



buildings
2023-004
bulletin
TECHNICAL

ISSUANCE DATE
June 6, 2023

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

PURPOSE: This Bulletin rescinds 30 Memoranda, 1 APPN, 1 OPPN and 2 Letters which were issued by the Department but are no longer applicable under current Codes and Local Laws.

SUBJECT(S): Rescinding a Directive, Memoranda, and Letters

RESCINDED DOCUMENTS

Memo 4/7/75*, Memo 10/21/86, Memo 3/9/70*, Memo 3/9/70*, Memo 6/30/78, Memo 12/22/71*, Memo 5/28/69, Memo 8/29/69, Memo 12/31/81*, Memo 7/19/90, Memo 3/7/77, Memo 12/1/76*, Memo 10/27/75, Memo 10/10/73, Memo 10/20/70, Memo 5/9/89, Memo 8/22/75, Memo 5/1/73, Memo 4/22/74, Memo 7/5/73, Memo 3/26/86, Memo 11/21/72*, Memo 3/1/88, Memo 9/9/77*, Memo 11/1/71, Memo 12/9/74, Memo 10/26/78, Memo 3/20/95, Memo 10/24/86*, Memo 1/23/86

APPN 8/87, OPPN 20/89

Letter 7-21-81*, Letter 4-6-88

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The above listed Memoranda, Policy and Procedure Notices and Letters are rescinded effective immediately and are attached therein.

The rescinded documents will appear on the Department's website with the watermark **RESCINDED**.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RESCINDED BY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 2023-004

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

DEPARTMENTAL MEMORANDUM

DATE: April 7, 1972

TO: Carmen Barrett, Director-Central Licensing

FROM: Thomas V. Burke, Director of Operations

SUBJECT: Fees and Renewal of Licenses

R.D.

This memorandum supersedes my memorandum dated April 14, 1972.

1. When a request is made to reissue a license which has expired, the total required fee shall be the sum of fees required each year, as if the licensee renewed his license at the proper time, and the additional fee for each year that the license had not been renewed as required by Section B26-1.6 Administrative Code.

2. Under Section B26-1.6 Administrative Code, if a license has not been renewed annually as provided therein, in addition to a required additional fee, the applicant is required to satisfy the Commissioner as to his qualifications.

The qualifications of such an applicant shall be considered acceptable or rejectable pursuant to the following procedure:

I. License expired less than 5 years prior to the date of the application for renewal.

A. License shall be issued in the following situations:

1) Applicant was performing his trade outside of New York City in his own employ or employed by another.

a. Obtain a signed statement from the applicant or his employer specifying the business name and address, the type of business, the nature of the applicant's duties and the dates of such employment.

2) Applicant was not performing his trade, but was engaged in other work.

a. Obtain a signed statement from the applicant specifying the business name and address, the type of business, the nature of the applicant's duties and the dates of such employment.

B. License shall not be issued in the following situations:

1) Applicant was performing his trade in New York City while unlicensed.

a. Refer matter to the Asst. Director of Operations.

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2) In any situation not enumerated above, matter shall be referred to the Asst. Director of Operations.

II. License expired more than 5 years but less than 10 years prior to the date of the application for renewal.

A. Refer matter to the Asst. Director of Operations. If the licensee provides proof to the satisfaction of the Asst. Director of Operations that during the period which his license had lapsed, he had been actively engaged legally in the trade for which the license was issued, except for periods of time not to exceed in the aggregate five (5) years, approval for the reissuance of the license may be granted.

III. License Expired More Than 10 Years.

Refer applicant to Dept. of Personnel. Must obtain a new license.



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

TVB:LR:ah

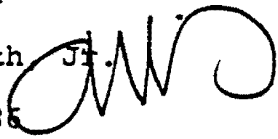
cc: Exec. Staff

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DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
120 WALL STREET, NEW YORK, N.Y. 10005
CHARLES M. SMITH, Jr., R.A., Commissioner
248-8811

M E M O R A N D U M

TO: Executive Staff
FROM: Charles M. Smith, Jr. 
DATE: October 21, 1985
RE: Briefing Memos

Whenever you meet with representatives of outside organizations, please furnish me with a memorandum briefly summarizing your discussions so that I may be kept abreast of their concerns and your responses.

**RESCINDED BY
BUILDINGS BULLETIN 2023-004**

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

DEPARTMENTAL MEMORANDUM

DATE: March 9, 1970

TO: John T. O'Neill, Commissioner

FROM: Louis Beck, Deputy General Counsel

SUBJECT: Cases In Court

As previously indicated on February 24, 1970 the Court of Appeals affirmed the opinion of the Appellate Division in the "Matter of Del Giorno" and held that city employees are not special patrolmen. In view of the foregoing decision of the court, our inspectors are not empowered to prepare, issue and serve the universal summons. Also, they cannot execute the court complaint before a chief inspector, assistant chief inspector or supervisor. (Previously authorized under section 50 of the New York City Criminal Court Act)

It is the opinion of the Corporation Counsel that since the decision in the Del Giorno case was affirmed by the Court of Appeals, that our cases presently pending in court which have not as yet been brought to trial may be subject to dismissal. Accordingly, the Corporation Counsel will submit legislation to attempt to give legality to all those pending cases. In the meantime, they intend to adjourn all cases when defendants request a dismissal.

It is my recommendation that the borough offices be advised to alert their legal sections to carefully watch the court calendars. If any cases are dismissed by the court because of the technicality caused by the Del Giorno decision, then the procedure should be as follows:

- (1) If the case involved hazardous and emergency violations, a reinspection should be immediately made establishing a new "charge date". A court complaint should be prepared and brought to court by the inspector who made the reinspection.
- (2) If the case involved non-hazardous violations, a reinspection should be made establishing a new "charge date". A court complaint should be prepared and typed and kept in the borough office until new legislation is enacted into law giving our inspectors special patrolmen status. If such legislation is not passed in the near future, it will be necessary to reexamine the procedure so as to bring all court complaints before the Criminal Court.



Louis Beck
Deputy General Counsel

LD:HR

cc: Deputy Commr. J. Ferrro
Asst. Commr. F. Malavan
Dir. of Oper. T. W. Burke
Dir. of Spec. Proj. J. W. Schneider
Exec. Engr. H. B. Jankin ✓
File

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

Keen

SX

DEPARTMENTAL MEMORANDUM

DATE: March 9, 1970

TO: John T. O'Neill, Commissioner

FROM: Louis Beck, Deputy General Counsel

SUBJECT: Summons and Court Complaint

On February 24, 1970, the Court of Appeals of the State of New York affirmed an opinion rendered by the Appellate Division in the "Matter of Del Giorno". This decision held that under section 434a-7.0 of the code, the police commissioner had no authority to deputize city employees as special patrolmen.

Rule 12 of the rules of the criminal court concurred in by the police commissioner provides for the issuance of summonses in blank to police officers and all other peace officers. These summonses have the same force and effect as if directly issued by the court.

The police department in its regulations makes no distinction between special patrolmen and peace officers. Accordingly, the "yellow summonses" and its substituted "universal summons" have been issued to our department and other departments who have special patrolmen for preparation, issuance and service.

In view of the aforesaid decision of the Court of Appeals, our inspectors are no longer special patrolmen and therefore the universal summons cannot be used by our department.

As for the court complaint (court information):

- 1) Section 58(6) of the New York City Criminal Court Act permits an employee who is a special patrolman to serve a summons for violation of laws which the department is authorized to enforce and to swear to the truth of the complaint before an authorized employee of the department.
- 2) The chief inspector, assistant chief inspector or supervising inspector cannot administer the oath to our inspectors in connection with the execution of a complaint, since the inspectors are not special patrolmen.

Section 57 of the New York City Criminal Court Act provides that the court may issue a summons directing the defendant to appear before it if an information is presented to a judge to the effect that the crime or offense has been committed. The court complaint will have

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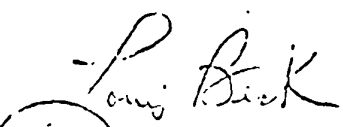
March 9, 1970

to be sworn to before the judge and the court will issue a summons. The summons may be served by the complainant, or by a peace officer, or by any other person designated by the judge. Since the Department of Buildings is the complainant, any employee of our department may serve the summons. It is to be noted that the court issued summons cannot be made returnable more than fourteen days after its issuance. Therefore, if it is not served within the fourteen day period, a new summons for an additional fourteen days will have to be obtained from the court.

J. Lee Rankin, Corporation Counsel and Shirley A. Siegel, General Counsel (NDA) have requested that we do not flood the overburdened court with requests for the court summons. It is anticipated that remedial legislation will be enacted into law within the next three weeks so that we will be able to legally use the universal summons. It was agreed that we would bring all hazardous violations into court during this period, but hold back the nonhazardous cases.

