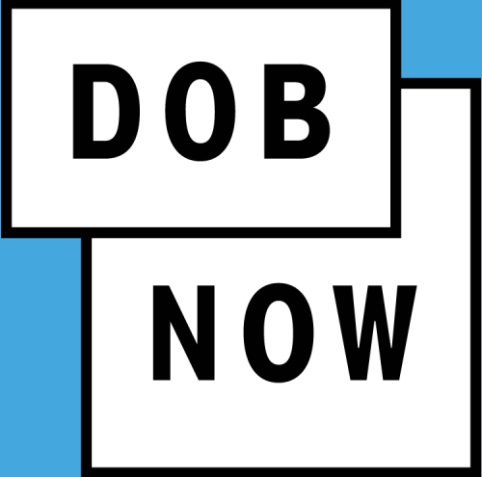


LIMITED ALTERATION APPLICATION (LAA)

Industry
Session Introduction

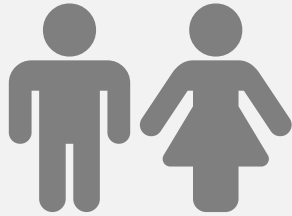


Matt Boehmcke
DOB NOW Training Team

- Session Introduction
 - DOB NOW Overview
 - DOB NOW Navigation Demonstration
- LAA Filing Process
 - LAA Filing Process Overview
 - Roles & Responsibilities
 - Not Currently in DOB NOW
 - Key Differences – Current State vs. Future State
 - LAA Filing Process Demonstrations
- Session Closing
 - Material to Help You Back on the Job
 - Helpful Links
 - DOB NOW Resources
 - Questions & Answers

GROUND RULES

DOB
NOW



Restrooms



Mute Mobile Phones



Ask Questions



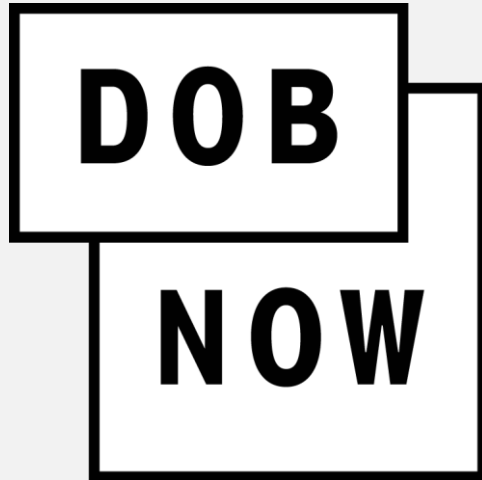
Parking Lot



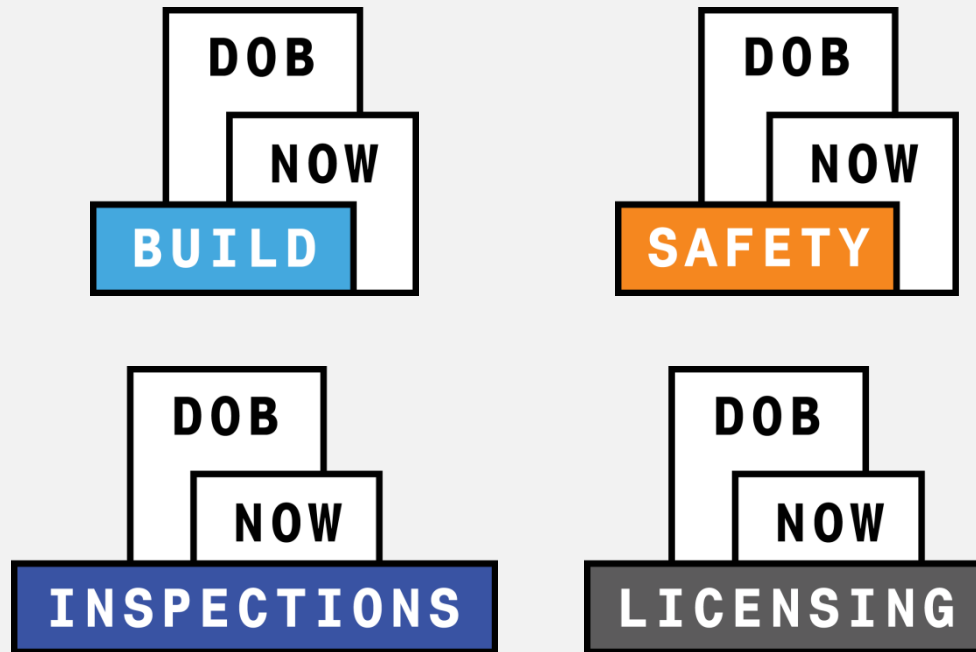
Feedback

At the end of the introduction, you will be able to:

- Describe what DOB NOW is and what it can do
- List the 4 modules included in DOB NOW
- List actions available in DOB NOW
- List features and benefits of DOB NOW
- Register for eFiling
- Login to DOB NOW
- Recognize the DOB NOW Dashboard
- Access the Public Portal

