



**BUILDINGS**  
**2026-008**  
**BULLETIN**  
**TECHNICAL**

**ISSUANCE DATE**  
May 18, 2026



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

**PURPOSE:** This Bulletin rescinds two Memoranda which were issued by the Department but are no longer applicable under current Codes and Local Laws.

**SUBJECT(S):** Rescinding two Memoranda

## RESCINDED DOCUMENTS

Memo 10-19-78, Memo 03-02-77

### 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The above listed Directives, Letter and Memoranda are rescinded effective immediately and are attached therein.

The rescinded documents will appear on the Department's website with the watermark **RESCINDED**.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 Directives, Executive Orders, Memoranda, and Letters may be accessed through the online version of this Bulletin located at [www.nyc.gov/site/buildings/codes/building-bulletins.page](http://www.nyc.gov/site/buildings/codes/building-bulletins.page).

### INFORMATIVE NOTE

These memos are being rescinded due to updated procedures implemented by the Department's Intergovernmental Affairs team to improve the effectiveness and efficiency of communication with the public, particularly the City's community boards.

THE CITY OF NEW YORK  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

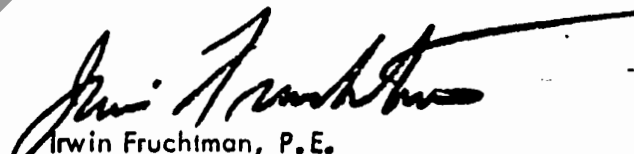
DATE October 19, 1978

TO: Borough Superintendents and Deputy Borough Superintendents  
FROM: Irwin Fruchtmann, Commissioner, Department of Buildings  
SUBJECT: Community Planning Board Liaison

I would like to clarify the agency's policy concerning the relationship between the community planning boards and each borough office of the Department of Buildings. I know that your staffing problems are serious and requests for meetings and information by the community boards have a significant effect on the day-to-day productivity of your respective offices.

Nonetheless, the community boards are a vital link between this department and the local neighborhoods. Within reason, I would like this agency to be responsive to these boards. Indeed, because public safety is part of this department mission, I believe that we have an obligation to maintain a dialogue with the communities.

With common sense and brevity as our guidelines, I believe we can maintain and nurture this relationship. While it is important this department to perform professionally, it is equally important that citizen groups are aware of our actions and intentions.

  
Irwin Fruchtmann, P.E.  
Commissioner

IF:PB:sb  
cc: James F. Capalino,  
District Service Representatives

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

**DEPARTMENTAL MEMORANDUM**

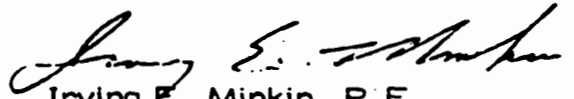
**DATE:** March 2, 1977

**TO:** All Boro Superintendents and Chief Inspectors  
**FROM:** Irving E. Minkin, Director of Operations  
**SUBJECT:** Community Planning Board Meetings

The requirement for Planning Boards for attendance of Building Department representatives at their meetings is already more time consuming than our capabilities will permit, and apparently many of the items discussed are either not in the department's province or academic enough so that a minimum of research effort on the part of the Board members would produce the desired results.

Our personnel cannot be regularly assigned to attendance at Community Planning Board meetings regardless of whether they are scheduled during normal working hours or in the evening without basic public safety functions being adversely affected.

Accordingly a form letter couched similar to attached should be given or sent to planning board representatives in response to requests for attendance by department personnel at their meetings, except in extraordinary circumstances.

  
Irving E. Minkin, P.E.  
Dir. of Oper.

I. E. M. /BGB/br

cc:  
Commr. Walsh  
Deputy Commr. Jenkins  
Ass't. Commr. Parascandola  
Exec. Staff

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