Recapitulation:

- 1) No universal summons shall be prepared, issued or served until remedial legislation is enacted into law.
- 2) For all hazardous and emergency cases, the inspector who made the inspection shall take the prepared court complaint (information) and swear to the facts before a judge of the Criminal Court. The court will then affix its signature to the court complaint and will issue a summons. The Assistant Corporation Counsel in the part of the court handling our cases will assist the inspector to obtain the summons.
- 3) The Corporation Counsel expects to have legislation enacted restoring the use of the universal summons within the next three weeks. Accordingly, he has requested that we do not bring the nonhazardous violation cases to court at this time to alleviate an overburdening of the court.
- 4) However, all cases which are ready for court action should be processed in the borough offices and the court complaints prepared and typed. As soon as legislation is enacted, these cases can then be readily brought into court.


Louis Beck
Deputy General Counsel

LB:MP
cc: Executive staff
Hon. C. J. ...

**RESCINDED BY
BUILDINGS BULLETIN 2023-004**

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: June 30, 1978

TO BOROUGH SUPERINTENDENTS

FROM: Acting Commissioner Irving E. Minkin, P.E.

SUBJECT: DISTRICT SERVICE CABINETS
(Designation of Representatives)

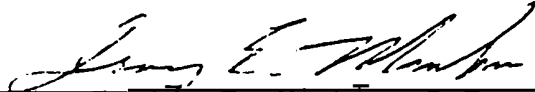
1. The following named Engineering Personnel are designated District Cabinet Representatives:

<u>Borough</u>	<u>Board #</u>	<u>Persons</u>	<u>Title</u>
Staten Isl.	1 - 3	David Sobel	Deputy Boro. Supt.
Brooklyn	1 - 6	Joseph Dargan	Ass't. Plan Examiner
Brooklyn	7 -12	Irving Levy	Deputy Boro. Supt.
Brooklyn	13 -18	Larry Ferlazzo	Ass't. Architect
Queens	1 - 7	Philip Goldstein	Deputy Boro. Supt.
Queens	8 -14	Charles Spindler	Plan Examiner
Bronx	1 - 6	Humberto Soto	Deputy Boro. Supt.
Bronx	7 -12	Jerome DeCanio	Administrative Engineer
Manhattan	1 - 6	Ernest Cocolicchio	Deputy Boro. Supt.
Manhattan	7 -12	Norman Lerman	Senior Plan Examiner

2. An indoctrination session will be held in each borough for District Service Cabinets Representatives. They will receive advance notification prior to each session.
3. Mayor Edward I. Koch places a high priority on the assistance of Community Boards. The efforts and support of both yourself and the designated District Service Cabinets Representatives will be greatly appreciated.

ATTACHMENT:

Compilation of Community Board
Chairpersons & District Managers
as of May 24, 1978.


Irving E. Minkin, P.E.
Acting Commissioner

cc: James Capalino, Ass't. to the Mayor
District Service Cabinets Representatives
Executive Staff
Philip E. Olin, P.E. (3)

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**RESCINDED BY
BUILDINGS BULLETIN 2023-004**

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

INTERNAL MEMORANDUM

DATE: December 22, 1971

TO: Borough Superintendents

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

SUBJECT: Costs of Alterations for the Purpose of Estimating Fees -
Section C26-32.0 Administrative Code

COSTS:

Fees shall be based upon all matters regulated by the Building Code or Zoning Resolution and shall include the cost of all elements of construction in a building or in a structure or premises. The cost shall include "service equipment", and all components thereof, which provide sanitation, power, light, heat, ventilation, air-conditioning, refuse disposal, fire-fighting, transportation or other facilities for buildings.

For the purpose of estimating fees, the following items shall be included or excluded as noted; the listing is for guidance only and is not to be construed as all inclusive.

INCLUDE:

Excavation, sheeting, shoring and other temporary structures, structural members, flooring, finishes, partitions, whether fixed or movable, doors, ceilings, wall and ceiling panelling, soundproofing, ventilation, air-conditioning systems, heating equipment, walk-in refrigerators, plumbing and fixtures, elevators, escalators, signs, show windows, hoods, flues, chimneys, fire alarms, sprinklers, standpipes, fire escapes, machinery related to building operation, bell, buzzer and intercom systems, fire-proofing and fire stopping, waterproofing and paving and screening for parking lots which shall be in addition to the "open spaces" fee required by section C26-32.0(3).

EXCLUDE:

Furniture [including bars, drapes, curtains, pictures, mirrors (except when built in as wall or ceiling panelling)], sculptures, mobiles, counters, shelving, ranges, refrigerators other than walk-in type, machinery not related to building operation, (such as sewing machines and printing presses, factory equipment), kitchen cabinets, lockers, play-ground equipment.

continued...

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RESCINDED BY
BUILDINGS BULLETIN 2023-004

C O P Y

The City of New York
DEPARTMENT OF BUILDINGS

Departmental Memorandum

Fees
Unsafe Building:
Law Department

To: Borough Superintendents

DATE: May 28, 1969

From: Director of Operations, T.V. Burke

Subject: Fees for title searches in the matter of Unsafe Buildings

Upon advice of the Law Department, a title search fee of \$15.00 shall be added to the \$50.00 survey fee charged to the owner of the surveyed structure and to the lot or parcel of land on which the structure is situated. The Law Department decision is based on Section C26-82.5 of the Administrative Code. The \$15.00 search fee will be charged against all unsafe structures when the unsafe order is filed on or after June 1, 1969.

For the purpose of implementing the procedure, "Form 38" has been revised to show the correct section of law involved. The 48 hour letter has been similarly revised to reflect the search charge. A new supply of both Form 38 and the 48 hour letter is transmitted herewith. The old Form 38 now on hand may be used if the section number of law is corrected. The supply of the 48 hour letters now on hand is to be discarded.

A memorandum shall be sent to the Law Department, Penalties Division, attention of Mr. Joseph Esquirol, giving the number of the first U.B. order filed on or after June 1, 1969.

(Signed)

Thomas V. Burke
Director of Operations

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C O P Y

The City of New York
DEPARTMENT OF BUILDINGS

Departmental Memorandum

Fees

To: Borough Superintendents

Date: August 29, 1969

From: Thomas V. Burke, Director of Operations

Subject: Fees - (Local Law 45 of 1969)

Various questions have been raised by the borough offices concerning the new fee bill (Local Law 45 of 1969). In as much as these questions will effect all boroughs, below are listed the answers to these questions. Future questions concerning fees to be charged should be submitted in writing to the respective Borough Superintendents who in turn will forward them to Thomas V. Burke, Director of Operations.

(1) The fee for a copy of a Gas Certificate (Gas Card-Form 109) shall be as per Section C26-34.0 "Preparing copy of records".

(2) Hoisting Machine Operator License fee has not been changed and is as stated in Local Law 76 of 1968 (New Building Code) Section B26-5.3 Administrative Code.

(3) Fees for subpoenas to Testify and Subpoenas Duces Tecum have not changed.

(4) Drop Curb Security deposits remains at \$25.00 payable together with the required drop curb fee.

(5) Multiple Dwellings - registration of new owner, lessee and agent fees are specified by the Housing Maintenance Code under Sections D26-41.03 (a), D26-41.11 and D26-41.09 (d) respectively and has not been changed.

(6) The fee for a copy of a Permit to Construct shall be as per Section C26-34.0 "Preparing copy of records".

(7) An applicant who paid 50% of the total fee for the work permit before the effective date (August 25th) of Local Law 45 of 1969, shall be entitled to pay the balance at the old fee schedule. The required drop curb fee for such applications if not paid for before August 25th, shall be computed at the new fee schedule. All fees for miscellaneous applications such as sidewalk sheds, elevator applications, sprinkler applications, etc. filed in conjunction with applications filed before August 25th, shall be based on the new fee schedule if filed after August 25th.

(Signed)
Thomas V. Burke

**RESCINDED BY
BUILDINGS BULLETIN 2023-004**

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

MEMORANDUM

DATE: December 31, 1981

Deputy Commissioner, Blaise F. Parascandola
Assistant Commissioners: B.Cox, C.F. Dennis, J.Grill
Borough Superintendents

TO: Irving E. Minkin, P.E., Deputy Commissioner

SUBJECT: FEES LOCAL LAW #91/81; (Intro #1056/A)

On December 31, 1981, Mayor Koch signed the subject Intro into law.
Said local law takes effect immediately.

