



**Board of Standards
and Appeals**

250 Broadway, 29th Floor
New York, New York 10007
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www.nyc.gov/bsa

INSTRUCTIONS FOR REQUESTS FOR LETTERS OF SUBSTANTIAL COMPLIANCE

The Board reviews requests for an approval by letter for minor changes to previously approved projects. If the Board deems the requested changes to be minor and in substantial compliance with the previous approval, the Board will issue an approval letter to the Department of Buildings. The following items must be submitted with all requests for a letter of substantial compliance:

- Letter of Substantial Compliance Application Form;
- An owner's authorization form;
- All prior Board resolutions, last set of BSA approved plans and, if applicable, previous letter(s) of substantial compliance;
- One original set of proposed plans with architects or engineer's seal and signature, and one copy. The plans must be 11" X 17" and be consistent with Board standards; and
- One set of proposed plans with the proposed changes highlighted on the plans;
- A CD containing all documents provided in the corresponding paper filing. The digital materials must be clearly labeled and clearly legible.

The fee for a letter of substantial compliance is \$930.00, which must be submitted with all application materials.

All filings for letters of substantial compliance must be made in person at the Board office, 250 Broadway, 29th Floor. An appointment is required and must be made by calling the BSA Records Unit at (212)-386-0009. Appointments can be made between 9:00 am and 4:00 pm

Once filed, an application for a Letter of Substantial Compliance may take approximately 60 days to process.

If you have any questions, please contact Ryan Singer, Executive Director at (212) 386-0075.