

THE CITY OF NEW YORK  
OFFICE OF THE MAYOR  
NEW YORK, N. Y. 10007

EXECUTIVE ORDER NO. 39

REPORTING OF NEW ADDRESSES, STREETS, AND OTHER LOCATIONS TO  
EMERGENCY RESPONSE AGENCIES

September 9, 1997

WHEREAS, the Police Department, the Fire Department, and the Emergency Medical Service (the "Emergency Response Agencies") maintain computerized databases of addresses and other locations within the City of New York for purposes of enabling such agencies to respond to emergencies that occur within the City of New York; and

WHEREAS, it is imperative that the computerized databases on which Emergency Response Agencies rely in locating emergencies to which they respond be comprehensive and accurate; and

WHEREAS, the Borough Presidents have agreed to assist in the process of updating the Emergency Response Agencies' computerized databases of addresses and other locations by timely transmitting to such agencies information concerning the construction of new developments and/or streets and official address changes and new house numbers within their respective boroughs;

NOW, THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered:

Section 1. Definitions:

"Mapped Street": a street that is contained in the current city map referred to in section 198 of the New York City Charter.

"Unmapped Street": a street that is not contained in the current city map referred to in section 198 of the New York City Charter.

§2. The Department of Buildings shall require that an applicant for the following permits and certificates certify that such applicant has provided the Emergency Response Agencies and the Department of City Planning with a site plan that shows the nearest Mapped Streets that are open and in use and shows the access route from such Mapped Streets to the subject building or location:

- a. a building permit relating to a new building on either (i) a subdivided zoning lot or (ii) a zoning lot that fronts a private street, an Unmapped Street, or a Mapped Street that is not open;
- b. an alteration permit relating to the alteration of an existing building on either (i) a subdivided zoning lot or (ii) a zoning lot that fronts a private street, an Unmapped Street, or a Mapped Street that is not open;
- c. a foundation permit, excavation permit, and/or land contour permit relating to work on either (i) a subdivided zoning lot or (ii) a zoning lot that fronts a private street, an Unmapped Street, or a Mapped Street that is not open; and
- d. a temporary certificate of occupancy, or a permanent certificate of occupancy if no temporary certificate of occupancy was obtained, relating to a building on either (i) a subdivided zoning lot or (ii) a zoning lot that

fronts a private street, an Unmapped Street, or a Mapped Street that is not open.

§3. Within five (5) business days of receipt of the information from an applicant referred to in Section 2 hereof, the Emergency Response Agencies shall ensure that the location identified by such information appears in their computer databases of addresses and other locations.

§4. The Department of Transportation shall require that an applicant for a permit relating to a street that does not appear in the Department of Transportation's database of street names certify that such applicant has provided the Emergency Response Agencies and the Department of City Planning with a site plan that includes the nearest Mapped Streets that are open and in use and shows the access route from such Mapped Streets to the subject street.

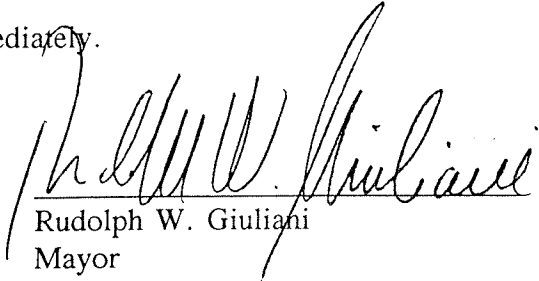
§5. Within five (5) business days of receipt of the information from an applicant referred to in Section 4 hereof, the Emergency Response Agencies shall ensure that the location identified by such information appears in their computer databases of addresses and other locations.

§6. The Department of City Planning will immediately make available to the Emergency Response Agencies each release of its Geosupport System through such system's installation at the computer service center of the Department of Information Technology and Telecommunications.

§7. The Emergency Response Agencies and the Department of City Planning each shall advise the Department of Transportation and the Department of Buildings of the name, office, address, telephone number, and facsimile transmission number of the person to whom the information required to be transmitted by this Order is to be transmitted.

§8. The Mayor's Office of Emergency Management shall coordinate the implementation of this Order. All agencies shall cooperate with and provide assistance to The Mayor's Office of Emergency Management for the purpose of achieving the objectives of this Order.

§9. This Order shall take effect immediately.



Rudolph W. Giuliani  
Mayor