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Borough Office Spotlight

On January 30, 2006, [Magdi Mossad, PE](#) was appointed as the new Borough Commissioner for Brooklyn. Mr. Mossad is an experienced manager with strong technical skills. To ensure continuity, Deputy Borough Commissioner [Thomas Fariello, PE](#) remains with the borough office; to improve operations we have added a second deputy [Bryan Winter, RA](#), an architect with experience in both the public and private sectors who is returning to the Department of Buildings.

For more information on the other borough changes throughout the Department, click on [Borough Office Management Team](#) under "[About the Buildings Department](#)."

Building Knowledge Brochures

Did you know that the Department of Buildings publishes easy to use [Building Knowledge Brochures](#) and [reference materials](#) that cover 15 different areas? In addition, the Department also has simple printer-friendly guides on issues such as: the [Application and Permit Process](#) (71 kb-pdf), [Certificates of Occupancy](#) (123 kb-pdf) and the [Hanging Scaffold Application Process](#) (42 kb-pdf). Recently added brochures include [Padlock FAQs](#) (105 kb-pdf), [Resolving Illegal Conversion Violations](#) (429 kb-pdf), [The Guide to Successful Plumbing Inspections](#) (427 kb-pdf), [The Guide to Fire Pump Installation and Testing](#) (429 kb-pdf), [How to Apply for an Electrical License](#) (37 kb-pdf), and [How to Make an Information Changeover on an Electrical License](#) (36 kb-pdf).

Required Items Reference Guide

The Department is preparing to issue the third edition of the Required Items Reference Guide. We are seeking comments and suggestions on the [second edition](#) (153 kb-pdf). Please send us your [comments and suggestions](#) **before February 17th**.

Signs

Whether they are illuminated or painted, or intended for advertising, business promotion or construction, signs are regulated by the Department of Buildings. Visit www.NYC.gov/buildings

to learn everything you need to know about [Advertising Signs on Sheds and Scaffolds](#). This publication reviews the definitions and the relevant laws regarding advertising and non-advertising signs on these installations. A [printer-friendly](#) (81 kb-pdf) version is also available. There is also a brochure about [Storefront Signs](#) (366 kb-pdf). You can also find a [comprehensive list of requirements for construction signs](#). A [printer-friendly](#) (21 kb-pdf) version is also available.

The Department also has a [Sign Enforcement Unit](#). Additional information about this unit can be found under the "[Violations](#)" heading from the homepage. Learn about [Local Law 31 of 2005](#) (30 kb-pdf) and the [proposed rule \(Chapter 49\)](#) (91 kb-pdf) to regulate outdoor signage. The Sign Enforcement Unit's section on the Web site also allows you to link to a list of licensed sign hangers in [excel](#) or [pdf](#) formats.

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