

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: October 23, 1979

TO: Industry

FROM: George Sakcas, Borough Superintendant

SUBJECT: Docket Information Sheet - Revised Memo

In our continuing effort to improve efficiency and upgrade our services to the public, we have established an improved "Docket Information Sheet" procedure. The new procedure, which will become effective November 1st, 1979 will require the following:

1- Each application submitted to the Department of Buildings Manhattan office shall include one (1) original typed "Docket Information Sheet" (B Form 6) with a number of photostatic (zerox) duplicates to coincide with the following schedule:

<u>Type of Application</u>	<u>Number of Photostatic copies Required</u>
• N.B, Alteration, Building Notice, 5 Demolition, Electric Signs, Plumbing Repair Slip.	
• Elevator, Public Assembly, Misc..... 4	

This new procedure will assist in eliminating backlog and insuring the availability of up to date information.

Thank you for your continued cooperation.



cc: Harold Glantz - Director, Administrative Services
Robert Nunziato - Executive Manager
All Division Heads
Max Auster - Cashier
File

1654