



**BUILDINGS**  
**2023-012**  
**BULLETIN**  
**TECHNICAL**

**ISSUANCE DATE**  
September 20, 2023

**ISSUER:** Keith L. Wen, R.A.   
Assistant Commissioner  
Code & Zoning Interpretation

**PURPOSE:** This Bulletin rescinds 1 Directives, 8 Memoranda, and 4 Buildings Bulletins which were issued by the Department but are no longer applicable under current Codes and Local Laws.

**SUBJECT(S):** Rescinding a Directive, Memoranda, and Buildings Bulletins

## RESCINDED DOCUMENTS

Directive 43 of 1970

Memo 9/19/75, Memo 7/28/72, Memo 12/4/87, Memo 8/7/87, Memo 5/17/78,  
Memo 3/23/70, Memo 4/5/71, Memo 5/6/713

BB 2009-025, BB 2019-006

**PROSPECTIVELY RESCINDED DOCUMENTS:** BB 2008-001, BB 2015-002

## BACKGROUND

The Department of Buildings periodically reviews published Buildings Bulletins (BB), Policy and Procedure Notices (Technical, Operational, Legal, Administrative, OTCR) and the various Directives, Executive Orders, Memoranda and Letters issued in the past to ensure their continued consistency with current Departmental practice and to verify that new laws and regulations are incorporated into these documents.

The above listed Directives, Memoranda, and Buildings Bulletins are rescinded effective immediately and are attached therein.

The rescinded documents will appear on the Department's website with the watermark **RESCINDED**. Because this review is ongoing, documents not specifically listed in this Bulletin may be addressed in future Bulletins. Watermarked Memoranda, Directives, Executive Orders and Letters may be accessed through the online version of this Bulletin at <https://www1.nyc.gov/site/buildings/codes/building-bulletins.page>.

**RESCINDED BY BUILDINGS  
BULLETIN 2023-012**

**HOUSING AND DEVELOPMENT ADMINISTRATION  
DEPARTMENT OF BUILDINGS**

DEPARTMENTAL MEMORANDUM

DATE: September 19, 1975


**TO:** Borough Office Managers  
**FROM:** Blaise F. Parascandola, Assistant Commissioner  
**SUBJECT:** Liaison for Central Billing Section  
with the Office of the City Register

All borough office managers are requested to designate an employee in their section to act as liaison with the Office of the City Register to assist the Central Billing Section in determining the change of ownership of real property.

Because of the severe budgetary constraints and personnel loss in the City Register's Office, that office is not able to forward to other agencies, including the Central Billing Section of this Department, changes of owners of real property. Inasmuch as the location of the City Register's office is usually in the same building as the borough office, the procedure will be for a representative of the Department to obtain this information from the Register's office directly. The Office of the City Register has agreed to give us instruction and assistance in obtaining this information.

To accomplish this objective, after the representatives of each borough have been designated, there will be a meeting in my office to finalize this procedure.

Please forward to my office the name of the designated representative.

  
Blaise F. Parascandola  
Assistant Commissioner

BFP:ASR  
cc: Comm. Walsh  
Dep. Comm. Jenkins  
T.V. Burke ✓  
H. Glantz  
Boro Supts.

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**RESCINDED BY BUILDINGS  
BULLETIN 2023-012**

**THE CITY OF NEW YORK  
HOUSING AND DEVELOPMENT ADMINISTRATION  
DEPARTMENT OF BUILDINGS**

DEPARTMENTAL MEMORANDUM

DATE: July 28, 1972

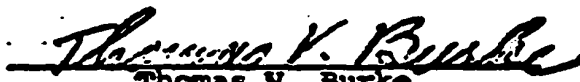
TO: Borough Superintendents

FROM: Thomas V. Burke, Director of Operations

SUBJECT: COMPLAINT BACKLOG

In order to reduce the complaint backlog, complaints which were filed prior to January 1, 1970, are to be reviewed and those which are hazardous, if not previously investigated, are to be assigned for immediate inspection and appropriate action. All other complaints filed prior to January 1, 1970, are to be cancelled. The complaint docket shall be so annotated for those cancelled.

