



New York State Department of State  
**Division of Code Enforcement and Administration**  
 41 State Street  
 Albany, NY 12231  
 Ph:(518)-474-4073 FAX:(518)-486-4487  
 www.dos.state.ny.us

Submit by Email

Reporting Year:

**19 NYCRR PART 1203**  
**UNIFORM CODE: MINIMUM STANDARDS FOR ADMINISTRATION AND ENFORCEMENT**  
**Annual Local Code Administration and Enforcement Report**

In accordance with 19 NYCRR PART 1203.4 Program Review and Reporting

**GENERAL INFORMATION**

**Jurisdiction** \_\_\_\_\_ **Name of Code Official** \_\_\_\_\_

**Address** \_\_\_\_\_ **Title of Code Official** \_\_\_\_\_

**City/Town/Village:** \_\_\_\_\_ **Code Official DOS Certification #** \_\_\_\_\_

**Zip/Postal Code** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**County:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**List of additional Code Enforcement Officials Enforcing the Uniform Code and Energy Code within your Jurisdiction:**

Name	Title	E-mail Address	DOS CEO Certification #

(use attachment if necessary)

19 NYCRR PART 1203.2 **LOCAL LAW, ORDINANCE, REGULATION**

Please list the local law, ordinance or other appropriate regulation that provides for the administration and enforcement of the New York State Uniform Fire Prevention and Building Code and Energy Conservation Construction Code in this Jurisdiction:

19 NYCRR PART 1203.3(a) **PERMITS** (Number of permits issued for this reporting year:)

1. New One or Two family residences:	<input type="text"/>	5. Additions, alterations or repairs on existing buildings for all occupancies:	<input type="text"/>
2. New Commercial/Industrial buildings:	<input type="text"/>	6. All other permits (pools, sheds, decks, and etc.)	<input type="text"/>
3. New Hazardous occupancies (H):	<input type="text"/>	7. Number of Certificates of Occupancy issued for all occupancies:	<input type="text"/>
4. New Multiple Residences R occupancies:	<input type="text"/>	8. Number of Certificates of Compliance issued for all occupancies:	<input type="text"/>

19 NYCRR PART 1203.3(c) **STOP WORK ORDERS**

9. Number of Stop work orders issued for reporting year:

19 NYCRR PART 1203.3(e) **NOTIFICATION OF FIRE OR EXPLOSION**

10. Have procedures been established for notification by the chief of your fire department(s) regarding fire or explosion involving any structural damage, fuel burning appliance, chimney or gas vent:

19 NYCRR PART 1203.3(f) **UNSAFE STRUCTURES AND EQUIPMENT**

11. Have procedures been established for identifying and addressing unsafe structures and equipment:



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**19 NYCRR PART 1203.3(g) OPERATING PERMITS:** (Number of operating permits issued for this reporting year:)

<p>12a. Manufacturing, storing or handling hazardous materials in quantities exceeding those listed in Tables 2703.1.1(1), 2703.1.1(2), 2703.1.1(3) or 2703.1.1(4), of the Fire Code of New York State (see 19 NYCRR Part 1225);</p>	<input style="width: 50px; height: 50px;" type="text"/>	<p>12d. buildings containing one or more areas of public assembly with an occupant load of 100 persons or more</p>	<input style="width: 50px; height: 50px;" type="text"/>
<p>12b. Hazardous processes and activities, including but not limited to, commercial and industrial operations which produce combustible dust as a byproduct, fruit and crop ripening, and waste handling;</p>	<input style="width: 50px; height: 50px;" type="text"/>	<p>12e. Buildings whose use or occupancy classification may pose a substantial potential hazard to public safety, as determined by the government or agency charged with or accountable for administration and enforcement of the Uniform Code</p>	<input style="width: 50px; height: 50px;" type="text"/>
<p>12c. Use of pyrotechnic devices in assembly occupancies;</p>	<input style="width: 50px; height: 50px;" type="text"/>	<p>12f. Other:</p>	<p><input style="width: 50px; height: 50px;" type="text"/> Please Specify:</p>

**19 NYCRR PART 1203.3(h) FIRE SAFETY AND PROPERTY MAINTENANCE INSPECTIONS:**

**Buildings containing an Area of Public Assembly** (with occupant load of 50 or more and not an accessory use)

13a. Number of buildings in this jurisdiction:       13b. Number of buildings inspected in this jurisdiction:

**Buildings containing Multiple Dwellings (not including dormitories):**

14a. Number of buildings in this jurisdiction :       14b. Number of buildings inspected in this jurisdiction:

**Commercial/Industrial buildings (not included above):**

15a. Number of buildings in this jurisdiction:       15b. Number of buildings inspected in this jurisdiction::

**19 NYCRR PART 1203 ENERGY CODE COMPLIANCE**

16. Has your municipaly adopted more restrictive requirements to the New York State Energy Conservation Construction Code ?

Yes, Residential only       Yes, Commercial only       Yes, Commercial and Residential       No

17. Has your municipaly adopted Green or Sustainable Building Standards for construction?

Yes, Residential only       Yes, Commercial only       Yes, Commercial and Residential       No

18. Please check any of the following procedures that your municipality uses to ensure compliance with the Energy Code ? (check all that apply)

Field Inspections       Plan Reviews       Software Report/Print-out       Compliance Check List

Other (Please Specify):



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**19 NYCRR PART 1203 ENERGY CODE COMPLIANCE**

19. On average, how many site inspections does your municipality conduct for Energy Code compliance for each residential building ?

- 0       1       2       3       4 or more

20. On average, how many site inspections does your municipality conduct for Energy Code compliance for each commercial building ?

