


New, Standardized Appointment Form

The Department has now standardized the form to request an appointment or drop off folders.

Effective October 1, 2009, the Manual Appointment Request and Drop Off Request Form replaces borough-specific forms PER6 through PER10.

Information You Need to Know!



Manual Appointment Request and Drop Off Request Form

FORM NOT TO BE USED FOR PREDETERMINATION (PRE-CON) OR DETERMINATION (RE-CON) PURPOSES
Application must be typewritten.

Choose either **Drop-off** or **Manual Appointment Request**. Do not check-off both items. Please submit a separate form for each job.

<input type="checkbox"/> Manhattan	<input type="checkbox"/> Bronx	<input type="checkbox"/> Brooklyn	<input type="checkbox"/> Queens	<input type="checkbox"/> Staten Island
Tel: 212-566-5662	Tel: 718-579-6924	Tel: 718-802-3670	Tel: 718-286-0775	Tel: 718-816-2314
Fax: 212-566-5671	Fax: 718-579-6767	Fax: 718-802-3969	Fax: 718-286-0774	Fax: 718-816-2318

1 Attendee Required for all applications.

Name	Cell Phone
Title / ID Number	Fax Number
Office Phone	Email

2 Location Information: Required for all applications.

Address	
Job Number	Document Number
Applicant	<input type="checkbox"/> P.E. <input type="checkbox"/> R.A. License Number
Plan Examiner	

3 Manual Appointment Request

<input type="checkbox"/> TCU Audit (attach objection sheet)	<input type="checkbox"/> Withdrawal
<input type="checkbox"/> Special Audit (attach objection sheet)	<input type="checkbox"/> Reassignment
<input type="checkbox"/> Pro-Cert Zoning Review	<input type="checkbox"/> For Fee Exempt Job
<input type="checkbox"/> Self Certification Of Objections (attach print-outs— No Folders)	<input type="checkbox"/> Cluster Jobs
<input type="checkbox"/> Project Advocate	
<input type="checkbox"/> Other:	

4 Drop Off Request Include folder with request

<input type="checkbox"/> AI-1 (As built plans or Final Survey clearly itemized)	<input type="checkbox"/> Equipment Certificate of Compliance Permit
<input type="checkbox"/> PAA (D-14 or Schedule B)	<input type="checkbox"/> Satisfaction of Required Items
<input type="checkbox"/> Reassignment	<input type="checkbox"/> Special Inspection Reports
<input type="checkbox"/> Certificate of Compliance	<input type="checkbox"/> Reinstatement

Questions? Email OperationsRedesign@buildings.nyc.gov.