
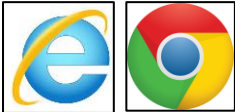
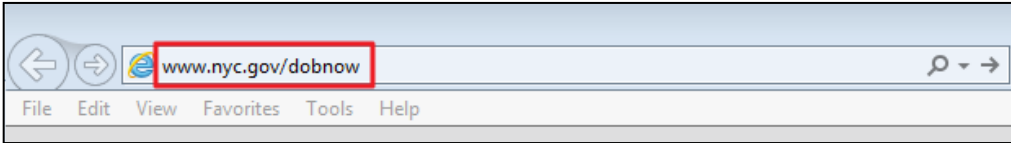



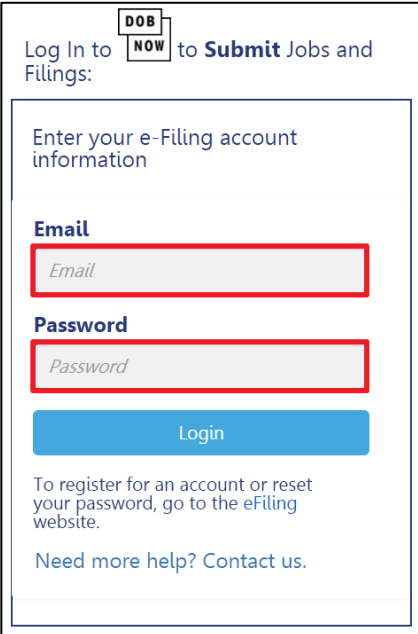
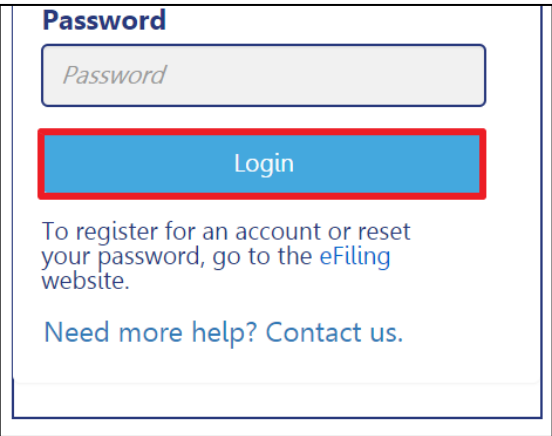
Build: Limited Alteration Application (LAA) Step-By-Step Guides for Industry

In this Step-By-Step Guide, you will learn how to:

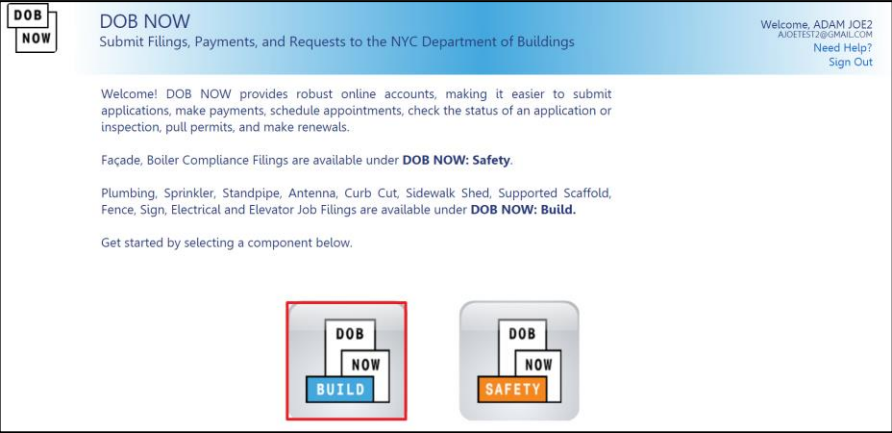

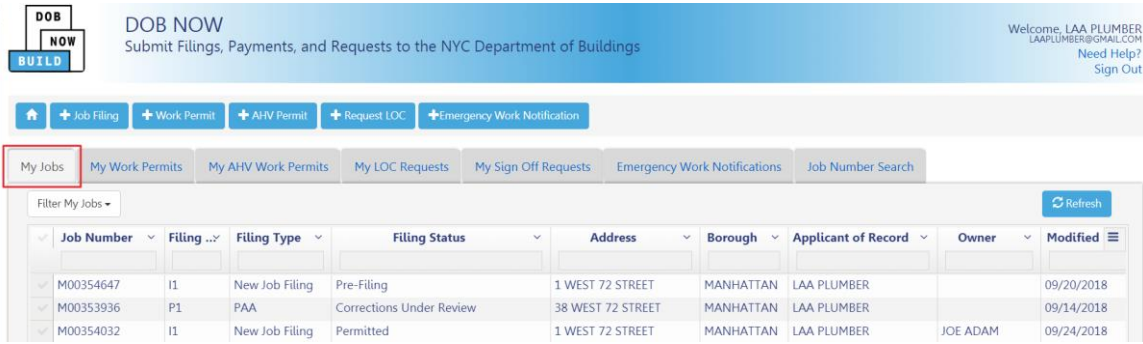
Login to DOB NOW _____	2
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Upload Required Documents _____	9
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Enter the Scope of Work _____	26
Upload Required Documents _____	32
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Pay Fees and Preview to File _____	37
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Login to DOB NOW

Step	Action
	<p>Note In order to Log-in to DOB NOW, you must be registered for eFiling.</p> <p>Additionally, DOB recommends that you turn off pop-up blockers to successfully navigate within DOB NOW.</p> <p>For Step-By-Step instructions, please refer to www.nyc.gov/dobnowhelp:</p> <p><i>How to Register for eFiling</i> <i>How to Turn Off Pop-up Blockers</i></p>
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>

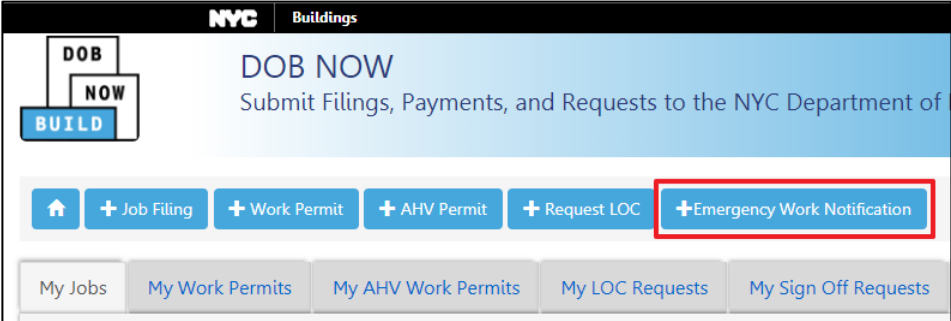
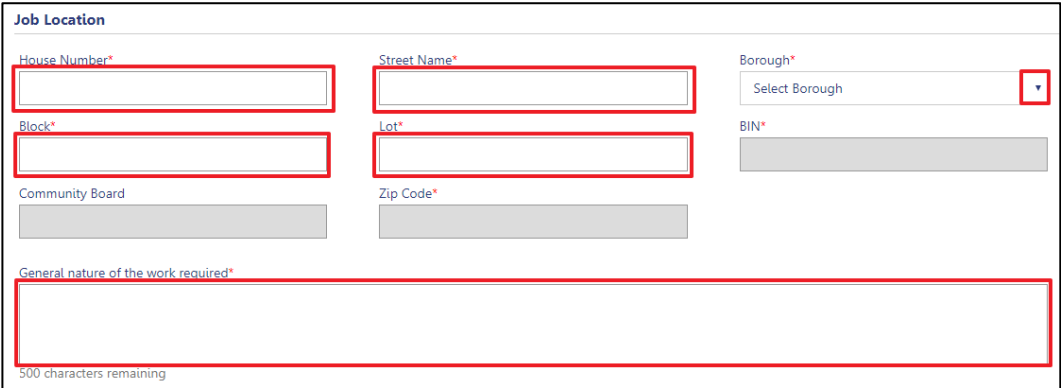
Step	Action
	<p>The DOB Login page displays.</p>
<p>4.</p>	<p>Enter your Email and Password.</p> 
<p>5.</p>	<p>Click Login.</p> 



BUILD: LIMITED ALTERATION APPLICATION STEP-BY-STEP GUIDES

Step	Action																																				
6.	<p>The DOB NOW Welcome page displays. Click DOB NOW: Build.</p> 																																				
	<p>The Dashboard displays. The My Jobs tab displays by default.</p>  <table border="1" data-bbox="292 1060 1421 1218"> <thead> <tr> <th>Job Number</th> <th>Filing</th> <th>Filing Type</th> <th>Filing Status</th> <th>Address</th> <th>Borough</th> <th>Applicant of Record</th> <th>Owner</th> <th>Modified</th> </tr> </thead> <tbody> <tr> <td>M00354647</td> <td>I1</td> <td>New Job Filing</td> <td>Pre-Filing</td> <td>1 WEST 72 STREET</td> <td>MANHATTAN</td> <td>LAA PLUMBER</td> <td></td> <td>09/20/2018</td> </tr> <tr> <td>M00353936</td> <td>P1</td> <td>PAA</td> <td>Corrections Under Review</td> <td>38 WEST 72 STREET</td> <td>MANHATTAN</td> <td>LAA PLUMBER</td> <td></td> <td>09/14/2018</td> </tr> <tr> <td>M00354032</td> <td>I1</td> <td>New Job Filing</td> <td>Permitted</td> <td>1 WEST 72 STREET</td> <td>MANHATTAN</td> <td>LAA PLUMBER</td> <td>JOE ADAM</td> <td>09/24/2018</td> </tr> </tbody> </table>	Job Number	Filing	Filing Type	Filing Status	Address	Borough	Applicant of Record	Owner	Modified	M00354647	I1	New Job Filing	Pre-Filing	1 WEST 72 STREET	MANHATTAN	LAA PLUMBER		09/20/2018	M00353936	P1	PAA	Corrections Under Review	38 WEST 72 STREET	MANHATTAN	LAA PLUMBER		09/14/2018	M00354032	I1	New Job Filing	Permitted	1 WEST 72 STREET	MANHATTAN	LAA PLUMBER	JOE ADAM	09/24/2018
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<p>You are now logged into DOB NOW, and on the dashboard; continue to the Create an LAA Job Filing Step-By-Step Guide.</p>																																					


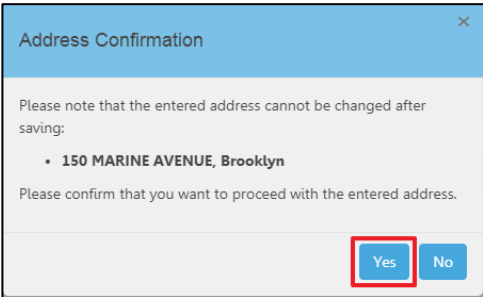
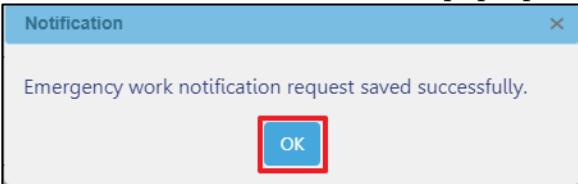


Create an Emergency Work Notification (EWN)

Complete the following steps to create an Emergency Work Notification (EWN):


Step	Action
1.	<p>Click +Emergency Work Notification.</p> 
2.	<p>Enter the required fields in the Job Location section.</p> <ul style="list-style-type: none"> <input type="checkbox"/> House Number <input type="checkbox"/> Street Name <input type="checkbox"/> Borough <input type="checkbox"/> Block <input type="checkbox"/> Lot <input type="checkbox"/> General nature of the work required (provide as much detail as possible) 

Step	Action																				
3.	<p>Enter the required fields in the Applicant Information section:</p> <ul style="list-style-type: none"> <input type="checkbox"/> E-Mail <input type="checkbox"/> License Type <input type="checkbox"/> Business Name <div data-bbox="302 499 1357 814" style="border: 1px solid black; padding: 5px;"> <p>Applicant Information</p> <table border="0"> <tr> <td style="width: 33%;">E-Mail* <input type="text" value="Enter email/username..."/></td> <td style="width: 33%;">License Type* <input type="text" value="Select"/></td> <td style="width: 33%;">License Number* <input type="text"/></td> </tr> <tr> <td>Last Name* <input type="text"/></td> <td>First Name* <input type="text"/></td> <td>Middle Initial <input type="text"/></td> </tr> <tr> <td>Business Name* <input type="text" value="Select"/></td> <td>Business Address* <input type="text"/></td> <td>City* <input type="text"/></td> </tr> <tr> <td>State* <input type="text"/></td> <td>Zip Code* <input type="text"/></td> <td>Phone* <input type="text"/></td> </tr> </table> </div>	E-Mail* <input type="text" value="Enter email/username..."/>	License Type* <input type="text" value="Select"/>	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" value="Select"/>	Business Address* <input type="text"/>	City* <input type="text"/>	State* <input type="text"/>	Zip Code* <input type="text"/>	Phone* <input type="text"/>								
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State* <input type="text"/>	Zip Code* <input type="text"/>	Phone* <input type="text"/>																			
	<p>Note The E-Mail address selected is linked to E-Filing.</p> <div data-bbox="409 978 889 1138" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>E-Mail*</p> <input type="text" value="LAAFSC@gmail.com"/> <input type="button" value="LAAFSC@GMAIL.COM"/> </div> <p>Selection of the linked E-mail address determines the License Type. The License Type determines the type of fields on the Scope of Work tab.</p> <p>The Business Name selected auto-populates the remaining read-only (gray) fields in the Applicant Information section with applicable information from E-filing.</p>																				
	<p>Note The Insurance Information section is populated when the Business Name is selected.</p> <div data-bbox="409 1654 1273 1822" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1"> <thead> <tr> <th colspan="4">Insurance Information</th> </tr> <tr> <th>Insurance Type</th> <th>Name of the Insurer</th> <th>Certificate/Policy No.</th> <th>Expiration Date</th> </tr> </thead> <tbody> <tr> <td>General Liability</td> <td>MERCHANTS MUTUAL INS</td> <td>BOP1052632</td> <td>03/30/2026</td> </tr> <tr> <td>Workers Compensation</td> <td>NYSIF</td> <td>Q 1476 465 8</td> <td>03/20/2026</td> </tr> <tr> <td>Disability</td> <td>1ST REHAB LIFE INS CO AME</td> <td>DBL 142886</td> <td>02/27/2026</td> </tr> </tbody> </table> </div>	Insurance Information				Insurance Type	Name of the Insurer	Certificate/Policy No.	Expiration Date	General Liability	MERCHANTS MUTUAL INS	BOP1052632	03/30/2026	Workers Compensation	NYSIF	Q 1476 465 8	03/20/2026	Disability	1ST REHAB LIFE INS CO AME	DBL 142886	02/27/2026
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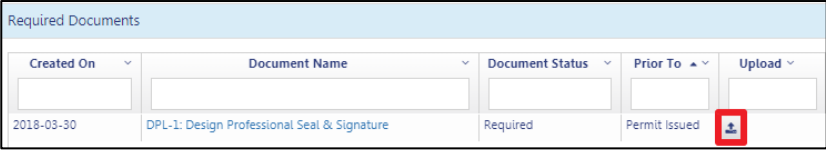
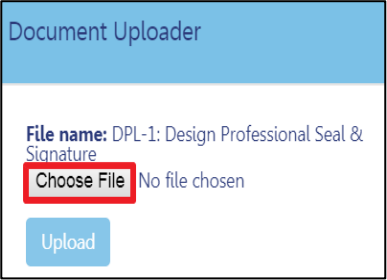
Step	Action
4.	<p>From the upper left hand corner of the page, Click Save.</p> 
5.	<p>An Address Confirmation pop-up window displays with the message,</p> <p>“Please note that the entered address cannot be changed after saving:</p> <ul style="list-style-type: none"> ● Address (e.g., 150 MARINE AVENUE, Brooklyn) <p>Please confirm that you want to proceed with the entered address.”</p> 
6.	<p>A Notification pop-up window displays with the message, “Emergency work notification request saved successfully”.</p> <p>Click OK to close the Notification pop-up window.</p> 
	<p>The Status Bar displays at the top of the Job Filing. The Status is Pre-Filing.</p> 

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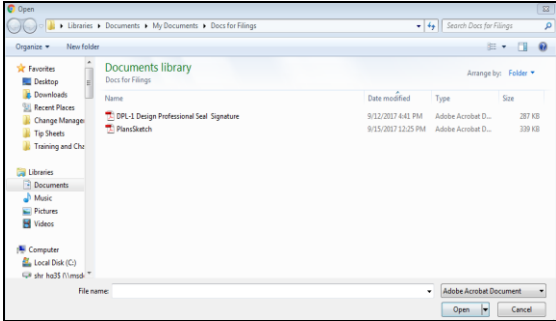
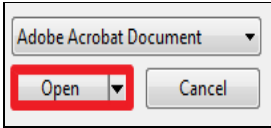

Step	Action
	<p>An EWN Job Number displays.</p> <div data-bbox="305 348 686 613" style="border: 1px solid black; padding: 5px;"><p>EWN-M-00331458</p><p>General Information</p><p>Documents</p><p>Statements & Signatures</p></div>
<p>You have created and saved an Emergency Work Notification; continue to the Upload Required Documents Step-By-Step Guide.</p>	