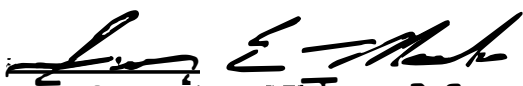
Accordingly, supplementing a memorandum previously conveyed to you by Assistant Commissioner Dennis dated December 23, 1981, with which he forwarded a copy of the Intro and illustrative charts indicating various alteration fees, you are advised as follows:

1. The law affects all categories of fees charged by this department.
2. A significant departure from prior law mandates that hereafter, a filing fee of 50% of the total permit fee is required rather than the 30% herein before required (minimum statutory fees are still specified, as before).
3. The law shall apply to all applications for which permits have not been issued, in that the new fee shall be calculated in accordance with the enclosed law, and the filing fee paid heretofore subtracted in determining the remaining permit fee to be paid.
4. Similarly, any reinstatement fees required based on department memorandums and applicable law shall be based on the new law.
5. All annual permit fees or periodic inspection fees (boiler inspection, elevator inspection, illuminated sign, and place of assembly permits) have been increased.
6. Fees for permits for boilers inspected by insurance companies has been increased to \$15.00 annually.
7. The fees for processing elevator inspection reports by private elevator inspection agencies is now \$15.00 for each inspection by said agency.
8. All license fees have been increased, as have the renewal fees, with isolated exceptions; and, increased late fees for failure to renew in accordance with department requirements in a timely fashion have been significantly increased.
9. Various special fees, Crane & Derricks fees, as well as fees for Material and Equipment Acceptances have been increased.

All of the above mentioned fee increases shall take effect on January 1, 1982, on all matters processed from that point on.

EM:rmr

cc: Commissioner
Irwin Fruchtmann, P.E.
Industry


Irving E. Minkin, P.E.
Deputy Commissioner

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**RESCINDED BY
BUILDINGS BULLETIN 2023-004**



DEPARTMENT OF BUILDINGS

**EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013**

RUDOLPH J. RINALDI, Commissioner

July 19, 1990

Dear Owner/Applicant/Contractor:

Please be advised that effective August 13, 1990, the Department of Buildings will increase various fees and institute a work permit renewal fee in accordance with Local Law 38 of 1990. Attached is a listing of the fees that will be affected by the increase.

These increases are necessary to support the costs to the Department of providing plan examination, inspectorial and administrative services to the public. The fee schedules were last revised in 1982 for Public Assembly and Work Permits and in 1978, 1983 and 1984 for the search; Bureau of Electrical Control filing and Crane and Derrick fees, respectively. The Department's direct and indirect costs in these areas have steadily increased over the last several years while then fee schedules remained the same.

Local Law 38 of 1990 also requires licensed electricians to obtain a seal from the Department. All applications for certificates of electrical inspection or any other document filed with the Department must bear the stamp of such seal as well as the signature of the licensee.

The seal is non-transferrable and must be surrendered to the Department upon suspension of a license or the retirement or death of the licensee. This provision will protect the licensee by significantly decreasing the likelihood of submission of unauthorized applications.

The Department remains committed to providing enhanced public safety and service. Your continued cooperation and support is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Stewart D. O'Brien".

**Stewart D. O'Brien
Deputy Commissioner**

cc: Rudolph Rinaldi

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RESCINDED BY
BUILDINGS BULLETIN 2023-004
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: March 7, 1977

TO: Borough Superintendents

FROM: Director of Operations Irving E. Minkin

SUBJECT: PLACE OF ASSEMBLY GUIDELINES

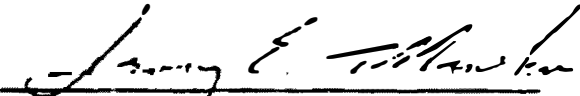
Herewith forwarded is a corrected copy of page 2 of "General Building Department Guidelines for Obtaining and Maintaining a Place of Assembly Permit."

This page clarifies item #4 in the guideline, in regard to current fees.

The guideline was issued as a general guide to the public, and was not intended to go into extensive detail on provisions of law. However, since the general language of item #4 caused some misunderstandings as to whether a fee was warranted in some cases on the part of some applicants, this clarification more accurately re-states the requirements of the Administrative Code.

Substitute the enclosed copy of page 2 of the "Guidelines" for the copy originally distributed.

IEM/df
Att.


Irving E. Minkin
Director of Operations

CC: Exec. Staff

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RESCINDED BY
BUILDINGS BULLETIN 2023-004

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

DEPARTMENTAL MEMORANDUM

DATE: December 1, 1977

TO: Genl. Supt. C. F. Dennis, Manhattan

FROM: Director of Operations Irving E. Minkin

SUBJECT: Place of Assembly Routing and Permit Renewal Fees

My memorandum of November 1, 1976, regarding places of assembly, is supplemented as follows:

1. Prior to January 1, 1977, the borough of Manhattan is to be divided into 12 geographic districts. Each district will, as far as possible, be comprised of approximately 1/12 of the total places of assembly in Manhattan. The districts will be numbered in a series of 12 months. District 1 will be slated for January renewals (and inspections, District 2 for February, etc.).
2. During 1977, inspections will be made on the current scheduled places of assembly. If a place of assembly permits will be issued for a period of 12 months, the permit fee, depending upon the district the place of assembly is in, and on the month that district is assigned. Permit fee will be \$47.50 plus a prorated (1/12) amount for each month over the normal 12 months of the license period. Thereafter, the permittee will have his permit renewed (and subsequently his annual inspection) on the month designated for his district.
3. As a district is completed, one of the inspectors be recirculated through the district to re-inspect (and issue summonses, where called for) those remaining re-inspections. Whatever time is not required for re-inspections can be utilized assisting the other inspectors in other districts.
4. In the case of assembly applications the Chief Inspector can be notified by the place of assembly section or, if it appears that the permit will be scheduled in the next week or so, the Chief Inspector will endeavor to have one of the construction inspectors inspect the place of assembly. The place of assembly permit fee will be \$47.50 plus a prorated amount for each month over the normal 12 months of the license period.

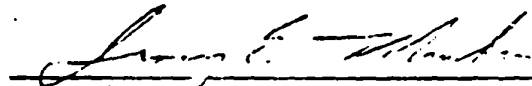
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BUILDINGS BULLETIN 2023-004**

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This procedure is to take effect on January 1, 1977.

Forwarded herewith is a table for use by the cashier in providing the permit renewal fees for the next calendar year, only, after which the 12-month fee of \$27.50 shall be charged.



Irving E. Minkin
Director of Operations

IEM/df
Enc.

CC: Exec. Staff
Supts. Olin, Cohen, Sigman, Sakona - for your information.

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**RESCINDED BY
BUILDINGS BULLETIN 2023-004**

NEW RENEWAL DATE (1977-1978)
OLD RENEWAL DATE (1978-1979)

OLD RENEWAL DATE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
JAN	27.50	29.80	32.10	34.40	36.70	39.00	41.30	43.60	45.90	48.20	50.50	52.80
FEB	52.80	27.50	29.80	32.10	34.40	36.70	39.00	41.30	43.60	45.90	48.20	50.50
MAR	50.50	52.80	27.50	29.80	32.10	34.40	36.70	39.00	41.30	43.60	45.90	48.20
APR	48.20	50.50	52.80	27.50	29.80	32.10	34.40	36.70	39.00	41.30	43.60	45.90
MAY	45.90	48.20	50.50	52.80	27.50	29.80	32.10	34.40	36.70	39.00	41.30	43.60
JUNE	43.60	45.90	48.20	50.50	52.80	27.50	29.80	32.10	34.40	36.70	39.00	41.30
JULY	41.30	43.60	45.90	48.20	50.50	52.80	27.50	29.80	32.10	34.40	36.70	39.00
AUG	39.00	41.30	43.60	45.90	48.20	50.50	52.80	27.50	29.80	32.10	34.40	36.70
SEPT	36.70	39.00	41.30	43.60	45.90	48.20	50.50	52.80	27.50	29.80	32.10	34.40
OCT	34.40	36.70	39.00	41.30	43.60	45.90	48.20	50.50	52.80	27.50	29.80	32.10
NOV	32.10	34.40	36.70	39.00	41.30	43.60	45.90	48.20	50.50	52.80	27.50	29.80
DEC	29.80	32.10	34.40	36.70	39.00	41.30	43.60	45.90	48.20	50.50	52.80	27.50

Monthly Rate \$ 2.30
ANNUAL RATE \$ 27.50

Renewals for 1977 will be for 12-23 months depending on new scheduled renewal date.

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

File

DEPARTMENTAL MEMORANDUM

DATE: October 27, 1975

TO: Borough Superintendents - Borough Offices
FROM: - Blaise F. Parascandola, Assistant Commissioner
SUBJECT: Violation Search Request - Request For Back Fee Information

This memorandum modifies the memorandum of this office dated August 22, 1975 with respect to the above subject, pending revision of overall procedure with the Department of Rent and Housing Maintenance.

When an applicant makes a Violation Search Request on B Form 203, the applicant shall be advised that if back fee information is desired, Form CBS-12 shall also be filled out. The applicant shall forward Form CBS-12 directly to Department of Buildings, Central Billing Section - Room 8172, 100 Gold Street, N.Y., N.Y. 10038. The Central Billing Section will check only those accounts where an identification number is indicated and will return same to the applicant.

