



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, NY 10013

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

Issuance #37

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

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OPERATIONS  
POLICY AND PROCEDURE #14/87

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To: Distribution  
From: Stewart D. O'Brien *8/11/87 SDO*  
Subject: Inspection of Demolition Sites Subsequent to  
Approved Application

Date of Issuance: August 11, 1987

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Purpose:

To transfer responsibility for inspections of approved private (i.e., non HPD contract jobs) demolition work from the borough office inspectorial staff to the B.E.S.T. Squad.

Specifics:

Effective September 8, 1987 the B.E.S.T. Squad assumes all responsibility for conducting inspections of approved private demolition work.

The number of inspections conducted will be determined by the size of the building and the scope and method of the work. An initial inspection will be conducted at the start of each project with a minimum of two inspections a month while the work is in progress. Complaints and/or accidents will generate an immediate inspection.

Upon approval the borough office will send to B.E.S.T. within one working day, the completed pre demo, approved demolition application and, if required, the mechanical demolition approvals.

A docket book will be maintained by the B.E.S.T. Squad to record the receipt of approved demo applications, inspection dates violations and date of final signoff.

Upon completion the signed off Demo application and accompanying reports and violations shall be returned to the borough office for appropriate processing.

Borough offices will retain responsibility for the filing and processing of demolition applications including pre-demo inspections. A standardized form (attached) has been developed for use by the borough office inspectorial staff when conducting a pre-demo inspection.

Clerical staff shall also check that all pre-demo forms and demolition applications have the plot diagram section completed.

No work can be commenced prior to 24 hours after notice has been received by B.E.S.T. A rubber stamp has been prepared stating "Department of Buildings B.E.S.T. Squad (Tel. # 718-802-3713) to be notified 24 hours prior to start of demolition work pursuant to Section 27-195 of the Administrative Code." The clerk responsible for processing demolition applications must stamp each demolition application with this notice prior to approval. All approved demolition applications must bear this stamp to be valid.

SDO:mh