Village of Solvay – Code Enforcement
1100 Woods Rd. – Solvay, NY 13209
(315) 468-1679 | Fax: 487-1723

INSTRUCTIONS FOR SAFETY INSPECTION

New York State Title 19 NYCRR 1203.3 mandates that all buildings be periodically inspected as follows:

(1) fire safety and property maintenance inspections of buildings which contain an area of public assembly (gathering, restaurants, etc.) at intervals not to exceed one year;

(2) fire safety and property maintenance inspections of all multiple dwellings (three or more apartments) and all nonresidential occupancies (businesses) at intervals consistent with local conditions, but in no event shall such intervals exceed one year for dormitory (one room or group of rooms for unrelated persons sleeping) buildings and three years for all other buildings.

Our records indicate that your property/business is due for inspection. Please complete and return the attached application by _____. Instructions are below.

- Application for Safety Inspection must be typed or printed in ink, and signed by owner.
- You are encouraged to partially complete any unchanging sections of the application and keep photocopies to be completed when applying for future inspections.
- All fees must be paid at time of application. Payments can be made by cash, check, money order, or credit card.
- All applications must include:
    1) A floor plan of the building/tenant space (for new or changed business/commercial uses/occupancies only) including measurements with all fixtures, tables, seating areas, sprinkler heads (if applicable), exit doors, and fire extinguishers (if applicable).
    2) Plans (or a statement) signed by a NYS Registered Design Professional showing that the premises comply with the Uniform and Fire Codes for its intended use and occupancy (for new or changed business/commercial uses/occupancies only).
    3) Recent and current inspection records for all fire protection systems, exit and emergency lighting, and elevators.
    4) Safety Data Sheets for any hazardous materials present on the premises.