

COURSE 203

Filing Representative Training
for
Class 2 Code and Zoning Representatives

Includes:

- Solar Power
 - Solar Photovoltaic and the Construction Codes
 - Tax Abatement
- Alteration Applications Cost Validation
- PENS Appointment
- Resolution of Comments and Objections with a Plan Examiner
- Enforcement and Tracking Appointments with Plan Examiners
- Determination Requests Filed For Construction Code and Zoning Resolution Issues
- Easements and Restrictive Declarations
- Flood Zones
- NYS Department of Environmental Conservation Requirements
- Website Navigation for Rules, Codes and Local Laws

SOLAR POWER
Solar Photovoltaic and the Construction Codes
Tax Abatement

Martin Rebholz, RA
Borough Commissioner

Solar Photovoltaic Panel (PV) installation projects requires all of the following:

- Construction and Electrical work permits
- Panel must be listed by a nationally recognized testing laboratory
- NYC-licensed Master Electrician is required for all Electrical installations
- Applicant must be a registered architect or professional engineer
- Electrical utility interconnection approval

Construction Application:

- Building and roof structure
- Roof condition/rooftop obstructions
- Drainage conditions
- Product structure, listing and anchorage
- Location of Electric Meter, AC Disconnect, Inverter

Electrical Application:

- Product listing
- Electrical assembly
- Utility connection

Property Tax Abatement Application: (if applicable)

- Form to be filled out in accordance with Department of Buildings instruction sheet

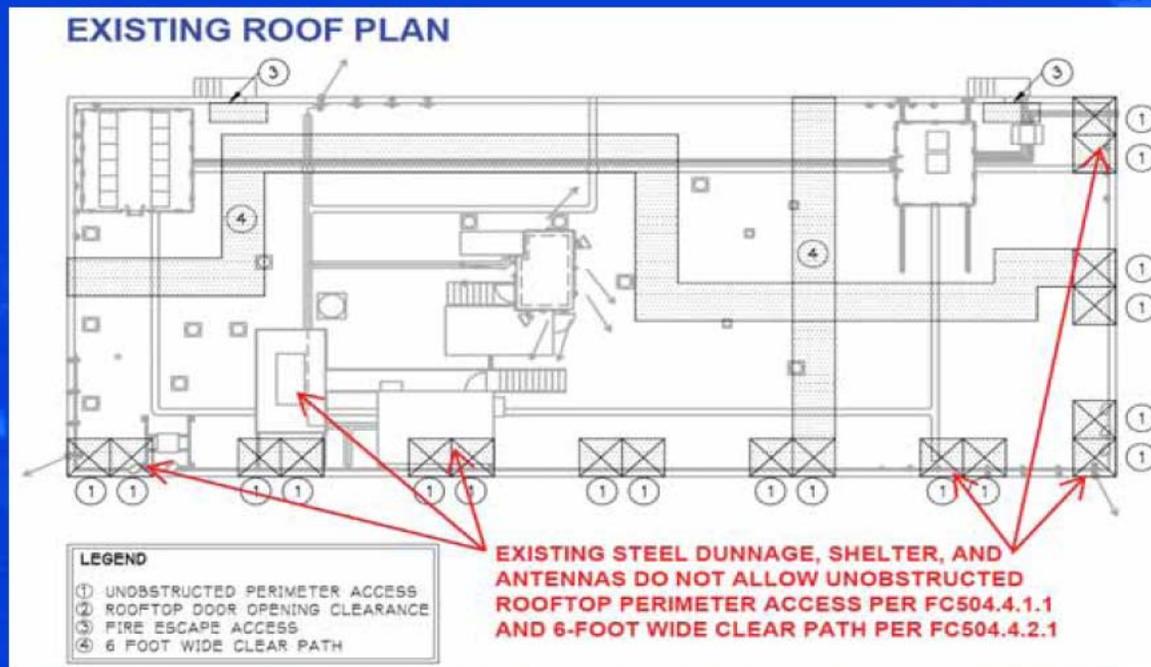
Types of Application

Type of Application	Non-Tax Abatement	Tax Abatement
New Building	√	
Alteration Type- 1	√	
Alteration Type- 2 <i>(Professionally Certified/Standard Plan Exam)</i>	√	
Alteration Type- 2 <i>(Hub Self Service Electronic Filing for Professionally Certified)</i> <i>* Same Day Permit</i>	√	
Alteration Type- 2 <i>(Professional Certification of Objections – Filed at the Development Hub)</i>		√

Fire Code Section 504

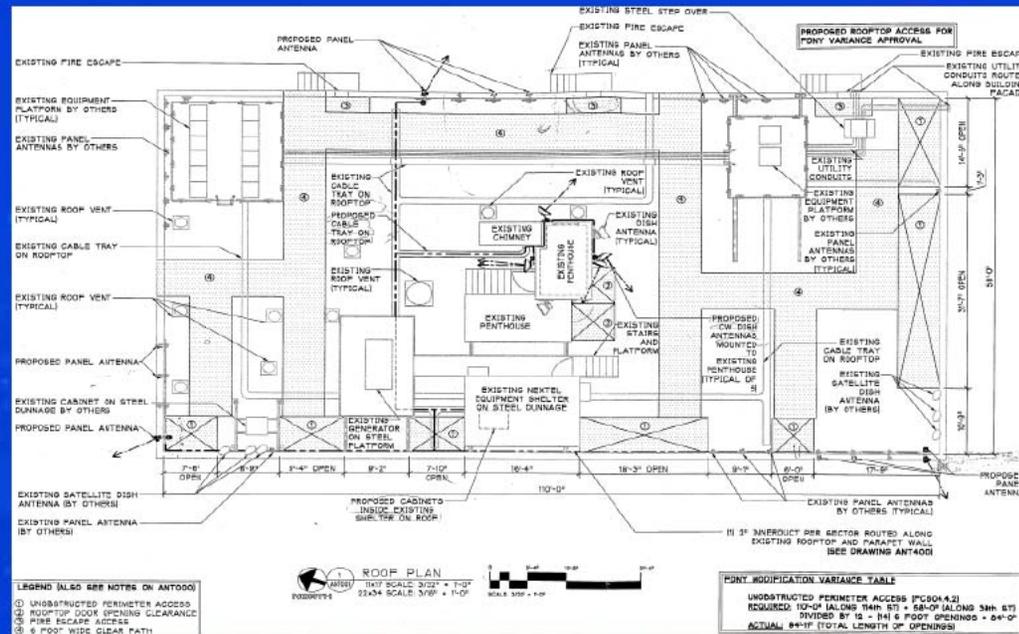
- A clear path of not less than 6 feet (1829 mm) horizontal width and 9 feet (2743 mm) in height shall be provided from the front of the building to the rear of the building and from one side of the building to the other....

The first Diagram should identify all required unobstructed access points and clear paths as per Section FC504, while identifying any components which are not compliant



Required Rooftop Information

The second drawing should identify exactly what accessibility and clearance is available and indicate in feet any area non compliant. Include all existing and proposed equipment; identify proposed equipment in bold font.



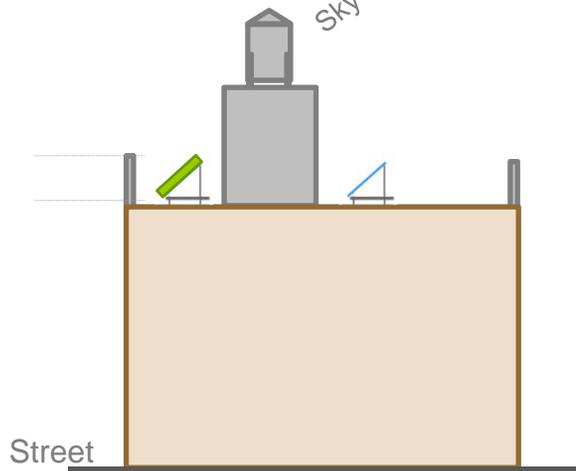
Local Law 20 of 2011 - Zone Green

text amendment to the Zoning Resolution

Rooftop Solar PV no longer counts as an additional story

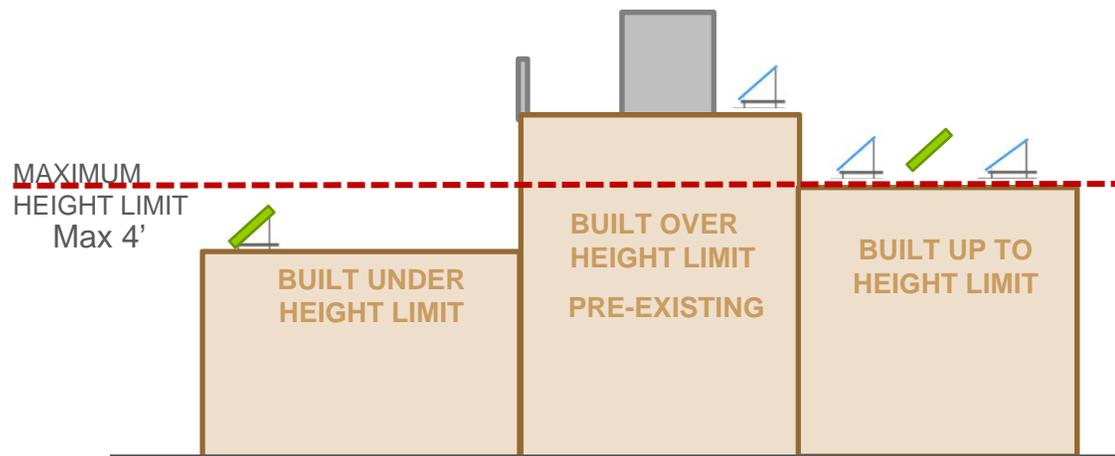
<http://www.nyc.gov/html/dcp/html/greenbuildings/index.shtml>

Zone Green: Solar PV As A Permitted Obstruction On Flat Roofs



NON-CONTEXTUAL Zoning

Solar PV panels as Permitted Obstructions in Non-contextual zoning districts are now **ALLOWED** to penetrate the sky exposure plane (sloping plane)



CONTEXTUAL Zoning

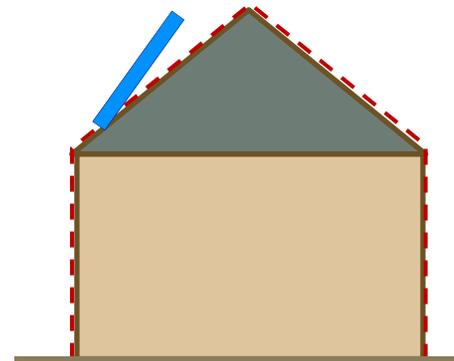
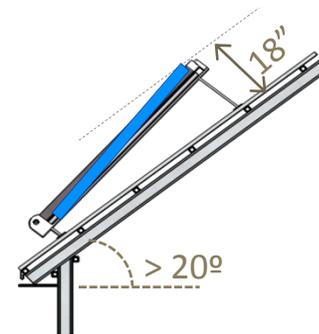
Solar PV panels as Permitted Obstructions in Contextual zoning districts are now **ALLOWED** to penetrate the maximum height limit (horizontal plane)

Residential and commercial zoning districts with an A, B, D or X suffix are Contextual zoning districts.

Permit Applicant of Record must know allowable building height in proposed zoning district, and must know actual building height in order to design PV solar system in compliance with NYC zoning regulations

Zone Green: Solar PV As A Permitted Obstruction On Pitched Roofs

On slopes greater than 20 degrees, solar panel height shall be limited to 18" measured perpendicular to roof surface



SOLAR (HIGHER THAN 4 FEET)

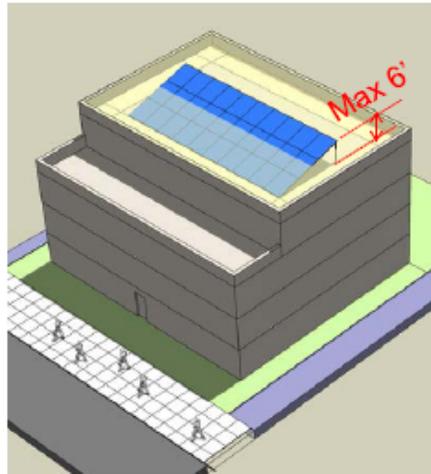
New Regs



Allow elevated solar panels for fire access or other purposes, while limiting visibility

Solar more than 4 feet above height limit shall be set back 6 feet from roof edge and limited to 25 percent roof coverage

R1-R5 (including C overlays)



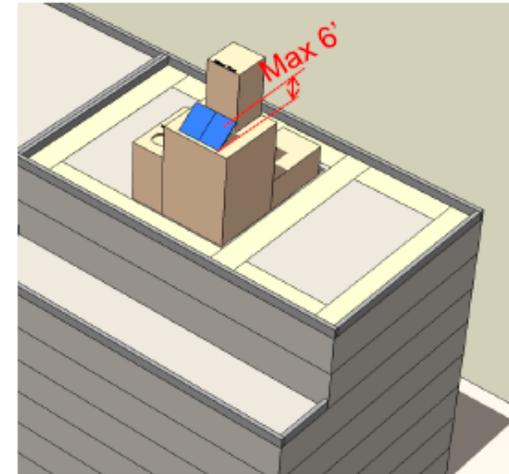
■ 6 feet height above roof height

R6 – R10, C & M districts



■ 15 feet height above the roof height

R5 – R10, C & M districts



■ 6 feet above bulkhead

Document requirements

- **Plot plan** locating of the building on the site, pertinent trees, structures, city services, utilities, hazards
- **Site plan**, roof plan(s), elevation(s) showing the solar modules in place, other equipment and structures, pertinent to or having impact on code compliance of the system
- **Fire Department access** for firefighting and maintenance (Fire Code §504)
- **Electrical Diagram**
- Location of **Meter, AC Disconnect & Inverter** – May be a single line diagram

Document requirements

- **Drawings showing structural work** required to provide, add or reinforcement as necessary to sustain the added vertical and horizontal loads (Building Code Chapter 16)
 - Submit Form TR-1 for special inspections (structural stability, firestopping)
 - Submit Form TR-8 for Energy Code inspections
- **Drawings showing roof covering and drainage work**
- **DEP Asbestos form**
- **Adjoining building outlines and heights**
- **ConEd preliminary contract** or other proof of coordination





Inspections

- Special Inspections (form TR-1)
- Energy Code Progress Inspections (form TR-8)
- Electrical inspection (by DOB) and sign-off required prior to Construction sign-off

Electrical Permit may be e-filed

Must be associated with construction job number.

