

SERVICE UPDATE

PER12 Manual Appointment Requests Convert to a Email Submission Process

Beginning January 9, 2017, a new email submission process for the PER12 Manual Appointment Requests will launch. The Department's Special Enforcement Program (SEP) Audit and Inspections Unit will no longer accept fax and drop-off submissions. PER12 forms will be accepted by email **ONLY**. This change will improve efficiency.

Applicants **must** submit their PER12 requests for an appointment by email to the SEP Audit and Inspections Unit at PER12Appointments@buildings.nyc.gov.

All PER12 requests **must** comply with the following guidelines:

1. A separate form **must** be submitted for each appointment request.
2. The reason for the request **must** be indicated by checking off the appropriate item in Sections 1 to 4, or explain the reason for your request in Section 5 under *Comments*.
3. Email subject line and PDF file **must** be properly named with the same details (subject line and PDF file: job number_ DOB ID#_address)
 - For example: the job number is 123456789, the DOB ID# is N12345, and the address is 1 Arthur Avenue, the subject line should read '**123456789_N12345_1 Arthur Avenue**'

NOTE: If these conditions are not met, the PER 12 will not be processed.

4. Every effort will be made to process requests within 48 hours. Once your request has been processed you will receive an email response with your appointment date and time.

Post Until: March 1, 2017