

NYC Development Hub

Hub Self-Service

Industry Filing Guide

January 13, 2014

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About this document

The Department of Buildings (DOB) has expanded the NYC Development Hub to facilitate the automatic acceptance, and permitting of most professionally certified alteration type-2 and alteration type-3 applications.

The benefits of the program include:

- **Faster Approvals** – Enhance customer service for qualified design professionals by expediting the end-to-end approval process for professionally certified minor construction work.
- **Fewer Office Visits** – Automated acceptance of jobs through this program will eliminate the need for borough visits prior to approval.
- **Reduce Paper Submissions** – All documents submitted to the Department through this program will be electronic, eliminating any paper submissions for these jobs prior to approval.

This guide provides information to help industry users participate in Hub *Self-Service*. This includes how to enroll as design professional, guidelines for submitting required items, forms, and plans and how to electronically submit the entire filing to the Department for acceptance.

Document Version Control Table

Version Number	Version Summary	Date
Version 1.0	First Published Release	September 24, 2012
Version 1.1	Updated Release	October 3, 2012
Version 1.2	Updated Release	October 15, 2012
Version 1.3	Updated Release	January 13, 2014

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About Hub Self-Service

To participate in Hub *Self-Service*, licensed design professionals must file professionally certified single document Alteration Type-2 (Alt 2) and Alteration Type-3 (Alt 3) applications online through the Department's electronic filing system. **Election into this program will eliminate the need for in person visits through permit.**

A small subset of minor alterations will be excluded from this program:

- *Enlargements*
- *Curb-cuts*
- *Legalizations*
- *Fire alarms*
- *Builders Pavement Plan*
- *Jobs filed on Landmarks Preservation Commission calendared properties*

Additionally the following will not be supported by *Hub Self-Service*:

- Subsequent filings
- Post-Approval Amendments

If you are eligible, the option to enter this program will be made to you when you are on the *Review* page of the Plan/Work application online.

Program Requirements

To use Hub Self-Service:

- *The applicant of record **must** be enrolled with DOB (see below on how to enroll)*
- *All documents and payments **must** be processed and the job must be submitted for DOB acceptance within sixty (60) days of entering Hub Self Service (**notifications will be sent out to the applicant of record, owner, and initial preparer of the PW1 when there are 30 days and 10 days remaining to submit the job for acceptance**)*
- *Permits **must** be processed online through Hub Self Service Program*
- *Payment **must** be made online by credit card only*
- *Application **must** be an Professionally Certified Alteration 2 or 3 (see exceptions above)*

Upon entering Hub *Self-Service*, the job **must** stay in program until submitted for acceptance to DOB and DOB staff process your permit. If an applicant wants to switch out of the program to standard filing, the job must be withdrawn and re-filed. **Once withdrawn, the job cannot be reinstated into the program.** Remember, applicants can copy a previously prepared application when re-filing any plan/work application online.

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Additionally, the Applicant of record is responsible for reviewing the application in its entirety prior to submittal, including, but not limited to:

- *Plans*
- *All required items are accurately selected and submitted*
- *All required forms are submitted*
- *All Special and Progress inspections are accurately selected*
- *All waivers are accurately documented*
- *A completed POC1 form (all four pages), with all required statements and signatures from applicant of record and owner, is submitted*
- *Any associated TR1 form(s) identifying the special inspection or progress inspection applicant who will conduct needed special inspections and/or progress inspections.*
- *Any associated Work Permit Application(s) – PW2 form(s)*
Note: *the PW2 form(s) can be completed by a registered general contractor or licensed tradesperson and does not need to be completed by the applicant of record. You have an option to opt-out of submitting a PW-2 form, which would be made available to you in eSubmit before you submit your application to DOB. The PW2 can be uploaded by any individual with an eFiling Preparer account.*

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All plans must follow the Department's Drawing Standards for Plan/Work Applications, which is available at: http://www1.nyc.gov/assets/buildings/pdf/drawing_standards_08132010.pdf

Note the following change to Title Block Standards.

OLD:

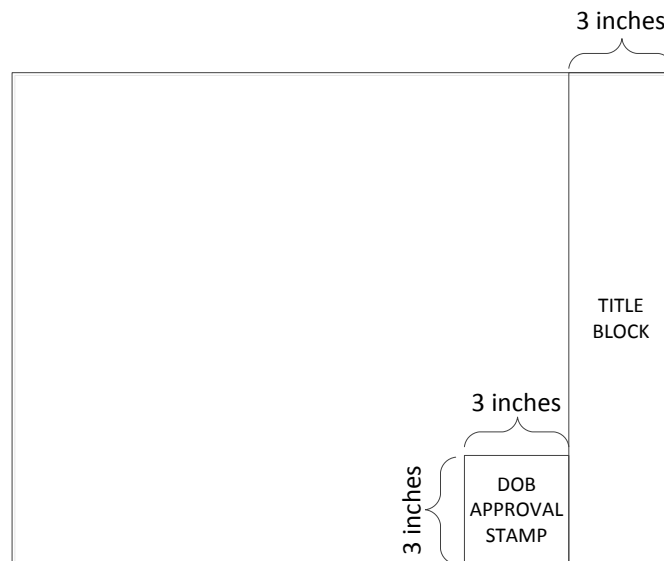
Designated space for DOB employee stamps and signatures (minimum 3" x 3");

If space is not provided within the title block, a minimum of 3" x 3" of clear space must be provided on the lower right hand portion of each sheet.

NEW:

Designated space for DOB approval stamps (minimum 3" x 3");

A minimum of 3" x 3" of clear space must be provided on the lower right hand portion of each sheet. This space must be directly to the left of the title block. All title blocks must be exactly 3" in width. See diagram below for sample:



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Enrolling with the NYC Department of Buildings

To participate in the program you must first enroll with DOB and obtain an online account. To enroll, please access the Department's website at www.nyc.gov/buildings and click on 'Electronic Filing.' To enroll, you must have an active email account.

If you are a NYS registered architect or professional engineer: You must enroll as a design professional. Once you receive an email notification that enrollment is complete, follow the instructions, print the authentication form, and sign and seal it and submit to the Department for authorization and activation of your account. Submittals should be dropped off to:

NYC Development Hub
Department of Buildings
80 Centre Street, 3rd floor
New York, NY 10013
ATTN: NYC Development Hub Enrollment

or mailed in to:

The Hub Authentication Center
Department of Buildings
280 Broadway, 5th floor
New York, NY 10007

Once DOB processes your application and activates your account, you will receive a notification by email. DOB will process applications within 2 business days.

If you are a preparer: You must enroll as a preparer. An enrolled Preparer has authorization to create new applications online, but cannot submit the application. The Preparer can send the prepared application to a DOB enrolled registered design professional for review and submittal.

For more information on the Department's electronic filing system please access the user guide at: http://www1.nyc.gov/assets/buildings/pdf/efiling_user_guide.pdf

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Using the Program

To use Hub *Self-Service*, you must prepare your job application using the Department’s electronic filing system, as you would today. Preparers or Design Professionals must choose to enter Hub *Self-Service* on the current Plan/Work application *Review* page. To take advantage of this program, please follow the steps described below.

1. Log-into the NYC Development Hub using your account email address and password. Click the “Minor Construction” box and then expand the “Hub Self-Service” bar. Select “Begin New Job Application” to start preparing an application for the first time.

