

## UPCOMING CHANGE

### **Office Closure Notice: Administrative Enforcement Unit**

On Friday, April 19, 2019, the Administrative Enforcement Unit (AEU) will be closed to the public for staff training. AEU will reopen 8:30 a.m. Monday, April 22, 2019. If you have questions, please call AEU Customer Service at (212) 393-2405.

#### **AEU Standard Hours of Operation**

Monday through Friday (*except city government holidays*)

**8:30 a.m.** to 4:00 p.m.

A service ticket can be obtained for the following:

- **AEU Services:** in-person service with a same day response for a maximum of two Certificates of Correction per person, per day. Tickets will be issued to named respondents, property owners, and those with a Department-issued identification card from 8:30 a.m. – 2:30 p.m.
- **Drop-Off/Pick-Up and Inquiries:** drop off certificate of correction applications for AEU to review at a later date and pick up completed reviews. Inquiries are limited to questions regarding the certificate of correction process. Tickets are available from 8:30 a.m. – 4 p.m.

There are no limitations on mail submissions. When submitting certificates of correction by mail, customers may request to receive their response through the mail or an in-person pick-up. Those selecting pick-up will be contacted when the response can be retrieved.

#### Mail Certificates of Correction to:

NYC Department of Buildings

Administrative Enforcement Unit - Certificate of Correction

280 Broadway, 1<sup>st</sup> Floor

New York, NY 10007

**POST UNTIL: April 22, 2019**