



Issuance # 375

DEPARTMENT OF BUILDINGS  
EXECUTIVE OFFICES  
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RUDOLPH J. RINALDI, Commissioner

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OPERATIONS  
POLICY AND PROCEDURE NOTICE # 21/92

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To: Distribution  
From: Barry G. Cox  
Date: 8 October 1992  
Subject: To establish guidelines for mandatory drop-off  
of Alteration Type III applications

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**Purpose:**

To establish guidelines for mandatory drop-off of Alteration Type III applications.

**Applicant:**

The applicant shall drop off his/her Alteration III application in the "drop off basket" at the borough office in the morning. All forms and plans required to pre-file the application shall accompany the application.

The applicant shall pick up his/her application the following day. It shall be available in the morning in the "pick-up basket".

If the application was incomplete or for another reason was not processed, the application and an information sheet identifying the problems shall be left in the "pick up basket".

**BOROUGH OFFICE**

The borough office shall prefile the application.

**PRE-FILING**

"Drop-off" and "pick-up" baskets shall be identified in the boroughs for the processing of Alteration Type III applications.

Each afternoon the pre-filer shall take all applications in the "drop-off" basket and prefile each application. If the application is lacking information, or cannot be processed for any other reason, the pre-filer shall note the problem on a

slip of paper and affix it to the application. Wherever possible, all applications "dropped-off" shall be processed or rejected that day.

Each morning the pre-filed or rejected applications from the previous day shall be placed in the "pick-up" basket.

**BOROUGH MANAGER'S OFFICE**

The Borough Manager shall be responsible for overseeing the implementation of the mandatory drop-off procedure and shall make certain that "next-day turnaround" is met.