

Accessibility Waiver Request Submission Requirements:

REQUIRED ITEMS:

- I. Signed and sealed cover letter prepared by the Architect / Engineer of Record which must include the following:
 - Written explanation / reason for the waiver request, and
 - Findings for Basis of Waiver as per Building Code sect. 1101.3.5 (1 through 5), and
 - Scope of work, and
 - Estimated cost of construction for the entire project, and
 - Define any changes in occupancy, including main use / dominant occupancy change, and
 - If the waiver request involves exterior work, you must include relevant site information including property lines, sidewalk dimensions, yards, site survey, etc., and
 - List of enclosures
- II. One (1) hard copy full set of NYC Department of Buildings drawings; signed and sealed.
- III. One (1) copy of the filed Department of Buildings PWI form.
- IV. One (1) original PEO-1 form; signed and sealed by Architect / Engineer of Record.
- V. Complete copy of the Department of Buildings objection sheet(s).

VI. If you are resubmitting a Waiver application, provide a copy of the previous PEO-1 form with MOPD's recommendation. Also note that it is a resubmission in your cover letter.

OPTIONAL ITEMS, UNLESS OTHERWISE REQUESTED BY MOPD:

I. Construction drawings on CD / flash drive. Please note, this is in addition to the NYC Department of Buildings hard copy drawings.

II. Relevant photographs.

Forward the package to:

The Mayor's Office for People with Disabilities
100 Gold Street, 2nd Floor
New York, New York 10038

ATTN: WAIVER REQUEST

PLEASE NOTE THE FOLLOWING:

- **Accessibility Waiver Requests will only be reviewed when a formal application has been filed with the NYC Department of Buildings and a Job / Application number is provided.**
- **B-Scan stickers must be affixed to the PEO-1 and all drawings.**

- **There are no "drop-offs", email or fax submissions permitted.**
- **If any of the above Required Items are not provided, the application will be deemed incomplete and will not be reviewed.**