

GENERAL INSTRUCTIONS

Complete all items that apply to your establishment.

All applicants must complete sections A,B,G,& H. If you have any questions, contact the local health department that issues your permit.

SECTION A: Facility Information

Facility Name, Facility Address, Telephone Number, Fax Number and Municipality: Self explanatory

Capacity

- A. Food services: enter actual seating capacity, or enter 00 for take out only.
- B. Recreational vehicle parks, campsites, agricultural fairgrounds and mobile home parks: enter the number of actual sites.
- C. Children's camp: enter the maximum number of campers the camp is approved for at one time.
- D. Temporary residences and migrant farmworker labor camps, swimming pools, bathing beaches, mass gatherings: enter the maximum number of people the facility is approved to hold.
- E. Recreational aquatic spray ground: enter 00.

Facility Status: Check either profit or nonprofit. If nonprofit, submission of documentation (incorporation paper) verifying status may be required.

Facility Type: From the list below enter the facility type that best describes the main or primary operation of the facility. Some multiple operation facilities may require submission of separate permit application(s). Please consult the health department that issues your permit with any questions.

Facility Types

Agricultural Fairgrounds

Bathing Beaches

Freshwater River
Impoundment/Pond
Lake
Ocean Surf
Other Saltwater

Campground/Recreational Vehicle Park

Children's Camps

Day Camp
Day Camp –
Developmentally Disabled
Day Camp –
Municipal
Day Camp –
Traveling
Overnight Camp
Overnight Camp –
Developmentally Disabled
Overnight Camp –
Municipal

Mass Gathering

Migrant Farm Worker Housing

Farm Labor Housing

Mobile Home Parks

Recreational Aquatic Spray Grounds

Indoor
Outdoor

Swimming Pools

Indoor
Outdoor
Indoor/Outdoor
Wave Pool – Indoor
Wave Pool – Outdoor
Wave Pool – Indoor/Outdoor
Aquatic Amusement – Indoor
Aquatic Amusement – Outdoor
Aquatic Amusement – Indoor/
Outdoor
Spa

Temporary Residences

Labor Camps other than Migrant
Interior Corridor – Single Story
Interior Corridor – Two Story
Interior Corridor – Three Story
Interior Corridor – Four or more Story
Exterior Corridor – Single Story
Exterior Corridor – Two Story
Exterior Corridor – Three Story
Exterior Corridor – Four or more Story
Cabin or Bungalow Colony

Food Service Establishment

Restaurant
Caterer
School
Institution
State Office for the Aging (SOFA) –
Prep Site
State Office for the Aging (SOFA) –
Satellite Site
Summer Feeding Program (USDA) –
Prep Site
Summer Feeding Program (USDA) –
Satellite Site

Temporary Food

Mobile Food

Vending Food Machines

State Agency Licensed Facilities

State Licensed Inspected Facility
State Owned Operated Facility
Day Care Center – Residential
Day Care Center – Non-Residential

Water Supply/Sewage System:

Check "public" if the facility is serviced by a municipal or public system. Check "private" (onsite) if the system(s) and its operation is onsite and only for this facility. A water/sewage system that is commonly used by several establishments (i.e.: a mall operation) would be a public system.

Operations under this registration:

Provide the number of specific operations that apply to this registration. Complete even if the primary or main operation of the facility was identified under the facility type. A swimming complex with one spa, one beach, one indoor and two outdoor pools would report a facility type swimming pool-indoor and enter 1 for spa, 1 for bathing beach, 1 for indoor pool and 2 for outdoor pools in the operations under this registration Section A. Some facilities with multiple operations require separate applications, (i.e., a food service operated at a swimming pool complex would require a separate swimming pool and food service application, and would report their specific operations on the appropriate application forms).

Expected Opening/Closing Date:

Enter the expected opening and closing dates (i.e., June 1 is 06/01). If the operation is year-round, enter 01/01 for opening and 12/31 for closing.

Days of Operation:

Check each box for the day(s) the facility will be open under routine operation.