NYC Electrical Code § 690.1

- Installations must be listed by nationally recognized testing laboratory as complete assemblies

Electrical inspection by DoB



The screenshot shows the NYC Buildings eFiling Login page. At the top, there are logos for NYC Buildings, eFiling, and NYC.gov. Below the logos, the text reads "NYC Buildings eFiling Login" and "Please read the [eFiling User Guide](#) and the [Frequently Asked Questions](#)". The login form includes fields for "Email Address:" and "Password:", with a "Forgot your password? [Click here to reset it](#)" link. Below the form, there are two registration links: "Need an account? [Click here](#) to register!" and "Click here to register for Journeyman Plumber or Fire Suppression Piping Installer." At the bottom, there is a section titled "eFiling Expands to Construction Job Applications" with a brief description of the new system and a link to a fact sheet.

Electrical Permit

The solar electric generating system installations must select **(E) Sustainable Energy Installs Solar** on Form ED16A (electrical permit application).

*** Work to Be Done (Check all that apply - Maximum of 9 selections)**

<input type="checkbox"/> 1 Service Work/Notify Utility	<input type="checkbox"/> 3 Elevator/Escalator/Material Lift	<input type="checkbox"/> 5 Fire Damage	<input type="checkbox"/> 7 HVAC Wiring
<input type="checkbox"/> 2 Temporary Construction	<input type="checkbox"/> 4 Amusement Rides	<input type="checkbox"/> 6 General Wiring	<input type="checkbox"/> 8 Boiler/Burner Wiring
<input type="checkbox"/> (T) Temporary Light & Power	<input type="checkbox"/> (W) Sidewalk Shed Wiring & Lighting	<input type="checkbox"/> (L) Lighting Work	
<input type="checkbox"/> (S) Sustainable Energy Installs-General <i>(If S is selected. no other selections are allowed.)</i>	<input checked="" type="checkbox"/> (E) Sustainable Energy Installs-Solar <i>(If E is selected. no other selections are allowed.)</i>		

9 Other

Definitions

- **Applicant of record** - the registered design professional who filed the alteration application
- **Alteration application** - in this case, the Alt 2 application filed with the Department
- **Applicant for property tax abatement** - the owner
- **Application for property tax abatement** - Form PTA4
- **Compliance period** - the tax year (July 1-June 30) in which the property tax abatement begins and the three tax years immediately following, 4 years total

Definitions

- **Placed in service** - affects how the abatement is calculated, and shall be the latter of:
 - The date the system began generating electricity, or
 - The date of the Department's issuance of a letter of completion for the associated alteration application

COMPLIANCE PERIOD

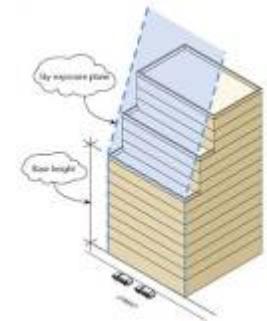
THE TAX ABATEMENT PROGRAM WILL END IN 2017

March 15, 2017 will be the final deadline to submit your application.

December 31, 2016 is the final date for “placed in service”

Document requirements

- **Plot plan** locating of solar power system on the site, trees, structures, city services, utilities or other potential hazards
- **Site plan** and/or roof plan(s) and/or elevation(s) showing the solar modules in place, other equipment and structures, whether or not related to the system
- **Fire Department access** for firefighting and maintenance (Fire Code §504)
- **Zoning compliance**, including height and setback requirements
- **Electrical drawings**



All solar tax abatement applications are required to be submitted via eFiling.

- Job/Project Type must be **Alteration 2**.
- **Directive 14 Acceptance** must be requested.
- Applicants must request review under the **2008 NYC Construction Code**.
- Application must be filed as **Professional Certification of Objections**
- Work Type of “**Other**” must be selected, then select from the dropdown menu next to “Other,” **Solar(Tax Abatement)**
- You will be able to generate a PW-1 using eFiling
- You cannot claim exemption from Energy Code

- **Job/Project type must be Alteration 2**

Welcome to the Plan/Work Approval Application Form

Please enter the following information and click "Next" ([show help for this section](#))

At this time PAAs cannot be prepared in eFiling. All PAAs must be prepared manually using PDF [fill-in forms](#) and submitted in-person to the appropriate [borough office](#).

*User Ref ID  Use any combination of numbers and letters you want to identify this application.

*Filing Type Initial Subsequent

*Job/Project Type

Next >

- **Directive 14 Acceptance must be requested**

***Is Directive 14 Acceptance Requested?** Yes No

*The applicant certifies that the construction documents submitted and all construction documents related to this application do not require a new or amended Certificate of Occupancy as there is no change in use, exists or occupancy. Yes No

- **“Yes” to Owner’s Certification for Directive 14 Job**

Property Owner Statements [\(show help for this section\)](#)

***Owner’s Certification for Adult Establishment**
The Owner authorize and intend to create, enlarge, or extend an establishment with adult activity and/or adult material as defined in ZR 12-10 "adult establishment" or related sign at the subject Premises. Yes No

***Owner’s Certification for Directive 14 Job**
The Owner certifies that they have read and are fully aware of the applicant’s statement that the construction documents submitted and all construction documents related to this application will not require a new or amended Certificate of Occupancy as there is no change in use, exits or occupancy. Furthermore, the Owner understands that they are responsible for retaining a qualified design professional to perform a final inspection when the permitted work is complete and that this professional must submit a final inspection report to the NYC Department of Buildings within the time following inspection prescribed by Department rule. Yes No

***Owner’s Certification Regarding Occupied Housing**
The site of the building to be altered or demolished, or the site of the new building to be constructed, contains one or more occupied dwelling units that will remain occupied during construction. These occupied dwelling units have been clearly identified on the submitted construction documents. Yes No

- Request review under the 2014 NYC Codes

*Review is requested under which Building Code? 2008 1968 Prior to 1968

- Check worktype “Other” and “Solar (tax abatement)”

Work Types [\(show help for this section\)](#)

*Check only those work types submitted at this time.
Note: Selecting or unselecting Plumbing, Standpipe & Sprinkler will change previously entered Schedule B information.
** If Fire Alarm is selected, no other selections are allowed.

<input type="checkbox"/> Boiler	<input type="checkbox"/> Fuel Burning	<input type="checkbox"/> Fuel Storage	<input type="checkbox"/> Fire Suppression	<input type="checkbox"/> Fire Alarm **
<input checked="" type="checkbox"/> Plumbing	<input type="checkbox"/> Standpipe	<input type="checkbox"/> Sprinkler	<input checked="" type="checkbox"/> Mechanical	
<input type="checkbox"/> Construction Equipment	<input checked="" type="checkbox"/> Other	Solar (Tax Abatement) ▼		

Cost Information [\(show help for this section\)](#)

*What type of fees apply to this application? Standard Permits Exempt

*Other Work Type Cost \$.00

Other Work Type Selections:
Please Specify...
Facade Repair
General Construction
Green Roof (Tax Abatement)
Solar (Tax Abatement)
Structural
Other

File for Professional Certification of Objections

Considerations [\(show help for this section\)](#)

*How will this application be filed?	Professional Certification of Objections ▾
*Is this application filed to comply with local law(s)?	Please Specify...
*Is there a Restrictive Declaration / Easement?	Standard Plan Examination or Review
*Is there Zoning Exhibit (I, II, III, etc)?	Professional Certification
	Professional Certification of Objections



Step 4: Email the completed PW1 package, signed and sealed, to:

greenroofandsolar@buildings.nyc.gov

In the package, include the following information:

Email subject: **“PW1 attached for job number ###, BBL”**

1. Attached please find the PW1 package
2. T-number for the job
3. Any other administrative comments specific to the job

Signatures and NYS Professional Engineer and Registered Architect seals may be submitted to DOB electronically by methods such as scanning a hand-affixed seal and/or signature and by placing a digital copy of the seal and/or signature on an electronic document.

Step 5: Make payment.

- The Hub staff will send an email confirmation containing your job number and request for payment of filing fees
- Payment can be submitted payment on-line electronically, by mail or in person, to the borough manager in the borough where the project is located
- Email the Hub staff after payment is made
- Hub staff will reply to your email when ready for Step 6, submit construction documents

Step 6: Submit construction documents electronically for approval via eFile.

- Plans, including electrical 3 line diagram and meter pan, AC Disconnect and Inverter
- Asbestos reports
- PW3 Cost Affidavit
- TR1 Technical Report – Statement of Responsibility
- TR8 Technical Report – Energy Code Progress Inspections
- Preliminary PTA-4 identifying applicant information, job locations, costs, and electric output

Step 7: Review by DOB plan examiner and virtual collaboration with the applicant

Step 8: Project approval and pull permit

Construction sign-off and inspections

- PTA4 Property Tax Abatement application
- PW3 cost affidavit
- PW7 Letter of Completion review request
- TR1 & TR8 Technical Reports
- Utility interconnection letter
- Notify Inspection Hub when work is ready for inspection and amendments filed (if necessary)
- **After inspection, DOB will sign-off and forward tax abatement application to DOF**

DOF will supply confirmation letter of Tax Abatement to owner including:

- Eligible expenditures**
- % of property tax deduction**
- Start and end dates of tax abatement**

Filing for the Tax Abatement

PTA4



PTA4: Property Tax Abatement Application and Agreement for Solar Electric Generating System

Orient and affix BIS job number sticker

Must be typewritten.

NOTE: In accordance with Title 4-C of Article 4 of the New York State Real Property Tax Law and 1 RCNY 105-02, applications must be received by the Department of Buildings by March 15th in order to qualify for a property tax abatement to take effect on July 1st of the same calendar year.

1 Location Information of Solar Electric Generating System *Required for all applications.*

House No(s)	Street Name	<input type="checkbox"/> New Building	<input type="checkbox"/> Existing Building
Borough	Block	Lot	BIN
Number of Stories	Height ft.	Area(s) of Roof(s) sq. ft.	Real Property Class No. <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 4
Zoning District			

2 Applicant for Property Tax Abatement Information *See 1 RCNY 105-02 for definition. Required for all applications.*

Last Name	First Name	Middle Initial	Title
Business Name		Business Telephone	
Business Address		Business Fax	
City	State	Zip	Mobile Telephone
E-Mail		Taxpayer ID	
Authorized representative: Last Name		First Name	
Authorized representative: Title		Telephone	

3 Permit Information *Required for all applications.*

DOB Construction/BIS Job Number _____

Electrical Permit Number _____ Date of Issuance _____ Date of Sign-off _____

4 Applicant of Record Information *See 1 RCNY 105-02 for definition. Required for all applications.*

Last Name _____ First Name _____ Middle Initial _____

Business Name _____ Business Telephone _____

City _____ State _____ Zip _____ Mobile Telephone _____

E-Mail _____ Electrical Firm No. _____ NYC Electrical License No. _____

8 Solar System Placed in Service Date *See 1 RCNY 105-02 for definition. Required for all applications.*

Date solar electric generating system was placed in service _____

9 Solar Electric Generating System Information *Required for all applications.*

Manufacturer of Solar Panels

Product Name/Number _____ Listing Lab/Report Number _____

Business Name _____

Construction Supervisor: Last Name _____ First Name _____ HIC # (if applicable) _____

Form PTA4: Property Tax Abatement

1. An architect or engineer must certify
 - a) compliance of the solar electric generating system with both Title 4-C and 1RCNY §105-02, and
 - b) the date the system was placed in service.

2. The architect or engineer must complete the Application Form PTA4, sign and seal the form, and obtain the signature of the owner (Applicant for Property Tax Abatement).

