

## FILING INSTRUCTIONS

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The NYC Board of Standards and Appeals is now accepting all applications by E-Filing. Filings must be made electronically by submitting all requisite documents to [bsafilings@bsa.nyc.gov](mailto:bsafilings@bsa.nyc.gov). All submission must be accompanied by a cover letter identifying a list of all submitted documents and supporting materials. Please note, that cumulative attachments exceeding 8MB or more are not accepted by email and must be submitted using a file transfer service without a required login or password. The subject line of the email must identify the type of filing, (Variance, Special Permit, etc), address, block & lot, and borough.

An email notifying you that the application has been accepted or rejected will be sent within a few business days. If accepted, the email will provide payment information, assigned BSA Calendar and CEQR number where applicable.

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## REQUIREMENTS FOR ELECTRONIC COPIES OF NEW APPLICATIONS

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All digital documents must be clearly legible, including color photos. Poorly scanned copies will not be accepted and will result in the rejection of the filing.

Each document must be filed separately so that an appropriate index can be created. Do not group large documents together in one PDF. Certifications should be included as the last page of the PDF.

Not following the labeling scheme and instructions will result in rejection of the filing.

- Do not add numbering or letters in the prefix of a label.
- Do not abbreviate, (Example: Statement of Facts and Findings should not be labeled SOF.).
- Do not add extraneous information to the label.
- Documents requiring signatures, notaries or professional seals must contain them.

Example of Labeling of documents for filing:

Application Form

Table of Contents

Department of Buildings Objection

Affidavit of Ownership

Statement of Facts and Findings

Certificate of Occupancy

Zoning Map

Zoning Analysis Form

Radius Diagram/Land Use Map

Photographs

Existing/Proposed Plans

List of Affected Property Owners and Tenants