

# ADMINISTRATIVE NOTICE

TO: Distribution  
 FROM: Carlo Costanza, Executive Director  
 DATE: March 30, 2021  
 SUBJECT: **DOB Application Referral, Hearing Notice, and Additional Submission Requirements**

**EFFECTIVE IMMEDIATELY**

The Department of Buildings has recently received unnecessary copies of Board of Standards and Appeals application materials. Consistent with the Board’s rules, this administrative notice clarifies and consolidates what must be submitted to DOB and where.

	Zoning Calendar (BZ)		Appeals Calendar (A)			Special Order Calendar (SOC)		
	Variance Reinstatement Major Amendment	Special Permit	Agency Final Determination	GCL § 35 GCL § 36	Vested Rights	Amendment	Extension of Term	Extension of Time
<b>Application Referral</b>								
	AO*	AO*	AO*; DOB Legal	AO*	DOB Legal**	AO*	AO*	N/A
<b>Hearing Notice</b>								
	N/A	N/A	AO*; DOB Legal	AO*	DOB Legal**	N/A	N/A	N/A
<b>Revised Application or Additional Submissions</b>								
	N/A	N/A	DOB Legal	N/A	DOB Legal**	N/A	N/A	N/A

\* “AO” denotes the DOB official who issued the determination or objection that is the subject of the application. (May not apply to all applications, especially on the Special Order Calendar.)

\*\* Only applicable to initial vested rights applications—not for applications to renew building permits associated with vested rights applications previously granted by the Board.

For **Certificate of Occupancy revocation or modification** applications where DOB is the applicant, copies of all **responsive submissions** must be sent to **DOB Legal**.

For **Multiple Dwelling Law** applications, copies of the **initial application** and the **hearing notice** must be sent to the DOB official who issued the objection (**AO\***). No additional submissions or revised application materials should be sent.

Note: These are minimum requirements, and the Board may require applicants to send copies of application materials to DOB in other instances, where circumstances warrant. If that is the case, the assigned project manager will advise the applicant accordingly.