



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner
312-8100

Issuance # 68

OPERATIONS
POLICY AND PROCEDURE NOTICE # 21/87

To: Distribution

From: Fredric J. Poccia, P.E., Assistant Commissioner

Date: December 10, 1987

Subject: Amendment to Administrative Policy & Procedure
No. 10/87

Purpose:

To amend Administrative Policy and Procedure # 10/87, issued September 4, 1987.

Specifics:

1. Effective December 7, 1987 the following changes are to take effect: In the section titled "Cashier's Function", the last sentence is to be replaced by "Permits will be available for distribution all day Friday for weekend variances and all day on the day of the approved variance for weekday requests. All day shall mean during the Cashier's normal hours of operation".
2. Under the "Borough Superintendent's Office" section, the last part of item # A 5 will be amended to read "Applications must be given to the cashier by
 - Thursday, 4:30 p.m. for weekend variances
 - 4:30 p.m. of the workday prior to the requested weekday variance day"

Also, please ensure that item # C, a monthly report of variance sites, approved and denied, is forwarded to my attention in a timely fashion.

3. A new section titled "Prior Notification" will be added to the text after the "Borough Superintendent's Office" section. The text will read as follows:
"Beginning at 12:00 noon on Thursday for weekend variances and at 12:00 noon on the workday preceeding the variance request day, applicants can receive information regarding the approval/denial of their variance permit. This information can be obtained by telephoning the office responsible for issuing the permit. Each borough office will have one person designated to be the contact for the public. The persons name and telephone number will be handed out by the cashier to all first time applicants and to those applicants who request a copy.

FJP:mh