

DOB

NOW

BUILD



# INDUSTRY PORTAL STEP-BY-STEP GUIDE

**Print and Renew Work Permit  
FOR ALL WORK TYPES**

The following Step-by-Step Guide will outline the steps applicable to complete the Print and Renew Work Permit Job Filing in DOB NOW: *Build*.

The examples shown and used in this Step-by-Step Guide are specific to Print and Renew Work Permit.

## HELPFUL LINKS

[YouTube.com/DOBNOW](https://www.youtube.com/DOBNOW)



[NYC.gov/DOBNOWINFO](https://www.nyc.gov/DOBNOWINFO)



[NYC.gov/DOBNOWHELP](https://www.nyc.gov/DOBNOWHELP)



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## Guidelines

### **PRINT AND RENEW WORK PERMIT**

1. A permit that has expired can be renewed if the respective work type is not signed off.
2. Permit can be renewed by the same Applicant or different applicant.
3. If any of the contacts on the PW2 are changing, it will be classified as Renewal with changes.
4. The renewal of a permit is same as Initial Permit.
5. Site Safety applicability not checked at the time of renewal.
6. There is also a renewal filing fee of \$100 required to be submitted prior to submitting the renewal request.
7. While renewing a composite permit, existing work types cannot be removed from the permit or if the composite permit was issued for two work types (GC and MS) then a third work type (ST)/(FO)(EA) cannot be added to the permit.
8. Composite permits will also be auto extended within 1 year from the date of permit issuance just as the non-composite permit auto-extension logic.

### **ROLES & RESPONSIBILITIES**

1. The Applicant of Record can be a Professional Engineer or a Registered Architect, Contractor or owner based on the worktype for which Permit is being requested.

### **For FILING REPRESENTATIVES only**

1. Filing Representatives cannot be Applicants of Record (i.e. they cannot submit the Requests). However, they can perform data-entry functions to provide information and upload documents.
2. Filing Representative cannot attest.



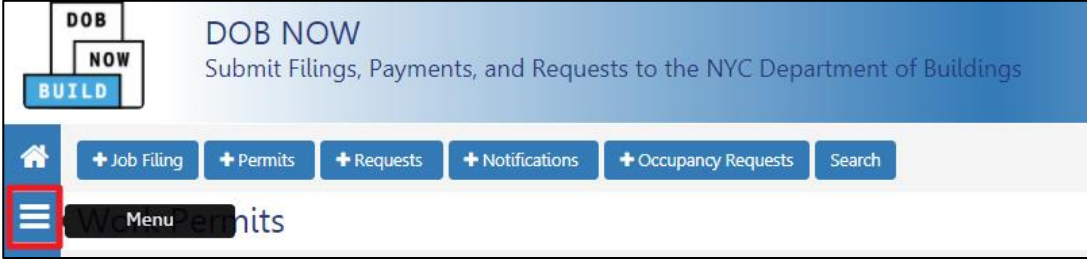
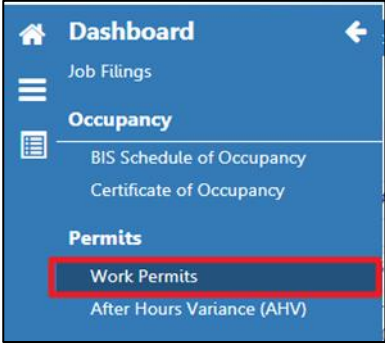
# DOB NOW: *Build* – Print and Renew Work Permit Step-By-Step Guide

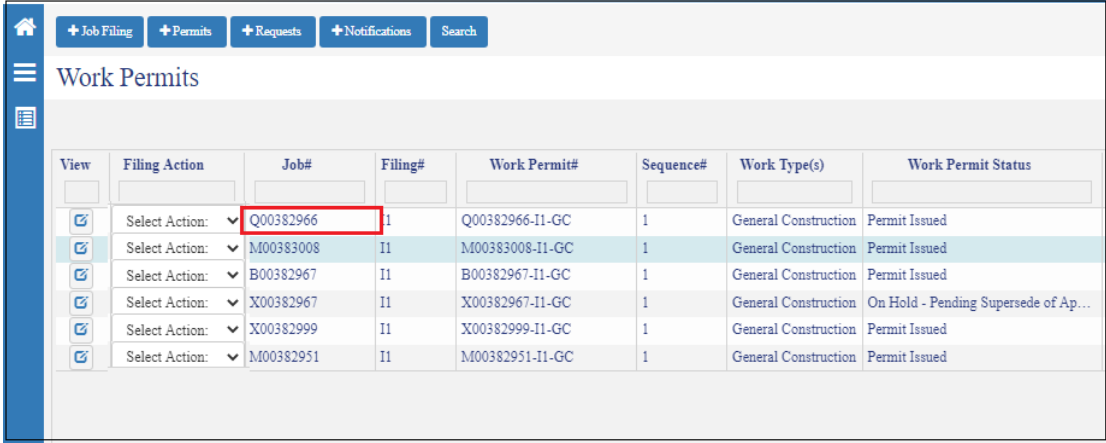
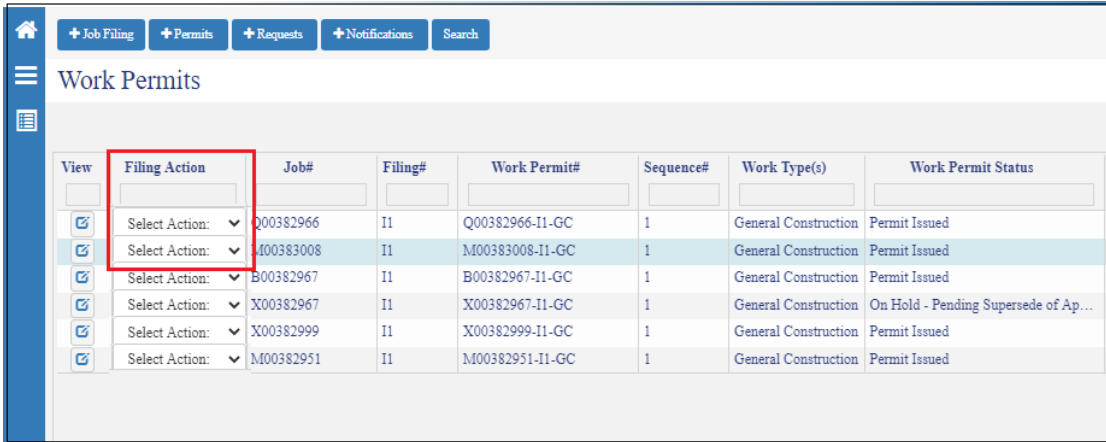
In this Step-by-Step Guide, you will learn how to print and renew Work Permit Requests in DOB NOW: *Build*.

