



PER11 Appointment Request

(A SEPARATE FORM MUST BE SUBMITTED FOR EACH JOB)
Application must be typewritten

For appointments with a **plan examiner**, submit requests to the appropriate borough email address below (include the property address, job number and job type in the email subject line):

BRONX
BronxPER11PlanExam@buildings.nyc.gov
MANHATTAN
ManhPER11PlanExam@buildings.nyc.gov
STATEN ISLAND
StatenIslandPER11PlanExam@buildings.nyc.gov

BROOKLYN
BrooklynPER11PlanExam@buildings.nyc.gov
QUEENS
QueensPER11PlanExam@buildings.nyc.gov

1 ATTENDEE (Required for all applications)

<input type="checkbox"/> Applicant of Record	<input type="checkbox"/> Filing Representative (Class 2)
_____ Name	_____ DOB ID#
_____ Business Phone	_____ Cell Phone
_____ Email	_____ Number of Attendees

2 PROPERTY DETAILS (Required for all applications)

_____ Address		
_____ Job Number	_____ Document Number	_____ Job Type
_____ Applicant	<input type="checkbox"/> P.E. <input type="checkbox"/> R.A.	_____ License #
_____ Plan Examiner		

3 APPOINTMENT REQUEST

<input type="checkbox"/> Reassignment	<input type="checkbox"/> Pro-Cert Zoning Review	<input type="checkbox"/> Fee Exempt Job)
<input type="checkbox"/> Reinstatement	<input type="checkbox"/> Special Audit (<i>attach Objection Sheet</i>)	<input type="checkbox"/> Special Inspection Reports
<input type="checkbox"/> Withdrawal	<input type="checkbox"/> TCU Audit (<i>attach Objection Sheet</i>)	<input type="checkbox"/> Self-Certification of Objections (<i>attach Objection Sheet</i>)
<input type="checkbox"/> PW3 Changes/Fee Adjustment (<i>attach L2 form when required</i>)		
<input type="checkbox"/> Other _____		

4 COMMENTS/REASON FOR MEETING (Provide detailed explanation for all appointment requests identified above)

For appointments with a **Borough Commissioner's Office**, submit requests to the appropriate borough email address below (include the property address, job number and job type in the email subject line):

BRONX
BronxPER11Appointments@buildings.nyc.gov
MANHATTAN
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QueensPER11Appointments@buildings.nyc.gov

INTERNAL USE ONLY

APPOINTMENT APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	COMMENTS:
APPOINTMENT DATE: _____ TIME: _____	
REASSIGNED TO: _____	
CONFIRMATION #: _____	
REINSTATEMENT FEE: _____	