

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

DEPARTMENTAL MEMORANDUM

DATE: August 20, 1971

TO: Borough Superintendents

FROM: Irving E. Minkin, Deputy Director of Operations

SUBJECT: Amendment to Directive 33 of 1970  
Issuance of Certificates of Occupancy for New Buildings - Fire Safety Plan

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This memorandum supersedes my memoranda of July 14, 1971 and August 13, 1971. The Fire Department has promulgated rules for Fire Drill and Evacuation Rules for Office Buildings and Buildings Classified as Occupancy Group E (Business), which become effective on September 11, 1971.

These rules were published in the City Record of August 11, 1971. Your particular attention is directed to Rule 5 - Fire Safety Plan, subdivision c, which reads as follows:

"The owner or other person having charge of a hereafter erected building in occupancy Group E as classified in the Building Code and designed to be occupied by more than 500 people or by more than 100 people above or below street level shall submit their Fire Safety Plan to the Fire Department prior to issuance of temporary or permanent Certificate of Occupancy."

A certification by the owner or other person in charge, to the effect that such a plan has been submitted to the Fire Department shall be accepted as compliance with this requirement. No acknowledgment or approval from the Fire Department shall be required.

IEM:JWS:ASR

  
Irving E. Minkin  
Deputy Director of Operations

cc: Executive Staff  
Industry

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