



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner  
312-8100

Issuance # 77

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OPERATIONS  
POLICY AND PROCEDURE NOTICE # 24/87

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To: Distribution

From: Fredric J. Pocci, P.E., Assistant Commissioner

Date: December 31, 1987 (Revised 2/1/88)

Subject: Demolition Permits

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Superseded: Memorandum, 4/23/71, P. 516  
Operations PPN # 24/87, dated December 31, 1987

References: Memorandum, 9/29/72, P. 697  
Memorandum, 11/27/74, P. 930  
Directive # 2/78, 10/25/78, P. 1419-1420  
Directive # 2/78, Revised, 11/24/78, P. 1422-1423  
Memorandum, 7/31/87

Effective: February 1, 1988

Purpose: To establish a procedure to ensure that all demolition applications and requests for legalization of demolitions are treated uniformly in all borough offices. This policy deals solely with private demolitions.

Procedure:

Plan Examiners

The existence of a structure on a property, which would interfere with a proposed new building, should be recorded on the Plan Examination checklist.

All Buildings Notices filed in conjunction with Demolition Applications should be handled expeditiously.

Supervising inspectors will direct the issuance of ECB violations for the legalization of illegal demolitions, as indicated in "Items Required for Legalization of Demolition", Number 9.

When a clerk delivers the application file to the Supervising Inspector, the violation/s should be written in a timely fashion. The violation/s should be served to the applicant and copies should be forwarded to the clerk who will then continue to process the application.

B.E.S.T.:

Twenty-four (24) hours prior to the actual start of demolition work, the applicant will notify B.E.S.T. The Director of B.E.S.T. will sign an appointment card approving a tentative demolition date. The 24 hour notification is to be used for both verification and notification of any changes in the tentative demolition date. A B.E.S.T. Inspector will visit the demolition site within 24 hours of the actual start date. The inspector must verify that the demolition permit is posted on the sign that was erected prior to pre-demolition approval.

All demolition violations are to be written by B.E.S.T., except as noted in the above "Construction" Section. B.E.S.T. Inspectors are also responsible for responding to all complaints regarding illegal demolitions. However, at the discretion of the Borough Superintendent, complaints of an emergency nature may be initially pursued at the borough level.

Applicant:

Applicant must provide all required items in order to obtain a demolition permit. Any request for reconsideration to waive any of these requirements must be directed in writing to the Assistant Commissioner of Operations.

The pre-demolition inspection must be completed prior to filing a demolition application. As a prerequisite for obtaining sign-off from the Department of Buildings Inspector, a sign must be posted at the premises, in a place visible to the public. This sign must include the name of the demolition contractor and the appropriate Department of Buildings complaint telephone number. The sign must contain a place for posting the Demolition Permit, which must be displayed once it is approved by the Department of Buildings. It must be in place 24 hours prior to commencement of any demolition activity and remain visible at the site until all work is completed.

An appointment card from B.E.S.T. must be obtained. Applicants may either visit the B.E.S.T office in person or submit a request through the mail. There may be certain

) cases where a personal visit will be required, however, this is at the sole discretion of the Director of B.E.S.T. No appointments will be made over the telephone.

) When giving notification to the adjoining owners, the applicant must ensure that all owners of property which abuts at any point the premises to be demolished, are notified.

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Building Enforcement - B.E.S.T.  
Room 819  
Municipal Building  
210 Joralemon Street  
Brooklyn, New York 11201

NAME OF CONTRACTOR \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

DEMOLITION NUMBER \_\_\_\_\_

PREMISES \_\_\_\_\_

Is this permit request for legalization of a completed  
demolition?    yes \_\_\_\_\_    no \_\_\_\_\_

An appointment has been scheduled for \_\_\_\_\_ at \_\_\_\_\_  
Date Time

regarding Demolition of the above named premises.

\_\_\_\_\_  
Director  
Building Enforcement - B.E.S.T.

"Department of Buildings B.E.S.T. Squad Tel. # 718-802-3713 to  
be notified 24 hours prior to start of Site Safety job pursuant  
to Section 27-195 of the Administrative Code".

Demolition Check List

Premises: \_\_\_\_\_

1. Is this permit application for the demolition of a primary structure?

yes \_\_\_\_\_ no \_\_\_\_\_

2. Is this permit application for the legalization of a completed demolition?

yes \_\_\_\_\_ no \_\_\_\_\_

If no, complete Section A only  
If yes, complete Section B only

Section A

Yes/No

Item

- \_\_\_\_\_ Pre-Demo Inspector's Report
- \_\_\_\_\_ Workmen's Compensation Insurance
- \_\_\_\_\_ Disability Benefits Insurance
- \_\_\_\_\_ Street Obstruction Bond
- \_\_\_\_\_ Rodent Control
- \_\_\_\_\_ Gas/electric cut-off
- \_\_\_\_\_ Sewer cut-off
- \_\_\_\_\_ Water cut-off
- \_\_\_\_\_ SRO Intake Form (SRO1)
- \_\_\_\_\_ 5 Day prior notice to adjoining owners
- \_\_\_\_\_ Community Board Notification
- \_\_\_\_\_ 4 Docket Information Sheets
- \_\_\_\_\_ Asbestos Report
- \_\_\_\_\_ BN or Permit for asbestos removal (If necessary)
- \_\_\_\_\_ Photographs
- \_\_\_\_\_ BN for fence or NB application
- \_\_\_\_\_ Appointment Card from BEST
- \_\_\_\_\_ No landmark designation or calendared by the Landmarks Preservation Commission

Section B

Yes/No

Item

- \_\_\_\_\_ Inspector's Report
- \_\_\_\_\_ Gas/electrical cut-off
- \_\_\_\_\_ Water/sewer cut-off
- \_\_\_\_\_ Rodent control
- \_\_\_\_\_ Former Landmark
- \_\_\_\_\_ BN for fence
- \_\_\_\_\_ Photograph
- \_\_\_\_\_ Title Search
- \_\_\_\_\_ Deed indicating transfer of unimproved property

If "yes" to the last two (2) items the remaining items need not be filed.

