


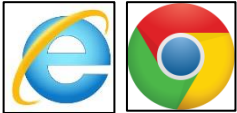
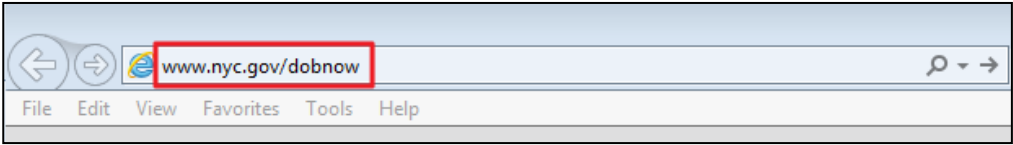
DOB NOW: *Build* – Boiler Equipment Plans/Work (PW1) Step-By-Step Guide


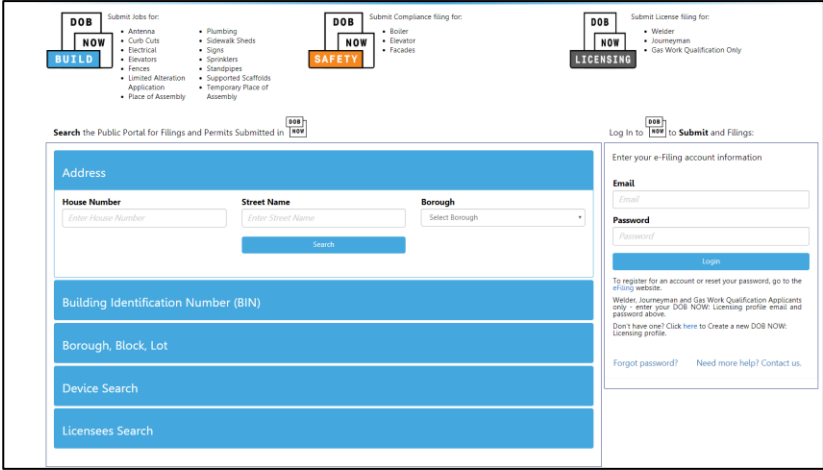
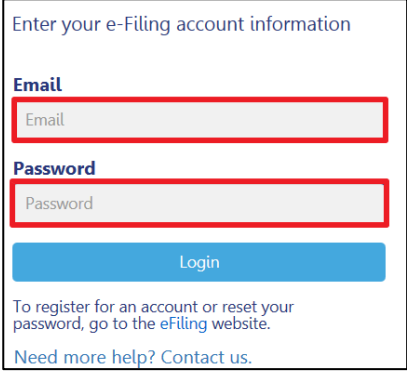
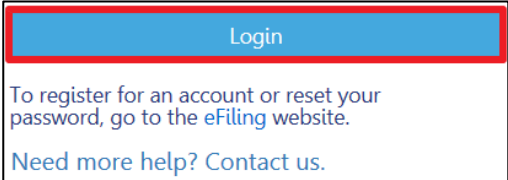
In these Step-by-Step Guides, you will learn how to:

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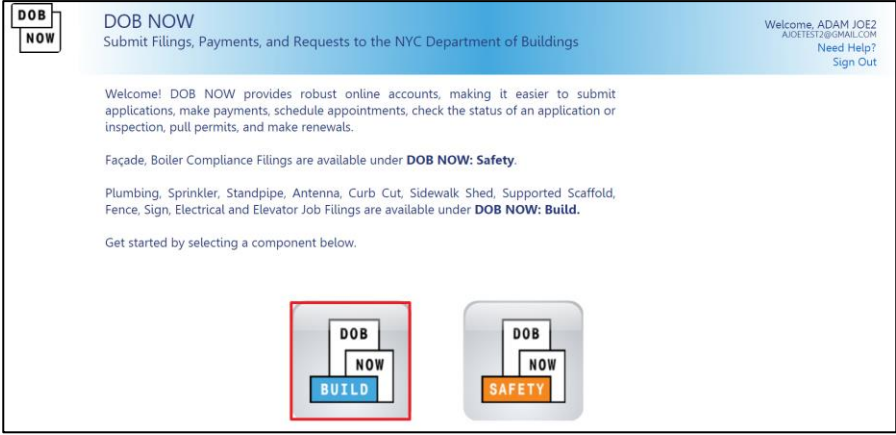

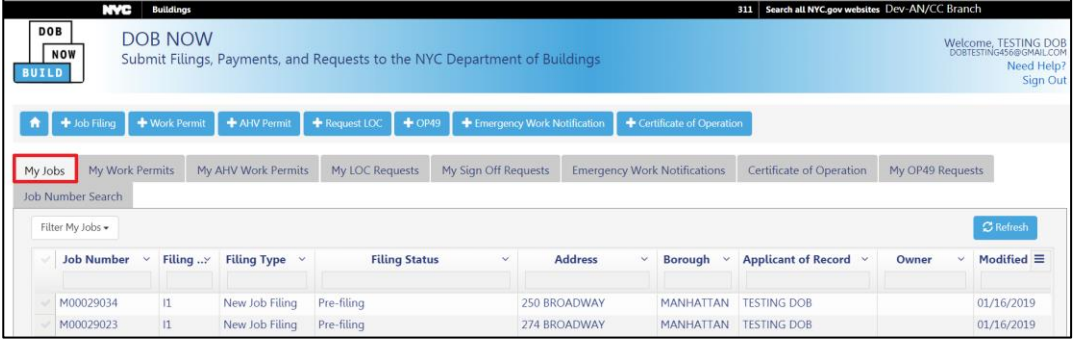
Login to DOB NOW

Complete the following steps to log in to DOB NOW: Plans/Work (PW1):

Step	Action
	<p>Note In order to log in to DOB NOW, you must be registered for eFiling.</p> <p>Additionally, DOB recommends that you turn off pop-up blockers to successfully navigate within DOB NOW.</p> <p>For Step-by-Step instructions, please submit a question to www.nyc.gov/dobnowhelp or refer to the following links:</p> <ul style="list-style-type: none"> ■ <i>How to Register for eFiling:</i> https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf ■ <i>How to Turn Off Pop-up Blockers:</i> https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf
1.	<p>Access the Internet.</p> 
2.	<p>Enter www.nyc.gov/dobnow in the URL field at the top of the browser window.</p> 
3.	<p>Press Enter on your keyboard.</p>

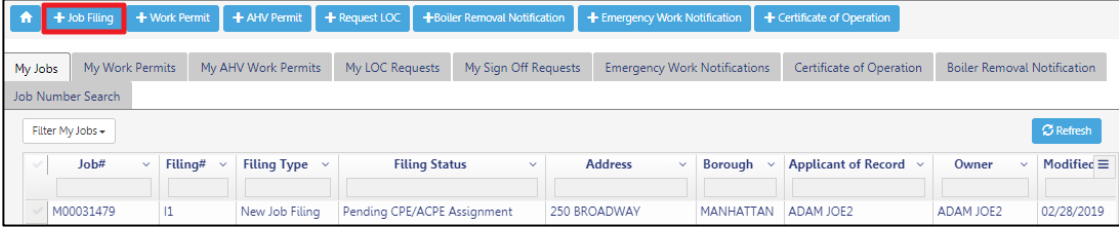
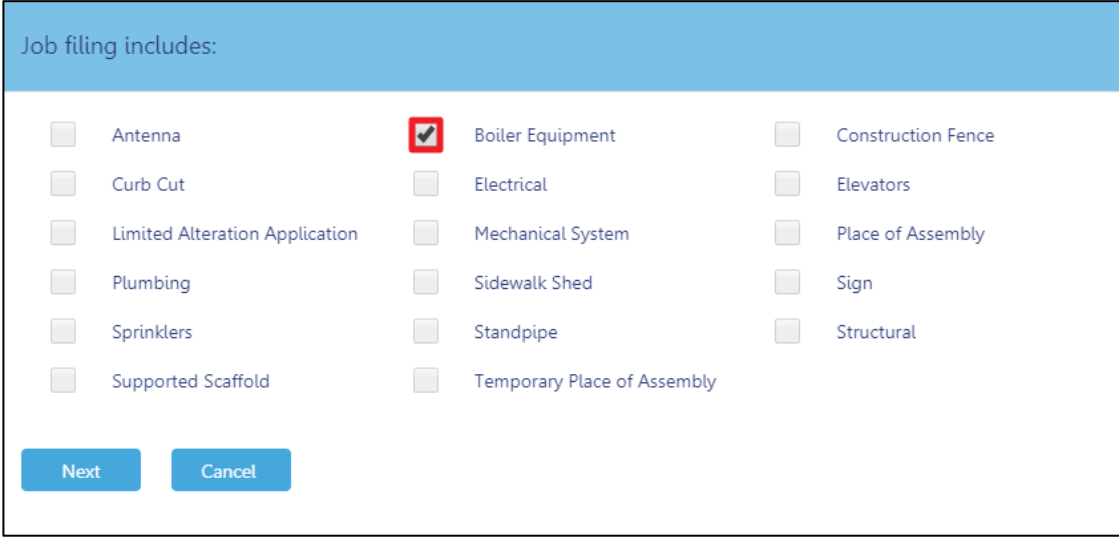
Step	Action
	<p>The DOB Login page displays.</p> 
4.	<p>Enter your Email and Password.</p> 
5.	<p>Click Login.</p> 

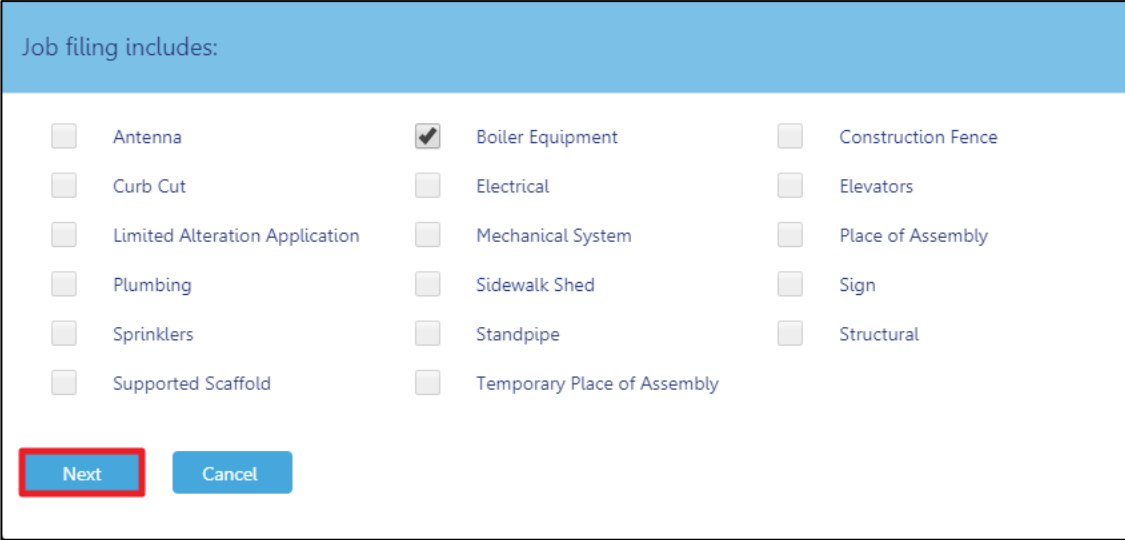
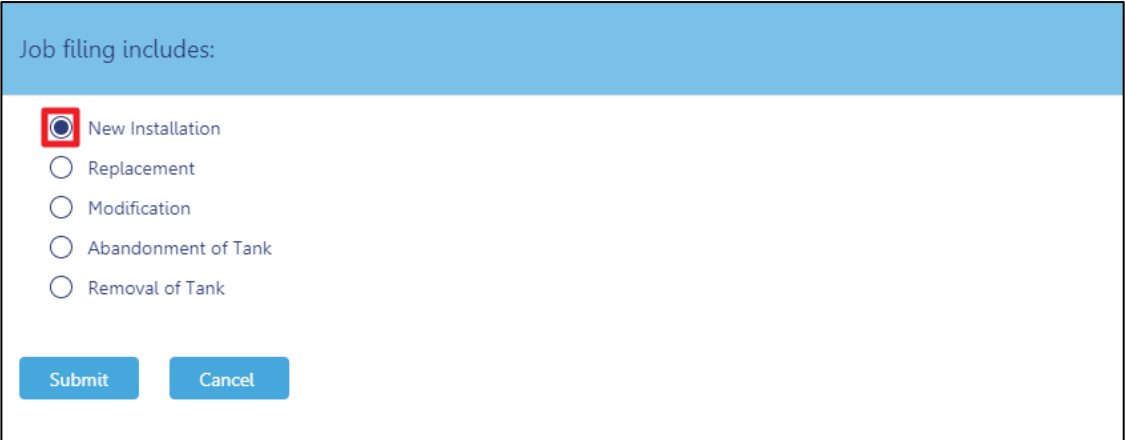
DOB NOW: *Build* – PLANS/WORK (PW1) STEP-BY-STEP GUIDES

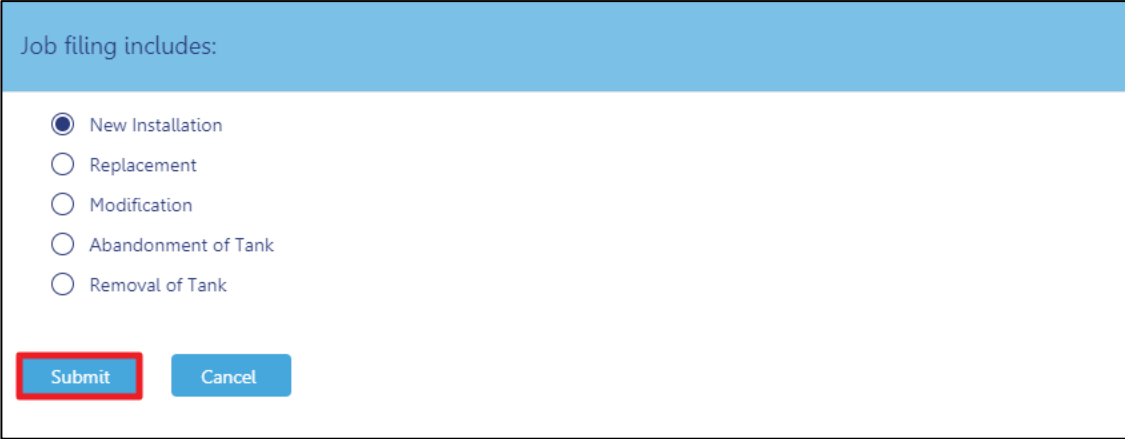

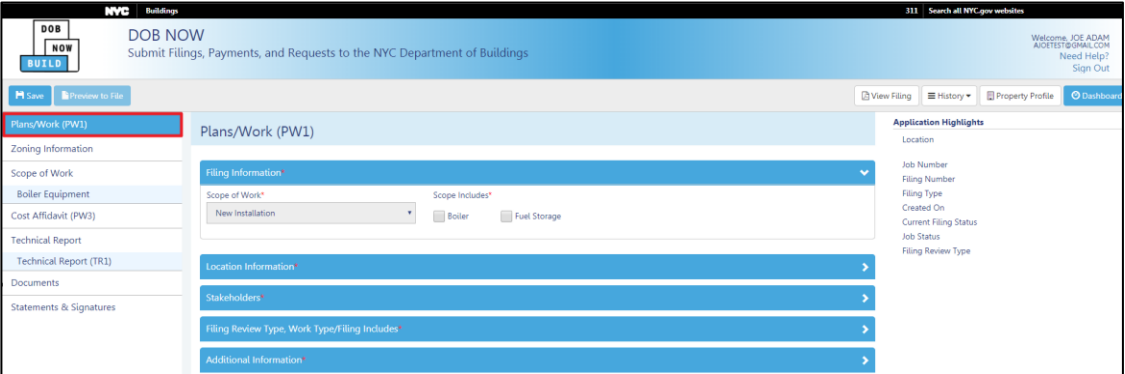

Step	Action																											
6.	<p>The DOB NOW Welcome page displays. Click DOB NOW: <i>Build</i>.</p>  <p>The screenshot shows the DOB NOW Welcome page. At the top left is the DOB NOW logo. The main heading is 'DOB NOW' with the subtitle 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. A user is logged in as 'ADAM JOE2'. There are two main buttons: 'BUILD' (highlighted with a red box) and 'SAFETY'. Text on the page describes services available under each category.</p>																											
	<p>The DOB NOW Dashboard displays. The My Jobs tab displays by default.</p>  <p>The screenshot shows the DOB NOW Dashboard. The 'My Jobs' tab is selected and highlighted with a red box. The dashboard shows a table of job filings with columns for Job Number, Filing, Filing Type, Filing Status, Address, Borough, Applicant of Record, Owner, and Modified.</p> <table border="1" data-bbox="354 1129 1386 1213"> <thead> <tr> <th>Job Number</th> <th>Filing</th> <th>Filing Type</th> <th>Filing Status</th> <th>Address</th> <th>Borough</th> <th>Applicant of Record</th> <th>Owner</th> <th>Modified</th> </tr> </thead> <tbody> <tr> <td>M00029034</td> <td>I1</td> <td>New Job Filing</td> <td>Pre-filing</td> <td>250 BROADWAY</td> <td>MANHATTAN</td> <td>TESTING DOB</td> <td></td> <td>01/16/2019</td> </tr> <tr> <td>M00029023</td> <td>I1</td> <td>New Job Filing</td> <td>Pre-filing</td> <td>274 BROADWAY</td> <td>MANHATTAN</td> <td>TESTING DOB</td> <td></td> <td>01/16/2019</td> </tr> </tbody> </table>	Job Number	Filing	Filing Type	Filing Status	Address	Borough	Applicant of Record	Owner	Modified	M00029034	I1	New Job Filing	Pre-filing	250 BROADWAY	MANHATTAN	TESTING DOB		01/16/2019	M00029023	I1	New Job Filing	Pre-filing	274 BROADWAY	MANHATTAN	TESTING DOB		01/16/2019
Job Number	Filing	Filing Type	Filing Status	Address	Borough	Applicant of Record	Owner	Modified																				
M00029034	I1	New Job Filing	Pre-filing	250 BROADWAY	MANHATTAN	TESTING DOB		01/16/2019																				
M00029023	I1	New Job Filing	Pre-filing	274 BROADWAY	MANHATTAN	TESTING DOB		01/16/2019																				
<p>You are now logged into DOB NOW and dashboard. Continue to the Create a Job Filing Step-by-Step Guide.</p>																												


