

C O P Y

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

Demolition  
(AC)-Title C-Part II-  
Sec.C26-201.0 (b)

DEPARTMENTAL MEMORANDUM

DATE: October 8, 1968

TO: Borough Superintendents, Chief Construction Inspectors, U.B. Clerks

FROM: Director of Operations, T. V. Burke

SUBJECT: Emergency Demolition of Dangerous Structures under C26-201.0 (b)  
of the Administrative Code

(This supersedes memorandum on this subject dated  
May 13, 1968 and September 18, 1968.)

When a dangerous structure is observed in which there is actual and immediate danger that any part of the structure may fall, the inspector making such observation shall immediately notify the Borough Chief Construction Inspector. He shall then request the Police Department to erect barricades and to keep all persons away from the danger zone of the unsafe building. The inspector shall then return at once to his Borough Office and if no Unsafe Building Order is pending, he shall immediately file such an order.

The Borough Chief Construction Inspector shall notify the Borough Superintendent and shall check the premises. If the district inspector's report is confirmed, the Borough Superintendent shall immediately and personally visit the scene. If the Borough Superintendent concurs that the structure is in imminent danger he shall request expeditious demolition by

- a. during normal business hours - notifying the Chief Inspector of Construction-Operations by telephone or
- b. during other than normal business hours - notifying the Department of Development by calling one of the following in order.

Emergency Demolition of Dangerous Structures under C26-201.0 (b)  
of the Admin. Code - Supersedes Memo. of 5/13/68 & 9/18/63 - continued

	<u>OFFICE</u>	<u>HOME</u>
1. Attilio D. Ragogna, Ass't. Dir. of Demolition-U.B.	566-4955	686-3012
2. Seymour B. Feller, Director of Demolition	566-6877	549-8915
3. Joshua Wittes, Ass't Dir. of Demolition-U.R.A.	566-7477	JA2-4776
4. David Olinger, Deputy Commissioner	566-7480	886-0966

The telephone request shall be followed by a written request addressed to Director of Operations, T. V. Burke which shall be delivered to the Chief Inspector of Construction-Operations. The Chief Inspector of Construction-Operations will forward the request to Commissioner O'Neill for review and approval, and will maintain records of all demolition requests. Sample request letters are attached.

The Borough Superintendent shall order photographs taken to substantiate the order to demolish. The photographs are to be made part of Unsafe Building cases and shall be retained for use in the event of any challenge.

Simultaneous action shall be instituted to obtain a precept on the Unsafe Building Order in the shortest time possible. Expeditious title search by the Law Department shall be requested by calling one of the persons in the following order:

1. Herman Amber	566-2400
2. Joseph Esquirol	566-4410
3. James Brachman	566-4406

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Upon receipt of the title search, the Survey and Summons shall be prepared. If it is felt that personal service can be made, the survey shall be set for the very next day; in other cases the shortest possible time shall be allowed for the post and mail service. The Summons date shall be set for the earliest possible Court day for your borough, as determined by one of the Assistant Corporation Counsels noted above. The regularly required ten (10) day allowance for Law Department action is not required in these cases. Service of the Survey and Summons shall be assigned to an inspector or a Department Process Server rather than to a Contracted Process Server.

(Signed)

Thomas V. Burke  
Director of Operations