



Town of North Hempstead

Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

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 fires safety standards found in the Uniform Code.

Public Assembly Licenses are **valid for one** (1) year from the date the application is filed with the Town.

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

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.

Upon initial review of your application you will receive a **Public Assembly License Application Affidavit**. The Affidavit must be signed by a **qualified person**, notarized and returned to us prior to the issuance of your license.

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>Floor Plans - Floor plans of the space are required. Plans should be accurately dimensioned and drawn to ¼" = 1'-0" scale. All rooms should be clearly labeled. Plans must also include occupancy calculations, path of egress, all uses, all seating (movable & fixed), all exits, size & swing of all doors, all stairs, all corridors, all aisles & all emergency and exit lighting. The plans must be signed and sealed by a NYS Licensed Design Professional.</p>
<input checked="" type="checkbox"/>	<p>Site Plan - 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>Alcohol Beverage Control License Plan - If a current Alcohol Beverage Control License in effect a copy of said license must be provided.</p>
<input checked="" type="checkbox"/>	<p>Annual Submissions</p> <p><i>The following letters/ certifications are to be submitted annually:</i></p> <ul style="list-style-type: none">• Contract of maintenance for kitchen hood cleaning.• Fire extinguisher maintenance contract.• Nassau County Fire Marshall's Emergency Light Test Certification.• Fire Alarm Certification (<i>when so equipped</i>).• Sprinkler System Certification (<i>when so equipped</i>).• Letter/contract from sanitation company regarding refuse collection (<i>when refrigeration of refuse is required</i>).



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Minimum Requirements for a Successful Public Assembly Inspection

**The items listed 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.*

Exterior:

Site coincides with submitted paperwork.
Area 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:

Occupancy poster conspicuously displayed.
Exit sign(s) displayed properly 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) not 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 egress **(required for occupancies of 50 people or more)**.
Exit provided does **not** lead through kitchen, boiler room or bathroom.

Boiler Room:

Vented to exterior.
Fire rated ceiling above boiler if not enclosed.
If boiler is enclosed:
Room clear of storage **(storage not permitted in boiler room)**.
Fire extinguisher mounted outside entrance to boiler/mechanical room.
Two-hour fire rating for boiler room **(no opening from boiler room shall be unprotected)**.
Emergency shut off located immediately outside boiler room entrance.
If boiler is not enclosed:
No storage within 3 feet of boiler.
Fire extinguisher 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.
Signs designating permitted gender.
Self-closing doors.
An operable window or ventilation fan in bathroom(s).
Non-absorbent floor finish.
Smoke detector **(when applicable)**.
Emergency lighting **(when applicable)**.

Kitchen:

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

Stairs:

Sufficient illumination of stairs.
Sturdy/ safe handrails, treads and risers.
Self closing fire rated doors open in direction of egress to protected stairway.

Storage:

Two-hour fire rated room for combustible storage **(linens, paper, etc.)**.
Labeled fire rated locker, with lock and key, for hazardous combustibles **(paints, solvents, etc.)**.
No Smoking signs in storage areas.
No Smoking signs on lower levels.

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 within each dwelling on any story having a sleeping area.
Carbon monoxide alarms shall be installed on any story where a carbon monoxide source is located **(ex. fuel fired appliances, solid fuel burning appliances [oil burners, gas burners etc.], fireplaces or attached garages)**.
Fire extinguisher mounted within 25 feet.