



DEPARTMENT OF BUILDINGS

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

RUDOLPH J. RINALDI, Commissioner

MARY G. CARR
Assistant Commissioner
Administration
(212) 312-8055

Issuance # 318

**ADMINISTRATION
POLICY AND PROCEDURE NOTICE# 12/91**

TO: Distribution
FROM: Mary G. Carr
DATE: October 2, 1991
SUBJECT: **Registration of Expeditors**

PURPOSE: To Enact Local Law #72/91

Local Law #72/91 requires the registration of all individuals with the Department who present, submit or seek approval of plans or remove plans or applications from its premises. Such registration is not required in order to review files while on Department premises. This Policy and Procedure Notice therefore sets forth the procedures concerning such registration for all non-exempt individuals. The following individuals are exempt from the Provisions under Local Law #72/91:

- the owners of the premises for which the building applications are filed including, in the case of partnerships or corporations, the general partners or the principal officers of the corporation. Principal officers of a corporation include the president, vice president, secretary and treasurer;
- the lessees of such premises authorized by the owner to file building applications;
- condominium unit owners authorized by the condominium board of managers to file building applications;
- cooperative shareholders authorized by the cooperative board of directors to file building applications;

- registered architects licensed by the New York State Department of Education;
- professional engineers licensed by the New York State Department of Education;
- attorneys admitted to practice in New York State;
- licensed master plumbers;
- licensed master fire suppression piping contractors;
- licensed master electricians;
- city employees acting in their official capacity.

In addition to those individuals exempt under Local Law #72/91, the Department will honor those current licenses it has issued.

APPLICANT

Applicants are required to file an annual application with the Department of Buildings' Personnel Office, ("Personnel Office") copy attached as Exhibit A. Applications may be filed at any one of the Department's Borough Offices or at its Executive Office, 60 Hudson Street, New York, NY 10013. An application, complete with proof of residence and a written request for registration on company letterhead, will be accepted for processing. Incomplete applications will not be accepted. Blank applications may be obtained at the Department's Borough Offices or at its Executive Office.

Upon acceptance of an application, the applicant will be directed to the Department's Cashier for payment of a registration fee of \$50.00 and validation of the application. Photo identification cards will be issued with a registration number by the Department's Personnel Office. Photo schedules will be prominently posted at each Borough Office. Photo identification cards will expire at the end of the fiscal year, (i.e., June 30th of the respective year), and each successive year thereafter. Individuals not present at the Borough Office photo taking session, as annually scheduled, will be required to schedule an appointment at the Department's Personnel Office, 60 Hudson Street, New York, NY 10013, Ruth Thomas at 312-8024.

DEPARTMENT OF BUILDINGS
BOROUGH OFFICES

It is the responsibility of the Department's Borough Offices, specifically Clerks and Plan Examiners, to ensure that the registered applicant produces his/her current Department of Buildings' issued non-employee photo identification card when either submitting or removing plans or applications. For example, application processing clerks should not accept applications nor should examiners discuss plans with any individual who is not registered or exempt. Borough staff is also responsible for the confiscation of expired photo identification cards as well as maintaining records of all documents removed by registrants. Individuals covered by this PPN will not be provided access to Department files without proper Department of Buildings issued identification. In the event a registered individual known to the Borough Manager does not have his/her identification on a given day, the Borough Manager may grant special permission for access to Department files.

cc: Stewart D. O'Brien
Barry G. Cox
Carole Slater
Lorraine Adeeb
Andrew Yosha

Distribution

Borough Commissioners/Superintendents
Borough Managers

Attachments



APPLICATION FOR A NON-EMPLOYEE IDENTIFICATION CARD

FOR INTERNAL USE ONLY	
ID REG #	_____
EXPIRATION DATE	_____

1. APPLICATION TYPE

_____ ORIGINAL _____ RENEWAL _____ CHANGE _____ REPLACEMENT

2. ID REGISTRATION NO. _____

3. APPLICANT INFORMATION

NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

BIRTH DATE _____ SSN _____

PHONE _____

4. COMPANY INFORMATION

NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

FEDERAL TAX ID # _____

PHONE _____

5. SELF EMPLOYED (Check below)

YES _____ NO _____

6. STATEMENT AND SIGNATURE

AS A CONDITION OF BEING GRANTED A NON-EMPLOYEE IDENTIFICATION CARD FROM THE DEPARTMENT OF BUILDINGS, I HEREBY AGREE TO COMPLY WITH ALL ADMINISTRATIVE CODE PROVISIONS AND DEPARTMENTAL RULES, REGULATIONS AND DIRECTIVES REGARDING HOW NON-EMPLOYEE ID CARD HOLDERS CONDUCT THEIR SPECIFIC TRADE.

FALSIFICATION OF ANY STATEMENT IS A MISDEMEANOR UNDER SECTION 26-124 OF THE ADMINISTRATIVE CODE AND IS PUNISHABLE BY A FINE OR IMPRISONMENT, OR BOTH.

BRIBERY IS A CRIME. A PERSON WHO GIVES OR OFFERS A BRIBE TO ANY EMPLOYEE OF THE CITY OF NEW YORK OR AN EMPLOYEE WHO TAKES OR SOLICITS A BRIBE, IS GUILTY OF A FELONY PUNISHABLE BY IMPRISONMENT OR A FINE, OR BOTH.

SIGNATURE _____ DATE ____/____/____

FOR INTERNAL USE ONLY

VERIFICATION:

PROOF OF IDENTIFICATION _____ BACKGROUND INFORMATION SUBMITTED _____

PROOF OF ADDRESS _____

LETTER FROM COMPANY AFFILIATION _____

CLERK'S SIGNATURE _____

DATE ____/____/____ FEE PAID _____



NON-EMPLOYEE IDENTIFICATION CARD APPLICATION

BACKGROUND INFORMATION

Please answer all questions with either a "YES" or "NO" in the boxes indicated. (If you answer "YES", please provide details in the spaces below.)

Has any license you have held ever been suspended or revoked? YES _____ NO _____

Were you ever convicted of a criminal offense anywhere? This includes felonies and misdemeanors. You do NOT have to disclose any material sealed, expunged or set aside under Federal or State Law. (Only a court can determine youthful offender status. You are not considered a youthful offender just because of your age. If you are unsure, admit the offense below.)

You MUST list EVERY conviction even if you pleaded guilty or received a Certificate of Relief from disabilities, and regardless of the penalty or sentence you received. (Do NOT include traffic violations in this section.)

Are any criminal charges currently pending against you? YES _____ NO _____

NOTE: A conviction record will not automatically disqualify you from being granted an Expediter's Registration ID Card for which you are applying. If you have listed convictions or pending charges, you may state the facts on a separate sheet and attach to this affidavit.

Please indicate ALL convictions and pending charges below:

Date of Conviction	Convicted Of	Name and Location of Court	Disposition

PRINT NAME

SIGNATURE