DIRECTIVE NO. 2-1968

TO: Borough Superintendents
FROM: Julius W. Schneider
       Director of Operations

DATE: February 14, 1968
SUBJ: Posting of Certificates of Occupancy

Effective at once the following note shall be imprinted on each certificate of occupancy at time of issuance:

THIS CERTIFICATE OF OCCUPANCY MUST BE POSTED WITHIN THE BUILDING IN ACCORDANCE WITH THE RULES OF THE DEPARTMENT PROMULGATED MARCH 31ST, 1967

This shall not apply to certificates of occupancy for one and two family dwellings.

The note shall be imprinted in the position at the bottom of the form as shown in the copy of the certificate of occupancy attached.

A copy of the Rules Relating to Posting of Certificates of Occupancy dated March 31, 1967 accompany each certificate of occupancy.

Two rubber stamps and a supply of copies of the rules are transmitted herewith.

(signed)
Julius W. Schneider
Director of Operations

JWS:SF
Encl:
ENCLOSURE II

Vincent J. Gione
Deputy Commissioner
Department of Highways
Staten Island, New York

ADDRESS:____________________

NB:_____________/_______

ALT:_____________/_______

BLOCK:_____________LOT_____

Dear Sir:

The referenced building was completed on _______19____

This Department considers that date as the effective date of application for a Certificate of Occupancy.

Therefore, we respectfully request that you indicate to us whether or not the street giving access has been constructed at a satisfactory grade and in conformance with minimum conditions as were required for compliance on such date.

Very truly yours,

JOHN J. WALSH
Boro Superintendent
ENCLOSURE I

November 27, 1967

John J. Walsh
Boro Superintendent-Richmond
Department of Buildings
Staten Island, New York

ADDRESS: __________________________

NB: __________________________ /

ALT: __________________________ /

BLOCK: __________________________ LOT __________________

EFFECTIVE DATE OF
CERTIFICATE OF OCCUPANCY
APPLICATION: ________________

Dear Sir:

In reference to your letter dated ________ pertaining to the above referenced location, please be advised that, inasmuch as the applicant sought approval for his sidewalk, curb and pavement requirements prior to March 2, 1964, the present Highways Department rules and regulations regarding Builders' Pavements in connection with Certificates of Occupancy issuance, which were promulgated on March 2, 1964, would not apply.

Pursuant to an inspection showing that emergency vehicular access is available to this address, this Department has no objection to the issuance of a Certificate of Occupancy.

Very truly yours,

Vincent J. Gibney
Deputy Commissioner