



City of Port Jervis
Bureau of Fire Prevention
 Robert Brady, Fire Inspector
 80 Hammond St
 Port Jervis, NY 12771
 Office: (845)858-4020
 Fax: (845)858-4098
 Cell: (845)742-1228
 E-Mail: fireinspector@portjervisny.gov

Place of Public Assembly Operation 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 annual operational permit is required to maintain or operate an area or place of public assembly.

Make Checks Payable – City of Port Jervis

Annual Place of Public Assembly Operational 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 my 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