NYC Buildings

SERVICE UPDATE

Determination Review Requests: CCD1 and ZRD1 Forms Updated

CCD1 and ZRD1 forms have been updated to improve our review process. The updated forms require submittal of additional information so Determination Requests can be completed more quickly.

Beginning February 16, requests to review NYC Construction Codes (CCD1) and Zoning Resolution (ZRD1) Determinations will *ONLY* be accepted by email at the addresses listed below:

- **NYC Development Hub**...……………..…....DevHubDeterminations@buildings.nyc.gov
- **Hub Full Service**…………………………......HubFSDeterminations@buildings.nyc.gov
- **Bronx**……………………………….…...BXDeterminations@buildings.nyc.gov
- **Brooklyn**………………………….……..BKDeterminations@buildings.nyc.gov
- **Manhattan**...………………….….…....MNDeterminations@buildings.nyc.gov
- **Queens**……………………………….....QNDeterminations@buildings.nyc.gov
- **Staten Island**……………….………….SIDeterminations@buildings.nyc.gov
- **Construction Safety**………………............ccd1const-safety@buildings.nyc.gov
  (related to Chapter 33 of the NYC Building Code only)

NOTE: Determination requests denied for technical reasons by a borough office may be submitted to the Department's Technical Affairs Unit at TADeterminations@buildings.nyc.gov.

Applicants **must** follow these guidelines for all determinations
- Documents must be submitted in one flattened PDF format with layers disabled – each submittal must cover only one objection
- Maximum drawing size is 11" x 17"
- All documents submitted must be legible
- CCD1/ZRD1 must be signed and sealed by the Applicant or Attendee (as appropriate)
- Include objection sheet (if required)
- Duplicate submissions will **not** be accepted
- The email subject line and PDF file are properly named
  - Determinations: Job Number_Objection Number_Address.pdf
    i.e.: the job number is 123456789, the objection number is 1, and the address is 1 Arthur Avenue, the PDF should be named ***123456789_1_1 Arthur Ave.pdf***
  - Pre-Determinations (no job number or objection number exists): Pred_Address.pdf
    i.e.: the address is 1 Arthur Avenue, the PDF should be named: ***Pred_1 Arthur Ave.pdf***

The updated CCD1 and ZRD1 Determination forms and instructions can be found on the Department's website.

POST UNTIL: June 30, 2016

Bill de Blasio, Mayor
Rick D. Chandler, P.E., Commissioner   **nyc.gov/buildings**