

HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: March 22, 1977

TO: Borough Superintendents

FROM: Director of Operations Irving E. Minkin

SUBJECT: OBSERVATION OF POSSIBLE ILLEGAL CONSTRUCTION WORK

In order to assure that contractors do not circumvent requirements of the building laws and subject building owners to potential violations, as well as deprive the city of mandated permit fees, the following procedure is hereby established:

1. Senior and supervising inspectors should, when possible, while traveling through their areas, note the addresses where there are any indications of construction work.
2. All inspectors should note the addresses where there are indications of construction, when traveling to and from different locations. Indications of the presence of construction work are the presence of a temporary fence, construction waste container, or the like.
3. No stops should be made at the site (unless the senior and supervising inspectors deem it appropriate).
4. The list of addresses noted (and indication of scope of work, and portion of premises involved, if observed) should be immediately given to the Chief Construction Inspector, who shall designate one or more assistants to ascertain whether permits have been obtained for the observed work.
5. Those addresses that have valid permits shall be so noted on the lists, and retained by the Chief Construction Inspector or his designated assistant(s) to assure there will be no unnecessary repetitive research.
6. Inspections shall be scheduled as expeditiously as possible for all premises where there is no valid permit, with stop-work orders to be issued, in addition to the specific violations noted.
7. Violations should be processed in accordance with all current procedure.

IEM/df
CC: Exec. Staff


Irving E. Minkin
Director of Operations

1171