



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
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OPERATIONS
POLICY AND PROCEDURE NOTICE # 21/90

To: Distribution
From: Barry G. Cox
Date: August 30, 1990
Subject: Unpermitted Folders

Purpose To restate the Department policy concerning the responsibility and custody for applications and plans that have not been permitted.

Procedure: Applications and related documents for which permits have not been issued are not the property of this agency. When permits are issued the Department shall take the folder into custody and have it filed in the file room.

No employee shall retain these documents, file them in any office of this agency or set aside any cabinet or related space to store unapproved, unpermitted documents.

The obvious exception to this policy is when a plan examiner must make a first review of filed plans or must retain the plan for a re-examination.

BGC:mh