

UPCOMING CHANGE

AEU, Central Cashier, Central Filing & Billing, Central Inspections, LAA and Licensing Units Relocate

Beginning Monday, September 10, 2018, six central units are moving from the 4th, 5th, and 6th floors of 280 Broadway to the following location:

**NYC Department of Buildings
Customer Service Atrium
280 Broadway, *First Floor*
New York, New York 10007**

To accommodate these moves, each unit will be **closed** for one day, following this schedule:

Administrative Enforcement Unit (AEU)

- **closed Monday, September 10**
- open Tuesday, September 11 at new location

Central Inspections (Boiler and Elevator Units)

- **closed Tuesday, September 11**
- open Monday, September 10 at 280 Broadway, 4th Floor
- open Wednesday, September 12 at new location

Limited Alteration Applications/Permit Renewal & HUB Authentication Unit (LAA)

- **closed Wednesday, September 12**
- open Monday and Tuesday, September 10-11 at 280 Broadway, 5th Floor
- open Thursday, September 13 at new location

Licensing & Exams Unit, Central Cashier and Central Filing and Billing

- **closed Thursday, September 13**
- open Monday-Wednesday, September 10-12 at 280 Broadway, 6th Floor
- open Friday, September 14 at new location

Both walk-in and phone customer service will not be available on the day each unit is closed. All [unit phone numbers](#) will remain the same.

To access the Customer Service Atrium, enter the building at the public entrance on 280 Broadway. An accessible entrance for people with disabilities is temporarily located at 55 Chambers Street.

If any changes need to be made to this schedule, another Service Notice will be immediately posted.

POST UNTIL: November 30, 2018