

THE CITY OF NEW YORK  
HOUSING AND DEVELOPMENT ADMINISTRATION  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

Corrected  
DATE: August 5, 1974

TO: Borough Superintendents  
FROM: T.V. Burke, Director of Operations  
SUBJECT: Controlled Inspections

A complaint has been received at this office, that permits are being denied for New Building applications where form 10F for controlled inspection has not been filed.

Please redistribute copies of  
Directive #1 - 1971 dated Jan. 8, 1971 p437  
Memo dated July 2, 1971 p537

Summary: Controlled Inspection and Permit

1. Form 10F must be filed prior to start of applicable work. This does not imply that general or partial permits may generally be withheld.
2. Inspectors are responsible to see that a permit has been issued and Form 10F has been filed for controlled inspection work in progress.
3. Where a new building application has been approved with complete plans including mechanical plans, a permit may be issued without filing of Form 10F.
4. Where architectural and structural plans have been approved and permit issued based on filing of unapproved mechanical plans, the mechanical plans shall only be approved conjunctively with the filing of Form 10F for controlled inspection of the mechanical work.
5. For other than New Buildings (i.e. Alts and BNS) the required Form 10F for controlled inspection must be filed prior to the issuance of a work permit.
6. In general plans submitted after the initial permit relevant to ongoing construction shall not be approved if a relevant 10F or 10A is not on file.

*Thomas V. Burke*

TVB:LR:bd

cc: Comm Walsh  
Dep. Comm Jenkins  
Asst. Comm Parascandola

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