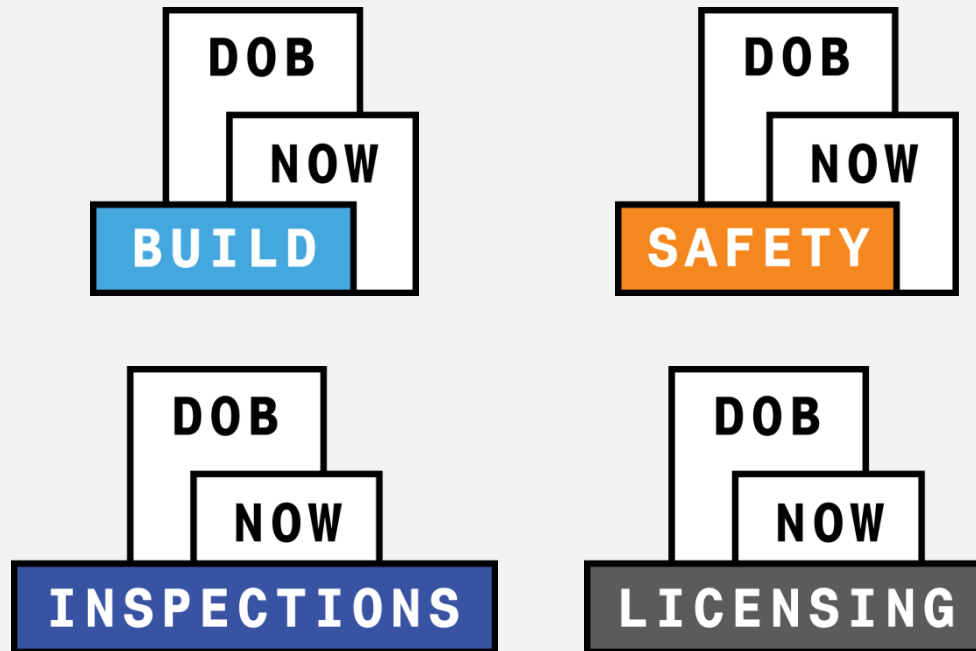


DOB NOW is an interactive, web-based portal that will enable building owners, design professionals, filing representatives, and licensees to do all business with DOB online. The largest benefit of filing online is you can file from your computer and do not have to come to DOB.



DOB NOW includes:

- Build
- Safety
- Inspections
- Licensing



Actions available in DOB NOW

- Submit applications
- Make payments
- Schedule appointments
- Check the status of an application
- Pull permits
- Renew Permits



Submit a job filing online

Customers do not have to travel to the DOB office for filings.



Real time job filing information online

Real time access to job status and information



Greater Transparency of the filing process

Filing status can be viewed at any time



Faster Processing time

Digital filing allows for quicker turnaround time for submitted filings

Before you can file in DOB NOW, all stakeholders associated to the filing must register for eFiling

If you are already registered then you can use your existing eFiling username and password to access DOB NOW

Register at www.nyc.gov/dobefiling

Welcome to eFiling

DOB NOW will be released in phases over the coming years. During the transition, users will create and maintain their login and password through eFiling.

Currently façade, plumbing, sprinkler, and standpipe filings can be submitted in DOB NOW. For online filings that have not yet transitioned to DOB NOW, please continue to access through the links below.

Email Address:

Password:

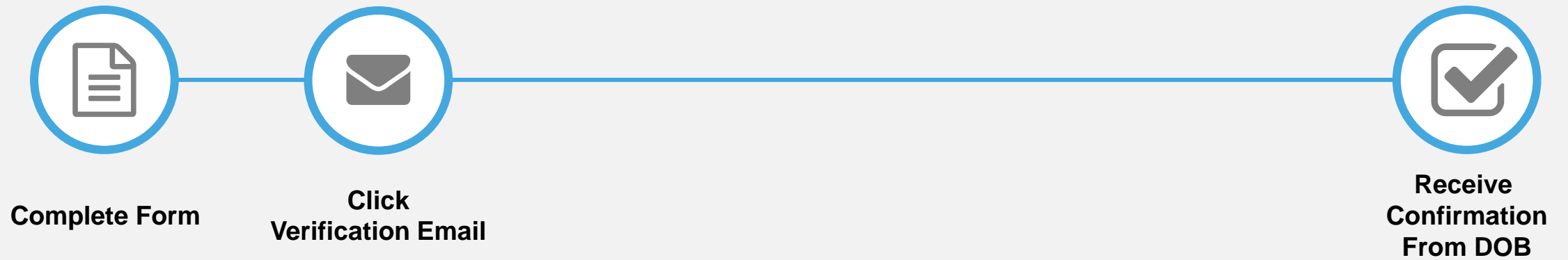
Forgot your password?
[Click here](#) to reset it!

Login

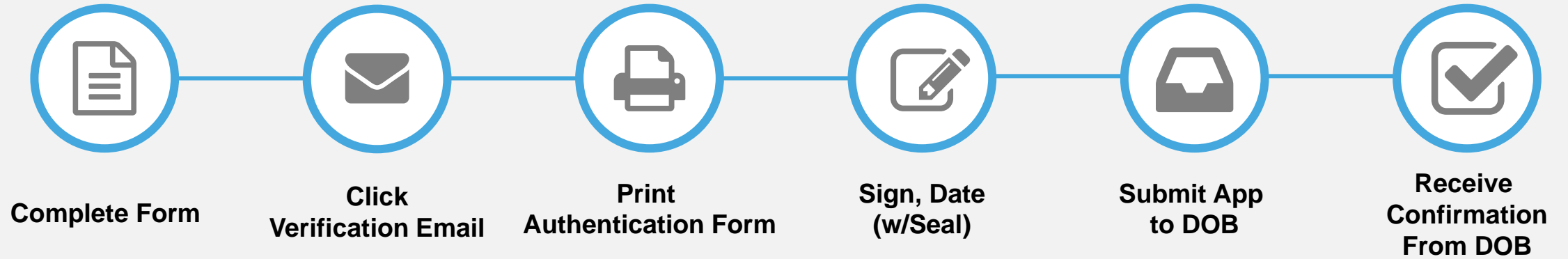
[Register for electronic filing.](#)

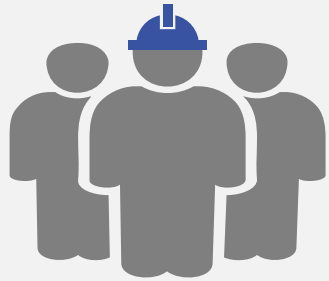
Major Construction Development Hub <ul style="list-style-type: none">• Major Alterations• New Buildings Demolitions	Minor Construction Hub Self-Service <ul style="list-style-type: none">• Minor Alterations Hub Full-Service <ul style="list-style-type: none">• Minor Alterations Signs
Electrical and Minor Plumbing All Electrical Work Limited Alteration Application	Manage Your Account Add License Type Add Sustainable Contractor Designation

Owner



All Others





Inspectors

- Inspectors
- Elevator Inspectors
- Special Inspectors
- Progress Inspectors



Design Professionals

- Registered Architects
- Registered Landscape Architects
- Professional Engineers



Other Stakeholders

- Property Owners
- Filing Representatives
- General Contractors
- Sign Hangers
- Lessee




Site Safety Team

- Site Safety Manager
- Site Safety Coordinator
- Construction Superintendent

DOB NOW ACCESS – PUBLIC PORTAL / INDUSTRY

DOB
NOW

Search the Public Portal for Filings and Permits Submitted in 


Address

House Number Street Name Borough

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

Log In to  to **Submit** and Filings:

Enter your e-Filing account information

Email

Password

To register for an account or reset your password, go to the eFiling website.
Need more help? Contact us.

