



Village of Southampton  
23 Main Street  
Southampton, NY 11968  
**DEPARTMENT OF FIRE PREVENTION**  
Telephone 631 283-0247 Ext. 152  
Fax 631 283-0649  
Email: dmcnamara@southamptonvillage.org

**DEAN McNAMARA**  
Fire Marshal II

---

### PUBLIC ASSEMBLY PERMIT APPLICATION

- **Permit Fee \$150** made payable to the **Village of Southampton**
- A permit is required for any Public Assembly Occupancies which have an occupancy of 50 or more people.

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS OF BUSINESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

MAILING ADDRESS (if different from above): \_\_\_\_\_

\_\_\_\_\_ E-Mail \_\_\_\_\_

IS BUSINESS A CORPORATION? If so please list name(s) of corporate officers and titles:

\_\_\_\_\_

\_\_\_\_\_

NAME OF BUSINESS OWNER: \_\_\_\_\_

BUSINESS OWNER'S LEGAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

BUSINESS OWNER'S TELEPHONE NUMBER: \_\_\_\_\_

NAME OF ACTUAL PROPERTY OWNER: \_\_\_\_\_

OWNERS LEGAL ADDRESS: \_\_\_\_\_

OWNER'S TELEPHONE NUMBER: \_\_\_\_\_

**In case of emergency list two contacts and their telephone number:**

Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Required Documents:**

1. Attach a detailed floor plans drawn to scale, describing the intended use of all areas and showing all furniture, equipment, interior partitions and outdoor areas.
2. Attach a copy of your Village of Southampton certificate of occupancy or tenant certificate of occupancy and a copy of your survey showing all buildings, structures, dumpsters and uses on the property.
3. Attach a copy of your fire safety and evacuation plan for the premise.
4. In the case of a new owner, lessee, sublease, assignee or tenant an updated fire safety plan shall be provided to the Fire Marshal prior to opening to the public, including private parties.
5. Attach Fire safety and evacuation employee training records for the past calendar year.
6. Attach a copy of your Suffolk County Board of Health Permit(s).
7. Attach a copy of your New State Liquor License(s).

**Conditions:**

1. Permits shall not be transferable or assigned.
2. Permit expires each calendar year
3. Any changes in the activity, operation, location or ownership shall require that a new permit be issued.
4. A Copy of the approved permit shall be posted or otherwise readily accessible at each place or operation or carried by the permit holder.
5. No permit issued shall be interpreted as to justify any violations of the Village of southampton Code, New York State Uniform Building Codes or any other applicable law or regulation.
6. Any deviation from the floor plans submitted, which affects occupant load or exiting, without prior written approval of the Fire Marshal shall invalidate the permit.
7. The owner/tenant authorizes the applicant to consent to permit any employee of the Division of Fire Prevention to enter upon the premises without a search warrant for the purpose of inspecting the proposed regulated activity during normal operating hours.

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**\*\* Make \$150 check payable to Village of Southampton\*\***

-----

**TAX MAP # 904-** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**RECEIPT #** \_\_\_\_\_

**FM APPROVED:** \_\_\_\_\_

**CO# ISSUED:** \_\_\_\_\_