



**DEPARTMENT OF BUILDINGS**

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

JOEL A. MIELE, Sr., P.E., Commissioner

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Issuance # 463

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TECHNICAL  
POLICY & PROCEDURE NOTICE #11/94

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TO: Distribution

FROM: Joel A. Miele, Sr., P.E.   
Commissioner

DATE: December 19, 1994

SUBJECT: PLAN EXAMINATION

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**REFERENCE:**

Departmental Memorandum dated September 26, 1977 - **DIRECTIVE NO. 4 OF 1977.**

**PURPOSE:** To make clear how technical employees engaged in the examination of plans are supervised.

**SPECIFICS:**

Pursuant to §641 of the New York City Charter ("Charter"), the Commissioner shall be a registered architect or a licensed professional engineer in good standing under the Education Law. All Borough Superintendents and Deputy Borough Superintendents of the Department are also either registered architects or licensed professional engineers.

Pursuant to §645(c) of the Charter, the Commissioner may, by instrument in writing filed in the Department, designate a Borough Superintendent of the Department to possess within a borough any of the powers granted to the Commissioner by §645(b) of the Charter. Pursuant to Directive 4 of 1977, the Commissioner delegated authority to each Borough Superintendent to act within his (her) own borough. Such delegated powers include the examination and approval or disapproval of plans for the construction or alteration of any building or structure and the installation or alteration of any service equipment therein.

The Borough Superintendent provides the general direction and supervision of technical employees performing plan examination, including but not limited to the Deputy Borough Superintendent, Chief Engineer, Chief Plan Examiner, and squad leaders. Plan examination staff are considered to be under the direct supervision of the Deputy Borough Superintendent who is a licensed professional engineer or registered architect.

JAM:RCV:sr