



DEPARTMENT OF BUILDINGS  
EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N.Y. 10013  
RUDOLPH J. RINALDI, Commissioner

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Administration  
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Issuance #343

**ADMINISTRATION  
POLICY AND PROCEDURE NOTICE #2/92**

TO: PPN Distribution  
FROM: Mary G. Carr  
DATE: March 20, 1992  
SUBJECT: Microfilming of Applications and C/O Folders  
(Amends Directive 3/79 dated May 21, 1979 and  
Directive 2/80 dated June 30, 1980)

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**Purpose:** To establish uniform procedures for the microfilming of applications.

**Effective:** Immediately

**Specifics:**

1. Application folders will be microfilmed at the time of permit and remicrofilmed at the time of temporary C/O or Letter of Completion as appropriate. At the time of a final C/O, all documents added to the folder since the first issuance of a temporary C/O will also be microfilmed.
2. At the time of C/O or Letter of Completion request, all documents collected from the initial application through C/O or Letter of Completion request will be combined into one folder for microfilming purposes. The Department will photocopy those documents in the folder, as listed under the subheading "Documents", for retention prior to its release to the applicant, or his/her designee, for microfilming purposes. A temporary C/O or Letter of Completion will be issued after microfilm of the folder's contents has been submitted to the Department.
3. For a temporary C/O or Letter of Completion, the application and C/O folders will be microfilmed either by the Department or an outside vendor. A temporary C/O or Letter of Completion will not be issued unless new microfilm has been submitted in accordance with the procedure described herein, under the subheading "Documents."

4. To obtain a final C/O, all documents added to the folder following the issuance of the first temporary C/O must be microfilmed. The entire folder need not be microfilmed provided the documents listed below are microfilmed.

5. The applicant or designated representative must submit a charge slip prior to the removal of records from Department premises for microfilming purposes. The microfilm and original records will be checked against the charge slip to ensure that all affected records have been returned prior to the issuance of a temporary C/O, final C/O or Letter of Completion.

6. At the time of microfilm submission, the applicant must provide vendor certification attesting to the original copy, clarity, density and resolution of the microfilm prior to final issuance.

7. The applicant must certify in writing that all documents in the job folder have been microfilmed as per the requirements of this Policy and Procedure Notice.

**Documents:**

All documents in the application folder and C/O folder must be microfilmed prior to the issuance of a temporary C/O or Letter of Completion. Documents which must be microfilmed include, but are not limited to, the following:

- Required approval letters from other City Agencies;
- Schedule A/Spec. Sheet (TR-1 or B Form 17) with C/O and/or Letter of Completion request;
- All approval plans, (including post approval amendments);
- Letter of Completion/Certification of Completed Inspection;
- Controlled Inspection Reports, (TR-1 or 10E/10F);
- Inspector(s) Reports;
- All Technical Engineer's Reports, (concrete, etc.);
- Final Survey, (when required).

