

The City of New York  
HOUSING AND DEVELOPMENT ADMINISTRATION  
Department of Buildings

DEPARTMENTAL MEMORANDUM

(Revision #1: June 7, 1972  
DATE: (APRIL 18, 1972

TO: Borough Superintendents

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

SUBJECT: New Form 15 "Oil Burning Equipment Applications" and Form 16  
"Application for Certificate of Approval for Oil Burning  
Installation" Section C26-108.3 Sub-Art. 1416.0 Administrative Code

1. This memorandum supersedes Directive #21 of 1959, and other memorandums and directives specifically relating to Form 15 "Oil Burning Equipment", Form 15A "Minor Oil Burning Equipment" and Form 15B "Replacement of Oil Burning Equipment".
2. Effective September 5, 1972, the new Form 15 (Revised 6/7/72) entitled "Oil Burning Equipment Application" is to be used for all oil burning equipment connected with the heating of a building. This application is to be used for any original installation, replacement or alteration.
3. The new Form 16 shall be issued by the plan desk after the effective date noted in paragraph 2 above. The new form shall be used as an Equipment Use Permit in the same manner as the old form and in accordance with item 3 of Directive #16 of 1971. Certificate of Boiler Inspection, Form 276, shall continue in use as set forth in previously dated directives.
4. In accordance with section C26-108.3 of the Administrative Code, applications for permits to install service equipment shall be filed by an architect or engineer. Where exemptions from plan requirements are noted in section C26-116.4 the application may be filed by licensed oil burner equipment installers.
5. Related construction work in connection with the installation of oil burning equipment consisting of boiler room enclosure, enclosure of fuel oil tanks, relining existing chimney, or the construction of the required ventilation for a boiler room may be filed on the new form with appropriate plans.
6. Any related construction work that involves structural work, such as a new or rebuilt chimney, encasing an oil tank underground, installation of structural steel or reinforced concrete shall be filed on a Building Notice or Alteration application by a registered architect or a licensed professional engineer.

TVB/WMS/sl  
cc: Executive Staff  
BCAC - Industry

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

674