



DOB NOW on the Road

Associated General Contractors of New York

September 27, 2023

Application Process

Plan Submission and Review

Most construction work requires a permit from the Department of Buildings. Before a permit can be obtained, typically **plans are filed** on the owner's behalf by a New York State licensed Professional Engineer (PE) or Registered Architect (RA), often referred to as a Registered Design Professional (RDP). These **plans are reviewed** by a Department Plan Examiner to determine compliance with construction codes and zoning for the purpose of ensuring safety and that the proposed use and occupancy is permissible.

Alternatively, plans for certain scopes of work can be submitted by the RDP through the Department's **Professional Certification Program**, also known as Pro-Cert, where plans are not reviewed by DOB and the RDP certifies that the proposed construction work complies with all applicable laws, codes, and regulations. The Department conducts audits of professionally certified applications to ensure compliance.

Larger scopes of work such as the construction of a new building and the expansion or demolition of an existing building require the hiring of a Department-licensed safety professional and the submission of a **Site Safety Plan** to the Department for its review and approval.

There are some **types of work that do not require an RDP to submit plans** for approval. This generally includes electrical work, which must be performed by a Department-licensed electrician, and Limited Alteration Applications (LAA), which includes minor plumbing work that is filed by a Department-licensed plumber, fire suppression contractor, or fuel burner installer.

Application Process

Permit Issuance

Once the plans are approved, the contractor must **request a permit** to perform the work. The contractor must file a permit application to obtain a permit. Currently permits can be obtained within two business days of the request. Electrical and Limited Alteration Application (LAA) permits are issued at the time the permit application is submitted to the Department.

Construction work requiring a permit must be performed with a permit. Failure to obtain a permit will result in the issuance of a Work Without a Permit Violation and a Stop Work Order, which require resolution and carry significant financial penalties. Violations for Work Without a Permit are issued to the property owner.

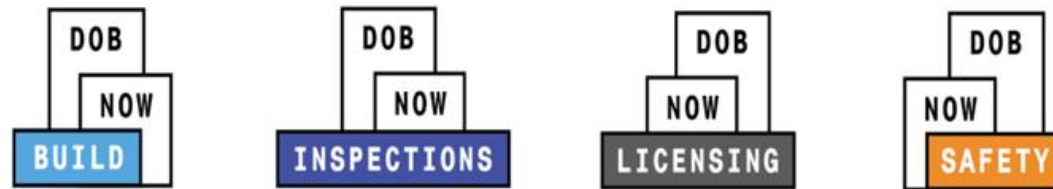
Inspections

Once the work is completed, the contractor **requests a Development Inspection** from the Department in **DOB NOW: Inspections** or depending on the type of work, an RDP can perform and **certify the final inspection**. These inspections are performed to ensure the work was performed safely and in keeping with the approved plans. Once an inspection passes or is certified by an RDP, **the job status will be complete (signed off)**, or the owner or the RDP can request a **Letter of Completion** or can apply for a new or **amended Certificate of Occupancy**. Additionally, for certain projects involving structural, fire-protection, plumbing, or mechanical work, there are inspections that need to be performed by a Department-approved **Special Inspector**.

DOB NOW Modules

DOB NOW is the Department's self-service online tool that allows owners, design professionals, licensees, and filing representatives to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and make renewals. Most permits are obtained through **DOB NOW: Build**.

During the transition of all permit applications to the DOB NOW system, permit renewals for jobs in the Buildings Information System (BIS) and some applications remain in the eFiling system.



DOB NOW: Build upon completion will include job filings, permits, corrections, Post Approval Amendments, Supersedes, Withdrawals, After Hour Variances, Certificates of Occupancy, and Letters of Completion.

DOB NOW: Inspections handles both enforcement and development/build inspections through online scheduling, tracking, and notifications.






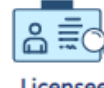


DOB NOW: Licensing allows Licensees to apply for and renew licenses as well upload insurance and other pertinent documents.

DOB NOW: Safety upon completion will handle all compliance filings (facades, boilers, elevators, etc.) that have to be submitted on an annual or other regular basis.

