



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013-3394

GASTON SILVA, R.A., Commissioner

(212) 312-8000
TTY (212) 312-8188

Issuance # 529

OPERATIONS
POLICY AND PROCEDURE NOTICE # 7/97

TO: Distribution
FROM: Barry G. Cox
DATE: October 25, 1997
RE: Notification to Emergency Service Units of New Streets

PURPOSE: To implement a requirement that applicants for certain types of building permits and temporary certificates of occupancy provide notice to City emergency service units of construction activity and occupancy on zoning lots fronting on new streets or bearing new addresses so as to enable these units to identify a location and respond effectively in case of emergency.

EFFECTIVE: Immediately

SPECIFICS: The following applications for building permits and for temporary certificates of occupancy shall be accompanied by proof that the applicant has provided the Fire Department, the Police Department, the Emergency Medical Service, and the Department of City Planning with a site plan showing both the nearest mapped streets that are open and in use and the access route from such mapped streets to the subject building or location:

1. a building permit relating to a new building on either (a) a subdivided zoning lot or (b) a zoning lot that fronts a private street, an unmapped street, or a mapped street that is not open;
2. an alteration permit relating to the alteration of an existing building on either (a) a subdivided zoning lot or (b) a zoning lot that fronts a private street, an unmapped street, or a mapped street that is not open;

3. a foundation permit, excavation permit, and/or land contour permit relating to work on either (a) a subdivided zoning lot or (b) a zoning lot that fronts a private street, an unmapped street, or a mapped street that is not open; and
4. a temporary certificate of occupancy, or a permanent certificate of occupancy if no temporary certificate of occupancy was obtained, relating to a building on either (a) a subdivided zoning lot or (b) a zoning lot that fronts a private street, an unmapped street, or a mapped street that is not open.

For purposes of this Policy and Procedure Notice, a "mapped street" is a street that is contained in the current city map referred to in section 198 of the New York City Charter. An "unmapped street" is a street that is not contained in the current city map referred to in section 198 of the New York City Charter.

The information whose proof is required to be furnished by this Policy and Procedure Notice shall be provided to the following contact persons at the specified agencies:

Fire Department and Bureau of Emergency Medical Services

Steve Gregory, Assistant Commissioner for Communications
250 Livingston Street
Brooklyn, NY 11201
718-694-2255 (p)

Police Department

Inspector William Batista, Commanding Officer
MIS Division
One Police Plaza
New York, NY 10038
212-374-5020 (p)

Department of City Planning

William Bernstein
22 Reade Street - 2nd floor West
New York, NY 10007
212-720-3204 (p)
212-720-3219 (f)

The proof to be furnished by this Policy and Procedure Notice shall be in the form of an affidavit, form ER1 or ER2 (see attached), which shall be signed and sealed by the P.E. or R.A.

PROCEDURE:

The applicant will submit the PW1 to the Department of Buildings pre-filing unit which contains the street status verification stamp of the Topographical Unit of the Borough President's office.

The pre-filer will tag the job in the computer indicating this job is a filing on an unmapped street.

Two requirements will automatically be added to the Required Items list for the job.

These requirements shall be satisfied as follows:

- a. submission of the Affidavit (ER2) to the plan examiner prior to the job's approval
- b. submission of another Affidavit (ER1) prior to the issuance of the Certificate of Occupancy or prior to job sign off.