

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

DIRECTIVE NO. 5 OF 1973

TO: Borough Superintendents

March 19, 1973

FROM: Director of Operations, T.V. Burke, P.E.

SUBJECT: "PROCEDURE TO REMOVE BACKLOGGED APPLICATIONS"

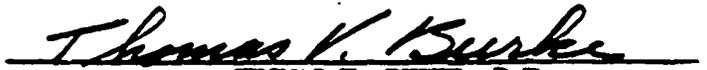
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The procedures outlined herein shall apply only to those applications where work has been halted for four years or more and a certificate of occupancy is not required:-

1. Where all work as shown on plans has been completed and the mechanical ventilation letter and certification have not been filed - the inspector shall seek to verify the adequacy of the ventilation by interviewing the occupants. If there are no complaints, the inspector may sign off the application with a note that based on interview of tenants or occupants it is his opinion that the ventilation is adequate.
2. Where construction was started and no work has taken place for a period of four (4) years, if the remainder of the work was of a voluntary nature and not required by law or where there are minor deviations (from the approved plans) which are otherwise legal, the inspector would file a report indicating the incompleting work and deviations. The report will be submitted to the Chief Engineer-Construction, or to the examiner who (if he concurs with the inspector's report that the deviations are legal or that incompleting work is not required and may therefore be deleted) would sign the report and return same to the inspector. The inspector may accept such endorsed report as if an approved amendment, and sign off the application as completed subject to the acceptance by the Chief Engineer-Construction.
3. Where a violation is pending against a city agency for performing and completing work under an approved application but without a permit or without a Plumber's Statement, the violation may be dismissed and application signed off upon written application from such agency with a statement that the work except for plumbing was performed by their own personnel under competent supervision or in the case of plumbing work that the work was performed by a licensed plumber who can not be located.
4. Where plumbing work was otherwise legally completed except that a roughing inspection was not made - the plumbing inspector may sign off the application where in his opinion the installation is properly vented.
5. Where a violation is pending for incompleting work that is required, the application may be signed off subject to the pending violation for failing to complete required work as shown on the approved plans.

"Procedure to Reduce Backlogged Applications" - continued

6. When an unsafe building order is being filed - the order shall include all items covered by pending violations (except such items as maintaining an illuminated sign without a permit which could not be dismissed on a U.B. order or violations filed under Paragraph 5). Upon receipt of the docketed and numbered inspector's copy of the U.B. order, the violations which were incorporated in the order shall be dismissed. Court action on violations filed and pending under Paragraph 5 of this procedure shall be held in abeyance as long as the U.B. order is pending and is being processed.
7. Where work has been completed, open applications may be signed off as completed even though a permit has not been obtained, when so approved by the Borough Superintendent and if there are no sanitation fees due and the filing fee was sufficient to cover the permit fees.
8. On applications filed for minor plumbing work only and plumber's statement has not been filed - the requirement for such statement may be waived by the Borough Superintendent.
9. Sprinkler and Standpipe applications - work is completed and ready for sign off except for the plumber's statement. The filing of the statement may be waived by Chief Engineer-Construction and the application may be signed off.

  
THOMAS V. BURKE, P.E.  
Director of Operations

TVB:JL:rmr

cc: Executive Staff  
Chief Engineers-Construction  
All Inspectors