The screenshot shows a grid of four categories:

- Major Construction** (dark blue background):
 - New Buildings
 - Major Alterations
 - Demolitions
- Minor Construction** (grey background):
 - Hub *Self-Service*
 - Minor Alterations
 - Signs
- Electrical and Minor Plumbing** (dark blue background):
 - All Electrical Work
 - Limited Alteration Application
- Manage Your Account** (dark blue background):
 - Add License Type
 - Add Sustainable Contractor Designation

The screenshot shows the **Hub Self-Service** section with a [hide](#) button in the top right corner. Below the header is a link to [Read additional information](#). Three main action buttons are displayed:

- Begin New Job Application** (grey button)
- Manage Job Applications** (dark blue button)
- Manage Address Book** (dark blue button)

Below the buttons is a certification statement: "By submitting documents online I certify that I am authorized to submit documents for the specified job and that I have in my possession all original documents." Below this is a checkbox labeled "I agree to the terms above." At the bottom is a large dark blue button labeled **Electronically Submit Documents**.


NYC Development Hub

2. The “Welcome to the Plan/Work Approval Application” screen should then display. Enter a User Ref ID which is a reference ID that you can use to locate this application at a future time by using the “Manage Job Applications” function shown in the screen shot above. Select the “Initial” radio button to indicate the appropriate Filing Type and select “Alteration 2” or “Alteration 3” to indicate the “Job/Project Type”, and click “Next”. **Please note that subsequent filings and all other job/project types are excluded from this program. For the complete list of exclusions and requirements see page 4 above.**

Welcome to the Plan/Work Application

Please enter the following information and click "Next" *(show help for this section)*

At this time PAAs cannot be prepared online. All PAAs must be prepared manually using PDF [fill-in forms](#) and submitted in-person to the appropriate [borough office](#).

*User Ref ID  Use any combination of numbers and letters you want to identify this application.

*Filing Type Initial Subsequent

*Job/Project Type

NYC Development Hub

- The "Job Info" screen should display. Follow the instructions and provide the information requested information in the fields available for all sections, Job Info, Work Types, Considerations, Bldg Info, and Comments. Fields marked with red asterisks (*) are required.

Plan/Work Application

Job Info Work Types Considerations Bldg Info Comments	Validate
Job Location Applicant Filing Rep Owner Owner Statements Job Desc	

ALTERATION 2 - INIT

User Ref ID : TEST JOB

DOB Reference Number : T00000274959

Job Location [\(show help for this section\)](#)

Please enter the following information about the Location where the work will take place.

*Borough	*House Number	*Street Name
Pick a Borough ▾	<input type="text"/>	<input type="text"/>
*Block	*Lot	
<input type="text"/>	<input type="text"/>	
Apartment/Condo Numbers		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Numeric Floor Ranges		
<input type="text"/>	thru <input type="text"/>	<input type="text"/>
Specific Floors		
<input type="text"/>	<input type="text"/>	<input type="text"/>
*What type of building is this job being filed under?		
<input type="radio"/> 1, 2, or 3 Family <input type="radio"/> Other		
*User Ref ID		
TEST JOB <input type="text"/>		

Applicant [\(show help for this section\)](#)

[Open Address Book](#)

*Last Name	*First Name	M.I.	*Applicant Type	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Please Specify... ▾	
*Business Name	*E-mail	*Phone		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
*Address: Number	*Street Name	Apt, Suite, Bldg, Unit, etc.		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
*City	*State	*Zip	Mobile Telephone	Fax
<input type="text"/>	NY ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Is Directive 14 Acceptance Requested? <input type="radio"/> Yes <input checked="" type="radio"/> No				
*Review is requested under which Building Code? <input type="radio"/> 2008 <input type="radio"/> 1968 <input type="radio"/> Prior to 1968				

[Add to Address Book](#)

DRAFT DOCUMENT

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- In the “Considerations” section, select “Professional Certification” from the “How will this application be filed” drop down menu.

Plan/Work Application

Job Info Work Types Considerations Bldg Info Comments Validate
Considerations NYCECC Plans

ALTERATION 2 - INIT

User Ref ID : TEST JOB

DOB Reference Number : T00000274959

Considerations <i>(show help for this section)</i>	
*How will this application be filed?	Professional Certification
*Is this application filed to comply with local law(s)?	Please Specify...
*Is there a Restrictive Declaration / Easement?	Standard Plan Examination or Review
*Is there Zoning Exhibit (I, II, III, etc)?	Professional Certification
*Does this application include other considerations, limitations, or restrictions?	Professional Certification of Objections
*Does this application include other considerations, limitations, or restrictions?	<input type="radio"/> Yes <input type="radio"/> No
*Is there a High Rise Team tracking number associated with the application?	<input type="radio"/> Yes <input type="radio"/> No
*Are there CPC calendar numbers associated with this filing?	<input type="radio"/> Yes <input type="radio"/> No
*Are there BSA calendar numbers associated with this filing?	<input type="radio"/> Yes <input type="radio"/> No
*Is this application filed to address Violation(s)?	<input type="radio"/> Yes <input type="radio"/> No
*Is the site on an unmapped Street?	<input type="radio"/> Yes <input type="radio"/> No
*Is this an Adult Establishment application (Cannot Professionally Certify) ?	<input type="radio"/> Yes <input type="radio"/> No
*Does this application pertain to Compensated Development (Inclusionary Housing)?	<input type="radio"/> Yes <input type="radio"/> No
*Does this application pertain to Low Income Housing (Inclusionary Housing)?	<input type="radio"/> Yes <input type="radio"/> No
*Is the site a Single Room Occupancy Multiple Dwelling?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Is this included in Lower Manhattan Construction Command Center(LMCCC)?	<input type="radio"/> Yes <input type="radio"/> No
*Is this Infill Zoning?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Does this application pertain to Quality Housing?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Is this a Site Safety Job / Project?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Does work include permanent removal of standpipe, sprinkler or fire suppression related systems?	<input type="radio"/> Yes <input type="radio"/> No
*Is a Structural peer review required per Building Code § 1627?	<input type="radio"/> Yes <input type="radio"/> No
*Will the Structural Stability be affected by the proposed work?	<input type="radio"/> Yes <input type="radio"/> No
*Does work include partial demolition as defined in AC §28-101.5?	<input type="radio"/> Yes <input type="radio"/> No

Continue to complete your application and once complete, click “Validate”.

5. Once you have successfully validated your application and you are on the *Review* page, if your job is eligible for Hub *Self-Service*, you will be given the option to take advantage of this program. To do so, select “Yes, I would like to continue to electronically submit all required documentation and pay online” After selecting yes, click on the “Continue” button at the bottom of the page to file your job. At this time you will:

- receive your job number, and
- be taken to electronically submit all required documents including plans, Professional Certification Checklist (POC1), required items, and other forms

Please note this option will only appear for jobs that are qualified to participate in this program. For a list of exclusions as well as the requirements for the program see page 4 above

Plan/Work Application

NOTE: This application uses Pop-Ups. [View](#) the instruction on how to remove the pop-up blocker.

[Job Info](#) | [Work Types](#) | [Considerations](#) | [Bldg Info](#) | [Comments](#) | [Review](#)

FILING AT: MAN - 280 BROADWAY ALTERATION 3 - INIT

User Ref ID : TEST1 DOB Reference Number : T00000274875

Do you want to use e-filing to submit your application, and eliminate the need for an office visit prior to approval?

- Yes, I would like to continue to electronically submit all required documentation and pay online.
- No, I would like to print my paper submittal and bring it into a borough office for filing.

Electronically Submit Documents

Click on the "Continue" button below and:

- Your filing will automatically be given a job number
- You will be asked to submit all required documentation (include Plans, POC1 Professional Certification: Applicant and Owner Statements, and other required items and forms) and make payment.
- Your PW1 cannot be modified after you proceed below. Note: Minimal application data will be available on BISWeb until the application is submitted for DOB acceptance by the applicant of record.

