



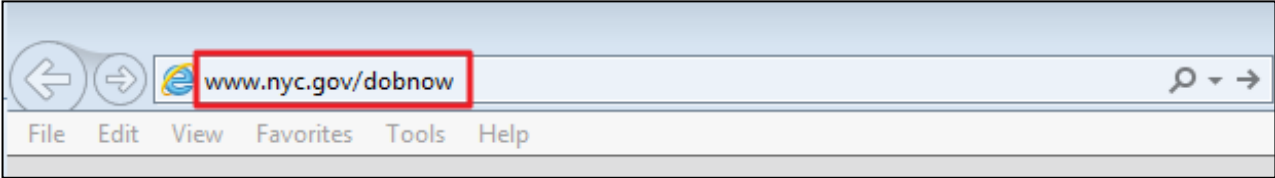
Create a Construction Fence Job Filing


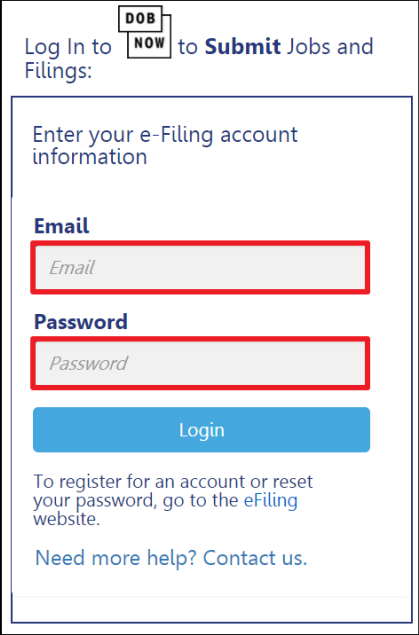
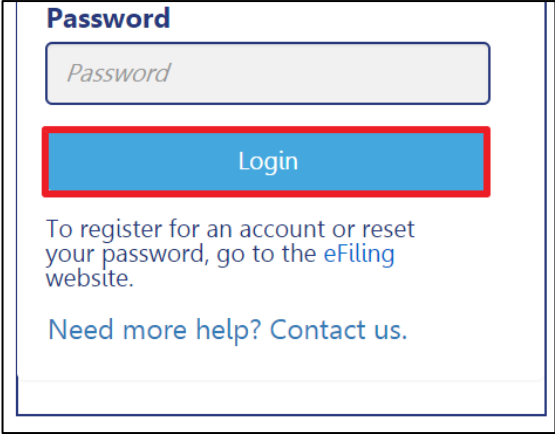
In this guided practice, you will learn how to:

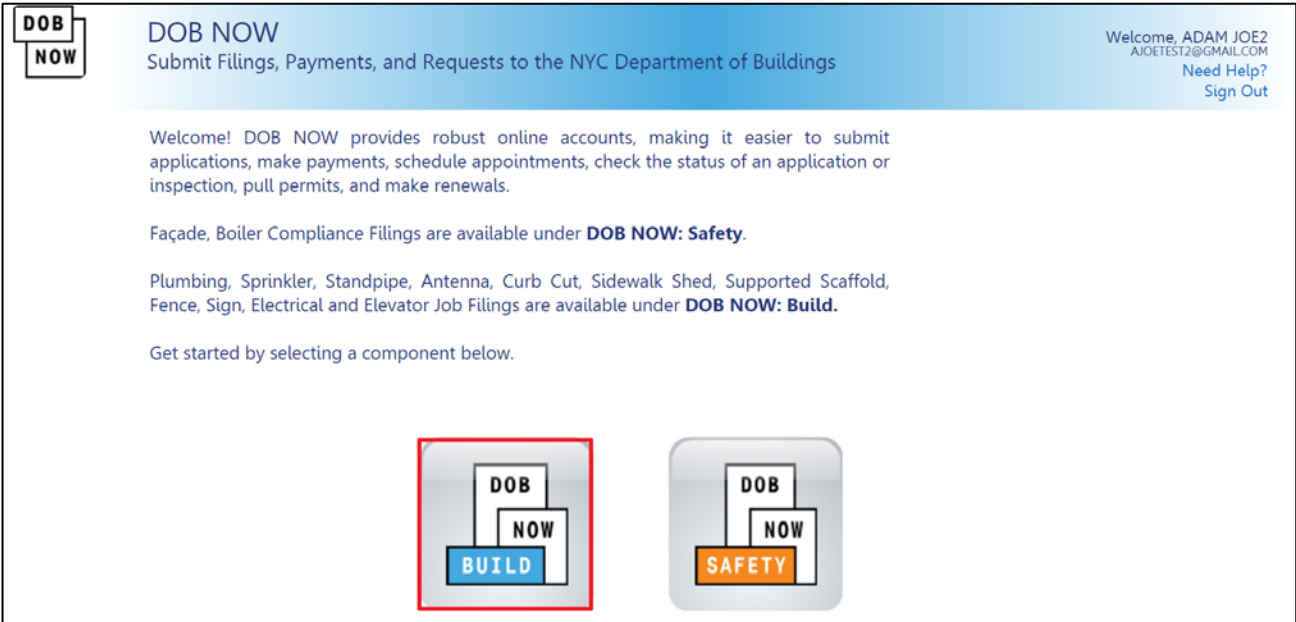
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Login to DOB NOW

Complete the following steps to login to DOB NOW:

Step	Action
	<p>In order to Log-in to DOB NOW, turn off the pop-up blocker, and register for eFiling.</p> <p>Please refer to http://www1.nyc.gov/site/buildings/industry/dob-now-build.page to access the job aids for:</p> <ul style="list-style-type: none"> ■ How to Turn Off Pop-up Blockers ■ How to Register for eFiling
1.	<p>Access the Internet.</p> 
2.	<p>Enter www.nyc.gov/dobnow in the URL field at the top of the browser window.</p> 
3.	<p>Press Enter on your keyboard.</p>

Step	Action
	<p>The DOB Login page is displayed.</p>
<p>4.</p>	<p>Enter your Email and Password.</p> 
<p>5.</p>	<p>Click Login.</p> 

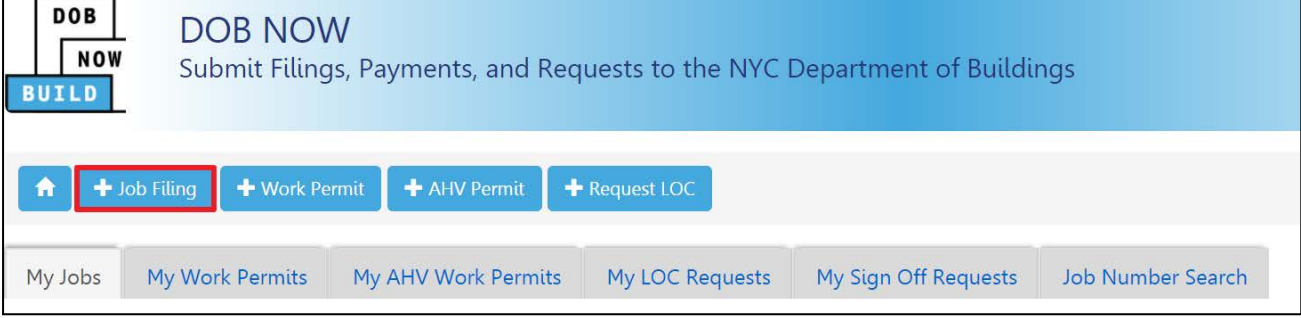
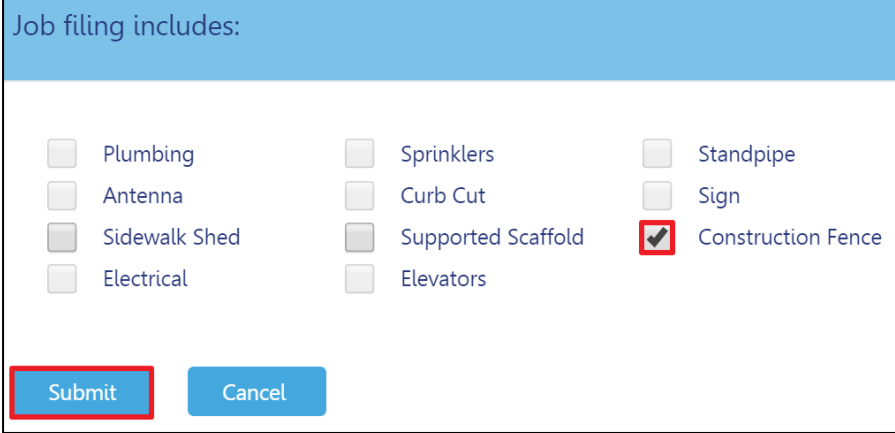

Step	Action
6.	<p>Click DOB NOW: Build.</p>  <p>The screenshot shows the DOB NOW dashboard. At the top, there is a blue header with the DOB NOW logo and the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below the header, there is a welcome message for 'ADAM JOE2'. The main content area contains a paragraph of text, followed by two buttons: 'BUILD' (highlighted with a red box) and 'SAFETY'. The 'BUILD' button is a blue square with the text 'DOB NOW BUILD' inside. The 'SAFETY' button is a grey square with the text 'DOB NOW SAFETY' inside.</p>

	<p>The Dashboard is displayed. The My Jobs tab is displayed by default.</p>  <p>The screenshot shows the DOB NOW dashboard with the 'My Jobs' tab selected. The dashboard includes a navigation bar with buttons for 'Job Filing', 'Work Permit', 'AHV Permit', and 'Request LOC'. Below the navigation bar, there are tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', 'My LOC Requests', 'My Sign Off Requests', and 'Job Number Search'. The 'My Jobs' tab is highlighted with a red box. Below the tabs, there is a table with columns for Job Number, Filing Type, Filing Status, Address, Borough, Applicant of Record, and Owner. The table contains three rows of data.</p> <table border="1" data-bbox="240 1297 1463 1507"> <thead> <tr> <th>Job Number</th> <th>Filing Type</th> <th>Filing Status</th> <th>Address</th> <th>Borough</th> <th>Applicant of Record</th> <th>Owner</th> </tr> </thead> <tbody> <tr> <td>M00329132</td> <td>I1</td> <td>New Job Filing</td> <td>Pending Plan Examiner A...</td> <td>888 FIFTH AVENUE</td> <td>MANHATTAN</td> <td>ADAM JOE2</td> <td>APPLE ROME18</td> </tr> <tr> <td>M00329131</td> <td>I1</td> <td>New Job Filing</td> <td>Pre-Filing</td> <td>888 FIFTH AVENUE</td> <td>MANHATTAN</td> <td>ADAM JOE2</td> <td></td> </tr> <tr> <td>M00329130</td> <td>I1</td> <td>New Job Filing</td> <td>Pre-Filing</td> <td>888 FIFTH AVENUE</td> <td>MANHATTAN</td> <td>ADAM JOE2</td> <td></td> </tr> </tbody> </table>	Job Number	Filing Type	Filing Status	Address	Borough	Applicant of Record	Owner	M00329132	I1	New Job Filing	Pending Plan Examiner A...	888 FIFTH AVENUE	MANHATTAN	ADAM JOE2	APPLE ROME18	M00329131	I1	New Job Filing	Pre-Filing	888 FIFTH AVENUE	MANHATTAN	ADAM JOE2		M00329130	I1	New Job Filing	Pre-Filing	888 FIFTH AVENUE	MANHATTAN	ADAM JOE2	
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M00329130	I1	New Job Filing	Pre-Filing	888 FIFTH AVENUE	MANHATTAN	ADAM JOE2																										

You are now logged into DOB NOW. Continue to the next section to create a Job filing.


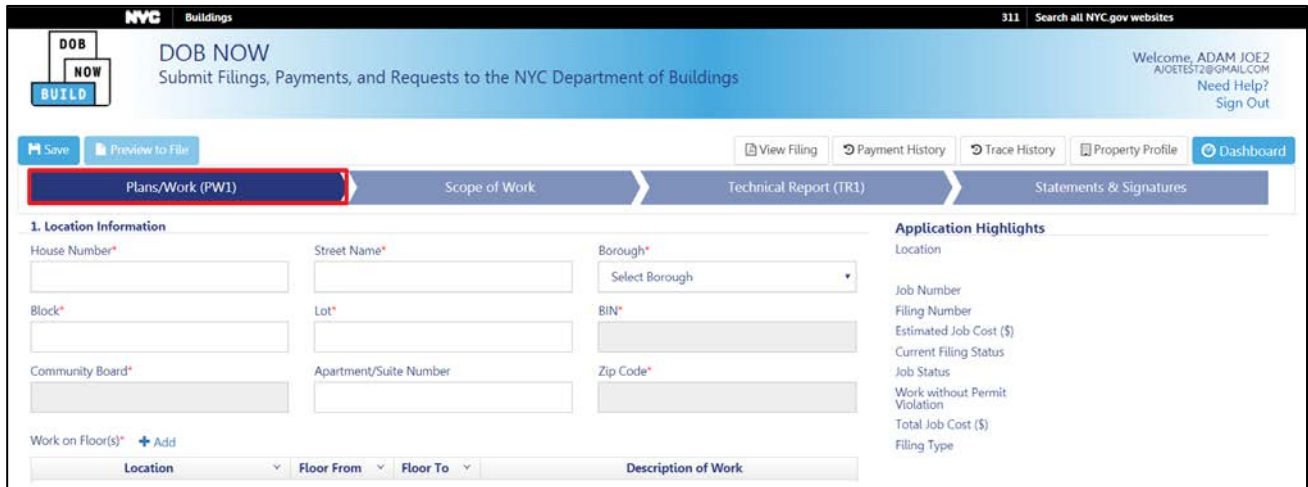

Create a New Construction Fence Job Filing


Complete the following steps in DOB NOW to create a new Fence Job filing:

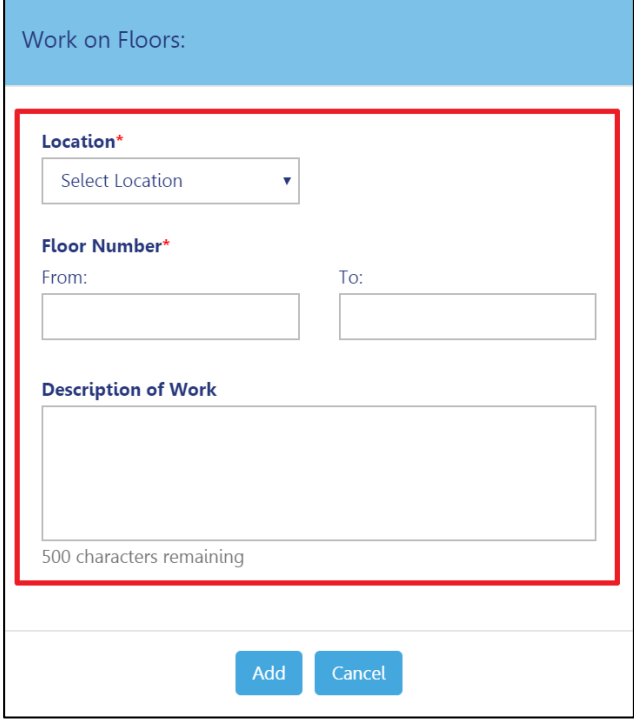
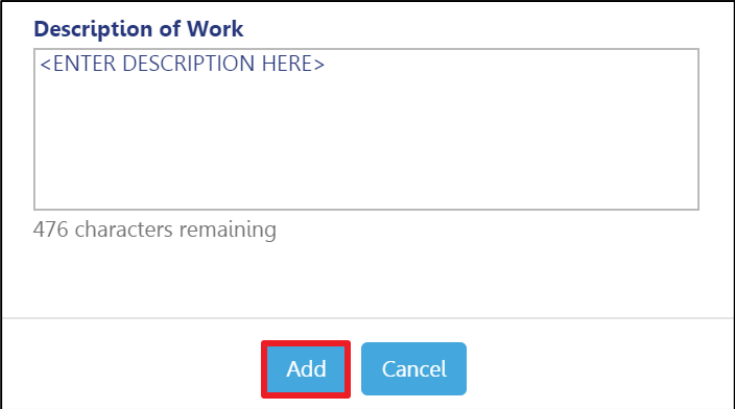

