

**SUPERSEDED BY  
DIRECTIVE 4 of 1979**

THE CITY OF NEW YORK  
**HOUSING AND DEVELOPMENT ADMINISTRATION**  
DEPARTMENT OF BUILDINGS  
**DIRECTIVE NO. 1 of 1976**

**DEPARTMENTAL MEMORANDUM**

DATE: March 9, 1976

**TO:** Borough Superintendents  
**FROM:** Irving E. Minkin, P.E.  
Director of Operations  
**SUBJECT:** Procedure to Reduce Backlog of Complaints, Violations, and  
Certificate of Occupancy Applications

In accordance with one of the recommendations of a Mayoral task force; and, in order to utilize engineering and inspectional personnel more efficiently during the present construction hiatus, the following procedures are to be implemented as a first step in managerial controls in an attempt to reduce current backlogs of complaints, violations, and certificate of occupancy applications to manageable proportions:

1. Complaints which were filed prior to January 1, 1974, are to be reviewed; and, those which are hazardous are to be assigned for immediate inspection and appropriate action, in conformance with a memorandum dated 8/24/73, and Dir. 9/73, dated 11/2/73. All other complaints filed prior to Jan. 1, 1974 are to be cancelled without inspections. The complaint docket shall be so annotated for those cancelled.
2. Violations which were filed prior to Jan. 1, 1971, are to be reviewed, and the following steps taken:
  - a) All violations (except UB violations) for premises which are entirely under the ownership or control of another city agency are to be administratively cancelled (without inspection) regardless of the scope of violation, and the chief administrative official of said official agency so advised with a covering letter, noting that this department is relying on his agency to remedy the deficiency, and will no longer monitor the specific situation.
  - b) Minor violations for premises under private ownership or control are to be administratively cancelled without inspection. Examples of minor violations are as follows:
    - (1.) No plans available on premises for final inspection for Building Notices.
    - (2) Water seepage into cellar floor.
    - (3.) Work completed based on approved Building Notice without obtaining a permit.

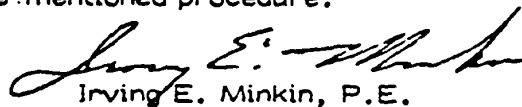
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- (4.) New store front erected without approval and permit.
- (5.) Installation of a water closet and basin in commercial or public premises without a permit.
- (6.) Erection of a patio, stoop, terrace, or balcony in a one family dwelling without a permit.
- (7.) Expiration of permit insurance for completed applications.
- (8.) Maintenance violations.

c) When there has been no court action, the violation file, violation docket and index cards shall be annotated for those cancelled, and a copy of the cancelled violation placed in the Block and Lot folder. No cancellation notification letter need be sent out to the recipient of the original violation notice, unless the violation has been processed to court. When the latter instance prevails the attached dismissal letter shall be sent out and a copy retained in the violation file.

- 3. Other violations, which were pending prior to the effective date of the new Building Code, and which were noted to be a violation of the new Building Code, are to be cancelled after re-inspection ascertains that the violation still persists, and a new, currently numbered violation issued.
- 4. Applications for certificates of occupancy are to be reviewed, with the oldest applications given first priority. Where the objections precluding issuance of the certificate of occupancy are inconsequential, the C of O may be issued, without the necessity of any additional inspections. Where warranted, an inspection should be made to determine if prior objections have been substantially complied with.
- 5. Borough Superintendents should utilize plan examination personnel to the maximum extent feasible for items 2, 3 and 4 above, and inspectional personnel for items no. 1, and as required for the other items, without seriously curtailing either routine plan examination or inspections. If necessary, designate the Deputy Borough Superintendent and Chief Construction Inspector to supervise the above mentioned procedure.

... IEM/mh



Irving E. Minkin, P.E.  
Director of Operations

cc: Commr. Walsh  
Dep. Commr. Jenkins  
Asst. Commr. Parascandola  
Executive Staff

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