

Tenant Improvement or Repair

Submission FAQs

Why do I need to go through this process?

NYCEDC must provide authorization for all work occurring on City- and NYCEDC-owned properties. Applicants should follow the guidelines below to ensure all governing agency submissions (e.g., DOB, SBS, LPC, DEP, USACE, etc.) are processed efficiently.

What do I need to submit?

The below chart provides detail on what documents are required for each type of improvement or repair project, but in general, you will need to submit:

1. A request letter on company letterhead describing at minimum:
 - The scope of work, including a brief description of the improvement or repair
 - Reason for work (repair, improvement, etc.)
 - Project timeline, including intended dates and duration of construction
 - Anticipated design/construction team
2. Signed and sealed design documents, submitted as typewritten originals; more information is available in the NYC Department of Buildings' filing guide
3. Signed and sealed drawings, submitted as a PDF to operations@edc.nyc
4. Owner authorization letters, if applicable

Note: Submissions should not be stapled.

	Improvement or Repair	Preliminary Design Approval	Event Requiring Alt-2 or Alt-3 Permit (DOB)
Request letter	✓	✓	✓
Signed and Sealed Documents	✓		✓
Signed and Sealed Drawings	✓		✓
Schematic Design and Drawings		✓	
Event Briefing Sheet			✓
TPA Letter			✓

Who do I list as owner?

Name: Rory Melvin
Title/Relationship to Owner: Senior Vice President
Business Name: NYCEDC
Phone: 212.312.3800

What happens next?

NYCEDC aims to review all complete submissions within three business days and may request revisions and additional documents as a result of its review. It is the applicant's responsibility to submit a revised package.

Where do I send the submission?

Mail: NYCEDC, Attention: Operations/Tenant Improvement
110 William Street, 6th Floor
New York, NY 10038
Email: operations@edc.nyc

Still have questions?

If you have questions or concerns about your submission that are not addressed here, please reach out to the Operations Helpdesk at **212.312.3800** or operations@edc.nyc.

For more information on filing with the Department of Buildings (DOB), please refer to DOB's filing guide.