Step	Action									
1.	<p>Click + Job Filing to initiate a new job filing.</p> 									
2.	<p>Select the check-box for each Work Type (e.g., Construction Fence) included in this Job filing.</p>									
3.	<p>Click Submit.</p> 									
	<p>Note Multiple Work Types in the same row may be selected.</p> <p>Elevator, Signs and Electrical must be filed separately.</p> <table border="1" data-bbox="224 1629 1495 1854"> <tbody> <tr> <td>Plumbing</td> <td>Sprinkler</td> <td>Standpipe</td> </tr> <tr> <td>Sidewalk Shed</td> <td>Supported Scaffold</td> <td>Construction Fence</td> </tr> <tr> <td>Antenna</td> <td>Curb Cut</td> <td></td> </tr> </tbody> </table>	Plumbing	Sprinkler	Standpipe	Sidewalk Shed	Supported Scaffold	Construction Fence	Antenna	Curb Cut	
Plumbing	Sprinkler	Standpipe								
Sidewalk Shed	Supported Scaffold	Construction Fence								
Antenna	Curb Cut									



Enter Plans/Work PW1



Complete the following steps under DOB NOW: **Plans/Work PW1** to create a new Fence Job filing:


Step	Action
	<p>The Plans/Work PW1 tab is displayed.</p> 
	<p>Note Important Form Information – required fields and read-only fields.</p> <p>Fields marked with a red asterisk * are required and must be completed before submitting a filing.</p> <div data-bbox="207 1192 639 1352" style="border: 1px solid black; padding: 5px;"> <p>1. Location Information</p> <p>House Number*</p> <input type="text"/> </div> <p>Fields shaded gray are read-only and are populated from the Building Information System (BIS) or from eFiling registration.</p> <div data-bbox="207 1535 647 1650" style="border: 1px solid black; padding: 5px;"> <p>BIN*</p> <input style="background-color: #cccccc;" type="text"/> </div>


Step	Action									
1.	<p>Enter the Location Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> House No. <input type="checkbox"/> Street Name <input type="checkbox"/> Borough <input type="checkbox"/> Block <input type="checkbox"/> Lot <input type="checkbox"/> Apartment/Suite Number <div data-bbox="212 617 1479 978" style="border: 1px solid black; padding: 5px;"> <p>1. Location Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">House Number* <input type="text"/></td> <td style="width: 33%; padding: 5px;">Street Name* <input type="text"/></td> <td style="width: 33%; padding: 5px;">Borough* <input type="text" value="Select Borough"/></td> </tr> <tr> <td style="padding: 5px;">Block* <input type="text"/></td> <td style="padding: 5px;">Lot* <input type="text"/></td> <td style="padding: 5px;">BIN* <input type="text"/></td> </tr> <tr> <td style="padding: 5px;">Community Board* <input type="text"/></td> <td style="padding: 5px;">Apartment/Suite Number <input type="text"/></td> <td style="padding: 5px;">Zip Code* <input type="text"/></td> </tr> </table> </div>	House Number* <input type="text"/>	Street Name* <input type="text"/>	Borough* <input type="text" value="Select Borough"/>	Block* <input type="text"/>	Lot* <input type="text"/>	BIN* <input type="text"/>	Community Board* <input type="text"/>	Apartment/Suite Number <input type="text"/>	Zip Code* <input type="text"/>
House Number* <input type="text"/>	Street Name* <input type="text"/>	Borough* <input type="text" value="Select Borough"/>								
Block* <input type="text"/>	Lot* <input type="text"/>	BIN* <input type="text"/>								
Community Board* <input type="text"/>	Apartment/Suite Number <input type="text"/>	Zip Code* <input type="text"/>								
	<p>Note BIN, Community Board and Zip Code are read-only fields and auto populate.</p>									
2.	<p>To add Work on Floor (s), select +Add.</p> <div data-bbox="212 1272 1455 1644" style="border: 1px solid black; padding: 5px;"> <p>Work on Floor(s)* <input type="button" value="+ Add"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Location</th> <th style="width: 10%;">Floor From</th> <th style="width: 10%;">Floor To</th> <th style="width: 50%;">Description of Work</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="height: 100px;"> </td> </tr> </tbody> </table> <p>1 / 1 5 Items Per Page</p> </div>	Location	Floor From	Floor To	Description of Work					
Location	Floor From	Floor To	Description of Work							


Step	Action
3.	<p>Enter the required fields in the Work on Floors pop-up window:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location <input type="checkbox"/> Floor Number <input type="checkbox"/> Description of Work 
4.	<p>Click Add.</p> 
	<p>Note If there is an apartment number, you must add a note within the Description of Work field.</p>


Step	Action															
5.	<p>Enter the E-Mail address for the Applicant used during eFiling registration.</p> <div data-bbox="212 323 1411 875" style="border: 1px solid black; padding: 5px;"> <p>2. Applicant Information</p> <table border="0"> <tr> <td data-bbox="240 373 594 457">E-Mail* <input type="text" value="Enter email/username.."/></td> <td data-bbox="634 373 985 457">License Type* <input type="text"/></td> <td data-bbox="1026 373 1377 457">License Number* <input type="text"/></td> </tr> <tr> <td data-bbox="240 474 594 558">Last Name* <input type="text"/></td> <td data-bbox="634 474 985 558">First Name* <input type="text"/></td> <td data-bbox="1026 474 1377 558">Middle Initial <input type="text"/></td> </tr> <tr> <td data-bbox="240 575 594 659">Business Name <input type="text"/></td> <td data-bbox="634 575 985 659">Business Telephone* <input type="text"/></td> <td data-bbox="1026 575 1377 659">Business Address* <input type="text"/></td> </tr> <tr> <td data-bbox="240 676 594 760">Business Fax <input type="text"/></td> <td data-bbox="634 676 985 760">City* <input type="text"/></td> <td data-bbox="1026 676 1377 760">State* <input type="text"/></td> </tr> <tr> <td data-bbox="240 777 594 861">Zip Code* <input type="text"/></td> <td data-bbox="634 777 985 861">Mobile Telephone* <input type="text"/></td> <td></td> </tr> </table> </div>	E-Mail* <input type="text" value="Enter email/username.."/>	License Type* <input type="text"/>	License Number* <input type="text"/>	Last Name* <input type="text"/>	First Name* <input type="text"/>	Middle Initial <input type="text"/>	Business Name <input type="text"/>	Business Telephone* <input type="text"/>	Business Address* <input type="text"/>	Business Fax <input type="text"/>	City* <input type="text"/>	State* <input type="text"/>	Zip Code* <input type="text"/>	Mobile Telephone* <input type="text"/>	
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Zip Code* <input type="text"/>	Mobile Telephone* <input type="text"/>															
	<p>Note The remaining fields in the Applicant Information section are read-only and auto-populate from eFiling.</p>															
6.	<p>Select the License Type from the drop-down list (e.g., Professional Engineer).</p> <div data-bbox="212 1173 1411 1709" style="border: 1px solid black; padding: 5px;"> <p>2. Applicant Information</p> <table border="0"> <tr> <td data-bbox="240 1224 594 1308">E-Mail* <input type="text" value="AJOETEST2@GMAIL.COM"/></td> <td data-bbox="634 1224 985 1308">License Type* <input type="text" value="Professional Engineer"/></td> <td data-bbox="1026 1224 1377 1308">License Number* <input type="text"/></td> </tr> <tr> <td data-bbox="240 1325 594 1409">Last Name* <input type="text" value="JOE2"/></td> <td data-bbox="634 1325 985 1409">First Name* <input type="text" value="ADAM"/></td> <td data-bbox="1026 1325 1377 1409">Middle Initial <input type="text"/></td> </tr> <tr> <td data-bbox="240 1425 594 1509">Business Name <input type="text" value="AJ2"/></td> <td data-bbox="634 1425 985 1509">Business Telephone* <input type="text" value="2012223333"/></td> <td data-bbox="1026 1425 1377 1509">Business Address* <input type="text" value="AJ2"/></td> </tr> <tr> <td data-bbox="240 1526 594 1610">Business Fax <input type="text"/></td> <td data-bbox="634 1526 985 1610">City* <input type="text" value="NYC"/></td> <td data-bbox="1026 1526 1377 1610">State* <input type="text" value="NY"/></td> </tr> <tr> <td data-bbox="240 1627 594 1711">Zip Code* <input type="text" value="10000"/></td> <td data-bbox="634 1627 985 1711">Mobile Telephone* <input type="text"/></td> <td></td> </tr> </table> </div>	E-Mail* <input type="text" value="AJOETEST2@GMAIL.COM"/>	License Type* <input type="text" value="Professional Engineer"/>	License Number* <input type="text"/>	Last Name* <input type="text" value="JOE2"/>	First Name* <input type="text" value="ADAM"/>	Middle Initial <input type="text"/>	Business Name <input type="text" value="AJ2"/>	Business Telephone* <input type="text" value="2012223333"/>	Business Address* <input type="text" value="AJ2"/>	Business Fax <input type="text"/>	City* <input type="text" value="NYC"/>	State* <input type="text" value="NY"/>	Zip Code* <input type="text" value="10000"/>	Mobile Telephone* <input type="text"/>	
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Zip Code* <input type="text" value="10000"/>	Mobile Telephone* <input type="text"/>															
	<p>Note The License Number field in the Applicant Information section is read-only and auto-populates from eFiling, after the License Type is selected.</p>															


Step	Action															
	<p>Note It is optional to add a Filing Representative.</p>															
<p>7.</p>	<p>Enter the E-Mail address for the Filing Representative used during eFiling registration.</p> <div data-bbox="212 495 1458 1073" style="border: 1px solid black; padding: 10px;"> <p>3. Filing Representative</p> <table border="0"> <tr> <td>E-Mail <input style="border: 2px solid red;" type="text" value="Enter email/username..."/></td> <td>Registration Number <input type="text"/></td> <td>First Name <input type="text"/></td> </tr> <tr> <td>Middle Initial <input type="text"/></td> <td>Last Name <input type="text"/></td> <td>Business Name <input type="text"/></td> </tr> <tr> <td>Business Telephone <input type="text"/></td> <td>Business Address <input type="text"/></td> <td>Business Fax <input type="text"/></td> </tr> <tr> <td>City <input type="text"/></td> <td>State <input type="text"/></td> <td>Zip Code <input type="text"/></td> </tr> <tr> <td>Mobile Telephone <input type="text"/></td> <td></td> <td></td> </tr> </table> </div>	E-Mail <input style="border: 2px solid red;" type="text" value="Enter email/username..."/>	Registration Number <input type="text"/>	First Name <input type="text"/>	Middle Initial <input type="text"/>	Last Name <input type="text"/>	Business Name <input type="text"/>	Business Telephone <input type="text"/>	Business Address <input type="text"/>	Business Fax <input type="text"/>	City <input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>	Mobile Telephone <input type="text"/>		
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Mobile Telephone <input type="text"/>																
	<p>Note The remaining fields in the Filing Representative Details pop-up window are read-only and auto-populate.</p>															
<p>8.</p>	<p>Select a Filing Review Type (e.g. Standard Plan Examination).</p> <div data-bbox="212 1367 789 1556" style="border: 1px solid black; padding: 10px;"> <p>4. Filing Review Type*</p> <p>Select Type: <input style="border: 1px solid gray;" type="text"/> ▼</p> </div>															


Step	Action
9.	<p>Select the applicable radio button for “Directive 14 acceptance requested?”</p> <div data-bbox="212 323 1005 485" style="border: 1px solid black; padding: 5px;"> <p>5. Job/Project Types*</p> <hr/> <p>Directive 14 acceptance requested ? <input type="radio"/> Yes <input type="radio"/> No</p> </div>
	<p>Note If Yes is selected for Directive 14, a Final Progress Inspection is auto-assigned in the Technical Report (TR1) / Section 4: Progress Inspection Categories for New Work. This inspection cannot be deleted and must be completed by a Certified Inspection Agency Representative (Applicant of Record or Special Inspector).</p>
10.	<p>New Work is auto-selected by the system. If applicable, select the Legalization radio button.</p> <div data-bbox="212 869 1289 1199" style="border: 1px solid black; padding: 5px;"> <p>6. Work Types*</p> <hr/> <p>Filing Included:</p> <p><input checked="" type="radio"/> New Work</p> <p><input type="radio"/> Legalization</p> <p><input type="checkbox"/> Supported Scaffold <input type="checkbox"/> Sidewalk Shed <input checked="" type="checkbox"/> Construction Fence</p> </div>
11.	<p>Construction fence is auto-selected. If applicable, add or remove Work Types. Select the check-box(s).</p> <div data-bbox="212 1367 1419 1482" style="border: 1px solid black; padding: 5px;"> <p><input type="checkbox"/> Supported Scaffold <input type="checkbox"/> Sidewalk Shed <input checked="" type="checkbox"/> Construction Fence</p> </div>


Step	Action				
12.	<p>Enter the required fields under the Additional Information section:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Estimated New Work Costs (\$) <input type="checkbox"/> Total New Work Construction Floor Area: (Square Feet) <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>8. Additional Information*</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid #ccc; padding: 5px;">Estimated New Work Costs(\$)*</td> <td style="width: 50%; border-bottom: 1px solid #ccc; padding: 5px;">Total New Work Construction Floor Area:(Square Feet)</td> </tr> <tr> <td style="padding: 5px;"> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="\$"/> </td> <td style="padding: 5px;"> <input style="width: 90%; border: 1px solid #ccc;" type="text"/> </td> </tr> </table> </div>	Estimated New Work Costs(\$)*	Total New Work Construction Floor Area:(Square Feet)	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="\$"/>	<input style="width: 90%; border: 1px solid #ccc;" type="text"/>
Estimated New Work Costs(\$)*	Total New Work Construction Floor Area:(Square Feet)				
<input style="width: 90%; border: 1px solid #ccc;" type="text" value="\$"/>	<input style="width: 90%; border: 1px solid #ccc;" type="text"/>				
13.	<p>Select the Building Type from the drop-down list (e.g. 1 Family).</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Building Type*</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> Select Type: <div style="border: 1px solid #ccc; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-left: 5px;">▼</div> </div> </div>				
14.	<p>Select the applicable radio button for “Is this job associated with a New Building job filed in BIS?”</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Is this job associated with a New Building job filed in BIS? <input type="radio"/> Yes <input type="radio"/> No</p> </div>				
	<p>Note If Yes, is selected for “Is this this job associated with a New Building job filed in BIS?” an Associated BIS Job Number field is displayed; Enter the Associated BIS Job Number.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Is this job associated with a New Building job filed in BIS? <input checked="" type="radio"/> Yes <input type="radio"/> No Associated BIS Job Number :*</p> <div style="border: 1px solid #ccc; width: 150px; height: 20px; margin-left: 100px;"></div> </div>				





