



BUILDINGS
2024-006
BULLETIN
TECHNICAL

ISSUANCE DATE
September 10, 2024



ISSUER: Keith L. Wen, R.A. 
Assistant Commissioner
Code & Zoning Interpretation

PURPOSE: This Bulletin rescinds 20 OPPNs, 3 TPPNs and 2 Memoranda which were issued by the Department but are no longer applicable under current Codes and Local Laws.

SUBJECT(S): Rescinding PPNs and Memoranda

RESCINDED DOCUMENTS

OPPN 16/89, OPPN 18/89, OPPN 6/90, OPPN 7/90, OPPN 12/90, OPPN 14/90, OPPN 7/91, OPPN 21/91, OPPN 1/92, OPPN 17/92, OPPN 29/92, OPPN 8/93, OPPN 3/94, OPPN 8/94, OPPN 9/95, OPPN 10/95, OPPN 16/95, OPPN 3/96, OPPN 11/96

TPPN 7/92, TPPN 1/93, TPPN 10/93

Memo 3/2/81, Memo 8/20/82

PROSPECTIVELY RESCINDED DOCUMENTS

OPPN 3/91

BACKGROUND

The Department of Buildings periodically reviews published Buildings Bulletins (BB), Policy and Procedure Notices (Technical, Operational, Legal, Administrative, OTCR) and the various Directives, Executive Orders, Memoranda and Letters issued in the past to ensure their continued consistency with current Departmental practice and to verify that new laws and regulations are incorporated into these documents.

The above listed Directives, Letter, and Memoranda are rescinded effective immediately and are attached therein.

The rescinded documents will appear on the Department's website with the watermark **RESCINDED**. Because this review is ongoing, documents not specifically listed in this Bulletin may be addressed in future Bulletins. Watermarked Directives, Executive Orders, Memoranda, and Letters may be accessed through the online version of this Bulletin at www.nyc.gov/site/buildings/codes/building-bulletins.page.

**RESCINDED BY BUILDINGS
BULLETIN 2024-006**



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

Issuance # 324

OPERATIONS
POLICY AND PROCEDURE NOTICE # 21/91

TO: DISTRIBUTION
FROM: BARRY G. COX
Assistant Commissioner
DATE: October 25, 1991
SUBJECT: ARREST PROCEDURES

PURPOSE:

To establish uniform procedures in arresting those persons who have violated the Administrative Code.

SPECIFICS:

1. All inspectors who note violations of any Stop Work Orders or Preemptory Vacate Orders shall immediately notify their supervisors, leave a telephone number where they can be reached and remain in the immediate vicinity of the site.
2. Any supervisor who is notified of the above violations shall immediately inform their respective Chief Inspector.
3. Any Chief Inspector who is notified of the above violations will immediately inform the Executive Chief Inspector. In the event the Executive Chief Inspector is unavailable, the Chief Inspector will contact the Assistant Commissioner for Borough Operations and the General Counsel directly.

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4. The Executive Chief Inspector shall contact the Assistant Commissioner for Borough Operations and the General Counsel to determine if an arrest is appropriate.

5. Once it is determined that an arrest is appropriate, the Executive Chief Inspector will contact the notifying Inspector on how to proceed.

6. The General Counsel will contact the responsible Police Precinct to assist the inspector in effecting the arrest.

7. The notifying inspector will be instructed to meet the responding Police Officers at the site and to direct the Police Officers which person is to be arrested. **THE NOTIFYING INSPECTOR IS CONSIDERED THE COMPLAINING WITNESS.**

8. The responding Police Officers will transport the violator to the precinct for processing.

9. The notifying inspector will then report to the precinct to assist the officers in processing the violator, issue a DOB violation to the violator and notify the Executive Chief Inspector upon arrival. In the event that a DOB violation form and/or criminal court summons is required by the inspector, the Executive Chief Inspector will arrange for the required documents to be brought to the precinct.

10. The responding police officers will determine how the violator is to be processed. (ie. if a desk appearance ticket (DAT) will be issued or if the violator will be held for further processing.)

11. The notifying inspector will advise the Executive Chief Inspector when processing is completed and will return to the Executive Chief Inspector's office with all documents relative to the arrest and to complete the Affidavits of Service.

12. The Executive Chief Inspector will transmit all relevant documents and information to the General Counsel for prosecution in Criminal Court.

13. Any unforeseen events or circumstances will be handled after conference with all pertinent DOB employees.

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BULLETIN 2024-006**



DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013
RUDOLPH J. RINALDI, COMMISSIONER
312-8100

Issuance # 239

OPERATIONS
POLICY AND PROCEDURE NOTICE #14/90

To: Distribution
From: Barry Cox
Date: April 27, 1990
Subject: Installation of Reduced Pressure Zone Back Flow Preventors (RPZ)

Purpose: This procedure is designed to ensure proper processing of Plumbing Repair Applications filed by building owners/agents for installation of back flow preventors in existing buildings.

Specifics:

New York State Sanitary Code (Sect. 5-1.31) requires that all water customers who may pose a threat to the public water supply system install, test and maintain a back flow prevention device. Any establishment which has contaminants in its water system, poses a threat of these contaminants entering the potable water piping system and subsequently, the public water supply.

1. Licensed Plumbers will be required to file a Plumbing Repair Application (PRA) or other Department of Buildings application, as applicable, when installing backflow prevention devices in existing buildings.

2. Department of Environmental Protection will use the DOB PRA numbers to identify jobs on New York State Department of Health form - "Requests For Completed Work Approval" (form GEN 215B). DEP will require a licensed master plumber to certify on this form that the installation has been personally inspected and is in accord with Building Department requirements.

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3. DEP will mail, at least once every 3 months, all form GEN 215B's which have been signed off by a licensed master plumber. DOB will accept the plumber certifications as controlled inspections.

4. The Department of Buildings will close its records upon receipt of form 215B.

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*The
City
of
New York*

Issuance # 492

DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013
JOEL A. MIELE, SR, P.E., Commissioner
(212) 312-8100

Richard C. Visconti, R.A.
First Deputy Commissioner
Technical Affairs/Operations
(212) 312-8120

OPERATIONS
POLICY & PROCEDURE NOTICE #16/95

TO: Distribution
FROM: Richard Visconti, R.A. *MW*
DATE: December 21, 1995
SUBJECT: Certification of Removed Boiler and Existing Boiler.

SUPERSEDES: OPPN #12/95.

PURPOSE: To establish a procedure to allow qualified boiler inspectors, professional engineers, or registered architects to certify that a boiler has been removed or disconnected or to certify the number of existing boilers at a premise.

SPECIFICS: The Department will accept an affidavit from the qualified boiler inspectors listed below certifying a removed or disconnected boiler or the number of active boilers at a premise. The enclosed copy of the affidavit, Form OP-49 (Self-Certification of Removed or Existing Boiler), must be completed and submitted by the inspector, engineer, or architect.

The following individuals are qualified to complete the affidavit:

1. New York City Licensed Master Plumbers
2. New York City Licensed High Pressure Boiler Operators
3. New York City Licensed Oil Burner Equipment Installers
4. New York State Authorized Insurance Companies
5. New York State Licensed Professional Engineer
6. New York State Registered Architect

Spot-check inspections will be performed by the Boiler Division for verification. If upon the spot-check inspection, the Department discovers a discrepancy in the number of boilers reported on the affidavit and the number of boilers witnessed, then the Department will issue a violation to the building owner and refer the report to the Investigations, Audits and Discipline Unit (IAD) with respect to the veracity of the affidavit.

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THE CITY OF
NEW YORK



DEPARTMENT OF BUILDINGS

SELF-CERTIFICATION OF REMOVED OR EXISTING BOILER

This form must be filed within thirty (30) days after the
boiler is removed or disconnected.

For Office Use Only

1. Premise Address			
Borough	Block	Lot(s)	Apt / Condo No(s).
House No(s).	Street Name		Floor(s)
Special Place Name		AKA Address	
2. Building Occupancy			
<input type="checkbox"/> Multiple Dwelling	<input type="checkbox"/> Commercial	<input type="checkbox"/> Mixed-Use	Total Number of Units (residential or commercial):
3. Authorized Boiler Inspector or New York State Professional Engineer or Registered Architect			
Name		License No.	
Address		City	State Zip
Contact Person		Business Phone ()	
<input type="checkbox"/>	Oil Burner Equipment Installer	<input type="checkbox"/>	New York State Licensed Professional Engineer
<input type="checkbox"/>	Master Plumber	<input type="checkbox"/>	New York State Registered Architect
<input type="checkbox"/>	High Pressure Boiler Operator	<input type="checkbox"/>	Authorized Insurance Company
4. Boiler Insurance Company			
(Fill out this section only if an insurance company performed the inspection.)			
Insurance Company			
Address		City	State Zip
Contact Person		Business Phone ()	
Name of Policy Holder			
Address		City	State Zip
Certificate / Policy No.		Expiration Date	
5. Inspector's / Boiler Insurance Company's Statement			
A. I attest that the following boiler number(s) is(are) the only existing boiler(s) at this premise. Please correct your records.			
Existing boiler and serial number(s) :		Date observed :	
Total number of existing boilers :			
<input type="checkbox"/>	Check here if the boilers listed in Part 5A heat individual residential units and are each 100,000 BTU or less.		
(Fill out the following section if boilers were removed or disconnected.)			
B. I attest that the following boiler number(s) was(were) removed or disconnected from the premise. Please void the boiler number(s) from your records.			
Removed or disconnected boiler and serial number(s) :		Date observed :	
Total number of boilers removed or disconnected :			
I understand that the falsification of any statement is a misdemeanor under Section 26-124 of the Administrative code punishable by a fine or imprisonment or both and may result in the removal from participation in the self-certification program and/or disciplinary action by the Department of Buildings.			
Licensed Inspector's, Engineer's, or Architect's Name or the Insurance Company's Authorized Representative's or Officer's Name (Print) :			
Signature		Date	
Master Plumber's, Oil Burner Installer's, Engineer's, or Architect's Seal		Office Use Only - Double Check	
		Inspector's Name	
		Signature	Date
		Badge No.	Status
Mail to : N.Y.C. Department of Buildings, Boiler Division 60 Hudson Street, 14th Floor, New York, New York 10013.			

