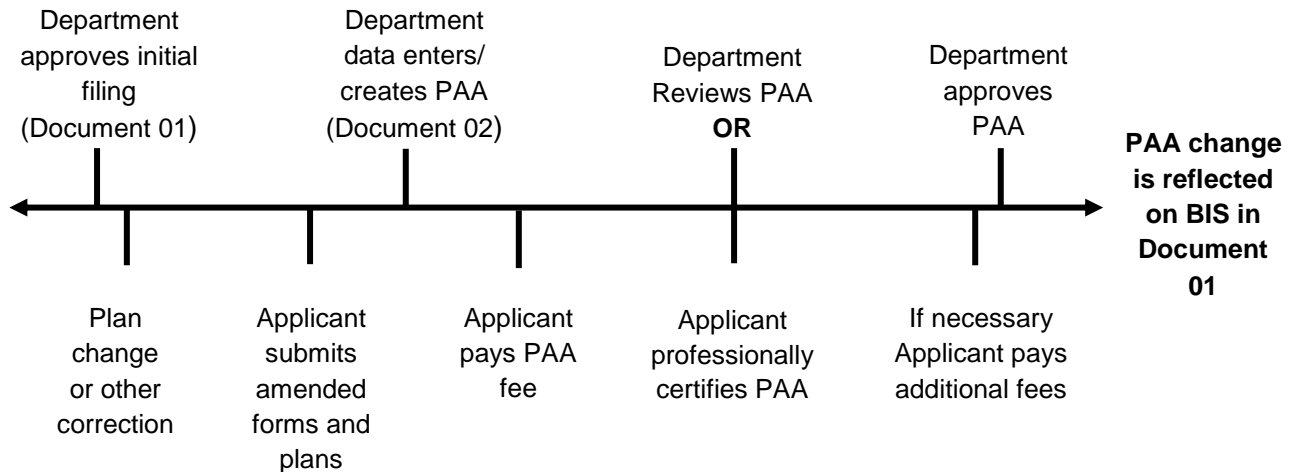**NYC Buildings**

Post-Approval Amendments

After the Department of Buildings approves your application and plans, changes are common as the job progresses. There may be a minor change in the work or you may discover you need to correct an error in your initial filing.

The Department requires applicants to maintain a current and accurate record of their jobs by filing Post-Approval Amendments (PAAs) for these changes. This fact sheet will help you file PAAs correctly to speed you through the amendment process and keep your construction project on schedule.

Post-Approval Amendment (PAA) Filing Process

Department approves initial filing (Document 01) — Plan change or other correction

Department data enters/creates PAA (Document 02) — Applicant submits amended forms and plans

Applicant pays PAA fee

Department Reviews PAA **OR** — Applicant professionally certifies PAA

Department approves PAA — If necessary Applicant pays additional fees

PAA change is reflected on BIS in Document 01

PAA Process: When Not to File a PAA

1. If you are changing the name of the filing representative, you must file a PW1 form and any other required documents but a PAA is not required. NOTE: You **MUST** file a PAA with revised stamped drawings if the applicant is changing.

2. If you are making a minor plan change that does not change any information on the PW1, you file an AI-1 (Additional Information) form instead of submitting a PAA.

PAA Process: Before Filing a PAA

For Schedule A changes, Schedule B changes and scope of work changes, you must file a PAA. Before you do, follow these simple steps to save time and effort:

1. Look in BISWeb for the initial document.
   - Verify the current information on the initial document.

2. Check for open PAAs in BISWeb.

- Use the Document Overview screen in BISWeb to check for PAAs that have been filed but have not been approved and therefore, are not yet reflected in the initial document.

- All related PAAs must be approved or withdrawn before you submit a new PAA. Related refers to PAAs affecting the same work-type on the same document.

3. Approve, withdraw or edit open related PAAs.

CHANGE IN DEPARTMENT POLICY

Once a PAA is filed to make a Schedule A or Schedule B change on a particular work-type on a particular document, no subsequent PAA to change the same work-type on the same document may be submitted until the first PAA is approved (or withdrawn).

However, changes can now be **consolidated into the open PAA.**

- *Approve open PAAs before opening new PAAs.*

- *Withdraw open PAAs:* To withdraw a PAA, first pay the $100.00 PAA fee at the Cashier counter. Complete the PW-1: select the 'Withdrawal' option in the *Changes* section and indicate reason for withdrawal in Section 24 Comments. Submit the PW-1.