When the Violation Search Request has been completed by the Borough Office in addition to Department of Buildings Violation Reports, if any, a copy of NOTICE TO VIOLATION SEARCH APPLICANTS shall also be forwarded to Department of Rent and Housing Maintenance.


Blaise F. Parascandola

BFP/mb
cc: Comm. Walsh
Deputy Comm. Jenkins
T.V. Burke
I.E. Minkin

1107

**RESCINDED BY
BUILDINGS BULLETIN 2023-004**

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

DEPARTMENTAL MEMORANDUM

DATE: October 10, 1973

TO: Borough Superintendents

FROM: Thomas V. Burke, Director of Operations

SUBJECT: RETURN OF SANITATION DEPARTMENT FEES OR BONDS

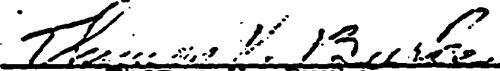
Applicants who request return of Sanitation Department fees are to be instructed to apply to the Sanitation Department and to the Comptroller's office.

This department acted only as agent for the collection of such fees and has no authority to issue refunds.

Persons who request return of bonds filed in lieu of payment of Sanitation Department fees are to be informed that the bonds must remain in the records of the Building Department until the Sanitation Department fee is paid or until it is decided by court that payment of such fees was illegal. If an applicant should want to pay a Sanitation Department fee in order to recover a bond, he is to be instructed to pay the fee to the Department of Sanitation and the bond is to be retained until the Sanitation Department issues instructions concerning its disposition.

TVB/df

CC: Exec. Staff
Comm. Elish, Dept.
of Sanitation



Thomas V. Burke
Director of Operations

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**RESCINDED BY
BUILDINGS BULLETIN 2023-004**

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

MEMO

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DEPARTMENTAL MEMORANDUM

DATE: October 20, 1970

TO: Borough Superintendents

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

SUBJECT: Sidewalk Shed Permits and Fees in Conjunction with New Buildings, Alterations and Demolitions - (Section C26-1901.5 of the Building Code and C26-34.0 of the Administrative Code)

Section C26-1901.5 of the building code specifies the conditions under which a sidewalk shed is required in conjunction with the erection, alteration or demolition of a structure. Where a sidewalk shed is required to be erected in accordance with this section, a separate sidewalk shed permit must be obtained for each structure being erected, altered or demolished with payment of corresponding separate fees for each permit. When two or more structures are to be erected, altered or demolished, a single sidewalk shed permit may be issued only when the structures are located on the same lot of record as shown in the records of the Real Property Assessment Department.

Personnel in your office should be guided by this memorandum which is effective immediately.

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

TVB/JTW/sl

cc: Exec. staff
Boro. Supts. (5 each)

RESCINDED BY
BUILDINGS BULLETIN 2023-004



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES

60 HUDSON STREET, NEW YORK, N. Y. 10013

CHARLES M. SMITH, Jr., R.A., Commissioner

TERRY KEELY McCLAIN

Assistant Commissioner

Administration

(212) 312-8055

MEMORANDUM

May 9, 1989

TO: Distribution

SUBJECT: Telephone Inquiries — Filing Requirements/Fee

To assure that telephone inquiries with respect to filing requirements and fees are routed properly, please remind your staff of the following:

- Inquiries regarding refunds and/or exemption from periodic billings for Elevator, Boiler and P.A. inspections should be referred to the Department's Central Billing Unit at 312-8200;
- Inquiries regarding the exemption of fees for work permits should be referred to the Fee Estimator or Borough Manager;
- Telephone inquiries regarding filing requirements may be referred to the Chief Engineer or Examiner. However, members of the public should be urged to direct their questions in writing, including the specifics of the work to be performed, to the Borough Superintendent or Commissioner. Members of the public should be assured that their written inquiries will receive prompt attention;
- Inquiries regarding refunds for fees paid for work permits should be referred to the Borough Manager.

Please impress upon staff the importance of displaying at all times a responsive, courteous and patient telephone manner when answering telephone inquiries. In many instances, telephone inquiries will provide the public with their first contact with the Department of Buildings. Therefore, it is imperative that the Department's response be as helpful and professional as possible.

Thank you for your cooperation.


Terry Keely McClain

Distribution:

Borough Managers

cc: S. O'Brien
Borough Superintendents
Executive Staff

**RESCINDED BY
BUILDINGS BULLETIN 2023-004**

**HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS**

FD2

DEPARTMENTAL MEMORANDUM

DATE: August 22, 1975

TO: BOROUGH SUPERINTENDENTS, Borough Offices

FROM: Blaise F. Parascandola, Assistant Commissioner

SUBJECT: Violation Search Request - Notification To Be Given Of Possible
Uncollected License, Permit and Inspection Fees

This memorandum will supplement the existing procedure where a request for violation search is made of this department either by owner, agent, or title company, etc.

In addition to supplying the normal violation information, a stamp will be provided to the violation section which shall read as follows:

**THERE MAY ALSO BE MONIES DUE THE DEPARTMENT
OF BUILDINGS FOR NON-PAYMENT OF FEES CHARGED
BY THIS DEPARTMENT FOR INSPECTIONS OF BOILERS,
ELEVATORS, ILLUMINATED SIGNS, ETC.**

**Inquire of Central Billings Section, Department of Buildings,
Rm. 2172, 100 Gold Street, New York, New York 10038
(212) 566-3410, 3411, or 2157**

While it will be the function of the Central Billing Section to furnish this information when requested by an owner, agent, or title company, either in person, by mail, or by telephone, it is hoped that the violation sections of the borough offices will be of assistance to the public if any confusion arises in furnishing this information.

The stamp with this inscription shall be affixed to all violation search requests on B Form 208.

Further, a sign bearing the same inscription as above, shall be posted prominently in the public parts of all borough offices.

The stamps and signs will be forwarded shortly to each borough office. However, in the interim, effective immediately, a copy of the above statement shall be affixed to all violation search requests sent out on B Form 207, and a temporary sign shall be posted in each office.

BFP/mb cc: Comm. Walsh
Deputy Comm. Jenkins
T. V. Burke ✓
J. Minkie
J. Zinko, C. Barnett, H. Grantz

Blaise F. Parascandola
Blaise F. Parascandola

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**RESCINDED BY
BUILDINGS BULLETIN 2023-004**

THE CITY OF NEW YORK

HOUSING AND DEVELOPMENT ADMINISTRATION

DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: May 1, 1973

TO: Borough Superintendents

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

SUBJECT: UNREDEEMABLE CHECKS

Please advise the Borough Manager in your office that the following procedure is to be established immediately.

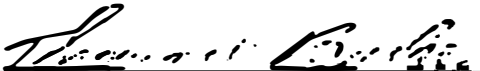
Where payment of fees is made by checks and it is found subsequently that such checks cannot be redeemed, please require that:

1. A listing be made of the names, addresses and the type of business of the persons who submitted such checks.
2. These lists be forwarded to the other boroughs so that each borough may be alerted to accept only certified checks from those persons whose names appear on the list.

This procedure was suggested by the office of Stephen Garfield, Director of Finance and Control, HDA.

TVB/DH/PEO/sc

cc: Executive staff
Connie Sparks
Stephen Garfield


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

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RESCINDED BY
BUILDINGS BULLETIN 2023-004

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

DEPARTMENTAL MEMORANDUM

DATE: April 22, 1974

TO: Borough Superintendents
FROM: Thomas V. Burke, P.E., Director of Operations
SUBJECT: Waiver of Fees - Supoena Duces Tecum

Attached herewith are

- (1) Copy of a memorandum from Louis Beck, General Counsel to Commissioner Walsh.
- (2) Notice #292 from Edward Thompson, J.S.C. Administrative Judge.
- (3) Form to be used by the Justice of the Civil Court in requesting department records.

The cashier in each borough office is to keep a record of:

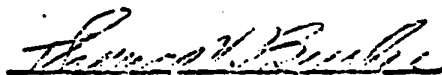
- (a) the number of supoenas served on the department - no fee - poor person
- (b) judicial requests for records - no fees
- (c) total number of all supoenas served requesting records

Record keeping is to start on May 1, 1974, for a period of 6 months and terminate October 31, 1974.

The results of the tally are to be forwarded to this office with a copy to Mr. Beck.

