



Issuance # 370

DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013
RUDOLPH J. RINALDI, Commissioner

BARRY G. COX
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OPERATIONS
POLICY AND PROCEDURE NOTICE # 19/92

TO: Distribution
FROM: Barry G. Cox
DATE: September 8, 1992
SUBJECT: Priority Filing for Registered Architects and Professional Engineers

Reference: June 10, 1992 Memorandum from Commissioner Rinaldi

Effective: Immediately

Purpose: To encourage Registered Architects and Professional Engineers to deal directly with the Department of Buildings by allowing them expedited access to pre-filing and application processing.

Specifics:

Registered Architects and Professional Engineers who come to the Buildings Department, in person, to file their own plans will not have to sign up on the regular sheet to see a pre-filer.

Instead, they will be assigned the next available slot to see a pre-filer. They will also be admitted to the front of the filing line where applications are dropped off for data entry.

Appointments for plan examination on new buildings and Alteration 1 applications, and all subsequent examinations, are unaffected by this PPN and are handled by current procedures.

Registered Architects and Professional Engineers may come to the Buildings Department to file their own Alteration 2 Directive 14 jobs and make priority appointments for plan examination in person. Telephone appointments are, therefore, not required in this instance.