Form PTA4: Property Tax Abatement

3. The Applicant must certify the expenditures for the solar electric generating system:

- Incurred on or after August 5, 2008;
- Do not include interest or finance charges;
- Not incurred using a federal, state or local grant

The applicant must also certify that the system will be maintained throughout the compliance period.

Form PTA4: Property Tax Abatement

The form must be received by March 15 in order for the abatement to commence on July 1 of that year.

There will be a separate DOB final construction inspection by a Department of Buildings inspector for final signoff and to validate the system is placed in service.

- Within 15 days prior to the last day of the compliance period, an architect or engineer must inspect the installation to ensure that it complies with the requirements of Title 4-C and DOB rule 1RCNY §105-02.
- The applicant of record shall prepare and maintain a report of the inspection, and shall notify DOB if the system is not in compliance.

Please email your questions to the Department at:
greenroofandsolar@buildings.nyc.gov

Thank You!

Alteration Applications Cost Validation

Project Cost Affidavit (PW-3)
Validation

Ravi Patur
Executive Director, Borough Operations

New Building (NB) Application:

Fees assessed based on total construction floor area (not zoning area)

Alteration Applications:

Fees is based on the construction cost of the project

Reference:

Administrative Section of the 2008 NYC Building Code

- Article 112 outlines the fee schedule of permit fees (Table 28-112.2)
- For alteration permits, Section §28-112.3 of the Code requires the applicant to provide an “estimated job construction cost”, which must include the “total value of work”
- Project’s cost estimate “shall include total value of work, including materials, and labor...”
- The code further establishes that the final valuation “shall be set by the department” (§28-112.3)

Purpose:

Ensure that the Department is collecting applicable fees due to the City for alteration projects

DOB Operations

- City Audits found under reporting of project costs – resulting in loss of fees due to the City
- Beginning in 2008, DOB implemented a Cost Affidavit (PW-3) for all alteration jobs
- Plan Exam units are required to validate the project's cost prior to approval, or during audits of pro-cert. jobs
- If project costs are under valued, an objection is issued to revise the cost on PW-3
- To ensure uniform and consistent cost validation citywide, a Cost Validation audit and monitoring program was initiated in 2010

PW-3 Form

- Required for alteration permit applications with a few exceptions
- Guidelines are available online
- Check Categories of Work
- List work elements with area/units – must reflect the ***project's scope***
- Must include totals for all categories and job cost

Submission

- Cost Affidavit is required with an application at initial filing, changes, and for final Sign-off
 - **Initial:** PW-3 Cost Estimate signed by Applicant and Owner
 - **Changes:** PW-3 Cost Estimate signed by Applicant and Owner
 - **Final:** PW-3 Actual Cost signed by Owner
- PW-3 for legalization work – Cost must be in today's value
- Alt-1 No-work Applications – PW-3 is not required

Filling the PW-3 Form: Details and Accuracy

Work Categories

Check all pertinent work categories:

- Categories checked must match PW-1
- Must indicate Yes or No for all listed categories
- Under General Construction (OT), make sure to check all applicable details, including partial demolition

Work Description, Area/Units and Cost

For each work category:

- Describe construction work elements under the category
- Record each work element's Area or Units
- Fill-in the Unit Cost for each work element and Total cost
- Provide Totals by Category and for the Project's Cost
- PW-3 Form Instructions have [examples](#)

NB In Conjunction Jobs (to qualify for minimum filing fees)

Application must be an Alt 2 or Alt 3 and reference the NB job number:

- Drawings must show scope of work covered by the NB application
- Must file prior to the issuance of a TCO or CO

Jobs that fail the above criteria, will be assessed fees

Enlargements

Alt 1 or Alt 2 applications must include:

- Cost for partial demolition of existing building
- Cost of alteration work for all affected areas (including cellar)

Legalization

Applications filed to legalize work without a permit:

- PW-3 cost should be calculated as if proposed work is at the time of submission
- Civil penalty are calculated based on actual value of work
- DOB will not accept \$1,000 minimum frequently used

Plan Reviews and Audits

- Examiners / Auditors will first establish the project's scope of work at application review (drawings/documents)
- Will identify various work components essential for the scope as established
- Compare PW-3 Cost with DOB Valuation

Validation Process

- The Department uses RS Means as standard reference to assess the value of a project's work
- Will issue an objection if project cost is under-reported
- To resolve the objection:
 1. PW-3 must be revised to show the min. assessed value, OR
 2. The Applicant may submit a detailed cost estimate using RS Means, or other standard cost tool (§28-112.3)

In FY 2010 the Department established a Cost Validation Unit

The unit is responsible for the following:

Technical Support

- Provide research and technical support in areas of construction cost and permit fees
- Establish standard methods for cost valuation
- Provide ongoing technical support and training to plan examiners

Internal Monitoring and Control

- Develop and provide standard guidelines for Plan Examination for Cost Validation of alteration applications
- Conduct weekly audit of a sample of alteration applications following approval in boroughs

Operations

Thomas Fariello, RA
First Deputy Commissioner
212-566-3248

Kanda Gordon
Associate Commissioner
212-566-3444

Ravi Patur
Executive Director
212-566-3142

Technical Affairs

Marshall Kaminer, PE
Executive Engineer
212-442-0933



Fee Structure and List of Applications Requiring a PW3 Showing Details of Construction Cost*

*For complete details, refer to §28-112 and Table 28-112.2 of the NYC Administrative Code

BIS Ref.	Application Type/Description	Fee Structure	REQUIRE PW3?
NB	NEW BUILDING APPLICATIONS	Total Floor Area	No
ALT	ALTERATION APPLICATIONS (Initial/Subsequent/Amendments/Sign-off)		
Alt-1	Regular work permit applications	Construction Cost	Yes
	No-Work application	Minimum Fee	No
	Enlargement (Horizontal or Vertical)	Cost of modifications/alterations to existing construction	Yes
Alt-2	FA, FP, MH, OT, PL, SP and SD Work Types	Construction Cost Required by Work Type	Yes
	FS Filed alone for Oil, Installed, and Yes to Box 5 on Schedule C	Construction Cost Required by Work Type	Yes
	FS Filed alone for Oil (All Other Combinations)	Flat Fee	No
	BL, FB, FS Filed Together - Gas	Construction Cost Required by Work Type	Yes
	BL, FB, FS Filed Together - Oil	BTU	No
	EQ	\$130 for the first 25 feet plus \$10 for each additional 25 feet	No
	Enlargement (Horizontal Only)	Cost of modifications/alterations to existing construction	Yes
	Legalization (No Work)	Construction Cost Required by Work Type	Yes
Alt-3	Varies by Work Type as below		
	OT - Construction	Construction Cost	Yes
	OT - Marquee (MAR)	Construction Cost	Yes
	OT - Fire Protection Plan (FPP)	Construction Cost	Yes
	OT - Antenna (ANT)	Construction Cost	Yes
	OT - Builders Pavement Plan (BPP)	Frontage	No
	CC - Curb Cut	Linear Feet (LF)	No
	EQ - Construction Equipment		No
	CH -Chute	\$130 each	No
	FN - Fence	\$130 each	No
	SH - Sidewalk Shed	\$130 for the first 25 feet plus \$10 for each additional 25 feet	No
	SF - Scaffold	Filing fee - \$100 Permit - \$30	No
	OT - Other Construction Equipment - temporary structure other than those listed above, including but not limited to tents, grandstands, stages.	\$100 for the first 1,000 square feet. Plus \$0.10 for each additional square foot	No
DM	Demolition Application		
	Full Demolition	Frontage and Stories	No
FO	Foundation/Earthwork Application		
	Foundation, earthwork or open space without roof.	\$10 for each 2,000 square feet of area, but not less than \$100.00.	No
PA	Place of Assembly Application		
	Place of Assembly	Flat Fee	No
SC	Subdivision Application		
	Subdivision Condominiums	Flat Fee	No
SG	Sign Application		
	Sign	Cost	Yes

- » Forms
 - » Licensing
 - » 3D Site Safety Plans
-
- Safety & Enforcement**
-
- Community Partnerships**
-
- Homeowners & Tenants**
-
- Sustainability**
-
- Codes & Reference**
-
- News & Services**
-
- Contact the Buildings Department**

Buildings Information

House #

Street Name

Borough
Pick a Borough

Find

I want to...

Choose One

Search



time of Pre-Filing.
[Download Form - Rev. 2/08](#)
[Download Instructions](#)

ZD1 Zoning Diagram
The ZD1 is an 11"x17" title block for drawing that graphically summarizes the proposed zoning bulk, yards and street plantings. The ZD1 includes diagrams for site plans and other projections (3D or Axonometric as required) describing vertical dimensions. It will be required prior to approval with all initial filings for New Building and Alteration Enlargement applications. All applicable Post Approval Amendments (PAAs) will also require the ZD1.
[Download Form - Rev. 7/09](#)
[Download Guide](#)

PW1A Schedule A: Occupancy/Use
Provides supplemental occupancy/use information to PW1.
[Download Form - Rev. 7/08 - For jobs initially processed through DEAR prior to 6/30 ONLY.](#)
[Download Form - Rev. 7/08](#)
[Download Instructions](#)

PW1B Schedule B: Plumbing /Sprinkler/Standpipe
Provides supplemental information involving plumbing, sprinkler and standpipe systems.
[Download Form - Rev. 7/08](#)
[Download Instructions](#)

PW1C Schedule C: Heating and Combustion Equipment
Provides supplemental information involving heating and combustion equipment.
[Download Form - Rev. 1/11](#)
[Download Instructions](#)

PW2 Work Permit Application
Filed (with authorization of owner) by contractor or licensee in order to obtain a permit to perform work.
[Download Form - Rev. 7/10 or Electronically File](#)
[Download Instructions](#)

PGL1 Project Specific General Liability Insurance Summary and Affirmation
To create a PGL1 form for submission, use the [DOB Tool](#). For additional information on Project Specific General Liability Insurance Requirements, read more [here](#).

PW3 Cost Affidavit
Must be filed to certify estimated and actual costs, in order to obtain a work permit. View [fact sheet](#) for more information.
[Download Form - Rev. 1/10](#)
[Download Instructions](#)
[Fee Structure & List of Applications Requiring a PW3](#)

PW4 Equipment Use Application/Permit



Appendix 1: Cost Details Examples

Example A-Project Description: Total renovation of a 3-bedroom apartment on 6th Floor including kitchen and two baths.

Categories of Work (Must match all applicable categories indicated on PW1.)

Yes	No	Yes	No	Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Category of Work*	Description of Work*	Area/Units*	Unit Cost (\$)*	Total Cost (\$)*	Work Category Total Cost (\$)*
General Construction (OT)					
Non-Structural Demolition	Removal and disposal of interior partitions, fixtures, and finishes.	1,400 SF	\$8 SF	\$11,200	
Interior Renovation	Installation of new partitions, doors, floor and wall finishes.	1,400 SF	\$90 SF	\$126,000	\$137,200
Plumbing (PL)	Installation of new bathroom fixtures with piping.	8 Fixtures	\$4,000/Fixture	\$32,000	
	Installation of new kitchen sink with piping.	1 Fixture	\$4,000/Fixture	\$4,000	\$36,000
TOTAL JOB COST:					\$173,200

Or, **Example A-Alternate** (For Alteration Types 1 & 3 only)

Category of Work*	Description of Work*	Area/Units*	Unit Cost (\$)*	Total Cost (\$)*	Work Category Total Cost (\$)*
All-Inclusive unit cost covering all categories	Removal and disposal of interior partitions, fixtures and finishes; installation of new partitions, doors, floor and wall finishes; and installation of new bathroom fixtures and new kitchen sink with piping.	1,400 SF	\$125 SF	\$175,000	\$175,000
TOTAL JOB COST:					\$175,000

Thank You!

PENS Appointments

Lisa Lewis

Director, Customer Service

What we do?

- **Walk in customer service**
- **Telephone customer service**
- **Follow up customer service**

The Plan Examination Notification System (PENS) is a system that allows plan examination customers to schedule appointments with Plan Examiners using an electronic system.

*As of July 2014 only Class 2 and Professionals may attend appointments.

