



BUILDINGS
2023-019
BULLETIN
TECHNICAL

ISSUANCE DATE
November 16, 2023



ISSUER: Keith L. Wen, R.A. 
Assistant Commissioner
Code & Zoning Interpretation

PURPOSE: This Bulletin rescinds 1 Directive and 19 Memoranda which were issued by the Department but are no longer applicable under current Codes and Local Laws.

SUBJECT(S): Rescinding a Directive and Memoranda

RESCINDED DOCUMENTS

Directive 2 of 1979

Memo 7/17/70, Memo 11/7/73, Memo 6/2/77, Memo 3/5/79, Memo 6/15/79,
Memo 9/24/73, Memo 11/18/76, Memo 2/11/76, Memo 8/25/72, Memo 12/6/73,
Memo 2/27/78, Memo 12/15/77, Memo 12/8/77, Memo 5/12/78, Memo 6/21/78,
Memo 7/26/79, Memo 8/26/77, Memo 7/31/72, Memo 10/10/84

BACKGROUND

The Department of Buildings periodically reviews published Buildings Bulletins (BB), Policy and Procedure Notices (Technical, Operational, Legal, Administrative, OTCR) and the various Directives, Executive Orders, Memoranda and Letters issued in the past to ensure their continued consistency with current Departmental practice and to verify that new laws and regulations are incorporated into these documents.

The above listed Directives, Policy and Procedure Notices and Letters are rescinded effective immediately and are attached therein.

The rescinded documents will appear on the Department's website with the watermark **RESCINDED**. Because this review is ongoing, documents not specifically listed in this Bulletin may be addressed in future bulletins. Watermarked Memoranda, Directives, Executive Orders and Letters may be accessed through the online version of this Bulletin at www.nyc.gov/site/buildings/codes/building-bulletins.page.

**RESCINDED BY BUILDINGS
BULLETIN 2023-019**

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS
DIRECTIVE NO. 2 of 1979

DEPARTMENTAL MEMORANDUM

DATE: May 1, 1979

Borough Superintendents, Director-Material & Equipment Acceptance,
TO: Director-Cranes & Derricks, Supervisor-Central Billing Section,
Chief Inspector- Boiler Division.

FROM: Cornelius F. Dennis, P.E., Assistant Commissioner-Operations

SUBJECT: FREEDOM OF INFORMATION LAW

Directive No. 14 of 1974 dated October 1, 1974, is superseded by the following:

"Uniform Rules and Regulations for All City Agencies Pertaining to the Administration of the Freedom of Information Law" was promulgated to comply with the Freedom of Information Law (Public Officers Law, Art.6) by the Office of the Mayor. A copy of these rules are attached hereto. They are effective April 16, 1979.

The "Procedure for the Public Inspection of Records Pursuant to the Freedom of Information Law" for the Department of Buildings was promulgated to comply with the above noted Rules & Regulations. They are effective immediately. A copy of this procedure is attached hereto. An additional copy, in clear plastic, is enclosed, and is to be posted in a conspicuous place in each of the offices of this department.

The following records are to be considered as public records in conformance with the law and are to be made available to the public in a manner that will not interfere with the normal operation of the borough offices. All applications, plans, violation orders and complaints shall be made available to the public upon request, subject to the following conditions which are required to prevent interference with the procedures and operations of the department and to provide for orderly inspection and security of the records:

1. Plan Desk Files

Applications which are on file in the plan record room may be examined upon presentation of a request on the prescribed form of the department. Such records may not be taken from the public area of the plan record room. Records will be available at the plan record room only during normal operating hours. Consents of owners shall not be required.

2. Plan Examination Files

Applications which have not been approved or which are not in the plan record room because of amendment or other reason, may be examined upon request made to the Borough Chief Engineer.

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Consent of an owner or architect shall not be required. The Borough Chief Engineer shall require that the inspection of records be made under the supervision of a person designated by him, and that inspection be made at such time and place as not to interfere with plan examination or other functions of the department.

3. Block and Lot Files

Block and lot records may be examined upon request in writing, on department forms, during normal operating hours of the plan record room. Records may not be taken out of the public area in the plan record room. Consent of the owners or other persons shall not be required.

4. Records in Litigation

Reports or other records made in association with a claim against the city or for use in any investigations authorized by the Charter, are not public records and are not to be released to the public, unless authorized by the General Counsel of this Department or the Corporation Counsel's office. Reports relating to injuries or deaths shall be considered to be in this category.

5. Violation Orders

Violation orders may be viewed by the public at any time of the day, provided there is no interference with the normal operation of the department, as determined by the person in charge of the Violation Section. Records may not be taken out of the section.

6. Receipts for Records

A receipt shall be required for every record. Whenever a record has not been returned by closing time for the day, the Deputy Borough Superintendent shall be notified.

7. Complaints

Complaints relating to buildings, or premises, including names of complainants, shall be released to the public upon request.

8. Copies of Records

Copies of records may be issued upon requests in writing and upon payment of applicable fees. Persons may be permitted to look at records and to make notes and sketches without payment of fees. This shall not be construed to permit the tracing or complete reproduction of plans.

