



DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
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Issuance # 300

OPERATIONS
POLICY AND PROCEDURE NOTICE # 11/91

To: Distribution
From: Barry G. Cox
Date: 12 June 1991
Subject: Plumbing Appointments

Purpose:

To re-define who may make plumbing appointments and to establish a policy of issuing "Blue Cards" in the field.

Effective Date: Immediate

Superseded: Blaise Parascandola's memo of July 8, 1981 re: Designation for on-site inspections.

Specifics:

Borough Office

Appointment Scheduling:

All telephone and walk-in appointments for plumbing inspections, except as noted below, may be made by the owner, licensed professional, contractor or licensed plumber associated with the job. One of these individuals must be at the job site at time of inspection.

Note: Appointments and inspection involving a test or tests of the work, however, are excluded and may only be made by the licensed plumber associated with the job.

A gas test, therefore must be scheduled by a licensed plumber who also must be present during the test. If the test passes the Blue Card shall be issued to the licensed plumber at the time the test is completed. All required research must be done prior to the field test.

If, in extraordinary circumstances, the Blue Card cannot be issued in the field the following people who are associated with the job may pick it up in the office: the owner, licensed professional, contractor or licensed plumber. The card may also be picked up by a designee of the owner, licensed professional, contractor or licensed plumber if he/she submits a signed letter on the plumbers letterhead or with his/her seal.

Members of the public can obtain a certified copy of any Blue Card by request and payment of the required fee.

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