For all appointments a PENS ID & Password is required

Contacting 311:

- Plan Review appointments

Manual:

- PER 11 form

Emergency:

- Fax PER 11 form

Borough Office

- Manual Requests
- Fax manual requests

DOB Customers | Jobs

ugh Coordinator ▾ | Menu ▾ | Query

	Job #	Attendee DOB ID #	Appointment Type	Attendee Last Name	Attendee First Name	Appointment Des	Create
AM	200775116	N/A	Emergency	BRITO	LIZA	N/A	12/1/20
AM	200995977	N/A	Plan Review	FISHER	VICTORIA	N/A	10/13/2
AM		N/A	Preconsideration	RILEY	ALICE	N/A	10/13/2
AM		N/A	Preconsideration	SONY	DAN	N/A	10/13/2
AM	200980251	N/A	Plan Review	CURRO	THOMAS	N/A	10/13/2
AM	200988823	N/A	Plan Review	MITCHELL	WILLIAM	N/A	10/11/2
AM			Out of Office				3/28/20

1 of 7+ | Do Not

il Review

APPOINTMENT DETAILS	APPLICANT	DEFAULT SCHEDULER	PENAL
Job #: <input type="text" value="200775116"/>	Applicant Last Name: <input type="text" value="NOVA"/>	Default Scheduler Last Name: <input type="text" value="N/A"/>	Flagged I <input type="checkbox"/>
Document #: <input type="text" value="01"/>	Applicant First Name: <input type="text" value="SIGFRIDO"/>	Default Scheduler First Name: <input type="text" value="N/A"/>	Infraction <input type="text"/>

The screenshot displays a web-based scheduling application. The browser window shows the URL '311 - Siebel Public Sector' and several tabs including 'Job Payment History' and 'Holiday Dates'. The application interface includes a navigation menu with 'Home', 'Calendar', 'Appointments', 'DOB Customers', and 'Jobs'. The 'Calendar' view is set to 'Daily' for 'Wednesday 12/19/12'. The owner is 'SCOTT SAUTER' and the time zone is '(GMT-05:00) Eastern Time (US & Canada)'. The calendar shows appointments starting at 09:00, including 'Job # 220170455, Job Type: A3, Attendee: ERIC BERGER' and several 'Job # 220153143, Job Type: A2, Attendee: ANA MONTERO' appointments. An 'Out of Office' appointment is also visible at 11:00. On the right, the 'My Appointments' table shows a list of appointments:

Appointment Typ	Job Type	Appointment Status
Plan Review	A3	Completed
Plan Review	A2	Completed
Out of Office		Scheduled

The bottom of the browser window shows a status bar with the text 'DCA has limited phone service to its Consumer Complaints Division and Financial E' and '1 of 4'.

DO

- Remember your user ID and Password
- Use the correct job number and document number
- Be honest with the PENS Coordinator

DON'T

- Schedule erroneous appointments
- Cancel appointments on the same day
- Schedule same day appointments
- Send requests for appointments that can be made through 311
- Send multiple requests for the same job.

Resolution of Comments and Objections with a Plan Examiner

Neil Adler, P.E.
Chief Plan Examiner

How a Filing Representative Can Best Prepare for an Appointment:

1. Understand all of the drawings and the design of the Licensed Professional Applicant
2. Review all of the examiner's objections and comments with the Applicant before your appointment
3. Be prepared to demonstrate that the applicant's design complies with the Building Code and Zoning Resolution
4. Ensure that all objections and comments have been addressed in the revised drawings and application
5. Know the Dept.'s administrative policies and procedures

Remember....

An appointment is typically only 20 minutes and the examiner uses part of this time to record information!

Always arrive on time!

Contact PENS (311) to cancel an appointment for any reason

Enforcement and Tracking Appointments with Plan Examiners

Neil Adler, P.E.
Chief Plan Examiner

All appointments with Plan Examiners are recorded in the Plan Examination Notification System (PENS) and the Buildings Information System (BIS)

- Typically, five (5) appointments will be allowed to resolve all plan examiner comments and objections on New Building and Alteration-1 Applications
- Typically, two (2) appointments will be allowed to resolve all examiner comments and objections on Alteration-2 Applications

- After two (2) appointments with the plan examiner, *on any type of application*, if no significant progress toward resolving the objections has been made, then the Applicant of Record / Registered Design Professional *must* attend the next or 3rd appointment.
- If the Applicant of Record does not attend this 3rd appointment with the filing representative, then this Appointment will be immediately ended & recorded as “unprepared” in PENS. The filing representative will be brought to the Chief Plan Examiner (CPE)
- If more than 2 appointments are needed to address the examiners comments and objections , then the filing representative or Applicant of Record must first request and receive authorization from the CPE

- If you appear after 5 minutes of your scheduled appointment time, you will be entered as “late” in PENS
- If you do not show-up for your appointment and did not call 311 the day before, you will need to reschedule an appointment and will be marked with an unexcused “no-show” absence in PENS

Determination Requests Filed for Construction Code and Zoning Resolution Issues

Ira Gluckman, R.A.
Borough Commissioner

- Construction Code Determination Form (CCD1)
- Zoning Resolution Determination Form (ZRD1)

File Construction Code Determination Form (CCD1) for:

- Interpretations or clarifications of Building Code sections;
- Variation of Building Code or Rules, per AC 28-103.3; or
- Variation of Multiple Dwelling Law (MDL) for Article 7B Buildings, per MDL 277.16.

Reminder: Article 7B Buildings under the Multiple Dwelling Law are any buildings which at any time prior to January 1, 1977 was occupied for loft, commercial, institutional, public, community facility or manufacturing purposes that are now occupied in whole or in part for joint living-work quarters for artists or general residential purposes.

Variations of the Building Code or Rules, per AC 28-103.3, and variations of the Multiple Dwelling Law, per MDL 277.16, both require:

- Practical difficulty stated in detail that is specific to the project; and
- Provide analysis as to an equally safe or safer alternative, per NYC Charter Section 645(b)(2).

File a Zoning Resolution Determination Form (ZRD1) for:

- Interpretations of clarifications of Zoning Resolution sections only

Reminder: Requests for variations of the Zoning Resolution must be filed with the Board of Standards and Appeals (BSA) or the Department of City Planning (DCP)

The CCD1 and ZRD1 forms should only be used for:

- An objection raised by a plan examiner; or
- A possible future objection (pre-determination) for an application not yet filed.

Step 1: Filings for CCD1 and ZRD1 are reviewed initially by the Department borough office by:

- Borough Commissioner;
- Deputy Borough Commissioner; and/or
- Code and Zoning Specialist.



Step 2: After the review of the applicant's determination request, including all plans and supporting documents, by the borough office, one of the following decisions shall be issued:

- Approved
- Approved with conditions
- Denied



Step 3: If the borough issues a denial, the applicant may submit their requests to Technical Affairs for further clarification or if new information arises that may alter the initial decision in their favor



Step 4: In submitting requests to Technical Affairs, all documents shall be submitted as scanned documents in PDF format to the email address:

TADeterminations@buildings.nyc.gov



Step 5: Submissions for determinations must include:

- Completed CCD1 or ZRD1 form
- Copy of the borough office denial
- All applicable plans signed and sealed by the applicant
- Any supporting documentation



Step 6: Submitted ZRD1 and CCD1 determination requests are reviewed for completeness (see *Step 5*). Any incomplete submissions shall be rejected with comments to submit the missing items



Step 7: Determination requests are reviewed at Technical Affairs by a panel of at least three persons:

- Chairperson
- Attorney
- Plan Examiner



Step 8: Final decision is issued by the Technical Affairs panel



CCD1: Construction Code Determination Form



CCD1: Construction Code Determination Form

Order and attach 8 1/2" x 11" number labels

Must be typewritten.

1 Location Information <i>Required for all requests on filed applications.</i>				
House No(s)		Street Name		
Borough	Block	Lot	BIN	CB No.
2 Applicant Information <i>Required for all requests on filed applications.</i>				
Last Name		First Name	Middle Initial	
Business Name		Business Telephone		
Business Address		Business Fax		
City	State	Zip	Mobile Telephone	
E-Mail		License Number		
License Type <input type="checkbox"/> P.E. <input type="checkbox"/> R.A.		DOB PENS ID # (if available)		
3 Attendee Information <i>Required if different from Applicant in section 2 or no Applicant.</i>				
Relationship to the property: <input type="checkbox"/> Filing Representative <input type="checkbox"/> Attorney <input type="checkbox"/> Other:				
Last Name		First Name	Middle Initial	
Business Name		Business Telephone		
Business Address		Business Fax		
City	State	Zip	Mobile Telephone	
E-Mail		License/Registration # (if P.E./R.A./Attorney)		
DOB PENS ID # (if available)				
4 Nature of Request <i>Required for all requests. Only one request may be submitted per form.</i>				
<i>Note: Do not use this form for Zoning Resolution determination requests - use ZRD1 form</i>				
Determination request issued to: <input type="checkbox"/> Borough Commissioner's Office <input type="checkbox"/> Technical Affairs				
Job associated with this request? <input type="checkbox"/> Yes (provide job#/doc#/examiner name below) <input type="checkbox"/> No				
Job Number: _____		Document Number: _____		Examiner: _____
Has this request been previously denied? <input type="checkbox"/> Yes (<i>attach all denied request form(s) and attachment(s)</i>) <input type="checkbox"/> No				
Indicate total number of pages submitted with this request, including attachments: (<i>attachment may not be larger than 11" x 17"</i>)				
Construction Code (if applicable): <input type="checkbox"/> 2008 Code <input type="checkbox"/> 1968 Code <input type="checkbox"/> Prior to 1968 Code				
Indicate relevant code section(s), rule(s), etc: _____				
Indicate all Buildings Department officials that you have previously reviewed this issue with (if any):				
<input type="checkbox"/> Borough Commissioner		<input type="checkbox"/> Code & Zoning Specialist		<input type="checkbox"/> General Counsel's Office
<input type="checkbox"/> Deputy Borough Commissioner		<input type="checkbox"/> Chief Plan Examiner		<input type="checkbox"/> Other:
ADMINISTRATIVE USE ONLY				
Reference #:		Appointment date:		Appointment time:
Appointment Scheduled With:				
Comments:				
Reviewed By:		Date	Time:	

CCD1

PAGE 2

5 Description of Request (additional space is available on page 3)
This is a request for:
<input type="checkbox"/> Interpretation or clarification
<input type="checkbox"/> Variation of Building Code or Rules per § 28-103.3 (please state in detail the practical difficulty that is specific to this project, and provide the analysis as to equally safe alternative, as per NYC Charter Section 645(b)(2))
<input type="checkbox"/> Variation of Multiple Dwelling Law (MDL) § 277.16 for Article 7B Buildings (please state in detail the practical difficulty that is specific to this project and provide the analysis as to equally safe alternative, as per NYC Charter Section 645(b)(2))
<i>Note: Variations of any other MDL provisions must be filed with the Board of Standards and Appeals (BSA) per MDL § 310.</i>

Please itemize all attachments, including plans/sketches, submitted with this form. If this is based on a plan examiner objection, type in the applicable objection text exactly as it appears on the objection sheet.

Note: Buildings Department Determination will be issued on the CCD1 Response Form

ADMINISTRATIVE USE ONLY		
Reviewed By:	Date:	Time:

6/09

6/09

CCD1		PAGE 3
6	Description of Request (use this section if additional space is required for description)	

Note: Buildings Department Determination will be issued on the CCD1 Response Form

7	Statements and Signature <i>Required for all requests</i>	
<p>I hereby state that all of the above information is correct and complete to the best of my knowledge. Fabrication of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a City employee, or for a City employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine, or both.</p>	Name (please print)	
	Signature	Date
	<p>P.E. / R.A. Seal (apply seal, then sign and date over seal – not required for Attorneys on unfilled applications)</p>	
ADMINISTRATIVE USE ONLY		
Reviewed By:	Date:	Time:

6/09

ZRD1: Zoning Resolution Determination Form



ZRD1: Zoning Resolution Determination Form

OR STANDARD B/S JOB NUMBER (B/S) HERE

Must be typewritten.

