



INC. VILLAGE OF WESTBURY, N.Y.

DEPARTMENT OF BUILDINGS

235 Lincoln Place, Westbury, NY 11590

516-334-1700 Fax 516-334-7388

buildingsdept@villageofwestbury.org

PUBLIC ASSEMBLY LICENSE FILING REQUIRMENTS AND FEE SCHEDULE

A PUBLIC ASSEMBLY LICESNE IS REQUIRED ANNUALLY FOR ALL PLACES WHERE PEOPLE GATHER (e.g. RESTAURANTS, BARS, CLUBS, CONCERT HALLS, GYMS, CATERING HALLS, CHURCHES, etc.)

1. Applications should be completed and submitted with the corresponding fee:

The annual fee is based on occupancy as follows:

0-100 persons	\$50
101-300 persons	\$100
301-500 persons	\$150
501+ persons	\$250

2. Mail application along with corresponding fee to:

Village of Westbury
Building Department
235 Lincoln Place
Westbury, NY 11590

3. Upon receipt of application and fee, you will be contacted by a Building Department Inspector to schedule a date and time for the required Building and Fire Codes compliance inspection.

4. Upon the completion of the inspection, if approved, a Public Assembly License will be issued.

(See page 2 for Public Assembly License Application)



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PUBLIC ASSEMBLY LICENSE APPLICATION

Date of Application ____/____/____ Section _____ Block _____ Lot _____

Property Location _____

Type of Business _____ Occupancy Limit: _____

Name of Establishment: _____ Tel. No. (____) _____

Owner Information:

Manager Information:

Name: _____

Name: _____

Address: _____

Address: _____

Tel. No. (____) _____

Tel. No. (____) _____

Applicant's Signature: _____ Dated ____/____/____

FOR DEPARTMENT USE ONLY

Application No. _____ Date Entered: ____/____/____ Clerk's Initials: _____

Fee Amount: \$ _____ Paid Check No. _____ Receipt No. _____
 Cash

Date of Inspection: ____/____/____ Inspector: _____

Approved Denied

Date: ____/____/____

VOW Building Department Official

Permit No.