

Purpose of Form

This form shall be submitted in order to initiate a review of supporting documentation for consideration of a refund for money previously received by the Department of Buildings .

NOTE: Handwritten forms will not be accepted.

1 Applicant Information

Enter the following:

- MM/DD/YY
- Full name
- Phone number
- E-mail address

2 Account Information

Enter the following:

- TRANSACTION DATE
- Invoice # - Online Trans ID # - Order #
- Application number if applicable
- Borough, block and lot

| BOROUGH | EMAIL ADDRESS |
|-----------------------------------------------------|--------------------------------------|
| Bronx | BXrefunds@buildings.nyc.gov |
| Brooklyn | BKLYNrefunds@buildings.nyc.gov |
| Manhattan | MANHNrefunds@buildings.nyc.gov |
| Queens | QNSrefunds@buildings.nyc.gov |
| Staten Island | SIrefunds@buildings.nyc.gov |
| UNIT | EMAIL ADDRESS |
| Administrative Enforcement Unit (AEU) | AEUrefunds@buildings.nyc.gov |
| Boiler Unit | boilrefunds@buildings.nyc.gov |
| Cranes & Derricks Unit | cdrefunds@buildings.nyc.gov |
| Development HUB | nycdevelopmenthub@buildings.nyc.gov |
| Electrical Unit | ERefunds@buildings.nyc.gov |
| Elevator Unit | elevdeterminations@buildings.nyc.gov |
| Façade Unit | lIrefunds@buildings.nyc.gov |
| FOIL | foilsrefunds@buildings.nyc.gov |
| HUB (Full Service) | hubfullservice@buildings.nyc.gov |
| HUB (Self Service) | hubselfservice@buildings.nyc.gov |
| Limited Alteration Application (LAA) | laarefunds@buildings.nyc.gov |
| Licensing | licrefunds@buildings.nyc.gov |
| Loft Board | loftbrefunds@buildings.nyc.gov |
| Office of Technical Certification & Research (OTCR) | otcrrefunds@buildings.nyc.gov |
| Unsafe Buildings | unsaferefunds@buildings.nyc.gov |

3 Reason for Refund

State a brief reason for the refund request attach any additional documentation:

- Fee Exempt (FE)
- ECB Dismissal (ECB)
- Overpayment (OP)
- Bona fide Purchaser/New Owner (BFP)
- Duplicate payment (DUP)
- Application Withdrawal (AW)
- Duplicate Filing (DF)
- Other – please explain (*attach justification*)

4 Payment Information

Check the appropriate box :

- Credit Card
- Cash
- Check/Money Order
- E-check – Online payment
- Credit/Debit card – Online payment

Refund Calculation

- a) Enter Amount paid
- b) Enter the correct fee
- c) Refund amount is calculated

5 Refund Check Information

Refunds are issued to the maker of the original check **ONLY**:

- Check appropriate box
- Enter name
- Address
- Signature

FACTS

- The job/application status is a factor in determining the refund amount. See NYC Administrative Code Article §28-112.6.1.
- You may not be eligible for a refund if the job status is (I) SIGN OFF (LAA), (U) COMPLETED, or (X) SIGNED-OFF.
- The Job/application status is found on nyc.gov/buildings in the BIS job application details.

IMPORTANT

The refund request application **must** be accompanied with the following documents as attachments in the email:

- Copy of the front and back of the cancelled check, money order, or signed credit card receipt. For online payments the online receipts # is required.
- A copy of the Job overview
- Fee/Accounting overview
- A bona fide purchaser **must** submit a copy of the deed, a notarized affidavit or letter of no relationship, which substantiates the owner's claims. If the bona fide purchaser is other than an individual, the affidavit **must** be submitted on the entity's letterhead and signed by the Owner or an officer of the corporation. The affidavit or letter **must** include:
 - A. The name of the bona fide purchaser;
 - B. The location of the property
 - C. A statement that the property was not received as a gift; and
 - D. A statement that there is no interest or relationship with the prior Owner and the new Owner is not acting in any way for the benefit of the prior Owner
- Print out of the BIS receipt / If duplicate payment copies of both receipts
- Proof of exemption (if applicable)
- Copy of online receipt or copy of pertinent credit card statement
- Copy of ECB dismissed violation
- Refund request application