



DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
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Issuance # 382

OPERATIONS
POLICY AND PROCEDURE NOTICE # 26/92

TO: Distribution
FROM: Stewart D. O'Brien
DATE: November 20, 1992 11/20/92 SDO
SUBJECT: Department of Buildings and Department of
Sanitation Fill Permits for Construction Sites

Purpose: To reduce the number of permits required when using
fill at construction sites.

Effective: For all BIS jobs approved on or after
December 14, 1992.

Specifics:

The Department of Buildings shall require applicants on NB's and Alt. 1's involving excavation, to indicate on plans and applications for plan approvals (PW-1) that off-site fill, or on-site fill in excess of 300 cubic yards, is required when using such fill is anticipated. If any off-site fill or on-site fill in excess of 300 cubic yards is anticipated, the "comments" section (Item 16) of the PW1 form shall state "Off-Site Fill Required" or "On-Site Fill Required." When approving NB and Alt. 1's jobs on BIS, the plan examiner will be required to "x" off whether or not off-site or on-site fill or neither has been indicated by the applicant. Based on this check off, the computer generated permit, when issued, shall state "Off-Site Fill Required" or "On-Site Fill Required."

In addition, the Registered Architect or Licensed Professional Engineer shall place the following note on the note sheet of the plans: "This Project Requires Fill" Which Shall Comply with Fill Material Section 16-130a(4) A.C. and Rules and Regulations for Operation, Section 16-131 A.C. for Fill Material Operations."

No additional permit is required from the Department of Sanitation (DOS) when the Department has issued a permit which indicates "Off-Site Fill Required" or "On-Site Fill Required."

The Department of Sanitation will continue to inspect fill at sites which have Department of Buildings' permits to insure that it is compliant with their Code. The Department of Sanitation will also give violations and other appropriate enforcement action if any off-site fill or on-site fill in excess of 300 cubic yards is being used and the Department of Buildings' permit does not indicate "Fill Required" or a separate DOS fill permit has not been obtained.

The Department of Buildings shall provide DOS access to its computer files NB and Alt. 1 permits can be checked to determine where "Off-Site or On-Site Fill Required" permits have been issued.