

THE CITY OF NEW YORK  
**HOUSING AND DEVELOPMENT ADMINISTRATION**

DEPARTMENT OF BUILDINGS  
DIRECTIVE NO. 2 OF 1977

DEPARTMENTAL MEMORANDUM

DATE: April 7, 1977

TO: Borough Superintendents

FROM: Director of Operations Irving E. Minkin

SUBJECT: Final Cost Affidavit by Owner Prior to the Issuance of a Final Certificate of Occupancy or the Issuance of a Letter of Completion - Alteration Applications

- Supplements 1. Manual for Processing Certificate of Occupancy Applications dated July 15, 1974. (Vol. 5 - Page 903)
2. Manual of Building Application Fees - January 1975. (Vol. 6 - Page 988)

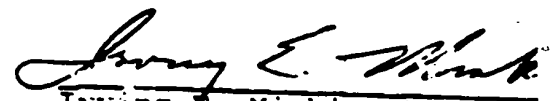
Commencing immediately, a final cost affidavit, completed by the owner, shall be filed just prior to the issuance of a final certificate of occupancy or a letter of completion. The final cost affidavit shall be required for all Alteration Applications whose fee for the approval of plans and work permits is computed and based upon the cost of the alteration or the proposed work.

Where the final owners cost affidavit is for the same amount as that which the total permit fee was based, the certificate of occupancy clerk may accept the final owners cost affidavit, attaching and indexing it to the original application.

Where the final owners cost affidavit is for an amount different than that which the total permit was based, the fee estimator or plan examiner to whom the application was assigned shall recalculate the permit fee after attaching and indexing the affidavit to the original application. If an additional fee is required, the fee estimator or the plan examiner shall note same on the Specification Sheet whereon the permit fee was calculated. The cashier shall "ring up" the additional fee on the same sheet. Where the recalculated fee is less than the permit fee originally paid, the applicant should be informed how to obtain a refund under the provisions of Section C26-32.0(8) Administrative Code.

The final certificate of occupancy or the letter of completion may be issued after the additional fee, if required, is paid.

An "Owner Cost Affidavit" B Form 14C(Rev. 3/77) applicable for the issuance of work permit and for the issuance of a final certificate of occupancy or letter of completion is attached.

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

IEM/WCK/VLD  
cc: Exec. Staff

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