Login to DOB NOW

Public Portal

HELPFUL LINKS

Building Identification Number (BIN)

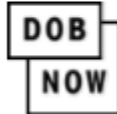
Borough, Block, Lot

Device Search

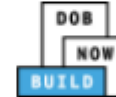
Login

To register for an account or reset your password, go to the eFiling website.

Need more help? Contact us.



Public Portal FAQ and User Manual



FAQ and Resources



FAQ and Resources



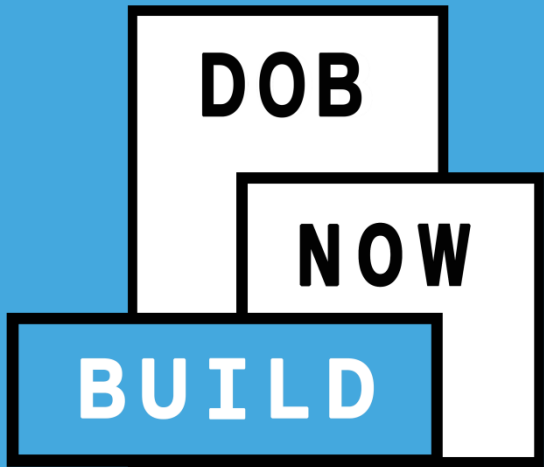
Building Information Search

NYC OpenData



DOB NOW NAVIGATION

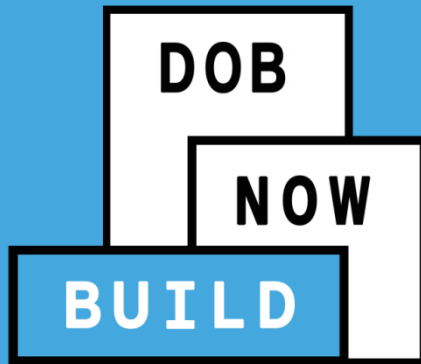
Demonstration



QUESTIONS?

You should now be able to:

- Describe what DOB NOW is used for
- List the 4 modules included in DOB NOW
- List actions available in DOB NOW
- Discuss key features and benefits
- Register for eFiling
- Login to DOB NOW
- Recognize the DOB NOW Dashboard
- Access the Public Portal



LIMITED ALTERATION APPLICATION (LAA)

Industry
Filing Process

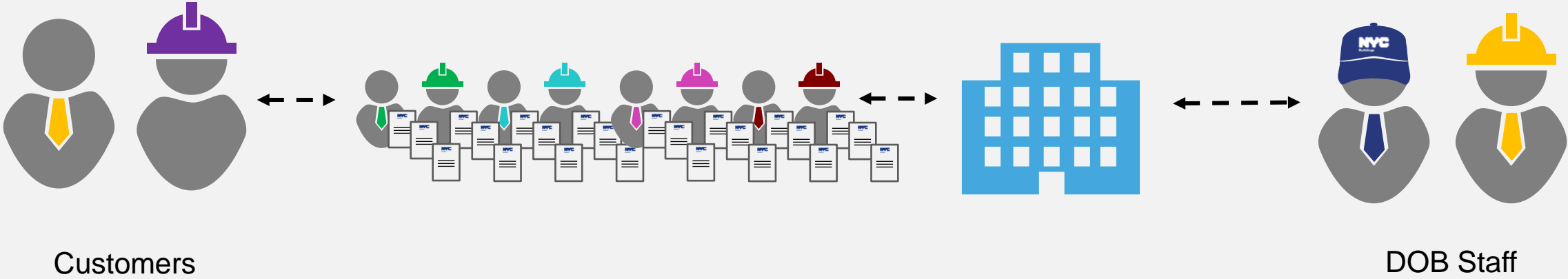
At the end of this session, you will be able to:

- Describe the LAA Filing Process
- List key differences between the current process and future process
- File a Limited Alteration Application (LAA)
- Print a Work Permit
- Renew a Work Permit
- File an Emergency Work Notification (EWN)
- File a Post Approval Amendment (PAA)
- Respond to Objections
- Respond to an Auditor's Intent to Revoke

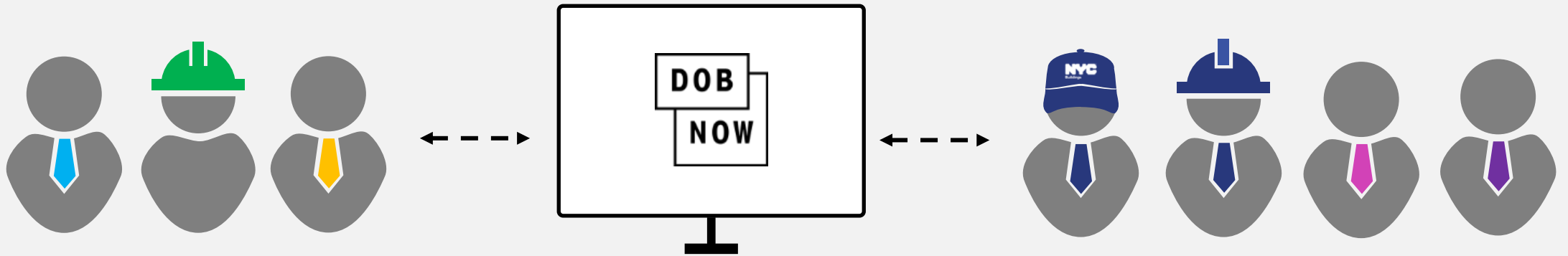
- Limited Alteration Applications (LAA) are submitted for the following types of repair and/or replacement of existing equipment that does not include any construction work:
 - Plumbing
 - Master Plumber (LMP) – Water and Gas Plumbing Alteration Only
 - Fire Suppression Piping Replacement and Repairs
 - Fire Suppression Contractor (FSC) Only
 - Oil Burner Installations
 - Oil Burner Installers (OBI) Only

