

# Building Permit Application Checklist

## DECKS OR PORCHES:

- \_\_\_\_\_ Diagram of Proposed Deck & Size w/Dimensions
- \_\_\_\_\_ Material list
- \_\_\_\_\_ Foundation and Structural Plan
- \_\_\_\_\_ Railing and Spindle Plan
- \_\_\_\_\_ Stair and Handrail Plan
- \_\_\_\_\_ Surrounding Building Check
- \_\_\_\_\_ Contractor Insurance
- \_\_\_\_\_ Copy of Survey

## SWIMMING POOL:

- \_\_\_\_\_ Diagram of proposed pool location w/Dimensions
- \_\_\_\_\_ Copy of Work Proposal
- \_\_\_\_\_ Fence Plan, Height, Barrier and Gates
- \_\_\_\_\_ Third Party Electrical Inspection
- \_\_\_\_\_ Contractor Insurance
- \_\_\_\_\_ Copy of Survey

#### NON-RESIDENTIAL BUILDINGS:

- \_\_\_\_\_ Use of Building
- \_\_\_\_\_ Copy of Survey
- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Prescriptive Methods of Construction including detailed drawings
- \_\_\_\_\_ Material List w/Openings
- \_\_\_\_\_ Third Party Electrical Inspection
- \_\_\_\_\_ Contractor Insurance

#### RESIDENTIAL DWELLINGS:

- \_\_\_\_\_ Copy of Updated Survey (w/dimensions, of all structures and home)
- \_\_\_\_\_ Over 1500 sf. Architect Drawings (stamped and sealed) Two (2) sets
- \_\_\_\_\_ Under 1500 sf Plans of Construction w/Prescriptive Methods & Detail Drawings
- \_\_\_\_\_ Third Party Electrical Requirements
- \_\_\_\_\_ Contractor Insurance

#### REPAIRS OR ALTERATIONS:

- \_\_\_\_\_ Proposed Plan w/Dimensions
- \_\_\_\_\_ Third Party Inspection Requirements
- \_\_\_\_\_ Contractor Insurance
- \_\_\_\_\_ Copy of Survey
- \_\_\_\_\_ Detailed drawings of Construction Method

COMMERCIAL BUILDING:

- \_\_\_\_\_ Building, Property Use
- \_\_\_\_\_ Copy of Updated Survey
- \_\_\_\_\_ Architectural or Engineers Drawings (Two (2) sets signed and stamped)
- \_\_\_\_\_ Any Third Party Inspection Required
- \_\_\_\_\_ Contractor Insurance
- \_\_\_\_\_ Approval from Planning Board
- \_\_\_\_\_ Wind and Seismic Calculations Provided
- \_\_\_\_\_ Approval of Zoning Board of Appeals if required
- \_\_\_\_\_ Approval of Common Council if Use of Public Space is required.

All Projects are required to be inspected.

Applicant must call for inspections at all hold points as listed on the building permit.

All Third Party Inspectors are to submit reports to local Officials

Signing Application gives authority to enter premises (by appointment)

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# **BUILDING PERMIT REQUIREMENTS**

## **NEW RESIDENTIAL STRUCTURES, ADDITIONS & ALTERATIONS**

**ALTERATION** – Any construction or renovation to an existing structure other than repair or addition that requires a permit. Also, a change in a mechanical system that involves an extension, addition or change to the arrangement, type or purpose of the original installation that requires a permit.

**ADDITION** – An extension or increase in floor area or height of a building or structure.

- Provide a survey showing the proposed location of the structure on your property. Please show distances from property lines.
- Provide drawing/plans showing how the structure is to be constructed. Drawings must include: structural glazing, electrical, plumbing, HVAC and elevations. Architect Prepared Plans are required if the square footage of the building exceeds 1500 sq. ft. and for alterations in excess of \$20,000 in value.
- Provide a copy of Contractor's Liability and Worker's Compensation Insurance. If the Homeowner is doing the work for which the permit is issued, a BP-1 Exemption Form must be completed.

