



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013

RUDOLPH J. RINALDI, Commissioner

MARY G. CARR
Assistant Commissioner
Administration
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Issuance #318

ADMINISTRATION
POLICY AND PROCEDURE NOTICE# 12/91

TO: Distribution

FROM: Mary G. Carr *MGC (we)*

DATE: October 10, 1991

SUBJECT: Registration of Expeditors

PURPOSE

In accordance with the provisions of Local Law #72/91, the Department of Buildings requires the registration of individuals with the Department prior to the submission and/or removal of plans or applications. The following individuals are exempt from the provisions under Local Law #72/91:

- the owners of the premises for which the building applications are filed including, in the case of partnerships or corporations, the general partners or the principal officers of the corporation. Principal officers of a corporation include the president, vice presidents, secretary and treasurer;
- the lessees of such premises authorized by the owner to file building applications;
- condominium unit owners authorized by the condominium board of managers to file building applications;
- cooperative shareholders authorized by the cooperative board of directors to file building applications;
- registered architects licensed by the New York State Department of Education;
- professional engineers licensed by the New York State Department of Education;

- attorneys admitted to practice in New York State;
- licensed master plumbers;
- licensed master fire suppression piping contractors;
- licensed master electricians.
- city employees acting in their official capacity
- licensed sign hangers
- licensed oil burner installers
- licensed riggers

This Policy and Procedure Notice sets forth the procedures concerning such registration for all non-exempt individuals.

APPLICANT

Applicants are required to file a registration application with the Department of Buildings' Personnel Division, copy attached as Exhibit B. Registration applications, complete with proof of residence and a written request for registration from his/her employer on company stationery, will be accepted for processing. Incomplete applications and/or applications lacking the required attachments will not be accepted for processing.

Upon acceptance of a registration application, the applicant will be directed to the Department's Cashier for payment of the applicable registration fee of \$50.00 and validation of the application. Photo identification cards will be issued with a registration number by the Department's Office of Personnel and Labor Relations, 60 Hudson St., 14th Floor, New York, NY 10013. Photo identification cards will be issued in the respective borough office over a year. Schedules will be posted. Expeditors not present at the borough office photo taking session will be required to schedule an appointment at the Department's Office of Personnel and Labor Relations, 60 Hudson Street, New York, NY 10013, Ruth Thomas at 312-8024. Photo identification cards will expire at the end of the fiscal year, (i.e., June 30th of the respective year), and each successive year thereafter.

DEPARTMENT OF BUILDINGS BOROUGH OFFICES

It is the responsibility of the Department's Borough Offices, specifically Clerks and Plan Examiners, to ensure that the registered applicant produces his/her valid Department of Buildings' photo identification card when either submitting or removing plans or appli-

cations. Borough staff is also responsible for the confiscation of expired photo identification cards. Individuals will not be provided access to Department files without proper Department of Buildings issued identification or special approval by the Borough Manager. Such special approval will only be granted with the submissions of a current form of photo identification, i.e., valid driver's license.



APPLICATION FOR A NON-EMPLOYEE IDENTIFICATION CARD

| | |
|-----------------------|-------|
| FOR INTERNAL USE ONLY | |
| ID REG. # | _____ |
| EXPIRATION DATE | _____ |

1. APPLICATION TYPE

_____ ORIGINAL _____ RENEWAL _____ CHANGE _____ REPLACEMENT

2. ID REGISTRATION NO. _____

3. APPLICANT INFORMATION

NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

BIRTH DATE _____ SSN _____

PHONE _____

4. COMPANY INFORMATION

NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

FEDERAL TAX ID # _____

PHONE _____

5. SELF EMPLOYED (Check below)

YES _____ NO _____

6. STATEMENT AND SIGNATURE

AS A CONDITION OF BEING GRANTED A NON-EMPLOYEE IDENTIFICATION CARD FROM THE DEPARTMENT OF BUILDINGS, I HEREBY AGREE TO COMPLY WITH ALL ADMINISTRATIVE CODE PROVISIONS AND DEPARTMENTAL RULES, REGULATIONS AND DIRECTIVES REGARDING HOW NON-EMPLOYEE ID CARD HOLDERS CONDUCT THEIR SPECIFIC TRADE.

FALSIFICATION OF ANY STATEMENT IS A MISDEMEANOR UNDER SECTION 28-124 OF THE ADMINISTRATIVE CODE AND IS PUNISHABLE BY A FINE OR IMPRISONMENT, OR BOTH.

BRIBERY IS A CRIME. A PERSON WHO GIVES OR OFFERS A BRIBE TO ANY EMPLOYEE OF THE CITY OF NEW YORK OR AN EMPLOYEE WHO TAKES OR SOLICITS A BRIBE, IS GUILTY OF A FELONY PUNISHABLE BY IMPRISONMENT OR A FINE, OR BOTH.

SIGNATURE _____ DATE ____/____/____

FOR INTERNAL USE ONLY

VERIFICATION:

PROOF OF IDENTIFICATION _____ BACKGROUND INFORMATION SUBMITTED _____

PROOF OF ADDRESS _____

LETTER FROM COMPANY AFFILIATION _____

CLERK'S SIGNATURE _____

DATE ____/____/____

FEE PAID _____

2883



NON-EMPLOYEE IDENTIFICATION CARD APPLICATION

BACKGROUND INFORMATION

Please answer all questions with either a "YES" or "NO" in the boxes indicated. (If you answer "YES", please provide details in the spaces below.)

Has any license you have held ever been suspended or revoked? YES _____ NO _____

Were you ever convicted of a criminal offense anywhere? This includes felonies and misdemeanors. You do NOT have to disclose any material sealed, expunged or set aside under Federal or State Law. (Only a court can determine youthful offender status. You are not considered a youthful offender just because of your age. If you are unsure, admit the offense below.)

You MUST list EVERY conviction even if you pleaded guilty or received a Certificate of Relief from disabilities, and regardless of the penalty or sentence you received. (Do NOT include traffic violations in this section.)

Are any criminal charges currently pending against you? YES _____ NO _____

NOTE: A conviction record will not automatically disqualify you from being granted an Expediter's Registration ID Card for which you are applying. If you have listed convictions or pending charges, you may state the facts on a separate sheet and attach to this affidavit.

Please indicate ALL convictions and pending charges below:

| Date of Conviction | Convicted Of | Name and Location of Court | Disposition |
|--------------------|--------------|----------------------------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

PRINT NAME

SIGNATURE