

SERVICE UPDATE

PER11 Manual Appointment Request Forms Accepted by Email Only

Effective August 15, 2016, all PER11 (Manual Appointment Request forms) will be accepted by email only. Fax and drop-off submissions will no longer be accepted at any borough office.

To request a Plan Examination appointment, applicants **must** submit a Manual Appointment Request form (PER11) by email to:

- Manhattan.....ManhPER11PlanExam@buildings.nyc.gov
- Bronx.....BronxPER11PlanExam@buildings.nyc.gov
- Brooklyn.....BrooklynPER11PlanExam@buildings.nyc.gov
- Queens.....QueensPER11PlanExam@buildings.nyc.gov
- Staten Island.....StatenIslandPER11PlanExam@buildings.nyc.gov

To request an appointment with the Borough Commissioner, Deputy Borough Commissioner, Chief Plan Examiner or Project Advocate applicants **must** submit a PER11 by email to:

- 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

All PER11 requests must comply with the following guidelines:

1. A separate form **must** be submitted for each appointment request.
2. Indicate the reason for your request by checking off the appropriate item in Sections 1 to 4, or explain the reason for your request in Section 5 under 'Comments.'
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: 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, the subject line should read '1 Arthur Avenue_N/A'

NOTE: If these conditions are not met, the PER 11 will not be processed.

4. Once your request has been processed you will receive an email response with your appointment date and time. Every effort will be made to process requests within 48 hours.

Post Until: December 31, 2016