



**DEPARTMENT OF BUILDINGS**

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

Stewart D. O'Brien, Acting Commissioner


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Issuance # 426

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**OPERATIONS**  
**POLICY AND PROCEDURE NOTICE #17/93**

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TO: Distribution  
FROM: Jacob Grill   
DATE: October 27, 1993  
SUBJECT: Place of Assembly

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**Purpose:**

To establish guidelines for the issuance of First Time or Amended Place of Assembly Permits (PA's) and collection of initial PA permit fees.

**Specifics:**

**APPLICATION PROCESSING UNIT:**

All individuals will pay \$200 when filing a PA application (\$100 for the application and \$100 for the actual permit). The permit will be forwarded automatically to the owner/lessee once the construction division has signed-off the PA and the determination has been made that a valid Certificate of Occupancy (CO) exists (whether temporary or final).

All PA permits issued will be valid for one year from date of inspection. Temporary PA's will no longer be issued. (Short turn permits for special events will still be addressed by the borough commissioners office).

**CONSTRUCTION DIVISION**

A PA may be issued when a PA inspection by the Construction Division yields a final sign-off. The building in which the PA exists must, however, have a valid certificate of occupancy - either temporary or final.

The Construction Division will notify the borough permit clerk that a PA inspection for a first time or amended PA has been completed and signed-off. The permit clerk will then prepare both an "Add/Change Form" to be forwarded to Quality Control (QC) (see attachment) and a manually generated PA permit, (for BIS jobs) and a computer generated permit (for pre-BIS) to be sent directly to the PA premises.

This means that the PA permit need not be renewed each time the Temporary CO is renewed. The validity of the PA, therefore, is only dependant upon the existence of a valid CO (temp or final) not the type of CO.

A PA shall expire one year from the date of inspection (unless otherwise noted) as long as a Temporary or Final CO exists for the building. When the Temporary CO expires and is not renewed, the PA permit becomes invalid. However, once the Temporay CO is renewed the PA shall become effective until its own expiration or that of the TCO, whichever occurs first.

When the Fire Department determines during its annual inspection that the TCO has not been renewed, the PA shall not be renewed. An A-8, Fire Department referral) citing the expiration of the TCO is forwarded to this Department's Central Operations Division who will notify the appropriate borough's Construction Division. The Construction division will determine either by research or inspection the validity of the Fire Department's A-8 and will take whatever action deemed appropriate and then notify Central Operations of the results of its findings and subsequent action (i.e. violation issued for operation of PA without a valid CO, premises does possess valid CO or TCO, etc...).