

**Town of Clifton Park**  
**Department of Building and Development**

One Town Hall Plaza  
Clifton Park, NY 12065  
Phone: (518) 371-6702  
Fax: (518) 383-2668  
building@cliftonpark.org



**FIRE PREVENTION PERMIT REVIEW**

**PROPER DOCUMENTATION IS REQUIRED PRIOR TO  
ANY PERMIT BEING ISSUED.**

**IN ACCORDANCE WITH NEW YORK STATE BUILDING AND FIRE CODES, CLIFTON  
PARK TOWN CODE, AND NEW YORK STATE PENAL LAW THE FOLLOWING  
DOCUMENTS ARE REQUIRED FOR PERMIT ISSUANCE.**

- Change of Tenant Permit: (No Construction)
  - Tenancy application.
  - Detailed floor plan for all occupied spaces showing walls, doors, overall dimensions, and all displays, tables, seating, etc.
- Tent Permit: (Over 200 sq. ft.)
  - Building Permit application.
  - One copy of Flame Spread Certificate for each tent over 200 sq. ft.
  - Detailed floor plan for each tent showing its contents.
  - Detailed site plan showing tent location related to other structures.
- Kiosk Permit:
  - Building Permit application.
  - Plan showing Kiosk location within a covered mall building.
  - Documentation showing Kiosk construction and materials used.
- Fireworks Display Permit:
  - Building Permit application.
  - Detailed site plan showing discharge location and fall-out zone.
  - Documentation of shell size, number, and time duration of show.
  - Copy of License to deal in or manufacture explosives.
  - Copy of Certificate of Liability Insurance.

**NOTE:** Incomplete submissions will not be processed until all required documentation is received. A permit must be issued prior to any space being occupied, any tent being erected, or fireworks being displayed. Inspections will be required for all permit types.