



# BOROUGH ENFORCEMENT: Appointment Request Form – Construction

(A SEPARATE FORM MUST BE SUBMITTED FOR EACH JOB)

## 1 REQUESTOR (Required)

Name \_\_\_\_\_

Business Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

## 2 LOCATION INFORMATION (Required)

Address \_\_\_\_\_

Job # \_\_\_\_\_

BIN # \_\_\_\_\_

Community Board # \_\_\_\_\_

Block # \_\_\_\_\_

LOT # \_\_\_\_\_

## 3 APPOINTMENT REQUEST (Required)

**Stop Work Order Rescind**

Partial or Full Stop Work Order .....  Partial  Full

Stop Work Order complaint number \_\_\_\_\_

Violation Number(s) \_\_\_\_\_

Are copies of the violation on site? .....  YES  NO

Has all corrective action been taken to correct the violation(s)? .....  YES  NO

*If YES, indicate the corrective action taken in Section 4.*

**Complaint Inspection (LS-4)**

Complaint Number(s) \_\_\_\_\_

**Other**

## 4 COMMENTS

## 5 APPOINTMENT REQUEST SUBMISSION (Required)

Submit the completed typewritten request form by selecting the applicable Borough Enforcement Construction Unit and emailing your request to the email address listed. All supporting documents must be attached.

Bronx – [BXConstENF@buildings.nyc.gov](mailto:BXConstENF@buildings.nyc.gov)

Brooklyn – [BKConstENF@buildings.nyc.gov](mailto:BKConstENF@buildings.nyc.gov)

Manhattan – [MNConstENF@buildings.nyc.gov](mailto:MNConstENF@buildings.nyc.gov)

Staten Island – [SICConstEnf@buildings.nyc.gov](mailto:SICConstEnf@buildings.nyc.gov)

Queens – [QConstructionEnforcement@buildings.nyc.gov](mailto:QConstructionEnforcement@buildings.nyc.gov)