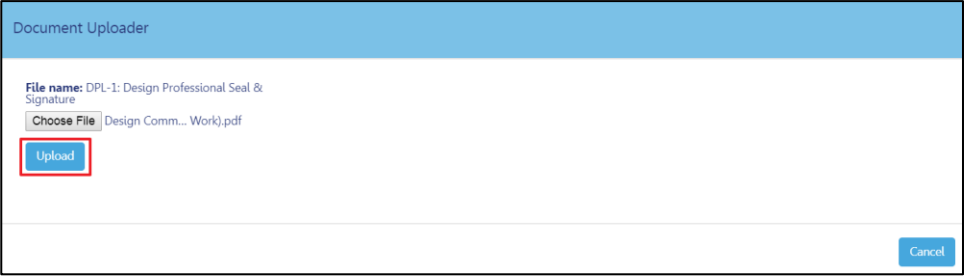
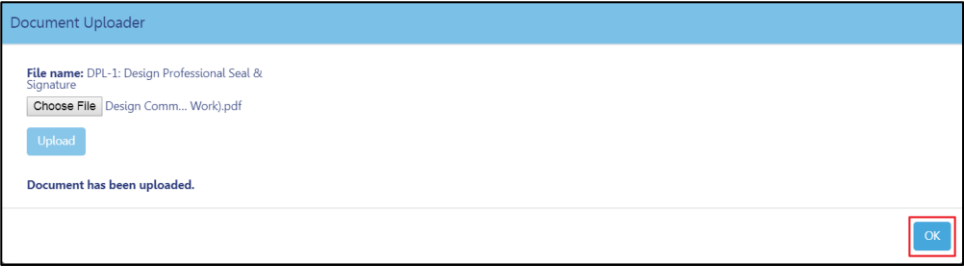
Upload Required Documents

Complete the following steps to upload required documents to the EWN:

Step	Action
1.	<p>Select the Documents tab.</p> 
2.	<p>Click the Upload icon.</p> 
3.	<p>Click Choose File.</p> 

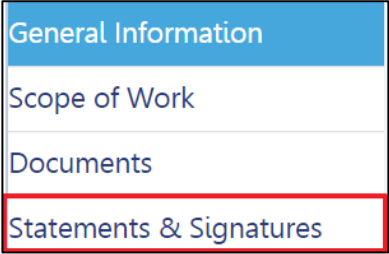
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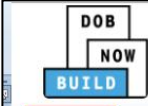
Step	Action
	The Documents Library window opens.
4.	Locate the file to upload. 
5.	Click the document Name to select the file.
6.	Click Open . 
	The Document Upload pop-up window displays. The File Name displays to the right of Choose File.

Step	Action
7.	<p>Click Upload.</p>  <p>The screenshot shows a 'Document Uploader' window. At the top, it says 'Document Uploader'. Below that, it displays 'File name: DPL-1: Design Professional Seal & Signature'. There is a 'Choose File' button followed by the text 'Design Comm... Work).pdf'. The 'Upload' button is highlighted with a red rectangular box. A 'Cancel' button is visible in the bottom right corner.</p>
8.	<p>Click OK.</p>  <p>The screenshot shows the 'Document Uploader' window after the upload process. It displays the same file name and 'Choose File' button. The 'Upload' button is now disabled. Below the file information, it says 'Document has been uploaded.' The 'OK' button in the bottom right corner is highlighted with a red rectangular box.</p>
<p>You have completed the Upload Required Documents Step-By-Step Guide; continue to the Complete Statements and Signatures Step-By-Step Guide.</p>	


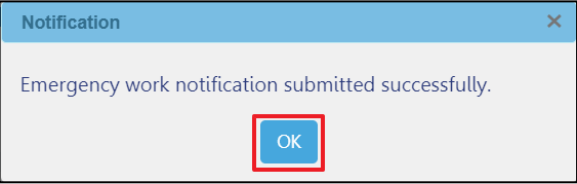


Complete Statements & Signatures

The Applicant of Record must complete the following steps to attest that the information entered is correct and complete. No other users are required to attest, and do not have the ability to attest on behalf of the Applicant of Record:

Step	Action
1.	<p>Select the Statements & Signatures tab.</p>  <p>The screenshot shows a vertical navigation menu with four items: 'General Information', 'Scope of Work', 'Documents', and 'Statements & Signatures'. The 'Statements & Signatures' item is highlighted with a red rectangular box.</p>

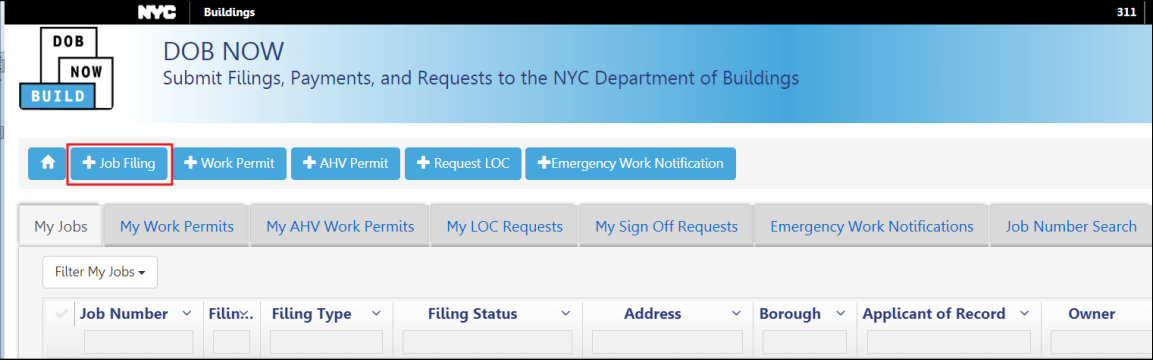

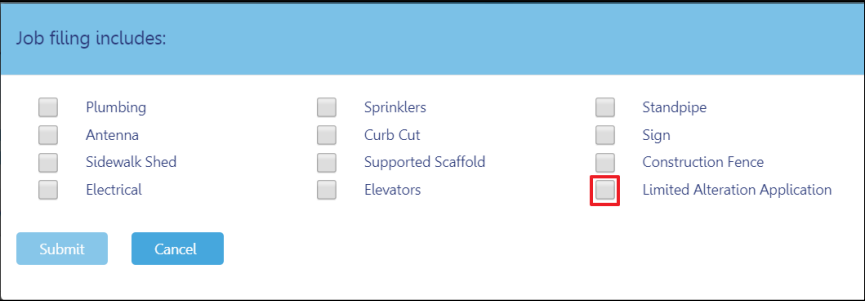

Step	Action
2.	<p>Read the Applicant of Record – Statements & Signatures section and select the check-box to electronically sign.</p> <div data-bbox="302 390 1354 747" style="border: 1px solid black; padding: 10px;"> <p align="center">Applicant of Record - Statements & Signatures</p> <p>I hereby state that the information in this submission is correct and complete to the best of my knowledge. Falsification of any statement is a misdemeanor punishable by a fine, imprisonment, or both. It is a crime to offer or 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. A conviction of offering of a bribe or gratuity is punishable by imprisonment, fine, or both. I hereby declare that I am authorized by the owner of the herein-referenced premises to make this notification and perform the work described herein.</p> <p><input type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <p>Name <input type="text"/> Date <input type="text"/></p> </div>
	<p>Note The Applicant’s Name and the Date auto-populate.</p> <div data-bbox="396 873 1354 1029" style="border: 1px solid black; padding: 10px;"> <p><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <p>Name <input type="text" value="LAA PLUMBER"/> Date <input type="text" value="09/24/2018"/> <small>(Electronically Signed)</small></p> </div>
3.	<p>From the upper left hand corner of the page, Click Save.</p> <div data-bbox="302 1171 1260 1327" style="border: 1px solid black; padding: 10px;">  <p>DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings</p> <p><input checked="" type="button" value="Save"/> <input type="button" value="Preview to File"/></p> </div>
4.	<p>A Notification pop-up window displays with the message, “Emergency work notification request saved successfully”.</p> <p>Click OK to close the Notification pop-up window.</p> <div data-bbox="302 1516 880 1696" style="border: 1px solid black; padding: 10px;"> <p>Notification ×</p> <p>Emergency work notification request saved successfully.</p> <p align="center"><input checked="" type="button" value="OK"/></p> </div>

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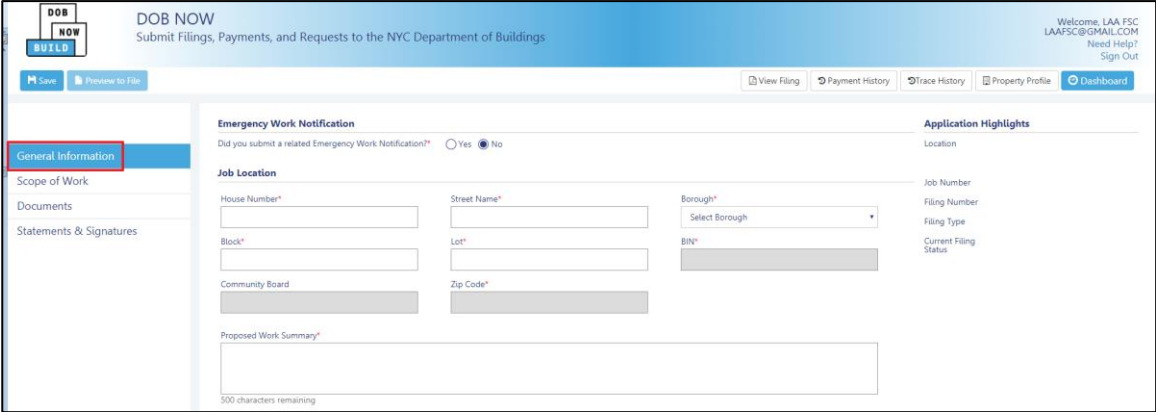


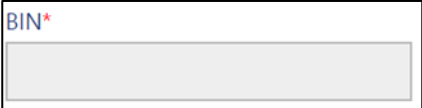
Step	Action
5.	<p>Click Submit.</p> 
6.	<p>A Notification pop-up window displays with the message, “Emergency Work Notification submitted successfully”.</p> <p>Click OK to close the Notification pop-up window.</p> 
	<p>The Status Bar updates to Received.</p> 
<p>You have completed the Complete Statements and Signatures Step-By-Step Guide.</p>	


Create an LAA Job Filing

Complete the following steps to create an LAA Job Filing and enter or select the required information on the General Information tab:

Step	Action
1.	<p>Click + Job Filing.</p>  <p>The screenshot shows the NYC Buildings DOB NOW website interface. At the top, there is a navigation bar with 'DOB NOW BUILD' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this, there is a row of buttons: '+ Job Filing', '+ Work Permit', '+ AHV Permit', '+ Request LOC', and '+ Emergency Work Notification'. The '+ Job Filing' button is highlighted with a red rectangular box. Below the buttons, there are tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', 'My LOC Requests', 'My Sign Off Requests', 'Emergency Work Notifications', and 'Job Number Search'. A 'Filter My Jobs' dropdown is visible, followed by a grid of filters including Job Number, Filing Type, Filing Status, Address, Borough, Applicant of Record, and Owner.</p>
	<p>The Job filing includes: pop-up window displays.</p>
2.	<p>Select the check-box for Limited Alteration Application.</p>  <p>The screenshot shows a pop-up window titled 'Job filing includes:'. It contains a grid of checkboxes for various filing types: Plumbing, Antenna, Sidewalk Shed, Electrical, Sprinklers, Curb Cut, Supported Scaffold, Elevators, Standpipe, Sign, Construction Fence, and Limited Alteration Application. The 'Limited Alteration Application' checkbox is highlighted with a red rectangular box. At the bottom of the window, there are 'Submit' and 'Cancel' buttons.</p>
3.	<p>Click Submit.</p>  <p>The screenshot shows a single blue button with the text 'Submit' in white. The button is highlighted with a red rectangular box.</p>


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Step	Action
	<p>The General Information tab displays by default.</p> 
	<p>Note Important Form Information – required fields and read-only fields</p> <p>All fields marked with a red asterisk * are required and must be completed before submitting a filing.</p>  <p>Fields shaded gray are read-only. Information cannot be entered in these fields.</p> 

Step	Action																				
	<p>Note “Did you submit a related Emergency Work Notification?” is a required field. The radio button for a response of No is selected by default.</p> <div data-bbox="409 445 1024 562" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Emergency Work Notification</p> <p>Did you submit a related Emergency Work Notification?* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div> <p>An Emergency Work Notification (EWN) may be filed in emergency situations where an issue needs to be addressed right away and you do not yet know the entire scope of work involved. An EWN is not a permit, it is a notification.</p> <p>Your license must be valid and all three Insurance Types must be active for the associated business at the date of EWN submission for at least two business days from the date of LAA issuance.</p> <p>Insurance Types are listed below:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> General Liability <input checked="" type="checkbox"/> Workers Compensation <input checked="" type="checkbox"/> Disability <div data-bbox="409 1167 1367 1352" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1"> <thead> <tr> <th colspan="4">Insurance Information</th> </tr> <tr> <th>Insurance Type</th> <th>Name of the Insurer</th> <th>Certificate/Policy No.</th> <th>Expiration Date</th> </tr> </thead> <tbody> <tr> <td>General Liability</td> <td>MERCHANTS MUTUAL INS</td> <td>BOP1052632</td> <td>03/30/2026</td> </tr> <tr> <td>Workers Compensation</td> <td>NYSIF</td> <td>Q 1476 465 8</td> <td>03/20/2026</td> </tr> <tr> <td>Disability</td> <td>1ST REHAB LIFE INS CO AME</td> <td>DBL 142886</td> <td>02/27/2026</td> </tr> </tbody> </table> </div> <p>Only select the Yes radio button if you want to link a EWN to this LAA filing by searching for a specific Emergency Filing Number.</p> <p>If Yes, enter the Emergency Work Notification #, then click Search.</p> <div data-bbox="409 1556 985 1642" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Emergency Work Notification #*</p> <div style="display: flex; align-items: center;"> <input style="width: 200px; height: 20px; border: 1px solid red;" type="text"/> <div style="margin-left: 10px;"> <input type="button" value="Search"/> <input type="button" value="Reset"/> </div> </div> </div>	Insurance Information				Insurance Type	Name of the Insurer	Certificate/Policy No.	Expiration Date	General Liability	MERCHANTS MUTUAL INS	BOP1052632	03/30/2026	Workers Compensation	NYSIF	Q 1476 465 8	03/20/2026	Disability	1ST REHAB LIFE INS CO AME	DBL 142886	02/27/2026
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BUILD: LIMITED ALTERATION APPLICATION STEP-BY-STEP GUIDES

Step	Action									
4.	<p data-bbox="298 296 755 327">Enter the Job Location information.</p> <ul data-bbox="347 348 740 621" style="list-style-type: none"><input type="checkbox"/> House Number<input type="checkbox"/> Street Name<input type="checkbox"/> Borough<input type="checkbox"/> Block<input type="checkbox"/> Lot<input type="checkbox"/> Proposed Work Summary <div data-bbox="302 638 1451 1054" style="border: 1px solid black; padding: 10px;"><p data-bbox="321 646 423 667">Job Location</p><table data-bbox="321 688 1430 892"><tr><td data-bbox="321 688 667 758">House Number*</td><td data-bbox="711 688 1047 758">Street Name*</td><td data-bbox="1091 688 1430 758">Borough*</td></tr><tr><td data-bbox="321 768 667 827">Block*</td><td data-bbox="711 768 1047 827">Lot*</td><td data-bbox="1091 768 1430 827">BIN*</td></tr><tr><td data-bbox="321 837 667 892">Community Board</td><td data-bbox="711 837 1047 892">Zip Code*</td><td></td></tr></table><p data-bbox="321 919 1430 1031">Proposed Work Summary*</p><p data-bbox="328 1031 488 1052">500 characters remaining</p></div>	House Number*	Street Name*	Borough*	Block*	Lot*	BIN*	Community Board	Zip Code*	
House Number*	Street Name*	Borough*								
Block*	Lot*	BIN*								
Community Board	Zip Code*									




Step	Action
	<hr/> <p>Note Enter as much information as possible up to the 500 character limit. Provide information similar to what you previously supplied in Section 9 – Proposed Work Summary on an LAA1 form.</p> <p>Be as detailed as possible when entering the Proposed Work Summary. The information you provide may be reviewed by a DOB Auditor.</p> <div data-bbox="493 602 1451 762" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="border: 1px solid black; padding: 2px;"> 9 Proposed Work Summary <i>Required. Please include all information such as the length and width of pipe for all piping related work.</i> </div> <div style="background-color: #e0e0e0; height: 50px; margin-top: 5px;"></div> </div> <p>DOB has provided the Proposed Work Summary example below as a guideline for the level of detail to provide:</p> <p>Cap and remove including gas work: Key items: Fixture count and type- violation number if applicable- Clarify the legality of the fixtures if no violation involved– cap and remove gas appliances requires a gas test for all remaining appliances on the same meter. Scope: Cap and remove illegal water and waste lines for a washer and cap off an exposed gas pipe in the cellar and remove gas stove and (3) piece bathroom. Pressure test entire gas line to the 1st floor stove. Existing oil boiler provides heat and hot water.</p> <hr/>