Step	Action		
15.	<p>Under Additional Considerations, Limitations or Restrictions information, select the “Review is requested under which building code?” from the drop-down list (e.g., 2014).</p> <div data-bbox="212 363 1005 585" style="border: 1px solid black; padding: 5px;"> <p>9. Additional Considerations, Limitations or Restrictions</p> <p>9A. Review is requested under which building code?*</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block;"> Select Type: ▼ </div> </div>		
16.	<p>Select the applicable radio button for each question.</p> <div data-bbox="212 747 1326 1388" style="border: 1px solid black; padding: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>9C. Facade Alteration* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Quality Housing* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Loft Board <input type="radio"/> Yes <input type="radio"/> No</p> <p>Included in LMCCC* <input type="radio"/> Yes <input type="radio"/> No</p> <p>9D. Landmark <input type="radio"/> Yes <input type="radio"/> No</p> <p>CRFN(s) Restrictive Declaration/Easement <input type="radio"/> Yes <input type="radio"/> No</p> <p>CRFN(s) Zoning Exhibit <input type="radio"/> Yes <input type="radio"/> No</p> <p>Filing to Address Violations <input type="radio"/> Yes <input type="radio"/> No</p> <p>Filing to comply with Local Laws <input type="radio"/> Yes <input type="radio"/> No</p> <p>9E. BSA Calendar Numbers (maximum. 5):* <input type="radio"/> Yes <input type="radio"/> No</p> <p>9F. CPC Calendar Numbers (maximum. 5): <input type="radio"/> Yes <input type="radio"/> No</p> <p>9I. High Rise Team tracking</p> <div style="border: 1px solid gray; width: 150px; height: 20px; margin: 5px 0;"></div> <p>9L. Work includes partial demolition as defined in AC 28-101.5 or the raising/moving of building.* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Adult Establishment* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Single Room Occupancy (SRO) Multiple Dwelling <input type="radio"/> Yes <input type="radio"/> No</p> <p>Site Safety job/Project* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Little "E" or RD Site <input type="radio"/> Yes <input type="radio"/> No</p> <p>Unmapped/CCO Street <input type="radio"/> Yes <input type="radio"/> No</p> <p>Structural stability affected by proposed work* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> </td> </tr> </table> </div>	<p>9C. Facade Alteration* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Quality Housing* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Loft Board <input type="radio"/> Yes <input type="radio"/> No</p> <p>Included in LMCCC* <input type="radio"/> Yes <input type="radio"/> No</p> <p>9D. Landmark <input type="radio"/> Yes <input type="radio"/> No</p> <p>CRFN(s) Restrictive Declaration/Easement <input type="radio"/> Yes <input type="radio"/> No</p> <p>CRFN(s) Zoning Exhibit <input type="radio"/> Yes <input type="radio"/> No</p> <p>Filing to Address Violations <input type="radio"/> Yes <input type="radio"/> No</p> <p>Filing to comply with Local Laws <input type="radio"/> Yes <input type="radio"/> No</p> <p>9E. BSA Calendar Numbers (maximum. 5):* <input type="radio"/> Yes <input type="radio"/> No</p> <p>9F. CPC Calendar Numbers (maximum. 5): <input type="radio"/> Yes <input type="radio"/> No</p> <p>9I. High Rise Team tracking</p> <div style="border: 1px solid gray; width: 150px; height: 20px; margin: 5px 0;"></div> <p>9L. Work includes partial demolition as defined in AC 28-101.5 or the raising/moving of building.* <input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>Adult Establishment* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Single Room Occupancy (SRO) Multiple Dwelling <input type="radio"/> Yes <input type="radio"/> No</p> <p>Site Safety job/Project* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Little "E" or RD Site <input type="radio"/> Yes <input type="radio"/> No</p> <p>Unmapped/CCO Street <input type="radio"/> Yes <input type="radio"/> No</p> <p>Structural stability affected by proposed work* <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
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	<p>Note 9L is auto-selected by the system.</p>		

Step	Action												
	<p>Note The system automatically selects an option under NYCECC Compliance for some work types. Update as required.</p> <div data-bbox="306 422 1409 623" style="border: 1px solid black; padding: 5px;"> <p>10. NYCECC Compliance*</p> <p><input type="radio"/> To the best of my knowledge, belief and professional judgment, all work under this application is in compliance with the NYCECC</p> <p><input checked="" type="radio"/> To the best of my knowledge, belief and professional judgment, all work under this application is exempt from the NYCECC or the work does not require any TR8 Energy Code Progress Inspections, in accordance with one of the following</p> <p style="border: 1px solid gray; padding: 2px; display: inline-block;">The entire scope of work involves a temporary structure and/or one or more of the following work types: SD, SP, CC, ! ▾</p> </div>												
<p>17.</p>	<p>Enter the Job Description in the Job Description for New Work field.</p> <div data-bbox="219 762 1464 1014" style="border: 1px solid black; padding: 5px;"> <p>11. Job Description*</p> <p>Job Description for New Work:*</p> <div style="border: 2px solid red; padding: 5px; min-height: 40px;"> <p><INSERT DESCRIPTION HERE></p> </div> <p>475 characters remaining</p> </div>												
<p>18.</p>	<p>Enter the required fields under the Zoning Characteristics section:</p> <ul style="list-style-type: none"> <input type="checkbox"/> District (s) <input type="checkbox"/> Overlay (s) <input type="checkbox"/> Special Dist. (s) <input type="checkbox"/> Map Number <div data-bbox="211 1314 1500 1598" style="border: 1px solid black; padding: 5px;"> <p>12. Zoning Characteristics*</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid gray; padding: 5px;">District(s)*</td> <td style="width: 33%; border-bottom: 1px solid gray; padding: 5px;">Overlay(s)*</td> <td style="width: 33%; border-bottom: 1px solid gray; padding: 5px;">Special Dist.(s)*</td> </tr> <tr> <td style="border-bottom: 1px solid gray; height: 20px;"></td> <td style="border-bottom: 1px solid gray; height: 20px;"></td> <td style="border-bottom: 1px solid gray; height: 20px;"></td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid gray; padding: 5px;">Map Number*</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid gray; height: 20px;"></td> </tr> </table> </div>	District(s)*	Overlay(s)*	Special Dist.(s)*				Map Number*					
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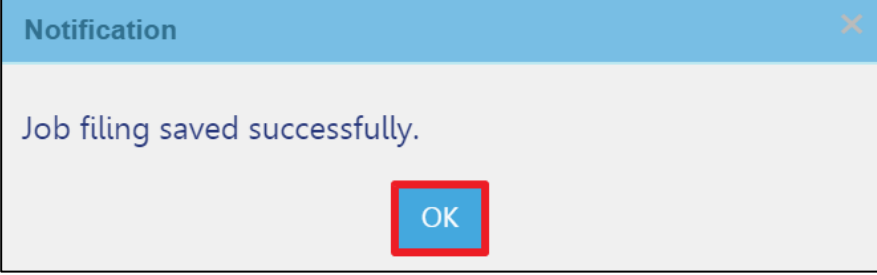
Step	Action									
19.	<p>Enter the required fields under the Buildings Characteristics section:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mixed Use Building Type <input type="checkbox"/> Building Classification <input type="checkbox"/> Building Height <input type="checkbox"/> Building Stories <input type="checkbox"/> Building Dwelling Units <div data-bbox="212 569 1490 995" style="border: 1px solid black; padding: 5px;"> <p>13. Building Characteristics*</p> <p>13D. Mixed Use Building Type* <input type="radio"/> Yes <input type="radio"/> No</p> <p>13E. Building Classification* Existing Proposed</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Building Height (feet)*</td> <td style="width: 35%;"><input type="text"/></td> <td style="width: 35%;"><input type="text"/></td> </tr> <tr> <td>Building Stories*</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Building Dwelling Units*</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> </div>	Building Height (feet)*	<input type="text"/>	<input type="text"/>	Building Stories*	<input type="text"/>	<input type="text"/>	Building Dwelling Units*	<input type="text"/>	<input type="text"/>
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Building Stories*	<input type="text"/>	<input type="text"/>								
Building Dwelling Units*	<input type="text"/>	<input type="text"/>								
20.	<p>Under Construction Equipment, select the Construction Material drop-down list (e.g., Plywood).</p> <div data-bbox="212 1100 732 1360" style="border: 1px solid black; padding: 5px;"> <p>15. Construction Equipment</p> <p>Construction Fence</p> <p>Construction Material *</p> <p>Select Type: <input style="border: 2px solid red;" type="text" value="▼"/></p> </div>									
	<p>Note If Other, select Other and enter the description in Describe Construction Material field.</p> <div data-bbox="212 1535 1317 1808" style="border: 1px solid black; padding: 5px;"> <p>15. Construction Equipment</p> <p>Construction Fence</p> <p>Construction Material *</p> <p><input type="text" value="Other"/></p> <p>Describe Construction Material*</p> <div style="border: 2px solid red; height: 20px; width: 100%;"></div> </div>									




Step	Action												
	<p>Note If other, select Other and type the description in Describe Construction Material field.</p> <div data-bbox="212 394 1393 682" style="border: 1px solid black; padding: 5px;"> <p>15. Construction Equipment</p> <p>Construction Fence</p> <p>Construction Material *</p> <div data-bbox="248 514 581 562" style="border: 1px solid gray; padding: 2px;"> Other </div> <p>Describe Construction Material*</p> <div data-bbox="248 604 1328 667" style="border: 2px solid red; height: 30px;"></div> </div>												
<p>21.</p>	<p>Select the applicable radio button for Fire Protection Equipment:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Sprinkler <input type="checkbox"/> Standpipe <div data-bbox="212 993 1243 1276" style="border: 1px solid black; padding: 5px;"> <p>18. Fire Protection Equipment*</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%; text-align: center;">Existing*</th> <th style="width: 35%; text-align: center;">Proposed*</th> </tr> </thead> <tbody> <tr> <td>Fire Alarm*</td> <td style="text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> <td style="text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> </tr> <tr> <td>Sprinkler*</td> <td style="text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> <td style="text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> </tr> <tr> <td>Standpipe*</td> <td style="text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> <td style="text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> </tr> </tbody> </table> </div>		Existing*	Proposed*	Fire Alarm*	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	Sprinkler*	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	Standpipe*	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
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Standpipe*	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No											
<p>22.</p>	<p>Select the applicable radio button for Site Characteristics:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tide Wetlands <input type="checkbox"/> Fire District <input type="checkbox"/> Urban Renewal <input type="checkbox"/> Coastal Erosion Hazard Area <input type="checkbox"/> Freshwater Wetlands <div data-bbox="212 1623 1325 1801" style="border: 1px solid black; padding: 5px;"> <p>20. Site Characteristics</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 45%;">Tidal Wetlands*</td> <td style="width: 15%; text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> <td style="width: 45%;">Coastal Erosion Hazard Area*</td> <td style="width: 15%; text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> </tr> <tr> <td>Fire District*</td> <td style="text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> <td>Freshwater Wetlands*</td> <td style="text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> </tr> <tr> <td>Urban Renewal*</td> <td style="text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> <td></td> <td></td> </tr> </tbody> </table> </div>	Tidal Wetlands*	<input type="radio"/> Yes <input type="radio"/> No	Coastal Erosion Hazard Area*	<input type="radio"/> Yes <input type="radio"/> No	Fire District*	<input type="radio"/> Yes <input type="radio"/> No	Freshwater Wetlands*	<input type="radio"/> Yes <input type="radio"/> No	Urban Renewal*	<input type="radio"/> Yes <input type="radio"/> No		
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Step	Action
23.	<p>Under Flood Hazard Area Information, Select the applicable radio button for Flood Hazard Area.</p> <div data-bbox="212 323 873 464" style="border: 1px solid black; padding: 5px;"> <p>20A. Flood Hazard Area Information</p> <p>Flood Hazard Area* <input type="radio"/> Yes <input type="radio"/> No</p> </div>
24.	<p>Select the applicable radio button within the Asbestos Abatement Compliance section.</p> <div data-bbox="212 569 1490 831" style="border: 1px solid black; padding: 5px;"> <p>22. Asbestos Abatement Compliance*</p> <p><input type="radio"/> The scope of work requires related asbestos abatement as defined in the regulations of the NYC Department of Environmental Protection (DEP)</p> <p><input type="radio"/> The scope of work is not an asbestos project as defined in the regulation of the NYC DEP. DEP Control# is required</p> <p><input type="radio"/> The scope of work is exempt from the asbestos requirement as defined in the regulation promulgated by the NYC DEP (15 RCNY 1-23(b)) or is an alteration to a building constructed pursuant to plans submitted for approval on or after April 1, 1987, in accordance with 28-106.1</p> </div>
	<p>Note If “The scope of work is not an asbestos project as defined in the regulation of the NYC DEP. DEP Control# is required” is selected, a DEP ACP-5 Control No. field appears ; Enter the DEP ACP-5 Control No.</p> <div data-bbox="306 1085 1474 1430" style="border: 1px solid black; padding: 5px;"> <p>22. Asbestos Abatement Compliance*</p> <p><input type="radio"/> The scope of work requires related asbestos abatement as defined in the regulations of the NYC Department of Environmental Protection (DEP)</p> <p><input checked="" type="radio"/> The scope of work is not an asbestos project as defined in the regulation of the NYC DEP. DEP Control# is required</p> <p>DEP ACP-5 Control No.:*</p> <div style="border: 2px solid red; width: 150px; height: 20px; margin: 5px 0;"></div> <p><input type="radio"/> The scope of work is exempt from the asbestos requirement as defined in the regulation promulgated by the NYC DEP (15 RCNY 1-23(b)) or is an alteration to a building constructed pursuant to plans submitted for approval on or after April 1, 1987, in accordance with 28-106.1</p> </div>
25.	<p>Enter Comments.</p> <div data-bbox="212 1518 1507 1824" style="border: 1px solid black; padding: 5px;"> <p>24. Comments</p> <div style="border: 2px solid red; padding: 10px; min-height: 100px;"> <p><ENTER COMMENTS HERE></p> </div> </div>

