

# OPERATING PERMIT APPLICATION FORM

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## Part I

### Applicant/Building Information

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Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address of Premises for which Operating Permit is requested: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_ Current Occupancy Classification: \_\_\_\_\_

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## Part II

### Type Operating Permit

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An Operating Permit is required to conduct any activity or to use any class of building listed below. **Please indicate the type(s) of Operating Permit(s) requested by checking each applicable box.** (If you require assistance, or would like more information, contact the Rockland Office of Buildings and Codes at 845-364-3700.

☐ Manufacturing, storing, and handling hazardous materials in quantities exceeding those listed in Tables 5003.1.1(1), 5003.1.1(2), 5003.1.1(3) OR 5003.1.1(4), OF THE 2015 International Fire Code (see 19 NYCCRR Part 1225; (see appendix A.) Identify the materials and quantities and describe the manner in which the materials will be manufactured, stored and handled (attach additional sheets necessary):

\_\_\_\_\_

☐ Use of a building containing one or more areas of public assembly with an occupant load of 100 persons or more (See appendix D.) Describe the proposed use (attach additional sheets necessary):

\_\_\_\_\_

☐ Use of Building whose use or occupancy classification has been determined by the Office of the Fire Inspector as posing substantial potential hazard to public safety. (See Appendix E) Describe the proposed use (attach additional sheets if necessary):

\_\_\_\_\_

☐ Safeguards during construction and demolition of multiple dwellings and commercial buildings.

\_\_\_\_\_

☐ Use of tents and membrane structures ☐ Motor fuel stations and repair garages

☐ Dry cleaning facilities ☐ Lumber yard and wood working facilities

**Part III**

**Premises/Building Information**

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1. Date of last inspection of premises? \_\_\_\_\_
2. Has Certificate of Occupancy been issued for the premises?  
☐ yes      Type:    ☐ Permanent      ☐ Temporary      Date of Issuance: \_\_\_\_\_  
☐ No
3. Date(s) of issuance of previous Certificate(s) of Occupancy? (If any): \_\_\_\_\_
4. Has a Certificate of Compliance for fire safety been issued for these premises:  
☐ Yes      Date of Issuance: \_\_\_\_\_  
☐ No
5. Are there currently any open Building Permits associated with the premises?  
(if yes please describe (attach additional sheets if necessary)      ☐ Yes      ☐ No  
\_\_\_\_\_  
\_\_\_\_\_
6. Have any violations to the 2015 Uniform Code been issued in relation to the Premises?  
If yes please describe (attach additional sheets, if necessary)      ☐ Yes      ☐ No  
\_\_\_\_\_  
\_\_\_\_\_
7. Have any variance to the 2015 Uniform Code or local zoning been granted in relation to these premises?  
If yes please describe (attach additional sheets, if necessary, include variance decision number)  
☐ Yes      ☐ No  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE OF APPLICANT**

I hereby certify that the foregoing information including all information in attached sheets, if any, is true and complete.

\_\_\_\_\_  
Signature of Applicant or Authorized Representatives Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title, if applicable of person signing Application  
(Please print)

Affirmed to before this  
\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Notary Public

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**OFFICE OF BUILDINGS AND CODES**

Dr. Robert L. Yeager Health Center  
50 Sanatorium Road, Building A  
Pomona, New York 10970  
Phone : (845) 364-3700 Fax: (845) 364-3777

**Edward Markunas**

*Director Office of Building and Codes*

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**OPERATING PERMIT**

This Operating Permit must be displayed at the Premises

PERMIT #: \_\_\_\_\_

DATE: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address of Premises for which Operating Permit is requested: ☐ same as above

☐ Other (specify): \_\_\_\_\_

Date of issuance: \_\_\_\_\_, 20\_\_

Expiration Date: \_\_\_\_\_, 20\_\_

Tests or Reports required to verify compliance? ☐ yes ☐ No

Tests or reports received? ☐ yes ☐ No

Type/Description of Operating Permit: \_\_\_\_\_

This Operating Permit is issued to the Applicant named above to conduct the activity(ies) and/or to use the class(es) of buildings indicated below at premises specified above:

☐ Manufacturing, storing, or handling hazardous materials in quantities exceeding those listed in Tables 5003.1.1(1), 5003.1.1(2), 5003.1.1(3) or 5003.1.1(4) of the 2015 International Fire Code (see 19 NYCRR part 1225); as described in the application.

☐ Use of a building containing one or more areas of public assembly with an occupant load of 100 persons or more as described in the application.

☐ Use of a building whose use or occupancy classification has been determined by the Office of the Fire Inspector as posing a substantial potential hazard to public safety as described in the application.

☐ Safeguards during construction and demolition of multiple dwellings and commercial buildings.

