

DOB NOW: *Build*

DECEMBER 2020 RELEASE

Design Professional & Filing Representative Training

Updated 12/22/2020

AGENDA



- Ground Rules
- Learning Objectives
- DOB NOW – Overview
 - Features and Benefits
- DOB NOW: *Build* – December 2020 Release Overview
 - Industry Process
- Materials to Help You Back on the Job
 - Helpful Links
 - DOB NOW Resources
- Questions & Answers

LEARNING OBJECTIVES



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

- Understand the modules, features, and benefits included in DOB NOW
- Access and navigate the DOB NOW: *Build* – Industry Portal
- Correctly choose appropriate Work Type(s) for your Job Filings
- Identify key roles and responsibilities
- Submit Initial Job Filings
- Complete all required Concrete documentation and Technical Reports
- File Corrections, Post Approval Amendments, and Civil Penalties Review Request (L2)
- Submit Subsequent Job Filings
- Request Letters of Completion

BEST PRACTICES FOR THE VIRTUAL CLASSROOM

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Chat Feature



Mute Microphones



Ask Questions



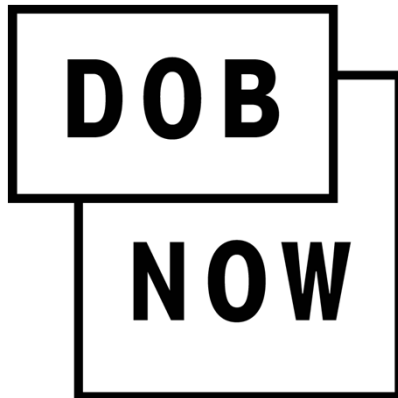
Parking Lot



Feedback



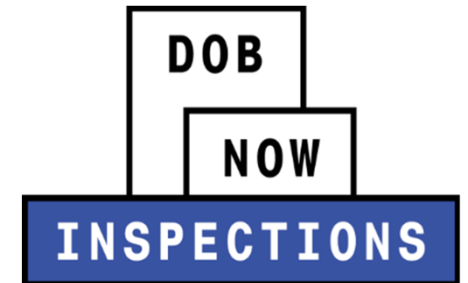
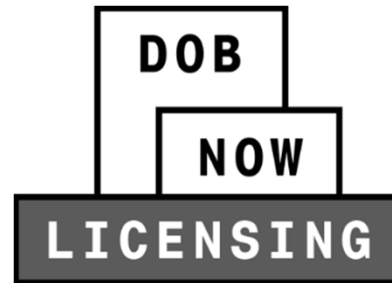
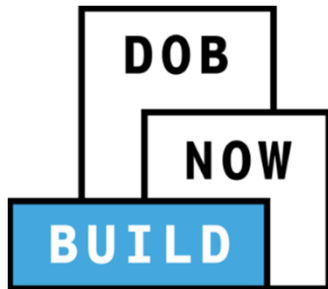
Participate



DOB NOW is an interactive, web-based portal that will enable building Owners, Design Professionals, Filing Representatives, and Licensees to do all business with DOB online. Filing online allows the User to work from home or office and eliminates the need to travel to DOB to file applications.

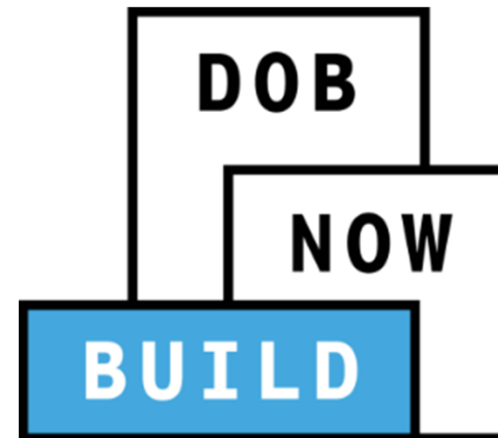
DOB NOW – MODULES

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BUILD includes:

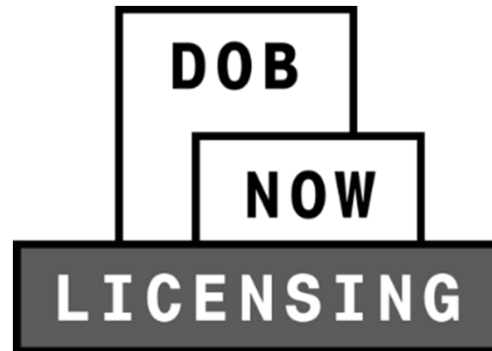
- Create & Submit Job Filings
- (All Job Types and Work Types in *Build*)
- Pull & Renew Permits
- Request AHV
- Request LOC
- Schedule Appointments
- Resolve Objections



LICENSING includes:

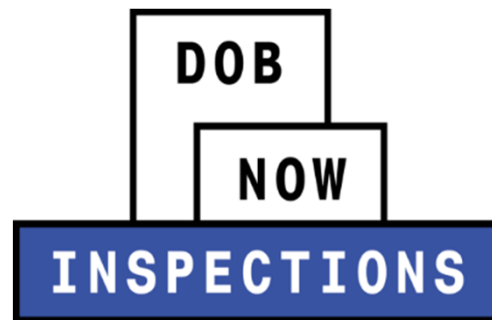
Submit License Filings for:

- Welder
- Journeyman
- Gas Work Qualification



INSPECTIONS includes:

- Request Inspections
- View Results



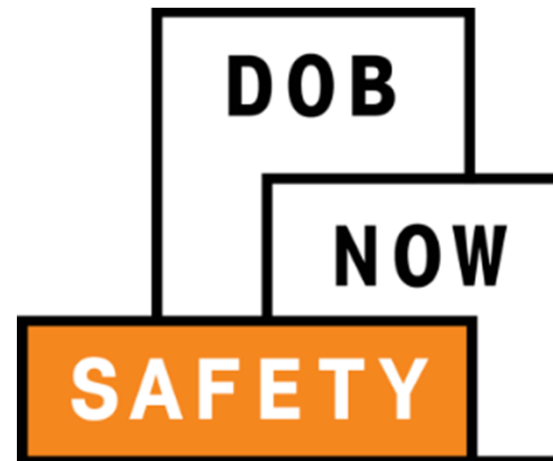
SAFETY includes:

Submit Compliance Filings:

- Boiler
- Elevator
- Façade
- Submit Rescission Request for COVID-19 Safety
Guidance Stop Work Orders

Search/Submit Violation Payments and Waivers for:

- Boiler
- Elevator



BIS OPTIONS includes:

Submit the following transactions for items found in

BIS:

- Certificate of Correction Review Requests
- Civil Penalty Review Requests (L2)
- License Renewal Applications
- Boiler Sign off Requests

ESSENTIAL CONSTRUCTION includes:

- Weekly Safety Inspection Reports



DOB NOW ACCESS – PUBLIC PORTAL AND INDUSTRY PORTAL



Public Portal



Address

House Number <input type="text" value="Enter House Number"/>	Street Name <input type="text" value="Enter Street Name"/>	Borough <input type="text" value="Select Borough"/>
--	--	---

Job Number Search

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

Licensees Search

Violations Search

Stop Work Orders Search

Enter your eFiling or DOB NOW: Licensing account information

Email

Password

To use DOB NOW: Build or Safety, register for an eFiling account [here](#). To reset your eFiling password, click [here](#).

Welder, Journeyman and Gas Work Qualification Applicants only – click [here](#) to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, click [here](#).

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



- Industry Portal
- For eFiling registered users only



Submit a Job Filing online

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



Real time Job Filing information online

24/7 access to job status and information



Greater Transparency of the filing process

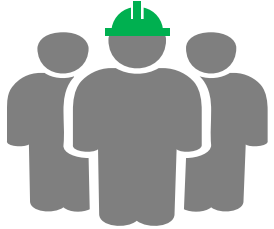
Job Filing status can be viewed at any time



Faster Processing time

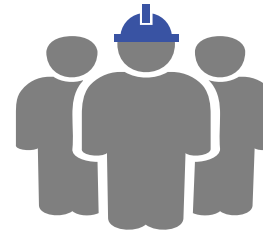
Digital filing allows for quicker turnaround time for submitted Job Filings

DOB NOW: *BUILD* – EXAMPLES OF KEY STAKEHOLDERS



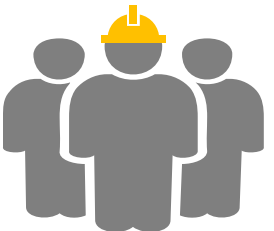
Applicant of Record

- Registered Architects
- Professional Engineers
- Licensees



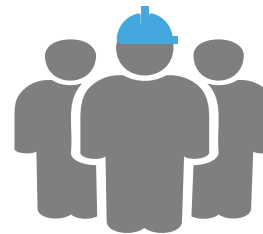
Inspectors

- Special Inspectors
- Progress Inspectors



Other Stakeholders

- Property Owners
- Job Filing Representatives
- Licensees



Site Safety

- Site Safety Manager
- Construction Superintendent
- Site Safety Coordinator

KEY TERMS IN DOB NOW: *Build*



- 1. Action Panel
- 2. Action Buttons
- 3. Action Dropdown

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Welcome, BUILD 105
BUILD105@BUILDINGS.NYC.GOV
Need Help?
Sign Out

+ Job Filing + Permits + Requests + Notifications + Occupancy Requests Search

All Jobs

Filter My Jobs ▾ Refresh

View	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status	Address	Borough	Applicant of F
	Select Action: ▾	B00038225	I1	Alteration	New Job Filing	Pre-filing	20 DEBEVOISE...	BROOKLYN	BUILD 105
	Select Action: ▾	S00038224	I1	Alteration	New Job Filing	Pre-filing	29 HAVEN ESP...	STATEN ISLA...	BUILD 105
	Select Action: ▾	Q00038223	I1	Alteration	New Job Filing	Pre-filing	14-15 112 STR...	QUEENS	BUILD 105
	Select Action: ▾	M00038222	I1	Alteration	New Job Filing	Pre-filing	100 BROADWAY	MANHATTAN	BUILD 105
	Select Action: ▾	X00038221	I1	Alteration	New Job Filing	Pre-filing	750 LYDIG AV...	BRONX	BUILD 105
	Select Action: ▾	X00038221	I1	Alteration	New Job Filing	Pre-filing	750 LYDIG AV...	BRONX	BUILD 105
	Select Action: ▾	Q00037934	I1	New Building	New Job Filing	Approved	31-48 137 STR...	QUEENS	BUILD 105

DOB NOW: *Build* – SEARCH OPTIONS



- To find Job Filings in DOB NOW: Build, click the Search button.
- Users can search by Job Number or by BIN.

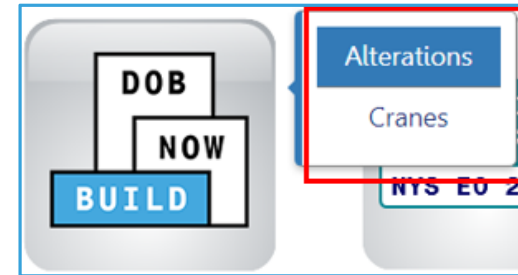
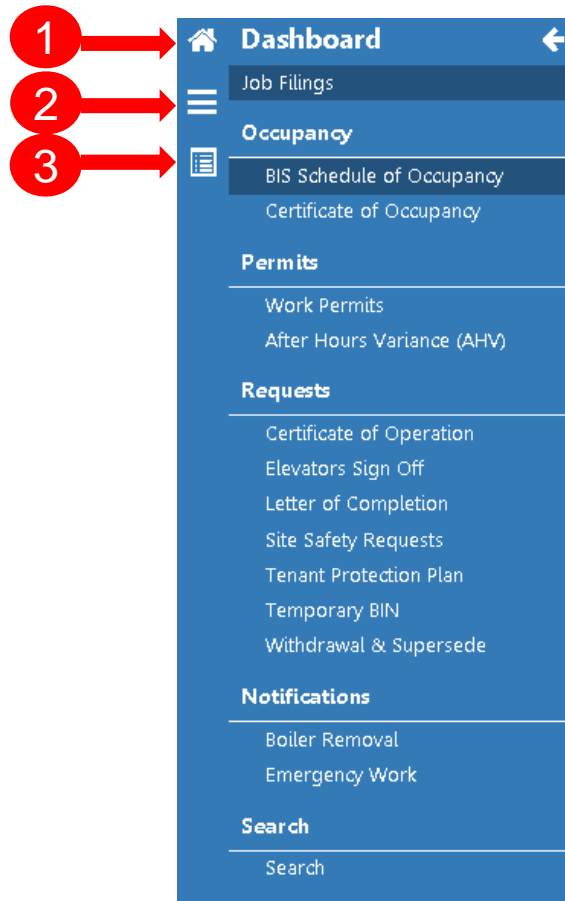
A screenshot of the DOB NOW Build web application interface. The top navigation bar includes the NYC Buildings logo and the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this, a horizontal menu contains buttons for '+ Job Filing', '+ Permits', '+ Requests', '+ Notifications', '+ Occupancy Requests', and a 'Search' button highlighted with a red box. The main content area is titled 'Search' and features two buttons: 'Search By Job Number' and 'Search By BIN', both highlighted with red boxes. Below these buttons is a search input field with the placeholder text 'Enter exact Job Number and then click search' and a '9 characters remaining' indicator. A 'Search' button with a magnifying glass icon is positioned to the right of the input field.

DOB NOW: *Build* – ACTION PANEL



The Action Panel:

1. The **Home** Icon will display the main dashboard.
2. The **3 bars** will display a menu list of Dashboards that are available
3. Job List will display the Job Filings



Job Filings

Filter My Jobs ▾

View	Filing Action	Job#	Filing#
<input type="checkbox"/>			
<input checked="" type="checkbox"/>	Select Action: ▾	M00382102	I1
<input checked="" type="checkbox"/>	Select Action: ▾	X00382100	I1
<input checked="" type="checkbox"/>	Select Action: ▾	X00382092	I1
<input checked="" type="checkbox"/>	Select Action: ▾	M00382064	I1
<input checked="" type="checkbox"/>	Select Action: ▾	X00380967	P2

DOB NOW: *Build* – DASHBOARD

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By clicking the Action Menu on the right of the Job Filing Dashboard the user can complete the following Actions :

- Clear all Filters.
- Export all data as excel.
- Export visible data as excel.
- Columns that can deselect.

The left screenshot shows the action menu for the Job Filing Dashboard. The menu is open, and the following options are visible:

- Clear all filters
- Export all data as excel
- Export visible data as excel
- Columns:
- ✓ View
- ✓ Filing Action
- ✓ Job#
- ✓ Filing#
- ✓ Job Type
- ✓ Filing Type
- ✓ Filing Status
- ✓ Address
- ✓ Borough
- ✓ Applicant of Record

The right screenshot shows the same dashboard with an Excel spreadsheet open. The spreadsheet displays the following data:

Job Filing View	Filing Action	Job#	Filing#
234de032-		B00038225	I1
53fa7724-		S00038224	I1
3a82081e-		Q00038223	I1
2082081e-		M00038222	I1
21ffa417-		X00038221	I1
4f10a28e-		Q00037934	I1
0fe5877e-		Q00037933	I1
e9d44b26-		Q00037932	I1
1db7c016-		Q00037931	I1

KEY TERMS IN DOB NOW: *Build*

1. Status-Bar
2. Tabs
3. Headers
4. Sections
5. Grayed-Out or Auto-populated fields
6. Required Fields

The screenshot shows the DOB NOW application interface. At the top, there is a header with the DOB NOW logo and the text "DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings". A progress bar at the top right shows the current status: Pre-filing (checked), Pending Prof Cert QA Assignment, Prof Cert QA Review, Approved, Permit Issued/Permit Entire, and LOC Issued. Below the progress bar are buttons for "Save" and "Preview to File", and a dropdown menu for "Earthwork Notification". The main content area is titled "Plans/Work (PW1) - Alteration". On the left, there is a sidebar menu with various options: "Q00037651-I1", "Plans/Work (PW1)", "Zoning Information", "Scope of Work", "Earth Work", "Mechanical Systems", "Structural", "Cost Affidavit (PW3)", "Technical Report", "Technical Report (TR1)", "Documents", "Work Permit (PW2)", "Statements & Signatures". The main content area contains a "Location Information" section with fields for "House Number*", "Street Name*", "Borough*", "Block*", "Lot*", "Community Board*", and "Zip Code*". Below this is a "Work on Floors*" section with a table of work types and locations.

1. Status-Bar

2. Tabs

3. Headers

4. Sections

5. Grayed-Out or Auto-populated fields

6. Required Fields

Work Type	Location	Floor From	Floor To	Description of Location	Act
Mechanical Systems	Balcony	1	10	Test	
Structural	Balcony	1	10	Test	
General Construction	Balcony	1	10	Test	
Earthwork	Balcony	1	10	Test	

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eFiling

Register To Access DOB NOW: *Build*
Through eFiling

REGISTER FOR eFiling

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- All stakeholders associated to the Job Filing must register for eFiling before logging into DOB NOW.
- If previously registered, use the existing eFiling Username and password to access DOB NOW.
- Register at www.nyc.gov/dobefiling

Welcome to eFiling

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

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

Email Address:

Password:

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

Login

Register for electronic filing.

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

- Complete the required fields in the Registration Form in order to create an eFiling account.



Registration

Use this form to register for an eFiling account. Use your eFiling account email address and password to login to [DOB NOW: Build](#), [DOB NOW: Safety](#) and the [NYC Development HUB](#).

For help filling out this form, visit the [Registration Steps](#) page. Licensed Professionals need to enter below the same email address they use for their [DOB NOW: Inspections](#) account.

If you are a gas work qualification, journeyman or welder applicant, do not fill out this registration form. Click [here](#) to create a DOB NOW profile or to change your DOB NOW profile password.

Items with a (*) are required.

Create Account

You need an active email address to create an eFiling account. After you submit the below information, you will receive a message at this email address to activate your account.

Email Address (*)	<input type="text"/>
Re-Enter Email Address (*)	<input type="text"/>
Password (*)	<input type="password"/>
Verify Password (*)	<input type="password"/>

USER ACCOUNT INFORMATION

First Name (*)	<input type="text"/>
Last Name (*)	<input type="text"/>
Business Name	<input type="text"/>

MAILING ADDRESS:

Street and number or P.O. Box (*)	<input type="text"/>
City (*)	<input type="text"/>
State (*)	<input type="text"/>
Zip (*)	<input type="text"/>

eFiling – ADD DOB LICENSE(S) OR ISSUED ID#, IF APPLICABLE

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- Select the 1st radio button, if you **do not own a license or DOB Issued ID#**.

For example: Owner, Manufacturer, or non-Licensed

- Select the 2nd radio button, if **you own a license or DOB Issued ID#**.

For example: General

- Enter License Number and Business Information for each License owned

Please select one of the options below.

- I do not have a license or DOB Issued ID # - (includes owners, building managers or owner representatives)
 I have a license or DOB Issued ID # - (includes professional engineers, registered architects, licensed tradespersons (e.g. master plumbers), general contractors, and filing representatives).

LICENSES AND TRACKING NUMBERS

Concrete Test Lab Director / Safety Manager #

Business Name

Construction Superintendent License #

Business Name

Electrical Contractor License #

Business Name

Elevator Inspector/Director/Co-Director License #

Business Name

Filing Representative DOB Issued ID #

Business Name

General Contractor Tracking #

Business Name

High Pressure Boiler Operator/
Stationary Engineer License #

Business Name

eFiling – NON-LICENSEES

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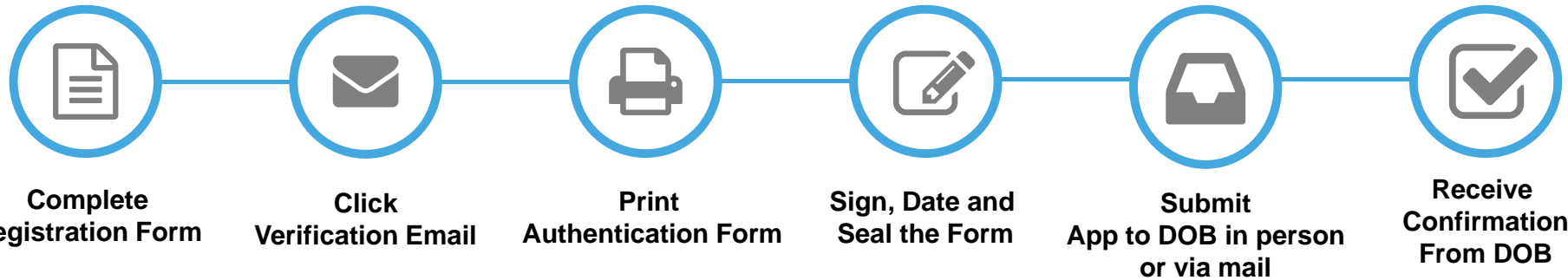
**Complete
Registration Form**



**Click
Verification Email**



**Receive
Confirmation
from DOB**



IN PERSON:

- New York City Department of Buildings
LAA/ Permit Renewal and Hub Authentication Unit
280 Broadway, 1st Floor
New York, NY 10007

MAIL TO:

- New York City Department of Buildings
LAA/Permit Renewal and Hub Authentication Unit
Attn: eFiling
280 Broadway, 1st Floor
New York, NY 10007

- Learn more from available resources:
 - Tip Sheets
 - Guides
 - FAQs

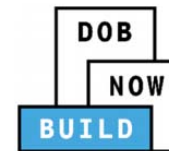


- Tip Sheet:
https://www1.nyc.gov/assets/buildings/pdf/dob_now_registration_tip_sheets.pdf
- Guide:
<https://www1.nyc.gov/site/buildings/industry/dob-now-registration-tips.page>



Account Registration: Owner Building Manager/Filing Representative

If you are a Building Owner, Building Manager, or Filing Representative, you can:



Enter job applications in
DOB NOW: *Build*



Review and confirm compliance filings in
DOB NOW: *Safety*

Register for DOB NOW: *Build* or DOB NOW: *Safety* by creating an eFiling account:

- Go to www.nyc.gov/dobefiling, and click on the link to 'Register for electronic filing.'
- Fill out the Electronic Filing Account Information form.
NOTE: Your address should be your mailing address, not the address of the building you own.
- Read the Agreement section, and click Submit.
- You will get two (2) emails. Your account will not be active until you get the second email.
 - In the first email, you must click a link to activate your account.
 - The second email confirms that you have been enrolled.

Once you receive the second email, your registration in eFiling will take effect the next day. You can then use your eFiling email and password at www.nyc.gov/dobnow.

NOTE: If you want to change your account information, such as email, phone, or mailing address, you will have to log in to eFiling.

DOB NOW ACCESS – PUBLIC PORTAL AND INDUSTRY PORTAL



Search the Public Portal for Filings and Permits Submitted in

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

Enter your e-Filing account information

Email

Password

Login

To register for an account or reset your password, go to the [eFiling website](#).
Welder, Journeyman and Gas Work Qualification Applicants only - enter your DOB NOW: Licensing profile email and password above.
Don't have one? Click [here](#) to Create a new DOB NOW: Licensing profile.

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

Address

House Number **Street Name** **Borough**

Search

Industry Portal

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

Licensees Search

Public Portal

DOB NOW: HELPFUL LINKS



Borough, Block, Lot

Device Search

Licensees Search

Don't have one? Click [here](#) to Create a new DOB NOW: Licensing profile.

[Forgot password?](#)

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



[Public Portal FAQ and User Manual](#)



[FAQ and Resources](#)



[FAQ and Resources](#)



[FAQ and Resources](#)



[Building Information Search](#)

[NYC OpenData](#)

DOB NOW: *Build*

- Introduction of **New Work Types**:
 - General Construction (GC)
 - Earthwork (EA)
 - Foundation (FO)
 - Protection & Mechanical Methods (PMM)
 - Support of Excavation (SOE)
- Composite Permits
- Concrete Enhancements
- Functionalities:
- Tenant Protection Plan
 - Site Safety Plan
 - Withdrawal / Superseding

DOB NOW: *Build*

- Introduction of **New Job Types**:
 - Alteration affecting Occupancy
 - New Building
 - Schedule of Occupancy (formerly Schedule A)
 - Certificate of Occupancy
 - Temporary BIN Request
-
- For the rest of this training, we will focus on the December 2020 release.