1 Location Information <i>Required for all requests on filed applications.</i>			
House No(s)		Street Name	
Borough	Block	Lot	BIN CB No.
2 Applicant Information <i>Required for all requests on filed applications.</i>			
Last Name		First Name	Middle Initial
Business Name		Business Telephone	
Business Address		Business Fax	
City	State	Zip	Mobile Telephone
E-Mail		License Number	
License Type <input type="checkbox"/> P.E. <input type="checkbox"/> R.A.		DOB PENS ID # (if available)	
3 Attendee Information <i>Required if different from Applicant in section 2 or no Applicant.</i>			
Relationship to the property: <input type="checkbox"/> Filing Representative <input type="checkbox"/> Attorney <input type="checkbox"/> Other:			
Last Name		First Name	Middle Initial
Business Name		Business Telephone	
Business Address		Business Fax	
City	State	Zip	Mobile Telephone
E-Mail		License/Registration # (if P.E./R.A./Attorney)	
DOB PENS ID # (if available)			
4 Nature of Request <i>Required for all requests. Only one request may be submitted per form.</i>			
<i>Note: Use this form only to request Zoning Resolution determination (for all other requests, use CCD 1 form)</i>			
Determination request issued to: <input type="checkbox"/> Borough Commissioner's Office <input type="checkbox"/> Technical Affairs			
Job associated with this request? <input type="checkbox"/> Yes (provide job#/doc#/examiner name below) <input type="checkbox"/> No			
Job Number: _____ Document Number: _____ Examiner: _____			
Has this request been previously denied? <input type="checkbox"/> Yes (attach all denied request form(s) and attachment(s)) <input type="checkbox"/> No			
Indicate total number of pages submitted with this request, including attachments: (attachment may not be larger than 11" x 17")			
Indicate relevant Zoning Resolution section(s): _____			
Indicate all Buildings Department officials that you have previously reviewed this issue with (if any):			
<input type="checkbox"/> Borough Commissioner <input type="checkbox"/> Code & Zoning Specialist <input type="checkbox"/> General Counsel's Office			
<input type="checkbox"/> Deputy Borough Commissioner <input type="checkbox"/> Chief Plan Examiner <input type="checkbox"/> Other:			
ADMINISTRATIVE USE ONLY			
Reference #:	Appointment date:		Appointment time:
Appointment Scheduled With:			
Comments:			
Reviewed By: _____ Date: _____ Time: _____			

6/09

ZRD1

PAGE 2

5 Description of Request (additional space is available on page 3)
Note: Buildings Department officials will only interpret or clarify the Zoning Resolution. Any request for variations of the Zoning Resolution must be filed with the Board of Standards and Appeals (BSA) or the Department of City Planning (DCP).
Please itemize all attachments, including plans/sketches, submitted with this form. If request is based on a plan examiner objection, type in the applicable objection text exactly as it appears on the objection sheet
ADMINISTRATIVE USE ONLY
Reviewed By: _____ Date: _____ Time: _____

Note: Buildings Department Determination will be issued on the ZRD1 Response Form

6/09

ZRD1: Zoning Resolution Determination Form

ZRD1

PAGE 3

6	Description of Request (use this section if additional space is required for description)
----------	--

Note: Buildings Department Determination will be issued on the ZRD1 Response Form

7	Statements and Signature <i>Required for all requests</i>	
<p>I hereby state that all of the above information is correct and complete to the best of my knowledge. Fabrication of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a City employee, or for a City employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine, or both.</p>	Name (please print)	
	Signature	Date
	<p><i>P.E. / R.A. Seal (apply seal, then sign and date over seal – not required for Attorneys on unfilled applications)</i></p>	
ADMINISTRATIVE USE ONLY		
	Reviewed By:	Date Time:

6/09

Common Errors in Filing a CCD1 or ZRD1 Determination Request with Technical Affairs Which May Delay the Review

- Submissions do not include a complete copy of the borough denial
- Copy of the plan examiner's objection is not included
- Multiple unrelated issues are filed on the same CCD1 or ZRD1 forms
 - File separate determination requests for each distinct issue

Missing information on the CCD1 or ZRD1 forms:

- Relevant code or zoning sections not cited
- Applicant's email address is missing
 - *The final decision is emailed to the applicant*
- For CCD1 forms, the version of the construction code (2008, 1968, or prior to 1968 Code) is not checked-off in Section 4
- For CCD1 forms, the type of request in Section 5 for either an interpretation or a variance is not checked-off

- Submitted plans are not signed and sealed by the applicant, unless filed by an attorney
- Determination requests involving a zoning regulation are filed incorrectly on a CCD1 form, and vice versa
- Scanned documents and plans are not legible

For variations of the Building Code or the Multiple Dwelling Law, the applicant fails to:

- State in detail the practical difficulty that is specific to the project; and
- Fails to provide the analysis as to an equally safe or safer alternative, as required by NYC Charter Section 645(b)(2).

Sample Final Determination (ZRD1)



ZRD1: Zoning Resolution Determination Form
Must be typewritten.



1 Location Information Required for all requests on filed applications.

House No(s): _____ Street Name: _____
 Borough: BROOKLYN Block: _____ Lot: _____ DBN: _____ CB No: _____

2 Applicant Information Required for all requests on filed applications.

Last Name: _____ First Name: _____ Middle Initial: _____
 Business Name: _____ Business Telephone: _____
 Business Address: _____ Business Fax: _____
 City: NEW YORK State: N.Y. Zip: 10002 Mobile Telephone: _____
 E-Mail: _____ License Number: _____
 License Type: P.E. R.A. DCB PENS ID # (if available): _____

3 Attendee Information Required if different from Applicant in section 2 or so Applicant.

Relationship to the property: Filing Representative Attorney Other
 Last Name: _____ First Name: _____ Middle Initial: _____
 Business Name: _____ Business Telephone: _____
 Business Address: _____ Business Fax: _____
 City: _____ State: _____ Zip: _____ Mobile Telephone: _____
 E-Mail: _____ License/Registration # (if P.E./R.A./Attorney): _____
 DCB PENS ID # (if available): _____

4 Nature of Request Required for all requests. Only one request may be submitted per form.

Note: Use this form only to request Zoning Resolution determination for all other requests, use CCO1 form.

Determination request issued to: Borough Commissioner's Office Technical Affairs
 Job associated with this request: Yes (provide job title/examiner name below) No
 Job Number: _____ Document Number: 01, 02 Examiner: _____
 Has this request been previously denied? Yes (attach all denied request forms) and attachment(s) No
 Indicate total number of pages submitted with this request, including attachments: 1/2 (attachment may not be larger than 11" x 17")
 Indicate relevant Zoning Resolution section(s): ZR-24-35, ZR-54-3'3

Indicate all Buildings Department officials that you have previously reviewed this issue with (if any):
 Borough Commissioner Code & Zoning Specialist General Counsel's Office
 Deputy Borough Commissioner Chief Plan Examiner Other: _____

ADMINISTRATIVE USE ONLY

Reference #: 2357 Appointment date: _____ Appointment time: _____
 Appointment Scheduled With: T.Fariello, L.Orantia, W.Lal
 Comments: _____
 Reviewed By: _____

REVIEWED BY
Thomas J. Fariello, RA
 First Deputy Commissioner

APPROVED WITH CONDITIONS

Control No. 2357
 Date 12/11/2012
 Page 1 of 7

See comments on page 4

ZRD1 PAGE 2

5 Description of Request (additional space is available on page 3)

Note: Buildings Department officials will only interpret or clarify the Zoning Resolution. Any request for variations of the Zoning Resolution must be filed with the Board of Standards and Appeals (BSA) or the Department of City Planning (DCP).

Please itemize all attachments, including plans/sketches, submitted with this form. If request is based on a plan examiner objection, type in the applicable objection text exactly as it appears on the objection sheet.

Respectfully request to consider and to accept the use of 1st floor and the cellar floor accessory use to the 1st floor above for tutoring services [UG 6] from Retail Store [UG 6] as stated on existing C. of O. #4 based on the following:

- As per ZR 52-34, In all residence District a non-conforming UG #6, 7, 8, 9, 10 to 15 may change, initially or in any subsequent change to UG 6 and the limitation of floor area shall not apply.
- According to the clarification obtained from Department of Buildings and the interpretation from Department of the City Planning: Services, such as Kaplan Institute and the Princeton Review are considered Business Offices [UG 6].
- We respectfully withdraw the proposed conversion to [UG 3] Community Facility or Non-profit Organization from this Application. Therefore, no change of use, exit or egress and no amended C. of O. will be required to obtain.
- We respectfully request to consider the following option for the best reasonable solution to this matter :
 - do not require to change or amend the original C. of O. as it is. (Offices for Tutoring also U.S. 6) with letter of no objection.
 - To amend C. of O. and indicate First Floor (U.G. 6) and Cellar is accessory use (U.G. 5) to the 1st floor.
 - Apply new C. of O. to indicate Tutoring & Gen. Office (U.G. 6) for First Floor and Cellar floor as accessory use.

Note: Buildings Department Determination will be issued on the response form

ADMINISTRATIVE USE ONLY

Reviewed By: **Thomas J. Fariello, RA**
 First Deputy Commissioner

APPROVED WITH CONDITIONS

Control No. 2357
 Date 12/11/2012
 Page 2 of 7

See comments on page 4

Sample Final Determination (ZRD1)

ZRD1 PAGE 3
 6 Description of Request (use this section if additional space is required for description)

Note: Buildings Department Determination will be issued on the ZRD1 Response Form.

7 Statements and Signature Required for all requests

I hereby state that all of the above information is correct and complete to the best of my knowledge. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is criminal to give to a City employee, or for a City employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine, or both.

Name (please print) YEN
 Signature [Signature] Date 09-20-12
 P.E. / R.A. Seal (Seal of the State of New York)
Seal required for all applications

ADMINISTRATIVE USE ONLY
 Reviewed By: Thomas J. Fariello, RA
 First Deputy Commissioner Date: Time:

REVIEWED BY
Thomas J. Fariello, RA
 First Deputy Commissioner
 APPROVED WITH CONDITIONS
 Control No. 2357
 Date 12/11/2012
 Page 3 of 7

See comments on page 4

ZRD1/CCD1 Response Form

Location Information (To be completed by a Buildings Department official if applicable)

House No(s) Street Name Avenue
 Borough Brooklyn Block Lot BIN Job No.

DETERMINATION (To be completed by a Buildings Department official)

Request has been: Approved Denied Approved with conditions
 Follow-up appointment required? Yes No

Primary Zoning Resolution or Code Section(s): ZR 32-15, ZR 52-31
 Other secondary Zoning Resolution or Code Section(s): ZR 52-61

Comments:
 The request to consider that a tutoring service establishment is a commercial use classified in Use Group 6 and to allow a proposed change of use from an existing non-conforming commercial use in Use Group 6 to another non-conforming commercial use (tutoring service establishment) in Use Group 6 is hereby approved with conditions.

A tutoring service establishment, such as for English as a second language or for examination preparation, that does not meet the zoning definition for a "school" in ZR 12-10 and that does not instruct its students in any trade shall be classified as a commercial use in Use Group 6, per ZR 32-15.

The subject building, located within the District, has an existing non-conforming commercial retail use at the first floor, as stated on Certificate of Occupancy ("CO") No. The proposal to change the existing non-conforming retail use in Use Group 6 at the first floor to such tutoring service establishment shall comply with ZR 52-30. In accordance with ZR 52-31, "a non-conforming use may be changed to another non-conforming use only in accordance with the provisions of this Chapter [Article V, Chapter 2]" In addition, per ZR 52-34, "in all residence districts, a non-conforming use listed in Use Group 6 . . . may be changed, initially or in any subsequent change, only to a conforming use or to a use listed in Use Group 6. In the case of any such change, the limitation of floor area set forth in Section 32-15 (Use Group 6) shall not apply."

Therefore, the proposed change of the existing non-conforming commercial use (tutoring service establishment) at the first floor within the RS District is hereby approved and may be filed as an Alteration Type II application, on the condition that the following is verified by the plan examiner:

- (1) establish that there is no discontinuance for a period of two years or more of the existing non-conforming commercial use at the first floor, in accordance with ZR 52-61. The attached Google street view map photo, dated October 2007, indicates a residential use at the first floor; and
- (2) establish that the "ordinary use" in the cellar is accessory to the first floor commercial use and not to the residential use above.

Name of Authorized Reviewer (please print) THOMAS J. Fariello, R.A.

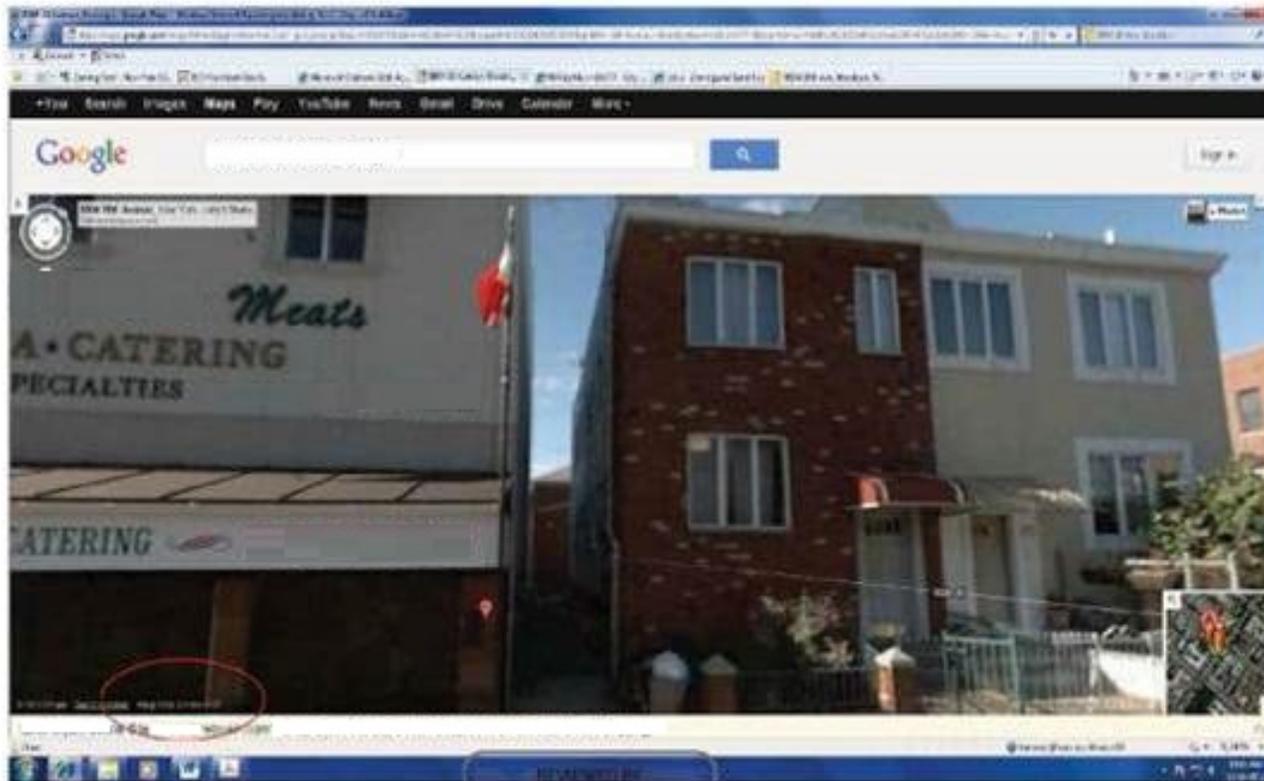
Title (please print): First Deputy Commissioner
 Authorized Signature: [Signature] Date: Time:

Issuers: write signature, date, and time on each page of the request forms, and attach this form.

