



**TOPOGRAPHICAL BUREAU
OFFICE OF THE BROOKLYN BOROUGH PRESIDENT**

FINAL PHASE (Q4) House Number Transition & Topo Office Closure

Final Day for Application Submissions: September 16, 2026

As part of the Charter mandated transition of House Number Jurisdiction from the Borough President's Offices to the Department of City Planning (DCP), the Brooklyn Topographical Bureau is entering its final phase of the transition period. During this time, certain services will enter a stay period while others will be available on a limited basis.

Counter Service and Open Hours

Beginning September 17, 2026, The Brooklyn Topographical Bureau's public service counter will be closed. It will no longer be available for public walk in service for House Numbers, Title Searches, Surveying Information, Copies of Maps & Records.

Title Searchers & Surveyors

You can still access limited records as the Bureau begins its record consolidation.

Please make an appointment online through our website: <https://www.brooklynbp.nyc.gov/departments/topography/>

Architects & Expeditors – House Numbers & Application Pick Up

Street Number Applications and Verification Letter requests will **no longer be accepted after September 16, 2026**. All mail must be posted by September 16, 2026, to the attention of the Brooklyn Topographical Bureau to be accepted. Applications will continue to be **available for pick up after September 16 through December 16** at the day & time designated.

Who Should Apply by Wednesday, September 16?

Applicants expecting to need either of the following between October and December 2026 should submit an Application for Street Number no later than September 16:

- A Temporary or Final Certificate of Occupancy (TCO/Final CO); or
- A Temporary Building Identification Number (TBIN) for a New DOB NOW filing; or
- Tax lots that had a Subdivision or Merger filing with DOF in the last 3 years.

What Happens From late September Through December?

During this period, the Bureau will focus on completing applications submitted by September 16 and preparing Brooklyn's house number records for transfer to the Department of City Planning (DCP). The Bureau currently has approximately 400 pending applications, and processing may take approximately three months. Submission by Wednesday, September 16 does not guarantee approval by a particular date. **Applications will be available for pick up through December 16.**

What If You Miss the September 16 Deadline?

Applicants who do not submit by September 16 must either wait to apply to DCP beginning January 1, 2027, under their House Number procedures, or request emergency consideration from the Brooklyn Borough President's Office. Submission instructions & requirements will be posted on the Brooklyn Borough President's Office website ahead of the release date.

Emergency Exception Requests:

By November, an online form will be available for applicants who believe their project involves essential construction or an extreme and time-sensitive need for house number approval. Emergency review will be granted only in a limited number of cases. **Submitting a request does not guarantee approval.** Any application still under review by January 1, 2027 will not be completed and applicants must apply to Department of City Planning for any determinations after January 1, 2027.

Please Plan Ahead and Submit Complete Applications by September 16, 2026.