A determined effort shall be made to investigate and take appropriate action on complaints filed on or after January 1, 1970, so as to reduce the backlog in order that all complaints will be investigated within a month of receipt.

  
Thomas V. Burke  
Director of Operations

TVB/df

CC: Comm. Stein  
Dep. Comm. Padavan  
Asst. Comm. Walsh  
Messrs. Olin, Linker

**RESCINDED BY BUILDINGS  
BULLETIN 2023-012**



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner  
312-8100

MEMORANDUM

To: Distribution

From: Fredric J. Poccia, P.E., Assistant Commissioner

Date: December 4, 1987

Subject: Complaint Telephone Numbers

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The following is a list of telephone numbers for public complaints to the various Department of Buildings offices. Please use these numbers when referring complaints to another office.

Manhattan	212-312-8530
Bronx	212-579-6905 (Const.) 212-579-6948 (Plumb.)
Brooklyn	718-802-3681
Queens	718-520-3402
Staten Island	718-390-5204
BEC	212-669-8353
Elevators	212-312-8700

FJP:mh

cc: Cornelius F. Dennis  
Stewart D. O'Brien  
George E. Berger  
Borough Superintendents  
Deputy Borough Superintendents  
Administrative Chief Inspectors  
Chief Elevator Inspectors  
Chief Plumbing Inspectors  
Director, BEC  
James F. McLoughlin  
Borough Office Managers

**RESCINDED BY BUILDINGS  
BULLETIN 2023-012**



*The  
City of  
New York*

Issuance #36

DEPARTMENT OF BUILDINGS  
EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N. Y. 10013  
CHARLES M. SMITH, Jr., R.A., *Commissioner*

CHARLES R. FOY, Esq.  
General Counsel

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Informational Notice #3/87

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To: All Employees  
From: Charles R. Foy, General Counsel  
Date: August 7, 1987  
Re: Local Law 45-1984: Confidentiality of Complaints

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Local Law #45 of 1984 (Sec. 26-104 of the Building Code) is designed to protect the identity of complainants when they lodge a complaint regarding any building. According to this law the names and addresses of complainants shall not be given out to members of the public. While the law specifically applies to the complaint logs maintained in each borough office, it is well within the spirit of the law to expand it to include inquiries about complaints made over the phone. Therefore, when you receive inquiries from the public regarding previously made building complaints, whether these inquiries are made in person or over the phone, all employees are directed not to divulge the names or addresses of complainants.

By maintaining the confidentiality of complainants, we encourage the citizens of the city to come forward, and, by so doing, enable us to serve them better.

**RESCINDED BY BUILDINGS  
BULLETIN 2023-012**

THE CITY OF NEW YORK  
**HOUSING AND DEVELOPMENT ADMINISTRATION**  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: May 17, 1978

TO: Switchboard Telephone Operators  
FROM: Leonard Dwoskin-Secretary to the Department  
SUBJECT: Technical Information

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Please refer telephone calls for technical information to the following telephone numbers:

- 1) Multiple Dwelling (three (3) or more families complaints to telephone #960-4800
- 2) Specific questions of construction problems to the Borough Office in which complaints are located
  - a) Brooklyn 643-7886
  - Chief Construction b) Manhattan 566-3130-4648
  - Inspectors c) Bronx 583-5520 Ext.29
  - d) Queens 520-3414
  - e) Staten Island 390-5205
- 3) Specific questions of Zoning and Engineering problems to the Borough Office in which complaints are located -
  - a) Bklyn 643-4743
  - Deputy Borough b) Manhattan 566-2388
  - Superintendent c) Bronx 583-5520 Ext.20
  - d) Queens 520-3413
  - e) Staten Island 390-5178
- 4) Material Equipment and Acceptance-Tele.#482-7767
- 5) Boilers Tele.#482-7720-7772
- 6) Plumbing Complaints of Specific Plumbers or Plumbing Co-orporation Tele.#482-6288
- 7) Plumbing questions of specific job problems or violations refer to Borough Office in which complaint is located.
  - Chief Plumbing a) Man. 566-2491
  - Inspector b) Bklyn 643-7810
  - c) Queens 520-3028
  - d) Bronx 583-5520 Ext.16
  - e) Staten Island 390-5206

