



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner  
312-8100

ISSUANCE # 51

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Administration  
Policy and Procedure Notice # 13/87

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TO: Distribution  
From: Charles R. Foy, General Counsel  
Subject: Requests From The Public For Departmental Records  
Date of Issuance: October 14, 1987

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Requests for copies of records which are routinely made available for public inspection shall be handled by the Department's borough offices. (See Rule 2(a)(1) and Rule 3 of the amended Regulations Relating To Public Access to Records.) In order to comply with the Freedom of Information Law, a maximum fee of twenty-five cents is to be charged for each photocopy of departmental records not in excess of nine inches by fourteen inches except for certificates of pending violations (violation searches) and photocopies of individual violations. The fees for certificates of pending violations and for photocopies of individual violations will remain as stated in Section 26-214 of the Building Code. This exception from the twenty-five cents maximum fee limit, which applies to violation searches and copies of violations, does not apply to copies of Bureau of Electrical Control notice of violations and certificates of electrical inspection. The fee charged for any photocopy of department records which is larger than nine inches by fourteen inches is to be the actual cost of reproduction.

All requests under the Freedom of Information Law for copies or the viewing of records which are not routinely available for public inspection must be made in writing to the Department's Record Access Officer, General Counsel's Office, 60 Hudson Street, New York, New York 10013.

Where the named Records Control Officer appoints a "designee," pursuant to Rule 3(a) of the amended Rules on Public Access to Records, this information should be forwarded to the Records Access Officer in the General Counsel's Office.