



VILLAGE OF MAMARONECK
BUILDING DEPARTMENT

169 Mt. Pleasant Avenue,
Mamaroneck, NY 10543

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www.village.mamaroneck.ny.us/building-department

Operating/Fire Prevention Permit Application Form (VOM §350-10 & §350-11)

Date: _____ Name of the Business: _____

Business Owner's Full Name: _____

Business Owner's Phone #: _____ E-mail: _____

Permit Location Address: _____ Premise Telephone #: _____

Emergency Contact Phone #: _____ E-mail: _____

Instructions

1. This application must be filled in accurately. Please use ink or a computer and return it to the Building Department.
2. A description of the facility where this application shall apply, and locations of hazardous materials used and storage of said materials must be noted and included with this application.
3. The property must be in compliance with all other applicable laws and regulations.
4. Make all checks payable to the Village of Mamaroneck. They must accompany the completed application.

Applicant's Full Name: _____

Applicant's Address: _____ Applicant's Phone #: _____

Applicant's Email Address: _____

Business Type:

- | | | | | |
|--|---|---|---|---|
| <input type="checkbox"/> Retail | <input type="checkbox"/> Fitness Center | <input type="checkbox"/> Restaurant/Food Establishment | <input type="checkbox"/> Manufacturing of Organic Coatings | <input type="checkbox"/> Bank |
| <input type="checkbox"/> Office | <input type="checkbox"/> Explosives | <input type="checkbox"/> Compressed Gasses | <input type="checkbox"/> Lumberyards or Woodworking Shops | <input type="checkbox"/> Public Assembly |
| <input type="checkbox"/> Spraying Operations | <input type="checkbox"/> Flammable Solids | <input type="checkbox"/> Spray Booths or Dipping Operations | <input type="checkbox"/> Public Garages, Repair Stations, Fuel Pumping Stations, Body Shops W/O Spray | <input type="checkbox"/> Flammable or Combustible Liquids |
| | | | | <input type="checkbox"/> Other: _____ |

Important Notes:

- All permits are to be renewed annually.
- Fuel Oil Tanks used for heating also require applicable permits
- The fee schedule is attached to the permit
- Permit numbers and approval will be mailed upon successful inspection and fee paid
- Permits must be posted near primary entrance for each separate address
- MSDS (Material Safety Data Sheets) must be posted near entrance for Fire Department.

Total Fee: \$ _____

Applicant Signature

Fire Prevention Permit Fees

§A347-1 & §A347-2 of the Village of Mamaroneck Code of Ordinances - Updated April 10, 2023, by The Board of Trustees
Cash & Credit Card Payments Accepted. All applications mailed to be accompanied by check made payable to the Village of Mamaroneck

Permit Type	Commercial
Places of Public Assembly (Annual)	\$250
Flammable or Combustible Liquids	0 to 20,000 Gallons - \$200
	20,001 to 50,000 Gallons - \$500
	Over 50,000 Gallons - \$850
Flammable Solids (Annual)	\$100 per 1,000 pounds
Compressed Gasses (Annual)	Up to 10 - \$100
	Per Cylinder over 10- \$10
Spray booths, dipping operations, lumberyards, fuel stations, etc.	Per Facility- \$200
	Each additional class- \$50
Other Inspections/Permits	First and Second Inspection- \$150
	Third and Each Thereafter- \$300

Pre-Fire Inspection Checklist

- At the time of inspection, please be sure to have the following available for review (if applicable):
 - Record of annual fire alarm system tests
 - Elevator inspection certificates
 - Record of 6 month inspection of kitchen hood AES systems
 - Record of 6 month cleaning of kitchen hoods
 - Record of annual fire sprinkler system inspections and tests
 - Record of annual standpipe system inspection- hose, etc.
 - Record of testing and maintenance of emergency and standby power systems
 - Record of testing and maintenance of emergency generator
- You or your staff may also want to check the following prior to inspection
 - If the building has a Knox box, have copies of keys to any replaced locks available to secure.
 - The street address must be clearly marked, and visible from the public roadway.
 - Smoke alarms are installed and maintained.
 - Carbon monoxide alarms are installed and maintained.
 - Exterior fire department Siamese connections for standpipe & sprinkler systems are not obstructed, have proper signage, caps are in place and fittings are not rusted and swivel freely.
 - Exit doors open easily and close and latch from any position.
 - Interior fire & smoke doors are not propped open, open easily and automatically close and latch from any position.
 - Test & repair (if needed) exit signs & emergency lighting.
 - No storage in any means of egress (including hallways & stairways).
 - No combustible storage in mechanical, elevator control, boiler & electrical rooms.
 - Fire extinguishers are present as needed in common areas (at least every 75 ft. or 3000 SF).
 - Fire extinguishers are mounted, not obstructed and their tags show current annual inspection date.
 - Extension cords not in use, other than for temporary use.
 - Power strips have surge protection/circuit breaker, and are directly connected to receptacles (not extension cords).
 - Electrical circuit breaker panels properly labeled, junction boxes, and outlet boxes, shall be covered, and installation complete.
 - Storage in buildings shall be orderly and stacks stable.

This is only a basic list that contains items common to all occupancy types. This list is not intended to address all code requirements that may apply. A quick survey of these issues, in addition to keeping your buildings safe, will simplify & speed the inspection process.

Thank you,
Fire Inspector and Code Officials of the Village of Mamaroneck