



# BUILDINGS 2026-012 BULLETIN TECHNICAL

ISSUANCE DATE  
July 9, 2026



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

**PURPOSE:** This Bulletin rescinds 2 PPN(s), and 3 Memorandum(a) which were issued by the Department but are no longer applicable under current Codes and Local Laws.

**SUBJECT(S):** Rescinding PPNs and Memoranda

## RESCINDED DOCUMENTS

OPPN 24/87, OPPN 25/89 and Memo 04-22-69, Memo 09-11-69, Memo 11-01-77

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The above listed Directives, Letter and Memoranda are rescinded effective immediately and are attached therein.

The rescinded documents will appear on the Department's website with the watermark **RESCINDED**.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).



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, NY 10013

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

Issuance # 77

OPERATIONS  
POLICY AND PROCEDURE NOTICE # 24/87

To: Distribution  
From: Fredric J. Pocci, P.E., Assistant Commissioner  
Date: December 31, 1987 (Revised 2/1/88)  
Subject: Demolition Permits

Superseded: Memorandum, 4/23/71, P. 516  
Operations PPN # 24/87, dated December 31, 1987

References: Memorandum, 9/29/72, P. 697  
Memorandum, 11/27/74, P. 930  
Directive # 2/78, 10/25/78, P. 1419-1420  
Directive # 2/78, Revised, 11/24/78, P. 1422-1423  
Memorandum, 7/31/87

Effective: February 1, 1988

Purpose: To establish a procedure to ensure that all demolition applications and requests for legalization of demolitions are treated uniformly in all borough offices. This policy deals solely with private demolitions.

Procedure:

Plan Examiners

The existence of a structure on a property, which would interfere with a proposed new building, should be recorded on the Plan Examination checklist.

All Buildings Notices filed in conjunction with Demolition Applications should be handled expeditiously.

### Clerical

The clerk responsible for ensuring that the Demolition Application is complete must prepare a checklist for each application. This checklist is to be used to verify that all of the necessary documents, as described on the "Items Required for Demolition Permit" or the "Items Required for Legalization of Demolition" list, are submitted. The clerk should perform an internal check of Department of Buildings records to verify that the building is not designated as a landmark or calendared by the Landmarks Preservation Commission. If it is found that the premises is a landmark, or is calendared by the Landmarks Preservation Commission the clerk should refer the file to the office of the Borough Superintendent for handling. A demolition permit cannot be issued until all of the necessary items are filed. There are no exceptions unless written approval is obtained from the Assistant Commissioner of Operations.

All letters confirming service cut-offs, extermination, etc. must be original documents on utility company or City of New York agency letterhead. Verification of notification to adjoining owners and the Community Board can be either a letter of acknowledgement or certified/registered mail receipts signed from the appropriate party.

Adjoining owner shall mean any owner of a building or lot which abuts at any point the property to be demolished.

For requests for legalization of demolitions, if the applicant cannot prove that the building was demolished prior to current ownership, ECB violation/s must be served. The clerk processing the application must at that time refer applicant to the appropriate Supervising Construction Inspector. The clerk will deliver the application file to the Supervising Inspector and advise him/her as to the situation. The clerk will subsequently obtain a copy of the violation/s to place in the file.

The Building Permit Clerk will check the Plan Examination checklist prior to issuing a Building Permit. If a demolition permit is required, no Building Permit may be issued until it is obtained.

### Inspectors

#### Construction:

Pre-demolition reports must be completed prior to the filing of an application for a demolition permit, unless the filing is for legalization of a completed demolition. In order to sign-off on the pre-demolition report, the inspector must verify that a sign visible to the public, has been erected by the applicant. This sign, should contain the name of demolition contractor, or building owner, the appropriate Department of Buildings complaint telephone number and a place for posting the demolition permit, once it is approved by the Department of Buildings.

Supervising inspectors will direct the issuance of ECB violations for the legalization of illegal demolitions, as indicated in "Items Required for Legalization of Demolition", Number 9.

When a clerk delivers the application file to the Supervising Inspector, the violation/s should be written in a timely fashion. The violation/s should be served to the applicant and copies should be forwarded to the clerk who will then continue to process the application.

**B.E.S.T.:**

Twenty-four (24) hours prior to the actual start of demolition work, the applicant will notify B.E.S.T. The Director of B.E.S.T. will sign an appointment card approving a tentative demolition date. The 24 hour notification is to be used for both verification and notification of any changes in the tentative demolition date. A B.E.S.T. Inspector will visit the demolition site within 24 hours of the actual start date. The inspector must verify that the demolition permit is posted on the sign that was erected prior to pre-demolition approval.

