

Chance Mullen
Mayor



Christopher Scelza
Village Administrator

May 6, 2024

To: Business and Building Owners

**Operating Permits
and
Fire Safety and Property Maintenance Inspections**

Title 19 NYCRR Part 1203 requires the Village of Pelham to administer and enforce the New York State Uniform Fire Prevention and Building Code. Section 34-17 of the Code of the Village of Pelham requires that an operating permit be obtained to conduct certain activities. An inspection must be performed on the subject premises prior to the issuance of an operating permit. Additionally, as per Village Code Section 34-18, all buildings and structures other than one and two-family homes that do not fall under Section 34-17 are subject to an annual fire safety and property maintenance inspection.

Please be further advised that pursuant to Section 506.1 of the 2020 Fire Code of New York State, the Pelham Fire Department is continuing the requirement that secure key boxes be installed and/or maintained in locations approved by the Department. The secure key boxes permit firefighters and other emergency personnel building access without delay and without the need to damage property to gain access (for example, having to break through a door in the event of an emergency). The secure key boxes are installed on the exterior of buildings in approved locations, are tamper proof and may only be accessed by the Village of Pelham Fire Department. If your location does not have one then one must be installed. Confirming installation of a key box is part of the inspection. Information concerning the key boxes may be found on www.knoxbox.com.

In accordance with these requirements the Village of Pelham Fire Inspector will be scheduling an inspection of your building and/or business in the coming weeks. It is expected that the owner or an agent of the owner will provide access to the building and remedy any violations of the Uniform Code and/or the Village Code identified during the inspection. Please complete the application included in this letter and return it to this office no later than June 1st with a check for the appropriate fee. A schedule of relevant fees is appended to this letter.

Please contact the Building Department at (914) 738-2258 or via email at OperatingPermits@Pelhamgov.com if you have any questions concerning the above.

Thank you in advance for your cooperation.

Sincerely,

Bill Rogel
Building Inspector



Village of Pelham

Operating Permit/Fire Safety and Property Maintenance Inspection Application

The goal for the program is for all businesses, operations, occupancies and events in the Village of Pelham to be safe, successful and in accordance with the Uniform Fire Prevention and Building Code of New York State. Yearly inspections play a key part in meeting this goal and ensure compliance.

Applicant & Property Information	Make Checks Payable to: Village of Pelham				Fee \$	
	Business Name and Use of Premises					
	Address			Suite	City	State Zip Code
	Telephone		Work Telephone		Email Address	
	Property Owner or Mailing Address if different from above					
	Name or DBA					
Primary Contact	Address			Suite	City	State Zip Code
	Telephone		Work Telephone			
	Name					
	Address			City	State	Zip Code
Secondary Contact	Telephone		Mobile Telephone		Work Telephone	
	Email Address					
	Name					
	Address			City	State	Zip Code

No certificate shall be issued or renewed until an official of the Village of Pelham Fire Department or Building Department has inspected the property or structure to verify that the proposed or current use and all fire and life safety systems comply with all pertinent codes and ordinances adopted by the Village of Pelham and New York State.

The undersigned represents that this application for a permit as described herein will be in accordance with all ordinances of the Village of Pelham and the Uniform Fire Prevention and Building Code of New York State and that any plans or specifications submitted with this application are the plans or specifications relating to this permit and no other.

Applicant Signature			Print Name (Applicant)			Date
Permit Number	Issue Date	Expiration Date	Fee Paid	Check #		

195 Sparks Avenue – Pelham, New York 10803
(914) 738-2015 Office

This form is also available as a fillable .pdf on the Building Department's homepage under "Related Documents"
www.pelhamgov.com/157/Building-Department

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2024 Fee Schedule - Operating Permits

Bars and Restaurants - \$375

Includes alarm system, sprinkler system, Ansul system and hood

Lumber Yard/ Paint Store/ Hardware Store - \$250

Dry Cleaners - \$250

Commercial

Under 9,999 ft² - \$250

Over 9,999 ft² - \$350

With Haz-Mat - \$500

Multi-Family

Up to 40 Living Units - \$250

Over 40 Units - \$350

Gas Stations

\$200 plus \$50 per nozzle

Public Assembly

Under 100 occupants - \$250

Over 100 occupants - \$300

Re-inspections

First - \$50

Second - \$75

2024 Fee Schedule - Fire Safety and Property Maintenance Inspections

Fire Safety and Property Maintenance Inspection - \$100

Per building or establishment, whichever is greater

Motor Vehicle Service Garage or Motor Vehicle Repair and/or Spray Booth - \$225

Includes fire inspection fee

Re-inspections

First - \$50

Second - \$75