



Department of Code Enforcement

Village of Port Chester

222 Grace Church Street Suite 203

Port Chester, New York 10573

* RENEWAL NOTICE *

(914) 305-2552

Fax: (914) 305-2555

December 7, 2011

RE: FIRE SAFETY AND PROPERTY MAINTENANCE INSPECTION PROGRAM

Dear Sir/Madam/Corp:

Please be advised that New York State Law (Article 18 of the Executive Law) requires that the Village establish a Fire Safety and Property Maintenance Inspection Program. The Village has promulgated its Fire Safety Inspection Program in accordance with the above referenced law. As such, effective January 1st, 2010, all places of public assembly, multiple-family dwellings (3 or more dwelling units), and non-residential establishments will be subject to regular and periodic fire safety and property maintenance inspections by Village of Port Chester Code Enforcement Personnel. Please be advised: All places of public assembly will be inspected in intervals that do not exceed one (1) year. All multiple-family dwellings and non-residential establishments will be inspected in intervals that do not exceed 18 months.

Your business/premises are due for inspection in the month of **November 2011**; please contact us to schedule the **required inspection as soon as possible**. Properties that are in compliance will receive a Certificate of Compliance that must be notably displayed on the premises. Properties that are not in compliance shall be issued a notice to correct the violation. If the violation is not corrected by the time of re-inspection, the owner shall be subject to penalties listed under Chapter 151-17 of the Local Law. **Prior to the inspection the owner must pay the fee as shown below:**

Multiple Dwellings 3 Units	\$100.00	Non-Residential Properties up to 9,999 sqft	\$150.00
Multiple Dwellings 4 to 20 Units	\$150.00	Non-Residential Properties 10,000 – 50,000 sqft	\$250.00
Multiple Dwellings 21 to 40 Units	\$200.00	Non-Residential Properties 51,000 sqft or more	\$350.00
Multiple Dwellings 41 to 60 Units	\$250.00	First Re-inspection	\$ 25.00
Multiple Dwellings 61 or more Units	\$300.00	Each Additional Re-inspection	\$ 35.00
Places of Public Assembly up to 99 occupants	\$150.00		
Places of Public Assembly 100 occupants plus	\$250.00	(Mixed Use Buildings may be assessed a fee for each category present)	

The fees shown above will be based on the occupancy type. Mixed use buildings may be assessed a fee based on each category present. Failure to allow the required inspection and to pay the required fee by the time of inspection is a violation of the Code, and may subject the owner to additional enforcement action as set forth in Chapter 151- 17 of the Village Code; including the issuance of a Civil Summons to appear in Village Justice Court and obtaining a search warrant for an inspection of the premise. **Please make your check payable to the Village of Port Chester.** We have attached a summary check list of the priority Minimum Fire Safety requirements for most establishments (the inspection includes all common areas attics and basements). For questions and/or to schedule an inspection please contact Mr. Vince Buceaj, Fire Inspector at (914) 305-2552.

Respectfully,

Christopher D. Steers, MPA, CFM
Assistant Village Manager
Code Enforcement Director

NOTE* Important Information attached*