To: Distribution

From: Barry G. Cox

Date: 26 May 1992

Subject: Emergency Requests to Demolish Unsafe Buildings

Purpose:

To clarify the criteria used to authorize the Department of Housing Preservation and Development (HPD) to demolish an unsafe building because of an emergency condition.

Effective: Immediately

Superseded: OPPN 10/92


Specifics:

An unsafe building (UB) designation is the first step in an extensive administrative process which results in a court order (precept) authorizing HPD to demolish or seal a privately owned building.

If DOB declares either an immediate emergency or emergency on a UB, there is no requirement to secure a precept and HPD is authorized to begin the work necessary to make the condition safe.

In all cases, HPD retains a contractor to do the required work pursuant to the City Charter and Procurement Policy Board rules. To assist HPD in determining how quickly the work must be performed and, therefore, which procurement process to use, DOB declares two types of emergencies.
Borough Office

An Immediate Emergency demolition will be declared on a building with life threatening structural damage or in imminent danger of collapse. The expectation is that work on the structure should begin by the day after the declaration.

An Emergency demolition will be declared on a building with serious structural damage and/or a deteriorating condition requiring it be demolished because a collapse or failure is soon expected. The expectation is that work will begin within thirty (30) to sixty (60) days of the declaration.

All paperwork associated with either of these declarations must be signed by the Borough Commissioner and forwarded to the Executive Chief Inspector's Office, one business day after such emergency is declared.

If the Assistant Commissioner for Borough Operations approves such a declaration, HPD will then be notified. The boroughs are not authorized to forward copies of such declarations to HPD in advance of the Assistant Commissioner's sign off.

Enclosed is a copy of the new Emergency Demolition request form.

Priority A & B Demolitions are eliminated.

BGC: mh
DESTRUCTION REQUEST FORM

TO: ______________________________________, Assistant Commissioner - Operations
FROM: ____________________________________, Borough Commissioner/Superintendent
SUBJECT: SELECT EITHER — Immediate Emergency Demolition Emergency Demolition
DATE: ____________________________________________
Premises: ____________________________ Owner(s): ____________________________
Borough: ____________________________
Block: ____________ Lot: ____________
Community Board: ____________________

IF APPLICABLE:
Unsafe Building Declared On: ____________________________
Survey Conducted On: ____________________________
Precept Issued By Court On: ____________________________
Prior Demolition Request Sent To HPD On: ____________________________

The structure above is a ______ story, class ______ building, occupied / unoccupied, in the following condition (DESCRIPTION):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Inspector _______________________________ conducted an inspection on ________________ and I hereby request that this building be demolished.

Recommended: __________________________ Administrative Chief Inspector __________________________ Date

Approved: ______________________________ Borough Commissioner/Superintendent __________________________ Date

Concurred: ______________________________ Executive Chief Inspector __________________________ Date

OP - 32 (REV. 05/92)