



DEPARTMENT OF BUILDINGS

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

RUDOLPH J. RINALDI, Commissioner

BARRY G. COX
Assistant Commissioner
Borough Operations
(212) 312-8004

OPERATIONS
POLICY AND PROCEDURE NOTICE # 13/90

To: Distribution
From: Barry G. Cox
Date: May 14, 1990
Subject: Work Without a Permit Violations

Effective:

Amended: Operations Policy and Procedure Notice # 1/89.

Purpose: To provide a designation on index to indicate whether a violation is for work without a permit.

Inspector:

Whenever any departmental inspector writes a Department of Buildings (DOB) or unserved Environmental Control Board (ECB) violation for work without a permit, he or she writes the letters "VW" in the right margin after the violation number.

Data Entry Clerk:

When the Data Entry (D/E) Clerk enters a "VW" violation, an "x" is typed after the statement "If work without permit enter x:". This will result in a "VW", for DOB violations, and a "VPW", for unserved ECB violations, appearing on the index screen. If AEU is able to serve the ECB violation, the "VPW" will be changed to "VECB" when the violation is entered onto BARAMIS.

Permit Clerk:

In addition to the review of all ECB violations for codes B04, B42 or B98(705), the Permit Clerk checks for any "VW" or "VPW" violations prior to issuing a permit. Any of these indicators for work without a permit will require the applicant to return to the fee estimator for assessment of Local Law 58/88 penalties.

BGC:mh