ATTACHMENTS:

TVB/LR/sc


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

cc: Boro Cashiers
Boro Office Managers
Exec. staff

**RESCINDED BY
BUILDINGS BULLETIN 2023-004**

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


DEPARTMENTAL MEMORANDUM

DATE: July 5, 1973

TO: Borough Superintendents
FROM: Director of Operations, T.V. Burke, P.E.
SUBJECT: Termination of Collection of Waste Disposal
(Sanitation Department) Fees

In accordance with Board of Estimate Calendar No. 66, adopted June 21, 1973, please be guided as follows:

1. Required collection of Waste Disposal (Sanitation Department) Fees as a prerequisite to issuance of permits is to end at the close of business hours on Friday, July 20, 1973.
2. Voluntary Waste Disposal (Sanitation Department) Fees, computed in accordance with Board of Estimate Resolution No. 43, adopted on October 8, 1970, shall be accepted until August 31, 1973. No certification or any other information shall be required or accepted in connection with said fees. It will be the applicants responsibility to comply with Sanitation Department's requirements for waiver of the new waste disposal rates.
3. On and after September 1, 1973, no Waste Disposal (Sanitation Department) Fees shall be accepted.
4. All prior memorandums and correspondence relating to Waste Disposal (Sanitation Department) Fees are cancelled as of July 23, 1973, except as may be applicable up to and including August 31, 1973.


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

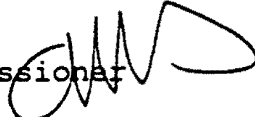
TVB/PEO/sc
CC: Executive Staff, E.P.A. Administrator,
Comptroller, Corporation Counsel,
Dept. Public Works Commissioner
Board of Education, Education Construction Fund,
Industry, BCAC, C.I.C.I.

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THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: March 26, 1986

TO Borough Superintendents
FROM Charles M. Smith, Jr., Commissioner 
SUBJECT Memorandum of September 1, 1983

The above referenced departmental memorandum provides for the exemption from 'gas card' requirements for a replacement gas meter and requires a 'gas card' where a replacement meter has an increased capacity.

I have been informed by Vice President Robert B. Stevens of Con Edison that the current replacement new meter for an existing "Class 50" - 75-100 cfh meter is a "Class 175" - 175-214 cfh meter.

The replacement of an existing meter with a meter of increased capacity where the replacement is due to registration or test purposes may be done by the gas utility company without a 'gas card' where the company has established by field inspection that no new gas work was performed.

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

DEPARTMENTAL MEMORANDUM:

Date: Revision # 1 -
November 21, 1972
(Original Issue July 7, 1972)

TO: Borough Superintendents

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

SUBJECT: Gas Meter on the Exterior of One and Two Family Dwelling
(RS-16, P115.C - Gas Piping)

~~This replaces memorandum dated July 7, 1972 on this subject.~~

This memorandum is applicable to one and two-family dwellings where it is proposed to install gas piping, meters and regulators on the exterior of buildings.

1. Where a public utility proposes to relocate a gas meter to the exterior of a building, no work shall proceed until a plumbing repair slip application has been filed and approved.
 2. A licensed plumber shall install all of the piping, valves and appurtenances from the house side of the meter and throughout the building. He shall test his work as prescribed by code, in the presence of a plumbing inspector.
 3. Gas service piping and gas meter piping may be installed by a utility corporation as provided in section C26-1600.1 (b) or by a licensed plumber (refer to sketch GM 1, 2, 3). The utility corporation shall be responsible for the installation and testing of the gas service piping from the street connection up to the building line or to the meter, including gas service piping and gas meter piping as provided in section C26-1600.1 (b) (refer to sketch GM 1, 2, 3).
 4. An approved lubricated type stop-cock or valve shall be installed inside the building in an accessible location within two feet of the point where gas piping enters the building, or at such other location as may be permitted by the Commissioner, as required by section P115.2(a) of RS-16.
 5. A gas cut-off valve shall be installed below grade on service connections where the pressure exceeds 1/2 p.s.i., in a protective housing with a cover easily identified, brought flush to grade. Valve and box shall be constructed and located in accordance with the code. In addition, a tamperproof lubricated type stop-cock or valve shall be installed on the street side of gas regulator and meter (refer to sketch GM 1, 2, 3) as provided in section P115.4 of RS-16.
- TAMPERPROOF shall be; safe against operation or movement attempted by bare hands, objects of moderate strength or ordinary household tools. Tamperproof valves shall be approved by the Board of Standards and Appeals.

continued.....712.....


**RESCINDED BY
BUILDINGS BULLETIN 2023-004**

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GAS METERS - MEMO July 7, 1972 - Revised 11/21/72 continued

6. No outside gas meter installations shall be permitted within three feet of driveways.
7. In those locations where high pressure gas is used, a gas pressure regulator is required to reduce the pressure in the service to one-half pound or less ahead of the meter and before entering the gas distribution piping in the building.
8. All piping shall be installed according to applicable code provisions.
9. Outdoor meter sets shall not be installed on buildings designated as landmarks by the Landmarks Preservation Commission.
10. The meter and regulator will be permissible projections in the yard or court under the provisions of the Zoning Resolution but may not project beyond the building line.

TVB/PEO/sl


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

ATTACHMENTS:

Sketch GM -1 Dated June 30, 1972 (Revised 11/21/72)
GM -2 Dated June 30, 1972 (Revised 11/21/72)
GM -3 Dated June 30, 1972 (Revised 11/21/72)

cc: Exec. Staff
Chief Plumbing Inspectors - 5 Boroughs
Commissioner: Fire Department
Chief Gas Engineer - Consolidated Edison
Chief Gas Engineer - Long Island Light & Power Company
Chief Gas Engineer - Brooklyn Union Gas Company
B.C.A.C.

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RESCINDED BY
BUILDINGS BULLETIN 2023-004



DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N. Y. 10013
CHARLES M. SMITH, Jr., R.A. *Commissioner*
312-8100

M E M O R A N D U M

TO: All Staff

FROM: Charles M. Smith, Jr. *cms*

DATE: March 1, 1988

Once again, I want to remind all employees of both the real and perceived problems created when gifts are accepted from someone outside the Department.

Opinion 651 by the Board of Ethics forbids City employees to accept gifts under circumstances which create the possibility or appearance of 1) using one's office for private gain, 2) giving preferential treatment to any person or entity, or 3) losing independence or impartiality. Additionally, it is a criminal offense when an employee accepts any gift for having performed their normal duties.

Gifts can be money, tangible or intangible personal property, loan, promise, service, entertainment, meals, or any other thing of more than negligible monetary value.

Any offer of such gift must be reported immediately to the Inspector General at 11 Park Place, New York, New York 10007 or call 791-0400.

Although I know that the vast majority of employees follow these rules, one infraction taints us all. Please take your obligations seriously.

**RESCINDED BY
BUILDINGS BULLETIN 2023-004**

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

DEPARTMENTAL MEMORANDUM

DATE: September 9, 1977

TO: All Employees

**FROM: Jeremiah T. Walsh, P.E.
Commissioner**

**SUBJECT: Implementation of Mayoral Executive Order No. 21, dated
August 19, 1970 and Mayoral Executive Order No. 1, dated
January 1, 1974**

All employees of the Department of Buildings are directed to follow the procedures as hereinafter outlined if they learn of any incidents involving corruption or wrongdoing.

I hereby direct that all employees of the Department of Buildings immediately notify the office of the Inspector General upon receipt of any allegation or indication of corruption or wrongdoing, either on the part of personnel of the department or within the private sector dealing with this department. Such notification is to be carried out directly by the individual who becomes aware of corruption or wrongdoing, without discussing the particular matter with any other member of the staff of the department.

The employee concerned will telephone the Office of the Inspector General (566-5454, 566-5455 or 566-8992) and advise the investigator contacted that he has information which he wants to call to the attention of the Inspector General. He will then be governed by the instructions received from the Office of the Inspector General. Notification of the employee's supervisors and/or Department heads will be accomplished by the Office of the Inspector General. Any information mailed to the Office of the Inspector General via first-class mail or inter-office delivery should be addressed to the Inspector General, HPD, at 2 Lafayette Street, New York City, N.Y. 10007, and the envelope should be marked "CONFIDENTIAL".

Fred DeJohn, Inspector General, will serve as liaison with the Department of Investigation and take charge of all building department investigations. The Inspector General or his designated representative will review the information supplied and will notify the Department of Investigation.

**RESCINDED BY
BUILDINGS BULLETIN 2023-004**

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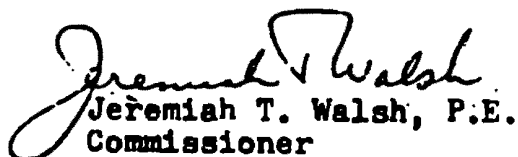
September 9, 1977

The Office of the Inspector General will conduct the investigation on the referred matter when directed to do so by the Department of Investigation.

The Office of the Inspector General will continue to conduct investigations on its own initiative to assure compliance with pertinent regulations, the integrity of department personnel, productivity and surveys of programs and policies established by the department.

I HEREBY DIRECT THAT ALL DEPARTMENT EMPLOYEES LEND THEIR FULL SUPPORT AND COOPERATION TO THE INSPECTOR GENERAL. IN-HOUSE PROGRAMS, POLICIES, PRACTICES, MEMORANDA, RECORDS, REPORTS, ETC. WILL BE MADE AVAILABLE TO THE INSPECTOR GENERAL UPON REQUEST.