Step	Action												
5.	<p>Enter the required fields in the Applicant Information section:</p> <ul style="list-style-type: none"> <input type="checkbox"/> E-Mail <input type="checkbox"/> License Type <input type="checkbox"/> Business Name <div data-bbox="302 499 1450 842" style="border: 1px solid black; padding: 5px;"> <p>Applicant Information</p> <table border="0"> <tr> <td style="width: 33%;">E-Mail* <input type="text" value="Enter email/username..."/></td> <td style="width: 33%;">License Type* <input type="text" value="Select"/></td> <td style="width: 33%;">License Number* <input type="text"/></td> </tr> <tr> <td>Last Name* <input type="text"/></td> <td>First Name* <input type="text"/></td> <td>Middle Initial <input type="text"/></td> </tr> <tr> <td>Business Name* <input type="text" value="Select"/></td> <td>Business Address* <input type="text"/></td> <td>City* <input type="text"/></td> </tr> <tr> <td>State* <input type="text"/></td> <td>Zip Code* <input type="text"/></td> <td>Phone* <input type="text"/></td> </tr> </table> </div>	E-Mail* <input type="text" value="Enter email/username..."/>	License Type* <input type="text" value="Select"/>	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" value="Select"/>	Business Address* <input type="text"/>	City* <input type="text"/>	State* <input type="text"/>	Zip Code* <input type="text"/>	Phone* <input type="text"/>
E-Mail* <input type="text" value="Enter email/username..."/>	License Type* <input type="text" value="Select"/>	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" value="Select"/>	Business Address* <input type="text"/>	City* <input type="text"/>											
State* <input type="text"/>	Zip Code* <input type="text"/>	Phone* <input type="text"/>											
	<p>Note The E-Mail address selected is linked to E-Filing.</p> <div data-bbox="407 1005 984 1207" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>E-Mail*</p> <input type="text" value="LAAPLUMBER@GMAIL.CO"/> <input type="button" value="LAAPLUMBER@GMAIL.COM"/> </div> <p>Selection of the linked E-mail address determines the License Type. The License Type determines the type of fields on the Scope of Work tab.</p> <p>The Business Name selected auto-populates the remaining read-only (gray) fields in the Applicant Information section with applicable information from E-filing.</p>												

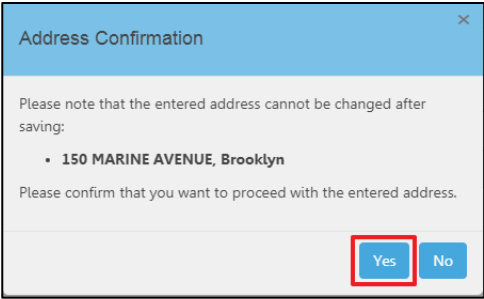

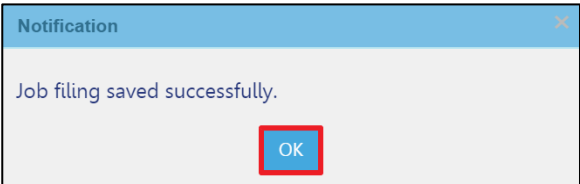
BUILD: LIMITED ALTERATION APPLICATION STEP-BY-STEP GUIDES

Step	Action																				
	<p>Note The License Type selected in the Applicant Information section determines the Limited Alteration Scope available for selection in the Scope of Work section. If you have more than one license, be sure to select the correct License Type for the planned work.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>License Type*</p> <div style="border: 1px solid black; padding: 2px;">Master Plumber ▼</div> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Limited Alteration Scope*</p> <div style="border: 1px solid black; padding: 2px;"> Select ▼ Select Water Plumbing Gas Plumbing Work </div> </div>																				
	<p>Note The Insurance Information section is populated when the Business Name is selected.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="4" style="text-align: left; padding: 2px;">Insurance Information</th> </tr> <tr> <th style="text-align: left; padding: 2px;">Insurance Type</th> <th style="text-align: left; padding: 2px;">Name of the Insurer</th> <th style="text-align: left; padding: 2px;">Certificate/Policy No.</th> <th style="text-align: left; padding: 2px;">Expiration Date</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">General Liability</td> <td style="padding: 2px;">MERCHANTS MUTUAL INS</td> <td style="padding: 2px;">BOP1052632</td> <td style="padding: 2px;">03/30/2026</td> </tr> <tr> <td style="padding: 2px;">Workers Compensation</td> <td style="padding: 2px;">NYSIF</td> <td style="padding: 2px;">Q 1476 465 8</td> <td style="padding: 2px;">03/20/2026</td> </tr> <tr> <td style="padding: 2px;">Disability</td> <td style="padding: 2px;">1ST REHAB LIFE INS CO AME</td> <td style="padding: 2px;">DBL 142886</td> <td style="padding: 2px;">02/27/2026</td> </tr> </tbody> </table>	Insurance Information				Insurance Type	Name of the Insurer	Certificate/Policy No.	Expiration Date	General Liability	MERCHANTS MUTUAL INS	BOP1052632	03/30/2026	Workers Compensation	NYSIF	Q 1476 465 8	03/20/2026	Disability	1ST REHAB LIFE INS CO AME	DBL 142886	02/27/2026
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	<p>Note The Job Filing can be saved at any time after the Job Location and Applicant Information sections have been completed.</p>																				
	<p>Note It is recommended that the E-Mail field in the Owner Information section be entered so the Owner will receive notifications.</p> <p>The Owner Representative/Filing Representative/Preparer section should be completed if a representative other than the Applicant is completing the initial data entry.</p>																				


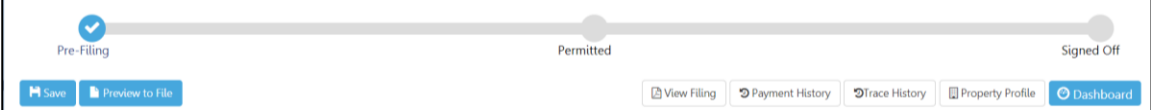

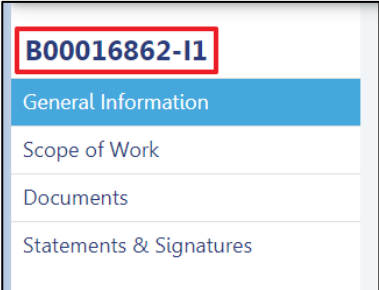



BUILD: LIMITED ALTERATION APPLICATION STEP-BY-STEP GUIDES

Step	Action
<p align="center"></p>	<p>PLEASE NOTE:</p> <p>The Owner Representative/Filing Representative/Preparer can:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Initiate an LAA <input type="checkbox"/> Perform initial data entry <input type="checkbox"/> Make a payment <p>They cannot file the LAA, a PAA, or a subsequent filing. Only the Applicant of Record can file the LAA, a PAA, or a subsequent filing.</p>
<p align="center"></p>	<hr/> <p>Note The Job Filing can be saved at this point. The following sections are required to initially save the filing to Pre-Filing Status and generate a Job Number:</p> <p>Job Location Applicant Information</p> <hr/>
<p>6.</p>	<p>From the upper left hand corner of the page, Click Save.</p>  <p>The screenshot shows the top-left corner of the DOB NOW application. On the left is a logo with 'DOB NOW' and 'BUILD' stacked vertically. To the right, the text reads 'DOB NOW' followed by 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. At the bottom of this section 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>


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Step	Action
7.	<p>An Address Confirmation pop-up window displays 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., 150 MARINE AVENUE, Brooklyn) <p>Please confirm that you want to proceed with the entered address.”</p>  <p>Click Yes to confirm the address.</p>
	<hr/> <p>Note If the address displayed in the Address Confirmation pop-up window is incorrect, clicking No closes the Address Confirmation pop-up window and the Job Filing is not saved.</p> <p>Correct the address in the Job Location section, and then click Save to display the Address Confirmation pop-up window again and confirm the address.</p> <hr/>
8.	<p>A Notification pop-up window displays with the message, “Job filing saved successfully”.</p> <p>Click OK to close the Notification pop-up window.</p> 





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Step	Action
	<p>The Status Bar displays at the top of the Job Filing with Pre-Filing indicated as the current filing status.</p> 
	<p>A Job Number displays.</p> 
9.	<p>Select the applicable radio button for “Is this Legalization Work?” in the Fee Assessment section.</p> 
	<p>Note If the “Yes” radio button is selected, the “Are you resolving a violation for illegal work?” field displays, and the applicable radio button must be selected.</p> 

BUILD: LIMITED ALTERATION APPLICATION STEP-BY-STEP GUIDES

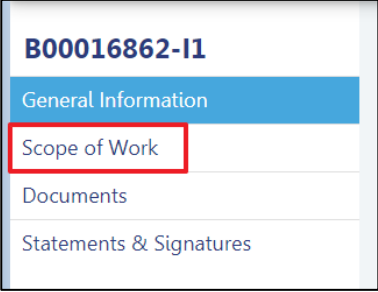
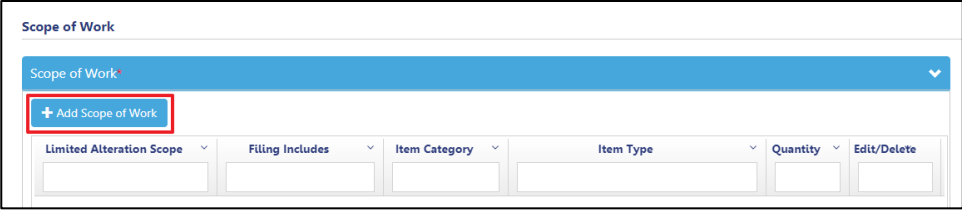

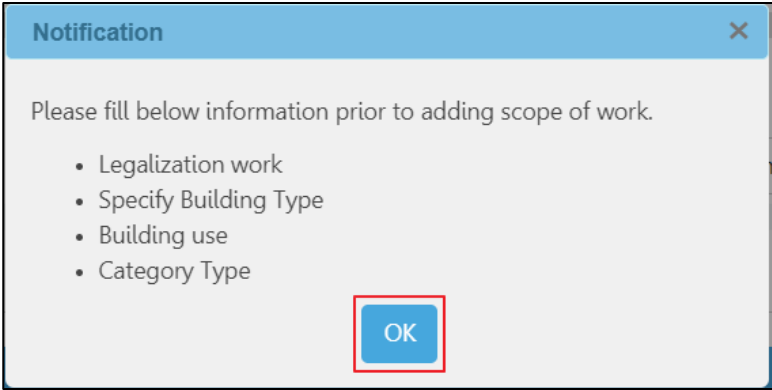
Step	Action																				
	<p>Note If the “Yes” radio button is selected, the ECB Violation # field displays and must be entered.</p> <p>Up to 5 ECB Violation #s can be entered with each separated by a comma (,).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Fee Assessment</p> <p>Is this Legalization Work?* <input checked="" type="radio"/> Yes <input type="radio"/> No Are you resolving a violation for illegal work?* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>ECB Violation #*</p> <input style="width: 100%;" type="text"/> </div> <p>After saving, this ECB Violation number is validated against BIS. If the ECB Violation number is valid, the Filing Fee is added to the Payment Summary, the Legalization Fee is left blank.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Payment Summary</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Fee Exempt</td> <td style="text-align: right;">No</td> </tr> <tr> <td>Filing Fee</td> <td style="text-align: right;">\$1,079.00</td> </tr> <tr> <td>Legalization Fee</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Paid</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Due</td> <td style="text-align: right;">\$1,079.00</td> </tr> </table> <p style="text-align: center;">Pay Now</p> </div> <p>If the “No” radio button is selected, the minimum legalization fee is added to the Payment Summary along with the Filing Fee.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Payment Summary</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Fee Exempt</td> <td style="text-align: right;">No</td> </tr> <tr> <td>Filing Fee</td> <td style="text-align: right;">\$1,079.00</td> </tr> <tr> <td>Legalization Fee</td> <td style="text-align: right;">\$600.00</td> </tr> <tr> <td>Amount Paid</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Due</td> <td style="text-align: right;">\$1,679.00</td> </tr> </table> <p style="text-align: center;">Pay Now</p> </div>	Fee Exempt	No	Filing Fee	\$1,079.00	Legalization Fee	\$0.00	Amount Paid	\$0.00	Amount Due	\$1,079.00	Fee Exempt	No	Filing Fee	\$1,079.00	Legalization Fee	\$600.00	Amount Paid	\$0.00	Amount Due	\$1,679.00
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Amount Due	\$1,679.00																				
10.	<p>Enter all required information in the Fee Assessment section.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Fee Assessment</p> <p>Is this Legalization Work?* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Specify Building Type* <input type="text" value="Select"/> Building Use* <input type="text" value="Select"/> Total Number of Floors* <input style="width: 100%;" type="text"/></p> <p>Total Construction Floor Area* <input style="width: 100%;" type="text"/> Category Type* <input type="text" value="Select"/> Estimated Cost* <input style="width: 100%;" type="text"/></p> </div>																				

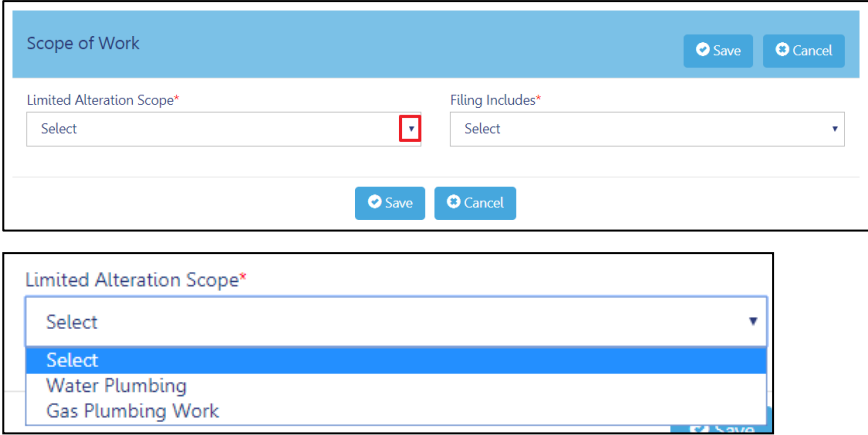

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Step	Action
	<p>The Fee Exempt Applications section is optional. Only make a selection if one of the following Fee Exempt conditions applies.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Fee Exempt Applications</p> <p><input type="checkbox"/> The deed holder is a corporation or association organized and operated exclusively for the purposes indicated in 28-112.1, Exception Item 1, of the New York City Administrative Code, and the property is used exclusively by such entity for such purposes.</p> <p><input type="checkbox"/> This is a Federal, New York State, NYC or other government-owned property.</p> </div>
11.	<p>Select the applicable radio button within the Asbestos Abatement Compliance section.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Asbestos Abatement Compliance*</p> <p><input type="radio"/> The scope of work is an asbestos project 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 regulations of the NYC DEP.</p> <p><input type="radio"/> The scope of work is exempt from the asbestos requirement as defined in the regulations promulgated by the NYC DEP (15 RCNY 1-23(b)) or is an alteration to a building constructed to plan pursuant 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 regulations of the NYC DEP, you are required to enter the DEP ACP-5 Control No. and CAI#.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><input checked="" type="radio"/> The scope of work is not an asbestos project as defined in the regulations of the NYC DEP.</p> <p style="text-align: center;"> <input style="width: 150px; margin-right: 20px;" type="text"/> <input style="width: 150px;" type="text"/> </p> <p style="text-align: center;"> <small>DEP ACP-5 Control No.*</small> <small>CAI #*</small> </p> </div>
12.	<p>From the upper left hand corner of the page, Click Save.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">  </div>
	<p>Note The Job Filing must be saved and all required fields on the General Information tab completed before the Scope of Work tab can be completed.</p>
<p>You have completed the Create a Job Filing and Enter General Information Step-By-Step Guide; continue to the Enter the Scope of Work Step-By-Step Guide.</p>	

