



UNIFORM CODE ADMINISTRATION AND ENFORCEMENT REPORT (REPORTING YEAR: 2023)

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.

If you still have questions after reviewing this form and instructions, please contact the Division of Building Standards and Codes by emailing 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.

Insert your municipality.

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MUNICIPALITY INFORMATION Responsibility for Administration of Uniform Code and Energy Code in Local Government

Has the local government 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).

Insert your answer.

Has the local government 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)?

Insert your answer.

Does another local government administer the Uniform Code for the local government pursuant to such a shared services agreement?

If yes, you will be prompted later in the submission to report details about Uniform Code administration.

Insert your answer.

Specify the other local government that is responsible for administration of Uniform Code in the local government.

Does another local government administer the Energy Code for the local government pursuant to such a shared services agreement?

If yes, you will be prompted later in the submission to report details about Energy Code administration.

Insert your answer.

Specify the local government that is responsible for administration of the Energy Code in the local government.

Does the local government employ any code enforcement officials or building safety inspectors 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 local government are not employees of the local government.

Insert your answer.

SCOPE OF REPORT Submitting Official

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

Are you an employee of the local government?

Insert your answer.

Please specify the local government you work for.

If you work for multiple local governments, specify the one that is responsible for administration of activities you are reporting for the local government in this report.

Insert your municipality.

Name

Insert your name.

Business Phone

Provide business phone number with area code.

Insert your phone number.

Business Email

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

Insert your email.

Business Address

Insert your business address.

City

Insert your city/town/village.

Zip Code

Insert your zip code.

This report pertains to the local government, and it will be submitted by **your municipality**.

You **do not need to** report on administration of the Uniform Code for the local government in this report.

Click ok.

Reporting Period

Does reported activity cover the full calendar year 2023?

Answer yes if reported code enforcement activities cover the full calendar year 2023 from January 1 to December 31.

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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.

Insert your answer.

Reporting Period Start

What is the first date of the period for which you are reporting on the **city's** administration activity in 2023?

Reporting Period End

What is the last date of the period for which you are reporting on the **city's** administration activity in 2023?

Except where otherwise indicated, information provided in this report should reflect the status of the local government as of **Dec 31, 2023**. Information provided regarding activities that happened during the reporting period should include any activities that happened from **Jan 1, 2023 to Dec 31, 2023**.

Click Ok.

ADMINISTRATIVE AND LEGISLATIVE CONTEXT How Responsibility Is Assigned

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

Insert your answer.

Does the third party meet the education requirements of 1203.2(e)(1)?

Insert your answer.

Does the fire department perform fire safety inspections?

Insert your answer.

Who is responsible for fire safety inspections? **Insert your answer.**

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 the local government:

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 local government (example: Local Law #12 of 2006)

Local Legislative Modifications of Uniform Code Standards

Does the local government 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*?

Insert your answer.

Is each such local law or ordinance approved or pending approval by the State Fire Prevention and Building Code Council pursuant to Executive Law Article 18, Section 379?

Insert your answer.

Specify the year and number of the local law(s) or ordinance(s):

Do not include laws or ordinances that have been completely repealed or replaced by more recent legislation.

Local Legislative Modifications of Energy Code Standards

Does the local government 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 local government has any standards in place that may be subject to Energy Law § 11-109.

Insert your answer.

Is each such local law or ordinance filed with State Fire Prevention and Building Code Council pursuant to Energy Law § 11-109?

Insert your answer.

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Specify the year and number of the local law(s) or ordinance(s):

Do not include laws or ordinances that have been completely repealed or replaced by more recent legislation.

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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

Insert your answer.

(A)(2) Additions, alterations, or repairs of existing

Insert your answer.

(A)(3)(1) How many of the building permits were issued for the installation of a manufactured home?

Insert your answer.

(A)(3)(2) How many of the manufactured home installations were completed by persons/entities certified by the Department of State pursuant to 19 NYCRR Part 1210?

Insert your answer.

(A)(3)(3) How many of these manufactured home installations were completed by an owner/occupant certified by the Department of State pursuant to 19 NYCRR Part 1210?

Insert your answer.

(B) Other residential occupancies

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

(B)(1) New construction

Insert your answer.

(B)(2) Additions, alterations, or repairs of existing

Insert your answer.

(C) Nonresidential buildings

Include commercial, industrial, and hazardous occupancies.

(C)(1) New construction

Insert your answer.

(C)(2) Additions, alterations, or repairs of existing

Insert your answer.

(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.

Insert your answer.

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

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

Insert your answer.

(D)(2)(1) How many of the certificates of occupancy were issued for a manufactured home installation?

Insert your answer.

(D)(2)(1)(1) How many of the manufactured home installations had the installer's warranty seal present prior to issuance of the certificate of occupancy in accordance with 19 NYCRR Section 1210.16?

