

SERVICE UPDATE

Determination Review Requests: Update

To improve our review process, beginning September 28, 2015, requests to review NYC Construction Codes (CCD1) and Zoning Resolution (ZRD1) determinations will only be accepted by email at the below addresses.

- **NYC Development Hub:** DevHubDeterminations@buildings.nyc.gov
- **Hub Full Service:** HubFSDeterminations@buildings.nyc.gov
- **Bronx:** BXDeterminations@buildings.nyc.gov
- **Brooklyn:** BKDeterminations@buildings.nyc.gov
- **Manhattan:** MNDeterminations@buildings.nyc.gov
- **Queens:** QNDeterminations@buildings.nyc.gov
- **Staten Island:** SIDeterminations@buildings.nyc.gov
- **Construction Safety:** ccd1const-safety@buildings.nyc.gov

(Related to Ch. 33 of the NYC Building Code only)

Determination requests denied by the borough office may be submitted to the Department of Buildings' Technical Affairs Office at: TADeterminations@buildings.nyc.gov.

Applicants must follow the below guidelines for all determinations:

- Documents should be submitted in one flattened PDF format – each submittal must cover only one objection
- Duplicate submissions will not be accepted
- All documents must be legible
- Maximum drawing size is 11" x 17"
- CCD1/ZRD1 must be signed & sealed by the Applicant or Attendee (as appropriate)
- Objection sheet is included (if required)
Email subject line and PDF file are properly named:
Determinations: Job Number_Objection Number_Address.pdf
Example: Where the Job # is 123456789, the objection number is 1, and the address is 1 Arthur Avenue, the PDF should be named: **123456789_1_1 Arthur Ave.pdf**
Pre-Determinations (no job number or objection number exists): Pred_Address.pdf
Example: Where the address is 1 Arthur Avenue, the PDF should be named:
Pred_1 Arthur Ave.pdf

Review Process + Control Numbers

The Department will assign each determination request a control number and will notify the submitter of this number. Final determination decisions will be returned to the submitter via email.

POST UNTIL: January 31, 2016

Bill de Blasio, Mayor
Rick D. Chandler, P.E., Commissioner

nyc.gov/buildings