

THE CITY OF NEW YORK  
HOUSING AND DEVELOPMENT ADMINISTRATION  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: December 7, 1976

TO: Borough Superintendents

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

SUBJECT: BUILDING NOTICE PERMITS - DIRECTIVE NO. 14/75, MODIFICATION No. 3

Re: Field Inspection of Signs in Violation

Items No. 5 and 6 of Directive No. 14/75 are modified, so as to provide for discontinuance of illuminated signs, dismissal of sign violations, and resolution of illuminated sign arrearages by private professional inspection as noted herein. This procedure is authorized for both B.N. and E.S. applications.

The dismissal of sign violations and the resolution of illuminated sign arrearages may be made by virtue of private professional inspection under the following conditions:

1. The Architect/Engineer files one (1) copy of B Form 23 indicating permission of the owner to do the inspection work and the Architect/Engineer's acceptance of the responsibility for same.
2. Photographs of the premises are filed showing all signs on the premises including the sign in question.
3. A report is filed by the Architect/Engineer on his letterhead explaining his findings and recommendation and shall include:
  - (a) A list of all signs on the premises clearly identified with their corresponding application numbers and their account numbers, in the case of projecting illuminated signs.
  - (b) A certification that no other signs exist at the premises other than those specifically noted.
  - (c) A reconciliation for arrearages for projecting illuminated signs that have been removed and those remaining.
  - (d) A certification that all payments due have been made to the city.
  - (e) A certification by a licensed electrician that the electrical wiring has been eliminated in the case of projecting illuminated signs where only the illumination has been discontinued.
  - (f) His seal and signature.

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Building Notice Permits - Directive No. 14/75 Modification

4. The Architect/Engineer files one (1) copy of B-Form 23A indicating all work is in compliance with applicable law.

Upon receipt of same in the Borough Office, a notice of dismissal of violation is to be issued and notification to the Central Billing Office is to be made that the claim for arrears has been dismissed.

Subsequent inspections may be made by department personnel on a random basis as staffing permits.

  
IRVING E. MIRKIN, P.E.  
Director of Operations

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cc: J.T. Walsh, Commissioner  
A.J. Jenkins, Deputy Commissioner  
B.F. Parascandola, Asst. Commissioner  
Executive Staff  
Central Billing  
Professional Societies