Note: Determination will expire if construction on document approval is not obtained within 12 months of issuance.

REVIEWED BY
Thomas J. Fariello, RA
 First Deputy Commissioner
 APPROVED WITH CONDITIONS
 Control No. 2357
 Date 12/11/2012
 Page 4 of 7

See comments on page 4



APPROVED BY
Thomas J. Fariello, RA
First Deputy Commissioner
[Signature]
**APPROVED
WITH CONDITIONS**
Control No.
Date **12/11/2012**
Page **7 of 7**

↑
Subject building

See comments on page 4

Thank You!

Easements and Restrictive Declarations

Janine Gaylard, Esq.
Assistant General Counsel

- A Restrictive Declaration is a covenant running with the land that binds the present and future owners of the property.
- An Easement is the right to use the real property of another for a specific purpose.
- Both are typically required prior to the approval of any applications submitted to the Department of Buildings

Why do I need an Easement / Restrictive Declaration?

- The Department may accept an easement or restrictive declaration as an alternate means of compliance with Code requirements
- In addition, compliance with certain provisions of zoning may require the execution of restrictive declarations

When Should I Submit an Easement or a Restrictive Declaration?

- A restrictive declaration is usually used when the properties are owned by the same owner. The fee owner is identified as the “Declarant” and signs the agreement
- An easement agreement is usually used when there are different owners. The fee owners of the respective parcels are identified as the “grantor” and “grantee.” Both must sign the agreement
- It is also acceptable to have a declaration granting an easement where the properties are owned by the same owner
- When in doubt, ask your lawyer

- All signatures must be notarized using the:
 - Individual;
 - Partnership; or,
 - Corporate acknowledgement form

Can long-term tenants sign?

- Long-term tenants may not bind the owners of the parcels, and therefore may not sign the agreement or declaration on behalf of the owner

What is the easiest way to get an easement or restrictive declaration approved?

- Use one of the Department's approved agreement forms available on the Department's website

The following Department-approved agreement forms can be found on the Department's website, as specified in Legal / Buildings Bulletin 2015-008:

- Caretaker's Apartment
- Driveway / Frontage Space
- Egress
- Flood Zone
- Light and Air
- Lot-line Window
- Off Site Parking
- Party Wall
- Plumbing System
- Sign
- Student Dormitory

- The Light and Air Easement Agreement cannot be used between parties with buildings on separate zoning lots to satisfy the provisions of:
 - The New York City Zoning Resolution; or,
 - Section 30 of the Multiple Dwelling Law
- These provisions require unrestricted light and air to be located on the same zoning lot as the building's windows

- An attorney will need to prepare the agreement when no Department-approved form is available
- The form must include a clause describing the specific statutory provision or other requirement being satisfied by the agreement or declaration
- Required language is specified on page 3 of the Buildings Bulletin 2015-008

1. A “run with the land” clause
2. A metes and bounds description of all affected tax lots;
3. A clause stating that the agreement or declaration “shall not be modified, amended or terminated without the prior written consent of the New York City Department of Buildings”
4. The application number for which the agreement or declaration is required
5. Where necessary to clarify the exact location of the benefited or burdened area (e.g., attach diagrams)
6. A clause stating that a “Failure to comply with the terms of this restrictive declaration or easement agreement may result in the revocation of a building permit or certificate of occupancy”

- For professionally certified applications, the P.E. / R.A. must state on the Department's POC3 form the statutory requirement being satisfied by the easement/declaration. Then the P.E./R.A has two choices:
 1. The P.E./R.A. may use one of the Department's approved forms and certify that the agreement conforms in all respects to one of Department's approved forms
 2. The P.E./R.A. may use an agreement that does not conform in all respects to a DOB approved form and request that DOB Legal review the agreement by submitting the POC3 form identifying the applicable statutory provision with the proposed agreement to DOB Legal

If the Agreement is an Approved Form:

- Applications that require plan examination may be submitted to the borough office for review and approval
- The plan examiner will perform a technical review to determine whether the agreement or declaration satisfies the applicable objection or statutory requirement

If Agreement is not an Approved Form:

- The agreement must be referred to the DOB General Counsel's Office via the Borough Plan Examination Unit along with the objection identifying the applicable statutory requirement or need for the agreement
- Agreements *cannot* be submitted to the General Counsel's Office directly, this will only delay review
- General Counsel's Office requires the Borough Plan Exam referral as confirmation that a plan examiner has performed the necessary technical review to determine whether the agreement, if approved as to form, is an acceptable technical means of satisfying the statutory requirement

- The Department's General Counsel's Office will either approve your agreement as acceptable to form or identify issues that need to be corrected.
- Once General Counsel approves your agreement as to form, you must then record it

- Agreements should be recorded prior to approval
- An application may not be approved until proof of the recording of the easement agreement or restrictive declaration has been submitted to the Borough Office
- For specific recording instructions see *page 5 of Legal / Buildings Bulletin 2015-008 for recording instructions*

Where an application will result in the issuance of a Certificate of Occupancy, the Certificate of Occupancy must include:

- Reference to the type of easement agreement or restrictive declaration
- The city register numbers issued by the Office of the City Register, or if in Richmond County, the reel and page numbers

- There may be situations where DOB will approve an easement / restrictive declaration where an applicant is unable to comply with all of the requirements set forth in the Buildings Bulletin
- A CCD1 Construction Code Determination Form must be submitted in these instances and include a proposal that provides a safe and legally binding alternative

Thank You!

Flood Zones

Joseph Ackroyd
Acting Director, Engineering

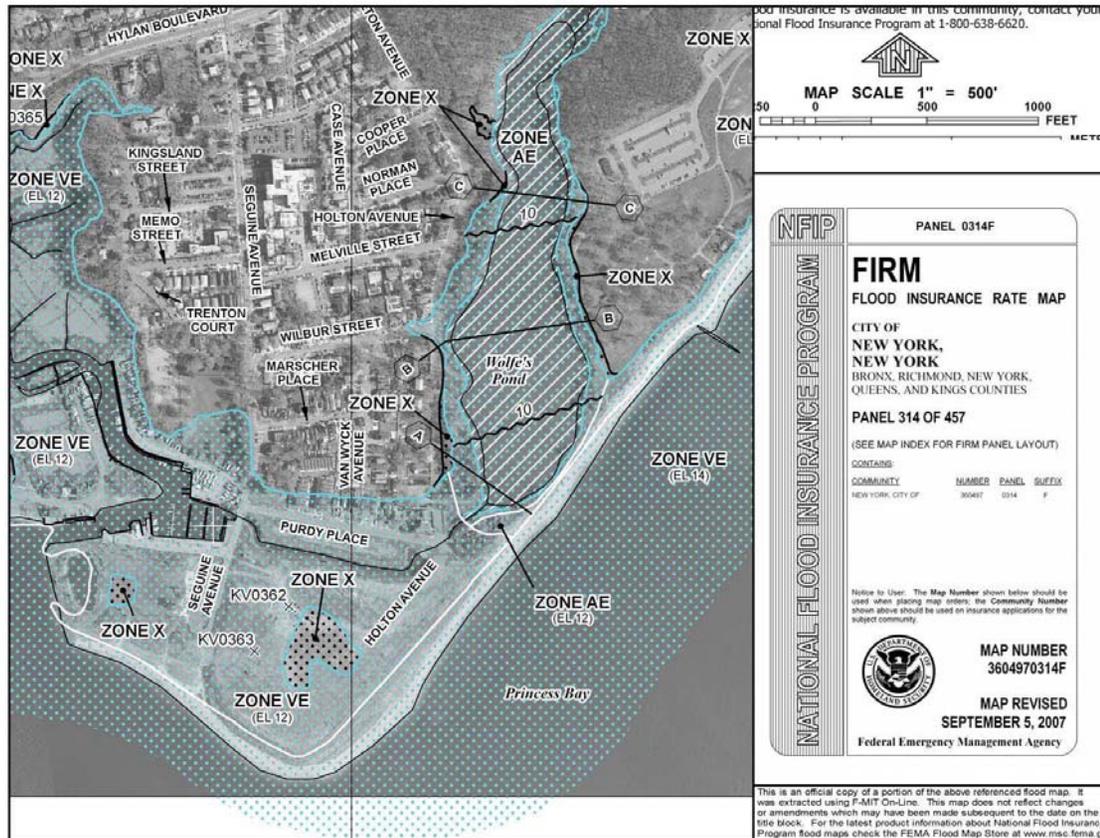
- Per BC G104.3 site plans shall delineate the flood hazard area, including the delineation of the base and design flood elevation
 - Applications should include a “FIRMette” printed from FEMAs Map Service Center to support the site plan



The screenshot shows the FEMA Map Service Center website in a Windows Internet Explorer browser. The address bar displays the URL: <https://msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=10001&catalogId=10001&langId=-1>. The browser's Favorites bar includes links for FEMA Map Service Center, HOME Page - NYC Depart..., and others. The website header features the FEMA logo and the text "Map Service Center". Below the header is a navigation menu with links for Product Catalog, Map Search, Quick Order, Digital Post Office, and Help.

The main content area is divided into several sections:

- Product Search by...:** A search form with two tabs: "Address" (selected) and "Map Panel ID". Under "Address", there is a dropdown menu for "1) Select a Product:" with "Flood Maps" selected. Below this is a section for "2) Enter an Address:" with input fields for Street, City, State, and Zip, and a "Search by Street Address" button.
- New to the FEMA Map Service Center?:** A list of links for new users: Homeowners/Renters, Real Estate/Flood Determination Agents, Insurance Agents, Engineers/Surveyors, and Federal/Exempt Customers.
- Try our new Live Chat service!:** A notice stating that staff is available for online chat Monday through Friday, 9:00 am to 5:00 pm Eastern Standard Time (Eastern Daylight Time). It includes a "live chat closed" icon and a "Live chat by nGenera" link.
- Log On:** A login form with fields for "User ID (email address):" and "Password:", and "Log on" and "Clear" buttons. It also includes links for "Forgot Password?", "Register", and "Why register?".
- Announcements:** A section titled "FEMA Orthoimagery Transfer to USGS".
- What are you looking for?:** A list of links for product categories: Flood Maps, FIRMettes, and DFIRM Databases.
- NFHL:** A section titled "National Flood Hazard Layer (learn more)".



Substantial Improvement

- If the cost of an alteration exceeds 50% of the market value of the structure the project is substantial improvement.
- Per BC G102.1, Item 8, substantially improved buildings must be brought into full compliance with Appendix G.

Per 1RCNY 3606-01 any alteration that exceeds \$40,000 that is not a substantial improvement must include:

- Calculations of the Market Value of the Structure
- Calculation of Construction Costs
- A statement by the applicant

§3606-01 Determinations of Market Value and Substantial Improvement

Two acceptable methods to determine market value:

- Assessment roll option
- Appraisal option

Requirements for Substantially Improved Structures

Like New: No basements (for residential buildings)

- Elevate lowest floor
- Adequately anchor the structure (uplift & lateral displacement)
- Below the DFE: solely for building access, parking and storage
- Flood openings in enclosed spaces below the DFE
- Flood resistant materials used up to the DFE
- Electrical, plumbing, heating/air conditioning components are elevated above DFE or design to prohibit accumulation of water, FEMA 348
- Above ground tanks are anchored or elevated above DFE

Thank You!