Once all required documentation is submitted, and payment is received, the applicant of record for the job can submit the job for DOB acceptance.

NOTE: Upon entering the Hub *Self-Service*, you will have 60 days to fully complete and submit your application for DOB acceptance. After this time, your job will be automatically closed.


Please [View](#) your final completed PW1.

Please [Print](#) your POC1 Form and obtain required owner and applicant signatures and seals.

[Continue](#)

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Upon clicking continue, you will be taken to the following screen:



NYC
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Hub

Search eSubmit

Logout

Help?

Electronically Submit Job Documents

This job will automatically close in 47 days, on 11/19/2012. [show additional information on use of this page.](#)

Premises: 280 BROADWAY MANHATTAN	Job No: 140026157
BIN: 1079215 Block: 153 Lot: 1002	Job Type: A3 - ALTERATION TYPE 3
Applicant Name: ANAND SHAH	License Type: RA License No.: 123456

Electronic Forms [\(show help\)](#)

To complete and generate your electronic forms, click on the button(s) below:

Electronic PC1

Electronic TR1

Electronic TR8

To add an electronic TR8, please select the TR8 required item on the electronic PC1 form.

[Show additional information on waivers to required items, DOB forms that also have an associated required item, and required items that may not have an associated document.](#)

Required Items [\(show help\)](#)

Items Required By: All Items Open Items Prior To: Approval Permit Signoff Display

	WHO REC ^v *	PRI TO	REQUIRED DATE	RECEIVED DATE	DATE CERTIFIED	WAIVED	UPLOAD DOC
2 TOTAL ITEMS REQUIRED FOR JOB PRIOR TO APPROVAL ONLY							
LANDMARKS APPROVAL	T	APP	09/20/2012				<input type="checkbox"/>
VERIFY DOB PLAN NAMING STANDARD IS MET	N	APP	09/20/2012				<input type="checkbox"/>

Additional Job Documents

Filing Documents [\(show help\)](#)

Additionally, the applicant of record, owner, and initial preparer of the PW1 will receive an email notification that the job has opted in to Hub *Self-Service*.

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Submitting Required Documents

To complete your application, you must pay all applicable filing fees required prior to approval and electronically submit your full set of documents. This includes your plans, Professional Certification Checklist (POC1), required items, and other forms. You have an option to opt-out of submitting a PW-2 form, which would be made available to you in eSubmit before you submit your application to DOB.

Note: You must flatten all PDF files prior to submitting. In addition, you may not submit password protected or other types of “secure” PDF files. POC1 is a special 4 page form for HUB Self Service projects that captures applicant’s statements and signatures from following forms: PW1 section 25, PW1B section 7, PC1 section 3, TR1 section 5 and TR8 section 4. It also captures owner’s statements and signatures from: TR1 section 6 and PW1 section 26. All other forms selected on PC1 form by the applicant whose information is not captured on the POC1 form will need to be properly completed and uploaded.

If you choose to waive an auto-populated item required prior to approval, you must submit documentation, signed and sealed as appropriate, which provides the reason why this item is being waived. If appropriate you can also provide such required item waiver justification on the AI1 form.

To submit required documents for Hub *Self-Service*; please follow the steps described below. For more information submitting documents online please access the user guide at:

http://www1.nyc.gov/assets/buildings/pdf/eSubmit_guide.pdf

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1. There are two ways to log-into electronically submit documents: 1) by clicking continue on the Plan/Work application *Review* screen or 2) by re-logging into the NYC Development Hub using your email address and password. Once you re-login, Click the “Minor Construction” box and then expand the “Hub Self-Service” bar. Then click the “Electronically Submit Documents” button. **Note: If you are already logged in and have just clicked on “continue” from the Plan/Work application *Review* screen, please continue to step 3 below.**

Major Construction New Buildings Major Alterations Demolitions	Minor Construction Hub <i>Self-Service</i> Minor Alterations Signs
Electrical and Minor Plumbing All Electrical Work Limited Alteration Application	Manage Your Account Add License Type Add Sustainable Contractor Designation

Hub *Self-Service* [hide](#)
[Read additional information](#)

[Begin New Job Application](#)

[Manage Job Applications](#)

[Manage Address Book](#)

By submitting documents online I certify that I am authorized to submit documents for the specified job and that I have in my possession all original documents.

I agree to the terms above.

[Electronically Submit Documents](#)

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- The next landing page allows you to search for your Hub *Self-Service* job by using the “Job Search” function. You may either enter the job number or click on any of the job number links in the Pending tables.

The “Pending Job List” displays jobs for which the user is currently working on. If you are enrolled with DOB as a design professional, the “Jobs Pending Applicant Submittal” list displays all filed jobs pending the design professional’s submittal to DOB for acceptance. Note: the *Submission Deadline* is the date by which, the Applicant of Record for the filing must submit the application to the Department for acceptance. This will be 60 days from filing the job and entering into the program.

Welcome to the NYC Development Hub

Please read the [User Guide](#) and the [Frequently Asked Questions](#).

Job Search

Enter Job Number: Next >

Document Aging Policy

- Pending documents will be purged if not processed within 60 days
- Rejected documents will remain in the system for two weeks before being purged. This will give the applicant time to review rejected documents
- Jobs in the Hub *Self-Service* have 60 days to be fully completed and submitted to DOB for acceptance.

Pending Job List: 23						View All...
Job #	Job Type	BIN	Address	# Pending	Oldest Doc Submitted	Submission Deadline
140002146	ALTERATION 3	1079215	280 BROADWAY	2	08/09/2012 1:24 PM	07/09/2012
140003822	ALTERATION 3	1079215	280 BROADWAY	9	08/08/2012 2:07 PM	08/31/2012
140004206	ALTERATION 3	1079215	280 BROADWAY	2	08/21/2012 3:18 PM	09/14/2012
140004607	ALTERATION 3	1079215	280 BROADWAY	4	07/26/2012 1:13 PM	09/24/2012
140004616	ALTERATION 3	1079215	280 BROADWAY	5	07/26/2012 4:00 PM	09/24/2012
140004634	ALTERATION 3	1079215	280 BROADWAY	2	07/27/2012 9:12 AM	09/25/2012
140004849	ALTERATION 3	1079215	280 BROADWAY	2	08/09/2012 11:01 AM	10/08/2012
140004858	ALTERATION 3	1079215	280 BROADWAY	2	08/09/2012 11:21 AM	10/08/2012

Jobs Pending Applicant Submittal: 28							View All...
Job #	Job Type	BIN	Address	Licensee	Date Filed	Submission Deadline	
140005802	ALTERATION 3	1079215	280 BROADWAY	RA-123456	09/12/2012	11/11/2012	
140005795	ALTERATION 3	1079215	280 BROADWAY	RA-123456	09/12/2012	11/11/2012	
140005580	ALTERATION 3	1079215	280 BROADWAY	RA-123456	09/06/2012	11/05/2012	
140005189	ALTERATION 3	1079215	280 BROADWAY	RA-123456	08/16/2012	10/15/2012	
140005161	ALTERATION 3	1079215	280 BROADWAY	RA-123456	08/15/2012	10/14/2012	
140005152	ALTERATION 3	1079215	280 BROADWAY	RA-123456	08/15/2012	10/14/2012	
140005143	ALTERATION 3	1079215	280 BROADWAY	RA-123456	08/15/2012	10/14/2012	

DRAFT DOCUMENT

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Adding Electronic Forms

- The “Electronically Submit Job Documents” page should then display. You must complete and generate required electronic forms such as PC1, TR8, and TR1. By completing these electronic forms, you would also populate selected required items in the Department’s BIS database. To complete your electronic PC1: Required Item Checklist Certification, click “PC1” in the “Electronic Forms” section of page.

