



DEPARTMENT OF BUILDINGS

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

JOEL A. MIELE, SR, P.E., Commissioner
(212) 312-8100

JACOB GRILL, P.E.
Assistant Commissioner
Central Operations
(212) 312-8270

Issuance# 461

**OPERATIONS
POLICY AND PROCEDURE NOTICE # 8/94**

TO: Distribution

FROM: Jacob Grill,
Assistant Commissioner

DATE: October 21, 1994

SUBJECT: Electric Sign Inspection Requirements

Purpose:

To establish a procedure to insure that all outdoor electric signs inspected by the Bureau of Electrical Control (BEC) have a Buildings Department illuminated sign permit (BIS) prior to BEC inspection, approval and tagging of signs.

Effective:

Immediately

Licensed Electrical Contractor:

Licensed electrical contractors requesting an outdoor electric sign inspection shall file an "Application for Inspection of Electric Sign" (Form ED-43 (Rev. 12/93) accompanied by a check for the appropriate fee.

ELECTRICAL INSPECTION:

- . Process sign application as heretofore and file.
- . The BIS Number must be furnished by the contractor prior to the Bureau arranging for the inspection.
- . Contractors failure to provide a BIS Number will invalidate the inspection request.
- . The BIS Number must be indicated in the space on the application allotted to location comments prior to inspection and dispositioning.
- . Data Entry shall indicate the BIS Number in the location comments space when dispositioning documents.

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