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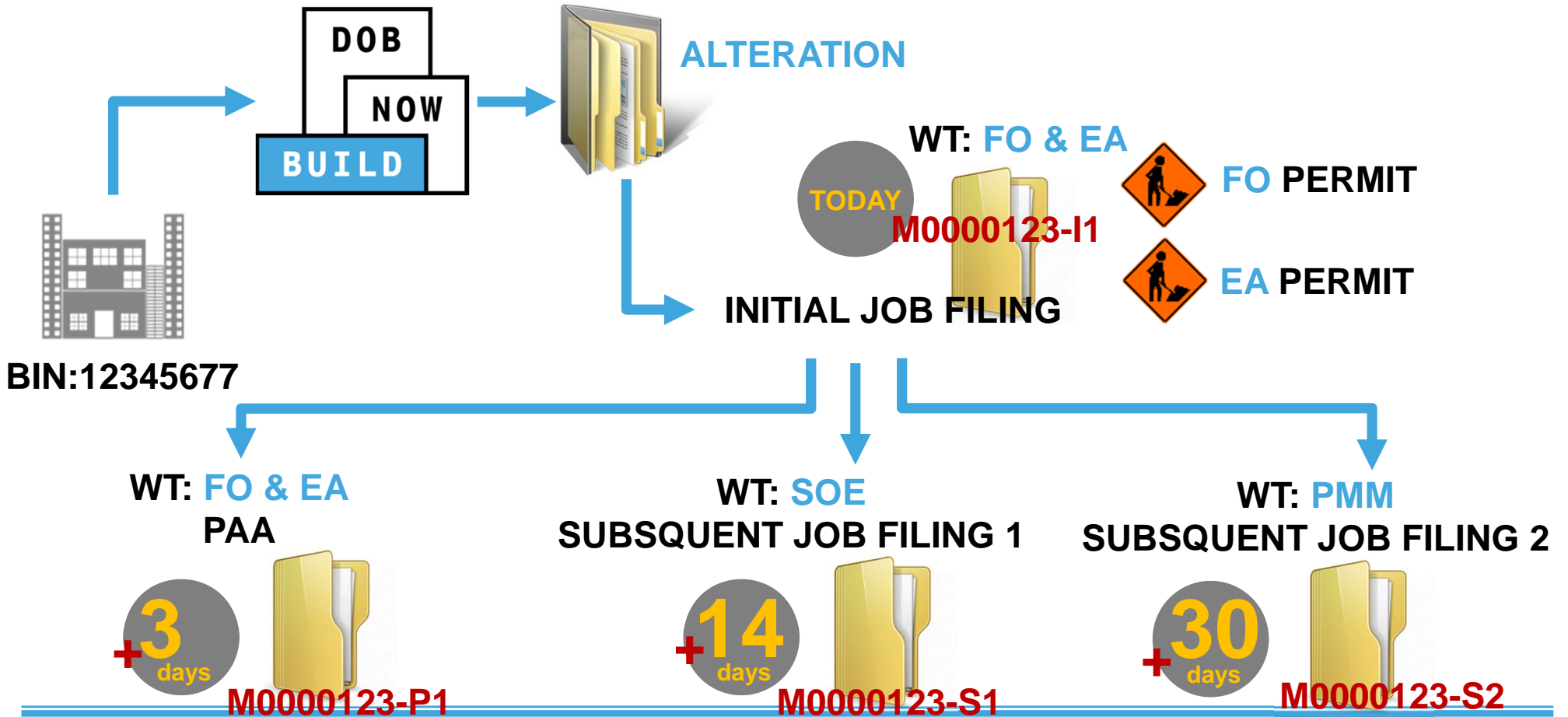
DOB NOW: *Build*

Industry Overview:

- Job Filing Structure and Work Type Combinations

DOB NOW: *Build* – FILING STRUCTURE

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DOB NOW: *Build* – WORK TYPES CURRENT VS. FUTURE STATE

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CURRENT WORK TYPES

- Antenna
- Boiler Equipment
- Construction Fence
- Curb Cut
- Electrical
- Elevators
- Mechanical Systems
- Plumbing
- Sidewalk Shed
- Sprinklers
- Standpipe
- Structural
- Supported Scaffold

DECEMBER 2020 ADDITIONAL WORK TYPES

- General Construction (GC)
- Foundation (FO)
- Earthwork (EA)
- Support of Excavation (SOE)
- Protection & Mechanical Methods (PMM)

- There are two combined filing options that currently exist in DOB NOW: *Build*.
 - Work Types **Plumbing**, **Sprinkler**, and **Standpipe** can be combined in any combination.

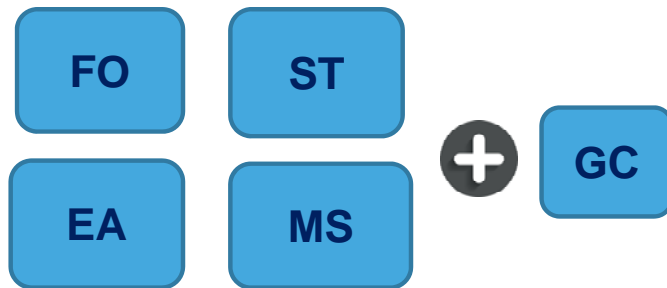


- Work Types **Sidewalk Shed**, **Supported Scaffold**, and **Fence** can be combined in any combination.



- Combined Filings will have one Applicant of Record and trigger only one instance of a given TR inspection (e.g. there will only be one TR Final for all of the Work Types on the filing).

- Work Types that can be **Combined Filed with GC** are FO, ST, EA, or MS – **GC must be included**:



- Other Work Types that can be **Combined Filed** without GC:

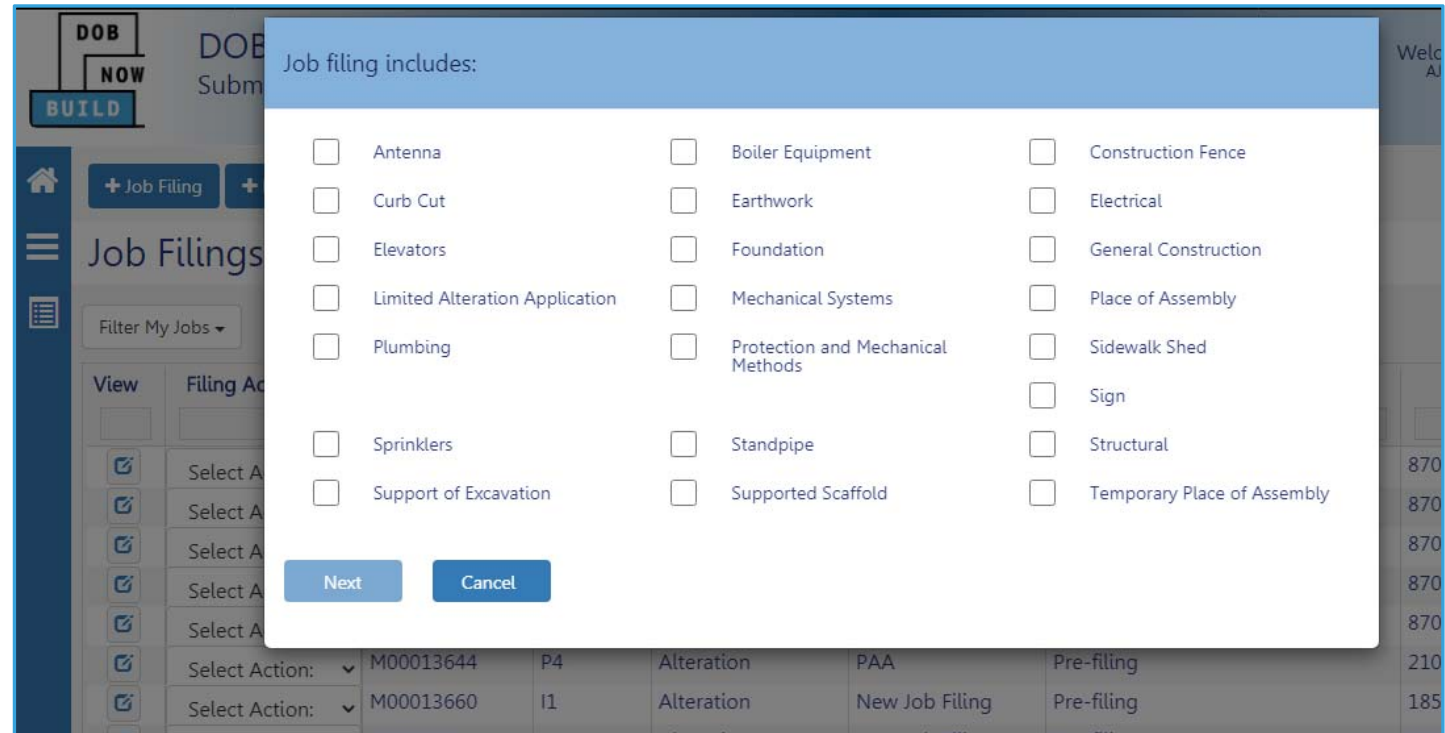


- These new Work Types can also be filed individually.
- Work Types that are combined on the filing:
 - Will have a single Applicant of Record
 - Will trigger only one instance of a given TR Inspection (e.g. there will only be one TR Final for all of the Work Types on the filing)
- These combinations can have Composite Permits (if the contractor is the same) or individual Permits.
- Existing Work Types that can be Combined Filed will NOT allow Composite Permits.**

SELECTING THE WORK TYPES



- Select Work Types by clicking the appropriate checkbox(es).



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DOB NOW: *Build*

Industry Overview:

- General Construction
- Foundation
- Earthwork
- Support of Excavation
- PMM

DOB NOW: *Build* – GENERAL CONSTRUCTION (GC) WORK TYPE – OVERVIEW

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- As of December 2020, General Construction (GC) will be released in DOB NOW: *Build* as a new Work Type
- Only GC Alteration Jobs can be submitted in DOB NOW: *Build*.
- GC can be filed in combination with other work types or as a standalone.
- The GC Work Type allows Applicants to request Composite Permits.
- Sub-categories for GC include:
 - Construction
 - Façade
 - Chimney
 - Enlargement

DOB NOW: *Build* – FOUNDATION (FO) WORK TYPE – OVERVIEW



- When doing Foundation work, Applicants must select FO as the Work Type.
- Subcategories for FO include:
 - Shallow
 - Deep
 - Underpinning
 - Retaining Walls
 - Tie backs & Anchors
- If Underpinning is selected, then no other subcategory can be selected and no other work type can be included in the filing.

DOB NOW: *Build* – EARTHWORK (EA) WORK TYPE – OVERVIEW



- Proper engineering and oversight is necessary at an excavation or trench (Earthwork) to protect works, passersby, and neighboring properties. This is covered under NYC Building Code (§3304) and OSHA regulation (29 CFR 1926 Subpart P).
- Contractors will no longer call DOB to notify the Department prior to starting Earthwork but will instead use the notification function built into DOB NOW.
- Applicants must specify the Enlargement Type: Vertical or Horizontal.
- They must choose the appropriate EA subcategories:
 - Landscape
 - Soil Improvement
 - Sitework (Grading and fill)
 - Excavation

DOB NOW: *BUILD* – SUPPORT OF EXCAVATION (SOE) WORK TYPE – OVERVIEW



- The SOE Work Type covers more specifics of how excavations can be made safer.
- Support of Excavation is required under NYC Building Code (§3304) and OSHA regulations (29 CFR 1926 Subpart C).
- Applicants must specify the Enlargement Type: Vertical or Horizontal.
- SOE subcategories are:
 - Slurry Shaft/Wall
 - Ground Freezing
 - Soil Grouting / Improvement / Soil Mix
 - Tangent / Secant Piles
 - Berming, Sloping, Benching
 - Tie backs and Anchors
 - Shoring/Bracing
 - Other

DOB NOW: *Build* – PROTECTION AND MECHANICAL METHODS WORK TYPE – OVERVIEW

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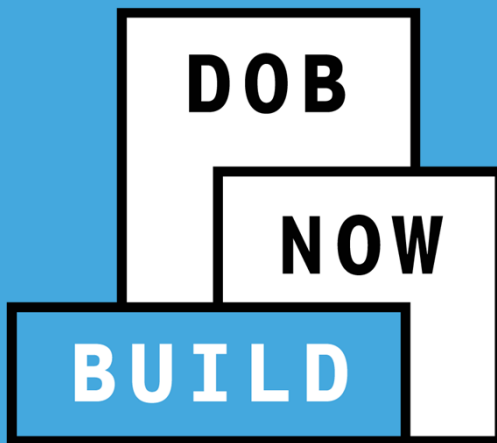
- Protection and Mechanical Methods (PMM) is a new Work Type that will be deployed in DOB NOW: *Build*.
- PMM covers six sub-categories:
 - Cocoons
 - Chutes
 - Roof Protection
 - Mechanical Demolition Equipment
 - Hoisting Equipment
 - Roof Overhead Protection and Platforms

- The new Work Types may trigger the following:
 - PGL1 requirement
 - Site Safety Plan
 - Tenant Protection Plan
- The Applicant specifies if they want TR Final or DOB-signoff inspection (GC Only).
- The TRs will be only be triggered by certain criteria defined on the Job Filing:
 - TR1
 - TR2
 - TR5H
 - TR3
 - TR5
 - TR8



- If a Work Type triggers a Site Safety Plan or Tenant Protection Plan, **you may not file a PW2 with the initial Prof Cert Job Filing**. The Permit can only be granted after the Site Safety Plan or Tenant Protection Plan has been approved.

- New questions (that currently do not exist on any existing DOB form) that are specific to the Work Type will be captured as part of the Job Filing.
- For example:
 - Are projections or other construction proposed into the public right-of-way affecting sidewalks, streets, utilities, etc. (e.g. tie-backs into the street)?
 - Will dewatering be required for this application?
 - What class of soil will the foundation bear?
 - Are there adjacent historic structures within 50 feet of the project lot lines?
 - Are there adjacent buildings within a distance from the edge of the excavation that are equal to or less than the maximum depth of the excavation?



- CURRENT STATE (PRE-DOB NOW)
- FUTURE STATE (DOB NOW: *Build*)

Work Types:

- General Construction
- Foundation
- Earthwork
- Support of Excavation
- Protection and Mechanical Methods

PRE-DOB NOW: *Build* – PW1: PLAN/WORK APPLICATION – CURRENT STATE

DOB
NOW

- On the PW1, a General Construction work type is represented by the selection **6C: OT/GC – General Construction**.
- Additionally, the applicant can choose **6D: OT – Other** to identify types of work, including: EA, FO, PMM, and SOE.

NYC Buildings PW1: Plan / Work Application
Must be typewritten.

1 Location Information *Required for all applications.*

House No(s)	Street Name
Borough	Block
Lot	BIN

2 Work Types *Select all that apply but no more than allowed by job and filing type. "OT" required on all NB and Alteration 1 Initial applications.*

6A <input type="checkbox"/> BL - Boiler PW1C	<input type="checkbox"/> FS - Fuel Storage PW1C	<input type="checkbox"/> PL - Plumbing PW1B	6E <input type="checkbox"/> CC - Curb Cut 16
<input type="checkbox"/> FA - Fire Alarm	<input type="checkbox"/> FP - Fire Suppression	<input type="checkbox"/> SD - Standpipe PW1B	<input type="checkbox"/> OT/LAN - Landscape
<input type="checkbox"/> FB - Fuel Burning PW1C	<input type="checkbox"/> MH - Mechanical	<input type="checkbox"/> SP - Sprinkler PW1B	6F <input type="checkbox"/> OT/ANT - Antenna
6B <input type="checkbox"/> EQ - Construction Equipment 15	6C <input type="checkbox"/> OT/GC - General Construction	6D <input type="checkbox"/> OT - Other, describe:	<input type="checkbox"/> OT/BPP - Builders Pavement Plan 8D
			<input type="checkbox"/> OT/FPP - Fire Protection Plan
			<input type="checkbox"/> OT/MAR - Marquee 8E, 26B

DOB NOW: *Build* – FUTURE STATE – WORK TYPE SELECTED DETERMINES FIELDS INCLUDED



- DOB NOW: *Build* guides the Applicant through the data entry process based on the Work Type(s) selected when the Job Filing was initially created.
- Only fields specific to that Work Type will display in each section of the Job Filing.

The screenshot displays the DOB NOW job filing interface. On the left is a sidebar menu with the following items: Plans/Work (PW1), Zoning Information, Scope of Work, Cost Affidavit (PW3), Technical Report, Technical Report (TR1), Documents, Statements & Signatures. The main content area is titled 'Plans/Work (PW1) - Alteration' and contains a list of sections, each with a right-pointing arrow: Location Information*, Stakeholders*, Filing Review Type, Work Type/Filing Includes*, Additional Information*, Additional Considerations, Limitations or Restrictions*, NYCECC Compliance*, Job Description*, Site Characteristics*, Asbestos Abatement Compliance*, and Comments.

FILING IN BIS AND/OR DOB NOW: *Build* – ADDITIONAL INFORMATION

DOB
NOW

- In the **Additional Information** section you can add any associated BIS or DOB NOW Job Filing numbers.
 - Use a comma (,) to separate more than one Job Filing.

Additional Information*

Estimated Job Cost \$*	Total Construction Floor Area (Square Feet)*
<input type="text" value="\$10,000.00"/>	<input type="text" value="5"/>
In conjunction New Building BIS Job Numbers: Is this job related to any New Building filed in BIS?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
New Building BIS Job #*: <input type="text" value="Separate each by a comma ','"/> 75 characters remaining	
Related DOB NOW/BIS Job Numbers: Is this job related to any other jobs filed in BIS/DOB NOW?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Related BIS/DOB NOW Job #*: <input type="text" value="Separate each by a comma ','"/> 125 characters remaining	

NOTE: This field appears after the Job Filing is saved, within the Plans/Work (PW1) tab in the Additional Information section.

DOB NOW: *Build* – PLANS/WORK (PW1) – ZONING

DOB
NOW

CURRENT- PAPER FORM ZONING

FUTURE – DOB NOW: *Build* - ZONING

12 Zoning Characteristics				
12A District(s)		12B Street legal width: _____ ft.		
Overlay(s)		Street Status: <input type="checkbox"/> Public <input type="checkbox"/> Private		
Special Dist.(s)		If the zoning lot includes multiple tax lots, list all tax lots here ▶		
Map Number				
12C Proposed:	Use*	Zoning Floor Area	District	FAR
		sq. ft.		
		sq. ft.		
		sq. ft.		
		sq. ft.		
		sq. ft.		
		sq. ft.		
Proposed Totals		sq. ft.		
Existing Total		sq. ft.		

**Use can be one of the following: residential, commercial, manufacturing, or community facility. List only one use per line.*



M00038266-11 Zoning Information

- Plans/Work (PW1)
- Zoning Information**
- Scope of Work >
- Cost Affidavit (PW3)
- Technical Report >
- Documents
- Statements & Signatures

- Zoning Data >
- Zoning Lot Details >
- Street Details >
- Yard Details* >
- Height & Setback* >
- Building Characteristics* >
- Dwelling Units / Density >
- Non-Conforming / Non-Complying* >
- Parking & Loading* >

DOB

NOW

BUILD

TECHNICAL REPORTS


PRE-DOB NOW: TR1 – STATEMENT OF RESPONSIBILITY

DOB
NOW

Paper Technical Reports are currently submitted for TR Inspections and Sign-off.

TR1: Technical Report Statement of Responsibility

- The TR1 is filed to identify responsibility or to report the results of completed Special/Progress Inspections.
- Once inspections/tests results are in compliance, the results must be certified for submission.



**TR1: Technical Report
Statement of Responsibility**

This form must be typewritten

Orient and affix BIS job number label here

1 Location Information *Required for all applications.*

House No(s) _____ Street Name _____

Work on Floor(s) _____

2 Applicant Information *Required for all applications.*

Choose all that apply: Design Applicant 3A, 4A, 5 Special Inspections Applicant 3B-D, 6-9 Progress Inspections Applicant 4B-D, 6-9

Last Name _____ First Name _____ Middle Initial _____

Business Name _____ Business Telephone _____

Business Address _____ Business Fax _____

City _____ State _____ Zip _____ Mobile Telephone _____

License Type choose one: P.E. R.A. Other: _____ License Number _____

Special Inspection Agency Number _____

3 Special Inspection Categories *Required for all applications, continued on page 2; ■ indicates report required.*

3A	← Identification of Requirement	3B Identification of Responsibilities	3C Certificate of Complete Inspections / Tests	3D Withdraw Responsibilities
Y	N	Initial & Date	Initial & Date	Initial & Date
<input type="checkbox"/>	<input type="checkbox"/> Structural Steel – Welding	BC 1704.3.1		
<input type="checkbox"/>	<input type="checkbox"/> Structural Steel – Details	BC 1704.3.2		
<input type="checkbox"/>	<input type="checkbox"/> Structural Steel – High Strength Bolting	BC 1704.3.3		

DOB NOW: *Build* –TRs – TECHNICAL REPORT INSPECTIONS

In DOB NOW: *Build*, the Sign-off for a Job Filing will occur in the system after the Final Sign-off by the Certification of Progress Inspections.

	TR1	TR8	TR2	TR3	TR4	TR5	TR5H
	Final	Energy Code Progress	Concrete	Concrete	Subsurface Investigations	Deep Foundation Elements	Helical Piles
WORK TYPES	TR INSPECTIONS						
General Construction	✓	✓	✓	✓		✓	
Foundation	✓	✓	✓	✓	✓	✓	✓
Earthwork	✓	✓	✓	✓	✓	✓	✓
Support of Excavation	✓	✓	✓				
Protection & Mechanical Method	✓	✓	✓				



- Only TR1 Final Progress Inspection is required, and it's required for all Work Types except GC. For GC Job Filings, Applicants can choose DOB Final Inspection or TR1 Final.

DOB NOW: *Build* – PAPER TR1 FORM IS NOW IN A TECHNICAL REPORT TAB

DOB
NOW

CURRENT PAPER - TR1 FORM

FUTURE PROCESS - DOB NOW: *Build* – (TR1)

NYC Buildings

TR1: Technical Report Statement of Responsibility
This form must be typewritten

Client and affix BIS (job number label here)

1 Location Information Required for all applications.

House No(s) _____ Street Name _____
Work on Floor(s) _____

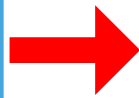
2 Applicant Information Required for all applications.

Choose all that apply: Design Applicant 3A, 4A, 5 Special Inspections Applicant 3B-D, 6-9 Progress Inspections Applicant 4B-D, 6-9

Last Name _____ First Name _____ Middle Initial _____
Business Name _____ Business Telephone _____
Business Address _____ Business Fax _____
City _____ State _____ Zip _____ Mobile Telephone _____
License Type choose one: P.E. R.A. Other _____ License Number _____
Special Inspection Agency Number _____

3 Special Inspection Categories Required for all applications, continued on page 2. indicates report required.

3A Identification of Requirement	3B Identification of Responsibilities	3C Certificate of Complete Inspections / Tests	3D Withdraw Responsibilities
Y N Special Inspections Code/Section	Initial & Date	Initial & Date	Initial & Date
<input type="checkbox"/> Structural Steel – Welding	BC 1704.3.1		
<input type="checkbox"/> Structural Steel – Details	BC 1704.3.2		
<input type="checkbox"/> Structural Steel – High Strength Bolting	BC 1704.3.3		
<input type="checkbox"/> Structural Cold-Formed Steel	BC 1704.3.4		
<input type="checkbox"/> Concrete – Cast-In-Place	BC 1704.4		
<input type="checkbox"/> Concrete – Precast	BC 1704.4		
<input type="checkbox"/> Concrete – Prestressed	BC 1704.4		
<input type="checkbox"/> Masonry	BC 1704.5		
<input type="checkbox"/> Wood – Installation of High-Load Diaphragms	BC 1704.6.1		
<input type="checkbox"/> Wood – Installation of Metal-Plate-Connected Trusses	BC 1704.6.2		
<input type="checkbox"/> Wood – Installation of Prefabricated Joists	BC 1704.6.3		
<input type="checkbox"/> Subgrade Inspection	BC 1704.7.1		
<input type="checkbox"/> Subsurface Conditions – Fill Placement & In-Place Density	BC 1704.7.2		
<input type="checkbox"/> Subsurface Investigations (Borings/Test Pits)	BC 1704.7.3		
<input type="checkbox"/> Deep Foundation Elements	BC 1704.7.4		
<input type="checkbox"/> Helical Piles (BB # 2014-020)	BC 1704.7.5		
<input type="checkbox"/> Vertical Masonry Foundation Elements	BC 1704.8		
<input type="checkbox"/> Wall Panels, Curtain Walls, and Veneers	BC 1704.9		
<input type="checkbox"/> Sprayed fire-resistant materials	BC 1704.11		
<input type="checkbox"/> Mastic and Intumescent Fire-resistant Coatings	BC 1704.12		
<input type="checkbox"/> Exterior Insulation and Finish Systems (EIFS)	BC 1704.13		
<input type="checkbox"/> Alternative Materials – OTCR Buildings Bulletin # _____	BC 1704.14		
<input type="checkbox"/> Smoke Control Systems	BC 1704.15		
<input type="checkbox"/> Mechanical Systems	BC 1704.16		
<input type="checkbox"/> Fuel-Oil Storage and Fuel-Oil Piping Systems	BC 1704.17		
<input type="checkbox"/> High-Pressure Steam Piping (Welding)	BC 1704.18		
<input type="checkbox"/> High Temperature Hot Water Piping (Welding)	BC 1704.18		
<input type="checkbox"/> High-Pressure Fuel-Gas Piping (Welding)	BC 1704.19		
<input type="checkbox"/> Structural Stability – Existing Buildings	BC 1704.20.1		
<input type="checkbox"/> Excavations—Sheeting, Shoring, and Bracing	BC 1704.20.2		



B00038225-I1

Plans/Work (PW1)

Zoning Information

Scope of Work

Mechanical Systems

Structural

Cost Affidavit

(PW3)

Technical Report

Technical Report (TR1/4/5/5H)

Technical Report (TR1)

Special Inspection Categories

+ Add + Update Multiple

Actions	Requirement
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Masonry
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Mechanical Systems
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Raising and Moving of a B...
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Structural Cold-Formed St...
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Structural Steel – Detail...

