



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner

STEWART D. O'BRIEN  
Deputy Commissioner  
Administration & Operations  
312-8001

M E M O R A N D U M

TO: Borough Managers  
FROM: Stewart D. O'Brien  
DATE: January 14, 1988  
RE: Typing and Copies of Certificates of Occupancy

*1/14/88 SDO*

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Effective immediately.

1. All Certificates of Occupancy must be typed by the Department.
2. The original shall then be photocopied.
3. After photocopying, signature stamps of the borough superintendent, and the signature of the C of O clerk must be affixed on each copy.

/dd  
cc: Executive Staff  
Borough Superintendents  
Deputy Borough Superintendents  
Chief Plan Examiners