

BROOKBRIDGE NEWS

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Special points of interest:

- All major alterations and new buildings must comply with NYS Energy Code. For more info: <http://www.nyc.gov/html/dob/html/reference/ecccnys.html>
- Unresolved "Work Without Permit" violations will delay work permit issuance.
- All after hour work permit (variance) applications must be filed five business days before the actual work date.
- Street Obstruction Bonds are no longer required for permitting process at the DOB.
- Learn more about Construction Superintendent Registration, required for work permits: http://www.nyc.gov/html/dob/downloads/pdf/cons_super_factsheet.pdf

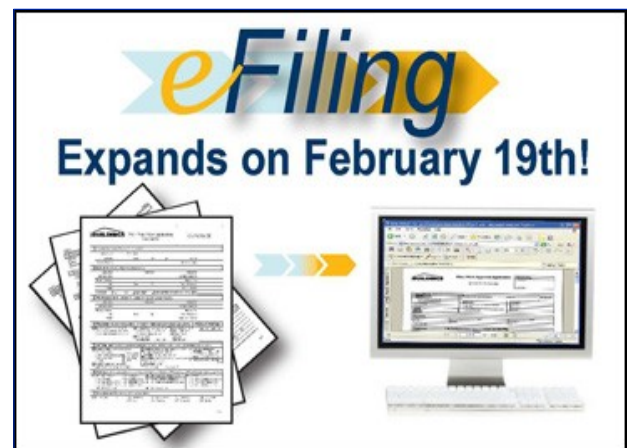
FYI...

E-FILING PROCEDURES ON THE WAY

Starting February a new system of filing dubbed eFiling will be implemented and the previous method, PC-Filing, will be eliminated. The essential difference between these 2 filing systems is that eFiling allows for the submission of application data to the Department of Buildings using an online interface as opposed to the 3.5" floppy disk they used to require. In both cases original signed forms and plans must be submitted in person at the DOB; please note that additional forms not generated by eFiling are still required (e.g. ACP-5's). Additionally the DOB has introduced a number of revised forms including PW-1, Schedule A and Schedule B. These forms will be incorporated into the new eFiling protocol.

How does this affect you?

During the transition period we will be requesting old forms as well as new versions for new filings. This will prevent us from having to send out for additional forms in the case of missing the transition week which takes place between



eFiling at the Department of Buildings

February 5 and 15th. Historically at the DOB, any new procedure is met with an initial slump in their services levels. We ask for your patience during this transition period.

For more information about E-Filing please visit: http://www.nyc.gov/html/dob/html/applications_and_permits/efiling.shtml

PRINCIPALS CORNER HOW DO WE COPE WITH DEADLINES?

By: Bob Silvestri—CEO

If we all COPE (Communicating Often Promotes Efficiency) well by establishing a early and open line of communication on all projects, we can greatly improve our chance of meeting all deadlines with great efficiency and little stress. There are many

new procedures in administrative, technical and technological protocol with the New York City Department of Buildings and other Regulatory Agencies taking root in 2008. Now more than ever, from conceptual design to final sign off, the construction team should always have a

early communication exchange to assure a timely compliance. I am a profound believer that we can't over communicate as it relates to meeting any client's deadline. I hope that we all can COPE in all future endeavors. Regards and continued success to all.

UPCOMING EVENTS

Feb 5th – DOB launches trial version of eFiling

Feb 12th – Deadline for submissions on applications for President’s Day After Hour Permits

Feb 13th - CPC Public Meeting — 10:00 AM in Specto Hall at 22 Reade Street, New York, New York

Feb 18th – DOB closed for President’s Day

Feb 19th – PC Filing is discontinued

Please Mark Your Calendar!

FEBRUARY 2008						
Su	M	Tu	W	Th	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

Q - & - A

Question: How do you know when the NYC Department of Buildings will require work permits ?

Answer: I could quote the NYC building code and bore you with the details , but I won't. It is somewhat complicated and space is limited but a good rule of thumb is as follows: A permit is required during the installation or removal of a wall, floor, roof, door , structural supports, mechanical equipment (i.e. HVAC, plumbing, sprinklers etc.) signs or service equipment **or any part thereof**. Also, anytime egress or exit requirements are being changed. As you can see permits are almost always required. For example, if you are only cutting away an opening between two rooms you will need a permit. Reason being that the wall in question may be a required fire separation and removing any part of it will compromise the integrity of the fire separation thereby creating a fire hazard. For the boring details you can refer to Sections [27-126](#) & [26-147](#) of the NYC code. Please note that this answer is intended as a guideline and should not be used in all cases. Always consult an expert with questions.



ABOUT US...

Brookbridge is entering its third decade of providing informed & expert knowledge in the procurement of all required approvals including the vast and complicated web of regulatory agencies that govern the development, construction, ownership, occupancy and maintenance of commercial and residential property in the Metropolitan Area and Jersey City. The

Company applies a pro-active management phi-

The Company applies a pro-active management philosophy focused on identifying and meeting deadlines.

losophy focused on identifying and meeting deadlines. The Company's ex-

pert staff is poised to meet all of the various regulating authorities requirements including, but not limited to the New York City Department of Buildings, the Fire Prevention Bureau, Department of Transportation, City Planning Commission, Board of Standards and Appeals, Landmark Preservation and the Environmental Protection Agency.



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