

SERVICE NOTICE

Minor Plan Changes Require a Post Approval Amendment

Beginning Monday, March 15, 2021, all minor plan changes for jobs after approval will require submission as a Post Approval Amendment.

BIS Jobs

As of Monday, March 15, 2021, an AI1 form for minor plan changes cannot be submitted in eFiling for jobs after approval unless it is submitted as a Post Approval Amendment (PAA). Submit a PW1 with an [AI1 Additional Information form](#) that specifies the submission is part of a PAA and identifies the plan changes. Upload the new plans in eFiling and select **New PAA**. Include in the comments section the reason for the PAA and circle the information that has changed on the plans. Include a description of the changes in the Comments section of the PW1. Once the PAA status is **PAA Fee Due**, pay the fee in eFiling using the Express Cashier Payments module. For professional certification jobs, upload a completed PW1 form that indicates **Okay for Approval** in eFiling and select **Approval for PAA**. For resubmission of a standard plan review job, submit in eFiling as Minor Plan Change/PAA.

DOB NOW Jobs

As of Monday, March 15, 2021, an AI1 for minor plan changes cannot be submitted to the [DOB help form](#) for jobs after approval. Submit a Post Approval Amendment (PAA) in DOB NOW. Upload as a single PDF a full plan set and include an **AI1: Additional Information** form as the last page that specifies that the submission is part of a PAA and identifies the plan changes. Include a description of the changes in the Comments section of the Plans/Work tab (PW1).

For eFiling and DOB NOW resources, visit the [DOB Industry page](#). For questions, submit an inquiry at www.nyc.gov/dobhelp.