NYS Department of Environmental Conservation Requirements

Joseph Ackroyd

Director of Engineering, Technical Affairs

Code and Zoning Representative
Training Module 4.5

NYS DEC permit required for construction within:

- Tidal wetland
- Tidal wetland adjacent area
- Freshwater wetland
- Freshwater wetland adjacent area
- Coastal erosion hazard area

Local Law 21 of 2009

- Improve coordination between the Department of Buildings and other governmental agencies (New York State DEC) when development is proposed for the city's coastal and water-sensitive inland zones

Buildings Bulletin 2009-12

- Establishes DOB's procedure for submitting to DOB the applicable maps and DEC approvals in relation to Coastal Zones and water sensitive inland zones

Local Law 21 of 2009

- DOB Cannot approve plans without DEC approval

Work that must comply:

- New building (NB)
- Alteration (Alt-1, Alt-2, Alt-3) for work that introduces, or horizontally enlarges, any object constructed, installed, or placed in, on, or under land or water
- Work that includes any excavation or fill

Local Law 21 of 2009

§28-104.9.2 Statement and submission by applicant

- Applicant for construction document approval to determine whether the proposed work is located within a coastal zone or a water-sensitive inland zone
- Applications shall include a statement by the applicant indicating whether the proposed work is located within a coastal zone or water-sensitive inland zone subject to such sections

Local Law 21 of 2009

§28-104.9.3

- Prior to construction document approval, where work is within a mapped zone or adjacent area, DOB requires:
 - DEC permit, or
 - Jurisdictional determination issued by DEC that a permit is not required

Map Check

NYC Department of Buildings
Property Profile Overview

83 PLACE	STATEN ISLAND 10309	BIN# 51010 10
PLACE	83 - 83	Health Area : 800
		Census Tract : 800
		Community Board : 800
		<u>Buildings on Lot</u> : 3
		Tax Block : 8005
		Tax Lot : 800
		Condo : NO
		Vacant : NO

[View DCP Addresses...](#) [Browse Block](#)

[View Zoning Documents](#) [View Challenge Results](#) [View Certificates of Occupancy](#)

Hurricane Sandy - Red Placard

Cross Street(s): AVENUE, COASTAL LOOP

DOB Special Place Name:

DOB Building Remarks:

Landmark Status:

Local Law:	NO	Special Status:	N/A
SRO Restricted:	NO	Loft Law:	NO
UB Restricted:	NO	TA Restricted:	NO
Little 'E' Restricted:	N/A	DOT Protected Street:	N/A
Legal Adult Use:	NO	Grandfathered Sign:	NO
Additional BINs for Building:	NONE	City Owned:	NO

ZONING Summary

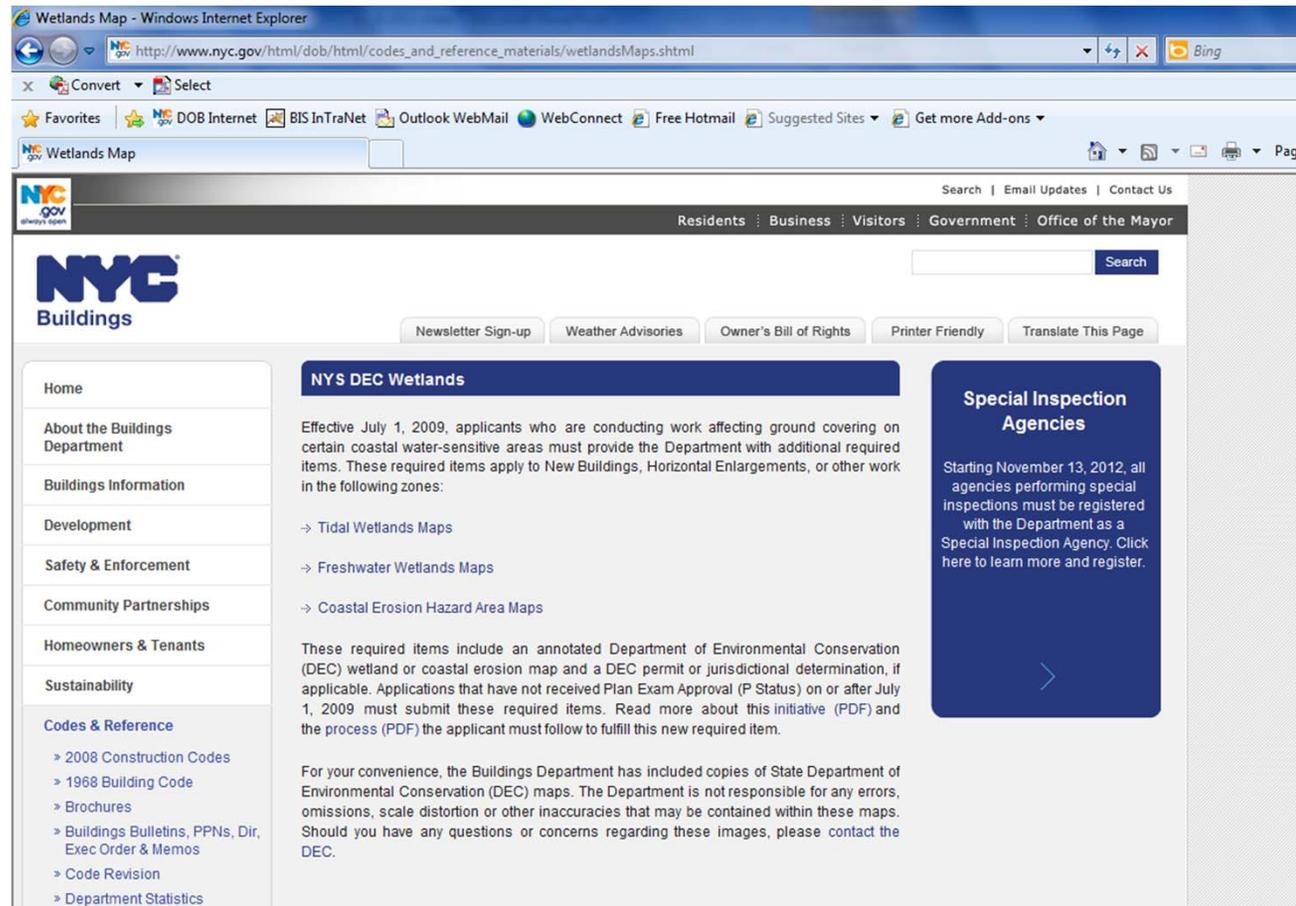
Effective Date: 11/01/2005		
District	Commercial Overlay	Special District
R3X - DETACHED RESIDENCE DISTRICT		SRD - SOUTH RICHMOND DEVELOPMENT

This property is located in an area that may be affected by the following:

Tidal Wetlands Map Check:	Yes
Freshwater Wetlands Map Check:	Yes
Coastal Erosion Hazard Area Map Check:	Yes

[Click here for more information](#)

Map Check



Wetlands Map - Windows Internet Explorer
 http://www.nyc.gov/html/dob/html/codes_and_reference_materials/wetlandsMaps.shtml

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NYS DEC Wetlands

Effective July 1, 2009, applicants who are conducting work affecting ground covering on certain coastal water-sensitive areas must provide the Department with additional required items. These required items apply to New Buildings, Horizontal Enlargements, or other work in the following zones:

- Tidal Wetlands Maps
- Freshwater Wetlands Maps
- Coastal Erosion Hazard Area Maps

These required items include an annotated Department of Environmental Conservation (DEC) wetland or coastal erosion map and a DEC permit or jurisdictional determination, if applicable. Applications that have not received Plan Exam Approval (P Status) on or after July 1, 2009 must submit these required items. Read more about this initiative (PDF) and the process (PDF) the applicant must follow to fulfill this new required item.

For your convenience, the Buildings Department has included copies of State Department of Environmental Conservation (DEC) maps. The Department is not responsible for any errors, omissions, scale distortion or other inaccuracies that may be contained within these maps. Should you have any questions or concerns regarding these images, please contact the DEC.

Special Inspection Agencies

Starting November 13, 2012, all agencies performing special inspections must be registered with the Department as a Special Inspection Agency. Click here to learn more and register.

Tidal Wetlands

TWL adjacent area: 150 feet (not shown on online map); applicant must sketch the adjacent area on the map



Fresh Water Wetlands

FWWL adjacent area: 100 feet (adjacent area already shown on online map); applicant need only print the online map)

NEW YORK STATE - DEPARTMENT OF ENVIRONMENTAL CONSERVATION
Environmental Resource Mapper

Search Layers & Legend Tell Me More...
Need a Permit? Contacts Help

Search

Please select the type of search to be performed:

- Address
- Zip Code
- County
- Town / City / Village

Please enter an address and ZIP code:

*Street: 83 purdy place
*Zip: 10309
Cross Street:
* Required Field

If you are using the Cross Street field, enter only the street names. Do not include address numbers.

Click on a record # to zoom to or highlight that address

Record #	Address	Score
1	83 PURDY PL , 10309	100

Coastal Erosion Hazard Area



1. Checkboxes on PW1
2. Certifications
3. Schedule A (for NB/Alt1)
4. Special Inspection(s)
5. Progress Inspection (NB/Substantial Improvement)
6. Required Items:
 - Elevation Certificate
 - Floodproofing Certificate
 - Restrictive Declaration (dry flood proof)

20	Site Characteristics
----	-----------------------------

Yes No

- | | | |
|--------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Tidal / Fresh Water Wetlands |
| <input type="checkbox"/> | <input type="checkbox"/> | Urban Renewal |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire District |
| <input type="checkbox"/> | <input type="checkbox"/> | Flood Hazard Area |

Local Law 21 of 2009:

§28-104.9.5 False statement or omission. No person shall submit an application for construction document approval for any structure within a coastal zone or water-sensitive inland zone which falsely avers or by omission causes the department to determine that the subject property is not located within such zone or that the New York state department of environmental conservation and other appropriate agencies have issued the appropriate permits or approvals when they did not.

§28-104.9.6 Revocation of approval of construction documents. Where the department determines that work is located within a coastal zone or water-sensitive inland zone after construction documents have been approved for such work and/or that the documentation required by sections 28-104.9.2 through 28-104.9.4 has not been submitted, the department shall revoke such approval and any associated work permits that may have been issued for such work in accordance with section 28-104.2.10.

Thank You!

Website Navigation for Rules, Codes, and Local Laws

Danielle Delahanty
Code Development Coordinator

NYC Buildings

NYC Resources | 311 | Office of the Mayor

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2015 SAFETY WEEK BEGINS MONDAY, APRIL 27!
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Codes and Reference

New Effective Date for 2014 NYC Construction Codes: December 31, 2014.

An integrated version of the General Administrative Provisions – 2014 NYC Administrative Code, Title 28, Chapters 1-5 – is available, and the full 2014 Construction Codes are accessible below, chapter by chapter, on the 2014 NYC Construction Codes page.

View our recent presentations that highlight upcoming changes:

- > Video Presentations – ACEC, July 2014
- > PowerPoint Presentations – Build Safe | Live Safe Conference, April 2014
- > Video Presentation – AIA Center for Architecture, May 2014

The NYC Construction Codes consist of the Building Code, Plumbing Code, Mechanical Code, Fuel and Gas Code, Electrical Code, and the Energy Conservation Code.

- > 2014 Construction Codes
- > 2008 Building Code
- > 1968 Building Code
- > Electrical Code
- > Energy Code Guidelines

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Buildings Bulletins, PPNs, Dir, Exec Order & Memos

With the implementation of the NYC Construction Codes, the Department issues Buildings Bulletins that represent official Buildings Department policies. Buildings Bulletins assist our customers and employees in following operational, technical and legal procedures, and they expand upon our prior Operational (OPPN), Technical (TPPN), Administrative (APPN), and Legal (LPPN) Policy and Procedure Notices (PPN).

Buildings Bulletins from 2008 to present
Buildings Bulletins including Code/Zoning Interpretations, Bulletins of the Office of Technical Certification and Research, and Administrative / Operational Bulletins, organized chronologically by date of issuance. These documents represent official policies of the Department of Buildings and assist our customers and employees in following operational, technical and legal procedures.

Executive Order
The Commissioner may sign Executive Orders to manage Agency programs and activities. Executive Orders may govern Buildings Department employees, those regulated by the Department and individuals or entities doing business with the Department.

Policy and Procedure Notices from 1987 to 2008
Operational (OPPN), Technical (TPPN), Administrative (APPN), and Legal (LPPN) Policy and Procedure Notices (PPN), organized chronologically by date of issuance. These documents represent official policies of the Department of Buildings and assist our customers and employees in following operational, technical and legal procedures.

Directives, Memoranda, Policy & Procedure Notices and Interpretations Through 1996
Selected documents issued through 1996, organized alphabetically by subject. These documents represent official policies of the Department of Buildings and assist our customers and employees in following operational, technical and legal procedures.

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2014 Buildings Bulletins

The Department of Buildings publishes Buildings Bulletins which represent the official policies of the Department to assist our customers and employees. These bulletins are currently sorted by date of issuance. New ways to browse and search this data will be coming in the near future.

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Issuance Date	Type/ Bulletin #	Relevant Code Sections	Purpose
January 9, 2014	Technical/ Buildings Bulletin 2014-001	ZR 12-10 (definition of "Zoning Lot") ZR 12-10 (definition of "Street") ZR 12-10 (definition of "Street Line") GCL 35 GCL 36	To clarify when privately owned mapped streets can be used for zoning purposes.
January 10, 2014	OTCR/ Buildings Bulletin 2014-002	AC 28-113 PC 1101.10 Table PC 1102.4	This document establishes acceptance criteria for corrugated polypropylene piping and fittings used for storm sewer pipe as an alternative to code prescribed polyethylene piping and fittings referenced in the 2008 NYC Construction Codes.
January 27, 2014	Operational/ Buildings Bulletin 2014-003	AC 28-113 AC 28-408 AC 28-410 EC 27-3014 BC 1704.2.2 1 RCNY 101-06 1 RCNY 101-13	This bulletin clarifies the process for inspecting, monitoring and certifying modular units.

