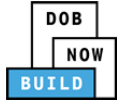New York City Department of Buildings

DOB NOW: Build

Elevator Job Filings
Industry User Manual

This user manual is a dynamic document that is continually edited and updated. Please check the New York City Department of Buildings website to download the most current user manual.

As of November 29th, 2017

Introduction

DOB NOW: ***Build*** has been designed to allow Design Professionals, Owners, Master/Special Electricians, and Filing Representatives to interact with the Department of Buildings (DOB) in a more efficient manner. After registering for an account, you can use **DOB NOW:** ***Build*** to:

- File jobs and submit fees online
- View and search information related to your jobs and permits
- Upload documents
- View objections
- Schedule and review objections with a plan examiner in a virtual meeting
- Receive emails at milestones throughout the application process
- File Post Approval Amendments (PAA)
- Make Corrections
- Pull and print work permits
- Pull and print After Hours Variances (AHV)
- Receive Letters of Completion (LOC) by email

DOB NOW: *Build* Manual Overview

This manual provides step-by-step instructions for industry users to create and track job filing applications through **DOB NOW:** ***Build***. The manual is organized into sections that correspond to the forms that users complete when they submit applications. Screenshots have been included to guide you through completing and submitting the required forms.

The manual does not represent all the filing requirements for any given application. Every effort is made to continuously update this manual. However, this manual in no way supersedes, or otherwise substitutes for, the guidance provided by the Building Code, Zoning Resolution or any other applicable rules, regulations or policies.

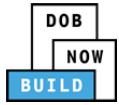## DOB NOW: *Build* Support Information

If you have any issues or questions on DOB NOW: *Build*, please visit the below link to fill out a form describing your question and submit it to DOB.

Website: www.nyc.gov/dobnowhelp

Identifying Unique User Actions

Some actions may only be performed by specific industry users. Throughout the manual, the following icons will appear in the section header if the action requires a specific user(s) to perform:

Icon	Industry User
DP	Design Professional
FR	Filing Representative
O	Owner
ED	Elevator Director/Co-Director
ID	Inspecting Agency Director
II	Inspecting Agency Inspector
WD	Witnessing Agency Director
WI	Witnessing Agency Inspector

Contents

Please Note: The specific user(s) required to complete a filing stage are indicated in the table of contents with the respective user icon(s). Users who are not indicated at a particular stage will have read-only access. Certain filing stages require a specific user(s) to complete.

Table of Contents

Access DOB NOW: *Build* DP FR O EL

We recommend that you use Internet Explorer 9.0 and above to access DOB NOW: *Build*.
Navigate to the DOB NOW: *Build* login page by going to the following link: **www.nyc.gov/dobnow**

1. **Email**: Enter the Email ID and Password created for the *eFiling* system, then click Login.

2. **Can't access your account?**: Link to e-filing website.

3. **Need More help? Contact us.**: Click here to contact DOB NOW user assistance.

Please Note: If your account information is incorrect, you will need to update your information in the eFiling system. If you enter an invalid username and password combination, you will see an error message and will be unable to login.
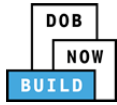
*Please Note: Without a confirmed **eFiling** account, you will be unable to login to DOB NOW:* Build*. If you don't have an eFiling account you [can register for one here](#).*

Contact Us

If you don't already have an account, or if you can't remember the password, you can register or change your account settings on the **eFiling** website at www.nyc.gov/dobefiling.

If you need additional assistance please contact us by email at dobnowsupport@buildings.nyc.gov.

OK
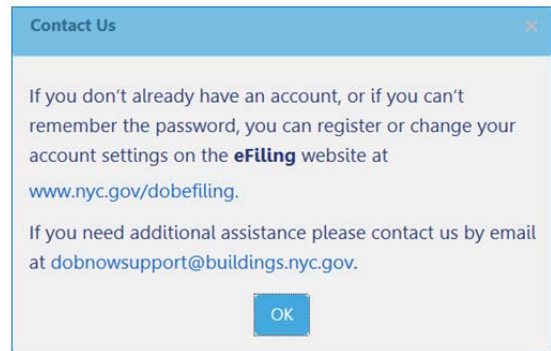
After logging in, navigate to DOB NOW: *Build* by clicking on the DOB NOW: *Build* icon.

View the DOB NOW: *Build* Dashboard DP FR O ED ID II WD WI

After logging in, the system will display the main dashboard. The numbers correspond to the list below that outlines the buttons and fields, explains the fields, and describes the actions that you can take.

Please note that not all sections of the dashboard are applicable to all filing types.

1. **NYC.gov Link:** Clicking here will take you out of DOB NOW: *Build.*

2. **Home:** Displays module selection page.

3. **Job Filing:** Create a new job filing.

4. **Work Permit:** Create a new work permit.

5. **AHV Permit:** Create a new after hours variance (AHV) permit.

6. **Request LOC:** Request a letter of completion.

7. **My Jobs:** Displays a list of all jobs that you created or are associated with.

8. **My Work Permits:** Displays all permits that are part of your existing jobs

9. **My AHV Work Permits:** Displays all AHV permits that are part of your existing jobs.

10. **My LOC Requests:** Displays a list of all LOC requests.

11. **My Sign Off Requests:** Displays a list of all Sign Off requests.

12. **Job Number Search:** Search all existing DOB NOW: *Build* jobs.

13. **Filter my jobs:** Filter grid items by work type.

14. **Grid columns:** Contains all information relevant to the selected tab.

Please note: The +Work Permit, +AHV Permit, +Request LOC buttons and My Work Permits, My AHV Permits, My LOC Requests tabs are not used for Elevator work types.

15. **311 Link:** Link to the 311 homepage.

16. **Account Info:** Identifies the name and email associated with the active user account.

17. **Need Help?**: Link to DOB NOW Help page.

18. **Sign Out:** Sign out of the DOB NOW: *Build* system.

19. **Refresh:** Refreshes the data to display the most recent information.

20. **Column Editor:** Pick which columns are displayed in the grid.

Sort and Display Columns DP FR O ED ID II WD WI

You can search for specific jobs, sort the columns, and choose which columns appear in the dashboard grid.

1. **Filter My Jobs:** Filter displayed items by work type.

2. **Column Sorter:** Click the dropdown menu arrow next to each column to sort the results by ascending or descending order.

3. **Column Search:** Type in a value in this field to search for and display only jobs that contain the searched for value. For example, if you type "Queens" in the *Borough* column, only jobs in Queens will be displayed.

4. **Column Editor:** Pick which columns are displayed or hidden on the grid. (✖ indicates hidden, ✓ indicates displayed.)

My Jobs	My Work Permits	My AHV Work Permits	My LOC Requests	My SignOff Requests	Job Number Search

	Job Number ⌄	Filing Number ⌄	Filing Status ⌄	Address ⌄	Owner ☰
✓	M00002751	I1	Approved	280 BROADWAY	JOE ADAM
✓	M00002745	P1	Pre-Filing	280 BROADWAY	APPLE ROME
✓	M00002747	I1	Pending Prof Cert QA Assignment	280 BROADWAY	APPLE ROME
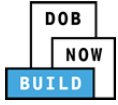
View My Jobs DP FR O ED ID II WD WI

The default dashboard screen is the **My Jobs** tab. Under this tab the following information is displayed:

1. **Job Number:** This column contains the job and filing identification number of the associated row. The first letter indicates the borough for which the filing is associated, followed by an 8-digit ID number and filing suffix.

2. **Filing Number:** An alphanumeric code to describe the filing type (See appendix for more details)

3. **Filing Type:** The type of filing the job is. Some examples include *Remove*, *Dismantle*, *Replacement/Alteration*, and *New Installation*.

4. **Filing Status:** A description of the job filing status is found here. Some examples include *Permit Entire*, *Pre-Filing*, *Approved*, and *On Hold*.

5. **Address:** Contains the relevant address for the associated filing

6. **Borough:** Contains the relevant borough for the associated filing

7. **Applicant of Record:** Names the designated applicant of record for the associated filing

8. **Owner:** Names the designated owner of the associated filing address

9. **Created Date:** The date on which the filing was created

10. **Modified Date:** The time and date on which the filing was last modified

11. **Payment Status:** A description of the payment status is found here. Some examples include *Paid*, *Due*, and *Exempted*.

12. **Filing Action:** Actions which can be taken on the selected filing; see the related section below for more details

13. **View:** provides row sorting options such as *Sort Ascending*, *Sort Descending*, or *Hide Column*

View My Jobs Filing Actions DP FR O ED

At various stages of the job filing process, users may receive emails notifying them when a new action is required. In some cases, these emails may relate to the **Filing Action** dropdown menu.