Hours of Operation:

Enter the hour the facility is expected to open and close under routine operation. Circle A.M. or P.M. as appropriate.

SECTION B: Operator/Owner Information**Name of Legal Operator or Operating Corporation (Person in Charge)**

Enter name of the legal entity that operates the facility. If the facility is operated by a corporation, enter the name of the operating corporation and the name of the person in charge of the day to day operation. Provide the name(s) of the corporate officers/partners in Section F.

Permanent Address of Operator and Telephone Number

Enter the mailing address including street, city, state and zip code where the legal operator wants to receive mailed correspondence. Enter the telephone and fax number of the legal operator.

Employer Identification/Social Security Number

Enter the name of the owner of facility if different from the operator.

Email Address and Fax No.

Enter the email address and fax no. where important health and safety alert messages should be sent during an emergency.

Name of Owner

Enter the name of the owner of facility if different from the operator.

Permanent Address of Owner and Telephone Number

Enter the mailing address and telephone number of the owner if different from operator.

SECTION C: Complete only for temporary food service establishments, regulated under Subpart 14-2 NYSSC**SECTION D: Complete only for mobile food service vehicles or pushcarts, regulated under Subpart 14-4 NYSSC**

Check the appropriate type of unit. If motorized, provide the license plate number. Provide the name and address of the commissary where the food is prepared. Attach a separate list of the types of food(s) and/or beverages to be served.

SECTION E: Complete only for food/beverage vending machines regulated under Subpart 14-5 NYSSC

Attach a list of the number and type of food dispensing machines including the address and telephone number of each site under this permit.

SECTION F: Partners and Corporation Officers

If a facility is operated by a partnership or corporation, provide the name, title, permanent mailing address and telephone number of all corporate officers or partners involved in the operation or ownership of the facility.

SECTION G: Workers' Compensation and Disability Insurance

Check the appropriate box(s) and submit a copy of the form(s) with this application to demonstrate compliance with the Workers' Compensation Law.

SECTION H: Signature

Provide the signature of the individual operator, a corporate officer or other authorized identified official in Section F. Please print the name, title and date in the space provided. **Failure to sign the form may delay issuance of your permit to operate. Operation without a valid permit is a violation of the State Sanitary Code and is punishable by fines.**

SECTION I: To be completed by the local health department

Section D: Complete for mobile food service establishments or pushcarts only.

Type of Vehicle Motorized Pushcart Other (specify) _____

Motor vehicle license no. (for motorized vehicles)

Commissary name _____

Address _____

City _____ State _____ Zip _____ Telephone no. () _____

List on separate sheet types of food and beverages served.

Section E: Food and beverage machines only. Attach a list of all machine locations and food dispensed.

Section F: Partners and Corporate Officers

List all partners and corporate officers in the operation of the facility. Include vice president(s), secretary, treasurer. Attach DOH-2135 (or additional sheets) as necessary.

Name	Title	Address	Telephone No.
			()
			()
			()
			()

Section G: Workers' Compensation and Disability Insurance (All applicants must complete this section).

Check the appropriate box(s) and submit a copy of the form(s) with this application to demonstrate compliance with the Workers' Compensation Law.

A. Workers' Compensation and Disability Insurance Coverage Provided

Workers' Compensation

- Form C-105.2 Certificate of Workers' Compensation Insurance **OR**
- Form U-26.3 Certificate of Workers' Compensation Insurance **OR**
- Form SI-12 Certificate of Workers' Compensation Self-Insurance **OR**
- GSI-105.2 Certificate of Participation in Workers' Compensation Group Self-Insurance

AND

Disability Insurance

- DB-120.1 Certificate of Disability Benefits **OR**
- Form DB-155 Certificate of Disability Benefits Self-Insurance

B. Workers' Compensation and Disability Insurance Coverage Provided NOT Provided.

- Form CE-200 Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage

Section H: Signature (Entire section must be completed by all applicants).

FALSE STATEMENTS MADE ON THIS APPLICATION ARE PUNISHABLE UNDER THE PENAL LAW.

