

UPCOMING CHANGE

Inspection Ready: Owner PW1 Email Updates

As an owner, your jobs and permits will be linked to you based on the information in Section 6 of the Place of Assembly Application (PA1) or Section 26 of the Plan Work Applications (PW1). To make inspection requests and view results, the email address used to register for Inspection Ready must match the *Email Address* field in this section on the initial PW1 filed with the application.

If you are an owner and your e-mail address is missing or was incorrectly listed as a Filing Representative in Section 6 (PA) or Section 26 (PW1), the Department will allow a **one-time only change to the email field** to be requested via email with no fee until **May 31, 2016**. This change will only be made if the other owner information is not changing. If any other owner information is changing, you must go through the regular PAA process.

To change this information **before May 31, 2016, no new PW1 form is required**. Please email the following details to CustomerServiceIR@buildings.nyc.gov.

1. Proof of identity (such as scanned ID)
2. Job numbers
3. Inspection Ready email address

After May 31, the fee will continue to be waived for an additional 30 days to owner email changes only but requests will no longer be taken by email. Applicants are required to visit the Borough with a revised PW1 form. After June 30, 2016, all normal processing forms and fees apply to any changes to the PW1.

This waiver applies to jobs filed prior to February 1, 2016. Requests will take a minimum of 72 hours to be processed.

Key Dates

- **May 31, 2016** – Last day to submit an owner email update request via email.
- **June 1 to June 30, 2016** – To update the owner email only with no fee, a new PW1 form **MUST** be submitted to the Borough Office. Email requests will not be accepted.
- **June 30, 2016** – End of PW1 fee waiver to update owner email information.

26 Property Owner's Statements and Signatures	
<p><small>Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. Furthermore, I understand that I am responsible for insuring that a final inspection be performed when the permitted work is complete, and that a satisfactory report of final inspection be submitted, along with all required submittal documents, so that the NYC Department of Buildings may issue a letter of completion or certificate of occupancy within the time prescribed by law.</small></p> <p><small>I have authorized the applicant to file this application for the work specified herein and all future amendments. I will not knowingly authorize any work that is not in compliance with all applicable laws, rules, and regulations.</small></p> <p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/> Fee Exemption Request (Non-Profit Owned and Operated) <small>In accordance with Administrative Code §28-112.1, Exception 1, I certify that the deed holder is a corporation or association organized and operated exclusively for the purposes indicated in such section, and that the property is used exclusively by such entity for such purposes. ★</small></p> <p><input type="checkbox"/> <input type="checkbox"/> Fee Exemption Request (NYCHA/HHC, NYC Agency, or Other Government Owned and Operated) <small>The building or any part thereof to be constructed, renovated, altered or demolished is owned and operated exclusively for the purposes of the NYC Agency, NYC Authority, NYS Agency, Federal Government or any other government entity. ★</small></p> <p><input type="checkbox"/> <input type="checkbox"/> Owner's Certifications Regarding Occupied Housing <small>The site of the building to be altered or demolished, or the site of the new building to be constructed, contains one or more occupied dwelling units that will remain occupied during construction. These occupied dwelling units have been clearly identified on the submitted construction documents.</small></p> <p><input type="checkbox"/> <input type="checkbox"/> The site of the building to be altered or demolished, or the site of the new</p>	<p>Owner: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> NYCHA / HHC Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Other Government <input type="checkbox"/> NYC Agency <input type="checkbox"/> Condo Unit Owner or Co-Op Tenant-shareholder 26A</p> <p>Is the deed holder a non-profit organization? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Name (please print): _____</p> <p>Relationship to Owner: _____</p> <p>Business Name/Agency: _____</p> <p>Street Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Telephone Number: _____ Fax: _____</p> <p>E-Mail Address: _____</p> <p>Signature and Date ▶ _____</p>

Post Until: December 31, 2016

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

CustomerServiceIR@buildings.nyc.gov
nyc.gov/buildings