



ISSUANCE #503

DEPARTMENT OF BUILDINGS  
EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N.Y. 10013

JOEL A. MIELE, SR., P.E., Commissioner


SATISH K. BABBAR, R.A.  
Assistant Commissioner  
Technical Affairs  
(212) 312-8324

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**TECHNICAL  
POLICY AND PROCEDURE NOTICE #7/96**

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TO: Distribution

FROM: Satish K. Babbar, R.A.  
Assistant Commissioner 

DATE: June 24, 1996

SUBJECT: Temporary Places of Assembly

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**EFFECTIVE:** Immediately

**PURPOSE:** To establish uniform requirements for the issuance of a letter of acceptance to have a temporary place assembly.

**SPECIFICS:** The following procedure shall be implemented:

- I. The applicant, a Professional Engineer or Registered Architect (P.E./R.A), should submit a request letter for a Temporary Place of Assembly permit at least ten (10) business days in advance of the planned event at the respective borough office. A request received less than three (3) business days prior to the event cannot be assured review and acceptance.

The following documents shall be submitted:

- A. The request letter shall be filed in the Borough Commissioner's Office and include: event description, date(s), time(s), place of event, maximum occupancy and owner's authorization for the use of the premises.
- B. Plans in triplicate, which shall include:

1. **Seal & signature of the P.E./R.A.**
  2. **Layout details showing seating, aisles, travel distances, exits, etc.**
  3. **Construction details** for tent(s), bleacher(s), booth(s), stage(s), structure(s), etc. (DOB application for construction shall also be filed in this case).
  4. **Fire protection** to be available at the premises, such as sprinklers, standpipes, hand fire extinguishers, and location of nearest fire hydrants.
  5. **Emergency measures** such as emergency lighting, emergency generator, fire alarm system, etc.
  6. **Parking area location and layout, when necessary.**
  7. **Sanitary facilities unless waived by the Borough Commissioner.**
  8. **Provisions for access to and use of the premises by people with physical disabilities.**
- C. **A description of the safety measures to be provided for review by the Borough Commissioner:**
1. **F.D. N.Y. Certified Fire Guards**
  2. **Communication lines** to be made available during the event to the Fire and Police Departments.
- D. **A Signed and Sealed Statement by the P.E./R.A. ensuring that the premises will be in accordance with the accepted plans.**
- E. **Controlled Inspections, where required by the Borough Commissioner, must be hand delivered or faxed to the Department during business hours prior to the event.**

**II. The Borough Office shall:**

- A. **Charge a fee of two hundred fifty dollars (\$250) for processing of the request received at least ten (10) business days prior to the scheduled event. Additional charge of one hundred dollars (\$100) per day will be due for each day that the request letter is received less than the ten (10) business days prior to the event.**
- B. **For a major event, through the Chief Plan Examiner or higher level staff, consult**

the Fire and Police Departments and other emergency services prior to acceptance, as appropriate.

- C. Retain the original documents filed.
- D. Return two copies of the accepted documents to the P.E./R.A., of which one copy shall be made available at the site before and during the event for consultation by the appropriate authorities.
- E. Fax copies of the acceptance letter to the:
  - 1. Local police precinct and firehouse.
  - 2. Emergency Response Team  
60 Hudson Street, 14th Floor  
Attn.: James O'Malley  
(212)312-8013 - Fax (212)312-8012
  - 3. New York City Police Department  
One Police Plaza  
Operations Division, 8th Floor  
New York, New York 10038  
Attn.: Inspector Thomas Mullen, Commanding Officer  
(212)374-5500 Fax (212)374-3840  
**(for events with over 500 people)**

SKB/AL/gt  
TempPA-ppn