Failure to sign this form may delay issuance of your permit to operate. Operation without a valid permit is a violation of the State Sanitary Code.

Signature of individual operator or authorized official _____

Print name of person signing _____ Title _____ Date _____

Section I: FOR OFFICE USE ONLY

Permit issuance recommended? Yes No Permit Effective Date Permit Expiration Date

Conditions of approval _____

Signature _____ Title _____ Date _____

Temporary residences; Application fees.

Every application for a permit or for a renewal of a permit to operate a temporary residence pursuant to Article XI, section 873.1181 of the Westchester County Sanitary Code shall be accompanied by a nonrefundable application fee based on the temporary residence's rental capacities and facilities as specified in the following tables:

Temporary Residence (Number of Rental Units or Lots)	Application	Fee
1 to 20		\$175.00
21 to 50		\$265.00
51 to 100		\$345.00
101 to 200		\$460.00
201 or more		\$650.00

Temporary residences with food service establishments are required to pay the following cumulative charges in addition to the basic rental capacity charge:

Food Service Establishment (Based on seating capacity)	Fee
0 to 100	\$630.00
101 to 200	\$900.00
201 or more	\$1180.00
Frozen dessert	\$25.00

Temporary residences with swimming pools or bathing beaches are required to pay the following cumulative charges in addition to the basic rental capacity charges and the food service establishment charges:

Type	Fee per Year
Swimming pool 50 persons or greater	\$555.00
Swimming pool less than 50 persons	\$275.00
Spa/whirlpool	\$275.00
Wading pool	\$275.00
Bathing beaches	\$275.00

Corporation Officers and Partners

INSTRUCTIONS: This form must be completed for all Children’s Camps, Temporary Residences, Swimming Pools, Bathing Beaches and Mobile Home Parks operated and/or owned by private corporations or partnerships. One form must be completed for each corporation or partnership involved in the operation or ownership of the facility. This form must be completed and submitted every five years or each time there is a change in officers or partners.

NAME	TITLE	PERMANENT MAILING ADDRESS	EMAIL ADDRESS

Date Completed _____ Name of Preparer _____

Telephone Number _____ Signature _____

Written Notification for Supervision of Bathing Facilities at Temporary Residences & Campgrounds

Facility Name: _____ Owner/ Operator: _____

Facility Address: _____ County: _____

Effective November 15, 2000, Subparts 6-1, Swimming Pools and 6-2, Bathing Beaches, of the New York State Sanitary Code allow temporary residence or campground operators to select the level of supervision to be provided at their pool and/or beach. (Exception: Supervision Level I must be provided at ocean surf beaches.) **When Supervision Level III or IV is selected, use of a temporary residence or campground bathing facility by persons other than registered overnight patrons of the facility or their guests is prohibited.** Each temporary residence and campground operator must notify the permit-issuing official (PIO) in writing of the level of supervision they will use at their bathing facility. Operators who subsequently want to change the level of supervision they are providing must again notify their PIO in writing of the proposed change at least 15 days prior to making the change.

Note: If, as a result of this code amendment, you change the way you supervise your bathing facility and/or the procedure used to notify guests of the supervision level provided, you must submit a revision of your written safety plan to the PIO.

SECTION A

Effective date of supervision level: _____

What level(s) of supervision will be used? **Circle all that apply.**

(II a)
"Pool Only" Lifeguard

(II b)
"Pool/Beach" Lifeguard

(III)
Responsible Person

(IV)
Sign Option

Please complete Section B if different types of supervision will be used to cover different operating conditions; e.g., pool/beach is used by other than registered overnight patrons, lifeguards provided during times of heavy use, etc.

SECTION B

Describe your plan for informing the patrons who use your bathing facility of the level of supervision in effect during different operating conditions; e.g., different signs posted at the pool or beach, brochures distributed with schedule telling the type of supervision provided, etc. Additional space is provided on the reverse side.

Name/Title of Person Completing Form

____/____/____
Date

Return to Local Health Department:
