



BUILDINGS
2023-020
BULLETIN
TECHNICAL

ISSUANCE DATE
November 16, 2023

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

PURPOSE: This Bulletin rescinds 2 Directives, 2 OPPNs, and 15 Memoranda which were issued by the Department but are no longer applicable under current Codes and Local Laws.

SUBJECT(S): Rescinding Directive, OPPNs, and Memoranda

RESCINDED DOCUMENTS

Directive 1 of 1971, Directive 7 of 1973

OPPN #2/88, OPPN #23/88

Memo 12/12/69, Memo 7/14/80, Memo 6/26/81, Memo 8/5/74, Memo 10/1/90,
Memo 12/5/86, Memo 8/16/71, Memo 9/4/74, Memo 9/5/69, Memo 2/11/86,
Memo 9/20/83, Memo 10/3/73, Memo 10/22/73, Memo 10/15/73, Memo 10/21/76

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The above listed Directives, Policy and Procedure Notices and Letters are rescinded effective immediately and are attached therein.

The rescinded documents will appear on the Department's website with the watermark **RESCINDED**.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**RESCINDED BY BUILDINGS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 2023-020**

C O P Y

The City of New York
Department of Buildings

• Concrete
• Controlled Inspection
• AC-Title C (Chapter 26)-
C26-106.3

Departmental Memorandum

Date: December 12, 1969

To: Borough Superintendent Chamoy
Manhattan Office
From: John T. O'Neill
Commissioner
Subject: Supervision of Concrete Construction

A request concerning continuous supervision by professional engineers in regard to ultimate strength design and construction has been reviewed.

Previous reconsiderations granted in regard to ultimate strength design were based on original approvals for ultimate strength granted by the Board of Standards and Appeals, which included a requirement that placement of steel and concrete be under the continual supervision of a licensed professional engineer.

Sections C26-1463.0 and C26-1464.0 of the old Building Code require a licensed professional engineer to supervise inspection of concrete construction; and it has been the policy of this department to have personnel under the direct supervision of the architect or engineer designated to inspect concrete construction as being acceptable, even though the person in the field at all times that was responsible to the supervising engineer or architect was not himself licensed.

Section C26-106.3 of the new Building Code specifies that all required inspections of materials designated for controlled inspection shall be made and witnessed by or under the direct supervision of an architect or engineer.

Based on all of the above, it is the interpretation of this office that personnel under the continuous supervision of the engineer or architect designated for controlled inspection under the new Building Code, or to inspect concrete construction under the old Building Code, need not be a licensed professional engineer or registered architect, provided:

1. Such personnel are full-time employees of said architect or engineer.
2. They are acceptable to the Borough Superintendent by education and/or experience to perform the inspections required.

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3. They are under the direct and continuing supervision of the engineer or architect specified to supervise concrete construction.

4. The architect or engineer so specified submits to the department a statement indicating he has assumed full responsibility for inspection of the concrete work and testing of the materials, and will file all reports required by the department diligently.

(Signed)
John T. O'Neill
Commissioner

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A. GUIDELINES FOR MECHANICAL VENTILATION, C26-1301.2(a) continued

7. At the completion of the installation check the contractor's air balance readings from the forms on which this information has been recorded by the air balance agency. Spot check, by means of instrument, as many outlets as necessary to be fully convinced of the acceptability and reliability of the recorded data.
8. Test all smoke and fire protection devices * and systems related to the ventilation systems to verify that they are functioning properly. Where possible this test shall be carried out at the same time as the Fire Department Inspector's inspection.

* (In case of fusible link fire dampers, spot check as many dampers as necessary to be fully convinced of the acceptability of reliability of the installation).

9. Test Reports:

An explicit statement on Form 10E, that all inspection and test requirements enumerated in this Directive have been fulfilled without exception and equipment inspected and tested has been found to conform to the approved plans and Building Code requirements.

B. GUIDELINES FOR REFRIGERATION SYSTEMS: C26-1301.14(a)

1. Determine that the following are in accordance with the approved plans.
 - a. General location of all equipment, piping, and safety devices
 - b. All equipment (such as refrigeration machines, pumps, motors, cooling towers, condensers, etc.) by inspection of nameplates and/or manufacturer's approved shop drawings.
 - c. Piping sizes and arrangements.
2. Visually inspect piping in regards to hangers, and supports, anchor and expansion joints.
3. Witness and verify all required leak testing and the posting of results of the leak test. Such posted data shall include type of refrigerant, test pressures for high and low sides, signature of installer and inspector.
4. Test Reports:

An explicit statement, on Form 10E, that all inspection and test requirements enumerated in this Directive have been fulfilled without exception.

continued....