July 2023 – Public Portal Permit Search

Search for DOB NOW permits by applicant

Search the Public Portal
[FAQS](#) | [USER MANUAL](#)

 Address	 Borough, Block, Lot	 BIN	 Job Number
 Device	New! Includes BIS Records  Licensee	 Violation	New!  Application Search

Application Search

Search by *
 DOB NOW Permits by Applicant

Permits by Applicant *
Select Applicant Type

License/Tracking Number*

June 2023 – Public Portal Licensee Search

DOB NOW Public Portal Licensee Search Expanded to Include All Records from Buildings Information System (BIS)

DOB NOW
NYC Department of Buildings Self-service for online Permits, Appointments and Applications

About DOB NOW | **BUILD** (FAQS | RESOURCES) | **SAFETY** (FAQS | RESOURCES) | **LICENSING** (FAQS | RESOURCES) | **BIS OPTIONS** | Contact DOB Help Form

Search the Public Portal (FAQS | USER MANUAL)

Address | Borough, Block, Lot | BIN | Job Number | **Licensee** | Violation

Licensee

Search below for licensees/registrants by last name, business name, or license number, or search for jobs associated to a Construction Superintendent's license. The search includes records from DOB NOW and the Buildings Information System (BIS).

View: Last Name | Search By Last Name: Search By Last Name | License Type: Select

Search

DOB NOW: *Build* – Job Types

- **New Building**
- **Alteration CO – New Building with Existing Elements to Remain**
- **Alteration CO**
- **Alteration**
- **Full Demolition**
- **Limited Alteration**
- **No Work – [Place of Assembly](#) and Temporary Place of Assembly**

Initial Job Filing

Alteration

Full Demolition

Limited Alteration

New Building

No Work

DOB NOW: *Build* – Filing Types

Initial Filings (I1) – The first or initial job filing created for a construction project.

Subsequent (S) - A Subsequent filing is an additional filing under the same Job Filing number that allows the user to add separate work types within the project's scope of work.

Post Approval Amendments (PAA) - A Post Approval Amendment or PAA is for making changes to a filing after it has been approved.

Job Filings	Sequence Number
Initial	I1
Post Approval Amendment	The letters used for PAA filings are P, A, B, C, D, E, F, G, H, J, K, L P1 → P9 (A1 → L9)
Subsequent	The letters used for Subsequent filings are S, Z, Y, X, W, V, U, T, R, Q, O, N, M S1 → S9 (Z1 → M9)

DOB NOW: *Build* – Work Types

Select Work Type(s):*		Job Type: Alteration
Antenna	Boiler Equipment	Construction Fence
Curb Cut	Earthwork	Electrical
Elevators	Foundation	General Construction
Mechanical Systems	Plumbing	Protection and Mechanical Methods
Sidewalk Shed	Sign	Sprinklers
Standpipe	Structural	Support of Excavation
Supported Scaffold		

DOB NOW: *Build* – Job Numbers

DOB NOW job numbers begin with a letter; BIS job numbers begin with a number.

Job Number

9 Characters

M00000001

Borough (M,B,X,Q,S) + 8 Digits

M = Manhattan, B = Brooklyn, X = Bronx,
Q = Queens, S = Staten Island

Permit Number

13 Characters

M00000001 – I1 - PL

Job Number + Filing Number + Permit Type

AN = Antenna, CC = Curb Cut

DOB NOW: *Build* – Filing Status, Standard Plan Exam



Pre-filing – Filing is with the Applicant and has not been submitted

Pending CPE/ACPE Assignment - Filing submitted and awaiting CPE/ACPE to acquire and assign to PE

Pending PE Assignment – CPE/ACPE in the process of assigning the filing to a PE for review

Plan Examiner Review – In review and can be Approved or objected (require resubmission with corrections)

CPE/ACPE Review – PE’s decision is being reviewed by the CPE/ACPE

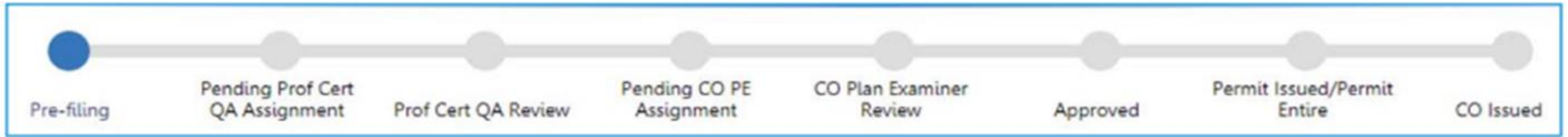
Approved – Job filing has been approved and can move to the next stage

Permit Issued/Permit Entire – At least one permit was issued/All required permits were issued

CO Issued – Certificate of Occupancy issued (For NB and ALT-CO filings)

The progress of the filing is illustrated by a circle shaded in blue. A **white check mark** will appear in the circle once the stage has been completed by DOB. A **red exclamation point** will appear to indicate that the filing is waiting for action by the applicant. Once the filing is complete, white check marks will appear in all the circles on the status bar.

