

## 2022 Code Administration Report

### General Information

#### Instructions ▼

##### Are you using a supported web browser?

Make sure the web browser application you are using is updated to the most current release before proceeding. This form should work with current versions of *Chrome*, *Edge*, *Firefox*, and *Safari*. We recommend that you not use *Internet Explorer*, which is no longer supported by the underlying software for this form.

##### You may complete this form over multiple sessions.

This form will save your work on your computer as you go. If you close your browser before submitting your work, your answers should load again the next time you open the form. The data are stored by your web browser in a storage space it manages, so you must open the form again on the same computer and with the same browser to retrieve your work. You must also be logged in as the same user each time if your computer requires you to log in with a username and password.

##### Who must complete this form?

The official who oversees code enforcement activities for your local government must complete this form. If your local government has transferred such responsibilities to another local government by opting out of enforcement or entering a shared services agreement as provided by law, then this official will be part of the other local government. Do not complete this form if you are not responsible for code enforcement activities in this local government's jurisdiction.

#### Instructions

The *Reporting Year* is the calendar year (January through December) for which the reported data have been collected. The *Uniform Code* is the New York State Uniform Fire Prevention and Building Code. The *Energy Code* is the New York State Energy Conservation Construction Code. The *Code Official* is the official enforcing the Uniform Code or Energy Code in the local government.

If you are submitting on behalf of a local government that administers the Uniform Code or the Energy Code for other local governments, you must submit a separate report on each city, town, village, and county for which you administer those services.

[dos.sm.codes.1203ReportForm@dos.ny.gov](mailto:dos.sm.codes.1203ReportForm@dos.ny.gov) or calling (518) 474-4073.

Jurisdiction ▼

Name of Local Government\*

Provide the full name of the local government (e.g. for counties, "Albany County" and for others, "City of Albany", "Village of Cayuga Heights", etc.) for which you are reporting activities relative to administration and enforcement of the Uniform Code and/or Energy Code. You can type part of the local government's name and choose from the list that appears.

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## 2022 Code Administration Report

### Municipality Information

#### Responsibility for Administration of Uniform Code and Energy Code in Whoville (00000000FAKE) ▼

**Has Whoville opted out of enforcing the Uniform Code and Energy Code? \***

Answer "yes" only if the municipality adopted a local law which was in effect during the reporting period and provided it will not enforce the Uniform Code and Energy Code pursuant to Executive Law § 381(2).

☐ Yes

☐ No

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**Has Whoville entered into an agreement pursuant to General Municipal Law, Article 5-G, with one or more other local governments to jointly administer the Uniform Code or Energy Code as authorized by Executive Law Section 381(2)? \***

☐ Yes

☐ No

**Does Whoville employ any code enforcement officials or building safety instructors to support its administration of the Uniform Code or Energy Code? \***

If yes, you will be prompted later in the submission to identify these personnel. Answer no if personnel who administer code for the city are not employees of the city.

☐ Yes

☐ No

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# 2022 Code Administration Report

## Scope of Report

### Submitting Official ▾

Your earlier responses indicate Whoville is responsible for its own administration of the Uniform Code and Energy Code. You must be an employee of the city to submit this report. \*

☐ OK

Name\*

Business Phone\*

Provide business phone number with area code.

Business Email\*

The e-mail receipt for this submission will be sent to this address.

Business Address\*

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**City**

For business address

**Zip Code\***

This report pertains to Whoville, and it will be submitted by Whoville.

You must report on administration of the Uniform Code for Whoville in this report. \*

☐ OK

You must report on administration of the Energy Code for Whoville in this report. \*

☐ OK**Reporting Period ▼****Does reported activity cover the full calendar year 2022? \***

Answer yes if reported code enforcement activities cover the full calendar year 2022 from January 1 to December 31. Answer no if they cover only part of the year. You should only answer no if responsibility for enforcement was transferred to or from another jurisdiction during the calendar year.

