

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: December 12, 1983

TO: Borough Superintendents
FROM: Joseph M. White
SUBJECT: Bureau of Electrical Control support on
Department of Buildings Vacate Orders

Effective immediately, the Department of General Services, Bureau of Electrical Control and the Department of Buildings will interact in accordance with the following procedure:

Upon receipt of a written Stop Work Order, involving the illegal conversion of particular premises, duly issued by the Department of Buildings ("DOB"), the Bureau of Electrical Control ("BEC") will:

- A. Check its files to determine if there is an application for electrical work on file for that location. If an application is on file, BEC will notify the licensed electrical contractor to immediately cease work at that location until such time as the Stop Work Order is lifted by DOB.
- B. If there is no application for electrical work on file, BEC will send an inspector to verify if any electrical work is being or has been done at that location, and if so, BEC will proceed as follows:
 1. If BEC determines that an extremely hazardous electrical condition exists, BEC will issue a violation to the owner and an immediate order to disconnect to the appropriate utility company.
 2. If BEC determines that the electrical condition is not extremely hazardous, BEC will:
 - a. Issue a violation to the owner for not causing an application to be filed by a licensed electrical contractor; and
 - b. Specify a reasonable time for the owner to cause an application to be properly filed by a licensed electrical contractor; and

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- c. If the owner does not comply within the prescribed time, BEC will issue an order to disconnect to the appropriate utility company.

Note: BEC will expedite the usual timetable between the issuance of a notice of violation and the order to disconnect. If, two weeks after a notice of violation has been issued, no application has been filed, BEC will send the owner an order to appear at the offices of BEC (call to office) within ten days of the order. The "Order to Remedy" notice, which usually follows the notice of violation, will be omitted.) If the owner fails to appear in response to the call to office, BEC will issue an order to disconnect to the utility company. Utility companies, due to their involvement, scheduling and coordination usually require one (1) month from the notice for an actual disconnect. The complete timeframe from the violation to the disconnect of premises will take approximately 54 days, instead of the normal 86 days. When a multiple dwelling is involved, BEC will contact the appropriate City agencies to insure that the order to disconnect will not cut electrical service to the entire building.

- C. If the owner does comply by causing an application to be filed by a licensed electrical contractor and the Stop Work Order continues to be in effect, BEC will:

1. Advise the licensed electrical contractor that it cannot perform any electrical work at the location while the Stop Work Order is in effect and inform it that no certificate of inspection will be issued during this period; and
2. Further inform the licensed electrical contractor that in the event it violates this order by continuing to perform electrical work at the location, the matter will be referred to the License Board for disciplinary action (license suspension, revocation, etc.) and it will be further subject to a criminal summons from the police department; and

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- 3) Further inform the licensed electrical contractor that BEC will not authorize utility companies to set meters or energize electrical service at that location until BEC received written notification from DOB that the Stop Work Order has been lifted.

It is understood that the Bureau has no ability to act in those instances when, upon inspection, it determines that no electrical work is being or has been done at the location, or when the work has already been completed by a licensed electrical contractor, with the appropriate application on file, who was not informed of the Stop Work Order.

This plan of cooperative action between DOB and BEC with respect to Stop Work Orders will be implemented as follows. The Borough Office of DOB which originates the Stop Work Order will promptly deliver to BEC a copy of the Stop Work Order and any revocation, removal, or termination thereof. BEC will promptly transmit to that Borough Office an acknowledgement of its receipt of such Stop Work Order. No Stop Work Order will be deemed received by BEC until such acknowledgement has been received by the originating Borough Office. All Stop Work Orders transmitted to BEC should be addressed to: Department of General Services, Bureau of Electrical Control, Att: Morris Kahme, Room 2337, Municipal Building, One Center Street, New York, New York 10007. All Stop Work Orders transmitted from a Borough Office of DOB will clearly indicate the person at that office to whom to acknowledgement should be sent and who is responsible for monitoring all information with respect to Stop Work Orders.

JMW:mh

cc: Executive Staff
Martin Burreil
Frank Puig
Marion Harvey

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