



DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013
JOEL A. MIELE, Sr., P.E., COMMISSIONER

BARRY G. COX
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OPERATIONS
POLICY AND PROCEDURE NOTICE # 14/95

TO: Distribution
FROM: Barry G. Cox
DATE: 21 November 1995
RE: **Priority for Licensed Professionals**

Reference: June 10, 1992, Memorandum from Commissioner Rudolph Rinaldi.

Effective: Immediately

Purpose: To further clarify the Agency's position regarding Licensed Professionals who come to the Buildings Department in person to file plans and applications.

Supersedes: OPPN #19/92 and OPPN #6/95

Specifics:

To the extent possible, Licensed Professionals who come to the Buildings Department in person to file their own plans and applications should be given preferential treatment in the following areas:

- *Pre-filing
- *DEAR
- *Walk-in appointments
- *Reconsiderations

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Previously scheduled appointments, whether with a Licensed Professional or not, shall take preference over any walk-in appointment and in no case shall a scheduled appointment be cancelled to accommodate a Licensed Professional.

Administrative activities such as, record retrieval, securing copies of documents, payment of fees at cashier, etc. are not covered by this PPN and Licensed Professionals shall not be given preference.

BGC:yaj

/ppn-plp