

PUBLIC ASSEMBLY APPLICATION

Town of Henrietta
Office of the Fire Marshal
475 Calkins Road
Henrietta, NY 14467
(585) 359-7060
(585) 321-6093 Fax



In accordance with the Code of the Town of Henrietta and the NYS Fire Prevention and Building Code, no permit-required work will begin prior to the issuance of proper permits and/or approvals by the Town of Henrietta.

All fields must be completed. If not applicable, please mark with N/A **Date:** _____
UNSIGNED APPLICATIONS WILL BE RETURNED

APPLICANT INFORMATION

BUSINESS NAME:			
ADDRESS:			
CITY:	STATE: NY	ZIP:	
PHONE#:	FAX#:	E-MAIL:	
BUSINESS OWNER'S NAME:		PHONE #:	
SIGNATURE:			

MAILING ADDRESS (If different from applicant information)

NAME:			
ADDRESS:	CITY:	STATE:	ZIP:

EMERGENCY CONTACT INFORMATION (SHOULD BE ABLE TO RESPOND WITHIN 10 MINUTES)

NAME: _____	NAME: _____
PHONE #: _____	PHONE #: _____
PHONE #: _____	PHONE #: _____

ANNUAL FEE

To Operate A Place of Public Assembly.....\$100.00

PROVIDE:

(Only if new applicant or an alteration has occurred within the last year)

- Floor Plan & Seating Arrangement with Dimensions
(Floor plan shall show all exits from the space)
- Exiting Plans
- Type of Venue (i.e. Restaurant, Theater, Bar)
- Special Security Provisions or Concerns

DOES THIS BUSINESS OCCUPY THE ENTIRE BUILDING?

YES NO

Maximum Assembly Occupant Load _____

A copy of the permit must be kept on site

Public Assembly Permits expire one year from issue date and must be renewed annually

**Make checks payable to the
TOWN OF HENRIETTA**