

“In Conjunction” Filings for New Buildings

During a New Building (NB) project, applicants may need to file additional alteration applications for work that is part of the approved scope of the related NB filing. Such applications must be filed prior to issuance of any Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO).

These filings, called “In Conjunction” filings, will have a different job number than the associated new building application but can still claim the minimum filing fee of \$100. The issuance of a TCO or CO for the NB is contingent upon substantial completion of the “In Conjunction” work.

To be accepted as an “In Conjunction” filing, the application must:

- 1) be an Alteration Type 2 or Type 3 filing;
- 2) reference the associated new building job number;
- 3) include drawings that show a scope of work that is covered by the associated new building application; and
- 4) be submitted prior to the issuance of any TCO or CO.

Additionally, if an application is identified as a deferred submittal as per section AC 28-104.2.6, it can qualify as an “In Conjunction” filing.

Applications that are not accepted as “In Conjunction” filings will have fees based on the cost of construction.

The Department will not accept applications as “In Conjunction” filings that are:

- 1) submitted after the issuance of a TCO or CO;
- 2) submitted on behalf of a different owner or lease holder;
- 3) an Alteration Type 1 filing;
- 4) for commercial awnings;
- 5) for work that is not within the envelope or total floor area of the new building, such as parking, canopies, plazas, swimming pools, cabanas, and gazebos; and/or
- 6) submitted for renovation on behalf of a lessee for a given space (tenant build/fit-out).

Tenant build/fit-outs do not include: core and shell, lobby finishes, public halls, sidewalks, elevators, tenant/public restrooms, other common facilities and construction of residential tenant apartments.

Questions?

Email OperationsRedesign@buildings.nyc.gov.