



DEPARTMENT OF BUILDINGS BUSINESS REGISTRATION

BUSINESS REGISTRATION

Tracking Number	
Business Registration Number	BR-
-OR- Associated Permit Number	B-

Business Registration Information and Instructions

This form can be used for the update of existing business information, registration of new businesses, change in business tenancy or ownership only.

A Business Registration for all non-home-based businesses is required in the Village of Floral Park to verify locations of active business operations, to obtain emergency contact information in order to notify and provide efficient public safety services to the business, and to verify compliance with the NYS building code and operational zoning regulations of the Village. The information gathered from the business registration is essential to performing the community's public safety and public works related services.

New businesses and/or change in tenancy will require a fire safety inspection to verify life safety equipment such as exit hardware, emergency lights, smoke and carbon monoxide detectors and fire extinguishers. Upon a change of business ownership or building ownership, an updated business registration is required.

If a change in type of use or occupancy, increased number of occupants, building upgrades or renovations is expected, a Building Permit application is required.

All licenses and/or certifications to operate this business as required by federal, state or county regulations shall be submitted with this application and/or displayed in the place of business prior to inspection.

Business signs and lighting mounted to the building require Architectural Review Board and Building Department approval. Permit applications can be obtained from the Building Department or the Village website. Interior and window signs shall not exceed 35% of the total area of the window. Tape style, flashing, or color changing lighting is not permitted.

Any new ownership or change in tenancy shall follow all conditions and regulations of any prior Special Use Permit if applicable. Whenever an establishment with a Special Use Permit has been abandoned for a term of six-months or more, a new Special Use Permit must be applied for.

NO BUSINESS MAY OPERATE UNTIL AN APPROVED FIRE INSPECTION HAS BEEN COMPLETED AND ALL REQUIRED APPROVALS HAVE BEEN ISSUED BY THE BUILDING DEPARTMENT.

Filing Status – Check all that apply:

Incomplete applications will not be accepted

☐ Change In Tenancy ☐ New Business ☐ Information Update

Property Information:

Property Address:

Section: Block: Lot(s): Zone: ☐ VFP Verified

Business Information:

Business Name:

Business Owner Name:

Mailing Address: City: State: Zip:

Phone Number: Email:

Description of Business:

Proposed Hours of Operation:

Licenses Required for Business Operation:



DEPARTMENT OF BUILDINGS BUSINESS REGISTRATION

On-Site Local Manager Information:

Name:

Phone Number:

Email:

Emergency Contact Information:

Name:

Phone Number:

Email:

Building Owner Information:

Owner's Name:

Mailing Address:

City

State:

Zip:

Phone Number:

Email:

Business Owner/Operator Statement & Signature:

The undersigned affirms that I am the authorized agent for the property described herein, situated, lying and being within the Incorporated Village of Floral Park; that I have read and understand all items as here in stated, recognize that I am responsible for all activities occurring on the property, and that failure to comply with any of the items, notwithstanding any other items defined in the Village Code, may result in the temporary suspension or permanent revocation of the permits or occupancy issued for the premises in accordance with the Village Code. I agree to permit the Building Inspector and any officer or employee of the Village of Floral Park to enter the premises in the discharge of their duties in accordance with this application, the NYS Building Code and the Floral Park Village Code.

The undersigned affirms that I am the owner of the business described herein, situated, lying and being within the Incorporated Village of Floral Park; that I currently hold and will maintain all licenses and/or certifications to operate this business as required by federal, state or county regulations, that I have read and understand all items as here in stated, recognize that I am responsible for all activities occurring on the property, and that failure to comply with any of the items, notwithstanding any other items defined in the Village Code, may result in the temporary suspension or permanent revocation of the permits or occupancy issued for the premises in accordance with the Village Code.

Print Name:

Signature:

Date:

Building Department Use Only:

☐ Fee: \$0 (Information Update or New Business with Associated Building Permit)

☐ Inspection Fee: \$50 (Change in Tenancy or New Business Only)

Receipt:

Registration Review

☐ Approval ☐ Denial

Date:

By:

Business Licenses Received:

Associated Prior Approvals:

Required Inspections:

☐ Other:

☐ Approval ☐ Denial

Date:

By:

☐ Sign Inspection:

☐ Approval ☐ Denial

Date:

By:

☐ Fire Inspection:

☐ Approval ☐ Denial

Date:

By:

Notes:



DEPARTMENT OF BUILDINGS BUSINESS REGISTRATION

Fire Safety Inspection Information and Instructions

The Building Department is responsible for the administration and enforcement of New York State Uniform Fire Prevention and Building Codes in Floral Park. The goal of this department is to ensure that all buildings within the Village are safe for those who enter.