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9. Directives and Memorandums

Copies of directives and memorandums issued to Borough Superintendents, relating to procedures or interpretations of law, and minutes of meetings relating to procedures and interpretations, shall be made public upon request.

10. Other Memorandums and Reports

Other memorandums, reports and communications between Borough Superintendents and Commissioners, or other officials of the department, shall not be considered as public records and shall not be made available to the public unless there is a court order directing that this be done.

11. Board of Inquiry Minutes

The minutes of Boards of Inquiry or reports of personnel of the department concerning incidents or persons, shall not be released to the public without permission of the Commissioner.

12. Inspectors' Reports - Other Than Item 4

Reports of inspectors concerning violations, complaints and applications shall be considered public records and shall be made available at the convenience of the department. Reports of inspections, which were requested by the Commissioner, Borough Superintendent, or a member of the executive staff, shall not be released to the public without the approval of the person who requested the report.

13. Telephone Information

Where information is requested by telephone, the information may be given over the telephone when it is readily available, otherwise the caller shall be advised to obtain the information in person.

14. Press Information

When information is requested by representatives of the press, television or other news agencies, the person making the request shall be referred to the Director of Public Affairs of the department.


Cornelius F. Dennis, P. E.
Asst. Commissioner-Operations

Attachments

CFD:WCK:ah

cc: Executive Staff

**RESCINDED BY BUILDINGS
BULLETIN 2023-019**

THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: July 17, 1970

TO: Borough Superintendents

FROM: Thomas V. Burke, Director of Operations

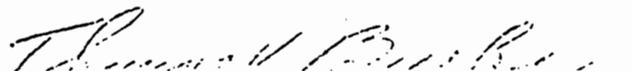
SUBJECT: New Universal Summons - Employee Registry Number

It is required by the new universal summons form that the signature and rank of the complainant and the tax registry number be placed in the designated spaces at the bottom of the form.

The complainant, for those summonses issued by this department, will be the inspector. The "Tax Registry No." is the employee registry number, which appears on each paycheck of the department.

Please instruct all inspectors to note in their records, the number which appears in the fifth column of the paycheck, designated as "Social Security or Employee Registry No." This is the employee registry number for the person whose name appears on the check. The notation should be made on the next pay day so that the inspectors will have such number available when issuing a summons.

~~The employee registry number remains the same for the entire time an employee works for the city, unless he changes his pension plan.~~



Thomas V. Burke
Director of Operations

TVB/df

CC: Comm. O'Neill
Dep. Comm. Ferro
Asst. Comm. Padavan
Messrs. Schneider, Walsh,
Minkin, Kupfer, Linker, Loudon
Kehoe, Goldstein, Nelson, Beck,
Garrison, Lutenberg, Grill

**RESCINDED BY BUILDINGS
BULLETIN 2023-019**

THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: November 7, 1973

TO: Borough Superintendents & Director, Cranes and Derricks

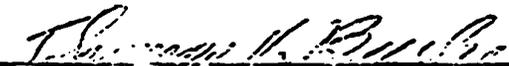
FROM: Thomas V. Burke, Director of Operations

SUBJECT: Compliance with Section 170.10(2) of the Criminal Procedure Law which requires the defendant to be furnished with a copy of the accusatory instrument (court complaint).

Section 170.10(2) of the Criminal Procedure Law requires that a defendant, upon arraignment, be furnished by the Court with a copy of the accusatory instrument. In order to comply with this legal requirement, the following steps shall be taken immediately:

1. An additional copy of the court complaint shall be prepared and furnished to the Criminal Court.
2. A Rubber Stamp with capital letters one-half inch high reading "DEFENDANT'S COPY" will be forwarded to each borough office. This additional copy of court complaint should be stamped as the "DEFENDANT'S COPY" and filed with the Court for the defendant's use.
3. Prior to the receipt of these stamps by the borough offices, the words "DEFENDANT'S COPY" shall be typed or written manually on this additional copy of the court complaint.

It cannot be over-emphasized that the above steps be followed in all cases and shall be the routine procedure of the Department.


Thomas V. Burke, P.E.
Director of Operations

TVB/LB/sc

ATTACHMENT:

cc: Executive Staff
Louis Beck
Joseph Halpern, Chief-Penalty Division, Law Dept. 27th floor,
Municipal Building
Jerome Campbell, Attorney -in Charge
Criminal Court
Part 6 Prosecutions
Room 3000
Municipal Building 10007

**RESCINDED BY BUILDINGS
BULLETIN 2023-019**

THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: June 1, 1977

TO: Borough Superintendents
FROM: Director of Operations Irving E. Minkin
SUBJECT: COURT PROSECUTION

Herewith forwarded is a copy of an explanation from General Counsel Beck of a court decision relating to further court prosecution of a continuing violation for which there has been dismissal of a prior prosecution, for your advice and guidance.


Irving E. Minkin
Director of Operations

IEM/df
Att.

CC: Exec. Staff

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**RESCINDED BY BUILDINGS
BULLETIN 2023-019**

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: March 5, 1979

TO: Borough Superintendents

FROM: Cornelius F. Dennis, P.E., Assistant Commissioner-Operations

SUBJECT: Court Attendance by Field Inspectors

Whenever an inspector receives a first notice that there has been a "Not Guilty" plea on a summons previously issued, there will be no routine appearance in court by the inspector.

