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

Reporting Year: 2008

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 _____

City/Town/Village or County _____

Address _____

Address _____

Zip/Postal Code _____

County: _____

Name of Code Official _____

Title of Code Official _____

Code Official DOS Certification # _____

Hours worked per week: _____

Phone Number: _____

E-mail Address: _____

To list additional Code Enforcement Officials enforcing the Uniform Code and Energy Code within your jurisdiction please use page 6 of this form

CODE ENFORCEMENT

1a. Does the jurisdiction utilize third-party contractors to meet the requirements of 19 NYCRR Part 1203?

1b. If Yes, does the third-party meet the educational requirements per 19 NYCRR Part 1203?

2a. Does the fire department perform fire safety inspections?

2b. If No, who is responsible for fire safety inspections?

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:)

3. New One or Two family residences:

4. New Commercial/Industrial buildings:

5. New Hazardous occupancies (H):

6. New Multiple Residences R occupancies:

7. Additions, alterations or repairs on existing **residential buildings**:

8. Additions, alterations or repairs on existing **commercial buildings**:

9. All other permits (pools, sheds, decks, and etc.)

10. Number of Certificates of *Occupancy or Compliance* issued for all occupancies:

19 NYCRR PART 1203.3(c)

STOP WORK ORDERS

11. Number of Stop work orders issued this reporting year:

19 NYCRR PART 1203.3(e)

NOTIFICATION OF FIRE OR EXPLOSION

12. 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

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

Please type or print legibly - Incomplete or Illegible forms will be returned

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

14a. 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); ☐

14b. 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: ☐

14c. Use of pyrotechnic devices in assembly occupancies; ☐

14d. buildings containing one or more areas of public assembly with an occupant load of 100 persons or more ☐

14e. 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 ☐

14f . Other: ☐ Please Specify:

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

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

15a. Number of occupancies in this jurisdiction: ☐ 15b. Number of occupancies inspected in this jurisdiction: ☐

Multiple Dwellings (not including dormitories):

16a. Number of dwelling units in this jurisdiction : ☐ 16b. Number of dwelling units inspected in this jurisdiction: ☐

Commercial/Industrial buildings (not included above):

17a. Number of occupancies in this jurisdiction: ☐ 17b. Number of occupancies inspected in this jurisdiction:: ☐

19 NYCRR PART 1203 **CODE COMPLIANCE**

18a. Has your municipality adopted more restrictive local standards (requirements) to the **Uniform Fire Prevention and Building Code** (Uniform Code) ?

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

18b. If Yes, has a petition been filed with the State Fire Prevention and Building Code Council per Executive Law Article 18 Section 379?

☐ Yes ☐ No ☐ Unknown

19. Has your municipality adopted more restrictive local standards (requirements) to the **State Energy Conservation Construction Code** (Energy Code)?

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

20. Has your municipality adopted Green or Sustainable Building Standards for construction?

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

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19 NYCRR PART 1203 **CODE COMPLIANCE**

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

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

☐ Other (Please Specify): _____

22. 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): _____

23. On average, how many site inspections does your municipality conduct for **Uniform Code** compliance for each new residential building ?

○ 0 ○ 1 ○ 2 ○ 3 ○ 4 or more

24. On average, how many site inspections does your municipality conduct for **Uniform Code** compliance for each new commercial building ?

○ 0 ○ 1 ○ 2 ○ 3 ○ 4 or more

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

○ 0 ○ 1 ○ 2 ○ 3 ○ 4 or more

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

○ 0 ○ 1 ○ 2 ○ 3 ○ 4 or more

19 NYCRR PART 1203 **ENERGY CODE**

27. 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 Web site) [ ] Energy Analysis Method [ ]

28. 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 Web site) [ ] Energy Analysis Method [ ]

29. 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

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19 NYCRR PART 1203.3(i)	**UNIFORM CODE COMPLAINTS**		
30a. Total number of all registered Uniform Code related complaints received for this reporting year:		30b. Total number of all registered Uniform Code related complaints acted upon for this reporting year:	

19 NYCRR PART 1203.3(i)	**ENERGY CODE COMPLAINTS**		
31a. Total number of all registered Energy Code related complaints received for this reporting year:		31b. Total number of all registered Energy Code related complaints acted upon for this reporting year:	

19 NYCRR PART 1203.3(j)	**RECORD KEEPING**
32. Has a system of records of the features and activities specified in 19 NYCRR 1203.3(a) through (i) been established and maintained:	

SIGNATURE

Name and Title of person completing this form: _____

E-mail Address: _____ Phone: _____

Signature: _____ Date: _____

A Signature is not required when submitting this form electronically

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 NOTE

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. 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 2008 Reporting Year is January 30, 2009.) **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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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. The "Reporting Year" shall mean the calender 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. On page 6; Enter the name, title, e-mail and DOS certification for each Code Enforcement Official who enforces the Uniform Code within your jurisdiction. Enter the number of hours per week each individual works for the jurisdiction. 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. Use one form for each municipality, please do not include multiple municipalities per form.

Code Enforcement: (Items 1a through 2b) Answer questions 1a through 2b based on third-party inspectors and fire safety inspections.

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 3 through 10) Enter the number of permits for each occupancy type listed for this reporting year. For permits not covered in questions 3 through 8 enter all other permits in question 9.

Stop Work Order: (Item 11) 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 12 and 13) Enter either 'Yes' or 'No' if procedures have been established.

Operating Permits: (Item 14a through 14f) 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 14a through 14e, please list the total number of operating permits issued in item 14f (Other). Enter a brief description of each of the additional operating permit in the space provided.

Fire Safety and Property Maintenance Inspections: (Item 15 through 17) Enter the total number of occupancies in this jurisdiction for each occupancy type listed in items 15a, 16a, and 17a. If the exact amount is unknown please enter an estimated amount. In items 15b, 16b and 17b: enter the total number of buildings inspected this reporting year, for each type of occupancy as described in 15a, 16a and 17a.

Code Compliance: (Items 18 through 26) Answer questions 18 through 26 based on your municipalities records 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 29) Answer questions 27 through 29 based on your municipalities records in regards to the administration and enforcement of the State Energy Conservation Construction Code.

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

Record Keeping: (Item 32) 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 e-mail) no signature is required.

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

CODES DIVISION
DEPARTMENT OF STATE

Submit by Email

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Jurisdiction _____

List of additional Code Enforcement Officials Enforcing the Uniform Code within your Jurisdiction.
Please do not include individuals whose duties are limited to Zoning and/or Planing functions.

Name	Title	E-mail Address	DOS CEO Certification #	Hours per Week

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