



July XX, 2012

Robert D. LiMandri
Commissioner

Dear «Applicant_First_Name» «Applicant_Last_Name»:

Fred Mosher
Deputy Commissioner,
Building Development
fmosher@buildings.nyc.gov

In October 2011, the Department of Buildings created a new development center – *the NYC Development Hub* – where construction plans are being approved faster, easier – and without paper for the first time in our history. The state-of-the-art facility at 80 Centre Street in Lower Manhattan allows our plan examiners to receive digital construction plans and discuss objections with industry members in a virtual environment – without meeting in person. This new process has proven to significantly speed up the construction project approval process.

80 Centre Street
3rd Floor
New York, NY 10007
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These successes have required all the plan examiners assigned to the Development Hub be moved to conduct electronic examinations full-time at 80 Centre Street. Our records indicate that your building application #«Job_Number» is not yet signed off and is currently assigned to one of these plan examiners that will no longer be accepting paper-based Manhattan Borough appointments.

Starting August XX, 2012, should your application need further review (including post approval amendments), you will be offered the opportunity to continue submitting plans in a paper format or switch to electronic submission. If you select to continue paper submissions, your job will be transferred to a Manhattan Borough plan examiner dedicated to providing the level of service you received through the High Rise Program. If you select to switch to electronic filing, you will continue with the examiner currently assigned to your project at the Development Hub.

To switch to electronic filing, please send an e-mail to nycdevelopmenthub@buildings.nyc.gov with your request. Include your job number, address and job type in your email. After we receive your request, you will be notified via e-mail with more specific instructions on how to e-Submit your plans. All plans for jobs that are already permitted will have plans already scanned. Any amendments will be submitted electronically through the Development Hub.

If you have any additional questions, please e-mail us at nycdevelopmenthub@buildings.nyc.gov.

Thank you,

Fred Mosher

