



DEPARTMENT OF BUILDINGS

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Issuance #601

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**TECHNICAL
POLICY AND PROCEDURE NOTICE #2/01**

TO: Distribution

FROM: Ronny A. Livian, P.E. *R. Livian, PE*
Deputy Commissioner

DATE: October 17, 2001

SUBJECT: Unsafe Building Violation Dismissal

Purpose:

This sets forth the proper procedures for dismissal of Unsafe Building ("UB") violations, (Section C26-235).

Effective: Immediately

Specifics:

The three standard remedies shall apply. There can be a dismissal of a UB either by Demolition, Sealing or Renovation of a building or structure.

DEMOLITION:

All buildings or structures either demolished or removed must have valid permits per Section 27-147. All completed demolitions must be signed-off prior to the dismissal of unsafe building violations.

SEALING:

All sealed buildings must comply with the rules and regulations of the Department (RCNY 3-01). The property owner must supply documentation confirming that all utilities and services have been properly shut off and, as necessary, provide access to the interior of the building for inspectors to confirm the structural stability of the building, verifying the sealing of all exterior openings and removal of all decomposable, combustible debris.

"Ensuring a Safe Foundation"

RENOVATION:

An Alteration Type II application shall be filed for renovation of buildings or structures for the remedial work to allow re-occupancy and restoration of all utilities and services. Alternatively, an Alteration Type I application shall be filed for renovations of buildings requiring a new or amended Certificate of Occupancy. All Alteration Type II applications shall be completed and signed off prior to the dismissal of UB violations. Alteration Type I applications shall be substantially completed, re-inspected, and signed off by the Construction Division prior to dismissal of unsafe building violations.

The Borough Commissioner may modify above procedure for special situations.