



The  
City  
of  
New York

DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner  
312-8100

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OPERATIONS  
POLICY AND PROCEDURE NOTICE # 11/88

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To: Distribution

From: Fredric J. Pocco P.E., Assistant Commissioner

Date: April 18, 1988

Subject: Transfer of Applications for Plan Examination

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Purpose

To rescind memorandum issued by Irving E. Minkin, P.E. dated September 23, 1976 in the Department Directives and Memorandums of 1978 on Page 1218.

Effective

Immediately

FJP:mh

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THE CITY OF NEW YORK  
HOUSING AND DEVELOPMENT ADMINISTRATION  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: September 23, 1976

TO: Borough Superintendents

FROM: Irving E. Minkin

**SUBJECT: Transfer of Applications for Plan Examination**

Due to the staff attrition, and unpredictable increases in filing in different boroughs from time-to-time, it has been necessary to transfer applications to a borough other than the one in which they are filed for plan examination. Because of inquiries by department personnel and the public about this procedure, the following guidelines shall be adhered to, effective immediately:

1. Only New Building and Alteration applications may be transferred out-of-borough.
2. Such transfers are to be done only upon written request of the applicant.
3. The application and plans (and a Block and Lot records, if an Alt. application) are to be transferred to the borough requested within 3 days of receipt of the request, and a copy of the forwarding memorandum sent to this office.
4. The sending borough should note the transfer in the Plan Desk and Plan Examination assignment book.
5. All records should be retained in the receiving borough until ready for approval, at which time after the plan examiners have signed all plans, and relevant parts of the applications, all records are to be returned to the sending borough where the approval stamp is to be affixed, permit fees paid, permit issued, and all post-approval amendments processed (unless there is a major modification to the plans), and inspections scheduled.
6. The applicant or his representative may be authorized to transfer the records, provided all folders and plans are completely listed.
7. No review of the approval is to be initiated by the sending borough without a written complaint, unless a hazardous field condition is noted.

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