

The City of New York  
HOUSING AND DEVELOPMENT ADMINISTRATION  
Department of Buildings

DIRECTIVE NO. 43 of 1970

TO: Borough Superintendents

DATE: October 8, 1970

FROM: Thomas V. Burke, P.E., Director of Operations

SUBJECT: Administration - Plan Examination

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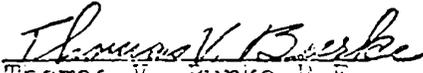
When an alteration or building notice application is being accepted by the Plan Desk for filing, Form 32 shall be prepared for each application. A copy of Form 32 revised 9/70 is attached hereto.

At least once each day, these forms shall be sent to the Index Section where they are to be completed with minimum delay and forwarded to the Plan Examination Section. The alteration and building notice applications shall be forwarded by the Plan Desk to the Plan Examination Section for review in the usual manner.

At the Plan Examination Section, the Chief Engineer-Engineering shall be responsible that the completed Form 32, received from the Index Section, is immediately placed in the corresponding application folder, whether the application is awaiting assignment or has been assigned to an examiner. Plan Examiners shall index and make Form 32 part of the "original" application. They shall refer to the Form 32 during examination of the application.

The Plan Examiner Clerk or the Plan Desk Clerk shall not place the Borough Superintendent's signature stamp on the application recommended for approval by the Plan Examiner until the Form 32 has been made part of the "original" application.

An ample supply of Form 32 is forwarded herewith.

  
Thomas V. Burke, P.E.  
Director of Operations

TVB/WCK/sl  
cc: Exec. staff  
Industry