



**CITY OF NEW YORK**  
**BOARD OF STANDARDS AND APPEALS**  
40 Rector Street, 9<sup>th</sup> Floor  
New York, New York 10006-1705  
*Phone: (212) 788-8500 Fax: (212) 788-8769*  
*<http://www.nyc.gov/html/bsa/>*

## **DETAILED INSTRUCTIONS FOR COMPLETING BZY APPLICATIONS**

### **Building Permit Renewal**

BZY applications are filed under Section 11-30 et. seq. of the Zoning Resolution, for a renewal of a lapsed building permit lawfully issued before the effective date of an applicable amendment to the Zoning Resolution. Pursuant to Section 11-331, an affected permit lapses automatically on the effective date. The effective date is the date that the amendment is voted into law by the City Council.

No such application shall be entertained unless filed within thirty (30) days from the date the permit has lapsed. Every application shall be made on the BZY Application Form, and shall be accompanied by all the information required for such an application.

Information regarding the filing of a BZY application may be obtained by contacting the Application Desk at (212) 788-8500 or by calling the BZY Examiner at (212) 788-8752.

The BZY Application Form must be signed by the property owner or authorized representative of the owner, affirming that all statements contained within the Application Form and attached materials are true. The Application Form must also be notarized by a notary public, pursuant to all applicable notary laws.

Submit one (1) original and eight (8) copies of the completed BZY Application Form, with all required attachments, to the Board. Each packet, original and copies, should contain the required attachments. One application is required for each separate property. However, multiple actions affecting a single property may be requested of the Board in a single application.

### **BZY APPLICATION FORM**

**Section A:** Indicate the applicant's name and address, the name and address of the owner of record and the lessee / contract vendee of the property, if applicable. List the telephone number where an examiner may reach the applicant during business hours should questions arise concerning the application. If the application is being submitted by, or on behalf of, a contract vendee, the contract vendee's name should be entered in place of owner of record.

**Section B:** The Street Address and exact location of the subject premises must be specified in this section. The Description of Property should be completed as indicated in the following example:

“Premises is situated on the west side of Fifth Avenue, 100 feet north of the corner formed by the intersection of X Street and Fifth Avenue.”

Include the block number and lot number(s), the street and house number, the borough and the Community District within which the premises is located. If the property in question is located in either the borough of Queens or Staten Island, the name of the neighborhood should be included as follows: “Borough: Woodside, Queens”. If the site is located within the boundaries of two Community Districts, both should be listed here. In addition, the applicant should note if the premises is identified by another address (A/K/A).

Give the Zoning District that the premises is located within and provide the number of the map section as it appears in the New York City Zoning Resolution. Also, please indicate the City Councilmember whose district the premises is located within.

**Section C:** Check off the appropriate section of the Zoning Resolution for which the application is being made: §11-331, Right to Construct if Foundations Completed or §11-332 Extension of Period to Complete Construction. Indicate whether the construction is considered “Major,” “Minor” or “Other” as defined in §11-31.

**Section D:** Indicate the type of permit(s) as issued by the Department of Buildings, and submit eight (8) copies of each permit. Mark “Item D”.

**Section E:** Complete this section regarding the detail of work completed. The operative date is the date on which the City of New York adopts the changes to the Zoning Resolution necessitating the filing of this application. Provide a narrative which addresses the following:

- 1) The amount of construction performed and/or materials installed versus construction performed as against the materials still needed to be installed.
- 2) The time spent on excavation and foundation construction versus time remaining to completion.
- 3) The complexity, from an engineering and/or architectural standpoint, of the work completed versus the complexity of the remaining work.

Mark “Item E”:

**Section F:** Please provide the requested financial information and include an itemized breakdown of total construction costs. Mark “Item F”.

### **Attachments for BZY Applications**

1. A **Statement** containing a description of the proposed development, the reasons for the delay in construction, and an explanation for any of the items in the application form. The Statement must be on letterhead and signed by the applicant, and should note the BSA Calendar Number and the Affected Premises Affected in the subject line.
2. The applicant is required to sign the application and have his or her signature notarized. The fee owner must sign the Affidavit of Ownership, which authorizes the applicant to file the application on his or her behalf. The Affidavit must also be notarized. If the application is filed by a contract vendee, the contract vendee may complete the Affidavit of Ownership.

***THE APPLICANT IS ADVISED TO REVIEW THE BOARD'S RULES OF PROCEDURE REGARDING OWNER AUTHORIZATION AND CONSENT.***

3. An unmounted set of 8" x 10" **Photographs** showing the work completed on the foundation (§11-311) or work completed to date (§11-332). Photographs must have been taken no later than the date on which the City of New York adopted the amendments to the Zoning Resolution that necessitated the filing of the application. Such photographs must clearly show every aspect of the work performed on the foundation/enlargement and should be taken from both the outside and inside of construction, if possible. On the front of each photograph, number each view, print street names, show compass points and outline the premises. On the back of each photograph, indicate the photographer's name and address, the date the photographs were taken and the Calendar number.
4. **Plans**

For an Application under §11-331:

1. Submit one (1) full set of plans for the entire building as submitted to, and approved by, the Department of Buildings.
2. Submit seven (7) copies of a separate plan of the foundation indicating the extent of work completed. ***Shade the portion of the foundation that has been completed in red.***

For an Application under §11-332:

1. Submit one (1) full set of plans for the entire building as submitted to, and approved by, the Department of Buildings.

2. Submit seven (7) sets of plans showing the site plan, elevations and sections, indicating the extent of work completed as of the date of filing.
3. Submit seven (7) sets of plans showing the site plan, elevations and sections, indicating the extent of work expected to be completed by the date of the automatic lapse of the permit(s), if different from item 2 above.
4. Provide copies of all work **Permits** associated with construction should be provided and labeled "Item D"..
5. Information regarding the **Detail of Work Completed** in association with Section E of the Application form should be submitted and labeled "Item E."
6. All supporting **Financial Information** including an itemized breakdown of total construction costs should be submitted and labeled "Item F."

Corrections must be made and /or superseding documents submitted in person by the applicant. Corrections must be initialed and dated. Superseding documents must be stapled in place of the old material, which must be removed from each set, marked "VOID," initialed, dated, stapled together and left in the job folders.