Total Items: 6 (Showing Items: 5)

1 / 2 5

DOB NOW: *Build* –TRs – TECHNICAL REPORT INSPECTIONS

DOB
NOW

TECHNICAL REPORT (TR1)

M00372644-I1

Plans/Work (PW1)

Zoning Information

Scope of Work

- Plumbing
- Sprinklers
- Standpipe

Cost Affidavit (PW3)

Technical Report

Technical Report (TR1)

Documents

Work Permit (PW2)

Statements & Signatures

Technical Report (TR1)

Special Inspection Categories

+ Add

Requirement	Agency No.
Sprinkler Systems	5546
Standpipe Systems	5546
Subsurface Investigations (Borings/Test Pits)	5546

Total Items: 3 / 1 / 5 Items Per Page

Progress Inspection Categories

RENAMED – TECHNICAL REPORTS-(TR1/4/5/5H)

M00038259-I1

Plans/Work (PW1)

Zoning Information

Scope of Work

- Earth Work
- Technical Report**
- Technical Report (TR1/4/5/5H)**

Technical Report (TR1)

Special Inspection Categories

+ Add + Update Multiple

Actions	Requirement
---------	-------------

- The Technical Report (TR1) of the a Job Filing has been renamed to include various Technical Reports (TR1/4/5/5H).
- Only Technical Reports which are applicable to the Job Filing will appear in this section.

DOB NOW: *Build* – TR8 FORM IS NOW IN A TECHNICAL REPORT TAB

DOB
NOW

CURRENT- PAPER TR8 FORM

NYC Buildings

TR8: Technical Report Statement of Responsibility for Energy Code Progress Inspections

This form must be typewritten

Orient and affix BIS job number label here

1 Location Information *Required for all applications.*

House No(s) Street Name
Work on Floor(s)

2 Applicant Information *Required for all applications.*

Choose all that apply: Design Applicant 3A, 4 Progress Inspections Applicant 3B-D, 5-6

Last Name First Name Middle Initial
Business Name Business Telephone
Business Address Business Fax
City State Zip Mobile Telephone
License Type choose one: P.E. R.A. License Number

3 Energy Code Progress Inspection *Required for applications where Energy Code Compliance Progress Inspection is marked Yes on TR1*

3A -- Identification of Requirement	Table Reference in 1RCNY §5000-01(h) (1 and 2)	3B Identification of Responsibilities	3C Certificate of Complete Inspections / Tests	3D Withdraw Responsibilities
Y N	Progress Inspections	Initial & Date	Initial & Date	Initial & Date
<input type="checkbox"/>	Protection of exposed foundation insulation (IA1), (IA1)			
<input type="checkbox"/>	Insulation placement and R values (IA2), (IA2)			
<input type="checkbox"/>	Fenestration u-factor and product rating (IA3), (IA3)			
<input type="checkbox"/>	Fenestration air leakage (IA4), (IA4)			
<input type="checkbox"/>	Fenestration areas (IA5), (IA5)			
<input type="checkbox"/>	Air sealing and insulation — visual (IA6), (IA6)			
<input type="checkbox"/>	Air sealing and insulation — testing (IA7), (IA7)			
<input type="checkbox"/>	Loading deck weather seals (IA8)			
<input type="checkbox"/>	Vestibules (IA9)			
<input type="checkbox"/>	Fireplaces (IB1), (IB1)			
<input type="checkbox"/>	Shutoff dampers (IB2), (IB2)			
<input type="checkbox"/>	HVAC and service water heating equipment (IB3), (IB3)			
<input type="checkbox"/>	HVAC and service water heating system controls (IB4), (IB4)			
<input type="checkbox"/>	HVAC insulation and sealing (IB5), (IB5)			
<input type="checkbox"/>	Duct leakage testing (IB6), (IB6)			
<input type="checkbox"/>	Electrical energy consumption (IC1), (IC1)			
<input type="checkbox"/>	Lighting in dwelling units (IC2)			
<input type="checkbox"/>	Interior lighting power (IC2), (IC3)			
<input type="checkbox"/>	Exterior lighting power (IC4)			
<input type="checkbox"/>	Lighting controls (IC5)			
<input type="checkbox"/>	Electrical motors (IC6)			
<input type="checkbox"/>	Maintenance information (ID1), (ID1)			
<input type="checkbox"/>	Permanent certificate (ID2)			
<input type="checkbox"/>	Solar Ready Requirements (ID3)			

FUTURE PROCESS - DOB NOW: *Build* – (TR8)

Save Preview to File

M00032690-11

Plans/Work (PW1)

Zoning Information

Scope of Work

Mechanical

Cost Affidavit (PW3)

Technical Report

Technical Report (TR1)

Technical Report (TR8) - Energy Code

Documents

Work Permit (PW2)

Statements & Signatures

Technical Report (TR8) – Energy Code

3a. Energy Code Progress Inspection

+ Add

Requirement	
Duct leakage testing	No



DOB NOW: *Build* – CATEGORY SELECTED DETERMINES INSPECTION(S)

- The system determines the required inspections based on the scope and data entered when the Job Filing is created.
- The Special/Progress Inspection Categories specific to **GC/FO/EA/SOE/PMM** will display in each table with the option to add additional inspections, if applicable.

The screenshot displays the 'Technical Report (TR1)' interface. It features two main sections: 'Special Inspection Categories' and 'Progress Inspection Categories'. Each section includes a table with columns for 'Requirement', 'Agency No.', 'Identified', 'Certified', 'Waived', and 'Special Inspector' (or 'Progress Inspector'). The 'Special Inspection Categories' table also includes a 'PAA' column. Both tables have '+ Add' and '+ Update Multiple' buttons above them. Below the 'Special Inspection Categories' table, there is a pagination control showing 'Total Items: 0', a page number '1 / 1', and a dropdown for 'Items Per Page' set to '5'.

DOB NOW: *Build* – TR1 UPDATE MULTIPLE

DOB
NOW

- For Special Inspection Categories and Progress Inspection Categories, the User can select Multiple Special/Progress Inspections to be updated.
- E.G.:* A Special Inspector can be associated to multiple Inspections by providing the attestation and upload of DPL-1 form once.

Technical Report (TR1)

Special Inspection Categories

[+ Add](#) [+ Update Multiple](#)

Actions	Requirement	Agency No.	Identified	Certified	Waived	Special Inspector
	<input type="checkbox"/> Structural Cold-Formed St...	Not Applicable	No	No	No	
	<input type="checkbox"/> Structural Steel – Detail...	Not Applicable	No	No	No	
	<input type="checkbox"/> Wood – Installation of Pr...	Not Applicable	No	No	No	

Total Items: 3

1 / 1 5 Items Per Page 1 - 3 of 3 items

Progress Inspection Categories

[+ Add](#) [+ Update Multiple](#)

Actions	Requirement	Identified	Certified	Waived	Progress Inspector
---------	-------------	------------	-----------	--------	--------------------

Document Upload*

Document Not Uploaded [View](#) Select File to Upload [Upload](#)

DOB NOW: *Build* – ADDITIONAL SUPPORTING/REQUIRED DOCUMENTS SUBMISSION









DOB
NOW

1. Documents must be uploaded to the **Required Documents** tab.
2. Additional **Supporting Documents** can be uploaded here.
3. All Required Documents will be listed here.
4. Click the icon to upload the document.

- Acceptable document formats
 - PDF
 - JPEG

- File names cannot contain special characters.
- Files cannot be larger than 250 MBs.

The screenshot shows the 'Documents' section for a permit application (M00038189-11). On the left, a sidebar lists various document categories, with 'Documents' highlighted and circled in red (1). The main area shows two tabs: 'Additional Supporting Documents' and 'Required Documents', both circled in red (2). Below the tabs is a table of required documents. The 'Upload' column for the first row is circled in red (4), and the 'Action' column for the first row is circled in red (3).

Document Name	Document Status	Prior To	Upload	Action
DOF Certification of Binding Agreement	Pending	Approval		Select Action: 
DPL-1: Design Professional Seal & Signature	Pending	Approval		Select Action: 
Parks Department Acknowledgment Letter for Street Trees Plan	Pending	Permit Issuance		Select Action: 
Plans/Sketch - General Construction	Pending	Approval		Select Action: 

DOB NOW: *Build* – ADDITIONAL SUPPORTING/REQUIRED DOCUMENTS SUBMISSION



- Required Documents are prepopulated based on information entered in the PW1 as well as the property profile. All documents required prior to approval must be uploaded or a waiver/deferral requested, otherwise the application may be deemed incomplete. Do **NOT** upload an AI-1 in place of a document.
- Some documents can be waived (request to not have to be provided at all) and/or deferred (request to submit at either Prior to Permit or Prior to Sign Off). When completing a document waiver/deferral request, enter comments as to why it should be granted. If the waiver/deferral is rejected, the document will have to be uploaded when the filing is in Objections status or a new waiver/deferral request must be submitted (which will in turn be reviewed at a high level within DOB).

DOB NOW: *Build* – DOCUMENT SUBMISSION

- Some documents can be Waived or Deferred.
- The system will automatically display which documents have these option(s) in the Select Action Column.

Document Name	Document Status	Prior To	Upload	Action
DOF Certification of Binding Agreement	Required	Approval		Select Action: View Request Request Deferral
DPL-1: Design Professional Seal & Signature	Required	Approval		Select Action:
Parks Department Acknowledgment Letter for Street Trees Plan	Required	Permit Issuance		Select Action:
PD1 Document	Required	Approval		Select Action:
Plans/Sketch - General Construction	Required	Approval		Select Action:
Plot Diagram	Required	Approval		Select Action:
ZD1: DOB Zoning Diagram	Required	Approval		Select Action:

DOB NOW: *Build* – DOCUMENT SUBMISSION

DOB
NOW

Documents may be required in other tabs such as:

- The **Technical Report** tab(s)
- The **Work Permit** tab

The screenshot displays the 'Technical Report (TR1)' section of the DOB NOW Build interface. It includes an 'Applicant Information' section with checkboxes for 'Design Applicant', 'Special Inspections Applicant' (checked), and 'Progress Inspections Applicant'. Below this is a 'Special Inspection Categories' table with columns for Requirement, Agency No., Identified, Certified, Waived, Special Inspe., PAA, and DPL-1. A red box highlights the 'DPL-1' column, which shows 'Required' for the 'Chimneys' requirement. The 'Documents' section on the right shows a table of 'Required Documents' with columns for Created On, Document Name, Upload, and Action. A red box highlights the 'Upload' column, which shows an upload icon for the 'CONTRACTOR SEAL & SIGNATURE' document. A red circle with the number '2' is placed over the 'Documents' tab in the left sidebar, and a red circle with '2a' is placed over the 'Upload' column header.

Technical Report (TR1)

Applicant Information
Indicate the type of Applicant (select all) that you are?*

Design Applicant Special Inspections Applicant Progress Inspections Applicant

Special Inspection Categories
+ Add + Concurrent Update

Requirement	Agency No.:	Identified:	Certified	Waived	Special Inspe.:	PAA:	DPL-1	Actions
<input checked="" type="checkbox"/> Chimneys	5546	No	No	No	JOE ADAM	No	Required	

Tracking #
411555100

Documents 2

Documents

Required Documents*

Created On	Document Name	Upload	Action
06/12/2019	CONTRACTOR SEAL & SIGNATURE		Select Action:

DOB NOW: *Build* – PLAN SUBMISSION

DOB
NOW

- Plan submission in DOB NOW: *Build* is per Work Type. Applicants must submit a plan for each Work Type included in the Job Filing.
- All plans must include the **DOB NOW Job Number** with the extension that indicates Job Filings that are: Initial (**I1**), Post Approval Amendment (**P1**) or Subsequent (**S1**) etc., on the lower right-hand side of each drawing sheet.

PROJECT
BPC - SITE 3
New York, New York

11TH TO 22ND FLOOR EAST
REFLECTED CLG. PLAN

DOB NOW Job #

SEAL & SIGNATURE	DATE 36-06
	PROJECT No: 2006-48
	DRAWING BY:
	CHK BY:
	A-411 00
	DRAWING FILE NO: 1 of 20 J: BPC SITE 3 (2006-48)

DOB NOW: *Build* – PLAN SUBMISSION


DOB
NOW

1. The **Drawing Title** must identify the floor, or floors, if applicable
2. The **DOB NOW Job Filing number:**
BUILDINGS PLAN IDENTIFICATION NUMBER
3. The revision **Decimal** is a two digit numeric decimal indicating a change or changes, to an approved document
4. The **Drawing Reference Number** is a 3 digit number (000-999)
5. Each submitted drawing must contain a **discipline designator**
6. All drawing plans must contain **page numbers** (1 of X, 2 of X)

PROJECT
BPC - SITE 3
New York, New York

11TH TO 22ND FLOOR EAST
REFLECTED CLG. PLAN

DOB NOW Job #

SEAL & SIGNATURE	DATE	36-06
	PROJECT	
	DRAWING	4
	CHK BY	3
	A-411	00
	CADD FILE NO: J. BPC SITE 3 (2006-48)	1 of 20

5 **6**

DOB
NOW

DOB

NOW

BUILD

ROLES AND RESPONSIBILITIES

DOB NOW: *Build* – ASSOCIATED STAKEHOLDERS AND eFILING

DOB
NOW

- Stakeholders associated with each:
 - Work Type
 - Registration type in eFiling

Form	Eligible Parties	Endorsement	Filed in eFiling As	Work Type				
				GC	FO	EA	SOE	PMM
PW1	Professional Engineer		Professional Engineer	✓	✓	✓	✓	✓
	Registered Architect		Registered Architect	✓	✓	✓	✓	✓
PW2	Homeowner		Preparer	✓	✗	✗	✗	✗
	General Contractor	CN - Construction	General Contractor	✓	✓	✓	✓	✓
	Professional Engineer		Professional Engineer	✓	✓	✓	✓	✓
	Registered Architect		Registered Architect	✓	✓	✓	✓	✓
	Construction Superintendent		Construction Superintendent	✗	✓	✓	✓	✗
	Site Safety Coordinator (SSC)		Site Safety Coordinator (SSC)	✗	✓	✓	✓	✗
	Site Safety Manager (SSM)		Site Safety Manager (SSM)	✗	✓	✓	✓	✗
	Demolition Subcontractor	DM - Demolition	General Contractor	✗	✓	✓	✓	✗
	Concrete Subcontractor	CC - Concrete	General Contractor	✗	✓	✓	✓	✗
	Concrete Safety Manager		Concrete Safety Manager	✗	✓	✓	✓	✗
TR1	Special Inspector		Special Inspection Agency	✓	✓	✓	✓	✓
TR2	Licensed Concrete Testing Lab		Concrete Testing Lab	✗	✓	✓	✓	✗
	Concrete Producer		Preparer	✗	✓	✓	✓	✗
TR3	Licensed Concrete Testing Lab		Concrete Testing Lab	✗	✓	✓	✓	✗
	Concrete Producer		Preparer	✗	✓	✓	✓	✗
TR4	Professional Engineer or Registered Architect		Professional Engineer or Registered Architect	✓	✓	✓	✓	✓
TR5H	Helical Pile Installation Contractor		Preparer	✓	✓	✓	✓	✓
TR5	Pile Driving Contractor		Preparer	✓	✓	✓	✓	✓

APPLICANT OF RECORD (PE/RA/LICENSEE):



- Create and Enter: PW1, PW2, and PW3
- Add Associated Delegates
- Enter Scope of Work
- Enter TR1, TR8, and EN2
- Upload Plans and Required Documents
- Upload DPL-1 Seal and Signature Form
- Complete Statements and Signatures
- Submit Payment
- Submit Job Filing
- File PAA
- Resolve Objections
- Schedule and Attend Meeting Appointments

KEY POINTS:

The Applicant of Record is the **ONLY** role allowed to:

- Upload the signed and sealed DPL-1 Form
- Submit the Job Filing to DOB
- Submit a PAA to DOB

ASSOCIATED DELEGATES

FILING REPRESENTATIVE CLASS II/PE/RA:



- Create and Enter: PW1, PW2, and PW3
- Enter Scope of Work
- Enter TR1, TR8, and EN2
- Upload Plans and Other Documents
- Submit Payment
- Resolve Objections
- Schedule and Attend Meeting Appointments
- Check completion status of filing by clicking on Preview to File

KEY POINTS:

An Associated Delegate designated to a Job Filing can do everything as the Applicant of Record **EXCEPT:**

- Upload the DPL-1 Form
- Attestations
- Submit the Job Filing
- Submit a PAA

OWNER



- Create and Enter: PW1, PW2, and PW3
- Add Associated Delegates
- Enter Scope of Work
- Enter: TR1, TR8
- Upload Plans and Required Documents
- Complete Statements and Signatures
- Submit Payment
- Resolve Objections
- Schedule and Attend Meeting Appointments
- Receive 'Status Notifications' if Owner's E-mail is Entered by the Applicant
- Use the Borough Office Kiosks

KEY POINTS:

An Owner/Owner Representative MUST:

- Complete Owner Statements & Signatures before a Job Filing is submitted
 - Once signed, the Owner's Attestation will not be cleared if changes (Incomplete, QA Failed, Objections or any other resubmission) remain in the Job Filing.
- An Owner may assign a representative to act on their behalf online or by visiting a kiosk at DOB.

FILING REPRESENTATIVE I/PREPARER



- Create and Enter: PW1, PW2, and PW3
- Enter Scope of Work
- Enter: TR1, TR8, and EN2
- Upload Plans and Required Documents
- Submit Payment
- Resolve Objections
- Schedule Appointments
- Receive 'Status Notifications' if Filing Representative/Preparer's E-mail is Entered by the Applicant

KEY POINTS:

A Filing Representative CAN:

- Create a Job Filing and complete data entry
- Resolve Objections
- Schedule Appointments

A Filing Representative CANNOT:

- Upload the Applicant of Record DPL-1 Form
- Complete Statements & Signatures
- Submit a Job Filing to DOB
- Attend Appointments

SPECIAL INSPECTOR:



- Complete Statements and Signatures in TR1 tab
 - Upload DPL-1 Seal and Signature Form
 - Complete Statements and Signatures

PROGRESS INSPECTOR:



- Complete Statements and Signatures in TR1 tab
 - Upload DPL-1 Seal and Signature Form
 - Complete Statements and Signatures

PILE DRIVING CONTRACTOR:



- Only applicable when TR Inspection added for Deep Foundation Elements
- Can be added for GC, FO, EA, SOE, and PMM Work Types
- Complete Statements and Signatures in **TR5** tab

HELICAL PILE INSTALLATION CONTRACTOR:



- Only applicable when TR Inspection added for Helical Piles
- Can be added for GC, FO, EA, SOE, and PMM Work Types
- Complete Statements and Signatures in **TR5H** tab

CONCRETE PRODUCER:



- Only applicable when Concrete chosen as construction material
- Complete Statements and Signatures in **TR3** tab
- Complete Concrete Design Mix in **TR3**
- Read-only access to Job Filing unless they are already associated in another role

LICENSED CONCRETE TESTING LAB DIRECTOR/QUALITY MANAGER:



- Only applicable when Concrete chosen as construction material
- **TR2** Lab Director must be different from **TR3** Lab Director
- Enter mixes in **TR3**; Upload required documents in **TR2**
- Complete Statements and Signatures in **TR2/TR3** tab
- Read-only access to Job Filing unless already associated in another role

SITE SAFETY PERSONNEL:



- Must be identified in Work Permit (PW2) and Complete Statements and Signatures
- 3 positions: Construction Superintendent, Site Safety Coordinator, Site Safety Manager
- Read-only access to Job Filing unless they are already associated in another role

TENANT PROTECTION PLAN APPLICANT:



- Complete Statements and Signatures in Tenant Protection Plan
- Read-only access to Job Filing unless they are already associated in another role

General Contractor:



- Must be identified in Work Permit (PW2)
- Read-only access to Job Filing unless they are already associated in another role

Demolition Sub-Contractor:



- Only needed if Job Filing includes demolition of more than 50% of the building floor area.
- Must be identified in Work Permit (PW2)
- Read-only access to Job Filing unless they are already associated in another role

DOB
NOW

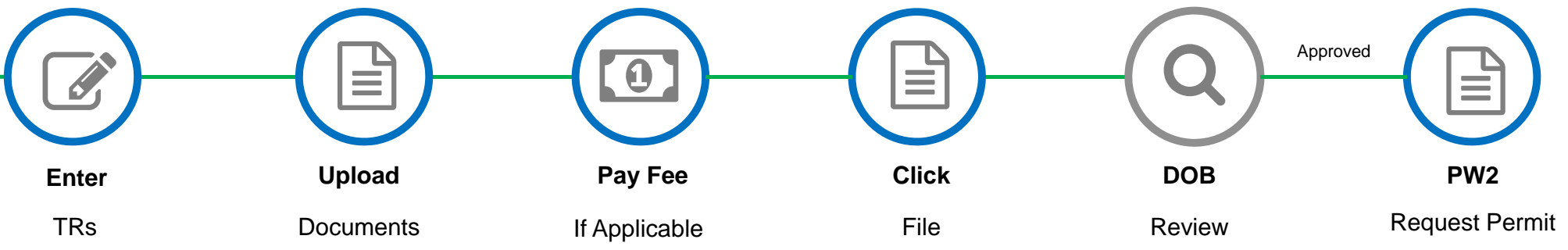
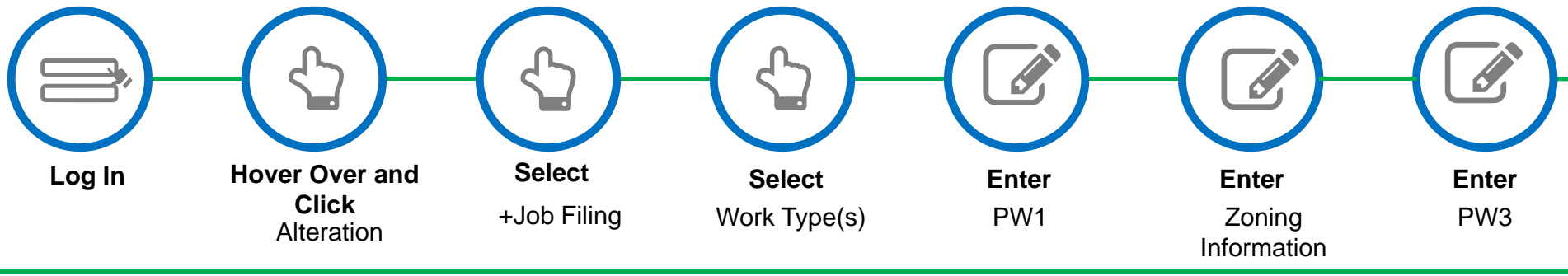
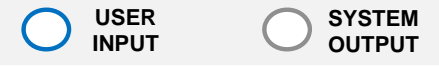
DOB

NOW

BUILD

JOB FILING PROCESS
GC/FO/EA/SOE/PMM

DOB NOW: *Build* – JOB FILING PROCESS FLOW




DOB NOW: *Build* – INITIAL JOB FILING

- From the DOB NOW Landing Page, hover over the DOB NOW: *Build* button and click **Alterations**.

