



Town of Victor  
 Planning & Building Department  
 85 East Main Street  
 Victor, NY 14564  
 Ph. 585 742-5035 Fax (585) 742- 0202  
 E-mail: codes@townofvictorny.gov

## Place of Assembly Operating Permit Application

Applicant Information	
Name	E-mail
Address	Cell Phone

Business Information			
Business Name			Type of Business
Mailing Address			# of Occupants
Local Business Contact	Title	E-mail	Phone
Local Emergency Contact	Title	E-mail	Cell Phone
Corporate Name		Corporate Address	
Corporate Contact	Title	E-mail	Phone
Fire Alarm Provider	Contact Name	E-mail	Phone
Sprinkler Provider	Contact Name	E-mail	Phone

Property Owner Information			
Property Owner		Mailing Address	
Contact	Title	E-mail	Phone

Applicant Signature	
<p><b><i>Acceptance does not relieve the Applicant, Business, Parent Corporation or Agents thereof, from complying with all applicable provisions of the law and or codes whether stated, implied, or omitted in the application and submitted documentation. Incorrect information or failure to maintain the provisions of the permit, applicable codes, and laws, may result in revocation or suspension of the permit.</i></b></p>	
Signature	Date

**Application continues on reverse side. Please complete both Sides.**



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**Applicant Instructions**

The following information is required when applicable. Please supply the following documents.

- Certificate of Workman’s Compensation Insurance
- Certificate of Liability Insurance
- Certificate of Disability Insurance
- Fire Safety Evacuation Plan
- Fire suppression sprinkler system 3<sup>rd</sup> party inspection reports
- Fire alarm 3<sup>rd</sup> party inspection reports
- Kitchen hood 3<sup>rd</sup> party cleaning inspection reports
- Kitchen hood 3<sup>rd</sup> party fire protection inspection reports
- Fire extinguisher 3<sup>rd</sup> party inspection reports
- Emergency lights 3<sup>rd</sup> party inspection reports
- Emergency generator 3<sup>rd</sup> party inspection reports
- Elevator, Freight Elevator, and Escalator 3<sup>rd</sup> party inspection reports
- \$300.00 fee payable to the Town of Victor (Permit will not be processed until fee is paid.)

Prior to issuing the Operating Permit, an on-site inspection will be conducted. The inspection will include (but not limited to) the following features:

- Egress paths
- Fire protection systems and equipment
- Fire Department access
- Material storage
- Fire hazards
- Kitchen equipment
- Property maintenance

Office Use Only			
\$300 Fee Paid	Occupancy Class	Authorized Date	Receipt #
Documentation Accepted	Building Type	Issue Date	
Inspection Passed		Expiration Date	

Revised 12/16/2024

**Application continues on reverse side. Please complete both Sides.**