



Electrical Plan Examination (EPR) Request

1 RCNY §4000-01

EPR Job Number: _____
(FOR OFFICE USE ONLY)

INSTRUCTIONS: Complete and email the form to ElecPlanReview@buildings.nyc.gov. The application must be typewritten.

LOCATION INFORMATION

House No(s): _____ Street Name: _____
Borough: _____ Block: _____ Lot: _____ BIN: _____
Work on floor(s): _____

PROFESSIONAL INFORMATION

Last Name: _____ First Name: _____ MI: _____
Business Name: _____ Business Telephone No.: _____
Business Address: _____ Business Fax No.: _____
City: _____ State: _____ Zip: _____ Mobile Telephone No.: _____
Email Address: _____ ☐ PE ☐ RA NYS License No.: _____

OWNER OF RECORD INFORMATION *(not a Representative or Business Manager or Agent)*

Last Name: _____ First Name: _____ MI: _____
Business Name: _____ Business Telephone No.: _____
Business Address: _____ Business Fax No.: _____
City: _____ State: _____ Zip: _____ Mobile Telephone No.: _____
Email Address: _____

ADDITIONAL CONTACT INFORMATION

Last Name: _____ First Name: _____ MI: _____
Business Name: _____ Business Telephone No.: _____
Business Address: _____ Business Fax No.: _____
City: _____ State: _____ Zip: _____ Mobile Telephone No.: _____
Email Address: _____ ☐ PE ☐ RA NYS License No.: _____

ELECTRICAL WORK DESCRIPTION

Review is requested under which NYC Electrical Code? ☐ 2025 ☐ 2011 *(allowed only per BB 2024-008)*
Related applications: _____
Description: _____

STATEMENT & SIGNATURES

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give a City employee, or for a City employee to accept any benefit, monetary or otherwise as either a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both.

Owner

Name *(please print)* _____

Signature _____ Date _____

NYS Registered Design Professional

Name *(please print)* _____

Signature _____ Date _____

PE/RA Seal (apply seal, then sign and date over seal)

INTERNAL USE ONLY

Reviewed by: _____ Initials: _____ Date: _____