

# OPERATING PERMIT APPLICATION FORM

## Part I Applicant/Building Information

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

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

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

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

Other (specify): \_\_\_\_\_

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

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 VILLAGE OF RAVENA BUILDING DEPARTMENT at (518) 756-8201.

Manufacturing, storing or handling hazardous materials in quantities exceeding those listed in Tables Part 1225; (See Appendix A.) Identify the materials and quantities and describe the manner in which the materials will be manufactured, stored or handled (attach additional sheets if necessary):

Conducting a hazardous process or activity (including but not limited to, any commercial or industrial operation which produces combustible dust as a byproduct, fruit and crop ripening, and waste handling; (See Appendix B.) Describe the process(es) or activity(ies) to be conducted (attach additional sheets if necessary):

Use of pyrotechnic devices in assembly occupancies; (See Appendix C.) Describe the proposed use (attach additional sheets if 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 if necessary):

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Part II (continued)

Use of a building whose use or occupancy classification has been determined by VILLAGE OF RAVENA BUILDING DEPARTMENT as posing a substantial potential hazard to public safety. (See Appendix E.) Describe the proposed use (attach additional sheets if necessary):

Part III Premises/Building Information

1. Date of last inspection of Premises? \_\_\_\_\_

2. Has a Certificate of Occupancy been issued for the premises?

YES  NO

Type:  Permanent  Temporary

Date of Issuance: \_\_\_\_\_

3. Date(s) of issuance of previous Certificate(s) of Occupancy? (if any): \_\_\_\_\_

4. Has a Certificate of Compliance been issued for these Premises?

YES  NO

Type:  Permanent  Temporary

Date of Issuance: \_\_\_\_\_

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 Uniform Code been issued in relation to the Premises? If yes, please describe (attach additional sheets if necessary):

YES  NO

7. Have any variances to the Uniform Fire Prevention and Building Code been granted in relation to these premises? If yes please describe (attach additional sheets if necessary): (Include Variance Decision Number)

YES  NO

Additional Comments:

Conditions of Operating Permit (list conditions here AND in the space provided in the Operating Permit):

Type/Description of Operating Permit:

Date Operating Permit Issued: \_\_\_\_\_ Date Operating Permit Expires: \_\_\_\_\_

Operating Permit Issued By: \_\_\_\_\_

Application(s) Approved:  YES  NO

Description:

If YES, have Tests or Reports been received?  YES  NO

Tests or Reports required to verify compliance?  YES  NO

Inspections Performed  YES  NO Date of Inspection: \_\_\_\_\_

Inspection Required  YES  NO

**Part IV**  
**To be completed by RAVENA BUILDING DEPARTMENT**

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

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

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

**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Additional Comments:

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#### Appendix A Hazardous Materials Storage

An Operating Permit is required when (1) any hazardous material included in any category listed in tables 2703.1.1(1), 2703.1.1(2), 2703.1.1(3) or 2703.1.1(4) of the *Fire Code of New York State* is manufactured, stored or handled and (2) the quantity of such hazardous material 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 VILLAGE OF RAVENNA BUILDING DEPARTMENT that the requirements of the *Fire Code of New York State* are satisfied. These requirements include the provisions of Chapter 27 of the *Fire Code of New York State* as well as any specialized manufacture, use, storage requirements within Chapters 27-42 of the *Fire Code of New York State*. A previous fire safety inspection cannot suffice for an Operating Permit application inspection. If necessary, tests to verify compliance with the *Fire Code of New York State* must be performed and the reports of such tests must be provided to VILLAGE OF RAVENNA BUILDING DEPARTMENT. Tests and reports needed to verify compliance with the *Fire Code of New York State* 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 Materials 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)

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### 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 13 of the *Fire Code of New York State* and is part of a commercial or industrial operation. Chapter 13 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.

Fruit and Crop Ripening - An Operating Permit is required when a fruit or crop ripening operation meets the scoping requirements of Chapter 16 of the *Fire Code of New York State*. The operating permit will not be issued unless and inspection and/or documented testing demonstrates to the satisfaction of RAVENA BUILDING DEPARTMENT that the ethylene generators meet the requirements of Section 1606 of the *Fire Code of New York State* and that the appropriate safeguards are in place.

