



## Code Outreach Program – Fire Safety Inspections of Assembly Occupancies Part 3 of 3 – Post-Inspection and Follow-Up

This edition of the Code Outreach Program is the final part of a three-part series that addresses the typical inspection process of Assembly Occupancies. This final installment focuses on a few common post-inspection and follow-up recommendations for code enforcement officials and building safety inspectors.

**Please Note:** The information provided as part of this Code Outreach Program series is for informational purposes only and is not intended to be representative of every inspection or scenario. Inspectors will need to consult with their municipal attorney and review their local laws outlining their local enforcement program and review each occupancy individually to determine how to perform each inspection, how to issue violation notices or orders to remedy, the required frequency of inspections, etc.

Following any inspection, it is important to have a process for notifying the building owner of any violations found during the inspection as well as the time frame allotted for correcting those violations. [19 NYCRR Section 1203.5](#) is entitled “Compliance with an order to remedy”. Within this section are specific requirements and useful tools for issuing an order to remedy. These include but are not limited to: establishing a fixed 30-day time for compliance with an order to remedy, proper service of an order to remedy, and the ability to use other means of enforcing the code (such as issuing violation notices, appearance tickets, or stop work orders; revoking or suspending building permits, operating permits, or certificates of occupancy; condemning and/or placarding a building or taking any action authorized by the procedures for identifying and addressing unsafe structures and equipment established in the code enforcement program, etc.).

The notification itself should, at a minimum, include the following information:

- building owner and/or responsible party/authorized agent information (name, title, contact information),
- date of issuance of the notice/order,
- date of inspection,
- property address,
- Tax ID number,
- specific violations with cited code sections and/or photos of violations, if applicable,
- time frame for compliance (30 days for an order to remedy, *see* 19 NYCRR 1203.5 (c), (d) and (f)),
- inspector information (name, title, contact information), and
- proposed re-inspection date

Below is an example of a typical violation citation. Additionally, the following technical bulletin is useful for [Legal Citations to Code Provisions](#). Note: Although the technical bulletin references the 2016 Uniform Code Supplement, citations should be done to match the appropriate supplement in effect.

**Violation:** Main theatre first floor room 17B does not have a posted occupant load sign.

**Violation of:** Section 1031 of the 2015 International Fire Code (2015 IFC), as modified by Chapter 7, Item 7.22, Section 1031.11 of the 2017 Uniform Code Supplement, both the 2015 IFC and the 2017 Uniform Code Supplement being incorporated by reference in 19 NYCRR Section 1225.1 and being parts of the State Uniform Fire Prevention and Building Code adopted pursuant to Article 18 of the Executive Law. Section 1031.11 states: “**1031.11 Posting of occupant load.** Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. Posted signs shall be of an approved, legible, permanent design and shall be maintained by the owner or authorized agent.”

The DSBC and OFPC would like to thank all those who commented and contributed to this three-part inspection series. Please look for our next edition of the Code Outreach Program at the beginning of next month.

**DBSC - A Division of Department of State**  
**OFPC – An Office of the Division of Homeland Security & Emergency Services**

If you have questions pertaining to the Code Outreach Program, email us at [COP.codes@dos.ny.gov](mailto:COP.codes@dos.ny.gov)

If you have questions pertaining to the Uniform Code or Energy Code, email our technical support group at: [codes@dos.ny.gov](mailto:codes@dos.ny.gov)

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