Electronic Forms [show help](#)

To complete and generate your electronic forms, click on the button(s) below:

Electronic PC1

Electronic TR1

Electronic TR8

To add an electronic TR8, please select the TR8 required item on the electronic PC1 form.

- To add a required item, click “Yes.” To remove required items click “No”, or if the item has been auto-populated, click “Waive”. “Yes”, “No”, or “Waive” must be selected for each item. As a reminder all waived required items must be associated with appropriate documentation which justifies the waiver.

PC1: Required Items Checklist for Professional Certification

Auto-populated required items prepopulate as “Yes”. If your job does not require this item, you may select “Waive”. All waived items will require a document explaining the reason for the waiver.

Premises: 280 BROADWAY MANHATTAN Job No: 140002146
 BIN:1079215 Block: 153 Lot: 1002 Job Type: A3 - ALTERATION TYPE 3

Please select all required items needed for this application filing

ITEMS REQUIRED PRIOR TO APPROVAL			
Yes	No	Waive	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	LANDMARKS APPROVAL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LANDMARKS SIGNOFF
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEWER CONNECTION: DEP SD1 & SD2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HPD: SRO MD CERTIFICATE OF NO HARASSMENT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	U.S. ARMY CORPS OF ENGINEERS APPROVAL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TRANSIT AUTHORITY APPROVAL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	URBAN RENEWAL AREA: HPD APPROVAL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEPTIC INSTALLATION: DEP APPROVAL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ADDRESS: NEW HOUSE NUMBER APPROVED
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TAX LOT: TENTATIVE LOT NUMBER ISSUED
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	STREET: NEW STREET NAME APPROVED
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FIRE PROTECTION PLAN(FPP): FDNY APPROVAL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LOFT BOARD CERTIFICATE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BSA VARIANCE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TREE REMOVAL: OUTSIDE PROP./PARKS APPR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TREE REMOVAL: SPEC. ZON. DIST./CPC APPR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FOREIGN GOVT PROPERTY: STATE DEPT. LTR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BPP-PARKS: REMOVE MATURE TREE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BPP-BSA REQUIREMENTS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BPP-CPC REQUIREMENTS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BPP-TA: RELOCATE BUS STOP

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- After you have selected all required items needed for this application filing, you must click “Save & Generate Form” to save your information, and generate your PC1 based on the information you selected. Once your electronic form has been generated, you can go back and modify the information you selected until you submit your job for DOB acceptance.

PC1: Required Items Checklist for Professional Certification

Auto-populated required items prepopulate as “Yes”. If your job does not require this item, you may select “Waive”. All waived items will require a document explaining the reason for the waiver.

Premises: 280 BROADWAY MANHATTAN Job No: 140002146
BIN:1079215 Block: 153 Lot: 1002 Job Type: A3 - ALTERATION TYPE 3

Please select all required items needed for this application filing

- ITEMS REQUIRED PRIOR TO APPROVAL
- ITEMS REQUIRED PRIOR TO PERMIT
- ITEMS REQUIRED PRIOR TO C OF O OR SIGNOFF

Cancel

Save & Generate Form

- Note: If your job requires a TR8: Energy Code Progress Inspection Technical Report, you must first add the TR8 as a required item on the PC1 to generate a form by clicking “Yes”.

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYCECC EXEMPTION
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A1 OBJECTIONS RESPONSE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TR8: ENERGY CODE PROGRESS INSPS TECHNICAL REPORT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYCECC ANALYSIS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FDNY FIRE SUPPRESSION FEE PAYMENT RECEIPT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PTA3: GREEN ROOF TAX ABATEMENT APPLIC (PRELIMINARY)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PTA4: SOLAR TAX ABATEMENT APPLICATION (PRELIMINARY)

- ITEMS REQUIRED PRIOR TO PERMIT
- ITEMS REQUIRED PRIOR TO C OF O OR SIGNOFF

Cancel

Save & Generate Form

Then click “TR8” in the “Electronic Forms” section of the e-Submit page to complete all required information.

Electronic Forms [show help](#)

To complete and generate your electronic forms, click on the button(s) below:

To add an electronic TR8, please select the TR8 required item on the electronic PC1 form.

- Once in the electronic TR8, to add an Energy Code Progress Inspection, click “Yes.” To remove an Energy Code Progress Inspection click “No.” “Yes” or “No” must be selected for each item.

TR8: Technical Report, Statement of Responsibility for Energy Code Progress Inspections

Premises: 280 BROADWAY MANHATTAN		Job No: 140002146
BIN:1079215 Block: 153 Lot: 1002		Job Type: A3 - ALTERATION TYPE 3

Please select all required Energy Code Progress Inspections

PROGRESS INSPECTIONS

Yes	No	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PROTECTION OF FOUNDATION INSULATION
<input type="checkbox"/>	<input checked="" type="checkbox"/>	INSULATION PLACEMENT & R VALUES
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FENESTRATION THERMAL VALUES & RATINGS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FENESTRATION RATINGS FOR AIR LEAKAGE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FENESTRATION AREAS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	AIR SEALING AND INSULATION - VISUAL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	AIR SEALING AND INSULATION - TESTING
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PROJECTION FACTORS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FIREPLACES
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DAMPERS INTEGRAL TO BUILDING ENVELOPE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HVAC & SERVICE WATER HEATING EQUIPMENT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HVAC & SERVICE WATER HEATING SYSTEM CONTROLS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DUCT PLENUM & PIPING INSULATION & SEALING
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DUCT LEAKAGE TESTING
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ELECTRICAL METERING
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ELECTRIC MOTORS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	LIGHTING IN DWELLING UNITS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TANDEM WIRING
<input type="checkbox"/>	<input checked="" type="checkbox"/>	EXIT SIGNS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	INTERIOR LIGHTING POWER
<input type="checkbox"/>	<input checked="" type="checkbox"/>	EXTERIOR LIGHTING POWER
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MAINTENANCE INFORMATION
<input type="checkbox"/>	<input checked="" type="checkbox"/>	LOADING DECK WEATHER SEALS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	VESTIBULES

- After you have selected all Energy Code Progress Inspections needed for this application filing, you must click “Save & Generate Form” to save your information, and generate your TR8 based on the information you selected. Once your electronic form has been generated, you can go back and modify the information you selected until you submit your job for DOB acceptance.

TR8: Technical Report, Statement of Responsibility for Energy Code Progress Inspections

Premises: 280 BROADWAY MANHATTAN		Job No: 140002146
BIN:1079215 Block: 153 Lot: 1002		Job Type: A3 - ALTERATION TYPE 3

Please select all required Energy Code Progress Inspections

PROGRESS INSPECTIONS

Cancel

Save & Generate Form

9. Similarly to the PC1 and TR8, to complete your electronic TR1 Technical Report: Statement of Responsibility, click “TR1” in the “Electronic Forms” section of the e-Submit page.

Electronic Forms [show help](#)

To complete and generate your electronic forms, click on the button(s) below:

Electronic PC1

Electronic TR1

Electronic TR8

To add an electronic TR8, please select the TR8 required item on the electronic PC1 form.

10. Once in the electronic TR1, to add a Special Inspection or Progress Inspection, click “Yes.” To remove an Special Inspection or Progress Inspection click “No.” “Yes” or “No” must be selected for each item.

