



The
City
of
New York

Issuance # 271

DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
69 HUDSON STREET, NEW YORK, N.Y. 10013
RUDOLPH J. RINALDI, Commissioner
312-5100

OPERATIONS
POLICY AND PROCEDURE NOTICE # 25/90

To: PPN Distribution
From: Barry G. Cox
Date: 4 December 1990
Subject: Custody of Application Folders for which Building Permits Have Not Been Issued

Specifics: This is to clarify the process by which PPN 21/90 shall be implemented. PPN 21/90 established the policy of returning all folders for which building permits have not been issued to the applicant of record or his/her designee.

This procedure is effective 3 December 1990.

Revoked: PPN 21/88

Plan Examiners:

After the first examination of an application, the examiner shall forward the folder to the Plan Desk where it shall be filed for future reference.

For unapproved applications, the examiner shall only retain a copy of the objection sheet.

Objection sheets shall be retained either until the application is approved or for a period of two (2) years, whichever comes first. The two years shall commence when the application is initially received at the Department of Buildings.

Plan Desk:

For purposes of this PPN, the plan desk will only accept folders where permits have not been issued for filing from a plan examiner.

Certification of Work

If a certified Elevator Inspection Agency requests to file their Elevator Replacement/Modification for approval under these guidelines, they will certify the work as complete. After completion of the work they will file form ELV-3.

Notification of Acceptance of Non-Acceptance:

The Elevator Division will check to ensure that the entire fee has been paid, that the elevator company that is filing the job is certified by this department and that all appropriate statements have been completed on the application. After this review by the Elevator Division Plan Examiners, the filing will either be accepted or not accepted under the above guidelines.

Notification to the applicant will be made within 3 working days via one of two methods:

1. Via Mail: The applicant must provide a self-addressed stamped envelope with the application. After review, either a permit or a list of objections will be mailed. Upon submission of the response to the objections, another self-addressed stamped envelope must be provided by the applicant.
2. Pick-up: If no self-addressed stamped envelope is provided, the applicant must pick up either the permit or objections directly from the Department of Buildings Elevator Division at a designated location.

Verification:

The Department of Buildings, Elevator Division will perform spot checks to verify compliance to ANSI and Building Code Standards, and to verify proper sign-off.

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