

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: March 10, 1983

TO: Borough Superintendents

FROM: Acting Commissioner Irving E. Minkin, P.E.

SUBJECT: Alteration Applications for Interim Multiple Dwellings (IMD's)

Article 7C of the Multiple Dwelling Law, effective June 21st, 1982, requires that alteration applications be filed not later than nine months after the effective date of said provisions of law. However, the owners of some of the interim multiple dwellings apparently subject to the above-mentioned requirements have expressed intentions of contesting coverage under Article 7C; and, if the Loft Board vindicates their position, it is possible that the building in question may revert back to the uses last authorized by department records and approvals, making the filing of the alteration applications by licensed professionals, (architects or engineers) redundant.

In view of the foregoing, the following procedures are to be authorized and followed with respect to alteration applications filed in accordance with Article 7C of the Multiple Dwelling Law:

1. A formal alteration application filing, as required by Article 7C, must be submitted with an appropriate filing fee. No letter of intent or the like in lieu thereof shall be accepted.
2. The applications shall not be rejected for filing, even though they may be totally lacking any plans, or have other deficiencies as to completeness.
3. The owner may file the application initially, in lieu of an architect or engineer, on or before March 21, 1983.
4. When reached for examination in normal sequence, the initial examination shall indicate the extent of incompleteness, and not proceed in depth, unless proper plans have been filed by a registered architect or licensed professional engineer.

Authorization for expeditious examination will only be considered under the following conditions:

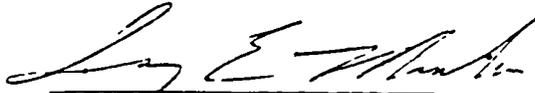
- a. The building has been registered as an Interim Multiple Dwelling (IMD).
- b. An architect or engineer is the applicant (either original or superceding).

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c. The application and plans are reasonably complete.

d. Proper Estimated costs have been stated and a proper initial filing fee paid.



Irving E. Minkin, P.E.
Acting Commissioner

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cc: Commissioner Esnard
Deputy Commissioner Parascandola
Assistant Commissioner Dennis
Executive Staff
Carl Weisbrod, Midtown Enforcement
Loft Board Members
BIAC
Industry