

SERVICE NOTICE

COVID-19 Response: Certificates of Correction and Temporary Certificate of Occupancy Renewal Payments

As part of the citywide response to the Coronavirus, Department of Buildings (DOB) customers are being urged to immediately limit the amount of walk-in traffic to DOB offices. Effective Tuesday, April 7, 2020, Certificate of Correction documents and Temporary Certificate of Occupancy (TCO) payments must be submitted online.

Certificates of Correction

The paper Certificate of Correction affidavit and statement forms (AEU2, AEU3321 and AEU20) can no longer be sent or delivered in person to the Administrative Enforcement Unit. To submit a Certificate of Correction request, use an eFiling account to log into DOB NOW at www.nyc.gov/dobnow and select the BIS portal. If you need to create an eFiling account, visit www.nyc.gov/DOBNOWtips.

From the DOB NOW BIS portal, select **+Certificate of Correction Review Request** and enter the required fields including the Summons number. Select Save and then in the Documents section, upload completed applicable **AEU2**, **AEU3321** or **AEU20** forms and any other required documents. After completing the Statements & Signature section, select Submit. The request will not be reviewed by the Administrative Enforcement Unit until the Submit button is selected and confirmation is given for it to be submitted.

An email notification will be sent to the applicant with the status of the review. If the request is disapproved, a new request needs to be submitted.

For forms and additional information about resolving an OATH Summons/Violation visit www.nyc.gov/aeu or contact aeucustomerservice@buildings.nyc.gov for further assistance.

Temporary Certificate of Occupancy (TCO) Payments

To pay a Temporary Certificate of Occupancy (TCO) renewal fee, log into eFiling at www.nyc.gov/DOBeFiling and select Express Cashier Payments and Temporary Certificate of Occupancy Fees. Payment can be made by eCheck or credit card, which includes a 2% service charge. In-person payments will no longer be accepted.

If you need to create an eFiling account, visit www.nyc.gov/DOBNOWtips. See the [COVID-19 Response: Application Processing Update](#) Service Notice for additional information.

Upcoming Service Changes

- Additional Payments
- License Renewals

Alternate methods are being developed to provide online options for the above transactions. Additional Service Notices will be posted when these methods are available.

POST UNTIL: June 30, 2020