



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner

Issuance # 6

JOSEPH M. WHITE
Assistant Commissioner
of Operations

OPERATIONS
POLICY AND PROCEDURE NOTICE # 3/87

To: Borough Superintendents
From: Joseph M. White, Assistant Commissioner
Subject: Street and Sidewalk Construction Liability Insurance
Date: April 3, 1987

Effective Immediately

Purpose

To establish a procedure for recording and accessing insurance information submitted by the Department of Transportation, Bureau of Highways, in connection with the issuance of permits.

Specifics

The Bureau of Highways will now notify this Department of pending satisfactory liability insurance for all projects involving street and sidewalk construction. A form letter has been specifically designed for this purpose. A copy of this form letter is attached.

Each properly completed form will be valid for the indicated application number and project address only.

To be acceptable the completed form must show all of the following:

- . applicant's name
- . applicant's address
- . application number
- . project address
- . expiration date of the Pending Liability Insurance
- . Signature of a qualified signatory
- . Title of the qualified signatory
- . Date the form was signed

To be acceptable the properly completed form must be an original.
Copies will not be accepted.

Each borough office shall establish and maintain a file for acceptable, properly completed Liability Insurance forms.

When processing an application for a Permit that requires Street and Sidewalk Liability Insurance, the clerk will check the file for an acceptable Liability Insurance form. The permit application will be processed further only if the clerk finds an acceptable Liability Insurance form, from the Bureau of Highways, that indicates:

- . The application number and the Project address correspond in accordance with Department of Buildings records.
- . The Liability Insurance is still in effect (expiration date has not been reached)

When satisfied that documentation of the required Liability Insurance is on file the clerk will line out the sentence "Endorsement by the Department of Highways" on the Permit Form and then complete that section of the form with his/her signature, title and date.

As with other insurance requirements the Permit will be valid only as long as the insurance is in effect; and permits should not be issued for periods beyond the expiration date of required insurance.

Following is a listing of authorized signatories from the Department of Transportation, Bureau of Highways.

Manhattan
Phone - (212) 323-8544

Mr. Paul Infante - Boro. Supt.
Mr. John Liazcak - Dep. Boro. Supt.
Ms. Jackie Hall - Permit Clerk
Ms. Judy Sookie - A/Staff Engineer

Bronx
Phone (212) 931-5400

Mr. Charles McHugh - Boro. Supt.
Mr. John Ferguson - Dep. Boro. Supt.
Ms. Sidra Haggard - Supv. of Permits

Brooklyn
Phone - (718) 780-8146

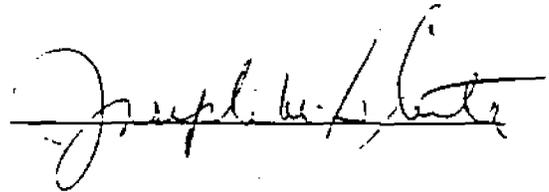
Mr. William Baier - Boro. Supt.
Mr. John Nelson - Dep. Boro. Supt.
Ms. Addie Bernard - Permit Clerk

Queens
Phone (718) - 520-3035

Mr. James Marino - Boro. Supt.
Mr. George Hawrysko - Supt. of Permits
Mr. Yee Chan - Act./Chief Engineer

Staten Island
Phone - (718) 390-5163

Mr. John Mustaciuolo - Boro. Supt.
Ms. Lynn Fealy - Permit Clerk
Mr. Joseph Coppela - Planning Engr.
Mr. Carmine Sperazza - Planning
Engr.

A handwritten signature in cursive script, appearing to read "Joseph Coppela", written over a horizontal line.

JMW:mh
Enc.

cc: Charles M. Smith
Susan Wagner
Gerald Collins
Stewart D. O'Brien
Cornelius F. Dennis
George Berger
Charles Foy
Jon Lewis
Borough Managers
Kathleen Dobrowsky