All demolition violations are to be written by B.E.S.T., except as noted in the above "Construction" Section. B.E.S.T. Inspectors are also responsible for responding to all complaints regarding illegal demolitions. However, at the discretion of the Borough Superintendent, complaints of an emergency nature may be initially pursued at the borough level.

**Applicant:**

Applicant must provide all required items in order to obtain a demolition permit. Any request for reconsideration to waive any of these requirements must be directed in writing to the Assistant Commissioner of Operations.

The pre-demolition inspection must be completed prior to filing a demolition application. As a prerequisite for obtaining sign-off from the Department of Buildings Inspector, a sign must be posted at the premises, in a place visible to the public. This sign must include the name of the demolition contractor and the appropriate Department of Buildings complaint telephone number. The sign must contain a place for posting the Demolition Permit, which must be displayed once it is approved by the Department of Buildings. It must be in place 24 hours prior to commencement of any demolition activity and remain visible at the site until all work is completed.

An appointment card from B.E.S.T. must be obtained. Applicants may either visit the B.E.S.T. office in person or submit a request through the mail. There may be certain

cases where a personal visit will be required, however, this is at the sole discretion of the Director of B.E.S.T. No appointments will be made over the telephone.

When giving notification to the adjoining owners, the applicant must ensure that all owners of property which abuts at any point the premises to be demolished, are notified.

RESCINDED

C O P Y

The City of New York  
Department of Buildings

Departmental Memorandum

Administration  
Inspections  
Stop Orders  
Directives and Memoranda

To: All Boro Superintendents and Borough Clerks

Date: April 22, 1969

From: Frank Padavan, Assistant Commissioner

Subject: Administrative Procedures concerning Inspections, Stop Orders  
and Information

Your attention is directed to the following procedural practices which require timely emphasis and review:

- a. The current practice of forwarding a Journal Sheet for each application when filed to the appropriate district inspector shall be continued. Upon receipt of the Journal Sheet, the inspector is to make inspection of the site and is to file violation orders when warranted. This includes work started without a permit and work not conforming to law, such as excavations without proper sheeting and bracing. Inspectors are not to wait for notice by contractors that the site is ready for inspection.
- b. Where need for issuance of a stop order develops, the inspector shall immediately notify the Chief Inspector, who shall notify the Boro Superintendent. When the Chief Inspector and Boro Superintendent concur that such an order should be issued, the Chief Inspector shall arrange for immediate preparation of such order and the order shall be served the same day whenever possible and where this cannot be done, shall be served early on the following morning. Steps will be taken to avoid clerical delays.
- c. Departmental memos and directives shall be given prompt distribution to the personnel concerned with the subject matter as soon after receipt as possible. A record shall be maintained of distribution and recipients shall be required to initial a copy as evidence that the communication was received.

(Signed)  
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Frank Padavan  
Assistant Commissioner

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DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES

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

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

PETER FRANCONERI, P.E.

Assistant Commissioner/Operations

Issuance # 218

OPERATIONS  
POLICY AND PROCEDURE NOTICE # 25/89

To: Distribution  
From: Peter Franconeri  
Date: December 29, 1989  
Subject: Revised Gas Certificate (blue card)

Purpose:

To establish guidelines for the distribution of the revised gas certificate (blue card). This procedure is effective immediately.

Specifics:

The gas certificate has been redesigned as a two-part carbonless form consisting of a hard card (bottom) with a paper overlay (top). Each gas certificate has a borough prefix followed by an identifying serial number on the upper right corner.

Borough Managers

All unused, old format gas certificates are to be returned to General Services for disposal.

Blank gas certificates cannot be interchanged among the boroughs. When additional certificates are required for a particular borough, they are requested from General Services.

Each Borough Manager maintains a log of the serial numbers of the gas certificates that he or she receives from General Services. Additionally, he or she records the serial numbers of the packets that are given to the Plumbing Division.

**Plumbing Division**

Plumbing Chiefs distribute the gas certificates in packets to the inspectors. Each Chief maintains a log to record this distribution. Any gas certificates given to the Housing Authority (Commissioner's Designee) are recorded.

The procedures for issuing the completed gas cards remains the same, except that the top (paper) copy is forwarded to the licensed plumber and the bottom (hard) copy is retained for the Department's files.

**Housing Authority**

The Housing Authority Inspector, acting as the Commissioner's Designee, is assigned an initial supply of gas certificates for each borough to be used as appropriate. The Housing Authority Inspector is still required to write or type "Housing Authority" on the top of the certificates and "Commissioner's Designee" on the bottom, and return the completed certificates to the respective borough Plumbing Division for issuance.

When the Housing Authority requires additional blank gas certificates, they should be requested from the appropriate borough Plumbing Division.

