



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; or faxed to 451-4191, mailed or brought to 505 Main Street, 2nd 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: _____

Revised 7/18



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Poughkeepsie, New York

GENERAL REQUIREMENTS FOR OPERATING PERMIT LICENSES

1. A record of annual inspection and testing of the fire alarm
2. All exit & emergency lights shall be operable and have a 90 minute battery reserve
3. All portable fire extinguishers shall have inspection tags within last 12 months
4. A record of annual inspection and testing of the sprinkler system
5. If a sprinkler system is present, an annual Backflow Certification is required
6. A Carbon Monoxide detector **MUST** be linked to the fire alarm panel & monitored by a central station
7. A record of biannual inspection and testing of all elevators
8. 911 address number on front of building
9. Fire Department Connection must have tamper covers & signage as to purpose
10. Standpipe System must have tamper covers & signage as to purpose
11. No open-flame cooking devices (Sec.F308.7). Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or with 10' (3048 mm) of combustible construction
12. If a commercial kitchen is present:
 - A record of annual inspection & testing for 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
13. All exits and exit accesses shall not be blocked or limited in width and shall operate properly
14. General housekeeping throughout

15. If a Knox Box is present, proper keys should be inside
16. A current Floor Plan should be provided
17. Storage shall be maintained two feet or more below the ceiling in non-sprinkler areas of buildings or a minimum of 18" below sprinkler head deflectors in sprinkler areas of buildings
18. Fire escape and fire escape access shall remain clear at all times
19. Application shall be completed and inspection fees paid
20. Inspection fees:
 - Commercial Business \$150.00
 - Propane Exchange \$150.00
 - Storage of Explosives \$500.00
 - Temporary use of LPG for heat \$250.00
 - Elevators 1-3 \$65.00
 - Elevators 4-10 \$100.00
 - Elevators 11+ \$250.00

Revised 3/18