



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013-3394

GASTON SILVA, R.A., Commissioner

(212) 312-8000
TTY (212) 312-8188

BARRY G. COX
Deputy Commissioner
Operations/Administration
(212) 312-8004
FAX: 312-8012/8065

ISSUANCE # 525

OPERATIONS
POLICY AND PROCEDURES NOTICE 6/97

TO: Distribution

FROM: Barry G. Cox

DATE: August 5, 1997

RE: Integration of Express Permitting - Builder's Pavement Plan

Effective: August 11, 1997

Purpose: To establish a filing procedure for Builder's Pavement Plans consistent with Local Law 65/96

Reference: Local Law 65/96

Specifics:

Forms

All applications must be filed using Department of Buildings official forms. These include, but are not limited to, a PW1, TR1; AI-1.

Technical Requirements

Except as otherwise noted in this PPN, the technical requirements for a BPP filing remain the same as when the BPP was filed at the Department of Transportation.

Filing Procedure

A Builders Pavement Plan (BPP) may be filed either as a subsequent filing to a New Building (NB) or Alteration Type 1 (Alt-1) or as an Alteration Type 3 (Alt.-3) in conjunction with an NB or Alt-1 application. In either case, the BPP will be filed as an OT worktype with the description noted as BPP.

When filed as a subsequent filing to the NB or Alt-1, no other worktype can be filed on that document. The subsequent filing must include plans. Registered Landscape Architects (RLA) and Licensed Surveyors (LS) are not authorized to file an OT-BPP as a subsequent filing on the NB or Alt-1. Only a Professional Engineer or a Register Architect is authorized to file the OT-BPP on a subsequent document.

The OT-BPP may also be filed as an Alt-3. In the job description or comments section the applicant must reference the corresponding NB or Alt-1. The NB or Alt-1 must be filed prior to the filing of the Alt-3 OT-BPP. An RLA or LS is authorized to file an OT-BPP as an Alt-3 worktype. If a BPP is in a fully developed area and filed as an Alt-3, the applicant can opt to file the BPP checklist (Form - BPP-1) in lieu of plans.

OT-BPP cannot be filed as a Directive 14 (D14).

OT-BPP applications must be microfilmed in accordance with the Department's microfilm policy.

Fees

Fees pertaining to BPP's remain the same. The fee is \$8.00 per linear foot based upon the street frontage of the property. As with any BIS job, a minimum fee of \$100 will be assessed. In the job description - section 7A of the PW1 - the applicant must note the linear feet of the street frontage of the property.

Fee exemptions for OT-BPP will follow the fee exemption policy enumerated in APPN #1/93.

Processing the Application

An OT-BPP filing will proceed through the normal DOB process - Prefiling, Application Processing, DEAR and Plan Examination. For those OT-BPP jobs filed as Alt-3s, once approved the status of OT-BPP will immediately show as permitted - status R. Jobs filed as NB and Alt-1 will show as permitted once the entire job is approved.

NO permit will be issued by DOB for OT-BPP at this time.

The applicant will submit form DOT-1 to the Department of Transportation to obtain their permit. This form will be signed by the plan examiner and perforated at DOB as proof of approval.

Professional Certification

A filing for OT-BPP may be professionally certified. In accordance with PPN #2/95, if the application is being self-certified all worktypes and documents on a particular job must be self-certified. If, therefore, the applicant filing the OT-BPP wishes to self-certify while the applicant filing the NB or Alt-1 does not wish to self-certify (or vice versa); the OT-BPP worktype cannot be filed as a subsequent filing on the NB or Alt-1 application but must be filed separately as an Alt-3.

NOTE: Licensed Landscape Architects and Licensed Surveyors cannot professionally certify as per OPPN #2/95.

When self-certifying an OT-BPP, the applicant must complete Form PC-1 "Required Items Checklist" for the plan exam requirements in accordance with OPPN #2/95.

The borough office shall audit the OT-BPP applications which are self certified in accordance with the standards set forth in OPPN #2/95.

Legalizations

Legalizations of OT-BPP cannot be self-certified nor filed as a D14. Legalizations shall follow the DOB policy set forth on payment of civil penalties enumerated in OPPN #1/89.

DOB Review Procedure

Pre-inspections will no longer be required unless authorized by the Borough Commissioner, Deputy Borough Commissioner or Chief Plan Examiner.

Panoramic 35mm photos that show the full scope of the project and that have been enlarged must be filed with every OT-BPP application. Each photo must be signed and sealed by applicant. If the photographs are of acceptable quality, the photos submitted by the applicant will be accepted. Additional photos taken by DOB personnel will not be taken unless specifically required by the Borough Commissioner, Deputy Borough Commissioner or Chief Plan Examiner.

Any applications filed for Seepage Basins, Catch Basins and Manholes will only be accepted when required.

Waivers of Legal Grade

In accordance with the Deputy Commissioner's memo dated March 24, 1997, requests for Waivers of Legal Grade will be filed with the application when the existing adjacent curb at the lot line is 3 inches above or below legal grade. Where no existing adjacent curb exists, the plan examiner should be consulted. Any reconsideration will be brought to the attention of the Borough Commissioner.

The required waiver form must be filed with the County Clerk office and proof of such submission must be given to DOB.

The waiver fee remains \$345.00 and must be paid to DOB prior to obtaining the waiver.

Signoff

For all applications filed under this new procedure a "highway letter" will no longer be required.

All inspections will be performed under the supervision of the construction division in the local borough office.

An OT-BPP worktype filed on an NB or Alt-1 will be inspected in conjunction with the CO construction signoff. For those boroughs on the CO module, the information that an OT-BPP worktype was filed on this application will appear on the inspection work order.

OT-BPP worktype filed as an Alt-3 must have an inspection. For all other filings, an edit check by the BIS system will prohibit the signoff of the job unless an inspection signoff was issued.

/Attachments

BGC:JMCK:yaj

expbp.ppn