

## ZRD1 & CCD1 Guidelines

The Buildings Department's ZRD1 and CCD1 forms have specific uses, outlined below. To address *any other* operational issue or concern, use the PER11 form, A11 form and/or your company's letterhead and submit it to the Borough Commissioner's office.

### Using the ZRD1 and the CCD1

Applicants must submit the ZRD1 for Zoning Resolution interpretations.

Applicants must submit the CCD1 for interpretations of the 2008 Construction Codes, 1968 Building Code or Multiple Dwelling Law. The CCD1 should also be used for approvals to depart from the 1968 or 2008 Codes. (Any request to diverge from these laws must include a proposal to provide a safe alternative.)

The ZRD1 and CCD1 forms should *only* be used for:

1. An objection raised by a plan examiner; or
2. A possible future objection (pre-determination) for an application not yet filed.

### Non-ZRD1 or CCD1 Issues

Use the PER11 form, A11 form and/or your company's letterhead to raise or appeal *any other* operational issue than what is described above. These issues may include – but aren't limited to – the following examples:

- Complaints
- Inspection Objections
- Required Item Waivers
- Permit Reinstatement Requests
- Plan Examiner Reassignment Requests
- Temporary Certificate of Occupancy Requests
- Lift HOLD Requests or Explanations of Job HOLD
- Clarifications of Other City Agency Requirements (e.g. LPC, DEP, DOT)
- Administrative Appeals: Civil Penalty Waivers, Violations Issued in Error, etc.

### Questions?

Email [OperationsRedesign@buildings.nyc.gov](mailto:OperationsRedesign@buildings.nyc.gov)