



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
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OPERATIONS
POLICY AND PROCEDURE NOTICE # 12/93

To: Distribution
From: Barry G. Cox
Date: 16 July 1993
Subject: School Construction Authority

Purpose:

To establish a procedure to accept fees for jobs filed by the SCA for work done in privately owned buildings.

Central SCA processing

The central SCA processor shall data enter the fee data as identified by SCA. He/she shall then identify the building as fee deferred.

Borough Office

For jobs where the fee has been deferred until CO, TCO or signoff, the borough shall not issue any CO, TCO or signoff until all monies are paid.

JMc:mh