Development Hub

Design Professional Guide

for New Building and Alteration Type – 1 Applications

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About this document

The Development Hub is the Department of Buildings' (DOB's) state-of-the-art plan review center where construction projects are approved faster, easier – and without paper for the first time in New York City history. We are located at 80 Centre Street, 3rd floor, in Lower Manhattan. The purpose of this document is to provide detailed information for design professionals regarding the Hub.

This document is structured as follows:

- Step 1: Joining the NYC Development Hub
- Step 2: Consultation
- Step 3: Filing + Making Payments
- Step 4: Submitting Electronically
- Step 5: Design Professional Presentations
- Step 6: Buildings Presentation
- Step 7: Project Approvals + Construction

This guide includes information regarding the following key meetings expected during project reviews at the Hub. In order to encourage virtual collaboration, it is expected that the majority of these meetings be held via video-conference:

- **Consultation:** Initial meeting where the Hub staff will answer questions from the design professional and outline project requirements
- **Design Professional Presentation:** Where the design professional will provide an overview of the proposed project for the Hub staff
- **Buildings Presentation:** The Hub staff will offer comments and guidance to the design professional in order to facilitate the resolution of issues

Staff from other City agencies will participate in meetings as applicable. Questions regarding the Hub processes must be submitted via email to nycdevelopmenthub@buildings.nyc.gov.

The table below provides a summary for version control and document change tracking purposes.

Document Version Control Table

Version Number	Version Summary	Date
Version 0.0	Draft for industry review	09/26/11
Version 1.0	First published release	10/05/11
Version 2.0	Final posted on website	11/26/14

Development Hub

Step 1: Joining the NYC Development Hub

Design professionals and owners may work virtually with the Department throughout the review process via video conferencing – though you're welcome to meet with us at 80 Centre Street.

Tools needed to work with the Hub include the following; for clarifications regarding technical requirements, please submit questions to nycdevelopmenthub@buildings.nyc.gov:

- eFiling account (linked to email address on PW1) to receive large files through eSubmit
- Adobe Acrobat, version 9 or greater recommended
- HD web camera
- Internet Explorer 7.0, Mozilla Firefox 3.0 or Google Chrome 5.0 (or later versions)
- Windows XP, Vista, 7 or 2003 server
- At least 512 MB RAM, though 2 GB RAM is recommended
- High-speed internet access

To begin, register for eFiling at nyc.gov/buildings, then request a consultation to make your New Building (NB) or major alteration (Alteration Type-1) project a part of the Hub by filling out the consultation request form on the Department's webpage at http://www1.nyc.gov/site/buildings/about/hub-consultation-request subsequent filings to support the project, including Post-Approval Amendments, will also be accepted at the Hub.)

Fill out the consultation form, review for accuracy and Submit Form:

The Development Hub receives an email of the completed consultation form which is processed by the Operations Team.

After processing your consultation request, the Hub will confirm whether or not your project is eligible to be included in the new plan review center. If confirmed, we will schedule the consultation in SharePoint and GoToMeeting for all attendees if the project has issues. If the project is a new building, you will receive notification that the consultation is waived and instructions on the next steps. If the project is not eligible to participate in the Hub, our staff will inform you of this decision via email.

Step 2: Consultation

During the consultation, you will collaborate with experts from the Hub, who will answer any questions and outline requirements from the DOB

and other City agencies, if required. The consultation will take place in the most applicable format (e.g. video conference, in-person, etc.), depending upon the complexities of the project.

