



The City of Poughkeepsie Fire Department  
Poughkeepsie, New York

**OPERATING PERMIT LICENSE APPLICATION**

**Date of Application:** \_\_\_\_\_

NAME OF ESTABLISHMENT:		
ADDRESS:		
PHONE:	EMAIL:	
OWNER OF ESTABLISHMENT:		
ADDRESS:		
PHONE:	CELL:	EMAIL:
ESTABLISHMENT MANAGER/CONTACT:		
PHONE:	CELL:	EMAIL:
TYPE OF BUSINESS:	COMMERCIAL KITCHEN Y/N:	

Fees will be doubled for late applications

Commercial Business	\$150	Elevators	1-3	\$65
Temporary use of LPG for heat	\$250		4-10	\$100
Storage of Explosives	\$500		11 +	\$250
Propane Exchange	\$150			

**(Payable to: City of Poughkeepsie)**

- Pursuant to SECTON 6-3 of Chapter 6 of the Code of the City of Poughkeepsie, you must renew/apply for an “Operating Permit License”. **This license is renewable every three (3) years unless you have a commercial kitchen present, which requires an annual inspection and fees.**

Please complete and return this application and copies of all of the following that are applicable to your establishment:

- Detailed floor plan of the operation requested
- Annual fire alarm certification
- Carbon monoxide detector **MUST** be linked to the fire alarm panel & monitored by a central station
- Annual sprinkler certification\

- Annual backflow certification ONLY if there a sprinkler system is present
- Annual fire extinguisher certification
- Commercial Kitchen (if present) **\*\*\*REQUIRES ANNUAL INSPECTION\*\*\***
  - A record of annual inspection & testing of cooking fire suppression system
  - Fire suppression system must be linked to a monitored fire alarm when tripped
  - Kitchen hood must have annual inspection certificate
  - Kitchen hood must be commercially cleaned every 6 months & must provide certificate and/or sticker on the hood system
- **Bi-annual** elevator certification

**\*\*\* PROOF OF CURRENT CERTIFICATIONS LISTED ABOVE MUST BE SUBMITTED ANNUALLY UPON REINSPECTION BY A NYS LICENSED VENDOR CERTIFICATIONS CAN BE EMAILED TO: [truiz@cityofpoughkeepsie.com](mailto:truiz@cityofpoughkeepsie.com); or faxed to 451-4191, mailed or brought to 505 Main Street, 2<sup>nd</sup> Floor for copy**

The owner/applicant of this 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 Fire Personnel designated in the Ordinance to enter upon & inspect the property at all reasonable times

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

For Office Use Only

License No, \_\_\_\_\_ Total Fee Paid: \$ \_\_\_\_\_ Ck #: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

## PRE-INSPECTION CHECKLIST

Items listed should be in place or corrected **PRIOR** to the annual inspection

<b>Exits</b> - Clear path of travel must be maintained, not blocked or limited in width, operate properly
<b>Exit Lighting</b> (90 minute battery reserve)
<b>Emergency Lighting</b> (90 minute battery reserve)
<b>Fire Extinguishers - Inspection Tag</b> Within the last 12 months
<b>Fire Extinguishers</b> - minimum 5 lb BC
<b>Fire alarm annual inspection</b> report is needed if: Public Assembly AND/OR Commercial kitchen present including stoves, grills, etc
<b>Carbon Monoxide Detectors</b> - must be linked to the fire alarm panel & monitored by a central station in ALL Public Assembly & Commercial Kitchens
<b>Sprinkler System</b> annual certification report
<b>Annual Backflow certification</b> IF there is a sprinkler system in inspection occupancy
<b>Fire Department Connection</b> - must have tamper covers & signage as to purpose
<b>Standpipe System</b> - must have tamper covers & signage as to purpose
<b>Knox Box</b> - Keys checked, new keys added
<b>Elevator</b> - biannual inspection date _____ with paperwork
911 <b>Address numbers</b> are clearly visible on front of building
<b>Storage/Stock</b> - 2 feet or more below ceiling in non-sprinkler areas of building; Minimum 18" below sprinkler head deflectors in sprinkler areas of building
Current <b>Floor Plan</b>
<b>Fire Safety &amp; Evacuation Plan</b>
Annual Inspection and testing of <b>Fire Suppression System</b> (such as Ansul type system)
Fire suppression system linked to a monitored fire alarm when tripped
<b>Kitchen hood</b> commercially cleaned (6 months where applicable), Certificate and/or Sticker on hood
<b>K Class fire extinguisher</b> required <u>in each kitchen</u>
<b>No open-flame cooking devices</b> (sec. F308.7) Charcoal burners and other open flame cooking devices shall not be operated on combustible balconies or with 10' (3048mm) of combustible construction
<b>Fire Escape</b> and escape access must be clear at all times

Please mail or email a copy of all annual reports (hood insp, fire ext, Ansul insp/cleaning, etc.) **PRIOR** to the inspection. [FireInspections@cityofpoughkeepsie.com](mailto:FireInspections@cityofpoughkeepsie.com)