Depending on the filing status of the job filings listed under the **My Jobs** tab, you can take the following actions from the dropdown button under the **Filing Action** column:

*Please Note: Options available in dropdown menus will change depending on the status of your filing. Every **Filing Action** will not always be available. All **Filing Actions** will be described in later sections.*

Possible actions include:

- **PAA**
- **Print Work Permit**
- **Renew Work Permit**
- **Delete**
- **Correction**
- **Request Sign Off**
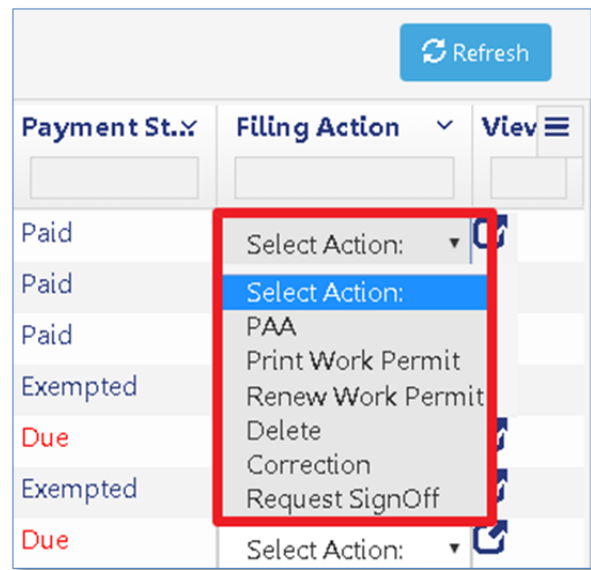
View My Sign Off Requests DP FR O ED ID II WD WI

For Elevator filings, the **My Sign Off Requests** tab allows you to view any filings that have Sign Off requested. Double-click on a filing to view.
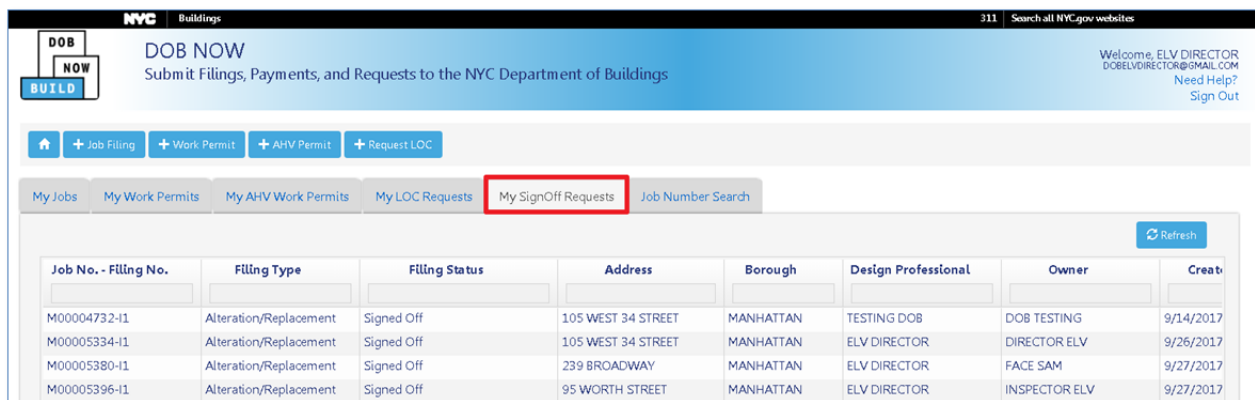
Search for a Job Filing DP FR O ED ID II WD WI

The **Job Number Search** tab is used to search for any jobs in DOB NOW: *Build*. You must enter the exact 9-digit job number into the search field. After entering the job number, press **Enter** on your keyboard or the **Search** button as highlighted below:

The results will be listed in the grid as shown below. To go to the job filing screen from the search results, you can double-click on the job filing and a **Job Information** window will appear.

Initiate a New Job Filing DP FR O ED

This section guides you through how to enter a new job filing from the main dashboard. To begin a new job filing, click on the **+ Job Filing** button located in the upper left on the dashboard screen.
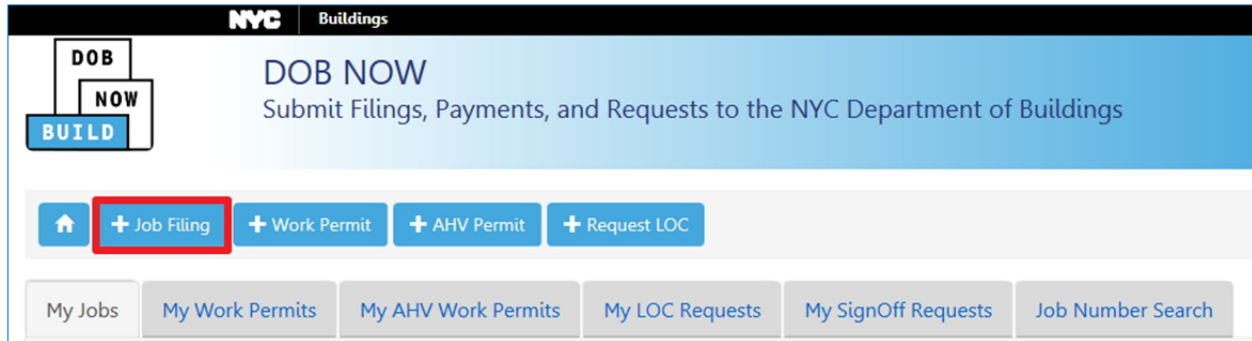
A Dialog Box with options to select the work type(s) included in the filing will appear.

Select Elevators and click **Next**. Elevator filings cannot be combined with any other work type. Clicking on **Cancel** will return you to the dashboard.
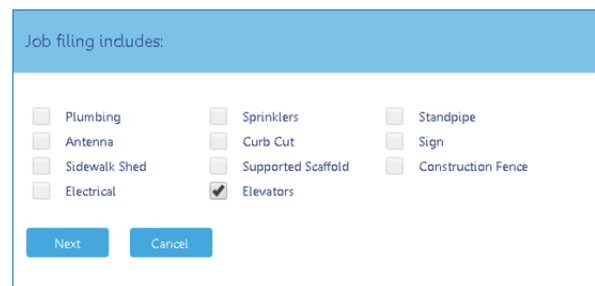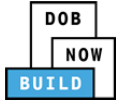
Select the type of Elevator work to be performed and click **Next**:

- **New Installation**
- **Alteration/Replacement**
- **Dismantle**
- **Remove**

Only one type of work can be selected per application.
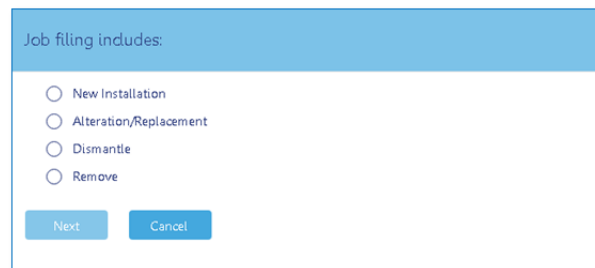
Depending on the type of work performed, you will see a list of applicable devices. **Only one device type is permitted per application.** Select the type of device associated with the filing and click **Submit.**

The Job Filing screen will display.

Select Device:

○ Accessibility Lift   ○ Escalator
○ Conveyor   ○ Moving Walk
○ Dumbwaiter   ○ Personnel Hoist
○ Elevator   ○ Other

Submit   Cancel

Please note: If Other is selected, the Device Details section of the job filing displays additional options for classifying a device type. See the Complete Device Details section for more information.
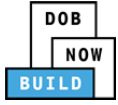
Navigate the Job Filing Screen DP FR O ED

This section provides a general overview of the variety of sections that make up the Job Filing screen.

1. **Filing Progress Ribbon:** The current status of the job filing is displayed as a ribbon across the top of the screen. The progress of the filing is illustrated by a circle shaded in blue. A filing will always start with the status of *Pre-Filing*. The status will change as the filing moves forward.

2. **Save**: Click *Save* to save the information entered into the filing forms. It is important that you save your job filing any time you make changes, otherwise your changes may be lost. You must complete the **Primary Address, Filing Information,** and **Applicant Information** sections in order to save a new filing for the first time. After your job is saved, a job number will be generated, and your filing will appear on the DOB NOW: *Build* dashboard.

3. **Preview to File**: Click *Preview to File* to display a summary of the job details before filing.
   Please note: Only the Elevator Director or Elevator Co-Director can submit an elevator filing.

