



HOUSING AND DEVELOPMENT ADMINISTRATION
THOMAS APPELBY, Administrator

Department of Buildings
120 WALL STREET, NEW YORK, N.Y. 10005

JEREMIAH T. WALSH, P.E., Commissioner

Dec 29 1970

GENERAL BUILDING DEPARTMENT GUIDELINES
FOR OBTAINING AND MAINTAINING A
PLACE OF ASSEMBLY PERMIT

Based on our experiences with the problems caused by the unfamiliarity of the general public with routine department procedures, as well as their unawareness of basic provisions of building laws, the following are guidelines for obtaining an original place of assembly permit and guidelines for maintaining such place of assembly.

1. A "Place of Assembly" is an enclosed room or space in which 75 or more persons gather for religious, recreational, educational, political or social purposes, or for the consumption of food or drink, or for similar group activities, but excluding spaces in dwelling units; or an outdoor space in which 200 or more persons gather for any of the above reasons. The number of persons to be accommodated includes patrons both sitting and standing and regular occupants such as waiters and waitresses, security guards, ushers, etc.

2. An Altered Building Application or a New Building Application is required to be filed and approved with required fees paid to establish a legal use and a legal occupancy load (number of occupants) or to perform desired or required work. Such application is filed by a registered architect or licensed professional engineer in the appropriate borough office of this department. (Refer to "GENERAL DEPARTMENT GUIDELINES FOR ALTERATIONS" issued by this department).

When the existing legal use is determined by the department to preclude the necessity of filing an Alteration application for an existing building, the owner or business representative will be so advised after records are reviewed in conjunction with a "P.A." application.

3. A separate Place of Assembly (P.A.) application is required to be filed by a registered architect or licensed professional engineer for every place of assembly with a plan showing the seating arrangement, exits, aisles, location of occupancy sign, etc., for approval in the appropriate borough office of this department. A copy of the approved plan must be kept on the premises and be available for inspection. If more than one seating arrangement is involved, the approved plan must show each seating layout. No construction work, no change of use or occupancy may be made on a P.A. application.

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4. This department issues permits for places of assembly and annual renewals thereof. Fees specified in the Building Code are required to be paid when an application for a "P.A." permit is filed and for annual renewals. The current fees are \$33.00 for the original "P.A." permit and \$27.50 for annual renewals.

5. Prior to the issuance of an original place of assembly permit, an inspector from this department must determine that all work filed and approved under the Altered Building application or the New Building Application has been completed and "signed-off" and where required, a certificate of occupancy issued. An inspection is then made of the room or space for which the place of assembly application was filed. If it is determined that the seating arrangement, aisles, location of capacity sign, etc., conform with the approved plan, the "P.A." permit will be approved.

6. The following list contains some of the more important items which an inspector from this department will check and require compliance prior to the issuance of the original "P.A." permit and subsequent renewals thereof.

(a) The seating arrangement, exits, aisles, and the location of exit and directional exit signs and of the occupancy sign, etc., all are to agree with the approved plan. A copy of the approved plan must be available at all times at the premises.

(b) The occupancy sign is to be posted in a conspicuous location and must be properly illuminated. The occupancy sign designating the number of persons to be accommodated must agree with the approved "P.A." application and plans. The number of persons on the premises or the seating provided must not exceed the number shown on the occupancy sign.

(c) Phosphorescent exit and directional signs are visible and lighted.

(d) No exits or aisles may be obstructed under any circumstances. Exit passages must be adequately lighted. Exit doors must be equipped with approved type hardware. Slide bolts or draw bolts are not permitted, unless they are used as an intergal part of approved panic hardware which is readily openable from the occupied space.

(e) The operation of revolving doors, where previously approved and permitted as an exit, must be cleaned, lubricated and maintained in proper working order. A record of required tests must be kept on the premises and be available to the inspector.

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(f) Hoods, flues and grease filters:

(1) For all extinguishing systems, signs affixed to all valves, manual control, or manual releases, indicating the purpose of these devices and designating their proper operative position for manual operation should be clear and readily visible.

(2) A record indicating the name of the person or firm servicing and replacing regularly the filters and the dates when the filters were cleaned or replaced shall be kept on the premises and shall be available for inspection. They shall be cleaned or replaced as frequently as necessary, but at least every three months and no exhaust system shall be operated while cooking is being carried on, without the filters installed in place.

(3) The automatic valve operation and the extinguishing system shall be tested at least once a year by the owner. A record of such tests shall be kept on the premises and shall be available for inspection.

Borough Offices of the Department of Buildings
(Borough Superintendents)

<u>Borough</u>		<u>Telephone No.</u>
<u>Brooklyn</u>		
	Municipal Building - 8th Floor Joralemon & Court Streets	- 643-3083
<u>Bronx</u>		
	1932 Arthur Ave., - 5th Floor	- 583-5520 -ext. 7
<u>Manhattan</u>		
	Municipal Building - 20th Floor Centre & Chambers Streets	- 566-2387
<u>Queens</u>		
	126-06 Queens Blvd. Kew Gardens, N.Y.	- 520-3419
<u>Staten Island</u>		
	Borough Hall St. George, S.I.	- 390-5179

Jeremiah T. Walsh
Jeremiah T. Walsh, P.E.
Commissioner

Dated: December 29, 1976

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