

# 1 RCNY §45-01

## CHAPTER 45 BUILDING PERMIT APPLICATION PROCEDURES

### **§45-01 Microfilming of Application Folders and Associated Documentation for Temporary and Final Certificates of Occupancy and Letters of Completion.**

(a) *Purpose.* (1) To provide the procedure whereby the Department of Buildings will microfilm application folders and associated documentation for certificates of occupancy, temporary certificates of occupancy and/or letters of completion.

(b) *Procedure.*

(1) The Department requires that the contents of approved folders be microfilmed twice.

(i) Prior to permit, the contents of approved folders, including but not limited to application plans and documents, must be microfilmed by the applicant using an outside vendor.

(ii) At the time of request for the first temporary and final certificate of occupancy and/or letter of completion, a second microfilming must be performed by the Department of Buildings.

(2) The minimum fee for microfilming by the Department shall be \$35.00 and shall be paid at the time the initial job application is filed. This fee covers microfilming of the application file at the time a certificate of occupancy or letter of completion is issued. In the event filming requires more than two fiche, an additional \$10.00 per fiche will be charged at the time the temporary or final certificate of occupancy or letter of completion is issued. In the event the Department has microfilmed the folder and associated documentation upon issuance of a temporary certificate of occupancy, there will be no charge for the microfilming of those documents added to the folder for the final certificate of occupancy if less than twenty (20) pages. If the added documents are more than 20 pages, the excess will be charged at \$10.00 per fiche.

(3) The Department will send a copy of the microfilm of the application, associated documentation and certificate of occupancy or letter of completion to the applicant after a certificate of occupancy or letter of completion is issued.