

The City of New York
HOUSING AND DEVELOPMENT ADMINISTRATION
Department of Buildings

(File) 12/21/71

DIRECTIVE NO. 1 of 1971

TO: Borough Superintendents

DATE: January 5, 1971

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

SUBJECT: Controlled Inspection - Forms 10E and 10F

Transmitted herewith are copies of Amendment Forms (Form 10E and 10F) which shall be used by registered architects or professional engineers in compliance with Section C26-106.3a and C26-107.3. A supply of these forms is being transmitted under separate cover.

All persons responsible for controlled inspection (except concrete) shall file and secure approval of Form 10F prior to commencement of any work or the installation of any material or equipment which is subject to controlled inspection. Current procedures relation to concrete work shall not be effected by this directive and the use of Forms 10A, 10B, 10C and 10D shall continue. Inspectional personnel shall be responsible for insuring that no item of construction or installation proceeds without a suitable permit and the filing and approval of an applicable Controlled Inspection Amendment - Form 10F.

Upon completion of that portion of the work or installation of equipment for which a form 10F was filed, a Controlled Inspection Report Amendment Form 10E shall be filed along with copies of all required inspection reports. No application shall be reported as completed and no final certificate of occupancy shall be issued until after all controlled inspection reports are filed and approved. A temporary certificate of occupancy shall not be issued until the controlled inspection reports for the part of buildings to be occupied have been filed and approved prior to the issuance of a final certificate of occupancy.

The use of these forms shall start immediately. Any interim forms in use shall be discontinued.

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

TVB/WC/sl

cc: Staff
Industry

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