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C. GUIDELINES FOR HEATING & COMBUSTION EQUIPMENT: C26-1401.1(a)

1. Boiler inspection to be made by a qualified boiler inspector in the employ of the City or by a duly authorized insurance company.
2. High pressure steam piping shall be inspected as follows:
 - a. Determine location and arrangement of system to be in accordance with approved plans.
 - b. Visually inspect hangers, anchors, guides and expansion joints in regards to conformance with the approved plans, access for maintenance and complete visual inspection, satisfactory, alignment, clearances for movement, etc.
3. Determine by means of nameplate data and/or manufacturers approved shop drawings review that all equipment (boilers, convertors, pumps, radiation, and air terminal devices which are used to provide building heating) conforms to the approved plans.
4. Test Reports:

An explicit statement on Form 10E, that all inspection and test requirements enumerated in this Directive have been fulfilled without exception plus test of heating installation.

D. GUIDELINES FOR FUEL OIL PIPING & STORAGE: C26-1401.2(b)

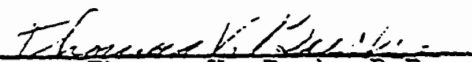
1. Determine general location of all equipment, tanks, piping and pumps to be in conformance with the approved plans.
2. Witness and verify the required testing of the tanks and piping performance by the installing contractor.
3. Test Reports:

An explicit statement on Form 10E, that all inspection and test requirements, enumerated in this Directive have been fulfilled without exception.

REFERENCES:

- | | | |
|-----------------------|---|-----------------------|
| 1. Directive 9/1969 | - | Controlled Inspection |
| 2. Directive 1/1971 | - | Form 10E, 10F |
| 3. Memorandum 8/16/71 | - | Cont. Insp., Welding |
| 4. Memorandum 8/18/72 | - | High Pressure Steam |
| 5. Memorandum 8/29/72 | - | High Pressure Steam |

TVB/PEO/sc


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

cc: Exec. staff
Industry
B.C.A.C. - C.I.C.I.
N.Y.A.C.E. - ASHRAE

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**RESCINDED BY BUILDINGS
BULLETIN 2023-020**

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: July 14, 1930

TO: Borough Superintendents

FROM: Irwin Fruchtman, P.E., Commissioner 

SUBJECT Controlled Inspection of certain Alterations

This office has found that inadequate supervision exists at many rehabilitation projects; and, the problem is particularly dangerous in the taller, wall-bearing buildings where virtually free-standing walls with minimal bracing has been observed.

Accordingly, hereafter, no Alteration application shall be approved for rehabilitation of any Class 3 or construction group II building exceeding 5 stories or 60 feet in height unless the plans specify that all masonry work and shoring, bracing, and anchorages relating to said walls are subject to controlled inspection, as set forth in section C28-106.3.


Irwin Fruchtman, P.E.,
Commissioner

cc: Dep. Comm. Minkin
Asst. Comm. Dennis
Exec. Staff
BIAC
Prof. Assoc.

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**RESCINDED BY BUILDINGS
BULLETIN 2023-020**

DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: June 26, 1981

TO: Borough Superintendents

FROM: Irwin Fruchtman, P.E., Commissioner

SUBJECT: Inspection of Construction and Plumbing
Directive No. 3/75, Modification

This memorandum is issued to clarify the permissible level of inspections that can be conducted of premises prior to the issuance of a Certificate of Occupancy. Directive No. 3 of 1975 was merely intended to establish a procedure that would serve to expedite the inspection process, but was not intended to bar our inspectors from reinspecting work that had already been reported as being inspected.

In order to clarify this situation you are hereby advised and directed that reinspections can be conducted of premises prior to the issuance of a C of O under the following conditions:

1. When an inspector who is conducting a final inspection has reason to believe that work which has already been inspected has either been altered or removed;
2. When a complaint has been received that work which has already been inspected has been altered or removed;
3. When a Senior or Supervising Inspector has reason to believe that work which has already been inspected has been altered or removed, and
4. When directed by the Borough Superintendent who has cause for ordering a reinspection.

This memorandum shall be effective immediately.


Irwin Fruchtman, P.E.
Commissioner

cc: Executive Staff
Construction/Plumbing Inspectors
T. McLoughlin, ABI

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**RESCINDED BY BUILDINGS
BULLETIN 2023-020**

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

File *1/20/71*

DIRECTIVE NO. 1 of 1971

TO: Borough Superintendents

DATE: January 8, 1971

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

SUBJECT: Controlled Inspection - Forms 10E and 10F

Transmitted herewith are copies of Amendment Forms (Form 10E and 10F) which shall be used by registered architects or professional engineers in compliance with Section C26-106.3a and C26-107.3. A supply of these forms is being transmitted under separate cover.

