

# FACT SHEET

Effective January 28, 2018, per Rules of the Department 1 RCNY 101-03, Determination requests submitted to the Department for review are subject to the following fees:

1. CCD1 or ZRD1 request for Determination ..... **\$1,000**
  - Pre-Determination (pre-filed job) Request
  - Request for variation of a Code requirement or MDL section 277.16
  - Appeal of an affirmation of an objection after a second plan examination review
  
2. Appeal of CCD1 or ZRD1 Determination ..... **\$2,500**

*EXEMPTIONS: Properties that are exempt from fees per New York City Administrative Code (AC) 28-112.1 and [1 RCNY 101-03](#)*

Before a Determination request for plan examination objection is submitted, a **second plan examination review** is required (see below). The second review request is covered by the filing fee and does not require additional fees.

## Second Plan Examination Review of Objections

An applicant requests a second review of plan examination objections by submitting an **AI1 form** listing the objection and providing reasons for its removal. Submit a completed AI1 form, with all supporting documentation in one flattened PDF format, to the appropriate email address listed below.

For DOB NOW: *Build* filings, use the email address specific to the location of the assigned Plan Examiner.

BOROUGH	EMAIL ADDRESS
Bronx	<a href="mailto:BXObjectionReview@buildings.nyc.gov">BXObjectionReview@buildings.nyc.gov</a>
Brooklyn	<a href="mailto:BKObjectionReview@buildings.nyc.gov">BKObjectionReview@buildings.nyc.gov</a>
Manhattan	<a href="mailto:MNObjectionReview@buildings.nyc.gov">MNObjectionReview@buildings.nyc.gov</a>
Queens	<a href="mailto:QNObjectionReview@buildings.nyc.gov">QNObjectionReview@buildings.nyc.gov</a>
Staten Island	<a href="mailto:SIObjectionReview@buildings.nyc.gov">SIObjectionReview@buildings.nyc.gov</a>
NYC Development HUB	<a href="mailto:DHubObjectionReview@buildings.nyc.gov">DHubObjectionReview@buildings.nyc.gov</a>
HUB Full Service	<a href="mailto:HubFSObjectionReview@buildings.nyc.gov">HubFSObjectionReview@buildings.nyc.gov</a>

## Review of Plan Examination Objections

The appropriate borough office will review all requests for second review of plan examination objection(s). Requests will either be resolved, rejected, or the applicant will have to meet with the Department for further review. To review with an applicant, the borough office will schedule an appointment and the **applicant must be present** during the appointment to review the objection, and all relevant information, including disapproved plans must be made available for review.

When a borough office rejects a second review request of a plan examination objection, the applicant may revise the plans or submit a determination request to appeal the affirmation of an objection. A separate determination request must be submitted by the applicant.

## Determination Request

- To request a Zoning Determination, file a [ZRD1: Zoning Resolution Determination Form \(Instructions\)](#)
- To request a Construction Code Determination, file a [CCD1: Construction Code Determination Form \(Instructions\)](#)

All submissions must include a **copy of the invoice** from the Borough Office where the fee was paid, except properties that are exempt from fees per (AC) 28-112.1 and this rule. Forms must be signed and sealed by a professional.

Determination requests are limited to one per form and must cite all related Code or Zoning sections. Any attachments (drawings or other documents) must be formatted on 11" x 17" paper or smaller.