

C O P Y

The City of New York
DEPARTMENT OF BUILDINGS

Departmental Memorandum

Places of Assembly
Fire Department

To: Borough Superintendents

Date: March 23, 1968

From: Thomas V. Burke, Director of Operations

Subject: Notification to Fire Department of Place of Assembly
Applications.

Under the provisions of the new Building Code, the approval of the Fire Department is no longer required for places of assembly before issuance of a place of assembly permit, neither on the initial issuance nor on the annual renewal.

As a consequence, the Fire Department has requested that notification be sent to James Love, Deputy Assistant Chief, Division of Fire Prevention, Municipal Building, Brooklyn, N.Y. 11200, of all new places of assembly for which permits are requested.

In order to comply with this request, the address of the place of assembly and the location within the building of the room or place to be used, with the number of persons and, where possible, the name of the proposed place of assembly are to be sent to the Fire Department by the Plan Book at the time a place of assembly application is filed.

Forms for this purpose will be forwarded to you.

(Signed)

Thomas V. Burke
Director of Operations