



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, NY 10013

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

Issuance # 82

GEORGE E. BERGER, P.E.  
Assistant Commissioner  
Building Construction

TECHNICAL  
POLICY AND PROCEDURE NOTICE # 1/88

TO: BOROUGH SUPERINTENDENTS

FROM: GEORGE E. BERGER, P.E. *GeB*  
Assistant Commissioner

SUBJECT: TEMPORARY CERTIFICATES OF OCCUPANCY FOR NEW BUILDINGS:  
TAP LETTERS AND WATER METER PERMITS

DATE: JANUARY 25, 1988

-----

Prior to the occupancy of any building, the Department of Buildings must secure proof that the water connection to the city water main or private main is legal and properly metered.

Henceforth, no Temporary Certificate of Occupancy shall be issued prior to submission of the following items:

1) A copy of the tap letter for the individual new building identified by lot number and address from the Department of Environmental Protection, stating that the street main has been tapped.

2) A copy of the Department of Environmental Protection permit to install the water meter.

The licensed plumber responsible for each application shall submit the above documents.