Complete a Boiler Equipment New Installation

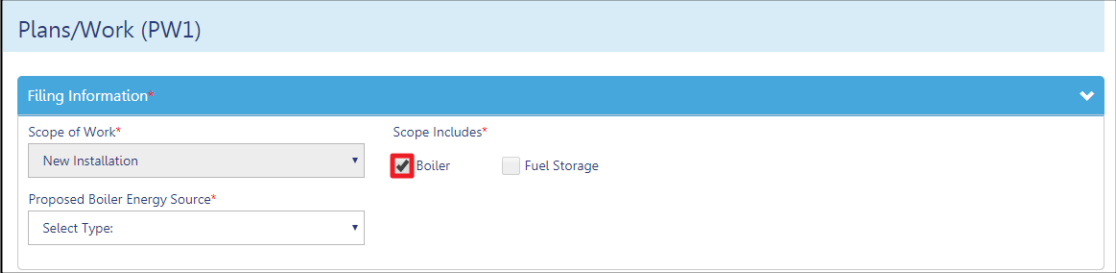
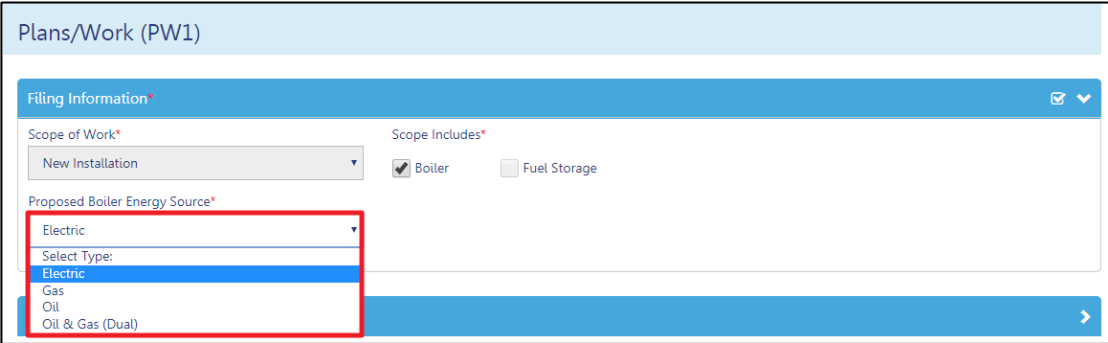

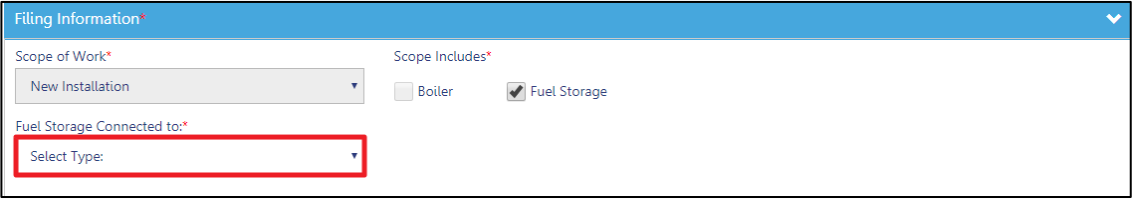
Complete the following steps to create a Job Filing:

Step	Action
1.	<p>Click + Job Filing.</p> 
2.	<p>The Job Filing includes: pop-up window displays. Select the checkbox for the Work Type Boiler Equipment.</p> 

Step	Action
3.	<p>Click Next.</p>  <p>Job filing includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Antenna <input checked="" type="checkbox"/> Boiler Equipment <input type="checkbox"/> Construction Fence <input type="checkbox"/> Curb Cut <input type="checkbox"/> Electrical <input type="checkbox"/> Elevators <input type="checkbox"/> Limited Alteration Application <input type="checkbox"/> Mechanical System <input type="checkbox"/> Place of Assembly <input type="checkbox"/> Plumbing <input type="checkbox"/> Sidewalk Shed <input type="checkbox"/> Sign <input type="checkbox"/> Sprinklers <input type="checkbox"/> Standpipe <input type="checkbox"/> Structural <input type="checkbox"/> Supported Scaffold <input type="checkbox"/> Temporary Place of Assembly <p>Next Cancel</p>
4.	<p>The Job filing includes: [Scope of Work] pop-up window displays. Select the applicable Job filing Includes: (○) radio button (e.g., New Installation).</p>  <p>Job filing includes:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> New Installation <input type="radio"/> Replacement <input type="radio"/> Modification <input type="radio"/> Abandonment of Tank <input type="radio"/> Removal of Tank <p>Submit Cancel</p>

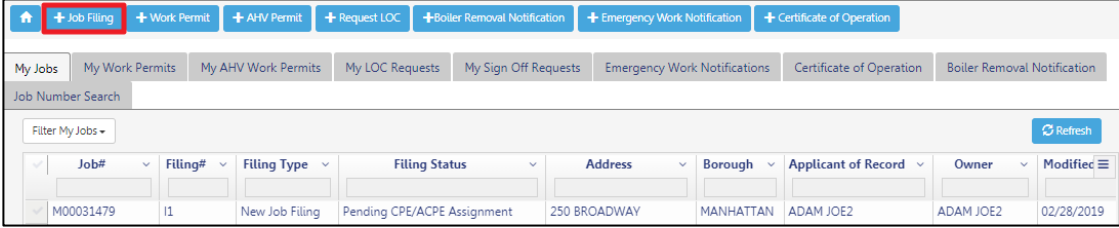
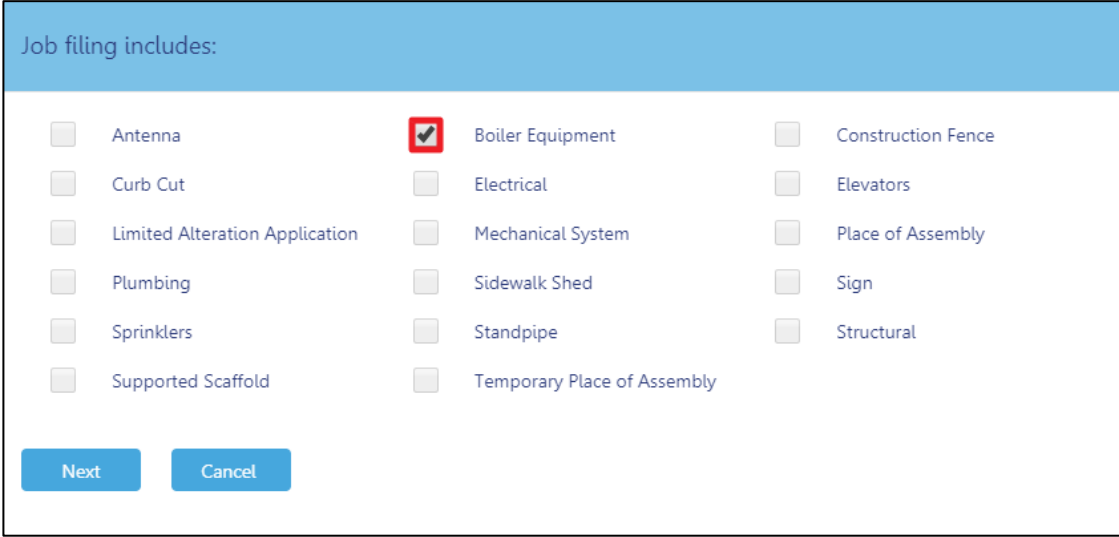
Step	Action
5.	<p>Click Submit.</p>  <p>Job filing includes:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> New Installation <input type="radio"/> Replacement <input type="radio"/> Modification <input type="radio"/> Abandonment of Tank <input type="radio"/> Removal of Tank <p>Submit Cancel</p>
	<p>Note: The Job Filing displays. The Plans/Work (PW1) tab is selected and must be completed before the Job Filing can be saved.</p>  <p>The screenshot shows the DOB NOW interface with the 'Plans/Work (PW1)' tab selected. The 'Filing Information' section is highlighted with a red box. Other sections visible include Zoning Information, Scope of Work, Location Information, Stakeholders, Filing Review Type, and Additional Information.</p>
8.	<p>Click the Filing Information heading to expand the section.</p>  <p>Filing Information* ></p>

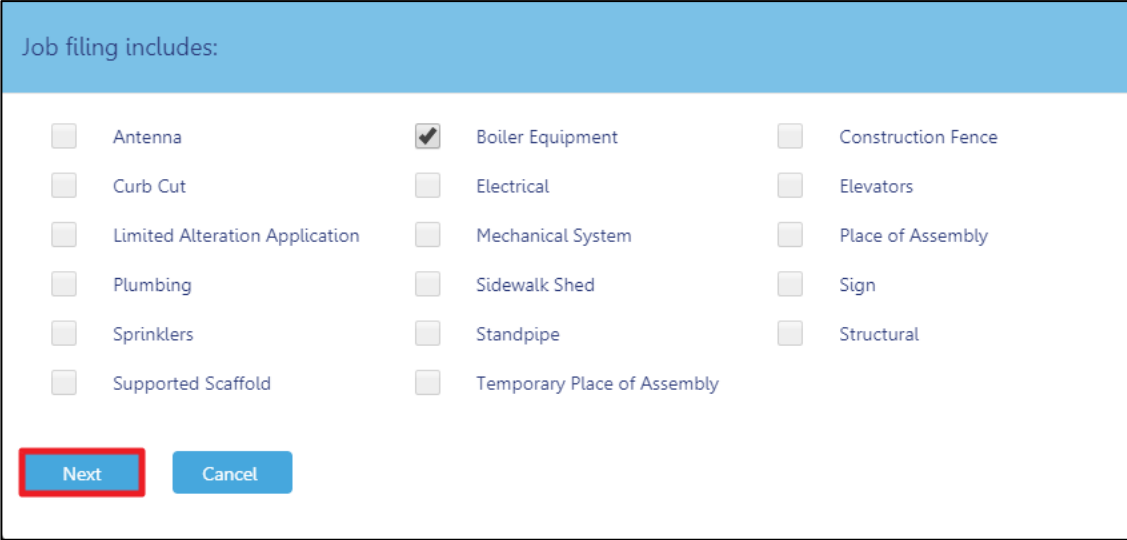
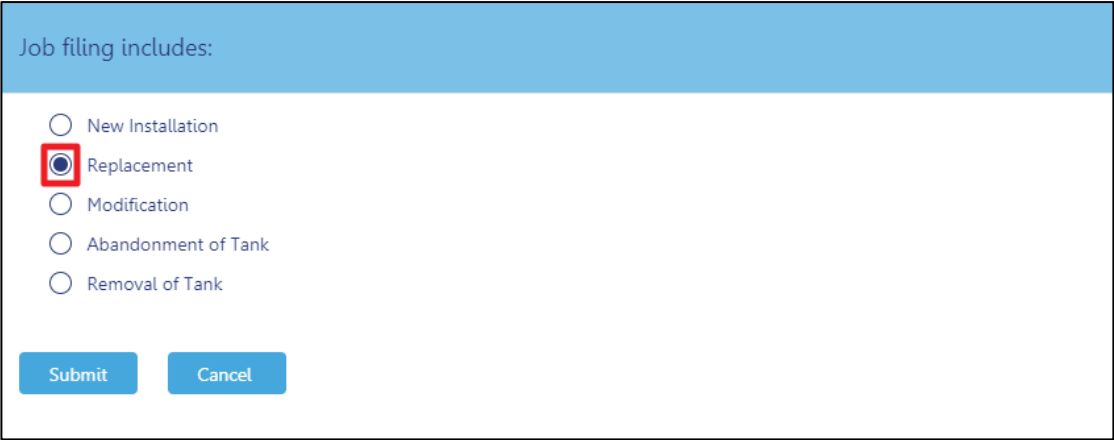

Step	Action
	<p>Note Important Form Information – required sections, fields, and read-only fields</p> <p>DOB NOW: <i>Build</i> displays only the sections and fields that are relevant to the Work Type(s) selected when the Job Filing is created.</p> <p>All fields marked with a red asterisk (*) are required and must be completed before submitting a filing.</p> <div data-bbox="456 642 854 747" style="border: 1px solid gray; padding: 5px;"> <p>House Number*</p> <input type="text"/> </div> <p>Fields shaded gray are read-only. Information cannot be entered in these fields.</p> <div data-bbox="456 869 1399 974" style="border: 1px solid gray; padding: 5px;"> <p>Scope of Work* Scope Includes*</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; padding: 2px;"> <p>New Installation</p> </div> <div style="display: flex; gap: 20px;"> <input type="checkbox"/> Boiler <input type="checkbox"/> Fuel Storage </div> </div> </div> <p>A check-mark icon (☑) displayed in a section heading indicates all required fields in that section have been completed.</p> <div data-bbox="456 1138 1414 1176" style="border: 1px solid gray; padding: 2px; background-color: #0070C0; color: white;"> <p>Filing Information* ☑</p> </div> <p>A red circle with an exclamation mark (❗) displayed in a section heading indicates there are required fields in that section that have not been completed.</p> <div data-bbox="456 1381 1414 1423" style="border: 1px solid gray; padding: 2px; background-color: #0070C0; color: white;"> <p>Stakeholders* ❗</p> </div>


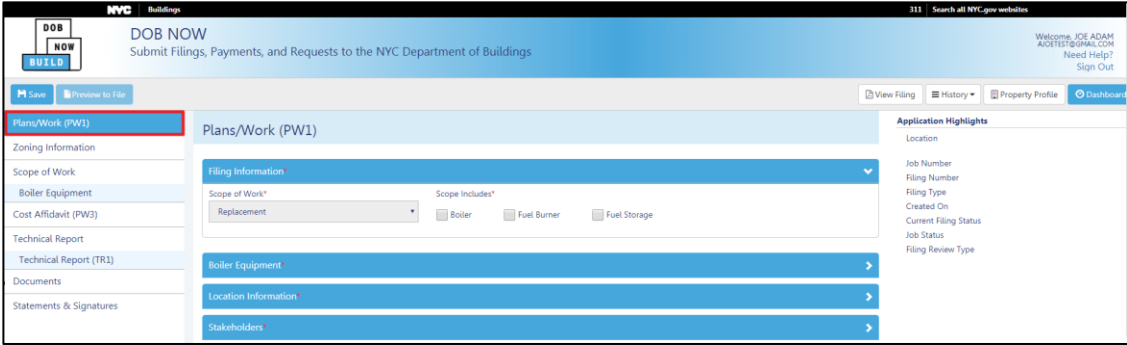

Step	Action
6.	<p>Select the applicable check-box (e.g., Boiler) in the Scope Includes section of the Filing Information tab. An additional field titled Proposed Boiler Energy Source will display.</p> 
7.	<p>Note: The Scope of Work is a read-only field. In order to change the Scope of Work, a new filing must be initiated.</p>
8.	<p>Select the Proposed Boiler Energy Source from the drop-down menu (e.g., Electric).</p> 
	<p>Note: If Fuel Storage is selected as Scope Includes, an additional field title Fuel Storage Connected to: will appear.</p> 
<p>Refer to the Enter Plans/Work (PW1) section of the Boiler Equipment Enter Plans/Work (PW1) Step-by-Step Guide to complete the remainder of the PW1 tab.</p>	







Complete a Boiler Equipment Replacement


Complete the following steps to create a Job Filing:

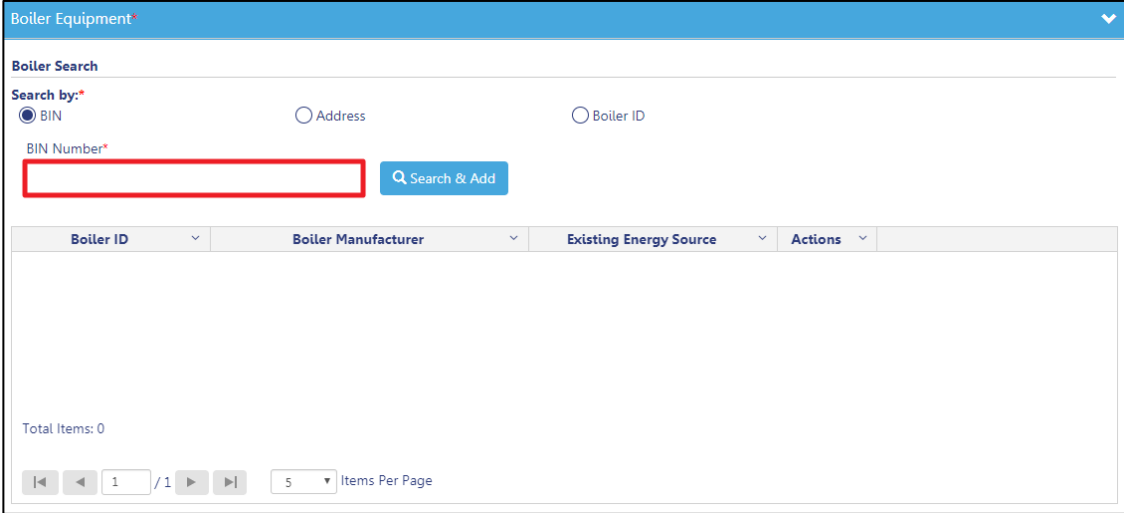
Step	Action																		
1.	<p>Click + Job Filing.</p>  <p>The screenshot shows a web application interface with a top navigation bar containing buttons for '+ Job Filing', '+ Work Permit', '+ AHV Permit', '+ Request LOC', '+ Boiler Removal Notification', '+ Emergency Work Notification', and '+ Certificate of Operation'. Below this is a secondary navigation bar with tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', 'My LOC Requests', 'My Sign Off Requests', 'Emergency Work Notifications', 'Certificate of Operation', and 'Boiler Removal Notification'. A 'Job Number Search' section includes a 'Filter My Jobs' dropdown and a 'Refresh' button. A table below displays job filing details:</p> <table border="1"> <thead> <tr> <th>Job#</th> <th>Filing#</th> <th>Filing Type</th> <th>Filing Status</th> <th>Address</th> <th>Borough</th> <th>Applicant of Record</th> <th>Owner</th> <th>Modified</th> </tr> </thead> <tbody> <tr> <td>M00031479</td> <td>11</td> <td>New Job Filing</td> <td>Pending CPE/ACPE Assignment</td> <td>250 BROADWAY</td> <td>MANHATTAN</td> <td>ADAM JOE2</td> <td>ADAM JOE2</td> <td>02/28/2019</td> </tr> </tbody> </table>	Job#	Filing#	Filing Type	Filing Status	Address	Borough	Applicant of Record	Owner	Modified	M00031479	11	New Job Filing	Pending CPE/ACPE Assignment	250 BROADWAY	MANHATTAN	ADAM JOE2	ADAM JOE2	02/28/2019
Job#	Filing#	Filing Type	Filing Status	Address	Borough	Applicant of Record	Owner	Modified											
M00031479	11	New Job Filing	Pending CPE/ACPE Assignment	250 BROADWAY	MANHATTAN	ADAM JOE2	ADAM JOE2	02/28/2019											
2.	<p>The Job Filing includes: pop-up window displays. Select the checkbox for the Work Type Boiler Equipment.</p>  <p>The screenshot shows a pop-up window titled 'Job filing includes:'. It contains a list of checkboxes for various work types. The 'Boiler Equipment' checkbox is checked and highlighted with a red box. Other checkboxes include Antenna, Curb Cut, Limited Alteration Application, Plumbing, Sprinklers, Supported Scaffold, Construction Fence, Electrical, Mechanical System, Sidewalk Shed, Standpipe, Temporary Place of Assembly, Elevators, Place of Assembly, Sign, and Structural. At the bottom of the window are 'Next' and 'Cancel' buttons.</p>																		

Step	Action
3.	<p>Click Next.</p>  <p>The screenshot shows a form titled "Job filing includes:" with a light blue header. Below the header is a list of 12 items, each with a checkbox. The "Boiler Equipment" checkbox is checked. At the bottom of the form are two buttons: "Next" and "Cancel". The "Next" button is highlighted with a red rectangular border.</p>
4.	<p>The Job filing includes: [Scope of Work] pop-up window displays. Select the applicable Job filing Includes: (○) radio button (e.g., Replacement).</p>  <p>The screenshot shows a pop-up window titled "Job filing includes:" with a light blue header. Below the header is a list of five radio button options: "New Installation", "Replacement", "Modification", "Abandonment of Tank", and "Removal of Tank". The "Replacement" radio button is selected and highlighted with a red rectangular border. At the bottom of the window are two buttons: "Submit" and "Cancel".</p>
5.	<p>Click Submit.</p>  <p>The screenshot shows a single blue button with the text "Submit" in white. The button is highlighted with a red rectangular border.</p>

