



DEPARTMENT OF BUILDINGS

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TECHNICAL
POLICY & PROCEDURE NOTICE #1/02

TO: Distribution

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Deputy Commissioner

DATE: July 24, 2002

SUBJECT: Application Type Required for Work Involving Alterations and Demolition in a Building

Effective: Immediately

Purpose: To establish a procedure to determine the type of application that must be filed for work involving demolition of exterior building walls.

Supersedes: Departmental Memorandum, dated March 6, 1986 regarding "Determination For Applications Type Be Used: New Buildings – C26-110.0; Alterations – C26111.0; Demolitions – C26-113.0"

Amends: Technical PPN #3/00 regarding application type required for work involving demolitions in buildings.

Specifics: **A. Exterior Walls**
For the purpose of this TPPN, an exterior wall shall be any building enclosing wall including party walls.

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B. Application Type Required

A New Building Application shall be filed for a permit as per Article 11 of Subchapter 1 of the Building Code where:

a) an existing building is completely demolished to grade or b) more than 50% of the area of exterior walls of such building are removed **in addition all floors at or above grade and roof are removed**, and any portion of the foundation system is altered or enlarged.

For all New Building Applications where the existing structure is to be demolished, a **Demolition Application** shall be required for a permit as per Article 14 of Subchapter 1 of the Building Code. This application will require a pre-demolition inspection by the Department and a showing of compliance with §27-169, *Notice to adjoining owners* and §27-171, *Requirement of photographs*. Any request for reconsideration to waive any of the requirements must be directed in writing to the respective Borough Commissioner, or his representative.

An **Alteration Application** shall be required for a permit as per Article 12 of Subchapter 1 of the Building Code for an existing building not required to be filed under a *New Building Application*.

Prior to the issuance of a permit for any *Alteration Application* where more than 50% of the area of exterior walls is being removed, or where, as determined by the applicant, the stability of the adjoining building may be affected by the proposed demolition or removal work, only a pre-demolition inspection by the Department shall be required, along with compliance with §27-169, *Notice to adjoining owners* and §27-171, *Requirement of photographs*. Where structural stability of the adjoining building(s) will not be affected as determined by the applicant, he must clearly state so on the submitted drawings.

Separate demolition plans clearly delineating all removal work shall be provided for alteration applications, where more than 50% of the area of exterior walls is being removed. Plans for applications where 50% or less area of exterior walls is being removed shall clearly show existing conditions to remain, existing conditions to be removed and proposed new work. The plans shall identify which structural elements need temporary supports and/or bracing. The professional responsible for temporary bracing shall provide necessary details. *The Registered Architect/Professional Engineer who is the applicant of record must make a signed statement on the plans submitted that the demolition work does not exceed 50% of the area of exterior walls.*

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Structural stability must be identified as a controlled inspection item on the TR-1 form.

Any demolition or construction work deviating from approved plans must be approved prior to proceeding, showing full compliance with the above criteria.

Professionally Certified applications shall also strictly adhere to all these requirements. The pre-demolition inspection however must be done prior to filing the application when required, and the inspection report must be included with the professionally certified application. Any non-compliance to the above shall be referred to the office of Investigation and Discipline.

Exceptions

The Borough Commissioner, upon review, may grant exceptions to the requirements for a "New Building" application set forth above when a building is subject to specific zoning provisions for existing buildings by virtue of its being located in a special use district or otherwise subject to special permit provisions from the Landmarks Preservation Commissioner, Board of Standards and Appeals or City Planning Commission, and classification as a "new building" would adversely affect its status under such "existing buildings" provisions.

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