

For appointments with a **plan examiner**, submit requests to the appropriate borough email address below (include the property address, job number and job type in the email subject line):

BRONX
BronxPER11PlanExam@buildings.nyc.gov
MANHATTAN
ManhPER11PlanExam@buildings.nyc.gov
STATEN ISLAND
StatenIslandPER11PlanExam@buildings.nyc.gov

BROOKLYN
BrooklynPER11PlanExam@buildings.nyc.gov
QUEENS
QueensPER11PlanExam@buildings.nyc.gov

1 ATTENDEE *(Required for all applications)*

<input type="checkbox"/> Applicant of Record	<input type="checkbox"/> Filing Representative (Class 2)
Name	DOB ID#
Business Phone	Cell Phone
Email	Number of Attendees

2 PROPERTY DETAILS *(Required for all applications)*

Address		
Job Number	Document Number	Job Type
Applicant	<input type="checkbox"/> P.E. <input type="checkbox"/> R.A.	License #
Plan Examiner		

3 APPOINTMENT REQUEST

<input type="checkbox"/> Reassignment	<input type="checkbox"/> Pro-Cert Zoning Review	<input type="checkbox"/> Fee Exempt Job)
<input type="checkbox"/> Reinstatement	<input type="checkbox"/> Special Audit <i>(attach Objection Sheet)</i>	<input type="checkbox"/> Special Inspection Reports
<input type="checkbox"/> Withdrawal	<input type="checkbox"/> TCU Audit <i>(attach Objection Sheet)</i>	<input type="checkbox"/> Self-Certification of Objections <i>(attach Objection Sheet)</i>
<input type="checkbox"/> PW3 Changes/Fee Adjustment <i>(attach L2 form when required)</i>		
<input type="checkbox"/> Other _____		

4 COMMENTS/REASON FOR MEETING *(Provide detailed explanation for all appointment requests identified above)*

For appointments with a **Borough Commissioner's Office**, submit requests to the appropriate borough email address below (include the property address, job number and job type in the email subject line):

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INTERNAL USE ONLY

APPOINTMENT APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	COMMENTS:
APPOINTMENT DATE: _____ TIME: _____	
REASSIGNED TO: _____	
CONFIRMATION #: _____	
REINSTATEMENT FEE: _____	