Enter the Scope of Work

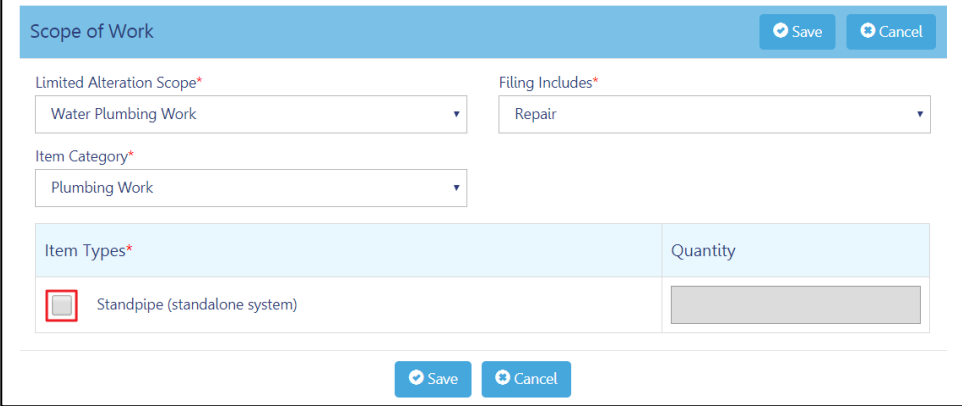

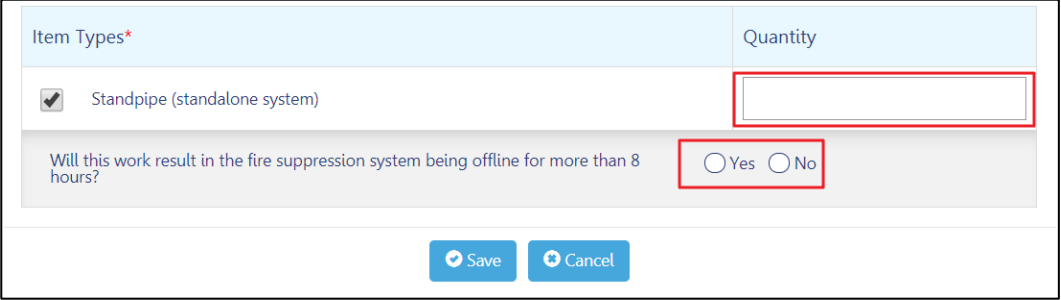

Complete the following steps to enter the Scope of Work for the LAA:


Step	Action
1.	<p>Select the Scope of Work tab.</p>  <p>The screenshot shows a sidebar menu for application B00016862-I1. The 'Scope of Work' tab is highlighted with a red box, indicating it is the selected tab. Other tabs include 'General Information', 'Documents', and 'Statements & Signatures'.</p>
2.	<p>Click +Add Scope of Work.</p>  <p>The screenshot shows the 'Scope of Work' form. The '+ Add Scope of Work' button is highlighted with a red box. Below the button are several dropdown menus: 'Limited Alteration Scope', 'Filing Includes', 'Item Category', 'Item Type', 'Quantity', and 'Edit/Delete'.</p>
	<p>Note The General Information tab must be completed and saved before adding the Scope of Work.</p>  <p>The notification dialog box contains the following text: 'Please fill below information prior to adding scope of work.' followed by a bulleted list: 'Legalization work', 'Specify Building Type', 'Building use', and 'Category Type'. The 'OK' button at the bottom is highlighted with a red box.</p>

Step	Action
3.	<p>Select the Limited Alteration Scope from the drop-down list, (e.g., Water Plumbing).</p> 
	<p>Note As noted earlier, the License Type selected in the Applicant Information section determines the correct options for the planned Scope of Work are displayed in the Scope of Work section.</p> <p>□ For example:</p> <p>License Type = Master Plumber Limited Alteration Scope = Water Plumbing or Gas Plumbing Work</p> <p>License Type = Fire Suppression contractor Limited Alteration Scope = Fire Suppression Work</p> <p>License Type = Oil Burner Installer Limited Alteration Scope = Oil Burner Work</p>

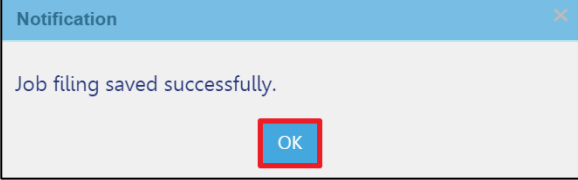
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Step	Action
4.	<p>Select the type of work from the Filing Includes drop-down list, (e.g., Repair).</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Scope of Work Save Cancel</p> <p>Limited Alteration Scope* Filing Includes*</p> <p>Water Plumbing Work Select</p> <p style="text-align: center;">Save Cancel</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Filing Includes*</p> <ul style="list-style-type: none"> Select Select New Installation Replacement Removal Relocation Re-Arrangement <li style="border: 1px solid red;">Repair </div>
5.	<p>The Item Category field displays. Select the Item Category from the drop-down list, (e.g., Plumbing Work).</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Scope of Work Save Cancel</p> <p>Limited Alteration Scope* Filing Includes*</p> <p>Water Plumbing Work Repair</p> <p>Item Category*</p> <p>Select</p> <p style="text-align: center;">Save Cancel</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Item Category*</p> <ul style="list-style-type: none"> Select Select <li style="border: 1px solid red;">Plumbing Work </div>

Step	Action
6.	<p>Select the check-box for each applicable Item Type (e.g., Standpipe (standalone system)).</p> 
	<p>Additional fields are enabled for each Item Type selected. Enter the Quantity for each Item Type, and select the applicable radio buttons to answer any questions displayed.</p> <p>Some Item Types may have multiple questions, and an answer may prompt for additional information.</p> 
7.	<p>After completing all required items in the Scope of Work section, click Save .</p> 


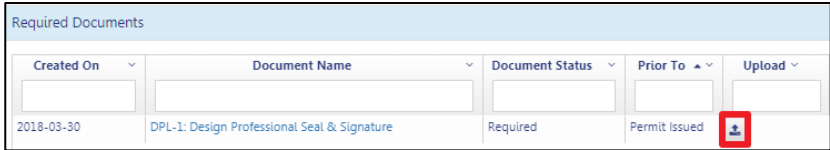
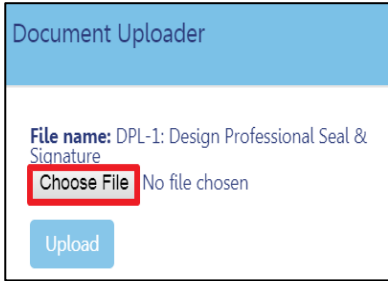
Step	Action
	<p>Gas Plumbing Work – New Installations</p> <p>When Gas Plumbing Work > New Installation are selected as the Scope of Work, additional sections will be added and required when applicable based on the Item Category selected.</p> <p>If the Item Category = Equipment or Appliance then the Appliance Data & Gas Usage sections are also required.</p> <p>If the Item Category = Piping or Gas Work then the Gas Usage section is required.</p> <div data-bbox="313 724 1271 926" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Limited Alteration Scope of Work</p> <p>Scope of Work ▼</p> <p>Appliance Data ▶</p> <p>Gas Usage ▶</p> </div> <p>Complete all required fields and click Save in each section of the Scope of Work tab.</p>
<p>8.</p>	<p>A Notification pop-up window displays with the message, “Scope of Work has been saved”.</p> <p>Click OK to close the Notification pop-up window.</p> <div data-bbox="313 1188 985 1402" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Notification ✕</p> <p>Scope of Work has been saved.</p> <p align="center">OK</p> </div>
<p>9.</p>	<p>From the upper left hand corner of the page, Click Save.</p> <div data-bbox="313 1509 1271 1665" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; align-items: center;"> <div style="text-align: center; margin-right: 20px;"> <p>DOB</p> <p>NOW</p> <p>BUILD</p> </div> <div> <p>DOB NOW</p> <p>Submit Filings, Payments, and Requests to the NYC Department of Buildings</p> </div> </div> <div style="margin-top: 10px; display: flex; gap: 10px;"> <p>Save</p> <p>Preview to File</p> </div> </div>

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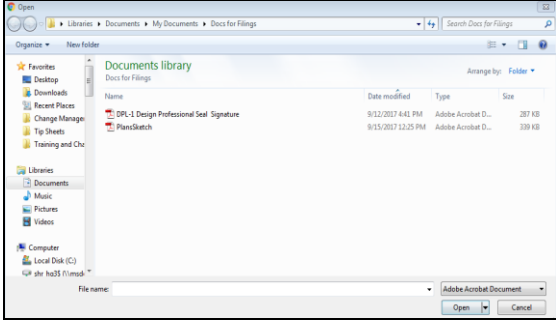
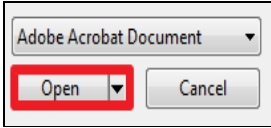

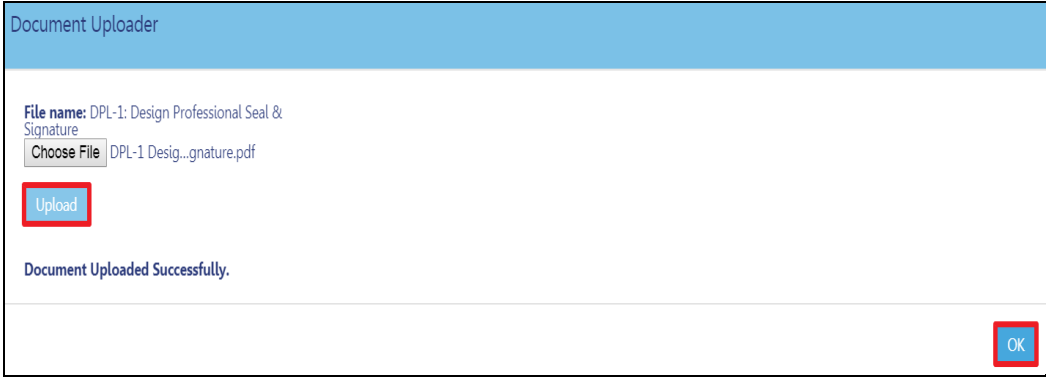
Step	Action
10.	<p>A Notification pop-up window displays with the message, “Job filing saved successfully”.</p> <p>Click OK to close the Notification pop-up window.</p> 
<p>You have completed the Enter the Scope of Work Step-By-Step Guide; continue to the Upload Required Documents Step-By-Step Guide.</p>	

Upload Required Documents



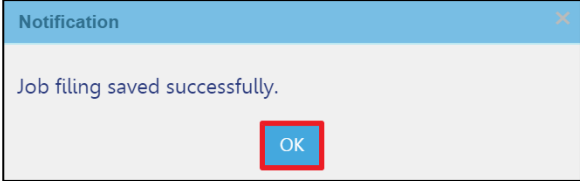
Complete the following steps to Upload Required Documents to the LAA Filing:

Step	Action
1.	<p>Select the Documents tab.</p>  <p>The screenshot shows a vertical menu with the following items: S00329213-11, General Information, Electrical Scope of Work, Documents (highlighted with a red border), and Statements & Signatures.</p>
2.	<p>Click the Upload icon.</p>  <p>The screenshot shows a table titled 'Required Documents' with columns: Created On, Document Name, Document Status, Prior To, and Upload. The 'Upload' column contains a red square icon with a white upload symbol, which is highlighted with a red border.</p>
3.	<p>Click Choose File.</p>  <p>The screenshot shows a 'Document Uploader' form. It displays 'File name: DPL-1: Design Professional Seal & Signature' and 'No file chosen'. The 'Choose File' button is highlighted with a red border. There is also an 'Upload' button below it.</p>

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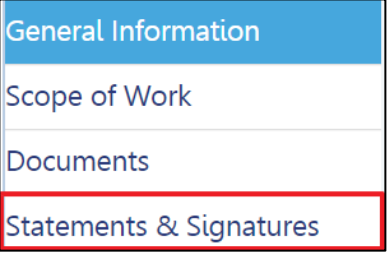
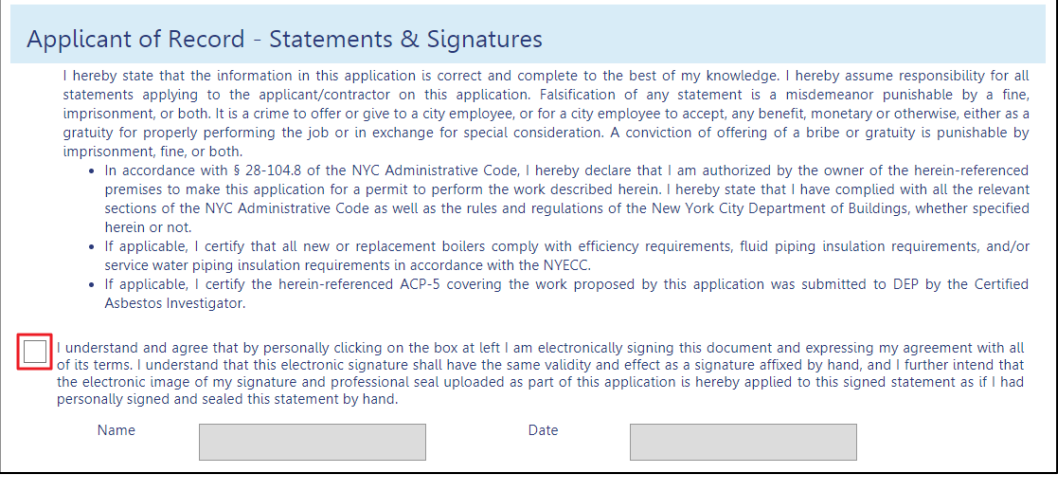


Step	Action
	The Documents Library window opens.
4.	<p>Browse to the folder where you have saved the document if necessary to locate the file to upload.</p> 
5.	Click the document Name to select the file.
6.	<p>Click Open.</p> 
	The Document Upload pop-up window displays. The File Name displays to the right of Choose File.
7.	Click Upload .
8.	<p>Click OK.</p> 

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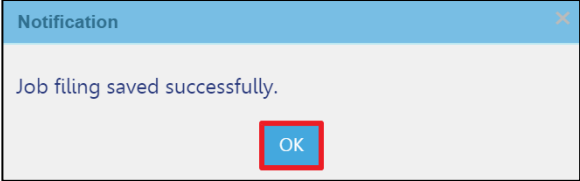
Step	Action
	<p>Note Repeat steps 2 – 8 above for each required document listed in the Required Documents section.</p>
9.	<p>From the upper left hand corner of the page, Click Save.</p> 
10.	<p>A Notification pop-up window displays with the message, “Job filing saved successfully”.</p> <p>Click OK to close the Notification pop-up window.</p> 
<p>You have completed the Upload Required Documents Step-By-Step Guide; continue to the Complete Statements and Signatures Step-By-Step Guide.</p>	

Complete Statements & Signatures

Complete the following steps to attest that the information entered in the LAA Filing is correct and complete:



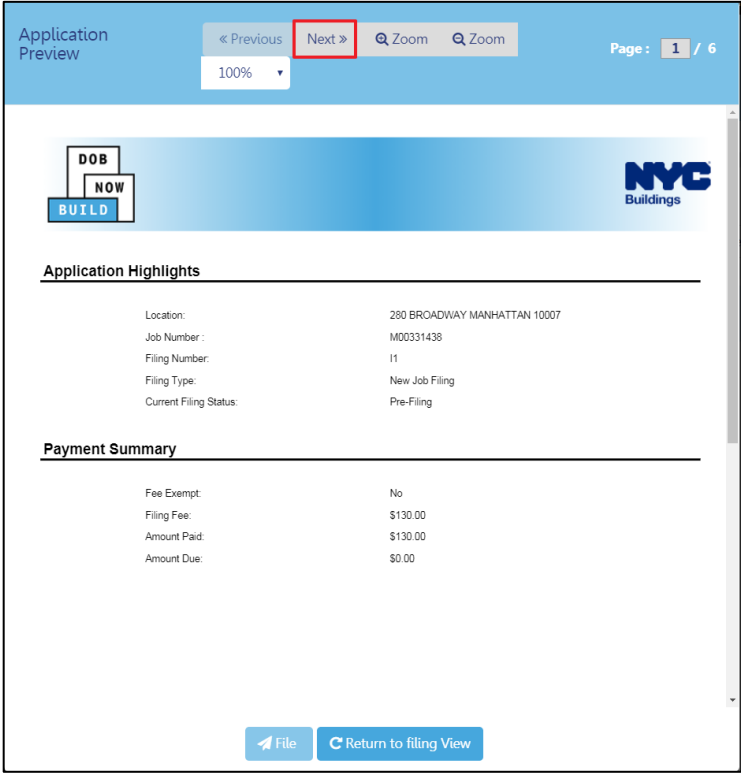
Step	Action
1.	<p>Select the Statements & Signatures tab.</p> 
2.	<p>Read the Applicant of Record – Statements & Signatures section and select the checkbox to electronically sign.</p> 
	<p>Note The Applicant’s Name and the Date auto-populate.</p> 



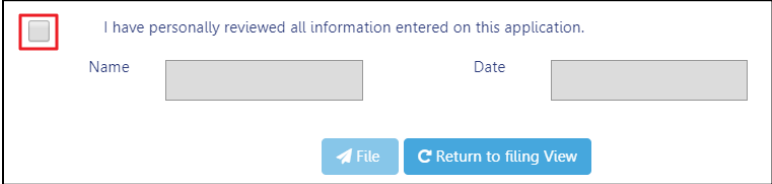

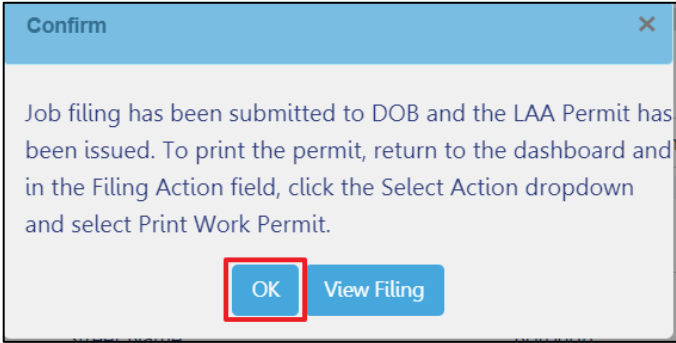

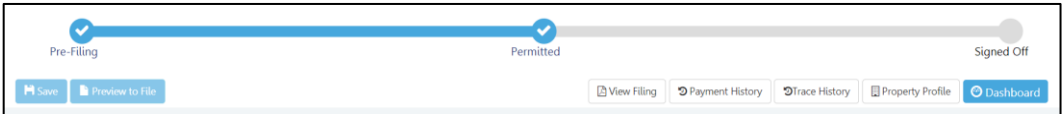
BUILD: LIMITED ALTERATION APPLICATION STEP-BY-STEP GUIDES

Step	Action
3.	<p>From the upper left hand corner of the page, Click Save.</p>  A screenshot of the DOB NOW web application interface. The header includes the DOB NOW logo and the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below the header, there are two buttons: 'Save' and 'Preview to File'. The 'Save' button is highlighted with a red rectangular box.
4.	<p>A Notification pop-up window displays with the message, “Job filing saved successfully”.</p> <p>Click OK to close the Notification pop-up window.</p>  A screenshot of a notification pop-up window. The window has a blue title bar with the text 'Notification' and a close button (X). The main content area is light gray and contains the text 'Job filing saved successfully.' Below the text is a blue button with the text 'OK', which is highlighted with a red rectangular box.
<p>You have completed the Complete Statements and Signatures Step-By-Step Guide; continue to the Preview to File Step-By-Step Guide.</p>	


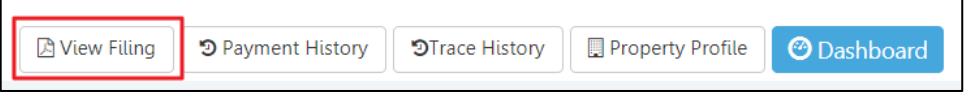
Pay Fees and Preview to File

Complete the following steps to preview the LAA filing.