- 0       1       2       3       4 or more

21. Based on your municipalities records, what method of Energy code Compliance is submitted most often for Residential construction? (rank in order 1 to 6, 1 being the most used method )

Software RESCheck       Trade-off Method       Prescriptive Method

Other Software Method       Worksheets (DOS Website)       Energy Analysis Method

22. Based on your municipalities records, what method of Energy code Compliance is submitted most often for Commercial construction? (rank in order 1 to 6, 1 being the most used method )

Software COMCheck       Trade-off Method       Prescriptive Method

Other Software Method       Worksheets (DOS Website)       Energy Analysis Method

23. Are requirements for compliance with the Energy Conservation Construction Code a part of the application for a building permit?

- Yes, Residential only       Yes, Commercial only       Yes, Commercial and Residential       No

**19 NYCRR PART 1203.3(i) UNIFORM CODE COMPLAINTS**

24. Total number of all registered Uniform Code and Energy Code related complaints received for this reporting year:

25. Total number of all registered Uniform Code and Energy Code related complaints acted upon for this reporting year:

**19 NYCRR PART 1203.3(i) ENERGY CODE COMPLAINTS**

26. Total number of all registered Energy Code related complaints received for this reporting year:

27. Total number of all registered Energy Code related complaints acted upon for this reporting year:

**19 NYCRR PART 1203.3(j) RECORD KEEPING**

28. Has a system of records of the features and activities specified in 19 NYCRR 1203.3(a) through (i) been established and maintained:

Name and Title of person completing this form: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature not required when submitting this form electronically



UNIFORM CODE: MINIMUM STANDARDS FOR ADMINISTRATION AND ENFORCEMENT  
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Title 19NYCRR Part 1203, requires every city, village, town, and county, charged with administration and enforcement of the Uniform Code to annually submit a report of its activities to the Secretary of State. The information provided on this form is used to verify your municipality's compliance with the minimum standards for administration and enforcement of the Uniform Code contained in Part 1203. The information provided will also be used to develop education, outreach and support programs for municipalities and Code Enforcement Officials.

Please complete this form electronically and email to the Division of Code Enforcement and Administration. Please use the 'Submit by Email' button found on the upper right hand corner to submit the form. E-mail this form to the Division of Code Enforcement and Administration no later than January 30th of the year following the reporting year. (example: Deadline for 2007 Reporting Year is January 30, 2008) If e-mail is unavailable, this form may be mailed or FAXed to the Department of State at the following address:

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## INSTRUCTIONS

These instructions follow the order of requested information on Annual Local Code Administration Form, and are intended to clarify the response required for a complete application. After reading the application and these instructions, should you still have questions please call: The Department of State, Division of Code Enforcement and Administration at (518)-474-4073.

### General Information:

1. **Enter the Reporting Year on the top of each page in the space provided.** The "Reporting Year" shall mean the calendar year (January through December) for which the reported data has been collected.
2. Enter the name of the Jurisdiction, including Address, Zip Code and County that the jurisdiction resides.
3. Provide the name, title and DOS Certification number of the primary Code Enforcement Official who enforces the code within the jurisdiction. If certification has not yet been completed by this individual please enter the expected completion date in lieu of certification number within the space.
4. Enter the e-mail address and office phone number of the primary code enforcement official.
5. Enter the name, title, e-mail and DOS certification for each Code Enforcement Official who enforces the Uniform Code within your jurisdiction. If additional space is needed please use page 4 of this document. If certification has not yet been completed by any individual please enter the expected completion date in lieu of certification number within the space.

**Local Law, Ordinance, Regulation.** Enter the name and number of the local law, ordinance and/or regulation that provides for the administration and enforcement of the New York State Uniform Fire Prevention and Building Code within this Jurisdiction. ( example: Local Law #12 of 2006 )

**Permits:** (Items 1 through 8). Enter the number of permits for each occupancy type listed for this reporting year. For permits not covered in questions 1 through 5 enter all other permits in question 6.

**Stop Work Order:** (Item 9) Enter the number of stop work orders issued for this reporting year. If none have been issued enter 0.

**Notification of Fire and Explosion and Unsafe Structures and Equipment:** (Item 10 and 11) Enter either 'Yes' or 'No' if procedures have been established.

**Operating Permits:** (Item 12a through 12f) Enter the number of Operating Permits issued for each of the items listed 12a through 12f. If your jurisdiction requires additional operating permits not listed in questions 12a through 12e, please list the total number of operating permits issued in item 12f (Other). Enter a brief description of each of the additional operating permit in the space provided.

**Fire Safety and Property Maintenance Inspections:** (Item 13 through 15) Enter the total number of buildings in this jurisdiction for each building type listed in items 13a, 14a, and 15b. If the exact amount is unknown please enter an estimated amount. In items 13b, 14b and 15b: enter the total number of buildings inspected this reporting year, for each type of building as described in 13a, 14a and 15a.

**Energy Code Compliance:** (Items 16 through 23) Answer questions 16 through 23 based on your municipalities records in regards to the administration and enforcement of the New York State Energy Conservation Construction Code.

**Complaints:** (Item 24 - 27) Enter the total number of Uniform and Energy Code related complaints received for this reporting year in Item 24 and 26. If the exact amount is unknown please enter an estimated amount. In item 25 and 27, enter the total number of Uniform energy code related complaints, in item 24 and 26, that were acted upon.

**Record Keeping:** (Item 28) Enter either 'Yes' or 'No' if a system of records of features has been established and maintained.

**Signature:** Enter the name, title, e-mail and phone number of the person completing the form. If the form is being submitted electronically (via email) no signature is required.

**Please use the 'Submit by Email' button found on the upper right hand corner to submit the form.**