TR1: Technical Report, Statement of Responsibility

Premises: 280 BROADWAY MANHATTAN		Job No: 140002146
BIN:1079215 Block: 153 Lot: 1002		Job Type: A3 - ALTERATION TYPE 3
Please select all required Special Inspections and Progress Inspections		
<input checked="" type="checkbox"/> SPECIAL INSPECTIONS		
Yes	No	Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FLOOD ZONE COMPLIANCE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FIRE ALARM TEST
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PHOTOLUMINESCENT EXIT PATH MARKINGS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	EMERGENCY POWER SYSTEMS (GENERATORS)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	STRUCTURAL STEEL - WELDING
<input type="checkbox"/>	<input checked="" type="checkbox"/>	STRUCTURAL STEEL - ERECTION & BOLTING
<input type="checkbox"/>	<input checked="" type="checkbox"/>	STRUCTURAL COLD-FORMED STEEL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CONCRETE - CAST-IN-PLACE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CONCRETE - PRECAST
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CONCRETE - PRESTRESSED
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TR2: CONCRETE TEST CYLINDERS TECHNICAL REPORT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MASONRY
<input type="checkbox"/>	<input checked="" type="checkbox"/>	WOOD - OFF-SITE FABRICATION OF STRUCTURAL ELEMENTS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	WOOD - INSTALLATION OF HIGH-LOAD DIAPHRAGMS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	WOOD - INSTALLATION OF METAL-PLATE-CONNECTED TRUSSES
<input type="checkbox"/>	<input checked="" type="checkbox"/>	WOOD - INSTALLATION OF PREFABRICATED I-JOISTS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SOILS - SITE PREPARATION

11. After you have selected all Special Inspections and Progress Inspections needed for this application filing, you must click “Save & Generate Form” to save your information, and generate your TR1 based on the information you selected. Once your electronic form has been generated, you can go back and modify the information you selected until you submit your job for DOB acceptance.

TR1: Technical Report, Statement of Responsibility

Premises: 280 BROADWAY MANHATTAN		Job No: 140002146
BIN:1079215 Block: 153 Lot: 1002		Job Type: A3 - ALTERATION TYPE 3
Please select all required Special Inspections and Progress Inspections		
<input checked="" type="checkbox"/> SPECIAL INSPECTIONS		
<input type="checkbox"/> PROGRESS INSPECTIONS		
<div style="border: 1px solid black; padding: 5px; background-color: #0056b3; color: white; width: 100px; margin: 0 auto;">Cancel</div>		<div style="border: 1px solid black; padding: 5px; background-color: #0056b3; color: white; width: 150px; margin: 0 auto;">Save & Generate Form</div>

NYC Development Hub

Uploading Required Items/Forms/Plans

12. To Upload Required Items, select the “Upload Doc” checkbox in the *Required Items* table shown below to prepopulate the document you are uploading in the Filing Documents section. Some required items will require you to provide additional information such as the “docket number” for the “Landmarks Approval”.

Required Items (show help)										
Items Required By:	Prior To:		Display							
<input checked="" type="radio"/> All Items <input type="radio"/> Open Items	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Permit	<input type="checkbox"/> Signoff							
5 TOTAL ITEMS REQUIRED FOR JOB PRIOR TO APPROVAL ONLY				WHO RECV*	PRI TO	REQUIRED DATE	RECEIVED DATE	DATE CERTIFIED	WAIVED	UPLOAD DOC
LANDMARKS APPROVAL	T	APP	05/10/2012	_____				<input checked="" type="checkbox"/>		
ASBESTOS: CERTIFICATION (DEP ACP5)	N	APP	05/10/2012	_____				<input type="checkbox"/>		
COST AFFIDAVIT ESTIMATE: (PW3)	N	APP	05/10/2012	_____				<input type="checkbox"/>		
VERIFY DOB PLAN NAMING STANDARD IS MET	N	APP	05/10/2012	_____				<input type="checkbox"/>		
TR8: ENERGY CODE PROGRESS INSPS TECHNICAL REPORT	N	APP	07/16/2012	_____				<input type="checkbox"/>		

Additional Job Documents

Filing Documents (show help)	
For all Hub Self-Service jobs, a full (4 page) completed POC1 is required with all required signatures and seals. Click here to download the required POC1	
Upload Job Documents <input type="text"/>	
Upload Job Documents:	
*Select the Document type from the drop down or check the appropriate checkbox above to upload the file.	
LANDMARKS APPROVAL <input type="text"/>	
*Docket Number: <input type="text"/>	
*Select File to Upload:(PDF or JPG format only. Maximum size limit:10MB)	
<input type="text"/>	<input type="button" value="Browse..."/>
<input type="button" value="Submit File"/>	

Additionally, note that items that have a ‘?’ where the “Upload Doc” checkbox normally is, are either electronically generated forms (e.g. TR8 in the example shown above) or required items that are also DOB forms (e.g. PW3 in the example shown above). To upload these documents, upload as a DOB form by following the process explained below in step 13.

NYC Development Hub

13. To Upload Forms, select “Upload Forms” in the Select Upload Type section of the e-Submit page. Select a form type from the dropdown list, browse file, and select submit to complete.

Filing Documents [\(show help\)](#)

For all Hub Self-Service jobs, a full (4 page) completed POC1 is required with all required signatures and seals. Click [here](#) to download the required POC1

Upload Forms ▼

Upload Forms:

*Select the Document type from the drop down or check the appropriate checkbox above to upload the file.

*Select Form Name : ACP21-DEP ASBESTOS PROJECT COMPLETION FORM ▼

*Select File to Upload: ACP21-DEP ASBESTOS PROJECT COMPLETION FORM

ACP5-ASBESTOS: CERTIFICATION (DEP ACP5)

AI1-ADDITIONAL INFORMATION

AO1-ADMINISTRATIVE OBJECTIONS

CCD1-CONSTRUCTION CODE DETERMINATION

DEF-HPD LETTER OF DEFERRAL

DOF-DEPT OF FINANCE VERIFICATION

EN1-ENERGY COST BUDGET WORKSHEET

ER2-EMERGENCY RESPONSE AGENCIES C/O NOTIFICATION AFFIDAVIT

HPD1-ANTI-HARASSMENT CHECKLIST

HPD2-ANTI-HARASSMENT CHECKLIST: CLINTON

HPD3-SRO MD ANTI-HARASSMENT CHECKLIST

PD1-PLOT DIAGRAM

PGL1-PROJECT-SPECIFIC GL INSURANCE

POC1-PROFESSIONAL CERTIFICATION STATEMENT

PTA3-GREEN ROOF TAX ABATEMENT APPLICATION

PTA4-SOLAR TAX ABATEMENT APPLICATION

PW1C-SCHEDULE C - HEATING & COMBUSTION EQUIPMENT

PW2-WORK PERMIT APPLICATION

PW3-COST AFFIDAVIT

ST1-STREET TREE CHECKLIST

TR1-TECHNICAL REPORT: RESPONSIBILITY

TR2-TECHNICAL REPORT: CONCRETE/TEST CYLINDER

TR3-TECHNICAL REPORT: CONCRETE DESIGN MIX

TR4-TECHNICAL REPORT: SOIL INSPECTION

TR5-TECHNICAL REPORT: PILE DRIVING

TR6-TECHNICAL REPORT: EXT. WALLS & APPURTS

TR7-TECHNICAL REPORT: PHOTO LUMINESCENCE

Submit File

Filing Fee [\(show help\)](#)

Amount Paid to Date:

Pending File

Reminder: You can only upload one document that has been uploaded for the same job or EF1 data you will not be able to modify PW1, PW1B,

No.	Date Submitted	Document Name
1	08/09/2012	
2	08/09/2012	
3	08/21/2012	
4	08/21/2012	

Remove
Remove
Remove
Remove

14. Some forms will prompt you to provide additional data including, but not limited to, your license number (TR4, TR5, TR7), CAI number (ACP5), and concrete lab license number (TR2, TR3) prior to submission.

