



DEPARTMENT OF BUILDINGS

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

RUDOLPH J. RINALDI, Commissioner

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

Issuance # 237

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OPERATIONS  
POLICY AND PROCEDURE NOTICE # 12/90

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To: Distribution  
From: Barry G. Cox  
Date: May 10, 1990  
Subject: Building Profile Information

) This supersedes PPN # 5/87

Whenever an extraordinary event occurs such as a building collapse, a gas or water main explosion affecting the structural integrity of a building, or other similar occurrences, a Profile Information Form (ES-1) must be completed and forwarded to the Executive Chief Inspector as soon as possible- but not later than 2 hours after the event. The completed ES-1 may be hand delivered or faxed.

The purpose of this form is simply to facilitate accurate communication among the agency head, the media, City Hall, elected officials, and other agencies involved in the incident.

The Deputy Borough Superintendent is responsible for gathering the required information and finalizing the ES-1 form.

The Executive Chief Inspector is responsible for distributing the completed ES-1 form to the Commissioner, Deputy Commissioners, Assistant Commissioner for Borough Operations and Director of Public Affairs.

If the extraordinary event occurs after normal business hours, the completed ES-1 form will be forwarded to the Executive Chief Inspector by 11 a.m. the following business day.

This is effective immediately.

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## Profile Information

This Form Must Be Completed By  
Deputy Borough Superintendent

1. Block, Lot, Owner Address, Legal Occupancy (C of O etc.)

2. Latest Application Filed/Scope Of Work

3. Name Of Applicant, Engineer, Architect and Telephone Nos.

4. Permits Issued

5. Violations/Summonses

6. Stop Work Order

7. Vacate Order

8. Last Inspected (PIR Card)

9. ECB And Criminal Court Dispositions

10. Local Laws (5,10,16,41 etc.) Compliance Violations

11. Controlled Inspections

12. Landmark Designation

13. Complaints