



# VILLAGE OF WAPPINGERS FALLS

Office of Building, Planning & Zoning  
Office of Code Enforcement / Office of the Fire Inspector  
2582 South Avenue, Wappingers Falls, NY 12590  
Phone: (845)297-5277 fax: (845)296-0379  
[www.wappingersfallsny.gov](http://www.wappingersfallsny.gov)

To whom it may concern:

The New York State Legislation enacted legislation to amend the New York State Building and Fire Prevention Code. These changes found within the New York State Rule and Regulations at Part 1203 of Title 19, (19NYCRR1203) require that each municipality ensure that its local code of ordinance sets forth appropriate procedures and policies to enforce minimum standards as established by the State. The class of buildings/structures impacted by this new requirements are primary those used for commercial purposes and include those used as places of public assembly, multiple dwelling (both residential and non-residential), dormitories and various commercial activities deemed "hazardous" due to types of materials handled, manufactured or store on the premises.

If your property is used as either a place of public assembly with a maximum occupancy in excess of 50 persons, dormitory or if the usage at the premises includes the manufacturing, storage or handling of certain quantities of hazardous materials or the conducting of certain hazardous processes and activities, there shall be an inspection performed by the Village **once every twelve (12) months** (i.e., annually). Moreover, an Operating Permit must also be obtained from the village as part of the inspection process. By contrast, if the property is used for purposes generally accepted and understood to be of a commercial nature (e.g., retail,) or a place of public assembly with a maximum occupancy load less than 50 person, the inspection shall be perform **once every three (3) years**.

Please be advised that there is a **fee per each commercial use associated with this inspection**, and this fee must be paid prior to the performance of the inspection. If there is a failure to pay the fee, the village can assess delinquent fee against the property with all other property taxes, or even seek a court judgment. The fee schedule is as follows:

Fire Safety & Property Maintenance Inspections

Base Fee includes application, initial inspection and one re-inspection. Additional inspections require an additional fee.

### ALL OTHER NON-RESIDENTIAL BUILDINGS SUBJECT TO INSPECTION

Floor Space	Base Fee	Additional Inspections
0 to 10,000 sq. ft.	\$150.00	\$75.00
Over 10,000 to 50,000 sq. ft.	\$200.00	\$100.00
Over 50,000 to 100,000 sq. ft.	\$400.00	\$200.00
Over 100,000 sq. ft.	\$500.00	\$250.00

### MULTIPLE USE OR MULTIPURPOSE

Base Fee	Additional Inspections
\$150.00 for each commercial use and an additional \$10.00 for any dwellings units in the building	\$75.00 for first plus \$5.00 per additional unit

### MULTIPLE DWELLINGS & DORMITORIES

Base Fee	Additional Inspections
\$75.00 for common areas and first unit plus \$10.00 per each additional unit that is not owner occupied.	\$50.00 for first plus \$5.00 per additional unit that is not owner occupied.

Please complete the enclosed **1203 Building Inspection Application** (to be completed by the property owner) and the **1203 Building Inspection Application-Operating Permit or Fire Safety Inspection** (to be completed by each facility owner). Then return it to the Zoning and Planning Department, we request that you please make certain that the correct information, current and complete information is include on the application to ensure there is no difficulty in contacting the appropriate person, officer, etc., regarding these matters.

If you have any questions, you may contact the Zoning and Planning Department at (845) 297 -5277. Your anticipated attention and cooperation are greatly appreciated by the Village as we continue to fulfill our obligation to protect the health and safety of our citizens.

Thank you.

Sincerely,

Office of Building, Planning & Zoning