

# Village of Penn Yan

Office of Zoning and Building Inspection



The Village of Penn Yan is required by New York State to conduct Fire Safety and Property Maintenance Inspections of places of public assembly, multi-family dwellings and all non-residential properties. Local law §92-31.

Inspections are conducted by a Code Enforcement Officer or Building Safety Inspector. Occupancy use is used to determine the frequency of inspections, every one or two years. It is necessary to have a building representative accompany the inspector during the inspection. A fee will be charged for this service. An invoice and letter will be sent after the inspection. Where violations have been identified, the letter will serve as a Notice of Violation and Order to Remedy Violation(s).

The following list of commonly found fire safety violations serves as a guideline for owners, managers and operators of all occupancies in identifying and correcting potential fire code violations and life safety hazards through self-inspection. Please use this list to make repairs and/or corrections prior to scheduling an inspection.

## Premises Identification

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- The property address must be clearly displayed on the street side of the building; minimum number height of 4", stroke width of ½" and contrast.

## Emergency Exits or Means of Egress

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- All designated exit doors are unlocked and available for immediate use.
- All designated exit doors are easily identified, free of obstructions and open freely.
- Fire doors must be self-closing and latched in a closed position.
- All aisles, corridors, passageways and stairs leading to exit doors must be free of obstructions.
- EXIT signs are approved, clearly visible and illuminated.
- Lighted exit signs have power backup and are periodically inspected and tested.
- EXIT signs along the exit passageway every 100 feet.

## Fire Protection and Life Safety Systems FCNYS Chapter 9

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- Smoke detectors, one per floor.
- Carbon Monoxide (CO) detection is required in structures served by a fuel burning appliances. CO/smoke combination units are acceptable.
- Dwellings or Group R-2, R-3, R-4, I-1 require a smoke detector on the ceiling or wall in every sleeping area, outside of sleeping area, in each story within the dwelling unit including attics and basements.
- Fire extinguisher correct for the use, a minimum rating of 2-A:10-B:C is required.
- Fire extinguishers shall be fully charged, serviced annually with current service tag attached.
- Fire Extinguishers shall be visible, readily accessible with proper signage and mounted on wall at a minimum height of 4" and maximum height of 5' (40 lbs or larger at maximum height of 3.5'); one is required for every 3,000 square feet and maximum travel distance of 75'.
- Fire protection systems where installed must be in an operative condition, inspected and maintained.
- Fire protection systems require third party inspections, provide reports for sprinkler systems, fire and smoke alarm systems, fire department connections, generators, fire pumps.
- Sprinkler heads shall be free of dust or foreign matter and never painted.

## Electrical

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- Extension cords may only be used in temporary applications and must be free of damage.
- A minimum of 36" of clearance must be maintained around all electric service equipment, breaker panels and transformers.
- Electrical panels, junction boxes, outlets and switches shall be protected with approved cover plates.
- Electrical and mechanical rooms shall be labeled, lighting provided.
- Electric motors are free of accumulation of oil, waste and debris.

## Property Maintenance

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- All structures must be in good repair, structurally sound and maintained to prevent deterioration.
- Plumbing fixtures must be in working order, without leaking. Pressure-relief valve and discharge pipe shall be properly installed and maintained on hot water heaters.
- Premises shall be free of rubbish and garbage and kept in sanitary condition.
- Excessive weeds, grass and tree growth must be removed.
- Exhaust fans must be clean and free from dust or dirt.
- Exterior access must be maintained.
- Fire department connection must be clearly visible and readily accessible.
- Lockbox, where provided, must be accessible and have proper keys for complete building access.
- Fire hydrants must be visible and accessible.

## Housekeeping & Storage

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- Combustible storage is at least 18" below ceiling with sprinkler system and 24" below ceiling without sprinkler system.
- All combustible material should be at least three feet from heating appliances and are not to be stored in exits, electrical and mechanical rooms or under a staircase.
- Hazardous materials located inside the building on premise are limited to the maximum allowable quantity permitted.
- Flammable liquids and or hazardous chemicals must be stored in proper containers.
- Compressed gas cylinders are secured to prevent falling.
- Portable propane cylinders are outside, stored securely away from exit doors, ignition sources and tampering.

## Elevators

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- Third party annual inspection report, provide.

## Commercial Kitchens

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- Fire suppression systems require inspection, testing and maintenance every six months. Show records.
- Fire extinguisher, rated correctly, within 30 feet of commercial cooking. Class K fire extinguisher is for cooking oil fires.
- All cooking operations that produce heat, steam, smoke or grease-laden vapor must be located under an approved commercial kitchen exhaust hood and duct system.
- Exhaust hood and duct systems be kept free of grease residue, cleaned to bare metal.
- Grease traps are required. They must be maintained and emptied on a schedule. Show records.