



**Seneca County Code Enforcement
1 DiPronio Drive
Waterloo, NY 13165**

Application #: _____

OPERATING PERMIT APPLICATION FORM

Page 1 of 3

Directions: Complete the application below, read attached Appendices and return to the address above. If you have any questions, please contact the Seneca County Code Enforcement Office at (315)-539-1950

Part I Applicant/Building Information

Applicant's Name: _____

Applicant's Mailing Address: _____

Contact Person: _____ Telephone: _____

E-mail Address: _____

Address of Premises for which Operating Permit is requested: same as above

Other (specify): _____

Date(s) of event/Duration of event: _____

Tax Map Number: _____ Current Occupancy Class: _____

Part II Type Operating Permit

An Operating Permit is required to conduct any activity or to use any class of building listed below. **Please indicate the type(s) of Operating Permit(s) requested by checking each applicable box.** (If you require assistance, or would like more information, contact: Seneca County Code Enforcement at (315)-539-1950

Manufacturing, storing or handling hazardous materials in quantities exceeding those listed in Tables 2703.1.1(1), 2703.1.1(2), 2703.1.1(3) or 2703.1.1(4), of the Fire Code of New York State (see 19 NYCRR Part 1225); **(See Appendix A.)** Identify the materials and quantities and describe the manner in which the materials will be manufactured, stored or handled (attach additional sheets if necessary):

Conducting a hazardous process or activity (including but not limited to, any commercial or industrial operation which produces combustible dust as a byproduct, fruit and crop ripening, and waste handling; **(See Appendix B.)** Describe the process(es) or activity(ies) to be conducted (attach additional sheets if necessary):

Seneca County Code Enforcement
OPERATING PERMIT APPLICATION FORM
Part II (continued)
Page 2 of 3

- Use of pyrotechnic devices meets the scoping requirements of Chapter 3308.1 of the Fire Code of New York State and Section 10(a)(3) of the Seneca County Local Law 2 of 2006.; **(See Appendix C.)** Describe the proposed use (attach additional sheets if necessary):

- Use of a building containing one or more areas of public assembly with an occupant load of 50 persons or more **(See Appendix D.)** Describe the proposed use (attach additional sheets if necessary):

- Use of a building whose use or occupancy classification has been determined by [name of Authority Having Jurisdiction] as posing a substantial potential hazard to public safety. **(See Appendix E.)** Describe the proposed use (attach additional sheets if necessary):

- Carnivals, Fairs and any other public special events involving mass gatherings excluding one and two family or private occasions. Describe the proposed use (attach additional sheets with drawings of layouts, etc. **(See Appendix F.)**)

Part III
Premises/Building Information

1. Date of last Inspection of Premises? _____
2. Has a Certificate of Occupancy been issued for the premises?
 YES Type: Permanent Temporary Date of Issuance: _____
 NO
3. Date(s) of issuance of previous Certificate(s) of Occupancy? (If any): _____
4. Has a Certificate of Compliance been issued for these Premises?
 YES Type: Permanent Temporary Date of Issuance: _____
 NO
5. Are there currently any open Building Permits associated with the premises? YES NO
If yes, please describe (attach additional sheets if necessary):

Seneca County Code Enforcement
OPERATING PERMIT APPLICATION FORM
Part III (continued)
Page 3 of 3

6. Have any violations to the Uniform Code been issued in relation to the Premises? YES NO

If yes, please describe (attach additional sheets if necessary):

7. Have any variances to the Uniform Fire Prevention and Building Code been granted in relation to these premises?

YES NO If yes please describe (attach additional sheets if necessary): *(Include Variance Decision Number)*

8. Additional Comments:

SIGNATURE OF APPLICANT

I hereby certify that the foregoing information (and all information in attached sheets, if any) is true and complete.

