



Change of Use / Occupancy Permit Application (previously “New Commercial Tenant Form”)

Welcome to Larchmont! We’re happy you are considering starting a business in our wonderful Village! The Building Department will provide feedback about any required permits, variances, and/or Board approvals you may need based on the information you provide herein. Please be as accurate and descriptive as possible.

Application Information

Property Information: Section-Block-Lot _____ Property Address _____

New Occupant Contact: Name _____ New Business Name _____

Telephone _____ Email _____

After-Hours Contact (If Different): Name _____ Telephone _____

Property Owner: Name _____ Telephone _____

Estimated Opening Date (must be at least 14 days in advance of this application submittal): _____

Building and Site Changes

Please provide a sketch showing existing conditions with proposed alterations.

Description of Proposed Site Alterations: _____

Previous Zoning Use: _____

Proposed Zoning Use: _____



refer to “Attachment 1 – Schedule of Use Regulations” on Page 2

Will there be Food Preparation on Site? Yes / No

If yes, please explain: _____

Will there be Counter Service for Food? Yes / No

The Building Department will determine whether additional permits are required based on your proposed plans:

Required for All Applications:

Operating Permit (Fire Inspection): Must be scheduled to occur within one week of final opening date.

Email fireprevention@larchmontny.gov to set up a fire inspection.

Police Forms: New businesses must obtain a [license for their burglar alarm system](#), and submit a [business record form](#).

Construction:

Building Permit

Plumbing Permit

Fire Suppression/Hood Permit

Sign/Awning permit (requires ARB)

Electrical Certificate

Backflow Inspection

Alarm Permit

Land Use:

Zoning Board of Appeals

Planning Board

Architectural Review Board

Food Service and/or Entertainment Businesses:

Sidewalk Café Permit NY State Liquor Authority Liquor License (sla.ny.gov/permits)

Cabaret License Westchester County DOH Food Service Permit (health.westchestergov.com/sanitation)



ZONING 381 - Attachment 1 - Schedule of Use Regulations

PRINCIPAL USES	RB ZONE	RC ZONE	MF ZONE
Public and municipal uses of the Village of Larchmont, and libraries	P	P	P
Public, parochial and private schools	P	P	P
Houses of worship	P	P	P
Nursery or play schools	P	P	SP
Townhouse developments	X	X	X
Multifamily dwellings	PS	PS	PS
Clubhouses	P	P	P
Professional office buildings	P	P	SP
Retail sales and service establishments	P	P	X
Business and professional offices	P	P	X
Banks	P	P	X
Restaurants	P	P	X
Theaters	P	P	X
Retail food establishments	P	SP	X
Showroom	SP	X	X
Retail laundry and drycleaning establishments	SP	SP	X
Takeout food establishments	SP	SP	X
Dining & Entertainment Establishments	X	SP	X
Automobile and boat sales	SP	X	X
Gasoline service stations	SP	X	X
Pet sales or grooming establishments	SP	X	X
Freestanding fast food restaurant	X	X	SP
Coffee shops and stationary shops	P	P	X
Private attached garages	X	X	PS
Noncommercial greenhouses	X	X	P
Outside storage of boats or boat trailers	X	X	X
Decks	X	X	PS
Private detached garages	X	X	SP
Outside storage of recreational vehicles or trailers	X	X	X
Noncommercial swimming pools	X	X	SP
Satellite antenna	SP	SP	SP
Wireless telecommunications antenna	SP	SP	SP
Outdoor noncommercial tennis courts in conjunction with townhouses	X	X	X
Outdoor eating in conjunction with a restaurant	PS	PS	X
Indoor recreation facility for employees as an accessory use	X	X	X
Employee parking as a principal use	X	X	X

P – Permitted Use **PS – Permitted, with Supplementary Standards**

SP – Special Permit Use **X – Prohibited Use**

The Village’s Zoning Code can be found at <http://ecode360.com/7083146>.