

**INSTRUCTIONS FOR FIRE & SAFETY
INSPECTION APPLICATION**

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 Fire & Safety Inspection must be typed or printed in ink, and signed by owner/lessee.
- **All fees must be paid at time of application.** Payments can be made by check or money order payable to “Village of Solvay”, or by credit card if you wish to submit the application in person.

Square Footage	Inspection Fee (+1 re-inspection)	Additional Inspections
Per Business - up to 500 sq ft	\$50	\$25
Per Business - 501-999 sq ft	\$100	\$50
Per Business - 1000+ sq ft	\$150	\$75
Per Industrial Building	\$500	\$250

- **ALL applications must include:**
 - 1) Recent and current inspection records for all fire protection systems, exit and emergency lighting, and elevators.
 - 2) Safety Data Sheets for any hazardous materials present on the premises.
- **NEW OCCUPANCY/USE applications must include:**
 - 1) A floor plan of the building/tenant space 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).

Please indicate which of the listed phone numbers and/or email addresses is your preferred method of contact for scheduling, so we can easily contact you once your application is received.

APPLICATION FOR FIRE & SAFETY INSPECTION

<input type="checkbox"/> NEW OCCUPANCY/USE	<input type="checkbox"/> RENEWAL
Owner Name:	Phone:
Mailing Address:	Email:
Business Name:	Square Footage:
Address:	Business Phone:
Type of Business/Description of services offered or goods sold:	
Hours of Operation:	
Please mark below if item exists or not in the business space. If YES, enter date of last inspection:	
Sprinkler System:	<input type="checkbox"/> YES <input type="checkbox"/> NO Inspection Date:
Emergency and Exit Lighting:	<input type="checkbox"/> YES <input type="checkbox"/> NO Inspection Date:
Fire Alarm:	<input type="checkbox"/> YES <input type="checkbox"/> NO Inspection Date:
Fire Extinguisher(s):	<input type="checkbox"/> YES <input type="checkbox"/> NO Inspection Date:
Other Fire Suppression:	<input type="checkbox"/> YES <input type="checkbox"/> NO Inspection Date:
Elevator(s):	<input type="checkbox"/> YES <input type="checkbox"/> NO Inspection Date:
<p>Application is hereby made to the Department of Code Enforcement of the Village of Solvay for the NYS mandated inspection of the premises described herein. I hereby affirm, under penalty of law, that all information provided in this application is accurate and true.</p>	
Owner Signature:	Date:

FOR OFFICE USE ONLY:

Date Received:	By:	Fee: \$
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