



DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N. Y. 10013
CHARLES M. SMITH, Jr., R.A. Commissioner

PETER FRANCONERI, P.E.
Assistant Commissioner/Operations

Issuance # 199

OPERATIONS
POLICY AND PROCEDURE NOTICE # 20/89

To: Distribution
From: Peter Franconeri *PF*
Date: October 6, 1989
Subject: Bulk Filing of Plumbing Repair Approval Applications

Purpose: To designate a special time period for processing 10 or more Plumbing Repair Approval (PRA) applications submitted by a person who is filing on behalf of one or more plumbers and is employed by a non-profit entity.

Specifics: Plumbing Division

After 2:00 p.m. on Tuesdays and Thursdays, the Plumbing Division will accept and process PRA Filings in the amount of 10 or more from one filing representative. The filing representatives will be served on a first come, first served basis.

Cashier:

The Department will accept one total payment to cover the fees on multiple PRA filings. Each filing fee is entered and totalled. The filing representative's check must reflect that total.

Filing Representatives:

To establish eligibility, the filing representative must prove his or her organization's non-profit status by providing documentation such as a current determination letter or exemption letter issued by the Internal Revenue Service under Section 501(c)

of the Internal Revenue Service Code to the Assistant Commissioner of Operations. The Assistant Commissioner provides the boroughs with the names of eligible organizations.

The filing representative may submit 10 or more PRA filings to the Plumbing Division for processing on Tuesday and Thursday afternoons after 2:00 p.m. Filing representatives are served in the order that they arrive.

The filing representative submits one check for all payments. This check must cover the total fees for all 10 or more PRAs. If the cashier closes by the time the Plumbing Division completes processing, the filing representative returns the following day to make payments and receive permits.

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