All persons responsible for controlled inspection (except concrete) shall file and secure approval of Form 10F prior to commencement of any work or the installation of any material or equipment which is subject to controlled inspection. Current procedures relation to concrete work shall not be effected by this directive and the use of Forms 10A, 10B, 10C and 10D shall continue. Inspectional personnel shall be responsible for insuring that no item of construction or installation proceeds without a suitable permit and the filing and approval of an applicable Controlled Inspection Amendment - Form 10F.

Upon completion of that portion of the work or installation of equipment for which a form 10F was filed, a Controlled Inspection Report Amendment Form 10E shall be filed along with copies of all required inspection reports. No application shall be reported as completed and no final certificate of occupancy shall be issued until after all controlled inspection reports are filed and approved. A temporary certificate of occupancy shall not be issued until the controlled inspection reports for the part of buildings to be occupied have been filed and approved prior to the issuance of a final certificate of occupancy.

The use of these forms shall start immediately. Any interim forms in use shall be discontinued.

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

TVB/WC/sl

cc: Staff
Industry

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BULLETIN 2023-020**

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

DEPARTMENTAL MEMORANDUM

Corrected
DATE: August 5, 1974

TO: Borough Superintendents
FROM: T.V. Burke, Director of Operations
SUBJECT: Controlled Inspections

A complaint has been received at this office, that permits are being denied for New Building applications where form 10F for controlled inspection has not been filed.

Please redistribute copies of
Directive #1 - 1971 dated Jan. 8, 1971 p437
Memo dated July 2, 1971 p537

Summary: Controlled Inspection and Permit

1. Form 10F must be filed prior to start of applicable work. This does not imply that general or partial permits may generally be withheld.
2. Inspectors are responsible to see that a permit has been issued and Form 10F has been filed for controlled inspection work in progress.
3. Where a new building application has been approved with complete plans including mechanical plans, a permit may be issued without filing of Form 10F.
4. Where architectural and structural plans have been approved and permit issued based on filing of unapproved mechanical plans, the mechanical plans shall only be approved conjunctively with the filing of Form 10F for controlled inspection of the mechanical work.
5. For other than New Buildings (i.e. Alts and BNS) the required Form 10F for controlled inspection must be filed prior to the issuance of a work permit.
6. In general plans submitted after the initial permit relevant to ongoing construction shall not be approved if a relevant 10F or 10A is not on file.

Thomas V. Burke

TVB:LR:bd

cc: Comm Walsh
Dep. Comm Jenkins
Asst. Comm Parascandola

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

RALPH S. HERMAN, R.A.
Assistant Commissioner
Technical Review & Compliance
(212) 312-8324

TO: BOROUGH SUPERINTENDENTS
FROM: Ralph S. Herman, R.A. *[Signature]*
Assistant Commissioner
DATE: October 1, 1990
SUBJECT: FIRESTOPPING

Please remind your Plan Examiners of the following:

1. Firestopping, like all items of Controlled Inspection, shall be listed as subject to Controlled Inspection on the first drawing of the Application.
2. A firestopping requirement may result from the work of Mechanical Trades. Such work might not be shown on the Architectural Plans. If such work is anticipated but shown only on the Mechanical Plans, firestopping shall be listed as a Controlled Inspection item on the Architectural Plans.

RSH:rmr
cc: Architecture & Engineering Organizations



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DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner

December 5, 1986

GEORGE E. BERGER, P.E.
Assistant Commissioner
Building Construction

TO: BOROUGH SUPERINTENDENTS

FROM: George E. Berger, P.E.
Assistant Commissioner

SUBJECT: Submission of Controlled Inspection Amendments
and Controlled Concrete Amendments
(Forms 10F and 10A/10B)

NOTE: This memorandum supersedes the Department Memorandum of July 2, 1971 and August 5, 1974.

A) FULL PERMITS

Prior to the issuance of a permit for general construction, all controlled inspection amendments, (Form 10F) and controlled concrete amendments (Forms 10A/10B) that will be required throughout the work must be submitted to the permit clerk. The permit clerk shall examine the amendments for proper identification of the work being inspected, the applicant, and the designated inspector. The permit clerk shall then initial and date each 10F.

B) PARTIAL APPROVALS AND PARTIAL PERMITS

Prior to the approval of any application for a part of the work (such as foundations), all controlled inspection and controlled concrete amendments (Forms 10F, 10A and 10B) which bear on that part of the work shall be submitted to the plan examiner. When the application for a partial permit is approved, the 10F's and 10B shall be signed and dated by the plan examiner.


C) SUPERSEDING AMENDMENTS AFTER PERMIT ISSUANCE

The professional designated on Forms 10F or 10A/10B may be superseded, after issuance of a Building Permit, by submitting the appropriate new form to

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the plan examiner, who shall accept it only on the following conditions:

- 1) The newly designated professional states in writing that no work of the type addressed by the previous 10F or 10A/10B has been performed to date, or
- 2) The previously designated professional files a form 10E or 10C/10D for that phase of the work to date.



