

# SERVICE NOTICE

## Site Safety Plan Submission Prior to Job Approval

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Applicants can submit site safety plans for General Construction (GC) and Foundation (FO) DOB NOW jobs by email to the Department of Buildings Construction Safety Compliance (CSC) Plan Examination Unit before the job is approved, until further notice.

### How to submit the site safety plan:

- Email the site safety plan to [cscplanexam@buildings.nyc.gov](mailto:cscplanexam@buildings.nyc.gov).
- Include the address and DOB NOW job number in the subject line of the email.

The CSC Plan Examination Unit will provide approved plans by email. The applicant then must make a Site Safety request in DOB NOW: *Build* for the associated job number and upload the approved plans to the request. A permit cannot be created unless the Site Safety Plans are submitted and approved in DOB NOW as part of the job filing.

The above email process is temporary. DOB will issue a Service Notice with process updates.