



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N.Y. 10013  
CHARLES M. SMITH, Jr., R.A., *Commissioner*

FREDRIC J. POCCHI, P.E.  
Assistant Commissioner/Operations

Issuance # 129

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OPERATIONS  
POLICY AND PROCEDURE NOTICE # 22/88

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TO: Distribution

FROM: Fredric J. Pocchi, P.E., Assistant Commissioner

DATE: September 23, 1988

SUBJECT: Filing of SD 1 and 2 Form and  
Site Connection Proposal Forms

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**Purpose:** To expedite the filing of SD 1 and 2 Forms and  
Site Connection Proposal (SCP) Forms.

**Specifics:** Effective immediately, the Department of Environmental  
Protection (DEP) will accept SD 1 and 2 Forms and SCP Forms  
for review prior to the filing of a New Building or Alteration  
application with this Department.

The DEP will review the forms and certify them without a  
Department of Buildings application number. However, before  
the applicant can pick up the certified form from DEP they  
must show a copy of the application filed with the DOB for  
the job. The DEP will insert the DOB application number  
onto the forms. The applicant will then receive their certified  
copies of the forms from DEP.

The applicant will file the certified SD 1 and 2 Forms directly  
with the Plan Examiner during the course of the plan review  
process. The Plan Examiner should perform a review to confirm  
that the certified forms and the Department of Buildings  
application refer to the same site.

FP:sr