



Place of Assembly Application (PA-1) Instructions

The PA-1 form must be filed for all Place of Assembly applications and Post Approval Amendments (PAA) for existing Place of Assembly job filings.

Filing Type

Indicate whether this Place of Assembly application is a new filing or a change to an existing filing. "New Filing" must be selected for all spaces that will be newly established as a PA and for existing PA spaces where changes are the result of a new NB or Alt-1 filing.

Section 1: Building Location

Provide the requested information about the building where the Place of Assembly space exists in this section.

Section 2: Applicant

Provide the requested personal information in this section. For professionally certified jobs: Check the professional certification box at the top of this section and submit a completed POC-1 form with the completed PA-1 form.

Section 3: Filing Representative

If the application is being filed by an individual other than the applicant who is signing the Statement of Compliance, all requested information about the filing representative must be provided.

Section 4: Place of Assembly Space

For both new filings and changes to existing filings:

- Provide the job number of the related NB or Alt-1 application. If the related job is pre-BIS, provide the BIN number as well
- Provide the proposed number of persons for the space.
- Provide the prior Place of Assembly job number for the space (if applicable).
- Provide the legal name of the establishment where the Place of Assembly space is to exist.
- If desired, provide comments. If you need additional space write "see AI-1" and place comments on an AI-1 form.
- Check the box of the appropriate occupancy classification for the proposed use of space. If applying for mixed use, check the boxes for the applicable alternative seating plans being submitted. If the occupancy classification is COMM or PUB, select the equivalent current occupancy classification code (subject to DOB approval).
- Below is a table containing a list of standard descriptions and corresponding description codes. On the reverse side, provide the code with the closest matching accurate description for each line where an occupancy classification is selected. A "•" indicates that description is appropriate for the occupancy classification code indicated on that line.

Code	Description	F-1a	F-1b	F-2	F-3	F-4	Code	Description	F-1a	F-1b	F-2	F-3	F-4
01	Amusement attractions/devices			•	•		26	Grandstand			•	•	
02	Amusement park activities			•	•		27	Gym or recreation center			•	•	
03	Arcade				•		28	Lecture hall or classroom			•	•	
04	Auditorium	•	•				29	Meeting hall		•			
05	Ballroom			•	•		30	Mini golf				•	
06	Bandstand			•	•		31	Night club					•
07	Banquet room					•	32	Opera house	•	•			
08	Billiard parlor				•		33	Passenger terminal				•	
09	Bleachers			•	•		34	Place of worship		•			
10	Bowling alley				•		35	Planetarium	•	•			
11	Cafeteria					•	36	Playground			•		
12	Camp (day)			•	•		37	Playhouse	•	•			
13	Camp (overnight)			•	•		38	Racetrack			•		
14	Carnival / Fair			•	•		39	Skating rink			•	•	
15	Circus	•					40	Sports arena		•	•		
16	Community center				•		41	Stadium		•	•		
17	Concert hall		•				42	Steam bath				•	
18	Convention hall			•	•		43	Studio (dancing/music)			•	•	
19	Court room		•				44	Studio (radio/TV)	•	•			
20	Dance hall					•	45	Swimming pool		•	•		
22	Eating or drinking establishment					•	46	Tennis court		•	•		
23	Funeral establishment		•				47	Theater (live performance)	•	•			
24	Gallery or exhibition hall				•		48	Theatre (motion picture)		•			
25	Golf driving range			•	•								

If an appropriate description is not listed above: submit an AI-1 form including the proposed description and a statement justifying the need for that description to the Borough Commissioner for approval. If approved, use code 99 on the PA-1 form and provide the approved alternate description in the comments section. All approved AI-1 forms must remain in the Place of Assembly job folder.