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Yes

☐ No

Except where otherwise indicated, information provided in this report should reflect the status of the city as of Dec 31, 2022. Information provided regarding activities that happened *during* the reporting period should include any activities that happened from Jan 1, 2022 to Dec 31, 2022. \*

☐ OK

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## 2022 Code Administration Report

### Administrative and Legislative Context

#### How Responsibility Is Assigned ▾

Are third-party contracted services used to meet the requirements of 19 NYCRR Part 1203?\*

☐ Yes

☐ No

Does the fire department perform fire safety inspections?\*

☐ Yes

☐ No

#### Legislative Authorization ▾

Please list the local law(s), ordinance(s) or other legislation that provides for the administration and enforcement of the Uniform Code and/or the Energy Code in Whoville: \*

Enter the name and number of the local law, ordinance, and/or regulation that provides for the administration and enforcement of the Uniform Code in the city (example: Local Law #12 of 2006)



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## Local Legislative Modifications of Uniform Code Standards ▾

Does the city have in effect any local law or ordinance that imposes construction standards that are more stringent, less stringent, or otherwise different from the requirements imposed by the *Uniform Code*? \*

Answer "Yes" if the city has any standards in place that may be subject to Executive Law Article 18, Section 379.

☐ Yes

☐ No

## Local Legislative Modifications of Energy Code Standards ▾

Does the city have in effect any local law or ordinance that imposes energy conservation standards that are more stringent, less stringent, or otherwise different from the requirements imposed by the *Energy Code*? \*

Answer "Yes" if the city has any standards in place that may be subject to Energy Law § 11-109.

☐ Yes

☐ No

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# 2022 Code Administration Report

## Permitting

### Building Permits ▾

#### Instructions for this section

Enter the number of building permits issued for each occupancy type listed.

#### (A) One-family dwellings, two-family dwellings, and townhouses

##### (A)(1) New construction\*

12<sup>3</sup>

##### (A)(2) Additions, alterations, or repairs of existing\*

12<sup>3</sup>

#### (B) Other residential occupancies

Exclude one-family dwellings, two-family dwellings, and townhouses reported above

##### (B)(1) New construction\*

12<sup>3</sup>

##### (B)(2) Additions, alterations, or repairs of existing\*

12<sup>3</sup>

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Include commercial, industrial, and hazardous occupancies

**(C)(1) New construction\*****(C)(2) Additions, alterations, or repairs of existing\*****(D) Other permits****(D)(1) All other permits (pools, sheds, decks, plumbing, HVAC, etc.)\***

This number should include all building permits not included in figures reported above.

**(D)(2) Certificates of occupancy or compliance issued for all occupancies\***

Enter the number of certificates of occupancy and/or compliance issued here.

**Operating Permits ▼ PART 1****Are operating permits required in the city? \***

Throughout the reporting period, operating permits were defined in the Uniform Code under Section 108 of the 2017 Uniform Code Supplement as follows:

- 108.8 Operating permits.

Where the stricter of the Authority Having Jurisdiction's Code Enforcement Program or

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conduct an activity or to use a category of building, the person or entity shall conduct such activity or use such category of building without obtaining an operating permit from the Authority Having Jurisdiction. The procedures for applying for, issuing, revoking, and suspending operating permits shall be as set forth in the stricter of the Authority Having Jurisdiction's Code Enforcement Program or a Part 1203-Compliant Code Enforcement Program.

For the sample form only, if you answer yes for operating permits go to the Operating permits PART 2 on this sample form.

☐ Yes

☐ No

Stop Work Orders ▾

Number of Stop Work Orders issued in reporting year\*

Enter the number of stop work orders issued. If none have been issued, enter 0.

12<sup>3</sup>

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# 2022 Code Administration Report

## Permitting

### Building Permits ▾

#### Instructions for this section

Enter the number of building permits issued for each occupancy type listed.

#### (A) One-family dwellings, two-family dwellings, and townhouses

##### (A)(1) New construction\*

12<sup>3</sup>

44

##### (A)(2) Additions, alterations, or repairs of existing\*

12<sup>3</sup>

44

#### (B) Other residential occupancies

Exclude one-family dwellings, two-family dwellings, and townhouses reported above

##### (B)(1) New construction\*

12<sup>3</sup>

4

##### (B)(2) Additions, alterations, or repairs of existing\*

12<sup>3</sup>

4

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Include commercial, industrial, and hazardous occupancies

**(C)(1) New construction\*****(C)(2) Additions, alterations, or repairs of existing\*****(D) Other permits****(D)(1) All other permits (pools, sheds, decks, plumbing, HVAC, etc.)\***

This number should include all building permits not included in figures reported above.

