

## SERVICE NOTICE

### Mechanical Systems and Structural Filings to Launch in DOB NOW: *Build* as well as the Plumbing, Sprinkler and Standpipe Filings will be Mandated

Effective July 1, 2019, all new applications for the following work types will be mandatory to submit in [DOB NOW: \*Build\*](#):

- Mechanical Systems (MS)
- Structural (ST)
- Plumbing (PL)/Sprinkler (SP)/Standpipe (SD)

6 Work Types <i>Select all that apply but no more than allowed by job and filing type. "OT" required on all NB and Alteration 1 initial applications.</i>			
6A <input type="checkbox"/> BL - Boiler PW1C <input type="checkbox"/> FA - Fire Alarm <input type="checkbox"/> FB - Fuel Burning PW1C	<input type="checkbox"/> FS - Fuel Storage PW1C <input type="checkbox"/> FP - Fire Suppression <input checked="" type="checkbox"/> MH - Mechanical	<input checked="" type="checkbox"/> PL - Plumbing PW1B <input checked="" type="checkbox"/> SD - Standpipe PW1B <input checked="" type="checkbox"/> SP - Sprinkler PW1B	6E <input type="checkbox"/> CC - Curb Cut 16 <input type="checkbox"/> OT/LAN - Landscape
6B <input type="checkbox"/> EQ - Construction Equipment 15	6C <input type="checkbox"/> OT/GC - General Construction	6D <input checked="" type="checkbox"/> OT - Other, describe: <b>STRUCTURAL</b>	6F <input type="checkbox"/> OT/ANT - Antenna <input type="checkbox"/> OT/BPP - Builders Pavement Plan 8D <input type="checkbox"/> OT/FPP - Fire Protection Plan <input type="checkbox"/> OT/MAR - Marquee 8E, 26B

New filings **will not** be accepted for these work types at [borough offices](#) or at the Hub through [eFiling](#). If a job is associated with work types that are not available in DOB NOW, separate filings must be made so the DOB NOW work types are filed in DOB NOW and other work types are filed at the borough office or through eFiling.

All eFiling Saved Applications must be submitted before July 1, 2019 or the applications will need to be re-entered in DOB NOW: *Build*. Applications submitted before July 1, 2019 will continue to be handled in the Building Information System ([BIS](#)). This includes any Prior to Approval Action, Post Approval Amendment (PAA), Superseding, Reinstatement, and Withdrawal.

- **Mechanical Systems (MS)** replaces the current Mechanical (MH) work type and includes Heating Systems, Ventilation Systems, Air Conditioning Systems, Refrigeration Systems, Cooling Towers, Associated Ducts & Piping, and Generators
- **Structural (ST)** work type includes Concrete, Aluminum, Masonry, Steel, Wood, Sign Structure, Temporary Structural Bracing, Raising and Moving of Building, and Partial Demolition
- **Plumbing (PL)/Sprinkler (SP)/Standpipe (SD)** work types are currently filed in either BIS or DOB NOW. Beginning July 1, 2019 mandatory filing of these work types will be in [DOB NOW: \*Build\*](#). In addition, the current DOB NOW screens are being updated with enhanced Scope of Work options and an improved design for a better user experience.

#### 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.

#### DOB NOW Training

The Department will conduct free training sessions to explain the new processes and demonstrate how to use DOB NOW: *Build*. Visit the [DOB NOW Training Page](#) to register for upcoming training and to access step-by-step guides, user manuals, and videos.

To submit an inquiry about DOB NOW, visit the [DOB NOW Help Form](#).

**POST UNTIL: December 31, 2019**