4. **Navigation and Tracking Buttons:** Use the View Filing, Payment History, Trace History, and Property Profile buttons to view various information about the filing. All buttons are described in detail in Additional Actions. Click *Dashboard* to return to the main DOB dashboard.

5. **Job Filing Tabs**: Displays five tabs for navigating the job filing process: *General Information, Device Details, Insurance/Fee Information, Documents,* and *Statements & Signatures*.
   Please note: All tabs will only display after the filing is saved for the first time.

6. **Information Fields:** To progress through the filing, complete fields using drop down menus, radio buttons, and text entry as necessary. Fields with a red asterisk (*) are required — the filing cannot be submitted unless these fields are complete.

7. **Application Highlights/Payment Summary:** A summary of filing and fee information

8. **Pay Now Button:** Click to pay any fees associated with the filing.
   Please note: Clicking the Pay Now *button will take you to a secure third-party payment screen. See the Make Payments section for more detail.*

Required Information DP FR O ED ID II WD WI

Many sections and fields throughout the job filing process require your input in order to submit to DOB. Required sections/fields are denoted by a red asterisks (*). Sections/fields that are not marked as required are optional for your input.

If you attempt to file or save a filing before completing the necessary required items, the sections/fields will be marked by either a red exclamation mark (!) or highlighted in red.

Submit a New Installation Job Filing DP FR O ED

The sections below provide instructions for completing the required information needed to submit a New Installation job filing. Based on your type of elevator filing, you may not be required to complete each field.

The job filing consists of five main sections:

- **General Information**
- **Device Details**
- **Insurance/Fee Information**
- **Documents**
- **Statements & Signatures**

Please note: Some sections may require a specific user(s) to complete, and they will be noted as such. If you are not the specified user, you may view those sections as read-only.

Complete General Information DP FR O ED

The **General Information** tab must be completed to begin the application process. This section of the manual provides details on the **General Information** tab with instructions on how to complete each section.

Add Primary Address DP FR O ED

Enter the information in the following required fields:

1. **House No.:** Enter the house number of the job location.

2. **Street Name:** Enter the street name of the job location.

3. **Borough:** Select the borough of the job location from the dropdown menu.

4. **Block:** Enter the block number of the job location.

5. **Lot:** Enter the size of the lot associated with the job location.

After the first time you save the filing, the gray shaded boxes for **BIN**, **Occupancy Group**, and **Zip Code** number will be automatically filled in based on the data entered in the required fields.

Add Filing Information DP FR O ED

Enter information associated with the applicant or record.

1. **Filing Includes:** The type of work selected on file creation is shown by default. You may change the type of work by clicking the dropdown menu.
2. **Building Code:** Select the Building Code applicable to the filing.
3. **Device Type:** The device type selected on file creation is shown by default. You may change the device type by clicking the dropdown menu.
4. **Electrical Permit Number:** Enter a valid electrical permit number associated with the filing.
   Please note: Electrical Permit Number only displays for New Installation filings.

Add Applicant Information DP FR O ED

Enter information associated with the applicant or record. The remaining fields will autopopulate once a valid email, license type, and business name are provided. Only an Elevator Director or Elevator Co-Director can serve as the applicant as record for DOB NOW: Build Elevator filings.

1. **Email:** Provide the email of the Applicant of Record registered to the job filing.
   *Please note: The email address must match with an associated **eFiling** account.*
2. **License Type:** Select the license type from the dropdown menu.
3. **Business LookUp:** Once a valid License Type is selected, select from the available business(es) in the dropdown menu.

Add Design Professional Information DP FR O ED

Enter information associated with the design professional. The remaining fields will autopopulate once a valid email and license type are provided.

1. **Email:** Provide the email of the Design Professional associated with the job filing.
   Please note: The email address must match the email address associated with a confirmed eFiling account.
2. **License Type:** Select the license type from the dropdown menu.

Add Owner Information DP FR O ED

Enter information associated with the owner. The remaining fields will autopopulate once a valid email and license type are provided.

1. **Email:** Provide the email of the owner registered to the job filing.
   Please note: The email address must match the email address associated with a confirmed eFiling account.
2. **Owner Type:** Select the owner type from the dropdown menu.

Select Asbestos Abatement Compliance DP FR O ED

Select the appropriate **Asbestos Abatement Compliance** option. If the second option is selected, enter the associated **DEP ACP-5 Control Number.**

Asbestos Abatement Compliance

○ The scope of work requires related asbestos abatement as defined in the regulations of the NYC DEP.

◉ The scope of work is not an asbestos project as defined in the regulation of the NYC DEP. DEP Control# is required.

DEP ACP-5 Control No.*

○ 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.

Add Filing Representative Information DP FR O ED

To add a Filing Representative to the job filing, click the **+Add Filing Representative** button.

Filing Representative

+ Add Filing Representative

First Name	Last Name	E-mail	Business Name

Total Items: 0

|◄ ◄ 1 /1 ► ►| 5 ▼ Items Per Page

The Filing Representative Details screen will appear. Enter the **Email** address associated with the Filing Representative. The remaining fields will autopopulate once a valid email is provided. Click **Save** to add the Filing Representative.

The Filing Representative is added to the job filing. You may repeat this process to add additional filing representatives as needed.

Add Devices DP FR O ED

Please note: This section does not apply to Alteration/Replacement, Dismantle, or Remove filings.

Click the **Save** button located at the top left of the screen to continue with the job filing process.

The following notification will appear indicating the save was successful and notifying you that a new section requires your input.
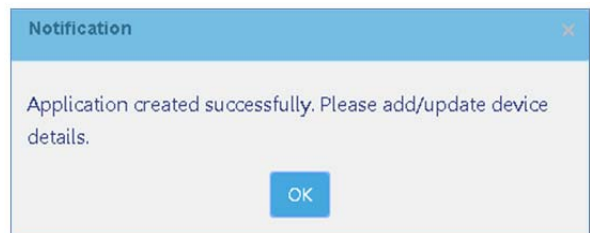
The **Devices** section will now appear at the top of the **General Information** tab. Click **+Add New Device** to add a new device to the job filing.
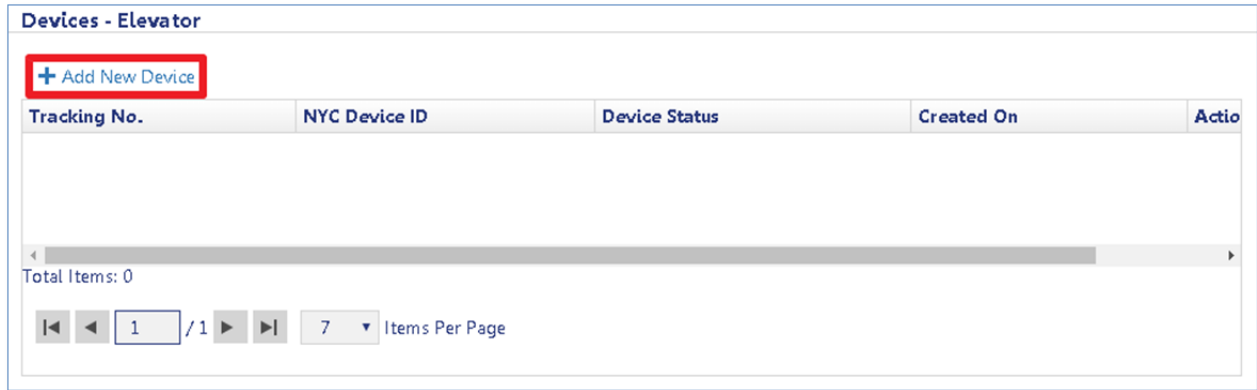
The following notification will appear indicating a device was successfully added. Click **Yes** to proceed to the **Device Details** tab. Click **No** to return to the **General Information** tab.
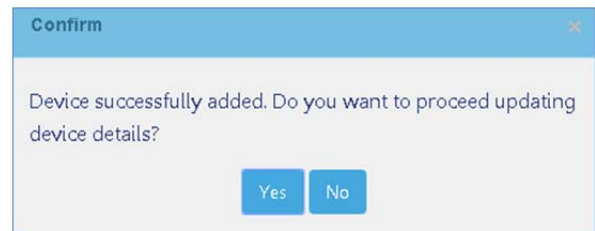
Complete Device Details DP FR O ED

The **Device Details** tab is required for each device added to the job filing. It contains up to eight sections and is dependent on the type of device initially selected (see Add Filing Information). Open and close each by clicking anywhere on the tab. Click the **Save Device** button after entering information for each section and for the corresponding device.

