New York State Department of State
Division of Code Enforcement and Administration
99 Washington Avenue, Suite 1160
Albany, NY 12231
Ph:(518)-474-4073 FAX:(518)-486-4487
www.dos.state.ny.us

Submit by Email

Print Form

Reporting Year: 2011

Notification of completion of the Annual Uniform Code Administration and Enforcement Report pursuant to 19 NYCRR PART 1204 (§1204.14)

STATE AGENCY

UNIFORM CODE: ADMINISTRATION AND ENFORCEMENT BY STATE AGENCIES

GENERAL INFORMATION

Name of State Agency: _____

Mailing Address _____

This Report is being submitted by: (Do not send individual building or facility reports to DOS, please submit these reports to the Primary Code Coordinator for the agency.

☐ Entire Agency ☐ Campus, Region or Division on behalf of the agency's primary code coordinator

If the form is being completed for anything other than the entire agency, please describe the Campus, Region or Division(be specific):

_____

If form is being completed for anything other than the entire agency, has/will form be submitted to Central Agency: ☐

Name of Primary Agency Code Coordinator: _____

Title of Primary Agency Code Coordinator : _____

Code Official NYDOS Certification #: _____

Phone Number: _____ E-mail Address: _____

To list additional Code Coordinators and Code Compliance Managers enforcing the Uniform Code and Energy Code within your agency please use page 5 of this form

NUMBER OF BUILDINGS WITHIN CUSTODY OF THIS AGENCY (To be completed by central agency)

1. Total number of buildings within the custody of this State Agency for reporting year **2009:** ☐

2. Total number of buildings within the custody of this State Agency for reporting year **2008:** ☐

PERMITTING ACTIVITIES

3. Number of permits issued for new non residential buildings: ☐

4. Number of permits issued for new Multiple Residences R occupancies: ☐

5. Number of permits issued for additions to existing buildings: ☐

6. Number of permits issued for alterations to existing buildings: ☐

7. Number of permits issued for repairs to existing buildings: ☐

8. Number of work items (projects) performed as a construction emergency: ☐

9. Number of Code Compliance Certificates issued: ☐

10. Number of temporary approvals issued: ☐

11. Number of open permits remaining for this reporting year: ☐

12. Number of suspended or revoked construction permits: ☐

13. Number of Stop work orders issued: ☐

14. Number of permits issued for change in occupancy to existing buildings: ☐

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Reporting Year: 2011 **State Agency:** _____

PERMITTING ACTIVITIES

15. Number of permits issued for demolition work:

16. Number of permits issued for one and two family dwellings:

UNSAFE STRUCTURES AND EQUIPMENT

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

VIOLATIONS

18. Number of code violations within the agency's buildings or structures which were not corrected within 60 days of their discovery:

19. Is a plan in place to correct violations which were not corrected within 60 days of their discovery:

FIRE SAFETY AND PROPERTY MAINTENANCE INSPECTIONS

20. Are buildings or structures, which are in the custody of this agency, inspected by another state agency or third party:

20a. If Yes, please indicate which state agencies or third party performing inspections:

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

21a. Number of occupancies within the custody of this agency:

21b. Number of occupancies inspected:

Multiple Dwellings (not including dormitories):

22a. Number of buildings containing 3 or more dwelling units within the custody of the agency:

22b. Total number of dwelling units in multiple dwellings within the custody of the agency :

22c. Number of multiple dwelling buildings inspected:

Dormitories:

23a. Number of dormitory building within the custody of the agency:

23b. Number of dormitory buildings inspected:

Non Residential buildings (not included above):

24a. Number of occupancies within the custody of the agency:

24b. Number of occupancies inspected:

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CODE COMPLIANCE (For Permit Issuing Agencies)

25. If applicable, check any of the following procedures that your agency uses to ensure compliance with the construction requirements of the **Uniform Code** ? (check all that apply)

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

☐ Other (Please Specify): _____

26. If applicable, check any of the following procedures that your agency uses to ensure compliance with the construction requirements of the **Energy Code** ? (check all that apply)

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

☐ Other (Please Specify): _____

ENERGY CODE (For Permit Issuing Agencies)