Step	Action
	<p>Note: The Job Filing displays. The Plans/Work (PW1) tab is selected and must be completed before the Job Filing can be saved.</p> 
<p>6.</p>	<p>Click the Filing Information heading to expand the section.</p> 

Step	Action
	<p>Note Important Form Information – required sections, fields, and read-only fields</p> <p>DOB NOW: <i>Build</i> displays only the sections and fields that are relevant to the Work Type(s) selected when the Job Filing is created.</p> <p>All fields marked with a red asterisk (*) are required and must be completed before submitting a filing.</p> <div data-bbox="456 642 854 747"> <p>House Number*</p> <input type="text"/> </div> <p>Fields shaded gray are read-only. Information cannot be entered in these fields.</p> <div data-bbox="456 869 1409 968"> <p>Scope of Work* Scope Includes*</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid gray; padding: 2px; margin-right: 10px;">Replacement</div> <div style="margin-right: 10px;"><input type="checkbox"/> Boiler</div> <div style="margin-right: 10px;"><input type="checkbox"/> Fuel Burner</div> <div><input type="checkbox"/> Fuel Storage</div> </div> </div> <p>A check-mark icon () displayed in a section heading indicates all required fields in that section have been completed.</p> <div data-bbox="456 1131 1414 1167"> <p>Filing Information*  ></p> </div> <p>A red circle with an exclamation mark () displayed in a section heading indicates there are required fields in that section that have not been completed.</p> <div data-bbox="456 1373 1414 1417"> <p>Stakeholders*  ></p> </div>
<p>4.</p>	<p>Select the applicable check-box (e.g., Boiler) in the Scope Includes section of the Filing Information section.</p> <div data-bbox="313 1598 1414 1728"> <p>Filing Information*  ></p> <p>Scope of Work* Scope Includes*</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid gray; padding: 2px; margin-right: 10px;">Replacement</div> <div style="margin-right: 10px;"><input checked="" type="checkbox"/> Boiler</div> <div style="margin-right: 10px;"><input type="checkbox"/> Fuel Burner</div> <div><input type="checkbox"/> Fuel Storage</div> </div> </div>

Step	Action
5.	<p>Note: The Scope of Work is a read-only field. In order to change the Scope of Work, a new filing must be initiated.</p>
	<p>Note: When Fuel Storage, or Boiler and Fuel Burner are selected as the Scope Includes, an additional field title Fuel Storage Connected to: will appear.</p> <div data-bbox="313 632 1073 793" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Scope Includes*</p> <p><input checked="" type="checkbox"/> Boiler <input checked="" type="checkbox"/> Fuel Burner <input type="checkbox"/> Fuel Storage</p> </div> <p>Or</p> <div data-bbox="313 905 1073 1066" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Scope Includes*</p> <p><input type="checkbox"/> Boiler <input type="checkbox"/> Fuel Burner <input checked="" type="checkbox"/> Fuel Storage</p> </div> <p>From the Fuel Storage Connected to: drop-down menu, select the type of Fuel Storage.</p> <div data-bbox="313 1283 1425 1478" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Filing Information*</p> <p>Scope of Work* Scope Includes*</p> <p>Replacement <input type="checkbox"/> Boiler <input type="checkbox"/> Fuel Burner <input checked="" type="checkbox"/> Fuel Storage</p> <p>Fuel Storage Connected to:</p> <p>Select Type: <input type="text"/></p> </div>
6.	<p>Click the Boiler Equipment heading to expand the section.</p> <div data-bbox="313 1619 1425 1667" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Boiler Equipment <input type="text"/></p> </div>

Step	Action
7.	<p>The Boiler Equipment displays.</p> <p>Select the applicable Search By (○) radio button and enter the Bin number into the BIN Number field to search by Bin number.</p> 

Step

Action



Note: **Search by Address**

Select the applicable **Search By** () radio button (e.g., **Address**) and enter the following information:


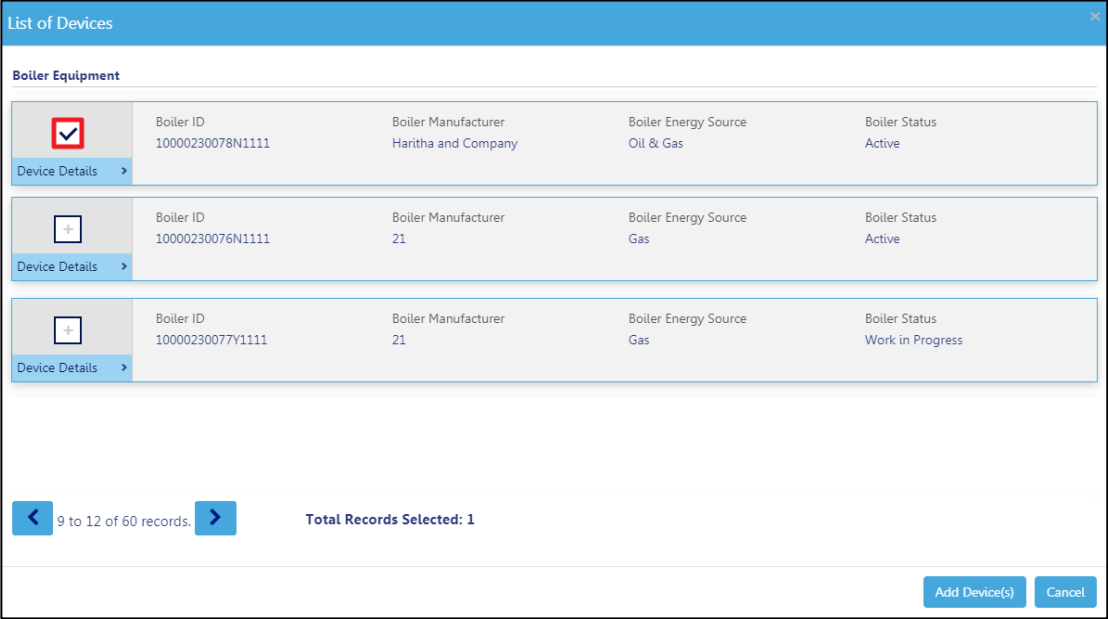

1. **House Number:** Enter the house number.
2. **Street Name:** Enter the street name.
3. **Borough:** Select the borough from the drop-down menu.

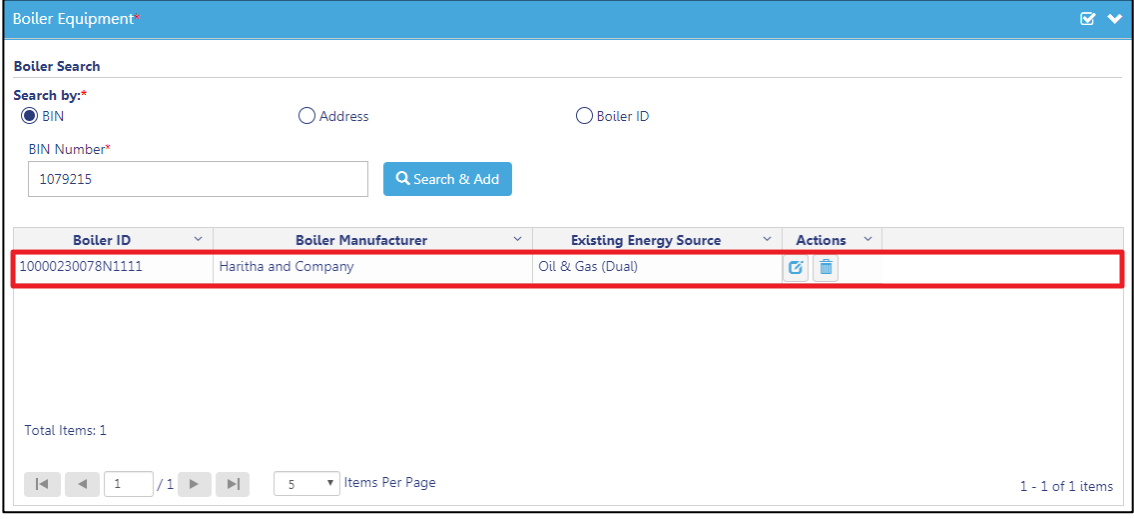
The screenshot shows the 'Boiler Search' section of the 'Boiler Equipment' tab. Under 'Search by:', the 'Address' radio button is selected. There are three input fields: 'House Number*' (with a red box and '1'), 'Street Name*' (with a red box and '2'), and 'Borough*' (with a dropdown arrow and a red box and '3'). A 'Search & Add' button is located below the first two fields. Below the search fields is a table header with columns: 'Boiler ID', 'Boiler Manufacturer', 'Existing Energy Source', and 'Actions'. The table body is empty. At the bottom, it says 'Total Items: 0' and has pagination controls showing '1 / 1' items per page.

Note: **Search by Boiler ID**

To search by Boiler ID, click the () radio button. Search by Boiler ID in the Boiler Search section of the Boiler Equipment tab.

The screenshot shows the 'Boiler Search' section of the 'Boiler Equipment' tab. Under 'Search by:', the 'Boiler ID' radio button is selected. There is one input field labeled 'Boiler ID*' (with a red box) and a 'Search & Add' button next to it. Below the search field is a table header with columns: 'Boiler ID', 'Boiler Manufacturer', 'Existing Energy Source', and 'Actions'. The table body is empty. At the bottom, it says 'Total Items: 0' and has pagination controls showing '1 / 1' items per page.

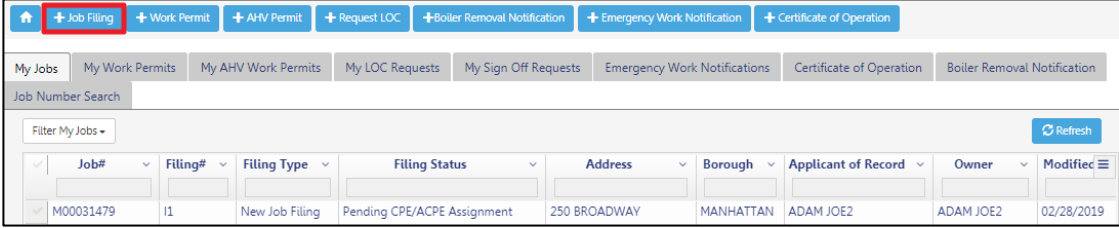
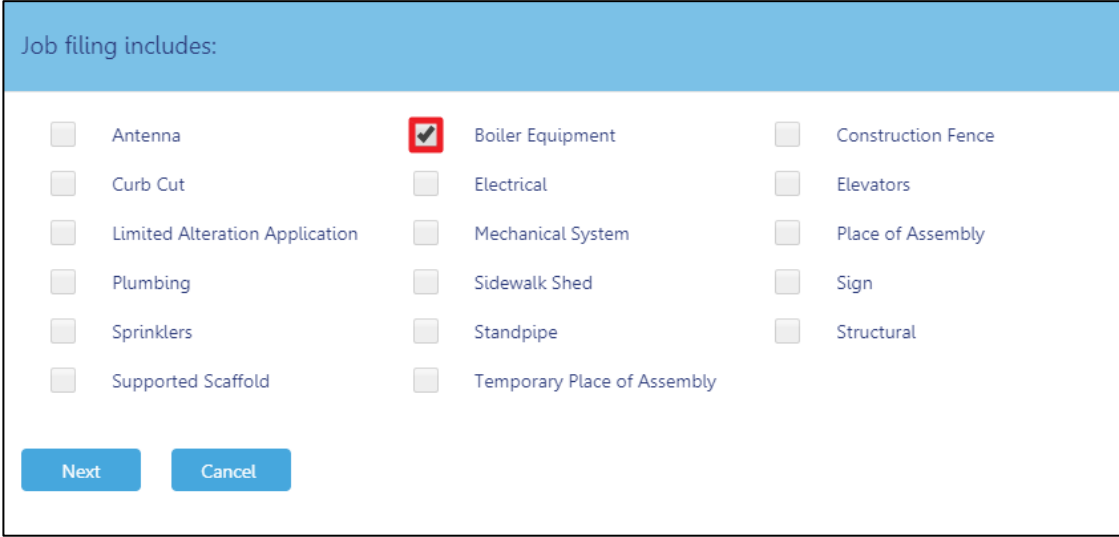
Step	Action
8.	<p>Click Search & Add.</p> 
9.	<p>The List of Devices display appear. Select the device from the Boiler Equipment section.</p> 
10.	<p>Click Add Device.</p> 

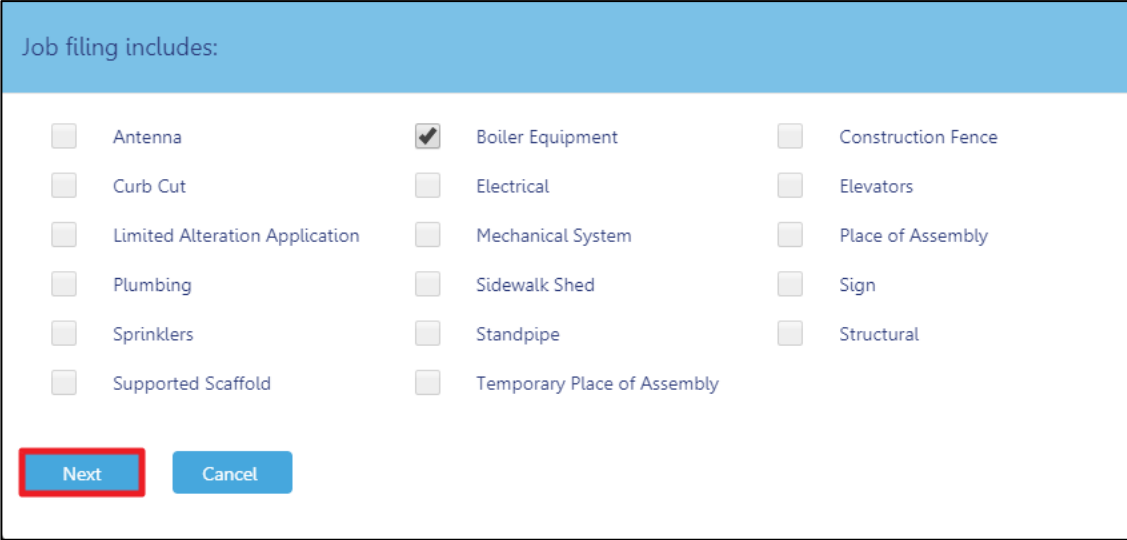
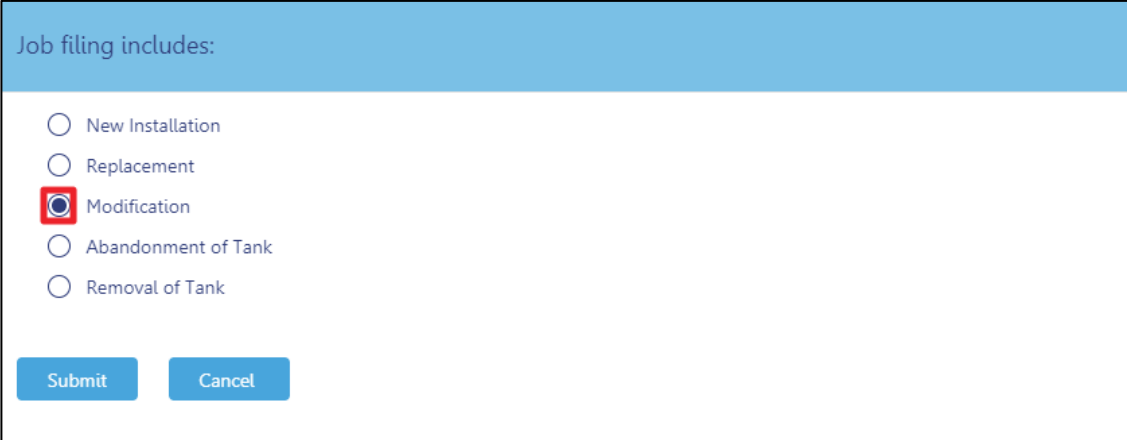

Step	Action								
11.	<p>The device appears in the Boiler Equipment section.</p>  <p>The screenshot shows the 'Boiler Equipment' search interface. Under 'Boiler Search', 'Search by:' is set to 'BIN'. The 'BIN Number' field contains '1079215'. A 'Search & Add' button is visible. Below the search bar is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Boiler ID</th> <th>Boiler Manufacturer</th> <th>Existing Energy Source</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>10000230078N1111</td> <td>Haritha and Company</td> <td>Oil & Gas (Dual)</td> <td>[Edit] [Delete]</td> </tr> </tbody> </table> <p>Total Items: 1 1 / 1 Items Per Page 1 - 1 of 1 items</p>	Boiler ID	Boiler Manufacturer	Existing Energy Source	Actions	10000230078N1111	Haritha and Company	Oil & Gas (Dual)	[Edit] [Delete]
Boiler ID	Boiler Manufacturer	Existing Energy Source	Actions						
10000230078N1111	Haritha and Company	Oil & Gas (Dual)	[Edit] [Delete]						


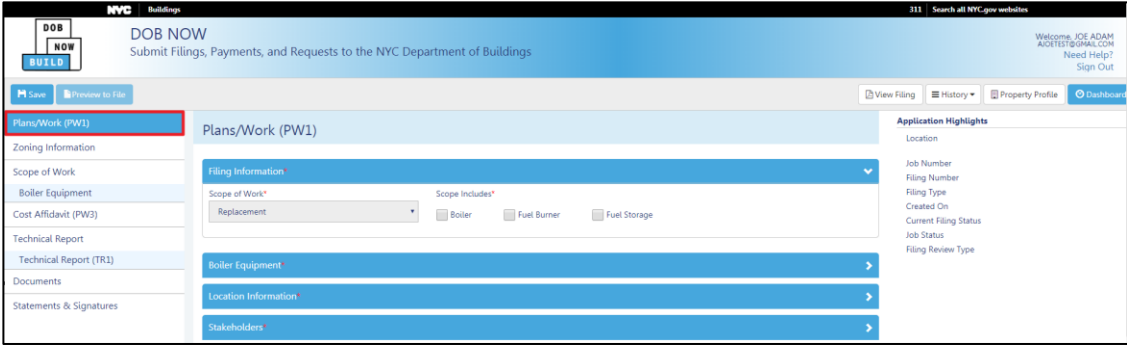

Refer to the Enter Plans/Work (PW1) section of the [Boiler Equipment Enter Plans/Work \(PW1\) Step-by-Step Guide](#) to complete the remainder of the PW1 tab.