1. **Device Information**
2. **Machine and Machine Room**
3. **Device General Information**
4. **Cars and Counterweight**
5. **Hoistway Opening**
6. **Pit and Buffers**
7. **Personnel Hoist Information**
8. **Escalator/Moving Walk Information**

Add Device Information DP FR O ED

Enter the device information associated with the selected device. The screen will display different fields depending on the device type.

Accessibility Lift Device Information DP FR O ED

For **Accessibility Lift** device types, enter:

1. **Building Accessibility Lift Numbers:** Enter the building accessibility lift number.
2. **Accessibility Lift:** Select the credibility lift type from the dropdown menu.
3. **Platform/Stairway Lift Type:** Based on the selection for *Accessibility Lift*, select the Platform or Stairway Lift type from the dropdown menu.
4. **Physical Address:** Enter details describing the physical location of the elevator device.

Answer **Yes** or **No** to the following device questions:

Enter the **Device Job Description.**

Conveyor Device Information DP FR O ED

For **Conveyor** device types, enter:

1. **Building Conveyor Numbers:** Enter the building conveyor number.

2. **Conveyor Type:** Select the conveyor type from the dropdown menu.

3. **Shopping Cart Conveyor:** If *Tow Conveyor* is selected from the **Conveyor Type** dropdown menu, select if the device has shopping cart conveyors.

4. **Physical Address:** Enter details describing the physical location of the elevator device.

Enter the **Device Job Description.**

Dumbwaiter Device Information `DP` `FR` `O` `ED`

For **Dumbwaiter** device types, enter:

1. **Building Dumbwaiter Numbers:** Enter the building dumbwaiter number.

2. **Physical Address:** Enter details describing the physical location of the elevator device.

Device Information*

Building Dumbwaiter Numbe **1**

Physical Address (Please provide the physical location of the device) **2**

100 characters remaining

Answer **Yes** or **No** to the following device questions:

Is this:

Private Residence*   ○ Yes   ○ No

Enter the **Device Job Description.**
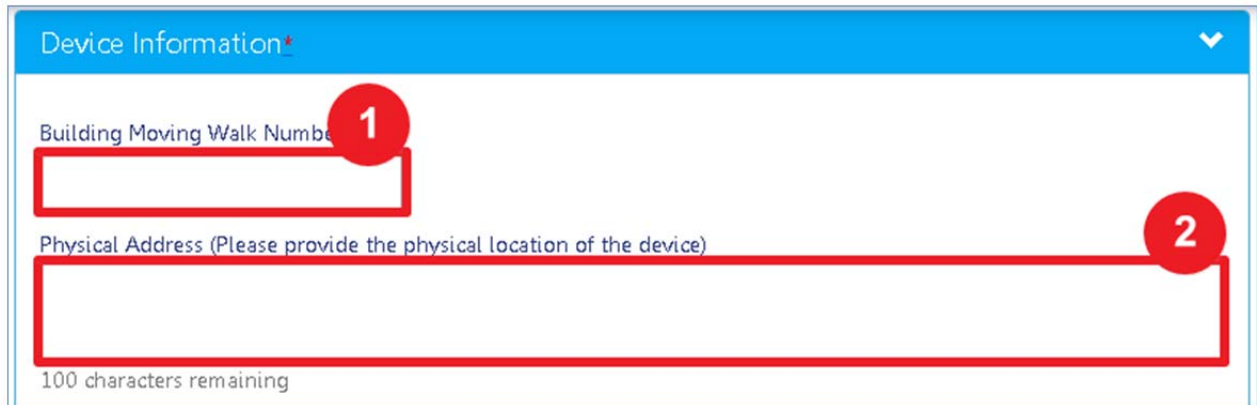
Device Job Description*

1000 characters remaining

Elevator Device Information DP FR O ED

For **Elevator** device types, enter:

1. **Building Elevator Numbers:** Enter the building elevator number.

2. **Elevator Type:** Select the elevator type from the dropdown menu.

3. **Elevator sub-type:** If *Freight* or *Passenger* is selected for **Elevator Type**, select the Elevator sub-type from the dropdown menu.

4. **Physical Address:** Enter details describing the physical location of the elevator device.

Answer **Yes** or **No** to the following device questions:

Enter the **Device Job Description.**

Escalator Device Information DP FR O ED

For **Escalator** device types, enter:

1. **Building Escalator Numbers:** Enter the building escalator number.

2. **Physical Address:** Enter details describing the physical location of the elevator device.

Answer **Yes** or **No** to the following device questions:

Enter the **Device Job Description.**

Moving Walk Device Information DP FR O ED

For **Moving Walk** device types, enter:
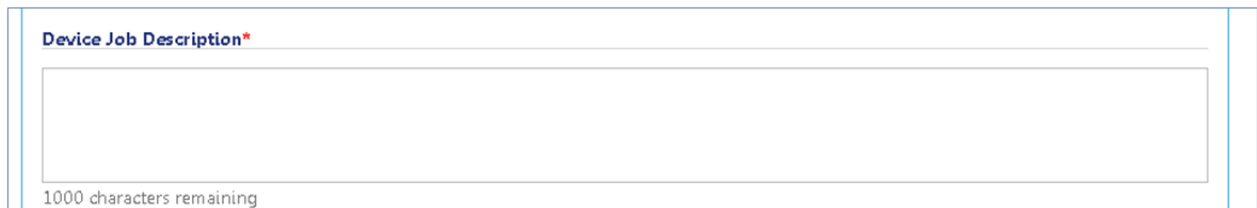
1. **Building Moving Walk Numbers:** Enter the building moving walk number.

2. **Physical Address:** Enter details describing the physical location of the elevator device.

Answer **Yes** or **No** to the following device questions:

Enter the **Device Job Description.**

Personnel Hoist Device Information DP FR O ED

For **Personnel Hoist** device types, enter:

1. **Building Personnel Hoist Numbers:** Enter the building personnel hoist number.

2. **Car Hoist Opening:** Select the car hoist opening from the dropdown menu.

3. **Car Hoist Located:** Select the car hoist location from the dropdown menu.

4. **Car Hoist:** Select the type of car hoist from the dropdown menu.

5. **Physical Address:** Enter details describing the physical location of the elevator device.

Enter the **Device Job Description.**

Other Device Information DP FR O ED

For **Other** device types, enter:

1. **Building Elevator Numbers:** Enter the building elevator number.

2. **Physical Address:** Enter details describing the physical location of the elevator device.

Answer **Yes** or **No** to the following device questions:

Is this:	Yes	No		Yes	No
The Only Elevator In The Building?*	○	○	Elevator Part Of Destination Dispatch System*	○	○
An Occupant Evacuation Elevator?*	○	○	A Fire Service Access Elevator?*	○	○
Building Meets The Stretcher Car Requirement ?*	○	○	Device used In Conjunction With an MTA Station?*	○	○
Device Conforming With Seismic Compliance?*	○	○	Device Installed In A New Hoistway?*	○	○
Device Equipped With Fire Emergency Phase I & II?*	○	○	Is This A Loft Law Building?*	○	○

Enter the **Device Job Description.**

Add Machine and Machine Room DP FR O ED

Enter the machine and machine room information associated with the selected device. The screen will display different fields depending on the device type.

Accessibility Lift Device Information DP FR O ED

For **Accessibility Lift** device types, enter:

1. **Machine Type**: Select the machine type from the dropdown menu.
2. **Machine Manufacturer**: Enter the machine manufacturer.
3. **Machine Model**: Enter the machine model.

Enter the **Quantity**, **Size**, **Ultimate Strength**, and select the **Material** used for the following ropes:

- **Hoist Ropes**
- **Car Counterweight Ropes**
- **Machine Counterweight Ropes**
- **Car Governor Ropes**
- **CWT Governor Ropes**

Enter the **Location**, **Tripping Speed**, and select the **Type** for the following governors:

- **Car Governor**
- **CWT Governor**

Conveyor Device Information DP FR O ED

For **Conveyor** device types, enter:

1. **Machine Type**: Select the machine type from the dropdown menu.

2. **Type of Machine Brake**: Select the type of machine brake from the dropdown menu.

3. **Machine Location**: Enter the machine location.

4. **Machine Manufacturer**: Enter the machine manufacturer.

5. **Machine Model**: Enter the machine model.

6. **Controller Location**: Enter the controller location.

7. **Controller Manufacturer**: Enter the controller manufacturer.

8. **Controller Model**: Enter the controller model.

