

## SERVICE UPDATE

### **Improved Plan Review Process + New Plan Review Guidebook – NOW CITYWIDE**

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**Beginning May 5, 2014, the pilot program to accept only complete drawings with each application will expand to all Department of Buildings reviews. This process is leading to faster approvals and reducing the number of repeat appointments, allowing plan examiners to better serve applicants with reviewable plans.**

To assist design professionals in preparing complete drawings, we partnered with architectural and engineering professional organizations to create new [Plan Examination Guidelines](#). By receiving complete drawings, Department examiners will be able to provide more specific and accurate objections – reducing the number of appointments needed for project approval.

#### **Complete Applications**

Plan examiners will begin the review process only when drawings are complete. Each project is unique, and the amount of required information and details vary. Please refer to the [Plan Examination Guidelines](#) for more information.

#### **Incomplete Applications**

When an incomplete drawing is received, the borough office's chief plan examiner (or designee) will validate the checklist and send a notice of rejection to the applicant. The applicant must retrieve the rejected application from the borough office's Record Room.

#### **Resubmissions**

Once incomplete applications are rejected, applicants must resubmit their application packages to the borough office's Plan Exam counter. The chief plan examiner (or designee) will review the revised drawing the day it is received. If complete, it will be forwarded to a plan examiner for review. If incomplete, it will be rejected.

Applicants may contest a determination by submitting a [PER-11](#) form to request an appointment with the chief plan examiner to review the decision.