

C O P Y

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

Certificate of  
Occupancy

DEPARTMENTAL MEMORANDUM

DATE: October 28, 1969

TO: Boro. Supt. John J. Walsh, Richmond

FROM: Thomas V. Burke, Director of Operations

SUBJECT: Certificates of Occupancy for New Private Dwellings

The following procedure shall be established for providing notice of objections to issuance of certificates of occupancy for new private dwellings to the purchasers of such buildings as well as to the builders and architects:

1. When the purchaser of a new private dwelling requests the information, or when an application for a certificate of occupancy has been filed, the objections to issuance of a certificate of occupancy are to be listed.
2. The objections due to requirements of other departments, such as Highways, Health and Real Property Assessment, are to be listed first.
3. The objections of the Building Department, such as final survey, incomplete construction, plumbing, etc., are to be listed next.
4. A note is to be placed on the objection sheet, that approvals of other departments must be obtained before a certificate of occupancy is issued and that the building must be completed so as to eliminate objections of the Building Department.
5. The name and address of the purchaser of a building, who, it is expected, will occupy the building, is to be obtained from the builder or from the bank holding the mortgage, where possible.
6. A notice of objections to issuance of a certificate of occupancy is to be sent to the purchaser and to the builder or architect.

(Signed)

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Thomas V. Burke  
Director of Operations