



**Attention All Repair Shop Applicants:**

Chapter 63 of the Laws of 1989 amended Section 398-c of the Vehicle and Traffic Law which relates to zoning of repair shops. The law states all repair shop applicants shall provide appropriate certification or documentation from the municipality where the repair shop is located that the facility is in compliance with applicable zoning and planning regulations, fire regulations and building codes. This requirement may be waived for applicants from municipalities without such codes or regulations.

Therefore, any application submitted on or after October 18, 1989 **must** be accompanied by a **Certificate of Occupancy, a copy of the local license or a letter from the municipality stating that no local license or permit is required.**

**ANY OF THE ABOVE DOCUMENTS MUST HAVE THE EXACT LOCATION AS STATED ON YOUR APPLICATION TO BECOME A REPAIR SHOP, AND CANNOT BE MORE THAN 10 YEARS OLD.**

Any Certificate of Occupancy, local license or municipal letter must be on municipal letterhead and contain the following: full name and address of the business, type of business (i.e., Motor Vehicle Repair Shop), the written signature, printed name and title of the official preparing the letter (i.e., Town Supervisor, City Manager, etc.), and the date. For municipalities without such codes or regulations the municipal letter should be formatted as stated above and contain a statement that there is no objection to the operation of a Motor Vehicle Repair Shop at the requested location.

In lieu of any of the above, the facility number and/or name of a **previously registered Repair Shop** that was at that location will suffice. The previously registered facility must be verified through DMV records and must have not expired more than 10 years prior to the filing date of the application.

Failure to include these documents with your application will result in your application being rejected.

If you have any questions, please call the Application Processing Unit @ (518) 474-0919.

