

DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: Dec. 28, 1977

TO: Borough Superintendents

FROM: Irving E. Minkin, P. E.
Director of Operations

SUBJECT: REFUND PAYMENT PROCEDURE - SECTION C26-32.0, ITEM 8,
ADMINISTRATIVE CODE

Under the provision of Section C26-32.0, Item 8 of the Administrative Code, if after an application has been withdrawn, a refund or a portion of the fee paid is due the owner, the owner is required to make application to the comptroller of the City of New York for such refund.

Commencing immediately, based upon the request dated July 22, 1977, of Leonard A. Mancusi, Assistant to Second Deputy Comptroller, to all Agency Heads, which was recently received, the procedure for processing such requests for refunds shall change. All employees who are concerned with the authorization of refunds or who are in contact with the public with respect to such refunds shall advise all persons desiring to request refunds that they may do so only through this department.

The following shall be the procedure:

1. A letter requesting the refund shall be made by the owner, addressed to the Borough Superintendent of the borough office of this department where the fee was paid. The letter should contain the amount of the requested refund and an explanation of the basis of such request.
2. The Borough Superintendent shall cause the department records to be checked to verify the request.
3. If a refund is found due for the requested amount, a refund authorization shall be made on departmental stationary and shall contain at least the following information.
 1. Amount paid and date deposited.
 2. Name and Address of Payor.
 3. Item paid for (permit, license, etc.) with identifying number, if any.
 4. Reason for refund.
 5. Amount of refund.

The Borough Superintendent, Deputy Borough Superintendent, Chief Engineer or Borough Office Manager shall sign and date each refund authorization indicating his title.

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The refund authorization letters, together with a copy of the owner's request letter, should be sent to:

Office of the Comptroller
Bureau of Grant and Special Audits
Division of Refunds, Room 617
Municipal Building
New York, N. Y., 10007

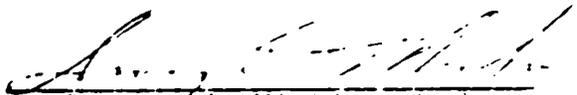
The owner requesting the refund shall be notified that the refund has been found due and his request has been forwarded to the Comptroller's office for payment.

4. If the requested refund is denied, the owner requesting the refund shall be so notified. The notification should include a brief explanation why the request is denied. The owner should be advised if he wishes to dispute the decision, a claim may be filed by writing to:

Office of the Comptroller
Bureau of Law & Adjustment
Division of Law, Room 607
Municipal Building
New York, N. Y., 10007

5. If the refund found due is for an amount less than the requested amount, a refund authorization shall be made, and, together with a copy of the owner's request letter, sent to the Comptroller's office as required in item 3 above.

In addition, the owner shall be notified of the reduced amount our records indicate is due him. He should be advised that he may dispute this amount by filing a claim as in item 4 above. A copy of the refund authorization should be sent the owner.


Irving E. Minkin, P. E.
Director of Operations

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cc: J. T. Walsh, Commissioner
A. K. Jenkins, Deputy Commissioner
B. F. Parascandola, Asst. Commissioner
Executive Staff