



MEMO FROM THE COMMISSIONER

RUDOLPH J. RINALDI

June 18, 1993

To Registered Architects and Professional Engineers:

Many of you have benefitted from the streamlined procedures implemented by the Department during the last two years, notably:

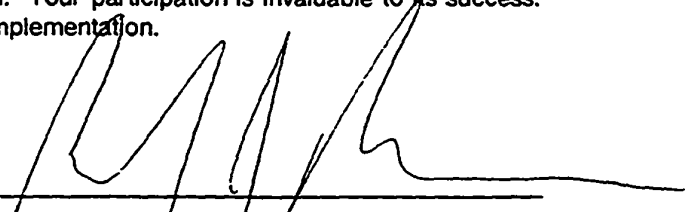
- Priority Filing Privileges for Registered Architects and Professional Engineers
- Mail-In/Drop-Off Permit Renewals and PRAs
- Automatic Appointment Scheduling for NBs and ALT-1s
- Access to Department of Buildings Computer Systems From Your Office

A common feature of those initiatives is that they save you time, either by accelerating the actual departmental process or, by reducing the need for in person trips to the borough office. Your positive response to them has encouraged us to undertake another initiative that we believe will prove as beneficial as the preceding ones. Once again, our latest endeavor should produce additional timesavings for you -- this procedure enables you to file plans without even leaving your office.

Beginning Monday, July 12, 1993 as a pilot project in Queens, all Alteration filings (Type I, II & III) for 1, 2 & 3 family houses will be mailed directly to the borough office or dropped off at the Borough Manager's office. The alteration applications will be processed and examined within five (5) work days, and if you choose, instead of retrieving them from the borough, the reviewed folder will be mailed directly to you. Another plus is that when necessary, a follow-up appointment will be automatically scheduled, no matter what type of Alteration application.

While we are pleased to be able to reduce your travel and waiting-in-line time through this new procedure, for those of you who still prefer to make personal appearances, the borough will continue to accept applications filed in accordance with Operations Policy and Procedure Notice #19/92, *Priority Filing for Registered Architects and Professional Engineers*.

The attached notice explains the new procedure in detail. Your participation is invaluable to its success. I trust I can count on your cooperation during its initial implementation.



Rudolph J. Rinaldi
Commissioner