However, should he receive a notice marked 'Second Notice' in which a trial date is set, the following procedure will be followed:

The inspector will report to the Borough Office or field as originally scheduled and call the Court at 346 Broadway in Manhattan, telephone 566-3967 between 10:00 and 10:30 A.M. and inquire if his presence is needed at the Court. The department's court representative will, as circumstances dictate,

- a) instruct him either to report immediately to the Court at 346 Broadway,
- b) to call the Court back at a later time or,
- c) to continue his regularly scheduled work as his presence is not necessary.

This procedure will be implemented immediately.



Cornelius F. Dennis, P.E.
Assistant Commissioner-Operations

CFD:JJI:rmr

Executive Staff
All Chief Inspectors: Construction, Plumbing, Elevator
All Inspectors
Corporation Counsel
Court Attendant

**RESCINDED BY BUILDINGS
BULLETIN 2023-019**

DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: June 15, 1979

TO: EXECUTIVE STAFF

FROM: Irwin Fruchtman, P.E., Commissioner

SUBJECT: Assignment of Criminal Court Staff to Office of
General Counsel

This is to advise that effective May 22, 1979, the below listed personnel were assigned to the Office of the General Counsel in the indicated capacities. As of the date of assignment these staff members report to and are supervised by Mr. A. Louis Munoz, the General Counsel. Further administrative arrangements shall be made to insure that the personnel matters and administrative concerns of this unit are fully within the purview of the General Counsel.

The aforementioned personnel are as follows:

1. Mr. Dennis Scanlon. Assistant to the General Counsel in charge of Criminal Court matters.
2. Mr. Frank Lesser, Clerk
3. Mr. Richard Cline, Clerk

Any inquiries concerning the above are to be directed to the General Counsel.

I would also like to take this opportunity to advise you that any matters, issues or problems concerning submissions of legal papers to the Criminal Court, appearances before said court and any other communications to the court are under the jurisdiction of the General Counsel and his Assistant-in-Charge of Criminal Court matters.


Irwin Fruchtman, P.E.
Commissioner

IF/ALM/res

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**RESCINDED BY BUILDINGS
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THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

August 6, 1970

DEPARTMENTAL MEMORANDUM

Revision #1 : September 24, 1973

TO: Borough Superintendents

FROM: Thomas V. Burke, P.E., Director of Operations

SUBJECT: Local Law No. 30/70 - Section C26-108.5 and C26-113.2 Admin. Code - Signed Statement of Notice to Department of Rent and Housing Maintenance of Intention to file Plans.

A local law, number 30 of 1970, was approved by the Mayor on July 10, 1970, and became effective immediately upon certification that the law was properly enacted.

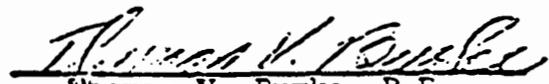
A new subdivision (b) of section C26-108.5 Administrative Code requires that "an application for approval of plans for the alteration of an existing building or the construction of a new building shall be accompanied by a signed statement of the applicant certifying either (1) that the building to be altered, or the site of the new building, as the case may be, contains no occupied housing accommodations subject to control under title Y of chapter fifty-one of the Administrative Code, or (2) that the owner has notified the city rent agency of his intention to file such plans and has complied with all requirements imposed by the regulations of such agency as preconditions for such filing."

Subdivision (b) of section C26-113.2 of the Administrative Code, was added by the same local law and contains a requirement that an application for a permit for demolition or removal of an existing multiple dwelling be accompanied by a signed statement of the applicant certifying either of the two conditions set forth in the previously quoted subdivision (b) of section C26-108.5 Administrative Code. Such signed statements shall be required at the time a new building or alteration application, or a demolition application, is filed.

Form 19 "Occupied Housing Accommodations Statement" shall be filed in quadruplicate. The fourth copies shall be sent to the following person at the end of each week:

Assistant Commissioner
Department of Rent & Housing Maintenance
100 Gold Street
New York, N.Y. 10038

This procedure shall be effective immediately.


Thomas V. Burke, P.E.
Director of Operations

TVB/PEO/sc

cc: Executive staff

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**RESCINDED BY BUILDINGS
BULLETIN 2023-019**

THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: November 18, 1976

TO: ALL BOROUGH SUPERINTENDENTS

FROM: Blaise F. Parascandola, Assistant Commissioner

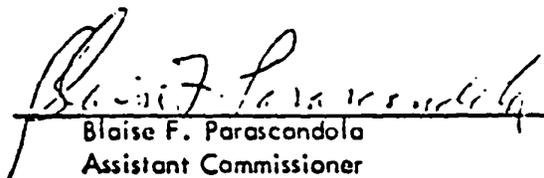
SUBJECT: Violation Search Request BForm 208

Effective immediately the following procedure shall be adhered to by all Borough Offices in processing violation search request B-Form 208.

