



NYC SCA BUILDING CODE COMPLIANCE (BCC) PLAN EXAMINATION  
Transmittal

School Name: (One Form for Each School)		Building ID: *	School Code:
School Address:			
LLW(s): *	Job Description	BCC Job # (if assigned)	

All emails listed will be invited to a OneDrive folder.  
Email [PlanReview@nycsca.org](mailto:PlanReview@nycsca.org) for troubleshooting.

Applicant: *	Email Address: *	Direct Line or Cell Phone: *
Filing Representative: *	Email Address: *	Direct Line or Cell Phone: *
Other Contact:	Email Address:	Direct Line or Cell Phone:
Other Contact:	Email Address:	Direct Line or Cell Phone:
Other Contact:	Email Address:	Direct Line or Cell Phone:
Other Contact:	Email Address:	Direct Line or Cell Phone:
Other Contact:	Email Address:	Direct Line or Cell Phone:
Other Contact:	Email Address:	Direct Line or Cell Phone:

**Notes:**

**Appointment Instructions:**

- Appointments scheduled with “Calendly” only if necessary. Links are here: <http://www.nycsca.org/Doing-Business/SCA-Plan-Examination>.
- Typically resubmissions do **not** require an appointment.
- Appointment can be  **canceled**  if examiner has determined an appointment is not required.
- Applicants are responsible for changing or canceling appointments by using “**Calendly**.”  
*Please be considerate of the examiners time.*
- Applicants must resubmit revised drawings and other documents with a detailed AI1 listing drawing numbers and objections response to OneDrive **prior** to the appointment.