

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.