Complete a Boiler Equipment Modification


Complete the following steps to create a Job Filing:

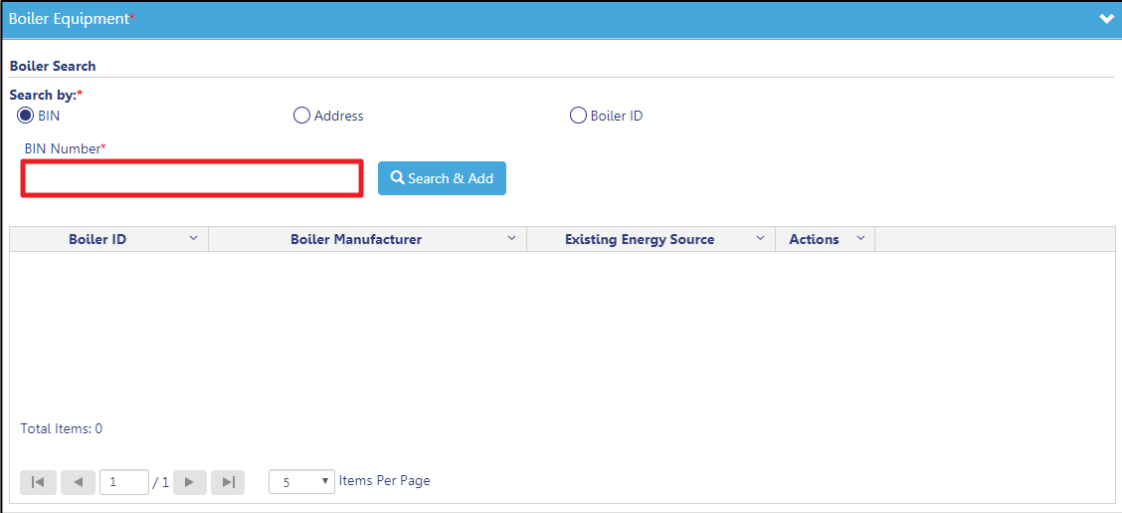
Step	Action
1.	<p>Click + Job Filing.</p>  <p>The screenshot shows a navigation bar with several buttons: '+ Job Filing', '+ Work Permit', '+ AHV Permit', '+ Request LOC', '+ Boiler Removal Notification', '+ Emergency Work Notification', and '+ Certificate of Operation'. The '+ Job Filing' button is highlighted with a red box. Below the navigation bar is a search and filter section with a 'Filter My Jobs' dropdown and a 'Refresh' button. A table below that lists job details with columns: Job#, Filing#, Filing Type, Filing Status, Address, Borough, Applicant of Record, Owner, and Modified. The first row shows Job# M00031479, Filing# 11, Filing Type New Job Filing, Filing Status Pending CPE/ACPE Assignment, Address 250 BROADWAY, Borough MANHATTAN, Applicant of Record ADAM JOE2, Owner ADAM JOE2, and Modified 02/28/2019.</p>
2.	<p>The Job Filing includes: pop-up window displays. Select the checkbox for the Work Type Boiler Equipment.</p>  <p>The screenshot shows a pop-up window titled 'Job filing includes:'. It contains a list of checkboxes for different work types. The 'Boiler Equipment' checkbox is checked and highlighted with a red box. Other checkboxes include Antenna, Curb Cut, Limited Alteration Application, Plumbing, Sprinklers, Supported Scaffold, Construction Fence, Electrical, Mechanical System, Sidewalk Shed, Standpipe, Temporary Place of Assembly, Place of Assembly, Sign, and Structural. At the bottom of the window are 'Next' and 'Cancel' buttons.</p>

Step	Action
3.	<p>Click Next.</p>  <p>The screenshot shows a form titled "Job filing includes:" with a light blue header. Below the header is a list of checkboxes for various job filing categories. The "Boiler Equipment" checkbox is checked. At the bottom of the form, there are two buttons: "Next" and "Cancel". The "Next" button is highlighted with a red rectangular box.</p>
4.	<p>The Job filing includes: [Scope of Work] pop-up window displays. Select the Scope of Work (e.g., Modification).</p>  <p>The screenshot shows a form titled "Job filing includes:" with a light blue header. Below the header is a list of radio buttons for selecting the "Scope of Work". The "Modification" radio button is selected and highlighted with a red rectangular box. At the bottom of the form, there are two buttons: "Submit" and "Cancel".</p>
5.	<p>Click Submit.</p>  <p>The screenshot shows a single button labeled "Submit" with a blue background and white text. The button is highlighted with a red rectangular box.</p>

Step	Action
	<p>Note: The Job Filing displays. The Plans/Work (PW1) tab is selected and must be completed before the Job Filing can be saved.</p> 
<p>6.</p>	<p>Click the Filing Information heading to expand the section.</p> 

Step	Action
	<p>Note Important Form Information – required sections, fields, and read-only fields</p> <p>DOB NOW: <i>Build</i> displays only the sections and fields that are relevant to the Work Type(s) selected when the Job Filing is created.</p> <p>All fields marked with a red asterisk (*) are required and must be completed before submitting a filing.</p> <div data-bbox="456 642 854 747"> <p>House Number*</p> <input type="text"/> </div> <p>Fields shaded gray are read-only. Information cannot be entered in these fields.</p> <div data-bbox="456 869 1409 968"> <p>Scope of Work* Scope Includes*</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid gray; padding: 2px; margin-right: 10px;">Replacement</div> <div style="margin-right: 10px;"><input type="checkbox"/> Boiler</div> <div style="margin-right: 10px;"><input type="checkbox"/> Fuel Burner</div> <div><input type="checkbox"/> Fuel Storage</div> </div> </div> <p>A check-mark icon () displayed in a section heading indicates all required fields in that section have been completed.</p> <div data-bbox="456 1131 1414 1167"> <p>Filing Information*  ></p> </div> <p>A red circle with an exclamation mark () displayed in a section heading indicates there are required fields in that section that have not been completed.</p> <div data-bbox="456 1373 1414 1415"> <p>Stakeholders*  ></p> </div>
<p>7.</p>	<p>Select the applicable checkbox (e.g., Boiler) in the Scope Includes section of the Filing Information section.</p> <div data-bbox="315 1598 1414 1728"> <p>Filing Information*  ></p> <p>Scope of Work* Scope Includes*</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid gray; padding: 2px; margin-right: 10px;">Replacement</div> <div style="margin-right: 10px;"><input checked="" type="checkbox"/> Boiler</div> <div style="margin-right: 10px;"><input type="checkbox"/> Fuel Burner</div> <div><input type="checkbox"/> Fuel Storage</div> </div> </div>

Step	Action
8.	<p>Note: The Scope of Work is a read-only field. In order to change the Scope of Work, a new filing must be initiated.</p>
	<p>Note: When Fuel Storage, or Boiler and Fuel Burner are selected as the Scope Includes, an additional field title Fuel Storage Connected to: will appear.</p> <div data-bbox="313 632 1075 793" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Scope Includes*</p> <p><input checked="" type="checkbox"/> Boiler <input checked="" type="checkbox"/> Fuel Burner <input type="checkbox"/> Fuel Storage</p> </div> <p>Or</p> <div data-bbox="313 905 1075 1066" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Scope Includes*</p> <p><input type="checkbox"/> Boiler <input type="checkbox"/> Fuel Burner <input checked="" type="checkbox"/> Fuel Storage</p> </div> <p>From the Fuel Storage Connected to: drop-down menu, select the type of Fuel Storage.</p> <div data-bbox="313 1241 1425 1440" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Filing Information*</p> <p>Scope of Work* Scope Includes*</p> <p>Replacement <input type="checkbox"/> Boiler <input type="checkbox"/> Fuel Burner <input checked="" type="checkbox"/> Fuel Storage</p> <p>Fuel Storage Connected to:*</p> <p>Select Type: ▼</p> </div>
9.	<p>Click the Boiler Equipment heading to expand the section.</p> <div data-bbox="313 1577 1425 1629" style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p>Boiler Equipment* ▼</p> </div>

Step	Action
10.	<p>The Boiler Equipment displays.</p> <p>Select the applicable Search By (<input type="radio"/>) radio button and enter the Bin number into the BIN Number field to search by Bin number.</p> 

Step

Action



Note: **Search by Address**

Select the applicable **Search By** () radio button (e.g., **Address**) and enter the following information:


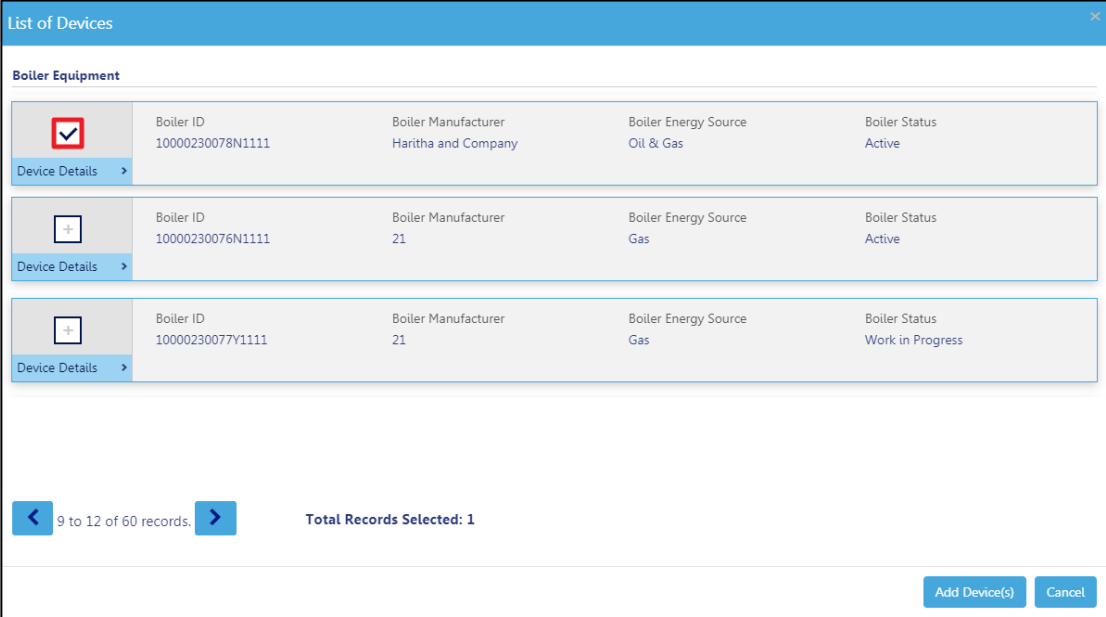

1. **House Number:** Enter the house number.
2. **Street Name:** Enter the street name.
3. **Borough:** Select the borough from the drop-down menu.

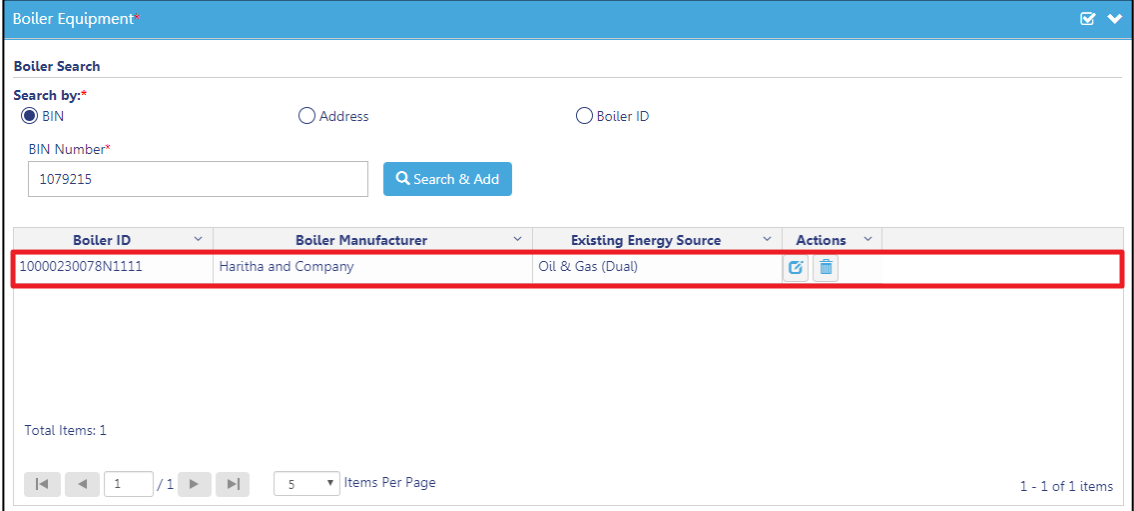
The screenshot shows the 'Boiler Search' interface with the 'Address' radio button selected. Three red boxes with numbers 1, 2, and 3 highlight the 'House Number*', 'Street Name*', and 'Borough*' input fields respectively. A 'Search & Add' button is located below the input fields. The table below the search fields is empty, showing columns for 'Boiler ID', 'Boiler Manufacturer', 'Existing Energy Source', and 'Actions'. The footer indicates 'Total Items: 0' and '5 Items Per Page'.

Note: **Search by Boiler ID**

Select the applicable **Search By** () radio button and enter the Boiler ID into the **Boiler ID** field to search by Bin number.

The screenshot shows the 'Boiler Search' interface with the 'Boiler ID' radio button selected. A red box highlights the 'Boiler ID*' input field. A 'Search & Add' button is located to the right of the input field. The table below the search fields is empty, showing columns for 'Boiler ID', 'Boiler Manufacturer', 'Existing Energy Source', and 'Actions'. The footer indicates 'Total Items: 0' and '5 Items Per Page'.

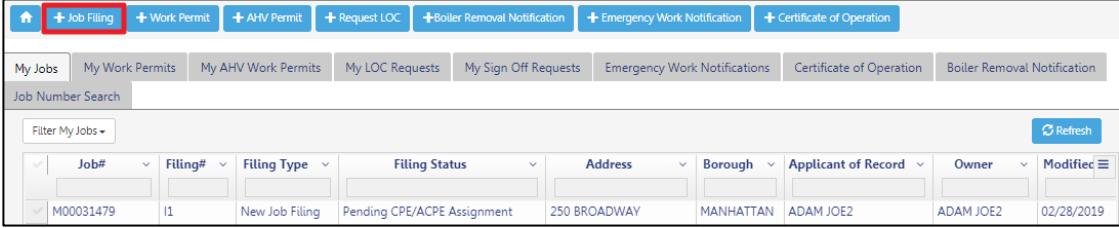
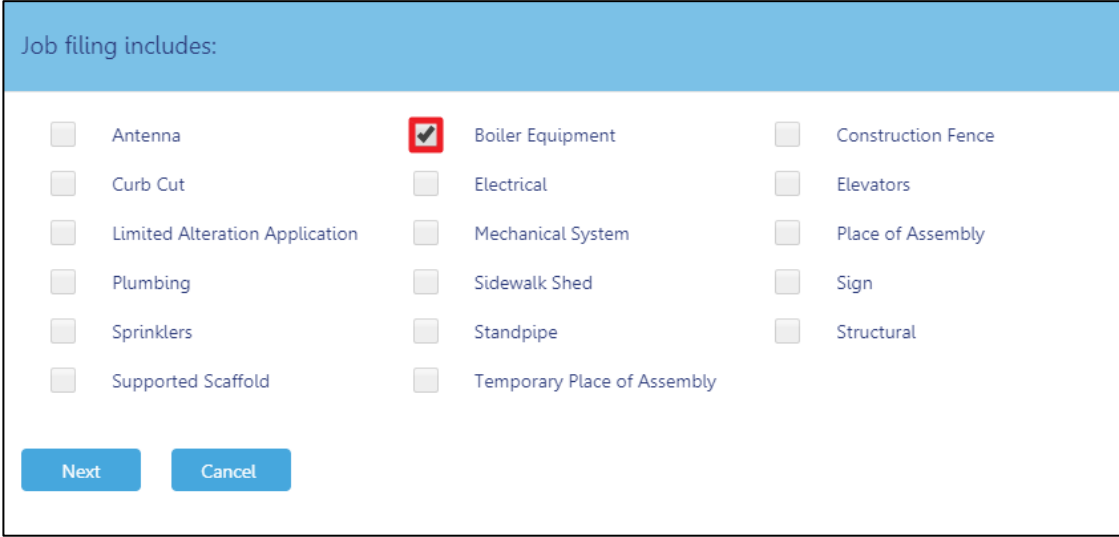
Step	Action
11.	<p>Click Search & Add.</p> 
12.	<p>The List of Devices display appear. Select the device from the Boiler Equipment section.</p> 
13.	<p>Click Add Device.</p> 

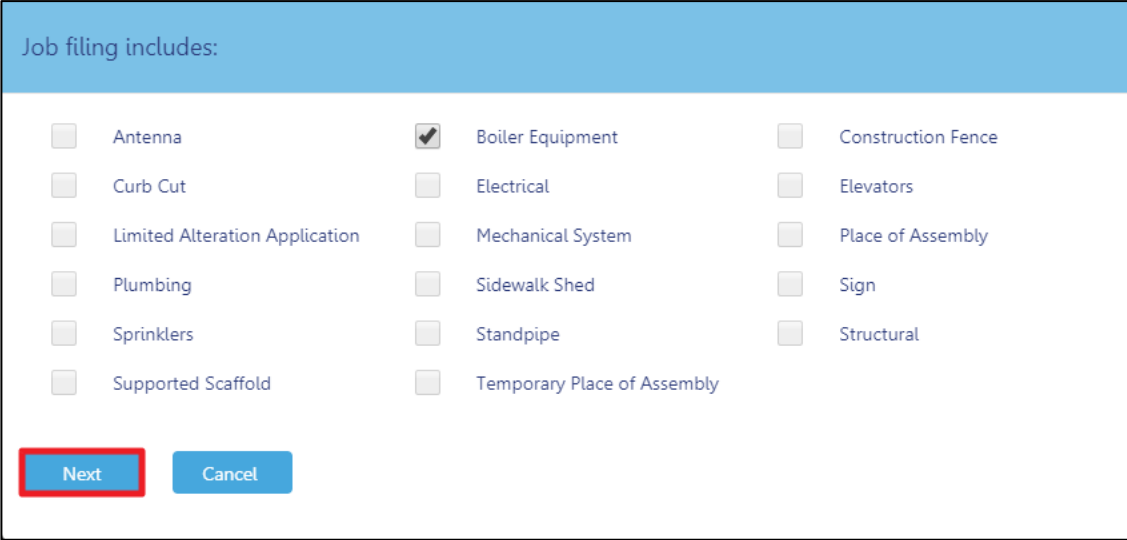



Step	Action								
14.	<p>The device appear in the Boiler Equipment section.</p>  <p>The screenshot shows the 'Boiler Equipment' section of a web application. It includes a search bar with options for 'BIN', 'Address', and 'Boiler ID'. The 'BIN' option is selected, and the search results table displays one item:</p> <table border="1" data-bbox="313 573 1440 636"> <thead> <tr> <th>Boiler ID</th> <th>Boiler Manufacturer</th> <th>Existing Energy Source</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>10000230078N1111</td> <td>Haritha and Company</td> <td>Oil & Gas (Dual)</td> <td>[Edit] [Delete]</td> </tr> </tbody> </table> <p>At the bottom of the screenshot, it indicates 'Total Items: 1' and '1 - 1 of 1 items'.</p>	Boiler ID	Boiler Manufacturer	Existing Energy Source	Actions	10000230078N1111	Haritha and Company	Oil & Gas (Dual)	[Edit] [Delete]
Boiler ID	Boiler Manufacturer	Existing Energy Source	Actions						
10000230078N1111	Haritha and Company	Oil & Gas (Dual)	[Edit] [Delete]						


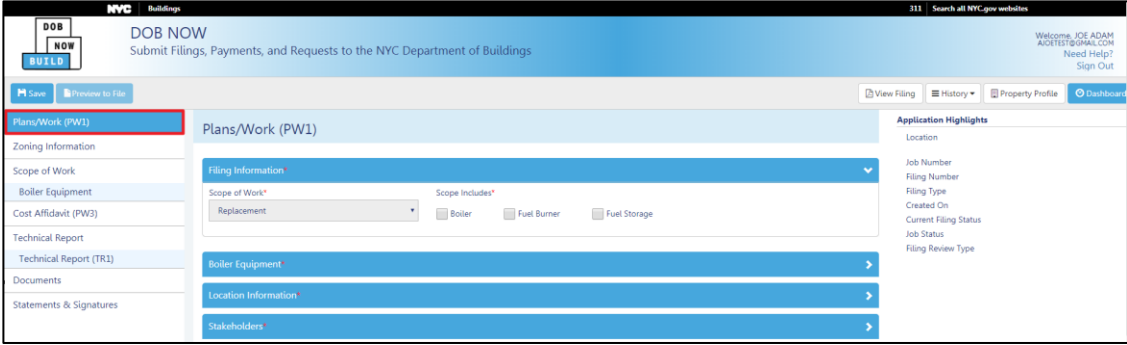

Refer to the Enter Plans/Work (PW1) section of the [Boiler Equipment Enter Plans/Work \(PW1\) Step-by-Step Guide](#) to complete the remainder of the PW1 tab.


