



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013

JOEL A. MIELE, Sr., P.E., COMMISSIONER

BARRY G. COX
Assistant Commissioner
Borough Operations
(212) 312-8004

Issuance # 476 (Revised)

OPERATIONS
POLICY AND PROCEDURE NOTICE #6/95

TO: Distribution
FROM: Barry G. Cox
DATE: June 5, 1995
RE: Priority for Licensed Professionals

Reference: June 10, 1992, Memorandum from Commissioner Rudolph Rinaldi

Effective: Immediately

Purpose: To encourage Licensed Professionals to come to the Buildings Department in person to file plans and applications.

Supercedes: OPPN #19/92

Specifics:

To the extent possible, Licensed Professionals who come to the Buildings Department in person to file plans and applications should be given preferential treatment in the following areas:

- * Pre-filing
- * DEAR
- * Walk-in appointments
- * Reconsiderations

Previously scheduled appointments, whether with a Licensed Professional or not, shall take preference over any walk-in appointment and in no case shall a scheduled appointment be cancelled to accommodate a licensed professional.

Administrative activities such as, record retrieval, securing copies of documents, payment of fees at cashier, etc. are not covered by this PPN and licensed professionals shall not be given preference.

BGC:yaj

\ppn-pera