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**RESCINDED BY BUILDINGS  
BULLETIN 2023-012**

FROM: Thomas V. Burke, P.E., Director of Operations

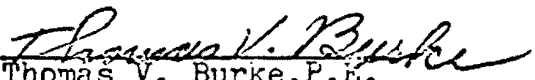
SUBJECT: Transmittal of Copies of Approved Plans of Fire Protection  
Systems and Copies of Test Reports to the Fire Department

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Please instruct your personnel that we will continue the practice of submitting copies of approved standpipe, sprinkler and other fire protection plans to the Fire Department, Division of Fire Prevention. We will also forward copies of plumbing inspectors test reports after the test has been accepted by our department. These transmittals are only for the purpose of assisting the Fire Department to prepare and maintain its maintenance inspection program and are, in no way, to be considered as relieving this department of its responsibility to approve, inspect and test fire protection systems.

TVB/JTW/sl

cc: Exec. Staff

  
Thomas V. Burke, P.E.  
Director of Operations

**RESCINDED BY BUILDINGS  
BULLETIN 2023-012**

The City of New York  
HOUSING AND DEVELOPMENT ADMINISTRATION  
Department of Buildings

DIRECTIVE NO. 43 of 1970

TO: Borough Superintendents

DATE: October 8, 1970

FROM: Thomas V. Burke, P.E., Director of Operations

SUBJECT: Administration - Plan Examination

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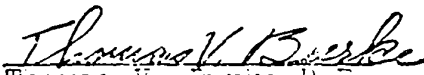
When an alteration or building notice application is being accepted by the Plan Desk for filing, Form 32 shall be prepared for each application. A copy of Form 32 revised 9/70 is attached hereto.

At least once each day, these forms shall be sent to the Index Section where they are to be completed with minimum delay and forwarded to the Plan Examination Section. The alteration and building notice applications shall be forwarded by the Plan Desk to the Plan Examination Section for review in the usual manner.

At the Plan Examination Section, the Chief Engineer-Engineering shall be responsible that the completed Form 32, received from the Index Section, is immediately placed in the corresponding application folder, whether the application is awaiting assignment or has been assigned to an examiner. Plan Examiners shall index and make Form 32 part of the "original" application. They shall refer to the Form 32 during examination of the application.

The Plan Examiner Clerk or the Plan Desk Clerk shall not place the Borough Superintendent signature stamp on the application recommended for approval by the Plan Examiner until the Form 32 has been made part of the "original" application.

An ample supply of Form 32 is forwarded herewith.

  
Thomas V. Burke, P.E.  
Director of Operations

TVB/WCK/sl  
cc: Exec. staff  
Industry

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**RESCINDED BY BUILDINGS  
BULLETIN 2023-012**

THE CITY OF NEW YORK  
**HOUSING AND DEVELOPMENT ADMINISTRATION**  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: April 5, 1971

TO: Borough Superintendents

FROM: Thomas V. Burke, Director of Operations

SUBJECT: Application Amendments

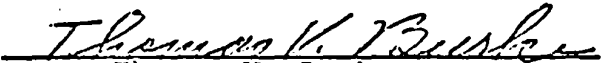
In accordance with a request of the Architects Council, Commissioner Ferro has directed that amendments to applications be accepted whenever filed, whether or not the corresponding application is available.

This is to be done so that applicants will not be required to return to a borough office one or more times to file an amendment because personnel of the borough office cannot locate an application.

When an amendment has been filed, it shall be stamped with the date of filing and shall be forwarded to the Borough Chief Engineer, Engineering, without delay. He shall require that a diligent search be made promptly and that the application, when located, and the amendment, be forwarded to the examiner. In addition, he shall require that the date the amendment was filed be entered on the index sheet of the application.