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Issuance #398

DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013
RUDOLPH J. RINALDI, Commissioner

JACOB GRILL, P.E.
Assistant Commissioner
Central Operations
(212) 312-8270

**OPERATIONS
POLICY AND PROCEDURE NOTICE # 8/93**

TO: Distribution
FROM: Jacob Grill *JG*
DATE: April 19, 1993
SUBJECT: Computer Generated DOB Violations for Failure to File a Timely Low Pressure Boiler Report in Compliance with Local Law 62/91 and Remedy for Removal of Violations

Purpose:

To establish a standard procedure for generating, issuing and remedying DOB violations to premise owners for failure to file a timely low pressure boiler report in compliance with LL 62/91.

Reference:

Local Law 62/91 - Annual Low Pressure Boiler Inspection Reports.

Specifics:

Local Law 62/91 mandates that all premise owners are responsible for filing an annual Certificate of Inspection Report with the Department of Buildings by December 31st of each year. Failure to file this report results in the issuance of a DOB violation. Penalties are computed as follows:

1. Buildings greater than six stories - \$50 a day, not to exceed \$1500.
2. Buildings six stories or less - \$25 a day, not to exceed \$500.

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Effective: Immediately

I). Violations

1. Computer Program: MIS will create a program identifying all low pressure boilers in the BIS data bank for which there is no compliance for previous year with LL62/91. Program shall be written based on date report is received by DOB. Any inspection date in current year shall be considered as satisfying the current year filing.
2. Mailer Violations: MIS will generate computer violations (sample text attached). The mailers shall be sorted by zip code of addressee for mailing. The mailers shall also contain the boiler number.
3. The printed violation mailers will be taken to BEC to be bursted. The original will be mailed immediately after bursting and the bursted cover sheet will be destroyed. A separate copy by block and lot will be produced by MIS and given to the Boiler Section.
4. Violation number will be listed in the BIS index system. Format of the violation will be 04 23 93 LL 62/91 00237. The borough clerks will be able to identify this as a LL 62/91 violation by the LL 62/91 designation in the violation format. Borough offices have been notified that violations will prevent the issuance of temp and final CO's as per Borough Operations PPN 6/93. The public must be referred to the Boiler Division at 60 Hudson Street to remedy violations.

II. Dismissal Procedure:

DOB boilers violations may only be dismissed by Central Inspection Administration (CIA). No owner will be allowed to pay civil penalties for dismissal of the DOB violation unless there is compliance with LL 62/91 for the current year. Also, if the respondent shows proof that the boiler violation was issued in error he files BR form #2 in duplicate for cancellation. (See Cancellation Procedure).

1. A boiler owner must go to the reception desk at 60 Hudson Street, 14th floor, New York City with the violation or violation number and to see the LL 62/91 clerk.
2. The Supervisor of the Boiler Support Operations or a designee will prepare a Boiler Report #1 form (sample attached) after ascertaining that there is compliance for the current year and will assess the amount of penalties due for the violation.

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3. The Boiler Report #1 form along with payment (a certified check, money order or cash) must be brought to the cashier who will validate the amount of money received.
4. The owner will return to the LL 62/91 clerk and present the validated Boiler Report #1 form and receipt.
5. The clerk will pull the file copy of the violation and dismiss the violation on the computer, and also initial and stamp "Violation Dismissed" on the BR #1 form, the violation and the mailer. The clerk makes a copy of the BR #1 form with receipt attached in upper right hand corner for the respondent.
6. The clerk is to staple the violation to the BR #1 form and file them along with first test card in the boiler block and lot folder.

III. Cancellation Procedures:

1. Owner files BR form #2 in duplicate with necessary proof.
2. Clerk stamps both copies "Violation Cancelled" and returns one copy to owner or representative and forwards one copy and proof to the Data Entry Dismissal Clerk for computer cancellation of violation. The Assistant Commissioner of Central Operation shall initial the copy after review. When owner or representative is claiming cancellation under item #7 on BR Form #2 for legal matters she will be referred to the legal section for approval of cancellation in order to follow the same procedure as under Local Law 10/81.
3. BR form #2 and proof are attached and filed in block and lot folder together with the first test card and master card.

/jd

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DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013
JOEL A. MIELE, SR, P.E., Commissioner
(212) 312-8100

Richard C. Visconti, R.A.
First Deputy Commissioner
Technical Affairs/Operations
(212) 312-8120

Issuance # 483

**OPERATIONS
POLICY & PROCEDURE NOTICE # 9/95**

TO: Distribution
FROM: Richard C. Visconti, R.A. *Richard C. Visconti*
DATE: July 17, 1995
SUBJECT: **OPTIONAL BULK SUBMISSION OF ANNUAL BOILER INSPECTION
REPORTS ON COMPUTER DISKETTE**

EFFECTIVE: Immediately

PURPOSE:

In order to speed data entry, assure accurate computer systems information and reduce paperwork, the Department is instituting an optional program under which bulk filers (those filing 100 or more reports at a time) of annual boiler inspection reports may elect to submit the inspection information on a computer diskette rather than on individual OP-1 forms.

BACKGROUND:

Administrative Code §27-793, enacted as Local Law 62/91, requires owners of low pressure boilers in multiple dwellings of six or more families and in commercial or mixed occupancy buildings to have their boilers inspected annually and a report submitted to the Department. The Department enters these reports onto its computer system in order to monitor compliance with the law and to issue violations where warranted.

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SPECIFICS:

In order to reduce data entry workload and to reduce paperwork and associated processing and storage requirements, the Department would like to take advantage of the work already being done by duly authorized boiler insurance companies, and other qualified inspectors pursuant to subdivision (b) of Administrative Code §27-793, as they process their reports. This OPPN provides such companies with the information which will permit the electronic filing of boiler reports.

Authorized N.Y.C. Boiler Inspector:

1. Any duly authorized boiler insurance companies, or other qualified inspectors pursuant to subdivision (b) of Administrative Code §27-793, filing 100 or more inspection reports (DOB Form OP-1) at a single time may elect to take advantage of this procedure.
2. Instead of submitting individual form OP-1's, the company will submit to the Boiler Division a computer diskette (3.5" IBM format) containing information for each of the boilers in the format specified in Attachment A. The disk should be labeled with the name of the inspection or insurance company and the inspection year covered and will be accompanied by:
 - a. The transmittal sheet (DOB Form OP-42) shown in Attachment B, covering all inspections on the diskette, signed and sealed at the bottom of each page. This sheet is in lieu of the individual OP-1's which would have been submitted under the manual procedure. Either the Department's official form OP-42 or a computer-generated hard-copy facsimile of the form may be used.
 - b. A check or checks to cover payment of the fees for all the boiler inspections on the diskette. Companies may submit either one check to cover all boiler inspections or individual checks to cover each boiler inspection. If individual checks are submitted, the boiler number should be noted on the face of each check.

Boiler Division:

1. The Boiler Division will confirm that the boiler numbers on the diskette conform with the boiler numbers on the form OP-42 and will then upload the boiler inspection data onto the computerized BIS boiler system. Any inspections which cannot be uploaded (e.g., due to a mismatched or nonexistent boiler number), will be researched and manually data entered by the Boiler Division, in consultation with the boiler inspection company, where necessary.

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2. Checks will continue to be processed through the cashier.
3. Forms OP-42 will be filed and maintained by the Boiler Division. Forms will be filed in inspection/insurance company and inspection date order.

Attachments

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ATTACHMENT 'A'

*
* THE CITY OF NEW YORK
* DEPARTMENT OF BUILDINGS
* BOILER COMPLIANCE LAYOUT
*

ITEM	LENGTH	FORMAT
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1. BORO	1	(1,2,3,4,5)
2. BOILER NUMBER	10	RIGHT JUSTIFIED, LEADING 0'S
3. BOILER TYPE	1	(Y,N) Y= MD, N= COMMERCIAL
4. BOILER SERIAL NUMBER	2	(01,02,03, ECT.)
5. PREMISE BLDG. NUMBER	10	RIGHT JUSTIFIED
6. PREMISE STREET NAME	32	LEFT JUSTIFIED
7. PREMISE BLOCK	5	RIGHT JUSTIFIED, LEADING 0'S
8. PREMISE LOT	5	RIGHT JUSTIFIED, LEADING 0'S
9. INSPECTION DATE	6	(YYMMDD)
10. VIOLATION ISSUED	1	(Y,N) Y= YES, N= NO.
11. INSPECTOR TYPE	1	(O,B,P)
12. LICENSE NUMBER	3	EG. = 999 (NUMERIC)

NOTE: BORO

(1) MANHATTAN

(2) BRONX

(3) BROOKLYN

(4) QUEENS

(5) STATEN ISLAND

INSPECTOR TYPE

(O) OIL BURNER INSTALLER

(B) HIGH PRESSURE OPERATOR

(P) MASTER PLUMBER

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ATTACHMENT "B"



**Electronic Filing Transmittal Sheet
for Low Pressure Boiler
Annual Inspection Report**

Filing for the year of _____.

For Dept. Use Only
Received:
Transmittal No.:

1. Authorized N.Y.C. Boiler Inspector			
Name	License Number		
Address	City	State	Zip
Contact Person	Business Phone ()		
<input type="checkbox"/> Oil Burner Equipment Installer <input type="checkbox"/> Master Plumber <input type="checkbox"/> High Pressure Boiler Operator			
2. Boiler Insurance Company			
(Fill out only if insurance company performed inspection.)			
Insurance Company			
Address	City	State	Zip
Contact Person	Business Phone ()		
Name of Policy Holder			
Address	City	State	Zip
Certificate / Policy No.	Expiration Date		
3. Inspector's / Boiler Insurance Company's Statement			
I attest that the boilers listed in Item 4 below were inspected in accordance with the requirements of Section 204 of the Industrial Code and Rule 4 of the New York State Labor Law.			
Licensed Inspector's Name or the Insurance Company's Authorized Representative's or Officer's Name :			
Signature		Date	
Inspector's Seal (Only for Master Plumber)			
No. of boilers filed : _____ Page 1 of _____			

Note : The transmittal sheets will not be accepted if the forms are incomplete. If this transmittal sheet is not filed by the inspector or by the boiler insurance company prior to January 1, the building owner shall be liable for a civil penalty, pursuant to Section 26-12' rative Code.
Mail to : N.Y.C. Department of Buildings, Boile 3205 rdson Street, 14th Floor, New York, NY 10013.

