FREQUENTLY ASKED QUESTIONS

New Building Related (In-Conjunction) Filings

Q. What is a related or in-conjunction filing?
A. A related or in conjunction filing is associated with a new building (NB) project. If filed prior to the issuance of a Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO), the filing is assessed a minimum fee.

The issuance of a TCO or CO for a new building is contingent on substantial completion of the related/in-conjunction work. Drawings for the work must be part of the scope of work and filed referencing the NB job number to qualify for the minimum fee.

Q. Which applications are accepted as in-conjunction filings with a minimum fee to file?
A. The following applications are accepted as in-conjunction filings and have a minimum filing fee:
   - Referenced application number on the new is a NB
   - Subsequent filings with new job numbers with the scope of work covered by the NB application
   - New Alt-2 or Alt-3 job type filings
   - TCO or CO has not been issued for the NB filing
   - A deferred submittal, per section AC 28-104.2.6

Q. Which application is NOT accepted as an in-conjunction filing?
A. The following alterations are not in-conjunction filings, and must pay fees based on construction cost:
   - Alterations submitted after the Department has issued a TCO or CO on the building
   - Applications submitted on behalf of a different Owner/Lease Holder
   - Alt-1 new filings
   - Applications for commercial awnings
   - Work not included within the envelope or total floor area of the NB, i.e. parking, canopies, plazas, swimming pools, cabanas, and gazebos

Q. Can tenant build/fit-outs be filed as in-conjunction filings?
A. Once a TCO/CO is issued after completion of base building work, a tenant build/fit-outs will not be accepted as an in-conjunction filing. Examples of tenant work scenarios include:
   - **Commercial High-Rises**: The base building work usually includes the core, shell, lobby finishes, public hallways, sidewalks, elevators, tenant/public restrooms and other common facilities. Tenant build/fit-outs work will not be considered part of the NB work permit.
   - **Residential High-Rises**: The base building would include all of the above, plus the residential units themselves. This would not include any furnishing of units after a TCO or CO has been issued for the base building.