

PLACE OF ASSEMBLY REQUIREMENTS

- 1 - Approved Place of Assembly (PA) Application (DOB 9 digit Application #)
- 2 - Place of Assembly (PA) Permit (Based on 9 digit Application #)

Maintenance of Compliance with New York City Regulations

- 1 - A copy of DOB Approved Place of Assembly Plans MUST be maintained on Site by Establishment Management & made readily available upon request by City Officials / Inspectors (NYC-DOB, FDNY).
- 2 - DOB Issued Place of Assembly Permit MUST be POSTED and easily visible, such as at the Bar or where such Official Licenses, Certificates, Liquor License, Consumer Affairs License, Health Certificates, etc., are POSTED near front of establishment.
- 3 - Place of Assembly (PA) Occupancy Sign (12"x18") indicating the legal number of persons permitted as per Certificate of Occupancy and/or DOB Approved PA Plans with PA # is to be POSTED in an easily visible location according to Approved PA Plans.
- 4 - Emergency Lighting must be installed per Building Code within 25' of each other, and EXIT Signs and EXIT Locations according to Approved PA Plans. In addition, Emergency Lighting is to be on a separate dedicated Electrical Circuit so that it can be tested for loss of power thus be able to trip onto back-up Battery and checking on Light Bulbs periodically.
- 5 - ALL Primary & Secondary Means of Egress MUST maintain a clear "Path of Travel" with "NO Obstructions". NO Storage activity of any kind is to be done especially in Secondary Means of Egress Exits.
- 6 - If Curtains & Drapery are part of the decor, they MUST be treated with Flame Retardant. Establishment Management is to obtain a "Flame Retardant Affidavit" from original *Manufacturer* or subsequently the *Drapery Cleaning Service* company. This Affidavit should also be POSTED and may be required to present upon request.
An Architect's Affidavit Letter is also required
- 7 - If Candles are used for Ambiance, an FDNY Open Flame Permit is required.
- 8 - Kitchen - FDNY Approval Letter for Fire Suppression System.
- 9 - HVAC - Equipment Use Cards when HVAC Equipment is Installed for premises.
- 10 - Emergency Generator - Supplementary component to support Standpipe Fire Pumps and Elevators required when occupancy capacity exceeds 300 persons.

Once an Approved Place of Assembly Application is initially Permitted, future PA Inspections are performed by the Fire Dept. (FDNY). Establishment should notify FDNY (718-999-1007 / 2403) 2 months prior to expiration of PA if no Inspection has taken place in the fiscal year.
Failure to conform with above stated guideline will result in issuance of Violations.