Filing Documents [\(show help\)](#)

For all Hub Self-Service jobs, a full (4 page) completed POC1 is required with all required signatures and seals. Click [here](#) to download the required POC1

Upload Forms ▼

Upload Forms:

*Select the Document type from the drop down or check the appropriate checkbox above to upload the file.

*Select Form Name : ACP5-ASBESTOS: CERTIFICATION (DEP ACP5) ▼

*CAI Number:

*Select File to Upload:(PDF format only. Maximum size limit:10MB)

Browse...
Submit File

NYC Development Hub

15. To Upload Plans, select "Upload Plans" in the Select Upload Type section of the e-Submit page. Select a "CompletePlanSet" from the Select Plan Name dropdown list, browse file, and click "Submit File" to complete.

Filing Documents ([show help](#))

For all Hub Self-Service jobs, a full (4 page) completed POC1 is required with all required signatures and seals. Click [here](#) to download the required POC1

Upload Plans

SELECT UPLOAD TYPE

Upload Job Documents

Upload Forms

Upload Plans

PLAN TYPE

*Select File to Upload:(PDF format only. Maximum size limit:250MB)

Filing Documents ([show help](#))

For all Hub Self-Service jobs, a full (4 page) completed POC1 is required with all required signatures and seals. Click [here](#) to download the required POC1

Upload Plans

Upload Plans:

*Select the Document type from the drop down or check the appropriate checkbox above to upload the file.

*Select Plan Name : PICK A PLAN TYPE

*Select File to Upload: PICK A PLAN TYPE (Maximum size limit:250MB)

CompletePlanSet

NYC Development Hub

All plans must follow the Department's Drawing Standards for Plan/Work Applications, which is available at: http://www1.nyc.gov/assets/buildings/pdf/drawing_standards_08132010.pdf

Please note: The following change to Title Block Standards.

OLD:

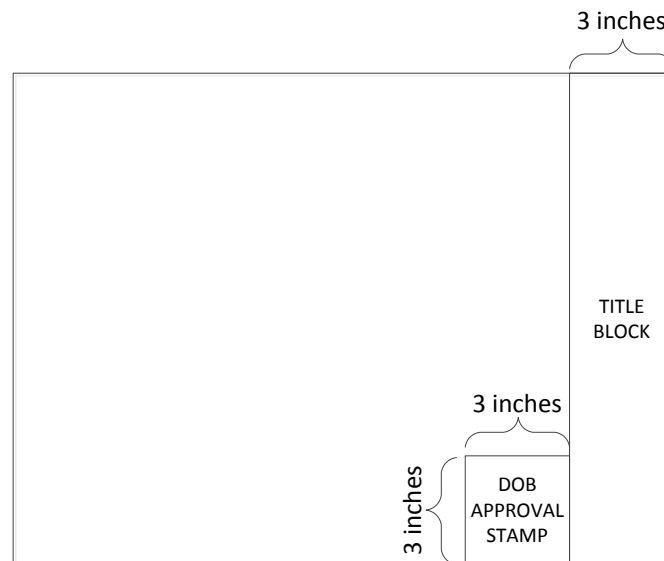
Designated space for DOB employee stamps and signatures (minimum 3" x 3");

If space is not provided within the title block, a minimum of 3" x 3" of clear space must be provided on the lower right hand portion of each sheet.

NEW:

Designated space for DOB approval stamps (minimum 3" x 3");

A minimum of 3" x 3" of clear space must be provided on the lower right hand portion of each sheet. This space must be directly to the left of the title block. All title blocks must be exactly 3" in width. See diagram below for sample:



NYC Development Hub

Making Payments

There are two ways to make an online payment for Hub *Self-Service*: 1) by entering your Job Application Number and Job Document Number and clicking “Pay” under the Hub Self-Service section on the initial landing page:

The screenshot displays the NYC Development Hub landing page. It features four main navigation panels: Major Construction (New Buildings, Major Alterations, Demolitions), Minor Construction (Hub Self-Service, Minor Alterations, Signs), Electrical and Minor Plumbing (All Electrical Work, Limited Alteration Application), and Manage Your Account (Add License Type, Add Sustainable Contractor Designation). Below these is a Hub Self-Service section with a 'Read additional information' link and a 'hide' button. The central area contains three buttons: 'Begin New Job Application', 'Manage Job Applications', and 'Manage Address Book'. A certification statement follows: 'By submitting documents online I certify that I am authorized to submit documents for the specified job and that I have in my possession all original documents.' Below this is a checkbox for 'I agree to the terms above.' and an 'Electronically Submit Documents' button. The 'Electronic Payment for Hub Self-Service jobs' section includes input fields for 'Job Number' and 'Job Document Number', and a 'Pay' button.

Or 2) click ‘Pay Now’ in the “Filing Fee” section of the “Electronically Submit Job Documents” page:

The screenshot shows the 'Filing Fee' section with a '(show help)' link. It displays 'Amount Paid to Date: \$0.00' and 'Total Payment Due: \$380.00'. A 'Pay Now' button is visible next to the total payment due amount.

NYC Development Hub

1. The “Job Payment” window should then display. Review your filing fees and click “Preview” to proceed with your payment.

Job Payment

Premises: 280 BROADWAY MANHATTAN Job No: 140101066 Doc: 01
BIN: 1079215 Block: 153 Lot: 1 Job Type: A3 - ALTERATION TYPE 3

Location Information (Filed At)

Borough	House Number	Street Name
MANHATTAN	280	BROADWAY

Payment Due

Amount Paid to Date: \$0.00

Full Payment Due: \$450.00
Records Management Fee Due: \$165.00
Landmarks Fee Due: \$95.00
Full Filing Fee Due: \$190.00

[Back to Submit Documents](#)

[Preview](#)

2. The “Job Payment Preview” window should then display. After reviewing your payment, click “Pay Now” to proceed with payment or “Back” to modify your payment.

Job Payment Preview

Premises: 280 BROADWAY MANHATTAN Job No: 140101066 Doc: 01
BIN: 1079215 Block: 153 Lot: 1 Job Type: A3 - ALTERATION TYPE 3

Location Information (Filed At)

Borough	House Number	Street Name
MANHATTAN	280	BROADWAY

Payment Summary

Full Payment: \$450.00

[Back](#)


[Pay Now](#)

DRAFT DOCUMENT

- To enter your payment information you must first **select** a Payment Method – Credit or Debit Card or E-Check.

Please note: Beginning January 13, 2014, a convenience fee of 2.49% will be added to all payments made by Credit or Debit Card. Payment made by E-Check are not subject to additional fees.

Payment Entry – Credit or Debit Card:



Payment Entry

The City of New York offers multiple payment options. As a convenience to you, the City of New York accepts credit and debit cards. If you choose to pay with a credit or debit card, you will be charged a fee of 2.49% of the payment amount. **This fee is nonrefundable.** You will see this amount before you check out. The fee will be shown as a separate charge on your credit or debit card statement, and the New York City Department of Finance will be the merchant. If you pay by E-Check, you will **not** be charged a fee.

You will be asked on the next page to agree to Terms and Conditions governing the use of this website, as well as the services accessed from it. If you choose not to accept the [Terms and Conditions](#) by declining to click "I Agree" on the next page, you will not be able to make a payment on this site and none of your personal information that you insert below will be transmitted or retained by the City of New York.





Payment Method:

Card Information

Card Number

Expiration Date

Card Identification Code ⓘ

Billing Information

Name

Address

City

State

Zip

Phone

Email

Re-Enter Email

If you are paying with a credit or debit card, please make sure that the name and address entered above is the same as the one associated with this credit or debit card.

