

## SERVICE UPDATE

### Refunds for Permit Fees for One, Two, or Three Family New Buildings and Alteration Applications

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Effective January 17, 2017, in accordance with Local Law 56 of 2016, the Department will make several fee changes that affect one, two, or three family dwellings and as a result Applicants/Owners may be eligible for refunds.

#### Refund Terms and Conditions

- One, two or three family New Buildings and Alteration Applications filed between June 9, 2016 and January 16, 2017 may be eligible for refunds.
- The Department will mail letters to all parties associated with applications affected by the new legislation. The letter will contain refund requirements (listed below) and will instruct applicants on how to obtain refunds.

#### Refund Requirements

The required documents listed below **must** be submitted to [dobrefunds@buildings.nyc.gov](mailto:dobrefunds@buildings.nyc.gov) by the **original payer**:

1. Completed [RF1 Refund Request Application](#)
2. Proof of payment based on the payment method:
  - Check – copy of the cancelled check (front and back)
  - Money Order – copy of the money order
  - Credit Card – copy of the signed credit card receipt
  - Cash – copy of the BIS receipt
  - Online payment – copy of the electronic filing payment confirmation receipt
3. Copy of the notification letter received from the Department

*NOTE: Do not submit any refund requests related to Local Law 56 of 2016 to the borough offices. To prevent delays in processing refund requests, original payer **must** submit all refund requests to [dobrefunds@buildings.nyc.gov](mailto:dobrefunds@buildings.nyc.gov). FAQs related to Local Law 56 of 2016 are available.*

Email all inquiries to [cashreceipts@buildings.nyc.gov](mailto:cashreceipts@buildings.nyc.gov) or call (212) 393-2253.

**Reference:** NYC Building Code §28-112, Local Law 56 of 2016, and additional legislation are available on the Department's website. Find Local Laws use the following link:  
<http://www1.nyc.gov/site/buildings/codes/local-laws.page>.

**POST UNTIL: December 31, 2017**