



CITY OF NEW YORK
BOARD OF STANDARDS AND APPEALS
40 Rector Street, 9th Floor
New York, New York 10006-1705
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www.nyc.gov/bsa

INSTRUCTIONS FOR REQUESTS FOR LETTERS OF SUBSTANTIAL COMPLIANCE

The Board reviews requests for an approval by letter for minor changes to previously approved projects. If the Board deems the requested changes to be minor and in substantial compliance with the previous approval, the Board will issue an approval letter to the Department of Buildings. The following items must be submitted with all requests for a letter of substantial compliance:

- A letter outlining the previous approvals (including any prior letters of substantial compliance) and proposed changes;
- An owner's authorization;
- One copy of all prior Board resolutions, approved plans and, if applicable, previous letter(s) of substantial compliance;
- One original set of proposed plans with architect's seal and signature, and two copies of the proposed plans; and
- One set of proposed plans with the proposed changes highlighted on the plans.

If the original case file is needed to provide the approved plans and any supporting material, please request the case file from the Board's front desk (212-788-8500) prior to your submission of the letter request.

The fee for a letter of substantial compliance is \$930.00, which must be submitted with all application materials.

If you have any questions, please contact the Board's Executive Director at (212) 788-8805

July 11, 2011