

PUBLIC SAFETY PLAN REVIEW APPLICATION  
**Carnivals, Circuses, Fairs, Festivals & Outdoor Assemblages**  
(Form BP-22)

---

---

**LYONS ENFORCEMENT OFFICE**  
43 PHELPS STREET  
LYONS, NY 14489  
(315) 946-6252 ext 24

---

---

**PART 1 – APPLICANT INFORMATION**

Name of Organization or Individual: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

**PART 2 – TYPE OF SPECIAL EVENT**

Name of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Rain Date(s): \_\_\_\_\_

Approximate Number of Attendees: \_\_\_\_\_  
*(anticipated attendance or based upon past attendance)*

Is an admission fee charged?     YES         NO

**PART 3 – DOCUMENTATION CHECKLIST**

**SUBMIT THIS APPLICATION WITH THE FOLLOWING ITEMS TO THE ABOVE ADDRESS:**

- (\_\_\_\_\_) WRITTEN EMERGENCY PLAN, TWO (2) COPIES
- (\_\_\_\_\_) SITE LAYOUT DIAGRAM, TWO (2) COPIES
- (\_\_\_\_\_) APPLICATION FOR USE OF PUBLIC FACILITIES (for use of public parks, streets, playgrounds, pavilions, gazebo, etc.), IF APPLICABLE

**A SEPARATE FIRE CODE OPERATING PERMIT IS REQUIRED FOR THE FOLLOWING ACTIVITIES CONDUCTED AT THE ABOVE NAMED EVENT:**

( ) TENTS: Operation of any tent over 200 square feet in area, or a canopy in excess of 400 square feet in area (use Tent Permit Application).

( ) PYROTECHNIC SPECIAL EFFECTS MATERIAL: Use or handling of pyrotechnic special effects material on, within, or on the premises of any structure of Group "A" occupancy as defined by the Building Code of New York State.

*PYROTECHNIC SPECIAL EFFECTS MATERIAL: A chemical mixture used in the entertainment industry to produce visual or audible effects by combustion, deflagration, or detonation.*

NOTE: A Fireworks Display Permit is required for any public or private fireworks display.

( ) AMUSEMENT BUILDINGS: Operation of a Special Amusement Building. Example: "Haunted House" attractions.

*SPECIAL AMUSEMENT BUILDING: A building that is temporary, permanent or mobile that contains a device or system that conveys passengers or provides a walkway along, around or over a course in any direction as a form of amusement arranged so that the egress path is not readily apparent due to visual or audio distractions or an intentionally confounded egress path, or is not readily available because of the mode of conveyance through the building or structure.*

( ) OPEN BURNING: Kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground (use Open Burning Permit Application)

A Fire Code Operating Permit will not be issued until an inspection has been performed and establishes to the satisfaction of the Code Enforcement Office that the requirements of the Fire Code of New York State are satisfied. A previous fire safety inspection cannot suffice for an Operating Permit application inspection. If necessary, tests to verify compliance with the Fire Code must be performed at the Applicant's expense and the reports of such tests must be provided to the Code Enforcement Office. Tests and reports needed to verify compliance with the Fire Code may include:

- Verification of inspection and testing of fire protection systems and emergency equipment.
- Verification of inspection of storage cylinders, tanks, or containers.
- Completion of a Hazardous Materials Notification Form.
- Submittal of Material Safety Data Sheets.
- Affidavits that the regulated party is in conformance with other State Agencies (Environmental Conservation, Health, Labor, etc.).
- Verification of employee training / certification, where required.

## PART 4 – OTHER EVENT INFORMATION

Will the event be held indoors?             YES             NO

Handicapped Accessibility:                 YES             NO

Electric / Lighting:                         YES             NO

If YES, how will electrical power be provided?

Existing Building

Extension cord

Temporary pole

Generator

Toilet Facilities:                             YES             NO

If YES, how will toilet facilities be provided?

Use of existing building

Temporary toilets

Water / Hydrant Use:                       YES             NO

Food Items for Sale and / or Distribution:  YES             NO

# of stands: \_\_\_\_\_

Cooking Facilities:                         YES             NO

If YES, type(s) of fuel to be used: \_\_\_\_\_

Non-Food Items for Sale / Distribution:  YES             NO

# of stands: \_\_\_\_\_

Alcoholic Beverages Sold / Distributed:  YES             NO

Music:                                         YES             NO

Barricades and / or Street Closings:     YES             NO

Parade / March / Motorcade:             YES             NO

Road Race / Run / Walk:                  YES             NO

Amusement Rides:                          YES             NO

Live Performance(s):                      YES             NO

Banners / Signage:                         YES             NO

Describe: \_\_\_\_\_

Other Activities (i.e. boats, hot air balloon, car show, stunt performers, etc.):

---

---

---

Describe method of trash collection, temporary storage and disposal:

---

---

Special requests for equipment and / or personnel (i.e. police for traffic control, ambulance standby, street barricades, fire watch, etc.):

---

---

---

---

**ALL CONDITIONS, SURROUNDINGS AND ARRANGEMENTS SHALL BE IN ACCORDANCE WITH THE FIRE CODE**

*I hereby accept full responsibility for adherence to all requirements of the Fire Code of New York State pertaining to the above application.*

\_\_\_\_\_

Signature of Person Completing this Application

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

*OFFICE USE ONLY*

Reviewed by:	<input type="checkbox"/> Code Enforcement Officer:	_____ Initials
	<input type="checkbox"/> Fire Chief:	_____ Initials
	<input type="checkbox"/> Law Enforcement:	_____ Initials
	<input type="checkbox"/> Highway / DPW Supt:	_____ Initials
	<input type="checkbox"/> Emergency Medical Services:	_____ Initials