



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner

Issuance #3

JOSEPH M. WHITE
Assistant Commissioner
of Operations

OPERATIONS
POLICY AND PROCEDURE NOTICE #2/87

TO: Borough Superintendents
FROM: Joseph M. White, Assistant Commissioner of Operations
DATE: March 24, 1987
RE: Plan Examination Appointments

Policy

To provide a more equitable and efficient system, the scheduling and recording procedure for Plan Examination appointments shall be standardized City-wide.

Procedure

This procedure is effective April 13, 1987 and supersedes any previous procedures on this subject. Procedures for Directive 14 Examination are unchanged.

All Plan Examination appointments will be scheduled through borough central reception at 20 minute intervals. (For New Building examinations, applicants may be scheduled for two consecutive slots). These 20 minute appointments will take place for a four hour period between 8:30am and 1:00pm. (At the Staten Island Office, appointments will be at 15 minute intervals).

Appointments shall be scheduled only by calling the appropriate telephone number in each borough between 2-4 pm daily: (Bronx: (212) 579-6936, Brooklyn: (718) 643-4743, Manhattan: (212) 669-3222 (four lines), Queens: (718) 520-3421/3241, Staten Island: (718) 390-5184/5185). The caller must indicate which examiner, the name of the applicant or representative, the application number, the name of the organization (if applicable), and a telephone number where the caller can be reached.

Applicants may schedule appointments up to three work days in advance (for example, if the applicant calls Monday, he may be scheduled for Tuesday, Wednesday, or Thursday) for any open slots that exist. The number of slots for each organization or entity may be limited.

Applicants must notify the Department of Buildings if unable to keep an appointment by contacting the Scheduling Clerk or the Plan Desk 24 hours in advance. Administrative action will be taken against "no-shows" who do not call to cancel.

One slot per examiner per day shall be set aside for walk-in appointments, for applicants who are infrequent filers.

Note: Reference to the supervision of Plan Examiners throughout this procedure will be made generally to direct supervision/supervisor without specific title.

Afternoon appointments are to be handled on an exception basis only. Upon the advance written approval of the direct supervisor, such appointments will be recorded on the Appointment Schedule Sheet. Copies of the Plan Examination Appointment Schedule Sheet will be submitted to the Inspector General on a weekly basis. All appointment records will be maintained in the borough office for one year.

Forms

Plan Examination Appointments Schedule - B Form 100 PE (6/86).

Scheduling Clerk

Responsible for maintenance of daily Plan Examination Appointment Schedule at central reception area. Scheduling Clerk will photocopy schedule each day and distribute to Plan Examiners by 8:30am for the current day's appointments. The Scheduling Clerk will be responsible for maintaining files of Plan Examination Appointment Schedules and for submitting copies of the schedules to the Inspector General.

Plan Examiner


Plan Examiners will receive their current day's appointments by 8:30 each day from the Scheduling Clerk. Examiners are responsible for conducting examinations on a timely basis. Examiners must verify that the plan to be examined is in fact the one scheduled. If time permits, other applications may be reviewed.

Direct Supervisor (Plan Examination)

The direct supervisor will review completed Appointment Schedule Sheets for completeness, correctness and adherence to this

procedure. Review and approval will be indicated by the supervisor by signing and dating the form. When authorizing afternoon appointments, the supervisor must initial and check each such appointment in the appropriate column.

The direct supervisor will forward all approved forms to the Scheduling Clerk for filing, copying and forwarding.



Joseph M. White

Assistant Commissioner Operations

JW/mm