/mh

THE CITY OF NEW YORK  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: November 1, 1977

TO: Boro. Supt. H. I. Sigman, Queens  
FROM: Director of Operations Irving E. Minkin  
SUBJECT: 61st St. and Northern Blvd., Queens

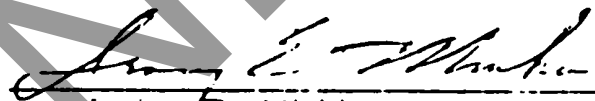
Herewith forwarded is a letter received from Mr. Callendo dated October 19, 1977, relating to the complaints and violations with respect to 4 private dwellings for which he was allegedly the telephone complainant: 32-32, 32-24, 32-26, and 32-28 - 61st St. Mr. Callendo has indicated that he was not in fact the complainant. In view of the technical deficiencies in the nature of the complaint (anonymous telephone complaint vs. requirement that a signed written complaint be received), no further legal proceedings of the violations issued for the above mentioned premises for six months shall be made. However, send a letter to the homeowners advising them that legal action is being held in abeyance for six months to afford them an opportunity to either legalize the current conditions or to restore the premises back to their prior lawful use.

Instruct all personnel in your office that hereafter, based on Section D26-40.07(a) of the Administrative Code, no inspection will be made of a one- or two-family dwelling (except for obviously hazardous conditions) without the receipt of a written signed complaint or a court order. This shall include any referrals by any other agencies wherein the referral does not include a written signed complaint by the complainant.

Insofar as the progress of violation prosecution on the numerous premises originally complained of, it appears that the inspections seem to be fragmented, with repeated inspections necessary to cover a complete cycle of all of the allegations (illegal conversions, improper certificate of occupancy, offensive noise and dust, zoning violations, obstruction of sidewalks, etc.). Further, in my notation on your update in a memorandum dated August 29, 1977, I requested reinspection of 32-32 61st St., a report with respect to illegal obstruction of sidewalks, and that a zoning violation be issued for 61-05 Northern Blvd., citing the use group and the zoning district in the violation, so that the penalties of Local Law 18/76 might be invoked, as well as requesting night inspection of 32-49 and 32-51 - 61st St.; and, requested referral in the case of the latter premises to the Office of Code Enforcement. Your report of October 27, 1977, just cited violations for 32-49 and 32-51 (which violations were defective in not including all relevant sections of the Administrative Code and Zoning Resolution), ignoring the other items referred to in my above mentioned note.

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Accordingly, except for the new violations issued for 32-22 through 32-28 61st St., kindly have a progress report chart prepared for all of the premises cited in the various memorandums, letters, etc. Have the chart list the addresses, the violation numbers, the date of violations, the section of law of which the violation was issued, a brief description of the use, and the dates of inspections and dates of issuance of summonses and date returnable in court. After such report has been prepared, have an additional inspection made of all of the premises involved (excluding the private dwellings as noted above) for purposes of issuing of additional violations that are appropriate (zoning violation, etc.), as well as to issue new summonses for violations outstanding, for all items of concern. After you are satisfied that all items of concern have been recently evaluated and inspected for the purpose of any additional violations, new summonses, etc, kindly forward to me a copy of such completed overall progress report form and thereafter have reinspection scheduled at intervals not to exceed 90 days until compliance is obtained; or, alternately, after a second conviction on zoning violations, refer the case to the Corporation Counsel for commencement of injunction proceedings.

  
Irving E. Minkin  
Director of Operations

11 M/df  
Enc.

CC: Comm. Walsh  
Dep. Comm. Jenkins

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C O P Y

The City of New York  
DEPARTMENT OF BUILDINGS

Departmental Memorandum

Elevators  
Port & Terminals, Dept. of  
Inspection

To: Borough Superintendents

Date: September 11, 1969

From: Commissioner John T. O'Neill

Subject: Inspection of Elevators under Jurisdiction of the Department  
of Ports and Terminals

In order to protect workmen and the public who may use waterfront structures, such as piers and wharves, this department has arranged to make inspection of elevators in these structures, at the request of the Department of Ports and Terminals, as that department does not have a staff familiar with the requirements for elevators.

Arrangements have been made with them to send notice to the Borough Superintendents, of the location of elevators in structures under their jurisdiction that in their opinion require inspection. Upon receipt of such notice, inspection is to be made and a report is to be sent to the Department of Ports and Terminals of any defects that may be found. No violation orders are to be filed since this department does not have jurisdiction over such elevators and can not require compliance with violation orders. The Department of Ports and Terminals, upon receipt of the reports, will issue such violation orders as they deem necessary.

No further inspections of such elevators are to be made unless additional requests are received from such department.

This procedure shall be effective immediately.

(Signed) \_\_\_\_\_

John T. O'Neill  
Commissioner