

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

DEPARTMENTAL MEMORANDUM

DATE: December 1, 1976

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

FROM: Director of Operations Irving E. Minkin

SUBJECT: Place of Assembly Routing and Permit Renewal Fees


My memorandum of November 1, 1976, regarding places of assembly, is supplemented as follows:

1. Prior to January 1, 1977, the borough of Manhattan is to be divided into 12 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 rotational 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 date however, a place of assembly permit will be issued for a period of 12 months in districts, beginning with the district the place of assembly is in on the month that district is assigned. Permit fees will be \$27.50 plus a prorated (1/12) amount for each month over the normal 12 months of the license period. Thereafter, the permittee will have 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 through the district to inspect (and issue summonses, where called for) those remaining renewals. Whatever time is not required for renewals can be utilized assisting the other inspectors in other districts.
4. In the case of assembly applications the initial inspection can be scheduled by the place of assembly section or, if it appears that the inspection district is scheduled in the next week or so, the Chief Inspection Inspector is to have one of the construction inspectors inspect the place of assembly. The place of assembly permit and the inspection report are to be made available to the district without delay. The new fees are to be applied to the new permits.

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This procedure is to take effect on January 1, 1977.

Forwarded herewith is a table for use by the cashier in preparing 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  
Supts. Olin, Cohen, Sigman, Sakona - for your information.

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NEW RENEWAL DATE (1977) (1978-1979)

OLD RENEWAL DATE

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
JAN	27.50	29.80	32.10	34.40	36.70	39.00	41.30	43.60	45.90	48.20	50.50	52.80
FEB	52.80	27.50	29.80	32.10	34.40	36.70	39.00	41.30	43.60	45.90	48.20	50.50
MAR	50.50	52.80	27.50	29.80	32.10	34.40	36.70	39.00	41.30	43.60	45.90	48.20
APR	48.20	50.50	52.80	27.50	29.80	32.10	34.40	36.70	39.00	41.30	43.60	45.90
MAY	45.90	48.20	50.50	52.80	27.50	29.80	32.10	34.40	36.70	39.00	41.30	43.60
JUNE	43.60	45.90	48.20	50.50	52.80	27.50	29.80	32.10	34.40	36.70	39.00	41.30
JULY	41.30	43.60	45.90	48.20	50.50	52.80	27.50	29.80	32.10	34.40	36.70	39.00
AUG	39.00	41.30	43.60	45.90	48.20	50.50	52.80	27.50	29.80	32.10	34.40	36.70
SEPT	36.70	39.00	41.30	43.60	45.90	48.20	50.50	52.80	27.50	29.80	32.10	34.40
OCT	34.40	36.70	39.00	41.30	43.60	45.90	48.20	50.50	52.80	27.50	29.80	32.10
NOV	32.10	34.40	36.70	39.00	41.30	43.60	45.90	48.20	50.50	52.80	27.50	29.80
DEC	29.80	32.10	34.40	36.70	39.00	41.30	43.60	45.90	48.20	50.50	52.80	27.50

Monthly Rate \$ 2.30

ANNUAL RATE \$ 27.50

Renewals for 1977 will be for 12-23 months depending on new scheduled renewal date.

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