



6 February 1990

Local Law 5 of 1973 pertains to fire safety in Class "E" buildings. An existing building 100 feet or more in height subject to the requirements of this law must have been in full compliance by February 7, 1988. Any premises not in compliance may be subject to a court summons.

An initial Alteration application was to be filed by a professional engineer or registered architect with the Buildings Department to track compliance. An amendment to this application was required to be filed each time a portion of the job was completed and signed off.

Our records indicate the referenced Alteration application, as indicated on the enclosed computer print-out, has not yet been completely signed off. In order to complete this application, you are hereby notified to have your applicant (a professional engineer or registered architect) complete the enclosed checklist and attach copies of the sign-offs for item #8 (Modified Class E Fire Alarm and Communication) and if required, item # 1 (Compartmentation) and item #2 (Smoke and Heat Venting).*

If a system was installed pursuant to an approved request for reconsideration, additional proof must be submitted showing that all conditions have been complied with.

In addition to the checklist, the applicant must file a final amendment showing full compliance and indicating application numbers where appropriate, and sign-off dates for checklist items #3 (Elevator Landings), #4 (Floor Numbering), #5 (Stair and Elevator Identification), #6 (Stair Re-entry), #7 (Fail Safe Locking Device) and 10 (Manual Controls).

*Regarding item 2B, prior to the Fire Department Inspection, the Department of Buildings will accept the following as a sign-off for pressurization in lieu of a Fire Department letter of approval:

Department of Buildings Form 10E or new Form TR-1 together with a copy of the Fire Department Form A433 and a copy of the applicant's request for a Fire Department inspection.

Also, for the signage requirements indicated on items #3, #4, #5, and #6, either the applicant or the owner may certify compliance by completing the attached "Report of Compliance Relating to Stair and Elevator Signs".

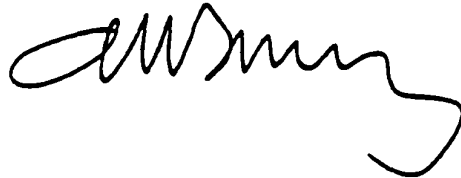
The enclosed computer printout is provided for your reference, and is not intended as an official record. Therefore when completing the checklist, any information entered must be based solely on submitted documentation.

Upon completion of the checklist and filing of the final amendment, you must contact the appropriate borough Local Law 5 Coordinator and schedule a meeting to review all documents pertaining to your Alteration application. The coordinator will advise you if any further information is required. Coordinators may be contacted at the following phone numbers:

Manhattan	Kenneth Bailey	(212) 312-8907
Bronx	Martin Squitieri	(212) 579-6907
Brooklyn	James Bruce	(718) 802-3670
Queens	Joseph Dellutri	(718) 520-3421
Staten Island	Nicholas Grecco	(718) 390-5184

After complying with the above and submitting the final amendment, the Alteration application must be microfilmed.

/mh

A handwritten signature in black ink, appearing to be "J. M. Grecco", written in a cursive style.