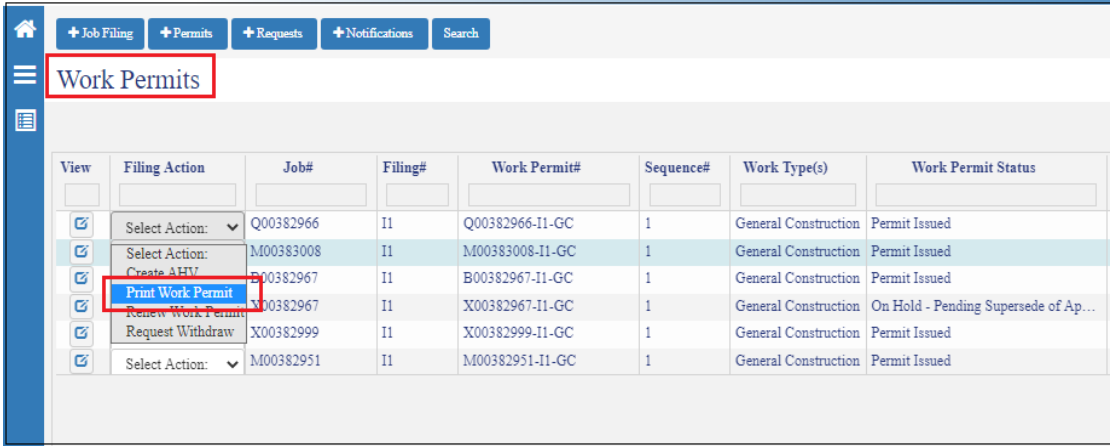
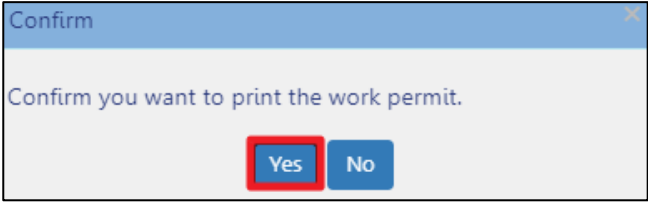
Print a Permit from the Work Permit Dashboard _____	3
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Renew a Work Permit Step-by-Step Guide _____	14





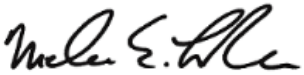


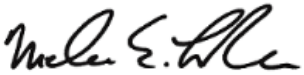


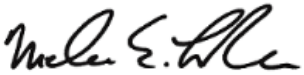
## Print a Permit from the Work Permit Dashboard

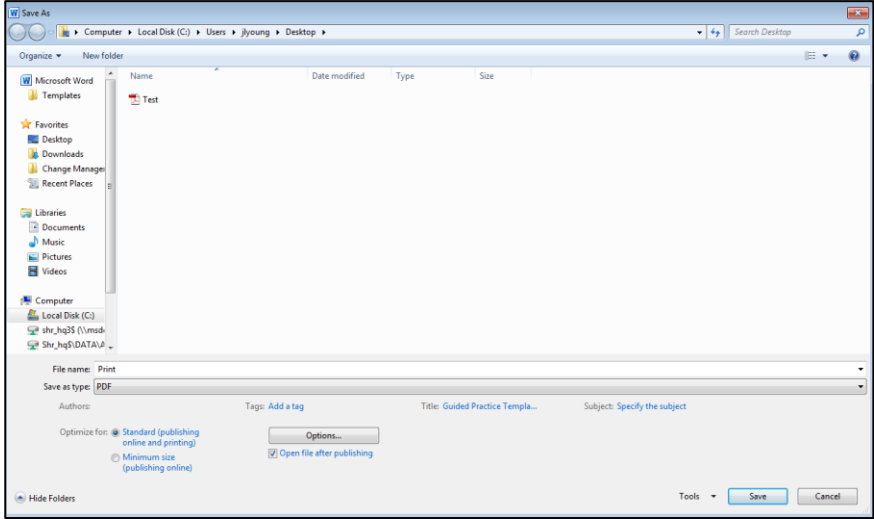
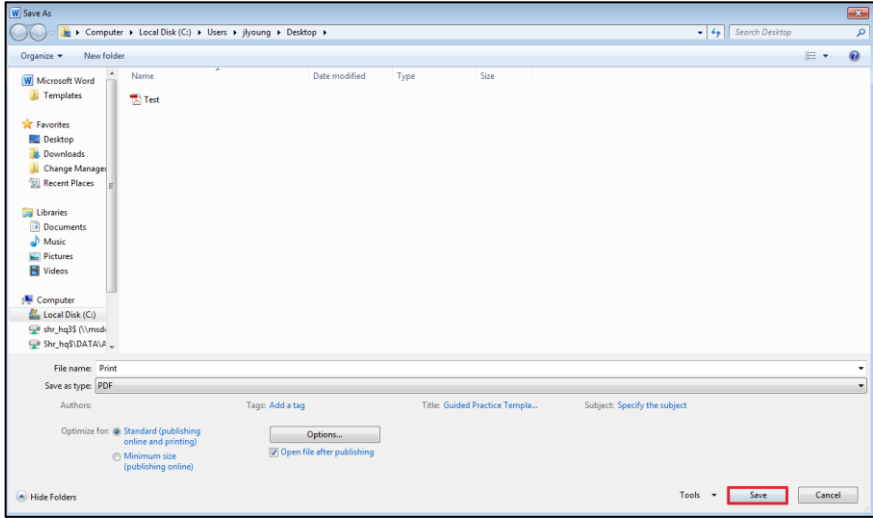

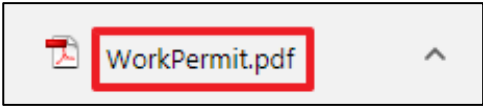
Complete the following steps to print a work permit from the Filing Action column:

Step	Action
	<p><b>Note</b> There are two ways to print a Work Permit. The following steps will outline each process.</p>
1.	<p>On the Navigational Panel, Click the <b>Menu Bars</b> ().</p> 
2.	<p>The Navigational Panel displays . Click <b>Work Permit</b>.</p> 

