



Issuance # 2



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner



JOSEPH M. WHITE  
Assistant Commissioner  
of Operations

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OPERATIONS  
POLICY AND PROCEDURES NOTICE # 1/87

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To: Borough Superintendents  
From: Joseph M. White, Assistant Commissioner  
Date: March 13, 1987  
Subject: Asbestos Forms

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Effective April 1, 1987

Purpose

To establish a procedure for processing asbestos evaluation forms.

Procedure

Applications filed prior to April 1, 1987 will not be subject to the following requirements.

Effective April 1, 1987 applications requiring plans, and applications for demolition permits cannot be approved unless an asbestos evaluation form is submitted with the application. New buildings are exempt from this requirement by law. Specific categories of work, which are noted further on in the procedure, are also exempt in accordance with regulation S 8152 of the Department of Environmental Protection Asbestos Control regulations.

Asbestos evaluation forms fall into three categories as indicated below:

1. Not an asbestos project- form must be signed by a Certified Asbestos Investigator (ACP5).
2. Asbestos Inspection Report (ACP7).
3. Asbestos Exemption Certification Letter (B Form ASB4).

An original plus one copy of the asbestos evaluation form must be submitted prior to approval for each application filed except

for Building Notices and Demolition permits, for which an original plus one copy of the asbestos evaluation form must be submitted at the time of filing. On all other applications, the Plan Examiner will issue an objection if the approved asbestos form is not present. Building Notice and Demolition permit applications cannot be filed without one of the asbestos forms. In addition, Asbestos Inspection Reports must be accompanied by the appropriate filing fee, payable to New York City Department of Buildings in accordance with the schedule so indicated on the form.

Building Notice and/or Alteration applications filed solely for the following reasons are exempt from filing asbestos forms ACP 5 and ACP 7. However, B Form ASB 4, the Exemption Certification Letter must be filed.

- . Sidewalk Sheds, bridges and fences
- . Curb Cuts
- . Accessory parking
- . Retaining walls
- . Parapet walls
- . Signs
- . Replacing exterior water tanks
- . Exterior scaffolding
- . Cranes
- . Elevator Equipment (not including construction and enclosure of shaft)
- . Underpinning of buildings
- . Sealing of buildings
- . New finish material
- . New storefronts in existing masonry openings
- . Subdivision of an existing tax lot
- . Zoning lot reapportionment
- . Sealing of dumbwaiters
- . Change of use or legalization requiring no work
- . Erecting of fire escapes
- . Erecting of interior non-bearing partitions
- . Tents
- . Candy or news stands
- . Certificate of Occupancy requiring no work

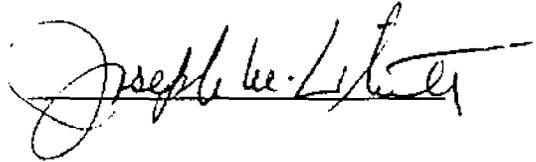
Any amendments to applications filed after March 31, 1987 must include a copy of the asbestos evaluation form originally submitted. A new form would not be required unless the amendment changes the scope of the work covered by the original application. Plan Examiners will be responsible for reviewing amendments submitted with plans to determine whether a new asbestos evaluation form is required. Amendments to applications filed prior to April 1, 1987 are not subject to these requirements until April 1, 1988.

A copy of the asbestos evaluation form will be retained in the borough office with the application. Filing fees collected will be held and deposited to the Department of Finance general revenue account using revenue source number 00250, along with the Department's receipts.

The Borough Office Manager or his/her designee will prepare a package consisting of the originals of all asbestos evaluation forms filed, batched with a daily summary sheet and a copy of the ACRAF 400 for agency number 826 for pick-up by the Department of Environmental Protection. A sample of the summary sheet to be used for batching the forms is attached. Summary entries will be made by application number with a checkmark placed in the appropriate box to indicate which form was received. By close of business each day, the Department of Environmental Protection will collect these packages from each borough office.

Questions on the asbestos evaluation forms and/or exceptions to policy should be referred to the Director of the Asbestos Control Program, (212) 323-8653, at the Department of Environmental Protection.

Copies of the asbestos evaluation forms are attached.



JMW:mh  
Attachments

cc: Executive Staff  
Deputy Borough Superintendents  
Borough Managers  
Supervisors - Permits





City of New York  
Department of Buildings

Asbestos Exemption  
Certification Letter

Application No. \_\_\_\_\_

Block \_\_\_\_\_

Lot \_\_\_\_\_

Address \_\_\_\_\_

a/k/a \_\_\_\_\_

As the duly authorized agent for the above premises, I hereby certify that the work filed for at the above address is exempt from the asbestos form requirement as defined in section 8152 (A) 1. of regulations promulgated by the New York City Department of Environmental Protection.

Date \_\_\_\_\_ 19 \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Affix Seal of Registered  
Architect or Professional  
Engineer here.