Enter the **Quantity**, **Size**, **Ultimate Strength**, and select the **Material** used for the following ropes:

- **Hoist Ropes**
- **Car Counterweight Ropes**
- **Car Governor Ropes**
- **CWT Governor Ropes**

	Quantity	Size	Ultimate Strength	Material
Hoist Ropes				Select Type: ▼
Car Counterweight Ropes				Select Type: ▼
Car Governor Ropes				Select Type: ▼
CWT Governor Ropes				Select Type: ▼

Enter the **Location**, **Tripping Speed**, and select the **Type** for the following governors:

- **Car Governor**
- **CWT Governor**

	Location	Tripping Speed	Type
Car Governor			Select Type: ▼
CWT Governor			Select Type: ▼

Dumbwaiter Device Information `DP` `FR` `O` `ED`

For **Dumbwaiter** device types, enter:

1. **Machine Type**: Select the machine type from the dropdown menu.

2. **Machine Location**: Enter the machine location.

3. **Machine Manufacturer**: Enter the machine manufacturer.

4. **Machine Model**: Enter the machine model.

5. **Controller Location**: Enter the controller location.

6. **Controller Manufacturer**: Enter the controller manufacturer.

7. **Controller Model**: Enter the controller model.

Enter the **Quantity**, **Size**, **Ultimate Strength**, and select the **Material** used for the following ropes:

- **Hoist Ropes**
- **Car Governor Ropes**
- **CWT Governor Ropes**

Enter the **Location**, **Tripping Speed**, and select the **Type** for the following governors:

- **Car Governor**
- **CWT Governor**

Elevator Device Information DP FR O ED

For **Elevator** device types, enter:

1. **Machine Type**: Select the machine type from the dropdown menu. The selection may trigger new fields. See the Special Fields list below for more information.
2. **Type of Machine Brake**: Select the type of machine brake from the dropdown menu.
   *Please note: If Emergency Brake is selected, the **Type of Plunger** field is removed.*
3. **Type of Plunger**: Select the type of Plunger from the dropdown menu.
4. **Machine Location**: Enter the machine location.
5. **Machine Manufacturer**: Enter the machine manufacturer.
6. **Machine Model**: Enter the machine model.
7. **Controller Location**: Enter the controller location.
8. **Controller Manufacturer**: Enter the controller manufacturer.
9. **Controller Model**: Enter the controller model.

Special Fields:

If Machine Type: Hydraulic is selected, select if the machine is hole-less.

If Machine Type: MRL is selected, select if the machine is MRL.

If Machine Type: Traction is selected, select the Machine Traction Type.

Enter the **Quantity**, **Size**, **Ultimate Strength**, and select the **Material** used for the following ropes:

- **Hoist Ropes**
- **Car Counterweight Ropes**
- **Machine Counterweight Ropes**
- **Car Governor Ropes**
- **CWT Governor Ropes**

	Quantity	Size	Ultimate Strength	Material
Hoist Ropes				Select Type: ▼
Car Counterweight Ropes				Select Type: ▼
Machine Counterweight Ropes				Select Type: ▼
Car Governor Ropes				Select Type: ▼
CWT Governor Ropes				Select Type: ▼

Enter the **Location**, **Tripping Speed**, and select the **Type** for the following governors:

- **Car Governor**
- **CWT Governor**

	Location	Tripping Speed	Type
Car Governor			Select Type: ▼
CWT Governor			Select Type: ▼

Personnel Hoist Device Information `DP` `FR` `O` `ED`

For **Personnel Hoist** device types, enter:

1. **Machine Type**: Select the machine type from the dropdown menu.

Enter the **Quantity**, **Size**, **Ultimate Strength**, and select the **Material** used for the following ropes:

- **Hoist Ropes**
- **Car Counterweight Ropes**
- **Machine Counterweight Ropes**
- **Car Governor Ropes**
- **CWT Governor Ropes**

Enter the **Location**, **Tripping Speed**, and select the **Type** for the following governors:

- **Car Governor**
- **CWT Governor**

Other Device Information DP FR O ED

For **Other** device types, enter:

1. **Machine Type**: Select the machine type from the dropdown menu. The selection may trigger new fields. See the Special Fields list below for more information.

2. **Type of Machine Brake**: Select the type of machine brake from the dropdown menu.

3. **Type of Plunger**: Select the type of Plunger from the dropdown menu.

4. **Machine Location**: Enter the machine location.

5. **Machine Manufacturer**: Enter the machine manufacturer.

6. **Machine Model**: Enter the machine model.

7. **Controller Location**: Enter the controller location.

8. **Controller Manufacturer**: Enter the controller manufacturer.

9. **Controller Model**: Enter the controller model.

Special Fields:

If Machine Type: Traction is selected, select if it has an emergency brake.

Enter the **Quantity**, **Size**, **Ultimate Strength**, and select the **Material** used for the following ropes:

- **Hoist Ropes**
- **Car Counterweight Ropes**
- **Machine Counterweight**
- **Car Governor Ropes**
- **CWT Governor Ropes**

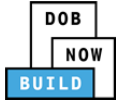|	Quantity		Size		Ultimate Strength		Material
Hoist Ropes							Select Type: ▼
Car Counterweight Ropes							Select Type: ▼
Machine Counterweight Ropes							Select Type: ▼
Car Governor Ropes							Select Type: ▼
CWT Governor Ropes							Select Type: ▼

Enter the **Location**, **Tripping Speed**, and select the **Type** for the following governors:

- **Car Governor**
- **CWT Governor**

	Location	Tripping Speed	Type
Car Governor			Select Type: ▼
CWT Governor			Select Type: ▼

Add Device General Information DP FR O ED

Depending on the device type selected, variants of the following fields will display. Enter general information regarding the device.

1. **Elevator – Motive Power**: Select the motive power from the dropdown menu.

2. **Main Supply – Motive Power:** Select the motive main power supply from the dropdown menu.

3. **Travel from Floor:** Enter the floor the elevator travels from.

4. **Travel to Floor:** Enter the floor the elevator travels to.

5. **Total Travel (ft.)**: Enter the total feet traveled by the device.

6. **Number of Stops:** Enter the total number of stops for the device.

7. **Capacity (lbs.)**: Enter the carrying capacity for the device in pounds.

8. **Speed (FPM):** Enter the speed of the device in FPMs.

9. **Elevator Control:** Select the device control from the dropdown menu.

    Please note: This field does not display for Accessibility Lift devices.
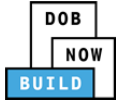
10. **Mode of Operation:** Select the mode of operation from the dropdown menu.

    Please note: This field does not display for Dumbwaiter devices.

11. **Configuration (Conveyor only):** Select the configuration from the dropdown menu.

12. **Incline Angle (Conveyor only):** If Inclined Run is selected from the Configuration dropdown menu, enter the Incline angle.

Depending on the device type selected, variants of the following questions will display. Select **Yes** or **No** to indicate if the device has the following features.

Load Weighing Device*	○ Yes ○ No	Glass Hoistway*	○ Yes ○ No
Atrium Elevator*	○ Yes ○ No	Regenerative Drive*	○ Yes ○ No
Overload Device *	○ Yes ○ No	Load Weighing Device*	○ Yes ○ No
Attendant Operation*	○ Yes ○ No	Glass/Transparent*	○ Yes ○ No

Add Cars and Counterweight DP FR O ED

Enter the cars and counterweight information associated with the selected device. The screen will display different fields depending on the device type.

Accessibility Lift Device Information DP FR O ED

For **Accessibility Lift** device types, enter:

1. **Car Safety Type:** Select the car safety type from the dropdown menu.

2. **Counterweight Safety Type:** Select the counterweight safety type from the dropdown menu.

3. **Car Opening:** Select the car opening type from the dropdown menu.

4. **Car Opening Direction:** Select the car opening direction from the dropdown menu.

5. **Car Gate/Door Operation:** Select the car gate operation from the dropdown menu.

6. **Contact Type:** Enter the contact type.

7. **Manufacturer:** Enter the manufacturer of the car.

8. **Car Inside Dimensions – Width:** Enter the car inside width dimensions in feet and inches.

9. **Car Inside Dimensions – Depth:** Enter the car inside depth dimensions in feet and inches.

10. **Car Inside Area:** The area is automatically calculated based on the width and depth entered.

Conveyor Device Information **DP** **FR** **O** **ED**

For **Conveyor** device types, enter:

1. **Car Opening:** Select the car opening type from the dropdown menu.

2. **Car Opening Direction:** Select the car opening direction from the dropdown menu.

3. **Car Gate Operation:** Select the car gate operation from the dropdown menu.

4. **Contact Type:** Enter the contact type.

5. **Manufacturer:** Enter the manufacturer of the car.

6. **Safety Device Type:** Enter the safety device type.

