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NYC SCA BUILDING CODE COMPLIANCE (BCC) PLAN EXAMINATION Transmittal & Initial Appointment Request

No Appointment Necessary (Additional Information or Resubmission)

SCHOOL NAME: (One Form for Each School)	BUILDING ID:	SCHOOL CODE:
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SCHOOL ADDRESS:

LLW(s):	JOB DESCRIPTION:
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LEAD APPLICANT: (Name, Company)	EMAIL ADDRESS: *	CELL PHONE:
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FILING REPRESENTATIVE: (Name, Company)	EMAIL ADDRESS: *	CELL PHONE:
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A&E DESIGN PROJECT MANAGER (DPM):	EMAIL ADDRESS: *	CELL PHONE:
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PROJECT OFFICER:	EMAIL ADDRESS:	CELL PHONE:
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FORMS SUBMITTED: _____ _____ _____ _____ _____	DRAWINGS SUBMITTED: (Attach list if required) _____ _____ _____ _____ _____
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COMMENTS & RELATED APPLICATIONS:

Initial Plan Examination Appointment Guidelines:

Initial appointments will be scheduled between 2 to 4 weeks after submission for CIP projects and 4 to 6 weeks for line projects. Use the date box to suggest an appointment date or leave it blank to have one scheduled for you.

It is the responsibility of the applicant to change or cancel the appointment within three business days of the meeting at the latest by emailing PLANREVIEW@NYCSCA.ORG. If there are over 20 objections, consider requesting to extend the initial appointment.

INITIAL APPOINTMENT DATE:
TIME:

PLAN EXAMINER:	BCC JOB #:
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RECEIVED BY:	DATE:	TIME:
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* Required to attend initial appointment