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

☐ Yes, residential only ☐ Yes, non residential only ☐ Yes, non residential and residential ☐ No

28. Based on your 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 Web site) [ ] Energy Analysis Method [ ]

29. On average, how many field inspections are performed for energy code verification? [ ]

30. Do Code Compliance Coordinators/Managers, actively enforcing the Energy Code, receive training annually in specific energy related areas such as building science, energy code compliance or energy code inspection procedures? [ ]

31. Pursuant to Executive order No. 111 , on average, what percentage improvement in energy efficiency is achieved on new buildings relative to levels required by the State's Energy Conservation Construction Code? [ ]

32. Pursuant to Executive order No. 111, on average, what percentage improvement in energy efficiency is achieved on existing buildings relative to levels required by the State's Energy Conservation Construction Code? [ ]

33. Number of buildings within your agencies custody constructed to meet Green/LEED certification this reporting year? [ ]

34. Does your agency have regulations or a policy that mandates or promotes green and/or sustainable standards? [ ]

34a. If yes, please describe: [ ]

35. Does your agency have regulations or a policy that exceeds the Energy Conservation Construction Code of NYS? [ ]

35a. If yes, please describe: [ ]

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CODE COMPLAINTS

36a. Total number of bona fide Uniform Code related complaints received for this reporting year: [ ]

36b. Total number of all bona fide Uniform Code related complaints acted upon for this reporting year: [ ]

37a. Total number of all bona fide Energy Code related complaints received for this reporting year: [ ]

37b. Total number of all bona fide Energy Code related complaints acted upon for this reporting year: [ ]

OPERATING PERMITS (Number of operating permits issued for this reporting year:)

38a. Are operating permits required by the agency: [ ]

38b. buildings containing one or more areas of public assembly with an occupant load of 100 persons or more [ ]

38c. Hazardous processes and activities, including but not limited to, commercial and industrial operations which produce combustible dust as a by-products, fruit and crop ripening, and waste handling: [ ]

38d. Use of pyrotechnic devices in assembly occupancies; [ ]

38e. 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); [ ]

38f. 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 [ ]

38g . Other: [ ] Please Specify:

SPECIAL INSPECTIONS

39a. Are special inspections required by the agency: [ ]

39b. Does the agency retain special inspection reports: [ ]

39c. Is a statement of special inspections required as part of a condition for permit issuance: [ ]

39d. Are special inspection reports required to be submitted prior to the issuance of a certificate of compliance or completion: [ ]

ADDITIONAL INFORMATION

Additional information/comments:

SIGNATURE

Name of Primary Agency Code Coordinator: _____

E-mail Address: _____ Phone: _____

Signature: _____ Date: _____

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List of additional Code Coordinators and Code Compliance Managers within the agency.

Name	Title	E-mail Address	DOS CEO Certification #	Compliance Manager/ Code Coordinator

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STATE AGENCY

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Please complete this form electronically and e-mail to the Division of Code Enforcement and Administration (Codes Division). Please use the 'Submit by Email' button found on the upper right hand corner to submit the form. **Once the electronic form is received, the Codes Division will respond with an e-mail acknowledging receipt of the form within three business days. If an acknowledgment e-mail is not received from the Codes Division, please fax or mail a copy of the form to the address below.**

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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Division of Code Enforcement and Administration
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Completion of this form is for notification purposes only and shall not be considered the annual report pursuant to 19 NYCRR Part 1204. Submission of this form, by a state agency, to the Department of State provides the notification that the agency has completed its annual report . Each State Agency that has not been granted an exemption under 19 NYCRR Section 1204.15 is required to prepare an annual report that includes the following information:

(1) the name and address of the State Agency, the name and address of the State Agency's code coordinator, and the name(s) and address(es) of the State Agency's code compliance manager(s), if any;

(2) a list of all construction permits, code compliance certificates, and temporary approvals for occupancy which were issued or received during the preceding year along with an indication of which permits, certificates and temporary approvals were still valid on the preceding December 31st;

(3) a list of all fire safety inspections conducted within buildings or structures in the custody of the State Agency;