NO BUSINESS MAY OPERATE UNTIL AN APPROVED FIRE SAFETY INSPECTION HAS BEEN COMPLETED AND ALL REQUIRED APPROVALS HAVE BEEN ISSUED BY THE BUILDING DEPARTMENT.

Regularly scheduled fire safety and property maintenance inspections are conducted in places open to the public. The purpose of these inspections is to educate property and business owners regarding fire safety and to identify any possible hazardous conditions to reduce the number of fires that may occur.

Owners are made aware of any violations and follow-up inspections are conducted to verify compliance. Typical violations include blocked exit doors, improper storage of combustible materials, insufficient emergency lighting, outdated fire extinguishers, and overuse of extension cords.

New York State requires that the Building Department conduct a fire inspection annually for assembly and educational occupancies or every three years for all other commercial properties and multiple dwellings. This is a separate inspection from that of the normal safety inspections conducted by our local volunteer firefighters.

For your convenience and fire safety knowledge, a self-check list is on the **reverse side of this page** for your review and preparation. Prevention is the key to a safe environment. Please ensure that your property is prepared for inspection by:

- Checking all fire extinguishers are accessible, properly charged, and tagged with current inspection dates.
- Verifying all smoke detectors and carbon monoxide alarms are operational and located in appropriate areas.
- Maintaining clear exit pathways and ensuring all emergency exits are readily accessible.

If you have any questions regarding this matter, please feel free to call the **Building Department at 516-326-6319 Monday – Friday 8:30 a.m. to 4:30 p.m.**

We appreciate your cooperation in maintaining a safe environment for all occupants.



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Fire Safety Inspection Self-Check List

Common items that are reviewed during a routine fire inspection:

ADDRESS IDENTIFICATION

- ☐ Building address is clearly visible from the street.
- ☐ Address numbers are unobstructed and legible.

FIRE DETECTION & PROTECTION SYSTEMS

- ☐ Fire extinguishers have current inspection/service tags.
- ☐ Fire suppression systems have current inspection/service tags.
- ☐ Smoke detectors are operational.
- ☐ Carbon monoxide detectors are operational (where required).
- ☐ Batteries in smoke/CO detectors have been replaced within the past year.
- ☐ Fire and/or carbon monoxide alarm system has current inspection documentation (if applicable).
- ☐ Fire sprinkler system has current inspection documentation (if applicable).

EXITS & EMERGENCY EGRESS

- ☐ Exit signs are illuminated and operational.
- ☐ Exit signs function on battery backup during power interruption.
- ☐ Emergency egress lighting is operational.
- ☐ Emergency lighting functions on battery backup during power interruption.
- ☐ Exit doors are unlocked during business hours.
- ☐ Exit doors open freely and properly.
- ☐ Exit pathways and corridors are free from obstructions.
- ☐ Means of egress are maintained and unobstructed.

STORAGE & HOUSEKEEPING

- ☐ Storage is maintained at least 24 inches below the ceiling in non-sprinklered areas.
- ☐ Storage is maintained at least 18 inches below sprinkler heads in sprinklered areas.
- ☐ Combustible materials are not stored in boiler, [mechanical](#), [electrical](#) rooms.
- ☐ General housekeeping is satisfactory.

ELECTRICAL SAFETY

- ☐ Extension cords are not run through walls, ceilings, floors, doorways, or windows.
- ☐ Extension cords are not used as permanent wiring.
- ☐ Appliances are plugged directly into wall outlets or approved surge protectors.
- ☐ Electrical panels have a minimum 36-inch clearance.
- ☐ Electrical panels are accessible and properly labeled.
- ☐ No exposed or damaged wiring observed.

EMERGENCY PLANNING

- ☐ Written fire safety and evacuation plan available.
- ☐ Employees are trained on emergency procedures.
- ☐ Fire drills are conducted regularly (where required).
- ☐ Emergency contact information is posted and current.

HAZARDOUS MATERIALS

- ☐ Hazardous materials are properly labeled.
- ☐ Safety Data Sheets (SDS) are available and accessible.
- ☐ Hazardous materials are stored in approved containers.
- ☐ Flammable liquids are properly stored and used.
- ☐ Quantities of hazardous materials appear consistent with operational needs.