Step	Action																																																								
3.	<p>On the Work permit dashboard Locate the <b>Job Number</b> for the filing that you would like to print.</p>  <p>The screenshot shows the 'Work Permits' dashboard with a table of permit records. The 'Job#' column contains the value 'Q00382966' in the first row, which is highlighted with a red box. The table has columns for View, Filing Action, Job#, Filing#, Work Permit#, Sequence#, Work Type(s), and Work Permit Status.</p> <table border="1" data-bbox="358 533 1393 758"> <thead> <tr> <th>View</th> <th>Filing Action</th> <th>Job#</th> <th>Filing#</th> <th>Work Permit#</th> <th>Sequence#</th> <th>Work Type(s)</th> <th>Work Permit Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▼</td> <td>Q00382966</td> <td>I1</td> <td>Q00382966-I1-GC</td> <td>1</td> <td>General Construction</td> <td>Permit Issued</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Select Action: ▼</td> <td>M00383008</td> <td>I1</td> <td>M00383008-I1-GC</td> <td>1</td> <td>General Construction</td> <td>Permit Issued</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Select Action: ▼</td> <td>B00382967</td> <td>I1</td> <td>B00382967-I1-GC</td> <td>1</td> <td>General Construction</td> <td>Permit Issued</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Select Action: ▼</td> <td>X00382967</td> <td>I1</td> <td>X00382967-I1-GC</td> <td>1</td> <td>General Construction</td> <td>On Hold - Pending Supersede of Ap...</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Select Action: ▼</td> <td>X00382999</td> <td>I1</td> <td>X00382999-I1-GC</td> <td>1</td> <td>General Construction</td> <td>Permit Issued</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Select Action: ▼</td> <td>M00382951</td> <td>I1</td> <td>M00382951-I1-GC</td> <td>1</td> <td>General Construction</td> <td>Permit Issued</td> </tr> </tbody> </table>	View	Filing Action	Job#	Filing#	Work Permit#	Sequence#	Work Type(s)	Work Permit Status	<input type="checkbox"/>	Select Action: ▼	Q00382966	I1	Q00382966-I1-GC	1	General Construction	Permit Issued	<input checked="" type="checkbox"/>	Select Action: ▼	M00383008	I1	M00383008-I1-GC	1	General Construction	Permit Issued	<input checked="" type="checkbox"/>	Select Action: ▼	B00382967	I1	B00382967-I1-GC	1	General Construction	Permit Issued	<input checked="" type="checkbox"/>	Select Action: ▼	X00382967	I1	X00382967-I1-GC	1	General Construction	On Hold - Pending Supersede of Ap...	<input checked="" type="checkbox"/>	Select Action: ▼	X00382999	I1	X00382999-I1-GC	1	General Construction	Permit Issued	<input checked="" type="checkbox"/>	Select Action: ▼	M00382951	I1	M00382951-I1-GC	1	General Construction	Permit Issued
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4.	<p>Locate the <b>Filing Action</b> column.</p>  <p>The screenshot shows the same 'Work Permits' dashboard. The 'Filing Action' column header is highlighted with a red box. The table structure is identical to the previous screenshot.</p> <table border="1" data-bbox="358 1073 1393 1297"> <thead> <tr> <th>View</th> <th>Filing Action</th> <th>Job#</th> <th>Filing#</th> <th>Work Permit#</th> <th>Sequence#</th> <th>Work Type(s)</th> <th>Work Permit Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▼</td> <td>Q00382966</td> <td>I1</td> <td>Q00382966-I1-GC</td> <td>1</td> <td>General Construction</td> <td>Permit Issued</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Select Action: ▼</td> <td>M00383008</td> <td>I1</td> <td>M00383008-I1-GC</td> <td>1</td> <td>General Construction</td> <td>Permit Issued</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Select Action: ▼</td> <td>B00382967</td> <td>I1</td> <td>B00382967-I1-GC</td> <td>1</td> <td>General Construction</td> <td>Permit Issued</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Select Action: ▼</td> <td>X00382967</td> <td>I1</td> <td>X00382967-I1-GC</td> <td>1</td> <td>General Construction</td> <td>On Hold - Pending Supersede of Ap...</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Select Action: ▼</td> <td>X00382999</td> <td>I1</td> <td>X00382999-I1-GC</td> <td>1</td> <td>General Construction</td> <td>Permit Issued</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Select Action: ▼</td> <td>M00382951</td> <td>I1</td> <td>M00382951-I1-GC</td> <td>1</td> <td>General Construction</td> <td>Permit Issued</td> </tr> </tbody> </table>	View	Filing Action	Job#	Filing#	Work Permit#	Sequence#	Work Type(s)	Work Permit Status	<input type="checkbox"/>	Select Action: ▼	Q00382966	I1	Q00382966-I1-GC	1	General Construction	Permit Issued	<input checked="" type="checkbox"/>	Select Action: ▼	M00383008	I1	M00383008-I1-GC	1	General Construction	Permit Issued	<input checked="" type="checkbox"/>	Select Action: ▼	B00382967	I1	B00382967-I1-GC	1	General Construction	Permit Issued	<input checked="" type="checkbox"/>	Select Action: ▼	X00382967	I1	X00382967-I1-GC	1	General Construction	On Hold - Pending Supersede of Ap...	<input checked="" type="checkbox"/>	Select Action: ▼	X00382999	I1	X00382999-I1-GC	1	General Construction	Permit Issued	<input checked="" type="checkbox"/>	Select Action: ▼	M00382951	I1	M00382951-I1-GC	1	General Construction	Permit Issued
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5.	<p>From the <b>Filing Action</b> drop-down list, select <b>Select Action</b>.                      Select <b>Print Work Permit</b> from the Filing Action drop-down list.</p>  <table border="1" data-bbox="362 558 1411 779"> <thead> <tr> <th>View</th> <th>Filing Action</th> <th>Job#</th> <th>Filing#</th> <th>Work Permit#</th> <th>Sequence#</th> <th>Work Type(s)</th> <th>Work Permit Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▼</td> <td>Q00382966</td> <td>I1</td> <td>Q00382966-I1-GC</td> <td>1</td> <td>General Construction</td> <td>Permit Issued</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Select Action: ▼</td> <td>M00383008</td> <td>I1</td> <td>M00383008-I1-GC</td> <td>1</td> <td>General Construction</td> <td>Permit Issued</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Create AHJ</td> <td>Q00382967</td> <td>I1</td> <td>B00382967-I1-GC</td> <td>1</td> <td>General Construction</td> <td>Permit Issued</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><b>Print Work Permit</b></td> <td>X00382967</td> <td>I1</td> <td>X00382967-I1-GC</td> <td>1</td> <td>General Construction</td> <td>On Hold - Pending Supersede of Ap...</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Renew Work Permit</td> <td>X00382999</td> <td>I1</td> <td>X00382999-I1-GC</td> <td>1</td> <td>General Construction</td> <td>Permit Issued</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Request Withdraw</td> <td>X00382951</td> <td>I1</td> <td>M00382951-I1-GC</td> <td>1</td> <td>General Construction</td> <td>Permit Issued</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Select Action: ▼</td> <td>M00382951</td> <td>I1</td> <td>M00382951-I1-GC</td> <td>1</td> <td>General Construction</td> <td>Permit Issued</td> </tr> </tbody> </table>	View	Filing Action	Job#	Filing#	Work Permit#	Sequence#	Work Type(s)	Work Permit Status	<input type="checkbox"/>	Select Action: ▼	Q00382966	I1	Q00382966-I1-GC	1	General Construction	Permit Issued	<input checked="" type="checkbox"/>	Select Action: ▼	M00383008	I1	M00383008-I1-GC	1	General Construction	Permit Issued	<input checked="" type="checkbox"/>	Create AHJ	Q00382967	I1	B00382967-I1-GC	1	General Construction	Permit Issued	<input checked="" type="checkbox"/>	<b>Print Work Permit</b>	X00382967	I1	X00382967-I1-GC	1	General Construction	On Hold - Pending Supersede of Ap...	<input checked="" type="checkbox"/>	Renew Work Permit	X00382999	I1	X00382999-I1-GC	1	General Construction	Permit Issued	<input checked="" type="checkbox"/>	Request Withdraw	X00382951	I1	M00382951-I1-GC	1	General Construction	Permit Issued	<input checked="" type="checkbox"/>	Select Action: ▼	M00382951	I1	M00382951-I1-GC	1	General Construction	Permit Issued
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6.	<p>A Confirm pop-up window with the message <b>“Confirm you want to print the work permit”</b> displays.                      Click <b>Yes</b> to continue.</p> 																																																																