Signature of Applicant or Authorized Representatives Signature

Date

Name (and Title, if applicable of person signing Application (Please print)

Part IV
To be completed by Seneca County Code Enforcement

Inspection Required YES NO

Inspections Performed YES Date of Inspection: _____
 NO

Tests or Reports required to verify compliance? YES NO

If YES, have Tests or Reports been received? YES NO

Description:

Application(s) Approved: YES NO

Operating Permit Issued By: _____

Date Operating Permit Issued: _____ Date Operating Permit Expires: _____

Type/Description of Operating Permit: _____

Conditions of Operating Permit (list conditions here AND in the space provided in the Operating Permit):



**Seneca County Code Enforcement
31 Thurber Drive
Waterloo, NY 13165**

**OPERATING PERMIT APPLICATION
Appendices**

**Appendix A
Hazardous Materials Storage**

An Operating Permit is required when (1) any hazardous material included in any category listed in tables 2703.1.1(1), 2703.1.1(2), 2703.1.1(3) or 2703.1.1(4) of the *Fire Code of New York State* is manufactured, stored or handled and (2) the quantity of such hazardous material exceeds the quantity listed in the applicable table. This would include any building that is (whole or in part) a Group H occupancy, is a pre-existing, non-conforming hazardous occupancy, or has outdoor use manufacture, and/or storage of materials that exceed the tables for physical and/or health hazard.

This type of Operating Permit will not be issued until an inspection has been performed and establishes to the satisfaction of Seneca County Code Enforcement that the requirements of the *Fire Code of New York State* are satisfied. These requirements include the provisions of Chapter 27 of the *Fire Code of New York State* as well as any specialized manufacture, use, storage requirements within Chapters 27-42 of the *Fire Code of New York State*. A previous fire safety inspection cannot suffice for an Operating Permit application inspection. If necessary, tests to verify compliance with the *Fire Code of New York State* must be performed and the reports of such tests must be provided to Seneca County Code Enforcement. Tests and reports needed to verify compliance with the Fire Code of New York State vary from product to product. Tests and reports may include:

- Verification of inspection of fire protection systems and emergency alarm systems
- Verification of inspection of storage cylinders, tanks, or containers
- Completing of the Hazardous Materials Reporting Form, as required by General Municipal Law 209-u (available from OFPC at <http://www.dos.state.ny.us/fire/pdfs/forms/hm209u.pdf>)
- Presentation of Material Safety Data Sheets for the product(s) requiring permits
- Affidavits that the regulated party is in conformance with other State Agencies (Environmental Conservation, Health, Labor)



**Seneca County Code Enforcement
31 Thurber Drive
Waterloo, NY 13165**

**OPERATING PERMIT APPLICATION
Appendices**

**Appendix B
Hazardous processes and activities**

Commercial or industrial operations producing combustible dust - An Operating Permit is required when a condition or process meets the scoping requirements of Chapter 13 of the *Fire Code of New York State* and is part of a commercial or industrial operation. Chapter 13 references several different standards, based on the products producing dust. The reference standards shall be used and compliance with such standards shall be submitted prior to the issuance of an Operating Permit.

Fruit and Crop Ripening - An Operating Permit is required when a fruit or crop ripening operation meets the scoping requirements of Chapter 16 of the *Fire Code of New York State*. The operating permit will not be issued unless and inspection and/or documented testing demonstrates to the satisfaction of [*name of Authority Having Jurisdiction*] that the ethylene generators meet the requirements of Section 1606 of the *Fire Code of New York State* and that the appropriate safeguards are in place.

Waste Handling - An Operating Permit is required when waste materials that are considered hazardous are reclaimed, recycled, collected or otherwise handled at the Premises. Examples of uses that trigger the need for this Operating Permit include wrecking yards, auto dismantling facilities, junk yards, hazardous materials recycling facilities, and the like. An inspection must be performed prior to the issuance of this type of Operating Permit; such inspection must confirm compliance with any applicable sections of the *Fire Code of New York State* including the general fire safety practices in Chapter 3 of the *Fire Code of New York State*.

Other Hazardous Processes and Activities - An Operating Permit is required for any other process or activity determined by Seneca County Code Enforcement to be hazardous. Such processes and activities include, but are not necessarily limited to, the following: [*The Authority Having Jurisdiction should determine which processes and activities are considered hazardous and will trigger the need to obtain an Operating Permit, and those processes and activities should be listed here. Such hazardous processes and activities should be administered consistent with local conditions. Processes and activities that commonly trigger the need to obtain an Operating Permit include use of tents and membrane structures, airports, motor fuel stations, semiconductor facilities, and any other specialized hazard that specifically regulated in Chapters 11-26 of the Fire Code of New York State.*]



**Seneca County Code Enforcement
31 Thurber Drive
Waterloo, NY 13165**

**OPERATING PERMIT APPLICATION
Appendices**

**Appendix C
Display Planning and Preparation for Pyrotechnics Outside**

An Operating Permit is required for use of pyrotechnic devices in any public display. The following information guide is from NFPA 1123 Annex E, Display Planning and Preparation for Outdoor Fireworks Displays. The Authority Having Jurisdiction (AHJ), is: Seneca County Code Enforcement.

