THE 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) 312-6324

TECHNICAL
POLICY AND PROCEDURE NOTICE #7/96

TO: Distribution

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

DATE: June 24, 1996

SUBJECT: Temporary Places of Assembly

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