Step 3: Filing + Making Payments + Uploading

After your consultation, use eFiling to file and submit your Plan Work Application (PW1). To begin your new job application and create the PW1, log-on to eFiling, accessible via nyc.gov/buildings, using the User ID and password you obtained during registration in Step 1 above.   Click on **Begin New Job Application** in the **Login below for the following electronic filing functions** section of the eFiling screen, and proceed:
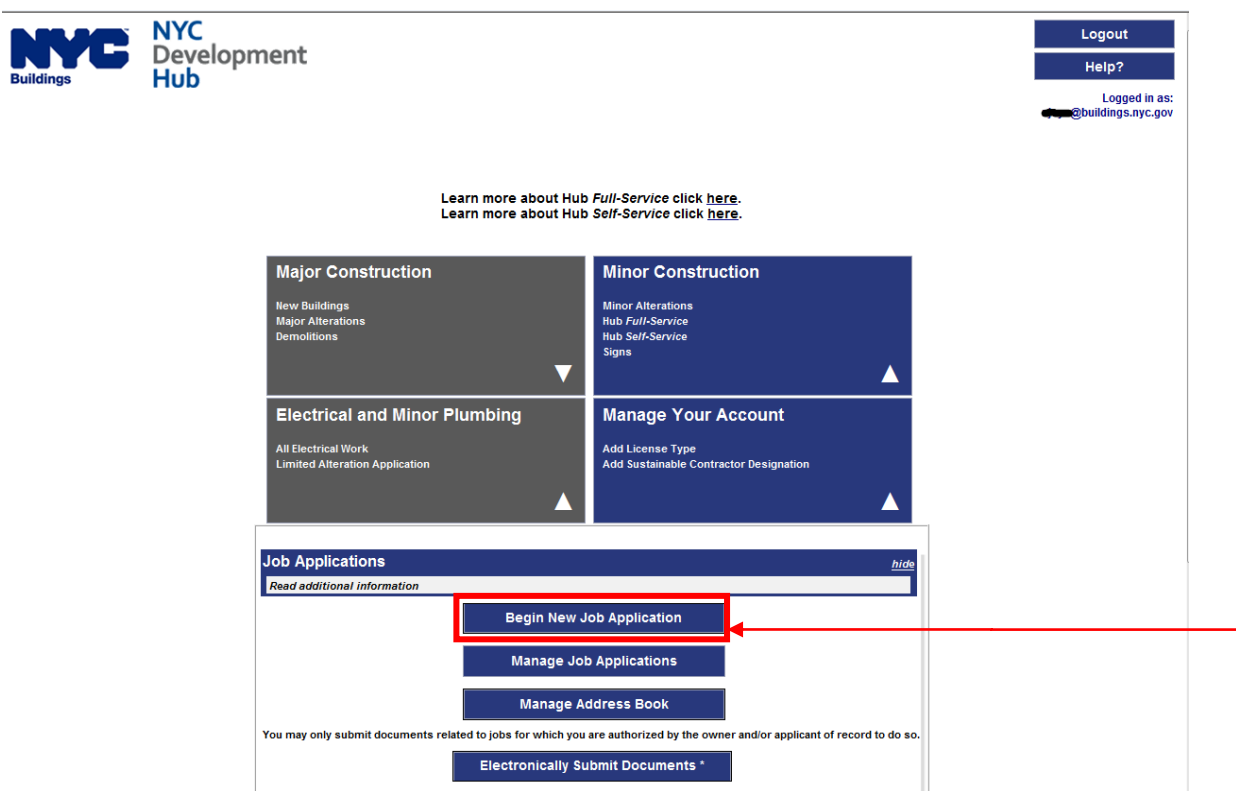
Next, email the completed, signed and sealed PW1, to nycdevelopmenthub@buildings.nyc.gov. Your email request should contain the following information:

Email title: "PW1 and EF1 attached for job number"

1. *Attached please find the EF1 and the PW1*
2. *T-number (T-code) for the job*
3. *Any other administrative comments specific to the job*

Make sure that your PW1 is signed, sealed and dated before submitting it to the Hub.

Signatures and NYS Professional Engineer and Registered Architect seals may be submitted to DOB electronically by methods such as scanning a hand-affixed seal and/or signature and by placing a digital copy of the seal and/or signature on an electronic document.

The electronic seal and signature must also comply with the applicable NYS Education Department appearance and other requirements. More information may be obtained from the New York State Education Department Office of the Professions at: http://www.op.nysed.gov/prof/arch/archguide-a1.htm (Registered Architects) and http://www.op.nysed.gov/prof/pels/peguide3-seals.htm (Professional Engineers).

The Hub staff will send notification from the database SharePoint once your application has been processed. The notification will contain your job number and will notify you that payment is requested. Upon receipt of this email, you may pay the applicable fees and upload plans, documents forms and reference materials.

