



ISSUANCE # 403

DEPARTMENT OF BUILDINGS  
EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N.Y. 10013  
RUDOLPH J. RINALDI, Commissioner

TECHNICAL  
POLICY & PROCEDURE # 2/93

TO: BOROUGH COMMISSIONERS/SUPERINTENDENTS

FROM: Richard C. Visconti, A.I.A.  
Acting Deputy Commissioner *RV*

DATE: May 17, 1993

SUBJECT: Use Letters

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EFFECTIVE: Immediately

PURPOSE: To establish a uniform format to be used by all boroughs when responding to a request by a building owner to search department records pertaining to the use or occupancy of a premises in the absence of a Certificate of Occupancy.

SPECIFICS: The attached standard 'Use Letter' shall be issued.

Attachment: Use Letter Standard Form

RCV:FA:ap

cc: Distribution

Date: \_\_\_\_\_

Block \_\_\_\_\_

Lot \_\_\_\_\_

Premises \_\_\_\_\_

Borough \_\_\_\_\_

Dear Sir/Madam:

A search of our records indicates that:

- Application # \_\_\_\_\_ of \_\_\_\_\_ was approved on \_\_\_\_\_. Construction work was completed on \_\_\_\_\_. No Certificate of Occupancy was issued. This department considers the use of the premises to be established as \_\_\_\_\_.
- No application on file for the above premises. However, in the absence of any evidence to the contrary and based on the documents submitted, the Department of Buildings will not object to the use of the building as \_\_\_\_\_.
- No application on file. This department is unable to establish the use of the above premises at this time.

If the building is hereafter altered or its use changes, an application for such alteration work or change of use must be filed and a Certificate of Occupancy shall be issued pursuant to Article 22 of Sub-chapter 1 of the Administrative Code of the City of New York.

Very truly yours,

Borough Commissioner/Superintendent