



# JAMESTOWN FIRE DEPARTMENT

Matthew D. Coon  
Deputy Fire Chief

To Whom It Concerns,

The Building housing your business must pass applicable inspection(s) from City of Jamestown, County of Chautauqua and New York State certified inspectors in various areas including, but not limited to electrical wiring, structural integrity, plumbing and fire safety. Inspecting these systems ensures the building is safe for human use and facilities meet the requirements of NYS Building and Fire Codes. These inspections are required to obtain the *Certificate of Occupancy* for your building and/or business prior to opening to the public.

- 1. Electrical Inspection: conducted by City of Jamestown Licensed Inspectors  
John Dean- Michael Gleason- Jeffery Ruch
- 2. Plumbing Inspection: conducted by city Licensed Inspector  
Charlie Moss- (BPU)
- 3. Chautauqua County Health Department: Food Service Inspection – (If applicable)
- 4. Insurance Inspection:  
Provide proof of adequate building insurance and business coverage to City of Jamestown
- 5. Environmental Site Assessment: to include Phases I and II analysis (if necessary)
- 6. Fire Code Inspection: conducted through the Jamestown Fire Department by a NYS Certified Inspector, providing Occupancy Load designation.
- 7. Building Inspection: conducted through the City of Jamestown Department of Development, by NYS Certified Building Inspector. And issuance of a Certificate of Occupancy
- 8. Registration of Business: Registering the business through the City of Jamestown can be conducted at the Jamestown City Hall Clerks office.

Compliance must be met with all inspector(s) recommendations and requirements prior to your business receiving a passing inspection. Completion of these inspections is necessary to obtain a Certificate of Occupancy for the building to be opened to the public.

All Required Inspection records must be maintained on the premises for the duration of the business. Please contact the City of Jamestown Department of Development or Office of the Mayor for more information and to schedule your opening events. (*Grand Opening Ribbon Cutting Ceremony*)

Thank for your cooperation in this most important matter.

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