

DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: October 4, 1978

TO: Cornelius F. Dennis, P. E.  
Borough Superintendent, Manhattan

FROM: Philip E. Olin, P. E.  
Acting Director of Operations

SUBJECT: ADULT USES, PHYSICAL CULTURE ESTABLISHMENTS, ETC.

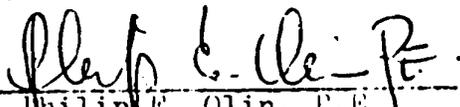
The following procedure shall be continued or instituted to improve the flow of information from this department to the Midtown Enforcement Project of the Office of the Mayor.

1. Completed Docket Information Sheets (B Form 6) for Altered Building and Building Notice Applications will be picked up at the Plan Desk of the Manhattan Borough Office daily by a representative of the Midtown Enforcement Project. It is expected that the previous day's sheets will be available for pick-up. In as much as the Docket Information Sheet, a copy of which is attached, already contains the address as well as the block and lot numbers for the particular application, it will not be necessary to prepare such information in another form.

2. Completed Docket Sheets (B Form 85) for Altered Building and Building Notice Applications will be picked up at the Borough Manager's Office of the Manhattan Borough office weekly by a representative of the Midtown Enforcement Project. A copy of B Form 85 is attached.

3. Requests for specific information will be made in writing, separately, for each particular premise, on a M.E.P. request form. Such requests will be made to the Manhattan Deputy Borough Superintendent. The representative of the Midtown Enforcement Project will search Building Department records as is necessary and if he is unsuccessful in obtaining the required information, will obtain assistance from a Building Department plan examiner (Norman Lehrman). In the event the required information is still not located, the Manhattan Borough Superintendent will be so notified.

4. Effective date of this procedure Monday, Oct. 9, 1978.

  
Philip E. Olin, P.E.  
Acting Director of Operations

Attachments

PFO:ah

cc: Carl B. Weistrod, Director,  
Midtown Enforcement Project  
Comm. Fruchtman, Minkin, Parascandola,  
Messrs Olin, Kupfer (2), Coccolicchio,  
Lerman, Loudon, Rochicchio, Ms. Sparks

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