



Place of Assembly Application (PA1) Instructions

The PA1 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. For "Change to Owner/Lessee/Name of Estab. ONLY" applicant does not need to be a Professional Engineer or Registered Architect.

Section 1: Location Information

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

Section 2: Applicant Information

Provide the requested personal information in this section. Indicate whether or not the job will be professional certified.

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 Information

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 primary plan and any alternate plans.
- 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 using an AI1 form.
- Indicate the proposed occupancy designation for each plan indicated. You must use 2008 Code occupancy designations.
- 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	A-1	A-2	A-3	A-4	A-5	Code	Description	A-1	A-2	A-3	A-4	A-5
01	Amusement attractions/devices			•		•	24	Gallery or exhibition hall			•		
02	Amusement park activities			•		•	25	Golf driving range			•		•
03	Arcade			•			26	Grandstand					•
04	Auditorium			•	•		27	Gym or recreation center			•		•
05	Ballroom		•				28	Lecture hall or classroom			•		
06	Bandstand			•		•	29	Meeting hall			•		
07	Banquet room		•				30	Mini golf			•		•
08	Billiard parlor			•			31	Night club		•			
09	Bleachers					•	32	Opera house	•				
10	Bowling alley			•			33	Passenger terminal			•		
11	Cafeteria		•	•			34	Place of worship			•		
12	Camp (day)			•		•	35	Planetarium	•				
13	Camp (overnight)			•		•	36	Playground					•
14	Carnival / Fair			•		•	37	Playhouse	•				
15	Circus			•		•	38	Racetrack					•
16	Community center			•			39	Skating rink			•	•	•
17	Concert hall	•					40	Sports arena				•	
18	Convention hall			•			41	Stadium					•
19	Court room			•			42	Steam bath			•		
49	Custodial care facility			•			44	Studio (radio/TV)	•				
50	Dance hall (food/drink)		•				45	Swimming pool			•	•	•
51	Dance studio (no food/drink)			•			46	Tennis court			•	•	•
22	Eating or drinking establishment		•				47	Theater (live performance)	•				
23	Funeral establishment			•			48	Theatre (motion picture)	•				

If an appropriate description is not listed above: submit an AI1 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 PA1 form and provide the approved alternate description using an AI1 form. All approved AI1 forms must remain in the Place of Assembly job folder.