THE CITY OF NEW YORK

HOUSING AND DEVELOPMENT ADMINISTRATION

DEPARTMENT OF BUILDINGS

DIRECTIVE NO. 7 OF 1975

DEPARTMENTAL MEMORANDUM

DATE: Aug. 11, 1975

TO: Borough Superintendents

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

SUBJECT: BUILDING NOTICE APPLICATIONS - FILING BY OWNER AND CONTRACTOR - SECTION C26-103.3.

Building Notice applications and plans may be filed by the owner or by a contractor for the following items, subject to the discretion of the Borough Superintendent:

1. Sealing dumbwaiter shafts or converting them to closets- Directive 3/1964, dated May 18, 1964 - with sketch.

2. Installation of store fronts: Old Code see sketch entitled "Store Show Window Construction, Department of Housing and Buildings"; New Code, C26-503.5; not involving exits, a change of use in any use group other than U.G. 6, increase in number of occupants, or any structural work.

3. Installation of boiler room enclosures, section 65, Multiple Dwelling Law, and cellar egress.

4. Installation of one hour rated partitions in Multiple Dwellings where compliance with D26-20.07 (b) is required: 4 story or more old law tenements - replacement of existing wood doors with 1 hour F.P.S.C. doors in conjunction with removal of additional non required doors and transoms and replacing with 1 hour 2 x 4 wood stud or metal stud partitions with 5/8 inch rated sheetrock on both sides (BSA Calendar No. required).

5. Installation of non-rated, non-structural partitions in mercantile and office buildings, and not obstructing egress or ventilation, with a maximum limit of space occupancy of 3000 square feet.

6. Curb cuts, driveways and accessory parking for 1 or 2 family houses.

7. Masonry fences not more than 6'0" in height.

8. Legalization or installation of partitions in cellars or basements of 1 or 2 family houses provided there is no change in occupancy or use.

9. Grading of land.

10. Awnings.

Building Notice Applications - Filing by Owner and Contractor - Section C26-105.3.

11. Non structural signs.

12. Sidewalk sheds in accordance with typical sidewalk shed sketch.

13. Open uses of land not requiring a C. of O. or involving any structures, structural work or water courses.

14. Fire damage with limitation of replacement of tee beams, with replacement or reconstruction the same as original construction except for replacement of plumbing fixtures, or replacement and reconstruction of elevator shafts and equipment and where basic structure not weakened. See Directive No. 1 of 1972, dated Feb. 8, 1972, Vol. 5, P. 606.

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

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cc: Exec. Staff
Building & Construction Trades Council of N.Y.
Building Trades Employers Association
New York Association of Consulting Engineers
New York City Builders Association
New York Building Congress
New York Society of Architects