



Issuance #387

**DEPARTMENT OF BUILDINGS**

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

RUDOLPH J. RINALDI, Commissioner  
312-8100

RECEIVED

Dec 9 10 25 AM '92

RICHARD C. VISCONTI, A.I.A.  
Assistant Commissioner  
Technical Affairs

*Handwritten signature and initials*

TECHNICAL  
POLICY AND PROCEDURE NOTICE #11/92

TO: Distribution  
FROM: Richard C. Visconti, A.I.A.  
Assistant Commissioner  
DATE: December 7, 1992  
SUBJECT: Minor Alterations

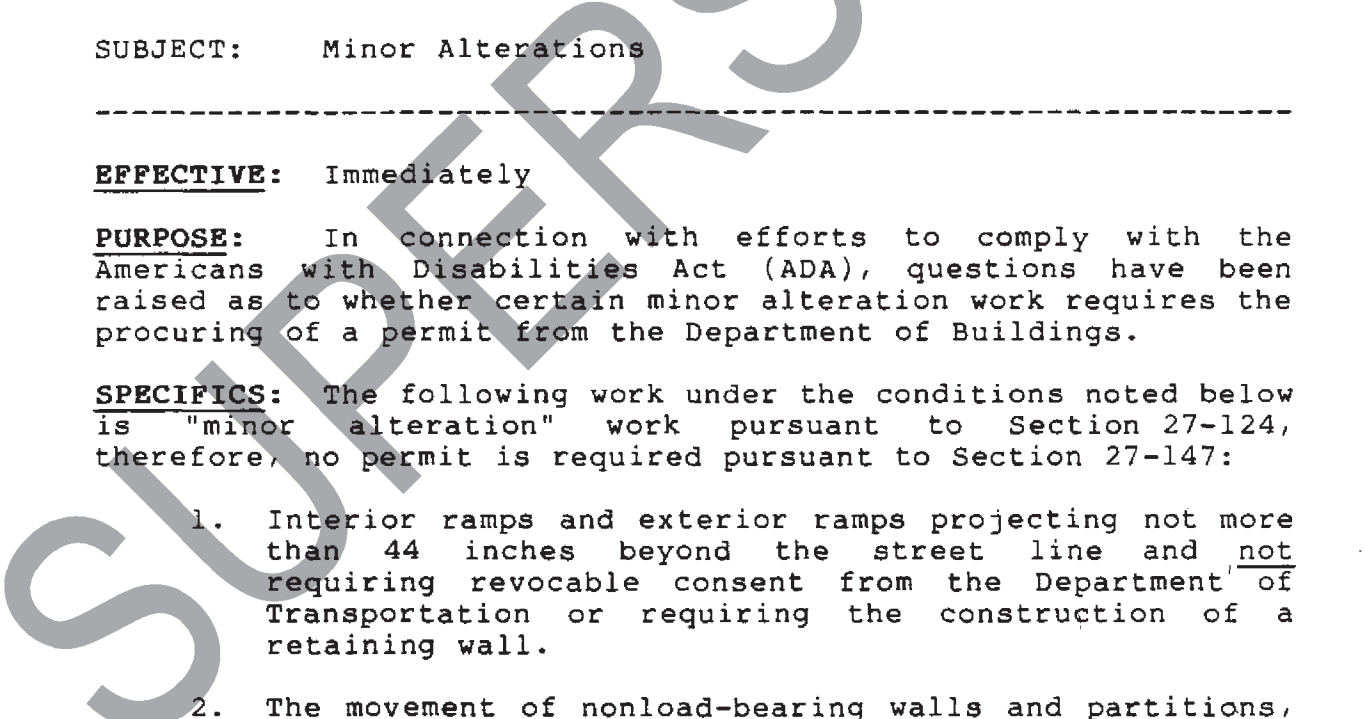
*Handwritten signature of Richard C. Visconti*

**EFFECTIVE:** Immediately

**PURPOSE:** In connection with efforts to comply with the Americans with Disabilities Act (ADA), questions have been raised as to whether certain minor alteration work requires the procuring of a permit from the Department of Buildings.

**SPECIFICS:** The following work under the conditions noted below is "minor alteration" work pursuant to Section 27-124, therefore, no permit is required pursuant to Section 27-147:

1. Interior ramps and exterior ramps projecting not more than 44 inches beyond the street line and not requiring revocable consent from the Department of Transportation or requiring the construction of a retaining wall.
2. The movement of nonload-bearing walls and partitions, or the enlargement of doors in nonload-bearing walls and partitions.
3. Inclined stairway, chairlifts and inclined wheelchair lifts, provided the devices are BSA/MEA approved.



4. A change in elevator cab control buttons and hall call buttons. The cost of the work when added to the cost of any other elevator work at the premises shall not exceed \$10,000 per cab over a twelve-month period.

The work being undertaken shall comply with the following:

1. The work does not involve the rearrangement or cutting of any floors, roofs, bearing walls, beams or structural supports.
2. The fire rating of any moved or reconstructed nonload-bearing walls and partitions, or doors and frames complies with the original rating.
3. All required exits, exit stairs and access facilities are maintained and not diminished, and remain clearly visible and kept readily accessible and unobstructed.
4. The work in no way affects the Certificate of Occupancy or a Special Permit from the City Planning Commission.
5. All plumbing and/or electrical work subject to filing will be filed and the work performed by a licensed master plumber and/or electrician.
6. The work is limited to control wiring, does not involve a change or alteration of the elevator's operation and is performed by a Certified Elevator Inspection Agency. The cost of the proposed work when added to the cost of any other elevator work at the premises does not exceed \$10,000 per cab over a twelve month period, and does not require Phase II In-Car Operation per RS 18-1, Section 211, Rule 211.3c(6)(a).
7. Upon completion of the installation of an inclined stairway, chairlift or inclined wheelchair lift, the installer shall witness an operational test of the lift prior to placing the device in service.
8. If the work is done in a building individually designated or in an historic district, any required permits shall be secured from the Landmarks Preservation Commission.

Where there is doubt as to whether the work would affect building loading, or structure or exit requirements or other conditions noted above, the owner, tenant, contractor or other person should consult with a licensed architect or professional engineer.

**BOROUGH OFFICES:**

In the event a Department inspection reveals that the work performed exceed the limitations of minor alteration work contained herein, the borough should act accordingly and issue a violation(s) for work without a permit and any other violation that is deemed appropriate.

SUPERSEDED