7. **Counterweight Safety Device Type:** Enter the counterweight safety device type.

8. **Car Inside Dimensions – Width:** Enter the car inside width dimensions in feet and inches.

9. **Car Inside Dimensions – Depth:** Enter the car inside depth dimensions in feet and inches.

10. **Car Inside Area:** The area is automatically calculated based on the width and depth entered.

Dumbwaiter Device Information DP FR O ED

For **Dumbwaiter** device types, enter:

1. **Car Safety Type:** Select the car safety type from the dropdown menu.

2. **Counterweight Safety Type:** Select the counterweight safety type from the dropdown menu.

3. **Car Opening:** Select the car opening type from the dropdown menu.

4. **Car Opening Direction:** Select the car opening direction from the dropdown menu.

5. **Car Gate/Door Operation:** Select the car gate operation from the dropdown menu.

6. **Contact Type:** Enter the contact type.

7. **Manufacturer:** Enter the manufacturer of the car.

8. **Car Inside Dimensions – Width:** Enter the car inside width dimensions in feet and inches.

9. **Car Inside Dimensions – Depth:** Enter the car inside depth dimensions in feet and inches.

10. **Car Inside Area:** The area is automatically calculated based on the width and depth entered.

Elevator Device Information DP FR O ED

For **Elevator** device types, enter:

1. **Car Safety Type:** Select the car safety type from the dropdown menu.
2. **Car Safety Type – Other:** Enter the car safety type if *Other* was selected from the **Car Safety Type** dropdown menu.
3. **Counterweight Safety Type:** Select the counterweight safety type from the dropdown menu.
4. **Counterweight Safety Type – Other:** Enter the counterweight safety type if *Other* was selected from the **Counterweight Safety Type** dropdown menu.
5. **Car Opening:** Select the car opening type from the dropdown menu.
6. **Car Opening Direction:** Select the car opening direction from the dropdown menu.
7. **Car Gate Operation:** Select the car gate operation from the dropdown menu.
8. **Contact Type:** Enter the contact type.
9. **Manufacturer:** Enter the manufacturer of the car.
10. **Car To Counterweight Ratio (%):** Enter the ratio for car to counterweight as a percentage.
11. **Top Emergency Exit Min Area:** Enter the minimum area in square inches for the top emergency exit.
12. **Top Emergency Exit Min Side:** Enter the minimum area in square inches for the side emergency exit.
13. **Car Inside Dimensions – Width:** Enter the car inside width dimensions in feet and inches.
14. **Car Inside Dimensions – Depth:** Enter the car inside depth dimensions in feet and inches.
15. **Car Inside Area:** The area is automatically calculated based on the width and depth entered.

Select **Yes** or **No** to indicate if the device has the following features.

Sized For Stretcher Requirement?	◯ Yes ◯ No	Glass Car*	◯ Yes ◯ No
Multi Compartment Elevators*	◯ Yes ◯ No		

Personnel Hoist Device Information DP FR O ED

For **Personnel Hoist** device types, enter:

1. **Contact Type:** Enter the contact type.

2. **Manufacturer:** Enter the manufacturer of the car.

3. **Car To Counterweight Ratio (%):** Enter the ratio for car to counterweight as a percentage.

4. **Car Inside Dimensions – Width:** Enter the car inside width dimensions in feet and inches.

5. **Car Inside Dimensions – Depth:** Enter the car inside depth dimensions in feet and inches.

6. **Car Inside Area:** The area is automatically calculated based on the width and depth entered.
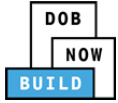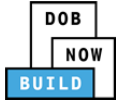
Other Device Information DP FR O ED

For **Other** device types, enter:

1. **Car Safety Type:** Select the car safety type from the dropdown menu.
2. **Car Safety Type – Other:** Enter the car safety type if *Other* was selected from the **Car Safety Type** dropdown menu.
3. **Counterweight Safety Type:** Select the counterweight safety type from the dropdown menu.
4. **Counterweight Safety Type – Other:** Enter the counterweight safety type if *Other* was selected from the **Counterweight Safety Type** dropdown menu.
5. **Car Opening:** Select the car opening type from the dropdown menu.
6. **Car Opening Direction:** Select the car opening direction from the dropdown menu.
7. **Car Gate Operation:** Select the car gate operation from the dropdown menu.
8. **Contact Type:** Enter the contact type.
9. **Manufacturer:** Enter the manufacturer of the car.
10. **Car To Counterweight Ratio (%):** Enter the ratio for car to counterweight as a percentage.
11. **Top Emergency Exit Min Area:** Enter the minimum area in square inches for the top emergency exit.
12. **Top Emergency Exit Min Side:** Enter the minimum area in square inches for the side emergency exit.
13. **Car Inside Dimensions – Width:** Enter the car inside width dimensions in feet and inches.
14. **Car Inside Dimensions – Depth:** Enter the car inside depth dimensions in feet and inches.
15. **Car Inside Area:** The area is automatically calculated based on the width and depth entered.

Select **Yes** or **No** to indicate if the device has the following features.

Multi Compartment Elevators*	○ Yes ○ No	Glass Car*	○ Yes ○ No

Add Hoistway Opening DP FR O ED

Enter information regarding the hoistway opening of the device.

1. **Hoist Opening:** Select the hoist opening from the dropdown menu.

2. **Hoist Opening Direction:** Select the hoist opening direction from the dropdown menu.

3. **Hoistway Operation:** Select the hoistway operation from the dropdown menu.

4. **Hoistway Door Features:** Select the hoistway door features from the dropdown menu.

5. **Interlocks Type:** Enter the interlocks type if *Interlocks* was selected from the **Hoistway Door Features** dropdown menu.

   Please note: This does not appear for Personnel Hoist devices even if Interlocks is selected.

6. **Interlocks Manufacturer:** Enter the interlocks manufacturer if *Interlocks* was selected from the **Hoistway Door Features** dropdown menu.

   Please note: This does not appear for Personnel Hoist devices even if Interlocks is selected.

7. **Landing on Floors:** Enter the number of landings on floors. (***Elevator** and **Other** devices only*)

8. **Number of Openings:** Enter the number of openings for the *Front*, S*ide*, and R*ear* of the hoistway. The *Total* amount of openings is calculated for you.

*Please note: **Personnel Hoist** devices only require information for Hoist Opening, Hoist Operating Direction, Hoistway Door Features, and Number of Openings.*
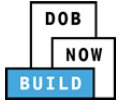
Depending on the device type selected, variants of the following questions will display. Select **Yes** or **No** to indicate if the device has the following features.

	Yes	No
Door Monitoring Circuits*	○	○
1 1/2 Hr. Fire Rated Construction Type*	○	○
Self Closing Emergency Doors in Blind Hoistway*	○	○
Interlock in Blind Hoistway*	○	○

Add Pit and Buffers DP FR O ED

Enter the pit and buffers information associated with the selected device. The screen will display different fields depending on the device type.

Accessibility Lift Device Information DP FR O ED

For **Accessibility Lift** device types, enter:

1. **Car Buffer:** Select if the device has car buffers from the dropdown menu.

2. **Manufacturer:** If *Yes*, enter the manufacturer of the buffer.

3. **Pit Depth (inches):** Enter the pit depth in inches.

4. **Counterweight Buffer:** Select if the device has counterweight buffers from the dropdown menu.

5. **Manufacturer:** If *Yes*, enter the manufacturer of the buffer.

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Conveyor Device Information DP FR O ED

For **Conveyor** device types, enter:

1. **Car Buffer:** Select if the device has car buffers from the dropdown menu.

2. **Type:** If *Yes*, select the buffer type from the dropdown menu.

3. **Manufacturer:** If *Yes*, enter the manufacturer of the buffer.

4. **Counterweight Buffer:** Select if the device has counterweight buffers from the dropdown menu.

5. **Type:** If *Yes*, select the buffer type from the dropdown menu.

6. **Manufacturer:** If *Yes*, enter the manufacturer of the buffer.

Select **Yes** or **No** to answer the following questions:

Dumbwaiter Device Information DP FR O ED

For **Dumbwaiter** device types, enter:

1. **Car Buffer:** Select if the device has car buffers from the dropdown menu.

2. **Type:** If *No,* select the type.

3. **Engagement Speed (FPM):** If *No,* enter the engagement speed in FPMs.

4. **Stroke:** If *No,* enter the stroke size in feet and inches.

5. **Counterweight Buffer:** Select if the device has counterweight buffers from the dropdown menu.

6. **Type:** If *No,* select the type.

7. **Engagement Speed (FPM):** If *No,* enter the engagement speed in FPMs.