Step	Action
	<p>Note You must pay fees before continuing to Preview the filing. Click the link below to view the How to Pay in DOB NOW: Build and Safety video.</p> <p align="center">https://www.youtube.com/watch?v=YHDbxAuS8Dk</p>
<p>1.</p>	<p>From the upper left hand corner of the page, Click Preview to File.</p> 
<p>2.</p>	<p>Click Next to read and progress through the Application Preview until you reach the final page with the attestation</p> 


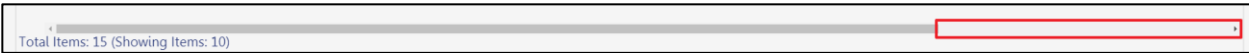





















Step	Action
	<p>Note If you discover errors when you Preview File, click the Return to Filing View, correct the errors, re-attest and Preview to File again.</p> 
3.	<p>Select the check-box to attest that you have reviewed the application.</p> 
4.	<p>Click File.</p> 
5.	<p>A Confirm pop-up window displays with the message, “Job filing has been submitted to DOB and the LAA Permit has been issued. To print the permit, return to the dashboard and in the Filing Action field, click the Select Action dropdown and select Print Work Permit.”.</p> <p>Click OK to close the Confirm pop-up window.</p> 
	<p>The Status Bar updates to Permitted.</p> 

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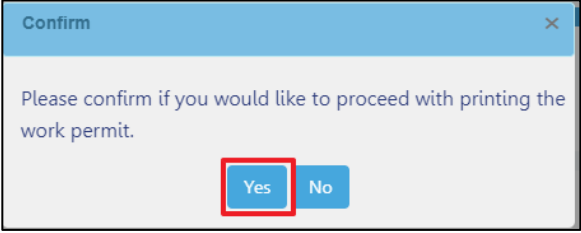

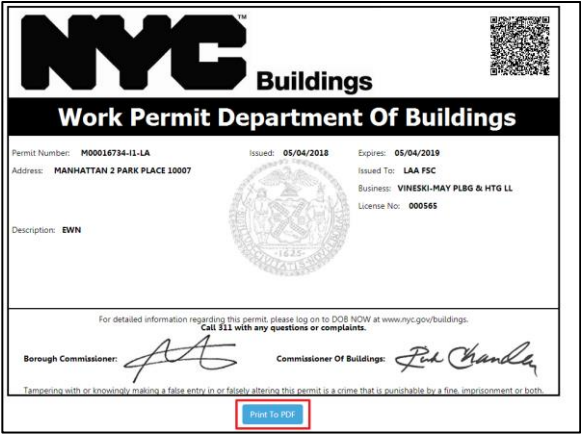

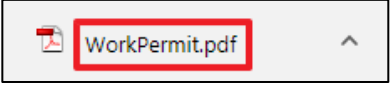
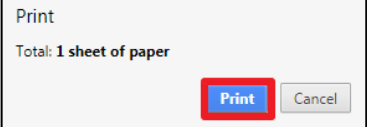
Step	Action
	<p>Note Click View Filing, to see a PDF summary of the Job Filing.</p>  <p>The screenshot shows a horizontal navigation bar with five buttons: 'View Filing' (with a document icon), 'Payment History' (with a circular arrow icon), 'Trace History' (with a circular arrow icon), 'Property Profile' (with a document icon), and 'Dashboard' (with a dashboard icon). The 'View Filing' button is highlighted with a red rectangular box.</p>
<p>You have completed the Preview to File section, and the Create and LAA Job Filing Step-By-Step Guide.</p>	

Print a Work Permit



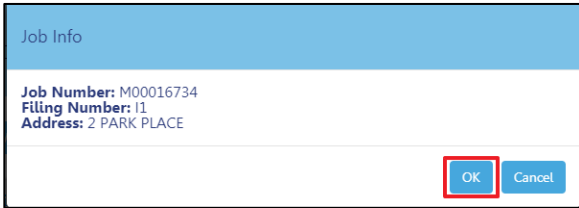
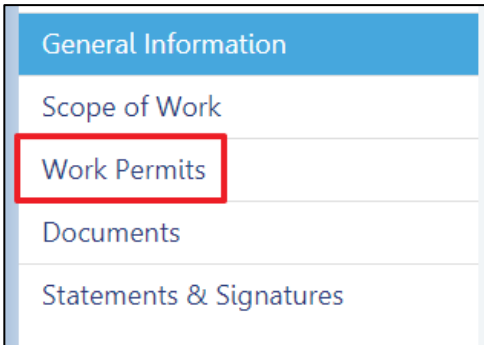
Complete the following steps to print a work permit:

Step	Action																											
	<p>Note There are two ways to print a Work Permit. The following steps will outline each way.</p>																											
1.	<p>Locate the Job Number for the filing that you would like to amend.</p> <table border="1"> <thead> <tr> <th>Job Number</th> <th>Filin#</th> <th>Filing Type</th> <th>Filing Status</th> <th>Address</th> <th>Borough</th> <th>Applicant of Record</th> <th>Owner</th> <th>Created Date</th> </tr> </thead> <tbody> <tr> <td>M00331655-I1</td> <td>I1</td> <td>New Job Filing</td> <td>Pre-Filing</td> <td>280 BROADWAY</td> <td>MANHATTAN</td> <td>LAA FSC</td> <td></td> <td>07/11/2018</td> </tr> <tr> <td>M00331644-I1...</td> <td>I1</td> <td>New Job Filing</td> <td>Permitted</td> <td>280 BROADWAY</td> <td>MANHATTAN</td> <td>LAA FSC</td> <td></td> <td>07/11/2018</td> </tr> </tbody> </table>	Job Number	Filin#	Filing Type	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date	M00331655-I1	I1	New Job Filing	Pre-Filing	280 BROADWAY	MANHATTAN	LAA FSC		07/11/2018	M00331644-I1...	I1	New Job Filing	Permitted	280 BROADWAY	MANHATTAN	LAA FSC		07/11/2018
Job Number	Filin#	Filing Type	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date																				
M00331655-I1	I1	New Job Filing	Pre-Filing	280 BROADWAY	MANHATTAN	LAA FSC		07/11/2018																				
M00331644-I1...	I1	New Job Filing	Permitted	280 BROADWAY	MANHATTAN	LAA FSC		07/11/2018																				
2.	<p>Click the scrollbar to scroll to the right in order to see the Filing Action column.</p> 																											
3.	<p>Select Print Work Permit from the Filing Action drop-down list.</p> <table border="1"> <thead> <tr> <th>Payment St.</th> <th>Filing Action</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>Due</td> <td>Select Action: </td> <td></td> </tr> <tr> <td>Paid</td> <td>Select Action: </td> <td></td> </tr> <tr> <td>Exempted</td> <td>Select Action: </td> <td></td> </tr> </tbody> </table> <table border="1"> <tr> <td>Select Action: </td> </tr> <tr> <td>Select Action:</td> </tr> <tr> <td>PAA</td> </tr> <tr> <td>Print Work Permit</td> </tr> </table>	Payment St.	Filing Action	View	Due	Select Action: 		Paid	Select Action: 		Exempted	Select Action: 		Select Action: 	Select Action:	PAA	Print Work Permit											
Payment St.	Filing Action	View																										
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Select Action:																												
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Print Work Permit																												

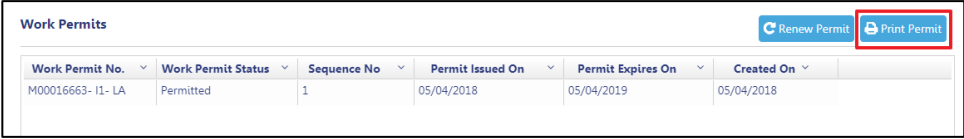
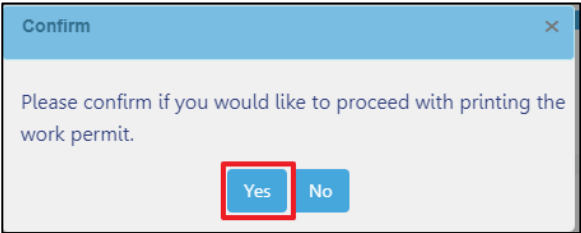

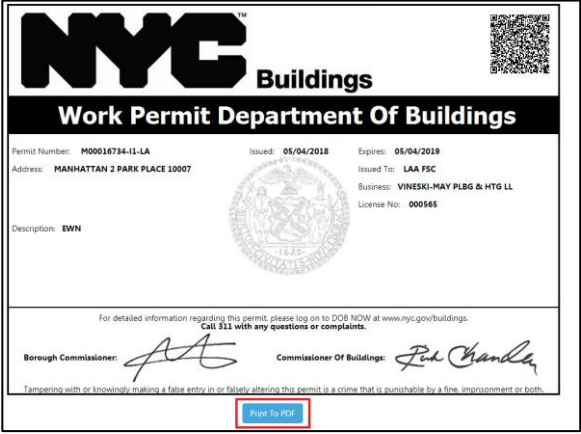

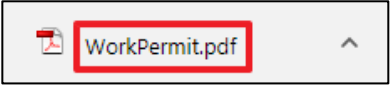
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Step	Action
4.	<p>A Confirm pop-up window displays with the message, “please confirm if you would like to proceed with printing the work permit.”</p> <p>Click Yes to continue.</p> 
	The Permit displays.
5.	<p>Click Print to PDF.</p> 
	A PDF link displays in the bottom left corner of your screen, (e.g., WorkPermit.pdf).
6.	<p>Click WorkPermit.pdf.</p> 
7.	<p>Click Print.</p> 

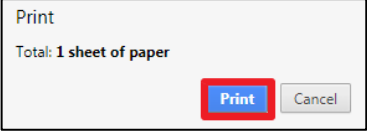
BUILD: LIMITED ALTERATION APPLICATION STEP-BY-STEP GUIDES

Step	Action																				
	<p>Note The Work Permit is also accessible in the LAA Filing on the Work Permits tab.</p>																				
8.	Locate the LAA associated with the Permit you would like to print.																				
9.	<p>Double-click the Job Number.</p>  <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>Job Number</th> <th>Filing No.</th> <th>Filing Type</th> <th>Filing Status</th> </tr> </thead> <tbody> <tr> <td>B00016862-I1</td> <td>I1</td> <td>New Job Filing</td> <td>Pre-Filing</td> </tr> <tr style="border: 2px solid red;"> <td>M00016734-I1-...</td> <td>I1</td> <td>New Job Filing</td> <td>Permitted</td> </tr> <tr> <td>B00016723-I1-LA</td> <td>I1</td> <td>New Job Filing</td> <td>Permitted</td> </tr> <tr> <td>B00016692-I1-LA</td> <td>I1</td> <td>New Job Filing</td> <td>Permitted</td> </tr> </tbody> </table>	Job Number	Filing No.	Filing Type	Filing Status	B00016862-I1	I1	New Job Filing	Pre-Filing	M00016734-I1-...	I1	New Job Filing	Permitted	B00016723-I1-LA	I1	New Job Filing	Permitted	B00016692-I1-LA	I1	New Job Filing	Permitted
Job Number	Filing No.	Filing Type	Filing Status																		
B00016862-I1	I1	New Job Filing	Pre-Filing																		
M00016734-I1-...	I1	New Job Filing	Permitted																		
B00016723-I1-LA	I1	New Job Filing	Permitted																		
B00016692-I1-LA	I1	New Job Filing	Permitted																		
10.	<p>A Job Info pop-up window displays.</p> <p>Click OK to display the filing.</p> 																				
11.	<p>Select the Work Permits tab.</p> 																				

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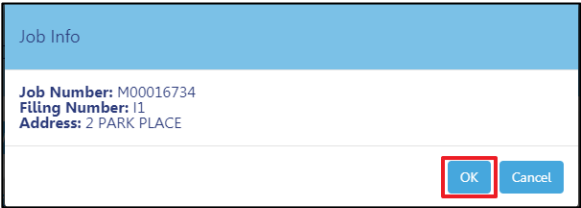
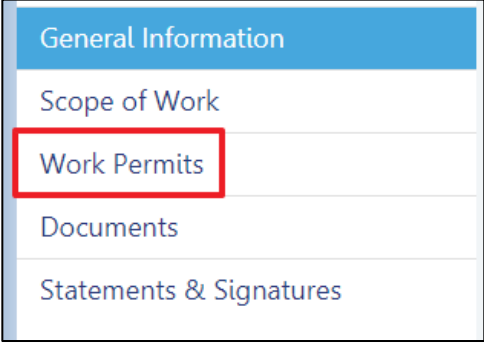
Step	Action
12.	<p>Click Print Permit.</p>  <p>The screenshot shows a table titled "Work Permits" with columns: Work Permit No., Work Permit Status, Sequence No., Permit Issued On, Permit Expires On, and Created On. The first row contains: M00016663- 11- LA, Permitted, 1, 05/04/2018, 05/04/2019, 05/04/2018. Above the table are two buttons: "Renew Permit" and "Print Permit", with the latter highlighted by a red box.</p>
13.	<p>A Confirm pop-up window displays with the message, "Please confirm if you would like to proceed with printing the work permit."</p> <p>Click Yes to continue.</p>  <p>The screenshot shows a "Confirm" dialog box with a close button (X) in the top right corner. The text inside reads: "Please confirm if you would like to proceed with printing the work permit." At the bottom, there are two buttons: "Yes" and "No", with the "Yes" button highlighted by a red box.</p>
	The Permit displays.
14.	<p>Click Print to PDF.</p>  <p>The screenshot shows a "NYC Buildings Work Permit Department Of Buildings" document. It includes a QR code, permit details (Permit Number: M00016734-11-LA, Address: MANHATTAN 2 PARK PLACE 10007, Issued: 05/04/2018, Expires: 05/04/2019), and signatures of the Borough Commissioner and Commissioner of Buildings. A "Print to PDF" button is highlighted with a red box at the bottom.</p>
	A PDF link displays in the bottom left corner of your screen, (e.g., WorkPermit.pdf).
15.	<p>Click WorkPermit.pdf.</p>  <p>The screenshot shows a file download bar with a PDF icon on the left, the text "WorkPermit.pdf" in the center, and an upward-pointing arrow on the right. The text "WorkPermit.pdf" is highlighted with a red box.</p>

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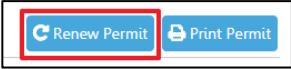

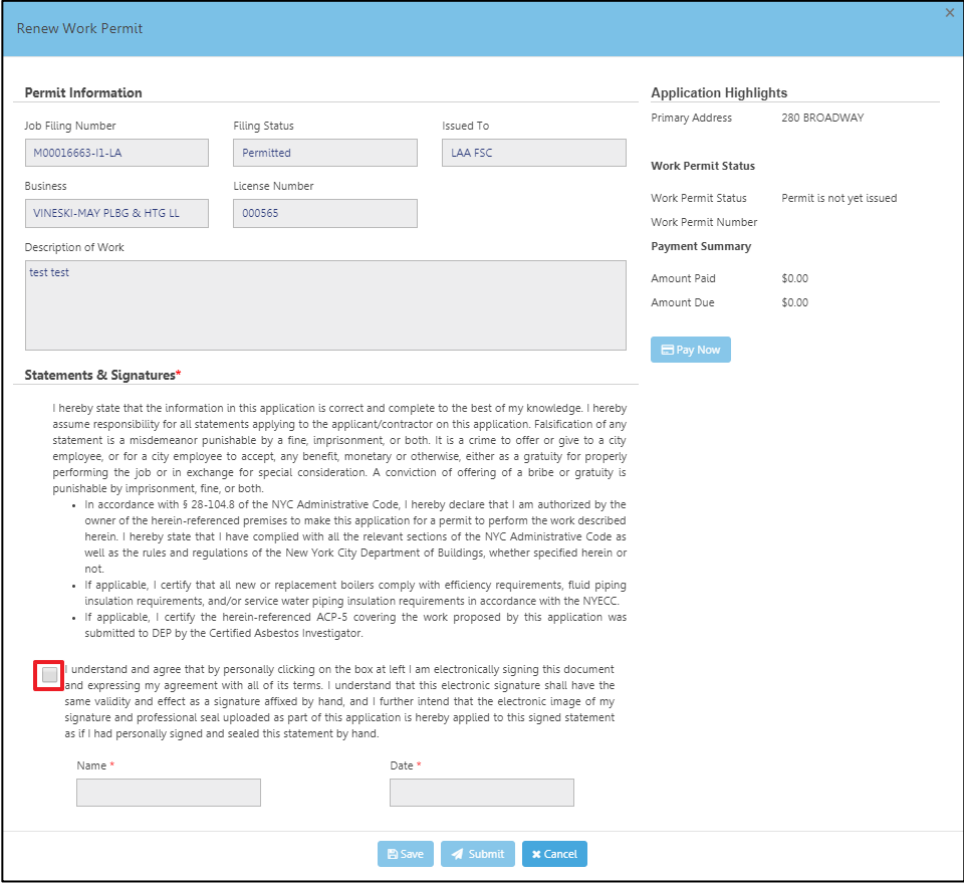
Step	Action
16.	<p>Click Print.</p> 
You have completed the Print a Work Permit Step-By-Step Guide.	