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For Dept. Use Only

Transmittal No. :

No. of checks :

Total \$:

The following list of boiler inspections, arranged by the borough, block and lot numbers, were conducted by this office.
(For the borough number, use 1 for Manhattan, 2 for Bronx, 3 for Brooklyn, 4 for Queens, 5 for Staten Island.
List a maximum of 40 boilers per page, single-spaced. Please have the licensed inspector or the Insurance
Company Representative or Officer sign the bottom of every page.)

4. Inspection Reports Submitted on Computer Disk

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Block	Lot	Boiler Number	Inspection Date	Violations Found	Check No.	Inspector's Name	License No.
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Issuance # 385

DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013
RUDOLPH J. RINALDI, Commissioner

JACOB GRILL, P.E.
Assistant Commissioner
Central Operations
(212) 312-8270

OPERATIONS
POLICY PROCEDURE NOTICE # 29/92

TO: Distribution
FROM: Jacob Grill *JG*
DATE: December 2, 1992
SUBJECT: Processing of Annual Inspection Boiler Forms (Local Law 62/91)

Purpose: To establish a uniform procedure for the processing of Annual Low Pressure Boiler Inspection Reports.

Reference: Local Law 62/91, Annual Low Pressure Boiler Inspection Reports.

Effective: Immediately.

I. MAIL PROCESSING/RESEARCH CLERK:

A. Mail Processing

STEP 1. Review form to ensure for accuracy and completeness of information including the following.

1. Address
2. Inspection date
3. Signature of authorized Inspector
4. License number/seal of authorized inspector
5. If non-fee, check for appropriate documentation such as tax exempt - \$0 tax bill, tax exemption letter from NYC Department of Finance and Notice of Assessment statement.
6. If fee, the check must be reviewed to ensure that the following is included:

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- a) check must be made out to the New York City Department of Buildings.
- b) check is signed
- c) amount of check coincides with the number of devices filed for (\$30 per device)

If any of the above information is missing, the form is to be rejected.

STEP 2. Reviewed application shall be separated into one of the four following categories and placed in appropriate bin:

1. Ready for processing (all the above information has been completed accurately). Forms with checks are batched in lots of 25's.
2. Research required.
3. Non-fee
4. Rejected

Daily tracking logs will be maintained indicating the number of applications that fall under one of the above categories.

B. Research

1. Removes forms from research basket and checks boiler location file for boiler numbers.
2. Check license number against Master License List

II. TRANSMITTAL CLERK

1. Obtains transmittal number from office manager
2. Records required information from form onto transmittal sheet including the following:

In the top left corner:

- a. the transmittal number
- b. date
- c. signature

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3. Boiler number followed by serial number, one line per check. (In the case of multiple filings covered by one check the clerk will write the boiler number followed by the applicable serial number (i.e., 6831201, -02 etc..))

In the top right corner:

- a. the total number of boilers filed, (equal to the total dollar of checks divided by 30).
 - b. total number of OP 1's (inspection forms).
 - c. the total number of checks.
4. Clerk separates checks from forms and batches them in groups of 25's for data entry.
 5. At 11:00a.m. and 2:30p.m., the designated clerk takes the completed transmittals and checks to cashier and collects previous submission with attached receipts. Clerk returns transmittals with receipts to office manager.

III. DATA ENTRY CLERK:

1. Obtains work from data entry basket and enters each filing by address, boiler number, or block and lot.
2. If "no record of boiler at this address" appears on screen but previous research confirms that the boiler exists, the boiler is to be added to the inventory.
3. Applications requiring additional research will be batched and placed in the bin marked "Further Research Required", these will include the following:
 - a. those with boiler numbers differing from that on the computer inventory.
 - b. address differs from address range on computer.
 - c. address on application is an aka of computer address.
4. Those applications which have been satisfactorily data entered will be separated by borough and placed in the appropriate bin.

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V. FILING CLERK

1. Filing clerk files completed applications by block and lot.

VI. MANAGER

1. Maintains a daily productivity summary.
2. At the end of the day each clerk is to submit their daily productivity logs.

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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

Issuance # 286

OPERATIONS
POLICY AND PROCEDURE NOTICE # 7/91

To: Distribution
From: Barry G. Cox
Date: 5 March 1990
Subject: Plumbing Work Filed on the BIS System

Purpose: To establish guidelines for plumbing work filed on the BIS System.

Effective Date: Immediate

Specifics:

For all plumbing work, except PRAs, a PW1 should be filed.

The following are examples when additional paperwork may be required.

Ansul (CO2) Systems

When an Ansul System (CO2) is filed in conjunction with any other plumbing work then a PW1B shall be filed. This work does NOT require the filing of two separate PW1B forms.

Standpipe

Standpipe work (SD) shall be filed on the PW1 form. When there is no connection to the water supply only one permit is needed for the Standpipe (SD) work.

When a connection to the water supply is made on standpipe work then Plumbing (PL) as well as Standpipe (SD) must be indicated on the PW1 and one PW1B form. In this case two permits must be obtained, one for the Plumbing (PL) and one for the Standpipe (SD).

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The PW1 and PW2 shall be forwarded to the Plumbing Division by Application Processing.

The Plumbing Division shall enter its "sign-off" in the "Other Approvals" area on page 4 of the PW1.

Application Processing shall be responsible for forwarding copies of the PW1, PW1B and PW2 to the local Fire Department once a Standpipe (SD) permit is issued.

Hose Cabinets

All work involving Hose Cabinets shall be filed as Standpipe (SD) work type on the PW1 form.

If a connection to the water supply is made then Plumbing (PL) as well as Standpipe (SD) must be indicated on the form. In this case two permits must be obtained, one for the Plumbing (PL) and one for the Standpipe (SD).

Boilers

Gas fired boilers require a Plumbing (PL) work type filed on a PW1 with a PW1B.

Oil fired boilers require a PW1C (but not a PW1B).

For those boilers which are both oil and gas fired Plumbing (PL), Boiler (BL) and Fuel Burning (FB) work types with their respective PW1B's and PW1C's must be filed on a PW1 form.

Repiping

For a repiping Plumbing (PL) work type must be filed. Depending upon the nature of the job, a Construction - Other (OT) work type may also be filed upon review of the plan examiner.

Sprinklers

When no connection to the water supply is being made the sprinkler application may be filed as a Sprinkler (SP) work type with a PW1B.

Where a connection to the water supply is being made then both a Sprinkler (SP) and Plumbing (PL) work type with the PW1B is required. This will generate two separate permits.

When the sprinklers are filed with any other plumbing work, two separate PW1B forms are not required.

**RESCINDED BY BUILDINGS
BULLETIN 2024-006**




DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, NY 10013

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

ISSUANCE # 228

OPERATIONS
POLICY AND PROCEDURE NOTICE # 6/90

To: Distribution
From: Peter Franconeri 
Date: February 28, 1990
Subject: Demolition Sign-Offs

Superseded: Operations Policy and Procedure Notice # 24/89,
dated December 15, 1989.

Memorandum from Peter Franconeri, regarding
Demolition Sign-offs, dated December 26, 1989.

Effective: Immediately

Purpose: Provides a method for indicating demolition sign-offs
on the computer and notifies the Central Inspection
Administration and the Bureau of Electrical Control
that the premises is demolished.

The computer shows demolitions which were signed-off
as "DP*". Demolition applications on BIS are shown
as signed-off on the "Job Overview" screen.

Specifics:

Executive Chief Inspector receives HPD sign-offs on demolitions
performed by HPD's demolition contractor.

The Executive Chief Inspector reviews the sign-offs and sends
them to the borough office once a month, through Quality
Control.

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The Executive Chief Inspector sends the original sign-off reports and a transmittal sheet (Form OP-10) listing the street address, demolition application number, UB number and sign-off date.

BEST Squad signs-off on demolitions performed by contractors not hired by HPD.

BEST reviews the sign-offs and forwards them to the Borough Office once a month, through Quality Control.

BEST sends signed-off copies of the demolition application and a transmittal sheet (Form OP-10) listing the street address, demolition application number, UB number and sign-off date.

Borough Office (after sign-offs are received):

- A. Enters sign-off onto computer by selecting "E5" for demolition sign-off. Then chooses the desired demolition and enters the date of sign-off in the space provided. (See attached).

The clerk initials the transmittal sheet after data entry.

- B. The Construction Division pulls copies of the demolition applications from the files for the demolitions listed on the transmittal sheet from the Executive Chief. The date of sign-off is indicated on the copy of the demolition application.

The signed-off applications and transmittal sheets from BEST and the Executive Chief Inspector are sent to the Unsafe Building Section. This section then processes the Unsafe Building sign-off, if applicable. The clerk initials the transmittal sheet (Form OP-10) after processing.

- C. The Unsafe Building Section forwards the signed-off demolition application to the Plan Desk where they are filed. The original transmittal sheet (Form OP-10) is maintained in the Construction Division, a copy is forwarded with the original sign-offs to the Plan Desk.

Management Information Systems (MIS) prepares a monthly print out of all premises where a demolition sign-off was entered by the borough office within the past month.

This report is sent through Quality Control to the Central Inspection Administration and the Bureau of Electrical Control. It contains the street address, borough, block and lot, BIN, record number, demolition application number and sign-off date.

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Record Updates

Before deleting any information, verification that no other buildings exist at this address should be made by the borough office, BEC and CIA.

Bureau of Electrical Control for each address on the MIS report:

Reviews the EICS system and dispositions all outstanding applications, complaints, referrals and violations so that inspections are not scheduled unnecessarily.

