



ISSUANCE # 404

DEPARTMENT OF BUILDINGS  
EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N.Y. 10013  
RUDOLPH J. RINALDI, Commissioner

TECHNICAL  
POLICY & PROCEDURE NOTICE # 3 /93

**TO:** BOROUGH COMMISSIONERS/SUPERINTENDENTS

**FROM:** Richard C. Visconti, A.I.A. *Richard Visconti*  
Acting Deputy Commissioner

**DATE:** May 18, 1993

**SUBJECT:** Guide to A Description of Uses on Schedule A &  
Certificate of Occupancy of One & Two Family  
Buildings

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**EFFECTIVE:** All new applications filed after the  
effective date of this Technical Policy &  
Procedure Notice.

**PURPOSE:** To establish a uniform description of use on  
Schedule A filed with Alteration Type 1 or  
N.B application and the Certificate of  
Occupancy of buildings used as single or two  
family residence. Provide for the  
standardization of the location of text  
relative to data entry.

**SPECIFICS:** The following is a "Schedule A" sample to be  
used as a guideline of how the description of  
uses of each floor should be completed in  
addition to all required information  
regarding the number of dwelling units, the  
number of habitable rooms, zoning use group,  
Building Code occupancy groups and live load.

Floor	Proposed Use						
	Maximum Number of Persons	Live Load (psf)	Code Habitable Rooms	Building Code Occupancy Group	Dwelling/ Rooming Units	Zoning Use Group(s)	Description
Cellar	-	O.G.					Accessory Uses
First		40	3	J-3	1	2	One dwelling unit
Second		40	2	J-3	$\frac{1}{2}$		One dwelling unit
Third		40	2		$\frac{1}{2}$		-
	<b>GENERAL NOTES:</b>						
	Two family residence with (2) off-street parking spaces.						

Cellar Level shall be described in general as "Accessory Uses" except any other use that is not commonly found in a cellar level shall be specifically listed.

Basement: In the case that the basement is the lowest story, it should be listed as "Accessory Uses" unless it contains habitable rooms or any other use that is not commonly found in a basement level.

"Accessory Uses": as indicated above shall include rooms used for boiler, meter, storage, laundry, toilet, recreation or any other use that is commonly found in the cellar or basement levels of a one or two family residence.

General Notes: shall indicate type of residence, number of accessory off-street parking spaces, and/or attached or detached garages.