

REMINDER

Printing B-SCAN Job Stickers in Department Borough Offices Not Permitted

In August 2014, the Department converted BSCAN module that gave the public the ability to print their own job stickers. The change required Applicants and Filing Representatives to print B-SCAN job stickers through our NYC Development Hub online service at their own offices – reducing wait time to file at the Department’s Borough Offices.

As a reminder to our customers, **Applicants are not permitted to print job stickers in the Borough Offices. Stickers glued or taped to documents or plans will not be accepted.**

To support this effort, **effective immediately:**

- If the applicant **has enough stickers** to submit all plans, the applicant should sticker pages as required and may proceed to ‘**D**’ status.
- If the applicant **does not have enough stickers** to submit all plans, the applicant must Pre-File to ‘**A**’ status and return to the window when enough stickers have been obtained to finish the processing of your job.

Post Until: December 31, 2016