



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner

Issuance #14

STEWART D. O'BRIEN
Deputy Commissioner
Administration & Operations
312-8001

OPERATIONS
POLICY AND PROCEDURE NOTICE #5/87

TO: Distribution
FROM: Stewart D. O'Brien, Deputy Commissioner
SUBJECT: Complete Profile Information Form
DATE OF ISSUANCE: June 4, 1987

6/4/87 SDU

Attached please find a Complete Profile Information Form. Whenever a extraordinary event occurs (recent examples are the Bronx explosion, Staten Island explosion, etc.) the Borough Superintendent should see that the Complete Profile Information Form is immediately fill out and fax it to Vahe Tiryakian the Director of Public Information.

/dd

COMPLETE PROFILE INFORMATION FORM

1. Block, Lot Premises, Address Owner (City Owned)
Legal Occupancy (C of O etc.)
2. Applications filed/scope of work
3. Name of applicant and engineer or architects and telephone
4. Permits issued (demolition work)
5. Violation/Summonses (including HPD and Fire Prevention if
occupied multiple dwelling)
6. Stop Work Order
7. Vacate Orders
8. Last Inspected (PIR Cards)
9. Criminal Court Dispositions
10. Local Laws (5, 10, 16, 41 etc.) compliance/violations
11. Controlled Inspections^s
12. Landmark Designation
13. Complaints