

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

DEPARTMENTAL MEMORANDUM

DATE: November 5, 1976

TO: Boro. Supt. C. F. Dennis, Manhattan

FROM: Director of Operations Irving E. Minkin

SUBJECT: Building Notice Permits - Directive No. 14/75, Modification #2

In order to improve the efficiency of the Cashier's section, in Manhattan, which is unique in that it performs some Plan Desk functions, as well as to reduce the delay the public has experienced on numerous occasions in this area, the Cashier has now been provided with a self-inking, manual, single-purpose receipt and permit-issuance stamp for Building Notices.

In order to effectively utilize it, Directive No. 14/75, and my memorandum of February 27, 1976, (Modification #1), are hereby modified further in regard to item #2 (Processing) only for Building Notice applications where the professional applicant intends to obtain the permit on the day of filing, as follows:

(a) The applicant shall be directed to carry the application and plans to the Chief Engineer of Engineering prior to filing.

(b) After immediate review by the Chief Engineer or his assistant, for conformance with zoning requirements, if the application is found to warrant further review or is not acceptable as a Building Notice application, it shall be so marked, and the remainder of this modification shall be inapplicable.

(c) If the application has been found to be in satisfactory order within the guidelines of Directive 14/75, the applicant shall be directed to the fee estimator, for check of the estimated cost and computation of fee.

(d) He shall thereafter officially file the application, and pay both the filing fee and permit fee at the Cashier's window at one time and receive the permit, upon producing evidence of workmen's compensation insurance and disability benefits insurance.

This modification shall take effect immediately; and a copy of this memorandum is to be posted at all locations in the borough office frequented by the public.

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An automatic stamping machine has been ordered to further expedite processing of Building Notice applications at the Cashier's window and will be furnished to you when it has been obtained.



Irving E. Minkin
Director of Operations

IEM/df

CC: Executive Staff

Supts Sigman, Queens)

Cohen, Bronx)

Olin, Brooklyn)

Sakona, Staten Island)

for your information only

Industry

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