

# FACT SHEET

Effective January 28, 2018, per Rules of the Department 1RCNY 101-03, Determination requests submitted to the Department for review are subject to the following fees:

1. CCD1 or ZRD1 request for Determination ..... **\$1,000**
  - Pre-Determination (pre-filed job) Request
  - Request for variation of a Code requirement or Multiple Dwelling Law §277.16
  - Appeal of an affirmation of an objection after a second plan examination review (see process below)
  
2. Appeal of CCD1 or ZRD1 Determination ..... **\$2,500**

*EXEMPTIONS: Properties that are exempt from fees per §28-112.1 of the NYC Administrative Code and [1RCNY 101-03](#)*

*NOTE: Only **one** determination or appeal request can be submitted on a form; fee is applied to each form submitted.*

## Second Plan Examination Review Process

A Determination to appeal the affirmation of an objection can only be submitted after a second review of plan examination is conducted by the borough office. Second review requests are covered by the application filing fee and do not require additional fees.

To request a second plan examination review, submit a completed [A11 form](#) and all supporting documentation in one flattened PDF formatted file to the appropriate email address listed below:

BOROUGH	EMAIL ADDRESS
Bronx	<a href="mailto:BXObjectionReview@buildings.nyc.gov">BXObjectionReview@buildings.nyc.gov</a>
Brooklyn	<a href="mailto:BKObjectionReview@buildings.nyc.gov">BKObjectionReview@buildings.nyc.gov</a>
Manhattan	<a href="mailto:MNObjectionReview@buildings.nyc.gov">MNObjectionReview@buildings.nyc.gov</a>
Queens	<a href="mailto:QNObjectionReview@buildings.nyc.gov">QNObjectionReview@buildings.nyc.gov</a>
Staten Island	<a href="mailto:SIObjectionReview@buildings.nyc.gov">SIObjectionReview@buildings.nyc.gov</a>
NYC Development Hub	<a href="mailto:DeHubObjectionReview@buildings.nyc.gov">DeHubObjectionReview@buildings.nyc.gov</a>
Hub Full Service	<a href="mailto:HubFSObjectionReview@buildings.nyc.gov">HubFSObjectionReview@buildings.nyc.gov</a>
DOB NOW Jobs	<a href="mailto:DNOWObjectionReview@buildings.nyc.gov">DNOWObjectionReview@buildings.nyc.gov</a>

*NOTE: Requests for review of objections will only be accepted at the email addresses listed.*

The appropriate borough office will review all requests for second review of plan examination objection(s). Requests will either be resolved, rejected, or the applicant will have to meet with the Department for further review. To review with an applicant, the borough office will schedule an appointment. The **applicant must be present** at the meeting to review the objection, and present all relevant information, including **disapproved plans**. DOB NOW jobs will not require a scheduled appointment because the disapproved plans are available for electronic review in the DOB NOW portal.

When a borough office rejects a second review request of a plan examination objection, the applicant may revise the plans or submit a determination request to appeal the affirmation of an objection.

### Requesting a Determination

- To request a Zoning Determination, file a [Zoning Resolution Determination Form \(ZRD1\)](#) to the appropriate email address listed in the [instructions](#).
- To request a Construction Code Determination, submit a [Construction Code Determination Form \(CCD1\)](#) to the appropriate email address listed in the [instructions](#).

*NOTE: These are different email addresses than those listed above for second plan examination review*

### Determination Submission Guidelines

- Include the rejected second review A11 form.
- Include a copy of the invoice from the Borough Office where the fee was paid, except properties that are exempt from fees per §28-112.1 and 1RCNY 101-03.
- Forms must be signed and sealed by a professional.
- Determination requests are limited to one per form.
- Requests **must** cite all related code or zoning sections.
- Attachments (drawings or other documents) must be formatted on 11" x 17" paper or smaller.

For more information, please refer to the [Determination Requests & Fees FAQs](#).