

DEC 02 1994



ISSUANCE #466

DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013

JOEL A. MIELE, SR., P.E., Commissioner
(212) 312-8100

JACOB GRILL, P.E.
Assistant Commissioner
Central Operations
(212) 312-8270

OPERATIONS
POLICY AND PROCEDURE NOTICE # #9/94

TO: Distribution

FROM: Jacob Grill
Assistant Commissioner

DATE: December 1, 1994

SUBJECT: Authorization to Permit Licensed Electricians to Self Certify
Removal of Reported Electrical Violations for which their Firm
was Cited.

EFFECTIVE: Immediately

REFERENCE: LL 73/88 NYCEC 27-3005

PURPOSE:

To alleviate the need of scheduling a reinspection by a Bureau of Electrical Control Inspector and expedite the issuance of a "Certificate of Electrical Inspection" and the sign-off for a "Certificate of Occupancy" or J-51 Loan.

SPECIFICS:

- a) The process of notification to a licensed electrical contracting firm of reported violations of the New York City Electrical Code will remain the same. Upon receipt of the notification, the contractor's licensee must respond within 10 working days indicating the date that the reported violations will be removed. This notification stub is located on the bottom of the Violation Notice. The contracting firm's licensee will then indicate whether a reinspection by the Department or a self certification in compliance with the electrical code and applicable rules and regulations is desired by checking the appropriate box:

Request Department Inspection
or
Licensee will Self Certify

- b) When the licensee indicates that a reinspection by a Bureau Inspector is desired, the normal process in computer entry will be made and a reinspection by the Bureau will be performed as heretofore.
- c) When the licensee indicates that the firm desires to self certify, the Data Entry Clerk will select "W" in the Main Menu Screen and then assign application to XXX (the name of the company self certifying). The status will become "A" (assigned). There will be no self certification of violation issued by the New York Board of Fire Underwriters.
- d) When the reported violation(s) have been corrected, the firm's licensee will be required to notify the Bureau on a Department form which is attached.
- e) Upon receipt of the form, the application and associated documents shall be retrieved from the open files. The form completed by the contractor shall be stapled to the documents and delivered to Data Entry for processing. Incomplete or incorrectly filed forms will be returned.
- f) Data Entry shall input the following information:
 - 1) Date of letter.
 - 2) Field Disposition C. (closed or certified)
 - 3) Violation Disposition R. (removed)
 - 4) Energize Recommendation G. (no comment)
 - 5) Time 01.
 - 6) Inspector ID XXX.
 - 7) Firm # _____.

The inspector ID XXX will indicate the removal of violations has been self certified.

- g) The contractor will be notified of the fees that are due and upon receipt of payment the Certificate of Inspection will be released.
- h) A spot check of 20% of a representative sample of the self certified removal of violations will be required and any discrepancies or falsifications shall be reported to I.D.U.
- i) When the Department inspector is required to re-inspect a job he is to re-inspect only those items that were originally violated.
- j) Upon double check of a job which entailed the removal of violations, if the inspector finds that the violations have not been properly removed, he shall re-issue violations that were not removed.

- k) Upon receipt of notification of violations re-issued on a double check the Borough Manager will recommend to the General Manager that he rescind the Certificate of Electrical Inspection.
- l) The General Manager will have the data entry staff notify the contractor that the certificate has been rescinded.
- m) If a contractor fails to properly remove the violations within 30 days after reinspection by the department the borough manager shall refer the matter to the Electrical License Board for whatever action they may deem necessary.