

The City of New York  
HOUSING AND DEVELOPMENT ADMINISTRATION  
Department of Buildings

DEPARTMENTAL MEMORANDUM

Date: January 26, 1973

TO: Borough Superintendents

FROM: Thomas V. Burke, Director of Operations

SUBJECT: LIMITED SUPERVISORY CHECK - Section C26-108.6 of the Administrative Code

Directive No. 2/1973

*Supplemented  
see Memo of 1-29-73,  
Page 756.*

The Rules and Regulations for Limited Supervisory Check of Plans are effective on January 25, 1973 (copy attached). They are applicable to new buildings other than private residences and their appurtenances and accessories.

The following shall be the procedure for implementing the rules and regulations:

A. Obtaining Approval

The following shall be the procedure for obtaining approval for a limited supervisory check of plans pursuant to Section C26-108.6 of the Administrative Code

1. Application for approval shall be made by the applicant of record on Statement 'C' (Form 18A).
2. The application may be filed concurrently with the filing of the new building application or at any time during the course of the examination of the application.
3. The Statement 'C' shall be stamped "received", attached to the new building application and indexed by the Plan Desk.
4. The new building application folder and plans shall be submitted to the Borough Superintendent who shall verify the information in Statement 'C', except for item #4 thereof, and if satisfactory, note his approval on Statement 'C'. In verifying item #1 (no occupied housing accommodations) the Borough Superintendent shall require a confirming inspection and report.

Where the application is in the course of examination, the Borough Superintendent shall also review any pending objections. He shall grant reconsideration, subject to post-audit examination, to any of the objections where he deems it appropriate.

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5. The Borough Superintendent shall maintain a record of all approvals for limited supervisory check of plans.
6. The new building application folder shall be forwarded to the Chief Engineer-Engineering for assignment to an examiner, if it has not been previously assigned. The application shall then be transmitted to the examiner.
7. The examiner shall:
  - (a) Verify item #4 in Statement 'C'.
  - (b) Check for compliance with the Zoning Resolution and the exit requirements of the Building Code or other applicable laws, where same has not been previously checked.
  - (c) When the Statement 'C' specified certain portion of the plans to be subject to complete examination, in addition to (b) above, make complete examination of said portion.
  - (d) Any objections disclosed by the examination of (a), (b) or (c) shall be processed in accordance with the present practice.
  - (e) Upon obtaining compliance with the foregoing, the examiner shall approve the application and plans after affixing the following stamp on each sheet of the plans and specifications:
 

"Approved under § C26-103.6 A. C.  
(Limited Supervisory Check)"
  - (f) The Borough Superintendent shall be advised of such approval and shall note same in the record specified in (5) above.
  - (g) The present practice of notification to the applicant of the approval shall be followed.
8. In the event that a construction permit has not been obtained within sixty (60) days after the approval of the new building application, the Borough Superintendent shall require the applicant to show cause why the approval for limited supervisory check should not be revoked on the grounds of misrepresentation in Item 2. of Statement 'C', "the time required for a complete examination by the Department would delay construction----"

B. Post-Approval Examination

1. The application folder and the office copy of the approved plans shall be returned to the examiner upon the issuance of a construction permit on the approved application.
2. The examiner shall continue the examination to include the portions which were not previously examined. Such continued examination shall be completed within sixty (60) days of the receipt of the application folder and plan as provided in (1) above.
3. When the examination discloses non-compliance with applicable sections of law, the examiner shall note such non-compliance by objections.
4. The examiner shall submit the objections together with the new building application folder and plans to the Chief Engineer-Engineering.
5. The Chief Engineer-Engineering shall review the objections and with the participation of the Deputy Borough Superintendent and the Borough Superintendent, where necessary, reconsider those objections which merit reconsideration.
6. Any residual objections shall be referred to the Director of Special Projects together with the new building application and plans. The Borough Superintendent shall include a memorandum identifying the residual objections.
7. THE APPLICANT SHALL NOT BE ADVISED, either verbally or in writing, of any objections resulting from the post-approval examination. This shall not preclude the Borough Superintendent personally, when he finds it necessary, from contacting the applicant for information or clarification of the plans and specifications.
8. The Borough Superintendent shall be advised of the disposition of the objections under (6) above and what further action is required.
9. Any amendments filed shall be processed by the borough office in the same manner as described above for the original application.
10. The Borough Superintendent shall inform the Director of Special Projects, when a new building application is approved under the limited supervisory check procedure. He shall also be informed when such an approved new building application has passed the post-audit review.

TVB:JWS:ASR

*Thomas V. Burke*  
 Thomas V. Burke, P. E.  
 Director of Operations