Get started by selecting a component below.

Weekly Safety Inspections Reports are available under [Essential Construction](#).



The screenshot shows a navigation menu with four main options: BUILD, Alterations, B I S OPTIONS, and SAFETY. The Alterations option is highlighted with a blue tooltip that lists 'Alterations', 'Cranes', and 'NYS EO 202.6'. The BUILD option is a blue button, Alterations is a white button with a blue tooltip, B I S OPTIONS is a green button, and SAFETY is an orange button. The text 'Weekly Safety Inspections Reports are available under Essential Construction.' is displayed in a dashed box above the menu.

DOB NOW: *Build* – INITIAL JOB FILING AND WORK TYPES



- Once on the Job Filings Dashboard, click on the **+Job Filing** button to start a new Job Filing
- Use the checkboxes to identify which Work Types will be included in the Job Filing.

The screenshot shows the 'Job Filings' dashboard with a '+ Job Filing' button highlighted in a red box. A modal dialog titled 'Job filing includes:' is open, displaying a list of work types with checkboxes. The work types are arranged in three columns:

Job filing includes:		
<input type="checkbox"/> Antenna	<input type="checkbox"/> Boiler Equipment	<input type="checkbox"/> Construction Fence
<input type="checkbox"/> Curb Cut	<input type="checkbox"/> Earthwork	<input type="checkbox"/> Electrical
<input type="checkbox"/> Elevators	<input type="checkbox"/> Foundation	<input type="checkbox"/> General Construction
<input type="checkbox"/> Limited Alteration Application	<input type="checkbox"/> Mechanical Systems	<input type="checkbox"/> Place of Assembly
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Protection and Mechanical Methods	<input type="checkbox"/> Sidewalk Shed
<input type="checkbox"/> Sprinklers	<input type="checkbox"/> Standpipe	<input type="checkbox"/> Sign
<input type="checkbox"/> Support of Excavation	<input type="checkbox"/> Supported Scaffold	<input type="checkbox"/> Structural
		<input type="checkbox"/> Temporary Place of Assembly

At the bottom of the modal are 'Next' and 'Cancel' buttons.

DOB NOW: *Build* – INITIAL JOB FILING – WORK TYPE SELECTED DETERMINES FIELDS INCLUDED

DOB
NOW

- DOB NOW: *Build* guides the Applicant through the data entry process based on the Work Type(s) selected when the Job Filing was initially created.
- Only fields specific to the Work Type(s) will display in each section of the Job Filing.

The screenshot shows a web interface for job filing. At the top, a light blue header contains the text 'Plans/Work (PW1) - Alteration', which is enclosed in a red rectangular box. Below this header is a vertical list of ten blue buttons, each with white text and a right-pointing chevron icon. The buttons are: 'Location Information*', 'Stakeholders*', 'Filing Review Type, Work Type/Filing Includes*', 'Additional Information*', 'Additional Considerations, Limitations or Restrictions*', 'NYCECC Compliance*', 'Job Description*', 'Site Characteristics*', 'Asbestos Abatement Compliance*', and 'Comments'.

Filing Review Type*

Select Type

Select Type

Standard Plan Examination or Review

Professional Certification

- In the PW1, the User must choose between Standard Plan review and Professional Certification review.
- Professional Certification Job Filings can be submitted with a Work Permit (PW2) unless the Work Type may trigger a Site Safety Plan (GC, ST, FO, SOE, or EA).
- The choice of review type is also affected by Local Law 158 of 2017.

DOB NOW: *Build* – INITIAL JOB FILING – PLANS/WORK (PW1)



- The User will navigate through Plans/Work (PW1) for completion
 - Location Information
 - Stakeholders
 - Filing Review Type, Work Type/Filing Includes (including Subcategories)
 - Additional Information
 - Additional Consideration, Limitations or Restrictions
 - NYCECC Compliance
 - Job Description
 - Site Characteristics
 - Asbestos Abatement Compliance
 - Comments

A screenshot of a web application interface for 'Plans/Work (PW1) - Alteration'. The title is highlighted with a red box. Below the title is a list of ten blue, expandable menu items, each with a right-pointing chevron. The items are: Location Information*, Stakeholders*, Filing Review Type, Work Type/Filing Includes*, Additional Information*, Additional Considerations, Limitations or Restrictions*, NYCECC Compliance*, Job Description*, Site Characteristics*, Asbestos Abatement Compliance*, and Comments. The asterisk on each item indicates it is a required field.

Plans/Work (PW1) - Alteration









- Location Information*
- Stakeholders*
- Filing Review Type, Work Type/Filing Includes*
- Additional Information*
- Additional Considerations, Limitations or Restrictions*
- NYCECC Compliance*
- Job Description*
- Site Characteristics*
- Asbestos Abatement Compliance*
- Comments

DOB NOW: *Build* – WORK ON FLOOR UPDATE

DOB
NOW

- One updated tool is the Work on Floor specification. Currently, Applicants can only specify one floor location for the entire project. In the new system, Users will be able to specify which Work Type applies to which location.
- More than one location can be entered, and the Work Type at each location can be specified.

Work on Floors* + Add

Actions	Work Type	Location
 	Earth Work	Cellar
 	Earth Work,Foundation	Pit
 	Structural,General Construc...	Basement/Sub-basement
 	General Construction	Facade

Work on Floors

Work Type*

Select Work Type(s):

- Earth Work
- Foundation
- General Construction
- Structural

Location*

Select:

Description of Location

255 characters remaining

Add Cancel

DOB NOW: *Build* – SAVE AND ADDRESS CONFIRMATION

DOB
NOW

Before leaving the PW1, the data must be saved. At minimum, the Address and Stakeholders tabs must be completed to save the Job Filing. An Address confirmation is displayed stating that the Location information can not be changed once **Yes** is clicked.

The image shows a screenshot of the DOB NOW interface. On the left, the 'DOB NOW BUILD' logo is visible, along with the text 'DOB NOW Submit Filings, Payments,'. Below this, there are two buttons: 'Save' (highlighted with a red box) and 'Preview to File'. A red arrow points from the 'Save' button to the right, where a dialog box titled 'Address Confirmation' is displayed. The dialog box contains the following text: 'Please note that the entered information cannot be changed after saving:', followed by a bullet point: '• Location Information: 280 BROADWAY, MANHATTAN'. Below this, it says 'Please confirm that you want to proceed with the entered address.' At the bottom of the dialog box, there are two buttons: 'Yes' (highlighted with a red box) and 'No'.

- A Job Filing number is generated when the User clicks Save.

M00037858-I1

Plans/Work (PW1) - Alteration

Plans/Work (PW1)	Location Information*	<input checked="" type="checkbox"/>	>
Zoning Information	Stakeholders*	<input type="checkbox"/>	>
Cost Affidavit (PW3)	Filing Review Type, Work Type/Filing Includes*	<input checked="" type="checkbox"/>	>
Technical Report	Additional Information*	<input checked="" type="checkbox"/>	>
Technical Report (TR1)	Additional Considerations, Limitations or Restrictions*	<input checked="" type="checkbox"/>	>
Documents	NYCECC Compliance*	<input checked="" type="checkbox"/>	>
Work Permit (PW2)	Job Description*	<input checked="" type="checkbox"/>	>
Statements &			
Signatures			

DOB NOW: *Build* – INITIAL JOB FILING - IDENTIFICATION NUMBERS

DOB
NOW

JOB NUMBER

Borough (X,Q,B,M,S) + Sequence Number = **B + 00035909** **1**

M = Manhattan **X** = Bronx **B** = Brooklyn

Q = Queens **S** = Staten Island

View	Filing Action	Job#	Filing#	Job Type	Filing Type
<input type="checkbox"/>	Select Action:	M00385388	I1	Alteration	New Job Filing
<input type="checkbox"/>	Select Action: ▾	M00385375	I1	Alteration	New Job Filing

Job Filing NUMBER

I1 = Initial Job Filing

S1 = Subsequent Job Filing

P1 = Post Approval Amendment

WORK PERMIT

B + 00000001-I1-GC

Borough Sequence Number Job Filing Number **Work Type**

B + **00000001** + **I1** + **GC**

DOB NOW: *Build* – STATUS BAR – PROF CERT

- A Status Bar appears at the top of the screen when the User clicks Save. The contents of the status bar will change depending on the Job Filing Review Type.



- Pre-filing
- Pending Prof Cert QA Assignment
- Prof Cert QA Review
- Prof Cert QA Review (with Permit)
- Approved
- Permit Issued/Permit Entire
- LOC Issued

DOB NOW: *Build* – STATUS BAR – STANDARD PLAN EXAMINATION OR REVIEW

DOB
NOW



- Pre-filing
- Pending CPE/ACPE Assignment
- Pending PE Assignment
- Plan Examiner Review
- CPE/ACPE Review
- Plan Examiner Review
- Approved
- Permit Issued/Permit Entire
- LOC Issued



- Local Law 158 of 2017 (LL158) applies to new Job Filings for BINs that had a **Work Without Permit violation** within the previous year.
- Job Filings at those locations must go through a **LL158/2017 Plan Examiner Review** to determine if the restriction can be lifted before going through the **Professional Certification Review** for Job Filing approval.
- With a few exceptions, an application to file Prof Cert will be approved if the Applicant qualifies for one of the Waiver Request/WWP Waiver Reasons that are listed on an L2 form.

DOB NOW: *Build* – INITIAL JOB FILING – LL158 WARNING

DOB
NOW

- When the User **saves** a Professional Certification Job Filing, the system will check to see if there is a hold related to LL158.
- If yes, then a warning message will appear.
- The same warning will appear when **Payment** is made and when the Job Filing is **submitted for approval**.
- If the Application is submitted and **not** approved to proceed as Prof Cert, the Prof Cert Application **cannot** be changed to Standard Plan. A **new** Application will need to be created as Standard Plan.

Notification ✕

Job filing has been saved.

⚠ warning:

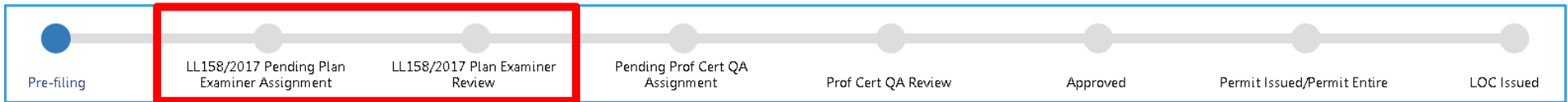
A work without a permit violation was issued at this property resulting in a one-year professional certification restriction pursuant to Local Law 158 of 2017. This application cannot be professionally certified unless the work qualifies for one of the exceptions in Local Law 158 of 2017 or a request for a waiver of the civil penalty for the work without a permit is granted. If you proceed with this application it will be reviewed by the Department to determine if the professional certification restriction applies. If your request for an exception to the professional certification restriction is denied, a new application must be submitted as standard plan.

OK

DOB NOW: *Build* – INITIAL JOB FILING – LL158 STATUS BAR



- If an LL158 review is required, the status bar for the Job Filing will note the additional Plan Examiner steps.

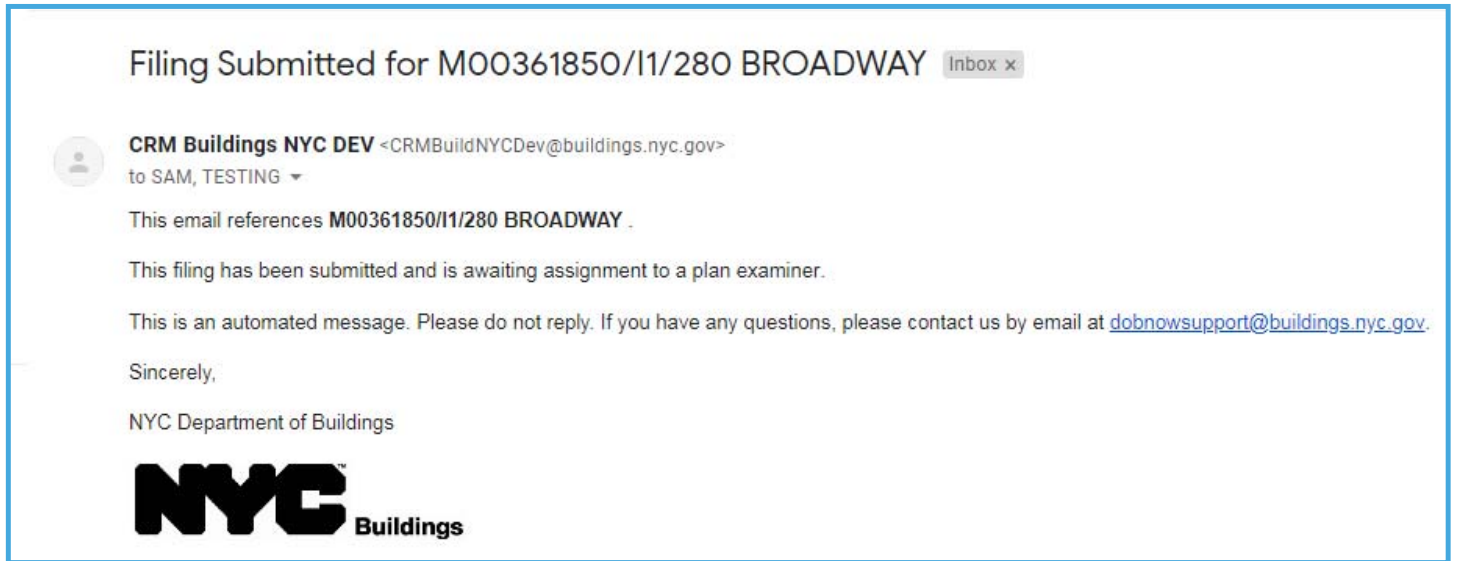
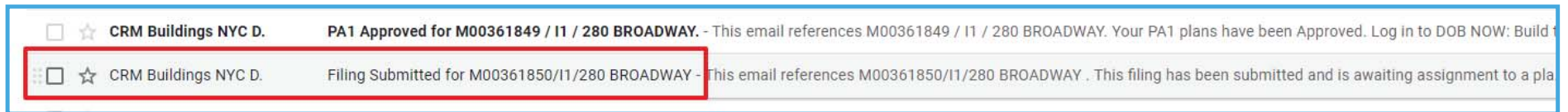


- If the job is submitted, it will automatically be routed to a Plan Examiner for an LL158 review. The Plan Examiner can:
 - **Approve** the Job Filing for Professional Certification review, in which case the Job Filing can move forward.
 - **Deny** the Job Filing for Professional Certification review, in which case no further action can be taken on this Job filing. There is no resubmission process at this point. Applicants must instead submit a new Job Filing with Standard Plan Review.
- The Applicant and Owner on the Job Filing will receive email notifications with the status and outcome of the LL158 review.

DOB NOW: *Build* – INCREASED TRANSPARENCY: EMAIL NOTIFICATIONS

DOB
NOW

- Applicants and all roles associated to the Job Filing are sent email notifications each time the status is updated.



DOB NOW: *Build* – NOTIFICATIONS



- The owner and Applicant will receive email notifications at critical stages in the Job Filing process
- Emails will come from: **DOBNOW donotreply <DOBNOWdonotreply@buildings.nyc.gov>**

From: DOBNOW donotreply <CRMBuildNYCDev@buildings.nyc.gov>
Date: Mon, Oct 26, 2020 at 9:44 AM
Subject: Objection(s) Raised for Q00381211/S1/86-06 SOMERSET STREET
To: JOE ADAM <AJOETEST@gmail.com>

This email references Q00381211/S1/86-06 SOMERSET STREET.

During the review of your subsequent filing, the plan examiner and/or chief plan examiner raised objection(s):

Log into [DOB NOW: Build](#) to resolve the objection(s). To see the Objection details, click Edit on the Objections/Appointments tab. Once the issue is resolved, change the Objection Status to Resolved, select Update and Save the filing. The applicant needs to then complete the Statements and Signatures tab and then click on the Re-Submit button. The plan examiner will not review the job again until the filing is re-submitted.

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

DOB NOW Support

NYC Department of Buildings



DOB NOW: *Build* – INITIAL JOB FILING – ZONING

DOB
NOW

- The new Zoning tab has added questions to address sections 9L, 13, and 26.
- The answers to these questions will be auto-populated on the PW2.
- The total number of dwelling units occupied will also appear on the Permit.

The screenshot displays the DOB NOW application interface for job filing. On the left, a sidebar menu shows the following sections: M00038182-11, Plans/Work (PW1), Zoning Information (highlighted with a red box), Cost Affidavit (PW3), Technical Report (with a dropdown arrow), Technical Report (TR1), Documents, Work Permit (PW2), Statements &, and Signatures. The main content area is titled 'Zoning Information' and contains a list of sections, each with a dropdown arrow: Zoning Data*, Zoning Lot Details*, Street Details*, Yard Details*, Height & Setback*, Building Characteristics*, Density*, Non-Conforming / Non-Complying*, and Parking & Loading*.

DOB NOW: *Build* – INITIAL JOB FILING – ZONING INFORMATION

DOB
NOW

- On the Zoning tab, Applicants specify the planning regulations associated with the Filing, as well as the Occupancy, Construction, and Multiple Dwelling Classifications. The Building Type must also be noted.
- The number of dwelling units for both the existing and proposed structures must also be entered.

Building Characteristics*		
	Existing	Proposed
Does the 2014 Code designations apply?*	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Occupancy Classification*	Select Type: <input type="text"/>	Select Type: <input type="text"/>
Does the 2014 Code designations apply?*	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Construction Classification*	Select Type: <input type="text"/>	Select Type: <input type="text"/>
Multiple Dwelling Classification*	Select Type: <input type="text"/>	Select Type: <input type="text"/>
Building Type*	Select Type: <input type="text"/>	Mixed use building?*
		<input type="radio"/> Yes <input type="radio"/> No
Dwelling Units / Density*		
Dwelling Units*	Existing* <input type="text"/>	Proposed* <input type="text"/>

- Most Work Types will appear as tabs under Scope of Work. The exceptions are GC and PMM.



The Scope of Work for ST, FO, EA, and SOE asks about materials used. See Concrete section for more details about what is required when Concrete is chosen.

Earth Work Scope of Work

What material is being included in the scope of work?*

Concrete Steel Wood
 Masonry Other

Will dewatering be required for this application?*

Yes No

Does the proposed work consist of brownfield remediation/ soil abatement?*

Yes No

Are excavations proposed into the public right-of-way?*

Yes No

Foundation Scope of Work

What material is being included in the scope of work?*

Concrete Steel Wood
 Masonry Other

Does the foundation work include support of excavation?*

Yes No

Please provide the maximum depth of the proposed excavation relative to grade level/project datum.*

Feet (NAVD88)

Will dewatering be required for this application?*

Yes No

What class of soil will the foundation bear?*

Select: ▾

DOB NOW: *Build* – INITIAL JOB FILING – SCOPE OF WORK



- The questions asked under Scope of Work will depend on the Work Type being submitted.

Support of Excavation Scope of Work

What material is being included in the scope of work?*

Concrete Steel Wood
 Masonry Other

Please provide the maximum depth of the proposed excavation relative to grade level/project datum.*

20 Feet (NAVD88)

Will dewatering be required for this application?*

Yes No

Please provide the design ground water table elevation*

30 Feet (NAVD88)

Are there adjacent historic structures within 90 feet of the project lot lines?*

Yes No

Are there adjacent buildings within a distance from the edge of the excavation that are equal to or less than the maximum depth of the excavation?*

Yes No

Please provide the bottom of existing footing elevations for all adjacent buildings/BINs relative to the project datum/grade level. (Exposures 1, 2, 3, 4)

+ Add

Actions	Adjacent BIN	Existing Elevation Value
---------	--------------	--------------------------

Total Items: 0

1 / 1 Items Per Page

Are projections or other construction proposed into the public right-of-way affecting sidewalks, streets, utilities, etc. (e.g. tie-backs into the street)?*

Yes No

- For each Category of Work in the Job Filing, the user must enter the **Area/Units**, **Unit Cost**, and **Description of Work**.
- The Total Cost **must be the same** as the estimated cost listed in the PW1. If it is not the same, you will not be able to submit your Job Filing.

Cost Affidavit (PW3)

Initial Cost Details

+ Add

Category of Work	Description
------------------	-------------

Total Items: 0

1 / 1

Total Support of Excavation Cost:	\$0.00
Total Protection and Mechanical Methods Cost:	\$0.00
Total Job Cost (Initial):	\$0.00

Cost Details

Category of Work*
Support of Excavation

Area/Units*

Unit Cost*
\$

Description of Work*

255 characters remaining

Total Cost: \$0.00

Save Cancel

DOB NOW: *Build* – INITIAL JOB FILING – TR1 UPDATE MULTIPLE

DOB
NOW

- For Special Inspection Categories and Progress Inspection Categories, the User can select Multiple Technical Reports to be updated.
- For each additional Inspection requirement, the relevant DPL-1 must be uploaded.

Technical Report (TR1)

Special Inspection Categories

[+ Add](#) [+ Update Multiple](#)

Actions	Requirement	Agency No.	Identified	Certified	Waived	Special Inspector
	<input type="checkbox"/> Structural Cold-Formed St...	Not Applicable	No	No	No	
	<input type="checkbox"/> Structural Steel – Detail...	Not Applicable	No	No	No	
	<input type="checkbox"/> Wood – Installation of Pr...	Not Applicable	No	No	No	

Total Items: 3

1 / 1 5 Items Per Page 1 - 3 of 3 items

Progress Inspection Categories

[+ Add](#) [+ Update Multiple](#)

Actions	Requirement	Identified	Certified	Waived	Progress Inspector
---------	-------------	------------	-----------	--------	--------------------

Document Upload*

Document Not Uploaded [View](#) Select File to Upload [Upload](#)

DOB NOW: *Build* – INITIAL JOB FILING – SPECIAL/PROGRESS INSPECTOR – STATEMENT OF RESPONSIBILITY

DOB
NOW

- Prior to the Permit being issued, the Special and/or Progress Inspector **must log in, electronically sign the Identification of Responsibilities, and upload their DPL-1 Form.**

I Take the Responsibility of Identifying Requirement

Name*	Date of Identification of Responsibility
<input type="text" value="BUILD1 DEP"/> (Electronically Signed)	<input type="text" value="11/19/2018"/>

Inspection Applicant's Identification of Responsibilities

I understand that my failure to file a certification of completion or to notify the Department of my withdrawal of responsibilities within one year from expiration of the last valid permit may result in the loss of my privileges to file under Directives 2 and 14 of 1975 or issuance of a violation, or both. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.*

I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Inspection Applicant's Identification of Responsibilities terms of this application. 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.*

For the *progress inspections* indicated above in section 4, except energy code inspections on the TR1EN form, and/or concrete test items indicated in section 3, I assume the responsibility and I personally, or where permitted by the New York City Construction Codes, qualified personnel under my direct supervision, will perform the required inspections and tests on such forms and in such matter as the Department requires or requests. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.*

Name*	Date*
<input type="text" value="BUILD1 DEP"/> (Electronically Signed)	<input type="text" value="11/19/2018"/>

DOB
NOW

DOB

NOW

BUILD

REQUIRED AND ADDITIONAL SUPPORTING DOCUMENTS

DOB NOW: *Build* – INITIAL JOB FILING – ADDITIONAL SUPPORTING/REQUIRED DOCUMENTS SUBMISSION



- Documents will be uploaded to the Documents tab (1).
- Additional Supporting Documents can be uploaded here (2).
- All Required Documents will be listed here (3).
- Acceptable document formats:
 - PDF
 - JPEG
- File names cannot contain special characters.
- Files cannot be larger than 250 MBs

Document Name	Document Status	Prior To	Upload	
DOF Certification of Binding Agreement	Required	Approval		Select
DPL-1: Design Professional Seal & Signature	Required	Approval		Select
Parks Department Acknowledgment Letter for Street Trees Plan	Required	Permit Issuance		Select
Plans/Sketch - General Construction	Required	Approval		Select

DOB NOW: *Build* – INITIAL JOB FILING – DOCUMENTS

- On the Documents tab, Applicants can upload Additional Supporting Documents by clicking on **+Add New Document**. This will open the Document Uploader.
- The Required Documents will be listed and each must be uploaded by clicking on the Upload button.

