

FIRE CODE OPERATING PERMIT APPLICATION FORM

SEE PAGE 5 FOR INSTRUCTIONS

CODE ENFORCEMENT OFFICE
6 SOUTH PARK STREET
CLYDE, NY 14489

(315) 923-3971 (Village)

(315) 923-7259 (Town)

PART 1 – APPLICANT / BUILDING INFORMATION

Business Name: _____

Business Street Address: _____

Business Mailing Address: _____

Business Contact Person: _____

Contact Telephone Number: _____

Reason for Application: ☐ Permit Renewal ☐ New Business ☐ Change of Ownership

Other than yours, is there any other business operating at this address? ☐ YES ☐ NO

If yes, provide the name of business: _____

OFFICE USE ONLY

Current Occupancy Class: _____

Date of last inspection of premises: _____

Has a certificate of compliance been issued? ☐ YES ☐ NO ☐ Temporary

Are there any open building permits associated with the premises? ☐ YES ☐ NO

Are there any uncorrected zoning / code violations related to the premises? ☐ YES ☐ NO

Have any state / local variances been issued? ☐ YES ☐ NO

NOTES / COMMENTS: _____

PART 2 – TYPE OF OPERATING PERMIT

A Fire Code Operating Permit is required for activities involving the manufacture, storage or handling of hazardous materials; conducting processes which produce conditions hazardous to life or property; or maintaining a place of public assembly for 100 or more persons. If your business intends to engage in any of the following activities, operations, practices or functions, a Fire Code Operating Permit may be required. Please identify all of your business' intended activities by placing an "X" in the box provided. If you require assistance, or would like additional information, contact the Code Enforcement Office.

- [] GROUP "H" HIGH-HAZARD OCCUPANCY: Buildings of Group H (High-Hazard) occupancy as defined by the Building Code of New York State.
- [] EXPLOSIVES, FLAMMABLE OR COMBUSTIBLE LIQUIDS, AND OTHER HAZARDOUS MATERIALS: To manufacture, store, transport on site, dispense, use or handle explosives, flammable or combustible liquids, and other hazardous materials (complete a Hazardous Materials Notification Form and attach to application).
- [] HAZARDOUS PROCESSES AND ACTIVITIES: Commercial and industrial operations which produce combustible dust as a byproduct; fruit and crop ripening; and waste handling including but not limited to the following:
 - [] COMBUSTIBLE DUST-PRODUCING OPERATION: Operation of a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing combustible dusts.

COMBUSTIBLE DUST: Finely divided solid material that is 420 microns or less in diameter and which, when dispersed in air in the proper proportions, could be ignited by a flame, spark or other source of ignition. Combustible dust will pass through a U.S. No. 40 sieve.
 - [] WOOD PROCESSING AND WOODWORKING FACILITIES: Operation of facilities that process wood or wood products that produce or utilize finely divided wood particles or wood fibers. Such facilities include but are not limited to: wood flour plants; woodworking plants; lumber mills; and composite board plants.
 - [] FRUIT AND CROP RIPENING: Operation of a fruit- or crop-ripening facility or conducting a fruit-ripening process using ethylene gas.
 - [] WASTE HANDLING: Operation of wrecking yards, junk yards and waste material-handling facilities.
 - [] STORAGE OF SCRAP TIRES AND TIRE BYPRODUCTS: Establishing, conducting or maintaining storage of scrap tires or tire byproducts that exceed 2,500 cubic feet of total volume of scrap tires.
- [] PYROTECHNIC SPECIAL EFFECTS MATERIAL: Use or handling of pyrotechnic special effects material on, within, or on the premises of any structure of Group "A" occupancy as defined by the Building Code of New York State.

PYROTECHNIC SPECIAL EFFECTS MATERIAL: A chemical mixture used in the entertainment industry to produce visual or audible effects by combustion, deflagration, or detonation.

NOTE: A Fireworks Display Permit is required for any public or private fireworks display.

- [] PLACE OF PUBLIC ASSEMBLY: Operation of an area of public assembly with an occupant load of 100 or more persons. Examples include: *movie theaters, restaurants, night clubs, bowling alleys, churches, community halls, funeral parlors, gyms, libraries, skating rinks, public swimming pools, bleachers, grandstands and amusement buildings.*

- [] AMUSEMENT BUILDINGS: Operation of a Special Amusement Building. Example: “Haunted House” attractions.

