

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: January 18, 1983

TO: Borough Superintendents and Executive Staff
FROM: Deputy Commissioner Irving E. Minkin, P.E.
SUBJECT: Applications to BSA to Revoke or Modify Certificates
of Occupancy

Enclosed is a copy of a check list that Chairperson Deutsch requests be used in the preparation and filing of applications with the Board of Standards and Appeals to revoke or modify certificates of occupancy.

All cognizant personnel should be guided by the enclosure.


Irving E. Minkin, P.E.
Deputy Commissioner

IEM:ow

1917

CHECK LIST TO REVIEW APPLICATIONS FROM THE DEPARTMENT
OF BUILDINGS TO MODIFY OR REVOKE CERTIFICATES OF OCCUPANCY

The application must include the following:

1. Completed application.
2. Detailed statement from Department of Buildings indicating reasons for application.
3. Drawings of building based upon Department of Buildings records.
4. Copies of any relevant correspondence, violations, summons, court actions, application(s) made to Department of Buildings by owner, and any other communication between Department of Buildings and owner or affected lessee.
5. Copy of Certificate of Occupancy and past Certificate of Occupancy history, where relevant.
6. Proof of service by Department of Buildings by certified or registered mail upon the owner and affected lessee of premises, notifying them of the filing of the application.

1918