



# Withdrawal Letter

Effective March 6, 2023, withdrawal requests for DOB NOW: *Build* filings are submitted within DOB NOW and do not require completion of this letter except:

- Requests to withdraw a filing (not a stakeholder)
- Withdraw the concrete testing lab on the TR2
- Withdrawal requests for DOB NOW filings created prior to July 1, 2019
- Filings in pre-filing status but payment has been submitted
- Owner supersede requests for Electrical, Elevator, Place of Assembly, Temporary Place of Assembly filings.

Refer to the [Supersede and Withdrawal Guide](#) for instructions. Only if applicable, upload this completed letter to [www.nyc.gov/dobhelp](http://www.nyc.gov/dobhelp).

Date: \_\_\_\_\_

DOB NOW: *Build* Job Filing Number(s): \_\_\_\_\_  
(ex. M00123456-11)

Property Address including Borough: \_\_\_\_\_

Check One:

**Withdrawal of filing** (if legalization is selected as the Filing Type, the filing cannot be withdrawn)

**Withdrawal of:** \_\_\_\_\_ (role of stakeholder being withdrawn)

(ex. PW1 Applicant, Concrete Testing Lab, Owner, etc.)

<p><b>Owner:</b> <i>By signing below, you are acknowledging you are the current owner of the property.</i></p> <p>Name: _____</p> <p>Signature: _____</p> <p>Notary Stamp &amp; Signature (if no professional seal at right):</p>	<p><b>Stakeholder (being withdrawn) or Applicant (if the applicant is withdrawing the filing):</b></p> <p>Name: _____</p> <p>Email: _____</p> <p>License/Registration No.: _____</p> <p>Signature: _____</p> <p>Professional Seal (if applicable):</p>
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Submission of this letter does not constitute acceptance by the Department of Buildings until DOB NOW reflects the requested change.