- 1) Applicants shall prepare violation search request B-Form 208 in triplicate .
- 2) Department of Buildings cashier shall assign a docket number to the request and immediately forward one copy with docket number imprinted thereon to the Office of Code Enforcement, Department of Rent and Housing Maintenance. The two remaining copies shall then be forwarded to the violation clerk of the Department of Buildings.
- 3) The violation clerk shall conduct the search in the ordinary manner and forward one completed copy of B-Form 208 with the docket number imprinted thereon including any copies of violations (B-Form 35 copies), and retain one copy for the Department of Buildings' records.

BFP/mb

cc: Comm. Walsh
Deputy Comm. Jenkins
I. Minkin ✓
H. Glantz
B. Grossman
Borough Office Mgrs.
Comm. Joy - Dept. of RHM
Deputy Comm. Dell'Aira
C. Poidomani


Blaise F. Parascandola
Assistant Commissioner

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**RESCINDED BY BUILDINGS
BULLETIN 2023-019**

BN
Luzi

February 11, 1976

Mr. Frank A. Luzi
800 Third Ave.
New York, N. Y. 10022

Dear Mr. Luzi:

B Form 23; Directive No. 14/75

This is in response to your letter of February 6, 1976, regarding modification of the contractual relationship between owners and architects or engineers utilized to perform inspections in conjunction with Building Notices processed in accordance with Directive No. 14/75.

There was no intention to impose any requirement not set forth in law. Accordingly, the modification to B Form 23 proposed by you in regard to the inspection request by owners, and certification by inspecting architect or engineer, is satisfactory, and our new forms will be modified accordingly. In the interim, owners and architects or engineers wishing to note that the professional has been "retained" or "authorized," rather than employed, should simply make a pen and ink correction to the existing form, and initial same at the same time they sign it.

Further, such notices of professional inspection need not be approved, but all copies should be stamped "received," and promptly routed to the district inspector, as well as being filed with the application.

Insofar as your request for similar latitude on B Form F, regarding certification of licensed professionals for controlled inspection, I concur with your suggestions, as well, based on applicable laws, and all of the above shall be applicable to B Form 10F, as well.

I trust the above information will be of assistance to you.

Very truly yours,


Jeremiah T. Walsh, P.E.
Commissioner

JTW/IEM/df
CC: Dep. Comm. Jenkins
Asst. Comm. Parascandola
Boro. Supts; Exec. Staff
Industry; BCAC

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**RESCINDED BY BUILDINGS
BULLETIN 2023-019**

The City of New York
HOUSING AND DEVELOPMENT ADMINISTRATION
Department of Buildings

Modification Date: August 25, 1972

Modification #1 to Directive No. 40 of 1970

To: Borough Superintendents

From: Philip E. Olin, P.E., Acting Director of Operations

Subject: MODIFICATION TO PROCEDURE FOR DAILY USE OF "INSPECTOR'S
ROUTE SHEET" - FORM 59A.

Directive No. 40 of 1970, dated September 28, 1970, regarding Procedure for Daily Use of "Inspector's Route Sheet" - Form 59A, is modified only as to the number of copies required.

Directive 40 requires the form to be filled out in duplicate, using a carbon to make the second sheet.

It is now required that form 59A be filled out in triplicate, using carbons to make the second and third sheets. The third copy shall be given to the field supervisor before leaving the office each day.

All construction and plumbing inspectors, including field supervisory inspectors, shall, commencing on the effective date of this memorandum, submit the original and one carbon copy of their completed route sheets. The completed route sheets shall be processed as indicated on page 3 of Directive 40 of 1970.

The Asst. Chief Insp. shall check route sheets of inspectors and supervisors and, on the last working day of each week, he shall forward the entire week's route sheets directly to:

Maurice Sieradzki, Inspector General, 2 Lafayette St., Room 800

A copy of the transmittal letter shall be forwarded to the Director of Operations.

Except for the third copy of the route sheet, there is no change in the procedures outlined in Directive 40 of 1970.

Effective date of this modification: Tuesday, September 5, 1972.

Commencement date for transmittal of the route sheets to Inspector General Sieradzki shall be Friday, September 8, 1972.

PEO/df

CC: Executive Staff
All Construction Inspectors
All Plumbing Inspectors
Inspector General Sieradzki

P. E. Olin P.E.
Philip E. Olin, P.E.
Acting Director of Operations

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RESCINDED BY BUILDINGS BULLETIN 2023-019

THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: December 6, 1973

TO: Borough Superintendents

FROM: Thomas V. Burke, P.E., Director of Operations

SUBJECT: SECURITY OF BUILDINGS DEPARTMENT RECORDS (FORMS 69 and 69A)

SECURITY OF RECORDS AT THE PLAN DESK SHALL BE ESTABLISHED IN THE FOLLOWING MANNER:

REQUIRED ACTION:

1. Each person, including Building Department employees who removes or receives any records from the Plan Desk or Block and Lot files shall leave a receipt Form 69 and Form 69A at the desk or Block and Lot files.
 - A. Plan Desk clerks shall pull folders or plans requested and leave Form 69A Cards in their place as charge-out. In the case of Block and Lot folders and plans a copy of the Form 69 slip shall be kept at the Plan Desk as a control. When material is returned for which slips are kept at the Plan Desk, the Plan Desk copy is to be destroyed or returned to the person surrendering the record or plan. When clerk returns material to file, he shall remove and reuse Form 69A Cards kept in file as a charge-out.
 - B. At the end of each day, the slips at the Plan Desk shall be screened for follow-up: Those Block and Lot records or plans charged out to anyone but a departmental employee shall be traced for return to the files. If not located by the following day, Plan Clerk shall inform the Borough Manager for immediate referral to the Borough Superintendent for whatever action the Borough Superintendent may deem necessary.