**(D)(2) Certificates of occupancy or compliance issued for all occupancies\***

Enter the number of certificates of occupancy and/or compliance issued here.

**Operating Permits ▼ PART 2****Are operating permits required in the city? \***

Throughout the reporting period, operating permits were defined in the Uniform Code under Section 105 of the 2020 NYSFC:

- **105.6 Operating permits.**

Where the stricter of the Authority Having Jurisdiction's Code Enforcement Program

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conduct an activity or to use a category of building, the person or entity shall conduct such activity or use such category of building without obtaining an operating permit from the Authority Having Jurisdiction. The procedures for applying for, issuing, revoking, and suspending operating permits shall be as set forth in the stricter of the Authority Having Jurisdiction's Code Enforcement Program or a Part 1203-Compliant Code Enforcement Program.

☒ Yes☐ No

**Manufacturing, storing, or handling hazardous materials in quantities exceeding those listed in Tables 5003.1.1 (1-4) of the 2020 New York State Fire Code (see part NYCRR Part 1225):\***

This is a required question

**Hazardous processes and activities, including but not limited to, commercial and industrial operations which produce combustible dust as a by product, fruit and crop ripening, and waste handling:\***

This is a required question

**Use of pyrotechnic devices in assembly occupancies:\***

**Buildings containing one or more areas of public assembly with an occupant load of 100 or more persons:\***

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Buildings whose use or occupancy classification may pose a substantial potential hazard to public safety, as determined by the government or agency charged with or accountable for administration and enforcement of the Uniform Code:\*

12<sup>3</sup>

Parking garages:\*

12<sup>3</sup>

Are other kinds of operating permits required in the city? \*

☐ Yes

☐ No

Stop Work Orders ▾

Number of Stop Work Orders issued in reporting year\*

Enter the number of stop work orders issued. If none have been issued, enter 0.

12<sup>3</sup>

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## 2022 Code Administration Report

### Practices

#### Notification of Fire or Explosion ▼

Have procedures been established for notification by the chief of your fire department(s) regarding fire or explosion involving any structural damage, fuel burning appliance, chimney, or gas vent?\*

☐ Yes☐ No

#### Unsafe Structures and Equipment ▼

Have procedures been established for identifying and addressing unsafe structures and equipment?\*

☐ Yes☐ No

#### Procedures for Assuring Compliance with Uniform Code ▼

Please identify all procedures used by the city to assure compliance with the Uniform Code:

☐ Field Inspections

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☐ Plan Reviews☐ Software Report or Printout☐ Compliance Checklist☐ Other

## Procedures for Assuring Compliance with Energy Code ▾

Please identify all procedures used by the city to ensure compliance with the Energy Code:

☐ Field Inspections☐ Plan Reviews☐ Software Report or Printout☐ Compliance Checklist☐ Other

## Record Keeping ▾

Has a system of records of the features and activities specified in 19 NYCRR 1203.3(a-j) been established and maintained?\*

Reset Saved **Yes**

☒ Yes

☐ No

Does the city utilize computer software to support your Uniform Code or Energy Code administration? \*

☐ Yes

☐ No

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## 2022 Code Administration Report

### Inspections

#### Fire Safety and Property Maintenance Inspections ▾

Use this section to report information regarding fire safety and property maintenance inspections performed in the city *during* the reporting period. In reporting numbers of buildings and occupancies, include *only* those which Whoville is required to inspect pursuant to 19 NYCRR 1203.3(h). Do not include those for which a state agency, such as the New York State Office of Fire Prevention and Control, or another local government is responsible.

