

THE CITY OF NEW YORK  
HOUSING AND DEVELOPMENT ADMINISTRATION  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: October 28, 1976

TO: Charles J. Poldomani, Director of Operations OCE  
Department of Rent and Housing Maintenance

FROM: Director of Operations Irving E. Minkin

SUBJECT: BLOCKING CELLAR WINDOWS - ORDINARY REPAIRS  
C26-104.2 AC

In response to your memorandum of September 30, 1976, you are advised that blocking up cellar windows may be considered ordinary repairs under the following conditions:

1. The windows do not serve as required natural ventilation for any part of a dwelling unit, occupiable room, meter room, or furnish fresh air for boiler rooms or incinerator rooms.
  2. The window does not lead to an areaway egress.
  3. The certificate of occupancy has been issued prior to 1970, unless the cellar is fully sprinklered (the new Building Code requires either adequate smoke-venting capability of cellars, or sprinklering thereof).
- It is suggested that your inspectors assure compliance with the foregoing as a condition of neither requiring a permit nor noting a violation.

  
Irving E. Minkin  
Director of Operations

ITEM/OF

cc: Exec. Staff  
Comm. Supps.

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