Waste Handling - An Operating Permit is required when waste materials that are considered hazardous are reclaimed, recycled, collected or otherwise handled at the Premises. Examples of uses that trigger the need for this Operating Permit include wrecking yards, auto dismantling facilities, junk yards, hazardous materials recycling facilities, and the like. An inspection must be performed prior to the issuance of this type of Operating Permit; such inspection must confirm compliance with any applicable sections of the *Fire Code of New York State* including the general fire safety practices in Chapter 3 of the *Fire Code of New York State*.

Other Hazardous Processes and Activities - An Operating Permit is required for any other process or activity determined by RAVENA BUILDING DEPARTMENT to be hazardous.

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### Appendix C Pyrotechnics in Assembly Occupancies

An Operating Permit is required for use of pyrotechnic devices in any assembly occupancy. [Although Part 1203, section 1203(g)(1)(iii), requires an operating permit for use of pyrotechnic devices only in assembly occupancies, section 1203(g)(1)(v) provides that an operating permit must be required for buildings whose use or occupancy is determined by the Authority Having Jurisdiction to pose a substantial potential hazard to public safety. See Appendix E for further information.]

An inspection must be completed prior to the issuance of this type Operating Permit. The inspection 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 *Fire Code of New York State*, (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. [The required tests and reports should be consistent with the permit procedures found within NFPA 1126. The section in NFPA 1126 regarding permits and the annex material provide guidance for the Authority Having Jurisdiction on what to request. An operating permit should be required for each show or group of shows, and the Premises should be made available for inspection prior to each event.]

**IMPORTANT:** Please note that section 280.00 of the Penal Law provides that in the absence of a permit issued by the "permit authority" under section 405.00 of the Penal Law, it is unlawful to offer or expose for sale, to sell or furnish, or to possess, use, explode or cause to explode, any "fireworks" or "dangerous fireworks." **Most pyrotechnic devices fall within the definition of "fireworks" or "dangerous fireworks" under section 270.00 of the Penal Law.**

Section 405.00 of the Penal Law provides that the "permit authority" of a state park, county park, city, village or town may grant a permit for the public display of fireworks by municipalities, fair associations, amusement parks or organizations of individuals. For a fireworks display within a state park, the term "permit authority" means the state agency having custody and control of the park. For a fireworks display within a county park, the term "permit authority" means the county park commission or such other agency as may have jurisdiction, control and/or operation of the parks or parkways within which any fireworks are to be displayed. For a fireworks display within a city, the term "permit authority" means the duly constituted licensing agency of such city or, in the absence of such agency, an officer designated for the purpose by the legislative body of the city. For a fireworks display within a village, the term "permit authority" means an officer designated for the purpose by the board of trustees of the village. For a fireworks display within the territory of a town outside of villages, the term "permit authority" means an officer designated for the purpose by the town board of the town.

**AN OPERATING PERMIT FOR THE USE OF PYROTECHNIC DEVICES IN AN ASSEMBLY OCCUPANCY IS NOT A PENAL LAW SECTION 405.00 PERMIT. OBTAINING AN OPERATING PERMIT FOR THE USE OF PYROTECHNIC DEVICES IN AN ASSEMBLY OCCUPANCY DOES NOT OBTAIN A PENAL LAW SECTION 405.00 PERMIT. AN OPERATING PERMIT FOR USE OF PYROTECHNIC DEVICES IN AN ASSEMBLY OCCUPANCY DOES NOT MAKE LEGAL ANY ACT PROHIBITED BY PENAL LAW SECTION 270.00.**

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### Appendix D

#### 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 Authority Having Jurisdiction should 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.]

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### Appendix E

#### Uses and Occupancy Classifications determined by VILLAGE OF RAVENA BUILDING DEPARTMENT to pose a substantial hazard to public safety

VILLAGE OF RAVENA BUILDING DEPARTMENT may establish Uses and Occupancy Classifications that pose potential hazard to public safety. If Authority Having Jurisdiction establishes such uses and occupancy classifications, the Authority Having Jurisdiction should provide a list, with a brief description, under this appendix E.]

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