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#_____ **TOTAL FEE $_____**

LICENSING OF PLACES OF PUBLIC ASSEMBLY

Pursuant to Sec. 6-3 of Chapter 6 of the Code of the City of Poughkeepsie you must renew/apply for a Public Assembly license annually.

( ) Complete this application and provide us with a detailed floor plan of each area of public assembly showing all fixtures, machines, tables, chairs, exits, sprinklers, detection devices, mechanical systems, etc.

( ) 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.

( ) Special Event, please complete the attached checklist.

FEE SCHEDULE

Complete one application for each room posted
Fees are for each Room Posted

[ ] 50-100 Persons- $100.00 [ ] 301-600 Persons- $200.00
[ ] 101-300 Persons- $125.00 [ ] 601-1000 Persons- $250.00
[ ] Over 1,000 add $25.00 per 100 people to maximum $400.00
[ ] Lost Posting Card $25.00
Elevators [ ] 1-3 $65.00 [ ] 4-10 $45.00 [ ]11 or more $25.00 Each
[ ] Late applications, fee will be doubled

Date _____
Name of Establishment _____
Address _____
Owner of Establishment _____
Owner of Premises _____
Type of Business or Special Event _____Phone _____

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 licensing of Places of Public Assembly.
- 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 Applicant

_____ _____
Print Name Building Inspector Approval

Permit #_____

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Public Assembly
Special Event
Checklist

Please review the following list and make sure you submit what applies to your event.
Mark Yes if applies and NA (not applicable) if it does not:

Address_____

1. _____Temporary electric installed required electrical permit plus electrical inspection. requires Building Permit Application.

2. _____Flame-resistant certification paperwork for all tent and sidewalls. Attach certification affidavits.
   a) Descriptive labels must be on tents in order to pass inspection. (Advise supplier early.)

3. _____Cooking tents must be separated from other tents or combustibles, by 20 feet per FCOFNYS 2411.5.
   a) Fire extinguishers are needed at cooking tents a minimum of 1 per tent.

4. _____Heating permit required for temporary propane heating tank and pipe and appliance installed. requires Building Permit application. LP tanks need to be located 10" away from tents FCNYS 2412.2.1.

5. _____"NO SMOKING SIGNS" must be conspicuously posted.

6. _____Provide plot plan of event if outside. Include tent locations, emergency vehicle access, etc.

7. _____Floor plan with occupant load calculations plus measurements if event is inside.

8._____Provide maximum number of persons expected to gather at one time_____.

9. _____Include list of agencies notified of event. (If applicable ex. Attach memos) Fire, Police, Health.

10. _____Adequate number of toilet facilities.#_____

11. _____Access to drinking water.

12. _____For night use Exit & Emergency lighting required FCOFNYS 2410.6.1

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General Requirements for Place of Public Assembly

1. A record of annual inspection and testing of the fire alarm.
2. All emergency lights shall be operable.
3. All portable fire extinguishers shall have inspection tags within last twelve months.
4. A record of annual inspection and testing of the sprinkler system.
5. A record of biannual inspection and testing of all elevators (QEI).
6. A record of annual inspection and testing of all cross connection control (RPZ,DCV).
7. 911 Address number on front of buildings.
8. 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.
9. All exits and exit access shall not be blocked or limited in width and shall operate properly.
10. General housekeeping throughout.
11. All exit signs required to be illuminated shall be.
12. 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.
13. Fire escape & fire escape access shall remain clear at all times.
14. Complete application and pay the inspection fees
15. Inspection Fees
    - 50-100 Persons $100.00
    - 101-300 Persons $125.00
    - 301-600 Persons $200.00
    - 601-1000 Persons $250.00
    - Over 1000 add $25.00 per 100 people to a maximum of $400.00
    - Elevators 1-3 $65.00 4-10 $45.00 11 or more $25.00 each
    - Lost Posting Cards $25.00 each

You shall complete the attached application before March 1st or the fee will be doubled.