



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N.Y. 10013

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OPERATIONS  
POLICY AND PROCEDURE NOTICE # 12/93

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To: Distribution  
From: Barry G. Cox  
Date: 16 July 1993  
Subject: School Construction Authority

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**Purpose:**

To establish a procedure to accept fees for jobs filed by the SCA for work done in privately owned buildings.

**Central SCA processing**

The central SCA processor shall data enter the fee data as identified by SCA. He/she shall then identify the building as fee deferred.

**Borough Office**

For jobs where the fee has been deferred until CO, TCO or signoff, the borough shall not issue any CO, TCO or signoff until all monies are paid.

JMc:mh