

New York State Division of Criminal Justice Services  
**SECURITY GUARD PROGRAM – TRAINING SITE APPROVAL REQUEST**

This form must be submitted to the Division of Criminal Justice Services (DCJS) to receive approval for each school training site. The form provides information on the facilities to determine if they are satisfactory for the proper conduct of mandated security guard training. The facilities must be properly equipped and meet local fire and building standards. At least sixteen square feet must be allotted per student. The Division will identify the number of students allowable for each individual training session based on the square footage of the classroom, equipment located in the space, digital pictures, and fire inspection report. The number of students allowable in any one training session cannot exceed 35. Training sites used for non-firearms security guard training must be handicap accessible.

A Certificate of Occupancy; zoning approval letter, fire inspection report; a floor plan; digital photographs of the exterior of the premises, building handicap accessibility elements, and interior rooms identified on the floor plan, and a copy of the lease, deed, or use agreement must be submitted with this form.

**Handicap Accessibility** - The training site utilized for mandated non-firearms security guard training must be handicap accessible. Title III of the American with Disabilities Act (effective January 26, 1992), requires private businesses to be accessible to persons with disabilities. The applicant must provide digital photographs of the handicap accessibility elements of the building. This is most commonly accomplished through photos of the handicap accessible bathroom and if site is on a floor other than ground floor, photos of the elevator or other appropriate means of conveyance.

**DCJS reserves the right to inspect the training site prior to approval.**

**Certificate of Occupancy** – Issued by the municipality in which the training site is located to verify that the training site address is approved for use as a school. A valid Certificate of Occupancy must be included with the application. The address on the certificate must be the same address listed in Number 14 (Training Site) on the application. In some circumstances the applicant may not yet have rented the training site. If this is the case, the Certificate of Occupancy may be missing from the application packet. However, the training site must be rented upon notice to you by DCJS that your approval is nearing completion and a Certificate must be provided for final approval.

A Certificate of Occupancy (CO) is issued by local municipalities to verify that local building codes have been met and the building is suitable for occupancy. It further states the purpose for which the quarters are to be used (i.e. commercial, residential, school, etc.)

To obtain a copy of a CO in NYC, visit the Department of Buildings' Customer Service Counter in your borough office or log on to the Building Information System at <http://nyc.gov/bis>. If a building was constructed before 1938 and there has been no change in use or additions to the property, it may not have a CO. To obtain proof of the legal use of a building that does not have a CO, you must obtain a "Letter of No Objection" from the Department of Buildings' borough office where the property is located. **Applicant must submit a "Letter of No Objection" should the building not have a CO.**

*\*A Certificate of Occupancy is required for all training sites; however, certain enterprises may be waived from the requirement that the CO specifically approve the site for school use.*

*\*\*Submission of a Certificate of Occupancy is waived for governmental agencies or municipalities and public or private secondary or collegiate-level educational institutions in NY or any other jurisdiction.*

*\*\*\*If a municipality does not issue COs for existing structures, you must submit a letter from the municipality to that effect.*

**Zoning Compliance Letter** – Submit proof that the site to be used to conduct training conforms with local zoning laws and regulations. The address in the letter must be the same address listed in Number 14 (Training Site) on the application. To obtain the letter, contact your local Planning Department or municipal clerk for further guidance.

*\*A Zoning Compliance Letter is required for all training sites; however, certain enterprises may be waived from the requirement that the Zoning Compliance Letter specifically approve the site for school use.*

*\*\*Submission of a Zoning Compliance Letter is waived for governmental agencies or municipalities and public or private secondary or collegiate-level educational institutions in NY or any other jurisdiction.*

**Fire Inspection** - The premises in which mandated security guard training courses will be conducted must be approved for occupancy by the fire authority of the municipality or county in which the site is located. The inspection / approval must have been completed within the past three (3) years of the date of initial school application. The address listed on the fire inspection must be the same as the address listed in Number 14 (Training Site). In some circumstances the applicant may not yet have rented the premises.

