



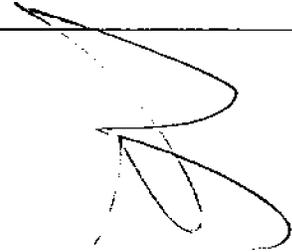
DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013
RUDOLPH J. RINALDI, Commissioner

BARRY G. COX
Assistant Commissioner
Borough Operations
(212) 312-8004

Issuance # 304

OPERATIONS
POLICY AND PROCEDURE NOTICE # 14/91

To: Distribution
From: Barry G. Cox
Date: 8 July 1991
Subject: Residential Vacates



Purpose:

To insure that when residential buildings are vacated the appropriate notice is sent in a timely manner to the Department of Housing Preservation and Development so it can secure the building, either by seal up or demolition, to prevent illegal occupancy of an unsafe premises.

Specifics:

In cases where a residential vacate is issued and an unsafe building violation filed, the Borough Commissioner/Superintendent must insure that either an emergency demolition is filed with HPD to demolish the structure or that the unsafe building process is expedited and a precept obtained enabling HPD to seal the premises against unauthorized occupancy.

At the discretion of the Borough Commissioner/Superintendent, no emergency demolition or expedited UB process need occur if it is unlikely that the vacated premises will be illegally re-occupied or, if portions of the vacated structure can be occupied safely.