

SERVICE NOTICE

Deadline for Paper Submissions Related to Limited Alteration Applications (LAA) Filed in the Buildings Information System (BIS) is September 15, 2019

As of September 16, 2019, all LAA filings must be submitted in [DOB NOW: Build](#).

Disapproved or Pre-Filed BIS LAA Filings

- Effective September 16, 2019, BIS LAA applications in disapproved status must be filed in [DOB NOW: Build](#) to continue with the filing.
- If the permit is in pre-filed status or in disapproved status and the application is not continuing; submit a request for a withdrawal (see below).

Amendments, Renewals and Supersede Requests of BIS LAA Filings

- Effective September 16, 2019, requests will not be accepted for post-approval amendments (PAA), renewals or superseding of BIS LAA applications. A new job application will need to be created in [DOB NOW: Build](#). Include the associated BIS job number in the Proposed Work Summary field in the DOB NOW application.
- Once the superseding DOB NOW filing that captures all work of the previous BIS filing is signed-off, submit a request for an administrative closure of the BIS LAA application (see below).

Expired and Permitted BIS LAA Filings

- If no work has been performed and the permit is not expired, request a withdrawal inspection in [DOB NOW: Inspections](#). Once the inspection status is Pass/Final, submit a request for a withdrawal with a copy of the [Inspection Report](#) (OP113) to LAA-PR@buildings.nyc.gov.
- If no work has been performed and the permit is expired, request an administrative closure or withdrawal (see below).
- If work has been performed and completed and the permit is still active, request an inspection in [DOB NOW: Inspections](#) to initiate the sign-off process.
- If work has been performed and the permit is expired, follow the renewal process above.

Administrative Closure or Withdrawal of BIS LAA Filings

To request an administrative closure or withdrawal, submit a letter of justification (including the superseding DOB NOW or BIS job number, if applicable) to the LAA Unit that is either (1) signed and sealed by the licensee (applicant of record) or (2) signed and notarized by the property owner. Send a PDF of the letter to LAA-PR@buildings.nyc.gov.

POST UNTIL: December 31, 2019