The City of Poughkeepsie Fire Department

Poughkeepsie, New York

RE: 2018 Licensing fees for Public Assembly

Dear City of Poughkeepsie Business Firms, Corporations, Owners of Public Assembly Locations:

Please be advised that the City of Poughkeepsie Fire Department will be administering the Licensing for Places of Public Assembly. The annual fee for a Public Assembly License is $250.00, with additional fees for elevators, when applicable.

Per Section 8-24 of the City of Poughkeepsie Ordinance, "A place of public assembly is defined as a building, or portion of a building, used for gather together fifty(50) or more persons for amusement, athletic, civic, dining, educational, entertainment, patriotic, political, recreational, religious, social or similar purposes." Due to the delay in processing, all license fees must be paid by May 1, 2018.

Attached please find an application for public assembly and a short questionnaire regarding your public assembly space. Please complete the application, questionnaire and attach the requested documents. Return with a check (made payable to "City of Poughkeepsie"), in the amount of $250.00 specified on the application, to: The City of Poughkeepsie Fire Department, 505 Main Street, Poughkeepsie, NY 12601

Upon receipt of the paperwork and payment, Fire Personnel will schedule an inspection for compliance with this ordinance and issuance of your "Safe Occupancy Limits" placard. At the time of the inspection, please be prepared to provide the following:

- A contact name and phone number for scheduling
- Proof of compliance with all codes – exit lights, exits unblocked, hazard removal, etc.
- Display of license and occupancy signs in the proper place.
-

Failure to apply/pay for the Public Assembly License after May 1, 2018 may result in issuance of a summons and a fine or possibly the closure of your place of business to the public.

Thank you for your prompt attention to this matter. If you have any questions please call the Fire Department at (845)451-4079

Sincerely,

Mark W. Johnson
Fire Chief

Revised 3/18

505 Main Street – Poughkeepsie – New York – 12601 – Phone: 845.451.4079 - Fax: 845.451.4191

The City of Poughkeepsie Fire Department
Poughkeepsie, New York

2018 PLACE OF PUBLIC ASSEMBLY LICENSE APPLICATION

ANNUAL LICENSE FEE: $250
$350 FOR VENUES OVER 599 OCCUPANCY
$500 OVER 999 OCCUPANCY
ELEVATOR FEE: 1-3 $65; 4-10 $100; 11+ $250

Fee Payable to: City of Poughkeepsie

GENERAL INFORMATION **DATE** _____

NAME OF ESTABLISHMENT:		
ADDRESS:		
PHONE:	EMAIL:	
OWNER OF ESTABLISHMENT:		
ADDRESS:		
PHONE:	CELL:	EMAIL:
ESTABLISHMENT MANAGER/CONTACT:		
PHONE:	CELL:	EMAIL:
TYPE OF BUSINESS:		NO. OF ELEVATORS

Pursuant to SECTION 8-24 CITY OF POUGHKEEPSIE ORDINANCE – DEFINITION:
"Place of public assembly is defined as a building, or portion of a building, used for gatherings together fifty(50) or more persons for the amusement, athletic, civic, dining, educational, entertainment, religious, social or similar purposes."

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

- Annual alarm certification

- Carbon Monoxide detector MUST be linked to a fire alarm panel and monitored by a central station
- Annual sprinkler certification
- Annual backflow certification ONLY if a sprinkler system is present
- Annual fire extinguisher certification
- Commercial Kitchen (if present):
    - A record of annual inspection and 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.
- Chapter 4 of NYS Fire Code requires you to submit a copy of the floor plan which includes:
    - All exits, primary and secondary evacuation route(s);
    - Location of all portable extinguishers or other fire equipment;
    - A list of fire hazards that may be associated with the normal use & occupancy of the premises;
    - Location of fire alarm annunciator panels
    - Sprinkler controls/other controls with applicable instructions
    - Your plan should identify how you will conduct fire and safety training of your employees. (These are also outlined in the Public Assembly Questionnaire)
    -

EXISTING PERMIT HOLDERS: Submit individual certifications (fire alarm, hood inspection, sprinkler, etc.) upon re-inspection by a NYS licensed vendor

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 and inspect the property at all reasonable times.

_____ _____

Applicant's Name Date

FOR OFFICE USE ONLY

License #: _____ Total Fee Paid: $_____ Ck # _____

Approved By: _____ Date _____

Revised 3/18

The City of Poughkeepsie Fire Department
Poughkeepsie, New York

PUBLIC ASSEMBLY QUESTIONAIRE

Name of Business: _____

Location of Property: _____

Name of person completing this questionnaire: _____

Has a building permit been applied for that may result in changes or alterations to the public assembly space?	YES	NO
Have any changes been made to either the number of exits or to their locations	YES	NO
Have any actions been taken that may impact the designated occupancy for your public assembly that the Fire Department should be aware of?	YES	NO
Are all exits properly lit and identified?	YES	NO
Are all exits maintained open and unlocked when occupied by the public?	YES	NO
Is your current Public Assembly License and Certificate of Occupancy conspicuously posted and visible to the public?	YES	NO
Are there any other actions that have been taken that may impact the designated occupancy for your place of public assembly that the Fire Department should be aware of? If yes, please explain: _____ _____	YES	NO
Has a sprinkler system been tested and a test certificate awarded to you from your sprinkler system contractor? If yes, please attach a copy.	YES	NO
Have all fire extinguishers been inspected and tagged?	YES	NO
Has cooking hood and the fire suppression system been tested and cleaned? Please attach the most recent inspection certificate In no hood system, write NONE here: _____	YES	NO
Do you have an up-to-date Fire Safety & Evacuation Plan? If yes, please attach a copy with your license application/renewal If no, Chapter 4 of NYS Fire Code determines the requirements for Emergency Planning & Preparedness for occupancies like yours & is the basis upon which we have required you to provide a copy of your plan which should include a floor plan of the facility including location of all exits, primary & secondary evacuation route(s); location of all portable extinguishers or other fire equipment; a list of fire hazards that may be associated with the normal use & occupancy of the premises; location of fire alarm annunciator panels, sprinkler controls any other controls, with applicable instructions. Your plan should identify how you will conduct the necessary fire safety & evacuation training of your employees & the manner & format in which these records will be kept for review. Once you have received approval, it shall be required of you to maintain & review annually all aspects of this plan which is required to be updated as changes are made to the facility, occupancy and staff.	YES	NO

The City of Poughkeepsie Fire Department

Poughkeepsie, New York

GENERAL REQUIREMENTS FOR PLACES OF PUBLIC ASSEMBLY

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: Public Assembly: $250.00
    Venues over 599 Occupancy: $350
    Venues over 999 Occupancy: $500

    1-3 Elevators: $65.00
    4-10: $100
    11+: $250

    Lost Placard/Occupancy Card $25.00

Revised 3/18