



ISSUANCE # 519.

DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
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OPERATIONS
POLICY AND PROCEDURE NOTICE # 2/97

TO: Distribution
FROM: Barry G. Cox
DATE: March 6, 1997
SUBJECT: Charging Fees for Post Approval Amendments (PAA)

Effective: Immediately

Purpose: To impose a minimum \$100 fee for the filing and data entry of a Post Approval Amendment (PAA).

Reference: September 27, 1996, memorandum from Barry G. Cox.

Specifics:

Borough Office:

When a PAA is filed, the Borough Office will collect a \$100 minimum fee. The Plan examiner will review the PAA to determine whether the PAA exceeds the original scope of work. If the PAA does exceed the scope of work, the plan examiner will note that on the BIS system.

The prefiler will data enter the **new total cost, new total square footage (NB), or new total linear footage (curb cuts, sheds)**. The computer will calculate any additional fees due. The computer will automatically deduct the original \$100 and give the balance due.

Any additional fees will be accepted at the Express Cashier.

Applicant:

When an applicant files a PAA a \$100 minimum fee will be imposed. This fee will be paid at the Express Cashier.

The PAA will then be reviewed by a plan examiner to determine - among other requirements - if the original scope of work has been exceeded. The applicant will return to prefilling to determine if additional fees are dues. Such fees will be paid at the Express Cashier. The applicant will return to the plan examiner to continue the approval process.

BGC:JMcK:yaj