

**RESCINDED BY
BUILDINGS BULLETIN 2023-007**

The City of New York
HOUSING AND DEVELOPMENT ADMINISTRATION
Department of Buildings

DIRECTIVE NO. 1 OF 1972

TO: Borough Superintendents

Date: February 8, 1972

FROM: Director of Operations, T. V. Burke

SUBJECT: "REPAIR OF FIRE DAMAGE AND GENERAL MAINTENANCE"
C26-104.0 and C26-109.0

This directive is issued for the purpose of establishing uniform standards of procedure for the inspection of general maintenance work and repair of fire damaged structures and to expedite such repair work.

Under Chapter C26-104.2 of the Administrative Code "ordinary repairs shall mean replacements or renewals of existing work in a building, or parts of the service equipment therein, with the same or equivalent materials or equipment parts." Chapter C26-104.2 also states that "ordinary repairs shall not include work for which a permit is required under the provisions of Sub-Article 109.0 through 116.0."

1. Since general maintenance work and repair of fire damage to structures does not come within the scope of Sub-Articles 109.0 through 116.0, such repairs and work shall be considered to be "ordinary repairs" and shall be exempt from permit requirements except under the following conditions:-
 - a) more than 10 beams in any tier of beams are burnt out or require replacement in a non-fireproof building or any beam in a fireproof building.
 - b) dry wall construction is being substituted for plaster in water closet compartments or where rated partitions or ceilings are involved. In multiple dwellings, dry wall construction less than 5/8" in thickness shall not be permitted.
 - c) replacement or reconstruction differs from original construction materials or the equivalent.
 - d) reconstructed physical arrangement differs from original layout.
 - e) a Plumbing Repair Slip (PRS) or a Building Notice Application is required as indicated in 2 d. of this directive.
 - f) where there is structural damage to steel or concrete.

606

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2. The following additional guide lines shall be used by inspection personnel:-

- a) all charred beams shall be scraped down to good wood and if the char reduces the thickness or depth of beams or girder by more than $\frac{1}{4}$ " , the inspector shall order such beams to be replaced.
- b) for the purpose of this directive, if any doubt exists that the material replaced is the equivalent of the original material, such doubt shall be resolved by the Borough Superintendent or Chief Engineer-Construction.
- c) where there is damage to elevator shafts or equipment, a referral slip form #64 shall be forwarded to the Elevator Section. Upon receipt of such referral, the premises shall be inspected by an elevator inspector who shall take appropriate action.
- d) where extensive replacement of plumbing fixtures or piping may be involved - a referral slip "Form #64" shall be forwarded to the Plumbing Section. Upon receipt of a referral that fixtures or piping require replacement - the premises shall be inspected by a plumbing inspector who shall file a violation covering the damage where damage is sufficiently extensive and the violation shall require replacement and that a PRS or a EN be filed.
- e) except for those items normally subject to a violation order by a Rent and Housing Maintenance inspector under the Administrative Code, Chapter D-26 or the Multiple Dwelling Law, construction inspectors when noting poor maintenance conditions or when inspecting a building after a fire shall file violations listing all defective or damaged portions of the building and shall require replacement with similar material and construction as originally constructed. Where the replacement part or parts will be covered or concealed in its completed form, the remedy of the violation shall read "inspection must be called for before the covering of (list items) which in completed form will be concealed."
- f) upon request for inspection under 2 e, the inspection shall be made within one day whenever possible.


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

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607