



## 5 Tips to Opening A Business in the City of Corning

Thank you for your interest in opening a business and investing in the City of Corning. The Department of Planning and Economic Development looks forward to helping you be successful which includes complying with applicable rules and regulations. We understand that there are a lot of logistics that go into opening and operating a business. Here are 5 tips to help you:

### 1. Find A Location Zoned for Your Business

The City of Corning's Zoning Code, Zoning Map, and Use Regulation Table are available on the City's website at [www.cityofcorning.com](http://www.cityofcorning.com) under the "Departments" tab and "Code Enforcement" page. The Code Enforcement Office is also happy to confirm whether your proposed use is allowed by zoning. We recommend that you do not sign a lease or enter into a purchase contract until you have checked to make sure that the property can be used for your type of business.

### 2. Seek Professional Design Assistance

Navigating the requirements of the NYS Building and Energy Code can be complicated. A design professional, for example a licensed architect and/or engineer, should be engaged to create the necessary plans you will need to obtain permits and complete your project. It may be advisable to engage these services before signing a lease or entering into a purchase contract for the property. Obtaining this assistance at the beginning of the project is crucial to helping you determine the scope of work and the investment needed to achieve compliance.

### 3. Obtain Necessary Permits and Approvals

Whether you are opening a business in an existing location, changing the use or occupancy of a building or making physical changes to a property, you are most likely going to need a permit. Permits are proof that your building and facilities follow all required codes and that they are safe for you, your employees, and your customers. Code Enforcement is happy to advise you as to what permits and other zoning approvals you will need, however having detailed plans completed by a design professional will make them better able to assist you.

Business and site signage also require the submission of a Sign Permit Application and depending on location, potential review by a Design Review Committee.

#### 4. Develop a Realistic Schedule

It is important to set realistic expectations regarding the time it will take to get your business up and running. If you are planning to make renovations, change the use of a property, or conduct other activities that require licenses or permits (for example, serving alcohol and food), you should build those timeframes into your project schedule.

Understanding the requirements and timeframes upfront will help you develop a realistic schedule and minimize surprises.

#### 5. Know Who to Contact with Questions and Assistance

- **Regulatory Contacts:**

- **City of Corning, Code Enforcement, (607) 962-0340**

Answers questions concerning zoning, occupancy requirements, building permit and sign permit requirements. Code Enforcement also performs inspections of properties and work completed as part of the Building Permit process. For more information including application forms visit:

[www.cityofcorning.com/codeenforcement](http://www.cityofcorning.com/codeenforcement)

- **City of Corning, Public Works, (607) 962-0340**

Issues sewer and water permits.

- **New York State Department of Health Hornell District Office, (607) 324-8371/ (607)324- 5121**

Enforces regulations that protect the public's health, safety and environment related to food, water, and indoor air quality.

- **Financial/Other Assistance:**

- **City of Corning, Director of Planning & Economic Development, Jennifer Miller, (607) 962-0340**

Assists with navigating the development process and administers the City of Corning's Economic Development Loan Program.

- **Gaffer District, Preservation and Design, (607) 937-6292**

Offers free design services for businesses located within the Gaffer District. There are also potential sign and façade improvement grants available.

- **IncubatorWorks, (607) 962-6387**

Provides business assistance and services geared towards entrepreneurs.

- **REDEC, (607) 962-3021**

The Southern Tier's primary revolving loan fund for start-up and expanding businesses.

- **Steuben County IDA, (607) 776-3316**

Provides financial incentives for projects and business expansions.

- **Corning Area Chamber of Commerce, (607) 936-4686**

Provides marketing, educational programming, networking opportunities, and advocacy for members.