

HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

File

DEPARTMENTAL MEMORANDUM

DATE: August 22, 1975

TO: BOROUGH SUPERINTENDENTS, Borough Offices

FROM: Blaise F. Parascandola, Assistant Commissioner

SUBJECT: Violation Search Request - Notification To Be Given Of Possible
Uncollected License, Permit and Inspection Fees

This memorandum will supplement the existing procedure where a request for violation search is made of this department either by owner, agent, or title company, etc.

In addition to supplying the normal violation information, a stamp will be provided to the violation section which shall read as follows:

THERE MAY ALSO BE MONIES DUE THE DEPARTMENT
OF BUILDINGS FOR NON-PAYMENT OF FEES CHARGED
BY THIS DEPARTMENT FOR INSPECTIONS OF BOILERS,
ELEVATORS, ILLUMINATED SIGNS, ETC.

Inquire of Central Billing Section, Department of Buildings,
Rm. 2172, 100 Gold Street, New York, New York 10038
(212) 566-3410, 3411, or 2157

While it will be the function of the Central Billing Section to furnish this information when requested by an owner, agent, or title company, either in person, by mail, or by telephone, it is hoped that the violation sections of the borough offices will be of assistance to the public if any confusion arises in furnishing this information.

The stamp with this inscription shall be affixed to all violation search requests on B Form 208.

Further, a sign bearing the same inscription as above, shall be posted prominently in the public parts of all borough offices.

The stamps and signs will be forwarded shortly to each borough office. However, in the interim, effective immediately, a copy of the above statement shall be affixed to all violation search requests sent out on B Form 207, and a temporary sign shall be posted in each office.

BFP/mb cc: Comm. Walsh
Deputy Comm. Jenkins
T. V. Burke ✓
I. Minkia
J. Zinkov, C. Barrett, H. Cantz

Blaise F. Parascandola
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