Step	Action
26.	<p>The Plans/Work (PW1) tab is now complete. Click Save to generate a Job Number.</p> <div data-bbox="212 323 737 783" style="border: 1px solid black; padding: 10px;"> <p>24. Comments</p> <hr/> <p><ENTER COMMENTS HERE></p> <hr/> <div style="display: flex; justify-content: space-between; margin-top: 10px;">  Save  Preview to File </div> </div>
	<p>An Address Confirmation pop-up window is displayed with the message:</p> <p>“Please note that the entered address cannot be changed after saving:</p> <ul style="list-style-type: none"> • <ADDRESS (e.g., 2600 HYLAN BOULEVARD, STATEN ISLAND)> <p>Please confirm that you want to proceed with the entered address.”</p>
27.	<p>Select the answer that applies to close the pop-up window.</p> <div data-bbox="212 1140 1216 1539" style="border: 1px solid black; padding: 10px;"> <div style="background-color: #4F81BD; color: white; padding: 5px;">Address Confirmation</div> <p>Please note that the entered address cannot be changed after saving:</p> <ul style="list-style-type: none"> • 2600 HYLAN BOULEVARD, STATEN ISLAND <p>Please confirm that you want to proceed with the entered address.</p> <div style="text-align: right; margin-top: 10px;"> Yes No </div> </div>
	<p>Note If Yes, you have successfully created a new Job filing and generated a Job Number.</p> <p>If No, proceed to the Location Information section for corrections.</p>

Step	Action
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28.	<p>A Notification pop-up window is displayed with the message, “Job filing saved successfully”. Click OK to close the Notification pop-up window.</p> 
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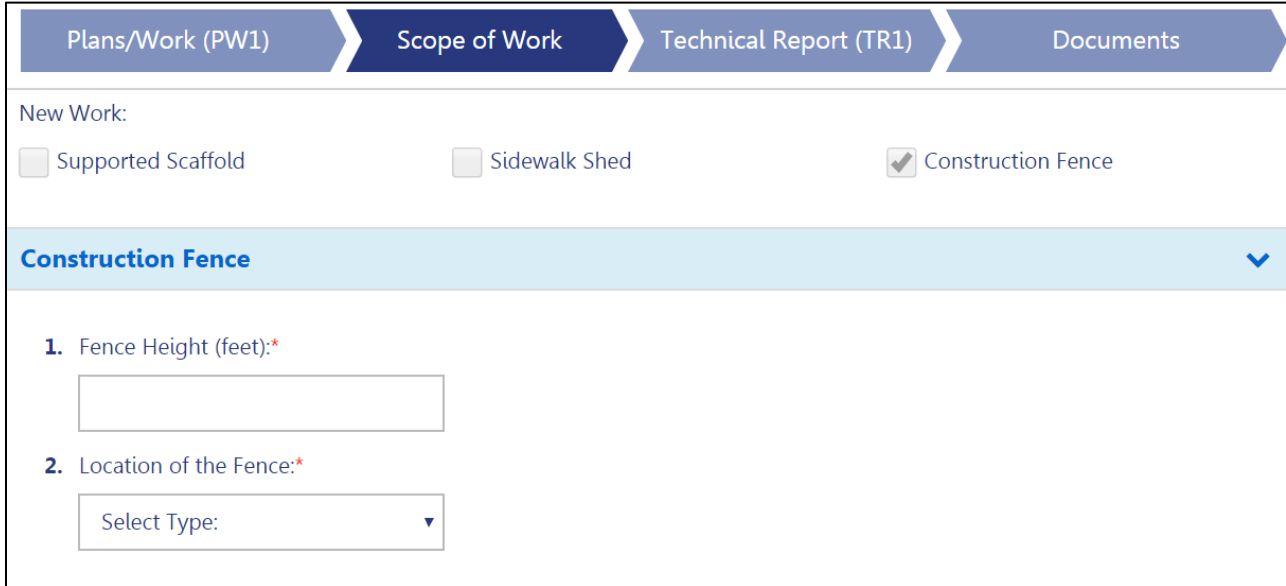
	<p>The Job Number generates and is displayed at the top of the window above the chevrons.</p>  <p>The Status Bar is displayed above the Job Number.Ⓜ</p> 
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	<p>Note Use the Status Bar to track the Job Filing review.</p>
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You have successfully added **Plans/Work PW1** information. Continue to the next chevron to enter the **Scope of Work**.

Enter the Scope of Work

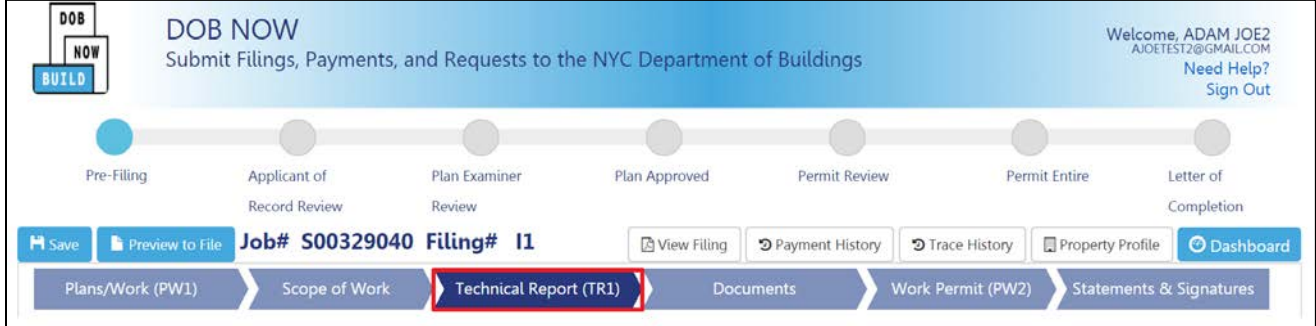

Complete the following steps under DOB NOW: **Scope of Work** to create a new Fence Job filing:



Step	Action
1.	<p>Click the Scope of Work chevron.</p> 
	<p>The Construction Fence Scope of Work field is displayed.</p> 

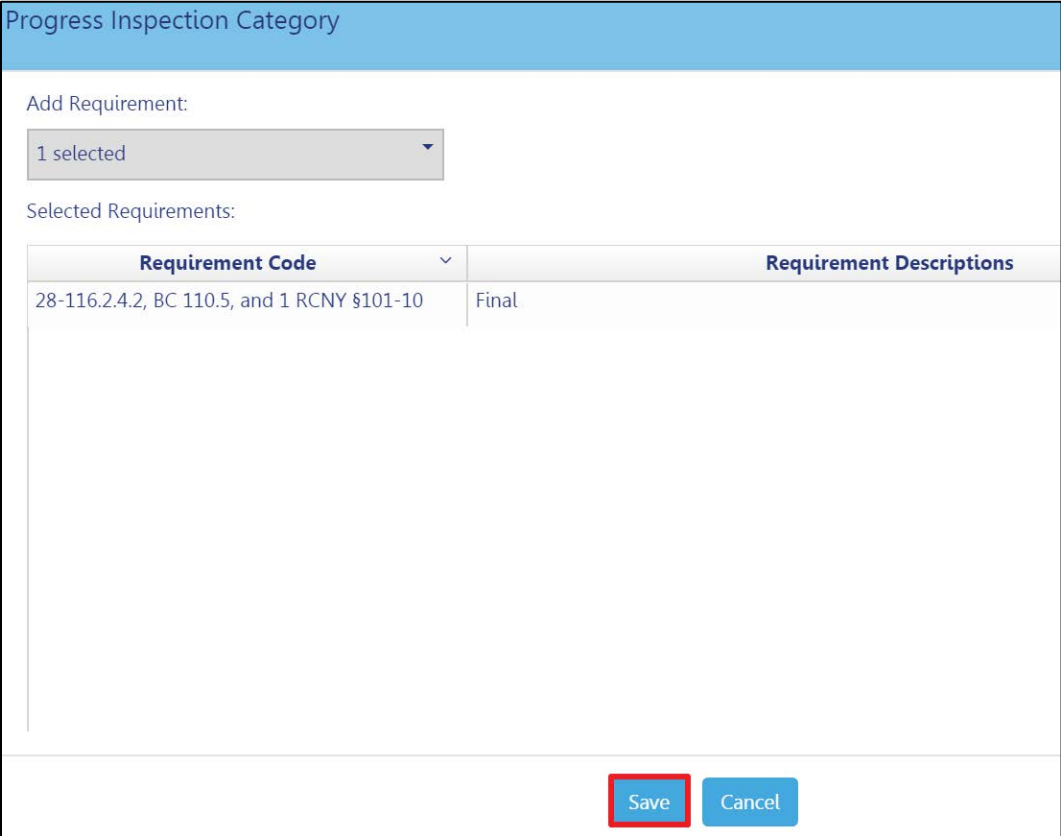
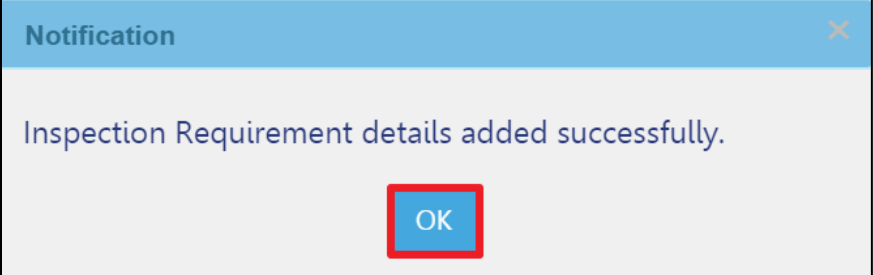
Step	Action
2.	<p>Enter the required height in the Fence Height (feet) field (e.g., 7).</p> <div data-bbox="209 323 826 611" style="border: 1px solid black; padding: 10px;"> <p>Construction Fence</p> <p>1. Fence Height (feet):*</p> <input data-bbox="311 512 797 590" type="text"/> </div>
3.	<p>Select the Location of the Fence from drop-down list (e.g., Inside property line).</p> <div data-bbox="209 716 833 890" style="border: 1px solid black; padding: 10px;"> <p>2. Location of the Fence:*</p> <div data-bbox="306 785 776 863" style="border: 1px solid gray; padding: 5px;"> Select Type: ▼ </div> </div>
4.	<p>Click Save.</p> <div data-bbox="209 1005 1081 1684" style="border: 1px solid black; padding: 10px;"> <div data-bbox="228 1020 1057 1083" style="border: 1px solid gray; padding: 5px;">  Save  Preview to File Job# S00329040 Filing# I1 </div> <div data-bbox="253 1094 891 1157" style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: #4a7ebb; color: white; padding: 5px 10px; border-radius: 5px;">Plans/Work (PW1)</div> <div style="background-color: #2e5496; color: white; padding: 5px 10px; border-radius: 5px;">Scope of Work</div> </div> </div> <p data-bbox="253 1188 367 1209">New Work:</p> <div data-bbox="253 1234 894 1266" style="margin-top: 5px;"> <input type="checkbox"/> Supported Scaffold <input type="checkbox"/> Sidewalk Shed </div> <div data-bbox="253 1335 1081 1684" style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p>Construction Fence</p> <p>1. Fence Height (feet):*</p> <input data-bbox="318 1472 699 1528" type="text" value="8"/> <p>2. Location of the Fence:*</p> <div data-bbox="318 1591 699 1648" style="border: 1px solid gray; padding: 5px;"> Aligned with property line ▼ </div> </div> </div>
<p>You have successfully added Scope of Work information. Continue to the next chevron Technical Report (TR1).</p>	


Technical Report (TR1)

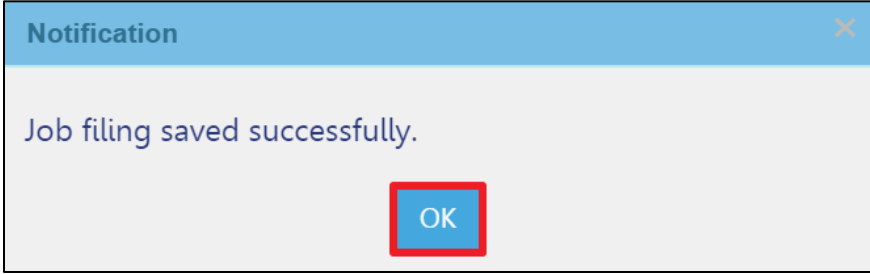
Complete the following steps under DOB NOW: **Technical Report TR1** to create a new Fence Job filing:

Step	Action
1.	<p>To continue, select Technical Report (TR1).</p> 
	<p>Note Applicant Type is automatically checked, by the system. However, if the Applicant is also the Special Inspector, he/she may select either/or Are you a Special Inspector? or Are you a Progress Inspector? in order to add/edit/delete an inspection.</p> <div data-bbox="256 1089 1502 1239" style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>2. Applicant Information</p> <p>Applicant Type:*</p> <p> <input checked="" type="checkbox"/> Are you an Applicant of Record? <input type="checkbox"/> Are you a Special Inspector? <input type="checkbox"/> Are you a Progress Inspector? </p> </div>

Step	Action
<p></p>	<p>Note If the Applicant of Record determines a Special Inspection and Progress Inspection Categories for New Work is required, he/she may request an Inspection by clicking the +Add button.</p> <div data-bbox="305 464 1341 894" data-label="Image"> </div> <p>Note If the Applicant of Record elects NOT to add an inspection, continue to Upload Required Documents Guided Practice.</p>
<p></p>	<p>The Progress Inspection Category pop-up window is displayed.</p>
<p>2.</p>	<p>Select the Add Requirement drop-down list to select the type of requirement (e.g., Final).</p> <div data-bbox="209 1243 834 1673" data-label="Image"> </div>