TVB/df

CC: Exec. Staff  
Mr. I. Donald Weston, Pres.  
Architects Council of NYC, Inc.

  
Thomas V. Burke  
Director of Operations

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**RESCINDED BY BUILDINGS  
BULLETIN 2023-012**

THE CITY OF NEW YORK  
HOUSING AND DEVELOPMENT ADMINISTRATION  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

MAY 10 1971

DATE May 6, 1971

TO: Borough Superintendents

FROM: William Chamoy, P.E., Ass't. Director of Operations

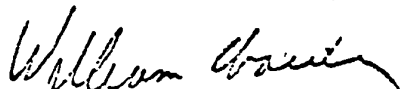
SUBJECT: Plan Examination and Field Inspections  
Ports and Terminals

Attached herewith is a letter dated April 26, 1971, from Commissioner Joseph Ferro, to the Honorable Patrick F. Crossman, Commissioner - Economic Development Administration, which outlines the procedure to be followed with respect to Plan Examination and Field Inspections for new buildings and new structures on waterfront properties.

Applications when received in the borough office, shall be numbered and indexed in the regular manner. The application number shall be followed by the letters P.&T. After approval, applications shall be kept in a separate file in the plan room. Separate accounts shall also be kept for the Building Department and Sanitation Department fees for reporting to the Budget Director. On completion of all work, the application and plans shall be filed in the block and lot record room.

WC/sl

cc: Staff

  
William Chamoy, P.E.  
Ass't. Dir. of Operations

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# RESCINDED BY BUILDINGS BULLETIN 2023-012



NYC Buildings Department  
280 Broadway, New York, NY 10007

Robert D. LiMandri, Commissioner

## BUILDINGS BULLETIN 2009-025 Operational

**Supersedes:** None

**Issuer:** Fatma M. Amer, P.E.  
First Deputy Commissioner

**Issuance Date:** December 1, 2009

**Purpose:** This document clarifies the requirement for a new or amended Certification of Occupancy for alterations to a small, existing establishment

**Related Code/Zoning Section(s):**

AC 28-118.3.1	AC 28-101.4.3
AC 28-118.3.2	BC 302.1
	BC 303.1 Exception 2

**Subject(s):** Alterations, business and mercantile establishments; certificate of occupancy, business and mercantile establishments

The Department shall interpret sections 28-118.3.1 and 28-118.3.2 of the Administrative Code to allow an alteration from a small, existing individual mercantile establishment (Group M or equivalent occupancy as classified in the 1968 Code or prior codes) to a business establishment (Group B<sup>1</sup> or equivalent occupancy as classified in the 1968 Code or prior codes), or from a small, existing individual business establishment to a mercantile establishment without invoking the requirement for a new or amended Certificate of Occupancy, provided all of the following conditions exist:

- Such alteration is limited to a change within the same Zoning Use Group (e.g. UG 6A to 6A, 6A to 6B);
- The maximum occupant load for the individual establishment, both as existing and proposed, does not exceed 74 persons based on occupant load calculations in accordance with Table 6-2 of the 1968 Building Code or BC Table 1004.4.2 of the 2008 Building Code, as applicable;
- The establishment is located on the ground floor, accessed by the public directly from the exterior of the building;
- The portion of the establishment which is being altered complies or is made to comply with any other requirements that would be applicable to the alteration, including but not limited to accessibility requirements (e.g. entrance, toilet room etc.), and fire protection requirements of 28-101.4.3 (Item 2); and
- Such alteration does not require a change in the required exits. Relocation of exit doors of the same size or larger shall not constitute a change in the required exits.
- Such alteration does not require a change in the live load from the stated live load on the existing Certificate of Occupancy.