George E. Berger, P.E.
Assistant Commissioner

GEB:RH:lg

cc: Executive Staff
Professional Engineering & Architectural Societies
New York Association of Consulting Engineers

**RESCINDED BY BUILDINGS
BULLETIN 2023-020**

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

DEPARTMENTAL MEMORANDUM

DATE: August 16, 1971

TO: Borough Superintendents

FROM: Thomas V. Burke, Director of Operations

SUBJECT: Controlled Inspection:Welding

In addition to the requirements set forth in Directive No. 1 of 1971, relating to controlled inspection, Section 1803(6) and 1804 of the New York City Charter, and the rules of the Board of Standards and Appeals for arc and gas welding and oxygen cutting (Calendar No. 1-38-SR), impose additional requirements in regard to controlled inspection of welding.

Pending modification by the Board of Standards and Appeals of their rules, the following requirements shall be met, in addition to those specified in Directive No. 1 of 1971, and the Building Code.

1. All welding must be performed by welders holding welders licenses issued by this department, except:
 - a. Stud welding of studs directly to steel beams or girders with no intermediate steel deck.
 - b. Tack welds, which are later incorporated into finished welds, ~~or made superfluous by other final connections.~~
 - c. Manual welding work not performed in the City of New York, in which case the registered architect or licensed professional engineer designated for controlled inspection shall be responsible for assuring that the welders are qualified in accordance with section C26-1005.3(b)(2).
2. Any welding to be done on a structure or any part thereof, whether performed in the City of New York or out of town on structures to

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THE CITY OF NEW YORK

**HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS**

DEPARTMENTAL MEMORANDUM

DATE: September 4, 1974

TO: Borough Superintendents

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

SUBJECT: Welding Inspection Agencies, Welding Inspectors and Controlled
Inspection of Welding - Rule 16 of the Board of Standards &
Appeals Rules for Arc and Gas Welding

Rule 16 of the rules of the Board of Standards & Appeals for Arc and Gas Welding, relating to supervision and inspection indicates that any welding done on a structure or any part thereof shall be performed under the supervision of a licensed professional engineer or registered architect designated for "controlled inspection" or a representative of an inspection agency engaged by him and acceptable to this department.

Whether the welding inspection is performed under the direct supervision of the licensed professional engineer or registered architect assuming responsibility for "controlled inspection: or a welding inspection agency engaged by him and approved by this department, only the licensed or registered professional as described above may complete the forms for "controlled inspection". Furthermore, except when a welding inspector is himself a licensed professional engineer or registered architect, the inspector of welding is required to "have at least 3 years experience in the field of welding, or welding inspection, or possess a current New York City welding license in order to be authorized to inspect any welding" in accordance with Rule 16.1.2. An affidavit is required to be filed by the "controlled inspection" designee setting forth the names of all welding inspectors on the site, and noting that they have the necessary experience and are acceptable to him before any welding operations are to commence.

In implementation of the administrative elements of this requirement, the executive offices of this department review the experience and qualifications of welding inspection agencies prior to approval of such agencies.

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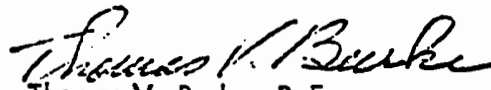
Enclosed is a list of approved inspection agencies. This list includes all those for whom notices of approval were forwarded to you in the past, with deletions of those no longer engaged in such practices, and updated firm names and addresses.

You are directed to issue instructions to all steel inspectors that they are to check at each job where welding is performed to ensure that the required number of qualified welding inspectors, set forth in the Board's rules, either under the direct supervision of the approved "controlled inspection" designee or the approved welding inspection agency, are on the site and that no improperly authorized welding inspectors are employed.

In the event an insufficient number or any improperly authorized welding inspectors are employed on any site, the welding shall be stopped by issuance of a stop work order pursuant to Section C26-123.1, Administrative Code and Rule 16 of the Board of Standards & Appeals Rules for Arc and Gas Welding, which shall remain in force until qualified welding inspectors are placed on the job. In addition, this office is to be informed of the offending welding inspection agency or "controlled inspection" designee.

This memorandum supersedes the memorandum of August 27, 1968 which covered the same subject matter prior to adoption of new welding rules by the Board on January 15, 1974.

In addition to the current list of approved welding inspection agencies, forwarded herewith are additional copies of the Board's new welding rules, and a memorandum dated February 20, 1974, relating thereto.


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

IEM:MH

cc: Commr. Walsh
Dep. Commr. Jenkins
Asst. Commr. Parascandola

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**RESCINDED BY BUILDINGS
BULLETIN 2023-020**

C O P Y

The City of New York
DEPARTMENT OF BUILDINGS

**Demolition, Mechanical
Stop Order
Inspections**

Departmental Memorandum

To: All Employees

Date: September 5, 1969

From: Commissioner John T. O'Neill

Subject: Mechanical Demolition

All employees of the department are requested to notify the Borough Superintendent whenever they observe the use of machine demolition during demolition of any structure.

