

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

DEPARTMENTAL MEMORANDUM

DATE: October 22, 1973

TO: Borough Superintendents  
FROM: Thomas V. Burke, Director of Operations  
SUBJECT: FILING OF VIOLATION ORDERS

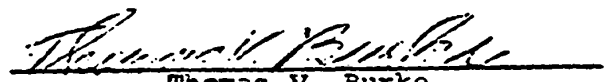
The memorandum of October 3, 1973, required that Senior Construction Inspectors, as well as Construction Inspectors, file a violation order, upon observation of a condition contrary to laws enforced by this department.

It shall be required that the Chief Construction Inspector, the Assistant Chief Construction Inspector, all Senior Construction Inspectors and Construction Inspectors, under the direction of the Borough Chief Inspector, shall file violation orders upon observation of an unlawful condition, without delay.

This procedure shall apply to all violations observed, whether hazardous or otherwise.

Reinspection of such violations may be made by District Inspectors. After filing of the violation order, the presently established procedure shall be followed.

This procedure shall be effective immediately.

  
Thomas V. Burke  
Director of Operations

TVB/df

CC: Exec. Staff