




DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013
JOEL A. MIELE, SR., P.E., Commissioner

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Technical Affairs
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**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:

1. **Seal & signature** of the P.E./R.A.
 2. **Layout details** showing seating, aisles, travel distances, exits, etc.
 3. **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).
 4. **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.
 6. **Parking area location and layout**, when necessary.
 7. **Sanitary facilities** unless waived by the Borough Commissioner.
 8. **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**
 2. **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.
 - 2. Emergency Response Team
60 Hudson Street, 14th Floor
Attn.: 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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