

Purpose of form:

The Department has created the Façade Batch Intake (FBI) form for applicants to submit when filing reports for the following:

- **Initial Reports**
- **Amended Reports**
- **Subsequent Reports**
- **Extensions**
- **City Owned**
- **Resubmission**

1 Complete the following information

- Date
- Submitted by
- Business Name
- Business Address
- Business Number
- Mobile Number
- Filing Type
- Control #
- Exemptions
- Address
- Borough Code
- Block
- Lot
- Status
- Check #
- Payment Amount
- Payment Total

2 Submit

- The completed FBI1 form must be submitted with the TR6 form and the BIS façade page for all the digital reports listed on the FBI1 form or your submission may be rejected.
- Ensure that checks are payable to the NYC Department of Buildings.
- All FBI1 forms and supporting documentation are subject to verification.
- The FBI form with the appropriate documentation and payment must be submitted in person to:

NYC Department of Buildings
Local Law Enforcement Unit
280 Broadway, 4th floor
Manhattan