Renew a Work Permit


The user that filed the LAA (Applicant of Record) is the only person that can complete the following steps to renew a work permit:

Step	Action																				
1.	Locate the LAA associated with the Permit you would like to Renew.																				
2.	Double-click the Job Number.  <table border="1" data-bbox="269 684 846 970"> <thead> <tr> <th>Job Number</th> <th>Filing No.</th> <th>Filing Type</th> <th>Filing Status</th> </tr> </thead> <tbody> <tr> <td>B00016862-I1</td> <td>I1</td> <td>New Job Filing</td> <td>Pre-Filing</td> </tr> <tr> <td>M00016734-I1-...</td> <td>I1</td> <td>New Job Filing</td> <td>Permitted</td> </tr> <tr> <td>B00016723-I1-LA</td> <td>I1</td> <td>New Job Filing</td> <td>Permitted</td> </tr> <tr> <td>B00016692-I1-LA</td> <td>I1</td> <td>New Job Filing</td> <td>Permitted</td> </tr> </tbody> </table>	Job Number	Filing No.	Filing Type	Filing Status	B00016862-I1	I1	New Job Filing	Pre-Filing	M00016734-I1-...	I1	New Job Filing	Permitted	B00016723-I1-LA	I1	New Job Filing	Permitted	B00016692-I1-LA	I1	New Job Filing	Permitted
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M00016734-I1-...	I1	New Job Filing	Permitted																		
B00016723-I1-LA	I1	New Job Filing	Permitted																		
B00016692-I1-LA	I1	New Job Filing	Permitted																		
3.	A Job Info pop-up window displays. Click OK to display the filing.  <div data-bbox="269 1129 846 1335"> <p>Job Info</p> <p>Job Number: M00016734 Filing Number: I1 Address: 2 PARK PLACE</p> <p align="right"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>																				
4.	Select the Work Permits tab.  <div data-bbox="269 1440 750 1780"> <ul style="list-style-type: none"> General Information Scope of Work Work Permits Documents Statements & Signatures </div>																				





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Step	Action
5.	<p>Click Renew Permit.</p> 
	The Renew Work Permit pop-up window displays.
6.	<p>Read all of the information in the Statements & Signatures section and select the check-box to attest.</p> 

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Step	Action
	<p>The Name and Date fields populate.</p> <div data-bbox="267 346 1226 724"><p><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand.</p><p>Name * <input type="text" value="FSC LAA"/> Date * <input type="text" value="07/27/2018"/></p><p>(Electronically Signed)</p><p><input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/></p></div>
7.	<p>Click Save.</p> <div data-bbox="267 829 657 892"><p><input checked="" type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/></p></div>
8.	<p>A Notification pop-up window displays with the message, "Permit Saved successfully." Click OK to close the pop-up window.</p> <div data-bbox="267 1050 844 1239"><p>Notification ×</p><p>Permit Saved successfully.</p><p><input checked="" type="button" value="OK"/></p></div>

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Step	Action				
	<p>Note You must click Pay Now in the Payment Summary section to pay the renewal fee before submitting the renewal.</p> <div data-bbox="363 443 750 714"><p>Payment Summary</p><table><tr><td>Amount Paid</td><td>\$0.00</td></tr><tr><td>Amount Due</td><td>\$100.00</td></tr></table><p></p></div> <p>Click the link below to view the video on How to Pay in DOB NOW: Build and Safety.</p> <p>https://www.youtube.com/watch?v=YHDbxAuS8Dk</p>	Amount Paid	\$0.00	Amount Due	\$100.00
Amount Paid	\$0.00				
Amount Due	\$100.00				
9.	<p>Click Submit.</p> <div data-bbox="269 1010 462 1108"></div>				
10.	<p>A Notification pop-up window displays with the message, “Permit has been issued. To print the permit, return to the dashboard and in the Filing Action field, click the Select Action dropdown and select Print Work Permit.”.</p> <p>Click the OK button to close the Notification pop-up window.</p> <div data-bbox="269 1346 940 1635"><p>Notification ×</p><p>Permit has been issued. To print the permit, return to the dashboard and in the Filing Action field, click the Select Action dropdown and select Print Work Permit.</p><p></p></div>				
<p>You have completed the Renew a Work Permit Step-By-Step Guide.</p>					

Respond to an Auditor’s Request for Corrections with a Post Approval Amendment (PAA)

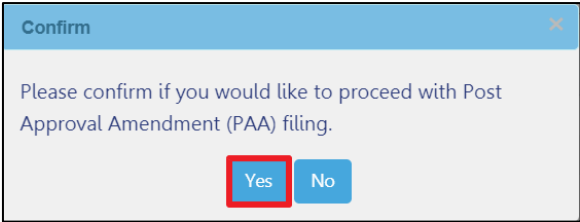

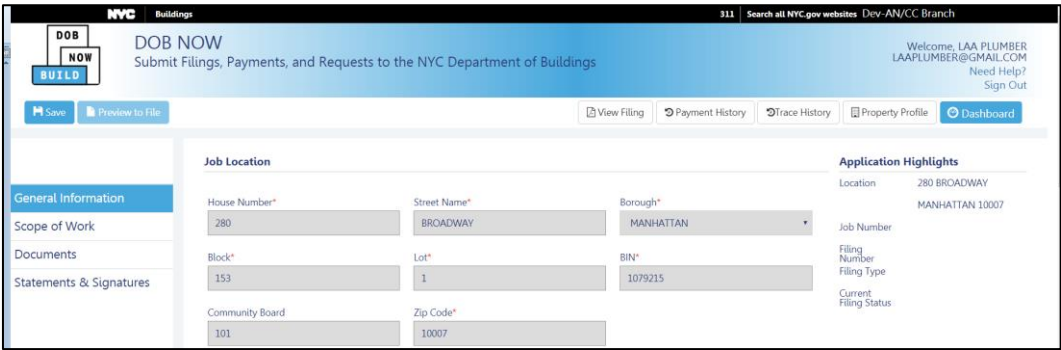

Complete the following steps to submit corrections when an Auditor request email is received from DOB:

Step	Action				
	<p>Note An automated email is sent from CRM Buildings NYC when an Auditor requests administrative corrections to an LAA filing. The email includes the Audit Findings and Audit Status.</p> <div data-bbox="410 749 1369 1020" style="border: 1px solid black; padding: 5px;"> <p>CRM Buildings NYC DEV <CRMBuildNYCDev@buildings.nyc.gov> to me, Joe (-)</p> <p>This email references S00020732/1/144 RICHMOND TERRACE STATEN ISLAND</p> <p>A DOB auditor has determined that corrections are required for this filing and provided these comments :</p> <table border="1" data-bbox="456 840 760 869"> <thead> <tr> <th>Audit Findings</th> <th>Audit Status</th> </tr> </thead> <tbody> <tr> <td>Need accurate pricing</td> <td>Open</td> </tr> </tbody> </table> <p>Log into DOB NOW: Build(www.nyc.gov/DOBNOW) 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.</p> <p>This is an automated message. Please do not reply. If you have any questions, submit an inquiry at www.nyc.gov/dobnowhelp</p> <p>Sincerely NYC Department of Buildings NYC Buildings</p> </div> <p>Filing Status of the LAA is updated to Corrections Requested.</p> <p>The Audit Findings are also available in DOB NOW by clicking Trace History within the LAA filing and expanding the Comments.</p> <div data-bbox="410 1260 1369 1381" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> View Filing Payment History Trace History Property Profile Dashboard </div> </div> <p>Follow the steps below to create a PAA in DOB NOW:</p>	Audit Findings	Audit Status	Need accurate pricing	Open
Audit Findings	Audit Status				
Need accurate pricing	Open				





BUILD: LIMITED ALTERATION APPLICATION STEP-BY-STEP GUIDES

Step	Action																																																																																																																									
1.	<p>On the dashboard, locate the Job Number for the filing that you would like to amend.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Job Number</th> <th style="width: 10%;">Filing No.</th> <th style="width: 15%;">Filing Type</th> <th style="width: 55%;">Filing Status</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>M00331655-I1</td><td>I1</td><td>New Job Filing</td><td>Pre-Filing</td></tr> <tr><td>M00331644-I1-...</td><td>I1</td><td>New Job Filing</td><td>Permitted</td></tr> <tr><td>M00331469-I1-...</td><td>I1</td><td>New Job Filing</td><td>Permitted</td></tr> <tr><td>M00331026-P1</td><td>P1</td><td>PAA</td><td>Pre-Filing</td></tr> <tr style="border: 2px solid red;"><td>S00331386-I1-LA</td><td>I1</td><td>New Job Filing</td><td>Permitted – Corrections Requested</td></tr> <tr><td>M00331026-I1-...</td><td>I1</td><td>New Job Filing</td><td>Permitted</td></tr> </tbody> </table> </div>	Job Number	Filing No.	Filing Type	Filing Status					M00331655-I1	I1	New Job Filing	Pre-Filing	M00331644-I1-...	I1	New Job Filing	Permitted	M00331469-I1-...	I1	New Job Filing	Permitted	M00331026-P1	P1	PAA	Pre-Filing	S00331386-I1-LA	I1	New Job Filing	Permitted – Corrections Requested	M00331026-I1-...	I1	New Job Filing	Permitted																																																																																									
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2.	<p>At the bottom of the dashboard, scroll to the right to locate the Filing Action column.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Job Number</th> <th>Filing No.</th> <th>Filing Type</th> <th>Filing Status</th> <th>Address</th> <th>Borough</th> <th>Applicant of Record</th> <th>Owner</th> <th>Created Date</th> <th>Modified</th> <th>Filing Action</th> </tr> </thead> <tbody> <tr><td>M00334078-I1</td><td>I1</td><td>New Job Filing</td><td>Pre-Filing</td><td>280 BROADWAY</td><td>MANHATTAN</td><td>LAA FSC</td><td> </td><td>07/25/2018</td><td>07/25/2018</td><td> </td></tr> <tr><td>M00334076-I1</td><td>I1</td><td>New Job Filing</td><td>Pre-Filing</td><td>280 BROADWAY</td><td>MANHATTAN</td><td>LAA FSC</td><td> </td><td>07/25/2018</td><td>07/25/2018</td><td> </td></tr> <tr><td>M00334002-I1</td><td>I1</td><td>New Job Filing</td><td>Pre-Filing</td><td>280 BROADWAY</td><td>MANHATTAN</td><td>LAA FSC</td><td> </td><td>07/24/2018</td><td>07/24/2018</td><td> </td></tr> <tr><td>S00333979-I1-LA</td><td>I1</td><td>New Job Filing</td><td>Intent to Revoke - Under...</td><td>24 CLINTON ROAD</td><td>STATEN ISL...</td><td>LAA FSC</td><td> </td><td>07/24/2018</td><td>07/24/2018</td><td> </td></tr> <tr><td>S00333955-P1</td><td>P1</td><td>PAA</td><td>Objections</td><td>110 MAPLE PARKWAY</td><td>STATEN ISL...</td><td>LAA FSC</td><td> </td><td>07/24/2018</td><td>07/24/2018</td><td> </td></tr> <tr><td>S00333955-I1-LA</td><td>I1</td><td>New Job Filing</td><td>Permitted – Corrections ...</td><td>110 MAPLE PARKWAY</td><td>STATEN ISL...</td><td>LAA FSC</td><td> </td><td>07/24/2018</td><td>07/24/2018</td><td> </td></tr> <tr><td>M00331026-P2</td><td>P2</td><td>PAA</td><td>Corrections Under Review</td><td>280 BROADWAY</td><td>MANHATTAN</td><td>LAA FSC</td><td> </td><td>07/13/2018</td><td>07/16/2018</td><td> </td></tr> <tr><td>M00331655-P1</td><td>P1</td><td>PAA</td><td>Corrections Under Review</td><td>280 BROADWAY</td><td>MANHATTAN</td><td>LAA FSC</td><td> </td><td>07/13/2018</td><td>07/13/2018</td><td> </td></tr> <tr><td>M00331655-I1-...</td><td>I1</td><td>New Job Filing</td><td>Permitted – Corrections ...</td><td>280 BROADWAY</td><td>MANHATTAN</td><td>LAA FSC</td><td> </td><td>07/11/2018</td><td>07/13/2018</td><td> </td></tr> <tr><td>M00331644-I1-...</td><td>I1</td><td>New Job Filing</td><td>Permitted</td><td>280 BROADWAY</td><td>MANHATTAN</td><td>LAA FSC</td><td> </td><td>07/11/2018</td><td>07/16/2018</td><td> </td></tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;">Total Items: 23 (Showing Items: 10)</p> </div>	Job Number	Filing No.	Filing Type	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date	Modified	Filing Action	M00334078-I1	I1	New Job Filing	Pre-Filing	280 BROADWAY	MANHATTAN	LAA FSC		07/25/2018	07/25/2018		M00334076-I1	I1	New Job Filing	Pre-Filing	280 BROADWAY	MANHATTAN	LAA FSC		07/25/2018	07/25/2018		M00334002-I1	I1	New Job Filing	Pre-Filing	280 BROADWAY	MANHATTAN	LAA FSC		07/24/2018	07/24/2018		S00333979-I1-LA	I1	New Job Filing	Intent to Revoke - Under...	24 CLINTON ROAD	STATEN ISL...	LAA FSC		07/24/2018	07/24/2018		S00333955-P1	P1	PAA	Objections	110 MAPLE PARKWAY	STATEN ISL...	LAA FSC		07/24/2018	07/24/2018		S00333955-I1-LA	I1	New Job Filing	Permitted – Corrections ...	110 MAPLE PARKWAY	STATEN ISL...	LAA FSC		07/24/2018	07/24/2018		M00331026-P2	P2	PAA	Corrections Under Review	280 BROADWAY	MANHATTAN	LAA FSC		07/13/2018	07/16/2018		M00331655-P1	P1	PAA	Corrections Under Review	280 BROADWAY	MANHATTAN	LAA FSC		07/13/2018	07/13/2018		M00331655-I1-...	I1	New Job Filing	Permitted – Corrections ...	280 BROADWAY	MANHATTAN	LAA FSC		07/11/2018	07/13/2018		M00331644-I1-...	I1	New Job Filing	Permitted	280 BROADWAY	MANHATTAN	LAA FSC		07/11/2018	07/16/2018	
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3.	<p>Select PAA from the Filing Action drop-down list.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Job Num.:</th> <th>Fil.:</th> <th>Filing Type</th> <th>Filing Status</th> <th>Address</th> <th>Borough</th> <th>Applicant of Rec.:</th> <th>Owner</th> <th>Created Date</th> <th>Modified</th> <th>Payment</th> <th>Filing Action</th> </tr> </thead> <tbody> <tr><td>S00329340</td><td>I1</td><td>New Job Filing</td><td>Pre-Filing</td><td>110 MAPL...</td><td>STATEN ISL...</td><td>FIRM ZERO</td><td>Joe Spark</td><td>04/04/2018</td><td>04/10/2018</td><td>Exempted</td><td>Select Action: ▼</td></tr> <tr style="border: 2px solid red;"><td>S00329213</td><td>I1</td><td>New Job Filing</td><td>Permit Issued</td><td>110 MAPL...</td><td>STATEN ISL...</td><td>FIRM ZERO</td><td>Joe Spark</td><td>03/30/2018</td><td>04/09/2018</td><td>Paid</td><td>Select Action: ▼</td></tr> <tr><td>S00329194</td><td>I1</td><td>New Job Filing</td><td>Pre-Filing</td><td>110 MAPL...</td><td>STATEN ISL...</td><td>FIRM ZERO</td><td>Joe Spark</td><td>03/28/2018</td><td>04/04/2018</td><td>Due</td><td>Select Action: ▼</td></tr> <tr><td>S00329075</td><td>I1</td><td>New Job Filing</td><td>Permit Issued</td><td>110 MAPL...</td><td>STATEN ISL...</td><td>FIRM ZERO</td><td>Joe Spark</td><td>03/26/2018</td><td>03/28/2018</td><td>Exempted</td><td>Select Action: ▼</td></tr> <tr><td>S00329060</td><td>I1</td><td>New Job Filing</td><td>Permit Issued</td><td>110 MAPL...</td><td>STATEN ISL...</td><td>FIRM ZERO</td><td>APPLE RO...</td><td>03/26/2018</td><td>03/26/2018</td><td>Exempted</td><td>Select Action: ▼</td></tr> </tbody> </table> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Filing Action</p> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <p>Select Action: ▼</p> <p>Select Action: ▼</p> <p>Select Action: ▼</p> <p style="border: 2px solid red;">Subsequent Filing</p> <p style="border: 2px solid red;">PAA</p> <p>Print Work Permit</p> </div> </div>	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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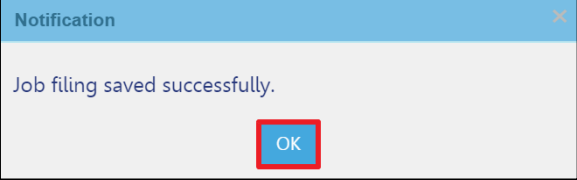


