

UPCOMING CHANGE

PILOT: PER11 Submission by Email

In an effort to improve efficiency and to decrease time spent waiting in line, the Department is launching a pilot for an alternative paperless process. PER11 form requests can now be accepted in person at the Borough Office, by fax, or by email.

Effective April 18, 2016, customers may email their request for an appointment to the following borough emails:

- Manhattan: ManhattanPER11Appointments@buildings.nyc.gov
- Bronx: BronxPER11Appointments@buildings.nyc.gov
- Brooklyn: BrooklynPER11Appointments@buildings.nyc.gov
- Queens: QueensPER11Appointments@buildings.nyc.gov
- Staten Island: StatenIslandPER11Appointments@buildings.nyc.gov

Applicants must comply with the following guidelines

1. A separate form must be submitted for each appointment request.
2. Duplicate submissions will not be accepted. Duplicate requests (email, fax or in-person) may cause delays in processing requests.
3. Email subject line and PDF file must be properly named with the same details:
 - **Subject Line and PDF File: Address_Job Number**
 - For example, i.e.: the job number is 123456789, and the address is 1 Arthur Avenue, the subject line should read **1 Arthur Avenue_123456789**
 - If no job number is available subject line should read **1 Arthur Avenue_N/A**
4. Once your request has been processed you will receive an email response with your appointment date and time.

Post Until: December 31, 2016

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

nyc.gov/buildings