CURRENT STATE OF LAA FILING PROCESS

DOB
NOW



FUTURE STATE OF LAA FILING PROCESS

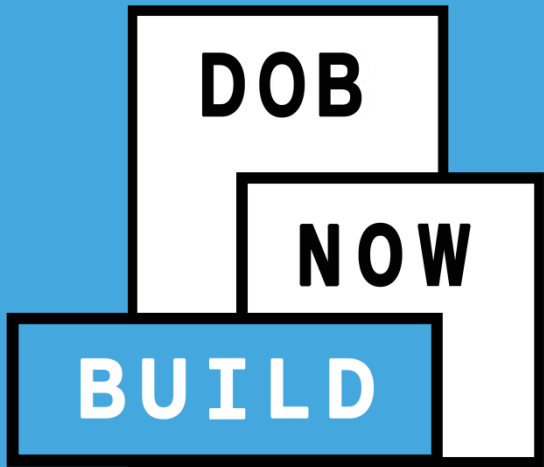


Customers

DOB NOW

DOB Staff

- No Paper Filings
- Auto-Permitted if there are no Active WWP Violations
- Email Notifications with Status Updates
- Scope of Work drop-down lists



EMERGENCY WORK NOTIFICATIONS (EWN)



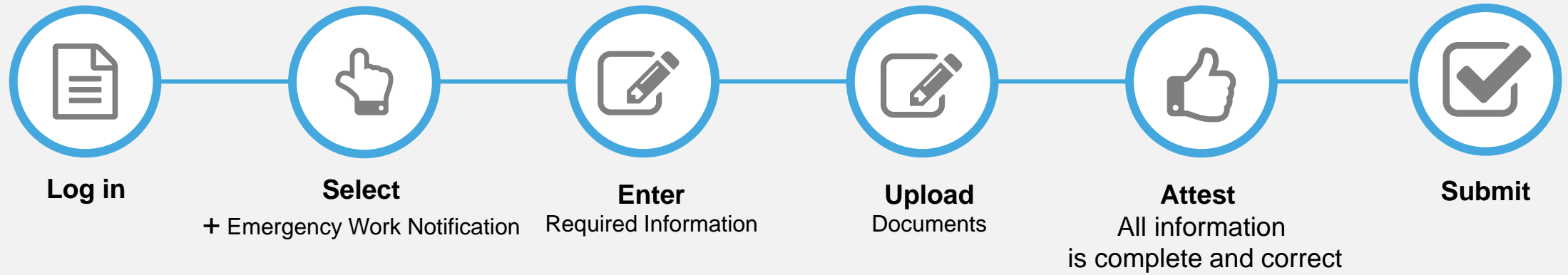
Applicant of Record Only

- Master Plumber
- Oil Burner Installer
- Fire Suppression Contractor

- An Emergency Work Notification (EWN), while not required prior to an LAA filing may be submitted in emergency situations where an issue needs to be addressed right away and the applicant does not yet know the entire scope of the work that will be involved in the LAA.
 - An EWN is NOT a permit, it is just a notification.
- The applicant's license must be valid, and all 3 insurances must be active at the date of submission for that business for at least 2 business days from the date of LAA issuance.
 - General Liability
 - Workers Compensation
 - Disability

EWN FILING STEPS

DOB
NOW





EWN FILING PROCESS

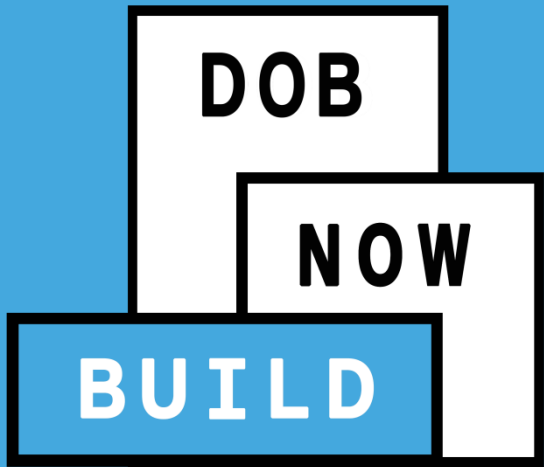
Step by Step Demonstration

Emergency Work Notification

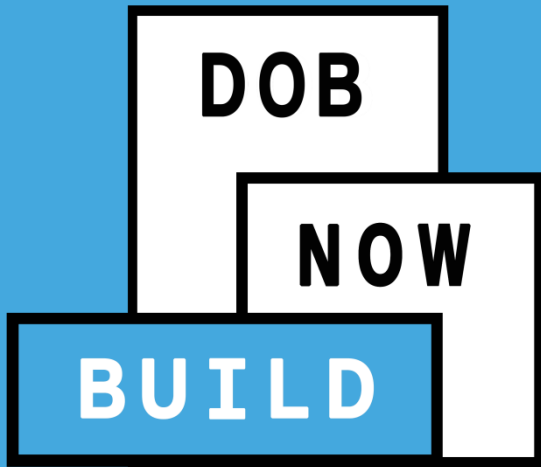
Did you submit a related Emergency Work Notification?* Yes No

Emergency Work Notification #*

- As long as the Applicant of Record has not changed, entering a valid and active Emergency Work Notification # in a new LAA and clicking search will auto populate the following sections of the General Information tab within the LAA filing:
 - Job Location
 - Applicant Information
 - Insurance Information



QUESTIONS?



