



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, NY 10013

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

STEWART D. O'BRIEN  
Deputy Commissioner  
Administration & Operations  
312-8001

Issuance #14

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OPERATIONS  
POLICY AND PROCEDURE NOTICE #5/87

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TO: Distribution  
FROM: Stewart D. O'Brien, Deputy Commissioner  
SUBJECT: Complete Profile Information Form  
DATE OF ISSUANCE: June 4, 1987 *6/4/87 SDV*

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Attached please find a Complete Profile Information Form. Whenever an extraordinary event occurs (recent examples are the Bronx explosion, Staten Island explosion, etc.) the Borough Superintendent should see that the Complete Profile Information Form is immediately filled out and fax it to Vahe Tiryakian the Director of Public Information.

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COMPLETE PROFILE INFORMATION FORM

1. Block, Lot Premises, Address Owner (City Owned)  
Legal Occupancy (C of O etc.)
2. Applications filed/scope of work
3. Name of applicant and engineer or architects and telephone
4. Permits issued (demolition work)
5. Violation/Summonses (including RPD and Fire Prevention if  
occupied multiple dwelling)
6. Stop Work Order
7. Vacate Orders
8. Last Inspected (PIR Cards)
9. Criminal Court Dispositions
10. Local Laws (5, 10, 16, 41 etc.) compliance/violations
11. Controlled Inspections
12. Landmark Designation
13. Complaints

101 210

PROFILE

#1. BLOCK, LOT PREMISES, ADDRESS OWNER ( CITY OWNED)  
LEGAL OCCUPANCY ( C. OF D. ETC.)

#2. APPLICATIONS FILED/SCOPE OF WORK

#3. NAME OF APPLICANT AND ENGINEER OR ARCHITECTS AND TELEPHONE #

#4. PERMITS ISSUED (DEMOLITION WORK)

#5. VIOLATIONS/SUMMONSES (INCLUDING HPD AND FIRE PREVENTION IF OCCUPIED  
MULTIPLE DWELLING)

#6. STOP WORK ORDERS

#7. VACATE ORDERS

#8. LAST INSPECTED (PIR CARDS)

#9. CRIMINAL COURT DISPOSITIONS

#10. LOCAL LAWS (5, 10, <sup>16</sup> ETC.) COMPLIANCE/VIOLATIONS

#11. CONTROLLED INSPECTIONS

#12. LANDMARK DESIGNATION

#13. COMPLAINTS