Mechanical demolition is accomplished by means of bulldozers, payloaders, cranes and clamshell buckets, cranes using a ball, machines used for pounding holes in floors, or by any other means other than removal by hand tools only. Loading of debris into trucks is not mechanical demolition.

The use of mechanical equipment for demolition without approval of the Building Department has become widespread. Frequently, the equipment is used after normal working hours or on weekends. The use of such equipment endangers the lives of not only the workmen but also the public, and it is essential that it be stopped except where the Borough Superintendent may determine that it may be used safely. Reporting the use of such equipment may save persons in this city from serious or fatal injury.

It is urged that any employee of the department, whether engineering, inspectional, or administrative, who observes such equipment being used for demolition at any time, notify the Borough Superintendent at the first opportunity either verbally or by means of a short note giving the location and type of equipment being used.

Note that it is essential that notification be made immediately, as any delay may permit completion of the demolition.

After normal working hours and on weekends or holidays, the night emergency section of the Building Department should be notified by calling 566-2397.

(Signed)

John T. O'Neill
Commissioner



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DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
120 WALL STREET, NEW YORK, N. Y. 10005

CHARLES M. SMITH, Jr., R. A., Commissioner

JOSEPH M. WHITE
Assistant Commissioner
Operations

PROCEDURE

To: Borough Superintendents
From: Joseph M. White, Assistant Commissioner of Operations
Subject: Construction Site Scheduled Inspections
Date: February 11, 1986

Purpose

To assure that the Department conducts timely and thorough inspections during critical phases of construction at all New Building and Major Alteration sites, and maintains complete and easily retrievable records of such inspections. A Major Alteration, for the purpose of this procedure, is defined as one with an estimated cost of \$150,000 or more.

Forms

B-Form 59MD) PIR Cards, revised to provide a
B-Form 59PD) checklist of pertinent categories
of inspection with recording space
for concise reports on each. An
unspecified section is left under
each of the broad categories to
allow for reporting in categories
not listed and for special conditions
and circumstances.

B-Form 59X) Newly issued paper forms, to augment
B-Form 59Y) the recording capacity of the PIR
B-Form 59Z) Cards. Completed forms are to
be filed inside the new foldable
PIR Card.

SI - I Scheduled Inspection Log Sheet.

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Inspections

Borough Administrative Chief Inspectors will see to the scheduling of Construction Division inspections and the monitoring of inspection logs set up under this procedure to assure that the minimum number of inspections are conducted for each of the designated stages of construction.

<u>Stage</u>	<u>Minimum</u>
Excavation	1 Inspection
Foundation	1 Inspection
Superstructure) up to 20 stories	1 Inspection
) over 20 stories	2 Inspections
Interior	4 Inspections

In the case of tract developments, new building inspections may be scheduled at typical building sites on a 1:10 ratio for identically designed structures. Inspections during the designated stages of construction may be conducted at a typical building in each instance so long as the minimum is attained for each stage. The 1:10 ratio allows for one typical inspection for each 10 identical sites or remainder in excess of 10. The 1:10 ratio concept should be applied to buildings in a group of 10 under construction during the same period of time.

Construction Inspectors when visiting new building or major alteration sites, for any reason, will in each case conduct an inspection in accordance with this procedure. The only exceptions to this rule will be those cases where instructions to the contrary are given by a superior.

Inspections will be conducted in accordance with applicable Departmental Directives and Memorandums, the Training Academy Manual, current practice as imparted by supervision and the Training Academy, and the following:

- ° Give particular attention to those stages of construction and sub-categories listed on the PIR Card.
- ° Check specifications of construction materials (whether installed or awaiting use at the site) for conformity with the approved plans and the Building Code.

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- ° Inspect all phases of construction which are either in progress or recently completed and still open to inspection. Check for conformity to plans, specifications, and the Building Code.
- ° Take note of the level of development the project has attained, with particular attention to the number of stories completed and (when pertinent) whether topped off.

Scheduled Inspections Log Book

Borough Administrative Chief Inspectors will see to the preparation and maintenance of a log book, using Forms SI-1 to list every application for a new building or major alteration currently pending in the particular borough. As new application approvals are issued they will be entered into the log book. Inspection dates will be entered on the log sheets, under the appropriate categories, corresponding to the inspection report entries made into the PIR Cards. The date entries for typical inspections should be followed by the letter T in parentheses. The log book shall be current and reviewed regularly to serve as a monitoring tool for the timely routing of inspections.

