



DEPARTMENT OF BUILDINGS
120 WALL STREET, NEW YORK, N. Y. 10005
IRWIN FRUCHTMAN, P.E. Commissioner

June 12, 1979

BUILDING DEPARTMENT GUIDELINES
APPLICABLE TO RELIGIOUS & EDUCATIONAL
INSTITUTIONS WHO WISH TO USE THEIR
PREMISES OCCASIONALLY AS A BAZAAR

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A. Institutions which have a room approved as a place of assembly for a use other than bazaar, with a current place of assembly permit issued by this department.

If the bazaar is restricted to the room for which the current place of assembly was issued and the total number of occupants will not exceed that permitted by the permit, the following procedure should be followed.

An amendment to the existing place of assembly application must be filed indicating the proposed additional use of the room as a bazaar and state that the total number of occupants of the room will not exceed that permitted by the existing place of assembly permit. A plan must be filed with the amendment, drawn to scale, showing the arrangement of the tables in the room, and the widths of the aisles which lead to the exits of the room when used as a bazaar. Such an amendment may be filed by a responsible individual representing the religious or education institution. Upon review and approval by this department of the amendment and plan and the subsequent submission by the applicant of one paper and one cloth copy of the plan, a new place of assembly permit noting the additional use will be issued.

The place of assembly permit issued by the Department of Buildings is required to be renewed once a year. This is for the various uses and the various seating and table arrangements. Prior to the issuance of the original place of assembly permit for bazaar or subsequent renewals, an inspection of the room will be made by this department. No fees are required for places of assembly permits if the owner of the building or property affected is a corporation or association organized and operated exclusively for religious, charitable or educational purposes.

B. Institutions which have a room approved as a place of assembly for a use other than bazaar with a current permit issued by this department and which intends to use an existing parking lot, school yard, or other open area in conjunction thereto.

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If the bazaar is restricted to the room for which the current place of assembly was issued and the total number of occupants of the room will not exceed that permitted by the permit, and in conjunction therewith, the bazaar will be held in an existing parking lot, school yard or other open area, the following procedure should be followed.

An amendment to the existing place of assembly application must be filed, indicating the temporary period of time that the room and open area will be used as a bazaar. The amendment should state the proposed additional use of the room as a bazaar and that the total number of occupants of the room will not exceed that permitted by the existing place of assembly permit. A plan must be filed with the amendment, drawn to scale, showing the arrangement of the tables in the room, and the width of aisle which leads to the exits.

In addition, the amendment should request the use of the open area as a bazaar. A plan of this area, drawn to scale, must be filed with the amendment, indicating the width of all gates and other openings in the fence enclosing the area. Statements must be made that -

(1) These gates will be securely fastened in an open position during the use of this area as a bazaar,

(2) No motor vehicle will be permitted to be parked in this area during its use as a bazaar,

(3) The number of occupants will be limited to a stated number of occupants (based on 50 persons per one foot of the sum of the widths of all exit gates and openings in the fence enclosing the area) and

(4) A clear aisle width equal to the width of the exit gates or other openings in the fence will be maintained at all times. The minimum clear aisle width shall be four feet.

Furthermore, a certification shall be made and signed on the amendment by a responsible individual representing the religious or educational institution that the above statements are true and will be maintained during the occupancy of the spaces as a bazaar and that based upon the foregoing statements the Department of Buildings may issue a temporary place of assembly permit.

The amendment with the plans will be reviewed by plan examiners of this department. Two sets of paper plans are acceptable. Upon verification of the exit widths shown on the plan of the open area by an inspector from the Department of Buildings, a temporary place of assembly permit will be issued for the period requested. Any subsequent bazaars will require a separate temporary place of assembly permit. The aforementioned procedure must be followed each time a bazaar is held.

C. Institutions which do not have a room approved as a place of assembly with a current permit issued by this department or for institutions which wish to use other rooms in addition to the room approved as a place of assembly.

If the bazaar is to be held in a room for which no place of assembly permit has been issued or where there is a room for which there is a current place of assembly permit and the bazaar will be held in this room as well as other rooms, then a new or amended place of assembly application and permit will be required. The application to obtain a permit must be filed by a Professional Engineer or Registered Architect. The "General Building Department Guidelines For Obtaining and Maintaining a Place of Assembly Permit", a copy of which is attached, must be followed.

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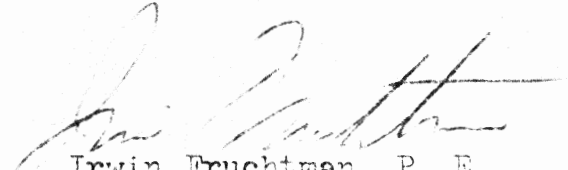
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Irwin Fruchtman, P. E.
Commissioner

Dated: June 12, 1979