DOB NOW: *Build* – Filing Status, Professionally Certified



Pre-filing – Filing is with the Applicant and has not been submitted

Pending Prof Cert QA Assignment - Filing submitted and awaiting supervisor to acquire and assign to QA staff

Prof Cert QA Review - In review and can be Approved or QA Failed (require resubmission with corrections)

Pending CO PE Assignment (All NB and ALT-CO Prof Cert filings must go through a Plan Examiner for Zoning Review, including Schedule of Occupancy.)

CO Plan Examiner Review (Resolve Plan Examiner objections, if relevant)

Approved – Job filing has been approved and can move to the next stage

Permit Issued/Permit Entire – At least one permit was issued/All required permits were issued

CO Issued – Certificate of Occupancy issued (For NB and ALT-CO filings)

[DOB NOW Job Statuses](#)

DOB NOW: *Build* – Tenant Protection Plan

If the owner section of the application indicates that there are occupied dwelling units in the building, then a Tenant Protection Plan is required. The TPP must be approved before a permit application can be submitted. A registered design professional (Registered Architect or Professional Engineer) submits a TPP and the Owner provides an attestation.

The contractor (permit applicant) is responsible for retaining the registered design professional who requests the TPP. For one- or two- family homes, the applicant of record of the job filing (PW1) can request the TPP.

M00626712-I1

- Plans/Work (PW1)
- Zoning Information
- Scope of Work
- Standpipe
- Cost Affidavit (PW3)
- Technical Report
- Technical Report (TR1/4/5/5H)
- Documents
- Work Permit (PW2)
- Tenant Protection Plan (TPP)**
- Statements & Signatures



Tenant Protection Plan

Filing Action	TPP Request Number	TPP Request Type	TPP Request Status	Applicant
Select Action:	TPP-M00626712-I1-01	New Filing	Approved	MILES FISHER

Total Items: 1

DOB NOW: *Build* – Tenant Protection Plan

After the permit is approved, the Occupant Notice can be printed from the DOB NOW public portal (not logging in) and searching by address, BIN or job number. From the BUILD: Job Filings section, double click on the job number, select Work Permit and then Print Occupant Notice.

Work Permit (PW2)							
Work Permit Number	Work Permit Status	Permit Type	Applicant/Contractor	Permit Issued Date	Permit Expiration Date	Print Work Permit	Print Occupant Notice
M00698928-I1-GC	Signed-off	General Construction	DILARA PARVIN	04/04/2022	12/01/2022		

DOB NOW: *Build* – TPP Notification

Any stakeholder on the filing (applicant, owner, filing representative or permit applicant) can notify DOB 72 hours before starting work on a building with a TPP. Submit the notification in DOB NOW after the permit is issued. From the dashboard, select **+Notifications** and then **Tenant Protection Plan 72 Hour**. To change the work start date, cancel the prior notification by going to the Tenant Protection Plan 72 Hour Notifications dashboard and selecting the trash can icon from the Action column.

The screenshot displays the 'Job Filings' dashboard in DOB NOW. The top navigation bar includes tabs for '+ Major Projects Development Program Enrollment/Project', '+ Job Filing', '+ Permits', '+ Requests', '+ Notifications', '+ Occupancy', and '+ Landmark Fee Pay'. The 'Job Filings' section shows filters for 'All Jobs' (723), 'Alteration' (550), 'Alteration CO' (70), and 'ALT-CO - New Building'. A 'Filter My Jobs' dropdown is present. Below the filters is a table with columns: View..., Filing Action, Job#, Filing#, Job Type, and Filing Type. A dropdown menu is open over the table, listing various job types, with 'Tenant Protection Plan 72 Hour' highlighted. The table data is as follows:

View...	Filing Action	Job#	Filing#	Job Type	Filing Type
	Select Action: ▼	M00932994	I1	Alteration	New Job Filing
	Select Action: ▼	M00881150	I1	Alteration	New Job Filing
	Select Action: ▼	M00932994	P1	Alteration	PAA
	Select Action: ▼	M00875259	S1	Alteration CO	Subsequent Filing
	Select Action: ▼	Q00494799	S7	New Building	Subsequent Filing
	Select Action: ▼	M00716491	I1	Alteration	New Job Filing
	Select Action: ▼	M00688672	I1	Alteration	New Filing

DOB NOW: *Build* – Site Safety Plan

A site safety plan is submitted based on the site safety criteria provided in the filing including the building height, stories, footprint, and additional considerations for alteration and demolition.

