



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner

STEWART D. O'BRIEN  
Deputy Commissioner  
Administration & Operations  
312-8001

OPERATIONS  
POLICY AND PROCEDURE NOTICE # 12/87

To: Distribution  
From: Stewart D. O'Brien  
Date of Issuance: July 31, 1987 7/31/87 SDO  
Subject: Notice to Community Boards of Stop Work Orders  
and Rescinds

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Purpose:

To establish the practice of regularly notifying Community Boards of the issuance and subsequent rescinding of Stop Work Orders in their respective areas.

Specifics

This procedure is effective August 10, 1987 and supersedes any previous procedures on this subject. Application of this procedure is limited to the Brooklyn and Queens Borough Offices until further notice.

Inspector/Clerk responsible for preparing Stop Work Order will, in addition to making copies required now, make a copy of the Stop Work Order and the attached violation and forward to the appropriate Community Board.

(In the case of Brooklyn the Violation Clerk will forward the copy to the Community Board Coordinator who will in turn, send the copy to the appropriate Community Board).

The same procedure will be followed when lifting the Stop Work Order. The Inspector/Clerk responsible for preparing the letter rescinding the Stop Work Order will make an additional copy and forward to the appropriate Community Board.