

## SERVICE UPDATE

### Site Safety Managers + Site Safety Coordinators: Notification of Withdrawal or Temporary Substitution

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The Department of Buildings has created a new email address to provide notification for withdrawals or temporary substitutions of a site safety manager (SSM) or site safety coordinator (SSC). This new address is [BNotification@buildings.nyc.gov](mailto:BNotification@buildings.nyc.gov).

No work requiring an on-site, licensed SSM or SSC shall be performed without an SSM or SSC on site.

#### Circumstances Requiring Notification

The permit holder **and** the SSM or SSC designated on the permit must inform the Department via email at [BNotification@buildings.nyc.gov](mailto:BNotification@buildings.nyc.gov) that:

1. The SSM or SSC has withdrawn or has otherwise been removed from the project; or
2. The SSM or SSC will be temporarily absent from the site for more than two weeks.

The email's subject line must include the filing address and application number.

#### Absences Longer Than Two Weeks

When the permit-designated SSM or SSC will be temporarily absent for longer than two weeks:

- The permit holder's email must indicate the name and license number of the alternate SSM or SSC and the anticipated return date; and
- The SSM or SSC's email must indicate the anticipated return date.

If the anticipated return date is changed, the permit holder **and** the SSM or SSC must send a subsequent email notification – with the new return date – no later than the start of the business day of the previously anticipated return.

#### Notifications of Permanent Removal of SSM or SSC

When the permit-designated SSM or SSC withdraws or is removed from a project, the permit holder must:

1. Notify the appropriate borough commissioner's office, via letter; and
2. Promptly file a revised PW-2 designating the new SSM or SSC.