Insert your answer.

Operating Permits

Are operating permits required in the local government?

Throughout the reporting period, operating permits were defined in the Uniform Code under Section 105 of the 2020 New York State Fire Code as follows:

105.6 Operating permits.

Where the stricter of the authority having jurisdiction's Code Enforcement Program or a Part 1203—Compliant Code Enforcement Program requires an operating permit to conduct an activity or to use a category of building, no 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.

Insert your answer.

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):

Insert your answer.

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

Insert your answer.

Use of pyrotechnic devices in assembly occupancies:

Insert your answer.

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

Insert your answer.

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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:

Insert your answer.

Parking garages:

Insert your answer.

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Are other kinds of operating permits required in the local government?

Insert your answer.

Report other categories of operating permits issued and number of permits issued for each such category. Use *plus* button to add as many as needed.

Other Operating Permits

Operating permit category	Number of permits issued
---------------------------	--------------------------

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.

Insert your answer.

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?

Insert your answer.

Unsafe Structures and Equipment

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

Insert your answer.

Procedures for Assuring Compliance with Uniform Code

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

Insert your answer.

Other Uniform Code Enforcement Methods

Please specify other strategy to ensure compliance with the Uniform Code: Use *plus (+)* button to add as many as needed.

Procedures for Assuring Compliance with Energy Code

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

Insert your answer.

Other Energy Code Enforcement Methods

Please specify other strategy to ensure compliance with the Energy Code: Use *plus (+)* button to add as many as needed.

Insert your answer.

Record Keeping

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

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Does the local government utilize computer software to support your Uniform Code or Energy Code administration?

Insert your answer.

Which vendors' software products does the local government use to administer the Uniform Code or Energy Code?

Insert your answer.

INSPECTIONS Fire Safety and Property Maintenance Inspections

Use this section to report information regarding fire safety and property maintenance inspections performed in the local government *during* the reporting period. In reporting numbers of buildings and occupancies, include *only* those which **municipality** 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.

Buildings Containing One Or More Areas of Public Assembly in the local government An area of public assembly is any area with an occupant load of 50 or more

(A)(1) Number of buildings

Insert your answer.

(A)(2) Number of buildings inspected. During the reporting period

Insert your answer.

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

As of **Dec 31, 2023**, the last day of the reporting period

Insert your answer.

(B) Buildings Containing 3 or More Dwelling Units in the local government Do *not* include:

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

(B)(1) Number of buildings

Insert your answer.

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

Insert your answer.

(B)(3) Number of buildings inspected During the reporting period.

Insert your answer.

(B)(4) Number of buildings not inspected in the last 36 months As of **Dec 31, 2023**, the last day of the reporting period

Insert your answer.

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(C)Dormitories in the local government

(C)(1) Number of buildings in the local government

Insert your answer.

(C)(2) Number of buildings inspected During the reporting period.

Insert your answer.

(C)(3) Number of buildings not inspected in the last 12 months As of **Dec 31, 2023**, the last day of the reporting period.

Insert your answer.

(D) Nonresidential Buildings in the local government 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

Insert your answer.

(D)(2) Number of buildings
During the reporting period

Insert your answer.

(D)(3) Number of buildings not inspected in the last 36 months
As of **Dec 31, 2023**, the last day of the reporting period

Insert your answer.

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 local government? **Insert your answer.**

Does **your municipality** retain special inspection reports?

Insert your answer.

Does **your municipality** require a statement of special inspections required as part of a condition for permit issuance?

Insert your answer.

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Does **your municipality** require special inspection reports to be submitted prior to issuance of certificates of compliance or completion?

Insert your answer.

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 **Insert your answer.**

Completed new commercial building construction projects that are compliant **Insert your answer.**

New residential building construction projects completed **Insert your answer.**

Completed new residential building construction projects that are compliant **Insert your answer.**

Existing commercial building renovation projects completed **Insert your answer.**

Completed existing commercial building renovation projects that are compliant **Insert your answer.**

Existing residential building renovation projects completed **Insert your answer.**

Completed existing residential building renovation projects that are compliant **Insert your answer.**

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

Average Number of Uniform Code Inspections Per Construction Project

On average, how many construction inspections are conducted for Uniform Code compliance for each new residential building? **Insert your answer.**

On average, how many construction inspections are conducted for Uniform Code compliance for each new commercial building? **Insert your answer.**

Average Number of Energy Code Inspections Per Project

On average, how many construction inspections are conducted for Energy Code compliance for each new residential building? **Insert your answer.**

On average, how many construction inspections are conducted for Energy Code compliance for each new commercial building? **Insert your answer.**

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.

Insert your answer.

Please describe briefly which figures are estimated and how estimates were calculated.

