



# ENFORCEMENT INSPECTIONS: Appointment Request Form

(FORM MUST BE TYPEWRITTEN)

## 1 REQUESTOR *(required)*

Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## 2 LOCATION INFORMATION *(required)*

Address: \_\_\_\_\_

Job #: \_\_\_\_\_ BIN #: \_\_\_\_\_

Community Board #: \_\_\_\_\_ Block #: \_\_\_\_\_ LOT #: \_\_\_\_\_

## 3 APPOINTMENT REQUEST *(required)*

**Stop Work Order Rescind**

Partial or Full Stop Work Order.....  Partial  Full

Stop Work Order Complaint Number \_\_\_\_\_

Violation Number(s) \_\_\_\_\_

Are copies of the violation on site?.....  YES  NO

Has all corrective action been taken to correct the violation(s)? .....  YES  NO

*If YES, indicate the corrective action taken in Section 4.*

**Complaint Inspection (LS-4)**

Complaint Number(s) \_\_\_\_\_

**Other**

## 4 COMMENTS

## 5 APPOINTMENT REQUEST SUBMISSION *(required)*

Submit the completed typewritten request form by selecting the applicable enforcement inspection unit below. All supporting documents must be attached.

Bronx – **BXConstENF@buildings.nyc.gov**

Brooklyn – **BKConstENF@buildings.nyc.gov**

Manhattan – **MNConstENF@buildings.nyc.gov**

Queens – **QNConstENF@buildings.nyc.gov**

Staten Island – **SIConstEnf@buildings.nyc.gov**