



DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013-3394

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ISSUANCE # 548

ADMINISTRATION
POLICY AND PROCEDURE NOTICE #3/98

To: Distribution
From: Patricia Ketterer *Patricia Ketterer*
Date: October 14, 1998
Re: Certificate of Pending Violations-Procedures and Fees

Purpose: To implement a standard operating procedure for how violation searches are conducted.

Reference: The fee for Certificates of Pending Violations is specified in section 26-214 (a)(3) of the Administrative Code.

General: A fee shall be assessed for each address.

SEARCH OF PENDING VIOLATIONS

Search Request In-Person

The applicant must complete a Search Requisition Form (Attachment A). Upon completion, the applicant must go to the cashier to pay a search request fee in accordance with section 26-214(a) (3). The cashier will attach the receipt to the form and forward it to the processing clerk for the search to be performed.

Search Request By-Mail

Applicants can request a Certificate of Pending Violations (search) by mailing in a Search Requisition Form or a letter indicating the block, lot, address and mailing information along with a check or money order.

Upon receipt of the request by the Borough Office, the check or money order must be forwarded to the cashier for a receipt. The cashier will attach the receipt to the application and forward it to the processing clerk.

Search Request Process for In-Person and Mail-In Request

The processing clerk will review the application and verify receipt of payment by initialing the receipt. The processing clerk will conduct the search for each address. If the BIS property screen indicates the address has been verified, the applicant will receive a printout of all pending violations. If the address is not verified, a manual search of department records is performed and the applicant will receive a printout of all outstanding violations based on what's in the file as of the date of request.

The processing clerk will stamp the form:

CERTIFICATE OF PENDING VIOLATIONS

Certified By: _____ Date: _____

If no DOB violations are found, the processing clerk will stamp the form "NO PENDING VIOLATIONS", initial and date the form.

If the **SEARCH REQUEST is FOR BOTH DOB & HPD**, the processing clerk will forward the form to HPD after completing the DOB search. HPD will conduct a search of their records and send DOB & HPD findings to the applicant. (The applicant will not be charged by HPD)

If the **SEARCH REQUEST originates in a HPD Borough Office** and is forwarded to DOB for a search to be performed, the DOB clerk must mail the applicant both agency findings.

REQUEST FOR A COPY OF PENDING VIOLATIONS

If after a review of the printout/record, an applicant wishes to obtain a copy of a DOB Certified Violation, the applicant must fill out a Photocopy/Microfilm Requisition (Attachment B) and pay the appropriate fee.

All requests for copies of HPD violations must be requested through HPD's Borough Office where the violation was issued.



The New York City Department of Buildings

MANHATTAN
60 Hudson Street
New York, NY 10013

BROOKLYN
Municipal Bldg.
Brooklyn, NY 11201

BRONX
1932 Arthur Avenue
Bronx, NY 10457

QUEENS
126-06 Queens Blvd.
Kew Gardens, NY 11415

STATEN ISLAND
Boro Hall
St. George, NY 10301

SEARCH REQUISITION

Date of Request _____

The applicant is requesting a Search of Pending Violations: DOB or DOB and HPD

The search is for:

- Multiple or Private Dwellings
- All Other Buildings

Borough _____ Block _____ Lot _____

Premise _____

REQUESTOR

Name: _____

Address: _____

Telephone: _____

A fee of \$30.00 for the above mentioned request accompanies this application.

FOR OFFICE USE ONLY CERTIFICATE OF PENDING VIOLATIONS

A search of department records reveal:

- NO VIOLATIONS PENDING-Multiple Dwelling(as of date of search)
- NO VIOLATIONS PENDING-Private Dwelling(as of date of search)
- NO VIOLATIONS PENDING OTHER- _____
- VIOLATIONS PENDING: See Attached Printout

DEPARTMENT OF BUILDINGS ENDORSEMENT

DEPARTMENT OF HOUSING PRESERVATION ENDORSEMENT

CLERK: _____

DATE: _____

CLERK: _____

DATE: _____



MICROFILM & PHOTOCOPY REQUISITION

ATTACHMENT B

DATE: _____ JOB/APPLICATION #: _____

1a. BOROUGH: _____ BLOCK: _____ LOT: _____

b. PREMISES: _____

2a. APPLICANT NAME: _____

b. ADDRESS: _____

c. TELEPHONE #: _____

MICROFICHE FOR FILINGS*				COPIES OF PAPERS IN EXISTING FOLDERS - MADE FROM MICROFILM - (COPY APPROX. 1/2 SIZE OF ORIGINAL)				CERTIFIED COPIES OF OTHER DEPARTMENTAL RECORDS			
	NO.	FEE FOR FICHE	FEE	MAX SIZE = 36" x 48" (FOR LARGER PLAN DOUBLE PER COPY FEE)	NO.	FEE PER COPY	FEE		NO.	FEE FOR FICHE	FEE
FIRST 2 FICHE	2	\$35.00	\$35.00	EACH COPY		\$8.00		FIRST PAGE		\$8.00	
ADDITIONAL FICHE		\$10.00		EXTRA COPIES**		\$5.00		ADDITIONAL PAGES		\$5.00	
TOTAL				TOTAL COPIES				TOTAL PAGES			
LESS INITIAL FEE			-\$35.00								
TOTAL FEE				TOTAL FEE				TOTAL FEE			

*NOTE THE \$35 BASIC FEE FOR MICROFICHE FOR FILINGS IS PAID AT THE TIME OF FILING AND IS FOR TWO PIECES OF MICROFICHE. IF THE FINAL FILMING RESULTS IN MORE THAN TWO MICROFICHE, THE ADDITIONAL AMOUNT MUST BE PAID AT THE TIME OF COMPLETION OF THE JOB. IN ORDER TO HAVE DUPLICATES OF THE MICROFICHE MAILED, APPLICANTS MUST ENCLOSE A STAMPED, SELF-ADDRESSED #10 ENVELOPE WITH FOLDER.

**NOTE EXTRA COPIES = ADDITIONAL COPIES OF THE SAME PLAN.

PLEASE PAY THIS AMOUNT: _____

DO NOT WRITE BELOW THIS LINE.

DEPARTMENT OF BUILDINGS USE ONLY — FOR MICROFICHE FOR FILINGS ONLY

For lines A and B see Microfilm Fee Schedule

	PAPER COUNT	FICHE COUNT
A. NUMBER OF DOCUMENTS	_____	_____
B. NUMBER OF PLANS (SHEETS)	_____	_____

TOTAL FICHE FOR LINES A & B _____