



UNIFORM CODE ADMINISTRATION AND ENFORCEMENT REPORT (REPORTING YEAR: 2025)

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.

Full name

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).

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)?

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.

Your Answer

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

Your Answer

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.

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.

Yes/No

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.

submitter_must_be_employee

Are you an employee of the local government?

Yes/No

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.

submitter_municipality

Name

submitter_name

Business Phone

Provide business phone number with area code.

submitter_phone

Business Email

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

submitter_email

Business Address

submitter_address

City

For business address

submitter_city

Zip Code

submitter_zip

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

You **must** report on administration of the Uniform Code for the local government in this report.

Your Answer

Reporting Period

Does reported activity cover the full calendar year 2025?

Answer yes if reported code enforcement activities cover the full calendar year 2025 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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Your Answer

Reporting Period Start

What is the first date of the period for which you are reporting on the **submitting_muni_type**'s administration activity in 2025?

period_start

Reporting Period End

What is the last date of the period for which you are reporting on the **submitting_muni_type**'s administration activity in 2025?

period_end

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

period_end_confirm

ADMINISTRATIVE AND LEGISLATIVE CONTEXT

How Responsibility Is Assigned

Do you hire an outside individual or entity to perform building safety or code enforcement duties as per 19 NYCRR 1203.2(e)(1)-(2)?

Yes/No – (Ex. Architect or Engineering Firm)

Does the outside individual or entity meet the education requirements of 19 NYCRR Section 1203.2(e)?

Yes/No/NA

Does the fire department perform fire safety inspections?

Yes/No

Who is responsible for fire safety inspections?

fire_safety_inspector /CEO

Legislative Authorization

Please list the local law(s), ordinance(s) or appropriate regulation 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 Law/ Ordinance

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 than the requirements imposed by the *Uniform Code*?

[Answer "Yes" if the local government has a code in place that may be subject to Executive Law Article 18, Section 379.]

Yes/No/NA

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?

Yes/No/NA

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.

Your Answer

Local Legislative Modifications of Energy Code Standards

Does the local government have in effect any local law or ordinance that imposes a local energy conservation construction code that is more stringent than the *Energy Code*?

[Answer "Yes" if the local government has a local energy conservation construction code in place that may be subject to Energy Law § 11-109.

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

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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

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

Input #

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

Input #

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

Input #

(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?

Input #

(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?

Input #

(B) Other residential occupancies

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

(B)(1) New construction

Input #

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

Input #

(C) Nonresidential buildings

Include commercial, industrial, and hazardous occupancies

(C)(1) New construction

Input #

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

Input #

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(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.

Input #

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

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

Input #

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

Input #

(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?

Input #

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.]

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

Input #

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 local government to assure compliance with the Uniform Code:

Your Answer

Record Keeping

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

Yes/No

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

Yes/No

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

Software

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 **submitting 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.

(A) 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

Input #

(A)(2) Number of buildings inspected.

During the reporting period.

Input #

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

As of **period_end_eff**, the last day of the reporting period.

Input #

(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

Input #

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

Input #

(B)(3) Number of buildings inspected

During the reporting period.

Input #

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

As of **period_end_eff**, the last day of the reporting period.

Input #

(C) Dormitories in the local government

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

Input #

(C)(2) Number of buildings inspected

During the reporting period.

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Completed new residential building construction projects that are compliant.

Uniform Code Energy Code

Input # **Input #**

Existing commercial building renovation projects completed.

Uniform Code Energy Code

Input # **Input #**

Completed existing commercial building renovation projects that are compliant.

Uniform Code Energy Code

Input # **Input #**

Existing residential building renovation projects completed.

Uniform Code Energy Code

Input # **Input #**

Completed existing residential building renovation projects that are compliant.

Uniform Code Energy Code

Input # **Input #**

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?

Input #

On average, how many construction inspections are conducted for Uniform Code compliance for each new commercial building?

Input #

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?

Input #

On average, how many construction inspections are conducted for Energy Code compliance for each new commercial building?

Input #

Complaints

Has a procedure been established for addressing bona fide complaints asserting violations of either or both of the Codes?

Input #

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PERSONNEL

Instructions

Identify all Code Enforcement Officials and Building Safety Inspectors enforcing the Uniform Code within the local government on any date between **period_start_eff** and **period_end_eff**

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 **period_start_eff**, the start of the period covered by this report. Do not include any person who started performing such work after **period_end_eff**, the end of the period covered by this report.

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

Personnel

| Training ID ¹ | Name | Role | Cntr ² | Business Email ³ | DOS Cert # ⁴ | DOS Cert Expected ⁵ | Hrs / Wk. |
|--------------------------|----------------|------------|----------------------|-----------------------------|--|--------------------------------|---------------------------|
| Enter NY or CE # | Personnel name | CEO or BSI | Yes or No see note 2 | Email address | Enter DOS Cert # or Training # if not Certified. | Mo/Yr DOS Cert expected. | Enter hours of work/week. |

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.

³ For manually entered individuals. If the person was selected from the drop-down list in the form, this field remains blank.

⁴ 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.

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.

additional_info_comment

You Will Receive a Receipt

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.

please_print