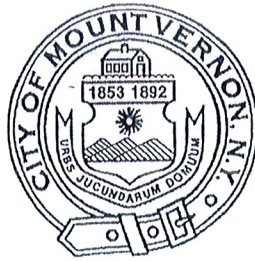


RICHARD THOMAS
MAYOR



DANIEL P. JONES, PMP
COMMISSIONER

GUY LORRIUS
1ST DEPUTY COMMISSIONER

FRANK A. CERBONE
2ND DEPUTY COMMISSIONER

October 26, 2018

Hon. Mayor Richard Thomas
Office of the Mayor - City Hall - Floor 1
One Roosevelt Square
Mount Vernon, NY 10550

Memo RE: Department of Buildings Third-Party Plan Review Program

Honorable Mayor Thomas,

I am writing to request your support for an immediate solution to our difficulties surrounding plan examination.

The Department of Buildings (DOB) simply cannot carry out the functions vital to our day-to-day operations without a plan examiner. I understand that this currently unfunded role is being proposed in the 2019 Budget, but we cannot afford to wait any longer for action. The backlog of permits submitted with plans in need of review will continue to grow and the situation will worsen unless a solution is implemented.

As per your suggestion, we have evaluated the use of third-party consultants for the plan review process. This would act similarly to how electrical permit applications are currently handled, where we review the report of an external inspector (compensated directly by the applicant/client) and approve it prior to issuing a permit.


At the time of submission, the applicant would choose to take their plans to a pre-approved consultant, and the name of this registered design professional would be provided by the DOB. The applicant would then sign an agreement and take the plans to the approved consultant. The plan review fees paid will be strictly between the applicant and the consultant. Such fees paid to the consultant will not be applied towards any fee in the DOB. All plans reviewed and approved by the consultant must be complete and no partial plan checks will be accepted. Once the plans have been approved by the consultant, they will be submitted to the DOB along with documentation of the approval. Once we receive the approved plans and documentation, the DOB will review the plans for completeness, verify the square footage, compute the fees, etc. This process will take approximately 3-7 business days for a single-family dwelling and possibly longer for larger or more complex projects.

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MAYOR
MOUNT VERNON, NY

The DOB should reserve the right to reject approvals and/or require additional corrections to plans when proper codes have not been adequately or properly addressed. Thank you for your consideration and I sincerely hope that we can address this situation with the care and urgency it deserves.

Respectfully,


Frank A. Cerbone
2nd Deputy Commissioner of Buildings

c. Law Department