



DEPARTMENT OF BUILDINGS

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ISSUANCE # 523

**OPERATIONS
POLICY AND PROCEDURE NOTICES # 5/97**

TO: Distribution
FROM: Barry G. Cox
DATE: July 28, 1997
RE: BIS Upgrade: Permit Revocation/Job Hold/Property Hold

Effective: Immediately

Purpose: To establish a policy and procedure to revoke permits, "hold" jobs and "hold" properties.

Access to the Function:

Access to these functions will be limited to the following personnel:

Executive Office:

Commissioner
Deputy Commissioner, Operations and Administration
Deputy Commissioner, Technical Affairs

Assistant Commissioners
General Counsel
Director I.A.D.
Director Fiscal
Borough Director

Borough Offices:

Borough Commissioners
Deputy Borough Superintendents

These functions can be used to revoke a permit; put BIS jobs on "hold" or put a particular address on "hold" as deemed necessary.

Definitions:

Permit Revocation - Use of this function on the system will revoke the specific permit identified.

Job Hold - Use of this function on the system will prohibit further action against a job.

Property Hold - Use of this function on the system will prohibit any further action against a particular property.

Procedure:

The screen flow (attached) will guide the designated borough staff through the procedure for each of the referenced functions.

BGC:JMCK:yaj

/Attachments

BISUpgrade.ppt