



Checklist for New Commercial Tenants



This checklist is for all commercial business tenants entering into a commercial lease with a building owner or landlord. This tool is designed to provide key, easy-to-understand information about Town of Erie licensing, permits, zoning authorization, and other rules and regulations that a business must adhere to per the [Erie Municipal Code](#) and [Unified Development Code](#) before occupying the space.

This applies to **all commercial businesses: new startups, expansions, relocations.**

1. Planning Division: Select a location and verify zoning for permitted land use.

- A Site Plan or Special Review Land Use Application maybe required for any improvements or additions prior to receiving a building permit for a renovation (including interior finishes) and is applicable under the following conditions:
 - New business in an existing/renovated building.
 - New business in a partially renovated building or suite.
 - New business in a newly constructed core and shell.
 - Sublease within an existing office space.
- In some cases, this Special Review Land Use process may include a multi-step review and public hearing process that may take approximately 2-4 months in addition to the building permit process.

To ensure the proposed business use is allowed, please contact the Planning Division to verify the zoning of a specific property at 303-926-2770 or planningdivision@erieco.gov.

2. Building Division: Obtain appropriate building approvals and permits.

- Once you find a location and have verified approved use from the Planning Division, now secure any additional permits or inspections from the Building Division. This applies to:
 - All new buildings, most remodels and interior tenant finishes,
 - Most additions to existing structures,
 - Any change in the use or occupancy of the building or structure.
- Commercial businesses must obtain a [certificate of occupancy](#) (CO) before opening a business. Contractors, subcontractors, and tradesmen must also obtain a [Town of Erie Contractor's License](#).
- A building inspection may be required by the Building Division and Fire Protection District prior to opening your business in a new or existing location. Please call or email the Building Division to confirm if an inspection is required at 303-926-2780 or bldgfx@erieco.gov.

3. Economic Development Department: Secure a Town of Erie Business License.

- The Town requires all new commercial businesses with a physical location in Erie to apply for a business license and renew it annually. This is required for all businesses in the following industries (without limitation):
 - Contracting • Retail
 - Manufacturing • Service
 - Professional • Wholesale

The Town also requires you to update your Erie Business License if you are expanding or relocating your existing commercial business to a new physical location.

Please contact economicdevelopment@erieco.gov if you have any questions or are looking for additional information.