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## <u>DIRECTIVE NO. 19 - 1969</u>

The City of New York
DEPARTMENT OF BUILDINGS

AC-Title C-Sec. C26-1909.3 AC-Title C-Sec. C26-1909.4 Rules & Regulations

To: Borough Superintendents

DATE: December 11, 1969

From: Thomas V. Burke, Director of Operations

Subject: New Building Code C26-1909.3 (d), (c) and f and C26-1909.4 and Rules and Regulations for Power Operated Cranes, Derricks and Cableways and Form 21C Building Notice Application for Certicate of On-Site Inspection-Cranes, Derricks, Cableways

The above referenced sections of law and newly promulgated Rules and Regulations control the use and operation of Power Operated Cranes. Derricks and Cableways. The person using such equipment is required to obtain Certificates of Approval, Operation and On-Site Inspection subject to various waiver provisions.

The Borough Division shall be responsible for receiving and processing applications for On-Site Inspection Certificates. These applications, documents and plans shall be filed in quadruplicate (4 copies) using a modified Building Notice Form (form 21C) and shall be examined immediately and may be examined in the presence of the applicant. An initial stock of form 21C is transmitted herewith.

Where the applicant elects to process the application in person the following procedure shall apply:

- 1) The Plan Desk shall review the application form for completeness, assign an application number and determine the fee applicable (\$25 at this time).
- 2) Fees shall be paid to the cashier and a separate accounting maintained of all such fees.
- 3) The Plan Deak small immediately stamp up the application (number, date etc.) and extract such information as is necessary for docketing and indexing.
- 4) Refer the applicant with the application forms to the Chief Engineer (Engineering), plan examination room, for immediate assignment to an examiner for engineering review. The construction examiner for the related construction application shall preferably be the examiner for this application.

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FORM 21C(12/69)

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

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NOTICE - THIS STATEMENT MUST BE TYPEWRITTEN AND FILED IN QUADRUPLICATE