Additional Supporting Documents

+ Add New Document

Document Name	Document Status	Prior To	Upload	Delete

Document Uploader

Select Document

Enter Document Name Here or select from List...

File Name: Choose File No file chosen

Upload

Document Name	Prior To Stage
Adjoining Owners Notification	Permit Issuance
DEP Stormwater Maintenance Permit	Letter of Completion
DEP: Sewer Certification (Sanitary/Storm)	Approval
DOF RP-602: Tentative Tax Lot Number Issued	Approval
FEMA Elevation Certificate (085-0-33)/Flood Proofing Certificate (085-0-	Letter of Completion

1 - 5 of 18 items

Cancel

Required Documents*

Document Name	Document Status	Prior To	Upload	Action
DPL-1: Design Professional Seal & Signature	Required	Approval		Select Action: ▾
Plans/Sketch - Protection of Mechanical Methods	Required	Approval		Select Action: ▾

DOB
NOW

DOB

NOW

BUILD

NO PAPER. NO LINES.

STATEMENTS & SIGNATURES

- Applicant of Record Attestation
- Owner Attestation

DOB NOW: *Build* – INITIAL JOB FILING – STATEMENTS & SIGNATURES

DOB
NOW

- In the Statement & Signatures section, the Owner and the Applicant of Record are required to acknowledge that by checking the check box, they Attest that the information entered, document uploaded, and the payments are correct on the Job Filing.
- If the Owner says that there will be residential units occupied during work, a Tenant Protection Plan must be filed.

The screenshot displays the 'Statements & Signatures' section of the DOB NOW 'Build' application. At the top, the section is highlighted with a red box. Below it, there are two main components: a summary view and a detailed view.

The summary view shows two blue buttons: 'Applicant of Record's Attestation*' and 'Owner's Attestation*', both with right-pointing arrows. Below these is a header 'Statements & Signatures' and a sub-header 'Applicant of Record's Attestation*' with a checkmark icon. The sub-header is followed by three sections: 'Plans/Sketches (PW1)', 'Cost Affidavit (PW3)', and 'Technical Report (TR1)'. Each section contains a paragraph of text, with the 'Plans/Sketches' section starting with 'Falsification of any statement is a misdemeanor...'.

The detailed view, shown as an inset, focuses on the 'Owner's Attestation*' section. It includes a 'Plans/Sketches (PW1)' header and a dropdown menu for 'Would you like to submit a TR Final for this work or would you like to have a DOB-performed final inspection at the appropriate time in order to close out this filing?'. Below this is a 'Submit a TR Final' dropdown menu. A section titled 'Exceptions: *' contains a list of radio button options: 'None' (selected), 'Binding agreements with the department of finance are in force requiring payment of all covered arrears owed by the owners of the property, and such owners are in compliance with such agreements.', 'The issuance of the permit is necessary to correct an outstanding violation of Title 28 of the Administrative Code, the housing maintenance code or any other applicable provisions of law or rule.', 'The permit is for a portion of a property occupied by a tenant who is not an owner of such property or responsible for any covered arrears owed with respect to such property.', 'The permit is for a dwelling unit within a property that is owned by a condominium or held by a shareholder of a cooperative corporation under a proprietary lease and the owners of record for such unit do not owe, in aggregate, \$25,000 or more in covered arrears to the city.', 'The property was the subject of an in rem foreclosure judgment in favor of the city and was transferred by the city to a third party pursuant to section 11-412.1 of the Administrative Code.', 'The property is the subject of a court order appointing an administrator pursuant to article 7-a of the real property actions and proceedings law in a case brought by the department of housing preservation and development.', and 'The property is the subject of a loan provided by or through the department of housing preservation and development or the New York city housing development corporation for the purpose of rehabilitation that has closed within the five years preceding this application.'

DOB NOW: *Build* – OWNER’S RESPONSIBILITY – DOB FINAL INSPECTION OR TR FINAL

DOB
NOW

- For GC Work Type only, in the Owner’s Attestation, the Owner will select one of the following :
 - DOB-performed final inspection
 - Submit a TR Final (if this is chosen, the details must be filled out in the Technical Reports tab)

The screenshot shows a web form titled "Owner's Attestation" with a red border. Below the title is a section labeled "Plans/Sketches (PW1)". A red-bordered box highlights a question: "Would you like to submit a TR Final for this work or would you like to have a DOB-performed final inspection at the appropriate time in order to close out this filing?*" Below the question is a dropdown menu labeled "Select Type:". The dropdown is open, showing two options: "DOB-performed final inspection" and "Submit a TR Final".

DOB
NOW

DOB

NOW

BUILD

FEES

DOB NOW: BUILD - FEES

DOB
NOW

- Fee must be paid before Job Filing can be submitted.
- A payment confirmation is displayed to continue with paying the fee.

The screenshot displays the DOB NOW application interface. At the top, a progress bar shows the stages: Pre-filing, Pending CPE/ACPE Assignment, Pending PE Assignment, Plan Examiner Review, CPE/ACPE Review, Approved, Permit Issued/Permit Entry, and LOC Issued. Below the progress bar, there are buttons for 'Save' and 'Preview to File'. The main content area shows the filing details for 'Plans/Work (PW1) - Alteration' with ID '800038225-11'. A 'Payment Confirmation' dialog box is overlaid on the screen, containing the following text:

Payment Confirmation

Please note that the following data cannot be changed after the payment has been made on this filing:

- Building Type: 1 Family
- Owner Information

Payment is not the last step. Click the Preview to File button at the top of the screen to submit the application.

Are you sure you want to make a payment now for **\$175.00** ?

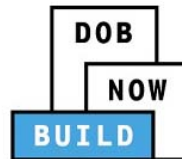
Buttons: Confirm, Cancel

In the right sidebar, the 'Pay Now' button, labeled '\$175.00 Pay Now', is highlighted with a red border.

DOB NOW: *Build* – PAYMENT CONFIRMATION



- Confirmation of payment is sent by email to the payee.



Receipt for : JobFiling - New Job Filing : M00038209-I1

Premises : 280 BROADWAY, MANHATTAN Job Number : M00038209-I1
BIN : 1079215 Block : 153 Lot : 1

Receipt Details

Invoice Number : 100077380 Receipt Number : CPY100201730
Transaction Date : 10/5/2020 2:11:47 PM Amount Paid : \$471.34

Thank you for your payment.

Payment Amount: \$471.34
Receipt Number: CPY100201730
Transaction Date: 10/05/2020 2:11:49 PM
Payment Type: VISA *****1111

Thank you for your payment.

Please note that all times reflect Eastern Time (ET). Please use [this link](#) for any questions.

Please keep this page for your records.

Filing balance - Alt type 2	\$297.10
DOB NOW Build	
JobFiling - New Job Filing : M00038209-I1	
Filing Fees	
<hr/>	
Record Management Fee: Other	\$165.00
DOB NOW Build	
JobFiling - New Job Filing : M00038209-I1	
Filing Fees	

DOB
NOW

DOB

NOW

BUILD

CONCRETE



- Concrete can be a part of the following Work Types:
 - **Structural (ST)**
 - **Foundation (FO)**
 - **Earthwork (EA)**
 - **Support of Excavation (SOE)**
- Each of these Work Types will appear as a tab under Scope of Work if they are part of the Job Filing.
- Applicants will be asked to identify what materials will be used. Concrete is one of the options.



For SOE Job Filings, Concrete only applies when **Tangent/Secant Piles** is selected in subcategory.



- If Concrete is identified as a material being used, a Concrete tab will appear under Scope of Work with questions regarding Concrete use.
- The responses to the questions on the Concrete tab determine if the Concrete technical reports should be submitted.
- Two technical reports may be required when using Concrete on these Job Filings:
 - **TR2:** Concrete Sampling and Testing
 - **TR3:** Concrete Design Mix

DOB NOW: *Build* – CONCRETE CURRENT STATE

DOB
NOW

- Users can currently use DOB NOW: *Build* to file Concrete technical reports (TR2 and TR3) for Structural (ST) Job Filings.
- TR2 can be waived, but not TR3.
- Job Filings for Foundations (FO), Earthwork (EA) and Support of Excavation (SOE) Work Types are currently filed in paper format at the borough offices of DOB.
- The Technical Reports for Concrete are also in paper format for those Job Filings.

Structural Scope of Work

Prefab wood I-joists* Yes No

Structural cold-formed steel* Yes No

Open-web steel joists* Yes No

What is the Structural work being proposed?*

<input checked="" type="checkbox"/> Concrete	<input checked="" type="checkbox"/> Aluminum	<input type="checkbox"/> Masonry
<input type="checkbox"/> Steel	<input checked="" type="checkbox"/> Wood	<input type="checkbox"/> Sign Structure
<input type="checkbox"/> Temporary Structural Bracing	<input type="checkbox"/> Raising and Moving of Building	<input type="checkbox"/> Other/Miscellaneous

Partial Demolition

Mechanical Non-Mechanical

Is the concrete to be placed for footings that will be fully supported on earth or rock?*

Is the concrete placement less than 50 cubic yards?*

NYC Buildings TR2: Technical Report Concrete Sampling and Testing

Must be typewritten.

Sheet number 1

Orient and affix BIS job number label here

1 Location Information Required for all applications.

2 Licensed Concrete Testing Lab Information

NYC Buildings TR3: Technical Report Concrete Design Mix

Must be typewritten.

The TR3 is required prior to permit

Orient and affix BIS job number label here

1 Location Information Required for all applications.

2 Applicant Information - Licensed Concrete Testing Lab Required for all applications.

Director Last Name Director First Name Director Middle Initial

NYC Buildings PW1: Plan / Work Application

Must be typewritten.

1 Location Information Required for all applications.

2 Applicant Information Required for all applications. Fax, mobile telephone and e-mail address are optional information.

3 Filing Representative Complete only if different from applicant specified in section 2. Fax, mobile phone, and e-mail are optional info.

provide specified associated information

approval Actions 23-25

Existing Filing 44

Event Filing 6-7, 8A (AB-2 only), 11

Amendment (P&M) 4A, 6, 24-25

Effect Filing best? Yes No AA include existing document number(s) affected by filing

used information

Type 2 SA, SA-D, SA-B, 9-10, 13C-E, 6

Type 3 SA, SB-A, BC, 9-10, 13C-E, 20

ing SA-E, BF, SA, BC-K, 10, 12, 8

18-20, PW1A, PDI

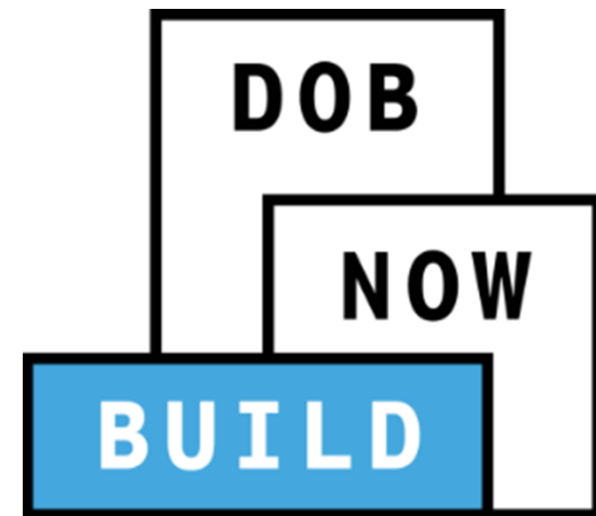
18-20, SA, 20-22

job and filing type *OT* required on all NB and Alteration 1 initial applications

<input type="checkbox"/> PL - Plumbing PW1B	<input type="checkbox"/> BE - CC - Curb Cut 18
<input type="checkbox"/> SI - Standpipe PW1B	<input type="checkbox"/> OL - Landscape
<input type="checkbox"/> SF - Sprinkler PW1B	<input type="checkbox"/> AD - Adornment
<input type="checkbox"/> CE - Construction	<input type="checkbox"/> OTBPP - Builders Payment Plan 8D
<input type="checkbox"/> EQ - Equipment 18	<input type="checkbox"/> OT - Other describe
<input type="checkbox"/> ME - Mechanical	<input type="checkbox"/> OTMAR - Marquee 8E, 28B
<input type="checkbox"/> GC - General Construction	

DOB NOW: *Build* – CONCRETE FUTURE STATE

- Foundations (FO), Earthwork (EA) and Support of Excavation (SOE) Job Filings will be able to be filed (including Concrete) in DOB NOW: *Build*.
- Once Concrete is chosen as a material in the Scope of Work for those Work Types, a Concrete tab will show up in the Scope of Work.
- Users will be able to waive filing of **both the TR2 and TR3** or **only the TR2** on the Concrete Scope of Work tab.
- ST Job Filings will also trigger the Concrete Scope of Work and will have the same ability to waive TR2 or TR2 and TR3.



DOB NOW: *Build* – CONCRETE STAKEHOLDERS

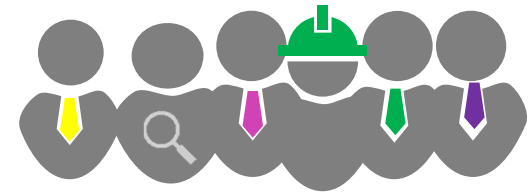


To complete the Technical Reports related to Concrete (TR2/TR3), the following roles will need to be registered for eFiling:

- Director of Licensed Concrete Testing Lab
- Concrete Producer
- Concrete Quality Manager (not a DOB licensed role)

The Concrete Producer and Quality Manager will be set up in eFiling as Preparers.

Each time a record is added or edited in the Concrete Design Mix (TR3), all associated stakeholders to the Job Filing will **receive an email notification** that the content of the table has been updated.



DIRECTOR OF LICENSED TESTING LAB OF TR2/TR3:



- Complete Statements & Signatures
- Upload Required Documents



The Concrete Lab that takes ownership of the TR2 **MUST** be different from the Concrete Lab on the TR3

CONCRETE PRODUCER



- Complete Concrete Design Mix (TR3)
- Complete Statements & Signatures:
 - TR2, TR3



The Concrete Producer **MUST** register in eFiling as a Preparer

QUALITY MANAGER

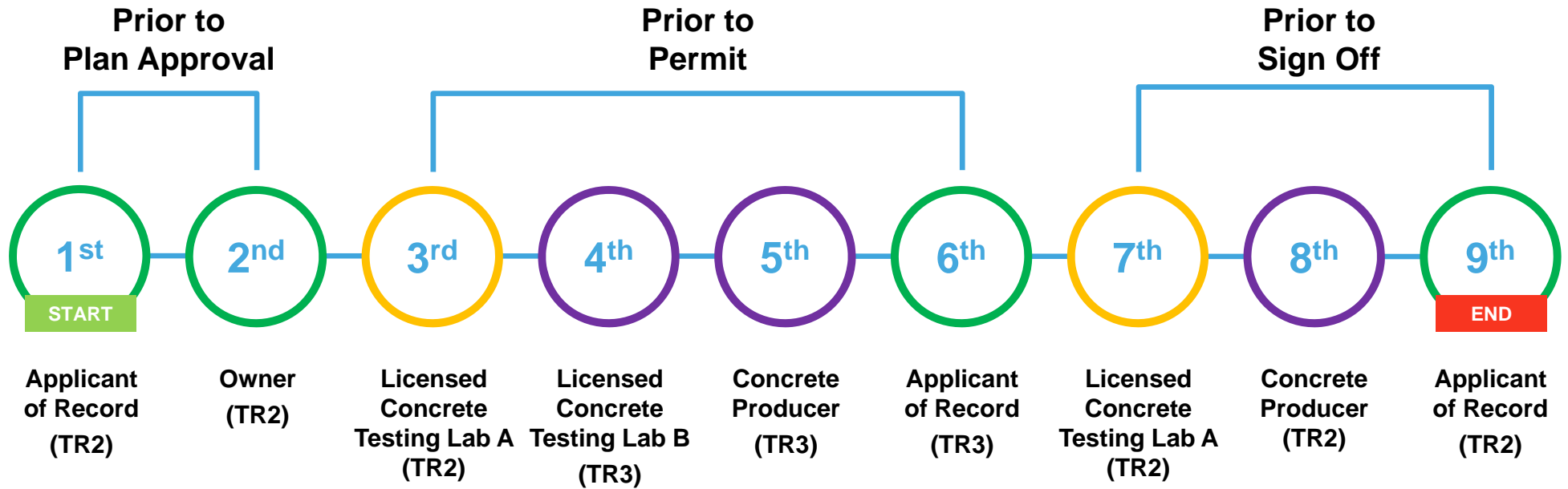


- Add Mixes in TR3, Upload Required Documents
- Complete Statements & Signatures:
 - Concrete Design Mix (TR3)



The Quality Manager **MUST** register in eFiling as a Preparer

DOB NOW: *Build* – TR2 & TR3 ROLES AND DATA ENTRY STAGES



	Lab A
	Lab B/Concrete Producer
	Applicant of Record and Owner

- The above process flow displays the roles involved in the TR2 and TR3/P process and the various stages where data entry is required.

- Now that the roles and responsibilities are clear, let's look in detail about how Concrete is handled in DOB NOW: *Build*.
- This section will only look at the differences from basic Job Filing and processing when Concrete is chosen as a building material.

DOB NOW: *Build* – TRIGGERING CONCRETE REQUIREMENTS

DOB
NOW

- In the **Scope of Work** tab in the main Job Filing, there is a question about the materials being included. This question is the same for FO, EA, and SOE Job Filings.

What material is being included in the scope of work?*

<input checked="" type="checkbox"/> Concrete	<input type="checkbox"/> Steel	<input type="checkbox"/> Wood
<input type="checkbox"/> Masonry	<input type="checkbox"/> Other	

- In **SOE Job Filings**, the Concrete tab will only appear if **Tangent/Secant Piles** were chosen as a sub-category in the PW1.

Subcategory - Support of Excavation (check all that apply)*

<input type="checkbox"/> Slurry Shaft/Wall	<input type="checkbox"/> Ground Freezing	<input type="checkbox"/> Soil Grouting/Improvement/Soil Mix
<input checked="" type="checkbox"/> Tangent/Secant Piles	<input type="checkbox"/> Berming, Sloping, Bending	<input type="checkbox"/> Tie backs and Anchors
<input type="checkbox"/> Shoring/Bracing		
<input type="checkbox"/> Other		

- In **Foundation Job Filings**, if **Concrete** is selected, an additional question appears.

Is the proposed foundation for a Tower Crane?*

Yes No

DOB NOW: *Build* – TRIGGERING CONCRETE REQUIREMENTS

- In Structural Job Filings the question is worded slightly differently.

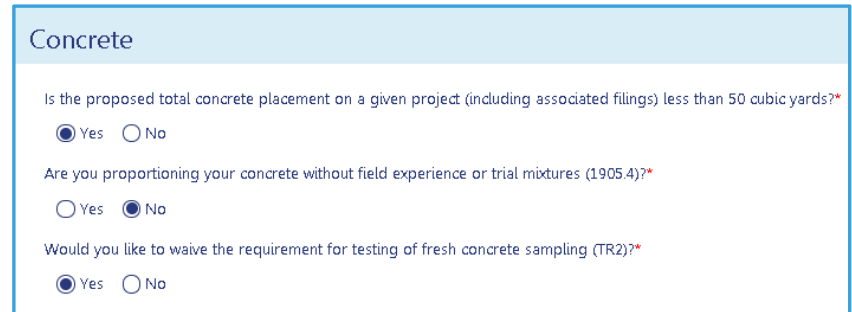
What is the Structural work being proposed?*

<input checked="" type="checkbox"/> Concrete	<input type="checkbox"/> Aluminum	<input type="checkbox"/> Masonry
<input type="checkbox"/> Steel	<input type="checkbox"/> Wood	<input type="checkbox"/> Sign Structure
<input type="checkbox"/> Temporary Structural Bracing	<input type="checkbox"/> Raising and Moving of Building	<input type="checkbox"/> Other/Miscellaneous
<input type="checkbox"/> Partial Demolition		

- Once Concrete is selected as a material, a Concrete tab appears in Scope of Work.

M00038232-I1	Concrete
Plans/Work (PW1)	Is the proposed total concrete placement on a given project (including associated filings) less than 50 cubic yards?*
Zoning Information	<input type="radio"/> Yes <input checked="" type="radio"/> No
Scope of Work ▼	
Foundation	
Concrete	

- The system then asks “Is the proposed total Concrete placement on a given project (including associated filings) less than 50 cubic yards?” If the answer is **No**, no further questions are asked.
- If the answer is yes, two further questions appear.
- “Are you proportioning your concrete without field experience or trial mixtures?” If the answer is **Yes**, no more questions are asked. (The last question disappears.) **This response will remove both the TR2 and the TR3 requirements.**
- If the answer to the middle question is **No**, the User is asked “Would you like to waive the requirement for testing of fresh Concrete sampling (TR2)?” If the answer is **Yes**, the TR2 will not appear in Technical Reports.



Concrete

Is the proposed total concrete placement on a given project (including associated filings) less than 50 cubic yards?*

Yes No

Are you proportioning your concrete without field experience or trial mixtures (1905.4)?*

Yes No

Would you like to waive the requirement for testing of fresh concrete sampling (TR2)?*

Yes No

- Two additional questions appear if all of the following are true:
 - Concrete is selected as a material
 - The Proposed Occupancy Classification in the Zoning tab is R3
 - The Job Filing includes the FO Work Type

Does your proposed work include isolated spread concrete footings of R-3 buildings three stories or less above grade plan that are fully supported on earth or rock?*

Yes No

Does your proposed work include continuous concrete footings supporting walls of R-3 buildings three stories or less above grade plan that are fully supported on earth or rock where the structural design of the footing is based on a specified compressive strength, f'_c , no greater than 2,500 pounds per square inch (psi) (17.2 Mpa), and the compressive strength used in the footing construction is at least 4,000 psi?*

Yes No

- The answers to these questions will not affect the Technical Reports required.

- If not waived, **Concrete Sampling & Testing (TR2)** will appear under the Technical Report tab.
- If not waived, **Concrete Design Mix (TR3)** will be available under the Technical Report tab **AFTER** the Job Filing is approved by DOB.

M00029923-I1	Concrete Design Mix
Plans/Work (PW1)	Licensed Concrete Lab Director/Producer Information
Zoning Information	License Number: 005073 Director Name: ELV Email: DOBELV1DIRECTOR@GMAIL.COM
Scope of Work	Grand Total Mixes
Cost Affidavit (PW3)	Design Applicant's Statement and Signature
Technical Report	<input checked="" type="checkbox"/> I have identified all of the special inspections, progress inspections and tests required for compliance. I certify I have reviewed design mix(es) reported by the licensed testing lab and found them to be in compliance.
Technical Report (TR1)	Name: <input type="text" value="ADAM JOE"/> (Electronically Signed)
Concrete Sampling & Testing (TR2)	
Concrete Design Mix (TR3)	
Documents	
Work Permit (PW2)	
Statements & Signatures	

DOB NOW: *Build* – CONCRETE – TR2 BEFORE JOB FILING SUBMITTED

DOB
NOW

- The TR2 appears under Technical Reports once the questions in the Concrete tab are filled out.
- The **Applicant of Record** and the **Owner** must attest to the TR2.

Design Applicant's Statement and Signature*

I certify that I will ensure that the licensed concrete testing laboratory to be identified in the TR2 associated with this job filing and engaged by the owner to perform tests on the work at the location specified in this job filing is acceptable. I further certify that if the licensed concrete testing laboratory identified in the associated TR2 is not acceptable, I will so notify the Department of Buildings (BC 1704.1).

Falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment, or both. I am aware of the additional sanctions imposed on false filing by § 28-211.1.2 of the NYC Administrative Code.

I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Certification terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that an uploaded electronic image of my signature and professional seal that is part of this job filing is hereby applied to this signed statement and each document and statement listed above as if I had personally signed and sealed these statements and documents by hand.

