

INCORPORATED VILLAGE OF EAST ROCKAWAY
376 ATLANTIC AVENUE-P.O. BOX 189
EAST ROCKAWAY, NEW YORK 11518
(516) 887-6300
FAX (516) 887-6305

2024 Application - Business License

Note: Licenses must be renewed in January every year, expires on January 31st of each year-Fee \$25.00
Application and permit are good only for one year, and are not transferable or assignable.

Applicant agrees to abide by all the Village of East Rockaway Codes and regulations.

NAME OF BUSINESS: _____	PROPERTY OWNER: _____
BUSINESS OWNER: _____	OWNER ADDRESS: _____
BUSINESS ADDRESS: _____	OWNER PHONE: _____
BUSINESS EMAIL: _____	OWNER EMAIL: _____
BUSINESS PHONE: _____	EMERGENCY CONTACT PHONE: _____

FOR RETAIL BUSINESS ONLY:

MERCHANDISE TO BE SOLD: _____

FLAMMABLE/HAZARDOUS MATERIALS ON PREMISES: (LIST PRODUCT & AMOUNT)

FLAMMABLE: _____
HAZARDOUS: _____

PROPERTY ZONE: (CHECK ONE)

RESIDENCE A RESIDENCE B COMMERCIAL A INDUSTRIAL A INDUSTRIAL B
WATERFRONT WATERFRONT COMMERCIAL COMMERCIAL RECREATION

The Village Code can be found on our website at www.VillageofEastRockaway.org. As part of the licensing approval process a site visit by our Village inspector is required. Please note that it is important to adhere to the regulations set forth by our municipality. Any construction or alteration to the designated space must be accompanied by a valid building permit. To schedule a site inspection or if you require further clarification regarding the building permit process, please contact our office at 516-887-6310 Monday through Friday, 9:00 a.m. to 4:00 p.m.

Checks should be made payable to Inc. Village of East Rockaway.

Signature _____ Date: _____



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PHONE (516) 887-6300
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WWW.VILLAGEOFEASTROCKAWAY.ORG

MAYOR
GORDON J. FOX

DEPUTY MAYOR
BRUNO F. ROMANO

BOARD OF TRUSTEES
TIM O'HAGAN
FRANK PASSANISI III
ANTHONY J. SANTINO

Dear Business Owner,

I hope this letter finds you well, please find enclosed your **2024 Business License Renewal** application. As we begin the annual renewal process I would like to provide some information and reminders.

As part of the renewal procedure, a site visit by our Village Inspector is required. The primary purpose of this visit is to ensure that your business location complies with local regulations and safety standards. For your convenience I have enclosed a **Building Safety Inspection Checklist**.

As a reminder, any change of use of your building, proposed construction, or alteration to the designated space must be accompanied by a valid building permit. We highly encourage you to reach out to our office for guidance and clarification should you plan any structural modifications.

Additionally, it is crucial to adhere to our village's signage regulations. As per Village of East Rockaway code § 244 Signs, please note the following requirements:

Prohibited Use of Wind-Driven Animated Signage: The use of signage devices designed to wave, spin, or engage in any other wind-driven animation is strictly prohibited. Such signage can create visual distractions and may pose hazards to pedestrians, motorists, and the general public.

Illuminated Signage and Lighting Devices: Ensure that illuminated signs or lighting devices are positioned in a manner that avoids glare or reflections onto public streets. This will help maintain driver visibility and prevent potential traffic hazards or nuisances.

Storefront Window Signage: Please avoid covering storefront windows with excessive signage or objects that obstruct more than 20% of the available window space. Clear and unobstructed storefront windows not only enhance the visual appeal of your business but also contribute to an added layer of security.

If your business requires a **Public Assembly** or **Entertainment License** please submit the renewal application enclosed.

We are here to assist you. If you wish to schedule a site inspection or need further clarification regarding the permitting process or signage regulations, please do not hesitate to contact our office at 516-887-6310.

Thank you for your commitment to our community. We look forward to continuing our partnership and ensuring that your business thrives in the Village of East Rockaway.

Sincerely,


Theresa Gaffney

Village Clerk-Treasurer



INCORPORATED VILLAGE OF
EAST ROCKAWAY

DEPARTMENT OF BUILDING, ZONING
AND CODE ENFORCEMENT
376 ATLANTIC AVE, PO BOX 189
EAST ROCKAWAY, NY 11518-0189
PH: 516-887-6310 FAX: 516-887-6311
www.villageofeastrockaway.org

John F. Felbinger
Superintendent of Buildings

Juan A. Garcia, P.E., C.F.M.
Village Engineer

BUSINESS OWNER/PUBLIC ASSEMBLY LICENSE
BUILDING SAFETY INSPECTION CHECKLIST

THE FOLLOWING IS A GENERAL GUIDE IN KEEPING YOUR BUILDING / TENANT SPACE IN CONFORMANCE WITH THE NYS FIRE AND PROPERTY MAINTENANCE CODES. CONFORMANCE TO BE VERIFIED AT YOUR YEARLY INSPECTION BY THE EAST ROCKAWAY BUILDING DEPT.