SPECIAL AMUSEMENT BUILDING: A building that is temporary, permanent or mobile that contains a device or system that conveys passengers or provides a walkway along, around or over a course in any direction as a form of amusement arranged so that the egress path is not readily apparent due to visual or audio distractions or an intentionally confounded egress path, or is not readily available because of the mode of conveyance through the building or structure.

- [] TENTS: Operation of any tent over 200 square feet in area, or a canopy in excess of 400 square feet in area (use **Tent Permit Application**).

- [] OPEN BURNING: Kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground (use **Open Burning Permit Application – no fee**).

EXCEPTION: Recreational fires (i.e. small campfires).

- [] Any open burning or operation of an incinerator within mobile home parks [in the Town of Galen only].

- [] HIGH-PILED COMBUSTIBLE STORAGE: Use of a building or portion thereof as a high-piled storage area exceeding 500 square feet.

HIGH-PILED COMBUSTIBLE STORAGE: Storage of: (i) combustible materials in closely packed piles or combustible materials on pallets, in racks or on shelves where the top of the storage is greater than 12 feet in height; or (ii) rubber tires, group A plastics, flammable liquids, idle pallets and similar high-hazard commodities where the top of storage is greater than 6 feet in height.

- [] STORAGE / USE OF LP GAS (PROPANE): Storage and use of LP gas.

EXCEPTION: Operation of cargo tankers, and individual containers with a 2,000 gallon water capacity or less.

- [] HOT WORK OPERATIONS: Hot work including but not limited to: public exhibitions and demonstrations where hot work is conducted; use of portable hot work equipment inside a structure; fixed-site hot work equipment such as welding booths; hot work within a hazardous fire area; application of roof coverings with the use of an open-flame device.

EXCEPTION: Facility hot work programs approved by the Code Enforcement Office.

NOTE: Roofing contractors utilizing heat-producing systems or other ignition sources are required to be licensed by the Village or Town as applicable.

- [] [Within Village of Clyde only] MANUFACTURED HOME PARK: Operation of a manufactured home park as defined in the Village of Clyde Zoning Law (use **Application for Manufactured Home Park Operating Permit**).

X

Signature of Person Completing this Application

_____/_____/_____
Date

INSTRUCTIONS

STEP 1

Complete Part 1 (Applicant / Building Information). Do not write in the section marked *Office Use Only*.

STEP 2

Indicate the type(s) of activities that are conducted at the premises. A single Operating Permit may be issued to cover all regulated activities. Some types of activities are defined in **blue text**. Where a specific activity requires a separate application to be filed, it is noted in **red text**.

STEP 3

The person completing the application must sign and date the bottom of Page 3, in the **high lighted space**. Do not write on Page 4.

STEP 4

An Operating Permit will not be issued until an inspection has been performed and establishes to the satisfaction of the Code Enforcement Office that the requirements of the Fire Code of New York State are satisfied. A previous fire safety inspection cannot suffice for an Operating Permit application inspection. If necessary, tests to verify compliance with the Fire Code must be performed at the Applicant's expense and the reports of such tests must be provided to the Code Enforcement Office. Tests and reports needed to verify compliance with the Fire Code may include:

- Verification of inspection and testing of fire protection systems and emergency equipment.
- Verification of inspection of storage cylinders, tanks, or containers.
- Completion of a Hazardous Materials Notification Form.
- Submittal of Material Safety Data Sheets.
- Affidavits that the regulated party is in conformance with other State Agencies (Environmental Conservation, Health, Labor, etc.).
- Preparation of Evacuation and / or Fire Safety Plans.
- Verification of employee training / certification, where required.

OFFICE USE ONLY

OPERATING PERMIT

PERMIT NO. _____

DATE: ____ / ____ / ____

THIS PERMIT AUTHORIZES _____
(NAME or DBA)

TO CONDUCT THE FOLLOWING OPERATION(S) AT _____

(ADDRESS)

THE SPECIFIC OPERATIONS(S) SO AUTHORIZED ARE AS FOLLOWS: _____

CONDITIONS OF PERMIT: *The conditions, surroundings and arrangements for the operation(s) or activities subject to this permit shall be in accordance with all applicable regulations. The premises shall be subject to periodic inspection by the Code Enforcement Office to ensure compliance with the applicable regulations and any condition(s) imposed. The permit is subject to revocation for failure to comply with those regulations and any specific conditions that are in effect at the time of inspection.*

Date of Inspection: ____ / ____ / ____

PERMIT FEE: \$ _____

Tests or Reports to verify compliance: [] YES

[] NO

Notes / Comments / Conditions:

Approved By: _____
Inspector Signature

Date Operating Permit Expires: ____ / ____ / ____