



Issuance # 271

DEPARTMENT OF BUILDINGS

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

RUDOLPH J. RINALDI, Commissioner

312-8100

**OPERATIONS
POLICY AND PROCEDURE NOTICE # 25/90**

To: PPN Distribution
From: Barry G. Cox
Date: 4 December 1990
Subject: Custody of Application Folders for which Building Permits Have Not Been Issued

Specifics: This is to clarify the process by which PPN 21/90 shall be implemented. PPN 21/90 established the policy of returning all folders for which building permits have not been issued to the applicant of record or his/her designee.

This procedure is effective 3 December 1990.

Revoked: PPN 21/88

Plan Examiners:

After the first examination of an application, the examiner shall forward the folder to the Plan Desk where it shall be filed for future reference.

For unapproved applications, the examiner shall only retain a copy of the objection sheet.

Objection sheets shall be retained either until the application is approved or for a period of two (2) years, whichever comes first. The two years shall commence when the application is initially received at the Department of Buildings.

Plan Desk:

For purposes of this PPN, the plan desk will only accept folders where permits have not been issued for filing from a plan examiner.

Whoever requests a folder must fill out a tracking card and submit identification. The clerk shall use such identification to verify the tracking card's accuracy and shall return the identification to the individual when he/she is given the folder.

Once a folder is given to an applicant, it shall not be returned to the Plan Desk for filing until a permit is issued.

The tracking card shall be filed in a specific file assigned for "unpermitted folder" tracking cards. When a permit is issued and the folder is to be filed, the filing clerk shall remove the tracking card and destroy it.

Unpermitted folders shall not be accepted and shall remain in the applicant's possession.

Application Processing:

Whenever a permit is issued, the folder shall be stamped: "Permit Issued".

Applicant or Designee:

After a first review of an application, the applicant shall request a folder at the plan desk and retain custody of it until a permit is issued.

BGC:mh