



Department of Code Enforcement
 Village of Port Chester
 222 Grace Church Street, Suite 203
 Port Chester, NY 10573
 914-305-2552



RENEWAL NOTICE

RE: FIRE SAFETY AND PROPERTY MAINTENANCE INSPECTION PROGRAM

Dear Sir/Madam/Corp:

Please be advised that New York State Law (Article 18 of the Executive Law) requires that the Village establish a Fire Safety and Property Maintenance Inspection Program. The Village has promulgated its Fire Safety & Property Maintenance Inspection Program in accordance with the above referenced law. As such, effective July 19, 2021, all places of public assembly, multiple-family dwellings (3 or more dwelling units), and non-residential establishments will be subject to regular and periodic fire safety and property maintenance inspections by Village of Port Chester Code Enforcement Personnel.

Please be advised: All places of public assembly will be inspected in intervals that do not exceed one (1) year. All multiple-family dwellings and non-residential establishments will be inspected in intervals that do not exceed 18 months.

Your business/premises are due for its Fire Safety & Property Maintenance Inspection. Please fill out and submit the enclosed application, along with the correct fee as listed below, and we will contact you to schedule the inspection.

Properties that are in compliance will receive a Certificate of Compliance that must be notably displayed on the premises. Properties that are not in compliance shall be issued a notice to correct the violation. If the violation is not corrected by the time of the re-inspection, the owner shall be subject to penalties listed under Chapter 151-17 of the Village Code.

Prior to the inspection, the owner must pay the fee as shown below:

RESIDENTIAL MULTIPLE DWELLINGS	FEE
Multiple Dwellings 3 Units	\$250 (Base Fee)
Multiple Dwellings 4 – 20 Units 4 Units - \$275 10 Units - \$425 16 Units - \$575 5 Units - \$300 11 Units - \$450 17 Units - \$600 6 Units - \$325 12 Units - \$475 18 Units - \$625 7 Units - \$350 13 Units - \$500 19 Units - \$650 8 Units - \$375 14 Units - \$525 20 Units - \$675 9 Units - \$400 15 Units - \$550	\$275.00 to \$675.00 (\$250 Base Fee + \$25.00 for each additional unit after the 3 rd)
Multiple Dwellings 21 + to No Maximum 21 Units - \$690 26 Units - \$765 31 Units - \$840 22 Units - \$705 27 Units - \$780 32 Units - \$855 23 Units - \$720 28 Units - \$795 33 Units - \$870 24 Units - \$735 29 Units - \$810 34 Units - \$885 25 Units - \$750 30 Units - \$825 35 Units - \$900 \$15.00 for each additional unit No Maximum	\$675 (20 Unit Base + \$15.00 for each additional unit No Maximum)



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PLACES OF PUBLIC ASSEMBLY	FEE
Places of Public Assembly 50 to 99 occupants	\$350
Places of Public Assembly 100 to 199 occupants	\$450
Places of Public Assembly 200 to 499 occupants	\$600
Places of Public Assembly 500 and up	\$900

NON-RESIDENTIAL / COMMERCIAL SINGLE USE PROPERTIES	FEE
Non-Residential Properties 500 to 9,999 sq. ft.	\$350
Non-Residential Properties up to 10, 000-19,999 sq. ft.	\$450
Non-Residential Properties up to 20, 000-29,999 sq. ft.	\$550
Non-Residential Properties up to 30, 000-39,999 sq. ft.	\$650
Non-Residential Properties up to 40, 000-49,999 sq. ft.	\$750
Non-Residential Properties up to 50,000 -59,999 sq. ft.	\$850
Non-Residential Properties up to 60,000 sq. ft. to No Maximum	\$950

MULTI-TENANT NON-RESIDENTIAL / COMMERCIAL PROPERTIES	FEE
COMMON AREAS OUTSIDE OF THE TENANTS SQ FT WILL BE ADDITIONAL FEES. THESE COMMON AREA FEES ARE PROPERTY OWNERS RESPONSIBILITY	
Multi-Tenant Non-Residential Properties 0-125 sq. ft.	\$ 25.00
Multi-Tenant Non-Residential Properties 126-250 sq. ft.	\$ 50.00
Multi-Tenant Non-Residential Properties 251-350 sq. ft.	\$ 70.00
Multi-Tenant Non-Residential Properties 351-499 sq. ft.	\$100.00
Multi-Tenant Non-Residential Properties 500 - 999 sq. ft.	\$150.00
Multi-Tenant Non-Residential Properties 1,000 - 1,999 sq. ft.	\$200.00
Multi-Tenant Non-Residential Properties - 2,000 – 2,999 sq. ft.	\$250.00
Multi-Tenant Non-Residential Properties - 3,000 – 3,999 sq. ft.	\$350.00
Multi-Tenant Non-Residential Properties - 4,000 – 4,999 sq. ft.	\$450.00
Multi-Tenant Non-Residential Properties - 5,000 – 5,999 sq. ft.	\$550.00
Multi-Tenant Non-Residential Properties - 6,000 – 6,999 sq. ft.	\$650.00
Multi-Tenant Non-Residential Properties - 7,000 – 7,999 sq. ft.	\$750.00
Multi-Tenant Non-Residential Properties - 8,000 – 8,999 sq. ft.	\$850.00
Multi-Tenant Non-Residential Properties - 9,000 – 9,999 sq. ft.	\$950.00



