



THE CITY OF NEW YORK  
OFFICE OF THE MAYOR  
NEW YORK, N.Y. 10007

**AI-1 Form Instructions**

1. Filing Status

- Job Number:  
Type in the Department of Buildings Job / Application Number. If the Waiver Request is being submitted to MOPD prior to filing at the Department of Buildings, type in **“N/A (CONSIDERATION REQUESTED PRIOR TO FILING)”**
- As an attachment to:  
Type in what the AI-1 form is being attached to (i.e. PEO-1, dated.....) or as necessary.
- Sheet Number:  
If one AI-1 Form is submitted, type in **1 of 1**, or **1 of 2** as necessary, etc.

2. Additional Information

Fill in the following information (see Sample AI-1 Submittal):

- JOB LOCATION:  
Type in the house number, street name and borough of the proposed work.
- BLOCK:  
Provide the Block of the site of the proposed work. Block refers to the tax block.
- LOT:  
Provide the Lot of the site of the proposed work. Lot refers to the tax lot.
- APPLICANT:  
Type in the name of the applicant (Must be the same as shown on the accompanied PW-1)
- D.O.B. OBJECTION:  
Provide the objection that was given by the Department of Buildings. Type in exactly as the objection was written. If no objection was given, leave this section out.
- BASIS OF WAIVER:  
Type in the basis that the Waiver should be granted. Be as specific as possible.

Any additional information seen necessary by the applicant may be included on the AI-1 form. Sign and seal the form (see Sample AI-1 Submittal).

3. Statements and Signatures

- Applicant Name:  
Provide the first name, middle initial, last name and title (i.e. R.A, P.E.).
- Signature:  
Provide the signature of the applicant.