

The
City
of
New York



DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
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Issuance # 449

OPERATIONS
POLICY AND PROCEDURE NOTICE # 4/94

To: Distribution
From: Barry G. Cox
Date: 1 July 1994
Subject: Certificates of Occupancy

Purpose: To clarify when additional inspections are required to issue a final Certificate of Occupancy (CO) on a 1, 2 or 3 family house that has a temporary (CO).

Effective: Immediately

Reference: Administrative Code Section 27-222 and OPPN 13/89

Specifics:

In order to issue a final (CO) for a 1, 2, or 3 family house that has a temporary (CO), each required construction, plumbing, and electrical sign off must have been obtained within eighteen months of the date of the final (CO) request. Only in those cases where a required signoff was issued more than eighteen months from the date of the final (CO) request is it necessary to reinspect the structure.

When such reinspection is necessary, a construction reinspection will be made to determine whether changes have occurred to the exterior of the structure indicating a change in use or occupancy and/or non-compliance with approved plans. No other inspections (plumbing or electrical) shall be required unless specifically requested by the construction inspector performing the referenced reinspection.

BGC:mh