



INDUSTRY PORTAL STEP-BY-STEP GUIDE

How to File an Objection Level Determination and Appeal

The following Step-by-Step Guide will outline the steps applicable to completing an Objection Level Determination and Appeal in DOB NOW: *Build*.

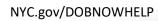
HELPFUL LINKS

YouTube.com/DOBNOW



NYC.gov/DOBNOWINFO







DOB NOW: Build – OBJECTION LEVEL DETERMINATIONS & APPEALS

Contents

Overview	2
SYSTEM GUIDELINES	2
Performing an Objection Level Determination	8

Overview

This step-by-step guide will provide applicants with a systematic understanding of how to complete an Objection Level Determination or Appeal request in DOB NOW: *Build*.

The DOB NOW: *Build* system is an all-inclusive, integrated system for Job Filings, permits, and submitting requests. DOB NOW: *Build* is a one-stop-shop (System).

Requirements

- Objection Level Determinations must apply to a specific Objection raised on a Job Filing.
- Requests can be submitted by the Job Filing Applicant of Record or Alternate Contact.
- Jobs, Site Safety, or Energy Requests must be in Objections status for DOB NOW Jobs. For BIS
 Jobs, they must be in H (Plan Exam in Progress), J (Plan Exam Disapproved), or K (Plan Exam
 Partial Approval) status.
- Objection Level Determination Requests may ONLY be filed **after a Second Review of Objection** request has been submitted with a result of **Objection Upheld**.
- There is a fee for Objection Level Determinations or Appeals. The fee does not apply to 1, 2, or 3
 Family Houses, Nonprofit Organizations, Government Owners, and HPD Affordable Housing are
 also exempt from these fees.

Second Review of Objection: Included in Job Filing fee

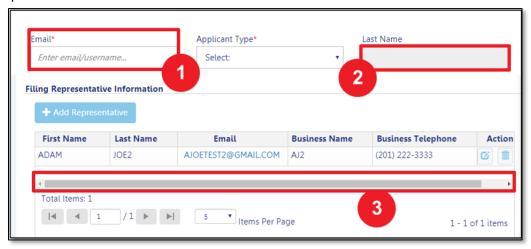
o Determination: \$1,000

Appeal of Determination: \$2,500

Second Appeal of Determination: \$2,500
 Board of Standards and Appeals: No fee

SYSTEM GUIDELINES

- 1. Fields with a red asterisk (*) are required and must be completed.
- 2. Grayed-out fields are Read-Only or are auto-populated by the system.
- 3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options or full fields.