Name Date

Building Owner's Statement and Signature*

I certify that, in connection with the work specified in this job filing, I will employ a licensed concrete testing laboratory in accordance with section BC 1704.1 of the NYC Building Code.

Falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment, or both. I am aware of the additional sanctions imposed on false filing by § 28-211.1.2 of the NYC Administrative Code.

I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Certification terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

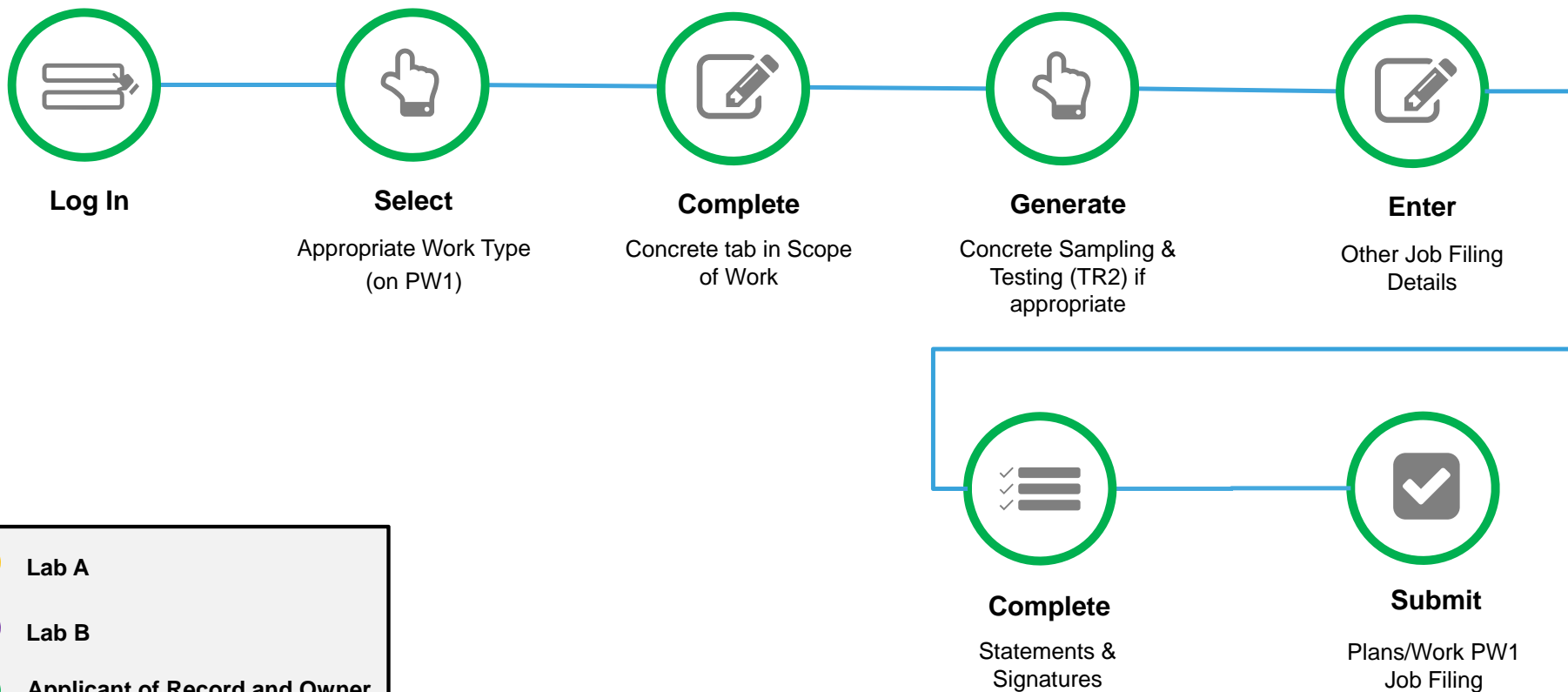
Name Date

Filing Fee	\$150.00
Legalization Fee	\$0.00
Record Management Fee	\$165.00
Energy Code Compliance Review Fee	\$0.00
Concrete Fee	\$390.00
Post Approval Amendment Fee	\$0.00
In Conjunction Fee	\$0.00
Total Fee	\$705.00
Amount Paid	\$0.00
Amount Due	\$705.00

- When Concrete is used on a Foundation Work Type, there is a Concrete Fee that is added to the cost. This applies whether or not other Work Types are used in the Job Filing.
- The Fee is a flat fee of \$390, and must be paid before the Job Filing is submitted.
- The Fee is waived for Fee Exempt Owners.

DOB NOW: *Build* – CONCRETE – TR2 PRIOR TO PLAN APPROVAL PROCESS FLOW

DOB
NOW



DOB NOW: *Build* – CONCRETE – TR2 BEFORE PERMIT SUBMITTED

DOB
NOW

- The **Concrete Testing Lab** for the TR2 must be identified prior to Permit submission

Technical Report – Concrete Sampling and Testing Track: Concrete Sampling and Testing

Licensed Concrete Testing Lab Information

Email*	License Type*	License Number
PRODUCTIONLICENSING@GMAIL.COM	Concrete Test Lab	000056
Director Last Name	Director First name	Director Middle Initial
LASTNAME	FIRSTNAME	
Business Name*	Business Telephone	Business Address
COLE TECHNOLOGIES GROUP	555555555	123 MAIN ST
City	State	Zip
NEW YORK	NY	11111
Mobile Telephone		
555555555		

- The Concrete Testing Lab representative must attest to their role.

Licensed Concrete Testing Laboratory's Identification of Responsibilities*

I certify that I am the director of the licensed concrete testing laboratory accepting responsibility for conducting the testing specified in the TR2 associated with this job filing in accordance with sections BC 1905 and BC 1704.1 of the NYC Building Code. I further certify that I have read the applicable sections of the NYC construction codes in connection with the testing of concrete and licensed concrete testing laboratories as well as 1 RCNY § 5-02 and 1 RCNY § 101-07(d)(6), which specify the qualifications and duties required of a licensed concrete testing laboratory, and that the licensed testing laboratory identified herein meets those qualifications for the work which I take responsibility. I agree that both I and the licensed concrete testing laboratory will comply with all provisions of NYC construction codes as well as 1 RCNY § 5-02 and 1 RCNY § 101-07(d)(6). I am aware of the additional sanctions imposed on false filing by § 28-211.1.2 of the NYC Administrative Code.

Falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment, or both. I am aware of the additional sanctions imposed on false filing by § 28-211.1.2 of the NYC Administrative Code.

I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Certification terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that an uploaded electronic image of my signature and professional seal that is part of this job filing is hereby applied to this signed statement and each document and statement listed above as if I had personally signed and sealed these statements and documents by hand.

Name	Date

- Users can track progress on the TR2. Some of these stages will take place after the Permit is granted.

Technical Report – Concrete Sampling and Testing

Track Concrete Sampling and Testing

Licensed Concrete Testing Lab Information

Email*	License Type*	
PRODUCTION.LICENSING7@GMAIL.COM	Concrete Test Lab	
Director Last Name	Director First name	
LASTNAME	FIRSTNAME	
Business Name*	Business Telephone	
FAIRWAY TESTING CO INC	5555555555	
City	State	Zip
NEW YORK	NY	11111
Mobile Telephone		
5555555555		

TR2 Track In Progress

- ✓ PW1 Applicant Attestation
- ✓ Owner Attestation
- ✓ Testing Lab Director Identification
- ✓ Testing Lab Director Attestation
- ✓ Test Results have been populated
- ✓ Testing Lab Director Certification of Completion
- ✓ PW1 Applicant Certifies Test Results

DOB NOW: *Build* – CONCRETE – TR3 BEFORE PERMIT REQUEST

DOB
NOW

- A TR3 tab will appear under Technical Reports for approved Job Filings using Concrete.
- The Applicant will need to fill out at least one Concrete Design Mix. No more than 20 mixes can be added.



Technical Report - Concrete Design Mix Track Concrete Design Mixes

Licensed Concrete Lab Director/Producer Information

[+ Add Concrete Design Mix](#)

Director Name FIRSTNAME	Tracking Number 245906587	Email PRODUCTION.LICENSING7@GMAIL.COM	Total Mixes 1	Track	View
Grand Total Mixes			1		

DOB NOW: *Build* – CONCRETE – TR3 BEFORE PERMIT REQUEST

DOB
NOW

- For each mix the Applicant will need to identify the **Concrete Testing Lab Director** (a different Concrete Testing Lab Director than the one in the TR2) and the Concrete Producer.

The screenshot shows a web form with two tabs: "Concrete Testing Lab Director or Quality Manager Information*" (selected) and "Concrete Producer Information". The form contains the following fields:

Email*	License Type*	License Number
<input type="text" value="Please enter email address"/>	<input type="text" value="▼"/>	<input type="text"/>
Last Name	First Name	Middle Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Name*	Business Telephone	Business Address
<input type="text" value="Select: ▼"/>	<input type="text"/>	<input type="text"/>
City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

At the bottom right of the form are "Save" and "Cancel" buttons.

- The Concrete Testing Lab Director or Quality Manager will need to enter **Strength Requirements and Design** of each mix being tested.

- The Strength Requirements and Design

include details on:

- Cementitious
- Fine Aggregate
- Coarse Aggregates
- Amount of Water
- Admixtures
- Water-Cement Ratio
- Slump/Spread
- Air Content
- Unit Weight (lbs./ft3)

Strength Requirements and Design

Method of Determining Proportions (Trial Mixture and/or Field Experience)*

Date Trial Mixture Performed*

Specified Strength(f'c)*

Required Strength(f'cr)*

Specified Test Age(Days)*

Types	Material Type	Material Source	ASTM Standard	Unit Amount
Cementitious # 1*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="lbs"/>
Cementitious #2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="lbs"/>
Cementitious #3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="lbs"/>

- A Mix document must also be uploaded.
- The Concrete Lab representative must complete the Statement and Signature.


DOB NOW: *Build* – CONCRETE – TR3 BEFORE PERMIT REQUEST

DOB
NOW

- The Concrete Producer must enter their NRMCA Certification expiration date and attest that they will be using the mixes specified in the TR3.

Concrete Producer's Statement and Signature*

NRMCA Certification Expiration Date

12/29/2022 

I certify that the material type(s) and source(s) specified in this TR3 are available at my facility and that I will use such materials to produce the concrete mix(es) specified in this TR3. I further certify that I will produce and deliver such mix(es) to the project site in accordance with all applicable rules, regulations, bulletins, and provisions of the NYC construction codes and that such mix(es) are appropriate for the placement conditions for the project identified in this filing (BC 1905.8.2).

Falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment, or both. I am aware of the additional sanctions imposed on false filing by § 28-211.1.2 of the NYC Administrative Code.

I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Certification terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that an uploaded electronic image of my signature and professional seal that is part of this job filing is hereby applied to this signed statement and each document and statement listed above as if I had personally signed and sealed these statements and documents by hand.

Name
(Electronically Signed)

Date

DOB NOW: *Build* – CONCRETE – TR3 TRACKING

DOB
NOW

- The Concrete Design mixes can be tracked in the TR3.

Technical Report - Concrete Design Mix

Track Concrete Design Mixes

TR3 Process Details

467018718

1

In Progress

- ✓ Mix details added - 0
- ✓ Mix document uploaded - 0
- ✓ TR3 Director Attestation
- ✓ Concrete Producer Attestation
- ✓ PW1 Design Applicant

103315264

2

In Progress

- ✓ Mix details added - 0
- ✓ Mix document uploaded - 0
- ✓ TR3 Director Attestation
- ✓ Concrete Producer Attestation
- ✓ PW1 Design Applicant

DOB NOW: *Build* – CONCRETE IN THE PERMIT REQUEST

DOB
NOW

- When requesting the Work Permit, the system asks about the amount of Concrete being used.



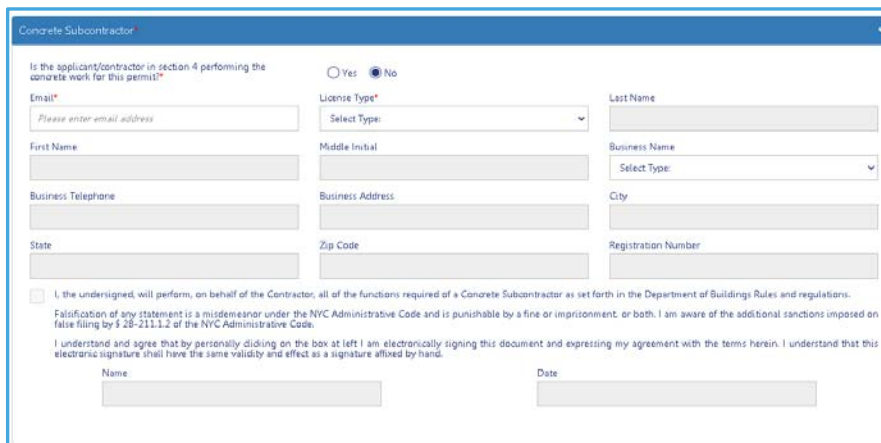
Concrete Information

Does your approved work include 2,000 cubic yards or more of concrete?*

Yes No

- If the answer is **No**, no further questions are asked.
- If the Answer is **Yes**, DOB NOW: *Build* asks if the Applicant of Record for the Work Permit is also performing the concrete work. If a different contractor is performing the work, that contractor must be identified on the Permit Request.

- The additional contractor must then log on and sign the Permit Request.



Concrete Subcontractor

Is the applicant/contractor in section 4 performing the concrete work for this permit?*

Yes No

Email*

License Type*

First Name

Middle Initial

Business Name

Business Telephone

Business Address

City

State

Zip Code

Registration Number

I, the undersigned, will perform, on behalf of the Contractor, all of the functions required of a Concrete Subcontractor as set forth in the Department of Buildings Rules and regulations. Falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment, or both. I am aware of the additional sanctions imposed on false filing by § 28-211.3.2 of the NYC Administrative Code.

I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name

Date

DOB NOW: *Build* – CONCRETE IN THE PERMIT REQUEST

DOB
NOW

- If the amount of concrete being used is 2000 cubic yards or more, a Concrete Safety Manager must be identified. That Concrete Safety Manager must log in to DOB NOW: *Build* to attest to their duties before the Permit can be requested.

Concrete Safety Manager*

Email*	License Type*	Last Name
<input type="text" value="Please enter email address"/>	<input type="text" value="Select Type:"/> ▾	<input type="text"/>
First Name	Middle Initial	Business Name
<input type="text"/>	<input type="text"/>	<input type="text"/> ▾
Business Telephone	Business Address	City
<input type="text"/>	<input type="text"/>	<input type="text"/>
State	Zip Code	Registration Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

I, the undersigned, will perform, on behalf of the Contractor, all the functions of a Concrete Safety Manager as set forth in the Department of Buildings Rules and regulations. Falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment, or both. I am aware of the additional sanctions imposed on false filing by § 28-211.1.2 of the NYC Administrative Code.

I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name	Date
<input type="text"/>	<input type="text"/>

DOB NOW: *Build* – CONCRETE – TR2 & TR3 PRIOR TO PERMIT PROCESS FLOW



TR2 TAB



Takes Ownership

TR2: Licensed Concrete Testing Lab A



Takes Ownership

TR3: Director of Licensed Concrete Testing Lab B



Add

TR3: Max. of 20 Mixes



Complete

TR3/3P: Concrete Testing Lab Director/Quality Manager Statements & Signatures



Sign

TR3: Concrete Producer Statements & Signatures






Complete

TR3: Applicant of Record Statements & Signatures



Submit

Work Permit (PW2) Request

-  Lab A
-  Lab B/Concrete Producer
-  Applicant of Record/Owner/Contractor

DOB NOW: *Build* – CONCRETE – TR3 PRIOR TO LOC REQUEST

DOB
NOW

- The Concrete Lab Director identified in the TR3 can add mixes after the Work Permit is granted. They do so using the same process as listed for adding mixes prior to Work Permit request.
- Although only 20 mixes are allowed initially, if the Borough Commissioner/Deputy Borough Commissioner sends the filing back to the Applicant because of Objections, another 20 mixes can be added. Objections will be discussed in the TR2 section below.

Technical Report - Concrete Design Mix

Track Concrete Design Mixes

Licensed Concrete Lab Director/Producer Information

[+ Add Concrete Design Mix](#)

Director Name FIRSTNAME	Tracking Number 245906587	Email PRODUCTION.LICENSING7@GMAIL.COM	Total Mixes 1	Track	View
Grand Total Mixes			1		

DOB NOW: *Build* – CONCRETE – TR2 PRIOR TO LOC REQUEST

DOB
NOW

- Before the Letter of Completion can be requested, all Technical Reports must be filled out fully.
- First, the Concrete Testing Lab specified in the TR2 uploads a test report for each concrete mix.

Action	Tracking Number	Mix Number	Test Report Number	Required Test Age (days)	Date of Placement	Concrete Producer Email	Test Report
	245906587	Mix 1		5		PRODUCTION.LICENSING6...	Submitted
	892420218	Mix 2		3		PRODUCTION.LICENSING6...	Required

- Then the Lab certifies their work.

Licensed Concrete Testing Laboratory's Certification of Completion*

I certify that I have completed the testing specified in this TR2 and that the results reported in the test report(s) included in this TR2 are true and accurate in accordance with § 28-406.3.2 of the NYC Administrative Code.

Falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment, or both.

I am aware of the additional sanctions imposed on false filing by § 28-211.1.2 of the Administrative Code.

I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Certification terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that an uploaded electronic image of my signature and professional seal that is part of this job filing is hereby applied to this signed statement and each document and statement listed above as if I had personally signed and sealed these statements and documents by hand.

Name
LASTNAME FIRSTNAME
(Electronically Signed)

Date
10/21/2020

DOB NOW: *Build* – CONCRETE – TR2 PRIOR TO LOC REQUEST



- For each Test Report submitted, the Concrete Producer needs to log into DOB NOW: *Build* and attest that concrete was delivered according to the specifications.

Concrete Producer's Statement and Signature*

I certify that the test results reported in this TR2 in connection with this job filing were reported to me, and I further certify that the concrete delivered is in accordance with the design mix(es) specified in the TR3 associated with this filing for the work identified in this filing.

Falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment, or both. I am aware of the additional sanctions imposed on false filing by § 28-211.1.2 of the NYC Administrative Code.

I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Certification terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name

Date

DOB NOW: *Build* – CONCRETE – TR2 PRIOR TO LOC REQUEST

DOB
NOW

Design Applicant's Statement and Signature*

- I certify I have reviewed the test results reported by the licensed concrete testing lab in this TR2 in connection with this job filing and found them to be in compliance with the approved construction documents.

Falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment, or both. I am aware of the additional sanctions imposed on false filing by § 28-211.1.2 of the NYC Administrative Code.

I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Certification terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that an uploaded electronic image of my signature and professional seal that is part of this job filing is hereby applied to this signed statement and each document and statement listed above as if I had personally signed and sealed these statements and documents by hand.

- I certify I have reviewed the test results reported by the licensed concrete testing lab in this TR2 in connection with this job filing and found them to be in compliance with the approved construction documents except as noted in the attached report (BC 1905.6).

Falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment, or both. I am aware of the additional sanctions imposed on false filing by § 28-211.1.2 of the NYC Administrative Code.

I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Certification terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that an uploaded electronic image of my signature and professional seal that is part of this job filing is hereby applied to this signed statement and each document and statement listed above as if I had personally signed and sealed these statements and documents by hand.

Name


Date

- The Design Applicant must certify that either:
 - The test results are in compliance with the approved documents, or
 - The test results are in compliance **EXCEPT** as noted in an attached report

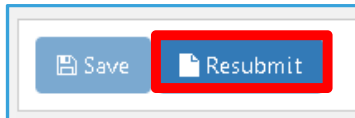
DOB NOW: *Build* – CONCRETE – TR2 PRIOR TO LOC REQUEST – EXCEPTIONS



- If there is an exception in a Test Result, the Design Applicant must upload the Exception Report on the Documents tab.

Document Name	Document Status	Prior To	Upload	Action
Concrete Testing Exception Report	Required	Letter of Completion		Select Action:

- The Applicant must then Resubmit the filing, which will change the status to **Permit Entire – BC/DBC Review**.



DOB NOW: *Build* – CONCRETE – TR2 PRIOR TO LOC REQUEST – EXCEPTIONS



- The Borough Commissioner or Deputy Borough Commissioner then needs to examine the exception report to determine if the Applicant can request the LOC or if some or all of the Concrete Technical Reports need to be changed.
- Two responses are possible:
 - **Approved** – The Filing Status changes to **Permit Entire**. The Final TR inspection can now be certified followed by the Sign Off process. The TR2 and TR3 cannot be edited from this point.
 - **Objections** – The Filing Status changes to **Permit Entire – BC/DBC Review Objections**. The Applicant’s TR2 attestations will be cleared. The Applicant may need to:
 - Upload new Exception Report and re-certify
 - Upload new Mixes in the TR3 and new Test Results in the TR2 and re-certify
- Once the TR2 is certified without exceptions or the Exception Report is approved, the LOC can be requested.

DOB NOW: *Build* – CONCRETE – TR2 & TR3 PRIOR TO LOC PROCESS FLOW

DOB
NOW

**CERTIFY TR2 WITH
NO EXCEPTIONS**



Test Mixes

Lab A Submits Results



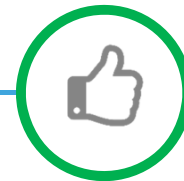
Complete

TR2: Concrete Producer
Statements &
Signatures



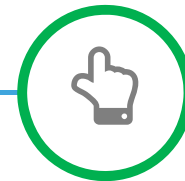
Review & Certify

TR2: Test Results



Certify

With NO Exceptions



Verify

Final TR1 Inspection(s)
Certified



Request

Sign-off/ LOC



Lab A



Concrete Producer



Applicant of Record and Owner

DOB

NOW

BUILD

APPROVAL OR OBJECTIONS AND APPOINTMENTS

NO PAPER. NO LINES.

DOB NOW: *Build* – APPROVAL



- When a Job Filing is approved, it is visible:
 - In the main Job Filings **Dashboard**

Job Filings

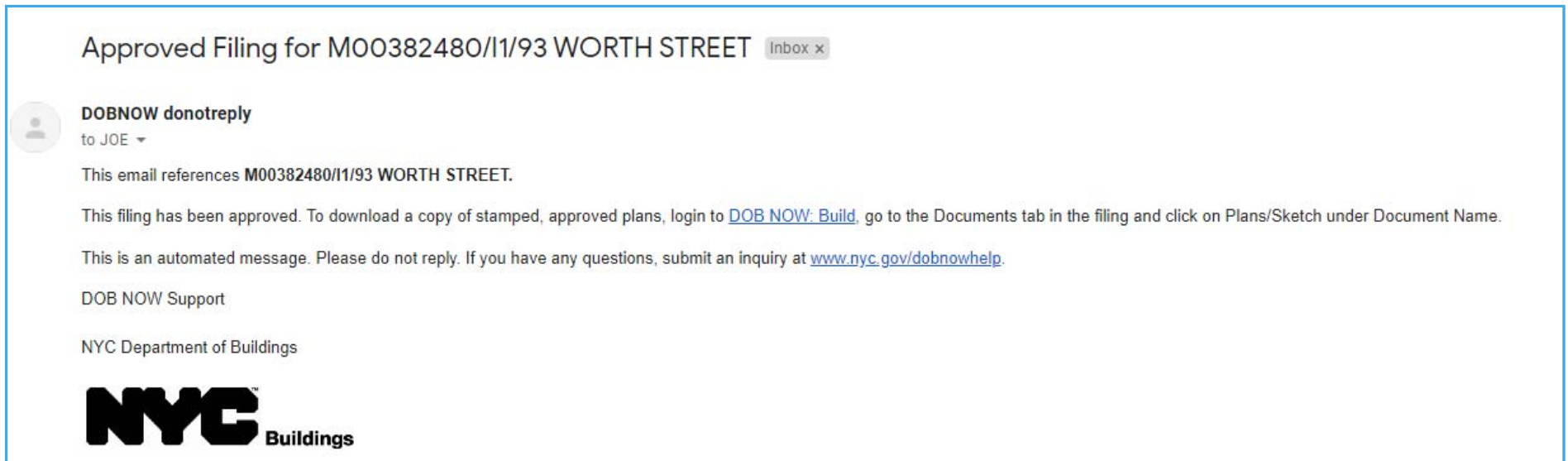
Filter My Jobs ▾

View	Filing Action	Job#	Filing#	Job Type ▲	Filing Type	Filing Status
	Select Action: ▾	X00381926	P2	Alteration	PAA	Approved
	Select Action: ▾	X00381926	P1	Alteration	PAA	Approved
	Select Action: ▾	S00381980	I1	Alteration	New Job Filing	Approved

- On the **Status Bar** in the Job Filing



- The **Applicant of Record and the Owner** should also receive an email notifying them that the Job Filing has been Approved.



