



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES

60 HUDSON STREET, NEW YORK, N.Y. 10013

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

STEWART D. O'BRIEN  
Deputy Commissioner  
Administration & Operations  
(212) 312-8001

MEMORANDUM

TO: Borough Superintendents  
FROM: Fredric J. Pocci, P.E. *F. Pocci*  
DATE: April 11, 1989  
SUBJECT: Temporary Certificates of Occupancy for New Buildings; Water Meter Permits

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Technical Policy and Procedure Notice #1/88 requires that a copy of the Department of Environmental Protection (DEP) permit to install the water meter, formally known as "Permit to Set Meter," be submitted prior to issuance of a Temporary Certificate of Occupancy.

In order for the "Permit to Set Meter" to be considered valid, it must be certified by a licensed plumber, and the date set must be provided. This form must also show a DEP-Water Register "Received" stamp.

If this criteria is not met the form should not be accepted.

/sr

- cc: Stewart D. O'Brien
- Cornelius F. Dennis
- George Berger
- Deputy Borough Superintendents
- Borough Managers
- Chief Plumbing Inspectors
- James F. McLoughlin
- Irving Polsky
- Lenore Norman