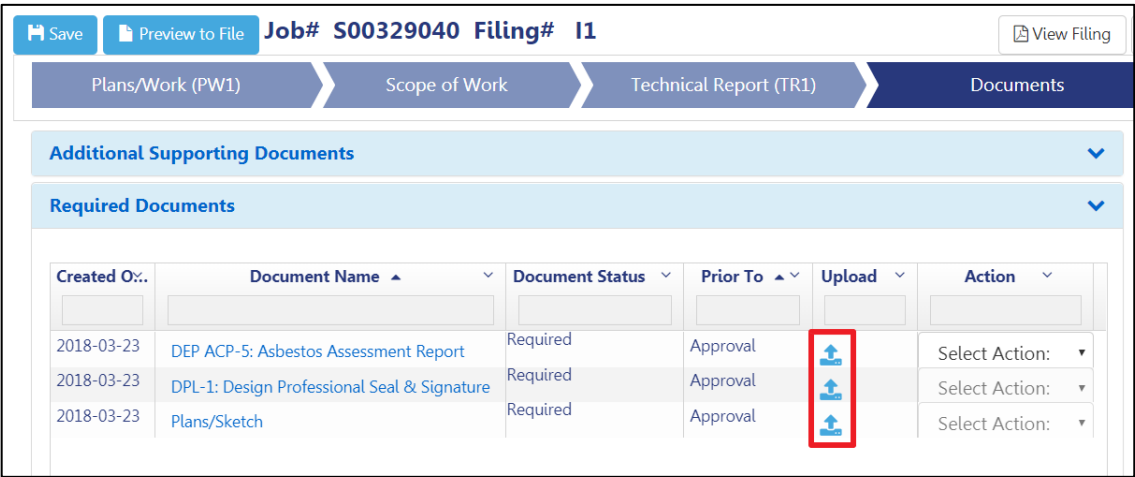

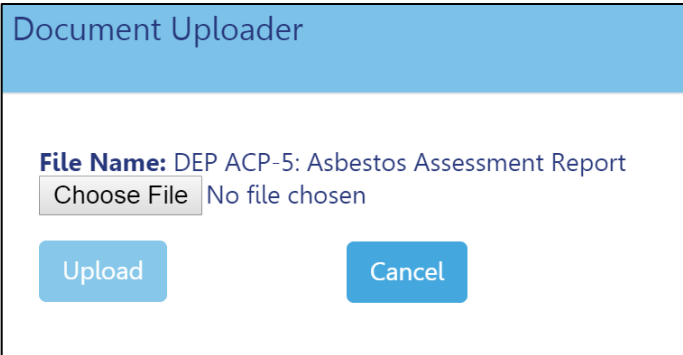
Step	Action
3.	<p>Click Save.</p>  <p>The screenshot shows a dialog box titled "Progress Inspection Category". At the top, there is a blue header bar. Below it, the text "Add Requirement:" is followed by a dropdown menu showing "1 selected". Underneath, "Selected Requirements:" is followed by a table with two columns: "Requirement Code" and "Requirement Descriptions". The table contains one row with the code "28-116.2.4.2, BC 110.5, and 1 RCNY §101-10" and the description "Final". At the bottom right of the dialog, there are two buttons: "Save" (highlighted with a red box) and "Cancel".</p>
4.	<p>A Notification pop-up window is displayed with a message that reads, "Inspection Requirement details added successfully". Click OK to close the pop-up window.</p>  <p>The screenshot shows a notification pop-up window with a blue header bar containing the word "Notification" and a close button (X). The main area of the window is light gray and contains the text "Inspection Requirement details added successfully." At the bottom center, there is a blue button with the text "OK" (highlighted with a red box).</p>

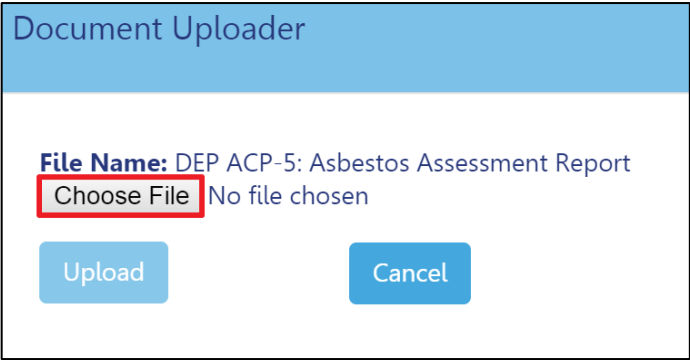

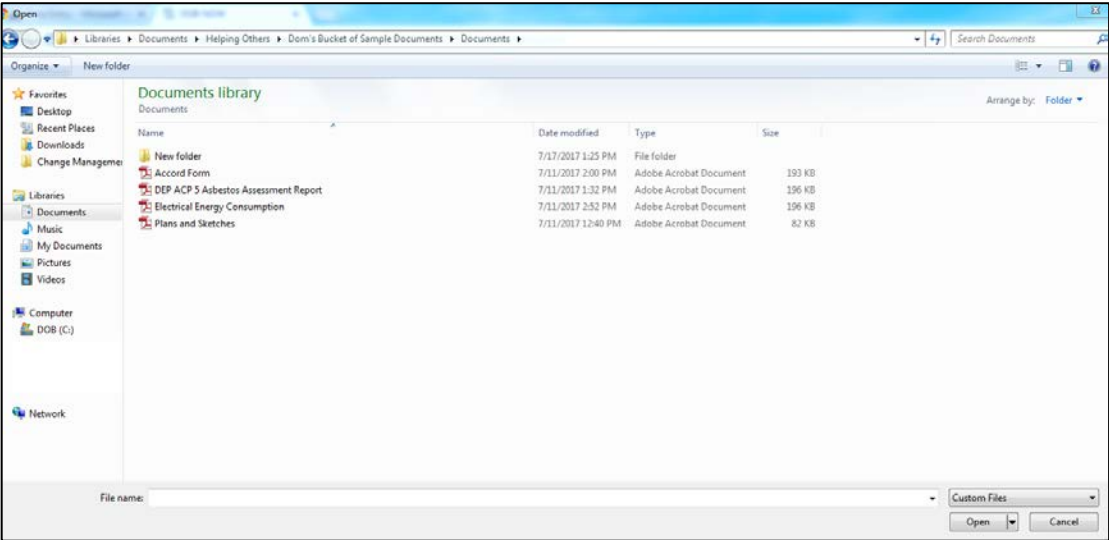
Step	Action																								
	<p>The Inspection will be displayed under Progress Inspection Categories for New Work.</p> <div data-bbox="207 325 1450 1003" style="border: 1px solid black; padding: 10px;"> <p>4. Progress Inspection Categories for New Work</p> <p>+ Add</p> <table border="1" data-bbox="245 436 1422 527"> <thead> <tr> <th>Requirement</th> <th>Identified</th> <th>Certified</th> <th>Progress I...</th> <th>PAA</th> <th>Created On</th> <th>Edit</th> <th>Delete</th> <th>Seal & Sign.</th> </tr> </thead> <tbody> <tr> <td>Final</td> <td>No</td> <td>No</td> <td></td> <td>No</td> <td>2018-03-26</td> <td></td> <td></td> <td> Required</td> </tr> </tbody> </table> <p>1 / 1 5 Items Per Page 1 - 1 of 1 items</p> <p>Save Preview to File</p> </div>	Requirement	Identified	Certified	Progress I...	PAA	Created On	Edit	Delete	Seal & Sign.	Final	No	No		No	2018-03-26			Required						
Requirement	Identified	Certified	Progress I...	PAA	Created On	Edit	Delete	Seal & Sign.																	
Final	No	No		No	2018-03-26			Required																	
5.	<p>Note The system will prompt you to remove the inspection, if it is not required. To delete, select the trash icon.</p> <div data-bbox="305 1203 1479 1411" style="border: 1px solid black; padding: 10px;"> <p>+ Add</p> <table border="1" data-bbox="326 1234 1474 1352"> <thead> <tr> <th>Requirement</th> <th>Identified</th> <th>Certified</th> <th>Progress Inspector</th> <th>PAA</th> <th>Created On</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Final</td> <td>No</td> <td>No</td> <td></td> <td>No</td> <td>2018-04-13</td> <td></td> <td></td> </tr> <tr> <td>Fire Resistance Rated Co...</td> <td>No</td> <td>No</td> <td></td> <td>No</td> <td>2018-04-12</td> <td></td> <td></td> </tr> </tbody> </table> </div>	Requirement	Identified	Certified	Progress Inspector	PAA	Created On	Edit	Delete	Final	No	No		No	2018-04-13			Fire Resistance Rated Co...	No	No		No	2018-04-12		
Requirement	Identified	Certified	Progress Inspector	PAA	Created On	Edit	Delete																		
Final	No	No		No	2018-04-13																				
Fire Resistance Rated Co...	No	No		No	2018-04-12																				
6.	<p>Click Save.</p> <div data-bbox="211 1554 776 1690" style="border: 1px solid black; padding: 10px;"> <p>Save Preview to File</p> </div>																								

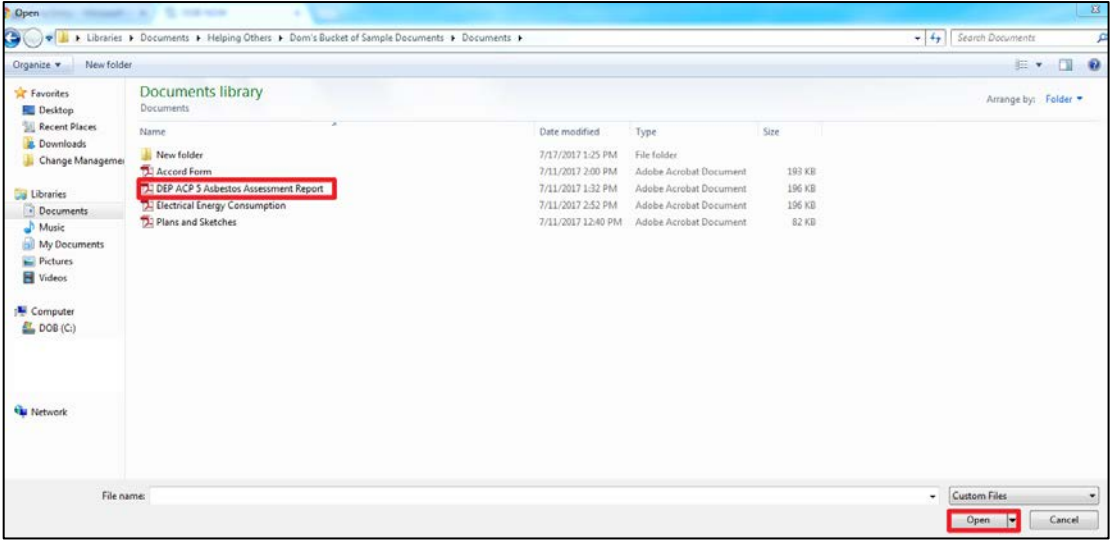

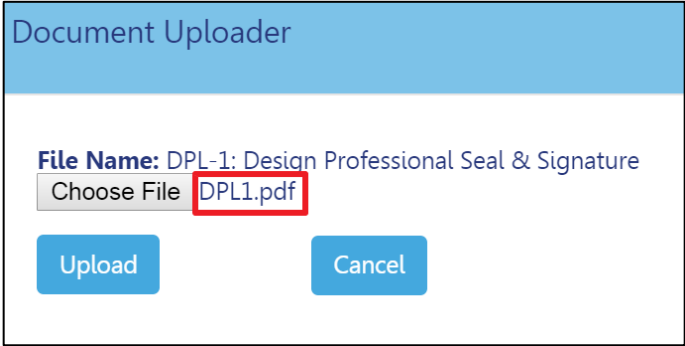
Step	Action
7.	<p>A Notification pop-up window is displayed with the message, “Job filing saved successfully”. Click OK to close the Notification pop-up window.</p> 
<p>You have successfully added Technical Report (TR1) information. Continue to the next chevron Documents.</p>	

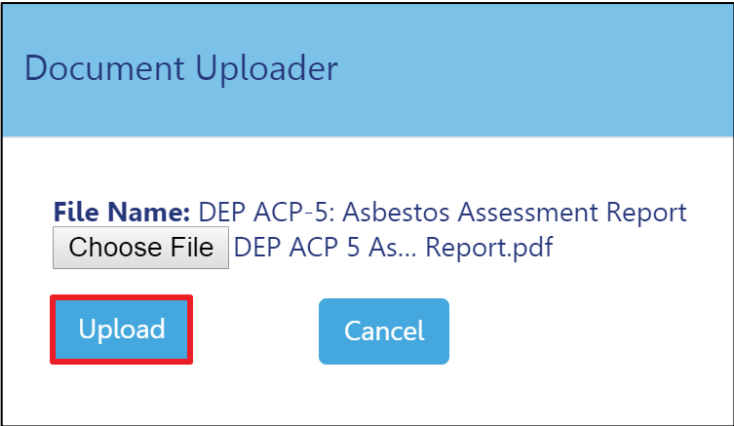

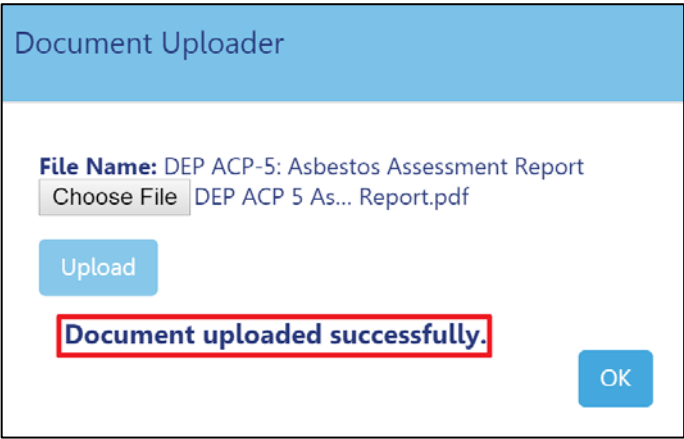
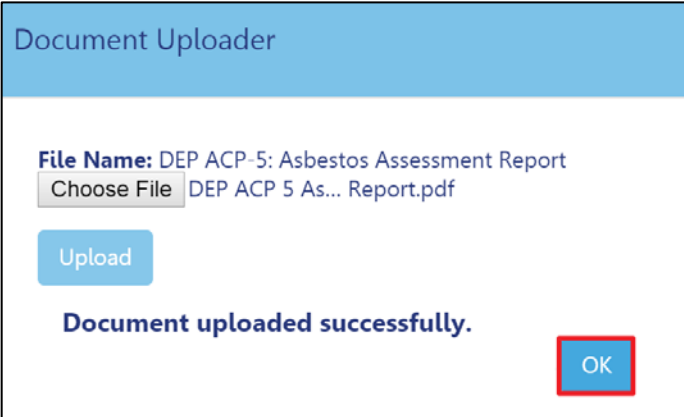
Upload Required Documents


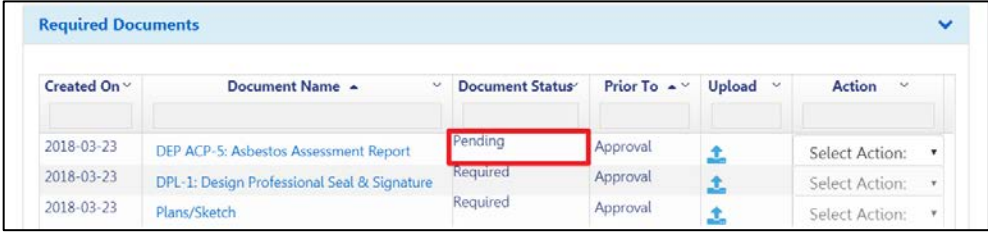

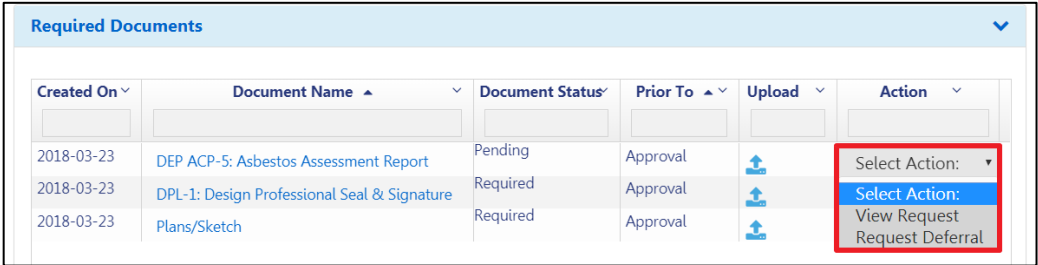
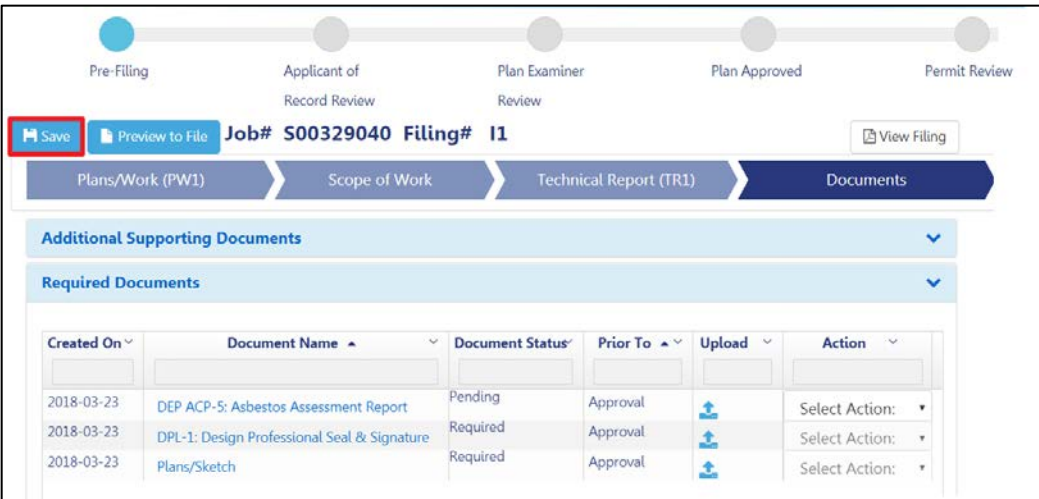
Complete the following steps to upload each required document to a Job Filing in DOB NOW:
Build:

Step	Action
1.	<p>Click the Documents tab.</p> 
2.	<p>Click on the Uploader Icon.</p> 
	<p>The Document Uploader pop-up window is displayed.</p> 

Step	Action																								
3.	<p>Select Choose File.</p> 																								
	<p>The File Explorer pop-up window opens.</p>  <table border="1" data-bbox="422 934 1112 1050"> <thead> <tr> <th>Name</th> <th>Date modified</th> <th>Type</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td>New folder</td> <td>7/17/2017 1:25 PM</td> <td>File folder</td> <td></td> </tr> <tr> <td>Accord Form</td> <td>7/11/2017 2:00 PM</td> <td>Adobe Acrobat Document</td> <td>193 KB</td> </tr> <tr> <td>DEP ACP 5 Asbestos Assessment Report</td> <td>7/11/2017 1:32 PM</td> <td>Adobe Acrobat Document</td> <td>196 KB</td> </tr> <tr> <td>Electrical Energy Consumption</td> <td>7/11/2017 2:52 PM</td> <td>Adobe Acrobat Document</td> <td>196 KB</td> </tr> <tr> <td>Plans and Sketches</td> <td>7/11/2017 12:40 PM</td> <td>Adobe Acrobat Document</td> <td>82 KB</td> </tr> </tbody> </table>	Name	Date modified	Type	Size	New folder	7/17/2017 1:25 PM	File folder		Accord Form	7/11/2017 2:00 PM	Adobe Acrobat Document	193 KB	DEP ACP 5 Asbestos Assessment Report	7/11/2017 1:32 PM	Adobe Acrobat Document	196 KB	Electrical Energy Consumption	7/11/2017 2:52 PM	Adobe Acrobat Document	196 KB	Plans and Sketches	7/11/2017 12:40 PM	Adobe Acrobat Document	82 KB
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4.	Locate the file to upload.																								
5.	Click the Name of the file to select the file.																								

Step	Action
6.	<p>Click Open to attach the document.</p> 
	<p>The Document Uploader pop-up window is displayed again. The File Name is displayed to the right of Choose File.</p> 



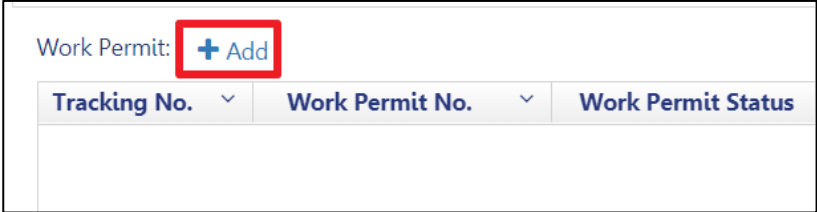
Step	Action
7.	<p>Click Upload.</p>  <p>The screenshot shows a 'Document Uploader' dialog box. At the top is a blue header with the text 'Document Uploader'. Below the header, it displays 'File Name: DEP ACP-5: Asbestos Assessment Report' and a 'Choose File' button followed by the text 'DEP ACP 5 As... Report.pdf'. At the bottom, there are two buttons: 'Upload' and 'Cancel'. The 'Upload' button is highlighted with a red rectangular box.</p>
	<p>Once successful, “Document uploaded successfully” is displayed.</p>  <p>The screenshot shows the same 'Document Uploader' dialog box. The 'Upload' button is now disabled. A message 'Document uploaded successfully.' is displayed in bold text and is highlighted with a red rectangular box. An 'OK' button is located at the bottom right of the dialog box.</p>
8.	<p>Click OK.</p>  <p>The screenshot shows the 'Document Uploader' dialog box with the success message 'Document uploaded successfully.' and the 'OK' button. The 'OK' button is highlighted with a red rectangular box.</p>


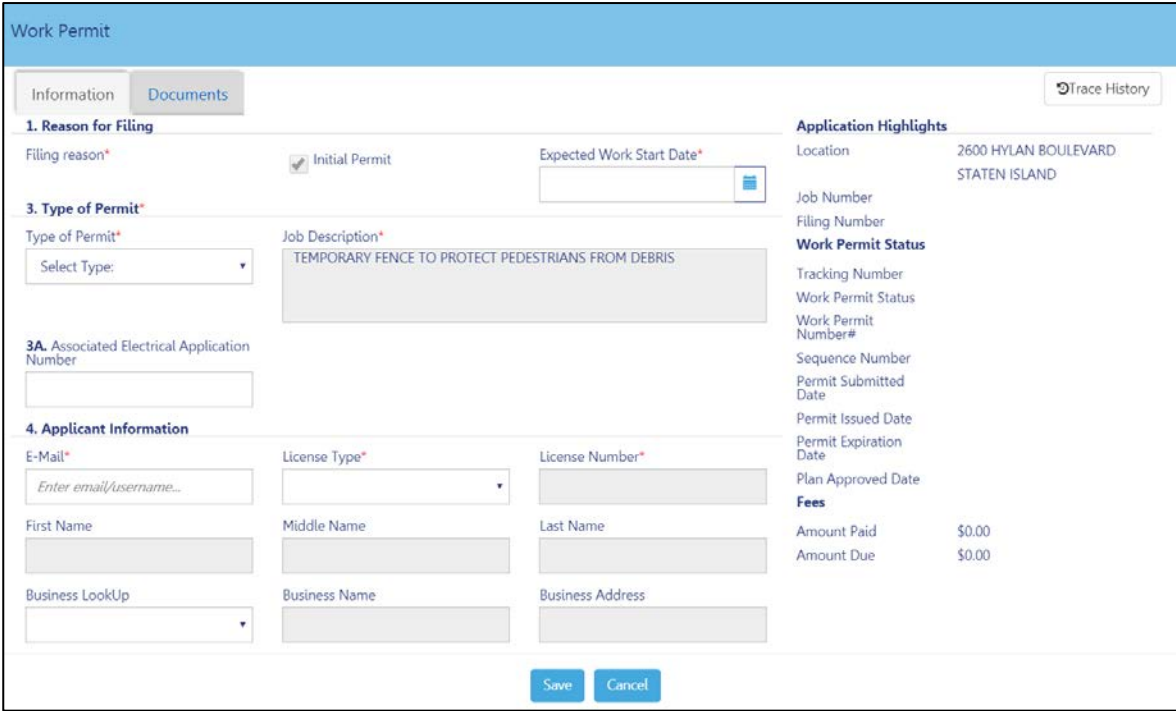

Step	Action																								
	<p>Note The Document Status has updated to Pending.</p>  <table border="1" data-bbox="391 422 1373 653"> <thead> <tr> <th>Created On</th> <th>Document Name</th> <th>Document Status</th> <th>Prior To</th> <th>Upload</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>2018-03-23</td> <td>DEP ACP-5: Asbestos Assessment Report</td> <td>Pending</td> <td>Approval</td> <td></td> <td>Select Action: ▾</td> </tr> <tr> <td>2018-03-23</td> <td>DPL-1: Design Professional Seal & Signature</td> <td>Required</td> <td>Approval</td> <td></td> <td>Select Action: ▾</td> </tr> <tr> <td>2018-03-23</td> <td>Plans/Sketch</td> <td>Required</td> <td>Approval</td> <td></td> <td>Select Action: ▾</td> </tr> </tbody> </table>	Created On	Document Name	Document Status	Prior To	Upload	Action	2018-03-23	DEP ACP-5: Asbestos Assessment Report	Pending	Approval		Select Action: ▾	2018-03-23	DPL-1: Design Professional Seal & Signature	Required	Approval		Select Action: ▾	2018-03-23	Plans/Sketch	Required	Approval		Select Action: ▾
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	<p>Note See the DOB NOW Help at http://www1.nyc.gov/site/buildings/industry/dob-now-build.page for more information on how to request a Waiver or Deferral.</p>  <table border="1" data-bbox="391 814 1422 1077"> <thead> <tr> <th>Created On</th> <th>Document Name</th> <th>Document Status</th> <th>Prior To</th> <th>Upload</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>2018-03-23</td> <td>DEP ACP-5: Asbestos Assessment Report</td> <td>Pending</td> <td>Approval</td> <td></td> <td>Select Action: ▾ Select Action: View Request Request Deferral</td> </tr> <tr> <td>2018-03-23</td> <td>DPL-1: Design Professional Seal & Signature</td> <td>Required</td> <td>Approval</td> <td></td> <td></td> </tr> <tr> <td>2018-03-23</td> <td>Plans/Sketch</td> <td>Required</td> <td>Approval</td> <td></td> <td></td> </tr> </tbody> </table>	Created On	Document Name	Document Status	Prior To	Upload	Action	2018-03-23	DEP ACP-5: Asbestos Assessment Report	Pending	Approval		Select Action: ▾ Select Action: View Request Request Deferral	2018-03-23	DPL-1: Design Professional Seal & Signature	Required	Approval			2018-03-23	Plans/Sketch	Required	Approval		
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2018-03-23	Plans/Sketch	Required	Approval																						
9.	<p>Click Save.</p>  <p>The screenshot shows a progress bar with five stages: Pre-Filing, Applicant of Record Review, Plan Examiner Review, Plan Approved, and Permit Review. Below the progress bar, a 'Save' button is highlighted with a red box. Other buttons include 'Preview to File', 'View Filing', and 'Job# S00329040 Filing# I1'. Below these are sections for 'Additional Supporting Documents' and 'Required Documents' with a table of document details.</p>																								

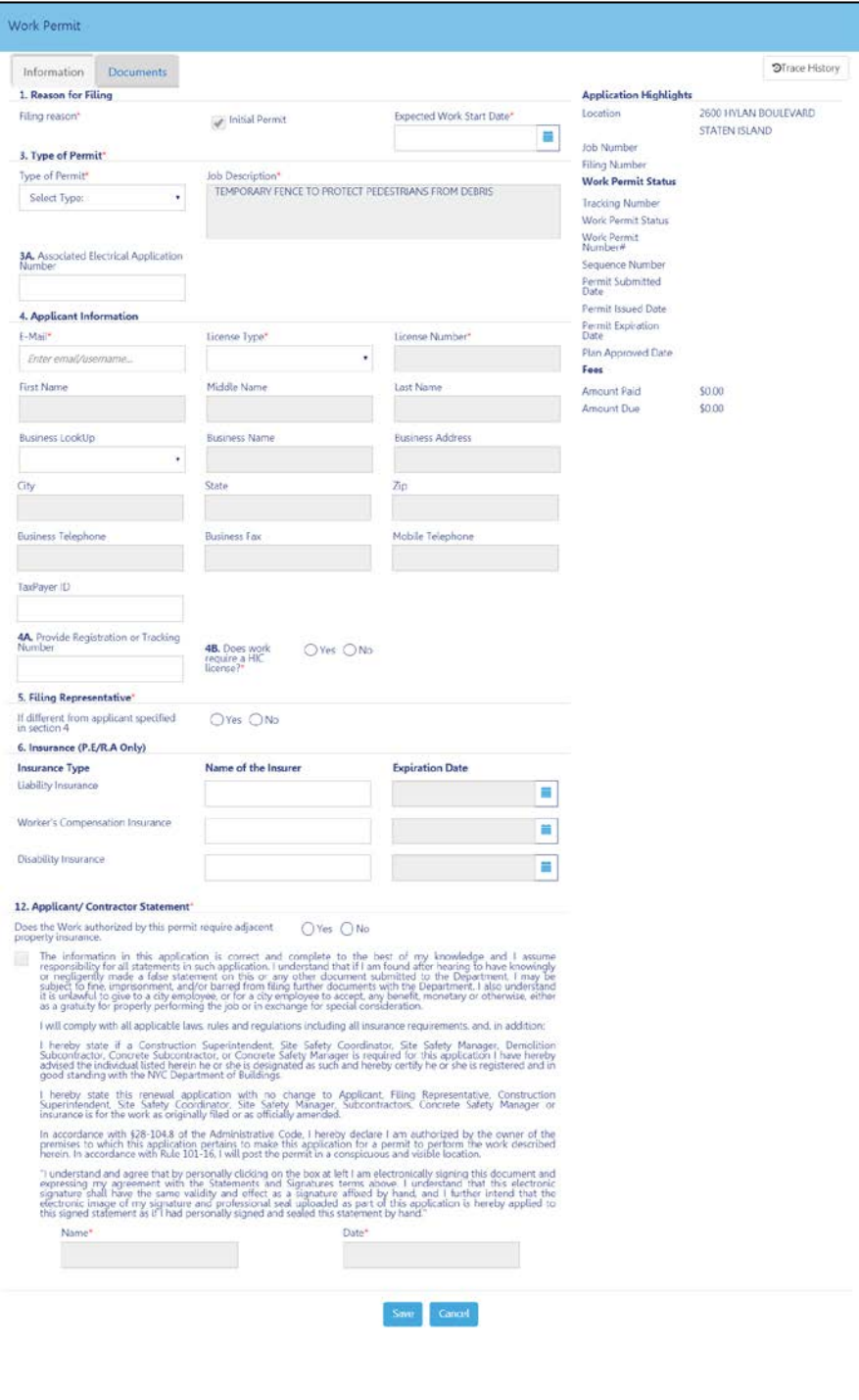
You have completed the Upload Required Documents Guided Practice; please refer to <http://www1.nyc.gov/site/buildings/industry/dob-now-build.page> to add Additional Supporting Documents, if needed. Continue to the next chevron Add Work Permit(s) (PW2).