Complete a Boiler Equipment Abandonment of Tank

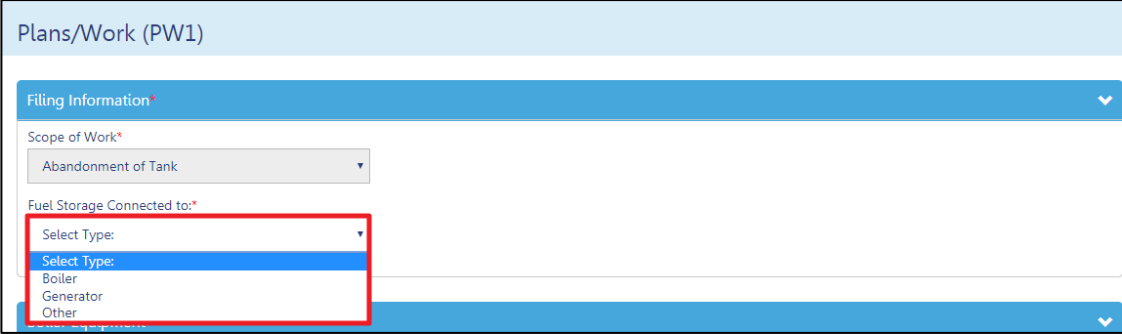

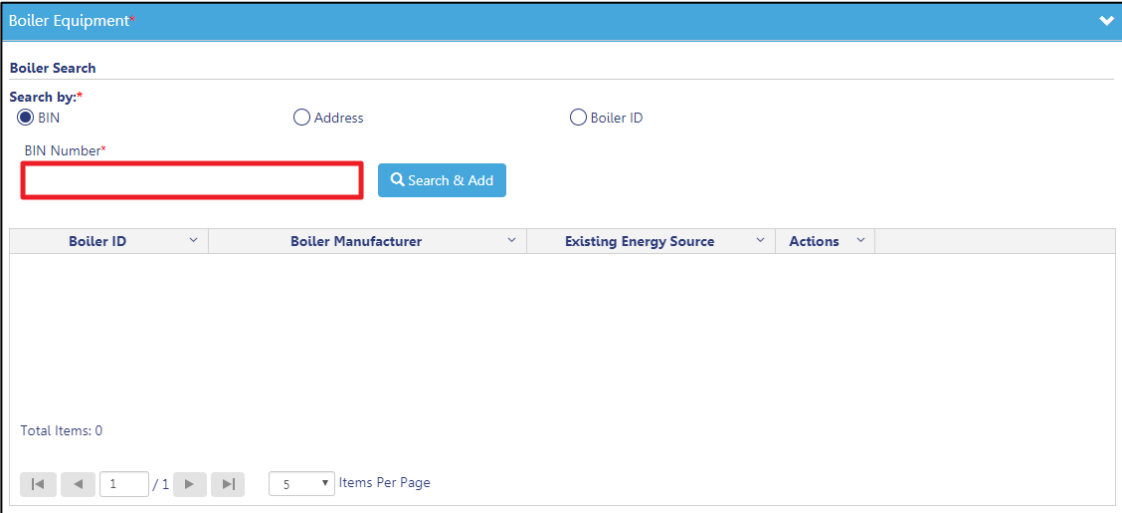
Complete the following steps to create a Job Filing:

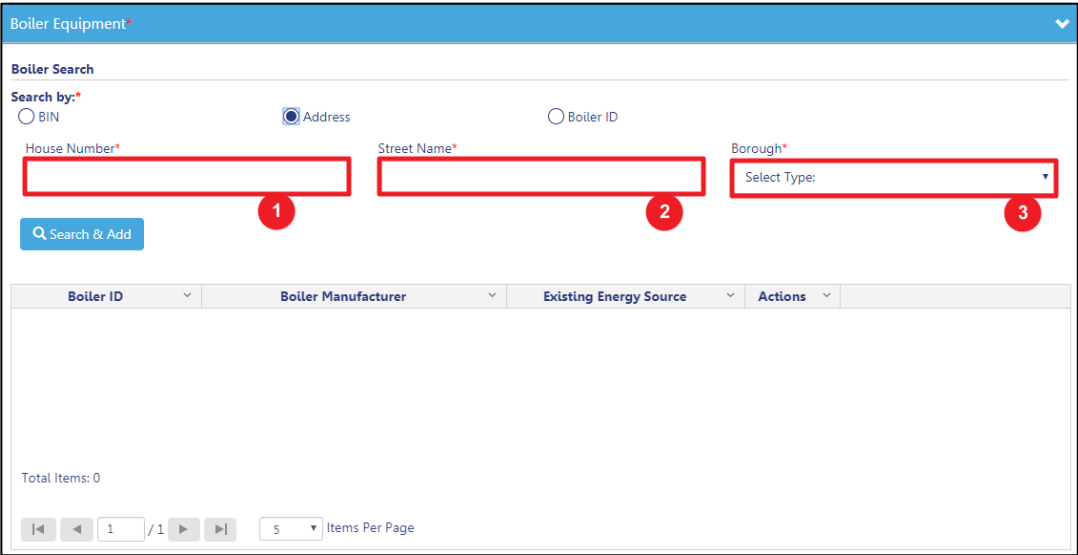
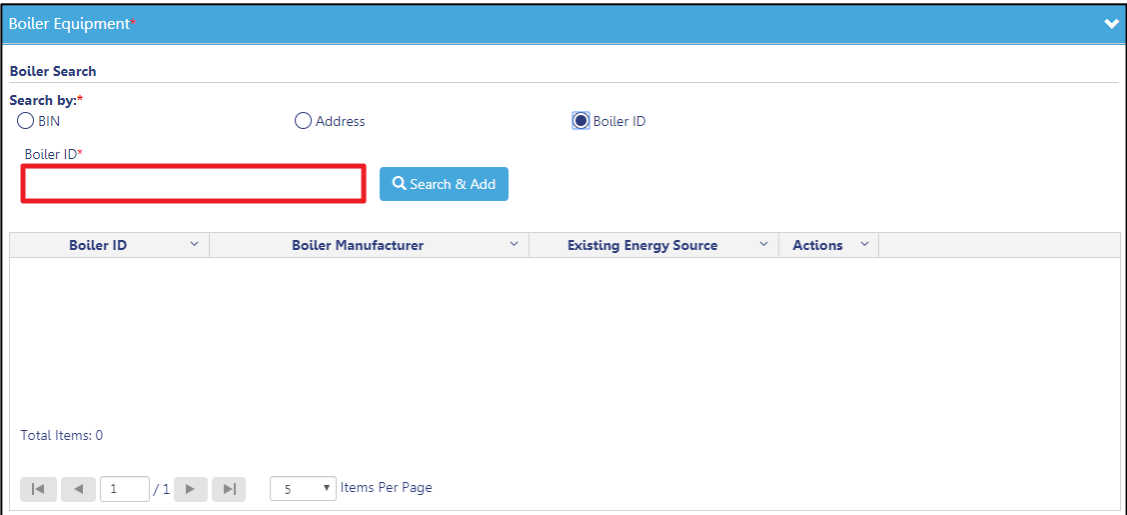
Step	Action																		
1.	<p>Click + Job Filing.</p>  <table border="1" data-bbox="313 520 1425 745"> <thead> <tr> <th>Job#</th> <th>Filing#</th> <th>Filing Type</th> <th>Filing Status</th> <th>Address</th> <th>Borough</th> <th>Applicant of Record</th> <th>Owner</th> <th>Modified</th> </tr> </thead> <tbody> <tr> <td>M00031479</td> <td>11</td> <td>New Job Filing</td> <td>Pending CPE/ACPE Assignment</td> <td>250 BROADWAY</td> <td>MANHATTAN</td> <td>ADAM JOE2</td> <td>ADAM JOE2</td> <td>02/28/2019</td> </tr> </tbody> </table>	Job#	Filing#	Filing Type	Filing Status	Address	Borough	Applicant of Record	Owner	Modified	M00031479	11	New Job Filing	Pending CPE/ACPE Assignment	250 BROADWAY	MANHATTAN	ADAM JOE2	ADAM JOE2	02/28/2019
Job#	Filing#	Filing Type	Filing Status	Address	Borough	Applicant of Record	Owner	Modified											
M00031479	11	New Job Filing	Pending CPE/ACPE Assignment	250 BROADWAY	MANHATTAN	ADAM JOE2	ADAM JOE2	02/28/2019											
2.	<p>The Job Filing includes: pop-up window displays. Select the checkbox for the Work Type Boiler Equipment.</p>  <p>Job filing includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Antenna <input checked="" type="checkbox"/> Boiler Equipment <input type="checkbox"/> Construction Fence <input type="checkbox"/> Curb Cut <input type="checkbox"/> Electrical <input type="checkbox"/> Elevators <input type="checkbox"/> Limited Alteration Application <input type="checkbox"/> Mechanical System <input type="checkbox"/> Place of Assembly <input type="checkbox"/> Plumbing <input type="checkbox"/> Sidewalk Shed <input type="checkbox"/> Sign <input type="checkbox"/> Sprinklers <input type="checkbox"/> Standpipe <input type="checkbox"/> Structural <input type="checkbox"/> Supported Scaffold <input type="checkbox"/> Temporary Place of Assembly <p>Next Cancel</p>																		


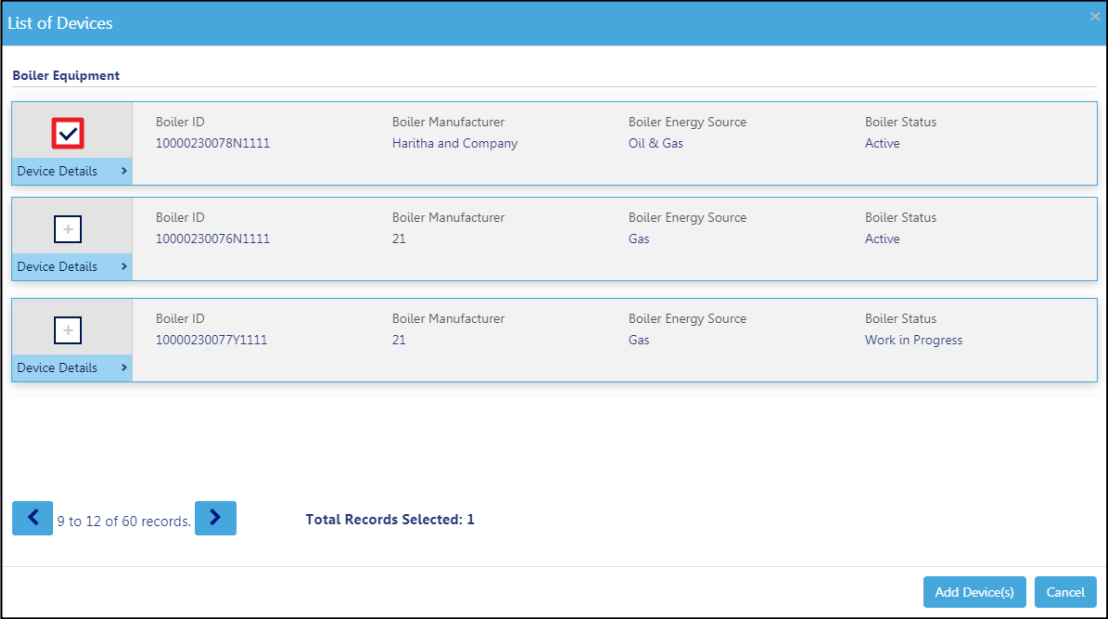

Step	Action
3.	<p>Click Next.</p>  <p>The screenshot shows a form titled "Job filing includes:" with a light blue header. Below the header is a list of checkboxes for various job filing categories. The "Boiler Equipment" checkbox is checked. At the bottom of the form, there are two buttons: "Next" and "Cancel". The "Next" button is highlighted with a red rectangular border.</p>
	<p>The Job filing includes: [Scope of Work] pop-up window displays. Select the Scope of Work (e.g., Abandonment of Tank).</p>  <p>The screenshot shows a form titled "Job filing includes:" with a light blue header. Below the header is a list of radio buttons for the "Scope of Work". The "Abandonment of Tank" radio button is selected and highlighted with a red square. At the bottom of the form, there are two buttons: "Submit" and "Cancel".</p>
4.	<p>Click Submit.</p>  <p>The screenshot shows a single button labeled "Submit" with a blue background and white text. The button is highlighted with a red rectangular border.</p>

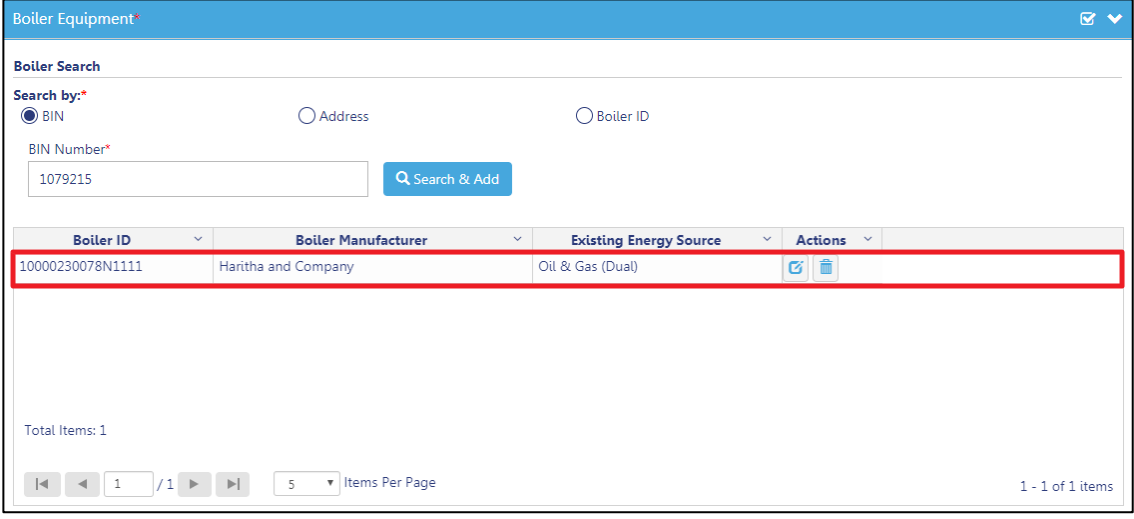
Step	Action
	<p>Note: The Job Filing displays. The Plans/Work (PW1) tab is selected and must be completed before the Job Filing can be saved.</p> 
<p>5.</p>	<p>Click the Filing Information heading to expand the section.</p> 

Step	Action
	<p>Note Important Form Information – required sections, fields, and read-only fields</p> <p>DOB NOW: <i>Build</i> displays only the sections and fields that are relevant to the Work Type(s) selected when the Job Filing is created.</p> <p>All fields marked with a red asterisk (*) are required and must be completed before submitting a filing.</p> <div data-bbox="456 642 854 747" style="border: 1px solid gray; padding: 5px;"> <p>House Number*</p> <input type="text"/> </div> <p>Fields shaded gray are read-only. Information cannot be entered in these fields.</p> <div data-bbox="456 869 1179 1010" style="border: 1px solid gray; padding: 5px;"> <p>Scope of Work*</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid gray;"> <p>Abandonment of Tank ▾</p> </div> </div> <p>A check-mark icon (☑) displayed in a section heading indicates all required fields in that section have been completed.</p> <div data-bbox="456 1171 1414 1209" style="border: 1px solid gray; padding: 5px; background-color: #0070c0; color: white;"> <p>Filing Information* ☑ ></p> </div> <p>A red circle with an exclamation mark (❗) displayed in a section heading indicates there are required fields in that section that have not been completed.</p> <div data-bbox="456 1415 1414 1453" style="border: 1px solid gray; padding: 5px; background-color: #0070c0; color: white;"> <p>Stakeholders* ❗ ></p> </div>

Step	Action
6.	<p>Select the Proposed Boiler Energy Source from the drop-down menu (e.g., Boiler).</p> 
7.	<p>Note: The Scope of Work is a read-only field. In order to change the Scope of Work, a new filing must be initiated.</p>
8.	<p>Click the Boiler Equipment heading to expand the section.</p> 
9.	<p>The Boiler Equipment displays.</p> <p>Select the applicable Search By (<input type="radio"/>) radio button and enter the Bin number into the BIN Number field to search by Bin number.</p> 

Step	Action
	<p>Note: Search by Address</p> <p>Select the applicable Search By (<input type="radio"/>) radio button (e.g., Address) and enter the following information:</p> <ol style="list-style-type: none"> 1. House Number: Enter the house number. 2. Street Name: Enter the street name. 3. Borough: Select the borough from the drop-down menu.  <p>Note: Search by Boiler ID</p> <p>Select the applicable Search By (<input type="radio"/>) radio button and enter the Boiler ID into the Boiler ID field to search by Boiler ID.</p> 

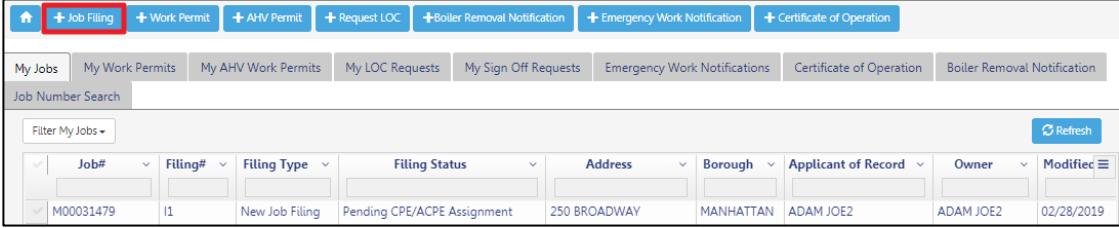
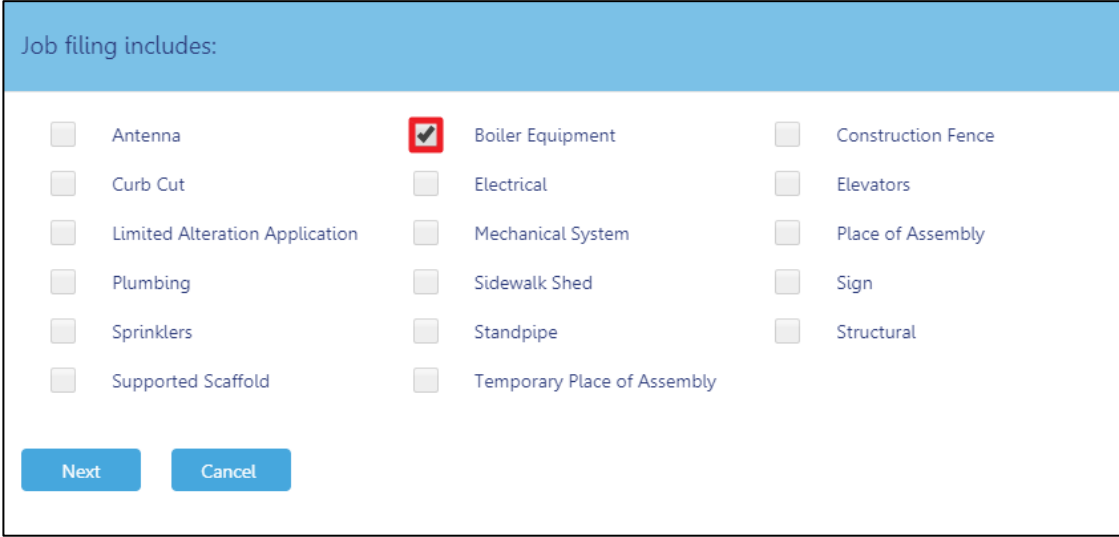
Step	Action
10.	<p>Click Search & Add.</p> 
11.	<p>The List of Devices display appear. Select the device from the Boiler Equipment section.</p> 
12.	<p>Click Add Device.</p> 

