

## SERVICE UPDATE

### **Application Intake Pilot Program: Simplified Pre-Filing + Processing**

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Beginning October 24, the Manhattan and Staten Island borough offices will be combining Pre-Filing and Applications Processing into one step. Under this pilot program, you may submit applications from eFiling by using the new Application Intake windows – or by scheduling an appointment with our staff.

#### **Walk-in Submissions**

You may submit up to four applications by taking a Q-matic R Ticket from the Plan Examination Customer Service Counter.

Application Intake representatives will only accept eFiling applications, and they'll complete your submission from Pre-Filing through Applications Processing.

#### **Scheduled Appointments**

Customers submitting five or more applications must schedule an appointment. Beginning October 17, you may call (212) 227 – 4416 to request an appointment at least one business day in advance. When calling, be prepared to provide the number of applications to be submitted. Arrive 10 minutes before the set appointment and collect the Job folders from the Application Submission Coordinator.

*This program is only available to applications that have been submitted through eFiling. Data entry for manual applications will be completed within five business days after fees are paid.*