

New Records Management Fees

All jobs filed with the Buildings Department will be subject to new records management fees beginning May 10, 2010. The new fees replace microfilm fees (if applicable). The fee amounts are based on the property type.

Type of property	Fee Amount
1,2,3 family dwelling	\$45
All others	\$165

Note: If you have already paid the microfilm fee for your job, the new records management fee is not required. Applications processed by Friday, May 7, 2010 (AP Entire – D status) are also not subject to the new records management fee.

Fee Submission

Applicants must pay fees at the borough cashier window when obtaining permits, except for the following job types:

- Place of Assembly (PA)
- Alteration 2 Fire Alarm (FA)
- Alteration 3 Builders Pavement Plan (BPP)
- Subdivision Condominium (SC)
- Subdivision Improved (SI)

For these jobs, applicants must pay the fee prior to approval. A receipt will be issued upon payment.

A new required item "Records Management Fee Payment Receipt" will automatically apply to these jobs

- To satisfy, applicants must submit the receipt as proof of payment
- If professionally certifying, in the "Item Required Prior to Approval" section, Check "Yes" next to the "Other" field and type "Records Management Fee Receipt" on the line provided.

Questions?

Email: OperationsRedesign@buildings.nyc.gov