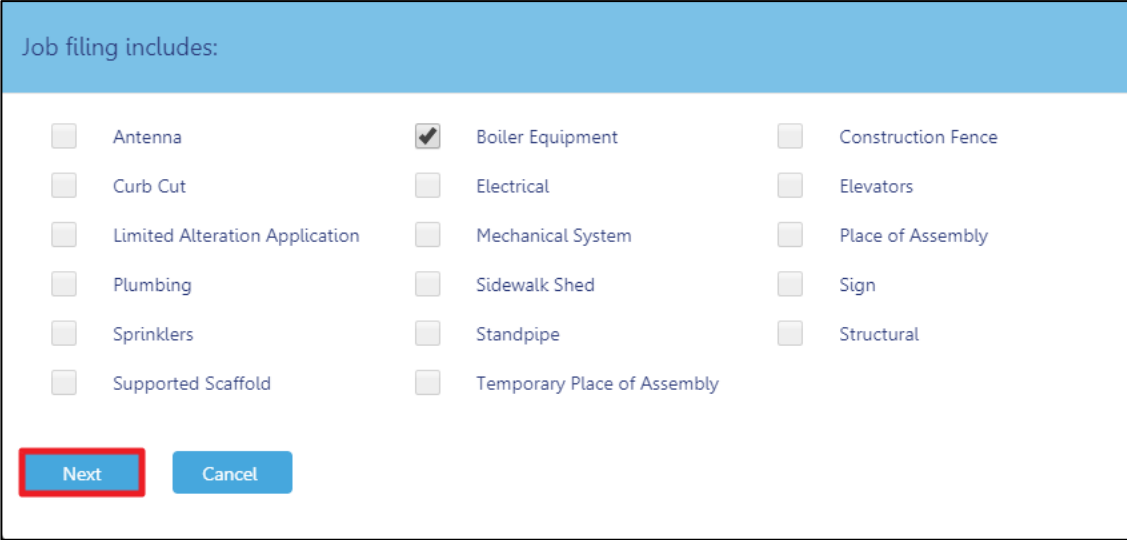



Step	Action
13.	<p>The device appear in the Boiler Equipment section.</p>  <p>The screenshot shows the 'Boiler Equipment' search interface. At the top, there's a 'Boiler Search' section with radio buttons for 'BIN' (selected), 'Address', and 'Boiler ID'. Below this is a 'BIN Number*' input field containing '1079215' and a 'Search & Add' button. The search results are displayed in a table with columns: 'Boiler ID', 'Boiler Manufacturer', 'Existing Energy Source', and 'Actions'. The first row of the table is highlighted with a red border and contains the following data: '10000230078N1111', 'Haritha and Company', 'Oil & Gas (Dual)', and two action icons (edit and delete). Below the table, it says 'Total Items: 1' and '1 - 1 of 1 items'.</p>


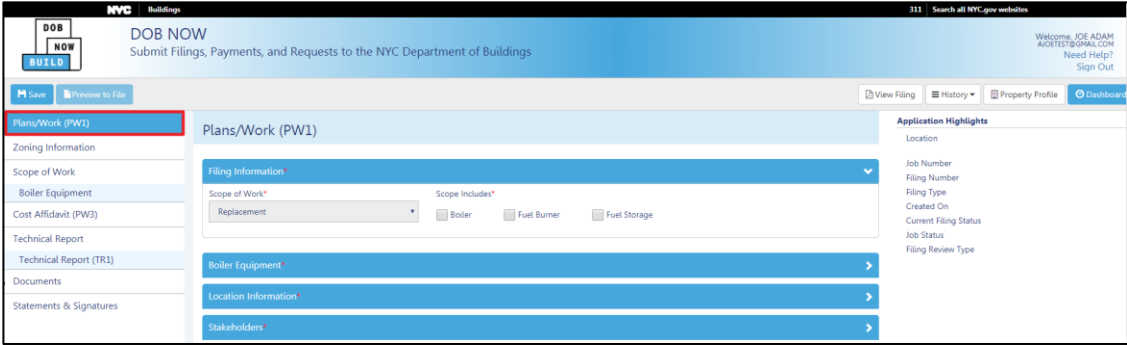

Refer to the Enter Plans/Work (PW1) section of the [Boiler Equipment Enter Plans/Work \(PW1\) Step-by-Step Guide](#) to complete the remainder of the PW1 tab.






Complete a Boiler Equipment Removal of Tank

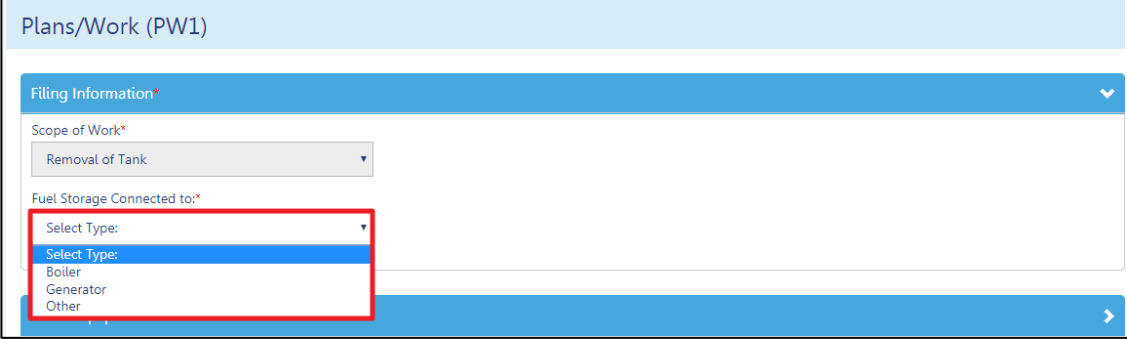

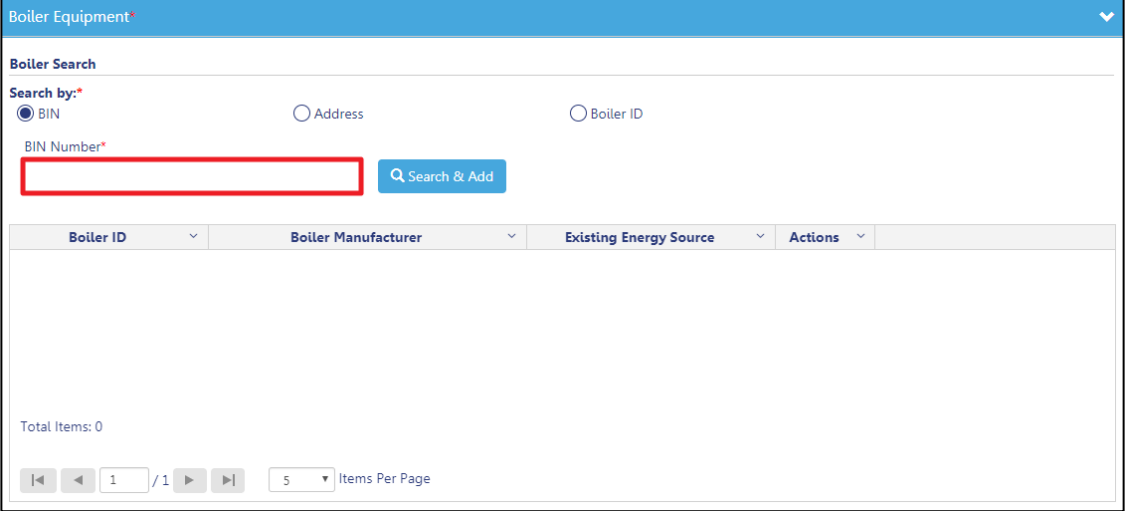
Complete the following steps to create a Job Filing:

Step	Action
1.	<p>Click + Job Filing.</p>  <p>The screenshot shows a navigation bar with several buttons: '+ Job Filing', '+ Work Permit', '+ AHV Permit', '+ Request LOC', '+ Boiler Removal Notification', '+ Emergency Work Notification', and '+ Certificate of Operation'. Below this is a 'My Jobs' section with tabs for 'My Work Permits', 'My AHV Work Permits', 'My LOC Requests', 'My Sign Off Requests', 'Emergency Work Notifications', 'Certificate of Operation', and 'Boiler Removal Notification'. A 'Job Number Search' field is present, followed by a 'Filter My Jobs' dropdown and a 'Refresh' button. A table below displays job details for Job# M00031479, Filing# 11, Filing Type New Job Filing, Filing Status Pending CPE/ACPE Assignment, Address 250 BROADWAY, Borough MANHATTAN, Applicant of Record ADAM JOE2, Owner ADAM JOE2, and Modified 02/28/2019.</p>
2.	<p>The Job Filing includes: pop-up window displays. Select the checkbox for the Work Type Boiler Equipment.</p>  <p>The screenshot shows a pop-up window titled 'Job filing includes:'. It contains a list of checkboxes for various work types: Antenna, Curb Cut, Limited Alteration Application, Plumbing, Sprinklers, Supported Scaffold, Boiler Equipment (checked), Electrical, Mechanical System, Sidewalk Shed, Standpipe, Temporary Place of Assembly, Construction Fence, Elevators, Place of Assembly, Sign, and Structural. At the bottom of the window are 'Next' and 'Cancel' buttons.</p>

Step	Action
3.	<p>Click Next.</p>  <p>The screenshot shows a form titled "Job filing includes:" with a list of checkboxes. The "Boiler Equipment" checkbox is checked. At the bottom, the "Next" button is highlighted with a red border, and the "Cancel" button is also visible.</p>
	<p>The Job filing includes: [Scope of Work] pop-up window displays. Select the Scope of Work (e.g., Removal of Tank).</p>  <p>The screenshot shows a pop-up window titled "Job filing includes:" with five radio button options. The "Removal of Tank" option is selected and highlighted with a red box. "Submit" and "Cancel" buttons are at the bottom.</p>
4..	<p>Click Submit.</p>  <p>The screenshot shows a single "Submit" button highlighted with a red border.</p>

Step	Action
	<p>Note: The Job Filing displays. The Plans/Work (PW1) tab is selected and must be completed before the Job Filing can be saved.</p> 
<p>5.</p>	<p>Click the Filing Information heading to expand the section.</p> 

Step	Action
	<p>Note Important Form Information – required sections, fields, and read-only fields</p> <p>DOB NOW: <i>Build</i> displays only the sections and fields that are relevant to the Work Type(s) selected when the Job Filing is created.</p> <p>All fields marked with a red asterisk (*) are required and must be completed before submitting a filing.</p> <div data-bbox="456 642 854 747" style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>House Number*</p> <input type="text"/> </div> <p>Fields shaded gray are read-only. Information cannot be entered in these fields.</p> <div data-bbox="456 869 1182 1001" style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Scope of Work*</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid gray;"> <p>Removal of Tank</p> </div> </div> <p>A check-mark icon () displayed in a section heading indicates all required fields in that section have been completed.</p> <div data-bbox="456 1163 1414 1199" style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Filing Information*  ></p> </div> <p>A red circle with an exclamation mark () displayed in a section heading indicates there are required fields in that section that have not been completed.</p> <div data-bbox="456 1409 1414 1444" style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Stakeholders*  ></p> </div>

Step	Action
6.	<p>From the Fuel Storage Connected to: drop-down menu, select the type of Fuel Storage.</p> 
	<p>Note: The Scope of Work is a read-only field. In order to change the Scope of Work, a new filing must be initiated.</p>
7.	<p>Click the Boiler Equipment heading to expand the section.</p> 
8.	<p>The Boiler Equipment displays.</p> <p>Select the applicable Search By (○) radio button and enter the Bin number into the BIN Number field to search by Bin number.</p> 

Step	Action
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Note: **Search by Address**

Select the applicable **Search By** () radio button (e.g., **Address**) and enter the following information:


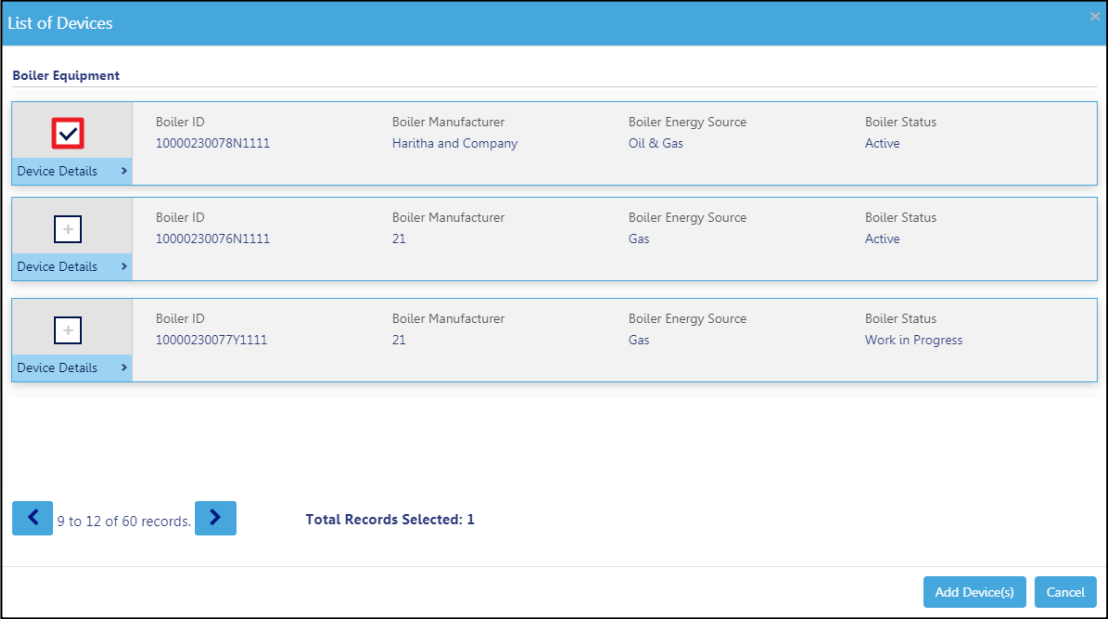

4. **House Number:** Enter the house number.
5. **Street Name:** Enter the street name.
6. **Borough:** Select the borough from the drop-down menu.

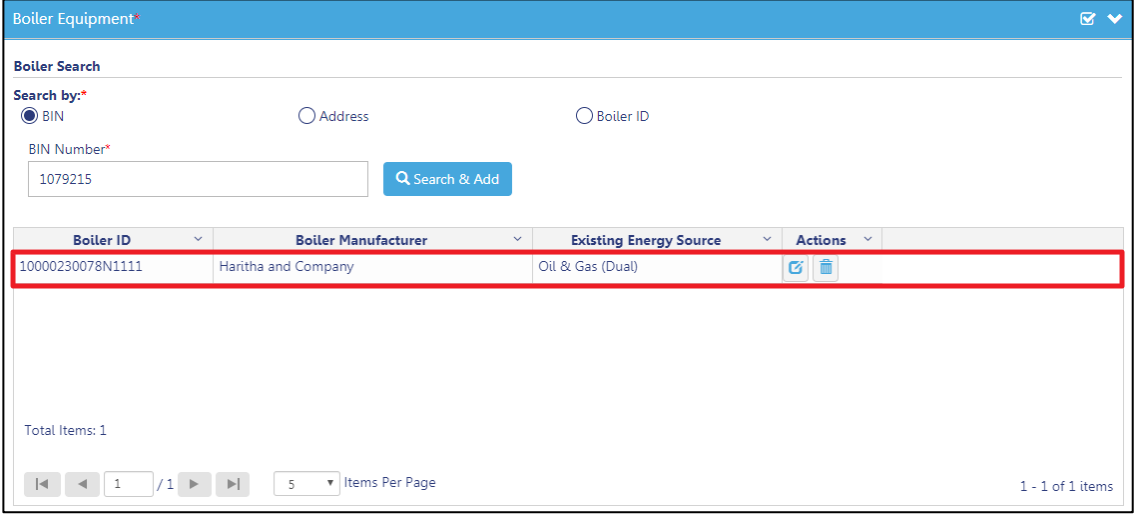
The screenshot shows the 'Boiler Search' section of the application. Under 'Search by:', the 'Address' radio button is selected. There are three input fields: 'House Number*' (highlighted with a red box and number 1), 'Street Name*' (highlighted with a red box and number 2), and 'Borough*' (a dropdown menu highlighted with a red box and number 3). A 'Search & Add' button is located below these fields. Below the search fields is a table header with columns: 'Boiler ID', 'Boiler Manufacturer', 'Existing Energy Source', and 'Actions'. The table body is empty. At the bottom, it says 'Total Items: 0' and has pagination controls showing '1 / 1' items per page.

Note: **Search by Boiler ID**

Select the applicable Search By () radio button and enter the Boiler ID into the **Boiler ID** field to search by Boiler ID.

The screenshot shows the 'Boiler Search' section of the application. Under 'Search by:', the 'Boiler ID' radio button is selected. There is one input field: 'Boiler ID*' (highlighted with a red box). A 'Search & Add' button is located to the right of this field. Below the search fields is a table header with columns: 'Boiler ID', 'Boiler Manufacturer', 'Existing Energy Source', and 'Actions'. The table body is empty. At the bottom, it says 'Total Items: 0' and has pagination controls showing '1 / 1' items per page.




