

**RESCINDED BY  
BUILDINGS BULLETIN 2023-007**

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

DIRECTIVE NO. 4 of 1971

Superintendents

DATE: January 14, 1971

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

Related Agency Division - Department of Water Resources -  
Bureau of Water Pollution Control  
Sewage Disposal

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Guide for the Industry for Plan Examination and Certificate  
Occupancy - Department of Water Resources - Bureau of  
Water Pollution Control - Page 25.

Provisions of the Guide are hereby superseded and are replaced by  
the following:

Department of Water Resources - Bureau of Water Pollution

Sewage Disposal Information

Request for sewage disposal information for a proposed new build-  
ing or other proposed construction in a particular borough may  
be obtained in that borough through the Related Agency Division in  
the Borough Office of the Department of Buildings. Such information  
must be requested prior to the filing of a Department of Buildings  
Application. The request should be made on the Bureau of Water Pollu-  
tion Control of the Department of Water Resources form entitled "Re-  
quest for Sewer Information", Form SD 1-2, available at the Related  
Agency Division. The sewer information requested will be provided by  
the Bureau of Water Pollution Control of the Department of Water  
Resources on the same Form SD 1-2 and will be returned through the  
Related Agency Division. The sewer information provided will be suf-  
ficient to permit the applicant to continue the design of the build-  
ing cognizant of the existing sewer conditions available to the  
applicant under consideration. The sewer information provided, indic-  
ating an available sewer, does not constitute permission to perform  
work. Permits to make a new or reuse an existing connection will  
be issued by the Bureau of Water Pollution Control of the Department  
of Water Resources immediately prior to the actual performance of

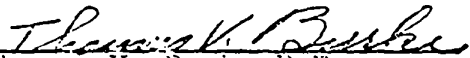
"Request for Sewer Information" Form SD 1-2 must be filed in  
advance. One copy is to be retained by the applicant. The  
original and two copies of the request are to be dated, recorded and  
indexed by the Related Agency Division to the Bureau of Water  
Pollution Control of the Department of Water Resources where they  
are completed and the two copies returned to the Related Agency  
Division for transmittal to the applicant. The Related Agency Divi-  
sion will record the receiving of the two copies of the completed  
Form SD 1-2 and its transmittal to the applicant.

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- b. The Form SD 1-2 must be properly completed by the applicant. Improperly completed forms will be returned and must be resubmitted. If additional information is required by the Bureau of Water Pollution Control, this will be noted on line 7 of the Form SD 1-2. The form requires that a plot plan be shown. Such plot plan should locate the property accurately and, if possible, the location of the structure relative to the property lines should be given. In addition, certain information such as present surface elevations, size and number of spurs required, etc., if known, should be indicated. Copies of the property survey may be submitted.
- c. When the request for sewer information has been completed by the Bureau of Water Pollution Control and returned to the applicant, one copy is to be filed by the applicant with the Department of Buildings application. The sewer data on the Department of Buildings "Plumbing, Mechanical Equipment and Tank Installation" application (form 8) need not be completed.
- d. Where sewer information is required for a number of adjacent buildings, one set of request forms will be acceptable. However, upon receipt of the sewer information, the applicant will be required to reproduce such information and file one copy with each application filed with the Department of Buildings.
- e. Where any of the sewers available for direct connection are privately owned, consent from the owners must be obtained before permits for connections can be issued. The sewer information furnished on line 3 of the Form SD 1-2 gives the name of the owner of record of the sewer and his address as recorded on his sewer plan. If the owners whereabouts are unknown, as attested by a registered letter addressed to the owner and returned unopened by the post office, this unopened letter must be sent to the Bureau of Water Pollution Control with a letter requesting the computation of a bond for posting when a permit for house connection is to be issued.
- f. When it has been determined that private sewer construction will be required to serve the property under consideration, prior to the approval by the Department of Buildings of the Plumbing, Mechanical Equipment and Tank Installation application (Form 8) the applicant is required to file, for preliminary approval, plans for the proposed private sewer construction with the Bureau of Water Pollution Control. These plans for the proposed private sewer to be constructed in a mapped street must be prepared by a licensed Professional Engineer and submitted to the Bureau of Water Pollution Control of the Department of Water Resources for approval.
- g. Where re-use of an existing house connections is requested, Form SD 1-2 shall be filed for the purpose.

TVB/HN/WCK/sl  
cc: Exec. Staff  
Industry

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

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