- *Edit open PAAs:* No additional fee will be charged to edit open PAAs.

PAA Process: How to File a PAA

1. Complete the PW1

   TIP: *To optimize the new PAA edit feature for Schedule B changes, list all Schedule B work-types (PL, SD & SP) on your first Schedule B PAA even if you are not making a change to all work-types. This will enable you to make subsequent Schedule B edits without filing a new PAA.*

   - Select the Amendment option in the Changes section
     - Complete Sections 1, 2, 4, 6, 24 and 25 (always required), Section 26 only should be filled out if there are changes. Section 3 is optional and should be filled out only if there is a filing rep. Complete all additional sections, as applicable for your change(s).

       NOTE: ***ALL*** *changes should be highlighted.* If you are changing Section 11, be clear and specific about the change. This job description will overwrite the job description on the original PW1.

   - In Section 24 Comments, be specific in your description of the change. For example: Amend Schedule B to add a bathroom on floor 001

   TIP: *If you are filing a PAA to correct an Environmental Control Board (ECB) violation for work contrary to plans, include the ECB violation number in Section 24. For example: Per ECB # 34321359L, amending plans to show room addition.*

2. Complete the appropriate schedules **if the change affects information on all PW1's, Schedule A's and Schedule B's**.

3. Amend your plans **if the change affects the plans and A1 as required**.

   TIP: Help the Department find your changes.

   - On the Schedule A or Schedule B, use a highlighter pen to highlight all the changed information
   - Circle the information that has changed on your plans

4. Proofread the amended forms and plans. Check for typos. Errors in your PAA application can delay data entry and approval.

   TIP: Check the meter and riser counts, fixture counts and locations on the Schedule B, a common source of mistakes.

5. Submit your PAA application to the borough office.
   - Make a copy of the original. **Submit the original** to the Department.
   - We will date stamp the application. Make sure the original remains in the job folder

6. Check BISWeb to verify that the PAA has been data entered correctly.
   - Look in BISWeb for the PAA. Look for a status of **PAA Fee due** which indicates that the PAA has been data entered and is awaiting payment.

   NOTE: If the job is fee deferred/exempt, the PAA is also fee deferred/exempt and you should proceed to get it approved.

   TIP: Before approval the PAA document will ONLY reflect the items requested to be changed. Upon approval, the information on the PAA document will overwrite the original document.

   - Report errors to the DEAR Unit immediately.
     - If the error is due to the Department's error, we will correct it so that BIS matches the paperwork submitted by the applicant.
     - If the error is due to applicant error, the Department will require the applicant to submit new paperwork to correct the error. No additional fee will be charged providing the PAA in question is still open.

7. Pay the $100.00 PAA fee at the Cashier counter to obtain AP Entire status.

8. Request approval.
   - If the PAA involves an increase or decrease in the scope of work, you must see a fee estimator or plan examiner and pay any additional fees prior to approval.
     - Professionally certified jobs: Return to Applications Processing to obtain status of Approved. Check the original document to make sure that it has been overwritten with the amendment information. The PAA process is complete.

– Non-professionally certified jobs: Call the Department's Plan Exam appointment center through 311 to schedule a plan exam appointment. The PAA document must be in 'AP Entire' status in order to schedule a plan exam appointment. Exception: Fee deferred/exempt jobs will remain in PAA Fee Due status.

PAA Process: Meet the Plan Examiner for PAA Review

- Make sure the original document is in the job folder or virtual job folder (as applicable).
- If the PAA is disapproved, address the plan exam objections and make another appointment
- If the PAA is approved, look in BISWeb for a status of 'Approved'
- Check the original document to make sure that it has been overwritten with the amendment information. The PAA process is complete.

Please be aware

- You may edit a PAA for any change any time prior to approval (no additional fee will be charged). To edit a PAA amending other data (metes & bounds, description of work, etc.) you may have to withdraw and re-file the original PAA (a fee will be charged)

  For example, you submitted a PAA to amend the Schedule A on Document #1 (OT work-type). While that PAA is open, you may not submit another PAA amending the OT work-type on Document #1. You must withdraw or approve the Schedule A (OT) PAA.

- You must include an Occupancy Group on all PAAs affecting Schedule A

- Because you have the ability to edit/correct PAA's, you must ensure the accuracy of a PAA document before it is approved. The Department can no longer make corrections to a PAA after its approval. To correct an approved PAA, you will need to submit a new PAA and pay the $100.00 fee.