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**RESCINDED BY BUILDINGS
BULLETIN 2023-019**

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REQUIRED ACTION continued

2. Applicants may not remove application folders or other Department Records from the building.
3. Examiners and other departmental staff may remove records from the files for examination at the Plan Desk, but they must fill out a requisition slip and leave same with the Plan Desk clerk if they wish to remove the records from the Plan Desk.
4. Architects, engineers and applicants properly identifying themselves and submitting the proper requisition slips may personally transport a current application to the examiner or other authorized person to transact valid departmental business.
5. No person (except departmental staff) shall be permitted to take block and lot folders or plans or any part thereof, out of the Plan Desk area at any time.

EFFECTIVE DATE: This memorandum shall be effective immediately.

CANCELLATION OF PRIOR PROCEDURES:

Department Procedure No. 8-1967 dated April 24, 1967 is herewith cancelled.

ATTACHMENTS:

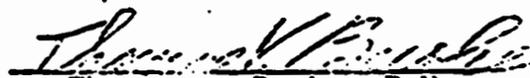
1. Form 69A Card
2. Form 69 slip

Note: Supplies of Form 69A Cards have been sent separately.

TVB/PEO/sc

DISTRIBUTION:

Executive Staff
Industry
BCAC
CICI


Thomas V. Burke, P.E.
Director of Operations

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**RESCINDED BY BUILDINGS
BULLETIN 2023-019**

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: February 27, 1978

TO: Borough Superintendents & Executive Staff

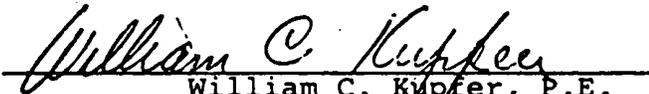
FROM: Acting Director of Operations, William C. Kupfer, P.E.

SUBJECT: MOTOR VEHICLE USE REPORTS - B Form MV-3 (7/78)

The enclosed Motor Vehicle Pool Control Forms supersede prior forms and are to be filled commencing March 1, 1978.

In addition to printing of driver's name, his signature must also be written on same line.

These forms are to be returned to the Building Department Operations after completing each week.


William C. Kupfer, P.E.
Acting Director of Operations

WCK:JJI:rnr
enclosures

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**RESCINDED BY BUILDINGS
BULLETIN 2023-019**

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

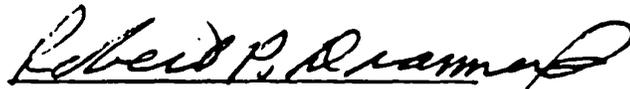
DATE: December 15, 1977

TO: Staff, Central Office
FROM: Robert P. Diamond, Director of Personnel
SUBJECT: Application for Leave

Effective immediately, the form requesting leave of absences used for less than three (3) days is discontinued.

New "Application for Leave" forms have been distributed to all divisions. These forms are to be used for all leaves, regardless of the amount of time requested.

All signed requests should be forwarded to Bill Gross, Time-keeping and Payroll Division.



Robert P. Diamond

RPD:MW/kel

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**RESCINDED BY BUILDINGS
BULLETIN 2023-019**

The City of New York
DEPARTMENT OF BUILDINGS

APPLICATION FOR LEAVE

(Prepare for ANY absence)

TO BE FILLED IN BY EMPLOYEE:

Responsibility Center: _____ Section: _____

I, _____ hereby apply for leave with pay
(Name of Employee) without pay

From: _____ A.M. To: _____ A.M. Number
(Month, day, year) P.M. (Month, day, year) P.M. of Days

Inclusive, for:

(Check appropriate box below)

ILLNESS: (Explain nature of illness) _____

VACATION

TIME AGAINST OVERTIME

OTHER REASONS (Explain) _____

Signature of Employee _____ Date _____

NOTE: If leave is for illness of more than three days, a physician's certificate must be submitted.

RECOMMENDATION OF IMMEDIATE SUPERVISOR: (Check appropriate box)

APPROVE DISAPPROVE RECEIVED MEDICAL DOCUMENTATION

Where the leave of absence is without pay for an extended period of time, I realize that my recommendation to approve it may result in a budget reduction equal to the dollar amount of this employee's annual salary.

Signature _____ Date 1405

**RESCINDED BY BUILDINGS
BULLETIN 2023-019**

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: December 8, 1977

TO: Borough Chief Construction Inspectors

FROM: Director of Operations, Irving E. Minkin, P.E.

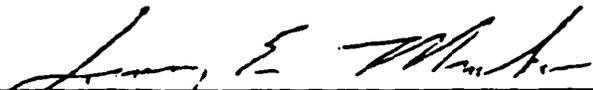
SUBJECT: ILLUMINATED SIGN SURVEY REPORTING FORMS

Enclosed is a supply of the new Sign Survey reporting forms. The form has been designed for your convenience in accumulating the data on a daily basis and generally represents the information currently being furnished this office. Please note that we have expanded the form to include the number of applications filed, the number of applications approved, the annual billing value of the approved signs and the dollar value of the filing fees.