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 the report relate to the local government'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 2020 New York State Building Code 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 local government involve commercial buildings?

Insert your answer.

Substantive requirements for construction documents

Does the local government 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:

Representation of building's thermal envelope?	Insert your answer.
Insulation materials and their R-values?	Insert your answer.
Fenestration U-factor and solar heat gain coefficient (SHGC)?	Insert your answer.
Area-weighted U-factor calculations and SHGC values (where applicable)?	Insert your answer.
Mechanical system design criteria (Manual "J" and Manual "S" for residential buildings)?	Insert your answer.

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Mechanical and service water heating system and equipment types, sizes, and efficiencies?	Insert your answer.
Economizer description (in the case of a commercial building)?	Insert your answer.
Equipment and system controls (in the case of a commercial building)?	Insert your answer.
Fan motor horsepower (hp) and controls (in the case of a commercial building)?	Insert your answer.
Duct sealing, duct and pipe insulation and location?	Insert your answer.
Lighting fixture schedule with wattage and control narrative (in the case of a commercial building)?	Insert your answer.
Location of daylight zones on floor plans (in the case of a commercial building)?	Insert your answer.
Air sealing details?	Insert your answer.

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 local government 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.”?

Insert your answer.

When the local government determines the construction documents to be in compliance with the applicable requirements of the Energy Code and accept the documents, does the local government stamp the construction documents “Reviewed for Energy Code Compliance” and endorse the documents in writing?

Insert your answer.

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

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Inspections of footings and foundations to verify compliance with the 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?

Insert your answer.

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?

Insert your answer.

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?

Insert your answer.

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, and corresponding R-value; system and damper air leakage (in the case of 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)?

Insert your answer.

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?

Insert your answer.

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?

Insert your answer.

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In the case of residential buildings:

Does the local government 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?

Insert your answer.

Does the local government require that building envelope values be confirmed as code compliant by at least one of the following methods? Prescriptive, Trade-off method (RES-Check), Energy Rating Index Section R406 of the 2020 NYSECCC

Insert your answer.

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

Does the local government require verification that the air leakage rate is 3 ACH (50 pascals) or less?

Insert your answer.

Does the local government require that a written report of the results of the air leakage test be signed by the party conducting the test and provided to the local government?

Insert your answer.

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

Insert your answer.

Does the code official receive a written report of the results of the test signed by the party conducting the test?

Insert your answer.

In the case of commercial buildings:

Does the local government require the demonstration of compliance with one of the following compliance paths?

- ASHRAE Compliance Path:

Compliance with the requirements of ASHRAE 90.1-2016.

- Prescriptive Compliance Path:

Compliance with the requirements of Sections C402-C406 of the 2020 NYSECC.

- Performance Compliance Path:

Compliance with the requirements of Sections C402.5, C403.2, C404, C405.2, C405.3, C405.5, C405.6 and C407 of the 2020 NYSECC.

Insert your answer.

Does the local government require construction documents to clearly indicate provisions for commissioning and completion requirements in accordance with Section C408 of the 2020 NYSECC?

Insert your answer.

COMPLAINTS Uniform Code Complaints

Number of complaints received in the local government
During the reporting period
Insert your answer.

Number of complaints acted upon
During the reporting period
Insert your answer.

Energy Code Complaints

Number of complaints received in the local government During the reporting period
Insert your answer.

Number of complaints acted upon During the reporting period
Insert your answer.

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.

Insert your answer.

Please describe briefly which figures are estimated and how estimates were calculated.

PERSONNEL Instructions

Identify all Code Enforcement Officials and Building Safety Inspectors enforcing the Uniform Code within the local government on any date between **Jan 1, 2023** and **Dec 31, 2023**

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, 2023**, the start of the period covered by this

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report. Do not include any person who started performing such work after **Dec 31, 2023**, the end of the period covered by this report.

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

Personnel: **Insert the name, email, and NY or CE number of every code official for the municipality.**

Training ID ¹	Name	Role	Cntr ²	Business Email ²	DOS Cert # ³	DOS Cert Expected ⁵	Hrs / Wk.

FINAL STEPS

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.

Insert your answer.

You Will Receive a Receipt

¹ If the person was selected from the drop-down list in the form. For manually entered individuals, this field remains blank. ²

Yes if the person was identified as a third-party contractor. No if an employee of the submitting municipality.

² For manually entered individuals. If the person was selected from the drop-down list in the form, this field remains blank.

³ Certification number or, for a trainee not yet possessing certification, training identification number.

⁵ For a trainee not yet possessing certification, date certification is expected to be received.

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The Division of Building Standards and Codes will send an email receipt with a copy of your submission shortly after you submit. The receipt will be sent from dos.sm.codes.1203ReportForm@dos.ny.gov. **Click ok.**