

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

DEPARTMENTAL MEMORANDUM

DATE: July 2, 1976

**TO:** Borough Superintendents

**FROM:** Director of Operations Irving E. Minkin

**SUBJECT:** Motion Picture Theatres for More Than 300 People -  
Modification to Directive No. 4/75

Directive No. 4/75 issued February 26, 1975, regarding "License Inspection Requested by Consumer Affairs," is modified in regard to a annual inspection and approval of existing motion picture theatres for more than 300 people, as follows:

1. The Fire Department will make all public assembly inspections of existing motion picture theatres for more than 300 people, regardless of date of construction, in connection with license renewals, in conformance with the authority vested in them by section C26-750.0 of the old Building Code, and C26-100.6 and C26-102.1 of the current Administrative Code.
2. In order for the Fire Department to verify acceptability of the egress (including aisles), they will require that a copy of the certificate of occupancy, noting the number of occupants, as well as an approved seating plan, be provided or posted on the premises.
3. The Fire Department will inform Consumer Affairs of conformance with the foregoing, and no Building Department inspection will be required unless objections or violations are noted by the Fire Department.

Upon receipt of any referrals from the Fire Department for failure to conform to approved seating arrangements, aisle spaces, and exits, or failure to have a certificate of occupancy on the premises, or to conform with same, an inspection is to be made promptly, and appropriate violations issued.

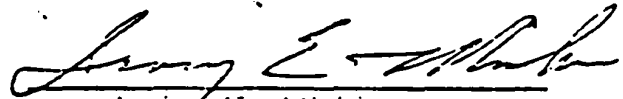
This procedure shall take effect on October 1, 1976, in order to afford all affected motion picture owners ample time to

1189

**SUPERSEDED BY  
MEMO 4-21-82**

-2-

obtain duplicate copies of certificates of occupancy, and to obtain approved copies of seating plans. Small scale seating plans are to be furnished by the owners for this purpose, with pertinent aisle dimensions and exits properly noted; and department approvals are to be affixed to the face thereof, after verifying conformance with department records.



Irving E. Minkin  
Director of Operations

IEM/df

CC: Exec. Staff  
Comm. O'Hagan, Fire Dept.  
Comm. Guggenheimer, Consumer Affairs  
Chief Love, Fire Dept.  
Metropolitan Motion Picture Owners Assoc.  
Independent Motion Picture Theatre Owners Assoc.

1190