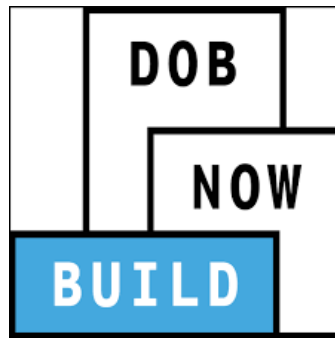# Department of Buildings

Filling out the Schedule of Occupancy in DOB NOW

Spring 2021
Updated 5/5/2021

Content Overview

The purpose of information provided in this presentation is to offer an aid on how the Schedule of Occupancy module in DOB NOW should be filled out for BIS jobs.

DOB NOW: Occupancy Documents

Schedule of Occupancy

A BIS Schedule A is to be used to populate the DOB NOW Job Schedule of Occupancy (JSO) for a given BIS job

All the JSOs on a given BIN will roll up to a single building Schedule of Occupancy (BSO)
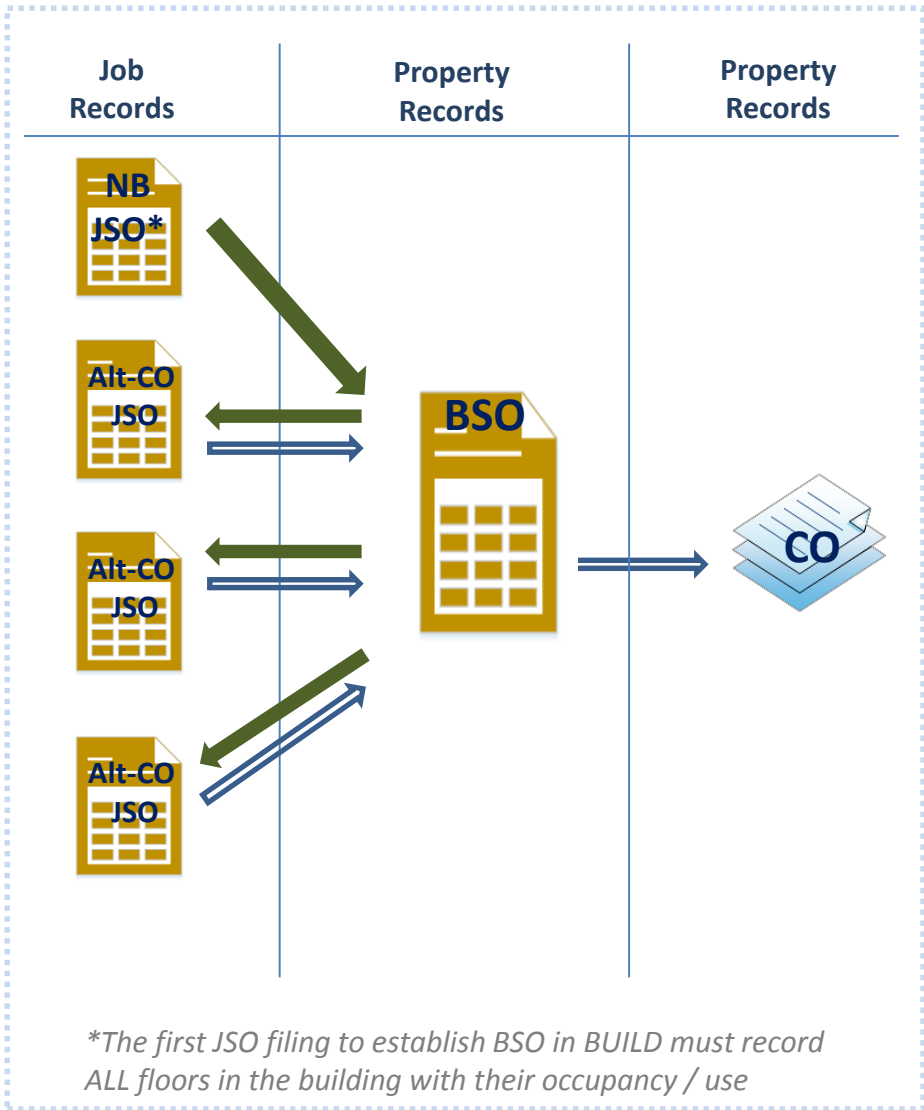
The BSO will be used to generate the Certificate of Occupancy (CO)

Certificate of Occupancy

Certificates of Occupancy will be issued only using the latest NYC Building Code Occupancy Classifications and descriptions (currently 2014 Edition)

This includes for existing buildings regardless of which Building Code the building is required to comply with (2014, 2008, 1968, or prior to 1968 Codes).

Job Records	Property Records	Property Records
NB JSO*		
Alt-CO JSO	BSO	CO
Alt-CO JSO		
Alt-CO JSO		

*The first JSO filing to establish BSO in BUILD must record ALL floors in the building with their occupancy / use

NYC Buildings

Populating Schedule Of Occupancy

General Rules

Industry Professionals
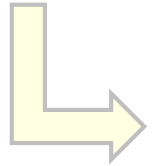
When to enter 'Existing' Information → When the space is inspected and established on records → What does "established on records" mean?

Confirmed on CO/TCO records **or** No CO/TCO but supported by other records

DOB Plan Examiners

a) **IF** The populated record conforms to a TCO/CO **THEN** Examiner sets status to "Verified"

b) **IF** The populated record does not conform to a TCO/CO but was accepted on the BIS job **THEN** Examiner sets status to "Unverified"

c) **IF** The record has *both* Existing and Proposed entered **THEN** Examiner sets status to "Active"
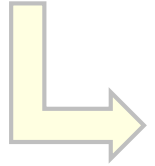
Industry Professionals

When to enter 'Proposed' Information → When the space is being constructed or altered but is not yet inspected and occupied → All proposed floor/use must be entered using 2014 occupancy classification

DOB Plan Examiners

IF BIS job confirms the scope is included **THEN** Examiner sets status to "Active"

NYC Buildings

Rules for Populating SO – Overview

Filling out the Schedule of Occupancy
for a BIS Job in DOB NOW

Legend
✔ = Yes
✘ = No

Questions to consider when filling out a given floor/use record

	A	B	C	D	E
	Core & Shell or TCO issued in BIS?	Should I enter anything in Existing Information?	What Code Year Designation Should I use?	Should I enter anything in Proposed Information?	What Code Year Designation Should I use?
1.	✘	✘	*Not applicable*	✔	2014
2.	✔	✔	2014	✘	*Not applicable*

NB

Questions to consider when filling out a given floor/use record

	A	B	C	D	E	F
	Undergoing a Change of Use?	Change of Use Authorized on a TCO issued prior to March 1, 2021?	Should I enter anything in Existing Information?	What Code Year Designation Should I use?	Should I enter anything in Proposed Information?	What Code Year Designation Should I use?
1.	✘	*Not applicable*	✔	2014	✘	*Not applicable*
2.	✔	✘	✔	Enter the previous occupancy classification indicated on the last issued CofO	✔	2014
3.	✔	✔	✔	2014	✘	*Not applicable*

Alt1

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DOB NOW: Schedule of Occupancy

The following strategies demonstrate how a floor/use record within the job Schedule of Occupancy (JSO) should be filled out, based on the Certificate of Occupancy situation:

NB Job Filed – Scenarios

NB-1. No occupancy was previously issued in BIS

NB-2. Core & Shell issued in BIS

NB-3. Core & Shell was issued in BIS and PAA filed in BIS after Core & Shell was issued

NB-4. Temporary CO was issued in BIS

Alt1 Job Filed where BIN Already Has Final CO – Scenarios

A1-1. An Alt1 with Enlargement is filed in BIS. No occupancy issued on the given job.

A1-2. An Alt1 with Enlargement is filed in BIS. A TCO was issued on the given job.

A1-3. An Alt1 job is filed in BIS to change the use for a portion of the building – no occupancy has been issued for that Alt1 in BIS.

A1-4. An Alt1 job is filed in BIS to change the use for a portion of the building – occupancy has been issued for that Alt1 in BIS.

A1-5. An Alt1 job is filed in BIS (with no change in use) for a portion of the building – no occupancy has been issued for that Alt1 in BIS.

A1-6. An Alt1 job is filed in BIS (with no change in use) for a portion of the building – occupancy has been issued for that Alt1 in BIS.

Alt1 Job Filed where BIN Has No CO – Scenarios

A1-7. No prior occupancy was issued in BIS on the space and no TCO issued on the given job.