8. **Stroke:** If *No,* enter the stroke size in feet and inches.

Alternatively:

9. **Car Buffer Manufacturer**: If *Yes* is selected for **Car Buffer**, enter the car buffer manufacturer.

10. **Counterweight Buffer Manufacturer**: If *Yes* is selected for **Counterweight Buffer**, enter the counterweight buffer manufacturer.

Select **Yes** or **No** to answer the following questions:

Elevator Device Information DP FR O ED

For **Elevator** device types, enter:

1. **Car Buffer:** Enter the car buffer number.
2. **Type:** Select the buffer type from the dropdown menu.
3. **Manufacturer:** Enter the manufacturer of the buffer.
4. **Engagement Speed (FPM):** Enter the engagement speed in FPMs.
5. **Stroke:** Enter the stroke size in feet and inches.
6. **Reduced Stroke?:** Select if the stroke is reduced.

7. **Counterweight Buffer:** Enter the counterweight buffer number.
8. **Type:** Select the buffer type from the dropdown menu.
9. **Manufacturer:** Enter the manufacturer of the buffer.
10. **Engagement Speed (FPM):** Enter the engagement speed in FPMs.
11. **Stroke:** Enter the stroke size in feet and inches.
12. **Compensation Means:** Select the means of compensation from the dropdown menu.
13. **Length:** Enter the length in feet and inches.

Select **Yes** or **No** to answer the following questions:

Reduced Stroke?	◯ Yes ◯ No	Occupied Space Below*	◯ Yes ◯ No
Compensation Tie Down*	◯ Yes ◯ No	Counterweight Guard*	◯ Yes ◯ No

Personnel Hoist Device Information DP FR O ED

For **Personnel Hoist** device types, enter:

1. **Car Buffer:** Select if the device has car buffers.
2. **Type:** If *No*, select the buffer type from the dropdown menu.
3. **Manufacturer:** Always enter the manufacturer of the buffer.
4. **Engagement Speed (FPM):** If *No*, enter the engagement speed in FPMs.
5. **Stroke:** If *No*, enter the stroke size in feet and inches.

6. **Counterweight Buffer:** Select if the device has counterweight buffers.
7. **Type:** If *No*, select the buffer type from the dropdown menu.
8. **Manufacturer:** Always enter the manufacturer of the buffer.
9. **Engagement Speed (FPM):** If *No*, enter the engagement speed in FPMs.
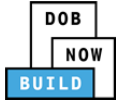10. **Stroke:** If *No*, enter the stroke size in feet and inches.

Select **Yes** or **No** to answer the following questions:

Other Device Information DP FR O ED

For **Other** device types, enter:

1. **Car Buffer:** Enter the car buffer number.
2. **Type:** Select the buffer type from the dropdown menu.
3. **Manufacturer:** Enter the manufacturer of the buffer.
4. **Pit Depths (in.**): Enter the pit depth in inches.
5. **Engagement Speed (FPM):** Enter the engagement speed in FPMs.
6. **Stroke:** Enter the stroke size in feet and inches.
7. **Reduced Stroke?:** Select if the stroke is reduced.

8. **Counterweight Buffer:** Enter the counterweight buffer number.
9. **Type:** Select the buffer type from the dropdown menu.
10. **Manufacturer:** Enter the manufacturer of the buffer.
11. **Engagement Speed (FPM):** Enter the engagement speed in FPMs.
12. **Stroke:** Enter the stroke size in feet and inches.
13. **Compensation Means:** Select the means of compensation from the dropdown menu.
14. **Length:** Enter the length in feet and inches.

Select **Yes** or **No** to answer the following questions:

Reduced Stroke?	◯ Yes ◯ No	Occupied Space Below*	◯ Yes ◯ No
Compensation Tie Down*	◯ Yes ◯ No	Counterweight Guard*	◯ Yes ◯ No

Add Personnel Hoist Information DP FR O ED

Please note: This tab only appears for Personnel Hoist and Other devices.

Enter information associated with personnel hoists.

1. **Hoist Car Manufacturer:** Enter the name of the hoist car manufacturer.

2. **Model Number:** Enter the model number.

3. **Hoist Mast Manufacturer:** Enter the name of the hoist mast manufacturer.

4. **Hoist Cab Weight:** Enter the hoist cab weight.

5. **Hoist Capacity (lbs.):** Enter the hoist capacity in pounds.

6. **Safety Capacity:** Enter the safety capacity.

7. **Hoist Safety Expiration Date:** Enter the expiration for the hoist.

8. **Hoist Safety Serial Number:** Enter the hoist safety serial number.

Select **Yes** or **No** to answer the following question:

Add Escalator/Moving Walk Information DP FR O ED

Please note: This tab only appears for Escalator, Moving Walk, and Other devices.

Enter information associated with escalator/moving walks.

1. **Manufacturer:** Enter the name of the escalator/moving walk manufacturer.
2. **Model Number:** Enter the model number.
3. **Speed:** Enter the speed of the device in FPM's.
4. **Rise:** Enter the rise of the device in feet and inches.
5. **Step Width:** Enter the step width in feet and inches.
6. **Angle of Inclination:** Enter the degree of inclination.
7. **Capacity:** Enter the capacity in people per hour.
8. **Number of flat steps;** Enter the number of flat steps.
9. **Brake Torque:** Enter the brake torque.

Select **Yes** or **No** to answer the following questions:

Tandem Operation	○ Yes ○ No	Flame/Heat/Smoke protection provided?	○ Yes ○ No
Outdoor Escalator	○ Yes ○ No	Regenerative drive	○ Yes ○ No
Energy Saving Function (Sleep mode)	○ Yes ○ No		

Complete Insurance/Fee Information `DP` `FR` `O` `ED`

The **Insurance/Fee Information** tab tracks additional information regarding fees, cost, insurance information, and scope of work. Insurance information will be autopopulated based on the applicant of record license information provided at the start of the filing.

Enter the following information:

1. **Estimated Cost ($):** Enter the estimated cost of the job.
2. **Building Type:** Select the building type from the dropdown menu.
3. **Total Construction Floor Area:** Enter the total construction floor area in square feet.
4. **Building Stories:** Enter the number of building stories.
5. **New Building Application (Submit Permit):** Select if a new building application is included with the job filing. If **Yes,** enter up to five associated BIS Job Numbers.
6. **Associated BIS Job Number:** Enter up to five associated BIS Job Numbers if **Yes** was selected for new building application.
7. **Scope of Work:** Enter a brief description of the scope of work for the permit.

Complete Documents DP FR O ED

This section displays a list of required documents that need to be uploaded as well supporting documents that can be added. The required documents are determined based on the content of each specific job filing.

Please Note: If you believe Required Documents are listed that are not required, please visit the DOB NOW Resource Center at www.nyc.gov/dobnowinfo *to review the process to request a document waiver or deferral.*

View Documents DP FR O ED

Any required documents are listed in the Required Documents grid with the following information:

1. **Created On:** Indicates the date the filing was created.

2. **Document Name:** Lists the document name.

3. **Document Status:** Specifies the status of the required document. Possible statuses are: *Required*, *Pending*, *Submitted, Rejected*, and *Accepted*.

4. **Upload:** Allows you to upload the document by clicking on the button. If the button is grayed out you will be unable to upload that document. Depending on your browser size, you may need to scroll to the right to view the button.

