

SERVICE NOTICE

Amended Plans where Substantial Re-Examination is Required

Amended plans that include any change in scope that results in a substantial re-examination of the construction documents for Code and zoning compliance require a new application, and the necessary associated filing fees to be paid, regardless of filing status. However, the Department may allow the applicant to proceed with the original application for administrative purposes, if all associated fees for the proposed new scope of work are paid.

Substantial re-examination may be required for the following, but is not limited to:

- changes to zoning lot, use, or bulk
- changes to occupancy or layout
- changes that require a new Energy Code review
- any change that requires a re-examination of Code or zoning provisions
- changes required as a result of a DOB engineering review.

Paying Fees for Substantial Re-Examination:

- The Department's plan examination offices will issue objections instructing applicants to either refile the application or submit an AI1 requesting approval to administratively continue with the same application number with a **PER11 Form** to the Borough Commissioner's office.
- Applicants must email the **PER11 Form** appointment request to the appropriate plan examination borough office email address:
 - Bronx – bronxper11appointments@buildings.nyc.gov
 - Brooklyn – brooklynper11appointments@buildings.nyc.gov
 - Manhattan – manhper11appointments@buildings.nyc.gov
 - Queens – queensper11appointments@buildings.nyc.gov
 - Staten Island – statenisper11appointments@buildings.nyc.gov
 - HUB – nycdevelopmenthub@buildings.nyc.gov
 - Central Development Programs (CDP) – cdpfiling@buildings.nyc.gov
- The Borough Commissioner's office will enter the fees due on the AI1 and will email the stamped AI1s to applicants.
- Applicants must bring the stamped AI1 to the appropriate borough office and pay the required fees.
- Applicants must upload proof of payment in DOB NOW as an additional supporting document to resolve the objection.