Gary E. Beck, Jr.
Building Inspector

THE CITY OF POUGHKEEPSIE
NEW YORK
BUILDING DEPARTMENT

62 CIVIC CENTER PLAZA, 2ND FLOOR
POUGHKEEPSIE, NY 12601
Phone: (845) 451-4007 Fax: (845) 451-4006

ID#_____

MULTIPLE RESIDENCES APPLICATION

Pursuant to Chapter 6 of the Code of the City of Poughkeepsie you must renew/apply for a Multiple Residence License.

( ) Complete this application and provide us with a detailed floor plan of the building.

( ) Attach copies of all the following that are applicable, annual alarm certification, annual sprinkler certification, annual backflow certification, annual fire extinguisher certification, annual cooking/hood equipment certification and biannual elevator certification.

FEE SCHEDULE

[ ] 3-10 Units $75.00 [ ] 11-50 Units $150.00 [ ] Over 50 Units $300.00
Elevators [ ] 1-3 $65.00 [ ] 4-10 $45.00 [ ]11 or more $25.00 Each
[ ] Late applications, fee will be doubled

- Date _____
- Name of owner/Agent(s) _____
- Address of owner/Agent(s)_____
- Owner/Agent Phone Number_____
- Number of Stories_____Number of Units_____Number of Elevators_____

Remarks _____

The owner/applicant of the property covered by this application and the undersigned applicant agree:

- To conform to all applicable laws of this jurisdiction.
- To adhere to the rules and regulations stipulated in the City Ordinance concerning Multiple Residences.
- To permit the building Inspector, his deputy, or other inspectors designated in the Ordinance to enter upon and inspect the property at all reasonable times.

_____
Signature Owner/Agent

_____
Print Name

_____
Building Inspector Approval

Permit #_____

Total $_____

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General Requirements for Multiple Dwelling Inspections

1. A record of annual inspection and testing of the fire alarm.
2. A record of the installation and maintenance of smoke alarms in each unit. The record shall include:
    - Address of the building
    - Name of owner or operator
    - Apartment or unit number
    - Location of each device
    - Date of installation
    - Date of initially tested
    - Whether detector is battery operated or hard wired
3. All emergency lights shall be operable.
4. All portable fire extinguishers shall have inspection tags within last twelve months (required in all units).
5. A record of annual inspection and testing of the sprinkler system.
6. A record of biannual inspection and testing of all elevators (QEI).
7. A record of annual inspection and testing of all cross connection control (RPZ,DCV).
8. 911 Address number on front of buildings with numbers on all dwelling unit doors.
9. No open-flame cooking devices (§F308.7.) Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet (3048 mm) of combustible construction.
10. All exits and exit access shall not be blocked or limited in width and shall operate properly.
11. General housekeeping throughout.
12. All exit signs required to be illuminated shall be.
13. Storage shall be maintained 2 feet or more below the ceiling in non-sprinkler areas of buildings or a minimum of 18 inches below sprinkler head deflectors in sprinkler areas of buildings.
14. Fire escape & fire escape access shall remain clear at all times.
15. Complete application and pay the inspection fees
16. Inspection Fees
    - 3-10 units $75.00
    - 11-50 units $150.00
    - Over 50 units $300.00

17. You shall call and schedule an appointment within 10 days of receiving this notice.