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Mayor

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Commissioner

We're Making it Easier!

Demolition Filing Process To Begin in Borough Offices

We're changing our demolition filing process to standardize our processes borough-wide. Beginning October 30, 2006, you must first visit the Borough Office to pre-file your demolition job before submitting documentation to the Building Enforcement Safety Team (BEST). Here are some of the benefits of the new filing process:

No need to visit BEST for most demolition jobs. Pre-file your demolition job in the Borough Office with a [PW-1](#) form.

No need to visit BEST to obtain forms. BEST forms (B Form 2A) will be available online. You can download the BEST forms from our website and return them to BEST via:

- Fax: (212) 669-7054
- E-mail BEST@buildings.nyc.gov
- The BEST Office at One Centre Street, 23rd Floor, Room 2337

No need to submit a hardcopy pre-demolition inspection report. Report results will be posted in BISWeb under the demolition job number.

Therefore, you will no longer be required to submit the BEST pre-demolition inspection report to obtain a permit. However, if you would like a copy of the report it will continue to be available from BEST.

The BEST Appointment Card has been eliminated. You will no longer have to obtain an Appointment Card from BEST for demolition jobs.

In addition, there is a new BEST mechanical demolition request form (BEST-4) so you'll know exactly what information you need to provide BEST when requesting a mechanical demolition permit.

You may contact BEST at (212) 669-7043 or BEST@buildings.nyc.gov. We also encourage you to visit one of our Customer Service desks or visit www.nyc.gov/buildings for more information.

Visit our website www.nyc.gov/buildings for more information.

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