

HOUSING AND DEVELOPMENT ADMINISTRATION  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: May 3, 1971

TO: Borough Superintendents  
FROM: William Chamoy, P.E., Ass't. Director of Operations  
SUBJECT: Procedure 18 of 1967 - Directive 25 of 1967

I direct your attention to Procedure 18 of 1967 and Directive 25 of 1967 with respect to processing Rent and Housing Maintenance form 1036 in connection with the issuance of Certificate of Occupancy, sign off for alteration and building notice application for multiple dwellings.

This procedure must be followed to insure that duplicate inspections are not required to be made by the Rent and Housing Maintenance Division and that the violations that have been complied with are dismissed expeditiously.

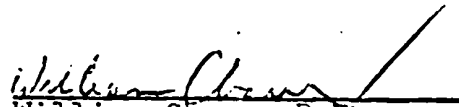
In those cases where the work involved in the alteration of the premises has not been completed and a reinspection will be made within a few days, the 1036 inspection order shall be retained by the inspector for the reinspection, otherwise the 1036s, showing the results of the initial inspection, must be returned promptly to the Department of Rent and Housing Maintenance for further processing.

All 1036 orders in the possession of the inspection staff shall be reviewed for compliance with the above procedure.

I am enclosing copies of Procedure 18/67 and Directive 25/67, for your guidance.

WC/sl

cc: J. Ferro, Commissioner  
F. Padavan, Ass't. Comm.  
T.V. Burke, Director of Operations  
W.M. Schlegel, A.P.E. ✓

  
William Chamoy, P.E.  
Ass't. Dir. of Operations

Attachments:

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