

THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: May 21, 1975

TO: Borough Superintendents
FROM: Thomas V. Burke, P.E., Director of Operations
SUBJECT: PROCESSING OF C of O APPLICATIONS

The manual for processing Certificate of Occupancy applications, Section 1, Page 1, reads:

"Requests for an exact renewal of a previously issued short term temporary Certificate of Occupancy may be made either on the standard Form 24 or by letter (in duplicate copy for applicant). Exact renewals of short term (90 days or less) may be processed by the Certificate of Occupancy unit without reinspection. See Step 3B and 11A".

This provision shall be considered mandatory. Exact renewals of short term Certificates of Occupancy shall be issued by the C of O unit, without referral to the inspectional division. When the combined term for an exact renewal totals one year, including the original, the application for exact renewal shall be referred to the borough superintendent for a decision re further renewal without reinspection.


Thomas V. Burke, P.E.
Director of Operations

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cc: Exec. Staff