

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

DEPARTMENTAL MEMORANDUM

DATE: April 7, 1975

TO: Carmen Barrett, Director-Central Licensing
FROM: Thomas V. Burke, Director of Operations
SUBJECT: Fees and Renewal of Licenses

This memorandum supersedes my memorandum dated April 14, 1972.

1. When a request is made to reissue a license which has expired, the total required fee shall be the sum of fees required each year, as if the licensee renewed his license at the proper time, and the additional fees for each year that the license had not been renewed as required by Section B26-1.6 Administrative Code.

2. Under Section B26-1.6 Administrative Code, if a license has not been renewed annually as provided therein, in addition to a required additional fee, the applicant is required to satisfy the Commissioner as to his qualifications.

The qualifications of such an applicant shall be considered acceptable or not acceptable pursuant to the following procedure:

I. License expired less than 5 years prior to the date of the application for renewal.

A. License shall be issued in the following situations:

1) Applicant was performing his trade outside of New York City in his own employ or employed by another.

a. Obtain a signed statement from the applicant or his employer specifying the business name and address, the type of business, the nature of the applicant's duties and the dates of such employment.

2) Applicant was not performing his trade, but was engaged in other work.

a. Obtain a signed statement from the applicant specifying the business name and address, the type of business, the nature of the applicant's duties and the dates of such employment.

B. License shall not be issued in the following situations:

1) Applicant was performing his trade in New York City while unlicensed.

a. Refer matter to the Asst. Director of Operations.


2) In any situation not enumerated above, matter shall be referred to the Asst. Director of Operations.

II. License expired more than 5 years but less than 10 years prior to the date of the application for renewal.

A. Refer matter to the Asst. Director of Operations. If the licensee provides proof to the satisfaction of the Asst. Director of Operations that during the period which his license had lapsed, he had been actively engaged legally in the trade for which the license was issued, except for periods of time not to exceed in the aggregate five (5) years, approval for the reissuance of the license may be granted.

III. License Expired More Than 10 Years.

Refer applicant to Dept. of Personnel. Must obtain a new license.


Thomas V. Burke, P.E.
Director of Operations

TVB:LR:ah

cc: Exec. Staff