



DEPARTMENT OF BUILDINGS

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

RUDOLPH J. RINALDI, Commissioner

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Issuance # 298

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OPERATIONS  
POLICY AND PROCEDURE NOTICE # 9/91

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To: Distribution  
From: Barry G. Cox  
Date: June 11, 1991  
Subject: DOB Summonses

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Purpose:

To clarify the method of service for DOB summonses (Appearance Tickets).

Effective Date: Immediate

Specifics:

All DOB summonses shall be personally served. "Nail and mail" service of summonses shall cease immediately.

This PPN does not affect service of DOB violations.

Every effort should be made to personally serve summonses. If, however, the inspector/supervisor is unable to serve a summons on two occasions then the inspector will sign and note the two dates he attempted service. If two different inspectors/supervisors attempted service then both should sign and note the date of their respective inspection. The unserved summons should then be forwarded to AEU and a copy filed by address. The inspector should note on his route sheet "unable to personally serve" in the remarks section and indicate the date he forwarded it to AEU.

JMc:mh