

## 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

## 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:

- Seal & signature of the P.E./R.A.
- Layout details showing seating, aisles, travel distances, exits, etc.
- 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).
- 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.
- Parking area location and layout, when necessary.
- Sanitary facilities unless waived by the Borough Commissioner.
- 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
  - 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.
  - Emergency Response Team
     Hudson Street, 14th Floor
     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)

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