

ISSUANCE #637

OPERATIONS POLICY AND PROCEDURE NOTICE #1/04

<b>Date:</b>	January 16, 2004
<b>Subject:</b>	Professional Certification of Applications and Plans
<b>Effective:</b>	Immediately
<b>Supersedes:</b>	Operations Policy and Procedure Notice # 3/03 dated May 6, 2003.
<b>Purpose:</b>	To clarify the New York City Department of Buildings' implementation of the optional plan review procedures, which allow a Professional Engineer (PE) or Registered Architect (RA) to certify compliance with applicable laws and codes on applications filed by him/her as applicant.

[This Notice reads in pertinent part as follows. The entire Notice may be found on the DOB web site.]

b. The applicant shall add under "Items Required Prior to C/O or Sign-Off" the following:

Federal Emergency Management Agency ("FEMA") "Elevation Certificate and Instructions," latest revision.

For each item on the list, the applicant must make a notation of Yes ("Y") or No ("N") to indicate whether the item is required. Each list must be signed and sealed by the applicant. The application will be rejected if any information is missing, incomplete or not provided as required.

4. Two stamped envelopes each, addressed to the applicant, the owner and the filing representative, which will be used to return the application if the package is incomplete, and to mail objections if given in audit.

5. Written preliminary considerations: Applicants are strongly encouraged to request a preliminary consideration about a code or zoning issue before filing their professionally certified application using an AI-1 form addressed to either the Executive Director of the Technical Compliance Unit ("TCU"), the Borough Commissioner or his/her designee. Opinions made during the preliminary consideration shall be given in writing and will become part of the professionally certified job application.

6. Easements and declarations, if appropriate, must be submitted and recorded in accordance with LPPN #1/04 prior to the applicant's approval and approval in DEAR.

7. Zoning lot declaration exhibits if required in accordance with Memorandum of Acting Commissioner Irving E. Minkin, P.E., dated 5/18/78.

8. Approval documents from any of the following entities as appropriate, when they become available during the application process:

a. Required approvals from other agencies: For a job requiring approval by any of the following agencies, the professional must

1. file the application in accordance with this procedure;

2. receive "Suspended" status in the Data Entry and Research Unit ("DEAR");

3. use the assigned DoB job number to obtain the respective agency approval; and then

4. proceed to approval in DEAR. Professionally certified applications cannot pass through DEAR without the required approvals included in the folder:

Board of Standards and Appeals ("BSA") (applications modifying existing BSA variance or special permit)

City Planning Commission ("CPC")

Landmarks Preservation Commission ("LPC")

Loft Board

Department of Environmental Protection ("DEP")

Housing, Preservation and Development ("HPD")

Certificate of No Harassment