



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
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RUDOLPH J. RINALDI, Commissioner

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Issuance # 370

OPERATIONS
POLICY AND PROCEDURE NOTICE # 19/92

TO: Distribution
FROM: Barry G. Cox
DATE: September 8, 1992
SUBJECT: Priority Filing for Registered Architects and
Professional Engineers

Reference: June 10, 1992 Memorandum from Commissioner Rinaldi

Effective: Immediately

Purpose: To encourage Registered Architects and Professional Engineers to deal directly with the Department of Buildings by allowing them expedited access to pre-filing and application processing.

Specifics:

Registered Architects and Professional Engineers who come to the Buildings Department, in person, to file their own plans will not have to sign up on the regular sheet to see a pre-filer.

Instead, they will be assigned the next available slot to see a pre-filer. They will also be admitted to the front of the filing line where applications are dropped off for data entry.

Appointments for plan examination on new buildings and Alteration 1 applications, and all subsequent examinations, are unaffected by this PPN and are handled by current procedures.

Registered Architects and Professional Engineers may come to the Buildings Department to file their own Alteration 2 Directive 14 jobs and make priority appointments for plan examination in person. Telephone appointments are, therefore, not required in this instance.

/sr



June 10, 1992

To Registered Architects and Professional Engineers:

Since my appointment as Commissioner, a primary goal of this agency has been to become more user-friendly and accessible to the professional design community. In the last two years, many initiatives have been implemented to encourage architects and engineers to deal directly with the Buildings Department, among them:

- BIS Remote Access
- Quick Service Permitting
- Automatic Appointment Scheduling for NBs and Alt-1s
- Mail-In Permit Renewals

While streamlining diverse functions, one thing that these initiatives share is that each reduces the amount of time spent waiting in line. The success of these endeavors has led us to consider additional timesaving measures. Therefore, I am pleased to announce the commencement of a timesaving pilot project in Queens *exclusively* for the use of registered architects and professional engineers.

Beginning Monday, June 29, 1992, on a trial basis in our Queens office, registered architects and professional engineers who personally come in and file their own plans will not be required to sign up to see a pre-filer (limited to 3 applications per visit). Instead, they will be assigned the next available slot to see a pre-filer. This will eliminate time spent waiting to sign up for a pre-filer appointment, and ensure that architects and engineers meet with a pre-filer shortly after they arrive at the pre-filer area. After the successful completion of the pre-filing process, registered architects and professional engineers will be admitted to the front of the filing line where the applications are dropped off and then reviewed by an examiner within a few days. Objections are provided in writing and are mailed to the applicant.

As is currently the procedure, subsequent appointments required for NB and Alt-1 re-examinations are scheduled automatically, eliminating the need to wait in line, or even the need to call for an appointment. Another feature of the new pilot project will provide for priority plan examination appointments for registered architects or professional engineers who are representing their own plans filed as Alt-2s/Directive 14 jobs. These priority appointments may be made in person (instead of by telephone).

I encourage you to take advantage of these initiatives. Your participation is vital to their success and we look forward to seeing you at the Buildings Department.


Rudolph J. Rinaldi
Commissioner