

PEO-1 Form Instructions

1. Filing Information

Provide the Department of Buildings Job / Application Number. Please note that Accessibility Waiver Requests will not be reviewed without a valid NYC DOB Job / Application number.

2. Location Information

- Borough, Block, Lot(s) - Provide the Borough, Block & Lot information for the site of the proposed work. Block & Lot refers to the tax block and lot.
- BIN - Provide the Building Identification Numbers to the specific building.
- C.B. No. - Provide the community board number applicable to the site of the proposed work.
- House No(s) and Street Name - Provide the House Number and the Street Name of the proposed work.
- Apt/Condo No(s). - (If Applicable) Provide the apartment / condo numbers where the work is being performed.
- Special Place Name - Provide the name which is commonly used to refer to the building (ie., Empire State Building). If a building has no address (ie., Gracie Mansion, Bronx Zoo), Special Place name is required.
- Floor Number(s) - Specify the floor or floors where the work will be done.

3. Applicant

- Provide the last name, first name, M.I. (middle initial), business name, business phone and address, city, state, zip of the P.E. or R.A. who prepared the plans and the specifications.
- Check (X) the appropriate box to indicate whether the applicant is a P.E. or R.A.
- Provide the email address of the applicant. This will be the email address which MOPD will return our PEO-1 comments to.
- Provide the license number of the applicant.

4. Objections

- Type in the Department of Building Objection(s). If there are no objections by the D.O.B., type in "none provided" or as necessary. Provide Additional Information (AI-1) sheets if necessary and type "See Additional Information Sheet, dated.....".

5. Basis of Waiver per § 1101.3.5 of the Building Code

- 5(a) - Check (X) the appropriate box to indicate the basis of the Waiver request.
- 5(b) - Type in the total number of additional pages, not including the DOB drawings.
- 5(c) – Check (X) if the Basis of Waiver is an economic burden. If additional sheets (ie., drawings, surveys, photographs, etc.) are submitted in connection with an economic Burden, check "Yes" or "No" as applicable.

PLEASE NOTE: When filing a Waiver based on Economic Burden, the submission requirements as per [WAIVERS OF ACCESSIBILITY BASED ON UNDUE ECONOMIC BURDENS](#) must accompany the waiver request.

6. Applicant Signature

- Self-Explanatory, fill-in all sections.

The PEO-1 form must be sealed where noted.

PLEASE NOTE THE FOLLOWING:

- **Do not write anything in sections 7 & 8. They are for MOPD and DOB use only.**
- **If the PEO-1 form is not completely filled-in, or is not signed and sealed, the application will be deemed incomplete and will not be reviewed.**