



DEPARTMENT OF BUILDINGS  
EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N.Y. 10013

Stewart D. O'Brien, Acting Commissioner

BARRY G. COX  
Assistant Commissioner  
Borough Operations  
(212) 312-3864

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**OPERATIONS**  
**POLICY AND PROCEDURE NOTICE # 16/93**

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To: Distribution  
From: Barry G. Cox  
Date: 29 October 1993  
Subject: Notification to the Department of Housing Preservation and Development (HPD) Regarding Emergency Demolitions

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**Purpose:**

To clarify the criteria used to notify HPD that an Immediate Emergency or Emergency has been declared on an unsafe building and explain the bid process the city may use to retain a contractor to remedy the condition.

When the Department of Buildings declares either an Immediate Emergency or an Emergency on an unsafe building, it is effectively sanctioning the city to demolish, repair, or take whatever action necessary to make the building safe. And either declaration allows the City to use an expedited bid process to retain a contractor to perform the required work.

In effect, there is no procedural difference between an Immediate Emergency and an Emergency declaration, only the speed with which that work is accomplished.

**Effective:** Immediately

**Superseded:** OPPN 10/92

**Borough Office:**

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

Unless requested by HPD on a site specific basis, no U.B. notice of violation should be written and no precept will be sought in those instances where the Borough Commissioner determines the condition is so egregious as to declare an **Immediate Emergency**.

An **Emergency** will be declared on a building with serious structural damage and/or a deteriorating condition when a collapse or failure is expected in the very near future. The expectation is that work will begin within thirty (30) to sixty (60) days of the declaration. A U.B. violation must be written and forwarded to the Central U.B. Processing Unit.

**Notice to Owners**

For both of these conditions a letter (enclosed) must be sent to the owner listed on the BIS Finance screen, or HPD's Multiple Dwelling Registration File in the case of residential multiple dwellings only. The borough offices should call Luz Iguarta at (212) 240-7148, at HPD, to obtain that information.

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

**Paperwork Required**

Inspector's Report  
Original signed Emergency Declaration Form  
Copy of letter(s) alerting the owner(s) of the condition  
Photos of condition (**Immediate Emergency Only**)

Priority A & B Demolitions are eliminated.

JMc:mh



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N.Y. 10013

Stewart D. O'Brien, Acting Commissioner

312-8100

Date:

\_\_\_\_\_  
(Name of Owner)

\_\_\_\_\_  
(mailing address)

Re: \_\_\_\_\_  
(building, borough)

Dear Owner, \_\_\_\_\_:  
(name of owner)

The referenced building, or portion thereof, has been declared unsafe and in imminent peril. It must be repaired or demolished immediately. The responsibility to take such action is yours and, because of the severity of the condition, the work must begin immediately. If you fail to do so, the city will perform the necessary work and seek to recover its expenses from you. You are advised to contact the Borough Commissioner's Office to address this issue.

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Buildings Department