



*The
City
of
New York*

Issuance # 348

DEPARTMENT OF BUILDINGS

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

RUDOLPH J. RINALDI, Commissioner

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Borough Operations
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**OPERATIONS
POLICY AND PROCEDURE NOTICE # 11/92**

To: Distribution
From: Barry G. Cox
Date: 15 April 1992
Subject: Work Permits and Certificate of Occupancy Inspections
and Sign Offs

Reference: Article 10, Section 27-155, Article 19, Section 27-196; Directive 17 of 1971

Purpose:

To define when a work permit must be renewed to schedule a certificate of occupancy inspection and sign off on a job.

Effective: Immediately

Specifics:

BIS and Pre BIS Jobs (except as noted below)

Under no circumstance should a "no work" permit be issued to schedule a certificate of occupancy inspection for an application with an expired work permit.

If an inspection indicates that work has been completed consistent with approved plans, the job may be signed off provided an owner supplies to this agency a signed statement indicating all work was completed prior to the expiration of the work permit. If an owner fails to provide such a statement, a work permit must be renewed to sign off for a certificate of occupancy.

If, upon inspection, the inspector determines that additional work must be completed before a job can be signed off, a work permit must be renewed. Such requirement will be listed as an objection.

RESCINDED

A computer generated work permit will be renewed, by mail, using the centralized mail in renewal process on the 14th floor at 60 Hudson Street, Manhattan. If no computer generated permit has been issued, the renewal will be done initially at the borough office and subsequently via the mail in renewal process. Renewal fees must be paid and evidence of required insurance must be on record with the department or enclosed with the renewal application.

For Pre BIS Jobs in boroughs where the Certificate of Occupancy Module is being implemented:

When a certificate of occupancy inspection is requested for an application with an expired permit, an "administrative" permit will be generated in the borough office merely to provide a BIS number that will ultimately become the certificate of occupancy number. Proof of insurance is not required. No fees will be paid.

Procedures outlined under the prior section will then be followed as applicable.

BGC:mh

RESCINDED