

**SUPERSEDED BY  
BUILDINGS BULLETIN 2014-027**



DEPARTMENT OF BUILDINGS

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

RUDOLPH J. RINALDI, Commissioner

312-8100

AMENDED

Issuance # 327

ADMINISTRATION  
POLICY AND PROCEDURE #16/91

TO: Distribution  
FROM: Mary G. Carr  
DATE: November 7, 1991  
SUBJECT: Fee for Temporary Certificate of Occupancy

This PPN supersedes Administrative memorandum dated August 9, 1991.

**PURPOSE:** To implement a fee for a temporary certificate of occupancy in accordance with Local Law 54 of 1991.

**SPECIFICS:** The Department will charge a fee for the issuance and renewal of a temporary certificate of occupancy (c/o). The fee is considered a special fee and should apply to all jobs except government owned buildings (Foreign, Federal State or City) are used for government purposes.

The temporary c/o fee cannot be deferred under any circumstance. All permit fees that were deferred until the issuance of the certificate of occupancy must be paid prior to the issuance of the temporary c/o. This procedure applies to fee deferred jobs including those filed by HPD or any other city agency.

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**PROCEDURE:** Applicants for a temporary c/o must first go to the express cashier to pay the appropriate fee. The express cashier will process payment and give the applicant a receipt. The c/o clerk will verify that payment was made and issue the temporary c/o. Prior to issuing a final or temporary c/o, the c/o clerk must review the Fee Data screen through Index on the BIS System and review the receipts in the job application folder to determine if the permit fees were deferred. If the job was pre-BIS, the clerk should review the "spec" sheet to find out if fees were deferred. The deferred fee must be paid at the express cashier. If the deferred fees and temporary c/o fee are paid at the same time, the applicant will need two checks and will receive two receipts.

No temporary c/o shall be issued unless the applicant provides the receipt for the payment of the deferred fees (if applicable) and the temporary c/o fee (except for buildings owned and used by the Federal, State, foreign or City government).