Central Inspection Administration for each address on the MIS report:

- A. The Elevator system is checked; all existing elevators are listed as status "R-removed" and the demolition application number and sign-off date are indicated. This automatically updates the Local Law 10/81 compliance system.
- B. The Boiler system is checked; all existing boilers are listed as status "VOID" and the demolition application number and sign-off date are indicated.
- C. The PA master is checked; MIS is notified of the "Delete" by forwarding a completed "blank gold card" through Quality Control.

Violation Dismissal

All outstanding violations should be dismissed except for ECB violatons, which can only be dismissed through the ECB process pursuant to Section 26-126.1 of the Administrative Code, and Local Law violations that involve payment of civil penalties. (i.e. LL 10/80, LL 10/81, LL 16/84, etc.)

PF:HG:mh

**RESCINDED BY BUILDINGS
BULLETIN 2024-006**



DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013
JOEL A. MIELE, Sr., P.E., COMMISSIONER

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

**OPERATIONS
POLICY AND PROCEDURE NOTICE # 3/96**

TO: Distribution
FROM: Barry G. Cox
DATE: 29 April 1996
SUBJECT: Directive 14 of 1975 Sign-offs

Effective: Immediately

Purpose:

To reinforce present policy of allowing a Professional Engineer (P.E.) or Registered Architect (R.A.) who is not the PE/RA of record to sign off a Directive 14 application.

Specifics:

A PE/RA may supersede the PE/RA of record on any Directive 14 application provided the owner authorizes such substitution.

The professional may sign-off all work types associated with the Directive 14 application using a TR1.

BGC:yaj
dir14.ppn

**RESCINDED BY BUILDINGS
BULLETIN 2024-006**



DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013
JOEL A. MIELE, SR, P.E., Commissioner
(212) 312-8100

7/95
AUG 14 1995
Richard C. Visconti, R.A.
First Deputy Commissioner
Technical Affairs/Operations
(212) 312-8120

OPERATIONS
POLICY & PROCEDURE NOTICE #10/95

TO: Distribution
FROM: Richard C. Visconti, R.A. *Richard C. Visconti*
DATE: August 8, 1995
SUBJECT: EARTHQUAKE CODE - LOCAL LAW #17/95

EFFECTIVE DATE: Immediately

PURPOSE: To establish a policy to exempt applications for the approval of plans from Local Law #17/95.

SPECIFICS:

New Building or Alteration applications filed prior to February 21, 1996, which would, if filed on or after February 21, 1996 (the "Effective Date") be required to comply with Local Law #17/95 (the "Earthquake Code"), shall be exempt, provided an application for the approval of plans, pursuant to Article 9 of subchapter 1, Chapter 1, Title 27 of the Administrative Code, has been filed.

APPLICANT:

The applicant must submit architectural and structural plans which are substantially complete and preliminary mechanical plans which include diagrams of all systems, major penetrations that affect the structure and locations and weights of major equipment, all of which are of sufficient clarity to indicate the entire nature and extent of the proposed construction work and its compliance with the provisions of the Code and other applicable laws and regulations and, at a minimum, contain the information required by §27-157(a), (b) and (c) of the Code or §27-162 if applicable.

**RESCINDED BY BUILDINGS
BULLETIN 2024-006**

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All applications filed prior to February 21, 1996 for any new construction which seek an exemption from compliance with the Earthquake Code are contingent upon submission of evidence of a submission to the Department of Environmental Protection (DEP) as to the availability of a public sewer system (SD-1/SD-2); and in the event a public sewer system is not available, alternate provisions for disposal of storm water and sanitary sewage. All required approvals from DEP must be received by the Department within twelve months from the effective date of the Earthquake Code; otherwise, the application will be deemed to have been abandoned and shall be subject to compliance with the Earthquake Code.

Professionally certified applications and plans filed pursuant to Operations Policy & Procedure Notice (OPPN) #2/95 must be complete and accompanied by all items required for approval and permit.

Each submission, whether pursuant to OPPN #2/95 or through the standard plan review and approval process, must include a notation in Sec. 16 of the PW-1 by the applicant stating:

"This application has been made for exemption from Local Law No. 17/95 (the "Earthquake Code")."

If an application has been filed but no approval has been granted, an amendment or AI-1 form declaring exemption from Local Law #17/95 may be added.

An application shall not be considered filed unless fifty percent (50%) of the total fee is paid, except for applications submitted pursuant to Directive #14/75 where one hundred percent (100%) of the total fee must be paid.

BOROUGH OFFICE:

Pre-Filing/Fee Estimator:

The pre-filer will review the application for compliance with the above, including the appropriate fee to be paid at the cashier. The required information will be data entered into the BIS system.

The pre-filer will stamp the application and plans "Filed for Exemption from Local Law #17/95."

The application will then be forwarded to the DEAR Section for data entry after fee payment and then to the Plan Examination unit for assignment to an examiner; or, if filed pursuant to OPPN #2/95, the application will be forwarded to DEAR for data entry and then made available to the applicant for microfilming prior to permitting.

3208

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Plan Examiner:

The plan examiner shall review the application for compliance with the Code, Zoning Resolution and all other applicable laws. Professionally certified applications will be audited pursuant to Operations Policy & Procedure Notice #2/95.

Prior to approving an application filed for exemption from Local Law #17/95, the plan examiner shall check that the required DEP approvals have been received within 12 months from the effective date of the Earthquake Code; if the approvals are received after this period, compliance with the Earthquake Code is mandatory. In addition, for a project requiring Board of Standards and Appeals, Landmarks Commission or City Planning Commission approval or certification prior to the approval of plans, the application will maintain its exempt status, provided these approvals or certifications are diligently pursued. If judicial or administrative proceedings affecting the exempt application or the validity of the building permit issued pursuant thereto, have been instituted, the right to maintain exempt status shall continue beyond the date of entry of the final order in such proceedings, including any and all appeals which are diligently pursued, provided the approvals are thereafter diligently pursued.

Exempt applications may be amended provided that the work proposed under the amendment would not require compliance with the Earthquake Code.

BOROUGH COMMISSIONER:

An exempt application will maintain its exempt status unless it expires by limitation or lack of prosecution as required by §27-155 or §27-196. Borough Commissioners shall be guided by Directive No. 17/71. All permits for work in a Special Flood Hazard Area, delineated in Reference Standard RS 4-4, shall expire if the actual start of permanent construction has not occurred within one hundred eighty-eight (188) days of the date on which such permit is issued.

Compliance with the Earthquake Code is not required under §27-116 through §27-118 and §27-120. Compliance with §27-115 may be required by the Commissioner in accordance with RS 9-6 when an enlargement exceeds sixty percent (60%) of the value of the building within a twelve (12) month period.

RCV:sr

**RESCINDED BY BUILDINGS
BULLETIN 2024-006**



Issuance #367

DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013
RUDOLPH J. RINALDI, Commissioner

JACOB GRILL, P.E.
Assistant Commissioner
(212) 312-8270

OPERATIONS
POLICY AND PROCEDURE NOTICE #17/92

TO: Distribution

FROM: Jacob Grill, Assistant Commissioner *JG*
Central Operations

DATE: August 24, 1992

SUBJECT: Updating Electrical Metering Restrictions in One, Two, Three and Four Family Homes

Purpose:

Supercedes PPN19/91 (which implemented LL 73/91) to conform to new State legal requirements (S.31006 (5927)/A8326) for electrical metering in one, two, three and four family house as required by Administrative Code 27-3018h and 27-3183.1.

Reference:

New York City Electrical Code, Subchapter 1, Section 27-3018h, Inspection:
And Article 19, Section 27-3183.1, Wiring Design: Amending the Administrative Code in relation to applications to install additional metering in excess of the number of legal dwelling units in a one, two, three or four family dwelling.

Effective: July 23, 1991

Specifics:

The New State Law requires that Con Edison not turn on power to a meter in a one, two, three or four family dwelling unless the number of meters serving the building equals or is less than the number of dwelling units as authorized in the Certificate of Occupancy. (Meters for common areas are not bound by this requirement).

To assist in the implementation of the New State Law, the Bureau of Electrical Control will not process an "Application for Certificate of Electrical Inspection" for the following:

- (a) A one family house, where the application indicates more than one meter is to be installed.

**RESCINDED BY BUILDINGS
BULLETIN 2024-006**

-2-

August 24, 1992

- (b) Metering relative to a two, three or four family house may not exceed the number of dwelling units.

Exception:

Where an electrical meter is installed to service common areas.

Written approval must be obtained from the Bureau of Electrical Control by the Utility Company prior to installing any additional metering.

Contractors when filing an "Application for Certificate of Electrical Inspection" are required to indicate the existing metering in one, two, three and four family dwelling units in the appropriate allotted space.

All applications from contractors, for service and meter work, in existing dwellings, where the metering does not conform with 27-3183.1, shall be returned to the contractor with no action taken.

In a premise where an application was filed after July 23, 1991 and a "Temp" authorized the Utility Company to set additional metering, contrary to 27-3183.1, the Utility Company shall be requested in writing to cancel the "Temp" request and remove the additional meter. A "Notice of Violations" shall be issued to the owner of the premise for removal of the additional meter and a special report shall be transmitted to the Bureau Director with all pertinent information. The Bureau Director will confirm all field report findings by transmittal of all pertinent information to the appropriate Borough Commissioner/Superintendent.

The Borough Commissioner/Superintendent shall be similarly advised when a new additional electrical panel has been installed and it is apparent the new panel is for an additional occupancy.

Contractors when filing to remove metering and redistribute wiring must request a Temporary Certificate be issued to Con Edison.

The Bureau's personnel will arrange for and keep appointments with the Utility Company's personnel when an order has been issued to remove additional illegal metering.

All reports of alleged illegal metering or occupancies whether a new meter is involved or metering was installed prior to July 23, 1991 shall be directed to the Office of the Director. The Office of the Director will communicate with the outer Borough Offices regarding illegal metering or occupancies.