1. Is the address of your property clearly visible and marked in large numbers that can be clearly visible from the street? Numbers shall be minimum 4" high and contrast with the background.
2. Is there at least one fire extinguisher within 75 feet travel distance from anywhere in the building and near the exits? They shall be mounted and readily accessible and visible to anyone in the building. Extinguishers not exceeding 40 lbs. shall be mounted so the tip is no higher than 5'-0" above the floor. Extinguishers over 40 lbs. the top shall be mounted no higher than 42". No extinguishers shall have their bottom closer than 4" to the floor. Extinguishers shall have a 2A 10BC classification or greater. Except by kitchen hoods (see below). All fire extinguishers shall be inspected and serviced every year and tagged accordingly.
3. Is there a class K fire extinguisher mounted per code with 30 feet of the commercial kitchen hood in the same room? Class K extinguishers are specifically for grease fires.
4. Are exit doors easily operable without special knowledge or a key? No dead bolts.
5. Do all exits have an illuminated exit sign above them? Change bulbs and ensure they have battery backup to remain illuminated after a power outage. Minimum 90 minute TEST annually and provide affidavit.
6. Are exits, doors, corridors and passageways free from all obstructions? A path of egress must be maintained to the exit doors, and outside until the occupant gets to a public way. Egress paths shall be 36" wide in occupancies less than 50 persons and 44" wide in occupancies more the 49.
7. Are all emergency lights working? During a power outage they shall remain illuminated for a minimum of 90 minutes to allow for egress out of the building. Minimum 90 minute TEST annually and provide affidavit.

8. All electrical panels shall have a minimum of 30" clear in front. All breakers shall be labeled and no empty spaces in the panel. Panel doors to remain closed. TEST annually and provide affidavit.
9. Are extension cords used for temporary wiring? They shall be of good quality and sized for that specific load to minimize risk of fire from overloading. Electrical receptacles shall have no more than one item plugged in per outlet. One multi plug outlet strip with an integral circuit breaker may be used for each 2 plugs in the outlet.
10. Are electrical appliance cords in good repair? Examine cords for signs or fraying or damage and replace as needed.
11. Are electrical boxes, switches and outlets equipped with covers to protect the user from shock? Cover plates are required.
12. Are all garbage containers at least 5 feet away from combustible walls, roofs, windows or door openings? This eliminates the risk of a trash fire catching onto the building. Keep trash receptacles out of the path of egress exit travel.
13. Are all stored materials stacked so they are at least two feet below the ceiling? Storage should be kept in an orderly manner with at least two feet of clearance to the ceiling in building not equipped with a sprinkler system, 18" if equipped with a sprinkler system. These clearances are important for two reasons. 1) They allow an area for smoke to collect in the event of a fire, giving person additional time to exit the building. 2) They allow a clear area for sprinkler heads to work properly.
14. Are there less than 5 gallons of flammable liquid being stored on site? Small quantities of flammable combustible liquids must be stored in approved or rated safety containers that are designed for the type of liquid being stored. If quantities of more than 5 gallons are being stored, are they in UL or FM listed cabinets or safety cans? It is advised that you do not store any flammable or combustible materials in your building or tenant space.
15. If you have a fire sprinkler system, has it been tested and serviced? Your system must be checked by a licensed fire sprinkler company to ensure that the system is in working order. Fire sprinkler systems require inspection/certification to NFPA #25 standards. DO NOT HANGE ANTHING ON THE SPRINKLER PIPING. Supply report to the fire marshal.
16. If you have a fire alarm system in your building, has the system been tested and serviced for the upcoming season? Your fire alarm system must be checked annually by a New York State Licensed Alarm Installer to ensure the system is in working order. Fire alarms require annual inspection/certification to NFPA #72 standards. Supply report to the fire marshal.
17. Is the area around your house, furnace, boiler, water heater, or other heat producing appliance clear of combustibles? Keeping a minimum of 36" clear area around any heat producing equipment minimizes the chance of it igniting combustible materials due to the radiant heat the appliance produces.

18. If your building has a cooking equipment exhaust hood, has been the hood cleaned? Proper cleaning of the vent hood at least 4 times a year minimizes the chance of fire that could result from excessive grease build up. Hoods, ducts and grease filters require quarterly cleaning and certification to NFPA #96 standards. Supply the report to the fire marshal.
19. Has the fire suppression system in your cooking equipment exhaust hood been serviced? Proper maintenance of the hood suppression system must be performed every 6 months by a company licensed and certified to service the system. Supply report to the fire marshal.
20. Your cooking exhaust hood must overhang all cooking surfaces a minimum of 6" horizontally and be no higher than 48" above the cooking surface. Grease exhaust ducts must be minimum 16ga. Welded steel, terminate at the exterior of the building with clearances as per the NYS Mechanical Code. Generally, the exhaust fan must be a minimum of 18" away from combustible construction must be fire wrapped and/or provide minimum clearances per code.
21. Are other types of exhaust fans in the building operating, clean and free from dust, grease and/or fat buildup and vented directly to the exterior? Fires have started in ceiling fans in kitchens and restrooms due to buildup.
22. Are there missing or damaged walls or ceilings in the building? These can compromise the fire-safety system of the building and violate health department regulations.
23. Are steps, stairs, floor, decks, balconies, guard and hand railings structurally sound? Reinforce as required to avoid injury to customers and employees.
24. In buildings with a carbon monoxide source such as gas cooking equipment, boilers, furnaces, garages, fireplaces and gas heaters, carbon monoxide detectors must be installed and within 15 feet of every sleeping area of the building on all floors.
25. In buildings where there are sleeping quarters, smoke detectors must be installed in every sleeping room on each floor as well as outside the sleeping areas on each floor.
26. Did you get your health department inspections from the county and or the state as applicable? Provide copy to the village and mediate any issues found on their report.
27. Does your facility have any up to date fire evacuation plan and fire safety plan? The fire evacuation plan shall be posted in a visible location for both employees and customers to readily view. If there are other languages spoken that must be in that vernacular language as well as English.
28. Fire escapes are structurally sound and in good operable condition.
29. Finished sheetrock ceiling over boiler/furnace/water heater?
30. All interior information signs are installed? (i.e. boiler room, handicap accessibility, meter room, no exit, storage room, electrical room, no smoking, maximum occupancy sign)
31. Are licenses and certifications prominently displayed for the public.