, you must first secure a building permit from our office.

Determining maximum occupancy in order to maintain social distancing is challenging. Our advice is to lay out social distance markers for cash out lines, aisles, or waiting areas, and rearrange tables and chairs to provide adequate separations. The number of 'markers' and chairs could then be considered "full occupancy" for adherence to your written re-opening plan.

#### Outdoor spaces

If your operation requires curbside service, please mark out parking spaces for these deliveries in existing spaces, after checking with your landlord. Do not situate in drive and/or fire lanes, and accessible parking must be maintained.

If you wish to temporarily use outdoor parking and sidewalk areas for seating, you must secure an operating permit from our office. The application must address the following:

- Firm timeline of the temporary use. In no event can our office allow the use to extend past September 15, 2020, without Planning Board approval.
- Copy of your re-opening plan.
- Proposed layout of tables that demonstrates social distancing requirements.
- Proposed means to protect the public from vehicular traffic and maintain pedestrian traffic.
- If using a tent or canopy over 400 sq. ft., certificate of flame resistant treatment compliant with NFPA 701.
- If you serve alcohol, documentation of compliance to applicable liquor authority requirements, including barrier requirements. You can find information from the NYSLA website at <https://sla.ny.gov/>. Temporary barriers acceptable to them is accept to the Town.
- An acknowledgement that future outdoor uses will be required to go to the Planning Board and this approval cannot be used as precedence to support future applications.
- Applications will be reviewed, but permits cannot be issued until the business type will be authorized to open under the designed phase.

For outdoor spaces, we ask you use the “tent operating permit” application, whether or not you are adding a tent. For indoor spaces, we ask you to use “Commercial move-in tenant” applications. Both of these forms can be found on our town website:

<https://www.victorny.org/158/Building-Permit-Forms-Applications>

Please contact our office at 585-742-5035 or [codes@town-victor-ny.us](mailto:codes@town-victor-ny.us) for any questions.