BUILDING DEPARTMENT
VILLAGE OF RYE BROOK
938 KING STREET RYE BROOK, NY 10573
(914) 939-0668 FAX (914) 939-5801
www.ryebrook.org

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FIRE INSPECTION / OPERATING PERMIT APPLICATION INSTRUCTIONS

*****NOTE: KEEP THIS INSTRUCTION FORM FOR FUTURE REFERENCE REGARDING YOUR OPERATING PERMIT**

A Fire Inspection, conducted by the Building Department must be performed prior to the issuance or renewal of any Operating Permit. It shall be the responsibility of the owner, applicant, operator or proprietor of the Business, Private School or Place of Public Assembly to schedule the requisite Fire Inspection with the Building Department. For permit renewals, the Fire Inspection must be scheduled at least thirty, (30) days prior to the expiration date listed on your Operating Permit.

Submittal Requirements:

1. A properly completed & notarized permit application.

2. One full size and two scaled 11ò x 17ò copies of a comprehensive dimensioned floor plan, prepared & sealed by a NY State Licensed Professional Engineer or NY State Registered Architect, showing the complete layout of the space including all doors, windows, exits, exit corridors, exit discharge, emergency lighting, fire alarms, fire sprinklers, fire extinguishers, proposed seating arrangement(s), and any other furnishings which affect the occupancy load and/or egress from the space, and anything else as requested by the Building Inspector.

3. Payment of the permit fee: (Fees subject to change without notice)
Triennial & Private School Annual Inspection: = **$350.00**
Public Assembly Annual Inspection: <100 People = **$450.00** ŏ >100 People = **$750.00**
(Occupancy limits are determined by the Building Inspector)

4. Written documentation showing the following systems have been inspected, tested & serviced within the past year shall be kept on the site and be made available to the Fire Inspector upon demand;

a. Fire Sprinkler, Standpipe, ANSL, Halon, FM200 or other Dry-Chemical Extinguishing Systems
b. Fire Hydrants
c. Fire & Carbon Monoxide Detection & Alarm System
d. Exit Signs, Emergency Lighting
e. Portable Fire Extinguishers
f. Elevators, Escalators or other Moving Conveyances
g. HVAC Systems
h. A copy of your Fire Evacuation Plan and Record of all Fire Drills

Please note that separate permits may be required for any corrective work performed in conjunction with the Fire Inspection.

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FIRE INSPECTION / OPERATING PERMIT APPLICATION

FOR OFFICE USE ONLY:

Fee Paid: $_____ Inspection Date & Time: _____

FEE SCHEDULE: Re-inspection Date & Time: _____

Triennial & Private School Annual Inspection: = **$350.00**

Public Assembly Annual Inspection: <100 People = $450.00 / >100 People = $750.00

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Application, dated: _____, is hereby made to the Building Inspector of the Village of Rye Brook NY, requesting that a Fire Inspection be conducted at the building and premises listed below for the purpose of issuing a Permit to Operate the business, private school and/or place of public assembly in conformance with the Code of the Village of Rye Brook, the New York State Uniform Fire Prevention & Building Code, Title 19 NYCRR Part 1201, and all other applicable local, County, State & Federal laws, rules & regulations, as per detailed statement described below.

1. Address: _____SBL: _____ Zone: _____
2. Business / Occupancy Name: _____NYS Use Class: _____
3. Property Owner: _____Address: _____

   Phone #_____Cell #_____email: _____
5. Business Owner: _____Address: _____

   Phone #_____Cell #_____email: _____
6. Emergency Contact: _____Address: _____

   Phone # _____Cell # _____email: _____
7. Inspection Escort: _____Title: _____

   Phone #: _____Cell #: _____email: _____
8. Provide a brief description outlining the current and /or intended use of the property: _____

   _____

   _____

   _____
9. List all Hazardous Materials: _____

   _____

   _____

   _____
10. Occupant Load: Existing: _____ Proposed: _____Other: _____
11. Date & Disposition of Previous Fire Inspection: _____ ☐ Pass ☐ Fail

This application must include the notarized signature(s) of the legal owner(s) of the above mentioned property, in the space provided below. Any application not bearing the legal property owner's notarized signature(s) shall be deemed null and void, and will be returned to the applicant.

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STATE OF NEW YORK)
COUNTY OF WESTCHESTER) as:

_____, being duly sworn, deposes and states that he/she is the applicant above named,
(print name of individual signing application)

and further states that he/she is the legal owner of the property to which this application pertains, or that he/she is the

_____, for the legal owner and is duly authorized to make and file this application. That all
(indicate architect, business owner, attorney, agent, etc.)

statements contained herein are true to the best of his/her knowledge and belief, and that any work performed or use conducted at the above captioned property will be in conformance with the details as set forth and contained in this application and in any accompanying approved plans and specifications, as well as in accordance with the New York State Uniform Fire Prevention & Building Code, the Code of the Village of Rye Brook and all other applicable laws, ordinances and regulations.

Sworn to before me this _____

day of _____, 20_____

_____
Notary Public

_____
Signature of Property Owner

_____
Print Name of Property Owner

Sworn to before me this _____

day of _____, 20_____

_____
Notary Public

_____
Signature of Applicant

_____
Print Name of Applicant