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Commissioner

Office of the General
Counsel
Unsafe Buildings Unit

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UNSAFE BUILDINGS INFORMATION SHEET

After a Court hearing, your building has been found unsafe. The Court has issued a Precept (special order) authorizing the City of New York to make the building safe by demolishing it, sealing it, or performing other work.

IF THE CITY DEMOLISHES OR SEALS YOUR BUILDING OR PERFORMS OTHER WORK PURSUANT TO THE PRECEPT, THE COST OF THAT WORK WILL BECOME A LIEN UPON YOUR PROPERTY.

You may have the opportunity to carry out the Precept at your own expense pursuant to a Department of Buildings permit. The sealing, repair, demolition or other work must be done in accordance with the Department of Buildings laws, rules and procedures. For repair, demolition, or other work to cure the unsafe condition, a Department of Buildings permit must be obtained. The Precept does not authorize anyone to ignore the Building Code or any of the Department of Buildings rules and procedures. You may consult with the Construction Division in the Borough Office in the borough in which the building is located (listed on the back of this sheet) to determine what you need to do.

If you seal, repair, demolish or perform other work to cure the unsafe condition at your building rather than having the City take action, you must also do the following:

1. A **Hold Letter** must be requested from the Department of Buildings Borough Commissioner of the borough in which the building is located (listed on the back of this sheet) in order to have the City hold off on taking action to seal, demolish, or perform other work on your building while you take the necessary steps yourself. If such a letter is not obtained, Buildings may ask the New York City Department of Housing Preservation and Development (“HPD”) to take steps to hire a contractor to do the work.



2. You must pay the **\$100 survey (inspection) fee** to the City of New York. This fee covers the cost of the independent architect or engineer who accompanied the Department of Buildings inspector on the survey (the inspection) pursuant to the Notice of Survey and Summons. (That fee is not a fine or penalty.) For information regarding payment of the fee, please contact the Unsafe Buildings Unit Cashier of the Department of Buildings at (212) 393-2067.
3. Once you have completed the work, you must contact the Department of Buildings Construction Division of the borough in which your building is located (listed below) to schedule a **re-inspection**. You must present the receipt for the \$100 survey fee in order to schedule the re-inspection. If the inspector finds that the work has been done properly and the violation has been cured, you can ask the Department of Buildings Borough Office to certify the dismissal of the violation on the BIS computer print-out for the building.
4. Once your violation has been dismissed, contact the Department of Buildings Unsafe Buildings staff and ask for a **“Consent to Cancel Lis Pendens.”** When you file the original “Consent to Cancel Lis Pendens” at the County Clerk’s office in the borough in which the property is located, the Lis Pendens filed there for this proceeding will be canceled.

Department Of Buildings - Borough Commissioner’s Offices

Bronx: 1932 Arthur Avenue, 5th Floor, (718) 960-4709

Brooklyn: Municipal Building, 8th Floor, (718) 802-3677

Manhattan: 280 Broadway, 3rd Floor, (212) 393-2594

Queens: 120-55 Queens Blvd., 1st Floor, (718) 286-7670

Staten Island: Borough Hall, 2nd Floor, (718) 420-3594

Department Of Buildings - Borough Office Construction Divisions

Bronx: 1932 Arthur Avenue, 5th Floor, (718) 960-4730

Brooklyn: Municipal Building, 8th Floor, (718) 802-4034/4035

Manhattan: 280 Broadway, 4th Floor, (212) 393-2624

Queens: 120-55 Queens Blvd., 1st Floor, (718) 286-8380 (**Mon-Thurs 9am-11am ONLY**)

Staten Island: Borough Hall, 2nd Floor, (718) 420-5418