SCOPE OF WORK ON A MAJOR BUILDING		CS, SSM, SSC REQUIREMENTS
New Building		CS <i>and</i> SSM or SSC
Vertical or Horizontal Enlargements		CS <i>and</i> SSM or SSC
Full Demolition		CS <i>and</i> SSM or SSC
Partial Demolition Limited to Interior Components	without mechanical demolition equipment other than handheld tools and involving more than 50% of the gross floor area of the building, or the removal of one or more floors	CS
	with mechanical demolition equipment other than handheld tools and not involving more than 50% of the gross floor area of the building, or the removal of one or more floors	SSM or SSC
	with mechanical demolition equipment other than handheld tools and involving more than 50% of the gross floor area of the building, or the removal of one or more floors	CS <i>and</i> SSM or SSC
Partial Exterior Demolition <i>(other than enlargements or façade work)</i>	not involving more than 50% of the gross floor area of the building, or the removal of one or more floors	SSM or SSC
	involving more than 50% of the gross floor area of the building, or the removal of one or more floors	CS <i>and</i> SSM or SSC
Alteration Work <i>(other than a work type listed above)</i>	involving more than 50% of the gross floor area of the building, or requiring special inspection for underpinning or protection of the sides of excavations	CS
Façade Work more than 14 Stories or 200ft in Height		SSM

For a full description of site safety requirements, review [Building Code Chapter 33](#) and [Article 110 of Title 28 of the NYC Administrative Code](#).

DOB NOW: *Build* – Site Safety Plan

The Site Safety tab on a job filing provides information about the site safety licensee requirement, the criteria that indicated this requirement, site safety plan or waiver requests and requests to release the site safety requirement.

Save Preview to File Site Safety: Based on selections under Additional 1 Alerts

M00900625-I1

- Plans/Work (PW1)
- Zoning Information
- Scope of Work ▼
 - Structural
 - Concrete
- Cost Affidavit (PW3)
- Technical Report ▼
 - Technical Report (TR1/4/5/5H)
- Documents
- Work Permit (PW2)
- Site Safety**
- Statements & Signatures

Site Safety Requests

	Construction Superintendent	Site Safety Coordinator	Site Safety Manager
Job Site Safety Requirement Waiver Status	Not Applicable	Not Applicable	No
Job Site Safety Licensee Requirement	Not Required	Not Required	Required
Job Site Safety Licensee Release Status	Not Applicable	Not Applicable	No

- Site Safety Criteria ▶
- Site Safety Request ▶
- Site Safety Release Requests ▶

DOB NOW: *Build* – Permits

Once the filing, Tenant Protection Plan and Site Safety Plan (if applicable) are approved, a General Contractor or licensee submits a permit application. Once submitted, a permit undergoes a Quality Assurance review that takes two or less business days.

[← Back to Filing](#) [Save](#) [Resubmit](#)

i • PGL1 insurance is required. Minimum amount of insurance is \$5 Million.

Work Permit

B00826610-I1-GC

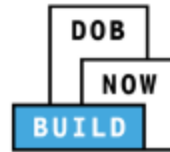
- General Information
- Site Safety
- QA Failed Reasons
- Documents
- Statements & Signatures

General Information

- Reason for Filing* >
- Type of Permit* >
- Applicant Information* >
- Filing Representative >
- Applicant's Insurance Information* >

March 2023 – Supersede and Withdrawal Requests

- New Withdrawal and Supersede functionality
 - Withdrawal Site Safety Personnel, Progress/Special Inspector, Progress/Special Inspection, Demolition Subcontractor, Concrete Subcontractor, Concrete Safety Manager
 - Supersede Progress/Special Inspector



Withdrawal and Supersede Guide

Updated March 6, 2023



Use the list below to determine how to withdraw or supersede a stakeholder or withdraw a DOB NOW: *Build* application.

https://www.nyc.gov/assets/buildings/pdf/dob_now_supersede_withdrawal_sn.pdf

May 2022 – System Enhancements (2)

Work Permit data fields added in the Public Portal

- Applicant/Contractor and Permit Expiration Date were added as fields when viewing permits in the Public Portal

Work Permit (PW2)						
Work Permit Number	Work Permit Status	Permit Type	Applicant/Contractor	Permit Issued Date	Permit Expiration Date	Print Work Permit
M00567165-I1-GC	Permit Issued	General Construction	LUCIAN PAONE	11/12/2021	12/03/2021	
M00567165-I1-GC	Permit Issued	General Construction	LUCIAN PAONE	03/14/2022	12/02/2022	

February 2022 – System Enhancements (4)

- Project Specific General Liability (PGL1) has been moved to the Work Permit (PW2) Required Documents section.
- The document is required each time a permit is renewed.