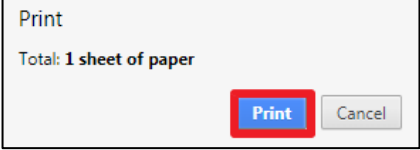
Step	Action				
	The Work Permit displays.				
7.	<p>Click <b>Print to PDF</b>.</p> <div data-bbox="321 436 1404 1192" style="border: 1px solid black; padding: 10px;">  <p style="text-align: center;"><b>Work Permit Department Of Buildings</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">                     Permit Number: M00383008-II-GC                      Permit Classification: ALTERATION                      Address: MANHATTAN 535 MANHATTAN AVENUE                      Work on Floor(s): GROUND FLOOR,                      Total number of dwelling units at location: 1                      Number of dwelling units occupied during construction: 1                      Description: BUILDING AN INTERNAL WALL TO DIVIDE A ROOM                 </td> <td style="width: 50%; text-align: right;">                      Issued: 11/10/2020                      Expires: 08/19/2021                      Issued To: BUILD 139                      Business: DOB                      License No: PE-999320                 </td> </tr> </table> <p style="text-align: center; font-size: small;">For detailed information regarding this permit, please log on to DOB NOW at <a href="http://www.nyc.gov/buildings">www.nyc.gov/buildings</a>. Call 311 with any questions or complaints.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">                     Borough Commissioner:  </td> <td style="width: 50%;">                     Commissioner of Buildings:  </td> </tr> </table> <p style="text-align: center; font-size: x-small;">Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.</p> <div style="text-align: center; margin-top: 10px;"> <span style="border: 2px solid red; padding: 5px 15px; color: white; background-color: #0070C0;">Print To PDF</span> </div> </div>	Permit Number: M00383008-II-GC Permit Classification: ALTERATION Address: MANHATTAN 535 MANHATTAN AVENUE Work on Floor(s): GROUND FLOOR, Total number of dwelling units at location: 1 Number of dwelling units occupied during construction: 1 Description: BUILDING AN INTERNAL WALL TO DIVIDE A ROOM	 Issued: 11/10/2020 Expires: 08/19/2021 Issued To: BUILD 139 Business: DOB License No: PE-999320	Borough Commissioner: 	Commissioner of Buildings: 
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Borough Commissioner: 	Commissioner of Buildings: 				

Step	Action
8.	<p>A <b>Save As</b> window displays.</p> 
9.	<p>Click <b>Save</b>.</p> 
	<p>A PDF link displays in the bottom left corner of your screen (e.g., <b>WorkPermit.pdf</b>).</p>
10.	<p>Click <b>WorkPermit.pdf</b>.</p> 





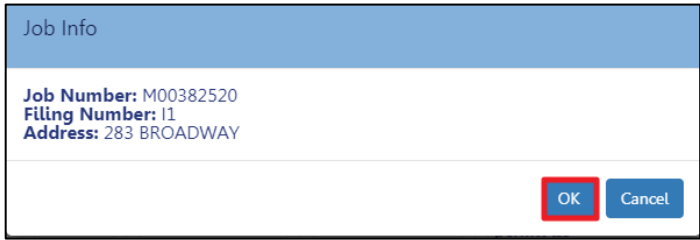
DOB NOW: *Build* – PRINT, RENEW WORK PERMIT STEP-BY-STEP GUIDE

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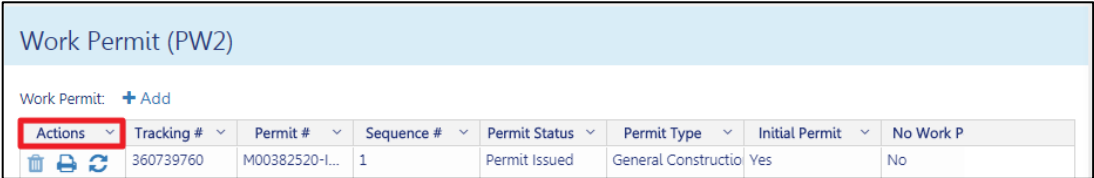

Step	Action
11.	<p>Click <b>Print</b>.</p> 

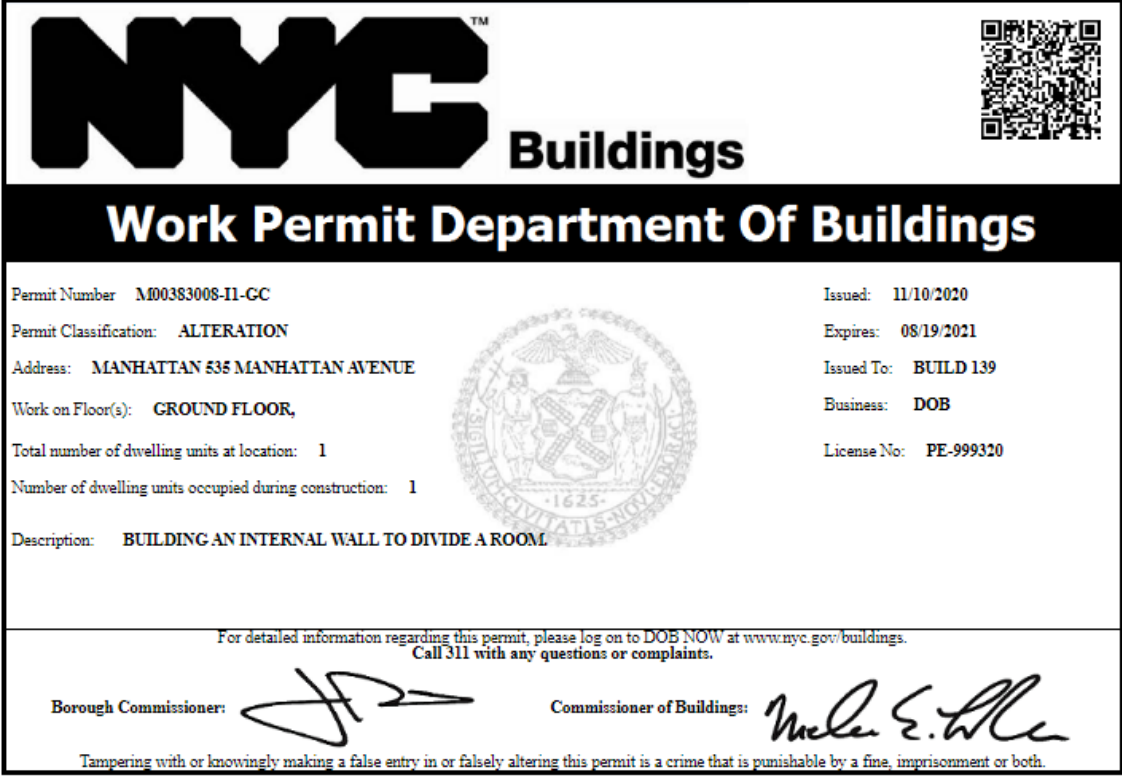
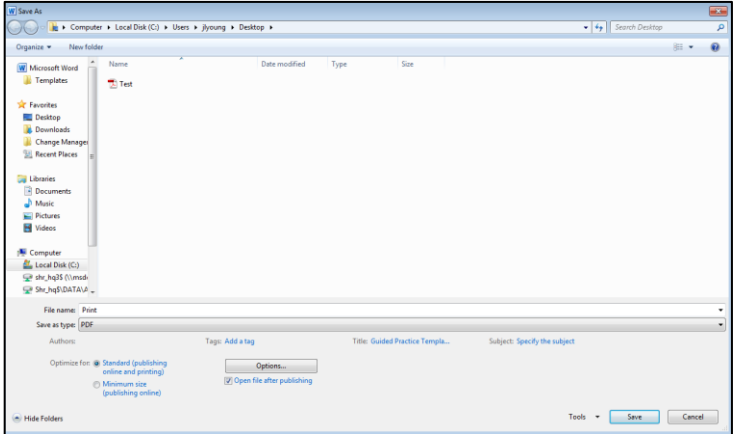
## Print a Work Permit from the Job Filing

