



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N.Y. 10013

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Issuance # 348

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OPERATIONS  
POLICY AND PROCEDURE NOTICE # 11/92

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To: Distribution  
From: Barry G. Cox  
Date: 15 April 1992  
Subject: Work Permits and Certificate of Occupancy Inspections  
and Sign Offs

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**Reference:** Article 10, Section 27-155, Article 19, Section 27-196; Directive 17 of 1971

**Purpose:**

To define when a work permit must be renewed to schedule a certificate of occupancy inspection and sign off on a job.

**Effective:** Immediately

**Specifics:**

**BIS and Pre BIS Jobs** (except as noted below)

Under no circumstance should a "no work" permit be issued to schedule a certificate of occupancy inspection for an application with an expired work permit.

If an inspection indicates that work has been completed consistent with approved plans, the job may be signed off provided an owner supplies to this agency a signed statement indicating all work was completed prior to the expiration of the work permit. If an owner fails to provide such a statement, a work permit must be renewed to sign off for a certificate of occupancy.

If, upon inspection, the inspector determines that additional work must be completed before a job can be signed off, a work permit must be renewed. Such requirement will be listed as an objection.

A computer generated work permit will be renewed, by mail, using the centralized mail in renewal process on the 14th floor at 60 Hudson Street, Manhattan. If no computer generated permit has been issued, the renewal will be done initially at the borough office and subsequently via the mail in renewal process. Renewal fees must be paid and evidence of required insurance must be on record with the department or enclosed with the renewal application.

**For Pre BIS Jobs in boroughs where the Certificate of Occupancy Module is being implemented:**

When a certificate of occupancy inspection is requested for an application with an expired permit, an "administrative" permit will be generated in the borough office merely to provide a BIS number that will ultimately become the certificate of occupancy number. Proof of insurance is not required. No fees will be paid.

Procedures outlined under the prior section will then be followed as applicable.

BGC:mh