##### (A) Buildings Containing One Or More Areas of Public Assembly in Whoville

An area of public assembly is any area with an occupant load of 50 or more

##### (A)(1) Number of buildings\*

##### (A)(2) Number of buildings inspected\*

During the reporting period

##### (A)(3) Number of buildings not inspected in the last 12 months\*

As of Dec 31, 2022, the last day of the reporting period

##### (B) Buildings Containing 2 or More Dwelling Units in Whoville

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**(B) Buildings Containing 3 or more dwelling units in your AHJ**

- buildings containing areas of public assembly reported in (A)(1) above or
- dormitories reported in (C)(1) below.

**(B)(1) Number of buildings\***

12<sup>3</sup>

**(B)(2) Number of dwelling units in buildings reported in question (B)(1) above\***

12<sup>3</sup>

**(B)(3) Number of buildings inspected\***

During the reporting period

12<sup>3</sup>

**(B)(4) Number of buildings not inspected in the last 36 months**

As of Dec 31, 2022, the last day of the reporting period

12<sup>3</sup>

**(C) Dormitories in Whoville**

**(C)(1) Number of buildings in the city \***

12<sup>3</sup>

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### (C)(2) Number of buildings inspected

During the reporting period

12<sup>3</sup>

### (C)(3) Number of buildings not inspected in the last 12 months\*

As of Dec 31, 2022, the last day of the reporting period

12<sup>3</sup>

### (D) Nonresidential Buildings in Whoville

Do not include:

- buildings containing areas of public assembly reported in (A)(1) above;
- buildings containing 3 or more dwelling units reported in (B)(1) above; or,
- dormitories reported in (C)(1) above.

### (D)(1) Number of buildings\*

12<sup>3</sup>

### (D)(2) Number of buildings inspected\*

During the reporting period

12<sup>3</sup>

### (D)(3) Number of buildings not inspected in the last 36 months\*

As of Dec 31, 2022, the last day of the reporting period

12<sup>3</sup>

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## Special Inspections ▼

### Instructions for this section

Answer questions in this section in reference to special inspections as defined in Section 1702 of the Uniform Code.

Are special inspections required in the city? \*

☐ Yes

☐ No

## Construction Activity and Compliance ▼

For each of the following project categories, provide the total number of projects in each category that were completed during the year covered by this report and the number of such completed projects that complied with the applicable requirements of the Energy Code:

New commercial building construction projects completed\*

1<sup>2</sup>3

Completed new commercial building construction projects that are compliant\*

1<sup>2</sup>3

New residential building construction projects completed\*

1<sup>2</sup>3



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**Completed new residential building construction projects that are compliant\***

**Existing commercial building renovation projects completed\***

**Completed existing commercial building renovation projects that are compliant\***

**Existing residential building renovation projects completed\***

**Completed existing residential building renovation projects that are compliant\***

**With respect to the response to previous question, provide a description of the methods used to verify such compliance with the Energy Code.**

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Average number of uniform code inspections per

## Construction Project

### Average Number of Energy Code Inspections Per Project ▾

#### Estimation of Numbers Reported for This Section ▾

**Are any of the numbers reported in this section estimates?\***

Answer 'Yes' if any of the numbers of occupancies or inspections reported were estimated rather than tabulated from electronic records or manual counting of records.

☐ Yes

☐ No

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## 2022 Code Administration Report

### Energy Code Compliance

#### Instructions ▼

The State Energy Conservation Construction Code (Energy Code) was amended and updated in its entirety, effective May 12, 2020. The amended and updated version of the Energy Code includes specific requirements relating to construction documents, applications for building permits, approvals of applications for building permits, and inspections and tests to be performed during construction. The questions in this section of this Report relate to the city's familiarity with, and ability to enforce, these provisions.

The term "residential building" includes: (1) detached one-family dwellings having not more than three stories above grade plane; (2) detached two-family dwellings having not more than three stories above grade plane; (3) buildings that (i) consist of three or more attached townhouse units and (ii) have not more than three stories above grade plane; (4) buildings that (i) are classified in accordance with Chapter 3 of the 2015 International Building Code (as amended) in Group R-2, R-3 or R-4 and (ii) have not more than three stories above grade plane; (5) factory manufactured homes (as defined in section 372(8) of the New York State Executive Law); and (6) mobile homes (as defined in section 372(13) of the New York State Executive Law). For the purposes of this definition of the term "residential building," the term "townhouse unit" means a single-family dwelling unit constructed in a group of three or more attached units in which each unit (i) extends from the foundation to roof and (ii) has open space on at least two sides.

