

THE CITY OF NEW YORK  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: September 23, 1976  
(Modified 3/19/80)

TO: Borough Superintendents

FROM: Cornelius F. Dennis, P.E., Assistant Commissioner for Operations

SUBJECT: Transfer of Applications for Plan Examination

Due to the staff attrition, and unpredictable increases in filing in different boroughs from time-to-time, it has been necessary to transfer applications to a borough other than the one in which they are filed for plan examination. Because of inquiries by department personnel and the public about this procedure, the following guidelines shall be adhered to, effective immediately:

1. Only New Building and Alteration applications may be transferred out-of-borough.
2. Such transfers are to be done only upon written request of the applicant, except as noted below in item #10.
3. The application and plans (and a Block and Lot records, if an Alt. application) are to be transferred to the borough requested within 3 days of receipt of the request, and a copy of the forwarding memorandum sent to this office.
4. The sending borough should note the transfer in the Plan Desk and Plan Examination assignment book.
5. All records should be retained in the receiving borough until ready for approval, at which time after the plan examiners have signed all plans, and relevant parts of the applications, all records are to be returned to the sending borough where the approval stamp is to be affixed, permit fees paid, permit issued, and all post-approval amendments processed (unless there is a major modification to the plans), and inspections scheduled.
6. The applicant or his representative may be authorized to transfer the records, provided all folders and plans are completely listed.

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7. No review of the approval is to be initiated by the sending borough without a written complaint, unless a hazardous field condition is noted.
8. Upon receipt of a written complaint, the records are to be forwarded to the receiving borough for evaluation of the complaint and decision, subject to review only by the Executive office.
9. When there is a major modification, the records are to be sent to the receiving borough for review after consultation with this office, and my concurrence; and, after approval, be subject to all of the foregoing.
10. Temporarily, until rescinded by the Commissioner, the Manhattan borough office is to transfer all New Building applications not already reviewed in some depth to another borough for review. The applicants are to be requested as to their preference, but this involuntary transfer of New Building applications is to be made primarily on the relative capability of the receiving borough to timely accommodate the added workload. All other provisions in this memo shall apply to the transferred applications.



Cornelius F. Dennis, P. E.  
Assistant Commissioner

CFD:ap  
cc:  
Commissioner Fruchman  
Deputy Commissioner Minkin  
Deputy Commissioner Parascandola  
Industry  
Executive Staff  
BLAC  
File

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