A1-8. Evidence of occupancy via something other than a Certificate of Occupancy (pre-1938 building).*

NB Job Scenarios

NB-1. No occupancy was previously issued in BIS

Proposed Occupancy to Space	Current BIS Application Status	BIS Schedule A		DOB NOW Schedule of Occupancy		DOB NOW Certificate of Occupancy (*When Occupancy is Authorized)		
		Existing	Proposed	Existing	Proposed	Occupancy Group	Job Reference	Occupancy Type
B (2014 Code)	Permit issued with no TCO issued	{Leave Blank}	B	{Leave Blank}	B (2014 Code)	B*	BIS Job Number*	N/A

NB-2. Core & Shell issued in BIS

Proposed Occupancy to Space	Current BIS Application Status	BIS Schedule A		DOB NOW Schedule of Occupancy		DOB NOW Certificate of Occupancy (*When Occupancy is Authorized)		
		Existing	Proposed	Existing	Proposed	Occupancy Group	Job Reference	Occupancy Type
B (2014 Code)	Permit issued with Core and Shell TCO issued prior to March 1, 2021	{Leave Blank}	B	B (2014 Code) CORE AND SHELL	{Leave Blank}	B*	BIS TCO*	CORE AND SHELL*

NB Job Scenarios

NB-3. Core & Shell was issued in BIS and a PAA was filed in BIS after Core & Shell was issued

Proposed Occupancy to Space	Current BIS Application Status	BIS Schedule A		DOB NOW Schedule of Occupancy		DOB NOW Certificate of Occupancy (*When Occupancy is Authorized)		
		Existing	Proposed	Existing	Proposed	Occupancy Group	Job Reference	Occupancy Type
B (2014 Code)	Permit issued with Core and Shell TCO issued prior to March 1, 2021 AND Change of use proposed to M in Post Approval Amendment	{Leave Blank}	B	B (2014 Code) CORE AND SHELL	M	M*	N/A	N/A

NB-4. Temporary CO was issued in BIS

Proposed Occupancy to Space	Current BIS Application Status	BIS Schedule A		DOB NOW Schedule of Occupancy		DOB NOW Certificate of Occupancy (*When Occupancy is Authorized)		
		Existing	Proposed	Existing	Proposed	Occupancy Group	Job Reference	Occupancy Type
B (2014 Code)	Permit issued with TCO issued prior to March 1, 2021	{Leave Blank}	B	B (2014 Code)	{Leave Blank}	B*	BIS TCO*	Temporary*

Alt1 Job Scenarios

Alt1 Job Filed where BIN Already Has Final CO – Scenarios

A1-1. An Alt1 with Enlargement is filed in BIS for a new floor. No occupancy issued on the given job.

Original Legal Occupancy of Space	Proposed Change of Occupancy to Space	Current BIS Application Status	BIS Schedule A		DOB NOW Schedule of Occupancy		DOB NOW Certificate of Occupancy (*When Occupancy is Authorized)		
			Existing	Proposed	Existing	Proposed	Occupancy Group	Job Reference	Occupancy Type
None (Newly created use)	R-1 (2014 Code)	Permit issued with no TCO issued	{Blank}	R-1	{Leave Blank}	R-1 (2014 Code)	R-1*	N/A	N/A

A1-2. An Alt1 with Enlargement is filed in BIS for a new floor. A TCO was issued on the given job.

Original Legal Occupancy of Space	Proposed Change of Occupancy to Space	Current BIS Application Status	BIS Schedule A		DOB NOW Schedule of Occupancy		DOB NOW Certificate of Occupancy (*When Occupancy is Authorized)		
			Existing	Proposed	Existing	Proposed	Occupancy Group	Job Reference	Occupancy Type
None (Newly created use)	R-1 (2014 Code)	Permit issued with TCO issued prior to March 1, 2021	{Blank}	R-1	R-1 (2014 Code)	{Leave Blank}	R-1*	BIS TCO*	Temporary*

Alt1 Job Scenarios

Alt1 Job Filed where BIN Already Has Final CO – Scenarios

A1-3. An Alt1 job is filed in BIS to change the use for a portion of the building – no occupancy has been issued for that Alt1 in BIS.

Original Legal Occupancy of Space	Proposed Change of Occupancy to Space	Current BIS Application Status	BIS Schedule A		DOB NOW Schedule of Occupancy		DOB NOW Certificate of Occupancy (*When Occupancy is Authorized)		
			Existing	Proposed	Existing	Proposed	Occupancy Group	Job Reference	Occupancy Type
J-2 (1968 Code Certificate of Occupancy)	Change of Use to R-1 (2014 Code)	Permit Issued with no TCO issued	J-2	R-1	J-2 (1968 Code)	R-1 (2014 Code)	R-1*	N/A	N/A

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A1-4. An Alt1 job is filed in BIS to change the use for a portion of the building – occupancy has been issued for that Alt1 in BIS.

