

SERVICE NOTICE

In-Person Appointments for Standard Plan Examination Job Filings

Beginning Monday, May 16, 2022, customers have the option to attend appointments with a plan examiner in person in the Bronx, Brooklyn, Queens, and Staten Island offices.

If the appointment will be conducted in-person, all appointment attendees should arrive at the office 10 minutes before the appointment to check-in with the Appointments (PENS) Coordinator. A face mask is required to be worn at all times while in the building.

The Appointments and DOB NOW: *Build* systems will be updated to show the office location of the plan examiner. In addition, an option to select an in-person appointment will be available in both systems on Wednesday, May 18, 2022.

Additional Service Notices will be posted when the in-person option is available for Manhattan, HUB, energy and site safety plan examination appointments.

Customers may still choose to attend meetings online using the GoTo Meeting links provided in the appointment confirmation. BIS appointments that were scheduled **prior to April 20, 2022** will continue to be conducted by phone (with the option to attend in person).

If additional assistance is needed, submit an inquiry at www.nyc.gov/dobhelp.

Bronx Borough Office

1932 Arthur Avenue, 5th Floor
Bronx, NY 10457

Queens Borough Office

120-55 Queens Boulevard, 1st Floor
Kew Gardens, NY 11424

Brooklyn Borough Office

210 Joralemon Street, 8th Floor
Brooklyn, NY 11201

Staten Island Borough Office

10 Richmond Terrace
Borough Hall, 2nd and 3rd Floors
Staten Island, NY 10301