

Purpose of Form

ZRD1 'Zoning Resolution Determination Form' and CCD1 'Construction Code Determination Form' are used to document official Determination Requests for Department review. Department officials will review the request form and issue an appropriate determination. Zoning Resolution determinations may only be requested on the ZRD1 form. All other issues requiring determinations must be requested on the CCD1 form. Submit the form to the appropriate borough and/or unit. The latest objection sheet must be submitted with all Determination Requests. A copy of the Determination Request must be brought to any scheduled appointment.

NOTE: Handwritten forms will not be accepted.

The ZRD1 and CCD1 forms should **only** be used for:

1. An objection raised by a plan examiner; or
2. A possible future objection (Predetermination) for an application not yet filed.

To request a determination or a predetermination, submit a completed form and all supporting documentation in one flattened PDF format, to the appropriate email address below. Determination Requests will only be accepted at the below email addresses.

BOROUGH	EMAIL ADDRESS
NYC Development Hub	DevHubDeterminations@buildings.nyc.gov
Hub Full Service	HubFSDeterminations@buildings.nyc.gov
Bronx	BXDeterminations@buildings.nyc.gov
Brooklyn	BKDeterminations@buildings.nyc.gov
Manhattan	MNDeterminations@buildings.nyc.gov
Queens	QNDeterminations@buildings.nyc.gov
Staten Island	SIDeterminations@buildings.nyc.gov
Construction Safety	ccd1const-safety@buildings.nyc.gov
Elevator Unit	elevdeterminations@buildings.nyc.gov

For Technical Affairs: Email completed form and any supporting documentation in one flattened PDF format to TADeterminations@buildings.nyc.gov.

NOTE: For a Determination Request for Technical Affairs, the applicant must fill out a new form and attach a previous denial from the Borough Commissioner's office.

1 Location Information

This section collects essential job location information and is required on all applications.

2 Applicant Information

This section collects all essential applicant information and is required on all Applications. If this is a Determination Request for an objection raised by a Plan Examiner, the Applicant must be the Professional P.E. or R.A. who filed the Job Application. If a Job Application has not been filed and there is no applicant, leave this section blank and proceed to Section 3. For elevator determinations, the applicant may be a Director/Co-Director of an approved private elevator inspection agency.

3 Attendee Information

This section collects all essential attendee information and is required only if: (a) the attendee is different from the applicant, or (b) if a Job Application has not been filed and there is no applicant. If a Filing Representative, must be Class 2 Filing Representative.

For Professional Engineers, Registered Architects, Registered Landscape Architects and Attorneys: enter your New York State license number or attorney registration number. Attorneys can only file a Predetermination but may attend meetings to discuss either a Predetermination or a Determination.

4 Nature of Request

*NOTE: Only **one** determination request may be submitted on each form.*

- Indicate if request is for a Determination or a Predetermination.
- Indicate the entity that this Determination Request is being issued to.
- Indicate whether this Determination Request is in relation to a 1-3 family dwelling (either proposed or existing), an HPD Affordable Housing project or is fee exempt per section 28-112.1 of the Administrative Code.

Nature of Request *(continued)*

- If there is a filed Job Application associated with this request, enter the job number, document number and objection number of the Job Application. If applicable, indicate the name of the Department examiner associated with the Job Application.
- If this request has previously been denied by Department official(s), make sure to attach the rejected request(s). Include any documents that may facilitate the review of the determination request. All documents must be no larger than 11" x 17" in size. The completed form and all supporting documentation must be submitted in one flattened PDF, and attached to the email request.
- Enter a short description of the Technical Topic for this request in five (5) words or less.
- Enter All Control #(s) for related CCD1/ZRD1 requests.
- Enter the following information if it is relevant for your Request:
 - Zoning District(s), Zoning Overlay(s), Special District(s)
 - ZR Section - (xx-xxx format)
 - Code Section - (For 1968 Code, in '27 - ###' format, For 2008/2014 Code, in "BC/MC/PC/FGC - xxx" format, For Admin Code - in 'AC 28 - xxx' format)
 - Rule Number - (1RCNY xxxx-xxxx format)
 - BBs (Building Bulletins) - (BB Year-xx format)
 - MDL (Multiple Dwelling Law) - (MDL-xx format)
 - TPPN, Memo
 - OtherIf Construction Code related, indicate the year.
- Indicate which Department official(s) you have discussed this issue with prior to this request.

5 Description of Request

Indicate and explain the reason for the Determination Request. List all documentation submitted with this form - for example, any relevant sketches, forms, and letters. If this request is to appeal an objection issued by an examiner, type in the exact objection text from the examiner's objection sheet and include a copy of the objection sheet in the submitted PDF.

If additional space is needed, use Section 7 of the form.

7 Description of Request

Use this section if additional space is required.

6/8 Statements and Signature

A signature and seal or a P.E. or R.A. are required in order to ensure that the requestor attests to the information provided. Read the statement before signing and sealing. The name in this section must match either the Applicant name in Section 2 or the Attendee name in Section 3. If this form is not signed and sealed, it will not be accepted.

Exception: Attorneys may sign a predetermination request, and no seal is required but 'Esquire' or 'Esq.' **must** be included after their name.

Review the submission package for completeness before submitting. If the document is incomplete or missing pages, it will be rejected by the Department.

The following are not ZRD1 or CCD1 issues and should not be submitted on the ZRD1 or CCD1 forms

Use the PER11 form, A11 form and/or your company's letterhead to raise or appeal any other non-ZRD1 or CCD1 operational issue. These issues may include but are not limited to the following examples:

- Complaints
- Required Item Waivers
- Plan Examiner Reassignment Requests
- Lift HOLD Requests or Explanations of Job HOLD
- Temporary Certificate of Occupancy Requests
- Inspection Objections
- Permit Reinstatement Requests
- Administrative Appeals: civil penalty waivers, violations issued in error, etc.
- Clarifications of other City Agency Requirements (e.g. LPC, DEP, DOT)