

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

DIRECTIVE NO. 6 of 1972

TO: Borough Superintendents DATE: July 14, 1972

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

SUBJECT: Buildings Rehabilitated by the Department of Housing
and Urban Development. (A Federal Agency)

As a result of a meeting held on June 1, 1972, to establish the procedures to be followed in issuing certificates of occupancy or approvals of buildings rehabilitated by the Department of Housing and Urban Development (a Federal agency), the following procedure was developed:-

1. Private dwellings and multiple dwellings for not more than four families are being rehabilitated by HUD. The rehabilitation consists of replacement of plumbing fixtures and plumbing, repairing defective plaster and floors, painting, installation of electrical fixtures, and other incidental work necessary to make the buildings livable. Most of the work will be of a cosmetic nature and there will be no change in the arrangement of rooms, exits or public halls. The buildings will be altered in accordance with the plans on file in the Department of Buildings so that there will be no rearrangement of the parts of the buildings. At present, buildings are being rehabilitated by HUD only in the borough of Brooklyn.
2. New certificates of occupancy will be required for the multiple dwellings, as they will be vacant for more than 60 days. For the one- and two-family dwellings, which will be about 85% of the buildings rehabilitated, new certificates of occupancy will not be required, as there will be no change in the arrangement of the buildings. In order to obtain certificates of occupancy for the multiple dwellings, it was decided that for such buildings, rehabilitated hereafter, an alteration application and a plumbing application will be filed at the borough office for the work to be done. With the alteration application will be filed specifications describing the work which the contractors will do, but plans will not be filed. Restoration will conform to plans on file in the department. The application will be filed by a registered architect or a licensed professional engineer in the employ of HUD. Objections shall be reviewed by the Chief Engineer of Engineering and shall be sent to HUD. Examination of all such applications will be expedited. No fees will be required. Permits will not be required, but all plumbing shall be installed by a licensed plumber. Inspectors of the department will make inspection of the work as it progresses for compliance with the Building Code, and the Multiple Dwelling Law. Upon completion of

the work, an application will be filed for a certificate of occupancy, which will be processed in the normal manner, except that such applications will be given priority. No violation orders will be filed. Where any deviations from the code or from the specifications are found, the Borough Superintendent shall send written notice to HUD.

3. Examiners shall note on the approved applications that the building is to comply with the existing approved plans in the department. When a certificate of occupancy is issued, it shall be noted that no changes were made in the arrangement of rooms, exits, or public halls.
4. For the one- and two-family dwellings. New certificates of occupancy will not be required, as there will be no change in the occupancy or arrangement of the buildings but certificates of occupancy may be requested. It will be required that an application be filed by a licensed plumber for the plumbing work to be done and that an alteration application be filed by a registered architect or a licensed professional engineer, with a copy of the specifications describing the work to be done. Plans shall not be required.
5. While no permits will be required for any of the rehabilitated buildings, HUD will notify the department of the names and addresses of the contractors who will do the work, for each building.
6. For those buildings presently undergoing rehabilitation, or completed it will be required that for multiple dwellings, a statement of a registered architect or a licensed professional engineer be filed stating that the work was performed in accordance with the requirements of the Building Code and the Multiple Dwelling Law and that no change was made in the arrangement of rooms, exits, public halls, or occupancy, before a certificate of occupancy is issued. In addition it will be required that a certificate of occupancy application be filed and that inspection of the building be made to ascertain compliance with applicable laws insofar as possible in the finished building. No application or specifications otherwise shall be required. A note shall be placed on the certificate of occupancy that conformance with code requirements has been certified by a registered architect or licensed professional engineer.
7. The same procedure shall be followed for private dwellings where a certificate of occupancy is requested by HUD, except that the Multiple Dwelling Law shall not be applicable.
8. Where records of the Building Department are not available, records of the Department of Rent & Housing Maintenance may be used for referral. Where no plans or other records are available in either department it shall be assumed that the arrangement of rooms, stairs and public halls has not been changed. Where rooms do not have legal ventilation this shall be reported.

9. Where unsafe building orders or violations are pending for a building, HUD will request dismissal after compliance has been provided, with the statement that all work necessary to provide compliance has been completed. Upon receipt of such request, reinspection shall be made promptly, and where there has been compliance, the unsafe building order and violation orders shall be dismissed without requiring that the building be occupied before dismissal.
10. Notices of objections and other correspondence with HUD shall be sent to

Mr. Walter Haner, Realty Officer
Department of Housing & Urban Development
175 Fulton Street
Hempstead, N.Y. 11550


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

TVB/sl

cc: Exec. Staff
Walter Haner

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