Inspection Reports

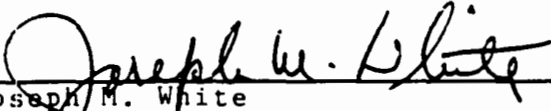
All currently valid inspection report forms remain in use unchanged except for the Permanent Inspection Record (PIR) which is replaced by the New PIR Card and Appendants (59 X,Y,Z).

- ° Inspectors will record concise, informative summaries of their inspection reports against the appropriate categories on the PIR Card. Detailed specifics are to be provided to the greatest degree possible. The use of uninformative phrases such as "Work in Progress", "Conditions Unchanged" etc. will be avoided.
- ° When the PIR Card is unavailable or the recording spaces on the Card have been filled, the entries will be made on the appropriate PIR Soft Form (59 X, Y, Z). When such reports are filed by inspectors assigned outside the borough (e.g. B.E.S.T. or Emergency Squad) they will be forwarded directly to the Borough Administrative Chief Inspector for placement in the PIR file.

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- ° Against each report the inspector shall enter, in the designated spaces, his/her initials, badge number and the inspection date.

This Procedure is effective immediately.



Joseph M. White
Assistant Commissioner-Operations

JMW:mh

cc: Charles M. Smith, Commr.
Peter Madonia, Dep. Commr.
Cornelius F. Dennis, Dep. Commr.
George Berger, Asst. Commr.
Jacob Grill, Asst. Commr.
Ronald Lattanzio, Asst. Commr.
Stewart O'Brien, Insp. Gen.
Eugene Slattery, Exec. Ch. Insp.
Henry Serino, Dir. of Operational Projects
Irving Polsky, Exec. Engr.
A. Louis Munoz, Gen. Counsel
Frank Gallo, Dir. of Training
Deputy Borough Superintendents
Administrative Chief Inspectors
Deputy Chief Inspectors
Chief Plan Examiners
Chief Engineers
Borough Office Managers
Thomas A. McLoughlin, President, A.B.I.

**RESCINDED BY BUILDINGS
BULLETIN 2023-020**

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: September 20, 1983

TO: Borough Superintendents
FROM: Joseph M. White, Assistant Commissioner-Operations
SUBJECT: Field Observations at Unscheduled Sites

In implementation of the instructions of Deputy Commissioner Carol Felstein's memorandum of August 26, 1983, the following procedure will govern in cases where the Inspector observes, in the course of his assigned route but in a location not listed on his route sheet, a hazardous condition warranting immediate investigation and action:

Inspector

1. Before taking any action or deviating from his route sheet the Inspector will telephone the appropriate Divisional Chief Inspector's office to seek approval and guidance from the Chief Inspector, Assistant Chief Inspector or other person in authority.
2. Should the Inspector experience undue difficulty in contacting the Chief Inspector's office, his request for approval and guidance may be telephoned to the office of one of the following (attempting contact in the order listed):
 - . Borough Superintendent
 - . Executive Chief Inspector, Eugene Slattery (248-8771)
 - . Assistant Commissioner-Operations Joseph M. White (248-8773-4)

The recipients of such calls after providing guidance and approval as warranted, will notify the Office of the Chief Inspector of the pertinent details.

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3. Upon receiving approval and guidance the Inspector will record on his route sheet:
 - a) Telephone number called - office and name of person contacted - time call was completed.
 - b) Address of the location to be visited.
4. The Inspector will then consider the approved address as the next scheduled stop on his route sheet, and will proceed with an inspection and appropriate action.
5. Should the nature of the hazardous condition be of such immediate peril as to override the prior approval requirement, the Inspector may conduct an inspection and take appropriate action without such approval.
 - a) In such cases, the Inspector, upon completion of his action in connection with the emergency, will immediately make telephoned notification to the Office of the Chief Inspector or alternate notification in accordance with Subd. 2.
 - b) Should circumstances keep the Inspector at the site beyond 5:00 P.M., preventing his notification to the appropriate office, the Inspector will then make his notification to the Night Emergency Squad at (566-2397). The message may be left with the tape recorder if necessary. The Inspector will then make the appropriate entries on his route sheet, in accordance with Subd.3.

Office of the Chief Inspector

The Chief Inspector, or person in authority, upon granting approval for deviation from the route sheet or receiving notification from an authorized source (Inspector - Subd. 2) will make appropriate notations on and initial and date the office copy and Inspector General's copy of the Inspector's route sheet. The notations will include:

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- . Time telephone call was received.
- . Address of the location involved.
- . Abbreviated description of the condition involved.

Night Emergency Squad

The recipient of a call made in accordance with Subd. 5 will:

1. Immediately notify one of the following (attempting contact in the order listed):
 - . Appropriate Administrative Chief Inspector
 - . Appropriate Borough Superintendent.
 - . Executive Chief Inspector, Eugene Slattery
 - . Assistant Commissioner-Operations,
Joseph M. White
2. Make a log entry including:
 - . Time the call was made.
 - . Address of the location.
 - . Description of the condition.

