SERVICE NOTICE

Place of Assembly and Temporary Place of Assembly to Launch in DOB NOW: *Build*

Effective December 10, 2018, all new Place of Assembly (PA) and Temporary Place of Assembly (TPA) applications must be submitted in DOB NOW: *Build*.

Place of Assembly Filings

- Beginning December 10, 2018, all new PA filings are required to be submitted in DOB NOW and approved Place of Assembly Certificates of Operation (PACO) will be printed through this system.

- Initial applications submitted before December 10, 2018, but have not been approved, will continue to be handled at borough offices provided that the initial filing date is less than 2 years ago.

- Active Post Approval Amendments (PAAs) for PAs as of December 10, 2018, will continue to be handled at borough offices until further notice.

Temporary Place of Assembly Filings

- Beginning December 10, 2018, it will be required that all new TPA filings must be submitted in DOB NOW and approved Temporary Place of Assembly Certificates of Operation (TPACO) will be printed through this system.

- As of December 10, 2018, once a TPA request has been approved, changes or renewals to the TPA can no longer be any made. If a change or renewal is needed, a new TPA must be filed in DOB NOW.

- TPA requests submitted prior to December 10, 2018 will continue to be handled at the borough offices.

- In DOB NOW, plan approval may be dependent upon inspection.

Access to DOB NOW: *Build*

- To log into DOB NOW, all users need an active eFiling account specific to their license type, if applicable. To create an eFiling account, visit the DOB NOW Registration page for assistance.

- All approved Certificates of Operation (PACO and TPACO) submitted in DOB NOW can be viewed in the DOB NOW Public Portal.

DOB NOW Training

- The Department will conduct free training sessions to explain the new PA/TPA processes and demonstrate how to use DOB NOW: *Build* for PA and TPA filings. Register for an upcoming training and get additional DOB NOW resources, including a user manual as they become available.

POST UNTIL: July 1, 2019