



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
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Issuance # 384

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**OPERATIONS**  
**POLICY AND PROCEDURE NOTICE # 28/92**

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To: Distribution  
From: Barry G. Cox  
Date: 25 November 1992  
Subject: Withdrawal of jobs

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**Purpose:**

To establish guidelines for the withdrawal of unpermitted jobs in the borough offices.

**Specifics:**

The borough offices shall have the authority to withdraw pre-filed, examined but not approved, and approved but not permitted jobs. (Status A-J).

**EXCEPTION:**

**Legalizations**

In order for a legalization to be withdrawn, the authorization of the Borough Commissioner/Superintendent or Deputy Borough Superintendent, based on an inspector's report, must be obtained. This request, and the original supporting documentation, shall be forwarded to the Assistant Commissioner for Borough Operations who will review it and authorize or reject the withdrawal. If an open violation exists for the work that is now to be legalized, the job may not be withdrawn.

**APPLICANT:**

An applicant who wishes to withdraw a job shall submit the request to the Borough Office.

- . He/she shall complete the PW-1, mark Box 16, and request the withdrawal. The form must clearly and succinctly state the reason for the withdrawal.

- . Under all circumstances the form **must** be signed by the owner. The request shall be **automatically** denied if the owner's signature is not on the PW-1. If the form is being submitted by the P.E. or R.A. on the job he/she must also sign and seal the withdrawal application.
- . **The applicant must produce any and all necessary documentation to support this request.**

If an owner is applying for the withdrawal, he/she must produce documentation which identifies them as such. The withdrawal should initially be submitted to the Borough Manager.

#### **BOROUGH OFFICE:**

The borough office shall be responsible for the withdrawal.

Such withdrawals shall only be approved by the Borough Commissioner/Superintendent or Deputy Borough Superintendent.

#### **BOROUGH COMMISSIONER/SUPERINTENDENT'S OFFICE**

The Borough Commissioner/Superintendent or Deputy Borough Superintendent shall review the PW-1 withdrawal request for accuracy and completeness. Based upon the supporting documentation he/she shall determine if the withdrawal is warranted. The approval or disapproval shall be noted on the PW-1 withdrawal application as well as a clear, succinct and appropriate reason for the disposition. The Borough Commissioner/Superintendent or Deputy Borough Superintendent shall sign and date the withdrawal application. He/she shall forward the withdrawal to the Borough Manager for action.

#### **BOROUGH MANAGER'S OFFICE**

The Borough Manager shall personally accept all applications for withdrawal. The Borough Manager shall maintain a log of the withdrawals using the log form (See attachment 1) and upon receipt shall enter the withdrawal information.

**The Borough Manager must make certain that the paperwork being submitted corresponds exactly to the information that appears on the BIS system. Any deviation must be resolved and entered onto BIS prior to the withdrawal. This is essential to maintaining the integrity of the BIS system.** The Borough Manager must make certain that the owner listed on the PW-1 corresponds to the individual listed on the Finance Screen. In the event that the owner's name on the PW-1 conflicts with the information listed on the Finance Screen, the applicant/owner must submit proof of ownership (i.e.: deed) and name (i.e.: driver's licenses). Such application shall not be accepted without satisfactory

identification which must be noted on the PW-1 form. The actual withdrawal of the job from the BIS System shall be personally done by the Borough Manager. The Borough Manager shall input the reason for the withdrawal, as stated by the **Borough Commissioner/Superintendent, on the PW-1 form onto the BIS System.**

The disposition, reason for withdrawal or denial, date withdrawn, and initial of the Borough Manager shall be entered onto the withdrawal request log. The log, PW-1 withdrawal request, and the supporting documentation must be maintained for a period of at least 18 months from the date of withdrawal. The reason for both approval and denial shall be written by the Borough Manager on his/her log.