Please see that all inspectorial personnel are advised and instructed on the contents of this procedure.

Executive Staff
Borough Chief Inspectors
Inspector General, Stuart Klein
Thomas McLoughlin, President - ABI

JMW:rnr

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

DEPARTMENTAL MEMORANDUM

DATE: October 3, 1973

TO: Borough Superintendents

FROM: Thomas V. Burke, Director of Operations

SUBJECT: FILING OF VIOLATION ORDERS BY SENIOR
CONSTRUCTION INSPECTORS

Upon observation by a Senior Construction Inspector of a condition which is deemed to be a hazardous violation, the Senior Construction Inspector shall personally file a violation order to require that the condition be corrected.

Such violation order shall be filed as soon as possible.

Reinspection of such violations may be made by district inspectors. After filing of the violation order, the presently established procedure shall be followed.

This procedure shall be effective immediately.



Thomas V. Burke
Director of Operations

TVB/df

CC: Exec. Staff

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BULLETIN 2023-020**

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

DEPARTMENTAL MEMORANDUM

DATE: October 22, 1973

TO: Borough Superintendents

FROM: Thomas V. Burke, Director of Operations

SUBJECT: FILING OF VIOLATION ORDERS

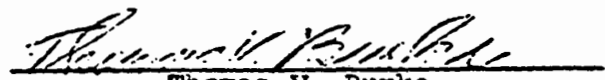
The memorandum of October 3, 1973, required that Senior Construction Inspectors, as well as Construction Inspectors, file a violation order, upon observation of a condition contrary to laws enforced by this department.

It shall be required that the Chief Construction Inspector, the Assistant Chief Construction Inspector, all Senior Construction Inspectors and Construction Inspectors, under the direction of the Borough Chief Inspector, shall file violation orders upon observation of an unlawful condition, without delay.

This procedure shall apply to all violations observed, whether hazardous or otherwise.

Reinspection of such violations may be made by District Inspectors. After filing of the violation order, the presently established procedure shall be followed.

This procedure shall be effective immediately.


Thomas V. Burke
Director of Operations

TVB/df

CC: Exec. Staff

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Issuance # 81

DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner
312-8100

**OPERATIONS
POLICY AND PROCEDURE NO. 2/88**

To: Distribution
From: Fredric J. Pocci, Assistant Commissioner
Date: February 2, 1988
Subject: Field Observations at ~~at~~ Unscheduled Sites

Superseded: Memorandum, from Joseph M. White
September 20, 1983, P. 1952, vol. 13.

Purpose: This procedure is designed to govern the course of action to be followed when hazardous and non-hazardous conditions, not on the route sheet, are observed in the field.

Specifics:

A. Hazardous:

Inspector

Upon observing a hazardous condition warranting immediate investigation and action, the inspector shall first obtain approval to deviate from the assigned route sheet. This approval should be obtained by telephoning the following supervisory personnel in ascending order until approval or denial is received.

Construction/Plumbing

Supervising Insp.
Admin. Chief Insp.
Deputy Borough Supt.
Borough Superintendent
Executive Chief Insp.
Asst. Commr./Opers.

Boiler/Elevator

Supervising Insp.
Div. Dir.
Exec. Chief Insp.
Asst. Commr./Opers.

BEC

Boro.Mgr.
Div.Dir.
Asst.Dir.
Director
Asst. Commr./
Operations

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The inspector should indicate on the route sheet the following:

1. Name of person who granted or denied request
2. Time of call
3. Address of the location
4. Reason for requesting deviation from route sheet

The inspector should then consider this address as the next scheduled stop on the route sheet if approval is granted. An inspection should be completed and the appropriate action(s) followed.

Supervisor

The supervisor or person granting approval for deviation from the route sheet will ensure that the inspector's route sheet is properly notated. The information to be included is as follows:

1. Time that telephone call was received
2. Address of the location to be visited
3. Reason for requesting deviation from route sheet

If a condition is so imminently dangerous that it would be imprudent to delay action for any period of time, an inspector may conduct an unscheduled inspection without obtaining prior approval. In that situation the inspector should call the appropriate supervisory personnel and make the appropriate entries, as indicated above, after the inspection.

B. Non-Hazardous:

Non hazardous conditions warranting an inspection observed in the field should be noted and provided to the supervisor upon the inspectors regular return to the office. The supervisor will determine whether a complaint should be written.

The complaint will be handled in the regular manner.

