

THE CITY OF NEW YORK  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: January 31, 1980

TO: Borough Superintendents

FROM: Cornelius F. Dennis, P.E., Assistant Commissioner-Operations

SUBJECT: EMERGENCY AND PRIORITY DEMOLITION-DESIGNATION OF  
UNSAFE BUILDINGS

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Designation of emergency and priority demolition for an unsafe building shall be based on the following criteria:

A. Emergency Demolitions

Emergency demolitions will be declared on a building that reveals serious structural danger and/or imminent danger of collapse. The Demolition Division, HPD is to be notified immediately by telephone call to 566-6465 or 6456. The Community Board Assistance Unit at 51 Chambers Street, New York, N.Y. The C.B.A.U. will notify the community boards both by a phone call and by certified mail of the emergency declaration and impending demolition. A court precept directing demolition is not required in these situations and demolition will begin as soon as possible. Where the economics of the situation warrants, a "fast track" survey and precept will be obtained immediately

B. Priority Demolitions

1. Priority "A"

Vacant buildings not in imminent danger of collapse but otherwise found to be hazardous to the community (e.g. a fire trap, hangout for addicts, close proximity to schools, etc.) will be designated priority "A".

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2. Priority "B"

Those unsafe buildings that do not qualify for Priority "A" or Emergency demolition, yet are in a condition so as to warrant demolition sooner than other buildings classified as unsafe may be classified as Priority "B".

A survey will be held and a court precept obtained prior to the commencement of demolition of a Priority "A" or Priority "B" designation. Surveys and court dates will be set as soon as scheduling permits.

C. Notifications

1. Whenever a request for emergency or priority demolition is being forwarded to the Operations office at 120 Wall Street, the Borough Superintendent making such request shall notify:

(a) The Demolition Division of the H.P.D. at 100 Gold Street, N.Y. Telephone 566-6465.

(b) The C.B.A.U. at 51 Chambers Street, New York N.Y., Room# 630.

(c) The local Community Board for that building.

2. The Operations Office at 120 Wall Street shall notify the C.B.A.U. and the local Community Board after the request for the emergency or priority demolition has been approved.

D. Demolition Requests

When a written request is received from a Community Board for the demolition of a vacant and abandoned building, the structure shall be inspected immediately and the unsafe building process shall be expedited if an unsafe building order is filed. On the request for emergency, priority "A" or priority "B" demolition there shall be quoted the reasons given by the Community Board as well as reasons determined by the department inspector: A copy of the Community Board request shall be attached to the request for demolition.

This procedure shall be followed on city owned (no precept) as well as privately owned buildings.

E. Superseded Memos

This memo supercedes the following:

- ~~1. Memo dated May 10, 1979 - Unsafe Building Demolition Requests.~~
2. Memo dated May 16, 1979 - Community Board notification of Demolitions.
3. Memo dated October 12, 1979 - Emergency Demolition Request.

  
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Cornelius F. Dennis, P.E.  
Assistant Commissioner - Operations

CFD-JJI/dt

- cc: Executive Staff  
Chief Construction Inspectors  
Borough Managers  
Senior Construction Inspector, Elden Fogt  
Unsafe Building Clerks - All Boroughs  
Community Board Assistance Unit - 51 Chambers Street

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