### **DESIGN CRITERIA**

1. Frost Depth 42 inches
2. Ground snow load 60 lb/sq. ft.
3. Wind Zone 90 mph

# Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

*\*\*This form cannot be used to waive the workers' compensation rights or obligations of any party.\*\**

**Under penalty of perjury**, I certify that I am the owner of the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- ☐ I am performing all the work for which the building permit was issued.
- ☐ I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- ☐ I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- ◆ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a CE-200 exemption form; OR
- ◆ have the general contractor, performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

\_\_\_\_\_  
(Signature of Homeowner)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Homeowner's Name Printed)

Home Telephone Number \_\_\_\_\_

Property Address that requires the building permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<p><i>Sworn to before me this _____ day of</i> _____, _____.</p> <p><i>(County Clerk or Notary Public)</i></p>
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Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.



LAWS OF NEW YORK, 1998  
CHAPTER 439

The **general municipal law** is amended by adding a new section 125 to read as follows:

125. ISSUANCE OF BUILDING PERMITS. NO CITY, TOWN OR VILLAGE SHALL ISSUE A BUILDING PERMIT WITHOUT OBTAINING FROM THE PERMIT APPLICANT EITHER:

1. PROOF DULY SUBSCRIBED THAT WORKERS' COMPENSATION INSURANCE AND DISABILITY BENEFITS COVERAGE ISSUED BY AN INSURANCE CARRIER IN A FORM SATISFACTORY TO THE CHAIR OF THE WORKERS' COMPENSATION BOARD AS PROVIDED FOR IN SECTION FIFTY-SEVEN OF THE WORKERS' COMPENSATION LAW IS EFFECTIVE; OR

2. AN AFFIDAVIT THAT SUCH PERMIT APPLICANT HAS NOT ENGAGED AN EMPLOYER OR ANY EMPLOYEES AS THOSE TERMS ARE DEFINED IN SECTION TWO OF THE WORKERS' COMPENSATION LAW TO PERFORM WORK RELATING TO SUCH BUILDING PERMIT.

## Implementing Section 125 of the General Municipal Law

### 1. General Contractors -- Business Owners and Certain Homeowners

For businesses and certain homeowners listed as the general contractors on building permits, proof that they are in compliance with Section 57 of the Workers' Compensation Law (WCL) is **ONE** of the following forms that indicate that they are:

- ◆ insured (C-105.2 or U-26.3),
- ◆ self-insured (SI-12), or
- ◆ are exempt (CE-200),

under the mandatory coverage provisions of the WCL. Any residence that is not a **1, 2, 3 or 4 Family, Owner-occupied Residence** is considered a business (income or potential income property) and must prove compliance by filing one of the above forms.

### 2. Owner-occupied Residences

For homeowners of a **1, 2, 3 or 4 Family, Owner-occupied Residence**, proof of their exemption from the mandatory coverage provisions of the Workers' Compensation Law when applying for a building permit is to file form BP-1 (12/08).

- ◆ Form BP-1 shall be filed if the homeowner of a **1, 2, 3 or 4 Family, Owner-occupied Residence** is listed as the general contractor on the building permit, and the homeowner:
  - ◇ is performing all the work for which the building permit was issued him/herself,
  - ◇ is not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping the homeowner perform such work, or
  - ◇ has a homeowner's insurance policy that is currently in effect and covers the property for which the building permit was issued AND the homeowner is hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued.
- ◆ If the homeowner of a **1, 2, 3 or 4 Family, Owner-occupied Residence** is hiring or paying individuals a total of **40 hours or MORE** in any week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued, then the homeowner may not file the "Affidavit of Exemption" form, BP-1(12/08), but shall either:
  - ◇ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit (the C-105.2 or U-26.3 form), OR
  - ◇ have the general contractor, (performing the work on the 1, 2, 3 or 4 family, **owner-occupied residence** (including condominiums) listed on the building permit) provide appropriate proof of workers' compensation coverage, or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit.



# Architecture: What's Legal, What's Not

## The Practice of Architecture & Use of Title "Architect"

Title VIII, Article 147 of the State Education Law protects the practice of architecture. New York State law protects the use of the title "architect" and prohibits anyone who is not a licensed architect from using this title in any way (N.Y. Educ. Law § 7302).

This means that if you are not a licensed architect, you may not call yourself an architect or imply that you are. If you are not a licensed architect or not currently registered with the State Education Department, you may not provide architectural services to a customer or offer to provide architectural services, such as telling the customer that you will get an architect to do the design. This means that you cannot advertise or call yourself by such titles as architectural draftsman or the like. It also means that you cannot perform, or offer to perform, any or all phases of architectural design, architectural drafting, or similar services.