The Borough Office Manager is requested to make appropriate arrangements for the collection of these items on a weekly basis and including these items on the report. (Please note that the Wall Street Office only requires the weekly totals and, as indicated above, the report was structured on a daily basis for your convenience in accumulating the data.)

In order for us to establish a base point for our controls, you are requested to fill out one form summarizing all the activity from the date you began the sign survey project to the end of the current week. From this point on the weekly report will suffice.

The weekly reports should be sent to Ms. Dania Bonar at 120 Wall Street who will maintain the department's controls.


Irving E. Minkin, P.E.
Director of Operations

IEM:VS:rmr

cc: Deputy Commissioner, A.J. Jenkins
Chief Project Services Spec., A. Lubin
Borough Superintendents
Borough Office Managers
Ms. Dania Bonar

12882/389

ILLUMINATED SIGN SURVEY

WEEKLY WORKSHEET AND REPORT

THRU

BOROUGH

	TOTAL FIELD HOURS	NUMBER OF LEGAL SIGNS	NUMBER OF VIOLATIONS	NUMBER OF VIOLATIONS DISMISSED	NUMBER OF APPLICATIONS FILED	NUMBER OF APPLICATIONS APPROVED	DOLLAR VALUE OF APPROVED SIGNS	DOLLAR VALUE OF ONE TIME FILING FEES
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
TOTAL								

DATE

PREPARED BY

1390

**DEPARTMENT OF BUILDINGS
ILLUMINATED SIGN SURVEY
CONTROL LEDGER & REPORT**

BOROUGH _____

START DATE	TOTAL FIELD HOURS	NUMBER OF LEGAL SIGNS	NUMBER OF VIOLATIONS	NUMBER OF VIOLATIONS DISMISSED	NUMBER OF APPLICATIONS FILED	NUMBER OF APPLICATIONS APPROVED	DOLLAR VALUE OF APPROVED SIGNS	DOLLAR VALUE OF ONE TIME FILING FEE
WEEK ENDING								
CUMULATIVE								
WEEK ENDING								
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**RESCINDED BY BUILDINGS
BULLETIN 2023-019**

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: May 12, 1978

TO: Borough Superintendents

FROM: Philip E. Olin, P. E.
Acting Director of Operations

SUBJECT: TAX ABATEMENT CERTIFICATIONS
SECTION J51-25 OF THE ADMINISTRATIVE CODE
FORM TA-3 (Rev. 5/78)

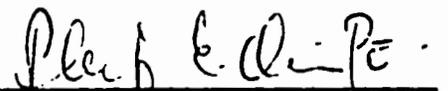
The memorandum dated January 29, 1974 from Thomas E. Burke, P.E., former Director of Operations, concerning the above subject matter is still in effect. Only the form associated with the memorandum has been revised to update the heading of the form and to better reflect commencement and completion dates as requested by the Department of Housing Preservation and Development.

In addition to the date work commenced, as noted on the commencement slip completed by the construction inspector, the date of the issuance of the Permit should be included.

The date work was completed has been modified. It should indicate the date the Certificate of Occupancy was issued, or, when none was required, the date of the sign-off by the inspector.

All information should be completed. When information is not available or not applicable, the letters "N.A." (Not Available or Not Applicable) should be used.

A copy of the revised form TA-3 (Rev. 5/78) is attached. An additional supply will be sent under separate cover. Superseded forms are not to be used effective immediately.


Philip E. Olin, P. E.
Acting Director of Operations

PEO:WCK:ah

cc: Executive Staff
Professional Societies
Real Estate Boards
Comm. Nat Leventhal, HPD
James Bennett, HPD

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**RESCINDED BY BUILDINGS
BULLETIN 2023-019**

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: June 21, 1978

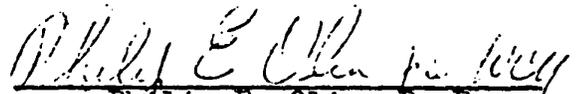
TO: Borough Superintendents

FROM: Philip E. Olin, P. E.
Acting Director of Operations

SUBJECT: TAX ABATEMENT CERTIFICATIONS
SECTION J51-25 OF THE ADMINISTRATIVE CODE
FORM TA-3 (Rev. 6/78)

The memorandum dated May 12, 1978 on the above subject is amended only to the extent that Form TA-3 has been further revised to reflect the basis of the date "Work Commenced".

A copy of the revised Form TA-3 (Rev. 6/78) is attached. A supply will be sent under separate cover. Form TA-3 (Rev. 5/78) may be used until the supply is exhausted.