LAA FILING PROCESS OVERVIEW

LAA FILING PROCESS

DOB
NOW



Register for e-Filing



**Log into
Industry Portal**



Complete LAA Filing



Attest
All information is
complete and correct



Pay
Fees
Penalties
Violations



Submit
Auto Filed
Under Review

Applicant



- Create and Enter LAA Filings
- Enter Scope of Work
- Upload Required Documents
- **Complete Statements & Signatures**
- **Submit LAA Filing**
- **File EWN**
- **File PAA**
- **Respond to Objections**

Owner Representative/Filing Representative/Preparer



- Create and Enter LAA Filing Data
- Enter Scope of Work
- Upload Required Documents
- Make a Payment

Owner – Tagged for E-Mail Updates Only



- Receive notifications if Owner E-mail is entered by the Applicant or Owner Representative

Auditor



- Review Filings
- Request Required Corrections
- Issue Decisions
 - Inspection Required
 - Intent to Revoke
 - Revoke Permit
 - Audit Complete

- The General Information tab in an LAA Filing includes a required Proposed Work Summary field with a 500 character limit.



Proposed Work Summary*

500 characters remaining

- The DOB LAA Unit suggests entering a detailed work summary in the Proposed Work Summary field of the LAA Filing.
 - See the LAA Proposed Work Summary Examples handout provided. That document contains examples of the level of detail to provide in the Proposed Work Summary, including Key Items and Scope of Work for some common job types.

RELATIONSHIP BETWEEN LICENSE TYPE AND INSURANCE INFORMATION

DOB
NOW

License Type*

Master Plumber ▼

- The License Type selected determines the Insurance Information.
- Insurance must be valid to proceed.

Insurance Information			
Insurance Type	Name of the Insurer	Certificate/Policy No.	Expiration Date
General Liability	UNITED FARM FAMILY INS CO	GL45622321	01/13/2026
Workers Compensation	UNITED FARM FAMILY INS CO	WC45798522	01/13/2026
Disability	SHELTERPOINT INS COMPANY	D349865	11/17/2025

- Expired Insurance Validation

Notification ✕

This application cannot be saved or filed because one or more of the applicant's insurance certificates has expired. Submit an updated insurance certificate to the [Licensing Unit](#) to proceed.

OK

Insurance Information			
Insurance Type	Name of the Insurer	Certificate/Policy No.	Expiration Date
General Liability	UNITED FARM FAMILY INS	CLC 00053380101	01/13/2000
Workers Compensation	UNITED FARM FAMILY INS	WCAI034089	01/13/2000
Disability	SHELTERPOINT INS COMPANY	DBL 349865	11/17/2000

- All LAA related jobs follow the DOB fee structure depending on the project cost and building type.
- Applicants estimate the cost and file under the respective category.
- Only one category and one work type can be filed per LAA.
- There are two categories to file an LAA:

Category 1

- All work limited to an estimated cost of \$35,000 per building within a 12 month period including appliance and labor cost.

Category 2

- There is no estimated cost limitation or time period restriction under this category.

RELATIONSHIP - LICENSE TYPE & LIMITED ALTERATION SCOPE

License Type*

Master Plumber ▼

The License Type selected by the Applicant drives the available options in the **Limited Alteration Scope** drop-down list.

Limited Alteration Scope*

Select ▼

Select

Water Plumbing

Gas Plumbing Work

Save

RELATIONSHIP - LICENSE TYPE & LIMITED ALTERATION SCOPE

License Type*

Oil Burner Installer ▼

The License Type selected by the Applicant determines the available options in the **Limited Alteration Scope** drop-down list.

Limited Alteration Scope*

Select ▼

Select

Oil Work

RELATIONSHIP - LICENSE TYPE & LIMITED ALTERATION SCOPE

License Type*

Fire Suppression contractor ▼

The License Type selected by the Applicant drives the available options in the **Limited Alteration Scope** drop-down list.

Limited Alteration Scope*

Select ▼

Select

Fire Suppression Work

GAS PLUMBING WORK – APPLIANCE DATA; GAS USAGE SECTIONS

- When Gas Plumbing Work > New Installation are selected as the Scope of Work, additional sections will be added and required when applicable based on the Item Category selected.

Scope of Work

Limited Alteration Scope*
Gas Plumbing Work

Filing Includes*
New Installation

Item Category*
Select
Equipment
Appliance
Piping
Gas Work

Save Cancel

Cancel

- If the Item Category = Equipment or Appliance then the Appliance Data & Gas Usage sections are also required.
- If the Item Category = Piping or Gas Work then the Gas Usage section is required.

Limited Alteration Scope of Work

Scope of Work*

Appliance Data*

Gas Usage*

PRE FILING

- A new Job Filing Number is generated upon initial save of the Job Location and Applicant information sections of the General Information tab.
- The filing may be deleted via the Filing Action drop-down list on the Dashboard only prior to a payment being made, at which point deletion is no longer allowed.

PRE FILING - PENALTY REVIEW

- When Preview to File is clicked in the LAA filing, the system checks to see if there are any open work without permit (WWP) violations on the BIN.
- Applicant must resolve WWP violation outside of DOB NOW.
- After WWP waiver is resolved, Preview to File again.

PERMITTED

- LAA is automatically permitted if there are no open WWP violations.
 - Print Permit
 - Continue to Sign Off
 - Create PAA

LAA FILING STEPS

DOB
NOW



Log in



Select
+ Job Filing
LAA



Is there an EWN?
Link It



Enter
Job Location



Enter
Proposed Work Summary



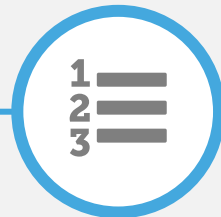
Enter
Applicant's
E-Mail
License Type



Select
Scope of Work



Upload
Documents



Complete
Statements and signatures



Submit
Payment



Preview
Before Filing



Submit



LAA FILING PROCESS

Step by Step Demonstration

- Work Permits are only displayed after the LAA's Filing Status = Permitted.

