

**RESCINDED BY BUILDINGS
BULLETIN 2023-015**



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner

STEWART D. O'BRIEN
Deputy Commissioner
Administration & Operations
312-8001

M E M O R A N D U M

TO: Borough Managers
FROM: Stewart D. O'Brien
DATE: January 14, 1988 *1/14/88 SDO*
RE: Typing and Copies of Certificates of Occupancy

Effective immediately.

1. All Certificates of Occupancy must be typed by the Department.
2. The original shall then be photocopied.
3. After photocopying, signature stamps of the borough superintendent, and the signature of the C of O clerk must be affixed on each copy.

/dd
cc: Executive Staff
Borough Superintendents
Deputy Borough Superintendents
Chief Plan Examiners