Philip E. Olin, P. E.
Acting Director of Operations

PEO:WCK:ah

cc: Executive Staff
Professional Societies
Real Estate Boards
Comm. Nat Leventhal, HPD
James Bennett, HPD

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**RESCINDED BY BUILDINGS
BULLETIN 2023-019**

**THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS**

DEPARTMENTAL MEMORANDUM

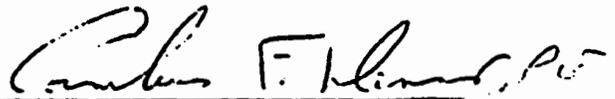
DATE: July 26 1979

**TO: Borough Superintendents and
Borough Managers**
**FROM: C. F. Dennis, P. E.
Asst. Comm. - Operations**
**SUBJECT: MONTHLY PERFORMANCE ACTIVITY REPORT
FORM WP-1A (Rev. 12/69)**

Commencing immediately on the "Monthly Performance Activity Report" Form WP-1A (Rev. 12/69) add Item No. 2 as follows:

2. PLAN DESK - Total number of file requests for records _____.

This additional activity is to be added, giving the number of file requests for records. This activity should indicate the total requests for application folders as well as for block and lot folders. See the attached copy of Form WP-1A (Rev. 12/69).



Cornelius F. Dennis, P. E.
Asst. Commissioner-Operations

CFD:WCK:ah

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**RESCINDED BY BUILDINGS
BULLETIN 2023-019**

THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: August 26, 1977

TO: Borough Superintendants, Borough Office Managers
FROM: Joe Lazar, Director of General Services
SUBJECT: Requisition Procedures - Guide-General Service Rules

The Department of Buildings is an agency employing some 600 people. Being a City agency, we must comply with rigid regulations and restrictions set forth by the Office of the Mayor, Office of Management and Budget, Department of Purchase, and the Office of the Comptroller.

In order for this office to comply with these regulations, it is essential that all of the requisitioning cost center supervisors be made aware of the procedures which they must follow in order to obtain goods and services.

If the following procedures are strictly adhered to, you will be assisting us in improving our services to you as well as improving the City's record of payments to vendors.

I. Requisition Initiation

- a. Purchase of Goods or Services (estimated cost of \$100, or less):
 - The person requesting the service or supplies must submit a GS-1 (sample attached) to his supervisor for signature. The request should be made as clearly as possible, giving us as complete a description of the desired goods and services as possible.
 - It is the duty of the supervisor to scrutinize carefully every request sent for his approval.
 - After the supervisor signs the GS-1, he must forward it to his respective Borough Manager.
- b. Purchase of Goods or Services (estimated cost of \$100 to \$1,000):
 - The same procedure as followed above must be adhered to. However, for purchases in excess of \$100 but less than \$1,000, the Borough Superintendent must submit a letter of justification which clearly spells out the need for his request. This letter should be attached to the GS-1 when sent to the Borough Manager.
 - All requests in excess of \$1,000 must be forwarded with a letter of justification clearly spelling out the need for the request to the Commissioner for approval.
 - In all the cases mentioned above, you are encouraged to suggest the name and address of any Vendor or number of Vendors who are capable of meeting your needs. This practice may expedite the processing of your request.

II. Expeditious Handling of Emergency Requests

This office has facilities for dealing with emergency situations and will assist you in dealing with cases of this nature. Your request should be scrutinized for validity and the GS-1

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RESCINDED BY BUILDINGS BULLETIN 2023-019

must be prepared stating the justification for the special handling and should be marked "EXPEDITE" in red.

Such requests will not be honored unless accompanied by a letter of necessity asking for expeditious handling, and signed by our Borough Superintendent.

All letters of justification must be addressed to Joseph Lazar, Director/General Services 120 Wall St., Room 1526 - 482-7763.

III. Transmittal of Requests

Upon receipt of a completed GS-1 the Borough Manager is to complete either a Purchase Requisition or Purchase Order. (samples attached)

a. Purchase Requisition -

- 1) to be completed for all purchases of supplies or equipment in excess of \$1,000
- 2) for ALL equipment rentals
- 3) for ALL service requests in excess of \$5,000

b. Purchase Order -

to be used in all cases except for those listed in "A" above

IV. Delivery of Goods or Completion of Services

- a. Upon delivery of goods or completion of services, you are required to sign all packing slips, receiving reports and invoices, and forward them immediately to Joseph Lazar, 120 Wall St., Room 1526.

This procedure is necessary in order to expedite payments to Vendors, thus inducing their providing us with more efficient services.

- b. Should the goods delivered or the services rendered not meet with your satisfaction, you are to contact us immediately.
- c. Incomplete shipments or incomplete services should be so noted on packing slips, receiving reports and invoices. This will allow us to make payment adjustments thus reflecting in savings to the City.

V. Confirmatory Orders

IN NO CASE WILL THIS OFFICE HONOR CONFIRMATORY ORDERS WITHOUT PRIOR APPROVAL. SUCH INVOICES WILL BE RETURNED TO THE INDIVIDUAL FOR PAYMENT.

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**RESCINDED BY BUILDINGS
BULLETIN 2023-019**

VI. Petty Cash

Each Borough will receive a \$50 petty cash account. The Borough Office Managers will be responsible for a) disbursement of petty cash b) accountability for petty cash.

Authorization for petty cash expenditures may be granted in an amount not to exceed \$20 per purchase. Should you require anything beyond that amount, authorization may be granted from me by phone.

