


SUNY OSWEGO FACILITY SERVICES  
ENVIRONMENTAL HEALTH AND SAFETY

**Permits and Life Safety Inspections**

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| Procedure Number<br><b>EHS-P&amp;LSI</b>                             | Revision Number<br>01   | Effective Date<br>12/01/2018 |
| Approval Signature<br>J. Mitchell Fields<br>AVP- Facilities Services |  | Approval Date<br>12/01/2018  |

**1. PURPOSE**

SUNY Oswego strives to keep all students, staff, visitors and construction workers safe while at our campus. So that we can comply with the Rules and Regulations of the State of New York, we have summarized requirements for 19 NYCRR Part 1203 and 1204, also Building and Fire Codes.

**2. SCOPE**

This procedure will be followed by Environmental Health Safety, Code Compliance personnel along with Major Projects and Facilities Maintenance Operations Project Coordinators.

**3. DEFINITIONS**

**Code** - The New York State Uniform Fire Prevention, Maintenance and Building Codes.

**Code compliance certificate** - A written document issued by a construction-permitting agency indicating that the agency has discovered no material deviations from applicable code provisions in a building or structure or in work performed, and authorizing the use or occupancy of a particular building, structure, or equipment.

**Building Permit** - means a building permit, construction permit, demolition permit or permit that authorizes the performance of work.

**Certificate of Occupancy** - means a certificate of occupancy, certificate of compliance, or other certificate granting permission to use or occupy a building or structure or any portion thereof.

**Construction emergency** - Damage to or a malfunction in buildings or property of the State of New York caused by an unanticipated, sudden and unexpected occurrence which involves a pressing necessity for immediate repair, reconstruction or maintenance in order to permit the safe continuation of a necessary public use or function, or to protect the property of the State of New York, or the life, health or safety of any person.

**Construction-permitting agency** - Oswego State University of New York, the State University Construction Fund, the Dormitory Authority of the State of New York and any other State agency so designated by the Secretary of State.

**Custody** - The effective control of a building or structure.

**Code coordinator(s)** – (Fire Marshal and then Building Safety Inspector) shall complete a course of instruction as specified by the Secretary. When a State agency has designated more than one code coordinator, one of the coordinators shall be identified as responsible for the State agency's overall compliance with this part.

#### **4. REGULATORY REQUIREMENTS**

**Construction Permits** - No State agency shall commence the erection, construction, enlargement, alteration, improvement, relocation, removal, or demolition of any building or structure without first obtaining a construction permit from the Campus Fire Marshal's Office or a construction-permitting agency. Work which is not subject to the Uniform Code shall not require a permit.

No permit shall be required for the performance of necessary repairs which do not substantially affect structural elements and/or the plumbing, electrical, or heating/ventilation systems, nor for the construction of storage facilities of less than 3000 cubic feet per the discretion of the Fire Marshal's office. No permit shall be required for work costing \$20,000 or less on an existing building provided that such exemption does not conflict with the procedures of any construction-permitting agency involved in the project. Any exemption from the requirement to obtain a Permit shall not be deemed to be an authorization for work to be performed in violation of the Uniform Code or Energy Code. All work shall nevertheless be done in conformance with the Uniform Code and subject to final inspection.

**Prior to the issuance of a construction permit** - the Construction Company or Project Coordinator shall provide the Fire Marshal's office the following information a minimum of two weeks before any work is started, if applicable:

- (1) Description of the site upon which the proposed work is to be done.
- (2) Description of the use or occupancy of all parts of the land and of the proposed building or structure.
- (3) Where work is proposed for an existing structure, a description of the current use or occupancy of the structure.
- (4) Description of the work proposed to be undertaken with code path.
- (5) The name(s) of the State agency which will have custody of the structure during construction and after the project is completed.
- (6) A complete set of plans and specifications for the proposed project.

The issuing agency may waive the requirement for plans and specifications where the work to be done involves minor alterations or where plans and specifications are otherwise unnecessary.

A permit shall not be issued unless the proposed work is determined to be in conformance with the requirements of the Uniform Code. The authority conferred by a permit may be limited by conditions contained therein.

A construction permit issued may be suspended or revoked by the issuing agency if it is determined that the work to which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit or if there has been a misrepresentation or a falsification of a material fact in connection with the application for the permit.

## **5. INSPECTION DURING CONSTRUCTION.**

**Fire Marshal, Building Inspector or Designee** - shall inspect work during the course of construction so as to observe the foundation, framing, superstructure, electrical system, plumbing system, heating/ventilating/air conditioning system, fire protection and detection system, and exit features. Where the subject of a construction permit exceeds 20,000 cubic feet, a final inspection must be performed by the construction-permitting agency which issued the construction permit before a code compliance certificate may be issued.

## **6. USE AND OCCUPACY OF BUILDINGS.**

Upon the completion of all projects for which a construction permit has been issued the project shall obtain a code compliance certificate from the Fire Marshal or office that issued the construction permit. No building erected subject to the Uniform Code shall be used or occupied until a code compliance certificate or a temporary approval for

occupancy is issued. No building enlarged or altered, or upon which work has been performed which is subject to provisions of the Uniform Code, shall continue to be occupied or used unless a code compliance certificate or a temporary approval for occupancy is issued.

**7. Stop Work Orders and Revocation of Permits and Certificates.**

The Fire Marshal's Office or a construction-permitting agency may suspend or revoke a construction permit, a code compliance certificate, or a temporary approval for occupancy issued by such agency, or it may issue a stop work order halting construction under its jurisdiction, if violations of the Uniform Code or this Part are discovered and it is determined to be in the best interests of public safety or of the State of New York to do so.

**8. FIRE SAFETY INSPECTIONS.**

All buildings or portions thereof within the custody of a State agency shall be inspected at least once per year. A report setting forth the findings of the inspection shall be prepared by the agency's code coordinator.

Bona fide complaints alleging conditions in violation of the Uniform Code shall be investigated and when necessary inspections shall be conducted. All code violations shall be correct within a reasonable amount of time after their discovery.

Inspections must be performed under the current Fire and Property Maintenance Codes (Use current code). It may also be necessary to review 19 NYCRR Parts 1225, 1226, 1228, and any other applicable Part, including any emergency rules.

**9. RECORD KEEPING**

All inspection reports and required documentation will be kept in Environmental Health and Safety for 7 years and in Facilities for the life of the building.

**10. REFERENCES**

Building/Fire Code of New York State  
19 NYCRR Part 1203 and 1204