

Memo 12/9
12/9/71

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

DEPARTMENTAL MEMORANDUM

DATE: December 9, 1971

TO: Borough Superintendents

FROM: Thomas V. Burke, P.E., Director of Operations

SUBJECT: Application For Certificate of Occupancy -
New Form For Denial Letter

A supply of new form "B Form 24R" is being forwarded to each borough.

OBJECT:

1. To minimize time spent in reviewing requests for Certificate Of Occupancy, especially those requests which are premature.
2. Achieve uniformity in Procedure of Denial of Request for Certificate of Occupancy.

ACTION REQUIRED:

Please make use of FORM 24R when Denial of Request for Certificate of Occupancy is deemed necessary.

TVB/PEO/sl

Thomas V. Burke
Thomas V. Burke, P.E.
Director of Operations

Attachment: "B Form 24R"

CC: Executive staff



HOUSING AND DEVELOPMENT ADMINISTRATION
ALBERT A. WALSH, Administrator

Department of Buildings
100 GOLD STREET, NEW YORK, N. Y. 10038

JOSEPH STEIN, P. E., Commissioner
FRANK PADAVAN, Deputy Commissioner

Manhattan
MUNICIPAL BUILDING
NEW YORK, N. Y. 10007
The Bronx
1932 ARTHUR AVENUE
BRONX, N. Y. 10451
Brooklyn
MUNICIPAL BUILDING
BROOKLYN, N. Y. 11201
Queens
126-06 QUEENS BLVD.
KEW GARDENS, N. Y. 11415
Richmond
BOROUGH HALL
ST. GEORGE, N. Y. 10361

DATE: _____

APPLICATION NO. _____

PREMISES: _____

BOROUGH OF _____

Dear Sir:

Your application for a (Temporary, Permanent or Amended) Certificate of Occupancy has been rejected. The grounds for said rejection are listed as checked below:

- Conflicting Affidavit of Supervision
- Survey Required
- Dep't. of Water Resources Sewer Report Req'd.
- Mechanical Vent. Report/Plans Required
- Steel Stress Affidavit Required
- Public Assembly Application Not approved
- Fire Dept. Oil Burner Permit Required
- Owner's M.D. Registration Required
- Fire Dept. Certification Pending
- Highway Certification Letter Required
- Sprinkler Application Pending
- Amendment Pending
- Standpipe Application Pending
- Violation Pending
- Property Description Not Clear
- Tax Department Certification Required
- Approved Use Disagrees With C.O. Application
- Curb Cut Permit Required
- Completion Date is Beyond Date Specified by Variance (BSA) (CPC)
- Health Department Report Required
- Forms 10A, 10B, 10C, 10D Required
- Equipment Use Permit Req'd. Or Pending
- Form 10E Required for _____
- Air Conditioning System
- Form 10F Required For _____
- Refrigeration System
- Ventilation System
- Heating System
- This Application for a Certificate of Occupancy Has Not Been Processed Beyond A Review Of The Above Items As The Extent Of Incompleted Items Indicates that The Application Is Premature. Please Submit A Newly Dated application when building is completed sufficiently to permit issuance of a Certificate of Occupancy.
- Other _____

Very truly yours,

Borough Superintendent
Department of Buildings

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