

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

DEPARTMENTAL MEMORANDUM

DATE: June 22, 1977

TO: Borough Superintendents and
Jacob Grill, Director of Cranes & Derricks
FROM: Irving Minkin, P.E. Director of Operations
SUBJECT: ILLUMINATED SIGNS

Numerous accounts for illuminated signs projecting beyond the street line in our central billing section indicate arrears for several years.

In order to ascertain the status of the signs as well as to compel payment of fees owed to the city, special report referrals for each delinquent sign account are being distributed to Borough Superintendents and to Jacob Grill, Director of Cranes & Derricks.

The special sign inspection report forms (B Form 30A) are to be distributed to Construction, Plumbing and Crane & Derrick inspectors, with their route schedules, together with copies of the attached form violation notices.

If the illuminated sign described in B Form 30A has been removed, the report should so note (item "a") and be returned to the Central Billing Section without a violation.

If the illumination has been removed from the sign in such a manner that a fee need not be charged, the report should so note and be returned to the Central Billing Section without a violation, subject to the clarifying note in item "c" in the report form.

If the sign described in B Form 30A still exists with illumination, the attached form notice of violation is to be attached, filling in appropriate data from B Form 30A and from his observations. The district designation in the violation number is to be prefaced by the particular inspector's designation. In addition to forwarding a copy of the violation and B Form 30A to the violation section, a copy of both should be sent to C.B.S. with item "a" in B Form 30A completed.

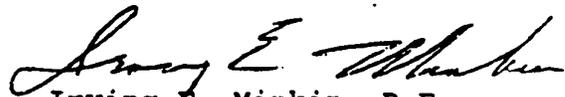
While any additional information that can be readily obtained should be noted, it is not mandatory that items "b", "e", and "f" in B Form 30A be completed at this time. Any clarifying information should be noted on the reverse side of B Form 30A.

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ILLUMINATED SIGNS (Cont'd.)

Any field condition that precludes an immediate determination of the answers required as noted above should be routed to the Deputy Borough Superintendent for assignments of personnel to research department records to determine what further action is warranted.

However, all personnel should be guided by the attached memorandum dated July 7, 1976 by Deputy Commissioner Jenkins that answered numerous questions that arose when this procedure was first implemented last year.


Irving E. Minkin, P.E.
Director of Operations

attach.

IEM:p
cc: J.T. Walsh, Comm.
A.J. Jenkins, Dep. Comm.
M.F. Parascandola, Ass't. Comm.
Executive Staff