



BUILDINGS **2025-011** **BULLETIN** **OPERATIONAL**

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ISSUER: Constadino (Gus) Sirakis, PE, M.ASCE
Deputy Commissioner
Development & Technical Affairs

PURPOSE: This Bulletin clarifies filing, permit requirements for new building (NB) and alteration application related to structural work.

SUBJECT(S): Filing, Permit Requirements, Structural Work (ST) Type

RELATED CODE SECTIONS & RESOURCES

AC §28-101.4.5, AC §28-101.5, AC §28-104.1, AC §28-104.2.1, AC §28-105.2
AC §28-105.10.1, AC §28-105.12.1, BC §107.3, BC §1603.1

I. RELEVANT STATUTORY PROVISIONS

Under NYC Administrative Code (AC) § 28-105.2, “work permits shall be classified as follows:

1. New Building Permits: for the construction of new buildings, including as provided for in Section 28-101.4.5.
2. Alteration Permits: for the alteration of buildings or structures....”

AC § 28-101.5 defines **Alteration** as “[a]ny construction, addition, change of use or occupancy, or renovation to a building or structure in existence.”

AC §28-101.5 defines **Construction Documents** as “[p]lans and specifications and other written, graphic and pictorial documents, prepared or assembled for describing the design, location, physical characteristics, and other elements of the project necessary for obtaining a building permit.”

Per AC §28-104.1, “[t]he department shall not issue a permit pursuant to this code...unless and until it approves all required construction documents for such work.”

NYC Building Code (BC) Chapter 16, Structural Design, governs the structural design of buildings. BC §1603.1 specifies that “[c]onstruction documents shall include drawings that show the sizes, sections and relative locations of structural members with floor levels, column centers and offsets fully dimensioned.”

BC §107.3 requires the submission of a lot diagram that “shall show compliance with the New York City Zoning Resolution.” BC § 107.3 further requires that “[a] complete zoning analysis shall accompany the lot diagram with citation to the relevant sections of the New York City Zoning Resolution.”

II. BACKGROUND

Prior to the date of this Bulletin, the Department has issued work permits with **Permit Classification: Alteration** where the job is described by the applicant as “structural work type filed in conjunction with a new building (NB) application number ...” or similar text, prior to the approval of the NB application and issuance of the NB permit.

Such work permits specifically provide that:

All Structural (ST) work for a new building or alteration which includes an enlargement must not commence until the associated New Building General Construction or Alteration General Construction permit is issued and may

only occur as long as the associated New Building General Construction or Alteration General Construction permit is active.

These work permits do not authorize construction work until the NB or Alteration General Construction (Alt-GC) permit has been issued.

Alteration permits can only be utilized to alter an existing building or structure.

III. NEW BUILDINGS, INCLUDING WORK THAT INCREASES EXISTING FLOOR SURFACE AREA OF A PRIOR CODE BUILDING BY MORE THAN 110% PURSUANT TO AC §28-101.4.5

Effective immediately, structural construction documents that are in conjunction with the construction of an NB cannot be filed as an alteration application.¹ Such construction documents must be included with the NB application or must be filed as a subsequent application under the NB application number. Unless specifically authorized by a determination of a Borough Commissioner, an alteration permit can only be utilized to alter an existing building and not to build a new building.

IV. ALTERATIONS INVOLVING ENLARGEMENTS OR CHANGE IN EXISTING BUILDING MASS OR BULK, EITHER VERTICAL OR HORIZONTAL

Effective immediately, structural construction documents that enlarge or otherwise change the mass or bulk of an existing building must be filed as part of the Alteration (ALT) or Alteration-Certificate of Occupancy (Alt-CO) application that contains the required zoning analysis or as a subsequent filing under the same application number of the application containing the requisite zoning information.

Unless specifically authorized by a determination of a Borough Commissioner, such applications can no longer be filed as separate alteration applications.² Any application for approval or permit of work that enlarges or otherwise changes the bulk of an existing building that does not also include a complete zoning analysis showing compliance of the proposed work with the Zoning Resolution, in addition to other applicable requirements, is not in compliance with AC §28-104.1 and may be subject to revocation pursuant to AC §28-105.10.1. Such work may also constitute a violation of AC §28-105.12.1, among other provisions.

V. PROFESSIONALLY CERTIFIED APPLICATIONS

These requirements apply to all applications including those accepted based on professional certification in accordance with AC §28-104.2.1. Applicants filing professionally certified applications contrary to the above operational requirements may be subject to audit and enforcement.

VI. APPLICATIONS FILED PRIOR TO THE DATE OF THIS BULLETIN

Alteration applications and permits for structural work filed prior to the effective date of this bulletin will not need to be refiled so long as structural work for a new building or an alteration which includes an enlargement has not commenced prior to the issuance of the associated NB General Construction or Alt-GC permit.

VII. ENFORCEMENT

Construction and/or construction documents found not in compliance are subject to enforcement by the Department, including but not limited to audits of such applications, issuance of stop work orders, revocation of approvals and/or permits, and issuance of violations for failing to comply with the applicable NYC Construction Code sections.

¹ This is regardless of whether the DOB NOW computer system appears to allow such a filing.

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