Warning: Any person who shall knowingly make a False Statement or who shall knowingly allow this statement to be falsified shall be guilty of a misdemeanor under Section 643A-10.0 of the Administrative Code, and shall be punished by a fine of not more than \$500.00 or by imprisonment of not more than 6 months, or both.

Note: Form must be filed in duplicate

NYC DEPARTMENT OF ENVIRONMENTAL PROTECTION  
ASBESTOS INSPECTION REPORT

FOR OFFICE USE ONLY  
NYC BUILDINGS DEPT. APPROVAL

NOTE: IF TOTAL AMOUNT OF ASBESTOS-CONTAINING MATERIAL IS 10 SQUARE FEET OR LESS, AND 25 LINEAR FEET OR LESS THE "NOT AN ASBESTOS PROJECT" FORM (ACPS) MUST BE COMPLETED AND THIS REPORT IS NOT REQUIRED

1. (SEE ITEM 22)

I. FACILITY

- 7. ADDRESS \_\_\_\_\_ BORO \_\_\_\_\_ ZIP CODE \_\_\_\_\_
- 8. AKA \_\_\_\_\_ 9. BLOCK # \_\_\_\_\_ 10. LOT # \_\_\_\_\_
- 11. TYPE OF FACILITY \_\_\_\_\_
- 12. NAME OF BUILDING \_\_\_\_\_
- 13. APPROXIMATE AGE OF BUILDING \_\_\_\_\_ YEARS OLD
- 14. DESCRIPTION OF PROPOSED WORK  
(e.g. Repairing and Replacing Old Boiler, Demolishing Building, Replacing Plumbing in Building, Installing Fire Sprinklers, Major Alteration.)

II. BUILDING OWNER

- 15. NAME \_\_\_\_\_ 16. TEL. # ( ) \_\_\_\_\_
- 17. ADDRESS \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

III. GENERAL CONTRACTOR

- 18. NAME \_\_\_\_\_ 19. TEL. # ( ) \_\_\_\_\_

IV. ASBESTOS ABATEMENT CONTRACTOR

- 20. NAME \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_ 21. TEL. # ( ) \_\_\_\_\_
- 22. ADDRESS \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

V. ASBESTOS ABATEMENT/PROJECT COORDINATOR

- 23. Name of Contact Person \_\_\_\_\_ (Print) \_\_\_\_\_ 24. Tel. # \_\_\_\_\_

VI. ASBESTOS PORTION OF PREMISES BEING ALTERED/DEMOLISHED

- 25. PRIOR USE OF SPACE(S)  
(Gymnasium, Cafeteria, Boiler Room, Laundry Room, Commercial Office Space, Plant for Ventilation Ducts, Corr.)
- 26. ASBESTOS COVERED STRUCTURE(S) BEING WORKED ON \_\_\_\_\_  
(Ceilings, Plumb, Scrape Tank, Floor Ducts, Ducting, Ceiling Tiles, ...)
- 27. STARTING DATE FOR THIS PORTION OF WORK \_\_\_\_/\_\_\_\_/\_\_\_\_ PROJECTED COMPLETION DATE \_\_\_\_/\_\_\_\_/\_\_\_\_
- 28. TOTAL AMOUNT OF ASBESTOS-CONTAINING MATERIAL (ACM) WHICH IS OR MAY BECOME TRIABLE DURING ALTERATION/DEMOLITION (ESTIMATED)  
\_\_\_\_\_ Square Feet, and/or \_\_\_\_\_ Linear Feet on pipe
- 29. ASBESTOS HAULER  
COMPANY NAME \_\_\_\_\_ STATE OR DISTRICT # \_\_\_\_\_ TEL. # ( ) \_\_\_\_\_

30. FILING FEE SCHEDULE (See Instructions) FOR PROJECTS DISTURBING:

	FILING FEE IS
1000 Linear Feet or more or 1000 Square Feet or more	\$800
At least 100 Linear Feet and less than 1000 Linear Feet or at least 100 Square Feet and less than 1000 Square Feet	\$500
At least 25 Linear Feet and less than 100 Linear Feet or at least 10 Square Feet and less than 100 Square Feet	\$250

Circle appropriate Filing Fee and write it in Block 31. Complete this Report and Submit it with the Filing Fee and the Building Department application to the NYC Buildings Department  
NOTE: CASH IS NOT ACCEPTABLE. CHECKS SHOULD BE MADE PAYABLE TO:  
NYC DEPARTMENT OF BUILDINGS

31. Method(s) of ACM abatement to be used before building demolished, renovated or altered (attach additional pages if necessary) \_\_\_\_\_

\*Type of Facility - Hospital, Theater, Warehouse, Commercial Office Space, Apartment Building, etc.  
\*ACM - Asbestos Containing Material means Material Containing Greater Than 1% Asbestos by Weight