If this is the case, the approval may be missing from the application packet. However, the premises must be rented upon notice to you by DCJS that your approval is nearing completion and Fire Inspection must be provided for final approval of the application. To obtain the fire inspection report contact your local Fire Marshal, Fire Department, or Code Enforcement Office for guidance. In NYC the Public Buildings Unit is tasked with coordinating fire inspections. To request an inspection, e-mail a request, on business letterhead, to the Public Buildings Unit at [PBU\\_inspection@fdny.nyc.gov](mailto:PBU_inspection@fdny.nyc.gov)

*\*A Fire Inspection Report is required for all training sites; however, certain enterprises may be waived from the requirement.*

*\*\*Submission of a Fire Inspection Report is waived for governmental agencies or municipalities and public or private secondary or collegiate-level educational institutions in NY or any other jurisdiction.*

**Floor Plan** - A floor plan depicting room dimensions and layout must be submitted for the training site and for any additional training sites. All standard architectural features such as windows, doors, and permanent fixtures should be clearly labeled. The room number, all dimensions, and the use of each room or space must also be clearly labeled.

*\*Submission of the floor plan is waived for governmental agencies or municipalities and public or private secondary or collegiate-level educational institutions in NY or any other jurisdiction.*

**Digital Photographs** - Digital photographs must be submitted on a CD/DVD disk or USB flash drive. Photographs will show the exterior of the premises, building handicap accessibility elements (ramps, bathrooms, elevators, etc.) and all classrooms identified on the floor plan.

*\*There are no exemptions to the requirement for digital photographs*

**Copy of Lease / Deed / Use Agreement for training site(s)** – A copy of the rental lease, ownership deed or agreement for use of each training site must be provided before final approval of the application can be granted. For all training sites not otherwise leased or owned by the training school, it is required that a dated invoice for the daily rental of the training site accompany each roster / notification of successful completion packet submitted to DCJS. This requirement applies to, but is not limited to, rental of hotel conference rooms, virtual office training rooms, and any other per use rented training space.

*\*Submission of a lease, deed, use agreement, or daily rental invoice is waived for governmental agencies or municipalities and public or private secondary or collegiate-level educational institutions in NY.*

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<b>School Name:</b>		School Code:	
School Address:		Room/Suite:	
City, State, Zip Code:		County:	
Phone Number:			
School Owner Name(s):			
School Director Name:			
<b>Training Site Address:</b>			
City, State, Zip Code			County:
Floor (e.g. basement, ground level, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )		Handicap Accessible? Yes                      No	
Room #:	Use of room:	Square Feet:	DCJS USE: student #
Room #:	Use of room:	Square Feet:	DCJS USE: student #
Room #:	Use of room:	Square Feet:	DCJS USE: student #
Room #:	Use of room:	Square Feet:	DCJS USE: student #
Room #:	Use of room:	Square Feet:	DCJS USE: student #

<b>Firearms Facility</b> Name of Range:	
Range Street Address:	County:
City, State, Zip Code:	Range Phone #:
Range Contact:	Contact Phone #:
Number of Lanes:	Indoor                  Outdoor
Entity that Approved Range:	Facility meets applicable lead safety standards. Yes                      No
Identify safety features of the range (bullet resistant glass, etc.):	
<b>Classroom At Range:</b>	
Room #:	Use of Room:                  Square Feet:                  DCJS USE: student #
Room #:	Use of Room:                  Square Feet:                  DCJS USE: student #

\_\_\_\_\_ Printed Name of Requestor (Owner or Director only)                  \_\_\_\_\_ Signature of Requestor                  \_\_\_\_\_ Date

**DCJS USE ONLY:** Documents already on file?    Y    N

Floor plan submitted?    Y    N    Digital photographs submitted?    Y    N    Certificate of Occupancy submitted?    Y    N

Zoning letter submitted?    Y    N    Fire inspection submitted?    Y    N    Handicap accessibility?    Y    N

Training site approved?    Y    N    Approved by (printed name) \_\_\_\_\_

Signature: \_\_\_\_\_    Date: \_\_\_\_\_

**Comments:**