



# OFFICE OF THE MAYOR

CITY OF SCHENECTADY  
NEW YORK

City Hall, 105 Jay Street, Rm 111  
Schenectady, N.Y. 12305-1938  
Office: (518) 382-5000  
Cell: (518) 424-0483  
Fax: (518) 382-5272  
[gmccarthy@schenectadyny.gov](mailto:gmccarthy@schenectadyny.gov)

Gary R. McCarthy  
Mayor

For Release: Immediate  
Date: June 12, 2020

## PRESS RELEASE

# Schenectady City Hall to Reopen for In-Person Service by Appointment Only

**SCHENECTADY** – Mayor Gary McCarthy announced that Schenectady City Hall will reopen to the public by appointment only, beginning Monday, June 15, 2020. However, residents are still encouraged to access city services online or by phone when possible. Masks will also be required within the building.

Appointments may be scheduled by phone or by email. The main phone line for City Hall is **(518) 382-5199**. Any City department can be reached by email through the **Online Department Contact Form** on the City's website: [www.cityofschenectady.com/contact](http://www.cityofschenectady.com/contact).

Non-emergency issues may also be reported through the **Citizen Request Tracker** feature on the City website: [www.cityofschenectady.com/RequestTracker.aspx](http://www.cityofschenectady.com/RequestTracker.aspx).

Please see below the list of City Hall departments and available services:

### Bureau of Receipts (Tax Payments)

- To schedule an appointment to make cash payments, please call (518) 382-5016.
- Payments are encouraged to be made online or by mail. The mailing address is PO Box 947, Schenectady, NY 12301.
- Their website is: [www.cityofschenectady.com/185/Bureau-of-Receipts-Tax-Payments](http://www.cityofschenectady.com/185/Bureau-of-Receipts-Tax-Payments)

### Buildings Department (Code Enforcement)

- To schedule an appointment, please call (518) 382-5050.
- The Buildings Department and Bureau of Code Enforcement will continue to process permit applications as well as construction inspections, electrical inspections, plumbing inspections, life safety inspections, public assembly inspections, vacant building inspections, and emergency inspection.

### City Clerk's Office

- To schedule an appointment, please call (518) 382-5035.
- The City Clerk's Office continues to process birth, death, and marriage certificates.

### Department of Development and Planning

- To schedule an appointment, please call (518) 382-5147.
- The Department of Development continues to administer Community Development Block Grant (CDBG), the Emergency Shelter Grant (ESG), and the HOME Investment Partnerships Program (HOME).
- The Mayor's HOMES Program will resume City-owned property sales and processing purchase offer forms.
- Applications for the Planning Board, Zoning Board of Appeals, and Historic District Commission continue to be processed with meetings held remotely.

### Affirmative Action

- To schedule an appointment, please call (518) 382-5199 ext. 5374.
- The Affirmative Action Office will continue to coordinate Section 3 and MWBE technical assistance and training programs.

### Department of General Services

- To schedule an appointment, please call (518) 382-5144.

- All curbside waste collection, yard waste, and recycling will continue as scheduled.
- Playgrounds remain closed to the public.

#### **Water Department**

- To schedule an appointment, please call (518) 382-5023.
- The Water Department will continue to operate the wastewater treatment plant and respond to emergency situations.

#### **Law Department**

- To schedule an appointment, please call (518) 382-5073.
- The Law Department continues to process FOIL requests and claims.

#### **Bureau of Assessment**

- To schedule an appointment, please call (518) 382-5075.
- The Assessment Bureau will continue to complete the assessment process and finalize the assessment roll.

#### **Engineering Department**

- To schedule an appointment, please call (518) 382-5082.
- The Department of Engineering will continue to process permits, lot line adjustments, address requests, and oversee and inspect infrastructure projects.