



**DEPARTMENT OF BUILDINGS**  
**EXECUTIVE OFFICES**  
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**JOEL A. MIELE, Sr., P.E., COMMISSIONER**

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**OPERATIONS**  
**POLICY AND PROCEDURE NOTICE #7 /95**

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**TO:** Distribution  
**FROM:** Barry G. Cox  
**DATE:** 18 May 1995  
**SUBJECT:** Pilot Program on Staten Island for Data Entry of Information onto BIS for a  
1 or 2 Family Home

**Effective:** June 12, 1995

**Purpose:** To implement industry's suggestion to address the clerical backlog at DEAR and to maximize the time a plan examiner is available for plan review and appointments with applicants.

**Reference:** OPPN #2/95, TPPN #7/94

**Specifics:**

**Pre-filer:** When an application is filed for a new 1 or 2 family home, the required information will be data entered onto BIS and the appropriate fee paid.

The application will then be forwarded to the Plan Examination unit for assignment to an examiner.

**Plan Examiner:**

The plan examiner shall review the application for compliance with the N.Y.C. Administrative Code, Zoning Resolution and all other applicable laws

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The required items checklists shall be filled out and signed by the examiner.

If no objections are raised, the examiner shall sign the PW1 and stamp the application "approved per PPN 7/95". The approved plans will be perforated and the application returned to the applicant for microfilming. The approval can not be entered onto BIS at this time.

If objections are raised, an appointment shall be scheduled with the applicant to resolve these objections consistent with existing policy and procedure. When all objections are resolved, the Examiner shall sign the PW1 and stamp the application "approved per PPN 7/95". The approved plans will be perforated and the application returned to the applicant for microfilming. The approval can not be entered onto BIS at this time.

Where appropriate, objections may be resolved through the optional Professional Certification procedure detailed in TPPN #7/94.

Post Approval Amendments (PAA's) not affecting changes to the Schedule A or Certificate of Occupancy need not be data entered. All required paperwork must be provided (including microfilm) in advance of an applicant filing for a work permit.

DEAR:

Prior to requesting a work permit, the applicant must return the completed final application, microfilm and all documents required to the DEAR section.

When an application is filed for a work permit, all the required information will be data entered by DEAR, the application shall be approved in BIS, and a work permit may be issued.

BGC:yaj

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