



Clinton County Health Department

133 Margaret Street, Plattsburgh, New York 12901-2926

“Working Together for a Healthier Community”

www.clintonhealth.org



Public Health
Prevent. Promote. Protect.

Environmental Health & Safety Division

Phone: (518) 565-4870

Fax: (518) 565-4843

Public Functions

What is the Purpose of the NY State Public Function with Attendance of over 5,000 People Code?

This code requires organizers of an event likely to attract 5,000 or more people to make special plans to protect public safety. The developed plan takes into account the size and location of the crowds, the nature and risk of the activities, and specialized medical care. Medical equipment and rescue methods call for a more sophisticated method and approach, than in-house first aid services. This plan develops a medical rescue system from where the person needing medical care is located to transport to the hospital if needed.

What are Some of the Steps Needed to Obtain a Public Function Permit?

The promoter(s) of public functions must complete and submit to Clinton County Health Department for its approval an “Application for a Permit for a Public Gathering” at least five (5) days before the first day of advertising or fifteen (15) days before the first day of the event. It is best to notify the Clinton County Health Department as early as possible by sending us a Notice of Intent Form.

Advertising, promotion or operation of a public function without the applicable permit(s) is a violation of the New York State Sanitary Code and is a violation of the State Law. The Application for a Permit for a Public Gathering form has been organized in such a way to assist the organizer to develop an operational plan for this event.

Typically, the Clinton County Health Department requests the Director of Emergency Services to co-review the permit application for Title 10, Section 800 requirements. After the public gathering, the promoter or the emergency service provider must submit a Public Function Event Report within 10 days of the end of the event.

What are some of the Topics that will be Discussed at My Appointment?

A sanitarian will discuss a number of topics with you. These topics will be the operational plan details, emergency health care facilities, emergency medical service equipment, emergency medical staff requirements, and plan.

If your event serves alcohol, you will be referred to New York State Liquor Authority, local police and fire departments, and the New York State Emergency Management Office to establish crowd control plans including procedures to control the over consumption of alcoholic beverages.



“Persons who have any physical mobility or other needs, call the telephone number above to arrange for accommodations”

What if My Event has Food Services?

Please, see the food safety section of this website.

What Documentation do I Need to Fill Out to Get Started?

[Click Here](#) to download the Notice of Intent Application.

[Click Here](#) to download the Application for a Permit for a Public Function (DOH44).

[Click Here](#) to download the Public Function Event Report Form (DOH2332-Emergency Medical Services).

More Information

[New York State Sanitary Code PART – 18](#): Public Functions with attendance of over 5000 people

Contact Us

To receive more information about Public Function requirements, call or visit us at:

*Clinton County Health Department
Environmental Health & Safety Division
135 Margaret Street
Plattsburgh, NY 12901
Tel: (518) 565-4870*



“Working Together for a Healthier Community”



Public Health
Prevent. Promote. Protect.