Reimbursement Procedure - As funds begin to run short the Borough Office Manager will submit all bills on a GS-1 labelled "Petty Cash Reimbursement" and forward it to this office. You will receive a check for the amount of invoices to replenish your petty cash fund. **IN NO CASE WILL THERE BE REIMBURSEMENT FOR TAXES PAID ON PURCHASES.** Enclosed you will find a letter to be given to vendors in lieu of taxes.

VII. Personal Expenses

Personal expenses will be handled as they were in the past except for the following:

- 1) you will be responsible for verification of time records

- 2) due to procedural changes in processing personal expenses payments should be made more rapidly

VIII. Storehouse Requisitions

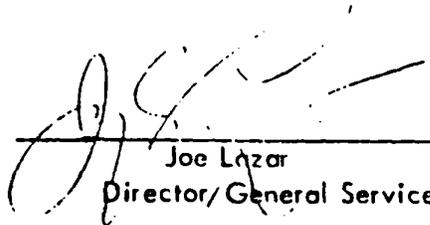
Effective immediately, Borough Offices will no longer be submitting their stock request to the NYC Division of Stores. All stock requests are to be directed to Ken Levine, Room 1521, 120 Wall St., 482-6205. He will prepare your order which should be picked-up when you are notified that it is ready. Continue to use the Storehouse Requisitions as you have in the past.

CONCLUSION:

I have tried to cover every situation which might arise in the course of your day-to-day work. As in all manuals, there are always unanswered questions and unexpected situations.

Atts:
- GS-1

cc: Comm. Walsh
Deputy Comm. Jenkins
Asst. Comm. Parascandola
I. Minkin
H. Glantz



Joe Lizar
Director/General Services

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**RESCINDED BY BUILDINGS
BULLETIN 2023-019**



HOUSING AND DEVELOPMENT ADMINISTRATION
ALBERT A. WALSH, Administrator

Department of Buildings
100 GOLD STREET NEW YORK, N. Y. 10038

JOSEPH STEIN, Commissioner
FRANK PADAVAN, Deputy Commissioner

July 31, 1972

Mr. Hugh McLaren, Jr.,
Executive Director
Office of School Buildings
Board of Education
28-11 Bridge Plaza North
Long Island City, N. Y. 11101

Dear Mr. McLaren:

Open Corridor Furniture

It was requested in your letter of July 25, 1972, that the use of furniture with tubular steel frames and legs and with the seats and backs of chairs and tops of tables made of hardwood plywood, be permitted in corridors of schools used for the Open Corridor Program. The furniture would be that shown on the accompanying page 34 from the "Furniture Catalogue, Standard Items, Board of Education, Bureau of Supplies (Revised 1969)."

The furniture described may be used in school corridors under the conditions previously specified, which are the following:

1. Clear, unobstructed width of corridors, as required by section C26-604.2 of the Building Code, shall be maintained.
2. No doors shall be obstructed.
3. Chairs, tables and other equipment shall be constructed of non-combustible material, or shall be constructed with steel frames and legs and with hardwood plywood for seats and backs of chairs and tops of tables, not exceeding three-quarters of an inch in thickness.
4. All furniture shall be fastened in place so that it cannot obstruct required width of corridors. This shall include chairs.

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**RESCINDED BY BUILDINGS
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- 2 -

Mr. Hugh McLaren, Jr.
Executive Director
Office of School Buildings

July 31, 1972

5. Chairs shall be placed so that they will not project into corridors further than the tables at which they are placed.
6. Furniture shall be placed against corridor walls, where possible.
7. The number of persons on a floor shall not exceed the number approved by the Building Department.
8. A Building Notice application shall be filed with the Department of Buildings for each school, showing a floor plan of each floor, with the location and arrangement of furniture in corridors, and a permit shall be obtained before any furniture is installed.

In addition, it will be required that the principal of the school be made aware of the conditions under which the Open Corridor Program may be conducted safely and that he be responsible for compliance with the foregoing requirements.

Sincerely yours,

Joseph Stein, P.E.
Commissioner

JS/TVB/df

cc: Dep. Comm. Padavan
Ass't. Comm. Walsh
Messrs. Olin, Minkin, Linker
Borough Superintendents
Donald H. Elliott, Chairman
City Planning Commission

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**RESCINDED BY BUILDINGS
BULLETIN 2023-019**

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: October 10, 1984

TO: Borough Superintendents

FROM: Joseph M. White, Assistant Commissioner-Operations

SUBJECT: Housing Authority Senior Citizen Centers

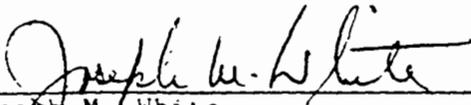
In response to the Housing Authority's request, based on the irregular use and staffing of their Senior Citizen Centers, we will allow off site maintenance and display of required Public Assembly Plans and Permits.

In all cases, such documents will be kept at the management office governing the particular Senior Citizen Center.

Enclosed is a list designating the Projects, Senior Center addresses and corresponding management offices for your respective boroughs.

Please advise appropriate personnel and take the necessary steps to implement this policy.

This new policy is effective immediately.



Joseph M. White
Assistant Commissioner-Operations

JMW:mh
Enc.

cc:

Exec. Staff
Inspector General
Administrative Chief Inspectors

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