



DEPARTMENT OF BUILDINGS

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Issuance #327

ADMINISTRATION
POLICY AND PROCEDURE #16/91

TO: Distribution
FROM: Mary G. Carr
DATE: November 14, 1991
SUBJECT: Fee for Temporary Certificate of Occupancy

This PPN supersedes Administrative memorandum dated August 9, 1991.

PURPOSE: To implement a fee for a temporary certificate of occupancy in accordance with Local Law 54 of 1991.

SPECIFICS: The Department will charge a fee for the issuance and renewal of a temporary certificate of occupancy (c/o). The fee is considered a special fee and should apply to all jobs except government owned buildings (Foreign, Federal, State or City) that are used for government purposes.

The temporary c/o fee cannot be deferred under any circumstance. All permit fees that were deferred until the issuance of a certificate of occupancy must be paid prior to the issuance of the temporary c/o. This procedure applies to all deferred jobs including those filed by HPD or any other city agency.

PROCEDURE: Applicants for a temporary c/o must first go to the express cashier to pay the appropriate fee. The express cashier will process payment and give the applicant a receipt and issue the temporary c/o. Prior to issuing a final or temporary c/o, the c/o clerk must review the Fee Data screen through Index on the BIS System and review the receipts in the job application folder to determine if the permit fees were deferred. If the job was pre-BIS, the clerk should review the "spec" sheet to find out if fees were deferred. The deferred fees must be paid at the express cashier. Both the deferred fees and the temporary c/o fee can be paid at the same time. One receipt will itemize both transactions.

No temporary c/o shall be issued unless the applicant provides the receipt for the payment of the deferred fees (if applicable) and the temporary c/o fee (except for buildings owned and used by the Federal, State, foreign or City government).