

# EXPEDITING SERVICES

EnTech offers specialized expediting services to assist clients with complex municipal filing processes and secure approvals and certificates of occupancy (COO) for new buildings, building alterations, and places of assembly.

**EnTech has a track record of successfully meeting target dates for clients' projects.** These include commercial, residential, institutional, educational, healthcare, and hospitality facilities, in addition to water and transportation infrastructure. EnTech's expediting services include:

## PERMIT FILING

Coordination and preparation of required filing documents for the appropriate municipal agencies, as dictated by the project scope

## CODE COMPLIANCE REVIEW

Verification that construction projects comply with NYC building code and zoning guidelines, to facilitate successful applications for new and major construction

## SIDEWALK AND ROADWAY PERMITS

NYCDOT registration and permit preparation for construction affecting roadways, highways, and sidewalks

## APPLICATION TRACKING

Real-time tracking of application status and coordination with agency personnel to obtain approvals and secure permits on expedited timelines

## INSPECTION COORDINATION

Coordination of required inspections to obtain certificate of occupancy and certificate of operation

## VIOLATION DISMISSAL AND REMOVAL

Research and dismissal services to clear properties of open violations, which can delay receipt of final certificate of occupancy and negatively impact property sales. EnTech investigates open and pending violations and prepares reports and affidavits to dismiss violations

EnTech's Expediting Team, under the leadership of senior expeditor Golnaz Birjandi, works closely with all New York City permit issuing agencies. The team is broadly familiar with the requirements of agencies including:

NYC Department of **Buildings** (NYCDOB)  
 NYC Department of **Small Business Services** (SBS)  
 NYC Department of **Transportation** (NYCDOT)  
 NYC **Landmarks Preservation Commission** (LPC)

NYC **Fire Department** (FDNY)  
 NYC Department of **Parks and Recreation** (NYCDPR)  
 NYC Department of **Environmental Protection** (NYCDEP)

## ENTECH EXPERTISE



### GOLNAZ BIRJANDI

Senior Expeditor

**Years of Experience:** 15

#### Expediting Experience:

EnTech's expediting experience spans a wide variety of project types for numerous public agencies in New York City, Long Island, and Westchester County, as well as private developers for

commercial, residential, and industrial projects. EnTech prepares and manages related documents, attends required meetings with agencies, files forms until COO is acquired, and assists in the dismissal and removal of violations.

Contact Ylza Duka at [yduka@entech.nyc](mailto:yduka@entech.nyc) for more information.