The City of New York

DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner
312-8100

Issuance # 68

OPERATIONS
POLICY AND PROCEDURE NOTICE # 21/87

To: Distribution

From: Fredric J. Pocci, P.E., Assistant Commissioner

Date: December 10, 1987

Subject: Amendment to Administrative Policy & Procedure
No. 10/87

Purpose:

To amend Administrative Policy and Procedure # 10/87, issued
September 4, 1987.

Specifics:

1. Effective December 7, 1987 the following changes are to
   take effect: In the section titled "Cashier's Function",
   the last sentence is to be replaced by "Permits will be
   available for distribution all day Friday for weekend
   variances and all day on the day of the approved variance
   for weekday requests. All day shall mean during the
   Cashier's normal hours of operation".

2. Under the "Borough Superintendent's Office" section, the
   last part of item # A 5 will be amended to read "Applications
   must be given to the cashier by

   - Thursday, 4:30 p.m. for weekend variances
   - 4:30 p.m. of the workday prior to the requested
     weekday variance day"

   Also, please ensure that item # C, a monthly report of
   variance sites, approved and denied, is forwarded to my
   attention in a timely fashion.

3. A new section titled "Prior Notification" will be
   added to the text after the "Borough Superintendent's
   Office" section. The text will read as follows:
   "Beginning at 12:00 noon on Thursday for weekend
   variances and at 12:00 noon on the workday preceeding
   the variance request day, applicants can receive
   information regarding the approval/denial of their
   variance permit. This information can be obtained
   by telephoning the office responsible for issuing
   the permit. Each borough office will have one person
   designated to be the contact for the public. The
   persons name and telephone number will be handed out
   by the cashier to all first time applicants and to
   those applicants who request a copy.

FJP:mh