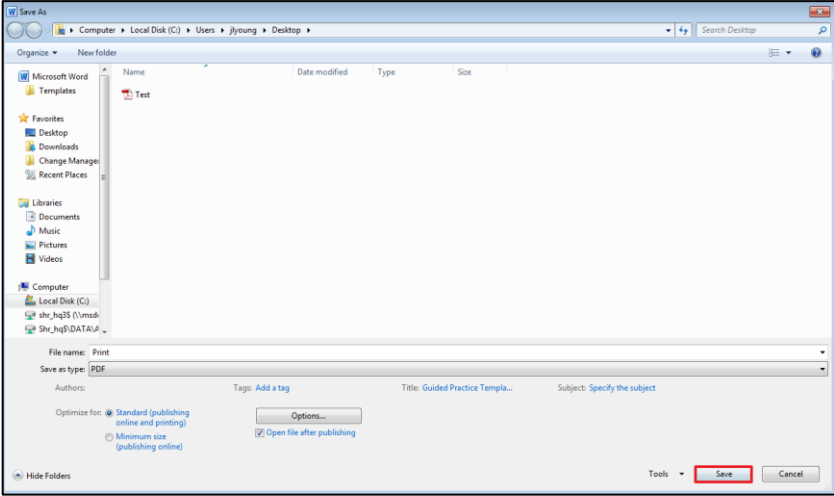

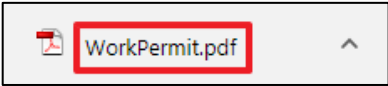
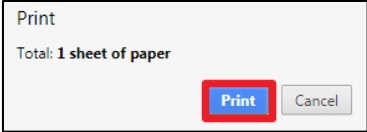

Complete the following steps to print a work permit from the Job Number:

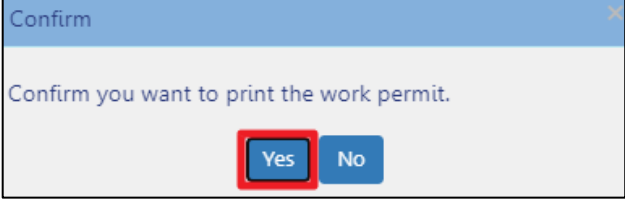
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1.	<p>Locate the <b>Job Filing</b> associated with the permit you would like to print.</p>  <p>The screenshot shows a table titled "Job Filings" with a search filter "Filter My Jobs". The table has columns: View, Filing Action, Job#, Filing#, Job Type, Filing Type, and Filing Status. The first row is highlighted, and the Job# "M00382520" is circled in red.</p> <table border="1"> <thead> <tr> <th>View</th> <th>Filing Action</th> <th>Job#</th> <th>Filing#</th> <th>Job Type</th> <th>Filing Type</th> <th>Filing Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▼</td> <td>M00382520</td> <td>I1</td> <td>Alteration</td> <td>New Job Filing</td> <td>Permit Issued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▼</td> <td>X00382510</td> <td>S1</td> <td>Alteration</td> <td>Subsequent Filing</td> <td>Permit Issued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▼</td> <td>M00381950</td> <td>I1</td> <td>Alteration</td> <td>New Job Filing</td> <td>Permit Issued</td> </tr> </tbody> </table>	View	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status	<input type="checkbox"/>	Select Action: ▼	M00382520	I1	Alteration	New Job Filing	Permit Issued	<input type="checkbox"/>	Select Action: ▼	X00382510	S1	Alteration	Subsequent Filing	Permit Issued	<input type="checkbox"/>	Select Action: ▼	M00381950	I1	Alteration	New Job Filing	Permit Issued
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2.	<p>Click the <b>View</b> Icon.</p>  <p>The screenshot shows the same "Job Filings" table. The "View" icon (a magnifying glass) in the first row is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>View</th> <th>Filing Action</th> <th>Job#</th> <th>Filing#</th> <th>Job Type</th> <th>Filing Type</th> <th>Filing Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Select Action: ▼</td> <td>M00382520</td> <td>I1</td> <td>Alteration</td> <td>New Job Filing</td> <td>Permit Issued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▼</td> <td>X00382510</td> <td>S1</td> <td>Alteration</td> <td>Subsequent Filing</td> <td>Permit Issued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▼</td> <td>M00381950</td> <td>I1</td> <td>Alteration</td> <td>New Job Filing</td> <td>Permit Issued</td> </tr> </tbody> </table>	View	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status	<input checked="" type="checkbox"/>	Select Action: ▼	M00382520	I1	Alteration	New Job Filing	Permit Issued	<input type="checkbox"/>	Select Action: ▼	X00382510	S1	Alteration	Subsequent Filing	Permit Issued	<input type="checkbox"/>	Select Action: ▼	M00381950	I1	Alteration	New Job Filing	Permit Issued
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3.	<p>A <b>Job Info</b> pop-up window displays.</p> <p>Click <b>OK</b> to display the filing.</p>  <p>The screenshot shows a "Job Info" pop-up window with a blue header. It displays the following information: Job Number: M00382520, Filing Number: I1, and Address: 283 BROADWAY. At the bottom right, there are "OK" and "Cancel" buttons, with the "OK" button highlighted in red.</p>																												

## DOB NOW: *Build* – PRINT, RENEW WORK PERMIT STEP-BY-STEP GUIDE

Step	Action
4.	<p>Select the <b>Work Permit (PW2)</b> tab.</p> 
5.	<p>Locate the <b>Actions</b> column.</p> 
6.	<p>Select the <b>Printer</b> icon from the <b>Actions</b> column.</p> 


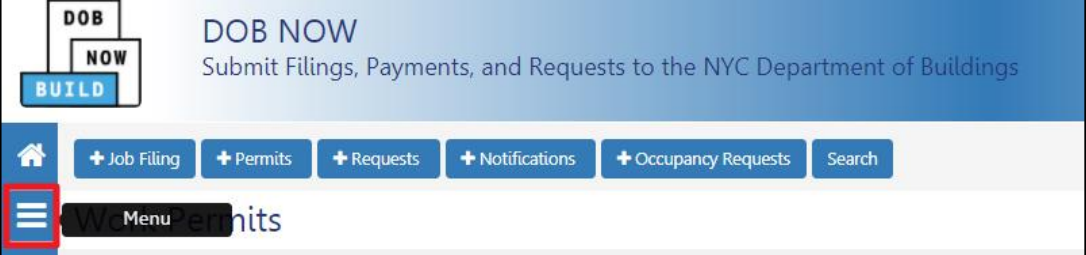
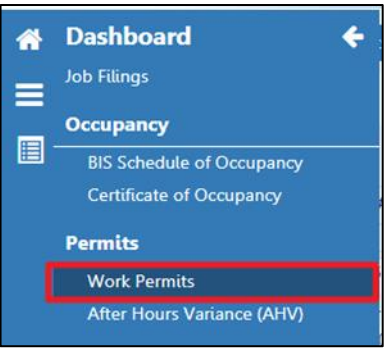
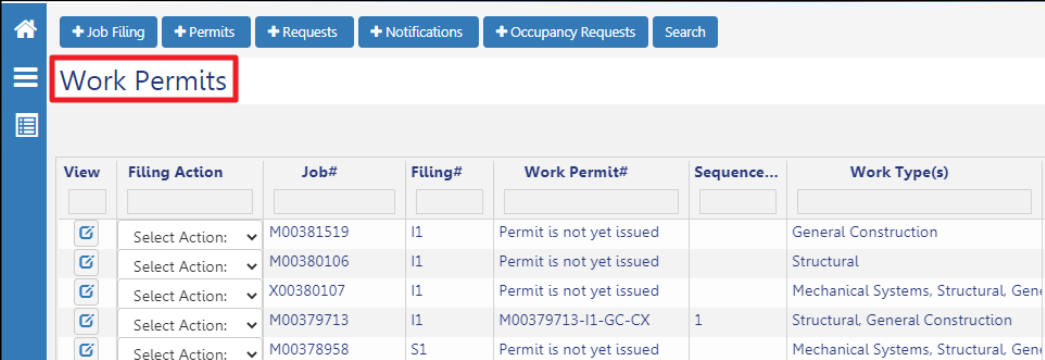
Step	Action
7.	<p>Click <b>Print To PDF</b>.</p> 
8.	<p>A <b>Save As</b> window displays.</p> 