Annex E Display Planning and Preparation

This annex is not a part of the requirements of this NFPA document but is included for informational purposes only.

E.1 Approval. The outdoor display of fireworks should be conducted only when and where approved by the AHJ. To the extent required by the AHJ, written documentation describing the location and operation of the outdoor display should be submitted by the display operator, sponsor, or both for review and approval by the AHJ. The AHJ should review these documents as well as inspect and approve the display site prior to issuing any approval to conduct an outdoor display.

E.2 Revocation or Modification. The AHJ can revoke or restrict any approval to conduct an outdoor display whenever conditions such as site location, weather, traffic, communication, security procedures, available public protection, or other safety precautions make such action necessary to safeguard the health, safety, or welfare of the public.

E.2.1 The AHJ should determine the level of fire protection to be provided by the display operator, sponsor, or both for any outdoor display. Standby fire marshals, fire fighters, and fire equipment might be required by the AHJ.

E.2.2 Wherever any condition deemed hazardous by the AHJ or the operator arises before or during an outdoor display, the display should be interrupted or postponed until the condition is corrected or the hazard is abated. Such conditions might include adverse weather conditions or crowd behavior.

E.3 Other Approvals. Public displays conducted at locations subject to multiple jurisdictions should be reviewed and approved where required by each applicable AHJ.

Appendix C (continued)

E.3.1 Transportation and storage of fireworks, in particular interstate transit, should be done in accordance with the appropriate federal or state regulatory authority. Interstate commerce in fireworks is regulated in the United States by the Department of Justice, Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF). An ATF license is required to purchase fireworks classed as 1.3G explosives.

E.3.2 Public display in a harbor or on a navigable waterway should be approved by the U.S. Coast Guard or other maritime authority.

E.3.3 To the extent required by the AHJ, public display in the vicinity of a commercial airport or heliport should be approved by the Federal Aviation Administration or other aviation authority. A Notice to Airmen (NOTAM) should be issued to alert aircraft operators of the location and time of the public display to avoid conflicts with air operations.

E.3.4 Where necessary, permission to close roadways, divert traffic, or restrict access to roadways or other public rights of way should be obtained from the relevant authorities.

E.4 Proof of Insurance. The display operator, sponsor, or both should present verifiable proof of liability insurance of a type and amount deemed appropriate by the AHJ. Separate insurance coverage might be required for personal injuries or accidents arising from other aspects of the event. Insurance is intended to indemnify the operator in the event of an accident arising from the outdoor display.

E.5 Site Plans.

E.5.1 Public displays are often conducted at the same site annually or on a regular periodic basis. Plans can be reused or filed with the AHJ for reference whenever an application is made.

E.5.1.1 The display operator, sponsor, or both should prepare and submit site plans to the AHJ for approval. These diagrams should be drawn to approximate scale, should illustrate compliance with Chapter 5, and to the extent required by the AHJ should contain all of the following information:

(1) Display site — identify significant ground features, public rights of way, significant buildings or structures, overhead obstructions, parking areas, and spectator viewing areas

- (2) Location of fireworks storage areas
- (3) Fallout area, including dimensions
- (4) North arrow
- (5) Likely wind direction
- (6) Location of significant roadways, including access and control points

(7) Traffic plans indicating the flow of vehicles into and out of the site before and after the display

- (8) Location of emergency vehicle staging area and access routes
-

E.5.1.2 Discharge Details. To the extent required by the AHJ, diagrams should be prepared and submitted to illustrate the general arrangement and size of mortars and the location of shell storage

at the discharge site. These diagrams should include the location of the electrical firing unit.

