

PLUMBING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: January 14, 1975

TO: Borough Superintendants
FROM: Director of Operations, T. V. Ecks, P.E.
SUBJECT: COMPOSITE VIOLATION FORMS

A combined violation form #35 and form #53 has been designed, printed and delivered to the borough offices.

The new form was designed for three primary purposes:-

- a. To institute a new standard numbering system to be used city wide.
- b. To establish the procedure giving inspectors capability to write and serve violations in the field.
- c. Establish priorities and dates for reinspection at the time the violation is submitted for docketing.

PROCEDURE

Effective Date: JANUARY 20, 1975

1. When noting violations of law in the course of inspection activity, the inspector (by completing form #35 "Notice of Violation" and form #53 "Inspector's copy of Violation") will write the violation in the field.

Under the violation number, the inspector shall write in:-

- a. under date - insert numerals (June 9, 1974 would be 060974 -
Dec. 11, 1974 would be 121174)
- b. under type - C = Construction
E = Elevator
P = Plumbing
S = Steel
IP = Plaster
HR = Hoist & Rigging
B = Boiler
- c. under district - insert district number if any.
- e. under number - insert number of the violation written on that date _____ the first violation written would be #1 etc.

Thus the first violation written on June 9, 1974 by a plumbing inspector in district 14 would officially be numbered 060974 P 141. A violation written by an elevator inspector in district 9 on October 14, 1975 would be numbered 101475 E 091.

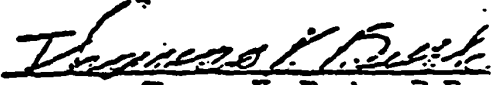
PROCEDURE - continued -

Where more than one inspector is assigned to a district, the senior inspector shall be instructed to add the letter "X" to the violation number. Thus all violations written by the second inspector would terminate with the letter "X". If more than two inspectors are assigned as might be the case in conducting a survey or crash program each added inspector will use a different letter at end of the violation number.

2. Where a responsible person can be found at or near the premises, the inspector shall serve the duplicate of the violation "form #35" either by handing the summons personally to the person named or by putting in their mail box or under their door. The inspector shall note on back of the original "Form #35" how the service was made.
 - a. If personal service, the inspector shall execute an affidavit of service.
 - b. If deposited in mail box or left under door - inspector shall make note of such on the back of the original "Form #35."
3. If the inspector is unable to serve violation he shall make diligent to ascertain name and address of a responsible person. If this info is not ascertainable in the field he shall consult the Multiple Dwelling registry in case of a multiple dwelling or the Real Estate Guide in other cases.
4. Senior Inspector will make note on the form #35 and form #53.
 - a. Violation priority.
 - b. Date of Reinspection (insert first weekending date following ten days from date of filing).
 - c. File form #53 in the index file for future routing.
5. Original of form #35 shall be forwarded to the Violation Section.
6. Zoning violations shall be docketed and entered in the same docket book as all other violations.

TVB:JL:rm
cc:

Executive Staff
Chief Engineers-Construction
477 Inspectors


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