## Unauthorized Acts Are Crimes

The following unauthorized acts are crimes under New York State Law:

- Unauthorized practice of a regulated profession (Section 6512)
- Unauthorized use of a professional title (N.Y. Educ. Law § 6513)
- Aiding and abetting the above (N.Y. Educ. Law §§ 6512 & 6513)

These are crimes, chargeable as up to E felonies and subject to criminal proceedings (N.Y. Educ. Law § 6514).

# Construction or Alterations of Buildings: What's Legal, What's Not

## Use of Architect's or Professional Engineer's Stamp/Seal

New York State laws requires that all plans, drawing and specifications relating to the construction or alteration of buildings or structures which must be filed with a building code official must be stamped with the seal of an architect or professional engineer (N.Y. Educ. Law § 7307 and Title 19 NYCRR Part 1203.3(a)(3)(1)).

## Exceptions Not Requiring an Architect's or Professional Engineer's Stamp or Seal

The following exceptions do not require the stamp or seal of a licensed, registered architect or professional engineer (N.Y. Educ. Law § 7307(5)):

- farm buildings and other buildings used solely and directly for agricultural purposes;
- single family residential buildings 1500 square feet or less, not including garages, carports, porches, cellars, or uninhabitable basements or attics;
- alterations, costing \$10,000 or less within New York City and \$20,000 or less outside of New York City, if these alterations do not involve changes affecting the structural safety or public safety of the building or structure.

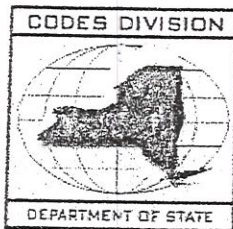
## "Rubber Stamping" Drawings, Plans and Specifications

The practice of certain builders, developers and contractors who attempt to have construction documents "legitimized" with a seal of a licensed professional after they have been prepared by an unlicensed individual is illegal. Such practice is known as "rubber stamping", and the licensee is guilty of professional misconduct (Sec.29.3(a)(3).) of the Rules of the Board of Regents. The penalties for professional misconduct may include, but are not limited to, censure and reprimand, suspension or revocation of the license, fines, and others (N.Y. Educ. Law §§ 6509 and 6510). In addition, the licensee may also be guilty of aiding and abetting an unlicensed person to practice architecture or use the title "architect", both of which are class E felonies.

## Adopting Drawing, Plans and Specifications Furnished by a Third Party

Under certain, limited circumstances, Sec.29.3(a)(3) of the Regents Rules defining professional misconduct permits licensed, registered architects and professional engineers to stamp drawings, plans and specifications not performed by the licensee or under the licensee's direct supervision. This amendment requires licensed, registered architects and professional engineers who adopt documents furnished by such third parties to prepare a thorough written evaluation documenting the professional review of that work. The amendment further requires that the evaluation performed by the licensee, as well as all preliminary and final plans, documents, computations and records prepared by licensees themselves or their employees, must be maintained for a minimum of six years.





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Rules And Regulations - Department of State

TITLE 19 (NYCRR)  
CHAPTER XXXII - DIVISION OF CODE ENFORCEMENT AND ADMINISTRATION

PART 1203 - UNIFORM CODE: MINIMUM STANDARDS FOR ADMINISTRATION  
AND ENFORCEMENT

Effective January 1, 2007

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§1203.1 Introduction.

§1203.2 Program for administration and enforcement.

§1203.3 Minimum features of a program for administration and enforcement of the Uniform Code.

§1203.4 Program review and reporting.

§1203.1 Introduction.

Section 381 of the Executive Law directs the Secretary of State to promulgate rules and regulations for administration of the Uniform Fire Prevention and Building Code (Uniform Code). These rules and regulations are to address the nature and quality of enforcement and are the subject of this Part.

§1203.2 Program for administration and enforcement.

(a) Every city, village, town, and county, charged under subdivision 2 of section 381 of the Executive Law with administration and enforcement of the Uniform Code shall provide for such administration and enforcement by local law, ordinance or other appropriate regulation. Any such instrument or combination thereof shall include the features described in section 1203.3 of this Part.

(b) Every state agency accountable under section 1201.2(d) of this Title for administration and enforcement of the Uniform Code shall provide for such administration and enforcement in accordance with Part 1204 of this Title.