- However, if a Job Filing is **not Approved**, the Objection process starts.

CURRENT STATE

- Applicants can currently **view and resolve Objections** in DOB NOW: *Build*.
- Appointments can be scheduled in the system **only if the Applicant chooses** to schedule one.
- An Applicant **can resolve any Objections and resubmit the Job Filing**, resulting in automatic closure of the Appointment, up to midnight the day before the Appointment.
- If another Appointment is needed because the Objections are not resolved during the initial Appointment, the Plan Examiner **must close the Appointment and the Job Filing must be resubmitted**. The Plan Examiner then must send the Job Filing back as Objections before another Appointment can be scheduled.

FUTURE STATE

- If the Objections are not resolved during the Appointment time, the Plan Examiner can **Allow Continuation of Appointment**. This will allow another appointment to be scheduled without requiring resubmission of the Job Filing.
- Plan Examiners will be able to **mandate** Applicants to schedule an Appointment.
- If an Appointment is mandatory, the Applicant **will not be able to resubmit** the Job Filing before the Appointment, even if the Objection status is set to resolved.
- The Applicant can resolve the Objection and resubmit the Job Filing **during the scheduled time**.

DOB NOW: *Build* – OBJECTIONS AND APPOINTMENTS

DOB
NOW

Job Filings

Filter My Jobs ▾

View	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status	Address
	Select Action: ▾	M00381952	I1	Alteration	New Job Filing	ob Objections	305 EAST 11 STREET

- If a Plan Examiner or Chief Plan Examiner has Objections about a job filing, it will appear in the main Job Filings dashboard **Filing Status** column.
- Applicants and Owners will also **receive an email** about the Objection(s).

This email references **M00382950/I1/81 FRANKLIN STREET**.

During the review of your filing, the plan examiner and/or chief plan examiner raised objection(s):

Provide pedestrian or adjacent structure protection details and notes in compliance with BC3307 or BC 3309.

Log into [DOB NOW: Build](#) to resolve the objection(s). To see the Objection details, click Edit on the Objections/Appointments tab. Once the issue is resolved, change the Objection Status to Resolved, select Update and Save the filing. The applicant needs to then complete the Statements and Signatures tab and then click on the Re-Submit button. The plan examiner will not review the job again until the filing is re-submitted.

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

M00381952-I1

- Plans/Work (PW1)
- Zoning Information
- Cost Affidavit (PW3)
- Technical Report ▼
- Technical Report (TR1/4/5/5H)
- Documents
- Objections/Appointments** 1
- Statements & Signatures

- A new tab appears in the Job Filing: **Objections/Appointments**.
- Applicants can **view** the objection(s) and **schedule** appointments.

Objections

Objection	Code	Status	Action
▼ Q-8.0.a. Safeguards During Construction		Open	✎ Edit 2

Schedule Appointment

+ Appointment 3

DOB NOW: *Build* – OBJECTIONS AND APPOINTMENTS

DOB
NOW

Objections

Objection	Code	Status	Action
Q-8.0.a. Safeguards During Construction		Open	Update Cancel

Work Type
General Construction

Code Type
Code

Code Year
BC 2014

Created Date
11/05/2020

Created By
BUILD005 Common PE

Details
Provide pedestrian or adjacent structure protection details and notes in compliance with BC 3307 or BC 3309.

Objection Status*

Open

Comments*

255 characters remaining

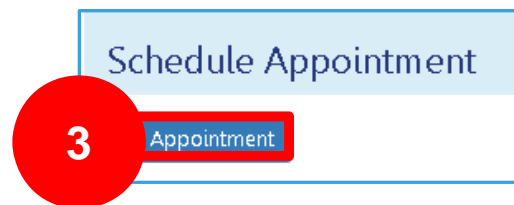
Objection History
On 11/5/2020 9:27 AM BUILD005 Common PE: More details needed about pedestrian protection.

- Clicking the **Edit** button allows the Applicant to see the details of the Objection. The Applicant can **enter Comments** and change the Objection status from **Open to Closed**.

DOB NOW: *Build* – OBJECTIONS AND APPOINTMENTS

DOB
NOW

- To schedule an Appointment, click **+Appointment**.
- The **New Appointment** pop-up window will appear where Applicants can enter:
 - Required Attendees
 - Appointment Date
 - Appointment Time
 - Meeting Intent
- Click **Schedule**.



New Appointment

Required Attendees*

Plan Examiner: BUILD005 Common PE
Job Filing Number: M00379591-11
Selected Date:
Select Appointment Date*

November 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
01	02	03	04	05	06	07

Holidays Fully Booked Dates

Select Appointment Time*

Work Types* Support of Excavation

Meeting Intent*

255 characters remaining

Schedule Cancel

1

DOB NOW: *Build* – OBJECTIONS AND APPOINTMENTS

DOB
NOW

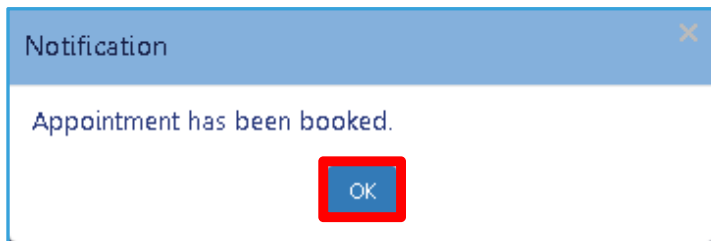


Confirm

Please confirm the Appointment : 10/13/2020 11:00:00 AM

Yes No

A dialog box with a blue header and a white body. The text asks to confirm an appointment for 10/13/2020 at 11:00:00 AM. There are two buttons: 'Yes' (highlighted with a red box) and 'No'.

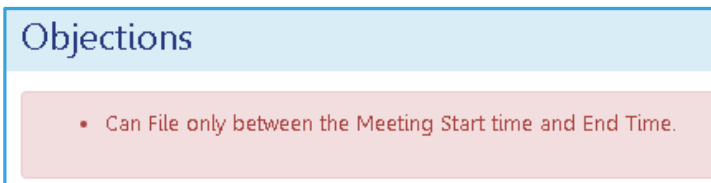


Notification

Appointment has been booked.

OK

A dialog box with a blue header and a white body. The text says 'Appointment has been booked.' There is one button: 'OK' (highlighted with a red box).



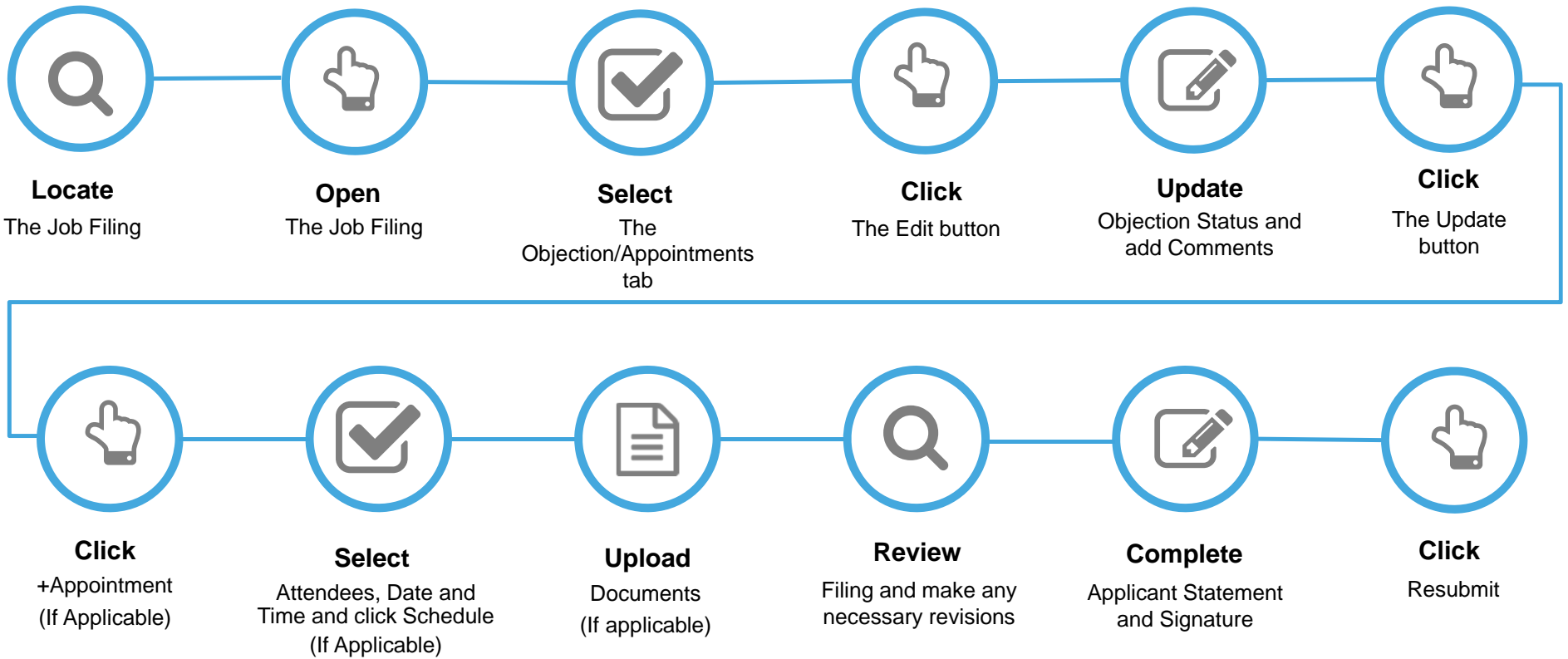
Objections

- Can File only between the Meeting Start time and End Time.

A section with a light blue header and a light pink body. The text says 'Objections' and lists a bullet point: '• Can File only between the Meeting Start time and End Time.'

- Confirm the Appointment date and time.
- Click **OK** on Notification.
- Make sure to **Save** the updates to your Job Filing.
- Once the Objection is resolved and the Appointment (if any) is closed, the Applicant can **re-sign and Resubmit** the Job Filing.
- Any attempt to resubmit the Job Filing before a required Appointment date and time will be denied.

DOB NOW: *Build* – SSP – OBJECTIONS & SCHEDULING APPOINTMENT PROCESS FLOW



DOB
NOW

DOB

NOW

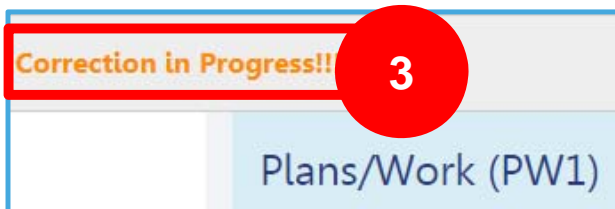
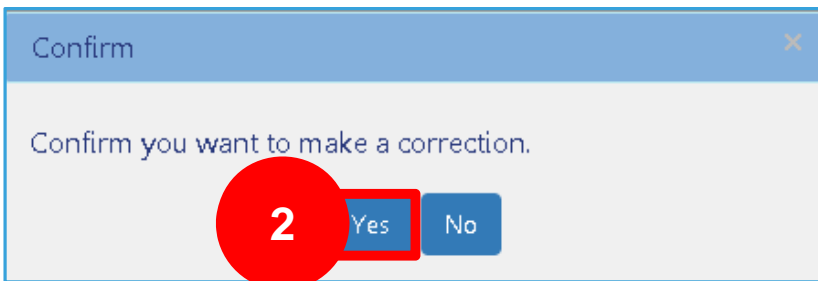
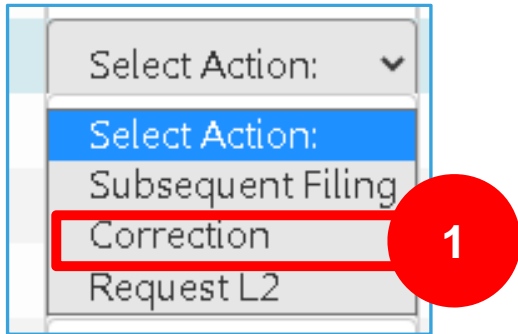
BUILD

CORRECTIONS

Once the Job Filing has been submitted, the Job Filing must be in one of the following statuses in order to make a Correction:

- Pending Plan Examiner Assignment
- Pending Prof Cert QA Review
- If corrections result in **additional fees**, those fees must be paid before the Job Filing can be resubmitted.

DOB NOW: *Build* – CORRECTION PROCESS



- To file a correction, click on the **Select Action** drop-down in the main Job Filings Dashboard and select Correction.
- **Confirm** by clicking Yes.
- The screen will note that a **Correction is in Progress**.
- Make the changes/corrections.

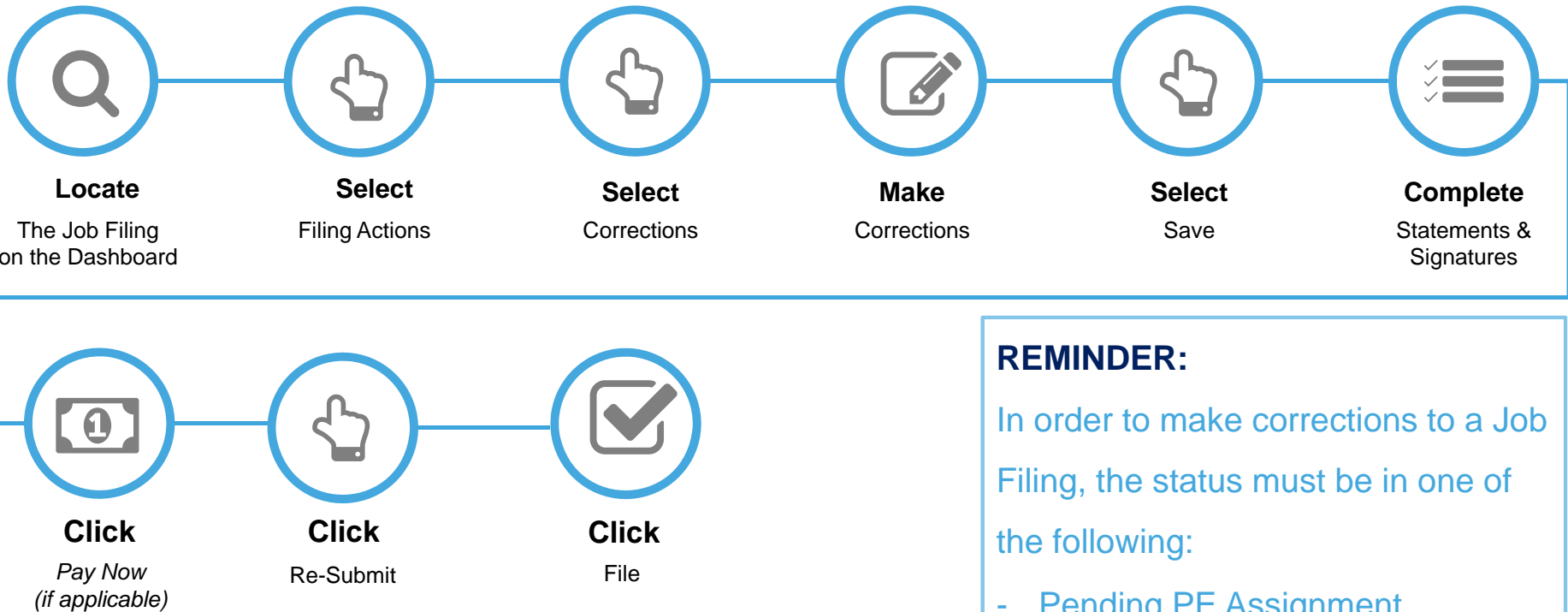
DOB NOW: *Build* – CORRECTION PROCESS



- Once the application has been filed, changes can be made **except** for the following fields, which will be greyed out and are not editable:
 - Location Information
 - Applicant Information
 - Job Filing Review Type
 - Building Type
 - Property Owner's Information
- The Applicant (but not the Owner) must re-sign the Job Filing.
- Click **Save** and then **Resubmit** to complete your Correction.

A screenshot of a web application interface. At the top, there is a grey bar containing a blue 'Save' button with a floppy disk icon, a blue 'Resubmit' button with a document icon, and an orange 'Correction in Progress!!!' message. Below this bar, the application ID 'M00032234-I1' is displayed in blue text on the left, and 'Plans/Work (PW1)' is displayed in blue text on the right. The 'Resubmit' button is highlighted with a red rectangular border.

DOB NOW: *Build* – MAKE CORRECTIONS PROCESS FLOW



REMINDER:

In order to make corrections to a Job Filing, the status must be in one of the following:

- Pending PE Assignment
- Pending Prof Cert QA Assignment

DOB

NOW

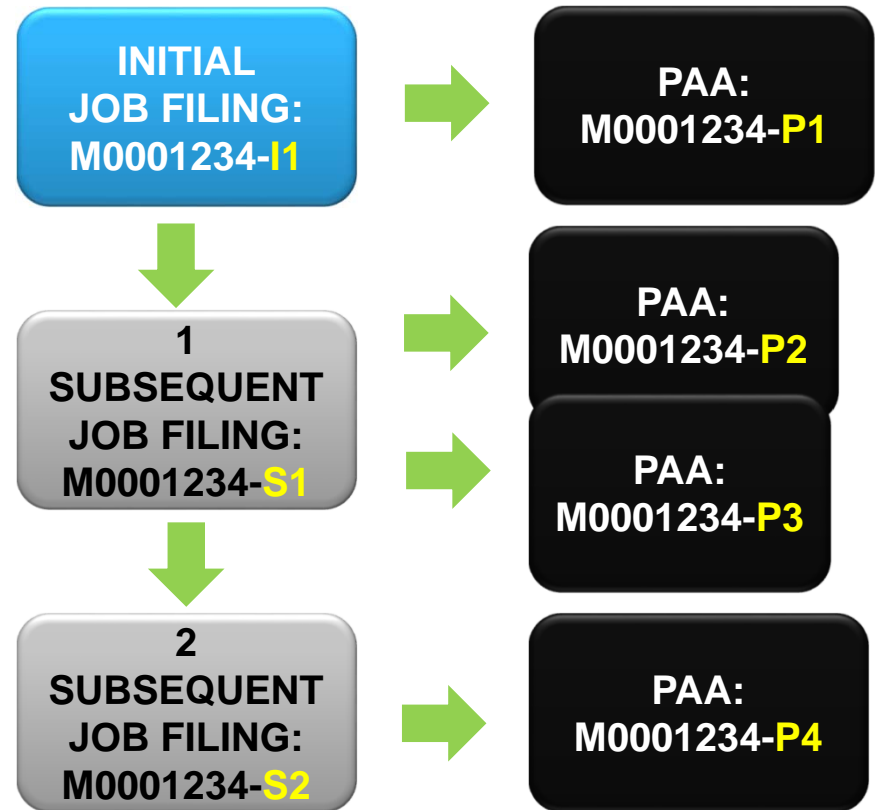
BUILD

POST APPROVAL AMENDMENT (PAA)

The Applicant of Record can file a Post Approval Amendment (PAA) when the approved Scope of Work needs to be updated.

The following rules apply to filing a PAA:

- Only **one** PAA can be in progress at a time.
- A PAA can only be filed by an **Applicant of Record**.
- A PAA must be filed by the **same** Applicant of Record as the original filing.
- The description of the changes must be entered in Plans/Work (PW1) tab – Comments.



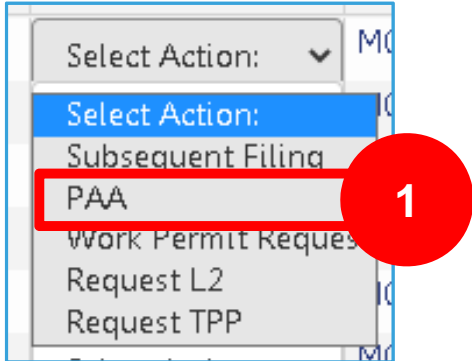
CURRENT STATE

- Documents that have been Accepted are unable to be changed.
- Therefore, when a PAA is filed, all Accepted documents are erased and must be re-uploaded for approval.

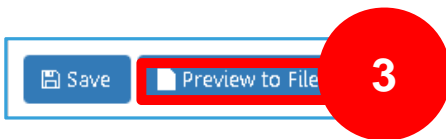
FUTURE STATE

- Accepted documents are not erased.
- Applicants can **upload new documents in place of the Accepted documents**. The status of those documents changes to Pending.
- Any document not replaced will **remain on the Job Filing**.
- Once PAA is filed, documents in Accepted state are again unable to be changed, unless they are rejected by DOB.

DOB NOW: *Build* – POST APPROVAL AMENDMENT PROCESS



- To file a Post Approval Amendment, click on the **Select Action** drop-down in the main Job Filings Dashboard and select PAA.
- Click **Yes** to confirm.
- **Make changes** as appropriate.
(See next slide for what cannot be changed)
- **Upload** any required documents.
- Both the Applicant of Record and the Owner must **re-attest**.
- Save and then click **Preview to File** to submit.



When a PAA is filed, the following fields are **NOT editable**:

- Filing Review Type (e.g. Standard Plan Examination to Professional Certification)
- Application/Location Address
- Work on Floors (e.g. Location details)
- Applicant of Record Information
- Owner Information
- Building Type (e.g. Mixed Use to 1 to 3 Family)

DOB NOW: *Build* – POST APPROVAL AMENDMENT FEES



- A flat, **one-time fee** of \$100 is charged when a new PAA is filed.
- An increase or decrease in the estimated job cost results in a recalculation of fees which enables the **Pay Now** button, allowing the Applicant to pay the price difference using the CityPay portal.
 - **For increases** in the job cost, the Applicant must pay the price difference (from the initial fee on the initial Job Filing).
 - **For decreases** in the job cost, an adjustment is made (from the initial fee on the initial Job Filing).
- Refund Information: https://www1.nyc.gov/assets/buildings/pdf/refund_requests.pdf
- RF1 Form and Instructions: https://www1.nyc.gov/assets/buildings/pdf/refund_request_appl_instr.pdf

DOB NOW: *Build* – CREATE A POST APPROVAL AMENDMENT (PAA) PROCESS FLOW



Locate
The Job Filing
on the Dashboard



Initiate
PAA



Amend
Scope



Complete
Statements and Signatures
& Payment (if applicable)



Submit
PAA

DOB

NOW

BUILD

CIVIL PENALTIES REVIEW REQUEST (L2)

DOB NOW: *Build* – L2 REQUEST GUIDELINES



The L2 is used in instances where an applicant is **requesting an override, reduction, or waiver of civil penalties** resulting from a work without a Permit violation.