/ra

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BULLETIN 2024-006**



DEPARTMENT OF BUILDINGS

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

RUDOLPH J. RINALDI, Commissioner

312-8100

**TECHNICAL
POLICY AND PROCEDURE NOTICE #1/93**

TO: Distribution

FROM: Richard C. Visconti, A.I.A.
Acting Deputy Commissioner

DATE: February 26, 1993

SUBJECT: Existing Approved Class E and Modified Class E Fire Alarm Systems: Extension of A and B Speaker Circuits in lieu of Speaker Supervision in Existing High-Rise Office Buildings

EFFECTIVE: Immediately

PURPOSE: An alteration of a floor in an existing office building (also if tenant performs minor alteration work) may require additional speakers or the relocation of existing speakers. This Technical Policy and Procedure Notice will allow minor alteration work under the requirements of the existing law.

SPECIFICS: Administrative Code Section 27-972(f)(7) of Local Law 5/73 requires that a loud speaker system shall be so designed and installed that approximately fifty (50) percent of the system shall remain operable throughout the building in the event that the other fifty (50) percent becomes inoperable.

This requirement resulted in the installation of speakers on A and B circuits. Fifty (50) percent of the system was required to be installed on the A circuit and the other half on the B circuit.

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BULLETIN 2024-006**

PAGE 2

Reference Standard RS17-5 was amended under BSA Cal. #310.90 BCR to adopt NFPA 72-1990 for installation, maintenance and use of protective signalling system. Section 10-4.4.2 of this standard requires speaker supervision to report trouble at the Fire Command Station. Pursuant to Administrative Code Section 27-114(a) of the Building Code, any alteration or addition to interior fire alarm and signal system shall conform with the requirements of the current code.

The Fire Alarm Code Interpretation Advisory Committee recommends that Administrative Code Section 27-114(a) be interpreted to permit the extension of existing two speaker circuits for an alteration or addition to an existing Class E or Modified Class E Fire Alarm System. It is the determination of the committee that the requirements of Local Law 5/73 for two speaker circuits be accepted in lieu of speaker supervision required by NFPA 72 for existing Class E Fire Alarm Systems.

Therefore, the addition of speakers to an existing Class E and Modified Class E Fire Alarm System in existing buildings will be permitted by extending the existing unsupervised A and B speaker circuits, and such addition will not require speaker supervision.

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BULLETIN 2024-006**



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

Issuance #277

OF
POLICY AND PROCEDURE
RE: NOTICE #PPN 3/91

TO: PPN Distribution
FROM: Barry G. Cox
DATE: February 4, 1991
SUBJECT: Filing Procedure for Fire Alarm System (FAS)

1. Any work done on the existing FAS to maintain it in working order which may include replacement of parts of same kind will be considered a minor repair application and will not require a filing of an application.
2. If an existing FAS does not function properly and is not repairable due to the unavailability of approved replacement parts the whole system may need to be replaced. An application with plans must be filed for the new system. The system may be designed and installed in accordance with the requirements existing at the time of the original approval and installation.
Note: When existing wiring is replaced, new audible devices shall be equipped with visual alerting devices.
3. Where a building or building section has an existing FAS, addition of or relocation of speaker, siren or pull station or replacement of any components of an existing FAS within the same building or building section, an application shall be filed with DOB. The applicant is to docket the application, pays fees and brings it to the Fire Department without DOB review.
Note: Any addition of or relocation of audible devices shall be equipped with visual alerting devices.
4. Where a building or building section has an existing FAS, any new addition to or alteration of the building or building section which may require an extension of the existing FAS an application shall be filed with DOB (section 27-969 (b)). The applicant is to docket the

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application, pays fees and brings it to the Fire Department without DOB review unless the Fire Department deems it necessary to have docketed plans, then the application must go through a full DOB review.

Note: The extension of such FAS must comply with the requirements of LL58/87.

5. Where a building or building section has an existing FAS, a change of use or occupancy within the same building or building section may require an extension of the existing FAS or a new FAS. An application shall be filed with DOB (section 27-969(b)) and is subject to a full DOB review.

Note: The extension of such FAS must comply with the requirements of LL58/87.

6. If the building has an approved base FAS, for each subsequent addition of a sub system, a separate FAS application shall be filed for each floor subject to a full DOB review.

7. For all FAS applications filed with DOB pursuant to items 2 through 6, a letter of approval from the Bureau of Fire Prevention of the Fire Department is required in order to obtain a sign-off of the FAS applications.

8. Where an original ACP-5 Form has been submitted with an alteration application for the building or building section, a copy of ACP-5 Form with reference to an alteration application shall be acceptable for FAS application for the said building or building section if filed within two (2) years of the date of the original report.

Note: For any question regarding this procedure, you may contact Nalin Patel at 312-8327.

**RESCINDED BY BUILDINGS
BULLETIN 2024-006**



ISSUANCE #362

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

RUDOLPH J. RINALDI, Commissioner

GEORGE C. SAKONA, P.E.
Deputy Commissioner
Technical Affairs
(212) 312-8120

**TECHNICAL
POLICY & PROCEDURE NOTICE #7/92**

TO: DISTRIBUTION
FROM: George C. Sakona, P.E., Deputy Commissioner
DATE: July 24, 1992
SUBJECT: Floor & Stair Signs

A handwritten signature in cursive script, appearing to read "G. Sakona", written in dark ink.

The following types of signs may be used to achieve compliance with Section 27-395 of the Administrative Code and the Rules & Regulations relating to stair and elevator signs, dated June 26, 1986, to designate floors and/or stairs:

1. Signs painted directly on door or wall with contrasting paint color.
2. Plastic or vinyl signs which are permanently affixed.

/gt



**RESCINDED BY BUILDINGS
BULLETIN 2024-006**

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

Issuance # 237

**OPERATIONS
POLICY AND PROCEDURE NOTICE # 12/90**

To: Distribution
From: Barry G. Cox
Date: May 10, 1990
Subject: Building Profile Information

This supersedes PPN # 5/87

Whenever an extraordinary event occurs such as a building collapse, a gas or water main explosion affecting the structural integrity of a building, or other similar occurrences, a Profile Information Form (ES-1) must be completed and forwarded to the Executive Chief Inspector as soon as possible- but not later than 2 hours after the event. The completed ES-1 may be hand delivered or faxed.

The purpose of this form is simply to facilitate accurate communication among the agency head, the media, City Hall, elected officials, and other agencies involved in the incident.

The Deputy Borough Superintendent is responsible for gathering the required information and finalizing the ES-1 form.

The Executive Chief Inspector is responsible for distributing the completed ES-1 form to the Commissioner, Deputy Commissioners, Assistant Commissioner for Borough Operations and Director of Public Affairs.

If the extraordinary event occurs after normal business hours, the completed ES-1 form will be forwarded to the Executive Chief Inspector by 11 a.m. the following business day.

This is effective immediately.

BGC:mh

**RESCINDED BY BUILDINGS
BULLETIN 2024-006**




DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N. Y. 10013
CHARLES M. SMITH, Jr., R.A. Commissioner

PETER FRANCONERI, P.E.
Assistant Commissioner/Operations

Issuance # 194

**OPERATIONS
POLICY AND PROCEDURE NOTICE # 16/89**

To: Distribution
From: Peter Franconeri 
Date: September 7, 1989
Subject: Elimination of On-Site Inspection Report Form
for Construction Inspectors Only

Purpose:

To reduce the amount of paperwork completed by the Construction Division by eliminating the use of the On-Site Inspection Report Form.

Specifics:

Effective immediately, all construction inspectors cease use of the On-Site Inspection Report Form. As appropriate, inspectors complete the PIR card or XYZ Form.

At the time of inspection, if a building owner or site manager wishes to read an inspector's notation on the PIR card or XYZ Form, he or she may do so, but must initial the section that he or she has reviewed.

Plumbing Inspectors will continue using the On-Site Inspection Report forms until further notice.

/mh

**RESCINDED BY BUILDINGS
BULLETIN 2024-006**



Issuance # 333

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

**OPERATIONS
POLICY AND PROCEDURE NOTICE # 1/92**

To: Distribution
From: Barry G. Cox
Date: 17 January 1992
Subject: DOB Violation/Summons Books (Plumbing)

Purpose:

To establish a procedure whereby inspectors will only be required to carry an ECB violation book in the field. Since few DOB violations and/or summonses are issued because of the transfer of our violations to ECE, the need to equip each inspector with his/her own set of DOB violation and summons books is unnecessary.

Effective Date:

Immediately

Procedure:

Borough Office Plumbing Inspection Division:

The Chief Plumbing Inspector shall inform each inspector that they are no longer required to carry Department of Buildings violations or summons books when in the field.

The Chief Plumbing Inspector shall instruct each inspector to return all books to him and maintain a log of each book returned by each inspector. The Chief shall notify the Executive Chief Inspector of any and all inspectors who did not return the books as well as the number of books they did not turn in.

Once all of the books have been collected, the Chief Plumbing Inspector shall turn them over to the Borough Manager.

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BULLETIN 2024-006**

New DOB violation/summons books shall be issued to each borough. It shall be the responsibility of the Chief Plumbing Inspector to maintain them.

When a DOB summons or violation must be written the Chief Plumbing Inspector shall provide the books to the appropriate inspector. The inspector shall log the violation on the yellow sheet and shall immediately return the book(s) to the Chief Plumbing Inspector.

Borough Managers:

The Borough Manager shall verify the Chief's log and subsequently notify the Director of General Services that the books have been collected.

General Services:

The Director of General Services shall make arrangements with the Borough Managers to pick up all DOB violation and summons books. The Director of General Services shall inventory the books and make arrangements to destroy them.

General Services shall obtain new DOB violation and summons books and issue a limited supply to each borough. General Services shall maintain a listing of the books sent to each borough.

JMc:mh

**RESCINDED BY BUILDINGS
BULLETIN 2024-006**



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES

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

CHARLES M. SMITH, Jr., R.A., Commissioner

PETER FRANCONERI, P.E.
Assistant Commissioner Operations

**OPERATIONS
POLICY AND PROCEDURE NOTICE # 7/90**

To: Distribution
From: Peter Franconeri *BF*
Date: March 13, 1990
Subject: Supervisory Controls

Effective: March 19, 1990

Amended: Operations Policy and Procedures Notice Numbers 18/87, 11/89, 12/89, 14/89, 15/89, 1/90.