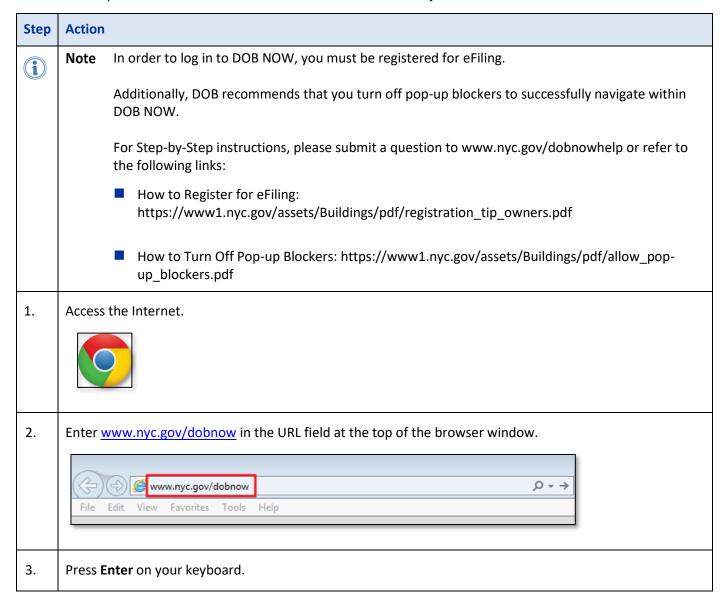


ADDITIONAL HELP & INFORMATION

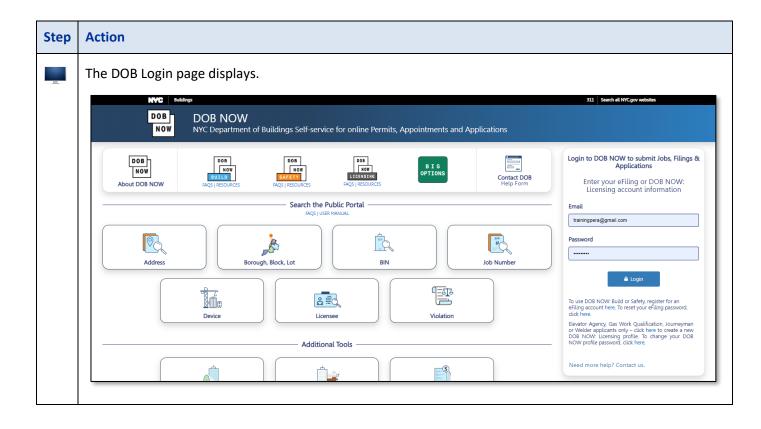
- 1. Video Tutorials: DOB NOW YouTube Channel: https://www.youtube.com/user/NYCBUILDINGS
- 2. Presentations & Sessions: https://www1.nyc.gov/site/buildings/industry/dob-now-training.page

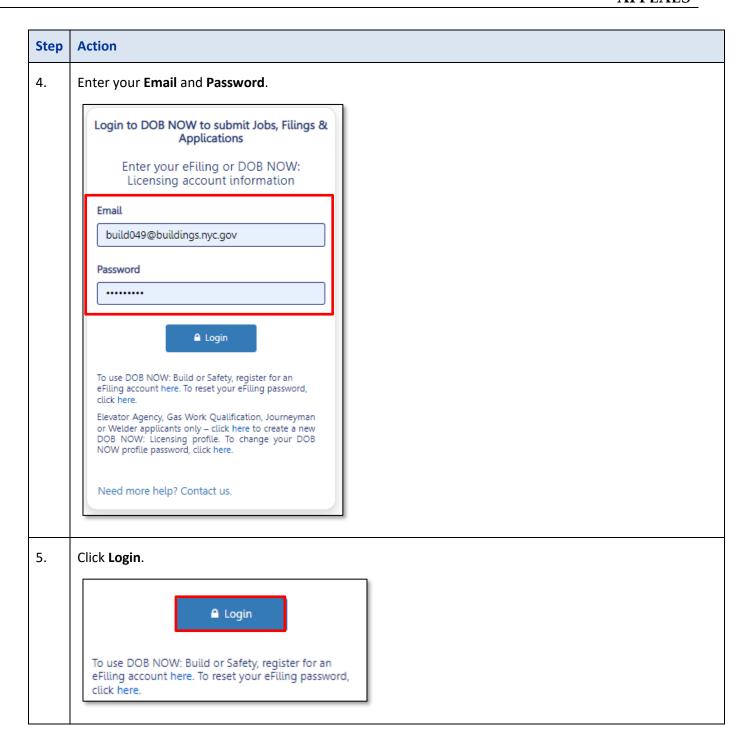
Log into DOB NOW: Build

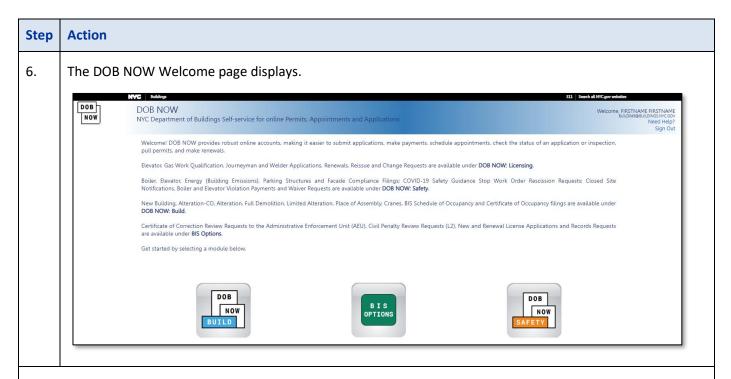
Follow the steps below to access DOB NOW: Build and initiate an Objection Level Determination.



DOB NOW: Build – OBJECTION LEVEL DETERMINATIONS & APPEALS







You are now logged into DOB NOW. Continue to the Requesting an Objection Level Determination step by step.

Requesting an Objection Level Determination

Follow the steps below to request a Determination

