

**RESCINDED BY BUILDINGS  
BULLETIN 2023-015**

THE CITY OF NEW YORK  
**HOUSING AND DEVELOPMENT ADMINISTRATION**  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: July 15, 1974

TO: Borough Superintendents

FROM: Thomas V. Burke, P.E., Director of Operations

SUBJECT: MANUAL FOR PROCESSING CERTIFICATE OF OCCUPANCY (C.of O.) APPLICATIONS

INTRODUCTION:

The new procedure incorporates much of the procedure already in use. One purpose is to eliminate inspections for a C.of O. when the building is not ready for such inspection.

Some basic concepts are:

- A. All temporary certificates shall contain a reference to the specific expiration date.
- B. All temporary certificates of occupancy shall have the word TEMPORARY in capital letters after the C.of O. number.
- C. Pending C.of O. application papers will be maintained as three separate files during processing.
  1. Control File I: Applications awaiting the construction inspectors report that the building is ready for a C.of O. inspection.
  2. Control File II: Applications awaiting inspectors reports approving or disapproving the request for a C.of O.
  3. Pending File: Applications where department processing is complete but further action is required by the applicant i.e., objections reported by all inspectors (applicant notified), awaiting special letters from the Department of Highways Fire Department, etc.

Control file I and II are used as a part of a chase or tickler procedure to insure that applications are processed diligently.
- D. A tickler card system will be maintained under the control of the Borough Office Manager for long term (expiration a year or longer) C.of O's
- E. Clarifies the responsibility of each unit involved in processing a C.of O. application and in particular the inspectors' responsibility under Directive 33 of 1970, page 305-316\*, Volume II.
  1. The construction inspector shall, by checking his Permanent Inspection record card and his copies of approved papers, determine that all controlled inspection reports, have been submitted and approved; that required steel affidavits, aluminum affidavits, and welding inspection have been submitted and approved and that Place of Assembly applications are filed when required.

903

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INTRODUCTION: continued

-2-

- E. 2. Inspectors in each trade are to determine that all applicable applications for their trade have been filed and approved, completed and signed; that there are no violations pending for their trade, that there are no open applications for their trade. A field inspection is not required if no work is shown for a trade and there are no violations, etc., pending.
- F. A check list is being prepared for the construction inspectors which will include among other things a check for the receipt of boiler equipment use permit, the issuance of equipment use permits for ventilating system, air conditioning, final survey, etc.
- G. The various activities performed in the C.of O. unit shall be batched for efficient operation (handle several applications at a time in the step by step procedure).
- H. When a C.of O. is required the construction inspector shall sign off the building application only when he is recommending the issuance or approval of the C.of O. application.

This procedure is to be implemented at once.

*Thomas V. Burke*

Thomas V. Burke, P.E.  
Director of Operations

*John F. Sullivan*

TVB/LR/sc

cc: Staff