Please note that the payment method for Development Hub applications is online using the DOB Payment Portal. Accepted forms of payment are e-Check, Visa and MasterCard credit or debit card (2.49% nonrefundable fee applied), Discover credit or debit card, and American Express credit or debit card. If you would like to pay in person by check or credit card, please see the borough manager in the borough where the project will be located and advise the borough manager that you need to make a payment for the Hub. Make checks payable to NYC Department of Buildings. Please ensure that your job number, as assigned by the Hub, is indicated on your check.

Step 4: Submitting Electronically

For digital documents, please refer to the following guidelines to create PDF files with the proper DPI, compression, etc.:

Files under 7 MB	Files 7 MB and above
• PDF file format only • Set resolution to 150 dpi • Set Object Level Compression to maximum	• PDF file format only • Set resolution to 150 dpi • Set Object Level Compression to maximum

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Files under 7 MB	Files 7 MB and above
• Embedded images in drawings shall use JPEG compression set to medium image quality • Fonts and graphics should follow the guidelines for plan submissions currently published on the DOB website: http://home2.nyc.gov/html/dob/downloads/pdf/drawing_standards_08132010.pdf • Files shall be backward compatible to Acrobat 6.0 (PDF 1.5) • **Color or greyscale allowed**	• Embedded images in drawings shall use JPEG compression set to medium image quality • Fonts and graphics should follow the guidelines for plan submissions currently published on the DOB website: http://home2.nyc.gov/html/dob/downloads/pdf/drawing_standards_08132010.pdf • Files shall be backward compatible to Acrobat 6.0 (PDF 1.5) • **Greyscale only**

PDF drawings must be flattened prior to submission to the Hub. To flatten, print the document to an Adobe PDF printer after the design professional's seal has been applied to the drawing. (Do not "create or save as PDF".) When done correctly, the drawing has no selectable objects or layers. If the Hub determines that a document is not flattened properly, we will notify the applicant to re-submit the document before the project can proceed through the review process.

Access eSubmit by clicking on **eSubmit Documents** in the **Electronically Submit Job Documents (eSubmit)** section of the eFiling screen:

Enter your Hub job number using the **eSubmit Job Search** function:
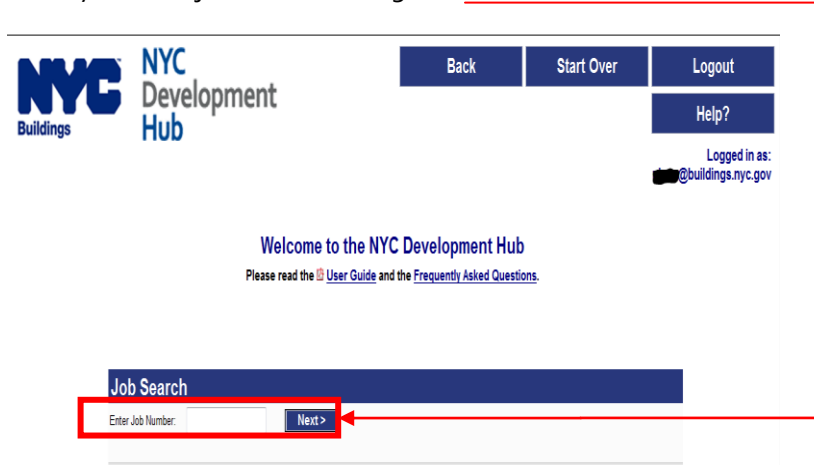
Note: Searching for the job number, or clicking the job number link in the Pending Job List, will direct you to the **eSubmit Job Documents** page. Required items associated with the job application will then be displayed.
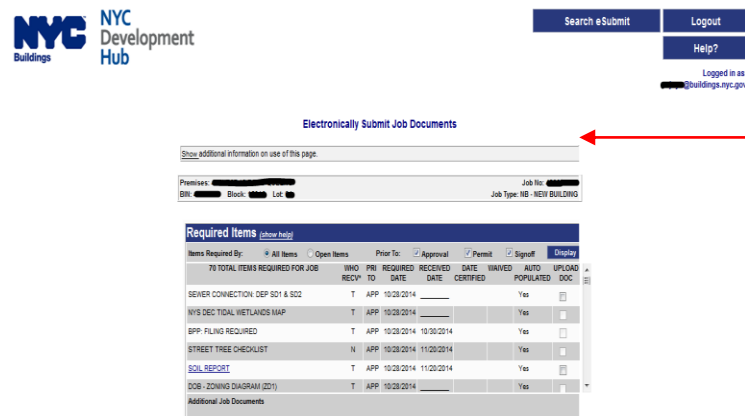
Note: Required Items that can be submitted electronically will have a clickable checkbox in the "UPLOAD DOC" column. Jobs flagged as Hub jobs are enabled for users to eSubmit plans, surveys, applicable forms, and other documents.

