



DEPARTMENT OF BUILDINGS

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

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Assistant Commissioner/Operations

Issuance # 128

OPERATIONS
POLICY AND PROCEDURE NOTICE # 21/88

To: Distribution

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

Date: September 22, 1988

Subject: Special Permits

Effective: Immediately

Purpose: To formalize the current procedure for the transmittal of Special Permits from the Department of City Planning.

Specifics: The Office of the Executive Engineer will notify the borough office upon approval of zoning special permits, authorizations and certifications by the Board of Estimate. The Department of City Planning will subsequently forward the approval package to the appropriate borough office. This package will include a transmittal letter describing the zoning actions and the approved application drawings. This package will be accepted with or without a copy of the adopted Board of Estimate Resolution.

Since this package may be received prior to a building application a special file must be established and maintained in the office of the Deputy Borough Superintendent to isolate all such applications.

On receipt of an application and notification by an applicant that a special permit is involved, the original package will then be forwarded to the plan desk and included in the job folder. Prior to approval of any job involving a special permit, the applicant must provide a copy of the adopted Board of Estimate Resolution.

FJP:HG:mh