If there is a Work Without Permit violation on the BIN associated to the PW2 then:

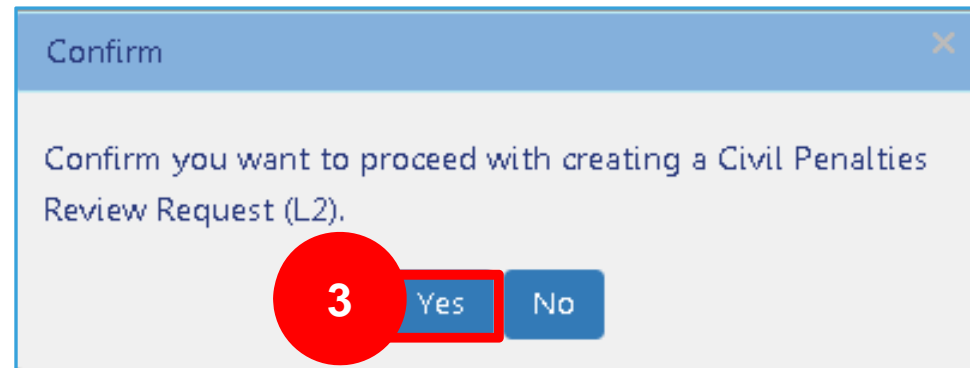
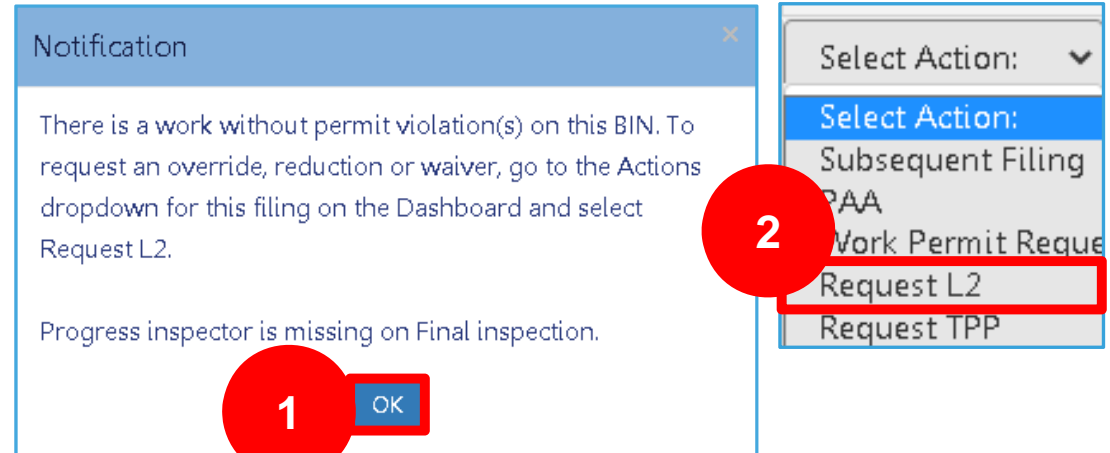
- The PW2 cannot be submitted for both initial and renewal of Permits.
- The Professional Certification Job Filing with PW2 cannot be submitted.
- A L2 Request must be submitted and approved in DOB NOW: *Build* in order to obtain a Permit.

L2 can be initiated and submitted by any of the following stakeholders:

- **Owner** specified on the associated filing
- The **Applicant of Record** of the associated PW1
- Any **Licensed PE/RA**
- Any **DOB licensee**
- A **Class II Filing Representative**

DOB NOW: *Build* – L2 REQUEST PROCESS

1. If an Applicant attempts to request a Permit on a BIN that has previous Work Without Permit violations, they will see this **warning**.
2. To file an L2 Request, click on the Select Action drop-down in the main Job Filings Dashboard and select **Request L2**.
3. Click **Yes** to confirm.



DOB NOW: *Build* – L2 REQUEST PROCESS

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- There are **three tabs** in an L2 Request:
 - General Information
 - Documents
 - Statements and Signatures

General Information
Documents
Statements &
Signature




- Under General Information, the Applicant must identify their **Applicant Type**, **License Type**, and **Business name**.

Applicant Information		
Applicant Type*	Email*	License Type*
Select Type: ▾	BUILD138@BUILDINGS.NYC.GOV	Select Type: ▾
License Number*	First Name	Middle Initial
	BUILD	
Last Name	Business Name*	Business Address
138	Select: ▾	280 BROADWAY
City	State	Zip Code
NEW YORK	NY	10007
Business Telephone		
2123932481		

DOB NOW: *Build* – L2 REQUEST PROCESS

Violations*

i Below are the active/open violation numbers found in BIS for this BIN. For each violation, select the edit icon. In the new window that appears, provide the selected L2 code, enter any additional required information and select Update to proceed.

Action	Violation Number	Selected L2 Code	Associated Job Number	BIS Invoice Number
	030701C03R504			
	34267799Y			
	34212212H			

- Each active or open violation at the BIN will be listed in the Violations section of the General Information tab. Click the **Edit** button to open the Violation.

- Applicants can request an **Override**, a **Reduction**, or **Waiver** for the Violation.

Reason for Request

Override Request	Reduction Request	Waiver Request		
<input type="radio"/> NRV	<input type="radio"/> REDT	<input type="radio"/> BFP	<input type="radio"/> CPP	<input type="radio"/> DUPW
		<input type="radio"/> ECB	<input type="radio"/> EWG	<input type="radio"/> EWP
		<input type="radio"/> EXP1	<input type="radio"/> EXP2	<input type="radio"/> GOV
		<input type="radio"/> TPT	<input type="radio"/> SAPW	

DOB NOW: *Build* – L2 REQUEST PROCESS

DOB
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- Clicking on a code will display the **description** of what each code means.
- The code may require entering **additional information**, which displays in the same window.
- A reason code must be entered for **each Violation**.

Reason for Request

Override Request Reduction Request Waiver Request

NRV REDT BFP CPP DUPW
 ECB EWG EWP
 EXP1 EXP2 GOV
 TPT SAPW

NRV
No relationship to the violation; where a work permit is being sought by a tenant/lessee or an owner for a commercial space that neither addresses the existing work without a permit violation, nor is it connected to the violation in any way. The permit sought must be to the benefit of an occupant not cited in the notice of violation. For residential spaces this applies only to condominium or cooperative owners for work inside individual units where the notice of violation was issued for a shared common space.

Update Cancel

Override Request Reduction Request Waiver Request

NRV REDT BFP CPP DUPW
 ECB EWG EWP
 EXP1 EXP2 GOV
 TPT SAPW

REDT
Work completed without benefit of a permit constituted only a percentage of the total work.

Email* License Type* License Number


Last Name First Name Middle Initial

Business Name* Business Telephone Business Address

DOB NOW: *Build* – L2 REQUEST PROCESS

DOB
NOW

- In the **Documents** tab, Applicants will add any required and additional supporting documentation by clicking Upload.

Additional Supporting Documents			
Required Documents			
Upload	Document Name	Document Status	Prior To
	030701C03RS04_Supporting Document	Required	Pending L2 Review

- Only the Applicant attests in the Statements and Signatures tab.

Applicant Statement*

I hereby affirm that all the information provided in this request for an override, reduction or waiver of a civil penalty and supporting documentation is true and complete to the best of my knowledge. I understand that falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment, or both. I am aware of the additional sanctions imposed on false filings by § 28-211.1.2 of the NYC Administrative Code. It is unlawful to give to a City employee, or for a City employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both.

I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the statements and terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name

Date

DOB NOW: *Build* – L2 REQUEST PROCESS AND EXCLUSIONS



- The L2 Request can now be Saved and Submitted.
- A Work Permit Request cannot be filed until the L2 Request has been approved.
- If L2 Request is denied, a new Request will need to be submitted.
- Waiver requests in connection with violations of **Stop Work Orders** (SWO) will continue to be handled via the current paper process.
- L2 request for the following L2 codes **cannot** be submitted in DOB NOW: *Build*:
 - **LEG** - Work performed without a Permit and an applicant is seeking a Permit before notice of violation is issued.
 - **SWBC** - Where the Commissioner had determined that the violation should not have been issued for working against the SWO.
 - **SWOE** - Where the ECB violation issued for violating the SWO was dismissed for any reason.

DOB NOW: *Build* – SUBMIT A CIVIL PENALTIES REVIEW REQUEST (L2) PROCESS FLOW



Locate

The Approved Job
Filing on the
Dashboard



Initiate

L2



Enter

Required data



Upload

Supporting
Documents



Complete

Statements and
Signatures



Preview

Before Filing



Submit

L2



Review

And Approval by
DOB



Submit

Permit Request
(PW2) for Approval

DOB
NOW

DOB

NOW

BUILD

SUBSEQUENT JOB FILINGS

NO PAPER. NO LINES.

▪ CURRENT STATE

- Subsequent Filings can only be initiated after the initial Job Filing is Approved.
- Location information is populated from the initial Job Filing. All other tabs and fields must be filled by the stakeholders.

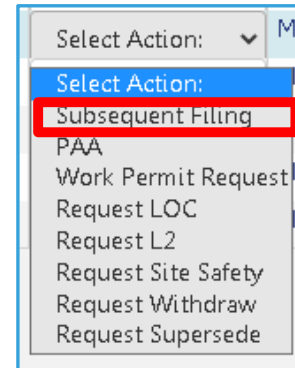
▪ FUTURE STATE

- Subsequent Filings can be initiated and submitted **after the initial Job Filing is submitted**. Users do not have to wait until Approval.
- Location Information AND all Zoning Information (except Parking and Loading data) is populated **from the initial Job Filing**.

DOB NOW: *Build* – SUBSEQUENT FILING GUIDELINES

DOB
NOW

- A Subsequent Filing can be added to an Initial Job Filing **after** the initial Job Filing has been **submitted to DOB**.
- A Subsequent Filing can be added **before** a Letter of Completion (LOC) is issued.
- Initiate Subsequent Filings in the **Action drop-down** on the main Job Filings Dashboard.
- From there, the process is the same as an initial Job Filing, but the **Location & Zoning information** will be already filled out.



Select Action: ▼ MO

Select Action:

Subsequent Filing

PAA

Work Permit Request

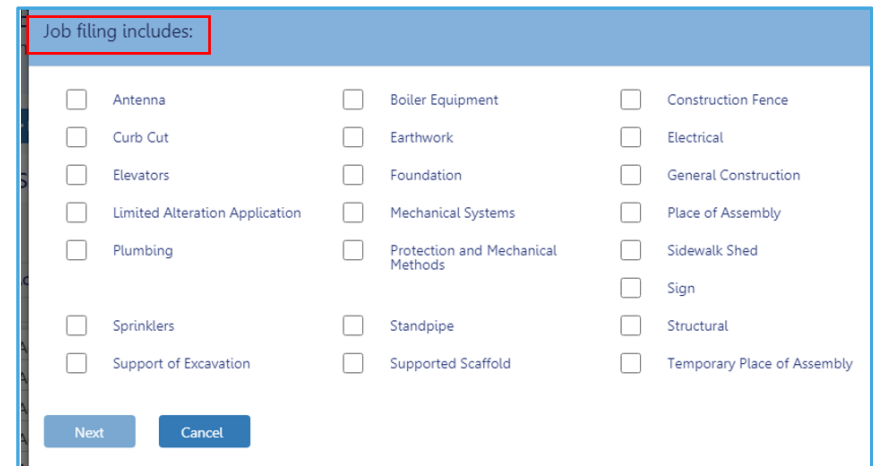
Request LOC

Request L2

Request Site Safety

Request Withdraw

Request Supersede



Job filing includes:

<input type="checkbox"/> Antenna	<input type="checkbox"/> Boiler Equipment	<input type="checkbox"/> Construction Fence
<input type="checkbox"/> Curb Cut	<input type="checkbox"/> Earthwork	<input type="checkbox"/> Electrical
<input type="checkbox"/> Elevators	<input type="checkbox"/> Foundation	<input type="checkbox"/> General Construction
<input type="checkbox"/> Limited Alteration Application	<input type="checkbox"/> Mechanical Systems	<input type="checkbox"/> Place of Assembly
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Protection and Mechanical Methods	<input type="checkbox"/> Sidewalk Shed
<input type="checkbox"/> Sprinklers	<input type="checkbox"/> Standpipe	<input type="checkbox"/> Sign
<input type="checkbox"/> Support of Excavation	<input type="checkbox"/> Supported Scaffold	<input type="checkbox"/> Structural
		<input type="checkbox"/> Temporary Place of Assembly

Next Cancel

DOB
NOW

DOB

NOW

BUILD

LETTER OF COMPLETION (LOC) (PW7)

NO PAPER. NO LINES.

DOB NOW: *Build* – LETTER OF COMPLETION (PW7) GUIDELINES

DOB
NOW

- A Letter of Completion (LOC) can be requested by **Applicant** or **Property Owner**.
- In order to request a Letter of Completion (LOC), all Inspections and applicable Technical Report certifications **must be completed on all Work Permits** associated with the Job Filing.

NYC Buildings

NYC Department of Buildings
280 Broadway, New York, NY 10007
Melanie La Rocca, Commissioner

Letter of Completion

ADAM JOE1
AJ 1
NYC, NY 10000

Re: 1792 LAFAYETTE AVENUE, BRONX
Job #: X00380715
Block: 3597 Lot: 40

Dear ADAM JOE1:

The work related to the above application is completed and was signed off in DOB NOW: Build on 10/15/2020.

Based on the nature of the work filed on this job, filing a new certificate of occupancy is not required.

Sincerely,



Borough Commissioner
BRONX

Letter Generated on: 10/15/2020

- For example, Concrete Technical Reports (TR2 and TR3) must be fully completed before requesting LOC.

If any of them is incomplete, the LOC cannot be requested. This includes:

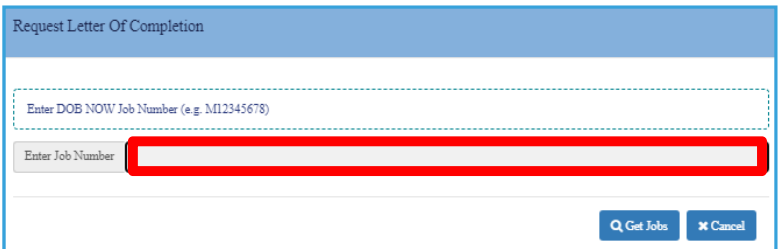
- All **Concrete mixes** identified in the TR3 must be filled out fully.
- A **test report** must be completed in the TR2 for each mix identified in the TR3.
- All **Concrete stakeholders** must attest to their work.
- If any exceptions are found in the TR2 test reports, the Design Applicant must upload an **Exception Report**.
- The Borough Commissioner **or Deputy Borough Commissioner** must approve the Exception Report.

DOB NOW: *Build* – LETTER OF COMPLETION (PW7) GUIDELINES

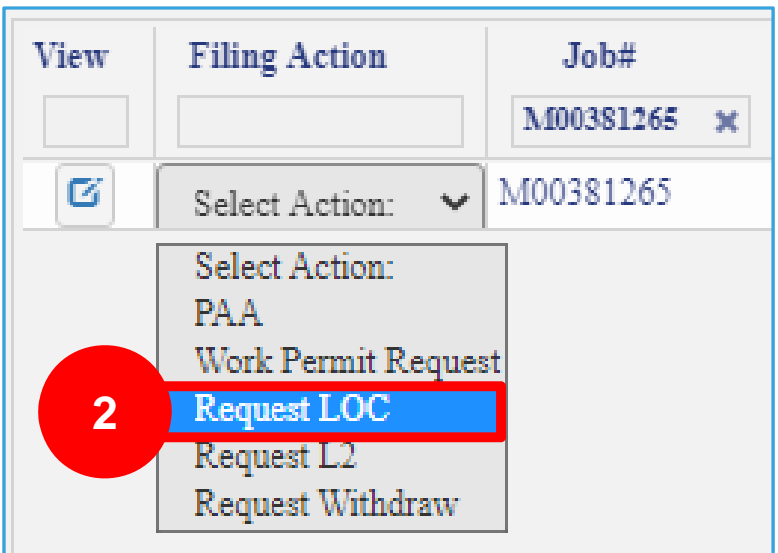
DOB
NOW

▪ LOCs can be requested two ways:

1. Hover over **+Requests** and choose **Letter of Completion**. Fill in the Job Number.
2. Use the **Filing Action** drop-down on the main Job Filings screen and choose **Request LOC**.



A screenshot of a web form titled 'Request Letter Of Completion'. It contains two input fields: 'Enter DOB NOW Job Number (e.g. M12345678)' and 'Enter Job Number'. The 'Enter Job Number' field is highlighted with a red box. At the bottom right, there are two buttons: 'Get Jobs' and 'Cancel'.



A screenshot of a table on the 'Job Filings' screen. The table has three columns: 'View', 'Filing Action', and 'Job#'. The first row shows a 'View' button, an empty 'Filing Action' field, and the job number 'M00381265' with a close icon. The second row shows a 'View' button, a 'Select Action:' dropdown menu, and the job number 'M00381265'. The dropdown menu is open, showing a list of actions: 'Select Action:', 'PAA', 'Work Permit Request', 'Request LOC', 'Request L2', and 'Request Withdraw'. The 'Request LOC' option is highlighted with a red box. A red circle with the number '2' is overlaid on the left side of the dropdown menu.

View	Filing Action	Job#
<input type="button" value="View"/>	<input type="text"/>	M00381265 <input type="button" value="X"/>
<input type="button" value="View"/>	Select Action: <input type="button" value="v"/>	M00381265
	Select Action: PAA Work Permit Request Request LOC Request L2 Request Withdraw	

DOB NOW: *Build* – LETTER OF COMPLETION (PW7) GUIDELINES

DOB
NOW

- The Applicant fills out the Letter of Completion, including **providing comments** and signing.

Request Letter of Completion

[Trace History](#)

Requester Information

Email*	Last Name	First Name
BUILD138@BUILDINGS.NYC.GOV	138	BUILD
Middle Initial	Business Name	Business Telephone
	BUILD138 LLC	2123932481
Business Address	City	State
280 BROADWAY	NEW YORK	NY
Zip Code		
10007		

Comments*

255 characters remaining

Application Highlights

Location	90 AVENUE B MANHATTAN 10009
Job Number	M00381859-11
Filing Number	11
Current Filing Status	Permit Entire
LOC Number	
LOC Status	

Statements & Signatures*

By signing below, I understand that all the information provided is true to the best of my knowledge, and the falsification of any statement is a misdemeanor under the NYC Administrative Building Code and punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine, or both.

I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Requester Signature	Date
---------------------	------

DOB NOW: LETTER OF COMPLETION (PW7) GUIDELINES

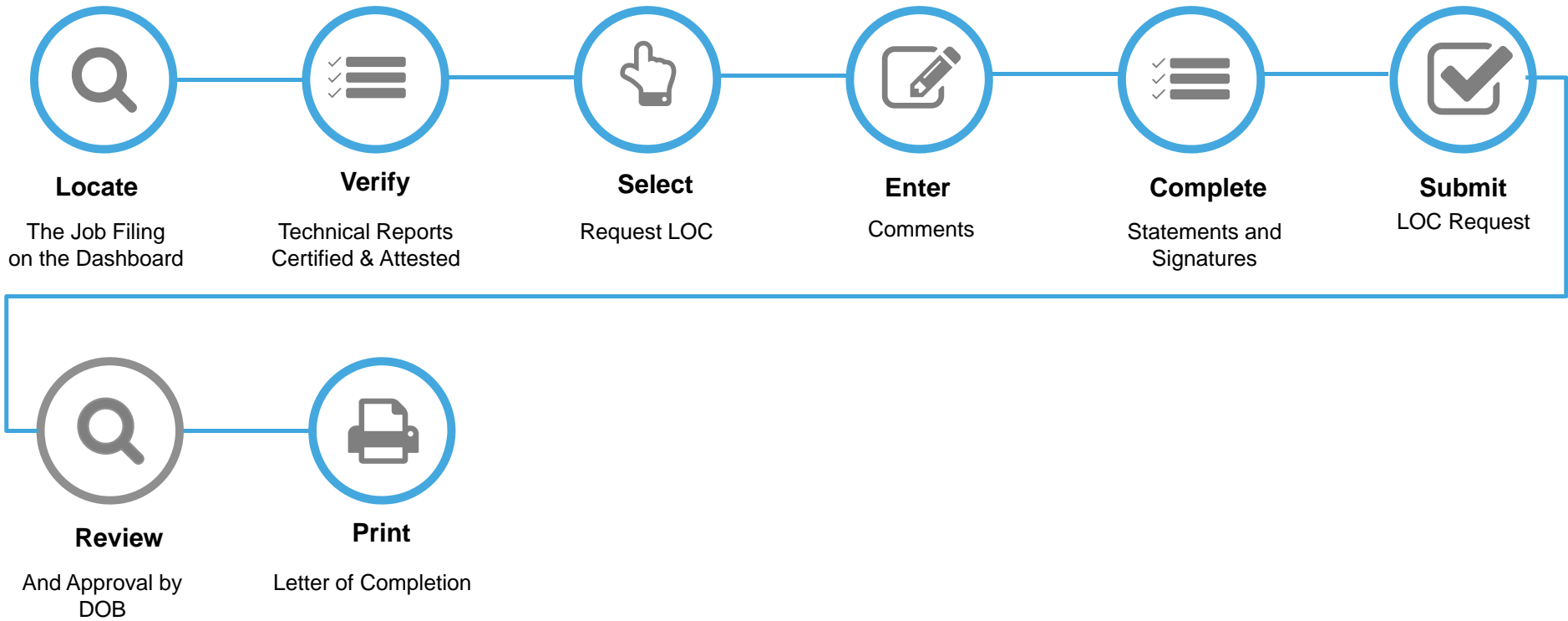


- Once the LOC is issued the job filing status will update to LOC Issued.
- Click on [Print Letter Of Completion](#) on the job filing screen to download a PDF of the LOC.

The screenshot displays a horizontal progress bar with six stages, each marked with a checkmark in a blue circle. The stages are: Pre-filing, Pending Prof Cert QA Assignment, Prof Cert QA Review, Approved, Permit Issued/Permit Entire, and LOC Issued. Below the progress bar, there are three buttons: 'Save', 'Preview to File', and 'Print Letter of Completion'. The 'Print Letter of Completion' button is highlighted with a red rectangular border. At the bottom of the screenshot, the job ID 'M00038237-I1' is shown on the left, and the job description 'Plans/Work (PW1) - Alteration' is shown on the right.

DOB NOW: REQUEST A LETTER OF COMPLETION (PW7) PROCESS FLOW

DOB
NOW



DOB
NOW

DOB

NOW

BUILD

CONCLUSION

NO PAPER. NO LINES.

LEARNING OBJECTIVES MET



You are now able to:

- Understand the modules, features, and benefits included in DOB NOW
- Access and navigate the DOB NOW: *Build* – Industry Portal
- Correctly choose appropriate Work Type(s) for your Job Filings
- Identify key roles and responsibilities
- Submit Initial Job Filings
- Complete all required Concrete documentation and Technical Reports
- File Corrections, Post Approval Amendments, and Civil Penalties Review Request (L2)
- Submit Subsequent Job Filings
- Request Letters of Completion

DOB

NOW

BUILD

NO PAPER. NO LINES.

PUBLIC PORTAL & HELPFUL RESOURCES

Process & Overview

PUBLIC PORTAL OVERVIEW



- The Public Portal is accessible through the Buildings website on nyc.gov and no User ID or Password is required.
- Anyone can view:
 - Status of Job Filing
 - Property Profile Details
 - View/Print Work Permits
 - Search Licensees

← Back
Home

Property Profile

2600 HYLAN BOULEVARD
STATEN ISLAND 10306
BIN# 5168776

Alternate Addresses:
 HYLAN BOULEVARD 2600 - 2600
 HYLAN BOULEVARD 2670 - 2670
 EBBITTS STREET NO NUMBER

Building Characteristics

Health Area 920	Tax Block 3969	Census Tract 12804	Tax Lot 1
Community Board 502	Condo NO	Buildings on Lot 5	Vacant NO
Cross Street(s) ROSE AVENUE, ROSS AVENUE	DOB Special Place Name	DOB Building Remarks	Landmark Status
Special Status N/A	Local Law NO	Loft Law NO	SRO Restricted NO
TA Restricted NO	UB Restricted NO	Environmental Restrictions N/A	Grandfathered Sign NO
Legal Adult Use NO	City Owned NO	Additional BINs for Building 5152062, 5055375	Special District

www.nyc.gov/dobnowinfo

Here you will find helpful links to:

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

www.nyc.gov/dobnowhelp

Here you will:

- Submit DOB NOW inquires

DOB
NOW

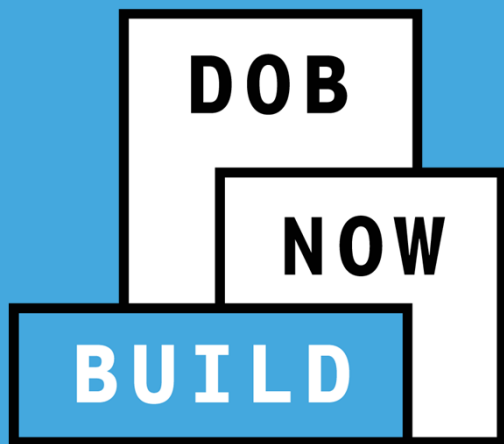
DOB

NOW

BUILD

QUESTIONS?

NO PAPER. NO LINES.



THANK YOU!

NO PAPER. NO LINES.