



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
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OPERATIONS
POLICY AND PROCEDURE NOTICE # 13/89

To: Distribution
From: Peter Franconeri 
Date: August 30, 1989
Subject: Local Law 73 of 1988

Amended: Manual for Processing Certificate of Occupancy Applications from Thomas V. Burke, July 14, 1974, Page 903.

Effective: For all Certificate of Occupancy (C of O) applications filed with the Department of Buildings after October 1, 1989.

Purpose: To require that electrical work performed in connection with construction work be certified prior to the issuance of a final or amended Certificate of Occupancy by this department.

Bureau of Electrical Control Inspections:

No final or amended C of O shall be issued pursuant to section 27-222 of the Administrative Code of the City of New York until final inspection of the electrical work is made and a certificate of electrical inspection is issued by the Bureau of Electrical Control (BEC) pursuant to section 27-3018(b) of the Administrative Code of the City of New York. BEC certification is not required for the issuance of temporary Certificates of Occupancy.

It is the responsibility of the owner to ensure that the electrical contractor files an application, contacts BEC to arrange for an inspection and pays the fees required to obtain a certificate of electrical inspection. Contractors may call 212-669-8362 to arrange an appointment for an electrical inspection.

Revised C of O Application Form

The revised Certificate of Occupancy application, form PW-6, revised 8/89, must be used for all C of O applications filed after October 1, 1989. In addition to requiring sign-off by the Construction, Plumbing and Elevator divisions for all C of O applications, the new form requires sign-off by the Bureau of Electrical Control for final or amended C of Os.

Upon receipt of an application for a final or amended C of O, the borough office will forward a copy of the application to the office of the Director, BEC. BEC certifying inspectors will sign the C of O application form to indicate that all work performed in connection with applications filed with the Bureau of Electrical Control for work at the referenced location has been completed in accordance with New York City Electrical Code standards and that no violations are pending for the floors/areas specified. BEC will then forward the completed application form to the Borough Manager or designee at the appropriate borough office.

The borough office will continue to process the C of O applications for the Construction, Plumbing and Elevator Divisions as they currently do. The log book must include columns for tracking all four sign-offs.

PF:HG:mh