

HOUSING AND DEVELOPMENT ADMINISTRATION

DEPARTMENT OF BUILDINGS

DIRECTIVE NO. 14 of 1975

DEPARTMENTAL MEMORANDUM

DATE: September 19, 1975

TO: Borough Superintendents

FROM: Commissioner Jeremiah T. Walsh, P.E.

SUBJECT: BUILDING NOTICES, PERMITS, APPROVALS AND INSPECTIONS

This directive supersedes Directive No. 12, issued August 29, 1975.

1. Filing. Upon filing a Building Notice application by a registered architect or licensed professional engineer, and after payment of required fees, a permit may be issued with limited examination, as specified in the following subdivision 2, and without approval of the application. It will be required that proof of compensation insurance and disability benefits insurance be filed before the permit is issued.

2. Processing.

- a. Upon filing of the Building Notice application by a registered architect or licensed professional engineer, the applicant shall be directed to carry the application and plans to the Chief Engineer of Engineering. Either the Chief Engineer or his designated assistant, shall immediately review the application and plans to determine whether the application may be filed as a Building Notice and to ascertain whether the application shows conformance with zoning requirements. When these items are satisfactory, the application shall be so marked. Otherwise, the application shall be marked that an alteration application is required or that a zoning objection applies. When further examination for zoning requirements is necessary, the application shall be assigned to an examiner for zoning review only. When such review cannot be made at once, the applicant shall be instructed to return the following workday at a time when the examiner has completed the zoning examination.
- b. After review by the Chief Engineer or his assistant and when the application has been found to be in satisfactory order, the applicant is to be directed to the fee estimator, for check of the estimated cost and computation of fee. He shall thereafter pay the fee at the cashier's window and receive the permit, upon producing evidence of workmen's compensation insurance and disability benefits insurance.

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3. Examination Requested and Limitations. This procedure shall be followed for all Building Notice applications that are filed by registered architects or licensed professional engineers, except when examination is requested by the applicant. When so requested, the application shall be examined when reached in turn, according to date of filing. Building Notice applications that are not filed by a registered architect or licensed professional engineer shall be examined completely, and permits shall not be issued until the applications are approved. Filing of such applications shall be limited in accordance with department regulations.

4. Post Permit Review. After issuance of permits, applications will be checked for compliance with applicable laws as the work load and availability of examiners permit, as determined by the Borough Superintendent. Examination of an application so selected shall be complete. Where non-compliance is found, corrective action shall be required. Applications shall be selected at random so as to provide representative sampling. The number of samplings shall be sufficient to permit the Borough Superintendent to be informed as to the extent of compliance with such applications.

5. Inspection. When an owner or lessee responsible for performance of the work elects to do so, he may employ a registered architect or licensed professional engineer to make inspections during progress of the work and upon completion. In such case, the owner or lessee shall notify the Building Department of the name and address of such architect or engineer. Where any work is found not in compliance with the plans or not in compliance with applicable laws, it shall be corrected and if not corrected, the department shall be notified by the architect or engineer and a violation requiring elimination of the defective work shall be filed. Except when such notices are received, inspections by department inspectors will be made on a random basis, as staffing permits.

6. Reports. Controlled inspection reports and other reports relating to quality of concrete, ventilation, fire dampers and other requirements, shall be filed by an architect or engineer before the work is reported as completed. In addition, he shall file a certification that the work was performed in accordance with requirements of applicable laws, except as reported otherwise. Upon receipt of all reports from the architect or engineer, including the report of completion, the application shall be filed with the completed applications.

7. Limitations. Building Notice applications may be filed for only that work permitted by memorandum of November 24, 1972, (page 714 of volumes of memorandums) entitled "Building Notice Applications." The procedure set forth above shall apply only to Building Notice applications.

8. Plans and Stamping. Entries showing issuance of permits shall be made upon applications in accordance with current practice. A cloth print and a paper print of plans shall be required. Plans shall not be stamped as approved but shall be stamped with a permit stamp and number of permit and date shall be noted.

9. Fees. Applications shall be reviewed by fee examiners to insure that estimated costs and required fees are correct, before issuance of permits.

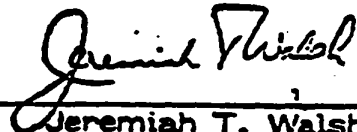
10. Fairs and Carnivals. Building Notice applications filed for fairs and carnivals shall be examined and approved before issuance of permits.

11. Fire Safety Applications. Applications filed to provide compliance with fire safety requirements of Local Law No. 5 of 1973, shall be examined for such compliance and shall be approved, before a permit is issued. This requirement shall not apply to applications filed for the purpose of installing subdividing partitions, where because of the area of the floor, fire separation of floor areas is required, as incidental to the installation of the partitions.

This directive shall be effective immediately.

JTW/TVB/df

CC: Exec. Staff
Industry



Jeremiah T. Walsh, P.E.
Commissioner