

SERVICE UPDATE

Manual Appointment Requests: Updated PER11 Appointment Request Form

Beginning November 2, 2020, applicants seeking to schedule a manual or specialized appointment with a Plan Examiner or Borough Commissioner's office must complete the new **PER11 Appointment Request form** (Rev. 10/20) and email it to the appropriate email address indicated on the form.

NYC Buildings **PER11 Appointment Request**
(A SEPARATE FORM MUST BE SUBMITTED FOR EACH JOB)
Application must be typewritten

For appointments with a **plan examiner**, submit requests to the appropriate borough email address below (include the property address, job number and job type in the email subject line):

BROOKLYN BrooklynPER11Appointments@buildings.nyc.gov
MANHATTAN ManhattanPER11Appointments@buildings.nyc.gov
QUEENS QueensPER11Appointments@buildings.nyc.gov
STATEN ISLAND StatenIslandPER11Appointments@buildings.nyc.gov

1 ATTENDEE (Required for all applications)

Applicant of Record Hiring Representative (Class 2)

Name _____ DOB/ID# _____
 Business Phone _____ Cell Phone _____
 Email _____ Number of Attendees _____

2 PROPERTY DETAILS (Required for all applications)

Address _____
 Job Number _____ Document Number _____ Job Type _____
 Applicant P.E. R.A. License # _____
 Plan Examiner _____

3 APPOINTMENT REQUEST

Reassignment Pre-Certifying Review Fee Exempt Job
 Reestablishment Special Audit (attach Objection Sheet) Special Inspection Reports
 Withdrawal ICU Audit (attach Objection Sheet) Self-Certification of Objections (attach Objection Sheet)
 PW3 Change/Fee Adjustment (attach L2 form when required)
 Other _____

4 COMMENT/REASON FOR MEETING (Provide detailed explanation for all appointment requests identified above)

For appointments with a **Borough Commissioner's Office**, submit requests to the appropriate borough email address below (include the property address, job number and job type in the email subject line):

BROOKLYN BrooklynPER11Appointments@buildings.nyc.gov
MANHATTAN ManhattanPER11Appointments@buildings.nyc.gov
QUEENS QueensPER11Appointments@buildings.nyc.gov
STATEN ISLAND StatenIslandPER11Appointments@buildings.nyc.gov

INTERNAL USE ONLY

APPOINTMENT APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	COMMENTS:
APPOINTMENT DATE: _____ TIME: _____	
REASSIGNED TO: _____	
COMMISSIONER #:	
REINSTATEMENT Fee:	

Rev. 10/20

Submit a PER11 form to request review of PW3 changes and fee adjustments not related to a permit (attach an L2 form when required). AI1s, PAAs and Required Items cannot be

dropped off and must be submitted in eFiling. To schedule an appointment with a [Project Advocate](#), submit a [Project Advocate Service Request Form](#).

For a PER11 request to be processed, the below guidelines are required:

- A separate form must be submitted for each appointment request.
- Indicate the reason for the request by checking off the appropriate item in Section 3 or explain the reason for your request in Section 4 under Comments.
- The email subject line and PDF file name must include the property address, job number and job type. (e.g. 1 Arthur Avenue_123456789 – Alteration 1 or 1 Arthur Avenue_N/A if job number is not applicable)
- Flatten all PDF forms before emailing them so that they cannot be edited.

Both the current PER11 form (Rev. 9/17) and the new PER11 form (Rev. 10/20) will be accepted through October 30, 2020. Effective November 2, 2020, the new PER11 (Rev. 10/20) will be the only version accepted.

See the [Scheduling an Appointment](#) webpage for more information.