

THE CITY OF NEW YORK  
HOUSING AND DEVELOPMENT ADMINISTRATION  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: November 18, 1976

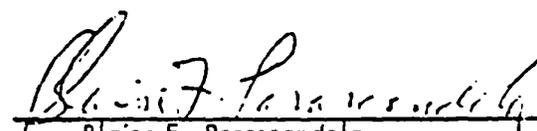
TO: ALL BOROUGH SUPERINTENDENTS

FROM: Blaise F. Parascandola, Assistant Commissioner

SUBJECT: Violation Search Request BForm 208

Effective immediately the following procedure shall be adhered to by all Borough Offices in processing violation search request B-Form 208.

- 1) Applicants shall prepare violation search request B-Form 208 in triplicate .
- 2) Department of Buildings cashier shall assign a docket number to the request and immediately forward one copy with docket number imprinted thereon to the Office of Code Enforcement, Department of Rent and Housing Maintenance. The two remaining copies shall then be forwarded to the violation clerk of the Department of Buildings.
- 3) The violation clerk shall conduct the search in the ordinary manner and forward one completed copy of B-Form 208 with the docket number imprinted thereon including any copies of violations (B-Form 35 copies ), and retain one copy for the Department of Buildings' records.

  
Blaise F. Parascandola  
Assistant Commissioner

BFP/mb  
cc: Comm. Walsh  
Deputy Comm. Jenkins  
I. Minkin ✓  
H. Glantz  
B. Grossman  
Borough Office Mgrs.  
Comm. Joy - Dept. of RHM  
Deputy Comm. Dell'Aira  
C. Poidomani

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