Purpose: To provide management with improved control of inspection resources.

Specifics: This procedure establishes the supervisory controls described below:

1. Specifies Daily call-in time for all inspectors, requires call-in location written in the log, and describes required action by supervisors when call-ins are not properly completed.
2. Requires elevator inspectors and boiler inspectors to write the time of inspection on certificates, in addition to the date.
3. Provides for issuing belt pagers (beepers) to all inspectors.
4. Increases unscheduled, unannounced training visits and describes required action by supervisors when an inspector fails to show for a training visit.
5. Establishes office hours for all inspectors.
6. Establishes sign-out procedure for all inspectors.

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DAILY CALL-IN LOG

Inspectors in all divisions will telephone their office immediately after visiting the first stop on the route sheet.

Daily call-in log sheets will show the location the inspector called-in from.

If an inspector fails to call-in or the supervisor cannot complete a call-back on the call-in, the supervisor writes an explanatory note on the log after speaking to the inspector. The supervisor writes this note in the space designated for the phone number and address.

ELEVATOR AND BOILER CARDS

Inspectors in the Elevator Division and Boiler Division will write the time each inspection was completed on the Elevator Card or Boiler Card, in addition to the date.

BELT PAGERS (BEEPERS)

Inspectors in all Divisions will be issued belt-pagers (beepers) to maintain contact with supervisors. Each inspector is responsible for his or her beeper. The inspector tests the beeper at the start of every work day to make sure it is turned on and the battery is not dead.

TRAINING VISITS

Training Visits are unscheduled and unannounced field visits where the supervisor meets the inspector to conduct on-site training.

Each supervisor must complete three (3) Training Visits each week. These Training Visits must be rotated in a random manner between inspectors and type. The two (2) types of Training Visits are:

1. First-Stop Training Visits
2. Mid-Day Training Visits

Training Visit types may be rotated in any order. However, every week at least one (1) First-Stop Training Visit and one (1) Mid-Day Training Visit must be completed. The third Training Visit may be either a First-Stop or a Mid-Day Training Visit.

First-Stop Training Visit Procedure:

1. Each inspector has a designated first stop on his route sheet.
2. The inspector starts each work day at his designated first stop.

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BULLETIN 2024-006**

3. The Supervisor selects an inspector who will receive a First-Stop Training Visit.
4. The Supervisor travels to the designated first stop location to arrive there at the start of the inspector's work day.

Mid-Day Training Visit Procedure:

1. The supervisor selects an inspector who will receive a Mid-Day Training Visit
2. The supervisor travels to a location close to the location of the inspector's area.
3. Using a phone that can easily be called back, the supervisor contacts the inspector via belt pager (beeper) and enters his phone number.
4. The inspector calls back the supervisor.
5. The supervisor instructs the inspector to remain at the location he is calling from until the supervisor arrives or for 20 minutes. If the supervisor does not arrive within a reasonable time, the inspector calls the office to notify them that he waited and the supervisor did not arrive. The inspector then continues with the next scheduled stop on his route sheet.
6. Supervisor meets the inspector at the inspector's location.

Supervisor's Report:

If an inspector fails to appear at an unscheduled, unannounced training visit inspection stop, or fails to return a supervisor's belt pager (beeper) call, the supervisor takes the following action:

1. Supervisor writes a report of the incident indicating the address, date time and inspector's name.
2. Supervisor asks inspector for a written report explaining why he did not show up.
3. If the inspector fails to provide a report within two (2) weeks, the supervisor prepares a report and makes a written record of this on his report.
4. Supervisor sends copies of Supervisor's Report, Inspector's Report, Supervisor's Route Sheet, and Inspector's Route Sheet to the Executive Chief Inspector.
5. The Executive Chief Inspector reviews the report with the Assistant Commissioner for Operations and they refer the case to the Investigations/Disciplinary Unit, if necessary.

**RESCINDED BY BUILDINGS
BULLETIN 2024-006**

OFFICE HOURS FOR INSPECTORS

Office hours for inspectors in the Construction Division and Plumbing Division will follow the schedule provided below.

Construction Division and Plumbing Division:

Tuesday 1:00 p.m. to end of work day
Friday 1:00 p.m. to end of work day

Elevator Division and Place of Assembly Division:

Thursday 1:00 p.m. to end of work day (Elevator Division)
OR
Friday 1:00 p.m. to end of work day

Boiler Division and Bureau of Electrical Control:

Pay Day Friday 1:00 p.m. to end of work day

BEST Squad:

Tuesday 1:00 p.m. to end of work day
Friday 8:30 a.m. to noon

SIGN-OUT

All inspectors return to a designated office location to sign out at the end of each work day. The sign-out locations for each inspection division are provided below.

Construction Division and Plumbing Division:

On Monday, Wednesday and Thursday, inspectors in the Construction and Plumbing Divisions return to their Borough Office at the end of the work day and sign-out.

**BEST Squad, Boiler Division, Bureau of Electrical Control,
Elevator Division and Place of Assembly Division:**

At the end of every work day that they do not return to their centralized office, inspectors in the divisions return to the Borough Office where they made their last inspection and sign-out in the Borough Manager's Office.

Inspectors Using City Vehicles:

If the inspectors are using city vehicles that must be returned at the end of the work day, they sign-out in the office where the vehicles are assigned to.

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BULLETIN 2024-006**



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES

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


CHARLES M. SMITH, Jr., R.A. Commissioner

PETER FRANCONERI, P.E.

Assistant Commissioner/Operations

Issuance # 197

**OPERATIONS
POLICY AND PROCEDURE NOTICE # 18/89**

To: Distribution
From: Peter Franconeri 
Date: October 2, 1989
Subject: Reconsideration of Netting Requirements

Superseded: Reconsideration of Netting Requirements, Operations Policy and Procedure Notice # 9/88 by Fredric J. Pucci, P.E., Issuance # 93, pages 2387 and 2388.

Purpose: To transfer the responsibility of reviewing requests for reconsideration of Local Law 61/87 from the Borough Superintendents to the Director of the Building Enforcement Safety Team (BEST) Squad.

Specifics: Effective immediately, all requests for reconsideration are submitted to the Director of the BEST Squad with the appropriate revised plans. This applies to both Site Safety and non-Site Safety projects.

Applicant:

The applicant submits requests for reconsideration of the requirements of Local Law 61/87 and the proposed site safety plan to the Director of the BEST Squad for review and to arrange for an inspection of the site.

If the reconsideration is approved, the applicant submits an amended site safety plan to the appropriate Borough Office and to BEST Squad.

RESCINDED BY BUILDINGS BULLETIN 2024-006

BEST Squad:

The BEST Squad visits the site, reviews the proposed variance with the appropriate party at the construction site and makes a recommendation. The Director of the BEST Squad describes his findings in a report and sends it to the Assistant Commissioner for Operations along with the plans.

Assistant Commissioner of Operations:

The Assistant Commissioner of Operations reviews the reconsideration, recommends its final disposition and sends a formal response to the applicant. Copies of the disposition letter are sent to the Deputy Commissioner of Technical Services, Assistant Commissioner of Building Construction, Director of the BEST Squad and the Borough Superintendent.

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BULLETIN 2024-006**



DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013
RUDOLPH J. RINALDI, Commissioner
312-8100

**TECHNICAL
POLICY AND PROCEDURE NOTICE #10/93**

TO: Distribution
FROM: Richard C. Visconti, A.I.A. Deputy Commissioner
DATE: August 27, 1993
SUBJECT: Lavatories with Overflows

EFFECTIVE: Immediately

PURPOSE: To clarify the use of overflows in lavatories.

SPECIFICS: The Administrative Code, Title 27, Reference Standard RS-16 (1968 Plumbing Code) and the prior code required overflows for bathtubs and tank type water closets, but not for lavatories. ANSI A112.19.2M-1982, Section 5.2.1 requires integral overflows for lavatories. In New York City, except for lavatories for prisons, only lavatories with overflows have been installed. The Department shall continue to enforce same since it is required to reduce flooding and the inherent damage, especially in multi-story buildings.

RCV/DS/gt

**RESCINDED BY BUILDINGS
BULLETIN 2024-006**

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CSS



DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013-3394
GASTON SILVA, R.A., Commissioner
(212) 312-8100

ISSUANCE # 513

OPERATIONS
POLICY AND PROCEDURE NOTICES # 11/96

TO: Distribution
FROM: Barry G. Cox
DATE: 20 November 1996
SUBJECT: *Plumbing Permits*

Effective: Immediately
Superseded: All prior correspondence on this subject.
Specifics: Plumbing permits shall expire one (1) year from the date of issuance.

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BULLETIN 2024-006**

MAR 20 1995

**The
City
of
New York**
Issuance #440



DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013
JOEL A. MIELE, Sr., P. E., COMMISSIONER

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

**OPERATIONS POLICY & PROCEDURE NOTICE #03/94
REVISED**

TO: Distribution
FROM: Barry G. Cox
RE: Professional Certification of Inspections/Tests of Selected Plumbing Work.
DATE: March 9, 1995

EFFECTIVE

DATE: Immediate

REVISED: Operations PPN 3/94

REFERENCES: Technical PPN 4/94, Operations PPN 1/89, Operations PPN 5/94, Assistant Commissioner of Borough Operations memo of 03/20/95 and Deputy Commissioner for Technical Affairs memo of 09/22/94.

PURPOSE: *To supercede PPN 3/94 which established an optional system allowing Licensed Master Plumbers, Licensed Fire Suppression Contractors, Professional Engineers, Registered Architects and Utility Companies (Authorized Representative) to certify that certain plumbing, sprinkler and standpipe related work had been performed in accordance with the NYC administrative code (CHANGES OR ADDITIONS ARE IN ITALICS.)*

SPECIFICS:

Work That Can Be Certified:

Any plumbing related work which does not require an inspection by another agency may be certified. *(Fire Extinguishing Equipment such as Ansul Systems may NOT be certified.)*

RESCINDED BY BUILDINGS BULLETIN 2024-006

Work Types/Tests

The following work types may be certified:

Plumbing, Sprinkler, Standpipe

The following tests may be certified:

Gas, Hydrostatic, Water, Oxygen, Finished Plumbing (Smoke, Peppermint or Equivalent), Nitrous Oxide, Fire Pump, Air

Authorized Representatives may certify that the work listed above was installed in accordance with the NYC Administrative Code and approved plans.

