

Commercial Inspection Registry

All commercial establishments with the exception of places of Public Assembly (Maximum Occupant Count over 49 persons) are required to have each commercial space inspected every 24 months and a Commercial Inspection Certificate must be issued by the BRC and posted on the premises. Public Assemblies must be inspection annually.

Frequently Asked Questions

Q: What is the Commercial Registry?

A: The Commercial Inspection Registry is a list of all Commercial Spaces, excluding public assembly spaces in the City of Albany. The information compiled for this registry includes but is not limited to: name of the business and manager's name and contact information, date last inspected and by whom, date the certificate was issued and the date the certificate expires.

Q: Are there exemptions to the Registry?

A: No. Everyone who operates a commercial establishment (not categorized as a public assembly) must have the premises inspected every 24 months and obtain a Certificate to be posted in the commercial space.

Q: Are there any fees?

A: Yes. There is a \$100 certificate fee due at the time of inspection submission along with the application for a commercial inspection certificate.

Q: Who does the inspection?

A: You can find a listing of licensed 3rd party commercial inspectors on our website. You can contract with any of the listed inspection companies to perform the necessary inspection.



Q: What happens if my registration is not current?

A: We email reminder for places that have upcoming registrations or for places with an expired registration and inspection. If the information is not received by the expiration date, a hold is automatically placed on the parcel until we receive this information. The hold will prevent permits and other certificates being issued until we receive the Public Assembly registration, inspection report and annual fee. This includes Café Permits and Cabaret Permits.

Q: Can I be cited and fined if I do not comply with the registration?

A: If a registration is expired or never been submitted and there is no response, a code case may be opened and you will receive a Notice of Violation (NOV). If the NOV is not complied with, a court case will be referred to the law department.



Convenience Retail Requirements

Effective June 1, 2017 any new convenience retail shall be required to comply with the following provisions. Any convenience retail use established prior to Jun 1, 2017 shall be required to comply with the following provisions by June 1, 2019. A full text version Section 375-303(ii) is available online at www.albanyny.gov.

1. Install a surveillance camera system with at least three cameras:
 - * One overlooking the cash register;
 - * One overlooking each public entrance to the convenience store; and
 - * One overlooking any on-site parking areaCameras shall be operational 24 hours of each day or shall be triggered by motion detectors; recordings shall include the date and time the image was taken, and shall be retained for at least 30 days after each image was taken. Only the owner and facility operator shall have access to the recorded images.
2. Install a drop safe bolted to the floor near the cash register in a location visible by the security camera overlooking the cash register.
3. The building or site shall be designed to allow a clear line of site from the public right-of-way to each cash register area, and that clear line of site shall remain unobstructed by goods, materials, shelves, or anything hung from the ceiling or attached to a window or door.
4. Install trash receptacles in locations that are not visible from public rights-of-way.
5. Install signage near the front entrance (no larger than one square foot) that reads: "No Loitering".
6. The exterior of the premises shall be kept free of vending machines, merchandise and open storage.
7. Ensure that in compliance with Section 375-409(4), window signs do not obstruct more than 15% of any individual window, or collectively more than 10% of the window area on any story of the building, exclusive of any notices required by federal, state or local law.
8. All original window openings must be transparent and comply with Subsection (4)(f) (ii)C3 and 7 above.
9. Remove all litter from the premises, public sidewalks, curbs and alleys along the perimeter of the property at least once each week.
10. Any convenience retail disallowed under the provisions of Section 375-507(5) shall not be reestablished within one year of closure and shall require a conditional use permit to be reopened.

