

Public Assembly Registry

All places of Public Assembly (Maximum Occupant Count over 49 persons) are required to have each assembly space inspected annually and a Certificate of Public Assembly must be issued by the BRC and posted on the premises.

Frequently Asked Questions

Q: What is the Public Assembly Registry?

A: The Public Assembly Registry is a list of all Public Assembly spaces in the City of Albany. The information compiled for this registry includes but is not limited to: name of the business and manager's name and contact information, date last inspected and by whom, date the certificate was issued and the date the certificate expires.

Q: Are there exemptions to the Registry?

A: No. Everyone who operates a Place of Public Assembly must have the premises inspected annually and obtain a Certificate to be posted in the Assembly space. A list of Licensed 3rd Party Inspectors and registration forms may be obtained online at www.albanyny.gov under BRC Forms, in the office of the Department, or provided by mail, by email upon request.

Q: Are there any fees?

A: Yes. There is a \$50 annual certificate fee due at the time of inspection submission along with the application for a public assembly certificate.

Q: Who does the inspection?

A: You can find a listing of licensed 3rd party commercial inspectors on our website. You can contract with any of the listed inspection companies to perform the necessary inspection.

Q: What happens if my registration is not current?

A: We email reminders for places that have upcoming registrations or for places with an expired registration and inspection. If the information is not received by the expiration date, a hold is automatically placed on the parcel until we receive this information. The hold will prevent permits and other certificates being issued until we receive the Public Assembly registration, inspection report and annual fee. This includes Café Permits and Cabaret Permits.

Q: Can I be cited and fined if I do not comply with the registration?

A: If a registration is expired, a code case may be opened and you will receive a Notice of Violation (NOV). If the NOV is not complied with, a court case will be referred to the law department.



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Do We Know How to Reach You?

We are currently attempting to update our records with current information for each property owner.

As you are a property owner in our great city, we would like to hear from you. Scan the code to complete the information on-line.

No computer, no problem...

Please drop us a note with your name, address, email address (if you have one), phone number and the properties you own via postal mail to the address at the top of the page.



Please scan the
code above to
update your
contact
information with
the BRC