

TOWN OF RIVERHEAD - FIRE PREVENTION PERMIT APPLICATION  
4 W Second Street, Riverhead New York 11901 (631) 727-3200 x 601

**PLACES OF ASSEMBLY**

(50 OR MORE PERSON OCCUPANCY)

ANNUAL OPERATIONAL PERMIT – Fee Based on Occupancy

<b>50-250 \$258</b>	<b>251-500 \$413</b>	<b>501-1,050 \$723</b>	<b>Over 1,050 \$1,033</b>	<b>Place of Worship \$0</b>
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*Date of Application:* \_\_\_\_\_ *Tax Map No.* \_\_\_\_\_ *Permit Number.* \_\_\_\_\_

**Applicant Information:**

Name of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Property Owner Name (if different from applicant): \_\_\_\_\_

Contact Person -Name: \_\_\_\_\_ Phone No. \_\_\_\_\_ Email Address: \_\_\_\_\_

Emergency Contacts: 1. \_\_\_\_\_ Cell: \_\_\_\_\_ Home: \_\_\_\_\_

2. \_\_\_\_\_ Cell: \_\_\_\_\_ Home: \_\_\_\_\_

**Please attach:**

- Insurance Co. Name & Address and Policy Holder Name & Address
- Updated Certification of Inspection for Fire Alarm and Fire Sprinkler System (*if applicable*)
- Copy of Emergency Evacuation Plan

**If Applicable: (Commercial Kitchen)**

**Fixed Extinguishing System Inspection:**

Date of Inspection: \_\_\_\_\_ Company name: \_\_\_\_\_ License # \_\_\_\_\_

**Cooking Exhaust System/Vent Hood:**

Date of Last Cleaning: \_\_\_\_\_ Company Name: \_\_\_\_\_ License # \_\_\_\_\_

***Make check payable to: TOWN OF RIVERHEAD***

***SIGNATURE OF APPLICANT***

*The accuracy of the information, plans, diagrams and other facts submitted in conjunction with the application are the responsibility of the applicant. Any false statement made herein is punishable as a misdemeanor, pursuant to Section 210.45 of the New York State Penal Law.*

*This applicant hereby gives permission to Town of Riverhead Fire Marshal to conduct a fire safety inspection in accordance with Fire Prevention Code of State of New York.*

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Revised 9/2023