Step	Action																																								
9.	<p>Click <b>Save</b>.</p> 																																								
	<p>A PDF link displays in the bottom left corner of your screen (e.g., <b>WorkPermit.pdf</b>).</p>																																								
10.	<p>Click <b>WorkPermit.pdf</b>.</p> 																																								
11.	<p>Click <b>Print</b>.</p> 																																								
12.	<p>A Permit can be printed with the status Sign Off Request Initiated. In the Filing Action Column, click the dropdown. Click <b>Print Work Permit</b>.</p>  <table border="1" data-bbox="282 1614 1359 1808"> <thead> <tr> <th>View</th> <th>Filing Action</th> <th>Job#</th> <th>Filing#</th> <th>Job Type</th> <th>Filing Type</th> <th>Filing Status</th> <th>Address</th> <th>Borough</th> <th>Applicant o</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>sign off</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Select Action: <span>▼</span></td> <td>M00335444</td> <td>11</td> <td>Alteration</td> <td>New Filing</td> <td>Pending Sign Off Review</td> <td>990 3 AVENUE</td> <td>MANHATTAN</td> <td>ELV DIRECTOR</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Select Action: <span>▼</span></td> <td>M00299830</td> <td>11</td> <td>Alteration</td> <td>New Filing</td> <td>Sign Off Request Initiated</td> <td>101 EAST 76 STREET</td> <td>MANHATTAN</td> <td>ELV CODIREC</td> </tr> </tbody> </table>	View	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status	Address	Borough	Applicant o	<input type="checkbox"/>						sign off				<input checked="" type="checkbox"/>	Select Action: <span>▼</span>	M00335444	11	Alteration	New Filing	Pending Sign Off Review	990 3 AVENUE	MANHATTAN	ELV DIRECTOR	<input checked="" type="checkbox"/>	Select Action: <span>▼</span>	M00299830	11	Alteration	New Filing	Sign Off Request Initiated	101 EAST 76 STREET	MANHATTAN	ELV CODIREC
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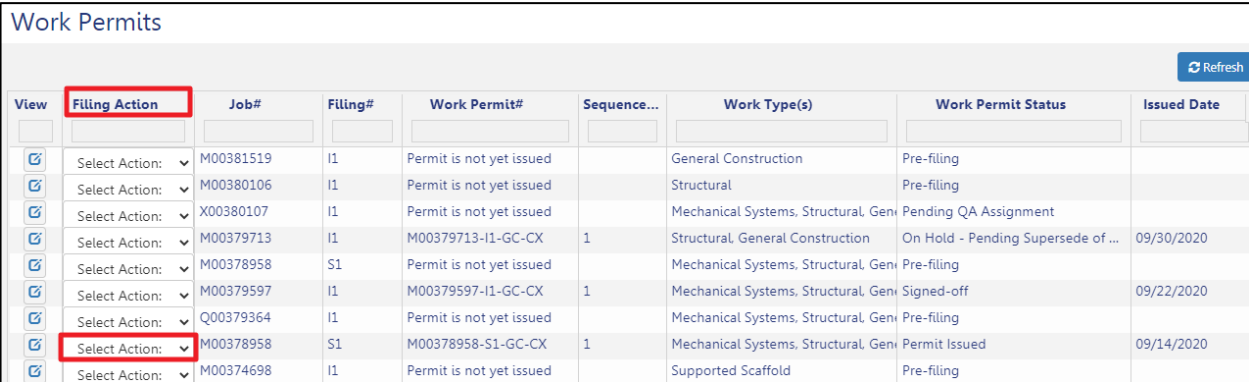
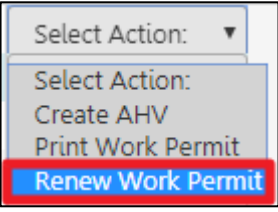
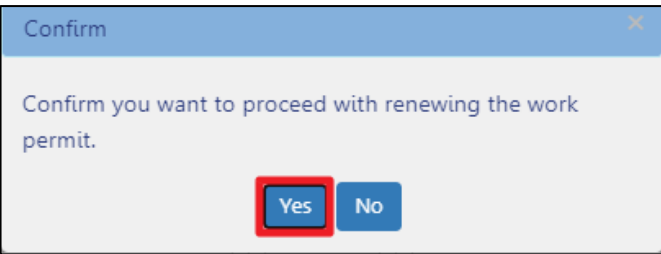
Step	Action
13.	<p>A Confirmation window states “ Confirm you want to print the work permit.” Click <b>Yes</b>.</p>  <p>The screenshot shows a standard Windows-style dialog box. The title bar is blue and contains the word 'Confirm' followed by a close button (X). The main area of the dialog is white and contains the text 'Confirm you want to print the work permit.' Below the text are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red rectangular box.</p>
<p>You have completed the Print a Work Permit from the Job Number Step-by-Step Guide.</p>	

## Renew a Work Permit Step-by-Step Guide

The Applicant or Contractor can complete the following steps to renew a Work Permit:


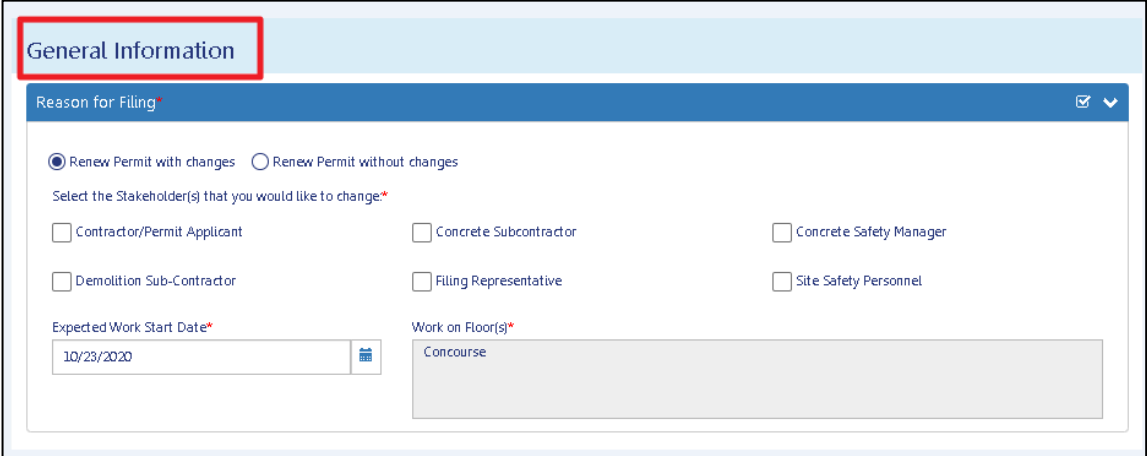
Step	Action																																										
1.	<p>On the Navigational Panel, Click the <b>Menu Bars</b> () .</p> 																																										
2.	<p>The Navigational Panel displays . Click <b>Work Permit</b>.</p> 																																										
3.	<p>The Work Permit page is displayed.</p>  <table border="1"> <thead> <tr> <th>View</th> <th>Filing Action</th> <th>Job#</th> <th>Filing#</th> <th>Work Permit#</th> <th>Sequence...</th> <th>Work Type(s)</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▾</td> <td>M00381519</td> <td>I1</td> <td>Permit is not yet issued</td> <td></td> <td>General Construction</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▾</td> <td>M00380106</td> <td>I1</td> <td>Permit is not yet issued</td> <td></td> <td>Structural</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▾</td> <td>X00380107</td> <td>I1</td> <td>Permit is not yet issued</td> <td></td> <td>Mechanical Systems, Structural, Gen</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▾</td> <td>M00379713</td> <td>I1</td> <td>M00379713-I1-GC-CX</td> <td>1</td> <td>Structural, General Construction</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▾</td> <td>M00378958</td> <td>S1</td> <td>Permit is not yet issued</td> <td></td> <td>Mechanical Systems, Structural, Gen</td> </tr> </tbody> </table>	View	Filing Action	Job#	Filing#	Work Permit#	Sequence...	Work Type(s)	<input type="checkbox"/>	Select Action: ▾	M00381519	I1	Permit is not yet issued		General Construction	<input type="checkbox"/>	Select Action: ▾	M00380106	I1	Permit is not yet issued		Structural	<input type="checkbox"/>	Select Action: ▾	X00380107	I1	Permit is not yet issued		Mechanical Systems, Structural, Gen	<input type="checkbox"/>	Select Action: ▾	M00379713	I1	M00379713-I1-GC-CX	1	Structural, General Construction	<input type="checkbox"/>	Select Action: ▾	M00378958	S1	Permit is not yet issued		Mechanical Systems, Structural, Gen
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**DOB NOW: *Build* – PRINT, RENEW WORK PERMIT STEP-BY-STEP GUIDE**

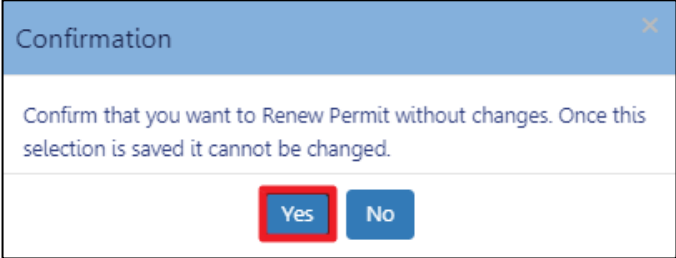
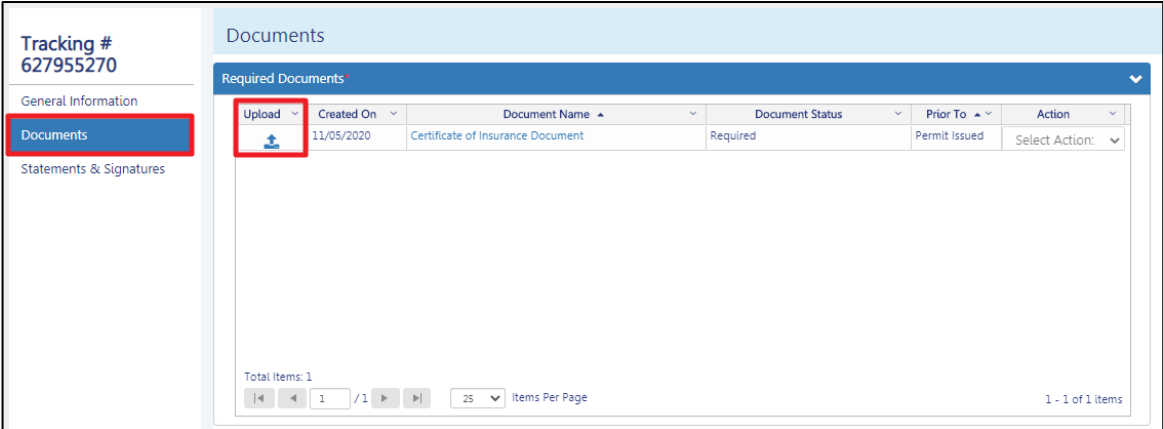
Step	Action																																																																																										
4.	<p>Locate the <b>Job Filing</b>. From the <b>Filing Action</b> drop-down list, <b>Select Action</b>.</p>  <table border="1" data-bbox="284 346 1526 724"> <caption>Work Permits</caption> <thead> <tr> <th>View</th> <th>Filing Action</th> <th>Job#</th> <th>Filing#</th> <th>Work Permit#</th> <th>Sequence...</th> <th>Work Type(s)</th> <th>Work Permit Status</th> <th>Issued Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▾</td> <td>M00381519</td> <td>I1</td> <td>Permit is not yet issued</td> <td></td> <td>General Construction</td> <td>Pre-filing</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▾</td> <td>M00380106</td> <td>I1</td> <td>Permit is not yet issued</td> <td></td> <td>Structural</td> <td>Pre-filing</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▾</td> <td>X00380107</td> <td>I1</td> <td>Permit is not yet issued</td> <td></td> <td>Mechanical Systems, Structural, Gen</td> <td>Pending QA Assignment</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▾</td> <td>M00379713</td> <td>I1</td> <td>M00379713-I1-GC-CX</td> <td>1</td> <td>Structural, General Construction</td> <td>On Hold - Pending Supersede of ...</td> <td>09/30/2020</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▾</td> <td>M00378958</td> <td>S1</td> <td>Permit is not yet issued</td> <td></td> <td>Mechanical Systems, Structural, Gen</td> <td>Pre-filing</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▾</td> <td>M00379597</td> <td>I1</td> <td>M00379597-I1-GC-CX</td> <td>1</td> <td>Mechanical Systems, Structural, Gen</td> <td>Signed-off</td> <td>09/22/2020</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▾</td> <td>Q00379364</td> <td>I1</td> <td>Permit is not yet issued</td> <td></td> <td>Mechanical Systems, Structural, Gen</td> <td>Pre-filing</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▾</td> <td>M00378958</td> <td>S1</td> <td>M00378958-S1-GC-CX</td> <td>1</td> <td>Mechanical Systems, Structural, Gen</td> <td>Permit Issued</td> <td>09/14/2020</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▾</td> <td>M00374698</td> <td>I1</td> <td>Permit is not yet issued</td> <td></td> <td>Supported Scaffold</td> <td>Pre-filing</td> <td></td> </tr> </tbody> </table>	View	Filing Action	Job#	Filing#	Work Permit#	Sequence...	Work Type(s)	Work Permit Status	Issued Date	<input type="checkbox"/>	Select Action: ▾	M00381519	I1	Permit is not yet issued		General Construction	Pre-filing		<input type="checkbox"/>	Select Action: ▾	M00380106	I1	Permit is not yet issued		Structural	Pre-filing		<input type="checkbox"/>	Select Action: ▾	X00380107	I1	Permit is not yet issued		Mechanical Systems, Structural, Gen	Pending QA Assignment		<input type="checkbox"/>	Select Action: ▾	M00379713	I1	M00379713-I1-GC-CX	1	Structural, General Construction	On Hold - Pending Supersede of ...	09/30/2020	<input type="checkbox"/>	Select Action: ▾	M00378958	S1	Permit is not yet issued		Mechanical Systems, Structural, Gen	Pre-filing		<input type="checkbox"/>	Select Action: ▾	M00379597	I1	M00379597-I1-GC-CX	1	Mechanical Systems, Structural, Gen	Signed-off	09/22/2020	<input type="checkbox"/>	Select Action: ▾	Q00379364	I1	Permit is not yet issued		Mechanical Systems, Structural, Gen	Pre-filing		<input type="checkbox"/>	Select Action: ▾	M00378958	S1	M00378958-S1-GC-CX	1	Mechanical Systems, Structural, Gen	Permit Issued	09/14/2020	<input type="checkbox"/>	Select Action: ▾	M00374698	I1	Permit is not yet issued		Supported Scaffold	Pre-filing	
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5.	<p>Select <b>Renew Work Permit</b> from the Filing Action drop-down list.</p> 																																																																																										
6.	<p>A Confirmation windows is displayed with a message: <b>“Confirm you want to proceed with renewing the work permit.”</b></p> 																																																																																										