A gas test can be certified *consistent with Technical PPN 4/94*. An authorized representative of a UC may also certify a gas test. A LFSC may only certify fire suppression work for which the LFSC is licensed.

Authorized Representatives must take responsibility for all work covered by the permit and must take responsibility for performing all inspections/tests involved with that permit.

Notification Requirements

NOTIFICATION OF A PROPOSED SELF-CERTIFICATION OF PLUMBING AND/OR FIRE SUPPRESSION INSPECTION/TEST (OP-38)

As indicated below, the Borough Office must be notified **at least two work days** prior to an *Underground, Roughing, Gas test or Sprinkler/Standpipe walk through inspection only*. *This notice must come from the LMP or LFSC who pulled the permit.*

SELF-CERTIFICATION OF INSPECTION FORM (OP-39)

As indicated below, an *OP-39* must be sent to the local Borough Office for all plumbing related work which has been inspected and professionally certified. *It must be signed and sealed by the Authorized Representative certifying the job. The OP-39 must be signed and sealed by the LMP/LFSC who pulled the permit.*

Sprinkler/Standpipe

The hydrostatic test required for a Sprinkler or Standpipe should be self-certified on an OP-39 if done by a LFSC or LMP or on a TR-1 if done by a PE/RA. The subsequent walk-through inspection may also be self-certified but the Department must be informed of the anticipated date on an OP-38.

PROCEDURE:

APPLICANT/CERTIFYING *Authorized Representatives*

- 1. Inspections/tests that *are being self-certified* must parallel the inspection/test sequence made by this department, as applicable.**
- 2. The inspections/tests which require a notification to the Department of**

RESCINDED BY BUILDINGS BULLETIN 2024-006

Buildings prior to self certification are an Underground, Roughing, Gas Test and a Sprinkler/Standpipe walk-through inspection.

3. *Using an OP-38, notification must be given to the respective DOB Borough Office at LEAST two work days in advance of the time, date, place, and type inspection/test and under what permit number a certifying inspection/test will take place.*
4. *Following the certifying inspection, the Authorized Representative, using an OP-39, shall notify the respective Borough Office of the results of the inspection/test. No results will be accepted if this Department had not been previously notified of the upcoming Inspection/Test or where there is not a permit on the job.*
5. *Using the information listed on the OP-39, this Department will data enter the inspection results.*
6. *When all inspections have been completed the necessary paperwork required to signoff the entire permit must be available. This includes other agency approvals as well as Fire Department forms: B Form FP 10, 84, 85 and 86 must be provided by the certifying Authorized Representative with the OP-39. This Department will then forward these forms to the Fire Department.*
7. *For Gas Tests Only: The Authorized Representative must submit the original and a copy of the OP-39. The copy will be forwarded to the utility company to notify them that a gas test was conducted/witnessed by the Authorized Representative. The Authorized Representative must note on the form the following information: the utility company which is providing gas, the number of meters and risers and their location, as well as the end use of the gas. The Department will not accept nor process any OP-39s without this information. THE UTILITIES WILL ONLY ACCEPT THE OP-39 DIRECTLY FROM THE AUTHORIZED REPRESENTATIVE IF PERFORATED BY THE DEPARTMENT. THESE PERFORATED OP-39s WILL BE AVAILABLE AT THE END OF THE DAY.*
8. *For Sprinkler/Standpipe Hydrostatic Test only: A signed and sealed TR-1 from a PE/RA may be submitted with an OP-39 to indicate the required test was made. The TR-1 need not be the same date as the OP-39. If a LFSC or LMP is certifying the hydrostatic test, he should do so on the OP-39.*
9. *The OP38 & OP39 may be typed or hand written (printed). Minor corrections made by the Authorized Representative on the form prior to submission are acceptable.*

RESCINDED BY BUILDINGS BULLETIN 2024-006

10. *The OP39 requires the signature and seal of the Authorized Representative, AS CERTIFIER (ie: If the plumber on the job is also the certifier he must sign AS CERTIFIER.)*
11. *The date the Authorized Representative signs the OP39 must not precede the date of inspection. The Authorized Representative's signature date, however, does not necessarily have to be the same as the date of inspection.*
12. *The OP-38 & OP-39 inspection time & date must be within normal work hours on work days. (Mon-Fri: 8:30AM-2:30PM)*
13. *Legalizations may be self-certified on an OP-39 after payment of the required LL58/88 penalties. (See PPN 1/89)*
14. *If for any reason the Authorized Representative is unable to perform the inspection/test identified on the OP-38, he/she must notify the Department no later than the day of the scheduled inspection. If, upon spot check, a Authorized Representative is not present, and the Authorized Representative has not notified DOB, the spot check will be forwarded to IDU for appropriate action.*
15. *If for some reason, the LMP or LFSC no longer wishes to be associated with an on-going job which has an active plumbing related permit, he/she must notify the Department to have the permit voided. A letter should be sent to the A/C for Borough Operations listing the address, permit number, permit type, a description of the work completed and the reason for the void request. The letter must be accompanied by the actual permit.*

BOROUGH OFFICE INSPECTORIAL

1. **The Borough Office shall keep open one inspection per day per inspector for "spot check" inspections. Twenty percent (20%) of the total number of OP-38s are to be spot checked at the discretion of the Plumbing Chief. Any notification of illegal plumbing may be given a priority. The inspector must wait for 20 minutes at the designated location to meet the Authorized Representative.**
2. **The results of the spot check inspection shall be noted on the inspector's work order and any comments about the inspection shall also be noted. The white copy shall be returned to the Department of Buildings to be data entered onto the system. The yellow copy given to the Chief Inspector for his records and the pink copy to the Authorized Representative in the field. On Spot Check inspections where the Authorized Representative is not at the site, where walls are closed, or where work is not finished refer to the memo of Assistant Commissioner for Borough Operations dated 03/20/95. For jobs which, according**

RESCINDED BY BUILDINGS BULLETIN 2024-006

to this memo, may no longer be self-certified, the self-certification inspection work order should note in the comments section "DOB CANCEL": "This job can not be self-certified in accordance with the results of spot check inspection number _____."

3. *When a clerk discovers that an OP-38 or OP-39 was filed for work for which no permit exists or which is beyond the scope of the permit, a complaint form must be completed and a complaint inspection scheduled by the Chief. Along with the OP-38 and OP-39 the results of that inspection should also be forwarded to IDU. See Number 1 under "Clerical".*
4. **When the entire work type is to be signed off, a review takes place to assure all work under the work type permitted is complete. This is particularly important on jobs where multiple (secondary) permits are pulled by several plumbers covering the scope of work for which he is responsible. The signoff is entered into the computer.**
5. *505 cards will not be issued for BIS plumbing/sprinkler jobs where inspections and the results of these inspections were scheduled through the plumbing module. In these cases, applicants can obtain plumbing/sprinkler job signoff information from the borough office public access terminals or from their office terminals if they subscribe to the system. For Pre-BIS jobs 505 cards will be issued.*
6. *Each week the Chief Inspector must complete the statistical sheet on the number of OP-38s and OP-39s received as well as the number and results of the spot checks performed. This report must be forwarded to Operations/60 Hudson Street no later than Close of Business on the Monday of the following week. With the report the Chief is required to enclose a copy of each spot check performed that week.*

CLERICAL

1. **Upon receipt of an OP-38 & OP-39, the borough office shall data enter the information listed on the notification. The plumbing clerk shall verify that a permit was issued for the work. The clerk *MUST* make certain that the work to be self-certified is covered by the scope of the permit. If the clerk finds that no permit exists or that the OP-38 (or OP-39) exceeds the scope of the permit, the clerk must reject the OP-38 (or OP-39), complete a complaint form with DOB listed as the complainant, and alert the Chief so that he may schedule a complaint inspection. A copy of the OP-38 (or OP-39) must then be forwarded to IDU.**
2. **The Borough Office must determine that any LMP or LFSC certifying work is in fact licensed by verifying the BIS licensing system.**

**RESCINDED BY BUILDINGS
BULLETIN 2024-006**

3. The work order shall not be printed from the system at this time.
4. Upon receipt of an *OP-39* the borough office shall data enter the results of the inspection and also indicate the name and license number of the Authorized Representative.
5. For *Underground, Roughing, Gas Test and Sprinkler/Standpipe Walk-Through Inspection* when an *OP-39* is received and an *OP-38* is not on record in the borough office, the *OP-39* shall be rejected and a copy sent to IDU and the Authorized Representative.
6. **FOR GAS TESTS ONLY:** After the clerk has verified that the job was permitted and the results have been data entered, the copy of the *OP-39* shall be perforated and sent to the respective utility company. *NO OP-39 will be accepted if the OP-39 does not include the name of the utility company, the number of meters, the number of risers, their location and the end use of the gas. All of this data must be data entered onto BIS.*
7. *All data entry should be completed within one-two days of receipt.*
8. *OP-38s, OP-39s, and spot check results shall all be filed with the job. There must be no "separate" files for OP-38s and OP39s. It is imperative that all paperwork pertaining to the job including the OP-38, OP-39 and the spot check(s) be kept together so that review for signoff will be possible.*

OPERATIONS/60 HUDSON STREET

1. *Each week Operations will forward to IDU a copy of the spot check results. Operations will maintain a copy of the spot check for its records.*
2. *A statistical report will be generated summarizing the results of the reports generated by the boroughs.*

RESCINDED BY BUILDINGS BULLETIN 2024-006

THE CITY OF
NEW YORK



DEPARTMENT OF BUILDINGS

OP-39

Self-certification of inspection/test

1 General Information	
Permit number	Permit type: <input type="checkbox"/> PRA <input type="checkbox"/> PL <input type="checkbox"/> SPK <input type="checkbox"/> ST
Address	Job number
	Document number
Name & licence no. of Lmp or LFSC on job	
Address of LMP or LFSC on job	
Name & License no. of certifying authorized representative	
Address of certifying authorized representative	
Inspection/test held on: / /	Time: : AM/PM
Inspection location:	
Floors:	
Apts:	Area/Zone:

