



# Town of North Hempstead

## Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

[www.northhempsteadny.gov](http://www.northhempsteadny.gov)

### Public Assembly License Application Requirements

Issued pursuant to chapter 9 of the Code of the Town of North Hempstead

Per §9-5 of the Town of North Hempstead Code a Public Assembly License is required to conduct, maintain, or operate a place of assembly or allow, let or permit property, a building or part thereof to be used as or for a place of public assembly. All places of assembly and places of public assembly shall comply with all applicable building and zoning standards of the Town of North Hempstead and all applicable building and fire safety standards found in the Uniform Code.

Public Assembly Licenses are valid for one year from the date of issuance. Public Assembly License Renewals shall be submitted on or before the expiration date and are valid for one year based on the original date of issuance.

The proper fee must be submitted with the Public Assembly License/License Renewal Application. Fees are as follows:

- 49 Persons or Less: \$300.00**
- 50 to 100 Persons: \$350.00**
- 101 to 300 Persons: \$500.00**
- 301 Persons & Above: \$750.00**

Fees are non-refundable and are ***due upon submission of your application***. Payment must be made online. We accept all major credit cards and E-Checks. Credit card payments incur a service/convenience fee of 2.95%. Payments by E-check incur a fee of \$1.75 per transaction. The Town of North Hempstead does not profit from this fee.

**Please Note:** A late fee of ***two times the standard renewal fee*** will be charged for any Public Assembly License Renewal Application submitted more than thirty (30) days after the expiration of the previous Public Assembly License/Application.

Below is the list of documents required to be submitted with your application. If any changes have been made to the establishment or property since the previous Public Assembly License approval ***applicants filing for a Renewal must provide amended floor and site plans***. Please [contact us](#) if you have further questions.



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|                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <p><b>Floor Plans</b> – Specific Assembly/Egress Floor Plans are required. <b>(Do not submit Construction Plans)</b>. Plans should be accurately dimensioned and drawn to ¼" = 1'-0" scale. All rooms should be clearly labeled. Plans must also include occupancy calculations, paths of egress, all uses, all seating (movable &amp; fixed), all exits, size &amp; swing of all doors, all stairs, all corridors, all aisles &amp; all emergency and exit lighting. The plans must be signed and sealed by a <b>NYS Licensed Design Professional</b>.</p>   |
| <input checked="" type="checkbox"/> | <p><b>Site Plan</b> - A site plan of the property upon/within which the establishment will operate, to include zoning, location and distance of neighboring buildings, parking facilities, fire lanes and all neighboring streets is required unless the Building Commissioner shall determine in writing that the property is in full compliance with all applicable building, safety, and zoning requirements.</p>  |
| <input checked="" type="checkbox"/> | <p><b>Annual Submissions</b> - The following letters/certifications are required for all new applications and must be submitted annually upon renewal:</p> <ul style="list-style-type: none"> <li>• Contract of maintenance for kitchen hood cleaning.</li> <li>• Fire extinguisher maintenance contract.</li> <li>• Nassau County Fire Marshall’s Emergency Light Test Certification or proof of payment to the NCFU for Occupancy &gt; 99 persons.</li> <li>• Fire Alarm Certification (when so equipped).</li> <li>• Sprinkler System Certification (when so equipped).</li> <li>• Letter/contract from sanitation company regarding refuse collection (when refrigeration of refuse is required).</li> <li>• If a current Alcohol Beverage Control License is in effect a copy of said license must be provided at inspection.</li> </ul> |



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### Minimum Requirements for a Successful Public Assembly Inspection

*\*The items listed below must be addressed prior to receiving a Public Assembly Inspection. While not meant to be all encompassing, compliance with these items is mandatory and increases the likelihood of a successful Public Assembly Inspection.*

#### ***Town issued Occupancy poster must be conspicuously displayed***

##### **Exterior:**

Site coincides with submitted paperwork.  
Area shall be free of debris.  
Sufficient parking with appropriate labeling.  
Site lighting appropriate.  
Emergency lighting above exterior doors is in working order **(may not be motion activated)**.  
No illegal outside storage. Exterior signage conforms to code **(proper permits were obtained)**.  
Building exits properly protected **(posts, guards, etc.)**.

##### **Interior Signage-Exit, Directional Signs & Emergency Lighting:**

Exit sign(s) displayed and working properly.  
Emergency lighting provided and working properly **(where applicable)**.  
Proper signage for accessory areas **(bathrooms, sprinkler room, etc.)**.

##### **Egress:**

No storage/ obstructions in passages leading to exit.  
Aisles to exit(s) no less than 3 feet in width.  
Exit doors free of locking device(s) requiring key, slide bolt, etc.  
Exit doors may be readily opened.  
Panic hardware on exit doors working properly **(where applicable)**.  
Exit doors open in direction of egress.  
Two means of approved egress **(required for occupancies of 50 people or more)**.  
Exit provided **cannot** lead through kitchen, boiler room or bathroom.

##### **Boiler Room:**

Shall be vented to exterior.  
Fire rated ceiling required above boiler if not enclosed.  
**If boiler is enclosed:**  
Room shall be clear of storage **(storage not permitted in boiler room)**.  
Fire extinguisher(s) shall be mounted outside entrance to boiler/ mechanical room.  
Two-hour fire rating for boiler room required **(no opening from boiler room shall be unprotected)**.  
Emergency shut off shall be located immediately outside boiler room entrance.  
**If boiler is not enclosed:**  
No storage permitted within 3 feet of boiler.  
Fire extinguisher(s) shall be mounted within 25 feet.

##### **Bathrooms:**

Hot and cold water must be provided **(sink pipes must be protected in handicapped bathrooms)**.  
Fixtures **(sinks, toilets, etc.)** must be in proper working order.  
Required public facilities shall be provided with the appropriate signage as required by the code.  
Self-closing doors.  
An operable window or ventilation fan in bathroom(s) required.  
Non-absorbent floor finish.  
Smoke detector **(when applicable)**.  
Emergency lighting **(when applicable)**.

##### **Kitchen:**

Range hood shall be more than 7 feet above floor.  
Exhaust fan from hood shall be vented to outside.  
Floor shall meet fire code specifications.  
Red safety caps on fire suppression system.  
Vapor proof lights wired in conduit with covers and guards. (1)  
Type K extinguisher shall be mounted in kitchen area **(water type alone not sufficient)**.

##### **Stairs:**

Illumination of stairs required.  
Handrails, treads, and risers shall be sturdy/safe.  
Self-closing fire rated doors shall open in direction of egress to protected stairway(s).

##### **Storage:**

Two-hour fire rating required for areas/rooms, combustible storage **(linens, paper, etc.)**.  
Labeled fire rated lockers, with lock and key, for hazardous combustibles required **(paints, solvents, etc.)**.  
**No Smoking** signs in storage areas to be displayed.  
**No Smoking** signs on lower levels to be displayed.

##### **Electrical:**

Provide Electrical Underwriters Certificate for new or altered electrical work.

##### **Permits:**

Building permit(s) required for alterations.  
Plumbing permit(s) required for alterations.  
Carbon monoxide alarms shall be installed on any story where a carbon monoxide source is located and any assembly space associated **(ex. fuel fired appliances, solid fuel burning appliances [oil burners, gas burners etc.], fireplaces or attached garages)**.