

SERVICE NOTICE

Occupancy Submissions Update

Schedule of Occupancy and Certificate of Occupancy requests submitted in **DOB NOW: *Build*** by March 24, 2021 will receive a first-time review on or before March 31, 2021. In addition, a 90-day extension has been granted for Temporary Certificates of Occupancy (TCO) if steps have been taken to renew the TCO in DOB NOW prior to the expiration date of the TCO.

Schedule of Occupancy and Certificate of Occupancy Requests

Department of Buildings staff are working to address the high volume of occupancy submissions that have been received since the expansion of DOB NOW on March 1, 2021. Occupancy submissions submitted in DOB NOW by March 24 will receive a first-time review on or before March 31, 2021. The volume of daily submissions after March 24 are being assessed and the service level will be determined based on the volume.

90-day Extension for Temporary Certificate of Occupancy

Owners and stakeholders who have taken steps to renew a Temporary Certificate of Occupancy in DOB NOW: *Build* prior to the expiration date of the TCO are receiving an email from a Department of Buildings Borough Commissioner granting a 90-day extension of the Temporary Certificate of Occupancy, subject to all conditions for which the TCO was granted. Once the Schedule of Occupancy request submitted in DOB NOW: *Build* is approved, a Certificate of Occupancy request (of any type) must also be submitted and then approved before there can be any subsequent renewal. Renewal fees will be applied based on the expiration date of the TCO prior to the extension.

See the [February 2021 Service Notice](#) for more information about the expansion of DOB NOW.