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

Submit by Email

Print Form

Reporting Year: 2011

19 NYCRR PART 1203
UNIFORM CODE: MINIMUM STANDARDS FOR ADMINISTRATION AND ENFORCEMENT

LOCAL GOVERNMENT

Uniform Code Administration and Enforcement Report

GENERAL INFORMATION

Municipality _____

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 within your municipality, please use page 6 of this form

CODE ENFORCEMENT

1a. Are third-party contracted services used to meet the requirements of 19 NYCRR Part 1203?

1b. If Yes, does the third-party meet the educational requirements of §1203.2(e)(1)?

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 municipality:

19 NYCRR PART 1203.3(a)

BUILDING PERMITS (Number of permits issued for this reporting year)

3. New One- or Two-family dwellings:

4. New Commercial/Industrial buildings:

5. New Hazardous (H) occupancies:

6. New Residential (R) occupancies: (not including One- or Two- Family)

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

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

9. All other permits (pools, sheds, decks, plumbing, HVAC, 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. Are operating permits required by the municipality?

14b. 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):

14c. 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:

14d. Use of pyrotechnic devices in assembly occupancies:

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

14f. 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:

14g . Other: Please Specify:

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

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

15a. Number of occupancies in this municipality:

15b. Number of occupancies inspected in this municipality:

Multiple Dwellings (not including dormitories):

16a. Number of buildings containing 3 or more dwelling units in this municipality:

16b. Total number of dwelling units in multiple dwellings: (contained in Item 16a)

16c. Number of multiple dwelling buildings inspected (from Item 16a):

Commercial/Industrial occupancies (not included above):

17a. Number of occupancies in this municipality:

17b. Number of occupancies inspected in this municipality:

19 NYCRR PART 1203 **SPECIAL INSPECTIONS**

18a. Are special inspections required by the municipality?

18b. Does the municipality retain special inspection reports?

18c. Is a statement of special inspections required as part of a condition for permit issuance?

18d. Are special inspection reports required to be submitted prior to the issuance of a certificate of compliance or completion?

19 NYCRR PART 1203 **CODE COMPLIANCE**

19a. 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

19b. 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

20a. 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

20b. If Yes, has the more restrictive local standard (requirements) for the Energy Code been filed with the Code Council, per Energy Law (Article 11-§109)?

☐ Yes ☐ No ☐ Unknown

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19 NYCRR PART 1203

CODE COMPLIANCE

21. Has the municipality adopted Green or Sustainable Building Standards for construction?

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

22. Please check all procedures used by the municipality to ensure compliance with the **Uniform Code**:

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

☐ Other (Please Specify): _____

23. Please check all procedures used by the municipality to ensure compliance with the **Energy Code**:

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

☐ Other (Please Specify): _____

24. On average, how many site inspections are conducted for **Uniform Code** compliance for each new residential building?

○ 0 ○ 1 ○ 2 ○ 3 ○ 4 or more

25. On average, how many site inspections are conducted for **Uniform Code** compliance for each new commercial building?

○ 0 -2 ○ 3-5 ○ 6-9 ○ 10 -14 ○ 15 or more

26. On average, how many site inspections are conducted for **Energy Code** compliance for each new residential building?

○ 0 ○ 1 ○ 2 ○ 3 ○ 4 or more

27. On average, how many site inspections are conducted for **Energy Code** compliance for each new commercial building?

○ 0 ○ 1 ○ 2 ○ 3 ○ 4 or more

19 NYCRR PART 1203

ENERGY CODE

28. Based on the municipality's records, what method of Energy Code compliance is submitted most often for Residential construction?
(Rank in order from 1 to 6, with 1 being the most used method)

Software RESCheck		Trade-off Method		Prescriptive Method	
Other Software Method		Worksheets (DOS Web site)		Energy Analysis Method	

29. Based on the municipality's records, what method of Energy Code compliance is submitted most often for Commercial construction?
(Rank in order from 1 to 6, with 1 being the most used method)

Software COMCheck		Trade-off Method		Prescriptive Method	
Other Software Method		Worksheets (DOS Web site)		Energy Analysis Method	

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19 NYCRR PART 1203.3(i)

COMPLAINTS

30a. Total number of all registered Uniform Code related complaints received for this reporting year: [ ]