(c) Every agency accountable under section 1201.2 of this Title for administration and enforcement of the Uniform Code and not otherwise included in subdivisions (a) and (b) of this section shall provide for such administration and enforcement in regulation. Any such regulation shall include the features described in section 1203.3 of this Part.

(d) Every government or agency thereof charged with administration and enforcement of the Uniform Code shall exercise its powers in due and proper manner so as to extend to the public protection from the hazards of fire and inadequate building construction.

(e) (1) Where a government or agency charged with or accountable for administration and enforcement of the Uniform Code relies upon the contracted-for services of an individual, partnership, business corporation or similar firm for the principal part of an administration and enforcement program, it shall satisfy itself that any such provider has qualifications comparable to those of an individual who has met the requirements of Part 434 of this Title.

(2) No agreement shall be made by which building permits, certificates, orders or appearance tickets related to administration and enforcement of the Uniform Code are issued by other than public officers.

(f) The persons, offices, departments, agencies or combinations thereof authorized and responsible for administration and enforcement of the Uniform Code, or any portion thereof, shall be clearly identified.

### **§1203.3 Minimum features of a program for administration and enforcement of the Uniform Code.**

A program for administration and enforcement of the Uniform Code shall, include all features described in subdivisions (a) through (j) of this section. A government or agency charged with or accountable for administration and enforcement of the code must provide for each of the listed features through legislation or other appropriate means.

#### **(a) *Building permits.***

(1) Building permits shall be required for work which must conform to the Uniform Code. A government or agency charged with or accountable for administration and enforcement of the Uniform Code may exempt from the requirement for a permit the categories of work listed in subparagraphs (i) through (xii) of this paragraph. An exemption from the requirement to obtain a permit shall not be deemed an authorization for work to be performed in violation of the Uniform Code. The following categories of work may be excluded from the requirement for a building permit:

(i) construction or installation of one story detached structures associated with one- or two-family dwellings or multiple single-family dwellings (townhouses) which are used for tool and storage sheds, playhouses or similar uses, provided the gross floor area does not exceed 144 square feet (13.88m<sup>2</sup>);

(ii) installation of swings and other playground equipment associated with a one- or two-family dwelling or multiple single-family dwellings (townhouses);

(iii) installation of swimming pools associated with a one- or two-family dwelling or multiple single-family dwellings (townhouses) where such pools are designed for a water depth of less than 24 inches and are installed entirely above ground;

(iv) installation of fences which are not part of an enclosure surrounding a swimming pool;

(v) construction of retaining walls unless such walls support a surcharge or impound Class I, II or IIIA liquids;

(vi) construction of temporary motion picture, television and theater stage sets and scenery;

(vii) installation of window awnings supported by an exterior wall of a one- or two-family



dwelling or multiple single-family dwellings (townhouses);

(viii) installation of partitions or movable cases less than 5'-9" in height;

(ix) painting, wallpapering, tiling, carpeting, or other similar finish work;

(x) installation of listed portable electrical, plumbing, heating, ventilation or cooling equipment or appliances;

(xi) replacement of any equipment provided the replacement does not alter the equipment's listing or render it inconsistent with the equipment's original specifications;

(xii) repairs, provided that such repairs do not involve:

(a) the removal or cutting away of a loadbearing wall, partition, or portion thereof, or of any structural beam or load bearing component;

(b) the removal or change of any required means of egress, or the rearrangement of parts of a structure in a manner which affects egress;

(c) the enlargement, alteration, replacement or relocation of any building system;

(d) the removal from service of all or part of a fire protection system for any period of time.

(2) An application for a building permit shall request sufficient information to permit a determination that the intended work accords with the requirements of the Uniform Code and shall require submission of the following information and documentation:

(i) a description of the proposed work;

(ii) the tax map number and the street address;

(iii) the occupancy classification of any affected building or structure;

(iv) where applicable, a statement of special inspections prepared in accordance with the provisions of the Uniform Code; and

(v) at least 2 sets of construction documents (drawings and/or specifications) that define the scope of the proposed work.

(3) Construction documents shall not be accepted as part of an application for a building permit unless such documents:

(i) are prepared by a New York State registered architect or licensed professional engineer where so required by the Education Law;

(ii) indicate with sufficient clarity and detail the nature and extent of the work proposed;

(iii) substantiate that the proposed work will comply with the Uniform Code and the State Energy Conservation Construction Code.

