



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/Operatic

Issuance # 212

OPERATIONS
POLICY AND PROCEDURE NOTICE # 23/89

To: Distribution
From: Peter Franconeri 
Date: November 28, 1989
Subject: Place of Assembly Permits and Inspections

Effective: Immediately

Purpose: To give the Board of Education full responsibility for performing all on-site inspections at places of assembly located within Board of Education structures.

Specifics: Pursuant to an agreement reached with the Board of Education in a letter dated October 5, 1989 from Robert A. Shahid, Director of Special Projects, Division of School Buildings, the following procedures are implemented and understandings acknowledged:

1. The professional engineer or registered architect consultant to the Board of Education or a professional engineer or registered architect employed by the Board of Education will have full responsibility for all on-site inspections of new Places of Assembly or alterations to existing Places of Assembly. These inspections will include physical layout and conditions, which shall agree with plans filed and approved. The consultant or the employee of the Board of Education shall submit a fully executed Form 23 and 23A (or B.I.S. Form TR-1) for each project to the Department of Buildings.
2. After all documents are filed and once the Department of Buildings receives the Form 23 and 23A, (or B.I.S. Form TR-1) the Place of Assembly permits will be issued without inspection by the Department of Buildings and with no expiration date.

- 2
3. The Board of Education shall have the option of requesting a final inspection by the Department of Buildings in lieu of the Form 23A, (or B.I.S. Form TR-1) and prior to the issuing of the Place of Assembly permits.
 4. The Board of Education assumes responsibility to assure that all Places of Assembly in their existing and new buildings are adequately maintained and all safety devices are working, either by periodic inspections or other method.

PF:HG:mh