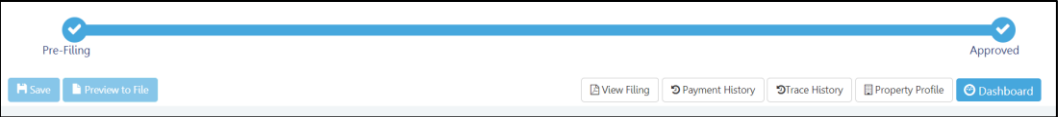
BUILD: LIMITED ALTERATION APPLICATION STEP-BY-STEP GUIDES

Step	Action
4.	<p>A Confirm pop-up window displays, with the message “Please confirm if you would like to proceed with Post Approval Amendment (PAA) filing”.</p> <p>Click Yes to continue filing the PAA.</p> <div data-bbox="302 426 878 646" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <p>The image shows a 'Confirm' dialog box with a close button (X) in the top right corner. The text inside reads: 'Please confirm if you would like to proceed with Post Approval Amendment (PAA) filing.' At the bottom, there are two buttons: 'Yes' (highlighted with a red box) and 'No'.</p> </div>
	<p>A new Filing opens. Some fields are populated and read-only.</p> <div data-bbox="302 747 1357 1094" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <p>The image shows a screenshot of the 'DOB NOW' web application. The header includes the NYC Buildings logo and navigation links. The main content area is titled 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. It features a 'Job Location' section with fields for House Number (280), Street Name (BROADWAY), Borough (MANHATTAN), Block (153), Lot (1), BIN (1079215), and Zip Code (10007). There is also an 'Application Highlights' section on the right.</p> </div>
5.	<p>Make all applicable updates to the information in the PAA filing on the General Information, Scope of Work, Documents and Statements & Signatures tabs.</p> <p>Refer to the following Step-By-Step Guides in this document by clicking each link:</p> <ul style="list-style-type: none"> ■ Enter the Scope of Work ■ Upload Required Documents
6.	<p>Select the Statements & Signatures tab.</p> <div data-bbox="302 1455 688 1738" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <p>The image shows a vertical list of navigation tabs: 'General Information', 'Scope of Work', 'Documents', and 'Statements & Signatures'. The 'Statements & Signatures' tab is highlighted with a red box.</p> </div>

BUILD: LIMITED ALTERATION APPLICATION STEP-BY-STEP GUIDES


Step	Action
7.	<p>Read the Applicant of Record – Statements and select the check-box to electronically sign.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center; background-color: #e1f5fe; margin: 0;">Applicant of Record - Statements & Signatures</p> <p>I hereby state that the information in this application is correct and complete to the best of my knowledge. I hereby assume responsibility for all statements applying to the applicant/contractor on this application. Falsification of any statement is a misdemeanor punishable by a fine, imprisonment, or both. It is a crime to offer or 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. A conviction of offering of a bribe or gratuity is punishable by imprisonment, fine, or both.</p> <ul style="list-style-type: none"> In accordance with § 28-104.8 of the NYC Administrative Code, I hereby declare that I am authorized by the owner of the herein-referenced premises to make this application for a permit to perform the work described herein. I hereby state that I have complied with all the relevant sections of the NYC Administrative Code as well as the rules and regulations of the New York City Department of Buildings, whether specified herein or not. If applicable, I certify that all new or replacement boilers comply with efficiency requirements, fluid piping insulation requirements, and/or service water piping insulation requirements in accordance with the NYECC. If applicable, I certify the herein-referenced ACP-5 covering the work proposed by this application was submitted to DEP by the Certified Asbestos Investigator. <p><input type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand.</p> <p style="text-align: center;">Name <input style="width: 150px;" type="text"/> Date <input style="width: 100px;" type="text"/></p> </div>
	<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., M00331026-P1).</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0; text-align: center;"> <p style="font-size: 1.2em; font-weight: bold; color: #004a99;">M00331026-P1</p> <div style="background-color: #0070c0; color: white; padding: 5px; margin: 5px 0; text-align: left;">General Information</div> <div style="padding: 5px 0; text-align: left; margin: 5px 0;">Scope of Work</div> <div style="padding: 5px 0; text-align: left; margin: 5px 0;">Documents</div> <div style="padding: 5px 0; text-align: left; margin: 5px 0;">Statements & Signatures</div> </div>
8.	<p>From the upper left hand of the page, Click Save.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0; text-align: center;"> <div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 2px solid red; padding: 5px;"> Save</div> <div style="background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 5px;"> Preview to File</div> </div> </div>


















BUILD: LIMITED ALTERATION APPLICATION STEP-BY-STEP GUIDES

Step	Action
9.	<p>A Notification pop-up window displays with the message, “Job filing saved successfully”. Click OK to close the Notification pop-up window.</p> 
	<p>Note After completing the Statements & Signatures, continue to the Pay Fees and Preview to File Step-By-Step Guide.</p>
	<p>The Status Bar updates to Approved.</p> 
<p>You have completed the Respond to an Audit with a Post Approval Amendment (PAA) Step-By-Step Guide.</p>	


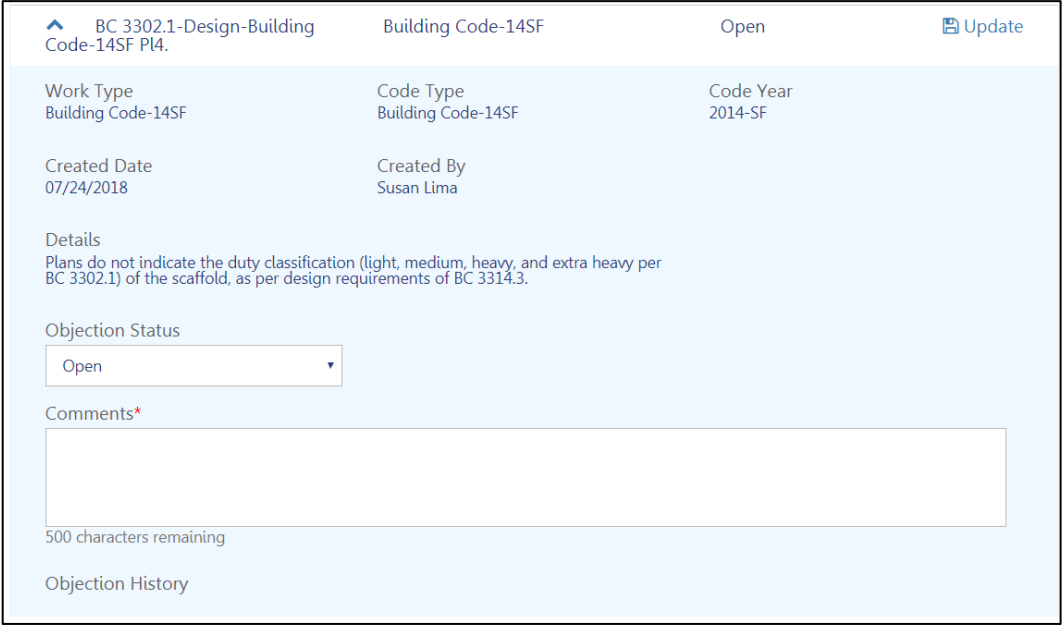
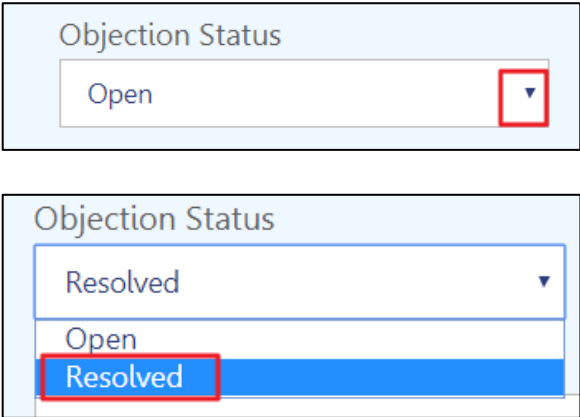
Respond to Objections from an Audit in a PAA Filing

Complete the following steps to respond to objections in a PAA Filing:

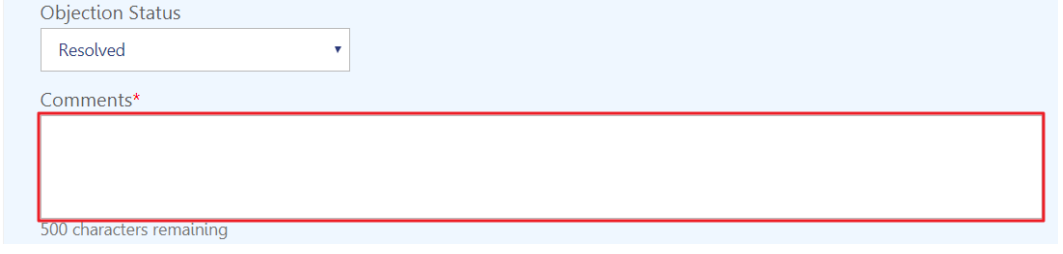
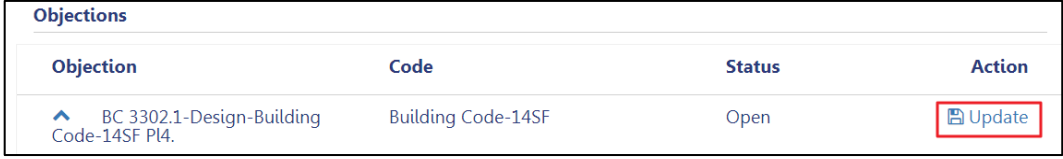
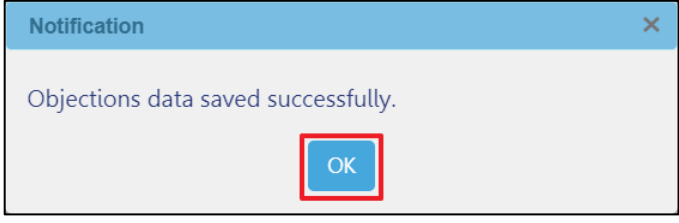
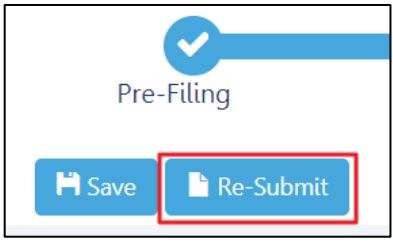
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	<p>Note An email notification is sent to inform the applicant that an Auditor has raised Objections related to a PAA. Follow the steps below to respond to the Auditor’s objections and provide a justification for the proposed work to be permitted.</p> <p>The Filing Status of the PAA is updated to Objections. Follow the steps below to respond to an Objection:</p>																																																																						
<p>1.</p>	<p>Double-click the PAA filing on the Dashboard.</p> <table border="1" data-bbox="300 991 1356 1176"> <thead> <tr> <th>Job Number</th> <th>Filing Number</th> <th>Filing Type</th> <th>Filing Status</th> <th>Address</th> <th>Borough</th> <th>Applicant of Record</th> <th>Owner</th> <th>Created Date</th> <th>Modified</th> </tr> </thead> <tbody> <tr> <td>M00331040-11-...</td> <td>11</td> <td>New Job Filing</td> <td>Permitted</td> <td>280 BROADWAY</td> <td>MANHATTAN</td> <td>LAA OILBURNER</td> <td></td> <td>06/25/2018</td> <td>07/02/2018</td> </tr> <tr> <td>M00331039-11-...</td> <td>11</td> <td>New Job Filing</td> <td>Permitted</td> <td>280 BROADWAY</td> <td>MANHATTAN</td> <td>LAA OILBURNER</td> <td></td> <td>06/25/2018</td> <td>07/02/2018</td> </tr> <tr> <td>M00331036-11-...</td> <td>11</td> <td>New Job Filing</td> <td>Permitted</td> <td>280 BROADWAY</td> <td>MANHATTAN</td> <td>LAA OILBURNER</td> <td></td> <td>06/25/2018</td> <td>07/02/2018</td> </tr> <tr> <td>M00331035-11-...</td> <td>11</td> <td>New Job Filing</td> <td>Permitted</td> <td>280 BROADWAY</td> <td>MANHATTAN</td> <td>LAA OILBURNER</td> <td></td> <td>06/25/2018</td> <td>07/02/2018</td> </tr> <tr> <td>M00331033-11-...</td> <td>11</td> <td>New Job Filing</td> <td>Permitted</td> <td>280 BROADWAY</td> <td>MANHATTAN</td> <td>LAA OILBURNER</td> <td></td> <td>06/25/2018</td> <td>07/02/2018</td> </tr> <tr style="border: 2px solid red;"> <td>S00331021-P1</td> <td>P1</td> <td>PAA</td> <td>Corrections Under Review</td> <td>110 MAPLE PARKWAY</td> <td>STATEN ISL...</td> <td>LAA OILBURNER</td> <td>Joe Spark</td> <td>06/25/2018</td> <td>06/25/2018</td> </tr> </tbody> </table>	Job Number	Filing Number	Filing Type	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date	Modified	M00331040-11-...	11	New Job Filing	Permitted	280 BROADWAY	MANHATTAN	LAA OILBURNER		06/25/2018	07/02/2018	M00331039-11-...	11	New Job Filing	Permitted	280 BROADWAY	MANHATTAN	LAA OILBURNER		06/25/2018	07/02/2018	M00331036-11-...	11	New Job Filing	Permitted	280 BROADWAY	MANHATTAN	LAA OILBURNER		06/25/2018	07/02/2018	M00331035-11-...	11	New Job Filing	Permitted	280 BROADWAY	MANHATTAN	LAA OILBURNER		06/25/2018	07/02/2018	M00331033-11-...	11	New Job Filing	Permitted	280 BROADWAY	MANHATTAN	LAA OILBURNER		06/25/2018	07/02/2018	S00331021-P1	P1	PAA	Corrections Under Review	110 MAPLE PARKWAY	STATEN ISL...	LAA OILBURNER	Joe Spark	06/25/2018	06/25/2018
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<p>2.</p>	<p>A Job Info pop-up window displays, and lists the following information.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Job Number <input type="checkbox"/> Filing Number <input type="checkbox"/> Address <p>Click OK to continue.</p> <div data-bbox="300 1480 974 1732" style="border: 1px solid black; padding: 10px;"> <p>Job Info</p> <p>Job Number: S00331021 Filing Number: P1 Address: 110 MAPLE PARKWAY</p> <p style="text-align: right;"> <input style="border: 2px solid red;" type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>																																																																						

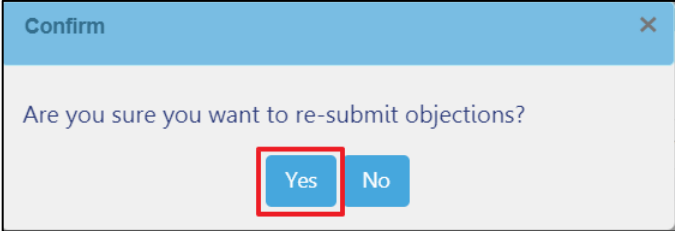
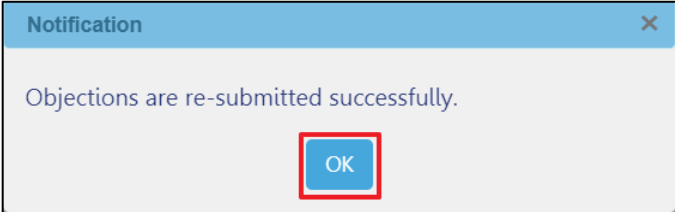

