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OPERATIONS
POLICY AND PROCEDURE NOTICE # 13/91

To: Distribution
From: Barry G. Cox
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Subject: BIS Procedures

The recent survey of BIS procedures revealed several areas in which the various boroughs have differing procedures. The purpose of this Policy and Procedure Notice is to establish uniform BIS procedures in all five boroughs.

1. "Drop Off" Procedures

All boroughs should permit applicants with large numbers of jobs to drop off these jobs at pre-filing. The cut off point beyond which an applicant may drop off jobs will be left to the discretion of the borough manager.

Applicants are also to be permitted to drop off both job applications and permit applications at application processing.

The above drop off procedures are to be extended to all job/work types.

2. Limitations on the Number of Jobs to be Processed

All boroughs should allow at least three (3) jobs per pre-filing session.

The same limitation should apply at the application processing window. Although BIS Newsletter #1 set lower limits, all boroughs should not accept three filings regardless of whether these are initial filings, BIS permits, pre-BIS permits or demolition applications/permits.

3. Corrections

As stated in Newsletter #4, no white out is permitted on applications. Ink line outs are acceptable.

4. Reviews of Jobs Filed Under Directive 14

All boroughs are to be guided by Operations PPN 24/90.

BGC:mh