MEMORANDUM

TO: Cord. Supt. C. F. Dennis, Manhattan
FROM: Director of Operations Irving E. Minkin
SUBJECT: Place of Assembly Routing and Permit Renewal Fees

DATE: December 1, 1977

My memorandum of November 1, 1977, regarding places of assembly, is supplemented as follows:

1. Prior to January 1, 1977, the borough of Manhattan is to be divided into 15 geographic districts. Each district will, as far as possible, be comprised of approximately 1/12 of the total places of assembly in Manhattan. The districts will be numbered in a sequential manner. District 1 will be slated for January renewals (and inspections, District 2 for February, etc.).

2. During 1977, inspections will be made on the current scheduled basis. New issues of newly licensed permits will be issued for a period of 12 months in advance, beginning with the district the place of assembly is located in. The place of assembly will be assigned to a permit holder (1/12) amount for each month over the normal 12 months of the license period. Thereafter, the permittee will issue his permit renewed (and subsequently his annual inspection) on the month designated for his district.

3. As a district is completed, one of the inspectors be recirculated throughout the district to inspect (and issue summons, where called for) those requiring inspections. Whatever time is not required by inspections can be utilized assisting the other inspectors in their districts.

4. A cycle of recirculating applications and initial inspections can be utilized, i.e., the place of assembly section on, if it appears that a place is not scheduled in the next week or so, the Chief or his designee is to have one of the inspection inspectors review the application. The place of assembly permit holder should be notified as to the new inspection date.
This procedure is to take effect on January 1, 1977.

Forwarded herewith is a table for use by the cashier in printing the permit renewal fees for the next calendar year, only, after which the 12-month fee of $27.50 shall be charged.

Irving E. Minkin
Director of Operations

IEM/df
Enc.

CC: Exec. Staff
<table>
<thead>
<tr>
<th>Month</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate</td>
<td>27.50</td>
<td>32.30</td>
<td>56.50</td>
<td>48.10</td>
<td>43.90</td>
<td>43.10</td>
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<td>36.70</td>
<td>32.10</td>
<td>36.70</td>
<td>27.50</td>
<td>29.80</td>
</tr>
</tbody>
</table>

**Monthly Rate:** $4.23

**Annual Rate:** $27.30

Renewals due 1971 will be on 12-23 unless otherwise requested.

New scheduled renewal date.

1242