

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

DEPARTMENTAL MEMORANDUM

DATE: January 17, 1975

TO: Borough Superintendents

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

SUBJECT: BOARD OF STANDARDS AND APPEALS APPROVALS:  
MATERIAL AND EQUIPMENT ACCEPTANCE

When plan examiners are required to determine that materials, assemblies or equipment are approved by the Board of Standards and Appeals, or accepted by the Material and Equipment Acceptance Division, and that they are to be used in accordance with such approvals, the examiner may request the B.S.A. calendar number and the corresponding volume, bulletin and page number be shown, or that the M.E.A. acceptance number be noted. This will permit the examiner to consult the borough office copy of the approvals and acceptances. Where the applicant has not supplied the volume, bulletin and page number of B.S.A. approvals, the examiner, when necessary, shall call and obtain the information from the Application Division of the Board -- 566-5174, 5175.

In no case shall the applicant be required to purchase or supply copies of the B.S.A. resolution or M.E.A. acceptance, either for the application file or for the inspector.

Each borough office shall maintain in numerical sequence, for use by the examiners, files of B.S.A. resolutions and M.E.A. acceptances. In case of the Board resolution, use the green sheet; for the M.E.A. acceptance, use copies forwarded to the borough office.

TVB/IE/ah

cc: Boro Supts.  
Staff

  
THOMAS V. BURKE, P.E.  
Director of Operations

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