



**DEPARTMENT OF BUILDINGS**

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ISSUANCE #287

**TECHNICAL  
POLICY AND PROCEDURE NOTICE # 2/91**

NYC DEPT OF BUILDINGS  
ASSISTANT COMMISSIONER  
ADMINISTRATION

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RECEIVED

TO: Distribution  
FROM: George C. Sakona, P.E. *GC Sakona*  
DATE: March 28, 1991  
SUBJECT: SOLID WASTE TRANSFER STATIONS

**INTRODUCTION:**

This is to clarify department procedures on issuances of Temporary Certificates of Occupancy and Certificates of Occupancy for Waste Transfer Stations.

**DEFINITION:**

For the purposes of this Notice, a Solid Waste Transfer Station shall be defined as a building wherein solid waste is received for the purpose of subsequent transfer to another location or facility. Reduction in volume, baling or sorting may occur at a Transfer Station. Transfer Stations shall be classified in Use Group 18 of the Zoning Resolution and in Occupancy Group D-2 of the Building Code.

**PERFORMANCE STANDARDS:**

In order to ascertain that the applicable Zoning District Performance Standards are satisfied, the following procedures shall be followed:

1. The alteration or new building application to establish the Transfer Station shall include a plan by a Registered Architect or Professional Engineer detailing how the facility will meet the performance standards.

2. After the work is satisfactorily completed, and all sign-offs are submitted, a 90-day Temporary Certificate of Occupancy may be issued.
3. During the period of the 90-day TCO, and after the start of operations, the Architect/Engineer who submitted the plan referred to in paragraph 1 above shall monitor the operations of the Transfer Station and within 20 days, certify whether or not the daily operations meet the performance standards. During this period, the Department will inspect the premises.
4. The Department of Sanitation (DOS) inspects Transfer Stations at approximately 2 week intervals. During the period of the initial 90-day TCO, the Borough Commissioner may request from DOS a copy of their inspection report to ascertain if the performance standards are being satisfied or to note any deficiencies in the Transfer Stations's operations.
5. If the DOS report and the DOB inspection verify the Architect/Engineer's report that the performance standards are being met, the Borough Office may issue a final Certificate of Occupancy.
6. If the Department of Sanitation, or the Department of Buildings reports that the performance standards are not being satisfied, an additional TCO of up to 90 days may be issued. Prior to this period, the reporting Architect or Engineer shall document what physical or operational changes have been made to meet the performance standards and after the Department receives this documentation, DOS and DOB will again inspect the facility to verify that the performance standards are being satisfied. If the facility is found to be in compliance, a final Certificate of Occupancy may be issued.

If DOS or DOB does not certify compliance with the performance standards, upon review, the Borough Commissioner shall determine whether or not to grant a further TCO. Should the TCO not be renewed, violations shall be issued for occupying the premises without a Certificate of Occupancy.

**ENCLOSURE:**

Pursuant to Sections 42-41 the provisions of Sections 42-411 and 42-412 governing enclosure of activities within buildings shall apply.