[Privacy Policy](#) | [Terms of Use](#) | [Terms and Conditions](#) | [FAQs](#) | [Contact Us](#)

Payment Entry – E-Check:

The screenshot shows the NYC Buildings website interface for entering payment information. At the top left is the NYC Buildings logo. The main heading is "Payment Entry". Below this is a paragraph explaining that the City of New York offers multiple payment options, including credit and debit cards, and that a 2.49% fee is charged for these methods. It also states that E-Check payments are not charged a fee. A second paragraph informs the user that they will be asked to agree to Terms and Conditions on the next page. Below the text is a "Payment Method" dropdown menu set to "E-Check". The form is divided into two main sections: "Bank Account Information" and "Billing Information". The "Bank Account Information" section includes fields for "Routing Number", "Account Number", and "Re-enter Account Number", each with a help icon. Below these fields is the "echeck" logo. The "Billing Information" section includes fields for "Name", "Address", "City", "State" (a dropdown menu currently showing "New York"), "Zip", "Phone", "Email", and "Re-Enter Email". A note at the bottom of this section states: "If you are paying with a credit or debit card, please make sure that the name and address entered above is the same as the one associated with this credit or debit card." At the bottom of the form are "Cancel" and "Continue" buttons. Below the buttons are links for "Privacy Policy", "Terms of Use", "Terms and Conditions", "FAQs", and "Contact Us".

NYC Buildings

Payment Entry

The City of New York offers multiple payment options. As a convenience to you, the City of New York accepts credit and debit cards. If you choose to pay with a credit or debit card, you will be charged a fee of 2.49% of the payment amount. **This fee is nonrefundable.** You will see this amount before you check out. The fee will be shown as a separate charge on your credit or debit card statement, and the New York City Department of Finance will be the merchant. If you pay by E-Check, you will **not** be charged a fee.

You will be asked on the next page to agree to Terms and Conditions governing the use of this website, as well as the services accessed from it. If you choose not to accept the [Terms and Conditions](#) by declining to click "I Agree" on the next page, you will not be able to make a payment on this site and none of your personal information that you insert below will be transmitted or retained by the City of New York.

Payment Method:

Bank Account Information

Routing Number

Account Number

Re-enter Account Number

Billing Information

Name

Address

City

State

Zip

Phone

Email

Re-Enter Email

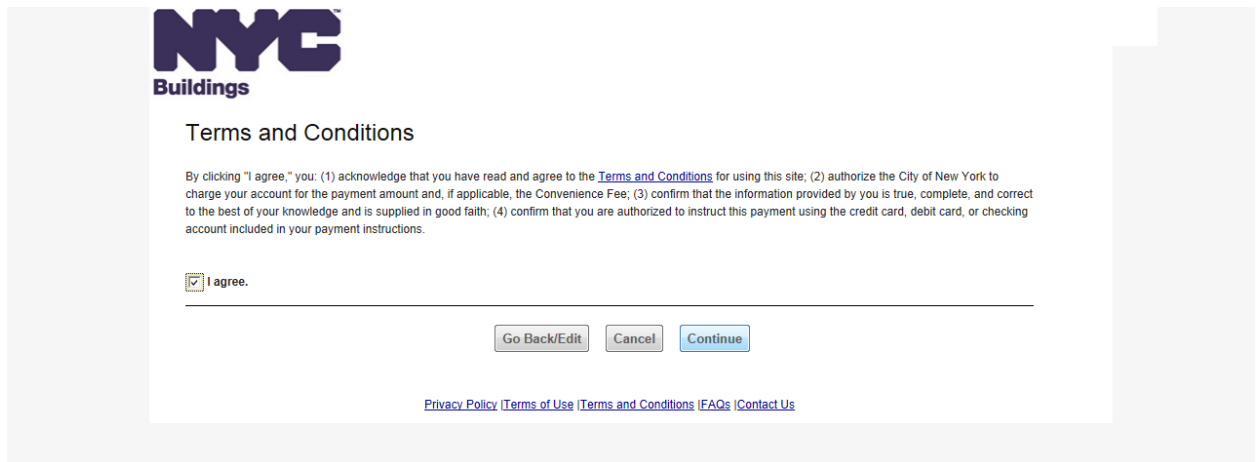
If you are paying with a credit or debit card, please make sure that the name and address entered above is the same as the one associated with this credit or debit card.

[Privacy Policy](#) | [Terms of Use](#) | [Terms and Conditions](#) | [FAQs](#) | [Contact Us](#)

- Once all required information is filled in, **continue** to the next step by pressing "Continue."

NYC Development Hub

5. Review the Terms and Conditions for electronic payments made to the City of New York. **Select** the “I agree.” checkbox to agree to the Terms and Conditions
6. **Continue** to the next step by pressing “Continue.”



NYC
Buildings

Terms and Conditions


By clicking “I agree,” you: (1) acknowledge that you have read and agree to the [Terms and Conditions](#) for using this site; (2) authorize the City of New York to charge your account for the payment amount and, if applicable, the Convenience Fee; (3) confirm that the information provided by you is true, complete, and correct to the best of your knowledge and is supplied in good faith; (4) confirm that you are authorized to instruct this payment using the credit card, debit card, or checking account included in your payment instructions.

I agree.

[Go Back/Edit](#) [Cancel](#) [Continue](#)

[Privacy Policy](#) | [Terms of Use](#) | [Terms and Conditions](#) | [FAQs](#) | [Contact Us](#)

7. Review your payment information on the Payment Detail Review page
8. If all of your payment information is correct, **click** "Process Payment" to proceed.



Payment Detail Review

Please scroll down and click on the "Process Payment" button. Your payment will not be processed until you click on the button.

Item Type : Job Filing

Item Description : DOB Job Fee Payment:
140101066


Line Item Type	Line Item ID	Total Amount Due
DOB Job Fee Payment - DOB Reference Number	140101066	\$450.00
	Payment Amount:	\$450.00
	Convenience Fee:	\$11.20
	Total Payment Amount:	\$461.20

If you are paying with a credit or debit card, a convenience fee has been added to your total bill and will be processed as a separate charge to your card. The amount of this fee is shown above. **This fee is nonrefundable.**

Card Information

Card Number *****0001

Expiration Date 4/15



Billing Information

Name Hub Pay

Country US

Address 280 Broadway

City New York

State NY

Zip 10007

Phone (212) 555-5555

Email xyz@buildings.nyc.gov

[Privacy Policy](#) | [Terms of Use](#) | [Terms and Conditions](#) | [FAQs](#) | [Contact Us](#)

NYC Development Hub

9. When your payment is successfully received, your "Payment Receipt" will display. **Please save this information for your records.**

Job Payment Receipt

Premises: 280 BROADWAY MANHATTAN BIN: 1079215 Block: 153 Lot: 1	Job No: 140101066 Doc: 01 Job Type: A3 - ALTERATION TYPE 3
--	---

Location Information (Filed At)

Borough	House Number	Street Name
MANHATTAN	280	BROADWAY

Receipt Details

Date Issued	Invoice Number	Amount Paid
01/10/2014	80318861	\$450.00
Method of Payment	Account Ending in	Transaction ID
V	0001	4005441223
Amount Paid to Date		Balance Due
\$450.00		\$0.00

[Back to eSubmit Documents](#)

Submitting Jobs for DOB Acceptance

After submitting all required documentation, the user must validate the application and determine if the job is ready to be submitted to DOB. To submit the job for acceptance, please follow the steps described below.

1. Once you have submitted all required documents, you must validate your job to determine if it is ready for submittal. This can be performed by a preparer or the applicant of record.