31a. Total number of all registered Energy Code related complaints received for this reporting year: [ ]

30b. Total number of all registered Uniform Code related complaints acted upon 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? [ ]

ADDITIONAL INFORMATION

Additional information/comments:

SIGNATURE

Name and Title of person completing this form: _____

A Signature is not required when submitting this form electronically

E-mail Address: _____ Phone: _____

Signature: _____ Date: _____

Title 19 NYCRR 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: the deadline for the 2009 Reporting Year is January 30, 2010). **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 the Annual Local Code Administration and Enforcement Report form, and are intended to clarify the response required for a complete report. If you still have questions after reading the report form and these instructions, please call the Department of State, Division of Code Enforcement and Administration at (518) 474-4073.

GENERAL INFORMATION:

- Use one form for each municipality.
- The "Reporting Year" is the calendar year (January through December) for which the reported data has been collected.
- The "Code Official" is the official enforcing the New York State Uniform Fire Prevention and Building Code (Uniform Code) in the municipality.
- Provide the information for the primary code enforcement official. If the primary code enforcement official is not yet certified, enter the expected certification completion date, instead of the certification number, in the DOS certification # space.
- If there is more than one code enforcement official in the municipality, use page 6 to list the additional code enforcement officials. If an individual is not yet certified, enter the expected certification completion date, instead of the certification number, in the DOS certification # space.

CODE ENFORCEMENT: (Items 1a through 2b) Answer 1a and 1b based on the use of third-party contracted services for Uniform Code administration and enforcement in the municipality. Answer 2a and 2b to indicate who is responsible for performing fire safety inspections in the municipality.

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 Uniform Code in the municipality (example: Local Law #12 of 2006).

BUILDING PERMITS: (Items 3 through 10) Enter the number of building permits issued for each occupancy type listed. Building permits not included in 3 through 8 should be entered in 9. Enter the number of certificates of occupancy and/or compliance issued in 10.

STOP WORK ORDER: (Item 11) Enter the number of stop work orders issued. If none have been issued, enter 0.

NOTIFICATION OF FIRE OR EXPLOSION and UNSAFE STRUCTURES AND EQUIPMENT: (Items 12 and 13) Answer 'Yes' or 'No' if procedures have been established.

OPERATING PERMITS: (Items 14a through 14g) Answer 'Yes' or 'No' if operating permits are issued. If the answer is 'Yes," enter the number of operating permits issued for each of the items listed in 14a through 14f. If the municipality requires operating permits not listed in 14b through 14g, enter the number of those operating permits issued in 14f. Give a brief description of each of the additional operating permits in the space provided.

FIRE SAFETY AND PROPERTY MAINTENANCE INSPECTIONS: (Item 15 through 17) Enter the number of occupancies in the municipality for each occupancy type listed in 15a, 16a, and 17a. In 16b, enter the total number of dwelling units in the multiple dwelling buildings. Enter the total number of buildings inspected this reporting year in 15b, 16c and 17b:, for each type of occupancy as described in 15a, 16a and 17a. Note: If an exact number is unknown for 15 through 17, enter an estimated number.

SPECIAL INSPECTIONS: (Items 18a - 18d) Answer 18a through 18d in reference to special inspections as defined in §1702 of the *Building Code of New York State*.

CODE COMPLIANCE: (Items 19 through 27) Answer 19a through 27 based on the municipality's administration and enforcement of the Uniform Code and the Energy Code.

ENERGY CODE: (Items 28 through 29) Answer 27 through 29 based on the municipality's records in regards to the administration and enforcement of the Energy Code.

COMPLAINTS: (Items 30 - 31) Enter the number of Uniform Code- and Energy Code-related complaints received in 30a and 31a. Enter the number of Uniform Code- and Energy Code-related complaints acted upon in 30b and 31b. Note: If an exact number is unknown for 30 or 31, enter an estimated number.

RECORD KEEPING: (Item 32) Answer 'Yes or 'No' if a record keeping system for activities specified in 19 NYCRR Part 1203.3(a) has been established and maintained.

ADDITIONAL INFORMATION: Provide any additional information or comments that may prove helpful in processing the form.

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.

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Municipality _____

List of additional Code Enforcement Officials Enforcing the Uniform Code within your Municipality.
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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