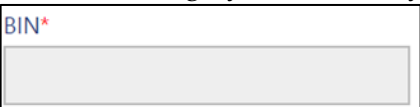


Step	Action
9.	<p>Click Search & Add.</p> 
10.	<p>The List of Devices display appear. Select the device from the Boiler Equipment section.</p> 
11.	<p>Click Add Device.</p> 

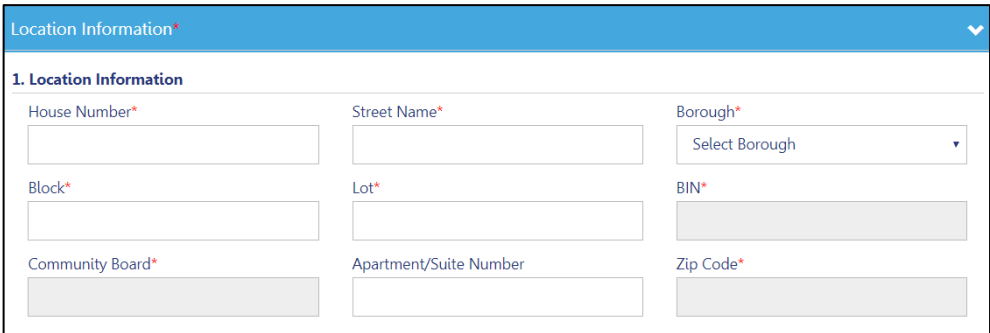

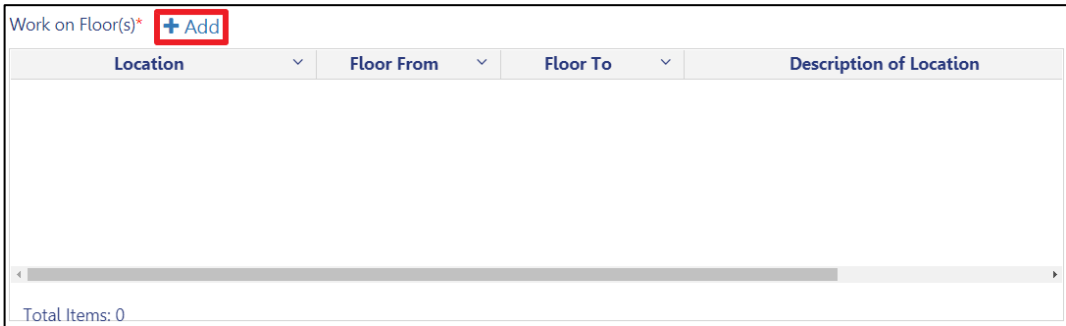
Step	Action
12.	<p>The device appear in the Boiler Equipment section.</p>  <p>The screenshot shows the 'Boiler Equipment' section of a web application. It features a search bar with 'Search by:' options for BIN, Address, and Boiler ID. The 'BIN' option is selected, and the search results table displays one entry: a boiler with ID 10000230078N1111, manufacturer Haritha and Company, and energy source Oil & Gas (Dual). The entry is highlighted with a red box. The table also includes an 'Actions' column with edit and delete icons. The total number of items is 1, and the page shows 1 of 1 items.</p>

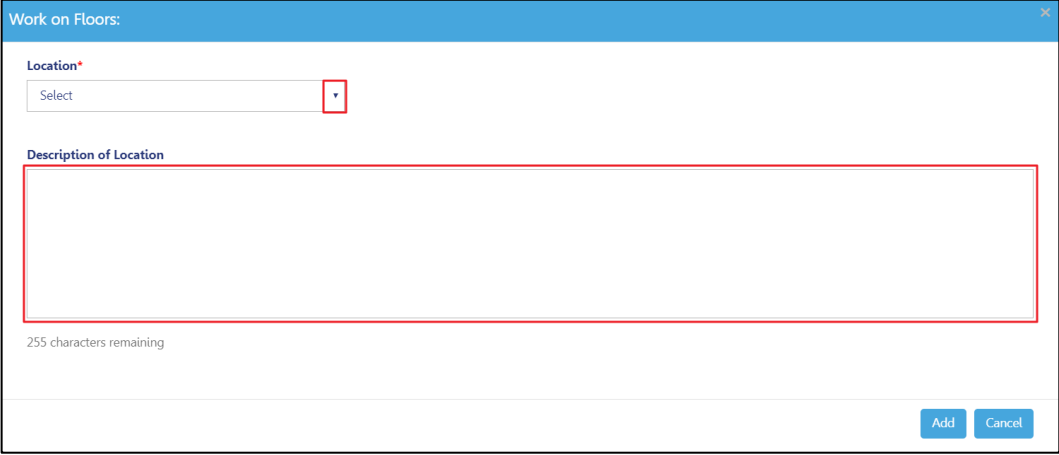




Refer to the Enter Plans/Work (PW1) section of the [Boiler Equipment Enter Plans/Work \(PW1\) Step-by-Step Guide](#) to complete the remainder of the PW1 tab.





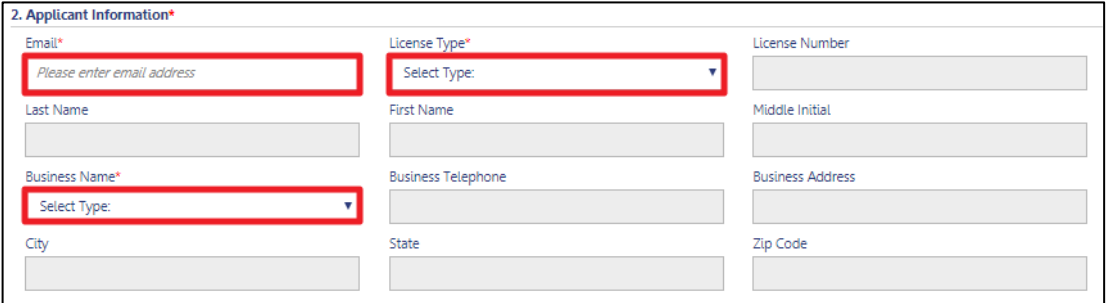
Enter Plans/Work (PW1) Details



Complete the following steps enter the Plans/Work (PW1) information:

Step	Action
1.	<p>Click the Location Information heading to expand the section.</p> 
	<p>Note Important Form Information – required sections, fields, and read-only fields</p> <p>DOB NOW: <i>Build</i> displays only the sections and fields that are relevant to the Work Type(s) selected when the Job Filing is created.</p> <p>All fields marked with a red asterisk (*) are required and must be completed before submitting a filing.</p>  <p>Fields shaded gray are read-only. Information cannot be entered in these fields.</p>  <p>A check-mark icon (☑) displayed in a section heading indicates all required fields in that section have been completed.</p>  <p>A red circle with an exclamation mark (❗) displayed in a section heading indicates there are required fields in that section that have not been completed.</p> 

Step	Action
2.	<p>Enter the Location Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> House Number <input type="checkbox"/> Street Name <input type="checkbox"/> Borough <input type="checkbox"/> Block <input type="checkbox"/> Lot <input type="checkbox"/> Apartment/Suite Number 
	<hr/> <p>BIN, Community Board, and Zip Code are read-only fields and auto-populate. Apartment/Suite Number is optional.</p> <hr/>
3.	<p>Click +Add to enter the Work on Floor(s) information.</p> 

Step	Action
4.	<p>Enter the required fields in the Work on Floors pop-up window:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location <input type="checkbox"/> Description of Location 
	<p>Note If Floors Number(s) is selected from the Location drop-down list, additional fields display to enter the From and To floor numbers.</p> 
	<p>Note Use the Description of Location field to enter details about the specific location the work will take place in (e.g., North Auditorium).</p> 

Step	Action
5.	<p>Click Add.</p> 
	<p>Note The check-mark icon (☑) displayed in the Location Information section heading indicates all required fields in that section have been completed.</p> 
6.	<p>Click the Stakeholders heading to expand the section.</p> 
7.	<p>Enter the required fields in the Applicant Information section:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Email (Email address used during eFiling registration) <input type="checkbox"/> License Type <input type="checkbox"/> Business Name 

Step	Action												
	<p>Note The Email address selected is linked to eFiling.</p> <div data-bbox="370 407 854 604" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Email*</p> <p>DOBTESTING456@GMAIL.COM</p> <p>DOBTESTING456@GMAIL.COM</p> </div> <p>Selection of the linked Email address determines the License Type(s) displayed. The Business Name selected auto-populates the remaining read-only (gray) fields with applicable information from eFiling.</p>												
8.	<p>Enter the Filing Representative Class I / Preparer, eFiling Email address (this section is optional).</p> <div data-bbox="261 898 1328 1276" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>3. Filing Representative Class I / Preparer</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Email <input type="text" value="Please enter email address"/></td> <td style="width: 33%;">Registration Number <input type="text"/></td> <td style="width: 33%;">First Name <input type="text"/></td> </tr> <tr> <td>Middle Initial <input type="text"/></td> <td>Last Name <input type="text"/></td> <td>Business Name <input type="text"/></td> </tr> <tr> <td>Business Telephone <input type="text"/></td> <td>Business Address <input type="text"/></td> <td>City <input type="text"/></td> </tr> <tr> <td>State <input type="text"/></td> <td>Zip Code <input type="text"/></td> <td></td> </tr> </table> </div>	Email <input type="text" value="Please enter email address"/>	Registration Number <input type="text"/>	First Name <input type="text"/>	Middle Initial <input type="text"/>	Last Name <input type="text"/>	Business Name <input type="text"/>	Business Telephone <input type="text"/>	Business Address <input type="text"/>	City <input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>	
Email <input type="text" value="Please enter email address"/>	Registration Number <input type="text"/>	First Name <input type="text"/>											
Middle Initial <input type="text"/>	Last Name <input type="text"/>	Business Name <input type="text"/>											
Business Telephone <input type="text"/>	Business Address <input type="text"/>	City <input type="text"/>											
State <input type="text"/>	Zip Code <input type="text"/>												
	<p>Note Filing Representative Class I / Preparer</p> <p>A Filing Representative Class I or Preparer can complete all data entry in a Job Filing. They cannot upload the signed and sealed DPL1 Form, complete the Statements & Signature section, or submit the Job Filing to the Department of <i>Buildings</i> on behalf of the Applicant of Record.</p>												

Step	Action
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Note After the initial save, **Delegated Associates (Filing Representative Class II or Other Licensee)** can be added to the Job Filing to act on behalf of the Applicant of Record.

Stakeholders* ✉ ▼

3A. Delegated Associates (Filing Representative Class II or Other Licensee)

+ Add

Name	Email	License
Total Items: 0		

Refer to the [Complete a Boiler Equipment Replacement](#)

Note [Complete the following steps](#) to create a Job Filing:

Step	Action
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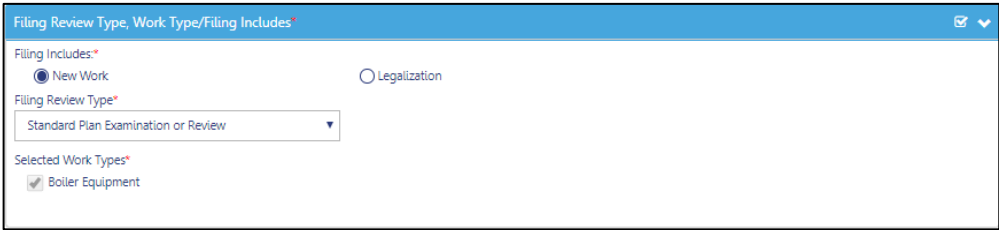

9. Click **+ Job Filing**.


The screenshot shows a top navigation bar with several buttons: '+ Job Filing', '+ Work Permit', '+ AHV Permit', '+ Request LOC', '+ Boiler Removal Notification', '+ Emergency Work Notification', and '+ Certificate of Operation'. The '+ Job Filing' button is highlighted with a red box. Below the navigation bar is a 'My Jobs' section with various tabs and a table of job listings.



10. The **Job Filing includes:** pop-up window displays. Select the checkbox for the Work Type **Boiler Equipment**.



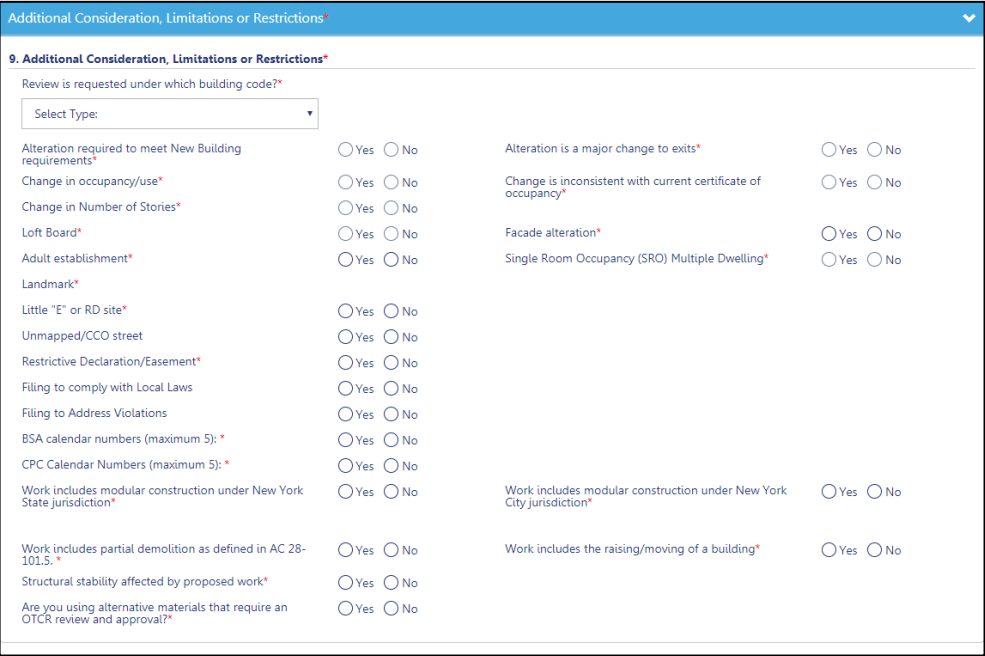

Job filing includes:



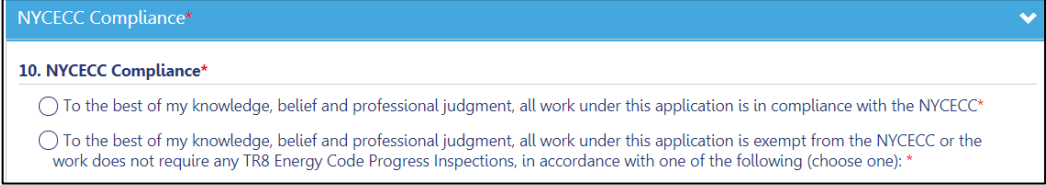



<input type="checkbox"/> Antenna	<input checked="" type="checkbox"/> Boiler Equipment	<input type="checkbox"/> Construction Fence
<input type="checkbox"/> Curb Cut	<input type="checkbox"/> Electrical	<input type="checkbox"/> Elevators
<input type="checkbox"/> Limited Alteration Application	<input type="checkbox"/> Mechanical System	<input type="checkbox"/> Place of Assembly
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Sidewalk Shed	<input type="checkbox"/> Sign
<input type="checkbox"/> Sprinklers	<input type="checkbox"/> Standpipe	<input type="checkbox"/> Structural
<input type="checkbox"/> Supported Scaffold	<input type="checkbox"/> Temporary Place of Assembly	


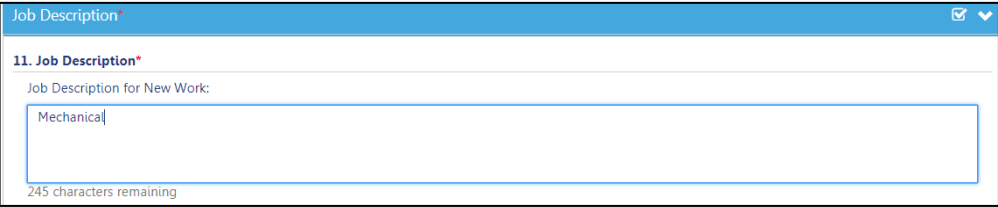

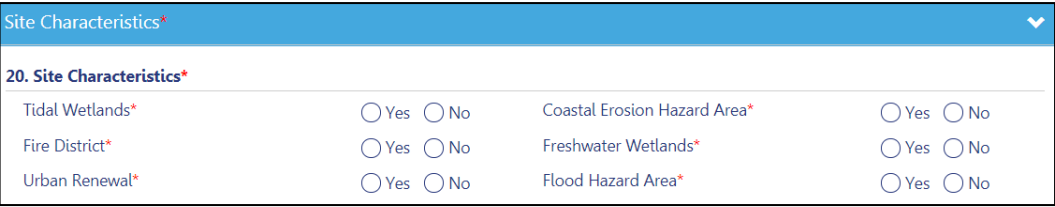

Step	Action
	<p>Note To save the Job Filing and generate the Job Number, all required fields in the following sections must be complete.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location Information <input type="checkbox"/> Stakeholders <input type="checkbox"/> Filing Review Type, Work Type/ Filing Includes <input type="checkbox"/> Job Description
29.	<p>Click the Filing Review Type, Work Type / Filing Includes heading to expand the section.</p> 
	<p>Note The Filing Review Type, Work Type/Filing Includes section may include additional questions that are specific to the Work Type selected earlier.</p> <p>The Filing Review Type (e.g., Standard Plan Examination or Review) selected cannot be changed after the filing has been saved.</p> 
30.	<p>Select the applicable radio button for Filing Includes (e.g., New Work):</p> <ul style="list-style-type: none"> <input type="checkbox"/> New Work <input type="checkbox"/> Legalization 

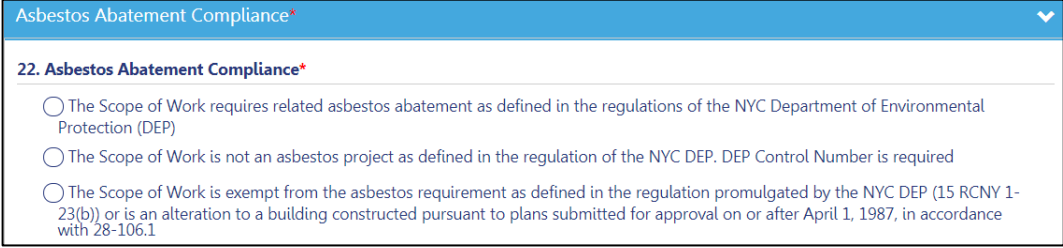

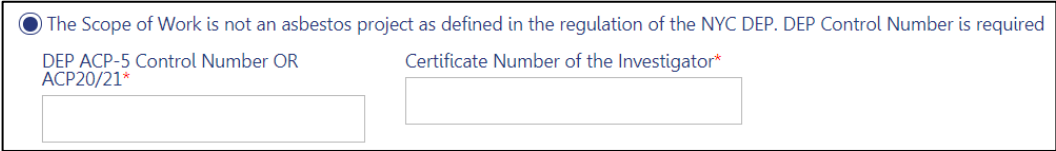

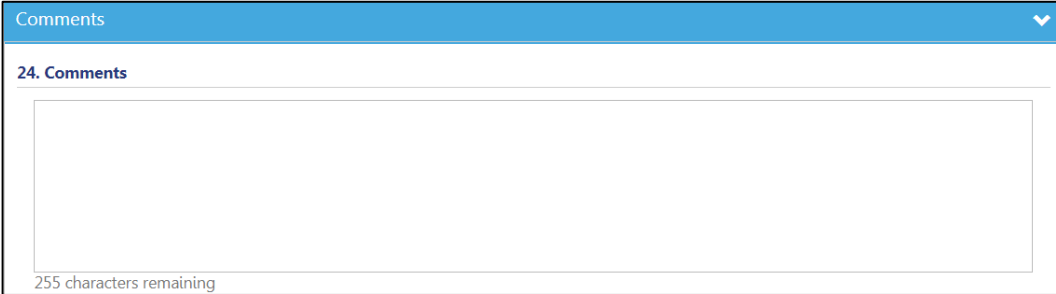
Step	Action
	<p>Note If Legalization is selected, an additional field displays.</p> <p>Select the applicable radio button for the question “Are there any existing DOB Violation Numbers related to this work?”</p> <div data-bbox="370 562 1201 709" style="border: 1px solid black; padding: 5px;"> <p>Filing Includes:*</p> <p><input type="radio"/> New Work <input checked="" type="radio"/> Legalization</p> <p>Are there any existing DOB Violation Numbers related to this work? <input type="radio"/> Yes <input type="radio"/> No</p> </div> <p>If Yes is selected, an additional field displays. Enter the Violation Number(s).</p> <div data-bbox="370 835 1286 1024" style="border: 1px solid black; padding: 5px;"> <p>Are there any existing DOB Violation Numbers related to this work? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Enter Violation Number*</p> <input style="width: 250px; height: 20px;" type="text"/> <p>150 characters remaining</p> </div> <p>Up to five Violation Numbers can be entered separated by a comma (,). The Violation Number(s) entered are validated by DOB NOW.</p> <p>Open violations must be resolved before applying for a Work Permit.</p>
31.	<p>Click the Additional Information heading to expand the section.</p> <div data-bbox="263 1360 1315 1415" style="border: 2px solid red; padding: 2px;"> <p>Additional Information* ></p> </div>
32.	<p>Enter the following required fields in the Additional Information section:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Estimated Job Cost \$* <input type="checkbox"/> Total Construction Floor Area (Square Feet)* <div data-bbox="263 1621 1263 1759" style="border: 1px solid black; padding: 5px;"> <p>8. Additional Information*</p> <p>Estimated Job Cost \$* <input style="width: 250px;" type="text"/></p> <p>Total Construction Floor Area(Square Feet)* <input style="width: 250px;" type="text"/></p> </div>