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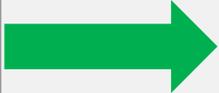
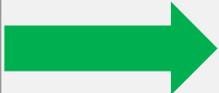
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Superseded/Superseding Bulletins

<p>July 1, 2014</p>	<p>Technical/ Buildings Bulletin 2014-008</p> <p>Superseded by: Technical/Buildings Bulletins 2014-016</p>	<p>BC 1713.1 (2008 Code) BC 1714.1 (2014 Code) RS 10-8 BC 3502</p>	<p>This document identifies which reference standards and test methods are acceptable for the determination of allowable tension stresses in wood parallel to the grain.</p>
<p>July 25, 2014</p> 	<p>Operational/ Buildings Bulletin 2014-009</p> <p>Superseded by: Operational/Buildings Bulletins 2014-017</p>	<p>AC 28-116 BC Chapter 17 1 RCNY 101-06 LL 141/2013 LL 41/2012 BC 1704.12 BC 1704.18 BC 1704.20.5 BC 1704.32</p>	<p>This bulletin clarifies when to apply special inspection requirements of the 2008 and the 2014 Construction Codes.</p>
<p>August 28, 2014</p> 	<p>OTCR/ Buildings Bulletin 2014-010</p> <p>Supersedes: OTCR/Buildings Bulletins 2012-010 and 2013-008</p>	<p>AC 28-113.2.1 AC 28-113.2.2 1 RCNY 101-06 MC 1301 MC 1302.3 MC 1305.9 BC 707 (708)* BC 1704.13 (1704.14)* BC 1704.16 (1704.17)* *parenthesis denotes corresponding section of 2014 NYC Construction Codes</p>	<p>This document establishes acceptance criteria for flexible fuel-oil piping systems as alternative materials to the NYC Construction Codes.</p>

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Executive Orders		
Executive Order	Subject	Issuance Date
Exec Order 1/09	Appointment of chair, master plumbers and master fire suppression piping contractors license board.	January 14, 2009
Exec Order 2/09	Contract procurement appeals.	May 20, 2009
Exec Order 3/09	Implementation of local law 40 of 2008.	June 12, 2009
Exec Order 4/09	Implementation of section 101-06(c)(8)(iii) of subchapter a of chapter 100 of Title 1 of the Rules of the City of New York.	June 30, 2009
Exec Order 5/09	Rules governing the acceptance of gifts.	July 13, 2009
Exec Order 6/09	Implementation of local law 8 of 2009.	September 23, 2009
Exec Order 7/09	Authorization to seize vehicles and/or tools pursuant to Article 419 of Subchapter 4 of Title 28 of the New York City Administrative Code.	October 13, 2009
Exec Order 8/09	Formation and appointment of members to the buildings sustainability board, pursuant to Articles 103 and 113 of Subchapter 1 of Title 28 of the New York City Administrative Code.	November 5, 2009
Exec Order 9/09	Extension of category 1 elevator inspections. Download Extension Form.	November 13, 2009
Exec Order 3/12	Designation of foil records access officer, records control officers and records appeals officer.	October 10, 2012

COMING IN 2015!

Click here to learn about our new online inspection scheduling service called *Inspection Ready*. Starting next year, Inspection Ready will be offered through the NYC Development Hub.

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- Operational (OPPN), Technical (TPPN), Administrative (APPN), and Legal (LPPN)

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Select the PPN type or year below.

LPPN	APPN	OPPN	TPPN
		2008	
		2007	2007
		2006	2006
		2005	2005
LPPN 1/05	2005	2004	2004
LPPN 1/04	2004	2003	2003
LPPN 1/92	2003	2002	2002
LPPN 2/92	2002	2001	2001
LPPN 2/87	2001	2000	2000
	2000	1999	1999
	1999	1998	1998
	1998	1997	1997
	1997	1996	1996
	1996	1995	1995
	1995	1994	1994
	1994	1993	1993
	1993	1992	1992
	1992	1991	1991
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	1990	1989	1989
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	1988	1987	1987
	1987		

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Technical Policy and Procedure Notices - 1998 to 2007

The Department publishes Technical Policy and Procedure Notices (TPPN). These notices represent official policies of the Department and assist customers in following various technical procedures. TPPN's issued before 1998 are noted as "pdf" for which you will need *Adobe® Acrobat Reader®* installed.

2007 TPPNs	
Technical Policy and Procedure Notice #03/07 (PDF) Issued October 23, 2007	Removal of Damaged Sprinkler Systems in Connection with Demolition or Gut Rehabilitation Projects -- Establish a uniform procedure to process variance requests for the removal of damaged existing sprinkler systems in buildings undergoing demolition or gut rehabilitation.
Technical Policy and Procedure Notice #02/07 (PDF) Issued September 6, 2007	The Installation of Outdoor Natural Gas Fired Heaters in Unenclosed Sidewalk Cafes -- To address the installation of outdoor gas fired heating devices by the owners and/or operators of sidewalk cafes throughout the five boroughs of New York City. Such unenclosed sidewalk cafes must be licensed by the Department of Consumer Affairs.
Technical Policy and Procedure Notice #01/07 Issued February 12, 2007	Voluntarily Installed Emergency Generators -- Guideline installation of emergency generators - Prospectively Rescinds.
2006 TPPNs	
Technical Policy and Procedure Notice #01/06 Issued March 24, 2006	Accessory bathroom and kitchen facilities in connection with commercial and/or manufacturing uses -- Zoning resolution §12-10 prohibits accessory living and sleeping accommodations in C7, C8, and manufacturing districts. These guidelines set forth the scope of acceptable accessory bathroom and kitchen facilities in connection with commercial and/or manufacturing uses in such districts.
2005 TPPNs	

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N	O	P	Q	R	S	T	U	V	W	X	Y	Z

INSTRUCTIONS

Click on a letter above to see categories matching that letter. Related sections may be referenced and linked.

LEGEND - S = Superseded A = Amended R = Rescinded		*=Filesize over 50k
Note: Adobe® Acrobat Reader required to read the files.		
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ACCESSORY USE (See "Zoning")		
Automobile Service Station, Accessory Use to, Denial of appeal to BSA		Memo 8-12-88 *
Accessory Day Care Center and Day Nurseries . . .		PPN 11-16-93 *
ACCESSORY FACILITIES		
Accessory bathrooms and kitchen facilities in connection with commercial uses		Memo 2-18-82 *
Accessory bathrooms and kitchen facilities in connection with commercial uses (memo 2-18-82)		Memo 6-22-88
ADMINISTRATION		
Home improvement contractor's license, LL 21/68		Memo 9-30-68 *
After hour variance procedures		Memo 12-10-1987*

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You can purchase the 2008 Construction Codes at the International Code Council (“ICC”) Store

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1968 Building Code

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You can purchase the 1968 Building Code at the CityStore.
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You can also visit the CityStore in person by going to:

One Centre Street, North Plaza
 New York, NY 10007

The 1968 Building Code Online

The Department of Buildings is making the 1968 Building Code available on the Web without a fee for resource and for reference purposes only.

You must download **Adobe® Acrobat® Reader** to view the 1968 Building Code files. If you have problems viewing the files, please check Adobe Acrobat Technical Support web site for assistance.

1. 1968 Building Code Volume 1 (6 mb) (amended date range)
2. 1968 Building Code Volume 2 (11 mb) (amended date range)

Disclaimer: *The Department of Buildings provides this Web version of the 1968 Building Code for reference and informational purposes only. The print version of the 1968 Building Code, together with any Local Laws (amendments) adopted by the City Council subsequent to the most recent update to the print version, remains the official version.*

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Codes and Reference

New Effective Date for 2014 NYC Construction Codes: December 31, 2014.

An integrated version of the **General Administrative Provisions – 2014 NYC Administrative Code, Title 28, Chapters 1-5** – is available, and the full 2014 Construction Codes are accessible below, chapter by chapter, on the [2014 NYC Construction Codes page](#).

View our recent presentations that highlight upcoming changes:

- > Video Presentations – ACEC, July 2014
- > PowerPoint Presentations – Build Safe | Live Safe Conference, April 2014
- > Video Presentation – AIA Center for Architecture, May 2014

The NYC Construction Codes consist of the Building Code, Plumbing Code, Mechanical Code, Fuel and Gas Code, Electrical Code, and the Energy Conservation Code.

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Selected Local Laws

The Department of Buildings offers direct access to selected Local Laws. More local laws can be found at the [New York City Council](#).

Local Law 4 of 2015 (Int. No. 550-A) A Local Law to amend the administrative code of the city of New York, in relation to conforming the New York city energy conservation code to the New York state energy code with amendments unique to construction in the city and repealing section 28-1001.2 in relation thereto.

Local Law 52 of 2014 (Int. No. 474) A Local Law to amend the administrative code of the City of New York, in relation to extending the effective date for the 2014 revisions to the New York city construction codes.

Local Law 51 of 2014 ((Int. No. 472-A) A Local Law to amend the administrative code of the City of New York, in relation to technical corrections and clarifications of provisions of the New York city construction codes.

Local Law 33 of 2014 (Int. No. 389) A Local Law to amend the administrative code of the city of New York, in relation to authorizing the commissioner of buildings to waive certain fees in connection with work funded under the "Build It Back" program.

Local Law 18 of 2014 (Int. No. 263-A) A Local Law to amend the New York city building code, in relation to construction site lighting. **This local law has an effective date of December 31, 2014 except that it shall not apply to work related to applications for construction document approval filed prior to such effective date.**

Local Law 17 of 2014 (Int. No. 203-A) A Local Law to amend the administrative code of the city of New York, the New York city building code and the New York city fire code, in relation to hold-open devices and automatic closing of exit doors serving vertical exit enclosures. **This local law has an effective date of December 31, 2014 except that it shall not apply to work related to applications for construction document approval filed prior to such effective date.**

Local Law 13 of 2014 (Int. No. 93-A) A Local Law to amend the administrative code of the city

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Rules Proposed by the Department

- §9-01 Supervisory Responsibilities of a Licensed Rigger Amendment
01/09/15 @ 10:00 AM @ 280 Broadway, 3rd Floor Conference Room
- §9-02 Supervisory Responsibilities of a Licensed Sign Hanger Amendment
01/09/15 @ 10:00 AM @ 280 Broadway, 3rd Floor Conference Room
- §9-03 Minimum Requirements for Individuals Working on Suspension Scaffolds Exhibits Amendment
01/09/15 @ 10:00 AM @ 280 Broadway, 3rd Floor Conference Room
- §9-04 Revocation, Suspension or Refusal to Renew License of Special or Master Rigger or Special or Master Sign Hanger Amendment
01/09/15 @ 10:00 AM @ 280 Broadway, 3rd Floor Conference Room
- §102-01 Violation Classification and Certification of Correction Amendment
01/09/15 @ 10:00 AM @ 280 Broadway, 3rd Floor Conference Room
- §104-20 Supervisory Responsibilities of a Licensed Rigger Amendment
01/09/15 @ 10:00 AM @ 280 Broadway, 3rd Floor Conference Room
- §104-21 Supervisory Responsibilities of a Licensed Sign Hanger Amendment
01/09/15 @ 10:00 AM @ 280 Broadway, 3rd Floor Conference Room
- §3314-02 Suspended Scaffold Training Requirements
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Title 1 of the Rules of the City of New York

Chapter 1: Material and Equipment Application Procedures

- [§1-01](#) Material and Equipment Application Procedures: **REPEALED**

Chapter 2: Boiler Inspections

- [§2-01](#) Low Pressure Boiler Inspections by Qualified Boiler Inspectors and Welding Repairs by Certified Welders: **REPEALED**
- [§2-02](#) Reduction of Penalties for Late Filing of Annual Low Pressure Boiler Inspection Reports: **REPEALED**

Chapter 3: Vacant and Unguarded Buildings

- [§3-01](#) Sealing and Protection of Vacant and Unguarded Buildings
- [§3-02](#) Obtaining Access to Keys of Sealed Premises
- [§3-03](#) Hearings to Determine Whether Sealing Orders Were Properly Issued
- [§3-04](#) Obtaining Access to Keys of Premises Sealed Pursuant to §26-127.2 of the Administrative Code

Chapter 4: Certificates of Occupancy, Live Loads and Occupancy Loads

- [§4-01](#) Posting Requirements

Chapter 5: Concrete

- [§5-01](#) Conveyance by Pumping Methods
- [§5-02](#) Licensing of Concrete Testing Laboratories
- [§5-03](#) Approval of Prequalified Concrete Mixes
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Chapter 6: Cranes

- [§6-01](#) Erection and Dismantling of Climber/Tower Cranes

Chapter 7: Installation and Maintenance of Vent Damper Devices in Existing Boilers and Furnaces

- [§7-01](#) Retrofitting of Vent Damper Devices: **REPEALED**

Promulgation Details for Promulgated Rules

This section includes rules' effective dates, official signatures & Statement of Basis and Purpose.

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- §9-02
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Thank You!