← Back to Filing Save Resubmit

i • PGL1 insurance is required. Minimum amount of insurance is \$5 Million.

Work Permit
M00688043-11-
GC-CX

General Information

Site Safety

Documents

Statements & Signatures

Documents

Required Documents*

Created On	Document Name	Document Status	Prior To	Upload	Action
02/25/2022	Certificate of Insurance Document	Accepted	Permit Issuance		Select A
02/25/2022	Project Specific General Liability (PGL1)	Waiver Approved	Permit Issuance		Select A

DOB NOW: *BIS Options*

The following transactions can be submitted in BIS Options:

- New License Applications
- Renewal License Applications
- License Insurance Updates



DOB NOW: *BIS Options*

Visit www.nyc.gov/doblicensing for step-by step guides:

- [New License Application User Guide](#)
- [Licensing Renewal Application User Guide](#)
- [License Insurance Updates Guide](#)

The screenshot shows the user interface for the NYC Department of Buildings BIS Options. At the top left is a green rounded square button with the text "B I S" above "O P T I O N S". To its right, the text "NYC Department of Buildings" and "BIS Options" is displayed. Below this is a horizontal navigation bar with five green buttons: a home icon, "+ BIS Job L2 Request", "+ Certificate of Correction Review Request", "+ License", and "+ License Insurance Updates". Underneath this bar is a row of four grey buttons: "BIS Job L2 Request", "Certificate of Correction Review Request", "License", and "License Insurance Updates". At the bottom, there is a row of three light blue buttons: "New License", "License Renewal", and "Business Approval".

Pre-Submitted Questions

1. Will all BIS related information (specifically complaints and violations) be moved over to DOB NOW?
Data from BIS will eventually be migrated into DOB NOW. The goal is to retire BIS by the end of 2025.
2. My office recently had two TPPs where there were some issues related to “Means and methods” which is a vague concept that causes compliance issues. Can DOB issue an Industry Notice relative to TPPs - as they did for site safety plans - with specifics about what is required/expected over and above the code?
We are looking into issuing an Industry Notice.
3. Site Safety requirement review of an approved application is done during the QA/QC period (24 hr. period). DOB is not always correct in determining if a project requires a SS Program/SSM. There is an avenue to reconsider a project that has been deemed a Site Safety project via a waiver. On the flipside, how do we have DOB reconsider a project a Site Safety Project if the opposite occurs, when they deem it as not required and we feel that it is?
DOB NOW triggers site safety based on the selections in the job filing. We are reviewing these selections to see if additional requirements are needed. Please let us know if you have a specific filing with this issue.

Pre-Submitted Questions

4. One Item I have been trying to get DOB to repair for 2 years is the number of steps, documents it takes to apply for a Construction Superintendent license. 12 forms that ask redundant questions. Takes about 50 hours of intense work – Not an ideal situation for a construction man/woman trying to work and get a license. It appears someone is purposely leaving this process in place. My question is why? One example: On 5 separate forms they ask for SS, address, DOB, phone, employment. 80% of the rejections from DOB are due to clerical errors of SS, address, Date of Birth, phone and employment- point is if you ask the same question 5 times sooner or later you will get a different text or 2 from 40–60-year-old construction workers.

The process for applying for a Construction Superintendent license is being built into DOB NOW within the next 9-12 months. This will eliminate most forms since the data will be entered into the application rather than uploaded as separate documents.

5. Permits for trailers, BC 33.03.16.

Other questions?

New Releases

- **Determinations and Appeals – October 30, 2023**
- **Solar, Green Roofs and Electrical Energy Storage Equipment – October 30, 2023**
- **Suspended Scaffolds – November 2023**

Resources

nyc.gov/dobhelp

Online help form to submit questions about DOB NOW and BIS transactions.

nyc.gov/dobnowtraining

FAQs and Resources for current and past DOB NOW releases.

nyc.gov/buildingsnews

Sign up for Buildings News, an e-newsletter sent out regularly to provide updates about all things DOB.