



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES

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Assistant Commissioner/Operations

Issuance # 129

OPERATIONS
POLICY AND PROCEDURE NOTICE # 22/88

TO: Distribution

FROM: Fredric J. Pocchi, P.E., Assistant Commissioner

DATE: September 23, 1988

SUBJECT: Filing of SD 1 and 2 Form and
Site Connection Proposal Forms

Purpose: To expedite the filing of SD 1 and 2 Forms and
Site Connection Proposal (SCP) Forms.

Specifics: Effective immediately, the Department of Environmental
Protection (DEP) will accept SD 1 and 2 Forms and SCP Forms
for review prior to the filing of a New Building or Alteration
application with this Department.

The DEP will review the forms and certify them without a
Department of Buildings application number. However, before
the applicant can pick up the certified form from DEP they
must show a copy of the application filed with the DOB for
the job. The DEP will insert the DOB application number
onto the forms. The applicant will then receive their certified
copies of the forms from DEP.

The applicant will file the certified SD 1 and 2 Forms directly
with the Plan Examiner during the course of the plan review
process. The Plan Examiner should perform a review to confirm
that the certified forms and the Department of Buildings
application refer to the same site.

FP:sr