2 Inspection type and/or test (check as applicable)	
<input type="checkbox"/> Underground	<input type="checkbox"/> Water
<input type="checkbox"/> Roughing	<input type="checkbox"/> Water
<input type="checkbox"/> Fixtures	
<input type="checkbox"/> Sprinkler/Standpipe	<input type="checkbox"/> Hydrostatic
	<input type="checkbox"/> Fire Pump
<input type="checkbox"/> Gas piping	<input type="checkbox"/> Mercury (Utility Company)
<input type="checkbox"/> Other	<input type="checkbox"/> Smoke/Peppermint or Equivalent
	<input type="checkbox"/> Nitrous Oxide <input type="checkbox"/> Air <input type="checkbox"/> Oxygen
<input type="checkbox"/> Removal of roughing/fixtures	

3 Results (check as applicable)	
<input type="checkbox"/> Inspection/test ok/no further action	
<input type="checkbox"/> Inspection ok/paperwork or other agency approvals pending	
<input type="checkbox"/> Work not finished	
<input type="checkbox"/> Gas test passed	<input type="checkbox"/> Gas service ok
<input type="checkbox"/> Process for signoff	
# of meters:	Location: End Use:

Comments:

I certify the statements herein are correct and comply with the NYC Building code. I meet the requirements of the NYC Building code as they relate to the experience requirements set forth for gas tests. I realize falsification of any statement is a misdemeanor under section 26-124 of the Administrative code punishable by a fine or imprisonment or both and may result in removal from participation in the self-certification program and/or disciplinary action by the Master Plumber and Fire Suppression Licensing Board.

Name, signature and seal of certifying Authorized Representative. Date

Name, signature & seal of Licensed Master Plumber or Licensed Fire Suppression Contractor who pulled the Permit. Date

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BULLETIN 2024-006**



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

JOEL A. MIELE, SR., P.E., Commissioner
(212) 312-8100

JACOB GRILL, P.E.
Assistant Commissioner
Central Operations
(212) 312-8270

Issuance# 461

OPERATIONS
POLICY AND PROCEDURE NOTICE # 8/94

TO: Distribution
FROM: Jacob Grill,
Assistant Commissioner
DATE: October 21, 1994
SUBJECT: Electric Sign Inspection Requirements

Purpose:

To establish a procedure to insure that all outdoor electric signs inspected by the Bureau of Electrical Control (BEC) have a Buildings Department illuminated sign permit (BIS) prior to BEC inspection, approval and tagging of signs.

Effective:

Immediately

Licensed Electrical Contractor:

Licensed electrical contractors requesting an outdoor electric sign inspection shall file an "Application for Inspection of Electric Sign" (Form ED-43 (Rev. 12/93) accompanied by a check for the appropriate fee.

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ELECTRICAL INSPECTION:

- . Process sign application as heretofore and file.
- . The BIS Number must be furnished by the contractor prior to the Bureau arranging for the inspection.
- . Contractors failure to provide a BIS Number will invalidate the inspection request.
- . The BIS Number must be indicated in the space on the application allotted to location comments prior to inspection and dispositioning.
- . Data Entry shall indicate the BIS Number in the location comments space when dispositioning documents.

/cw

**RESCINDED BY BUILDINGS
BULLETIN 2024-006**

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: August 20, 1982

TO: The Borough Superintendents

FROM: Irwin Fruchtman, P.E., Commissioner *IF*

SUBJECT: Dismissal of Local Law 10/80, Unsafe Violations

This supplements prior memorandums dated March 2, 1982, June 4 1982, July 28, 1982 and August 2, 1982.

This memorandum is intended to facilitate the dismissal of violations, relating to the exterior walls of a building and appurtenances thereof that are issued as a consequence of a report (B Form 29) filed by an architect or engineer with the Department of Buildings, to Section C26-105.3 of the Administrative Code in which unsafe conditions (dangerous to human life and safety) are described.

The procedures for dismissing unsafe violations and to discontinue court action are as follows:

A. Unsafe Condition Removed or Compliance (repair work) Required Has been Completed.

The architect or engineer that filed the original B Form 29, or another professional files another B Form 29 at the Borough Office stating that all of the unsafe conditions noted have been corrected. The name of the firm that did the repair work and the specifics of what was done shall be indicated.

2. The Unsafe Violation is removed and a dismissal card (B Form 106) is issued by the Borough.

3. A copy of the B Form 29 is to be sent to Assistant Commissioner Jacob Grill, P.E., at 120 Wall Street, who will then note the violation dismissal from Executive Office records. There is no objection to the Applicant hand carrying the copy to the Executive Office, if a request is made.

B. Unsafe Condition, Additional Time for Completion or Removal is Requested.

1. The architect or engineer that filed the original B Form 29, or another professional files a letter with the Borough Superintendent, indicating:

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- a. The premises have been made safe by means of a shed, fence, or other appropriate temporary means.
- b. The status of the work and its time table is provided.
- c. A contract for the work to be done is attached.
- d. A statement as to who will be in responsible charge of the work is submitted.

2. The Borough Superintendent may allow up to 90 days for the work for removal or compliance of the unsafe condition, subject to re-evaluation.

3. Criminal or civil action in regard to the unsafe condition is to be stayed during this period, unless reinstated for good cause by the Department.

4. A copy of the Borough Superintendent's action is to be sent to Assistant Commissioner Jacob Grill, P.E., at 120 Wall Street for informational purposes.

The foregoing procedures shall not apply to:

1. No Report Filed (NRF) violations.
2. Specific complaints received by the Department in regard to alleged unsafe conditions.


Irwin Fruchtman, P.E.
Commissioner

IF/IP/gt

cc: Exec. Staff
BIAC
Industry
Ms. B. Shuman
Mr. L. Whiteman
Mr. V. De Simone, P.E.
File

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**RESCINDED BY BUILDINGS
BULLETIN 2024-006**

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: March 2, 1981

TO: The Borough Superintendent and Industry

FROM: Irwin Fruchtmann, P.E., Commissioner

SUBJECT: Local Law 10 of 1980

requires that the initial examination for any existing building exceeding six stories in height shall be conducted within two years of February 21, 1980 and the initial examination for any such building hereafter constructed shall be conducted in the fifth year following the erection thereof.

Local Law 10 of 1980, relating to the Periodic Inspection of Exterior Walls and Exterior Appurtenances of Buildings, and the Rules and Regulations on the same matter require the filing of a Report (B Form 29) by a Registered Architect or Professional Engineer.

This memorandum is written in response to numerous inquiries for elaboration as to what an On-Going Maintenance Program consist of. The following criteria is applicable:

1. It is prepared and filed by a Registered Architect or Licensed Professional Engineer.

2. It is desirable, but not required, that the Professional should be restricted to act solely as consultant to the Owner and have no involvement in any design, construction, maintenance, or repair of the structure to avoid conflict of interest.

3. An On-Going Maintenance Program is continuously monitored by the Registered Architect or Professional Engineer who receives periodic reports, preferably monthly, from the Owner's superintendent, maintenance personnel, technicians, mechanics or contractors, (maintenance, waterproofing and restoration, window washers, etc.), who perform and implement the program for the Owner.

The program shall show that hidden, latent, or potential defects have been considered and that the continuing inspection provides surveillance of them.

4. The Registered Architect or Professional Engineer shall initiate a file of all information gathered including:

a. The deficiencies known to exist on the exterior of the building which has been the subject of repairs in the past.

b. Information from the Owner and/or his Management Agency of all conditions uncovered where deterioration of the exterior of the building may have a potential for danger and where leaks into the interior occur thru the walls or parapets.

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**RESCINDED BY BUILDINGS
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c. His instructions to the Management Agency, Maintenance Contractors and Personnel as to their responsibilities and what is to be reported.

d. Information obtained personally during his site visits, as well as that pursuant to paragraph 3.

5. When the Registered Architect or Professional Engineer discovers, from the reports, or on his own, an indication of an incipient fault, he should advise the Owner:

a. His recommendations of any special inspections and/or test that may be additionally required to ascertain the extent of the potential problem.

b. The nature, or implied significance of the potential problem, its recommended solution, and/or precautionary work, he determines from his original discovery or from any special inspection and/or test.

c. The maximum length of time, he deems safe for implementing the special inspection and/or test or the recommended solution and/or precautionary work.

6. Upon receipt of the Registered Architect or Professional Engineer's advisory, the Owner is responsible for compliance therewith. The Owner shall:

a. Acknowledge receipt of such advisory.

b. Inform the Registered Architect or Professional Engineer as to what actions he has taken and will take to comply with the advisory, and its timetable.

7. a. The Management Agency personnel shall make repairs to eliminate leaks and to prevent dangerous conditions or eliminate same, where possible within the limitations of such personnel. The Registered Architect or Professional Engineer need not be informed in advance of such works. He should be informed afterwards for his records.

b. It is recommended that there be a cyclical timetable for the ordinary repairs and maintenance requirements for the exterior walls and exterior appurtenances.

c. Precautionary work may be done at the same time as in (b), if concurred to by the Registered Architect or Professional Engineer.

d. The Engineer shall monitor the On-Going Maintenance Program.

e. The Management Agency shall conduct the On-Going Maintenance Program.

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3. The Registered Architect or Professional Engineer shall report on uncorrected dangerous or unsafe conditions to the Commissioner in accordance with Section C26-76.0 of the Administrative Code:

§ C26-76.0 Report and inspection of unsafe buildings and property.
Whenever persons engaged in building operations have reason to believe in the course of such operations that any building or property is dangerous or unsafe, such person shall forthwith report his belief in writing to the commissioner of buildings, who shall thereupon cause an inspection to be made of such building or property; and if such building or property is found to be dangerous or unsafe, the commissioner shall cause such action to be taken as he may deem necessary under and pursuant to the provisions of article II of this title.

4. Department (1) Form (1) may be used to report precautionary work or unsafe conditions.


Irwin Fruchtmann, P.E.,
Commissioner

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