TO: BOROUGH SUPERINTENDENTS
FROM: GEORGE E. BERGER, P.E.
Assistant Commissioner
SUBJECT: TEMPORARY CERTIFICATES OF OCCUPANCY FOR NEW BUILDINGS:
TAP LETTERS AND WATER METER PERMITS
DATE: JANUARY 25, 1988

Prior to the occupancy of any building, the Department of Buildings must secure proof that the water connection to the city water main or private main is legal and properly metered.

Henceforth, no Temporary Certificate of Occupancy shall be issued prior to submission of the following items:

1) A copy of the tap letter for the individual new building identified by lot number and address from the Department of Environmental Protection, stating that the street main has been tapped.

2) A copy of the Department of Environmental Protection permit to install the water meter.

The licensed plumber responsible for each application shall submit the above documents.