

C O P Y  
The City of New York  
HOUSING AND DEVELOPMENT ADMINISTRATION  
Department of Buildings

**CERTIFICATES OF OCCUPANCY**

MEMORANDUM

TO: Borough Superintendents

DATE: February 7, 1968

FROM: Thomas V. Burke, Director of Construction

SUBJECT: Certificates of Occupancy

The rules for posting certificates of occupancy became effective on May 4, 1967. The following procedure shall be established in order to obtain compliance with the rules:

1. In each borough office, a clerk is to be assigned to take from the index cards, the addresses of the buildings for which certificates of occupancy have been issued and to list with the addresses, the number of the most recent certificate of occupancy issued for each building. The listing shall include only final certificates of occupancy. Note that posting of certificates of occupancy for one- and two-family dwellings is not required.
2. Each morning a copy of the listings made the previous day is to be sent to the chief construction inspectors. A copy is to be sent to the Fire Department also.
3. The chief construction inspectors, upon receipt of such listings, shall distribute copies to the inspectors of the areas shown on the listings. Construction inspectors shall make inspection of the buildings listed to determine whether the certificate of occupancy has been posted, as required by the rules. If not, a violation order shall be filed to require that the certificate be posted. Where it is found that a certificate has been posted, the inspector shall check the use of the non-residence parts of the building to ascertain whether the uses in the building conform to the certificate of occupancy. Violation orders shall be filed where uses do not conform.
4. The borough clerks and the chief construction inspectors shall maintain copies of the listings obtained from the index cards.
5. A copy of each certificate of occupancy issued on or after January 1, 1968, shall be sent to the Fire Department in accordance with the request of Fire Commissioner Lowery, except that copies of certificates of occupancy for one- and two-family dwellings and for buildings accessory to such dwellings and copies of temporary certificates of occupancy shall not be sent to the Fire Department.
6. Copies of listings and of certificates of occupancy to be sent to the Fire Department, shall be addressed to William Seifried, Chief of the Fire Prevention Bureau, Fire Department, Municipal Building, Brooklyn, N.Y. 11201.

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Borough Superintendents

Re: Certificates of Occupancy

This procedure shall be established as quickly as possible.

It should be noted that upon issuance of violation orders to require posting of certificates of occupancy, there will be an increased demand for copies of certificates of occupancy. Arrangements should be made in each borough office so that such copies may be issued without delay.

/s/ THOMAS V. BURKE  
Thomas V. Burke  
Director of Construction

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