Add Work Permit(s) (PW2)


Complete the following steps under (PW2) DOB NOW: Work Permit (s) PW2 to create a new Fence Job filing:

Step	Action
	<p>Note Adding Work Permit(s) is ONLY enabled for Professional Certification filing review types.</p>
<p>1.</p>	<p>Click the Work Permit (PW2) tab.</p> 
<p>2.</p>	<p>Click +Add.</p> 

Step	Action
	<p>The Work Permit pop-up window is displayed.</p> 
	<p>Note The person associated with the E-Mail in the Applicant Information section above must complete the attestation.</p>


Step	Action	
3.	<p>Complete the required sections in the Work Permit pop-up window:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reason for Filing <input type="checkbox"/> Type of Permit <input type="checkbox"/> Applicant Information <input type="checkbox"/> Filing Representative <input type="checkbox"/> Insurance P.E./R.A Only) <input type="checkbox"/> Applicant/Contractor Statement. 	 <p>The screenshot shows the 'Work Permit' application interface. It includes sections for: <ul style="list-style-type: none"> 1. Reason for Filing: Filing reason* (Initial Permit selected), Expected Work Start Date*. 3. Type of Permit*: Type of Permit* (Select Type: dropdown), Job Description* (TEMPORARY FENCE TO PROTECT PEDESTRIANS FROM DEBRIS). 3A. Associated Electrical Application Number: Input field. 4. Applicant Information: I-Mail* (Enter email/username...), License Type* (dropdown), License Number*, First Name, Middle Name, Last Name, Business LookUp, Business Name, Business Address, City, State, Zip, Business Telephone, Business Fax, Mobile Telephone, TaxPayer ID. 4A. Provide Registration or Tracking Number: Input field. 4B. Does work require a HIC license?: Radio buttons for Yes/No. 5. Filing Representative*: Radio buttons for Yes/No. 6. Insurance (P.E./R.A Only): Table with columns for Insurance Type, Name of the Insurer, and Expiration Date. Rows include Liability Insurance, Worker's Compensation Insurance, and Disability Insurance. 12. Applicant/ Contractor Statement*: Radio buttons for Yes/No, followed by a large text area for the applicant's statement and signature fields (Name*, Date*). </p>



Step	Action
4.	<p>Click Save.</p> 
5.	<p>Click Cancel to return to the filing.</p> 
	<p>Once successful, the work permit is listed below Work Permit.</p> 
6.	<p>Click Save.</p> 

Step	Action
	<p>Note In order to print a Work Permit in DOB NOW:</p> <hr/> <p>Please refer http://www1.nyc.gov/site/buildings/industry/dob-now-build.page to get help with:</p> <ul style="list-style-type: none"> - How to Print a Work Permit
<p>You have completed the Work Permit (PW 2) Guided Practice. Continue to the Statements and Signatures Guided Practice, if needed.</p>	

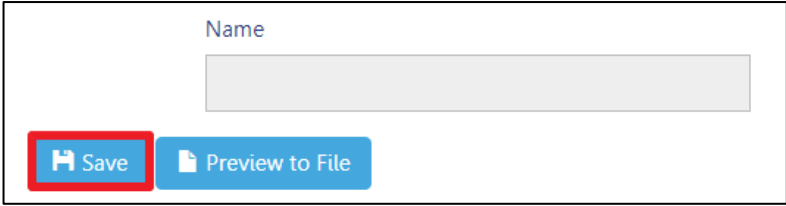
Applicant’s Statements & Signatures

Complete the following steps in under DOB NOW: **Statements & Signatures** to create a new Fence Job filing:

Step	Action																		
	<p>Note Ensure that the Job Filing has been compeltly filled out.</p>																		
<p>1.</p>	<p>Select Statements & Signatures.</p>  <p>Application Highlights</p> <table border="1"> <tr> <td>Location</td> <td>2600 HYLAN BOULEVARD STATEN ISLAND 10306</td> </tr> <tr> <td>Job Number</td> <td>S00329040</td> </tr> <tr> <td>Filing Number</td> <td>I1</td> </tr> <tr> <td>Estimated Job Cost (\$)</td> <td>\$10,000.00</td> </tr> <tr> <td>Current Filing Status</td> <td>Pre-Filing</td> </tr> <tr> <td>Job Status</td> <td>Job in Process</td> </tr> <tr> <td>Work without Permit Violation</td> <td>No</td> </tr> <tr> <td>Total Job Cost (\$)</td> <td>\$0.00</td> </tr> <tr> <td>Filing Type</td> <td>New Job Filing</td> </tr> </table>	Location	2600 HYLAN BOULEVARD STATEN ISLAND 10306	Job Number	S00329040	Filing Number	I1	Estimated Job Cost (\$)	\$10,000.00	Current Filing Status	Pre-Filing	Job Status	Job in Process	Work without Permit Violation	No	Total Job Cost (\$)	\$0.00	Filing Type	New Job Filing
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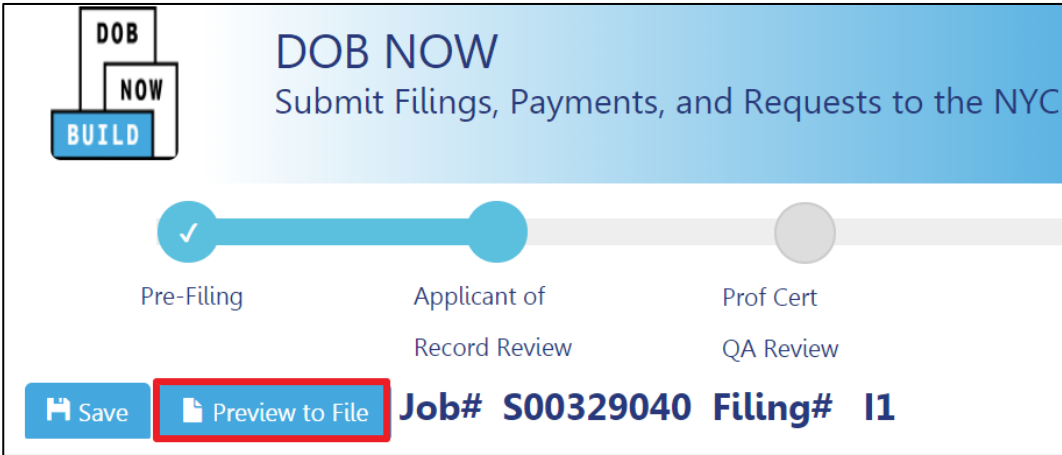

Step	Action
2.	<p>Read ALL Applicant of Record – Statements and select the check-box to electronically sign.</p> <div style="border: 1px solid black; padding: 10px;"> <p style="background-color: #e1f5fe; padding: 5px;">Applicant of Record - Statements & Signatures</p> <p>Plans/Work (PW1) - Section 25. Applicant's Statements*</p> <p>Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. I prepared or supervised the preparation of the construction documents and specifications herewith submitted and to the best of my knowledge and belief, the construction documents and work shown thereon comply with the provisions of the NYC Administrative Code and other applicable laws and rules, except as set forth in the accompanying documents. I acknowledge that I have read and complied with all instructions pertaining to this application and supplementary schedules submitted. Cluster Development Statement (if applicable): I hereby state that all specifications relating to this job are identical to those previously filed under the group lead job number, except as specified herein.*</p> <p>Directive 14 initial applications (if applicable) I certify that the construction documents submitted and all construction documents related to this application do not require a new or amended Certificate of Occupancy as there is no change in use, exits, or occupancy. *</p> <p>Technical Report (TR1) - Section 5. Applicant's Statements</p> <p>I have identified all of the special inspections, progress inspections and tests required for compliance.*</p> <p>I certify that the Special Inspection and Approved Agencies engaged by the owner to supervise the work specified herein are acceptable. (BC 1704.1)*</p> <p>Professional Certification (POC1) (applicable only for professionally certified jobs)</p> <p>I hereby state that I have exercised a professional standard of care in certifying that the filed application is complete and in accordance with applicable laws, including the rules of the Department of Buildings, as of this date. I am aware the Commissioner will rely upon the truth and accuracy of this statement. I have notified the owner that this application has been professionally certified. If an audit or other exam discloses non-compliance, I agree to notify the owner of the remedial measures that must be taken to meet legal requirements. I further realize that any misrepresentation or falsification of facts made knowingly or negligently by me, my agents or employees, or by others with my knowledge, will render me liable for legal and disciplinary action by the Department of Buildings and other appropriate authorities, including termination of participation in the professional certification procedures at the Department of Buildings.*</p> <p><input type="checkbox"/> I have personally reviewed all information entered on each of the documents listed above. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents and all other statements above. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand, and I further agree that an uploaded electronic image of my signature and professional seal that is part of this application is hereby applied to this signed statement and each document and statement listed above as if I had personally signed and sealed these statements and documents by hand.*</p> <p style="text-align: center;">Name Date</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid gray; width: 150px; height: 20px;"></div> <div style="border: 1px solid gray; width: 150px; height: 20px;"></div> </div> </div>
	<p>Note Your signature and the date will auto-populate.</p>
	<p>Note If needed, the Applicant can answer on behalf of the Property Owner's Statements but, the Owner MUST log-in and attest. If not, to continue skip to Step 4.</p>

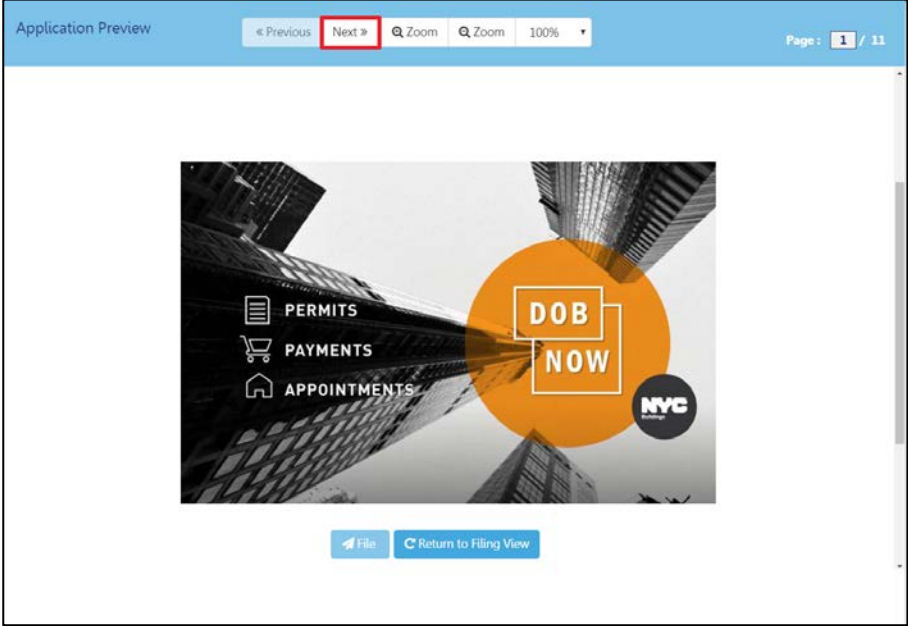


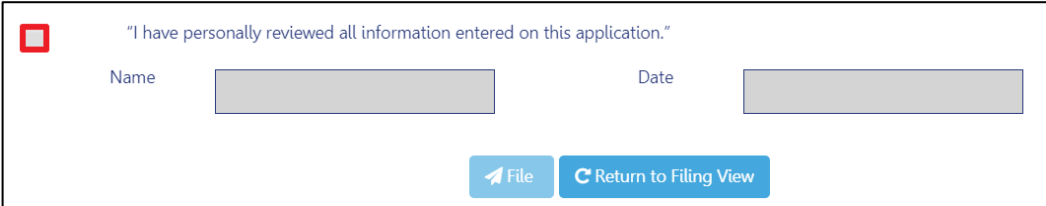
Step	Action																		
3.	<p>Select the applicable radio button for each statement in the:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Property Owner’s Statements <input type="checkbox"/> Owner Type <input type="checkbox"/> Owner’s Email Address <input type="checkbox"/> Relationship to Owner Title <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="background-color: #e1f5fe; padding: 5px;">Owner - Statements & Signatures</p> <p style="border: 2px solid red; padding: 2px;">Section 26. Property Owner’s Statements*</p> <p>Fee Exemption Request (Non-Profit Owned and Operated) In accordance with Administrative Code §28-112.1, Exception 1, I certify that the deed holder is a corporation or association organized and operated exclusively for the purposes indicated in such section, and that the property is used exclusively by such entity for such purpose.*</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Fee Exemption Request (NYCHA/HHC, NYC Agency, or Other Government Owned and Operated) The building or any part thereof to be constructed, renovated, altered or demolished is owned and operated exclusively for the purposes of the NYC Agency, NYC Authority, NYS Agency, Federal Government or any other government entity.*</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Owner’s Certifications Regarding Occupied Housing. The site of the building to be altered or demolished, or the site of the new building to be constructed, contains one or more occupied dwelling units that will remain occupied during construction. These occupied dwelling units have been clearly identified on the submitted construction documents.*</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>The site of the building to be altered or demolished, or the site of the new building to be constructed, contains occupied housing accommodations subject to rent control or rent stabilization under Chapters 3 and 4 of Title 26 of the New York City Administrative Code. If yes, select one of the following:*</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>The owner is not required to notify the New York State Homes and Community Renewal (NYSHCR) of the owner’s intention to file because the nature and scope of the work proposed, pursuant to NYSHCR regulations, does not require notification.</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>The owner has notified the New York State Homes and Community Renewal (NYSHCR) of its intention to file such construction documents/apply for such permit and has complied with all requirements imposed by the regulations of such agency as preconditions for such [filing/application].</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Owner’s Certification for Directive 14 (if applicable)</p> <p>I have read and am fully aware of the applicant’s statement that the construction documents submitted and all construction documents related to this application will not require a new or amended Certificate of Occupancy as there is no change in use, exits, or occupancy and the work is not inconsistent with the current certificate of occupancy. Furthermore, I understand that I am responsible for retaining a qualified design professional to perform a final inspection when the permitted work is complete and this professional must submit a satisfactory final inspection report to the NYC Department of Buildings within the time following inspection prescribed by Department rule.*</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Owner Type*</p> <div style="border: 2px solid red; padding: 2px;">Select Owner Type ▾</div> <p>Is the deed holder a non-profit organization?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <table border="0" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 33%;">E-mail Address*</td> <td style="width: 33%;">Name</td> <td style="width: 33%;">Relationship to Owner Title</td> </tr> <tr> <td><div style="border: 2px solid red; padding: 2px;">Enter email/username...</div></td> <td><input type="text"/></td> <td><div style="border: 2px solid red; padding: 2px;"><input type="text"/></div></td> </tr> <tr> <td>Business Name/Agency name</td> <td>Street Address</td> <td>City</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>State</td> <td>Zip</td> <td>Telephone Number</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> </div>	E-mail Address*	Name	Relationship to Owner Title	<div style="border: 2px solid red; padding: 2px;">Enter email/username...</div>	<input type="text"/>	<div style="border: 2px solid red; padding: 2px;"><input type="text"/></div>	Business Name/Agency name	Street Address	City	<input type="text"/>	<input type="text"/>	<input type="text"/>	State	Zip	Telephone Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
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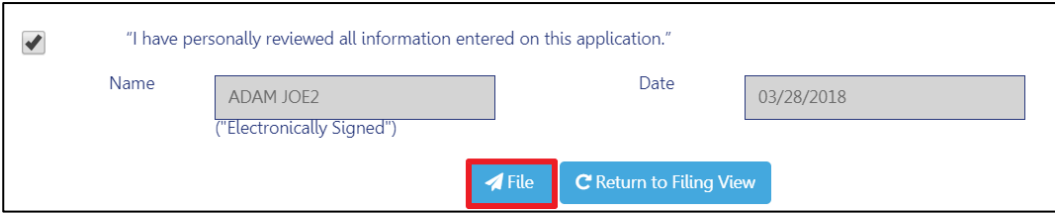
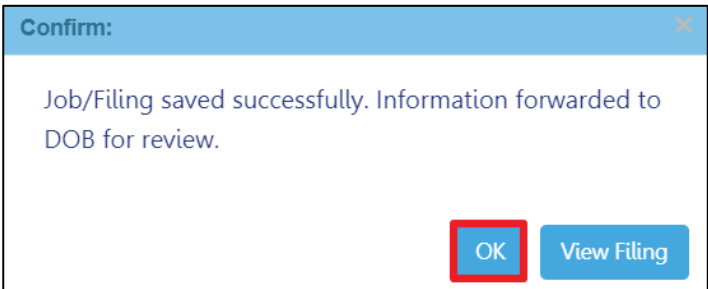


