

HighRiseProgram Job Process(Plan Examination & Inspection)

The DOB HighRise Program was created to provide specialized assistance to Manhattan highrise projects. In September 2011, the HighRise Program was transferred to the NYC Development Hub along with the two plan examiners. This document details the proposed process for handling HighRise Program jobs moving forward.

PLAN EXAMINATION

Existing HighRise Program Jobs

All existing HighRise Program jobs that are “12-“ jobs will be given the choice to continue their filings electronically at the Development Hub or on paper at the Manhattan Borough Office.

All “10-“ and “11-“ jobs will be notified that they will stay with a Manhattan Borough examiner that will give priority to highrise program jobs.

1. Notification:
 - a. DOB will generate a list of all HighRise Program jobs that are not yet signed off
 - b. A letter will be sent to all applicants advising that if they have additional plans to submit for approval, they will follow one of the following processes:
 - i. “12-“ jobs have the option to continue in the borough with a Borough examiner (not DTI or SSA) or transfer to the Hub to remain with DTI or SSA
 1. Kanda will confirm all “12-“ HighRise jobs have been scanned before this letter is sent
 - ii. All “10-“ and “11-“ jobs will be notified they have to continue in the Borough with a designated Borough examiner (not DTI or SSA).
 1. Borough examiners will give priority to highrise jobs
2. Hub Flag
 - a. All HighRise Program jobs will be unflagged in BIS
 - b. If the applicant on a “12-“ jobs decides they want to transfer to the Hub, the job will be flagged at that time.
3. Post Approval Amendments
 - a. Post Approval Amendments for jobs starting in “10-“ or “11-“ (paper submissions) will be directed to the Boro (Development Hub does not accept paper submissions and prior plans are needed for review of PAAs)
 - b. Post Approval Amendments on “12-“ jobs (BSCAN) can be accepted at the Hub even if the original plans were approved prior to the Hub opening
 - i. These PAAs would be reviewed exclusively by Damian and Shauqat
4. Plan Examiners
 - a. Damian and Shauqat will work from the NYC Development Hub fulltime and will no longer return to the Manhattan Borough Office for plan review appointments.

Future HighRise Program Jobs

NYC Development Hub

Since the HighRise Program and plan examiners are now stationed at the NYC Development Hub, all future applications wishing to be part of the HighRise Program will be required to submit electronically at the Hub.

Any highrise projects that are not interested in filing electronically will be required to submit to the Manhattan Borough Office as a regular job.

INSPECTION

All jobs that were part of the HighRiseProgram will be folded into the new inspection Hub under the “Major Projects Initiative”.

1. Inspection Hub will set up an automatic BSMART I-BOT to notify them when any Plan Exam Hub jobs meeting the following criteria have been permitted (DG requested from Sandra on 7/12):
 - a. 10 stories or above
 - b. 100,000sqft or larger

These jobs will automatically go into the Major Projects Initiative

2. Any other smaller Hub jobs wishing to go into the Major Projects Initiative can be accepted by emailing Safemajorproject@buildins.nyc.gov