DEPARTMENT OF BUILDINGS
Intradepartmental Memorandum

To: Borough Superintendents

Date: March 19, 1963

From: Joseph Ferro
Director of Operations

Subj: Application of the Sanitary Facilities Requirements of Sec. D26-6.1 and D26-7.1 Multiple Dwelling Code

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The purpose of this memorandum is to provide for uniform interpretation and application of the requirements for sanitary facilities under Sec. D26-6.1 and Sec. D26-7.1 of the Multiple Dwelling Code.

Sec. D26-6.1 and Sec. D26-7.1 shall be interpreted to require that sanitary facilities be provided on the basis of the maximum lawful occupancy as determined by floor area in accordance with Sec. D26-3.0. Where an owner requests approval of sanitary facilities based upon a present number of occupants which is less than the maximum lawful occupancy, the request shall be approved upon the condition that a certificate of occupancy be obtained limiting the occupants to the number for which adequate toilet facilities are provided.

The installation of the required sanitary facilities may be filed on a "Building Notice" application except when a certificate of occupancy is required in which case an "Alteration" application shall be filed. In all instances a plumbing application shall be filed to cover the plumbing changes.

Key plans to scale of all floors shall accompany the application showing the following:

Occupancy and size of rooms.
Number of occupants in each room.
Location and description of existing sanitary facilities.
Location and description of new sanitary facilities.

In addition, a 1/4" scale partial plan showing the new work shall be filed.

A shower or bathtub in a separate compartment shall be provided with standing room for one person outside the shower or bathtub and within the compartment. The floor and walls of the shower enclosure shall have an impervious surface.

An additional copy of the floor layout plans shall be required which upon approval shall be forwarded to the borough unit which processes registration and rooming house diagrams. This shall be filed with the rooming house diagrams upon the completion of the work. The borough superintendent shall set up a procedure to accomplish this. The applicant may require additional copies of the approved floor layout plans. Any additional copies submitted shall be approved and returned to him.

Joseph Ferro
Director of Operations

JWS:dv

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cc: Comm. Birns
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