

**HOUSING AND DEVELOPMENT ADMINISTRATION**  
**DEPARTMENT OF BUILDINGS**

**DEPARTMENTAL MEMORANDUM**

**DATE:** March 7, 1977

**TO:** Borough Superintendents

**FROM:** Director of Operations Irving E. Minkin

**SUBJECT:** PLACE OF ASSEMBLY GUIDELINES

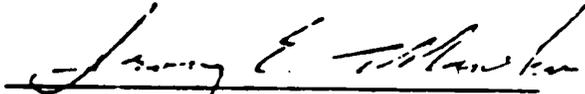
Herewith forwarded is a corrected copy of page 2 of "General Building Department Guidelines for Obtaining and Maintaining a Place of Assembly Permit."

This page clarifies item #4 in the guideline, in regard to current fees.

The guideline was issued as a general guide to the public, and was not intended to go into extensive detail on provisions of law. However, since the general language of item #4 caused some misunderstandings as to whether a fee was warranted in some cases on the part of some applicants, this clarification more accurately re-states the requirements of the Administrative Code.

Substitute the enclosed copy of page 2 of the "Guidelines" for the copy originally distributed.

IEM/df  
Att.

  
Irving E. Minkin  
Director of Operations

CC: Exec. Staff

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