



STATE OF NEW YORK

DEPARTMENT OF LAW

REAL ESTATE FINANCE BUREAU

M E M O R A N D U M

**Re: Submission of Building Plans
In Electronic Format in Lieu of Paper**

Date: December 3, 2014

Effective immediately, the DOL will accept digital copies of proposed or approved building plans in lieu of paper copies at the time of plan submission. Filers may provide digital copies of building plans to the DOL on a CD-ROM, USB flash drive, or external USB hard drive, which must be marked with the proposed name of the project thereon (*e.g.*, ABC Condominium). The attorney for sponsor should include a statement in the Attorney Transmittal Letter that the building plans have been provided electronically and include an "Encl." notation at the bottom of the letter. The Encl. notation should also state whether the plans were provided via CD-ROM, USB flash drive, external USB hard drive.

For initial plan submission, the DOL *will not* accept a hyperlink in the Attorney Transmittal Letter to documents from the authority having jurisdiction (*e.g.*, link to DOB website). However, if the initial submission only includes proposed building plans, then the attorney for sponsor may negotiate delivering the approved building plans to the DOL via hyperlink with the reviewing engineer or architect.

Notwithstanding the forgoing, the DOL reserves the right to request paper copies of the building plans at any time during plan review.