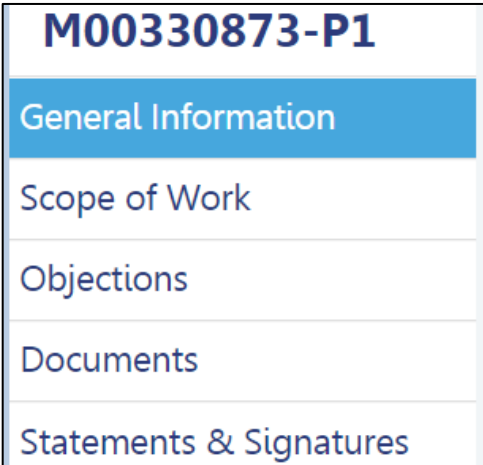
Step	Action												
	The General Information tab displays.												
3.	<p>The () icon indicates there is a new objection entered by the Auditor. Select the Objections tab in the PAA.</p> <div data-bbox="302 478 688 936" style="border: 1px solid black; padding: 5px;"> <p align="center">S00333955-P1</p> <p>General Information</p> <p>Scope of Work</p> <p>Objections </p> <p>Documents</p> <p>Statements & Signatures</p> </div>												
	<p>The Objections tab displays.</p> <div data-bbox="302 1045 1354 1297" style="border: 1px solid black; padding: 5px;"> <p>S00333955-P1</p> <p>General Information</p> <p>Scope of Work</p> <p>Objections </p> <p>Documents</p> <p>Statements & Signatures</p> <table border="1" data-bbox="542 1058 1349 1184"> <thead> <tr> <th colspan="4">Objections</th> </tr> <tr> <th>Objection</th> <th>Code</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>  BC 3302.1-Design-Building Code-14SF P14. </td> <td>Building Code-14SF</td> <td>Open</td> <td> Edit</td> </tr> </tbody> </table> </div>	Objections				Objection	Code	Status	Action	 BC 3302.1-Design-Building Code-14SF P14.	Building Code-14SF	Open	 Edit
Objections													
Objection	Code	Status	Action										
 BC 3302.1-Design-Building Code-14SF P14.	Building Code-14SF	Open	 Edit										
4.	<p>Click Edit in the Action column of the Objections section to display the Objection details.</p> <div data-bbox="302 1444 1354 1612" style="border: 1px solid black; padding: 5px;"> <table border="1" data-bbox="302 1444 1354 1612"> <thead> <tr> <th colspan="4">Objections</th> </tr> <tr> <th>Objection</th> <th>Code</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>  BC 3302.1-Design-Building Code-14SF P14. </td> <td>Building Code-14SF</td> <td>Open</td> <td> Edit</td> </tr> </tbody> </table> </div>	Objections				Objection	Code	Status	Action	 BC 3302.1-Design-Building Code-14SF P14.	Building Code-14SF	Open	 Edit
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Objection	Code	Status	Action										
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Step	Action
	<p>The Objection expands to display more details.</p> 
5.	<p>Read the Details entered by the Auditor. Please refer to the Upload Required Documents Step-By-Step Guide to attach supporting documents that justify your claim that the issue(s) raised by the Auditor is resolved.</p>
6.	<p>Select Resolved from the Objection Status drop-down list to confirm the issues have been resolved.</p> 

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Step	Action
7.	<p>Enter required Comments explaining the resolution of the issue for the Auditor to review.</p> 
8.	<p>Click Update in the Action column the Objections section.</p> 
9.	<p>A Notification pop-up window displays with the message, “Objections data saved successfully.”</p> <p>Click OK to close the Notification pop-up window.</p> 
10.	<p>Click Re-Submit in the top left corner of the page.</p> 


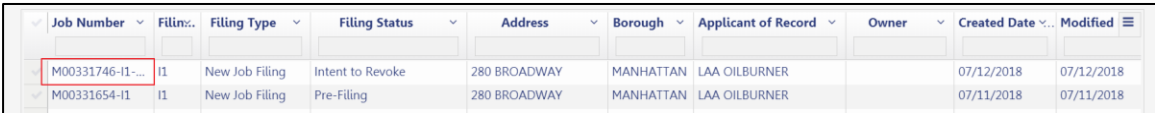
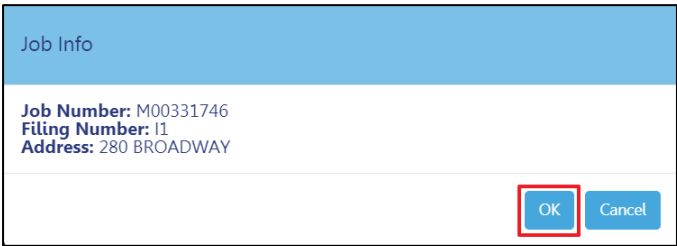
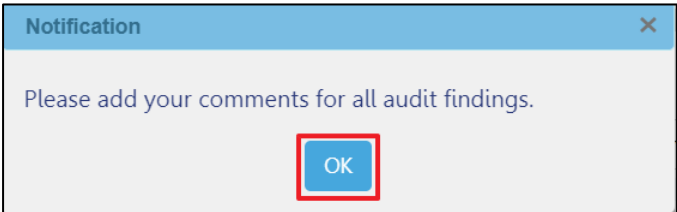
Step	Action
11.	<p>A Confirm pop-up window displays with the message, “Are you sure you want to re-submit objections?”</p> <p>Click Yes to close the Notification pop-up window.</p> 
12.	<p>The page refreshes and a Notification pop-up window displays with the message, “Objections are re-submitted successfully.”</p> <p>Click OK to close the Notification pop-up window.</p> 
	<p>The General Information tab displays.</p> 











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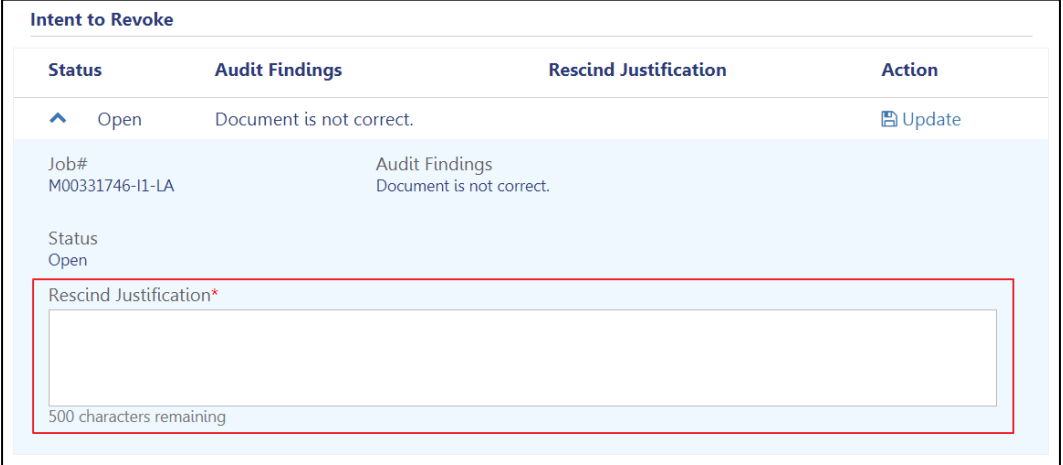

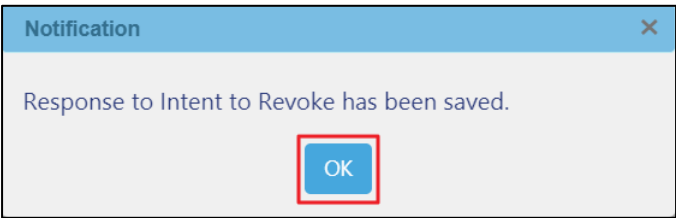
Step	Action
	<p>Note The Auditor reviews the response to the objections in the PAA and supporting information. If the response is satisfactory, an email Notification is sent and the Filing Status of the PAA is updated to Approved.</p> <p>If the resolution does not satisfy the Auditor, an email will notify the Applicant that the Filing Status of the LAA is now Intent to Revoke.</p>
<p>You have completed the Respond to Objections from an Auditor in a PAA Filing Step-By-Step Guide.</p>	

Respond to an Auditor’s Intent to Revoke with a Rescind Justification



Complete the following steps to respond to an Auditor with a justification for the LAA when the Audit Status has been set to Intent to Revoke by the Auditor:

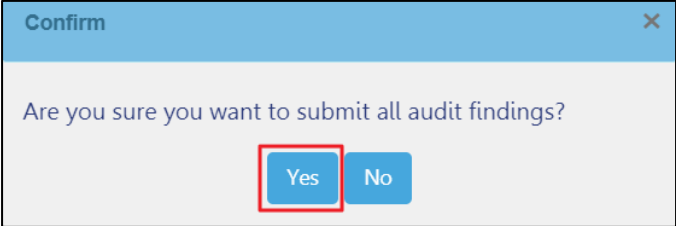

Step	Action																														
	<p>Note An email notification is sent to inform the applicant that an Auditor has selected Intent to Revoke as the Audit Status. Follow the steps below to open the LAA Job Filing and respond to the Auditor with a justification for the proposed work to be permitted. The Filing Status of the LAA is updated to Intent to Revoke on the Dashboard.</p>																														
1.	<p>Double-click the Job Number for the LAA filing on the Dashboard.</p>  <table border="1"> <thead> <tr> <th>Job Number</th> <th>Filing Number</th> <th>Filing Type</th> <th>Filing Status</th> <th>Address</th> <th>Borough</th> <th>Applicant of Record</th> <th>Owner</th> <th>Created Date</th> <th>Modified</th> </tr> </thead> <tbody> <tr> <td>M00331746-11</td> <td>I1</td> <td>New Job Filing</td> <td>Intent to Revoke</td> <td>280 BROADWAY</td> <td>MANHATTAN</td> <td>LAA OILBURNER</td> <td></td> <td>07/12/2018</td> <td>07/12/2018</td> </tr> <tr> <td>M00331654-11</td> <td>I1</td> <td>New Job Filing</td> <td>Pre-Filing</td> <td>280 BROADWAY</td> <td>MANHATTAN</td> <td>LAA OILBURNER</td> <td></td> <td>07/11/2018</td> <td>07/11/2018</td> </tr> </tbody> </table>	Job Number	Filing Number	Filing Type	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date	Modified	M00331746-11	I1	New Job Filing	Intent to Revoke	280 BROADWAY	MANHATTAN	LAA OILBURNER		07/12/2018	07/12/2018	M00331654-11	I1	New Job Filing	Pre-Filing	280 BROADWAY	MANHATTAN	LAA OILBURNER		07/11/2018	07/11/2018
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2.	<p>Click OK.</p>  <div style="border: 1px solid gray; padding: 10px;"> <p>Job Info</p> <p>Job Number: M00331746 Filing Number: I1 Address: 280 BROADWAY</p> <p style="text-align: right;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>																														
3.	<p>A Notification pop-up window displays with the message, “Please add your comments for all audit findings.” Click OK to close the Notification pop-up window.</p>  <div style="border: 1px solid gray; padding: 10px;"> <p>Notification ✕</p> <p>Please add your comments for all audit findings.</p> <p style="text-align: center;"> <input type="button" value="OK"/> </p> </div>																														

Step	Action																
	The General Information tab displays.																
4.	<p>The () icon indicates there is a new entry from the Auditor on the Intent to Revoke tab. Select the Intent to Revoke/Rescind tab.</p> <div data-bbox="267 474 591 861" style="border: 1px solid black; padding: 5px;"> <p>M00331746-I1-LA</p> <ul style="list-style-type: none"> General Information Scope of Work Work Permits <li style="border: 2px solid red; padding: 2px;">Intent to Revoke/Rescind  Documents Statements & Signatures </div>																
5.	<p>The Intent to Revoke section displays. Click Edit in the Action column.</p> <div data-bbox="267 968 1320 1123" style="border: 1px solid black; padding: 5px;"> <p>Intent to Revoke</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Status</th> <th style="width: 40%;">Audit Findings</th> <th style="width: 25%;">Rescind Justification</th> <th style="width: 20%;">Action</th> </tr> </thead> <tbody> <tr> <td>▼ Open</td> <td>Document is not correct.</td> <td></td> <td style="text-align: center;"> Edit</td> </tr> </tbody> </table> </div>	Status	Audit Findings	Rescind Justification	Action	▼ Open	Document is not correct.		 Edit								
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	<p>The Intent to Revoke section expands to display more details.</p> <div data-bbox="267 1230 1320 1694" style="border: 1px solid black; padding: 5px;"> <p>Intent to Revoke</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Status</th> <th style="width: 40%;">Audit Findings</th> <th style="width: 25%;">Rescind Justification</th> <th style="width: 20%;">Action</th> </tr> </thead> <tbody> <tr> <td>▲ Open</td> <td>Document is not correct.</td> <td></td> <td style="text-align: center;"> Update</td> </tr> <tr style="background-color: #e6f2ff;"> <td colspan="2"> Job# M00331746-I1-LA </td> <td colspan="2"> Audit Findings Document is not correct. </td> </tr> <tr style="background-color: #e6f2ff;"> <td colspan="2"> Status Open </td> <td colspan="2"> Rescind Justification* <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> 500 characters remaining </td> </tr> </tbody> </table> </div>	Status	Audit Findings	Rescind Justification	Action	▲ Open	Document is not correct.		 Update	Job# M00331746-I1-LA		Audit Findings Document is not correct.		Status Open		Rescind Justification* <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> 500 characters remaining	
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Status Open		Rescind Justification* <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> 500 characters remaining															

Step	Action
6.	<p>Enter a Rescind Justification explaining the resolution of the issue for the Auditor to review.</p>  <p>The screenshot shows a table titled "Intent to Revoke" with the following columns: Status, Audit Findings, Rescind Justification, and Action. The first row shows "Open" status, "Document is not correct." findings, and an "Update" button. Below the table, there is a section for "Rescind Justification*" with a text input field and a "500 characters remaining" indicator. The input field is highlighted with a red box.</p>
7.	<p>Click Update in the Action column.</p>  <p>The screenshot shows the same "Intent to Revoke" table. The "Rescind Justification" column now contains the text "The document is correct. Please check again." The "Update" button in the "Action" column is highlighted with a red box.</p>
8.	<p>A Notification pop-up window displays with the message, "Response to Intent to Revoke has been saved."</p> <p>Click OK to close the Notification pop-up window.</p>  <p>The screenshot shows a "Notification" pop-up window with a blue header and a close button (X). The message inside reads "Response to Intent to Revoke has been saved." Below the message is an "OK" button, which is highlighted with a red box.</p>

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Step	Action								
9.	<p>Read the Statements & Signatures section on the Intent to Revoke/Rescind tab and select the check-box to electronically sign.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Intent to Revoke</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Status</th> <th style="width: 30%;">Audit Findings</th> <th style="width: 35%;">Rescind Justification</th> <th style="width: 20%;">Action</th> </tr> </thead> <tbody> <tr> <td>▼ Open</td> <td>Document is not correct.</td> <td>The document is correct. Please check again.</td> <td>✎ Edit</td> </tr> </tbody> </table> <p>Statements & Signatures*</p> <p><input type="checkbox"/> I hereby state that the information in this submission is correct and complete to the best of my knowledge. Falsification of any statement is a misdemeanor punishable by a fine, imprisonment, or both. It is a crime to offer or 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. A conviction of offering of a bribe or gratuity is punishable by imprisonment, fine, or both. I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand.</p> <p style="text-align: center;">Name <input style="width: 150px;" type="text"/> Date <input style="width: 100px;" type="text"/></p> </div>	Status	Audit Findings	Rescind Justification	Action	▼ Open	Document is not correct.	The document is correct. Please check again.	✎ Edit
Status	Audit Findings	Rescind Justification	Action						
▼ Open	Document is not correct.	The document is correct. Please check again.	✎ Edit						
	<p>Note The Applicant's Name and the Date auto-populate.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Statements & Signatures*</p> <p><input checked="" type="checkbox"/> I hereby state that the information in this submission is correct and complete to the best of my knowledge. Falsification of any statement is a misdemeanor punishable by a fine, imprisonment, or both. It is a crime to offer or 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. A conviction of offering of a bribe or gratuity is punishable by imprisonment, fine, or both. I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand.</p> <p style="text-align: center;">Name <input style="width: 150px; border: 1px solid gray;" type="text" value="LAA OILBURNER"/> (Electronically Signed) Date <input style="width: 100px; border: 1px solid gray;" type="text" value="07/12/2018"/></p> </div>								
10.	<p>From the upper left hand corner of the page, Click Submit.</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0; display: inline-block;">  </div>								

Step	Action
11.	<p>A Confirm pop-up window displays with the message, “Are you sure you want to submit all audit findings?”</p> <p>Click Yes to close the Notification pop-up window.</p> 
	<hr/> <p>Note The Filing Status is now Intent to Revoke – Under Review.</p> <p>The Auditor reviews the justification. If the justification is satisfactory, an email Notification is sent and the Filing Status is updated to Permitted.</p> <p>If the resolution does not satisfy the Auditor, an email notifies the Applicant of the Auditor’s findings. This may require more corrections, or the LAA may be Revoked.</p> <hr/>
<p>You have completed the Respond to an Auditor’s Intent to Revoke with a Rescind Justification Step-By-Step Guide.</p>	