
HOW TO SEARCH YOUR HOME FOR AN OPEN PERMIT

1. Go to <http://www.nyc.gov/html/dob/html/home/home.shtml>. Save this site as a favorite.

Print this page and then follow Steps Below

2. Midway down left side, see entry for **Buildings Information**
3. Let's do an example for 9C, 110 E 87th Street, NYC: House #: "110"; Street Name: "East 87th Street"; Borough: "Manhattan". FIND
4. **Property Profile Overview**. This is the list of ALL permits for the Entire Building.
5. Down on the left side, near the bottom in blue, see **Jobs/Filings**, click. This takes you to a list of All filed jobs for the Entire Building. The **File Date** of each job is on the left followed by a clickable **Job#**. **Permit-Entire or Permit-Partial** are open Permits. **Signed-Off** is a closed Permit, that's what we want!
6. Let's Search for Apt 9C: Scroll down the list looking for work on Floor: 9, you'll see it at **1/19/2005**, click **Job #104022264**.
7. You are now at the Application Details for the specific work for Apt 9C. At field 1 **Location Information** see Apt/Condo No(s): 9C.
8. Above Field 1, see **Last Action**: Permit Issued PARTIAL JOB 01/20/2005. This means that a permit has been issued. Once it's signed off (closed), it will say Signed Off. For instance, click backwards and click on **6/26/2008 110223286**, you'll see apartment 9B **Signed Off**.
9. Click backwards, back to 9C open permit **1/19/2005 Job #104022264**: You can click around and learn what's on line at the DOB. Cruise down to field 11 and read the Job Description; see field #2 for the Architect of record with tele number (from 2005); at the top of the page in blue, click **Items Required** and see that a Final Inspection is required.

Upon discovering an Open Permit, a buyer could decide not to proceed with the purchase as perhaps the issues are too great to overcome (this is rare) or to proceed. If the buyer chooses to proceed, they have 3 options: (1) take a monetary credit from the seller for the cost to close the open permit and deal with it independently after closing; (2) construct an escrow clause to survive after closing requiring the seller to close the permit; (3) assume the full risks and costs associated with the permit.