Pending Files for Review (show help)			
Reminder: You can only remove documents that you uploaded. If you are the applicant of record, you can remove any document that has been uploaded for the filing. To regenerate electronic forms, use the "Electronic Forms" section above. If you need to modify PW1, PW1B, or EF1 data you will need to withdraw your job and refile.			
No.	Date Submitted	Document Name	Remove
1	08/15/2012	Form - EF1 - EFILING JOB APPLICATION COVER SHEET	
2	08/15/2012	Form - PW1 - PLAN / WORK APPROVAL APPLICATION	
3	08/15/2012	Form - TR1 - TECHNICAL REPORT STATEMENT OF RESPONSIBILITY License Number: 123456	
4	09/17/2012	Doc - LANDMARKS APPROVAL	Remove
5	09/17/2012	Form - PC1 - REQUIRED ITEMS CHECKLIST FOR PROFESSIONAL CERTIFICATION	
6	09/17/2012	Doc - ASBESTOS: CERTIFICATION (DEP ACP5)	Remove
7	09/17/2012	Form - PW3 - COST AFFIDAVIT	Remove
8	09/17/2012	Form - PW2 - WORK PERMIT APPLICATION	Remove

Withdraw

Validate

2. If there are any errors on the application, they will be listed at the top of the page. You must resolve all errors in order to proceed.

Electronically Submit Job Documents

Please resolve these errors before proceeding:

- JOB ACCEPTANCE REQUIRES PLANS TO BE SUBMITTED
- POC1 : PROFESSIONAL CERTIFICATION STATEMENT IS REQUIRED FOR THIS JOB

This job will automatically close in 27 days, on 10/14/2012. [show](#) additional information on use of this page.

Premises: 280 BROADWAY MANHATTAN
BIN: 1079215 Block: 153 Lot: 1002
Applicant Name: ANAND SHAH

Job No: 140005143
Job Type: A3 - ALTERATION TYPE 3
License Type: RA License No.: 123456

Electronic Forms [\(show help\)](#)

To complete and generate your electronic forms, click on the button(s) below:

Electronic PC1

Electronic TR1

Electronic TR8

To add an electronic TR8, please select the TR8 required item on the electronic PC1 form.

If you are a preparer, once all errors are resolved, you cannot proceed beyond this point and must contact the applicant to record to review all documents in order to submit the application.

DRAFT DOCUMENT

NYC Development Hub

3. If all required documents were submitted correctly, and you are logged in as the applicant of record for the job, you will proceed to the “Electronically Submit this Application” page. The Applicant of record must open and review the electronically generated forms required for this job application prior to submitting for automatic acceptance by the Department.

Electronically Submit this Application

Premises: 280 BROADWAY MANHATTAN
BIN: 1079215 Block: 153 Lot: 1002

Job No: 140005143
Job Type: A3 - ALTERATION TYPE 3

Filing Package for Review

You must open and review each of the documents submitted below prior to submitting this filing for automated acceptance by DOB.

- [EF1-EFILING JOB APPLICATION COVER SHEET](#)
- [PW1-PLAN / WORK APPROVAL APPLICATION](#)
- [TR1-TECHNICAL REPORT STATEMENT OF RESPONSIBILITY](#)
- [RA0002-LANDMARKS APPROVAL](#)
- [PC1-REQUIRED ITEMS CHECKLIST FOR PROFESSIONAL CERTIFICATION](#)
- [RA0226-ASBESTOS: CERTIFICATION \(DEP ACP5\)](#)
- [PW3-COST AFFIDAVIT](#)
- [PW2-WORK PERMIT APPLICATION](#)
- [POC1-PROFESSIONAL CERTIFICATION STATEMENT](#)
- [CPS-COMLETEPLANSET](#)

Submit Your Electronic Filing Package for DOB Acceptance

Enter your login information below

Please enter email address :

Please enter password :

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Submit Application

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As the applicant of record, you can also access your project for review directly from the landing page after logging in. To do so, click the “Minor Construction” box and then expand the “Hub Self-Service” bar. Enter your job number and select “Review Project” to review your final package for review.

Electrical and Minor Plumbing All Electrical Work Limited Alteration Application	Manage Your Account Add License Type Add Sustainable Contractor Designation
---	--

Hub Self-Service [hide](#)
[Read additional information](#)

[Begin New Job Application](#)

[Manage Job Applications](#)

[Manage Address Book](#)

By submitting documents online I certify that I am authorized to submit documents for the specified job and that I have in my possession all original documents.

I agree to the terms above.

[Electronically Submit Documents](#)

Electronic Payment for Hub Self-Service jobs.

Job Number:

Job Document Number:

[Pay](#)

To ensure compliance, licensed design professionals must review all documents in order to submit a project through Hub Self-Service.

Enter Job Number:

[Review Project](#)

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- After reviewing each of the forms, the applicant of record may submit the application using the email address and password with which they enrolled with the Department, and clicking "Submit this Application."

Submit Your Electronic Filing Package for DOB Acceptance

Enter your login information below

Please enter email address :

Please enter password :

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Submit Application

After your application has been processed, and automatically approved, you will return to the eSubmit homepage with the message that your job number has been accepted. Additionally, the applicant of record, owner, and initial preparer of the PW1 will receive an email notification informing them that the job has been accepted, and how the applicant of record can download the accepted set of plans. Be sure to download the DOB accepted set of plans, as they will only be available for 30 days after the job is submitted for acceptance.

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Start Over

Logout

Help?

DEVELOPMENT ENVIRONMENT Logged in as: anshah@buildings.nyc.gov

Welcome to the NYC Development Hub

Please read the [User Guide](#) and the [Frequently Asked Questions](#).

140004929 01 HAS BEEN ACCEPTED

Please be sure to save your DOB accepted plan set from the "Uploaded Document List" section below. This approved plan set will be available for 30 days. Note: DOB accepted plans may not show up instantly but you will receive an automatic email once the accepted plan set is available for you to download.

Job Search

Enter Job Number: Next >

Document Aging Policy

- Pending documents will be purged if not processed within 60 days
- Rejected documents will remain in the system for two weeks before being purged. This will give the applicant time to review rejected documents
- Jobs in the Hub Self-Service have 60 days to be fully completed and submitted to DOB for acceptance.

Pending Job List: 20							View All...
Job #	Job Type	BIN	Address	# Pending	Oldest Doc Submitted	Submission Deadline	
140002146	ALTERATION 3	1079215	280 BROADWAY	3	08/09/2012 1:24 PM	07/09/2012	
140003822	ALTERATION 3	1079215	280 BROADWAY	9	08/08/2012 2:07 PM	08/31/2012	
140004206	ALTERATION 3	1079215	280 BROADWAY	2	08/21/2012 3:18 PM	09/14/2012	
140004607	ALTERATION 3	1079215	280 BROADWAY	4	07/26/2012 1:13 PM	09/24/2012	

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5. After submittal for acceptance, DOB staff will process your permit, and you will see the permit online within 1 business day.

Note: You have an option to opt-out of submitting a PW-2 form, which would be made available to you in eSubmit before you submit your application to DOB.

Post-Approval Amendment Process

If you need to change any information on your initial filing, such as scope of work, after your job has been accepted through Hub *Self-Service*, you must file a Post-Approval Amendment (PAA) at the DOB borough offices.

For the first PAA filed, applicants must submit a full set of plans to the borough office where your job resides. Any subsequent PAA can be filed under the current process in which applicants must replace only relevant plan sheets as needed.

Contact Information and Troubleshooting

For issues related to registering with DOB or with uploading required documents, contact the DOB Customer Service Call center 212-393 2550

For additional information or to ask questions regarding Hub *Self-Service* please contact HubSelfService@Buildings.nyc.gov.