- \_\_\_\_\_ ECB violation/s for illegal demolition
- \_\_\_\_\_ Copy of contractors payroll or
- \_\_\_\_\_ New Workmen's Compensation Insurance coverage
- \_\_\_\_\_ Asbestos report or
- \_\_\_\_\_ DEP verification of no asbestos

\_\_\_\_\_  
Signature of Processing Clerk

\_\_\_\_\_  
Dated

## Items Required for Legalization of Demolition

If the primary structure has been previously demolished, the following items must be obtained prior to the approval of a demolition permit to be issued for legalization of the completed demolition.

1. Demolition Application in quadruplicate, typewritten, indicating that the fee has been paid in full.
2. Inspector's Report.
3. Letter from Con Edison, Brooklyn Union Gas, and/or LILCO, as appropriate, that gas and electric have been cut off.
4. Verification from the New York City Department of Environmental Protection that any and all sewers and water lines to the site have been sealed.
5. Letter from the New York City Health Department that the site has been treated for rodent control.
6. Letter from the New York City Landmarks Preservation Commission that the premises was not a landmark.
7. A copy of the Building Notice for installation of a fence.
8. At least one (1) photograph, black and white, 5x7 two (2) copies of each. Photographs shall depict a full view of the site in question to ensure that the site is cleared, graded and fenced. Photographs must not be taken with a Polaroid or other instant type camera. Each photograph must be labeled on the back to include
  - A. Complete address, including AKA's
  - B. Tax map block and lot number
  - C. Borough
  - D. Exact view description using compass directions.
  - E. Date of photograph
  - F. Name of photographer

If applicant can prove that the building in question was demolished prior to ownership, by submitting the following items A and B, a permit may be issued if items 1-8 have also been satisfactorily submitted.

- A. Title search indicating current owners name and date of acquisition; search must also include information on all owners dating back to the existence of the structure in question.
- B. Copy of deed indicating that the transfer of the title was for unimproved property or verifying the non-existence of the building in question at the time of acquisition.

Otherwise, these additional steps must be followed:

- 9 .Issue ECB violations for the illegal demolition, citing each deficiency i.e., illegal gas, electric, water and sewer cut-off, no asbestos report filed, no Health Department report filed, etc..
10. Provide a copy of the contractors payroll at the time of demolition to ensure that all employees were covered by Workman's Compensation and Disability Insurance; collect applicable fees. If not possible, obtain new insurance coverage for the premises and provide evidence that it is in effect.
11. Provide an asbestos report for the former building. If unavailable, a letter from the Department of Environmental Protection must be presented, verifying that the site is free of friable asbestos.
12. Upon adjudication or dismissal of the violation, a permit may be issued if all required items have been satisfactorily submitted. The objection can be withdrawn upon receipt of the permit.

### Items Required for Demolition Permit

The following items must be obtained prior to the approval of any demolition permit.

1. Demolition Application in quadruplicate, typewritten, indicating that the fee was paid in full.
2. Pre-Demolition Inspector's Report.
3. Workman's Compensation Certificate issued to the City of New York, Department of Buildings, on "Standard Form approved by Chairman of Workman's Compensation Board" for Demolition or Wrecking of Buildings.
4. Disability Benefits Insurance required on Form DB 120.1.
5. \$25,000 Street Obstruction Bond for Shed or Fence Permit.
6. Letter from Health Department certifying that a Licensed Exterminator has treated building for rodent control.
7. Letter from Consolidated Edison, Brooklyn Union Gas Co. and/or LILCO, as appropriate, that gas and electric have been cut off.
8. Copy of Sewer Plug Permit indicating that a Licensed Plumber has plugged the sewer lines to the premises.
9. Copy of Water Use Permit indicating that water has been cut and sealed by Licensed Plumber.
10. SRO Intake Form (SRO1).
11. Verification that five (5) day prior notification was given to adjoining owners.
12. Verification that notification was given to the Community Board.
13. Four (4) Docket Information Sheets.
14. Asbestos Report; either "Not an Asbestos Project" or "Asbestos Inspection Report" must be filed. If an "Asbestos Inspection Report" is filed, a copy of the Building Notice and/or Permit for the asbestos removal work must also be obtained.



15. At least two (2) photographs, black and white, 5x7 two (2) copies of each. Photographs shall depict a full view of each facade of the building from the ground to the roof line. (See memo from Joseph M. White dated September 29, 1983). Photographs must not be taken with a Polaroid or other instant type camera. Each photograph must be labeled on the back to include
- A. Name of building (if applicable)
  - B. Complete address, including AKA's
  - C. Tax map block and lot number
  - D. Borough
  - E. Exact view description using compass directions
  - F. Date of photograph
  - G. Name of photographer
16. A copy of the Building Notice for installation of a fence after demolition is complete or a copy of the approved NB application.
17. An appointment card issued by B.E.S.T., or appropriate party as approved by the Commissioner, indicating the date and time of the scheduled inspection of the demolition site.
18. An internal Department of Buildings check will be performed by the processing clerk to verify that the building is not designated as a landmark or calendared by the Landmarks Preservation Commission.