

PROCESS OF OPENING A NEW BUSINESS IN THE VILLAGE OF WARWICK

A Step-by-Step Guide



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Schedule an Appointment

Schedule appointment through the Building Department Secretary with the Building Inspector.

Discuss your business plans to determine if they align with Village regulations and codes.

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Present Business Location and Type

**Present Business
Location and Type to
Building Inspector.**

**Provide details on the
location and type of
business you plan to
operate.**

4

Permitted Use Evaluation

The Building Inspector will assess if your business qualifies as a Permitted Use within the designated zone.

5

Approval to Proceed

If confirmed as a permitted use, submit a building permit for interior and/or exterior renovations. You must then proceed to gain approvals from AHDRB for any exterior construction and signage through AHDRB Secretary.

Building Permit
Cost: \$150.00

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Approval for Signage and Exterior Work Must be approved at AHDRB Meeting

Approval needed from the Architectural and Historic District Review Board (AHDRB) for signage and exterior renovations.

Submit applications through the AHDRB Secretary for proposed signage and/or exterior construction.

Meeting Details: First Tuesday of each month at 5:00 PM. Submit applications at least three weeks in advance.

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Submitting Proposed Exterior Construction and/or Signage to AHDRB

Submit application of No Exterior Effect with photos and paint colors specified for exterior construction.

Submit signage application with specific dimensions, colors, font, materials and location of sign. Along with Color drawings of Sign.

Meeting Details: First Tuesday of each month at 5:00 PM. Submit applications at least three weeks in advance.

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Application for Certificate of No Exterior Effect

Submit Certificate of No Exterior Effect to the AHDRB Secretary for all Signage and Exterior work.

Cost: \$75.00

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Signage Applications: New Permanent Sign or Alteration/Relocation of Permanent Sign

Use the New/Permanent Sign application or Alteration/Relocation of a Permanent Sign application.

A Certificate of No Exterior Effect must accompany any signage permit.

Cost: \$75.00 for Certificate of No Exterior Effect.

Cost: \$75.00 for New Permanent Sign or Alteration/Relocation of Permanent Sign.

Total: \$150.00

Special Use Permit and Change of Use Application



Submitting a Special Use Permit Application

The Village Clerk will answer any questions regarding the application.

Fees: \$200.00 application fee and an escrow fee which will be set at the Village Board meeting.

Submission Deadline: At least three weeks before the Village Board Meeting (first and third Monday of each month at 7:30 PM).

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Submitting a Change of Use Application

The Planning Department will answer questions regarding the application.

Fees: \$150.00 application fee and a \$300.00 escrow fee.

Submission Deadline: At least three weeks before the Planning Board Meeting (second Tuesday of each month at 7:30 PM).

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Final Determination

The Village Board will review the Special Use Permit application, and/or the Planning Board will review the Change of Use application.

Approval needed from the AHDRB for all signage and exterior work.

The Building Inspector will issue any required Building Permits, submitted to the Building Department Secretary.

Thank You

Questions?

Thank you for your attention! On behalf of the Village of Warwick we welcome your new business and wish you all the BEST SUCCESS!

Prepared by: Kristin Bialosky, Secretary to Building, Planning, Zoning and AHDRB