

# SERVICE NOTICE

## Buildings After Hours

**Beginning Tuesday, June 7, 2022, Department of Buildings offices will be open every Tuesday from 4:00 pm to 7:00 pm for homeowners, tenants, small business owners, and building managers.**

During **Buildings After Hours**, homeowners, tenants, small business owners and building managers are encouraged to visit their **local borough office** where DOB staff can answer questions and provide the information needed to:

- plan for a home renovation or construction project
- address an open violation on a property
- obtain more information about a property
- use online resources including the **Buildings Information System (BIS)** and **DOB NOW**.

Staff from the following offices will be available at every borough office: borough commissioner's office, borough operations, development inspections, enforcement inspections, and plan examination. Staff from the Administrative Enforcement Unit will be available in the Manhattan borough office. Continue to use **DOB NOW** and **eFiling** for all applicable online services.

### Records

**Requests for records** are required to be submitted in advance in **DOB NOW BIS Options**. If an email notification has been sent that the records are available, they may be picked up during Buildings After Hours.

### Certificates of Correction

To correct an OATH/ECB summons, a **Certificate of Correction** is required to be submitted in **DOB NOW BIS Options**. Administrative Enforcement Unit will be available in the Manhattan borough office during Buildings After Hours to answer questions about OATH/ECB summons and Certificates of Correction that have been submitted in DOB NOW.

### DOB Office Locations

Bronx Borough Office  
1932 Arthur Avenue, 5<sup>th</sup> Floor  
Bronx, NY 10457

Queens Borough Office  
120-55 Queens Boulevard  
Kew Gardens, NY 11424

Brooklyn Borough Office  
210 Joralemon Street, 8<sup>th</sup> Floor  
Brooklyn, NY 11201

Staten Island Borough Office  
Borough Hall – 10 Richmond Terrace, 2<sup>nd</sup> Floor  
Staten Island, NY 10301

Manhattan Borough Office  
280 Broadway, 4<sup>th</sup> Floor  
New York, NY 10007