

## SERVICE NOTICE

### New Form: Project Advocate Request Form

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Beginning September 2, 2019, all appointment requests for Project Advocate Services must be submitted through the [Project Advocate Service Request Form](#). The PER11 form will no longer be accepted for Project Advocate services.

Project Advocates provide DOB customers with a single point of contact within the Department. A Project Advocate can be found in each borough office, as well as in the Development and Inspection Hub, and the Construction Safety Unit. To request an appointment with a Project Advocate, please complete and submit the [Project Advocate Service Request Form](#).

The Project Advocate Program was designed to assist in the resolution of technical and operational issues relating to a project or property. As technical and operational liaisons, Project Advocates assist large and complex projects from the beginning by creating a roadmap for the project and facilitating efficient decision making to help resolve issues up front. Additionally, the program works to coordinate project requirements across various DOB units and connect other City agencies and institutions.

Building owners, design professionals, developers, authorized representatives, or other individuals involved in the construction project may request the assistance of a Project Advocate. The services offered under the Project Advocate Program are **not** a mechanism to bypass or skip any operational, technical or legal requirements and **does not relieve** the owner, applicant or contractor from their professional responsibilities.

For assistance, complete the [Project Advocate Service Request Form](#) and submit the form and all essential project information to:

- [BXPAServiceRequest@buildings.nyc.gov](mailto:BXPAServiceRequest@buildings.nyc.gov) – for projects in the Bronx
- [BKPAServiceRequest@buildings.nyc.gov](mailto:BKPAServiceRequest@buildings.nyc.gov) – for projects in Brooklyn
- [MNPAServiceRequest@buildings.nyc.gov](mailto:MNPAServiceRequest@buildings.nyc.gov) – for projects in Manhattan
- [QNPAServiceRequest@buildings.nyc.gov](mailto:QNPAServiceRequest@buildings.nyc.gov) – for projects in Queens
- [SIPAServiceRequest@buildings.nyc.gov](mailto:SIPAServiceRequest@buildings.nyc.gov) – for projects in Staten Island

The borough office will review the submission and respond with a decision and follow-up information. For more information on the [Project Advocate Program](#), please visit the Department's website.

**POST UNTIL: December 31, 2019**