(iv) where applicable, include a site plan that shows any existing and proposed structures on the site, the location of any existing or proposed well or septic system, the location of the intended work, and the distances between the structures and the lot lines.

(4) Applications for a building permit or for an amendment thereto shall be examined to ascertain whether the proposed construction is in substantial conformance with the requirements of the Uniform



Code. Provisions shall be made for construction documents accepted as part of a permit application to be so marked in writing or by stamp. One set of accepted construction documents shall be retained by the government or agency charged with or accountable for administration and enforcement of the code. One set shall be returned to the applicant to be kept at the work site so as to be available for use by the code enforcement official.

(5) A building permit shall contain a statement directing that all work shall be performed in accordance with the construction documents submitted and accepted as part of the application. In addition, a permit shall include the directive that the government or agency responsible for enforcement of the code shall be notified immediately in the event of changes occurring during construction.

(6) Building permits shall be issued with a specific expiration date. A local government or agency responsible for enforcement of the Uniform Code may provide that a permit shall become invalid unless the work authorized is commenced within a specified period following issuance.

(7) When a building permit has been issued in error because of incorrect, inaccurate or incomplete information, or the work for which the permit was issued violates the Uniform Code, such permit shall be revoked or suspended until such time as the permit holder demonstrates that all work completed and all work proposed shall be in compliance with applicable provisions of the code. (8) Building permits shall be required to be visibly displayed at the work site and to remain visible until the project has been completed.

*(b) Construction inspections.*

(1) Permitted work shall be required to remain accessible and exposed until inspected and accepted by the government or agency enforcing the Uniform Code. Permit holders shall be required to notify the government or agency when construction work is ready for inspection.

(2) Provisions shall be made for inspection of the following elements of the construction process, where applicable:

- (i) work site prior to the issuance of a permit;
- (ii) footing and foundation;
- (iii) preparation for concrete slab;
- (iv) framing;
- (v) building systems, including underground and rough-in;
- (vi) fire resistant construction;
- (vii) fire resistant penetrations;
- (viii) solid fuel burning heating appliances, chimneys, flues or gas vents; (ix) energy code compliance; and
- (x) a final inspection after all work authorized by the building permit has been completed.

(3) After inspection, the work or a portion thereof shall be noted as satisfactory as completed, or the permit holder shall be notified as to where the work fails to comply with the Uniform Code. Construction work not in compliance with code provisions shall be required to remain exposed until it has been brought into compliance with the code, been reinspected, and been found satisfactory as completed.

(c) *Stop work orders.* Stop work orders shall be used to halt work that is determined to be contrary to provisions of the Uniform Code, or is being conducted in a dangerous or unsafe manner, or is being performed without obtaining a required permit. A stop work order shall state the reason for its issuance and the conditions which must be satisfied before work will be permitted to resume.

(d) *Certificates of occupancy; certificates of compliance.*

(1) A certificate of occupancy or a certificate of compliance shall be required for any work which is the subject of a building permit and for all structures, buildings, or portions thereof, which are converted from one use or occupancy classification or subclassification to another. Permission to use or occupy a building or structure, or portion thereof, for which a building permit was previously issued shall be granted only by issuance of a certificate of occupancy or a certificate of compliance.

(2) Issuance of a certificate of occupancy or a certificate of compliance shall be preceded by an inspection of the building, structure or work. Where applicable, a written statement of structural observations and/or a final report of special inspections, prepared in accordance with the provisions of the Uniform Code, must be received prior to the issuance of the certificate. Also, where applicable, flood hazard certifications, prepared in accordance with the provisions of the Uniform Code must be received prior to the issuance of the certificate. A certificate of occupancy or certificate of compliance shall contain the following information:

- (i) the building permit number, if any;
- (ii) the date of issuance of the permit, if any;
- (iii) the name, address and tax map number of the property;
- (iv) if the certificate is not applicable to an entire structure, a description of that portion of the structure for which the certificate is issued;
- (v) the use and occupancy classification of the structure;
- (vi) the type of construction of the structure;
- (vii) the assembly occupant load of the structure, if any;
- (viii) if an automatic sprinkler system is provided, a notation as to whether the sprinkler system is required;
- (ix) any special conditions imposed in connection with the issuance of the building permit; and
- (x) the signature of the official issuing the certificate and the date of issuance.

