



DEPARTMENT OF BUILDINGS  
EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N.Y. 10013  
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Issuance # 248

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**OPERATIONS**  
**POLICY AND PROCEDURE NOTICE #19/90**

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To: Distribution  
From: Barry G. Cox  
Date: July 25, 1990  
Subject: Asbestos Filing

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**Reference:** PPN # 1/87 - Asbestos Forms  
PPN # 4/88 - Asbestos Forms ACP5 and ACP 7

**Superseded:** PPN # 17/89 - Asbestos Fees

**Purpose:**

To establish a procedure to ensure that all Asbestos forms are properly filled out at the time of filing with DOB; that fees are collected from non-mayoral agencies; and that Department revokes permits on jobs where the Asbestos Investigator is not certified with the Department of Environmental Protection.

**Specifics:**

**Application Processing Clerk**

Application Processing Clerk will check to see that the Asbestos forms are filled out properly.

A) All of the following items must be completed before Form ACP5 can be accepted:

1. Structure located at
2. Building owner
3. Description of work to be performed
4. I \_\_\_\_\_ have conducted...  
(print the name of the investigator)
5. Signature of NYC - Certified Investigator
6. NYC Asbestos Investigator Certificate Number

Note: Only typewritten applications shall be accepted using Form ACP5 10/88 (new version).

B. All of the following items must be completed before Form ACP7 can be accepted:

- Part I Line/Item 2 - Address
- Part II Line/Item 8 and 9 - Name; Tel #
- \*\*Part IV Line/Item 13 - Asbestos Abatement Contractor
- Part VII Line/Item 24, 25, 29 and 32 - Starting date;
- Total amount of asbestos containing material;
- Asbestos abatement part of; Name and signature of owner

\*\* Need not be filled-in until the time of permit.

#### **Department of Environmental Protection**

The Department of Environmental Protection (DEP) will prepare a list of non-certified asbestos investigators and forward a copy of the ACP forms which indicate job number and the investigator's name to the Assistant Commissioner of Operations.

#### **Operations**

The Assistant Commissioner of Operations will take action on the non-certified Asbestos Investigators, by revoking the permits for the jobs they have filed.

#### **Collection of Fees from Non Mayoral Agencies**

At the present time, DEP has asked that the Department of Buildings not collect fees from Mayoral agencies. Not-for-profit organizations and non-mayoral agencies should pay the DEP fee. An issue has arisen with respect to the Housing Authority and its exemption from fees under Section 52(1) of the Public Housing Law. Until instructed otherwise, no fee shall be required from the Housing Authority.

BGC:SM:mh