Appendix C (continued)

E.5.1.3 Changes. Plans should be revised or updated as often as required by the AHJ to maintain their accuracy. Any changes in site conditions between the time plans are prepared and the display is conducted should be brought to the immediate attention of the AHJ and the display operator, sponsor, or both.

E.6.1 Event Procedures. Where required, a description of the public display event should be prepared by the sponsor and submitted to the AHJ for review and approval. To the extent required by the AHJ, event descriptions should include the time and schedule of events, attendance estimates, and procedures for all of the following:

- (1) Communications
- (2) Weather monitoring
- (3) Site security
- (4) Crowd control
- (5) Emergency forces notification
- (6) First-aid fire fighting
- (7) Emergency medical services

E.6.2 Firing Procedures. If required by the AHJ, operating procedures should be prepared and submitted to the AHJ for review and approval. Where required, the operating procedures should illustrate compliance with Chapter 8 and contain all of the following information:

- (1) Identification of operator
- (2) Copies of applicable display personnel licenses, permits, or certificates of fitness
- (3) Description of the firing method

E.6.3 Termination Procedures. If required by the AHJ a description of the procedures to be taken upon completion of the outdoor display should be prepared and submitted to the AHJ. Where required, the termination procedures should contain all of the following information:

- (1) Procedures for inspecting the discharge site and fallout area for any defective or unexploded fireworks
- (2) Procedures for disposing of defective fireworks and fireworks materials

E.6.4 Emergency Procedures. Where required by the AHJ, emergency instructions should be prepared and submitted to the AHJ for approval. If required, these procedures should include all of the following information:

- (1) Description of the means of alerting staff of emergencies
- (2) Identification of the signal and means to notify the display operator, sponsor, or both to terminate the loading or firing of fireworks in the event a hazard arises during the outdoor display
- (3) Identification of the means of notifying public emergency forces
- (4) Emergency reporting instructions describing the information that should be provided to emergency operators

E.6.4.1 Where required for safety by the AHJ, a public address system should be provided to ensure the timely and effective notification of spectators of conditions affecting their safety. Public address announcements should be used to ensure an orderly spectator response. The following are all situations that can be anticipated at an event of this type:

- (1) Fire
- (2) Medical emergency
- (3) Vehicle accident
- (4) Crowd disturbance
- (5) Adverse weather conditions



**Seneca County Code Enforcement
31 Thurber Drive
Waterloo, NY 13165**

OPERATING PERMIT APPLICATION Appendices

Appendix D

Places of Public Assembly with an occupant load of 50 or more persons

An Operating Permit is required for any place of public assembly that has an occupant load of at least 50 persons. This Operating Permit is required to ensure that life safety and fire protection systems are maintained to the applicable requirements. [*Seneca County Code Enforcement shall determine the appropriate duration of an operating permit for places of public assembly. Depending on the nature of the occupancy, it may be appropriate to limit the duration of the operating permit to a relatively short period, and to require the applicant to apply for a new permit, and to undergo a new inspection, on a relatively frequent basis.*]

An inspection must be completed prior to the issuance of this type Operating Permit. The inspection (and any tests and reports which may be required) must confirm (1) that all fire protection and life safety features are inspected and have current maintenance within the timeframes set by Section 901 of the *Fire Code of New York State*, (2) the existence and adequacy of fire safety plans and emergency preparedness, and (3) that the means of egress are properly maintained, that interior finishes are appropriate, and that occupancy calculations are correct.

Appendix E

Uses and Occupancy Classifications determined by Seneca County Code Enforcement to pose a substantial potential hazard to public safety

Seneca County Code Enforcement may establish Uses and Occupancy Classifications that pose potential hazard to public safety. If Authority Having Jurisdiction establishes such uses and occupancy classifications, the Authority Having Jurisdiction should provide a list, with a brief description, under this appendix E.]



**Seneca County Code Enforcement
31 Thurber Drive
Waterloo, NY 13165**

**OPERATING PERMIT APPLICATION
Appendices**

Appendix F

Carnivals Fairs and Public Special Events

An Operating Permit is required for any Public Event with mass gatherings such as Carnivals, Fairs or other Special Events excluding private or one and two family occasions. The Seneca County Code Enforcement Department will make the determination as the Authority Having Jurisdiction if an Operating Permit is required.