



INC. VILLAGE OF WESTBURY, N.Y.

DEPARTMENT OF BUILDINGS

235 Lincoln Place, Westbury, NY 11590

516-334-1700 Fax 516-334-7388

buildingsdept@villageofwestbury.gov

PUBLIC ASSEMBLY LICENSE FILING REQUIRMENTS AND FEE SCHEDULE

A PUBLIC ASSEMBLY LICESNE IS REQUIRED ANNUALLY FOR ALL PLACES WHERE PEOPLE GATHER (e.g. RESTAURANTS, BARS, CLUBS, CONCERT HALLS, GYMS, CATERING HALLS, CHURCHES, etc.)

1. Applications should be completed and submitted with the corresponding fee:

The annual fee is based on occupancy as follows:

0-100 persons	\$50
101-300 persons	\$100
301-500 persons	\$150
501+ persons	\$250

2. Mail application along with corresponding fee to:

Village of Westbury
Building Department
235 Lincoln Place
Westbury, NY 11590

3. Upon receipt of application and fee, you will be contacted by a Building Department Inspector to schedule a date and time for the required Building and Fire Codes compliance inspection.
4. Upon the completion of the inspection, if approved, a Public Assembly License will be issued.

(See page 2 for Public Assembly License Application)



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PUBLIC ASSEMBLY LICENSE APPLICATION

Date of Application ____/____/____ **Section** ____ **Block** ____ **Lot** ____

Property Location _____

Type of Business _____ **Occupancy Limit:** _____

Name of Establishment: _____ **Tel. No. (____)** _____

Owner Information:

Name: _____

Address: _____

Tel. No. (____) _____

Manager Information:

Name: _____

Address: _____

Tel. No. (____) _____

Applicant's Signature: _____ **Dated** ____/____/____

FOR DEPARTMENT USE ONLY

Application No. _____ **Date Entered:** ____/____/____ **Clerk's Initials:** _____

Fee Amount: \$ _____ **Paid** ☐ **Check No.** _____ **Receipt No.** _____
☐ **Cash**

Date of Inspection: ____/____/____ **Inspector:** _____

☐ **Approved** ☐ **Denied**

Date: ____/____/____

VOW Building Department Official

Permit No.