(4) a list of all code violations within the State Agency's buildings or structures which were not corrected within 60 days of their discovery;

(5) a statement of the current status of the violations noted in paragraph (4) and a plan to correct any such violations still uncorrected;

(6) a list of all code related complaints and their disposition;

(7)any changes in the list of the buildings or portions of buildings which the State Agency occupies, uses, maintains, or operates *and* which are within its custody; and

(8) any changes in the list of the buildings or portions of buildings which the State Agency occupies, uses, maintains, or operates and which are (i) within the custody of another State Agency or (ii) subject to code enforcement by the authority responsible for enforcement in the particular municipality where the building is located.

The report must be completed by February 1 of each year, and must include the information pertaining to the preceding calendar year. Each State Agency must notify the Department of State of the Agency's completion of its annual report within 30 days after completion. This form is provided to assist State Agencies in fulfilling their obligations under 19 NYCRR Part 1204. Use of this form is optional; State Agencies may use other forms to fulfill their annual reporting and notification obligations.

INSTRUCTIONS

These instructions follow the order of requested information on 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. 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 Agency, including Address, and Zip Code.
3. Provide the name, title and DOS Certification number of the primary Code Compliance Manager for the agency.
4. Enter the e-mail address and office phone number for the Code Compliance Manager.
5. On page 6; enter the name, title, e-mail and DOS certification for each individual who enforces the Uniform and Energy Code within the agency. If certification has not yet been completed by any individual please enter the expected completion date in lieu of certification number within the space.
6. **Please use one form for each agency, do not include multiple forms for an agency.**

Number of Buildings within the custody of this agency. Enter the total number of buildings within the custody of this agency for the current and prior reporting year.

Permitting Activities: (Items 3 through 16) Enter the number of permits issued for each category listed for the reporting year.

Unsafe Structures and Equipment: (Item 17) Enter either 'Yes' or 'No' if procedures have been established.

Violations: Enter the number of violations that remained uncorrected after 60 days of their discovery. Indicate whether a plan or policy is in place within the agency to correct such violations.

Fire Safety and Property Maintenance Inspections: (Item 20 through 24) (Item 20) Indicate whether buildings or structures are inspected by another state agency or third party, if so, list name(s) of the agency or third party providing the inspections . (Item 21 through 24) Enter the total number of occupancies in this jurisdiction for each occupancy or building type listed in items 21a, 22a, 23a, and 24a. If the exact amount is unknown please enter an estimated amount. In items 21b, 22b, 23b and 24b: enter the total number of buildings inspected this reporting year, for each type of occupancy or building as described in items 21a, 22a, 23a, and 24a.

Code Compliance: (Items 25 and 26) Answer questions 25 and 26 based on the agencies procedures in regards to the administration and enforcement of the Uniform Fire Prevention and Building Code and the State Energy Conservation Construction Code.

Energy Code: (Items 27 through 35) Answer questions 27 through 35 based on the agency's records and policies in regards to the administration and enforcement of the State Energy Conservation Construction Code.

Code Complaints: (Item 30 - 31) Enter the total number of Uniform and Energy Code related complaints received this reporting year in Item 36a and 37a. If the exact amount is unknown please enter an estimated amount. In item 36b and 37b, enter the total number of Uniform and Energy Code related complaints that were acted upon.

Operating Permits: (Item 38a through 38g) Enter the number of Operating Permits issued for each of the items listed 14a through 14f. If your jurisdiction requires addition operating permits not listed in questions 38a through 38e, please list the total number of operating permits issued in item 38f (Other). Enter a brief description of each of the additional operating permit in the space provided.

Special Inspections: (Items 39a through 39d) Enter the required information for special inspections as they related to the agency. If special inspections are not applicable to the agency please indicate by providing "N/A" Not Applicable in the space provided.

Signature: The designated primary code coordinator for the agency shall complete and sign the form. If the form is being submitted electronically (via e-mail) no signature is required.

Please use the 'Submit by E-mail' button found on the upper right hand corner to submit this form.
If you don't receive a return e-mail from the Codes Division please fax or mail a copy to the address above.