



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

Issuance # 49

Operational
Policy and Procedure Notice # 16/87

DATE OF ISSUANCE: October 1, 1987

TO: Borough Superintendents and Executive Staff

FROM: Charles M. Smith, Jr., General Counsel

SUBJECT: Applications to BSA to Revoke or Modify Certificates of Occupancy

All applications concerning revocation of certificates of occupancy are to be processed through the General Counsel's office. To that effect, the Borough offices will need to notify 60 Hudson Street at the earliest time in order to assist this office in making a complete and timely application to the BSA.

When notifying the General Counsel's office of a potential case of revocation/modification it is necessary that the following items be forwarded here for a full review of the matter:

1. Copy of Certificate of Occupancy and past Certificate of Occupancy history where relevant;
2. Outstanding violations on the subject premises;
3. Copies of relevant correspondence between the Department and the owner;
4. All applications made by owner to the Department.

Where applicable, drawings of the subject premises may be necessary and this office will request those documents separately.

This memorandum supersedes the Departmental Memorandum of January 18, 1983 of Irving E. Minkin.

RESCINDED