Did any Energy Code permitting or inspection functions performed in the city involve commercial buildings? \*

☐ Yes

☐ No

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## Substantive requirements for construction documents

Does the city require that construction documents submitted as part of an application for a building permit show the following data and features of the building in sufficient detail to determine whether a building does or does not comply with the energy code:

	Yes	No
Representation of building's thermal envelope?*	<input type="radio"/>	<input type="radio"/>
Insulation materials and their R-values?*	<input type="radio"/>	<input type="radio"/>
Fenestration U-factor and solar heat gain coefficient (SHGC)?*	<input type="radio"/>	<input type="radio"/>
Area-weighted U-factor calculations and SHGC values (where applicable)?*	<input type="radio"/>	<input type="radio"/>
Mechanical system design criteria (Manual "J" and Manual "S" for residential buildings)?*	<input type="radio"/>	<input type="radio"/>
Mechanical and service water heating system and equipment types, sizes, and efficiencies?*	<input type="radio"/>	<input type="radio"/>
Duct sealing, duct and pipe insulation and location?*	<input type="radio"/>	<input type="radio"/>
Air sealing details?*	<input type="radio"/>	<input type="radio"/>

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## Construction document certification ▼

Where the construction documents are required to be prepared by a New York State registered architect or licensed professional engineer, does the city require that the documents bear the seal or stamp and signature of such registered architect or licensed professional engineer and include, immediately above the signature, a statement substantially similar to the following: "To the best of the knowledge, belief, and professional judgment of the undersigned [registered architect or licensed professional engineer], the plans and specifications depicted on these drawings are in compliance with the applicable provisions of the New York State Uniform Fire Prevention and Building Code and the New York State Energy Conservation Construction Code, as currently in effect."? \*

☐ Yes☐ No

When the city determines the construction documents to be in compliance with the applicable requirements of the Energy Code and accept the documents, does the city stamp the construction documents "Reviewed for Energy Code Compliance" and endorse the documents in writing? \*

☐ Yes☐ No

## Are inspections completed for each of the following (where applicable): ▼

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**Energy Code as to R-value, location, thickness, depth of burial and protection of insulation as required by the Energy Code and approved plans and specifications?\***

☐ Yes☐ No

**Inspections at framing and rough-in, made before application of interior finish and to verify compliance with the Energy Code as to types of insulation and corresponding R-values and their correct location and proper installation, fenestration properties (U-factor and SHGC and, in the case of a commercial building, VT), and proper installation and air leakage components as required by the Energy Code and approved plans and specifications?\***

☐ Yes☐ No

**Inspections at plumbing rough-in to verify compliance as required by the Energy Code and approved plans and specifications as to types of insulation and corresponding R-values and protection, required controls, and required heat traps on potable water heaters?\***

☐ Yes☐ No

**Inspections at mechanical rough-in to verify compliance as required by the Energy Code and approved plans and specifications as to installed HVAC equipment type and size, required controls, system**

**insulation,**

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or a commercial building) or system air leakage control (in the case of a residential building); and required energy recovery and economizers (in the case of a commercial building) or programmable thermostats, dampers, whole-house ventilation, and minimum fan efficiency (in the case of a residential building)?\*

☐ Yes☐ No

Inspections at electrical rough-in to verify compliance as required by the Energy Code and approved plans and specifications as to installed lighting systems, components and controls and, if applicable, installation of an electric meter for each dwelling unit?\*

☐ Yes☐ No

A final inspection that verifies, in the case of a commercial building, the installation and proper operation of all building controls required by the Energy Code, the receipt of documentation verifying that activities associated with building commissioning required by the Energy Code have been conducted and that findings of noncompliance corrected, and the receipt of the HVAC system certification required by the Energy Code; and the final inspection shall verify, in the case of a residential building, the installation of all building systems, equipment, and controls required by the Energy Code and their proper operation and the installation of the number of high-efficacy lamps and fixtures required by the Energy Code?\*

