



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
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RUDOLPH J. RINALDI, Commissioner

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Borough Operations
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Issuance # 351

OPERATIONS
POLICY AND PROCEDURE NOTICE # 12/92

To: Distribution
From: Barry G. Cox
Date: 26 May 1992
Subject: Emergency Requests to Demolish Unsafe Buildings

Purpose:

To clarify the criteria used to authorize the Department of Housing Preservation and Development (HPD) to demolish an unsafe building because of an emergency condition.

Effective: Immediately

Superseded: OPPN 10/92

Reference: Assistant Commissioner Cornelius Dennis' memo of January 31, 1980.

Specifics:

An unsafe building (UB) designation is the first step in an extensive administrative process which results in a court order (precept) authorizing HPD to demolish or seal a privately owned building.

If DOB declares either an immediate emergency or emergency on a UB, there is no requirement to secure a precept and HPD is authorized to begin the work necessary to make the condition safe.

In all cases, HPD retains a contractor to do the required work pursuant to the City Charter and Procurement Policy Board rules. To assist HPD in determining how quickly the work must be performed and, therefore, which procurement process to use, DOB declares two types of emergencies.

Borough Office

An Immediate Emergency demolition will be declared on a building with life threatening structural damage or in imminent danger of collapse. The expectation is that work on the structure should begin by the day after the declaration.

An Emergency demolition will be declared on a building with serious structural damage and/or a deteriorating condition requiring it be demolished because a collapse or failure is soon expected. The expectation is that work will begin within thirty (30) to sixty (60) days of the declaration.

All paperwork associated with either of these declarations must be signed by the Borough Commissioner and forwarded to the Executive Chief Inspector's Office, one business day after such emergency is declared.

If the Assistant Commissioner for Borough Operations approves such a declaration, HPD will then be notified. The boroughs are not authorized to forward copies of such declarations to HPD in advance of the Assistant Commissioner's sign off.

Enclosed is a copy of the new Emergency Demolition request form.

Priority A & B Demolitions are eliminated.

BGC:mh



DEMOLITION REQUEST FORM

TO: _____, Assistant Commissioner - Operations

FROM: _____, Borough Commissioner/Superintendent

SUBJECT: SELECT EITHER -- Immediate Emergency Demolition Emergency Demolition

DATE: _____

Premises: _____ Owner(s): _____

Borough: _____

Block: _____ Lot: _____

Community Board: _____

IF APPLICABLE:

Unsafe Building Declared On: _____

Survey Conducted On: _____

Precept Issued By Court On: _____

Prior Demolition Request Sent To HPD On: _____

The structure above is a _____ story, class _____ building, occupied / unoccupied, in the following condition (DESCRIPTION): _____

Inspector _____ conducted an inspection on _____
and I hereby request that this building be demolished.

Recommended: _____
Administrative Chief Inspector Date

Approved: _____
Borough Commissioner/Superintendent Date

Concurred: _____
Executive Chief Inspector Date