



DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013
RUDOLPH J. RINALDI, Commissioner

TECHNICAL
POLICY AND PROCEDURE NOTICE #4/93

TO: Distribution
FROM: Richard C. Visconti, A.I.A. Acting Deputy Commissioner
DATE: May 17, 1993
SUBJECT: Minor Alterations

EFFECTIVE: Immediately

SUPERSEDE: Technical Policy and Procedure Notice #11/92 (new items in **BOLD**).

PURPOSE: In connection with efforts to comply with the Americans with Disabilities Act (ADA), questions have been raised as to whether certain minor alteration work requires the procuring of a permit from the Department of Buildings.

An owner, tenant, contractor or other person contemplating minor work should consult with a licensed architect or professional engineer to determine whether such work would affect building loading, or structure, or exit requirements, or other conditions noted below.

SPECIFICS: The following work under the conditions noted below is "minor alteration" work pursuant to Section 27-124, therefore, no permit is required pursuant to Section 27-147:

1. Interior ramps and exterior ramps projecting not more than 44 inches beyond the street line and not requiring revocable consent from the Department of Transportation or requiring the construction of a retaining wall.
2. The movement of nonload-bearing walls and partitions, or the enlargement of doors in nonload-bearing walls and partitions.

3. Inclined stairway, chairlifts and inclined wheelchair lifts, provided the devices are BSA/MEA approved.
4. A change in elevator cab control buttons and hall call buttons. The cost of the work when added to the cost of any other elevator work at the premises shall not exceed \$10,000 per cab over a twelve-month period.

The work being undertaken shall comply with the following:

1. The work does not involve the rearrangement or cutting of any floors, roofs, bearing walls, beams or structural supports.
2. The fire rating of any moved or reconstructed nonload-bearing walls and partitions, or doors and frames complies with the original rating.
3. All required exits, exit stairs and access facilities are maintained and not diminished, and remain clearly visible and kept readily accessible and unobstructed.
4. The work in no way affects the Certificate of Occupancy or a Special Permit from the City Planning Commission.
5. All plumbing and/or electrical work subject to filing will be filed and the work performed by a licensed master plumber and/or electrician.
6. The work is limited to control wiring, does not involve a change or alteration of the elevator's operation and is performed by a Certified Elevator Inspection Agency. The cost of the proposed work when added to the cost of any other elevator work at the premises does not exceed \$10,000 per cab over a twelve-month period, and does not require Phase II In-Car Operation per RS 18-1, Section 211, Rule 211.3c(6)(a).
7. Inclined stairway, chairlift or inclined wheelchair lift shall be installed in accordance with ASME/ANSI A17.1a-1988, and the following:
 - a) A chairlift or wheelchair lift shall not be installed within an exit stair enclosure.
 - b) The exit width of an existing required unenclosed interior stair, passageway, safe area or corridor shall be considered to be reduced by the projected horizontal dimension of the platform or seat of the lift when it is in the down or operating

position. The remaining width of the stair or corridor must be sufficient to meet the minimum exit width required to provide the occupants served by the stair, passageway, safe area or corridor with access to the existing exits. This would not apply to an access stair which does not serve as a required means of egress.

c) The part of an existing stair which is utilized by a chairlift or wheelchair lift shall be separated from the remaining part of the stair which is used for egress by a continuous guardrail or partition, except for lifts installed in a one family dwelling or an individual dwelling unit.

1. A self-closing swinging gate or door shall be provided at the top and bottom of the stair/lift run. If a door is provided, such as at an entrance lobby or vestibule, a sign reading "NOT AN EXIT" shall be placed on the face of the door which is in the direction of egress.

2. Guardrails installed shall not reduce the required exit width of any corridor, safe area or exit passageway nor create an obstruction or hinderance to rapid evacuation in an emergency.

3. A handrail must be provided on both sides of the remaining width of the stair that is used for egress, except stairs less than 44 inches wide.

Upon completion of the installation of an inclined stairway, chairlift or inclined wheelchair lift, the installer shall witness an operational test of the lift prior to placing the device in service and file a report with the Elevator Division indicating satisfactory installation and operation.

8. If the work is done in a building individually designated or in an historic district, any required permits shall be secured from the Landmarks Preservation Commission.

BOROUGH OFFICES: In the event a Department inspection reveals that the work performed exceed the limitations of minor alteration work contained herein, the borough should act accordingly and issue a violation(s) for work without a permit and any other violation that is deemed appropriate.