

# SERVICE NOTICE

## Appointments for Disapproved BIS Jobs and PAAs

Beginning October 15, 2020, disapproved BIS jobs, resubmissions and Post Approval Amendments (PAAs) reviewed by Department of Buildings plan examiners may not require an appointment.

### Disapproved Jobs

For BIS jobs disapproved on or after October 15, 2020, applicants will receive in eFiling marked-up drawings with objections uploaded by a plan examiner, and one of the below messages will be displayed in the Buildings Information System (BIS) and eFiling indicating whether the plan examiner has determined if an appointment is required:

### Resubmission will be reviewed without an appointment

**Request Department Action** [\(show help\)](#)

**Resubmission will be reviewed without an appointment**

**Plan Review**  
All and Complete Plan

**Minor Plan Change**  
All and Complete Plan

**Forms/Required Items Only**

I acknowledge that all documents requested for review by DOB have been uploaded. Once I submit these documents by clicking "Ready for Next Review" I will not be able to upload any additional documents until DOB has completed the review of these documents.

**Ready for Next Review**

- Applicants must resubmit revised drawings and other documents with a detailed **AI1: Additional Information** form listing drawing numbers and response to objections.
- Applicants must upload resubmissions and select **Ready for Next Review** in eFiling for plan examiner review. **No appointment will take place.**

### Appointment required to resolve objections

**Request Department Action** [\(show help\)](#)

**Appointment required to resolve objections**

**Plan Review**  
All and Complete Plan

**Minor Plan Change**  
All and Complete Plan

**Forms/Required Items Only**

I acknowledge that all documents requested for review by DOB have been uploaded. Once I submit these documents by clicking "Ready for Next Review" I will not be able to upload any additional documents until DOB has completed the review of these documents.

**Ready for Next Review**

- Applicants must schedule an appointment with a plan examiner via the **DOB Appointment System**.
- Prior to the appointment, applicants must resubmit revised drawings and other documents with a detailed **AI1: Additional Information** form listing drawing numbers and response to objections.
- Applicants must upload resubmissions and select **Ready for Next Review** in eFiling.
- Plan examiners will review resubmissions during the scheduled meetings.

## **Post Approval Amendments (PAAs)**

All PAAs for plan examined jobs submitted after October 15, 2020 will have a first review without the need for an appointment.

Jobs disapproved or PAAs filed **prior to October 15, 2020**, must schedule an appointment. Failed audits must continue to submit a **PER11** Appointment Form to request an appointment to resolve objections.

For more information on how to schedule an appointment, see the [Scheduling an Appointment](#) page.