

SERVICE UPDATE

Limited Alteration Application (LAA): *Intent to Revoke* and *Revoke* Notifications

Effective March 21 2016, an *Intent to Revoke* or *Revoke* banner – in addition to the 'Open Issues' banner – will now be visible in BIS on a Limited Alteration Application when the scope of work is considered non-code compliant, hazardous or egregious.

Procedure

- A *Intent to Revoke* letter explaining the reason(s) for the objection(s) including steps for correction will be sent to the property owner and the applicant of record.
- Fifteen (15) calendar days or ten (10) business days from the date of the issuance of the *Intent to Revoke* letter, the property owner or applicant of record can schedule an appointment via email to LAA-Audits@buildings.nyc.gov. During the time of the appointment, applicants are expected to submit sufficient information demonstrating why the permit should not be revoked.
- A Stop Work Order may be issued immediately following the *Intent to Revoke* to notification.

Failure to comply

- If the applicant fails to comply within fifteen (15) calendar days or ten (10) business days from the date of the notice, the LAA will be revoked.
- Failure to comply with the Stop Work Order may result in the issuance of a **Work Without Permit** violation, in addition to other fines and penalties.

Resolution

Upon compliance the associated banner will be removed, a rescission letter issued if necessary and the application will be restored to the 'Approve' status, enabling the applicant to resume work and ultimately sign-off the application.

POST UNTIL: December 31, 2016

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

LAA-Audits@buildings.nyc.gov
nyc.gov/buildings