OFFICE OF THE MAYOR

April 22, 1952

MAYOR'S ADMINISTRATIVE ORDER NO. 13

ASSIGNMENT OF LICENSE ISSUANCE FUNCTIONS

Administrative Order No. 1 is amended as follows:

To carry out the reorganization of the city government in accordance with the provisions of the Home Rule Charter, the following license and permit issuance functions are assigned to the Department of Licenses and Inspections:

From	License and Permit Issuance Function
Department of Streets	Registered curb and footway contractor
	Opening in highway (for plumber)
	Miscellaneous Receipt or Voucher (not a permit)
	Construction material or platform
	Loading and unloading zones
	Special hauling
	Maintain heating kettle on highway
	Opening to lay temporary water main
	Credit for payment of street permit, not used
	Erection and maintenance of canopy
	Opening in footway
	To erect temporary shed on highway
	Examination of building application (not a permit)
	Submission application (to Art Jury)
	Special curb and footway construction (Highway Dist.)
	Erect and maintain marquees
	Miscellaneous Permits for Civic Purposes, or Private Contractor (not covered by Building Permits.)
	Permit to construct or repair curbs, footways and driveways up to sixteen feet.
	Permit to erect street advertising device.

Item	License and Permit Issuance Function		
Water Department	"S" Permit - 2" and under.		
	"S" Permit - 3" and over.		
	"S" Permit - (Application to connect private pipe).		
	Application to install a meter.		
	"P" Permit - Repair of water service.		
	"P" Permit - Draw and redrive.		
	"P" Permit - Hydrant permit.		
	"P" Permit - Fractional water rent bill.		
	"P" Permit - Shutting a ferrule.		
	"P" Permit - Purveyor order to draw ferrules.		
	Service charge prior to permit.		
	Special sewer connection.		
	Sewer connection (lateral).		
	Sewer connection (slant).		
	Sewer repair.		
Department of Public Health:			
Housing Section	Tenement House Receipt	Code	33
	Rooming House Receipt	"	34
Restaurant Hygiene Section	Restaurant Receipt (License)	"	35
	Restaurant Receipt (License)	"	36
	Private Eating and Drinking Establishments.	"	62
Plumbing Section	House Drainage Permits.		
	Journeymen Plumbers' Registration.	"	18
	Journeymen Plumbers' Registration.	"	17
	Journeymen Plumbers' Original Examination Fee.	"	14
	Journeymen Plumbers' Examination Fee for Second Examination.	"	15
	Journeymen Plumbers' Delayed Annual Registration.	"	19
	Master Plumbers' Examination Fee for Second Examination.	"	2
	Master Plumbers' Registration.	"	5
	Master Plumbers' Registration Certificate.	"	4
	Master Plumbers' Penalty Fee	"	9

Item	License and Permit Issuance Function		
Plumbing Section (Cont'd)	Master Plumbers' Delayed Annual Registration.	Code	10
	Out of Town Plumbers' Certificate.	"	11
	Master Plumbers' Vehicle Metal Tag (Orig.)	"	12
	Master Plumbers' Vehicle Metal Tag.	"	13
	Master Plumbers' Examination Fee Receipt.	"	1
	Apprentice Plumbers' Registration	"	21
	Plumbing Replacement Books	"	60
Barber Section	Barber Shop Inspection Certificate	"	44
Food, Livestock, Milk & Meat Division	Meat Vehicle, Wholesale - City Inspected		
	Meat - Retail Establishment	"	23
	Meat Vehicle - Retail - City or Federal Inspected.	"	24
	Milk	"	25
	Milk Vehicles.	"	26
	Dual Meat & Milk License Establishment.	"	27
	Pasteurizing Plant.	"	28
	Wholesale Establishment.	"	29
	Meat Retail - in hermetically sealed containers.	"	30
	Wholesale Poultry Keeping.	"	31
	Milk Products.	"	32
	Animal Abattoir.	"	47
	Poultry Keeping.	"	48
	Composite Licenses.	"	50
	Meat Vehicles - Wholesale insp. other than City.	"	59
	State or Federal Inspected Plant (wholesale).	"	65
	Dealing Wholesale in Fish, Shellfish, Poultry.	"	66
Air Pollution Control Division:	Heating boilers, all fuels (3 family and over).		
	Power boilers.		
	Warm air furnaces (3 family and over).		
	Furnaces (other than boiler furnaces).		
	Incinerators.		

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Unit	License and Permit Issuance Function
Air Pollution Control Division (Cont'd)	Gas burners, mechanical stokers, oil burners, pulverized coal burners. Smoke ovens. Water heaters. Stack collectors and other smoke and dust eliminating devices.
License Office	Lying-In Hospital License. Receive vouchers, act as cashiers and issue licenses, permits and receipts for all Divisions under the Department of Public Health.

/s/ Joseph S. Clark, Jr.
Joseph S. Clark, Jr.
Mayor