ALL PERSONNEL OF THE DEPARTMENT ARE DIRECTED TO PROVIDE THE INSPECTOR GENERAL AND HIS STAFF WITH INFORMATION REQUESTED, TO MAINTAIN AND INSURE CONFIDENTIALITY WITH REGARD TO THE INFORMATION PROVIDED ON MATTERS UNDER INVESTIGATION, AND TO ASSIST THE OFFICE OF THE INSPECTOR GENERAL IN ITS INVESTIGATIONS.


Jeremiah T. Walsh, P.E.
Commissioner

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**RESCINDED BY
BUILDINGS BULLETIN 2023-004**

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

DEPARTMENTAL MEMORANDUM

DATE: November 1, 1971

TO: ALL PERSONNEL
FROM: Joseph Stein, P. E., Commissioner
SUBJECT: Graft, Gratuities, Gifts and Favors

When I was sworn in as Commissioner of Buildings, I promised the Mayor that I would conduct a vigorous fight to restore full public confidence in the Department of Buildings by insuring that corruption, when it exists, is rooted out and dealt with swiftly and decisively.

The first three steps in this effort were the following:

1. A direct telephone line to Deputy Commissioner Frank Padavan where anyone can report acts of bribery and extortion with the assurance that the information received would be treated confidentially. The number to call is 267-0261.
2. Advising the five borough superintendents that they and their supervisors will be held accountable for the actions of their subordinates.
3. Alerting the building industry of their responsibility and requesting their full cooperation to eliminate graft, since illicit payments originate with them.

To assure the success of this effort, a fourth step is essential and it depends entirely upon you, the rank and file. Do not accept any gratuities, gifts or favors in any manner, shape or form. Report, on the direct line provided for such purpose, any information which you may have regarding such offers, or such activities on the part of others. Be assured that this information will be treated confidentially.

I have received from industry through the Mayor's Building and Advisory Council a pledge to "pursue a strict no bribery policy".

It is incumbent upon each and every employee to give me his wholehearted support so that my promise to the Mayor will be fulfilled. It takes only a few unscrupulous employees to defame and discredit the entire Department.

It is to the self-interest of each of us to restore and nourish a reputation for excellence and outstanding work as well as unquestioned integrity, so that we can all proudly proclaim that we are members of the finest building department in the world.


Joseph Stein
Commissioner

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HOUSING AND DEVELOPMENT ADMINISTRATION
OFFICE OF THE ADMINISTRATOR

DEPARTMENTAL MEMORANDUM

DATE: December 9, 1974

TO: ALL STAFF
FROM: Roger Starr
SUBJECT: Acceptance of Gifts by City Employees



As you know, acceptance of gifts of any kind from persons or firms having a direct or indirect interest in business dealings with the City is prohibited by Section 1106 of the New York City Charter. This section also prohibits employees offering gifts to their supervisors, and supervisors accepting them from their staff.

Although this law is in effect throughout the year, special attention must be paid to prevention of violations during the holiday season. I expect all employees to adhere strictly to the provisions of Section 1106, in both the spirit and the letter of the law.

Moreover, receiving unlawful gratuities, not only money, but gifts of any kind, is a misdemeanor punishable by imprisonment up to one year.

Any employee who receives gifts or gratuities, or has knowledge of the receipt by any other employee of gifts or gratuities, should immediately notify the Inspector General's Office, HDA.

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**RESCINDED BY
BUILDINGS BULLETIN 2023-004**

**THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS**

DEPARTMENTAL MEMORANDUM

DATE: October 26, 1978

TO: All Employees

FROM: Irwin Fruchtman, P.E., Commissioner

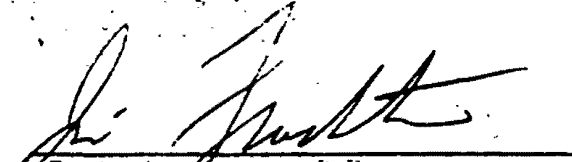
Attached is a copy of the Mayor's Executive Order No. 16, a statement of explanation, relevant portions of the City Charter, Code of Ethics and the Penal Law, and a list of Inspectors General.

It is important that you familiarize yourself with this material. Please note the name, address and telephone number of the Inspector General for this agency. You are responsible for reporting directly to the office of your agency's Inspector General or to the Department of Investigation, # 825-5945, any information concerning corruption, criminal activity or conflicts of interest. Any such report must be made directly and not through an intermediary. These communications will be kept confidential.

The Inspector General of this agency is Stuart Klein.

The Office of the Inspector General is located at 120 Wall Street, New York, New York 10005.

The Inspector General and staff can be contacted by telephone at 248-8756 or 566-5416.



Irwin Fruchtman, P.E.
Commissioner

The
City
of
New York



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013

JOEL A. MIELE, Sr., P.E., COMMISSIONER

BARRY G. COX
Assistant Commissioner
Borough Operations
(212) 312-8004

MEMORANDUM

TO: Borough Commissioners
FROM: Barry G. Cox
DATE: March 20, 1995
RE: Plumbing Self Certification

The following guidelines should be implemented immediately for spot check plumbing inspections:

1. For Roughing inspections (when walls are closed at the time a scheduled spot check inspection is made);

and

for Sprinkler/Standpipe inspections (when the contractor is not at the site at the time a scheduled spot check inspection is made),

a signed copy of the inspector's work order should be provided (or mailed) to the contractor clearly indicating either of the above circumstances and advising the contractor that no OP 39 (self certification form) will be accepted for the job. This information must also be entered into the computer.

The contractor should be advised to make an appointment for a plumbing inspection by this Department when the walls are re-opened

or

when a new hydrostatic or pump test is scheduled.

2. For any spot check inspection, if an unsafe condition is found, if work exceeds or is contrary to approved plans, or if work is not finished, a signed copy of the inspector's work order should be provided to the contractor clearly indicating the observed condition and advising the contractor that no OP 39 (self certification form) will be accepted for the job. This information must also be entered into the computer.

The contractor should be advised to make an appointment for a plumbing inspection by this Department.

cc: Richard Visconti
Plumbing Chiefs
Andrew Yosha



DEPARTMENT OF BUILDINGS


EXECUTIVE OFFICES
120 WALL STREET, NEW YORK, N.Y. 10005

CHARLES M. SMITH, Jr., R. A., Commissioner

October 24, 1986

GEORGE E. BERGER, P.E.
Assistant Commissioner
Building Construction
Special Projects

TO: BOROUGH SUPERINTENDENTS

FROM: George E. Berger, P.E.
Assistant Commissioner 

SUBJECT: BUILDING CONNECTIONS TO SANITARY, STORM, OR
COMBINED SEWERS

This memorandum supersedes memorandum dated
July 17, 1986.

Section C26-1600.6(e) requires only that the
"System for Conveying Sewage.... shall be connected respectively
to.... a sanitary or combined sewer...." and P110 of RS 16 requires
storm water to be discharged into a storm or combined sewer.
Therefore, the following alternatives for the connection of a
single building house drain directly to the street sanitary, storm,
or combined sewer shall be permitted under these conditions:

1. The building is occupied as dwelling in Occupancy Groups J2 or J3.
2. The building has a maximum height of 3 stories.
3. For all houses which share a common connection to the street sewer, the lowest drainage fixtures in each house must be installed at the same elevation.
4. Notation of common sewer and Deed Restriction stated on Certificate of Occupancy.

**RESCINDED BY
BUILDINGS BULLETIN 2023-004**

The Alternates are as follows:

- a) Two (2) residential buildings may share a common sanitary, storm, or combined connection which lies in an easement at the common property line under the following conditions (See Diagram a).
 - 1) The shared sewer line is to be located within 1'-0" of the common property line.
 - 2) The joining of the two house lines into the shared line extending to the sanitary, storm, or combined sewer will be made by using a siamese or "Y" connection, which includes a separate maintenance access or cleanout extending to ground level.
 - 3) The maintenance access or cleanout will be capped in a secure manner to prevent casual access or vandalism.
 - 4) The deed of each property shall identify the common responsibilities of the adjacent owners for the shared utility line, identify the location of the shared line, and identify to each owner the property with which such responsibility is shared.
 - 5) The shared sewer line must be in an easement with a minimum width of 10'-0".
- b) Three (3) or more residential buildings may share a common sanitary line which leads to a street sanitary

**RESCINDED BY
BUILDINGS BULLETIN 2023-004**

or combined sewer. Exterior cleanouts shall be installed at the beginning and end of each line, and where it changes direction. All common sewers shall be bell and spigot piping. The common sanitary, storm, or combined sewer must lie in an easement with a minimum width of 10'-0".

