



THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

Local Law 58 – 1987

Accessibility Waiver Request submission requirements

Waivers of Accessibility requests will only be reviewed when a formal application has been filed with the Department of Buildings and a Job / Application number is provided.

B-Scan stickers must be affixed to the PEO-1 and all drawings.

REQUIRED ITEMS:

I. Signed and Sealed cover letter prepared by the Architect / Engineer of Record containing the following information:

- Written explanation / reason for the waiver request
- Findings for Basis of Waiver as per Building Code sect. 27-292.6 (a through e)
- Scope of work
- Estimated cost of construction for the entire project
- Define any changes in occupancy
- List of enclosures

II. Two (2) hard copy full sets of Department of Buildings drawings, signed and sealed.

- A waiver involving exterior work must include relevant information including property lines, sidewalk dimensions, yards, etc.
- Any relevant information beyond the property lines of the site that support the request must be included, such as adjacent structures or open spaces.

III. Copy of the filed Department of Buildings PWI form.

IV. PEO-1 form, signed and sealed by Architect or Engineer of Record. Two (2) originals must be provided.

V. Complete copy of the Department of Buildings objection sheet(s).

VI. If you are resubmitting a Waiver application, provide a copy of the previous PEO-1 form with MOPD's recommendation. Also note that it is a resubmission in your cover letter.

OPTIONAL ITEMS, UNLESS OTHERWISE REQUESTED BY MOPD:

I. Construction drawings on CD / DVD.

II. Photographs.

Forward the package to:

The Mayor's Office for People with Disabilities
100 Gold Street, 2nd Floor
New York, New York 10038

ATTN: Nicholas A. Kaminski, Assoc. AIA