

Maureen Eckman  
Building Dept.  
1051 Boston Post Road  
Rye, New York 10580



Tel: (914) 967-7372  
Fax: (914) 967-7185  
Email: meckman@ryeny.gov  
http://www.ryeny.gov

**CITY OF RYE**  
**Building Department**

**APPLICATION**  
**CHANGE OF TENANT OCCUPANCY**

Date: \_\_\_\_\_

**Fee: \$175.00**

**APPLICANT**

**OWNER OF PROPERTY**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_(\_\_)\_\_\_\_\_

Phone: \_\_(\_\_)\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Owner's Signature

**NAME OF STORE OR BUSINESS:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PROPOSED TYPE OF STORE OR BUSINESS:** \_\_\_\_\_

**DESCRIPTION OF BUSINESS:** \_\_\_\_\_

**Former Business at this Location:** \_\_\_\_\_

Explanation of Alterations or Remodeling Work Planned  
Seperate mechanical permits required for electric, plumbing, heating etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Requirements:**

Drawing of Floor Plan of proposed Store or Business  
Smoke Detectors and Fire Extinguishers to NYS Code  
Separate Permit required for Signage