1. The interior common sewers may be within a building provided that:

- a) Each individual homeowner is required to join a Homeowner's Association.
- b) The common sewer areas are designated as easement, with the common sewers to be owned, maintained, repaired and replaced by the Homeowner's Association.
- c) The Homeowner's Association offering plan specifically identifies the Homeowner Association's right of access to repair, maintain, or replace the common sewer as a special risk to be assumed by the individual homeowner.

2. Exterior common sewers outside a building shall comply with the following:

- a) Deed restrictions requiring formation of a Homeowner's Association must be filed on each property to permit access to and maintenance of the system. Homeowner's Association must be approved by the New York State Attorney General's Office. The Homeowner's Association shall be the beneficiary of the easement.

**RESCINDED BY
BUILDINGS BULLETIN 2023-004**

3. Refer to Diagram b and c.

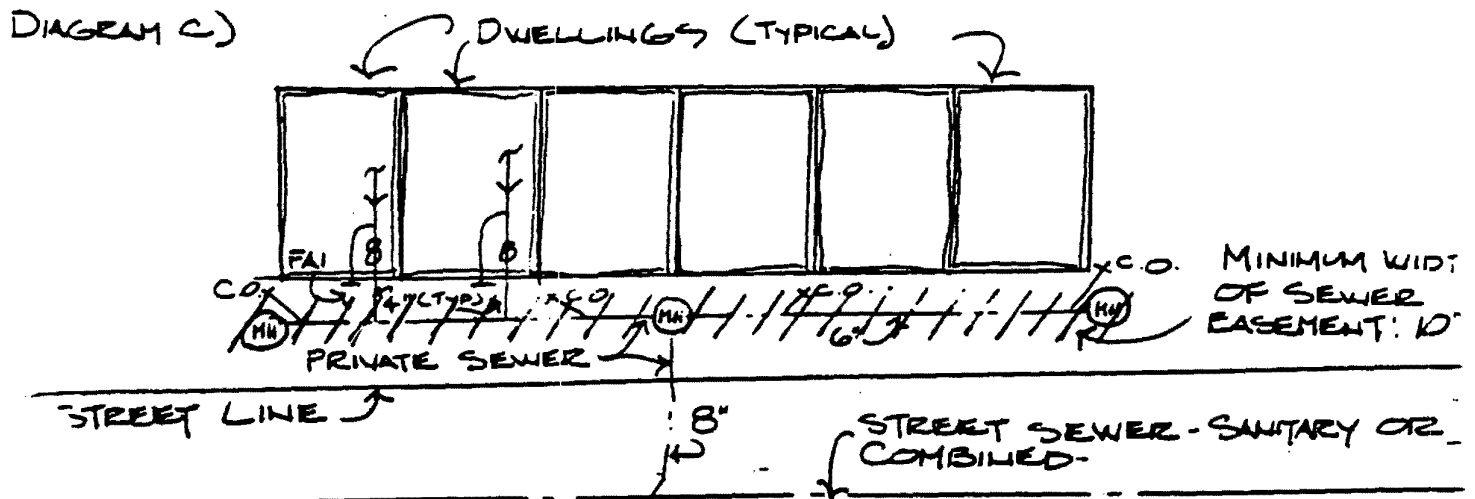
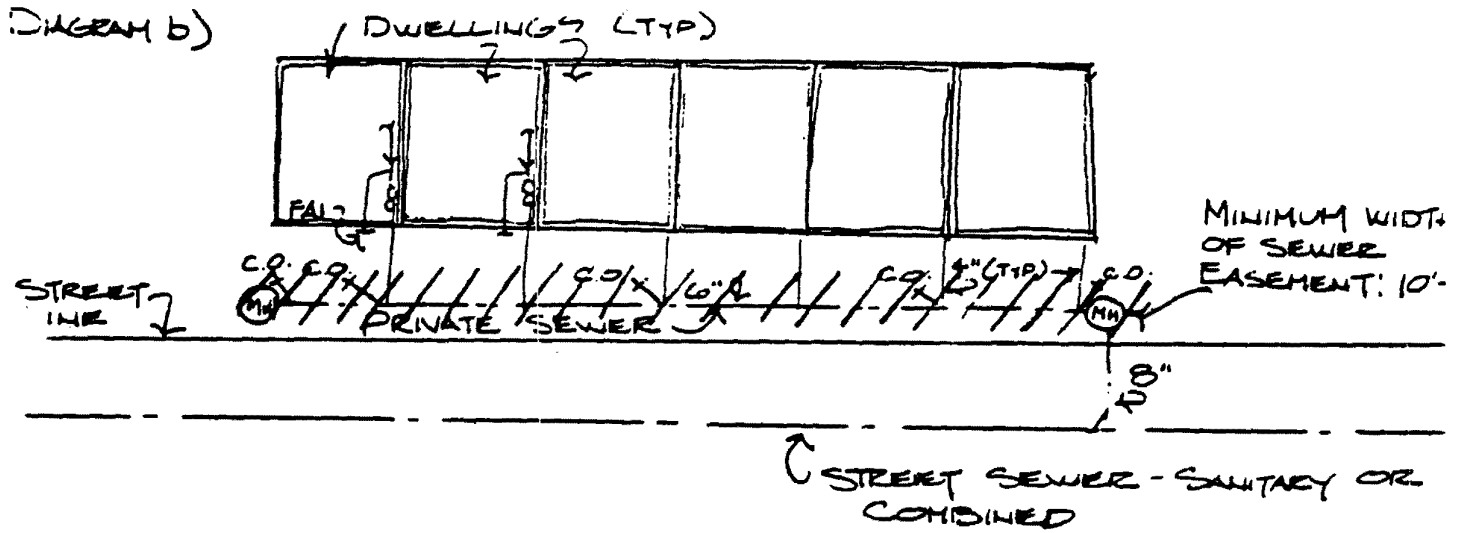
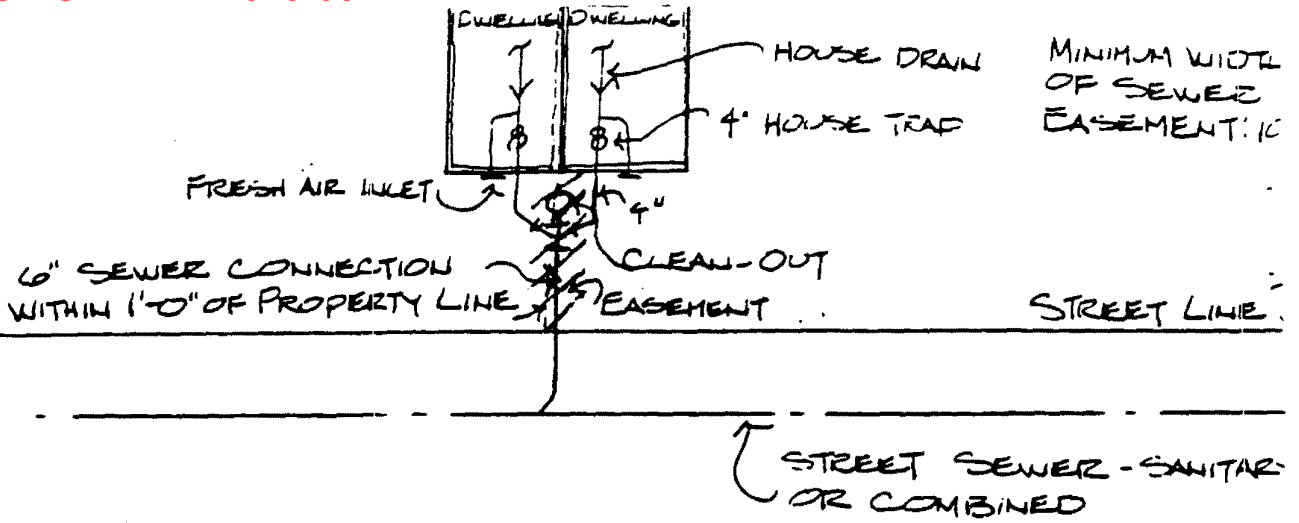
Other than a) or b) above, for all buildings, direct connections to street sewers shall be made individually. A single connection house sewer may pass through an adjoining property by means of an easement with a minimum width of 10'-0".

NOTE: Pipe sizes shown on Diagrams a, b, and c, are based upon 3-story, 3-family dwellings (maximum). Other configurations must have pipes sized as required by Table RS 16-13 (P108.10).

