

## **Fire Safety Inspections**

The Code Enforcement Office is responsible for the administration and enforcement of fire safety inspections of public assembly and all other commercial buildings and facilities throughout the city, including daycare and elder-care centers, foster homes, hospitals, hotels and motels, and other buildings upon request or complaint.

The inspections that are conducted can be broadly grouped into two categories: Annual and Tri-Annual. Assembly occupancies are inspected on an annual basis, all other occupancies are inspected on a Tri-Annual basis. The inspections are conducted by Fire Department staff and reports are returned to the Code Enforcement office.

Fire Department staff will contact you to set up the initial inspection of the property. If violations are found you, will be provided a list of items to correct. The Fire Department staff will set up a time for reinspection. Failure to correct items on the list will result in enforcement actions that could include fines or the posting of the building to not be occupied.

Once inspections are completed, the paperwork is turned back to the Code Enforcement Office and an Operating Permit is issued and a bill is generated for the inspection. The fees for inspections are based on the size of the building starting at \$150 for structures up to 10,000 square feet.

## **Multiple Dwelling Inspections**

There are two parts to consider regarding Multiple Dwellings. The first is that the common areas are required to be inspected once every three years. This is a New York State requirement. The Code Enforcement Office is also responsible for the administration and enforcement of fire safety inspections of Multiple Dwellings throughout the city. The inspections are conducted by Code Enforcement staff who will contact owners of Multiple Dwellings to set up the inspection. The second is that every multiple dwelling is required to register with the City annually and pay the registration fee. The fee for registration is \$15 per dwelling unit. Letters are sent to the owners of record of each multiple dwelling in July indicating the amount due for the registration.

## **FAQ's Fire & Multiple Dwelling Inspections**

[I just received a bill for an inspection. Why am I getting called for another inspection?](#)

[I received a Multiple Dwelling bill stating that I have more units than my building has?](#)

[I sold my property on a land contract, Why are you sending me the letter?](#)

**I just received a bill for an inspection. Why am I getting called for another inspection?**

In most cases you are receiving a bill from the previous years inspection and are being contacted for the current years inspection. Inspection lists are generated at the beginning of the calendar year and Fire Department staff set up and conduct inspections throughout the year. If your last inspection was completed in the later part of the previous year, you may receive a bill and in a very short period of time, be contacted for another inspection.

**I received a Multiple Dwelling bill stating that I have more units than my building has?**

The letters generated from the Code Enforcement Office are based on the records of the property. If you have converted the building without a building permit from a 4 unit to a 3 unit, the records will still indicate that you property is a 4 unit building. It is important to obtain a building permit for any conversion or alteration of the building.

**I sold my property on a land contract, Why are you sending me the letter?**

The City records will still list you as the owner of record even when you sell your property on a land contract and you are still responsible for the inspections.

**I recently sold my property, why am I receiving this letter?**

It currently takes approximately 4 or 5 weeks for the City to receive information from the County regarding the sale and new ownership information. Until this information is received you would still be listed as the owner of record.

**The Building is vacant? Or All the Utilities have been disconnected?**

Just because the building is not occupied or does not have the utilities connected does not automatically mean that the use has changed. Therefore, you are still required to be inspected based on the current classification of use.

It is important to note that the discontinuance of use of a property may require the new use to comply with the current laws. For example;

1. If you own a Multiple Dwelling in a Residential Zone that has sat vacant for a period of one year, the property can no longer be used as a Multiple Dwelling because the Zone prohibits Multiple Dwellings. This means that the property would have to be converted to a single family or two family dwelling through the issuance of a valid building permit.