CITY OF MOUNT VERNON, NY
DEPARTMENT OF BUILDINGS

SHAWYN PATTERSON-HOWARD
Mayor

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Patrick G. Holder, R.A.
Commissioner

Hediye Mamak
1st Deputy Commissioner

Dawn Asbury
2nd Deputy Commissioner

June 13, 2025

City Hall
1 Roosevelt Square
Mount Vernon, New York 10550

THROUGH THE OFFICE OF THE MAYOR.

Re: Time limit on Dormant Building Department Applications

To the Honorable Council Members:

The Building Department's review of applications reveals that there are a large number of applications that we are unable to process. Many of the applications have had no activity on them for months or in some cases years. To make our processing of applications more efficient we request that a time limit be put on how long an application can remain dormant in our systems. We note that we are spending a significant amount of staff time reviewing status on these applications and informing applicants that there has been no activity on these applications.

We are requesting legislation be adopted with time limits on all building applications, including New Structures; Alterations; Demolition; Plumbing; Electrical; and Signage. Legislation should state that these applications shall become invalid if they remain dormant after 6 months following the date filed, regardless of payment or non-payment of the application fee. An application that has become invalid due to its dormancy may not be renewed. A new application must be filed by the applicant should they choose to pursue this work after 6 months of dormancy.

We request that this new policy go into effect immediately. Thank you in advance for your consideration and cooperation in this matter.

Respectfully Submitted,

Patrick G. Holder
Commissioner of Buildings

cc: Mayor, Corporation Counsel, City Clerk, The Comptroller