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MIXED-USE WITH RESIDENTIAL & COMMERCIAL MULTI-TENANT PROPERTIES	FEE
Multiple Dwellings 3 Units	\$250 (Base Fee)
Multiple Dwellings 4 – 20 Units 4 Units - \$275 10 Units - \$425 16 Units - \$575 5 Units - \$300 11 Units - \$450 17 Units - \$600 6 Units - \$325 12 Units - \$475 18 Units - \$625 7 Units - \$350 13 Units - \$500 19 Units - \$650 8 Units - \$375 14 Units - \$525 20 Units - \$675 9 Units - \$400 15 Units - \$550	\$275.00 to \$675.00 (\$250 Base Fee + \$25.00 for each additional unit after the 3rd)
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Multi-Tenant Non-Residential Properties 0-125 sq. ft.	\$ 25.00
Multi-Tenant Non-Residential Properties 126-250 sq. ft.	\$ 50.00
Multi-Tenant Non-Residential Properties 251-350 sq. ft.	\$ 70.00
Multi-Tenant Non-Residential Properties 351-499 sq. ft.	\$100.00
Multi-Tenant Non-Residential Properties 500 - 999 sq. ft.	\$150.00
Multi-Tenant Non-Residential Properties 1,000 - 1,999 sq. ft.	\$200.00
Multi-Tenant Non-Residential Properties - 2,000 – 2,999 sq. ft.	\$250.00
Multi-Tenant Non-Residential Properties - 3,000 – 3,999 sq. ft.	\$350.00
Multi-Tenant Non-Residential Properties - 4,000 – 4,999 sq. ft.	\$450.00
Multi-Tenant Non-Residential Properties - 5,000 – 5,999 sq. ft.	\$550.00
Multi-Tenant Non-Residential Properties - 6,000 – 6,999 sq. ft.	\$650.00
Multi-Tenant Non-Residential Properties - 7,000 – 7,999 sq. ft.	\$750.00
Multi-Tenant Non-Residential Properties - 8,000 – 8,999 sq. ft.	\$850.00
Multi-Tenant Non-Residential Properties - 9,000 – 9,999 sq. ft.	\$950.00



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MIXED USE – RESIDENTIAL & COMMERCIAL WITH SINGLE COMMERCIAL TENANT	FEE
Multiple Dwellings 3 Units	\$250 (Base Fee)
Multiple Dwellings 4 – 20 Units 4 Units - \$275 10 Units - \$425 16 Units - \$575 5 Units - \$300 11 Units - \$450 17 Units - \$600 6 Units - \$325 12 Units - \$475 18 Units - \$625 7 Units - \$350 13 Units - \$500 19 Units - \$650 8 Units - \$375 14 Units - \$525 20 Units - \$675 9 Units - \$400 15 Units - \$550 Multiple Dwellings 21 + to No Maximum 21 Units - \$690 26 Units - \$765 31 Units - \$840 22 Units - \$705 27 Units - \$780 32 Units - \$855 23 Units - \$720 28 Units - \$795 33 Units - \$870 24 Units - \$735 29 Units - \$810 34 Units - \$885 25 Units - \$750 30 Units - \$825 35 Units - \$900 \$15.00 for each additional unit No Maximum	\$275.00 to \$675.00 (\$250 Base Fee + \$25.00 for each additional unit after the 3rd) \$675 (20 Unit Base + \$15.00 for each additional unit No Maximum) SEE BELOW FEES
Mixed Use Properties up to 9,999 sq. ft.	\$350.00
Mixed Use Properties up to 10,000 - 19,999 sq. ft.	\$450.00
Mixed Use Properties up to 20,000 - 29,999 sq. ft.	\$550.00
Mixed Use Properties up to 30,000 - 39,999 sq. ft.	\$650.00
Mixed Use Properties up to 40,000 - 49,999 sq. ft.	\$750.00
Mixed Use Properties up to 50,000 - 59,999 sq. ft.	\$850.00
Mixed Use Properties up to 60,000 sq. ft. to No Maximum	\$950.00

MOBILE FOOD PREPARATION VEHICLE (FOOD TRUCKS)	FEE
Fire Safety Inspection	\$250.00
Re-Inspection	\$100.00



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ADDITIONAL DEPARTMENT INSPECTIONS	FEE
Flammable Storage (Propane etc.)	\$150.00
Sprinkler Hydrostatic/Standpipe Test	\$150.00
Sprinkler Flow Test	\$150.00
Fire Alarm Test	\$150.00
Kitchen Fire Suppression (ANSUL) Test	\$150.00
Fire Pump Test	\$150.00
Failed Systems	\$150.00
Alarm Tests	\$150.00
Alarm Re-sets (Following a Fire Call)	\$150.00
Follow-Up	\$150.00
Knox Box (There is a one-time fee. Includes a site inspection)	\$150.00
Grease Traps / Interceptors (Required for all food preparation & vehicle service locations)	\$150.00
Sump Pumps (Site Inspection when conducted in conjunction with the Fire Safety Inspection)	\$150.00

RE-INSPECTION & CANCELLATION FEES	FEE
First Re-inspection	\$100.00
Additional Re-inspection(s)	\$125.00
Missed Appointment	\$ 50.00

The fees shown above will be based on the occupancy type. Mixed use buildings shall require an inspection and fee paid for each occupancy and/or business present. Failure to allow the required inspection and/or to pay the required fee by the time of inspection is a violation of the Village Code and may subject the owner to additional enforcement action as set forth in Chapter 151-17 of the Village Code. Enforcement action may include obtaining a search warrant from the Village of Port Chester Justice Court to conduct an inspection of the premises. Please remit your payment and make your check or money order payable to the Village of Port Chester.

We have attached a summary checklist of the priority Minimum Fire Safety requirements for most establishments. For questions and/or to schedule an inspection please call (914) 305-2552. For correspondence via Email, please send to both Lorraine Battista-Ferretti, Sr. Office Assistant, at LBattista-Ferretti@portchesterny.gov & Olga Barajas, Office Assistant at OBarajas@portchesterny.gov

Respectfully,

Lawrence Chiulli
 Director of Code Enforcement