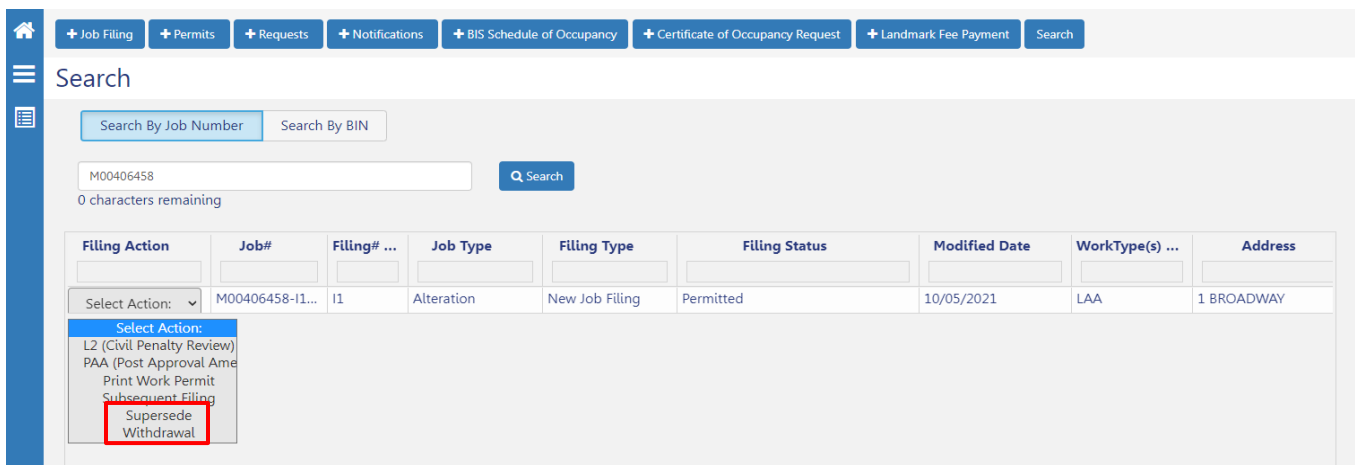


SERVICE NOTICE

NEW Requirement for Limited Alteration Application Supersede and Withdrawal Requests

As of Friday, October 15, 2021, all requests to supersede or withdraw a DOB NOW Limited Alteration Application (LAA) filing must be submitted in **DOB NOW: Build**.

To create a supersede or withdrawal request, log into DOB NOW, search for the LAA job number that is in Permitted status and select the option from the Filing Action column:



LAA Supersede Request

The superseding applicant must be logged into DOB NOW to create the supersede request. There is a \$100 fee to process the request. If the LAA filing has been withdrawn, a supersede request cannot be created for that permit.

LAA Withdrawal Request

A withdrawal request can only be submitted by the applicant of the permit for a new job filing (not a post approval amendment). In the request, the applicant must select one of these reasons:

- Contractor withdrawing (only allowed if no work has been performed)
- Work included on another LAA filing (requires LAA job number with same BIN and scope of work)
- Wrong address (requires LAA job number filed on correct address with the same scope of work)

A withdrawal inspection is no longer required. If work has been performed on the LAA permit, the permit can only be withdrawn if another LAA job number is provided that includes the same work of the withdrawn permit or the permit must be superseded by a new contractor.

Supersede or withdrawal requests that had been submitted via the help form or directly to the LAA unit that have not be processed should be resubmitted in DOB NOW.

LAA Customer Service and Administrative Closure of BIS jobs

Choose the below selections on the DOB Help Form at www.nyc.gov/dobhelp to ensure that the inquiry is directed to the appropriate staff:

LAA Audits

- **Module:** DOB NOW: *Build*
- **Project/Filing Type:** LAA
- **Question Category:** LAA Audits

LAA Civil Penalties Review (L2)

- **Module:** DOB NOW: *Build*
- **Project/Filing Type:** LAA
- **Question Category:** LAA Civil Penalties Review (L2)

LAA General Inquiries & Technical Issues

- **Module:** DOB NOW: *Build*
- **Project/Filing Type:** LAA
- **Question Category:** General, Assistance Completing a Filing or Technical Issues

LAA Administrative Closures of BIS Jobs

- **Module:** DOB NOW: *Build*
- **Project/Filing Type:** LAA
- **Question Category:** LAA Administrative Closure

For more information about Administrative Closures, see the [July 2019 Service Notice](#).