

## SERVICE NOTICE

### Manhattan Borough Office Operations Relocating to First Floor, Customer Service Atrium

Beginning Friday, October 8, 2021, the Manhattan Borough Director's Office and select services will be located on the first floor, Customer Service Atrium at 280 Broadway and will no longer be available on the 3<sup>rd</sup> Floor.

#### 3<sup>rd</sup> Floor Offices

- Manhattan Borough Commissioner's Office
- Manhattan Plan Examination Unit
- Record Room

#### 1<sup>st</sup> Floor, Customer Service Atrium Tickets

- Manhattan Borough Office Cashier  
*(includes payments for CCD1 and ZRD1 determinations, Letters of No Objection, record room copies, reinstatements, and work without permit civil penalties)*
- Central Cashier  
*(includes payments for electrical firm accounts and violations, license fees, and returned checks)*
- Licensing  
*(approved for new license, by appointment only)*

#### 1<sup>st</sup> Floor, Customer Service Atrium Drop-Off Boxes:

- After Hour Variances *(electrical, elevator, initial fee exempt)*
- Data Entry Corrections *(demolition only)*
- Withdrawal Requests *(BIS jobs contractor/applicant)*
- Initial and Subsequent Job Filings  
*(exceptions only: Builders Pavement Plan, Full Demolition, Green Roof, Solar, Subdivision, Alt-1 and NB Affordable Housing/Fee Deferred/No Work)*
- Temporary Use Permits
- Letters of No Objection
- Permit Renewals *(with change only)*
- License Applications *(updates to paper applications only)*
- Limited Alteration Applications civil penalty payments
- Ordinary Plumbing Work Reports *(OP 128)*

Department of Buildings office are open to the public from 8:30 am to 2:00 pm for in-person and drop off transactions.