



Village of Quogue

7 Village Lane
PO Box 926
Quogue, NY 11959

Telephone: (631) 653-4498
Fax: (631) 653-4776

CHANGE OF TENANT FORM

Fee: \$100.00 in B-2 and LI-1&2 / \$50.00 in B-1

Date: _____

Property Owner: _____ Phone # _____

Property Address: _____

Emergency Contact Phone # _____ Knox Box: Yes / No

Proposed Tenant Name: _____ Phone # _____

Description of space to be rented and unit # (if applicable): _____

Type of Business: _____

Materials stored / used: _____

Hours of operation: _____ Number of employees: _____

Equipment installed: _____

Signage: Yes / No - *If yes, attach photo or color diagram and give dimensions.*

Business licenses (with copies): _____

Fire Marshal – Copy: Yes / No

TENANT SIGNATURE

OWNER SIGNATURE

PLANNING OFFICIAL

INSPECTED BY



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Please provide the information per the check list below. Check the appropriate boxes and fill in the blanks as appropriate. Additional information may be required to process your application.

Business Zone:

- B-1
- B-2
- LI-1
- LI-2

Number of employees in house: _____

Number of employees in the Field: _____

Number of onsite parking spaces: _____

Number of overnight parking spaces for commercial vehicles: _____

Business type:

- Mercantile (sales)
 - dry goods, description _____
 - food/beverage , description _____
 - Other: _____

- Office, business or professional. *{Licensed professional, attorney, doctor, realtor, etc...}*

Type of office business: _____

Expected customer flow per day: _____

- Personal Service shop,
 - barbershop, beauty parlor
 - dry cleaning or laundry service
 - professional studio
 - travel agency or similar shop
 - Additional description for professional studio or similar shops: _____
 - Shop for custom work and for making articles to be sold on the premises
Describe: _____
 - Retail food store or other food dispensing establishment.
Describe produce: _____

- Other: _____



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Light Industry Business Type:

- Greenhouse, plant nursery
- Wholesale and retail lumberyard or other building outlet
- Research institute or laboratory
- Storage yard
- Office and shop for plumber, electrician, home improvement contractor and similar
** Additional Information Required, see below.*
- Warehouse for indoor storage
** Additional Information Required, see below.*
- Office use- business, professional or mixed
- Office and facilities for veterinarian
- Industrial Use, Other
** Additional Information Required, see below.*

Additional Information:

If your proposed use includes the storage, processing or manufacturing goods, or you are a contractor, the following information is required:

List material being stored / processed and goods manufactured:

Offices & shops for trade contractors / special trade contractors. On company letterhead:

- Describe the trade use.
- Provide employee and parking information on page 1.
- Describe any indoor and outdoor storage needs.
- Describe any indoor and outdoor manufacturing/processing.

If your business requires any of the following please check, and fill out as necessary:

- Licensing from additional government agencies, describe:

- Operating permits per N.Y.S. Code.
- Work or alteration of the interior or exterior of the tenancy is required *{electrical upgrades included}*. Describe:

- hot work or open flame flammable gasses or use thereof soldering/welding
- chemical storage processing water ovens machinery spray booth

** If chemicals are stored provide a complete list of chemicals, storage container types, volumes kept on site and all M. S. D. S.*