

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

DEPARTMENTAL MEMORANDUM

MAY 10 1971

DATE May 6, 1971

TO: Borough Superintendents

FROM: William Chamoy, P.E., Ass't. Director of Operations

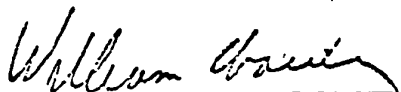
SUBJECT: Plan Examination and Field Inspections  
Ports and Terminals

Attached herewith is a letter dated April 26, 1971, from Commissioner Joseph Ferro, to the Honorable Patrick F. Crossman, Commissioner - Economic Development Administration, which outlines the procedure to be followed with respect to Plan Examination and Field Inspections for new buildings and new structures on waterfront properties.

Applications when received in the borough office, shall be numbered and indexed in the regular manner. The application number shall be followed by the letters P.&T. After approval, applications shall be kept in a separate file in the plan room. Separate accounts shall also be kept for the Building Department and Sanitation Department fees for reporting to the Budget Director. On completion of all work, the application and plans shall be filed in the block and lot record room.

WC/sl

cc: Staff

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