

For appointments with a **plan examiner**, submit requests to the appropriate borough email address below (include the property address, job number and job type in the email subject line):

- | | |
|---|---|
| <input type="checkbox"/> BRONX BronxPER11PlanExam@buildings.nyc.gov | <input checked="" type="checkbox"/> BROOKLYN BrooklynPER11PlanExam@buildings.nyc.gov |
| <input type="checkbox"/> MANHATTAN ManhPER11PlanExam@buildings.nyc.gov | <input type="checkbox"/> QUEENS QueensPER11PlanExam@buildings.nyc.gov |
| <input type="checkbox"/> STATEN ISLAND StatenIslandPER11PlanExam@buildings.nyc.gov | |

1 ATTENDEE *(Required for all applications)*

| | |
|---|---|
| <input type="checkbox"/> Applicant of Record <hr/> Name Andrew Fenlon <hr/> Business Phone <hr/> Email fenlonorama@gmail.com | <input type="checkbox"/> Filing Representative (Class 2) <hr/> DOB ID# <hr/> Cell Phone 617-359-8361 <hr/> Number of Attendees 1 |
|---|---|

2 PROPERTY DETAILS *(Required for all applications)*

Address 316 Eckford St, Brooklyn, NY, 11222

| | | |
|-------------------|------------------------|-----------------|
| Job Number | Document Number | Job Type |
| <hr/> | <hr/> | <hr/> |

Applicant ☐ P.E. ☐ R.A. **License #**

Plan Examiner

3 APPOINTMENT REQUEST

- | | | |
|---|--|---|
| <input type="checkbox"/> Reassignment <input type="checkbox"/> Reinstatement <input type="checkbox"/> Withdrawal <input checked="" type="checkbox"/> PW3 Changes/Fee Adjustment <i>(attach L2 form when required)</i> <input type="checkbox"/> Other <hr/> | <input type="checkbox"/> Pro-Cert Zoning Review <input type="checkbox"/> Special Audit <i>(attach Objection Sheet)</i> <input type="checkbox"/> TCU Audit <i>(attach Objection Sheet)</i> | <input type="checkbox"/> Fee Exempt Job) <input type="checkbox"/> Special Inspection Reports <input type="checkbox"/> Self-Certification of Objections <i>(attach Objection Sheet)</i> |
|---|--|---|

4 COMMENTS/REASON FOR MEETING *(Provide detailed explanation for all appointment requests identified above)*

Request Work-Without-Permit (AC §28-213.1) civil penalty assessment for Summons 039159250K, 316 Eckford St (Block 2576 Lot 46). The unpermitted fence was removed on 2025-09-26; no legalization permit is needed. Owner: Linda J. Salop Irrevocable Trust; Trustee: Joseph Russo. I am the authorized occupant/representative; notarized authorization letter attached. Please create the fee record so I can pay and clear CoC COC0366947.

For appointments with a **Borough Commissioner's Office**, submit requests to the appropriate borough email address below (include the property address, job number and job type in the email subject line):

- | | |
|--|---|
| BRONX BronxPER11Appointments@buildings.nyc.gov | BROOKLYN BrooklynPER11Appointments@buildings.nyc.gov |
| MANHATTAN ManhPER11Appointments@buildings.nyc.gov | QUEENS QueensPER11Appointments@buildings.nyc.gov |
| STATEN ISLAND StatenIslandPER11Appointments@buildings.nyc.gov | |

INTERNAL USE ONLY

| | |
|---|------------------|
| APPOINTMENT APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO | COMMENTS: |
| APPOINTMENT DATE: _____ TIME: _____ | |
| REASSIGNED TO: _____ | |
| CONFIRMATION #: _____ | |
| REINSTATEMENT FEE: _____ | |