



Issuance # 381

DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N.Y. 10013

RUDOLPH J. RINALDI, Commissioner

BARRY G. COX  
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Borough Operations  
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OPERATIONS  
POLICY AND PROCEDURE NOTICE # 25/92

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To: Distribution  
From: Barry G. Cox  
Date: 5 November 1992  
Subject: School Construction Authority Filing Procedure

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**Purpose:** To establish a procedure to centrally file and data enter jobs filed by the School Construction Authority.

**Effective:** November 9, 1992

**Specifics:**

All SCA jobs shall be processed centrally at 60 Hudson Street by a clerical person designated exclusively to process SCA jobs. This processing shall include and be limited to the following:

- . Assuring the application is complete and accurate.
- . Assigning a job number.
- . Prefiling the application.
- . DEAR (Data Entry).
- . Assigning the application to an SCA Plan Examiner whose name shall be input onto BIS.
- . Entering onto the BIS system all "required items" for the job being filed which were identified by the SCA Plan Examiner.
- . Approval of job.
- . Permit processing.
- . License verification.
- . Insurance verification.
- . Issuing a permit.
- . Maintaining a log with the following information: Date Received; Log Date; Date Job Entered on BIS; Date Permitted; Date Picked Up.

All Pre-BIS jobs and jobs already filed in the borough office shall be fully processed in the borough office to completion and signed off.

Filing Rep:

SCA filing representatives shall drop off applications with DOB on the 14th floor of 60 Hudson Street. A Drop-off box shall be identified in the reception area of the 14th floor of 60 Hudson Street. There will be no designated "waiting area" for SCA filing representatives. At the end of each work day, the SCA/DOB clerk shall log in the application received during the work day.

At the end of each work day, at 3:30 p.m., the SCA filing representatives may pick up any filed and/or permitted applications processed that day or previous days. The applications/permits shall be placed in manila envelopes, provided by SCA with the application. The manila envelope shall be labeled with the following information:

School Construction Authority Job; Address; Job Number (where applicable); and SCA Contract (where available).

The SCA/DOB clerk shall report to the Assistant Commissioner Borough Operations.

JMc:mh