2

Work Permit No.	Work Permit Status	Sequence No	Permit Issued On	Permit Expires On	Created On
M00016663- I1- LA	Permitted	1	05/04/2018	05/04/2019	05/04/2018

1

- General Information
- Scope of Work
- Work Permits**
- Documents
- Statements & Signatures

3

NYC Buildings

Work Permit Department Of Buildings

Permit Number: M00016734-I1-LA Issued: 05/04/2018 Expires: 05/04/2019
Address: MANHATTAN 2 PARK PLACE 10007 Issued To: LAA FSC
Business: VINESKI-MAY PLBG & HTG LL
License No: 000565

Description: EWN

For detailed information regarding this permit, please log on to DOB NOW at www.nyc.gov/buildings.
Call 311 with any questions or complaints.

Borough Commissioner: *[Signature]* Commissioner Of Buildings: *[Signature]*

Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.

Print To PDF

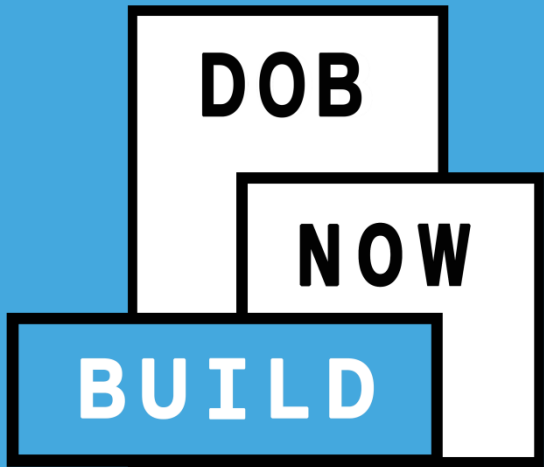
- The Work Permits tab is displayed only after the LAA is submitted.
- Use Work Permits to view and print approved permits, view expired permits, and renew a permit.
 - Permit Renewals are only allowed prior to expiration. Once the user renews a permit, it will follow the same rules as an initial permit and will expire at the earliest of the following dates:
 - 12 months after the permit issuance
 - The expiration date of the Applicant's license
 - Expiration of a required Insurance Type (General Liability, Worker's Compensation, Disability)

- After the permit has been issued, it can be renewed up until 12 months after the permit expiration date.
 - Only the user who filed the initial LAA will be allowed to renew it, and any information on the LAA cannot be edited.
 - Once a permit is renewed after expiry, the Permit Expiration Date is updated based on the expiration criteria mentioned on the previous slide.
 - Upon Permit Renewal, the permit number does not change, but the sequence number increases by 1.
 - The sequence number is separate from the Permit Number. It begins at 1 and increases in increments of 1 (1, 2, 3...).

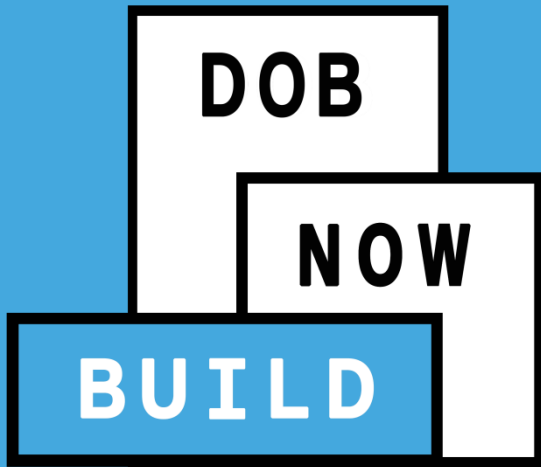


WORK PERMITS – PRINT/RENEW

Step by Step Demonstrations



QUESTIONS?



LAA AUDITED BY DOB

Corrections Requested
Intent to Revoke

LAA FILING STATUS – ADDITIONAL STEPS

Permitted – Corrections Requested



Applicant must submit a PAA with corrections within 10 Days.

Permitted - Corrections Under Review



Applicant must wait for an email from the Auditor with additional instructions.

Intent to Revoke



Applicant must follow the Auditor's emailed instructions within 15 days to avoid revocation.

Intent to Revoke Under Review



Applicant must wait for an email from the Auditor with additional instructions.

Revoked



The Work Permit has been revoked. Applicant must submit a new LAA filing or EWN and LAA filing.

Signed Off



Site Inspection has Passed and status updated in DOB Now Inspections.

Permitted – Corrections Requested

The Applicant is notified by email with the Auditor's findings, and has 10 days to initiate, complete, and file a PAA, addressing the Auditor's concerns

10 Days

Objections

If Objections are raised by the Auditor following the review of the PAA, the Applicant is notified again via email, and has an additional 10 days to respond to the Auditor's concerns

10 Days

Intent to Revoke

If the Applicant fails to submit a PAA within the initial 10 day period, the Intent to Revoke status is issued

The Applicant is notified by email of the Intent to Revoke, and has 15 days to respond with a rescind justification

If an Auditor raises additional objections to the Applicant's response, an additional 15 days are provided for the Applicant to submit a response to the objections

15 Days

EMAIL NOTIFICATIONS - ADMINISTRATIVE CORRECTIONS REQUESTED



<input type="checkbox"/>	☆ CRM Buildings NYC D.	PAA approved for M00354854/P1/350 5 AVENUE MANHATTAN - This email references M00354854/P1/350 5 AVENUE MANHATTAN. The Post Approval Amendment for this filing has be...
<input type="checkbox"/>	☆ CRM Buildings NYC D.	Objections are raised for M00354854/P1/350 5 AVENUE MANHATTAN - This email references M00354854/P1/350 5 AVENUE MANHATTAN. During the review of your filing, a DOB auditor...
<input type="checkbox"/>	☆ CRM Buildings NYC D.	PAA submitted for M00354854/I1/350 5 AVENUE MANHATTAN - This email references M00354854/I1/350 5 AVENUE MANHATTAN. The Post Approval Amendment (PAA) for this filing in...
<input type="checkbox"/>	☆ CRM Buildings NYC D.	Administrative Corrections Requested for M00354854/I1/350 5 AVENUE MANHATTAN - This email references M00354854/I1/350 5 AVENUE MANHATTAN. A DOB auditor has determine...
<input type="checkbox"/>	☆ CRM Buildings NYC D.	LAA Approved filing for M00354854/I1/350 5 AVENUE MANHATTAN - This email references M00354854/I1/350 5 AVENUE MANHATTAN. A permit has been issued for your Limited Altera...

