



CITY OF NEW YORK
BOARD OF STANDARDS AND APPEALS
 40 Rector Street, 9th Floor
 New York, New York 10006-1705
 Phone: (212) 788-8500 Fax: (212) 788-8769
 www.nyc.gov/bsa

Check List for BZY Applications

	Items		
	BZY Application Form	■	
1.	Statement of Facts	■	
2.	Statement of Findings	■	
3.	Affidavit of Ownership	■	
4.	Permit Information <i>Includes but not limited to building permits and renewals, DOB Objection, stop-work orders, BIS printout of permit history, BIS listing of violations</i>	■	
5.	Construction Information <i>Includes but not limited to construction table, chronology, construction logs, concrete pour tickets, site surveys, invoices, affidavits, color-coded plan</i>	■	
6.	Financial Information <i>Includes but not limited to expenditure table, construction cost schedule, contracts, invoices/payment receipts, cancelled checks, affidavits</i>	■	
7.	Zoning Map	■	
8.	City Planning Commission Report	■	
9.	Department of Buildings Plans	■	
10.	Photographs	■	

 Applicant Signature

 Board Front Desk Signature