

**RESCINDED BY BUILDINGS  
BULLETIN 2023-020**

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

DEPARTMENTAL MEMORANDUM

DATE: October 15, 1973

TO: Borough Superintendents  
FROM: Thomas V. Burke, Director of Operations  
SUBJECT: PERMANENT INSPECTION RECORDS

Under the procedure for increased productivity of construction inspectors, a card known as a "Permanent Inspection Record" (P.I.R.) has been developed. There will be one such card for each application, that requires inspection by the Construction Section.

The purpose of the card is -

1. To provide information to the inspectors concerning the nature and extent of the work shown on the application.
2. To serve as a record of the inspections made in connection with the application.

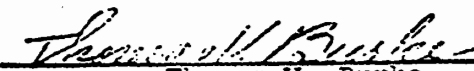
A copy of the card is attached.

The front of the card is to be filled out by the plan examiner at the time of approval of an application. Only one card shall be required for each application.

Cards, when completed by examiners, are to be forwarded to the Chief Construction Inspector.

This procedure shall become effective in each borough when the new system of productivity for the construction inspectors becomes effective in the borough.

A supply of cards has already been sent to you.

  
Thomas V. Burke  
Director of Operations

TVB/df  
Att.

CC: Comm. Karagheuzoff  
Dep. Comm. Cooke  
Asst. Comm. Stulz  
Messrs. Olin, Schneider,  
Minkin, Linker, Beck  
Vivianni

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PERMANENT INSPECTION RECORD

LOCATION																					
CLASS OF BLDG.:	OCCUP. GROUP:	CONST. CLASS:	NO. OF STORIES:	ZONING DISTRICT:	B	L	DATE AND APPLICATION NUMBER														
OWNER:																					
FULL DESCRIPTION OF WORK																					
<table border="1"> <tr> <td>C OF O REQ.</td> <td>YES</td> <td>NO</td> <td>FULL AMEND.</td> </tr> <tr> <td colspan="4">PERMIT-</td> </tr> </table>														C OF O REQ.	YES	NO	FULL AMEND.	PERMIT-			
C OF O REQ.	YES	NO	FULL AMEND.																		
PERMIT-																					
CONTROLLED INSPECTIONS										WORK INCLUDED			EQUIPM. USE PERMIT								
ITEM	REQ	IO F	IO E	ITEM	REQ	IO F	IO E	ITEM	REQ	OK	ITEM	REQ	OK								
SOIL				MASONRY - REINF.				FENCE			AIR COND.										
UNDERPINNING - BRACING				MASONRY - NOT REINF.				SIDEWALKS			VENTILATION										
PILES				FIRE STOPPING				SURVEY			REFRIG.										
WELDING - STEEL				VENTILATION				HATH HOIST			HEATING										
WELDING - ALUMINUM				HEATING				CURB CUT			BOILER										
HIGH STR. BOLTS				REFRIGERATION				FINISH FINAL			OTHER										
CONNECTIONS SURP.				OTHER				STANDPIPE													
CONNECTIONS STRUCT.								SPRINKLER													
WOOD LIFT ASSEMBLIES								FIRE ALARM													
								ELEV. FINAL													
CONCRETE				MASONRY UNITS				NO HOSE CONTROL METHOD													
ITEM	IO F	IO E	IO T	ITEM	IO F	IO E	ITEM	TYPE OF FUEL													

B FORM 552 (REV. 6/71)

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W.C. OF B F.D.M 59P

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