

THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: October 15, 1973

TO: Borough Superintendents
FROM: Thomas V. Burke, Director of Operations
SUBJECT: PERMANENT INSPECTION RECORDS

Under the procedure for increased productivity of construction inspectors, a card known as a "Permanent Inspection Record" (P.I.R.) has been developed. There will be one such card for each application, that requires inspection by the Construction Section.

The purpose of the card is -

1. To provide information to the inspectors concerning the nature and extent of the work shown on the application.
2. To serve as a record of the inspections made in connection with the application.

A copy of the card is attached.

The front of the card is to be filled out by the plan examiner at the time of approval of an application. Only one card shall be required for each application.

Cards, when completed by examiners, are to be forwarded to the Chief Construction Inspector.

This procedure shall become effective in each borough when the new system of productivity for the construction inspectors becomes effective in the borough.

A supply of cards has already been sent to you.


Thomas V. Burke
Director of Operations

TVB/df
Att.

CC: Comm. Karagheuzoff
Dep. Comm. Cooke
Asst. Comm. Stulz
Messrs. Olin, Schneider,
Minkin, Linker, Beck
Vivianni

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