



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 # 223

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OPERATIONS  
POLICY AND PROCEDURE NOTICE # 4/90

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To: Distribution  
From: Peter Franconeri   
Date: February 2, 1990  
Subject: BIS Plan Examination

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Referenced

Directive No. 5 of 1974, P. 831-833.  
Directive No. 14 of 1975, P. 980-982.  
Operations Policy and Procedure Notice # 3/88, P. 2369.  
Operations Policy and Procedure Notice # 29/88, P. 2509-2511.

Superseded

Departmental Memorandum, dated March 19, 1976, P. 1170.  
Departmental Memorandum, dated August 12, 1976, P. 1204.

Amended

Departmental Memorandum, dated May 5, 1982, P. 1843-1848.

Purpose:

To provide a uniform method for performing first reviews of applications filed using the Building Information System (BIS).

Specifics:

This procedure applies to filings not covered under Directive 14 of 1975.

### Assignment to Plan Examiner

Only "filed" applications are assigned to the plan examiners for first review. An application has been "filed" upon completion of "D.E.A.R. Processing", fee payment and submission of all necessary documents. It is listed as status "D" at this time and appears on the BIS screen listing all applications which need to be assigned to a plan examiner. (H-P/E Assignment, 3-Assign work to P/E).

On a daily basis, D.E.A.R. forwards the application folders to the Plan Examination section where a designated individual assigns the folders to specific plan examiners. This designated individual then assigns the work and causes the folders to be distributed.

### First Review

Applications that have been filed and are awaiting first review are not to be made accessible to the applicant.

The name of the examiner performing the first review should not be available to the applicant before the first review has been completed.

First review of the applications assigned to each plan examiner are performed in chronological order based on the date the application was filed. All applications from "day 1" are reviewed before any applications from "day 2" are reviewed. The plan examiner reviews his or her "Backlog of Assigned Work" on a daily basis to assure that the first reviews are performed in chronological order. (H-P/E Assignment, 1- Backlog of Assigned Work).

After first review, the plan examiner sends the applicant:

- 1) "Index" printout from D.E.A.R.
- 2) "Application Overview" printout
- 3) "Items required by Plan Examiner" printout
- 4) Free form (handwritten) objections from plan examiner
- 5) An appointment notice with the date and time of the next scheduled appointment in boroughs (where applicable).

### Expedites

Applications may only be expedited under the following circumstances:

- 1) An "Affordable Housing" letter is submitted.
- 2) A "Homeless Housing" letter is submitted
- 3) An expedite request is submitted, which has been approved in writing by a Deputy Borough Superintendent or higher level Department of Buildings staff.

When an "expedite" application is filed, the plan examiner completes the first review in a timely fashion, which may require deviation from the above "first review" guidelines.

PF:HG:mh