<sup>1</sup> In accordance with section BC 303.1, Exception 1, a nonaccessory tenant space used for assembly purposes by fewer than 75 persons may be considered a Group B occupancy.  
Buildings Bulletin 2009-025

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**BUILDINGS BULLETIN 2019-006**  
Technical

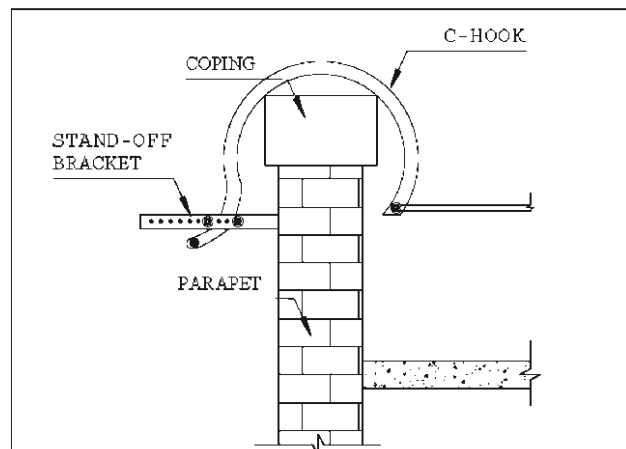
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<b>Supersedes:</b>	None
<b>Issuer:</b>	Gus Sirakis, P.E. First Deputy Commissioner
<b>Issuance Date:</b>	September 25, 2019
<b>Purpose:</b>	This document prohibits the use of stand-off brackets attached to a cornice hook (c-hook).
<b>Related Code/Zoning Section(s):</b>	AC 28-113.1
<b>Subject(s):</b>	Stand-off bracket; standoff bracket; stand off bracket; suspended scaffold; C-hook; cornice hook; parapet; suspended scaffold

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**I. Scope**

A stand-off bracket is a rigid member that extends an assembly. This bulletin applies to the installation or use of a stand-off bracket attached to a cornice hook (C-hook) in order to provide a suspended scaffold additional outreach from the face of a parapet or wall. See *Figure 1*.



**Figure 1: C-hook with stand-off bracket**

**II. Background**

The Department has identified the use of a stand-off bracket as a contributing factor in recent suspended scaffolding incidents.

**III. Prohibition**

In accordance with §28-113.1, until such time as the Department is able to further study the utilization of stand-off brackets and promulgate regulations to ensure their safe installation and use, the installation or use of a stand-off bracket attached to a cornice hook (C-hook) to provide a suspended scaffold additional outreach from the face of a parapet or wall is hereby prohibited.



NYC Buildings Department  
280 Broadway, New York, NY 10007

Robert D. LiMandri, Acting Commissioner



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## BUILDINGS BULLETIN 2008-001

### Code Interpretation

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**Supersedes:** None

**Issuer:** Fatma M. Amer, PE.  
Deputy Commissioner and Chief Code Engineer

A handwritten signature in black ink, appearing to read "Fatma M. Amer".

**Issuance Date:** June 26, 2008

**Purpose:** This document is to clarify that accessory spaces used for assembly purposes with occupant loads of less than 75 are not subject to the 10% per story limits and are treated as the main occupancy for code purposes.

**Related Code Section(s):** BC 303.1                      BC 508.3.1

**Subject(s):** Assembly, accessory assembly occupancies  
Occupancy classification, accessory assembly occupancies

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The provisions of Section BC 303.1, Exception 1, provides that:

“A room or space used for assembly purposes by fewer than 75 persons and accessory to another occupancy shall be included as part of that occupancy.”

Therefore, such rooms or spaces shall not be classified as Group A, but are instead classified as the occupancy group of the main occupancy. Accordingly, the provisions of Section 508.3, Mixed Occupancies, are inapplicable, because the occupancy group for the assembly uses and the non-assembly uses are the same.

*EXAMPLE:* An apartment building includes the following two common use spaces: an indoor swimming pool occupying substantially all of the 10<sup>th</sup> story, and a recreational roof garden on the roof above the swimming pool. In this case, both the swimming pool and the roof garden are for the use of the residential building tenants – and are therefore subsidiary and accessory to the R-2 occupancy. If the occupant load of the accessory indoor swimming pool is less than 75, then the pool is not classified as A-3 but rather R-2. Similarly, if the occupant load of the roof garden is less than 75, the roof garden is classified as R-2 and not A-3. The effect of their designations as R-2 occupancies is that they are not treated as “Mixed Occupancies” per Section BC 508.3, meaning that they are not subjected to the 10% per story limitation of Section 508.3.1 and are not subject to Group A code requirements.