Administrative Corrections Requested for M00354854/I1/350 5 AVENUE MANHATTAN Inbox x

CRM Buildings NYC <CRMBuildNYC@buildings.nyc.gov>
to LAA ▾

This email references **M00354854/I1/350 5 AVENUE MANHATTAN**.

A DOB auditor has determined that corrections are required for this filing and provided these comments:

Audit Findings	Audit Status
and to and text	Open

Log into [DOB NOW: Build](#) to file a Post Approval Amendment (PAA). If a PAA is not filed within 10 calendar days of this notice, the audit status will change to Intent to Revoke.

This is an automated message. Please do not reply. If you have any questions, submit an inquiry at www.nyc.gov/dobnowhelp.

Sincerely,
NYC Department of Buildings

- A flat, one time fee of \$100 is charged when a new PAA is filed.
- An increase or decrease in the estimated job cost results in a recalculation of fees:
 - **For increases** in the job cost, the Applicant must pay the price difference (from the initial fee, on the initial filing).
 - Pay Now is enabled to pay the price difference using CityPay
 - **For decreases** in the job cost, an adjustment is made (from the initial fee, on the initial filing).
 - The Applicant requests a refund based on the adjusted price outside of DOB NOW.
 - An RF1 must be submitted to a borough office to initiate the refund process.
 - Instructions are available here:

https://www1.nyc.gov/assets/buildings/pdf/refund_request_appl_instr.pdf

PAA FILING STEPS

DOB
NOW



Locate
the LAA
on the Dashboard



Select
Filing Actions
on the LAA



Select
PAA



Review/Update
Proposed Work Summary



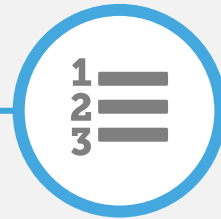
Review/Update
Fee Assessment



Select
Scope of Work



Upload
Documents



Complete
Statements and signatures



Submit
Payment



Preview
Before Filing

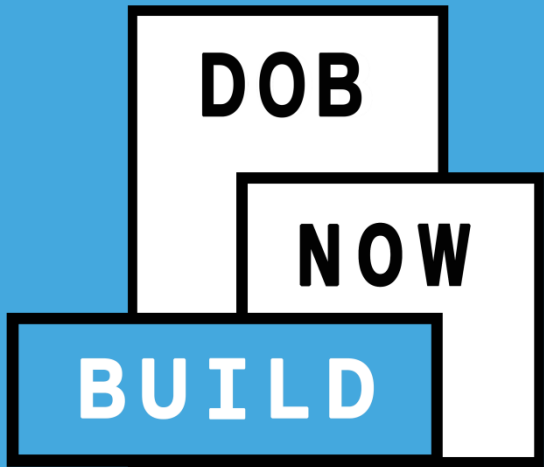


Submit



PAA FILING PROCESS

Step by Step Demonstration



QUESTIONS?

RESPOND TO AUDITOR'S OBJECTIONS



Locate
the PAA
on the Dashboard



Open the PAA



Select
the Objections tab



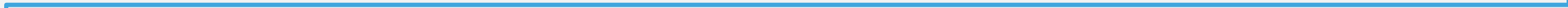
Select
the Objection Status



Enter
Comments



Click
Save



Click
Re-submit

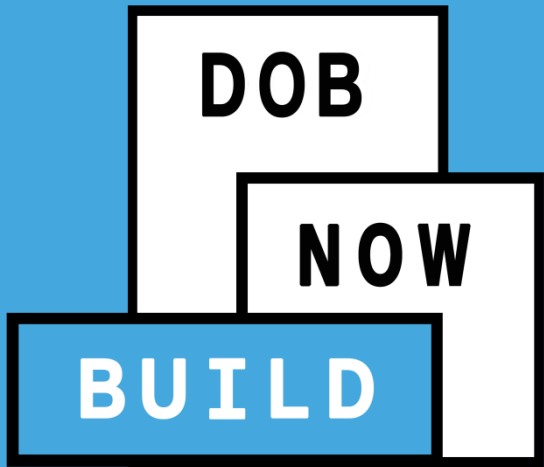


Confirm
Submission



RESPOND TO AUDIT OBJECTIONS FOUND IN A PAA

Step by Step Demonstration



QUESTIONS?

