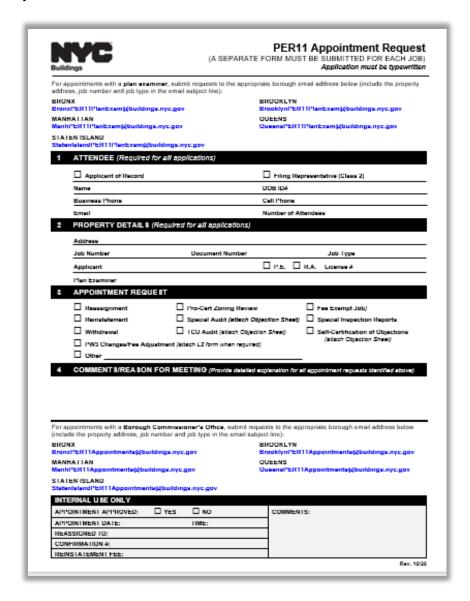


SERVICE UPDATE

Manual Appointment Requests: Updated PER11 Appointment Request Form

Beginning November 2, 2020, applicants seeking to schedule a manual or specialized appointment with a Plan Examiner or Borough Commissioner's office must complete the new PER11 Appointment Request form (Rev. 10/20) and email it to the appropriate email address indicated on the form.



Submit a PER11 form to request review of PW3 changes and fee adjustments not related to a permit (attach an L2 form when required). Al1s, PAAs and Required Items cannot be



dropped off and must be submitted in eFiling. To schedule an appointment with a **Project Advocate**, submit a **Project Advocate Service Request Form**.

For a PER11 request to be processed, the below guidelines are required:

- A separate form must be submitted for each appointment request.
- Indicate the reason for the request by checking off the appropriate item in Section 3 or explain the reason for your request in Section 4 under Comments.
- The email subject line and PDF file name must include the property address, job number and job type. (e.g. 1 Arthur Avenue_123456789 – Alteration 1 or 1 Arthur Avenue_N/A if job number is not applicable)
- Flatten all PDF forms before emailing them so that they cannot be edited.

Both the current PER11 form (Rev. 9/17) and the new PER11 form (Rev. 10/20) will be accepted through October 30, 2020. Effective November 2, 2020, the new PER11 (Rev. 10/20) will be the only version accepted.

See the **Scheduling an Appointment** webpage for more information.

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