



Development Hub: Step-by-Step Filing Process

Please review steps for Development Hub (NB/A1) applications:

Note: Process is for Development Hub only

1. Complete consultation form on-line at:
<http://www1.nyc.gov/site/buildings/about/hub-consultation-request.page>
2. Development Hub will either send an invitation for a consultation or the consultation will be waived
3. If approved to join the Development Hub:
 - Send an email with the PW1 and EF1 forms attached
 - Include date the consultation took place
 - If waived, respond to consultation waived notification
 - Design professional and owner must sign, seal and date forms
 - Development Hub will pre-file the application then send payment and plan upload notification
4. After payment (application will be placed in D-Status in BIS):
 - Upload plans, forms and documents through eFiling
 - Send to Development Hub with print screen capture (including job number, deselect required items list and list of uploads in snapshot). This will notify Development Hub that plans are ready for retrieval from eFiling
5. Development Hub will send an invitation for Design Professional Presentation (DPP) meeting or next steps in the approval process
 - If meeting is needed - An invitation will be sent, plan examination will begin *after* the meeting
 - If meeting is not needed - An email will be sent to indicate when plan review will begin
6. Development Hub will upload comments into eFiling to contacts listed in BIS
7. To respond to comments:
 - Upload revised drawings with AI-1 form into eFiling then send notification to Development Hub with print screen capture (refer to Step 4)
8. Development Hub will schedule a *Resolve Comments* meeting and send notification

Note: Registered eFiling users associated with job number will receive comments and approved drawings from eSubmit. If you are not registered, please click link [Register for electronic filing at the NYC Development Hub](#) to enroll.