



NYC Department of Buildings
280 Broadway, New York, NY 10007
Robert D. LiMandri, Commissioner
(212) 566-5000, TTY: (212) 566-4769

LAA & Permit Renewal Unit
Phone: (212) 566-4579
Fax: (212) 566-5823
laa-pr@buildings.nyc.gov

EMERGENCY WORK NOTIFICATION

Date of Receipt of Emergency Work Notification Request: _____ License Number: _____
License Contractor/Company Name _____
Approval Date: _____ Expiration Date: _____
Reference #: _____ Borough: _____
Location: _____ Telephone Number: _____
E-Mail Address: _____ Fax Number: _____

This letter is in reference to your emergency work notification requested to perform the following work: _____ at the above location. Work may commence for the indicated condition, however, a Limited Alteration Application (LAA) must be filed within 2 business days pursuant to 28-105.4 of the Administrative Code. Failure to do so may result in a violation. For additional assistance please contact the LAA/Permit Renewal unit via email at laa-pr@buildings.nyc.gov.

Limited Alteration Application/Permit Renewal Unit