Original Legal Occupancy of Space	Proposed Change of Occupancy to Space	Current BIS Application Status	BIS Schedule A		DOB NOW Schedule of Occupancy		DOB NOW Certificate of Occupancy (*When Occupancy is Authorized)		
			Existing	Proposed	Existing	Proposed	Occupancy Group	Job Reference	Occupancy Type
J-2 (1968 Code Certificate of Occupancy)	Change of Use to R-1 (2014 Code)	Permit issued with TCO issued prior to March 1, 2021	J-2	R-1	R-1 (2014 Code)	{Leave Blank}	R-1*	BIS TCO*	Temporary*

Alt1 Job Scenarios

Alt1 Job Filed where BIN Already Has Final CO – Scenarios

A1-5. An Alt1 job is filed in BIS (with no change in use) for a portion of the building – <u>no occupancy has been issued</u> for that Alt1 in BIS.

Original Legal Occupancy of Space	Proposed Change of Occupancy to Space	Current BIS Application Status	BIS Schedule A		DOB NOW Schedule of Occupancy		DOB NOW Certificate of Occupancy (*When Occupancy is Authorized)		
			Existing	Proposed	Existing	Proposed	Occupancy Group	Job Reference	Occupancy Type
J-2 (1968 Code Certificate of Occupancy)	No Change Proposed	Permit issued with no TCO issued	J-2	R-2	R-2 (2014 Code)	{Leave Blank}	R-2*	1968 Code C of O*	Final*

A1-6. An Alt1 job is filed in BIS (with no change in use) for a portion of the building – <u>occupancy has been issued</u> for that Alt1 in BIS.

Original Legal Occupancy of Space	Proposed Change of Occupancy to Space	Current BIS Application Status	BIS Schedule A		DOB NOW Schedule of Occupancy		DOB NOW Certificate of Occupancy (*When Occupancy is Authorized)		
			Existing	Proposed	Existing	Proposed	Occupancy Group	Job Reference	Occupancy Type
J-2 (1968 Code Certificate of Occupancy)	No Change Proposed	Permit issued with TCO issued prior to March 1, 2021	J-2	R-2	R-2 (2014 Code)	{Leave Blank}	R-2*	1968 Code C of O*	Final*

Alt1 Job Scenarios

Alt1 Job Filed where BIN Has No CO – Scenarios

A1-7. No prior occupancy (pre-1938 building) was issued in BIS on the space and no TCO issued on the given job.

Original Legal Occupancy of Space	Proposed Change of Occupancy to Space	Current BIS Application Status	BIS Schedule A		DOB NOW Schedule of Occupancy		DOB NOW Certificate of Occupancy (*When Occupancy is Authorized)		
			Existing	Proposed	Existing	Proposed	Occupancy Group	Job Reference	Occupancy Type
None	No Change Proposed	Permit issued with no TCO issued	RES	R-2	RES	R-2 (2014 Code)	R-2*	N/A	N/A

A1-8. Evidence of occupancy via something other than a Certificate of Occupancy (pre-1938 building).[1] (e.g. I-Card)

Original Legal Occupancy of Space	Proposed Change of Occupancy to Space	Current BIS Application Status	BIS Schedule A		DOB NOW Schedule of Occupancy		DOB NOW Certificate of Occupancy (*When Occupancy is Authorized)		
			Existing	Proposed	Existing	Proposed	Occupancy Group	Job Reference	Occupancy Type
Historic Record	No Change Proposed	Permit issued with no TCO issued	RES	R-2	RES	R-2 (2014 Code)	R-2*	Historic NB	Final

[1]The ability to record this type of scenario will be available soon in DOB NOW

Important Considerations

1. Applicants shall not record floor level restrictions/exceptions on the JSO for existing or proposed spaces.

   → DOB Project Advocate will add such information when they review the eventual CO request.

2. The 'Borough Comments' that get populated onto the CO document are entered by DOB personnel only.

3. The 'CofO Comments' shall be added by the applicant on the JSO application if they are already present on the existing BIS Schedule A or BIS Final CO.

   → Do not add new CofO comments that are not previously shown on the approved BIS Schedule A.

4. The JSO is for the transfer of Schedule A information into DOB NOW only.

   → If the existing BIS Schedule A is flawed, it must be corrected with a PAA in BIS prior to populating the JSO in DOB NOW.