RESPOND TO INTENT TO REVOKE



Locate
the LAA
on the Dashboard



Open the LAA



Select
Intent to Revoke/Rescind tab



Select
Edit



Enter
Rescind Justification



Click
Update



Complete
Statements & Signatures



Select
Submit

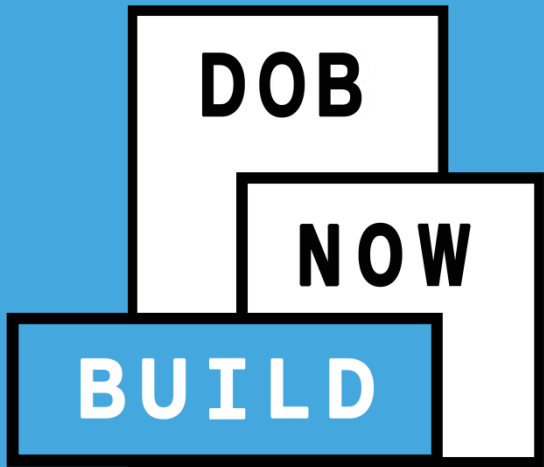


Confirm
Submission



RESPOND TO INTENT TO REVOKE SUBMIT A JUSTIFICATION

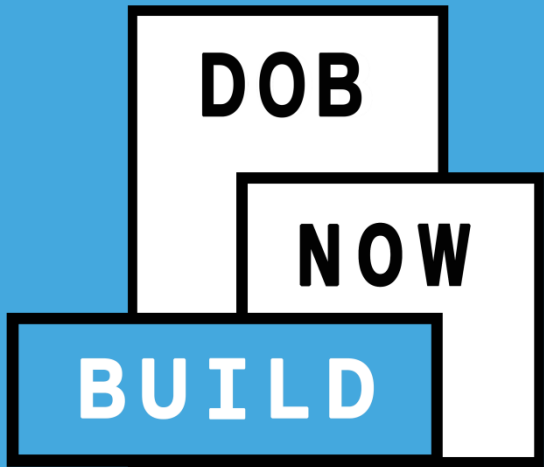
Step by Step Demonstration



QUESTIONS?

You should now be able to:

- Describe the LAA Filing Process
- List key differences between the current process and future process
- File a Limited Alteration Application (LAA)
- Print a Work Permit
- Renew a Work Permit
- File an Emergency Work Notification (EWN)
- File a Post Approval Amendment (PAA)
- Respond to Objections
- Respond to an Auditor's Intent to Revoke



QUESTIONS?

DOB NOW RESOURCES

Department of Buildings website

www.nyc.gov/dobnowinfo

Here you will find helpful links to:

- Log-in and Register for DOB NOW
- Take advantage of Training Tools & Classes
- Find FAQs and Tip Sheets for DOB NOW *Build*

Click on the Links to drill down for more information in each of the categories.

HELPFUL LINKS

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

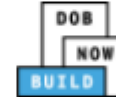
Login

To register for an account or reset your password, go to the eFiling website.

Need more help? Contact us.



Public Portal FAQ and User Manual



FAQ and Resources



FAQ and Resources




Building Information Search

NYC OpenData

WHO TO CONTACT? – DOB NOW



Send your questions to **DOB** by submitting a request from the DOB NOW Home Page or by visiting the link

Log In to  to **Submit** Jobs and Filings:

Enter your e-Filing account information

Email

Password

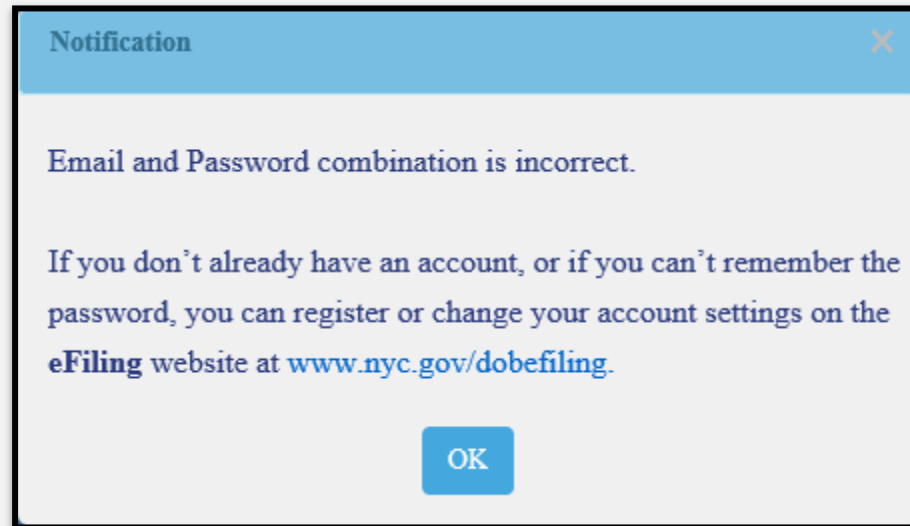
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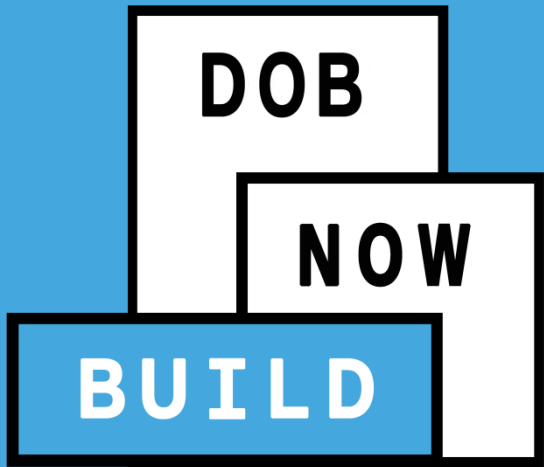
[Need more help? Contact us.](#)

www.nyc.gov/dobnowhelp

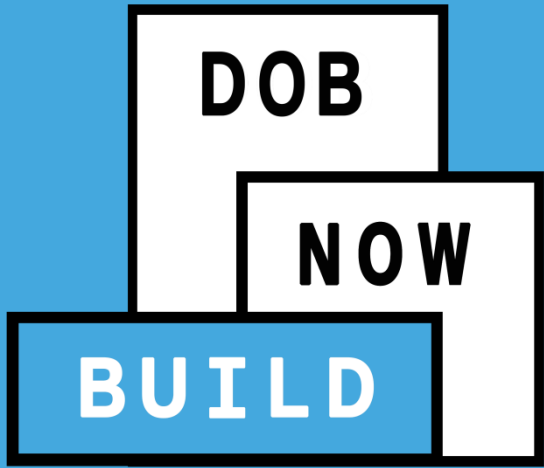




The system will direct you to the eFiling registration site at:
www.nyc.gov/dobefiling



QUESTIONS?



THANK YOU!