



Village of Southampton
23 Main Street
Southampton, NY 11968
DEPARTMENT OF FIRE PREVENTION
Telephone 631 283-0247 Ext. 152
Fax 631 283-0649
Email: dmcnamara@southamptonvillage.org

DEAN McNAMARA
Fire Marshal II

ASSEMBLY PERMIT APPLICATION

- **Permit Fee \$225** made payable to the **Village of Southampton**
- A permit is required for any Assembly Occupancies which has an occupancy of 50 or more people.

NAME OF BUSINESS: _____

ADDRESS OF BUSINESS: _____

TELEPHONE NUMBER: _____

MAILING ADDRESS (if different from above): _____

_____ E-Mail _____

IS BUSINESS A CORPORATION? If so please list name(s) of corporate officers and titles:

NAME OF BUSINESS OWNER: _____

BUSINESS OWNER'S LEGAL ADDRESS: _____

BUSINESS OWNER'S TELEPHONE NUMBER: _____

NAME OF ACTUAL PROPERTY OWNER: _____

OWNERS LEGAL ADDRESS: _____

OWNER'S TELEPHONE NUMBER: _____

In case of emergency list two contacts and their telephone number:

Person: _____ Phone #: _____

Person: _____ Phone #: _____

Required Documents:

1. Attach a detailed floor plans drawn to scale, describing the intended use of all areas and showing all furniture, equipment, interior partitions and outdoor areas.
2. Attach a copy of your Village of Southampton certificate of occupancy or tenant certificate of occupancy and a copy of your survey showing all buildings, structures, dumpsters and uses on the property.
3. Attach a copy of your fire safety and evacuation plan for the premise.
4. In the case of a new owner, lessee, sublessee, assignee or tenant an updated fire safety plan shall be provided to the Fire Marshal prior to opening to the public, including private parties.
5. Attach Fire safety and evacuation employee training records for the past calendar year.
6. Attach a copy of your Suffolk County Board of Health Permit(s).
7. Attach a copy of your New State Liquor License(s). (When applicable)

Conditions:

1. Permits shall not be transferable or assigned.
2. Permit expires each calendar year
3. Any changes in the activity, operation, location or ownership shall require that a new permit be issued.
4. A Copy of the approved permit shall be posted or otherwise readily accessible at each place or operation or carried by the permit holder.
5. No permit issued shall be interpreted as to justify any violations of the Village of southampton Code, New York State Uniform Building Codes or any other applicable law or regulation.
6. Any deviation from the floor plans submitted, which affects occupant load or exiting, without prior written approval from the Fire Marshal shall invalidate the permit.
7. The owner/tenant authorizes the applicant to consent to permit any employee of the Division of Fire Prevention to enter upon the premises without a search warrant for the purpose of inspecting the proposed regulated activity during normal operating hours.

Additional permits required: (When applicable)

- * **Temporary LPG permit.** When proposing the use of LPG umbrella heaters or similar devices.
- * **Carbon Dioxide for Beverage Dispensing Systems.** (For systems with a tank or combination of smaller tanks that total 100 lbs or more of Carbon Monoxide.)

Applicant Name (Print)	Applicant Signature	Date
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** Make \$225 check payable to Village of Southampton**

RECEIPT # _____

FM APPROVED: _____

PERMIT ISSUED: _____