(3) *Temporary occupancy.* A certificate allowing temporary occupancy of a structure may not be issued prior to the completion of the work which is the subject of a building permit unless the structure or portions thereof may be occupied safely, any fire- and smoke-detecting or fire protection equipment which has been installed is operational, and all required means of egress from the structure have been provided. The effectiveness of a temporary certificate shall be limited to a specified period of time during which the permit holder shall undertake to bring the structure into full compliance with applicable provisions of the Uniform Code.

(4) A certificate of occupancy or certificate of compliance issued in error or on the basis of incorrect information shall be suspended or revoked if the relevant deficiencies are not corrected within a specified period of time.

(e) *Notification regarding fire or explosion.* Procedures shall be established for the chief of any fire



department providing fire fighting services for a property to notify the code enforcement official of any fire or explosion involving any structural damage, fuel burning appliance, chimney or gas vent.

(f) *Procedures regarding unsafe structures and equipment.* Procedures shall be established for identifying and addressing unsafe structures and equipment.

(g) *Operating permits.*

(1) Operating permits shall be required for conducting the activities or using the categories of buildings listed below:

(i) manufacturing, storing or handling hazardous materials in quantities exceeding those listed in Tables 2703.1.1(1), 2703.1.1(2), 2703.1.1(3) or 2703.1.1(4), of the Fire Code of New York State (see 19 NYCRR Part 1225);

(ii) hazardous processes and activities, including but not limited to, commercial and industrial operations which produce combustible dust as a byproduct, fruit and crop ripening, and waste handling;

(iii) use of pyrotechnic devices in assembly occupancies;

(iv) buildings containing one or more areas of public assembly with an occupant load of 100 persons or more; and

(v) buildings whose use or occupancy classification may pose a substantial potential hazard to public safety, as determined by the government or agency charged with or accountable for administration and enforcement of the Uniform Code.

(2) Parties who propose to undertake the types of activities or operate the types of buildings listed in paragraph (1) of this subdivision shall be required to obtain an operating permit prior to commencing such operation. An application for an operating permit shall contain sufficient information to permit a determination that quantities, materials, and activities conform to the requirements of the Uniform Code. Tests or reports necessary to verify conformance shall be required.

(3) An inspection of the premises shall be conducted prior to the issuance of an operating permit.

(4) A single operating permit may apply to more than one hazardous activity.

(5) Operating permits may remain in effect until reissued, renewed or revoked or may be issued for a specified period of time consistent with local conditions.

(6) Where activities do not comply with applicable provisions of the Uniform Code, an operating permit shall be revoked or suspended.

(h) *Fire safety and property maintenance inspections.* Provisions shall be made for:

(1) fire safety and property maintenance inspections of buildings which contain an area of public assembly at intervals not to exceed one year;

(2) fire safety and property maintenance inspections of all multiple dwellings and all nonresidential occupancies at intervals consistent with local conditions, but in no event shall such intervals exceed one year for dormitory buildings and three years for all other buildings.

(i) *Procedure for complaints.* Procedures shall be established for addressing bona fide complaints which assert that conditions or activities fail to comply with the Uniform Code or with local laws, ordinances or regulations adopted for administration and enforcement of the Uniform Code. The process



for responding to such complaints shall include, when appropriate, provisions for inspection of the conditions and/or activities alleged to be in violation of the code or the laws and/or regulations adopted for administration and enforcement of the code.

(j) *Record keeping.* A system of records of the features and activities specified in subdivisions (a) through (i) of this section and of fees charged and collected, if any, shall be established and maintained.

#### **§1203.4 Program review and reporting.**

(a) Every city, village, town, and county, charged under subdivision 2 of section 381 of the Executive Law with administration and enforcement of the Uniform Code shall annually submit to the Secretary of State, on a form prescribed by the Secretary, a report of its activities relative to administration and enforcement of the Uniform Code.

(b) Upon request of the Department of State, every municipality or other agency subject to this Part shall provide from the records and related materials it is required to maintain excerpts, summaries, tabulations, statistics and other information and accounts of its activities in connection with administration and enforcement of the Uniform Code. Failure to produce the requested materials shall permit an inference that the minimum standards of this Part have not been met.

THIS BUILDING PERMIT IS ISSUED SUBJECT TO SPECIAL USE PERMIT GRANTED BY ZONING BOARD OF APPEALS. ATTACHED TO THIS APPLICATION. YES ☐ NO ☐