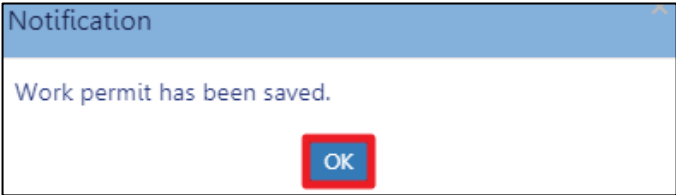
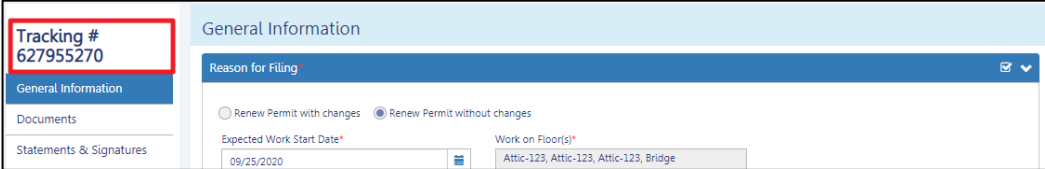
## DOB NOW: *Build* – PRINT, RENEW WORK PERMIT STEP-BY-STEP GUIDE

Step	Action
7.	<p>The Renew page is displayed.</p> 
8.	<p>Under the General Information, Reason for Filing, Select the option that is applicable:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Renew Permit with changes</li><li><input type="checkbox"/> Renew Permit without changes</li></ul> <p>When Renew with changes is selected, please select the stakeholder that's changing with the renewal.</p> 

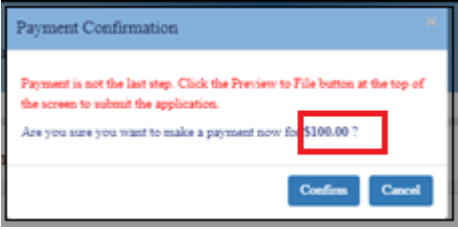

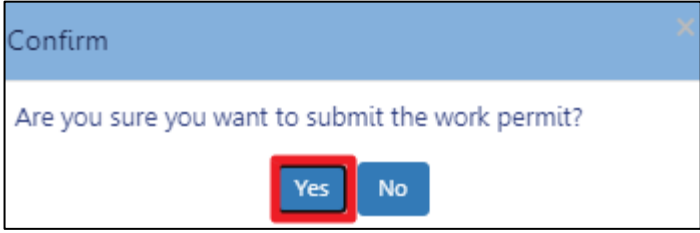


**DOB NOW: *Build* – PRINT, RENEW WORK PERMIT STEP-BY-STEP GUIDE**

Step	Action
9.	<p>A Confirmation window is displayed with the message: <b>“Confirm that you want to Renew Permit without changes. Once this selection is saved it cannot be changed.”</b></p> <p>Click <b>Yes</b>.</p>  <p>The image shows a confirmation dialog box with a blue header and a white body. The text inside reads: "Confirm that you want to Renew Permit without changes. Once this selection is saved it cannot be changed." At the bottom, there are two buttons: "Yes" (highlighted with a red box) and "No".</p>
10.	<p>Click <b>Documents</b>, under Required Documents upload the updated Certificate of Insurance Document.</p>  <p>The image shows a web interface for document management. On the left, there is a sidebar with "Documents" highlighted in a red box. The main area is titled "Documents" and contains a table of "Required Documents". The table has columns for "Created On", "Document Name", "Document Status", "Prior To", and "Action". One document is listed: "Certificate of Insurance Document" with a status of "Required". An "Upload" button (with a red box around it) is visible in the top left of the table area. At the bottom, there is a pagination control showing "Total Items: 1" and "1 - 1 of 1 items".</p>

## DOB NOW: *Build* – PRINT, RENEW WORK PERMIT STEP-BY-STEP GUIDE

Step	Action
11.	<p>Click <b>Statement &amp; Signature</b>. Click the checkbox to auto populate signature.</p> 
12.	<p>Click <b>Save</b>.</p> 
13.	<p>A Notification window is displayed with the message: <b>“Work permit has been saved.”</b></p> 
14.	<p>A Tracking Number is displayed.</p> 

**DOB NOW: *Build* – PRINT, RENEW WORK PERMIT STEP-BY-STEP GUIDE**

Step	Action
15.	<p>A permit renewal fee of \$100 is to be paid</p> 
16.	<p>Once payment is done Click <b>Submit</b></p> 
17.	<p>A Confirmation window displays with the message: “<b>Are you sure you want to submit the work permit?</b>”</p> <p>Click <b>Yes</b>.</p> 
18.	<p>A Notification window is displayed with the message: “Work permit has been saved.”</p> <p>Click <b>Yes</b>.</p> 
19.	<p>Refer to the Add Work Permit (PW2) Step-by-Step Guide for instructions on adding a Work Permit.</p>
	<p><b>Note</b> Upon Permit Renewal, the Permit Expiration Date is <b>updated</b>. The <b>Permit Number does not change</b>, but the sequence number increases by 1 (e.g. 1, 2, 3...).</p>

**DOB NOW: *Build* – PRINT, RENEW WORK PERMIT STEP-BY-STEP GUIDE**

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Step	Action
You have completed the Renew a Work Permit Step-by-Step Guide.	