

**RESCINDED BY BUILDINGS  
BULLETIN 2023-014**

C O P Y

City of New York  
DEPARTMENT OF BUILDINGS

Certificates of Occupancy

DIRECTIVE NO. 2-1968

TO: Borough Superintendents  
FROM: Julius W. Schneider  
Director of Operations

DATE: February 14, 1968  
SUBJ: Posting of Certificates  
of Occupancy

Effective at once the following note shall be imprinted on each certificate of occupancy at time of issuance:

**THIS CERTIFICATE OF OCCUPANCY MUST BE POSTED  
WITHIN THE BUILDING IN ACCORDANCE WITH THE RULES  
OF THE DEPARTMENT PROMULGATED MARCH 31ST, 1967**

This shall not apply to certificates of occupancy for one and two family dwellings.

The note shall be imprinted in the position at the bottom of the form as shown in the copy of the certificate of occupancy attached.

A copy of the Rules Relating to Posting of Certificates of Occupancy dated March 31, 1967 accompany each certificate of occupancy.

Two rubber stamps and a supply of copies of the rules are transmitted herewith.

JWS:SF  
Encl:

(signed)  
Julius W. Schneider  
Director of Operations

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ENCLOSURE II

Vincent J. Gioney,  
Deputy Commissioner  
Department of Highways  
Staten Island, New York

ADDRESS: \_\_\_\_\_  
NB: \_\_\_\_\_ / \_\_\_\_\_  
ALT: \_\_\_\_\_ / \_\_\_\_\_  
BLOCK: \_\_\_\_\_ LOT \_\_\_\_\_

Dear Sir:

The referenced building was completed on \_\_\_\_\_ 19\_\_\_\_

This Department considers that date as the effective date of application for a Certificate of Occupancy.

Therefore, we respectfully request that you indicate to us whether or not the street giving access has been constructed at a satisfactory grade and in conformance with minimum conditions as were required for compliance on such date.

Very truly yours,

JOHN J. WALSH  
Boro Superintendent

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ENCLOSURE I

November 27, 1967

John J. Walsh  
Boro Superintendent-Richmond  
Department of Buildings  
Staten Island, New York

ADDRESS: \_\_\_\_\_

NB: \_\_\_\_\_ /

ALT: \_\_\_\_\_ /

BLOCK: \_\_\_\_\_ LOT \_\_\_\_\_

EFFECTIVE DATE OF  
CERTIFICATE OF OCCUPANCY  
APPLICATION: \_\_\_\_\_

Dear Sir:

In reference to your letter dated \_\_\_\_\_ pertaining to the above referenced location, please be advised that, inasmuch as the applicant sought approval for his sidewalk, curb and pavement requirements prior to March 2, 1964, the present Highways Department rules and regulations regarding Builders' Pavements in connection with Certificates of Occupancy issuance, which were promulgated on March 2, 1964, would not apply.

Pursuant to an inspection showing that emergency vehicular access is available to this address, this Department has no objection to the issuance of a Certificate of Occupancy.

Very truly yours,

Vincent J. Gibney  
Deputy Commissioner