

SERVICE NOTICE

COVID-19 Response: Essential Construction Requests for Electrical and Limited Alteration Applications (LAA), Records Management Fee Payments and Reinstatement of BIS Jobs

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 Friday, April 3, 2020, an Essential Construction questionnaire is required for new Electrical and Limited Alteration Applications (LAA). Records Management Fee payments and Reinstatement requests for BIS jobs must be submitted online.

Essential Construction Requests for Electrical and Limited Alteration Applications (LAA)

Beginning Friday, April 3, 2020, new applications for electrical or LAA permits will require completion of an essential construction questionnaire to perform emergency or solitary work at sites in accordance with Empire State Development guidance on NYS Executive Order 202.6 and the [DOB Guidance Document on Enforcement of Essential vs. Nonessential Construction](#). On the application in [DOB NOW: Build](#), complete the **Essential Construction** tab, located under the Scope of Work tab. This tab has also been added to all jobs that are in pre-filing status. The questionnaire must be completed in order for the application to be submitted.

Electrical and LAA jobs cannot be submitted in the Essential Construction portal at www.nyc.gov/dobnow. Permits already in effect, are required to remain active until the end of the term for which they were issued and must be renewed for as long as work remains suspended. There are no changes to the permit renewal process and all applicable fees apply. See the [COVID-19 Response: Suspension of all work on non-essential construction and demolition sites Service Notice](#) for more information.

Records Management Fee Payments

To pay a Records Management Fee for a BIS job, log into eFiling at www.nyc.gov/DOBeFiling and select Express Cashier Payments and Records Management Fee. 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.

Reinstatements Requests for BIS Jobs

Requests for reinstatement of BIS jobs must be emailed to the below email address for the borough in which the property is located. Requests will no longer be accepted in-person.

- BrooklynPER11PlanExam@buildings.nyc.gov
- BronxPER11PlanExam@buildings.nyc.gov
- ManhattanPER11PlanExam@buildings.nyc.gov
- QueensPER11PlanExam@buildings.nyc.gov
- StatenIslandPER11PlanExam@buildings.nyc.gov

Upcoming Service Changes

- Additional Payments
- Certificates of Correction
- License Renewals
- Weekly Safety Inspection Reports

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