

SERVICE NOTICE

Mandatory Submission of all Alt-2 and Alt-3 BIS Job Applications in eFiling, Requests Allowed in DOB NOW: *Inspections*, and Intake of Initial Permit Applications for Non-Essential Construction

Beginning Monday, June 1, 2020, all Alteration Type 2 and Alteration Type 3 BIS job applications must be submitted in eFiling. In addition, requests for inspections will be allowed in DOB NOW: *Inspections*. DOB NOW: *Build* will also allow for submission of initial permits. Beginning, Wednesday, June 3, 2020, eSubmit will allow for submission of initial permits for BIS job applications.

These measures are being taken in preparation of anticipated changes to the state of emergency and New York State Executive Order 202.6 that will allow construction to resume. **All work on non-essential construction and demolition sites remains suspended until the state of emergency is lifted.**

Alteration Type 2 (Alt-2) and Alteration Type 3 (Alt-3) Applications

As of Monday, June 1, 2020, Alt-2 and Alt-3 filings will no longer be accepted in-person at a borough office and must be processed as Hub Full-Service or Hub Self-Service applications in eFiling. New Building (NB) and Alteration Type 1 (Alt-1) applications will continue the current submission process. This is in advance of the mandatory submission of all BIS Job Applications in eFiling that is launching on June 8, 2020. See the [Service Notice](#) for more information. The following exceptions apply and have been expanded to include No Work projects.

Exceptions

- Full Demolition (FDM)
- Legalization
- No Work project
- School Construction Authority (SCA)
- Subdivision

For the above project/work types or additional considerations, create and print the PW1 and EF1 in eFiling and then drop it off at a borough office with payment by check. Use **eSubmit** to upload the plans and required documents.

- Builders Pavement Plan (BPP)
- Landmarks Preservation Commission (LPC)

BPP can be submitted as standard plan examination only in Hub Full-Service. Properties *with L – Landmark* as the Landmark Status on the BIS Property Profile page can be submitted in Hub Full-Service or Hub Self-Service. For professionally certified BPP applications or properties with *C – Calendar* as the Landmark Status on the BIS Property Profile page, create and print the PW1 and EF1 in eFiling and then drop it off at a borough office with payment by check. Use eSubmit to upload the plans and required documents.

Inspection Requests

As of Monday, June 1, 2020, all inspection requests can be submitted in DOB NOW: *Inspections* with no limitations for projects not approved as essential construction. Restrictions are being lifted in anticipation of changes to the state of emergency so that inspection units can plan ahead accordingly. Inspection appointments **will not be scheduled** until the state of emergency is lifted.

Initial Permits

As of Monday, June 1, 2020 initial permit requests can be submitted in DOB NOW: *Build*. In addition, a PW2 work permit application can be submitted at the same time as a PW1 Plan/Work Application.

As of Wednesday, June 3, 2020, the PW2 work permit application for initial permits can be electronically submitted (eSubmit) as a PDF in eFiling. Initial permits will no longer be accepted in-person at a borough office.

However, **work is prohibited until the state of emergency is lifted**. This measure is being taken in preparation of anticipated changes to the state of emergency that will allow construction to resume. The Department of Buildings will continue to regularly inspect all construction sites to ensure compliance with emergency orders. Non-compliance will result in the issuance of a violation carrying a penalty of up to \$10,000. Check the [Essential Active Construction Sites](#) map to determine if work can continue.

POST UNTIL: July 1, 2020