

Instructions for requests for letters of substantial compliance

The Board reviews requests for approval by letter for minor changes to previously approved projects. If the Board deems the requested changes to be minor and in substantial compliance with the previous approval, the Board will issue an approval letter to the Department of Buildings. Requests for modifications of Board conditions, increases in degree of non-compliance or non-conformance or changes that impact aspects of the project that were material to the Board's determination are examples of requests that will not be considered minor. The following items must be submitted with all requests for a letter of substantial compliance:

- *Letter of Substantial Compliance Application Form;*
- *An owner's authorization form;*
- *All prior Board resolutions, last set of BSA approved plans and, if applicable, previous letter(s) of substantial compliance;*
- *One original set of proposed plans with architects or engineer's seal and signature, and two copies. The plans must be 11" X 17" and be consistent with [Board Standards](#) and the most recent set of Board - approved plans; and*
- *One set of proposed plans with the proposed changes highlighted on the plans;*
- *A CD or USB Flash drive containing all documents provided in the corresponding paper filing. The digital materials must be clearly labeled and clearly legible.*
- *Certification of Statements on the forms provided on [BSA's website](#).*

The fee for a letter of substantial compliance is \$930.00, which must be submitted with all application materials. Please note that effective May 1, 2019, fees will not be transferable nor refundable if requested changes are determined not to be minor nor in substantial compliance with the previous approval.

All filings for letters of substantial compliance must be made in person at the Board office, 250 Broadway, 29th Floor. An appointment is required and must be made by calling the BSA Records Unit at (212)-386-0009. Appointments can be made between 9:00 am and 4:00 pm

Once filed, an application for a Letter of Substantial Compliance may take approximately 60 days to process.

If you have any questions, please contact Carlo Costanza, Executive Director at (212) 386-0068.