NYC Buildings Department  
280 Broadway, New York, NY 10007

Rick D. Chandler, P.E., Commissioner



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## **BUILDINGS BULLETIN 2015-002**

### **Technical**

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**Supersedes:** Technical Policy and Procedural Notice 1/07 (TPPN 1/07)

**Issuer:** Thomas Fariello, RA  
First Deputy Commissioner

**Issuance Date:** March 6, 2015

**Purpose:** This document clarifies section 2702.4 of the 2008 and 2014 New York City Building Code with respect to optional standby power systems.

**Related Code/Zoning Sections:** BC 2702.4, 2702.1  
EC Article 700  
EC Article 701  
EC Article 702  
LL 111/2013

**Subjects:** Optional standby system; Emergency power system; Legally required standby system; Local Law 111 of 2013; Emergency lighting, optional standby system; Fire alarm system, optional standby system; Elevator, optional standby system; Optional standby system, required loads

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**Effective date:** Effective Immediately

**Background:** Local Law 111 of 2013 re-instated Article 701 of the 2011 New York City Electrical Code (EC) and clarified which building electrical loads and functions are covered under EC Articles 700 and 701. Section BC 2702.4, as added by Local Law 111, ensures that if a generator is installed for the purpose of handling optional standby loads, e.g. a tenant computer room, that such an optional standby power generator must also provide back-up power to the required loads for optional standby power systems as listed in section BC 2702.4, i.e. emergency lighting, fire alarm systems, and elevators, thereby maintaining the safety of those occupants who may remain in the building during a power outage. The requirement for connecting emergency and standby power loads, as specified in section BC 2702.4, to the optional standby power system applies to new buildings and to existing buildings as set forth in this bulletin.

**Specifics:**

**(A)** Emergency Systems, Legally Required Standby Systems and Optional Standby Systems are defined under Articles 700, 701 and 702 of the 2011 New York City Electrical Code.

**(B)** Where an optional standby system is installed in a new building or an existing building, it is required to supply any of the required loads listed under section BC 2702.4. Such loads shall be connected in accordance with Articles 700 and 701 of the 2011 New York City Electrical Code and shall include the following, as applicable, unless such loads are already supplied by a functioning emergency power system or legally required standby system:

# PROSPECTIVELY RESCINDED BY BUILDINGS BULLETIN 2023-012

- (a) Emergency Lighting;
- (b) Fire alarm systems; and
- (c) Elevators as follows:
  - (i) For Group R-2 occupancies in buildings greater than 125 feet (38 100 mm) in height, at least one elevator serving all floors, or one elevator per bank where different banks serve different portions of the building; or
  - (ii) For all other buildings having occupied floors located more than 75 feet (22 860 mm) above the lowest level of fire department vehicle access, at least one elevator that serves all floors.

For Group R-2 occupancies in buildings 125 feet or less in height, or other buildings having occupied floors not over 75 feet above the lowest level of fire department vehicle access, the added optional standby system need not supply power to the elevators.

**(C)** Where a functioning emergency power system or legally required standby system is in place, and these system(s) provide power to all code required emergency or legally required standby loads, any added optional standby system need not also supply the emergency or legally required standby loads.

**(D)** Where an optional standby power system is required to supply emergency or legally required standby loads, such power system shall comply with section BC 2702.1 and all of its subsections, to include but not be limited to, UL 2200 listing and NFPA 110.

**(E)** Where an optional standby power system is required to supply emergency or legally required standby loads, such power system shall be subject to special inspection in accordance with section BC 1704.13 of the 2008 Code, section BC 1704.31 of the 2014 Code and 1 RCNY 101-06.