

C O P Y

The City of New York
Department of Buildings

Departmental Memorandum

Administration
Inspections
Stop Orders
Directives and Memoranda

To: All Boro Superintendents and Borough Clerks

Date: April 22, 1969

From: Frank Padavan, Assistant Commissioner

Subject: Administrative Procedures concerning Inspections, Stop Orders
and Information

Your attention is directed to the following procedural practices which require timely emphasis and review:

- a. The current practice of forwarding a Journal Sheet for each application when filed to the appropriate district inspector shall be continued. Upon receipt of the Journal Sheet, the inspector is to make inspection of the site and is to file violation orders when warranted. This includes work started without a permit and work not conforming to law, such as excavations without proper sheeting and bracing. Inspectors are not to wait for notice by contractors that the site is ready for inspection.
- b. Where need for issuance of a stop order develops, the inspector shall immediately notify the Chief Inspector, who shall notify the Boro Superintendent. When the Chief Inspector and Boro Superintendent concur that such an order should be issued, the Chief Inspector shall arrange for immediate preparation of such order and the order shall be served the same day whenever possible and where this cannot be done, shall be served early on the following morning. Steps will be taken to avoid clerical delays.
- c. Departmental memos and directives shall be given prompt distribution to the personnel concerned with the subject matter as soon after receipt as possible. A record shall be maintained of distribution and recipients shall be required to initial a copy as evidence that the communication was received.

(Signed)

Frank Padavan
Assistant Commissioner

- 197 -