



DEPARTMENT OF BUILDINGS


EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013

RUDOLPH J. RINALDI, Commissioner

BARRY G. COX
Assistant Commissioner
Borough Operations
(212) 312-8004

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OPERATIONS
POLICY AND PROCEDURE NOTICE #23/90

To: Distribution 
From: Barry G. Cox
Date: November 27, 1990
Subject: Certificate of Occupancy Inspection (CO)

Purpose:

To formalize the Department's existing policy regarding the scope of Certificate of Occupancy (CO) inspections and who is authorized to perform such inspections.

Specifics:

A CO inspection shall be performed by an inspector. The inspector's supervisor may, indeed should, accompany the inspector on some CO visits for training purposes but shall never perform a CO inspection by himself/herself without the specific permission of the Chief (Borough Manager in the case of BEC) or higher authority.

CO inspections shall cover the area specified in the building application, public areas, egress from each floor mentioned in the application down and out of the building consistent with present directives. A CO inspection for a multiple dwelling shall also include egress to the roof.

If a condition is observed that warrants the Department's attention in an area that is not within the parameters of the CO inspection, the inspector shall take action pursuant to Operations PPN # 2/88.

BGC:JMc:mh