☐ Yes☐ No

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**In the case of residential buildings: ▼**

Does the city require that a permanent certificate listing the predominant R-values of insulation installed be completed by the builder or registered design professional and posted on a wall in the space where the furnace is located? \*

☐ Yes☐ No

Does the city require that building envelope values be confirmed as code compliant by at least one of the following methods? Prescriptive, Trade-off method (RESCheck), Energy Rating Index Section R406 of the 2020 NYSECC \*

☐ Yes☐ No

In case of detached one-and-two family dwellings, townhouses, and multiple family dwellings of three stories or less, does the city require that an air leakage test (blower door test) be performed on the completed building envelope? \*

☐ Yes☐ No



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ing

**In a case where any part of the HVAC duct system is located outside of the building envelope, does the AHJ require that a duct tightness test be performed?**

☐ Yes

☐ No

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## 2022 Code Administration Report

### Complaints

#### Uniform Code Complaints ▾

**Number of complaints received in Whoville \***

During the reporting period

12<sup>3</sup>

**Number of complaints acted upon\***

During the reporting period

12<sup>3</sup>

#### Energy Code Complaints ▾

**Number of complaints received in Whoville \***

During the reporting period

12<sup>3</sup>

**Number of complaints acted upon\***

During the reporting period

12<sup>3</sup>

#### Estimation of Numbers Reported for This Section ▾

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**Are any of the numbers reported in this section estimates?**

**Are any of the numbers reported in this section estimates?**

Answer 'Yes' if any of the numbers of occupancies or inspections reported were estimated rather than tabulated from electronic records or manual counting of records.

☐ Yes

☐ No

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## 2022 Code Administration Report

### Personnel

#### Instructions ▼

**Identify all Code Enforcement Officials and Building Safety Inspectors enforcing the Uniform Code within Whoville on any date between Jan 1, 2022 and Dec 31, 2022**

Do not include individuals who are limited to zoning and/or planning functions.

Include both employees and those performing these functions under contract.

Include personnel performing any work that requires them to obtain or possess certification as a Building Safety Inspector or Code Enforcement Officer. For example, fire department staff who perform fire safety or property maintenance inspections should be included. If services are provided by another local government that is required to file this report, you do not need to list any personnel in this report who will be listed in that local government's report.

Do not include any person who ceased performing such work before Jan 1, 2022, the start of the period covered by this report. Do not include any person who started performing such work after Dec 31, 2022, the end of the period covered by this report.

Use *plus (+)* button to add as many as needed.

#### Personnel (1) ▼



1



#### Training ID

Look the person up by typing their BSI certification number, CEO certification number, first + last name, or training ID number and choosing from the list that appears. If you cannot find the person in the list, leave blank and fill in information below.

**Name\***

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**Role\***

In what role is this person operating for the city?

☐ Building Safety Inspector

☐ Code Enforcement Official

**Is This Person a Contractor?\***

Answer 'Yes', if the person is not an employee of the local government for which services are being provided.

☒ Yes

☐ No

**Business E-Mail**

**DOS Code Enforcement Official Certification Number**

Leave blank if individual is not yet certified

**DOS Code Enforcement Official Expected Certification Date\***

Only report if no certification number is available for the individual

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m/d/yyyy

Hours Worked Per Week\*

12<sup>3</sup>

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# 2022 Code Administration Report

## Final Steps

### Additional Information ▾

#### Please provide any additional information or comments

Provide any additional information or comments that may prove helpful in processing the form and interpreting your response. Provide feedback on any data that were difficult to obtain and any concerns that might influence the accuracy, completeness, or precision of information you provided.

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#### You Will Receive a Receipt\*

The Division of Building Standards and Codes will send an email receipt with a copy of your submission within ten business days of receiving your submission. The receipt will be sent from [codeform@dos.state.ny.us](mailto:codeform@dos.state.ny.us) that includes a PDF transcript of your submission.

☐ OK

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Submit

## 2022 Code Administration Report



Great! Your data was sent successfully. Thanks.