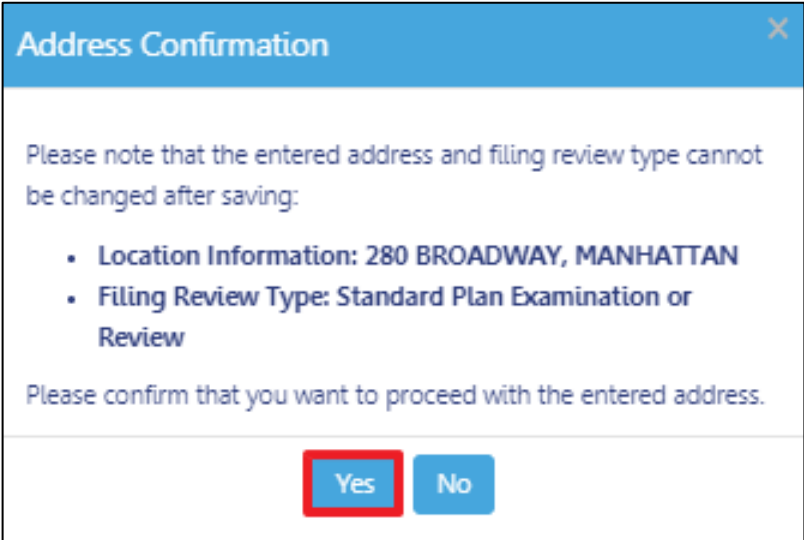
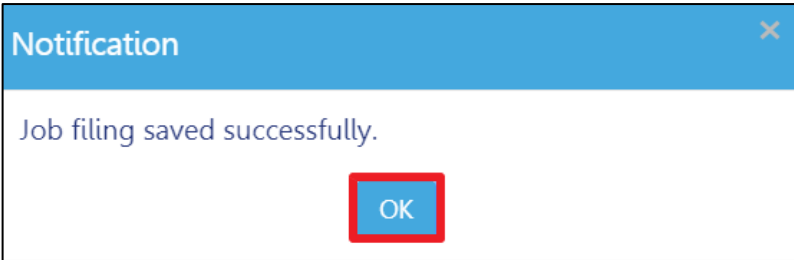
Step	Action
33.	<p>Select the applicable radio button for the question “Is this job associated with a New Building job filed in BIS?*”</p> <div data-bbox="261 426 904 533" style="border: 1px solid black; padding: 5px;"> <p>Related DOB Job Numbers:</p> <p>Is this job associated with a New Building filed in BIS?* <input type="radio"/> Yes <input type="radio"/> No</p> </div>
	<p>Note If Yes is selected for “Is this job associated with a New Building job filed in BIS?*” enter in the Associated New Building BIS Job Number:*</p> <div data-bbox="370 732 992 978" style="border: 1px solid black; padding: 5px;"> <p>Related DOB Job Numbers:</p> <p>Is this job associated with a New Building filed in BIS?* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Associated New Building BIS Job Number :*</p> <input type="text"/> <small>75 characters remaining</small> </div>
34.	<p>Select the applicable radio button for the question “Is this job associated with any other jobs filed in BIS/DOB NOW?*”</p> <div data-bbox="261 1140 1026 1276" style="border: 1px solid black; padding: 5px;"> <p>Related DOB Now/BIS Job Numbers:</p> <p>Is this job associated with any other jobs filed in BIS/DOB NOW?* <input type="radio"/> Yes <input type="radio"/> No</p> </div>
	<p>Note If ‘Yes’ is selected for “Is this job associated with any other jobs filed in BIS/DOB NOW?*” enter the Associated BIS/DOB Job Number.</p> <div data-bbox="370 1472 1089 1682" style="border: 1px solid black; padding: 5px;"> <p>Related DOB Now/BIS Job Numbers:</p> <p>Is this job associated with any other jobs filed in BIS/DOB NOW?* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Associated BIS/DOB Job Number :*</p> <input type="text"/> <small>125 characters remaining</small> </div>




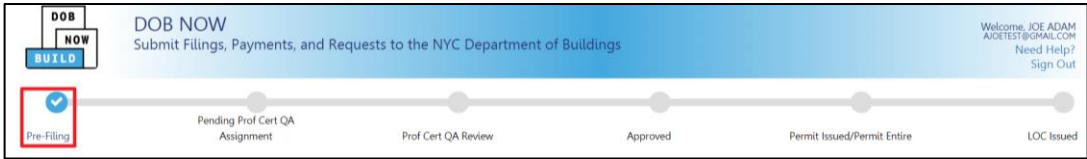
Step	Action
35.	<p>Click the Additional Considerations, Limitations or Restrictions* heading to expand the section.</p> 
36.	<p>Select the applicable option from the “Review is requested under which <i>Building code?</i>” drop-down list (e.g., 1968).</p> 
37.	<p>Select the applicable radio button for each required question in the Additional Consideration, Limitations or Restrictions* section.</p> 
	<p>Note For some conditions in the Additional Consideration, Limitations or Restrictions section, additional required fields may display when ‘Yes’ is selected.</p> <p>Complete all required fields that display in the Additional Consideration, Limitations or Restrictions section to continue.</p>

Step	Action
38.	<p>Click the NYCECC Compliance heading to expand the section.</p> 
	<p>Note NYCECC Compliance Section only applies to: Antenna, Mechanical Work, Sidewalk Shed, and Plumbing.</p>
39.	<p>Select the applicable radio button for NYCECC Compliance.</p> 
	<p>Note For NYCECC Compliance only one radio button can be selected.</p>
	<p>Note If “To the best of my knowledge, belief and professional judgment, all work under this application is in compliance with the NYCECC*” is selected, additional fields are displayed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Code Compliance Path <input type="checkbox"/> Energy Analysis <input type="checkbox"/> No TR8 inspections are required 

Step	Action
40.	<p>Click the Job Description heading to expand the section.</p> 
41.	<p>Enter the Job Description*.</p> 
42.	<p>Click the Site Characteristics* heading to expand the section.</p> 
43.	<p>Select the applicable radio button (s) for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tidal Wetlands* <input type="checkbox"/> Fire District* <input type="checkbox"/> Urban Renewal* <input type="checkbox"/> Coastal Erosion Hazard Area* <input type="checkbox"/> Freshwater Wetlands* <input type="checkbox"/> Flood Hazard Area* 
44.	<p>Click the Asbestos Abatement Compliance heading to expand the section.</p> 

Step	Action
45.	<p>Select the applicable radio button for Asbestos Abatement Compliance.</p>  <p>Asbestos Abatement Compliance*</p> <p>22. Asbestos Abatement Compliance*</p> <ul style="list-style-type: none"> <input type="radio"/> The Scope of Work requires related asbestos abatement as defined in the regulations of the NYC Department of Environmental Protection (DEP) <input type="radio"/> The Scope of Work is not an asbestos project as defined in the regulation of the NYC DEP. DEP Control Number is required <input type="radio"/> The Scope of Work is exempt from the asbestos requirement as defined in the regulation promulgated by the NYC DEP (15 RCNY 1-23(b)) or is an alteration to a building constructed pursuant to plans submitted for approval on or after April 1, 1987, in accordance with 28-106.1
	<p>Note If “The scope of work is not an asbestos project as defined in the regulation of the NYC DEP. DEP Control number is required” is selected, additional fields are displayed:</p> <p>Enter the DEP ACP-5 Control Number OR ACP20/21. Enter the Certificate Number of the Investigator.</p> <hr/>  <p><input checked="" type="radio"/> The Scope of Work is not an asbestos project as defined in the regulation of the NYC DEP. DEP Control Number is required</p> <p>DEP ACP-5 Control Number OR ACP20/21* Certificate Number of the Investigator*</p>
46.	<p>Click the Comments heading to expand the section.</p> 
47.	<p>Enter any additional information in Comments.</p>  <p>Comments</p> <p>24. Comments</p> <p>255 characters remaining</p>

Step	Action
48.	<p>Located in the upper left hand corner, click Save.</p> 
49.	<p>An Address Confirmation pop-up window with the message “Please note that the entered address and filing review type cannot be changed after saving:</p> <ul style="list-style-type: none"> • 289 BROADWAY, MANHATTAN • Filing Review Type: Standard Plan Examination or Review <p>Please confirm that you want to proceed with the entered address:” displays.</p> <p>Click Yes to close the Address Confirmation pop-up window.</p> 
50.	<p>A Notification pop-up window with the message “Job Filing saved successfully” displays.</p> <p>Click OK to close the Notification pop-up window.</p> 




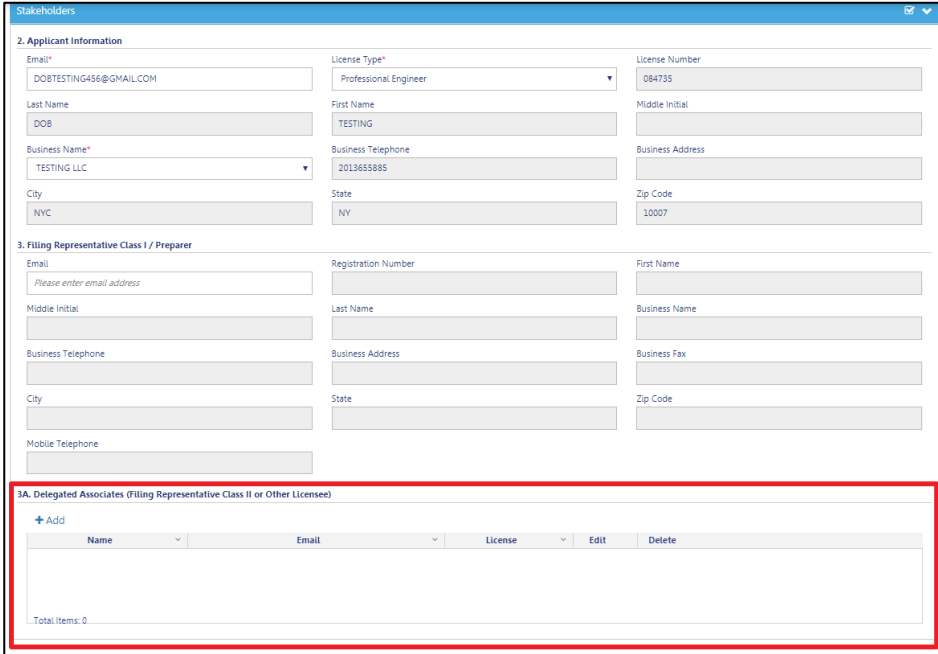
Step	Action
	<p>A Job Number is generated and displays above the Plans/Work (PW1) tab.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="font-size: 24pt; font-weight: bold; color: blue;">M00027242-I1</p> <p style="background-color: #0070C0; color: white; padding: 2px 5px; display: inline-block;">Plans/Work (PW1)</p> </div>
	<p>The Status Bar displays above the Job Number with a PreFiling status:</p> <p>Standard Plan Examination</p>  <p>Professional Certification</p> 

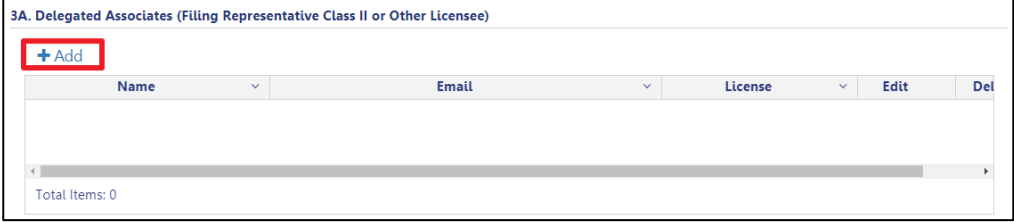
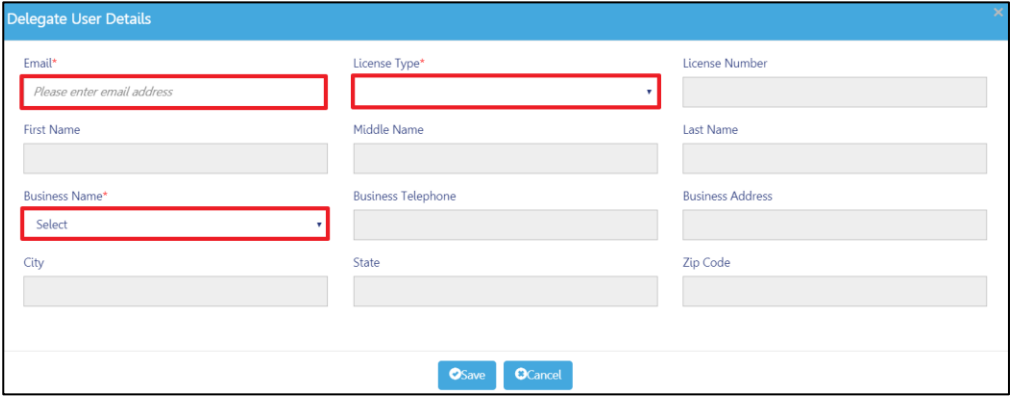

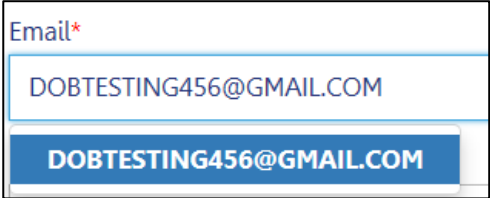
DOB NOW: *Build* – PLANS/WORK (PW1) STEP-BY-STEP GUIDES

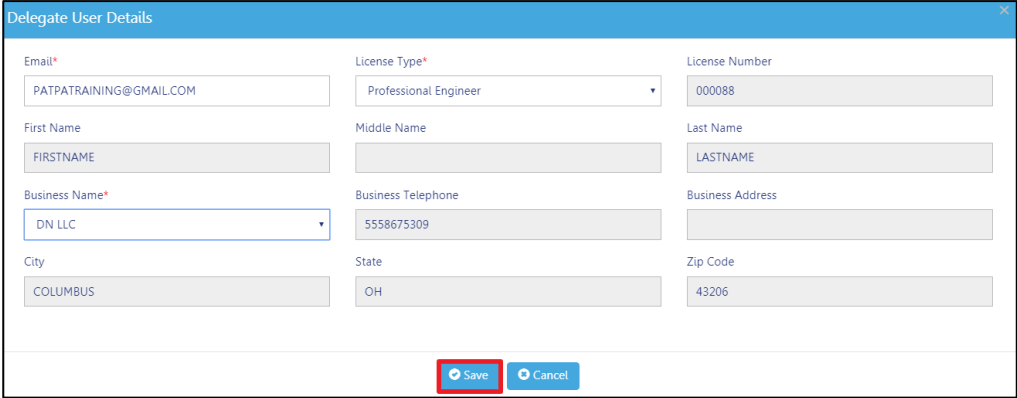
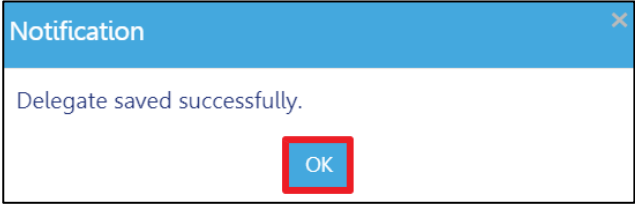

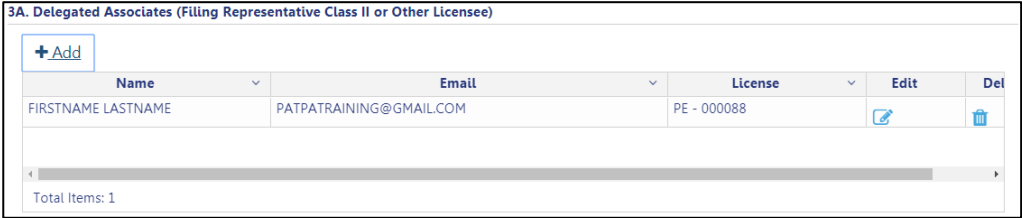

Step	Action
	<p>You have completed Enter Boilers Plans/Work (PW1) Guide. Continue to the Add Delegated Associates in the Stakeholders Section- Step-By-Step Guide (if applicable).</p>

Add Delegated Associates in the Stakeholders Section- Step-By-Step Guide


Complete the following steps DOB NOW: *Build* - Delegated Associates.

Step	Action
	<p>Note After a Job Filing is saved, the Delegated Associates (Filing Representative Class II or Other Licensee) section displays. A Delegated Associate can be added to the Job Filing, and can act on behalf of the Applicant of Record.</p>
<p>71.</p>	<p>Click the Stakeholders heading to expand the section.</p> 
	<p>In the Stakeholders section of the Plans/Work (PW1) tab, the Delegated Associates (Filing Representative Class II or Other Licensee) sub-section displays.</p> 

Step	Action
72.	<p>Click + Add to enter the Delegate information in the Delegate User Details pop-up window.</p> 
73.	<p>Enter the required fields in the Delegate User Details pop-up window:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Email (Email address used during eFiling registration) <input type="checkbox"/> License Type <input type="checkbox"/> Business Name 
	<p>Note The Email address selected is linked to eFiling.</p>  <p>The Business Name selected auto-populates the remaining read-only (gray) fields in the Delegate User Details with applicable information from eFiling.</p>

Step	Action
74.	<p>Click Save.</p>  <p>The screenshot shows a 'Delegate User Details' form with the following fields: Email (PATPATRAINING@GMAIL.COM), License Type (Professional Engineer), License Number (000088), First Name (FIRSTNAME), Middle Name, Last Name (LASTNAME), Business Name (DN LLC), Business Telephone (5558675309), Business Address, City (COLUMBUS), State (OH), and Zip Code (43206). The 'Save' button is highlighted with a red box.</p>
75.	<p>A Notification pop-up window with the message “Delegate saved successfully” displays.</p> <p>Click OK to close the Notification pop-up window.</p>  <p>The screenshot shows a 'Notification' pop-up window with the message 'Delegate saved successfully.' and an 'OK' button highlighted with a red box.</p>
	<p>The Delegated Associates (Filing Representative Class II or Other Licensee) information displays.</p>  <p>The screenshot shows a table titled '3A. Delegated Associates (Filing Representative Class II or Other Licensee)'. The table has columns for Name, Email, License, Edit, and Del. The first entry is: Name: FIRSTNAME LASTNAME, Email: PATPATRAINING@GMAIL.COM, License: PE - 000088. The 'Total Items: 1' is displayed at the bottom.</p>
	<p>Note Each Filing is permitted two Delegates who are the following: Registered Architect, Professional Engineer, or Class II Filing Representative.</p>

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Step	Action
	<hr/> <p>Note Delegates cannot place their seal on the plans, sign the Seal and Signature: DPL1 Form, or complete the Statements & Signature section of the PW1 (Attestation), or submit the final application to the Department of Buildings.</p> <hr/>
You have completed the Add Delegated Associates Step-by-Step Guide.	