Enclosure: Diagram

GEB:rmr

cc: Executive Staff
Architects/Engineers Societies
Andrew Yosha, Esq.
Department Advocate
Office of the Inspector General
Master Plumbing License Board



RESCINDED BY
BUILDINGS BULLETIN 2023-004



The
City
of
New York

Issuance # 199

DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES

60 HUDSON STREET, NEW YORK, N. Y. 10013

CHARLES M. SMITH, Jr., R.A. Commissioner

PETER FRANCONERI, P.E.
Assistant Commissioner/Operations

OPERATIONS
POLICY AND PROCEDURE NOTICE # 20/89

To: Distribution
From: Peter Franconeri *PF*
Date: October 6, 1989
Subject: Bulk Filing of Plumbing Repair Approval Applications

Purpose: To designate a special time period for processing 10 or more Plumbing Repair Approval (PRA) applications submitted by a person who is filing on behalf of one or more plumbers and is employed by a non-profit entity.

Specifics: Plumbing Division

After 2:00 p.m. on Tuesdays and Thursdays, the Plumbing Division will accept and process PRA Filings in the amount of 10 or more from one filing representative. The filing representatives will be served on a first come, first served basis.

Cashier:

The Department will accept one total payment to cover the fees on multiple PRA filings. Each filing fee is entered and totalled. The filing representative's check must reflect that total.

Filing Representatives:

To establish eligibility, the filing representative must prove his or her organization's non-profit status by providing documentation such as a current determination letter or exemption letter issued by the Internal Revenue Service under Section 501(c)

**RESCINDED BY
BUILDINGS BULLETIN 2023-004**

of the Internal Revenue Service Code to the Assistant Commissioner of Operations. The Assistant Commissioner provides the boroughs with the names of eligible organizations.

The filing representative may submit 10 or more PRA filings to the Plumbing Division for processing on Tuesday and Thursday afternoons after 2:00 p.m. Filing representatives are served in the order that they arrive.

The filing representative submits one check for all payments. This check must cover the total fees for all 10 or more PRAs. If the cashier closes by the time the Plumbing Division completes processing, the filing representative returns the following day to make payments and receive permits.

/mh

DEPARTMENTAL MEMORANDUM

DATE: January 23, 1986

TO BOROUGH SUPERINTENDENTS

FROM George E. Berger, P.E., Assistant Commissioner

SUBJECT LOCAL LAW #53/85
Installation of Water Meters

DEPARTMENT MEMO DATED SEPTEMBER 30, 1985 IS HEREBY SUPERSEDED
BY THE FOLLOWING:

Section 2 and Section 3 of Local Law #53/85 requires water meters to be installed in new buildings and alterations (respectively) where work has not been "substantially" completed prior to the effective date of this local law (July 31, 1985).

Any New Building Application where any of the following has been completed before August 1, 1985 will be considered "substantially" completed in respect to Local Law #53/85:

1. Plumbing sign-off.
2. Construction sign-off.
3. Temporary Certificate of Occupancy for substantial portion of the building.
4. When a permit has been issued and a Form 10E Amendment for Controlled Inspection has been filed with a received date stamp prior to August 1, 1985 for sub-grade, piles or firestopping.

Any application of alteration work, (Alteration, B.N., Elevator, etc.), where any of the following has been completed before August 1, 1985 will be considered "substantially" completed in respect to Local Law #53/85:

1. Construction sign-off.
2. Temporary Certificate of Occupancy for substantial portion of the building.
3. When a permit has been issued and a Form 10E Amendment for Controlled Inspection has been filed with a received date stamp prior to August 1, 1985 for sub-grade, piles or firestopping.

GEB:rmr



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N. Y. 10013
(212) 312-8055

CHARLES M. SMITH, Jr., RA. Commissioner

TERRY KEELY
Assistant Commissioner
Administration

Issuance #26

Administrative
Policy & Procedure Notice # 8/87

TO: Distribution
FROM: Terry Keely
DATE: July 7, 1987
SUBJECT: Increase in Inspection and Alteration
Permit Fees

As some of you know, the City Council approved legislation to increase the fees the Department charges for elevator and boiler inspections and re-inspections and for alteration application filings. The Mayor signed this legislation and it took effect on July 6, 1987.

The inspection fees in FY 88 will be as follows:

<u>Elevators:</u>	\$65.00
<u>Boilers:</u>	
Low Pressure	\$65.00
Miniature	\$25.00
50-150 HP	\$65.00
151-250 HP	\$75.00
251-500 HP	\$85.00
501-3000 HP	\$95.00
over 3000 HP	\$95.00
	plus \$4.00 per 2000 HP to a maximum \$140.00

The reinspection fee for both boilers and elevators will be \$65.

RESCINDED BY
BUILDINGS BULLETIN 2023-004



LAW DEPARTMENT

100 CHURCH STREET
NEW YORK, N. Y. 10007
(212) 366-4515

ALLEN G. SCHWARTZ,
Corporation Counsel

July 21, 1981

OPINION No. 35-81

Hon. Kent Barwick
Chairman
Landmarks Preservation Commission

Dear Mr. Barwick:

This is in response to a request by Lenore Norman, Executive Director, for an opinion whether a designation by the Landmarks Preservation Commission ("Commission"), pursuant to Administrative Code, §207-2.0, subd. g, is in full force and effect upon the date of such designation by the Commission or whether such designation becomes effective upon the action of the Board of Estimate ("Board").

The effective date of a designation by the Commission is plainly stated in Administrative Code, §207-2.0, subd. c, which states as follows:

"Subject to the provisions of subdivisions g and h of this section, any designation or amendment of a designation made by the commission pursuant to the provisions of subdivisions a, b and c of this section shall be in full force and effect from and after the date of adoption thereof by the commission." (Emphasis added.)

Subdivisions g and h of §207-2.0 pertain to action taken by the Board with respect to a designation or a proposed rescission of a designation by the Commission.

Section 207-2.0, subd. g, para. 2, of the Administrative Code provides as follows:

"The board of estimate may modify or disapprove such designation or amendment thereof within ninety days after a copy thereof is filed with

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26-12M 70756-12L1801 164

OPINION No. 35-81

"[N]o application shall be approved and no permit or amended permit for the construction, reconstruction, alteration or demolition of any improvement located or to be located on a landmark site or in an historic district or containing an interior landmark shall be issued by the department of buildings, and no application shall be approved and no special permit or amended special permit for such construction, reconstruction or alteration, where required by article seven of the zoning resolution, shall be granted by the city planning commission or the board of standards and appeals, until the commission shall have issued either a certificate of no effect on protected architectural features, a certificate of appropriateness or a notice to proceed pursuant to the provisions of this chapter as an authorization for such work."

Thus, once the Commission has made a designation affecting a property, the law, by its terms, prohibits the Department of Buildings from approving any application and issuing any permit or amended permit for the construction, reconstruction, alteration or demolition of any improvement located or to be located thereon. Similarly, both the City Planning Commission and the Board of Standards and Appeals are prohibited from approving any application and from issuing any special permit or amended special permit prior to the issuance of the appropriate certificate or notice by the Commission.

This conclusion is supported by §207-20.0 of the Administrative Code, which states that the provisions of the Landmarks preservation law:

"shall be inapplicable to the construction, reconstruction, alteration or demolition of any improvement on a landmark site or in an historic district ... where a permit for the performance of such work was issued by the department of buildings ... prior to the effective date of the designation"
(Emphasis added.)

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26-2-3M-703754-32L(80) 346

OPINION NO. 35-81

Accordingly, it is my opinion that the designation of a landmark by the Commission pursuant to §207-2.0, subd. e, of the Administrative Code is in full force and effect upon the date of such designation by the Commission and remains in full force and effect unless subsequently disapproved or modified by the Board of Estimate or rescinded in accordance with the provisions of the Administrative Code.

Sincerely,

[Handwritten Signature]
Corporation Counsel

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RESCINDED BY
BUILDINGS BULLETIN 2023-004



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner

April 6, 1988

GEORGE E. BERGER, P.E.
Assistant Commissioner
Building Construction

Chief Joseph M. DeMeo
Bureau of Fire Prevention
New York City Fire Department
250 Livingston Street
Brooklyn, New York 11201

PHASE II VAPOR RECOVERY PROGRAM

Dear Chief DeMeo:

This office has been reviewing the requirements for Stage I and Stage II for the Vapor Recovery Program.

In meeting the requirement for Stage I, a new fill-box was required to be installed in existing buried gasoline tanks so that vapor recovery could be maintained when delivery was made by gasoline delivery trucks.

Stage II will require the demolition of the existing top concrete slab, earthwork excavation, new piping and replacement of a new concrete slab.

In considering the work involved in Stage I and the required construction required in Stage II, the Department of Buildings is requiring a Miscellaneous Application to be filed so that a permit is obtained for both the legalization of Stage I and the proposed work of Stage II. Like the original filing of a tank, the approval will be reviewed by Directive 14/75 and the Fire Department will receive a copy of the approval.

Should there be any further question on this matter, feel free to contact my office.

Very truly yours,

George E. Berger, P.E.
Assistant Commissioner

GEB:ymc

cc: Executive Staff
Borough Superintendents
Professional Engineering Societies
Professional Architectural Societies