



# Building Standards and Codes

New York State  
Department of State  
Division of Building Standards and Codes  
One Commerce Plaza  
99 Washington Avenue, Suite 1160  
Albany, NY 12231-0001  
(518) 474-4073  
FAX: (518) 474-5788  
www.dos.ny.gov

Print Form

## 19 NYCRR PART 1204

### ADMINISTRATION AND ENFORCEMENT BY STATE AGENCIES

### STATE AGENCY ANNUAL REPORT

Administration and Enforcement of the Uniform Code and Energy Code in  
accordance with Section 381 of the Executive Law

Reporting Year: **2025**

#### ABOUT THIS FORM

Each State Agency that has not been granted an exemption under 19 NYCRR Section 1204.15 is required to prepare an annual report that includes the following information:

- (1) the name and address of the State Agency, the name and address of the State Agency's code coordinator, and the name(s) and address(es) of the State Agency's code compliance manager(s), if any;
- (2) a list of all construction permits, code compliance certificates, and temporary approvals for occupancy which were issued or received during the preceding year along with an indication of which permits, certificates and temporary approvals were still valid on the preceding December 31st;
- (3) a list of all fire safety inspections conducted within buildings or structures in the custody of the State Agency;
- (4) a list of all code violations within the State Agency's buildings or structures which were not corrected within 60 days of their discovery;
- (5) a statement of the current status of the violations noted in paragraph (4) and a plan to correct any such violations still uncorrected;
- (6) a list of all code related complaints and their disposition;
- (7) any changes in the list of the buildings or portions of buildings which the State Agency occupies, uses, maintains, or operates *and* which are within its custody; and
- (8) any changes in the list of the buildings or portions of buildings which the State Agency occupies, uses, maintains, or operates and which are (i) within the custody of another State Agency or (ii) subject to code enforcement by the authority responsible for enforcement in the particular municipality where the building is located.

The report must be completed by February 1 of each year, and must include the information pertaining to the preceding calendar year. Each State Agency must notify the Department of State of the Agency's completion of its annual report within 30 days after completion.

This form is provided as a courtesy of the Secretary of State of the State of New York, to assist State Agencies in fulfilling their Annual Report requirements pursuant to 19 NYCRR Part 1204. Use of this form is optional, but may be used to satisfy their Annual Report obligation. State Agencies may instead use other forms, where acceptable to the Secretary of State, to fulfill their Annual Report obligations.



**19 NYCRR PART 1204**  
**ADMINISTRATION AND ENFORCEMENT BY STATE AGENCIES**  
**STATE AGENCY ANNUAL REPORT**  
Administration and Enforcement of the Uniform Code and Energy  
Code in accordance with Section 381 of the Executive Law

**GENERAL INFORMATION**

Name of State Agency: \_\_\_\_\_

Mailing Address \_\_\_\_\_

This Report is being submitted by:

- Entire Agency                       Campus, Region or Division on behalf of the agency's primary code coordinator

If the form is being completed for anything other than the entire agency, please describe the Campus, Region or Division (be specific):

\_\_\_\_\_

If form is being completed for anything other than the entire agency, has/will form be submitted to Central Agency:

Name of Primary Agency Code Coordinator and their primary title: \_\_\_\_\_

If applicable, name of Code Compliance Manager(s): \_\_\_\_\_

Code Official(s) NYDOS Certification #: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**NUMBER OF BUILDINGS WITHIN CUSTODY OF THIS AGENCY**

- 1. Total number of buildings within the custody of this State Agency for reporting year **2023**:
  
- 2. Total number of buildings within the custody of this State Agency for reporting year **2024**:

**ADDITIONAL INFORMATION/COMMENTS**











