



City of Port Jervis
Bureau of Fire Prevention
 Robert Brady, Fire Inspector
 80 Hammond St
 Port Jervis, NY 12771
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Day Care / Pre-School Facility Permit Application

In accordance with the Code of the City of Port Jervis and the New York State Fire Prevention and Building Code, an annual fire code operational permit is required to maintain or operate a day care facility.

Make Checks Payable – City of Port Jervis

Day Care Facility Permit - **\$100.00**

Applicant & Property Information	Business Name							
	Address			Suite	City		State	Zip Code
	Telephone		Work Telephone			Email Address		
	Property Owner or Mailing Address if different from above							
	Name or DBA							
	Address			Suite	City		State	Zip Code
	Telephone		Work Telephone					
Primary or Secondary Contact	Name							
	Contact Name							
	Address			City		State	Zip Code	
	Telephone		Mobile Telephone			Work Telephone		

The undersigned represents that this application for a permit as described herein will be in accordance with all ordinances of the City of Port Jervis and the Fire 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.

Please provide a copy for our files and review your code required fire and emergency evacuation plan.

If your facility has not developed or adopted a required fire safety and evacuation plan, please contact our office so that we may assist you with this fire safety code requirement.

Applicant Signature				Applicant Name (Print)		Application Date
Permit Number	Issue Date	Expiration Date	Fee Paid	Check #	Receipt Number	Evacuation Plan Received