

Required items for Filing

In order to file the application(s) at the Building Department, the following are required to be returned to our office the afternoon prior to filing:

We cannot begin our approval work until all of the items listed below are complete.

Applications

- All applications must be signed by owner.
- All applications must be signed/sealed/initialed by applicants.
- All contractor information must be supplied
- All controlled inspections must be signed/sealed/initialed.

Plans

- Three sets of filing plans, corrected per our recommendations, with original signatures and seal on the prints.

Asbestos

- Asbestos reports: ASP-5 or ASP-7 forms are to be provided to us for filing. We require the original ASP-5 in triplicate or a copy of the ASP-7 which has been filed and paid.

Filing Check

- A check made payable to “*The New York City Dept. of Buildings*” for the fee as requested. Your telephone number must be on the face of the check.

Note:

1. *Do not return any forms which have been corrected with “white out”. If corrections are required, simply put a line through the incorrect text, and hand write the corrected text.*
2. *For multiple filings, other than subsequent filings, we require an asbestos form for each separate application.*