

## SERVICE UPDATE

### Structurally Compromised Building Report Filing Process

Owners of buildings that are potentially structurally compromised are required by [Article 217 of the New York City Administrative Code](#) to hire a New York State licensed design professional to inspect the structure within 60 days of the building becoming structurally compromised and file a report with the Department of Buildings within 30 days after the inspection.

#### Potentially Compromised Buildings

A building is considered potentially structurally compromised if the building:

- has had an open roof for 60 days or longer; **or**
- has been shored and braced or repaired pursuant to an emergency declaration issued by the commissioner pursuant to Article 215 of Title 28 of the Administrative Code; **or**
- has been subject to a precept as a compromised structure under Article 216 of Title 28 of the Administrative Code; **or**
- may have suffered structural damage by fire or by partial collapse of floors, interior or exterior walls or other cause as determined by the commissioner.

See [1 RCNY§102-03](#) for more information on inspection and report filing requirements.

#### Submit the Report

To submit a report:

1. Save the Report in PDF format with the **name BIN-Address-Report Type** where Report Type is **Initial**, **Periodic**, or **Final**.
2. Request an invoice for the report that is being filed by emailing the Structurally Compromised Buildings Unit at [SCBInfo@buildings.nyc.gov](mailto:SCBInfo@buildings.nyc.gov) with the Subject Line **Request for Invoice for BIN/Address/Report Type** where Report Type is Initial, Periodic, or Final, or by visiting the Structurally Compromised Buildings Unit at 280 Broadway, 4<sup>th</sup> floor to request an invoice in-person.
3. Bring the invoice and payment to the Central Cashier at 280 Broadway, 1<sup>st</sup> Floor Atrium. Payments can be made by credit card, checks and money orders. (*Credit card payments include a non-refundable 2% service charge on the total payment due.*)
4. Email the receipt for the payment with the report to the Structurally Compromised Buildings Unit at [SCBInfo@buildings.nyc.gov](mailto:SCBInfo@buildings.nyc.gov) with the Subject Line **Report for BIN/Address/Report Type** where Report Type is Initial, Periodic, or Final. Only one report per email may be submitted.

#### Report Filing Fees

- Initial filing: **\$500**
- Periodic filing: **\$500**
- Final filing: **\$500**

Visit [nyc.gov/buildings](https://nyc.gov/buildings) for additional information about structurally compromised buildings.