☐ Use of tents and membrane structures

☐ Motor fuel stations and repair garages

☐ Dry cleaning facilities

☐ Lumber yard and wood working facilities

The conditions, surroundings, and arrangements for the activity(ies) and/or use(es) subject to this Operating Permit shall be in accordance with all applicable laws, ordinances, regulations, and the conditions (if any) mentions below. The Premises shall be subject to periodic inspection by the Office of the Fire Inspector to ensure compliance with all applicable laws, ordinances, regulations, and conditions. The Operating Permit is subject to revocation for failure to comply with any applicable law, ordinance, regulation, or condition. The Operating Permit shall expire on the earlier of the Expiration Date specified above or on the date revocation pursuant to the preceding sentence. CONDITIONS (continue on attached sheets if necessary)

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Fire Inspector

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EDWARD MARKUNAS  
Director, Office of Buildings and Codes

## **OPERATING PERMIT APPLICATION**

### **APPENDICES**

#### **Appendix A**

#### **Hazardous Materials Storage**

An Operating Permit is required when (1) any hazardous material included in any category listed in tables 5003.1.1(1), 5003.1.1(2), 5003.1.1(3) or 5003.1.1(4) of the 2015 International Fire Code and the 2017 NYS Supplement is manufactured, stored, or handles and (2) the quantity of such hazardous materials exceeds the quantity listed in the applicable table. This would include any building that is (whole or in part) a Group H occupancy, is a pre-existing, non-conforming hazardous occupancy, or has outdoor use manufacture, and/or storage of materials that exceed the tables for physical and/or health hazard.

This type of Operating Permit will not be issued until an inspection has been performed and establishes to the satisfaction of the Office of the Fire Inspector that the requirements of the 2015 International Fire Code are satisfied. These requirements include the provisions of chapter 50 of the International Fire Code as well as any specialized manufacture, use, storage requirements within Chapter 50-65 of the 2015 International Fire Code. A previous fire safety inspection cannot suffice for an Operating Permit Application inspection. If necessary, tests to verify compliance with the 2015 International Fire Code must be performed and the reports of such tests must be provided to the Office of the Fire Inspector. Tests and reports needed to verify compliance with the 2015 International Fire Code vary from product to product. Tests and reports may include:

- ☐ Verification of inspection of fire protection systems and emergency alarm systems
- ☐ Verification of inspection of storage cylinders, tanks, or containers
- ☐ Completing of the Hazardous Material Reporting Form, as required by General Municipal Law 209-u (available from OFPC at <http://www.dos.state.ny.us/fire/pdfs/forms/hm209u.pdf>)
- ☐ Presentation of Material Safety Data Sheets for the product(s) requiring permits
- ☐ Affidavits that the regulated party is in conformance with other State Agencies (Environmental Conservation, Health, Labor)

## **Appendix B**

### **Hazardous processes and activities**

Commercial or industrial operations producing combustible dust - An Operating Permit is required when a condition or process meets the scoping requirements of Chapter 22 of the 2015 International *Fire Code* and is part of a commercial or industrial operation. Chapter 22 references several different standards, based on the products producing dust. The reference standards shall be used and compliance with such standards shall be submitted prior to the issuance of an Operating Permit.

Other Hazardous Processes and Activities - An Operating Permit is required for any other process or activity determined by *the Office of the Fire Inspector* to be hazardous. Such processes and activities include, but are not necessarily limited to, the following: ***[Processes and activities that trigger the need to obtain an Operating Permit include use of tents and membrane structures, motor fuel stations and repair garages, dry cleaning facilities, flammable finishes, lumber yard and wood working facilities, safeguards during construction and demolition, and any other specialized hazard that specifically regulated in Chapters 20- 35 of the 2015 International Fire Code.]***

## **Appendix C**

### **Places of Public Assembly with an occupant load of 100 or more persons**

An Operating Permit is required for any place of public assembly that has an occupant load of at least 100 persons. This Operating Permit is required to ensure that life safety and fire protection systems are maintained to the applicable requirements. ***[The Office of the Fire Inspector will determine the appropriate duration of an operating permit for places of public assembly. Depending on the nature of the occupancy, it may be appropriate to limit the duration of the operating permit to a relatively short period, and to require the applicant to apply for a new permit, and to undergo a new inspection, on a relatively frequent basis.]***

An inspection must be completed prior to the issuance of this type of Operating Permit. The inspection (and any tests and reports which may be required) must confirm (1) that all fire protection and life safety features are inspected and have current maintenance within the timeframes set by Section 901 of the 2015 International *Fire Code*, (2) the existence and adequacy of fire safety plans and emergency preparedness, and (3) that the means of egress are properly maintained, that interior finishes are appropriate, and that occupancy calculations are correct.

## **Appendix D**

### **Uses and Occupancy Classifications determined by *the Office of the Fire Inspector* to pose a substantial potential hazard to public safety**

***[The Office of the Fire Inspector may establish Uses and Occupancy Classifications that pose potential hazard to public safety. If Office of the Fire Inspector establishes such uses and occupancy classifications, the Office of the Fire Inspector will provide a list, with a brief description, under this appendix D.]***