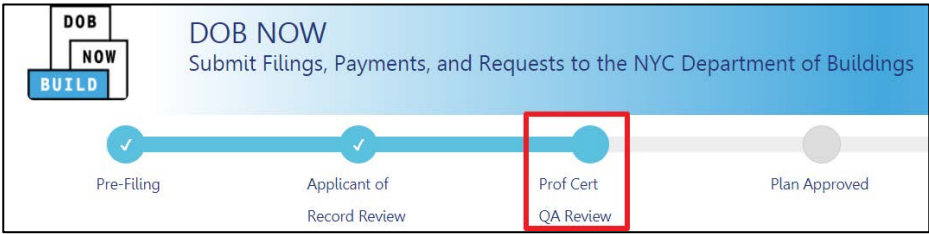
Step	Action
4.	<p>Click Save.</p>  <p>The screenshot shows a form with a text input field labeled "Name". Below the field are two buttons: "Save" (with a floppy disk icon) and "Preview to File" (with a document icon). The "Save" button is highlighted with a red rectangular box.</p>
<p>You must pay before you proceed to the next step. Click on the link below to view a video. https://www.youtube.com/watch?v=YHDbxAuS8Dk</p>	

Preview to File

Complete the following steps to preview the job filing and submit to The Department of Buildings:

Step	Action
	<p>Note You must pay before you proceed to the next step. Click on the link below to view a video.</p> <p>https://www.youtube.com/watch?v=YHDbxAuS8Dk</p>
<p>1.</p>	<p>Clickt Preview to File.</p> 
	<p>Note The Preview to File button may be disabled, if the Status is not Applicant of Record Review yet.</p>

Step	Action
2.	<p>Click Next to read and progress through the Application Preview until you reach the attestation</p> 
	<p>Note If you discover errors when you Preview File, click the Return to Filing View, correct the errors, re-attest and Preview to File again.</p> 
3.	<p>Select the check-box to attest that you have reviewed the application.</p> 

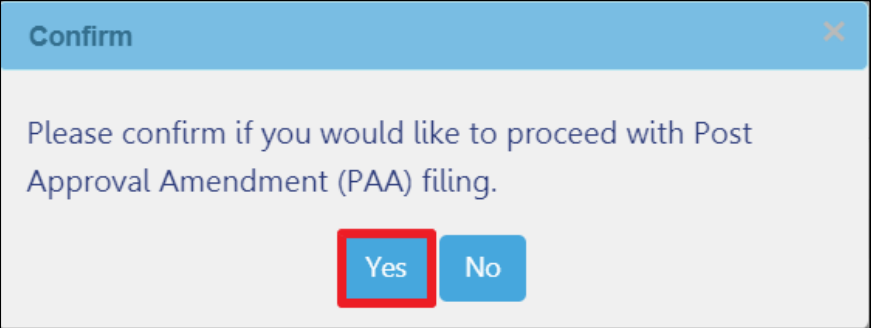

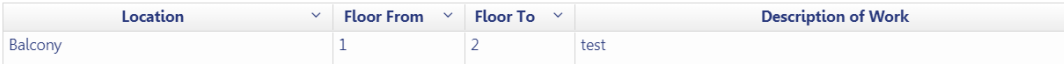
Step	Action
4.	<p>Click File.</p>  <p>The screenshot shows a form with a checked checkbox and the text "I have personally reviewed all information entered on this application." Below this, there are two input fields: "Name" containing "ADAM JOE2" and "Date" containing "03/28/2018". Under the name field, it says "(Electronically Signed)". At the bottom of the form, there are two buttons: "File" (highlighted with a red box) and "Return to Filing View".</p>
5.	<p>A Confirm pop-up window is displayed with the message, "Job/Filing saved successfully. Information forwarded to DOB for review". Click OK to close the Confirm pop-up window.</p>  <p>The screenshot shows a blue-tinted pop-up window titled "Confirm:". The message inside reads "Job/Filing saved successfully. Information forwarded to DOB for review." At the bottom right of the window, there are two buttons: "OK" (highlighted with a red box) and "View Filing".</p>
	<p>Note Click View Filing, to see a PDF summary of the Job Filing.</p>
	<p>The Status Bar changes to suit the type of Filing Review (e.g. Prof Cert QA Review).</p>  <p>The screenshot shows a status bar for "DOB NOW" with the subtitle "Submit Filings, Payments, and Requests to the NYC Department of Buildings". On the left, there is a logo with "DOB", "NOW", and "BUILD". The status bar contains a progress indicator with four steps: "Pre-Filing", "Applicant of Record Review", "Prof Cert QA Review" (highlighted with a red box), and "Plan Approved". The first three steps have checkmarks, while the last one is a grey circle.</p>
<p>You have successfully completed the Create a Fence Filing Guided Practice. For additional information, please refer to www.nyc.gov/DOBNOW/Help</p>	

Submit a Post Approval Amendment (PAA)


A Post Approval Amendment or PAA allows the user to amend the Scope of Work within the category of work filed for under the permit.




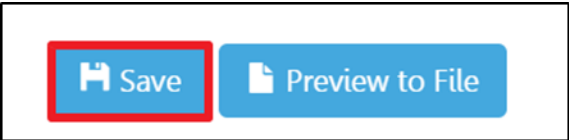
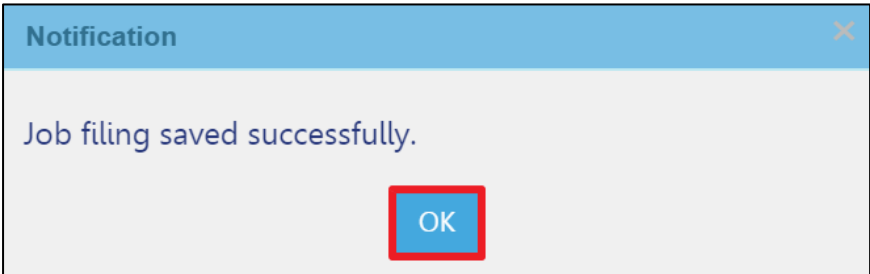

Complete the following steps to Submit a Post Approval Amendment:

Step	Action																																																																															
1.	<p>Locate the Job Filing that you would like to make a Post Approval Amendment (PAA) to.</p> <table border="1"> <thead> <tr> <th>Job Number</th> <th>Filing No.</th> <th>Filing Type</th> <th>Filing Status</th> </tr> </thead> <tbody> <tr> <td>S00329340</td> <td>I1</td> <td>New Job Filing</td> <td>Pre-Filing</td> </tr> <tr> <td>S00329213</td> <td>I1</td> <td>New Job Filing</td> <td>Permit Issued</td> </tr> </tbody> </table>	Job Number	Filing No.	Filing Type	Filing Status	S00329340	I1	New Job Filing	Pre-Filing	S00329213	I1	New Job Filing	Permit Issued																																																																			
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Step	Action								
3.	<p>The Confirm pop-up window is displayed, with the message “Please confirm if you would like to proceed with Post Approval Amendment (PAA) filing”. Click Yes to proceed with submitting the PAA.</p> 								
	<p>A new Filing opens with the Plans/Work (PW1) tab populated.</p>  <thead> <tr> <th>Location</th> <th>Floor From</th> <th>Floor To</th> <th>Description of Work</th> </tr> </thead> <tbody> <tr> <td>Balcony</td> <td>1</td> <td>2</td> <td>test</td> </tr> </tbody>	Location	Floor From	Floor To	Description of Work	Balcony	1	2	test
Location	Floor From	Floor To	Description of Work						
Balcony	1	2	test						

| 4. | Select the **Scope of Work** tab. |


Step	Action
	<p>The New Work section is grayed out. These fields are NOT editable.</p> <div data-bbox="305 348 1386 701" style="border: 1px solid black; padding: 5px;"> <p>New Work:</p> <div style="border: 2px solid red; padding: 2px; display: flex; justify-content: space-between;"> <input type="checkbox"/> Supported Scaffold <input type="checkbox"/> Sidewalk Shed <input checked="" type="checkbox"/> Construction Fence </div> <hr/> <p>Construction Fence ☑️ ▾</p> <p>1. Fence Height (feet):*</p> <input type="text" value="80"/> <p>2. Location of the Fence:*</p> <input type="text" value="Aligned with property line"/> </div>
5.	<p>Click on all necessary fields, tabs or drop-down lists and make applicable changes to the filing.</p> <div data-bbox="305 844 1386 1121" style="border: 1px solid black; padding: 5px;"> <p>Construction Fence ☑️ ▾</p> <div style="border: 2px solid red; padding: 2px;"> <p>1. Fence Height (feet):*</p> <input type="text" value="80"/> <p>2. Location of the Fence:*</p> <input type="text" value="Aligned with property line"/> </div> </div>
6.	<p>Select the Statements & Signatures tab.</p> <div data-bbox="305 1230 1386 1381" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> View Filing Payment History Trace History Property Profile Dashboard </div> <div style="display: flex; justify-content: space-around;"> Documents Work Permit (PW2) Statements & Signatures </div> </div>
7.	<p>Read ALL Applicant of Record – Statements and select the check-box to electronically sign.</p> <div data-bbox="305 1528 1386 1780" style="border: 1px solid black; padding: 5px;"> <p><input type="checkbox"/> I have personally reviewed all information entered on each of the documents listed above. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents and all other statements above. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand, and I further agree that an uploaded electronic image of my signature and professional seal that is part of this application is hereby applied to this signed statement and each document and statement listed above as if I had personally signed and sealed these statements and documents by hand.*</p> <p>Name <input style="width: 150px;" type="text"/></p> <p>Date <input style="width: 150px;" type="text"/></p> </div>

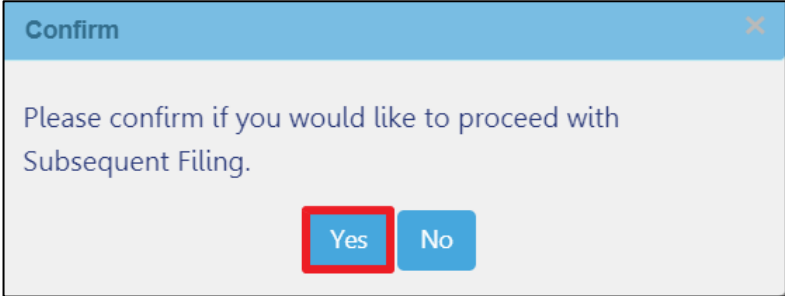



Step	Action
	<p>Note Your signature and today’s date auto-populate.</p>
	<p>Note The job number generated in the initial filing is the same as the initial filing’s job number with P1 added as a suffix. (e.g., S00298067-P1).</p>
	<p>Click Save.</p> 
<p>8.</p>	<p>A Notification pop-up window is displayed with the message, “Job filing saved successfully”. Click OK to close the Notification pop-up window.</p> 
	<p>Note Continue with the steps under the Preview to File Guided Practice on page 46, to re-submit the Job Filing.</p>
<p>You have completed the Post Approval Amendment Filing Guided Practice.</p>	





Submit a Subsequent Filing

A Subsequent filing is an additional filing under the same job number that allows the user to add to the original Scope of Work in a different category

Complete the following steps to submit a Subsequent Filing:

Step	Action																																																																															
	<p>Note Please refer to www.nyc.gov/dobnowhelp to access the Guided Practice on How to Login to DOB NOW.</p>																																																																															
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Job Num.:	Fil.:	Filing Type	Filing Status	Address	Borough	Applicant of Rec.:	Owner	Created Date:	Modified ...	Payment	Filing Action																																																																					
S00329340	I1	New Job Filing	Pre-Filing	110 MAPL...	STATEN ISL...	FIRM ZERO	Joe Spark	04/04/2018	04/10/2018	Exempted	Select Action: ▼																																																																					
S00329213	I1	New Job Filing	Permit Issued	110 MAPL...	STATEN ISL...	FIRM ZERO	Joe Spark	03/30/2018	04/09/2018	Paid	Select Action: ▼																																																																					
S00329194	I1	New Job Filing	Pre-Filing	110 MAPL...	STATEN ISL...	FIRM ZERO	Joe Spark	03/28/2018	04/04/2018	Due	Select Action: ▼																																																																					
S00329075	I1	New Job Filing	Permit Issued	110 MAPL...	STATEN ISL...	FIRM ZERO	Joe Spark	03/26/2018	03/28/2018	Exempted	Select Action: ▼																																																																					
S00329060	I1	New Job Filing	Permit Issued	110 MAPL...	STATEN ISL...	FIRM ZERO	APPLE RO...	03/26/2018	03/26/2018	Exempted	Select Action: ▼																																																																					
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Print Work Permit																																																																																

Step	Action
3.	<p>The Confirm pop-up window is displayed, with the message “Please confirm if you would like to proceed with Subsequent Filing”.</p> <p>Click Yes to proceed with submitting the Subsequent Filing.</p> 
4.	<p>Select the check-box, to choose the applicable filing type (e.g., Electrical).</p> 
	<p>Note A Subsequent Filing can be many other filing Types. See screen shot above.</p>
5.	<p>Click Create Subsequent.</p> 

Step	Action
	<p>A new Filing opens with the Job Location populated.</p> 
	<p>Note The remaining steps to complete a Subsequent Filing are the same as those under 'Enter Plans/Work (PW1)' on page 6.</p>
	<p>Note The job number will be the same as the initial filing with the suffix of S1 added at the end (e.g., S00298067-S1).</p>
<p>You have completed the Submitting a Subsequent Filing Guided Practice.</p>	

