

UPCOMING CHANGE

Site Safety Plan (SSP) Submission/Façade Alteration: New Filing Option for Professional Applicants

Professional applicants now have the *option* to file a Site Safety Plan (SSP) for typical façade alterations (restorations) as a professionally certified Alteration Type 3 (A3). Non-professional applicants will continue to submit filings to the BEST Squad for review.

Notable items:

1. The professionally certified A3 must be filed by a registered design professional, architect or engineer.
2. Any of the existing filing protocols (eFiling, Hub Self-Service, etc.) may be used.
3. Professionally certified A3 filings will **not** be subject to review by BEST Squad.
4. All standard fees applicable to an A3 filing will apply.
5. Plan content and format shall be in accordance with all applicable sections of Title 28 of the Administrative Code, Chapter 33 of the New York City Building Code, and with the related rules and regulations of the Department of Buildings.
6. Random audits of SSP A3 applications will review content.
7. Questions related to the content of SSPs or about this notice are to be directed to the Chief Plan Examiner of the BEST Squad.
8. [Frequently Asked Questions](#)

References: 28-104.2.1; 28-105.12.8; 28-110.1; 3310.3; OPPN 01/2004; Hub Self-Service Industry Filing Guide; eFiling User Guide.