Submit forms via **Filing Documents**. Select the appropriate document type from the **Select Upload Type** drop-down, then browse for and select your file. Click **Submit File** to submit.

Step 5: Design Professional Presentations

Once you have uploaded your documents, email the Hub with a screen shot of uploaded documents at nycdevelopmenthub@buildings.nyc.gov to notify us of your submission and request for a Design Professional Presentation to be scheduled.   Your email should contain the following information:

Email title: "Presentation request for job #, (address,)"

1. *Screen shot of uploaded documents and plans*
2. *Meeting request type*

Upon receipt of the presentation request email and review of the submitted forms and documents, the Hub staff will schedule a meeting with the assigned examiner's next available appointment slot.

During the presentation, the design professional will provide an overview of the proposed project that addresses key points from the documents, including but not limited to: building code issues, zoning issues, additional agency submissions required, and project milestones.

Step 6: Buildings Presentation

During the Buildings Presentation, our experts will offer guidance, and design professionals should be prepared to collaborate with Hub staff to resolve comments. Following this meeting, the design professional may work to resolve any comments by uploading revised documents and providing any additional, required information. Collaboration with the Hub will continue until all issues are resolved.

The Buildings Presentation will include discussion of the following by the examiner:

1. Presentation of comments and issues
2. Presentation of possible alternatives to resolve comments
3. Answers to questions from design professional

Once your documents have been revised to address comments received, re-submit them using eFiling. In addition, you may upload your written response to comments via eFiling using the AI1 Additional Information form, accessible at nyc.gov/buildings. The AI1 can be uploaded via the AI1 Objections Response, in the **Upload Job Documents** section of the eFiling screen.

Once your revised documents have been uploaded, send an email request with a screen shot of uploaded documents to nycdevelopmenthub@buildings.nyc.gov for a meeting to resolve comments. Your email should include the following information:

Email title: "Meeting request for job #, examiner's name"

1. *Screen shot of the uploaded documents*
2. *Include the type of meeting requested*

Step 7: Project Approvals + Construction

Once all issues have been resolved, the Hub staff will upload approved documents and plans through eFiling where you will receive automatic notification with a digital approval stamp. To pull work permits and begin construction, follow the standard DOB procedure.

To schedule a meeting with the Hub staff to discuss and approve PAAs, first upload the revised plans via eFiling. In addition, document the plan changes on Section 2 of the AI1 Additional Information form, accessible at nyc.gov/buildings, and upload the AI1 via eFiling. Then, send an email request to nycdevelopmenthub@buildings.nyc.gov, with the following content:

Email title: "PAA request for job #, doc #(s), lead plan examiner's name"

1. *Summary of proposed changes to scope of work*
2. *Specific sheets to be revised with verbal description, "e.g., A.105.02, relocate egress door to west wall, widen stairs."*
3. *Scope of work has increased beyond original approval and requires filing fee adjustment? (Y/N)*
4. *Additional square footage is created in this PAA and requires filing fee adjustment?*
   (Y/N; if Y, ___additional square feet created)

For more information on joining the Development Hub, submitting documents, and preparing for collaborations, visit nyc.gov/nycdevelopmenthub or email nycdevelopmenthub@buildings.nyc.gov. Applicants-of-record will attend all Hub meetings in person or via video conference.

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FAQs

Q – Can I file my PAA (Post to Approval Application) at the Development Hub?
A – Yes, however, the $100.00 initial filing fee must be paid at the borough where the project is located.

Q – I filed a PAA but the changes are not reflected in BIS, do I have to resubmit my request?
A – No, once the application is approved you will see the changes to your PAA.

