



Patricia J. Lancaster, FAIA  
Commissioner

Effective until August 24, 2007

## August 2007 Storm Repair

### **1. What do I need to do to get back in my building (long term and short term)?**

If your building has been vacated by the Department of Buildings due to storm-related damage, please call 311 or the Buildings Department Customer Service Center at (212) 227-4416. Customer Service representatives will be available to assist those affected by the storm Monday - Friday from 8am - 8pm and Saturday - Sunday from 9am - 5pm. In order to reoccupy, owners need to hire a Registered Architect or Professional Engineer to assess the extent of the damage and provide a remediation plan. An application must be filed with the Buildings Department for any structural repair and a permit for the work must be obtained. When the necessary work is completed, the Buildings Department will inspect the building and if it is safe to occupy, the vacate order will be lifted.

### **2. How long will my building be vacated for?**

Depending on the damage to the building or area of the building vacated, the Buildings Department will lift the vacate order once the necessary work is completed to make the site safe to re-occupy. Owners should hire a Registered Architect or Professional Engineer to assess the extent of the damage and provide a plan to correct damages. Permission to re-occupy will be granted once the building is made safe.

### **3. Can I retrieve my personal belongings?**

Buildings Department staff may allow limited, escorted entry into a vacated building if it is safe to do so. Personal identification is required for access to retrieve medicine, pets, records and personal items. For more information, homeowners and tenants should call 311 or Buildings Customer Service at (212) 227-4416.

### **4. Who will protect my property?**

The NYPD will be onsite until all buildings are secured. Property owners wishing to hire a contractor to seal their buildings for additional security may do so. For more information, homeowners and tenants should call 311 or Buildings Customer Service at (212) 227-4416.

### **5. Do I need to hire an architect or engineer?**

Property owners with buildings damaged by the storm need to hire a Registered Architect or Professional Engineer to assess the extent of the damage and provide a plan to correct damages. An application must be filed with the Buildings Department for any structural repair and a permit for the necessary work must be obtained. Homeowners should consult with the Department prior to the commencement of any significant work or repairs. For more information about architects in Brooklyn, please contact the American Institute of Architects at (718) 259-0070 for specialists in the area.

### **6. May I start repair work before obtaining a Buildings Department permit?**

No. Applications for permits must be filed with the Department of Buildings prior to the commencement of any work. The Department will facilitate all filings for repair of damages caused by the storm.

### **7. Will I be getting a violation for damage to my building?**

No financial penalties will be issued to any of the property owners with buildings damaged by the storm. However, depending on the severity of the damage, the Buildings Department is required by law to issue administrative violations to record the damage and to ensure that the condition is made safe to the public.

For more information, call 311 or Buildings Customer Service at (212) 227-4416

[www.nyc.gov/buildings](http://www.nyc.gov/buildings)