FJP:mh

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BULLETIN 2023-020**

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

DEPARTMENTAL MEMORANDUM

DATE: October 15, 1973

TO: Borough Superintendents
FROM: Thomas V. Burke, Director of Operations
SUBJECT: PERMANENT INSPECTION RECORDS

Under the procedure for increased productivity of construction inspectors, a card known as a "Permanent Inspection Record" (P.I.R.) has been developed. There will be one such card for each application, that requires inspection by the Construction Section.

The purpose of the card is -

1. To provide information to the inspectors concerning the nature and extent of the work shown on the application.
2. To serve as a record of the inspections made in connection with the application.

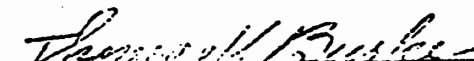
A copy of the card is attached.

The front of the card is to be filled out by the plan examiner at the time of approval of an application. Only one card shall be required for each application.

Cards, when completed by examiners, are to be forwarded to the Chief Construction Inspector.

This procedure shall become effective in each borough when the new system of productivity for the construction inspectors becomes effective in the borough.

A supply of cards has already been sent to you.


Thomas V. Burke
Director of Operations

TVB/df
Att.

CC: Comm. Karagheuzoff
Dep. Comm. Cooke
Asst. Comm. Stulz
Messrs. Olin, Schneider,
Minkin, Linker, Beck
Vivianni

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BULLETIN 2023-020**



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES

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

CHARLES M. SMITH, Jr., R.A., *Commissioner*

FREDRIC J. POCCHI, P.E.

Assistant Commissioner/Operations

Issuance # 135

OPERATIONS
POLICY AND PROCEDURE NOTICE # 23/88

To: Distribution

From: Fredric J. Pocchi, P.E., Assistant Commissioner

Date: October 4, 1988

Subject: Scheduled Inspections

Amended: Procedure, February 11, 1986 from Joseph M. White
Page 2078-2081.

Purpose: To redefine the term "Major Alteration" as used in
conjunction with the referenced procedure.

To require the applicant to state whether structural stability
will be affected in the job description section of the work
application.

Specifics: Redefinition of "Major Alteration":

The following will be the definition of "Major Alteration".

A Major Alteration, for the purpose of this procedure, is
defined as one with an estimated cost of \$150,000 or more, where
the work consists of the following:

1. Work where structural stability will be affected during construc-
tion operations.

Examples:

- a. removal of bearing walls
- b. temporary or permanent transfer of loads
- c. whenever shoring and/or bracing is required

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2. Work involving any new additions to the structure

Examples:

work requiring

- a. excavations
- b. underpinning
- c. footings
- d. foundations

One and two family dwellings are excluded from this procedure.

At the discretion of the Commissioner or a designated representative any other alteration may be classified as a "Major Alteration".

Applicant's Statement:

The applicant must state on any alteration application whether structural stability will be affected during construction operations or not. This statement must be included in the job description section of the application. If this statement is not present the plan examiner will note it as an objection.

FJP:HG:mh

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

DEPARTMENTAL MEMORANDUM

DATE: October 21, 1976

TO: Borough Superintendents

FROM: Director of Operations Irving E. Minkin

SUBJECT: Training (All Personnel); and Revision of Construction
Inspection Schedules.

In order to retain maximum expertise in the face of ongoing attrition, it is necessary to commence and continue periodic training for all plan examiners and inspectors. Accordingly, designate from 1 to 2 hours on one day of each week for the various divisions to be set aside for training within the borough office.

Borough personnel should be canvassed to ascertain whether lectures on all topics to be discussed can be given by them, or whether the executive office should provide some personnel from time to time. In addition, the divisions should prepare a general outline of topics to be discussed in advance, with additional lead time when out-of-borough lecturers are warranted.

Communicate directly with Executive Chief Inspector Badlato and/or Secretary to the Department Dwoskin in regard to the following:

1. Day and time of lecture each week.
2. Borough personnel doing the lecturing.
3. Subjects being covered.
4. Need for out-of-borough lecturers.

In the case of plan examiners, the weekly training session should be in the afternoon.

In the case of plumbing inspectors, some day other than Friday should be utilized, if possible.

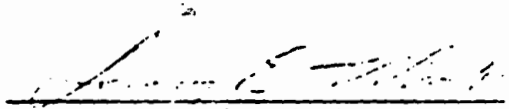
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In the case of elevator inspectors, the Chief Elevator Inspector should review the modification to the current productivity program with Executive Chief Inspector Badlato before designating any lecture time.

In the case of construction inspectors, the weekly training session should be on Friday. In order to provide adequate time for the construction inspectors to perform necessary research and still provide sufficient time for training, effective November 5, 1970, and every Friday thereafter they shall report directly to the borough office without making stops en route, and remain in the office for the entire day, except for emergency inspections as directed by supervisory personnel.



Irving E. Minkin
Director of Operations

RAM/AB

CC: Exec. Staff
T. McLaughlin, ABL

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