Q – How do I pay my initial filing fees with the Development Hub?
A – All initial Development Hub fees are paid using the Departments payment portal at
https://paydirect.link2gov.com/DOBPaymentPortal/ItemSearch

Q – Do I have to fill out a consultation form to get started at the Hub?
A – Yes, the consultation form is the first step to determining if you can join the Development Hub.

Q – I have several properties that I would like to file with the Development Hub in the same borough; do I have to fill out a consultation request form for each of the properties?
A – Yes, a separate consultation form is required for each property. The only exception is if there is a shared lot for multiple buildings.

Q – I have a No Work Application; can I file with the Development Hub?
A – No, no work Alt 1 applications are filed at the borough office with the exception of filing for tax lot subdivision and BIN number creation with the BIS unit for forthcoming New Buildings.

Q – If I have a New Building or Alteration Type -1 application with the Development Hub, can I file an Alteration Type - 2 or Type – 3 that is in conjunction with the Development Hub NB/Alt-1 application?
A – No, all A2/A3 applications in conjunction to the New Building/ Alteration Type 1 Development Hub Jobs must be filed through the Hub Self-Service or Hub Full-Service.

Q – Can I get a permit issued at the Development Hub after approval?
A – Permits are beyond the purview of the Development Hub, as our services end at the point of approval. Please visit the borough office where your project is located.

> Technical "T" items received only by the Development Hub plan examiner.
> Non-technical "N" items received by borough office clerical staff, excluding the TR1: Dir-14 ID of Responsibility form, which can only be received by Development Hub plan examiner

Q – How can I receive copy of approved plans?
A – Plans approved through the Development Hub are maintained at the borough office for review or retrieval. Comments and approved drawings will be filed under 'Documents from DOB'.

Q – Can I process Pre- and Re-considerations at the Development Hub?
A – Yes, requests must be emailed as attachments to nycdevelopmenthub@buildings.nyc.gov. Only determinations signed and stamped by the Department are to be uploaded via eSubmit.

Q – How do I receive Foundation Approval?
A - When filing Doc 01 for the architectural work (zoning, life safety, etc.), e-filing instructs you to check off "Foundation Drawings" under the drawings submitted category if you want to be able to pull foundation permits prior to having the entire application approved; partial approval can be issued for foundation work. Complete PW1 form indicating "Other - Foundation" for Work Types (Section 6D) and "OT- Other" for Plans/ Construction Documents Submitted (Section 7).

Q – Can I share documents/plans during GoToMeeting?
A – Please ask the plan examiner to make you a 'Presenter.' The Control Panel adjusts to incorporate the Presenter Screen Sharing pane at the top. The Screen Sharing pane provides the presenter with access to the various presentation controls.

Q – Can my computer receive a virus from downloading the GoToMeeting software or attending the session?
A – No, neither organizers nor attendees can catch or be exposed to viruses from downloading software. They continuously monitor their development environment for viruses and malware, and all of their downloadable software is digitally signed to prevent tampering by third parties. The warning message customers might see when they install the software is a default message displayed by their browser whenever they download executable files.

Q – How do I join a GoToMeeting appointment?
A - Click the link in the invitation. If you have the session ID but don't have easy access to the direct link go to www.joingotomeeting.com. Once there, type or paste the ID provided by the organizer. Click Yes or Always (or Trust on a Mac) if prompted to accept the download. You will enter the session.

Q – What are the system requirements to attend a GoToMeeting?
On a PC:
- Internet Explorer 7.0, Mozilla Firefox 4.0, Google Chrome 5.0 (JavaScript enabled) or the latest version of each web browser
- Windows 8, 7, Vista, XP or 2003 Server
- Cable modem, DSL or better Internet connection (700 Kbps or faster for HD Faces video conferencing)

On a Mac:

- Safari 3.0, Firefox 4.0, Google Chrome 5.0 (JavaScript enabled) or the latest version of each web browser
- Mac OS X 10.6 – Snow Leopard or newer
- Cable modem, DSL or better Internet connection (700 Kbps or faster for HD Faces video conferencing)
- Intel processor (1GB of RAM or better recommended)
- Participants wishing to connect to audio using VoIP will need a fast Internet connection, a microphone and speakers. (A USB headset is recommended.)