Upload Required Documents DP FR O ED

To upload a document, click on the **Upload** button in the **Required Documents** grid.
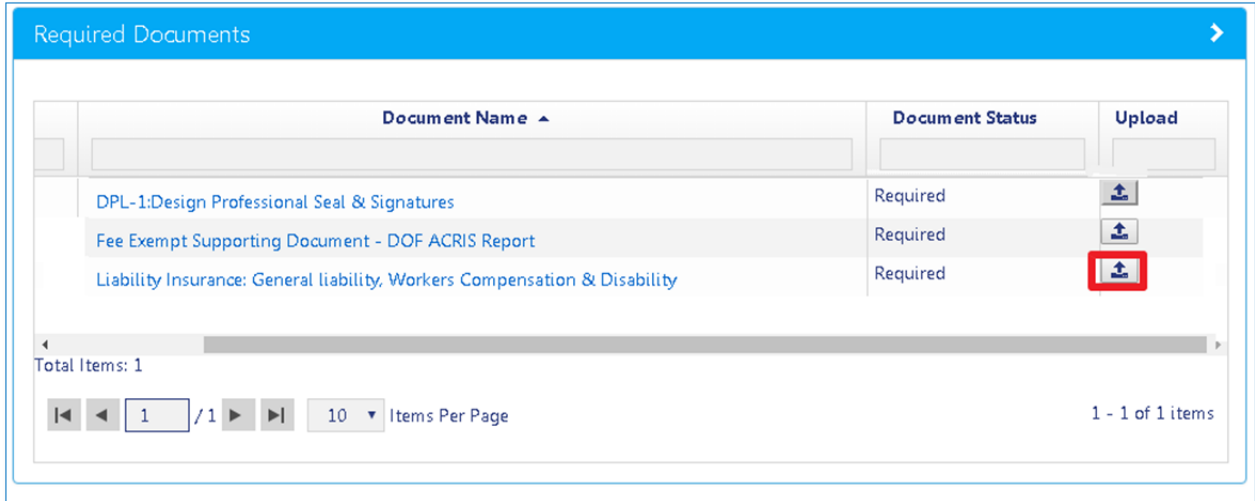
A sub-window opens as shown below. Click on **Choose File** to locate the document.
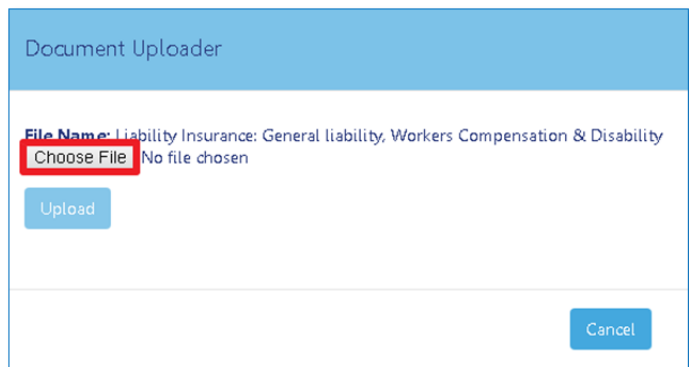
A new file browser window will open to locate the file. After locating the document, select it and click **Open**. Click **Cancel** to return to the previous screen.

Please Note: All files must be in PDF or JPEG format, and must be less than 250 MB in size.
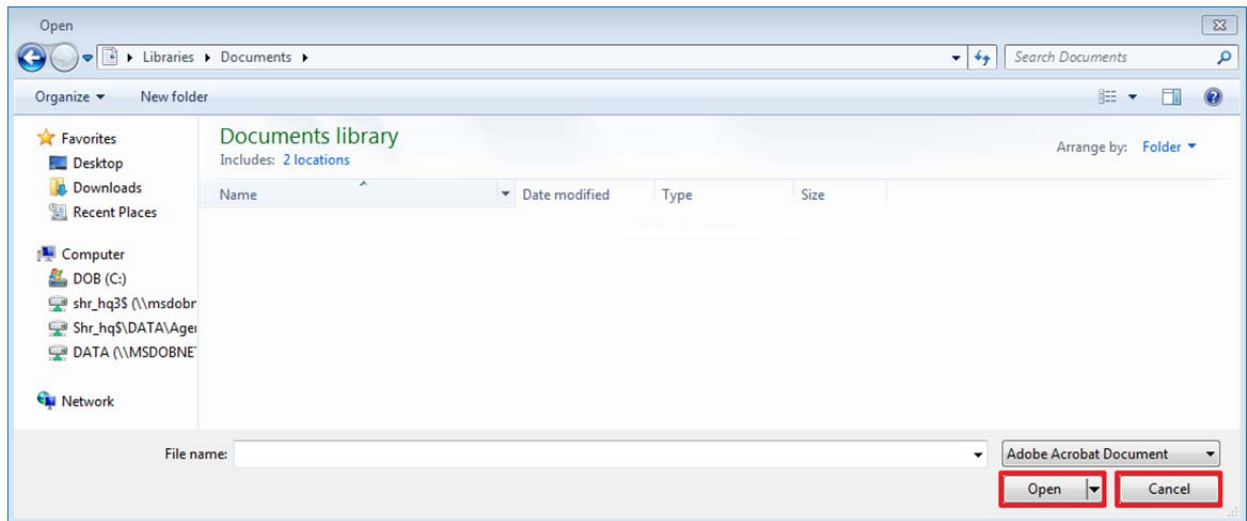
The document name will appear in the **Document Uploader** window. Click on **Upload** to submit the selected document. Click **Cancel** to return to the previous screen.
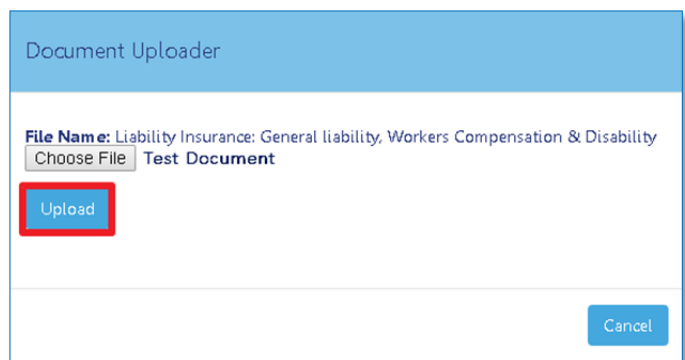
A message will appear confirming the document upload was successful. Click **OK** to return to the previous screen.
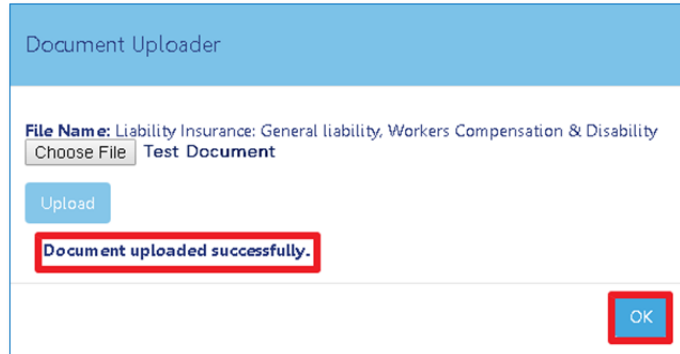
Status for that document will change to **Pending**. Once this document has been reviewed and accepted by DOB, the document status will be updated to **Accepted**.

Repeat the upload step for all required documents.

Upload Additional Supporting Documents DP FR O ED

If you think additional documentation beyond the required documents are necessary for your filing, you can add them. The **Additional Supporting Documents** section is located above **Required Documents** and is collapsed by default. Click to expand it.

To upload an additional supporting document, click the **+Add New Document** button.
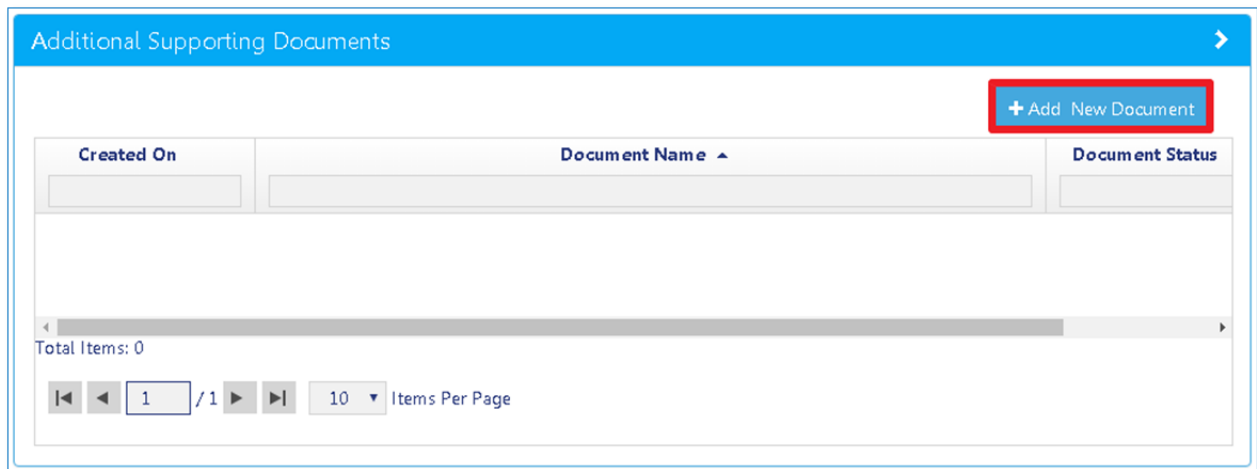
This will open the **Document Uploader** window. To select a document, enter its name in the **Select Document** field or find the document in the grid to the right. Clicking on the document name will add it to the **Select Document** field.

Please note: The list of available document types may extend beyond a single page. Use the page navigation at the bottom of the window to browse the list of supporting document types.
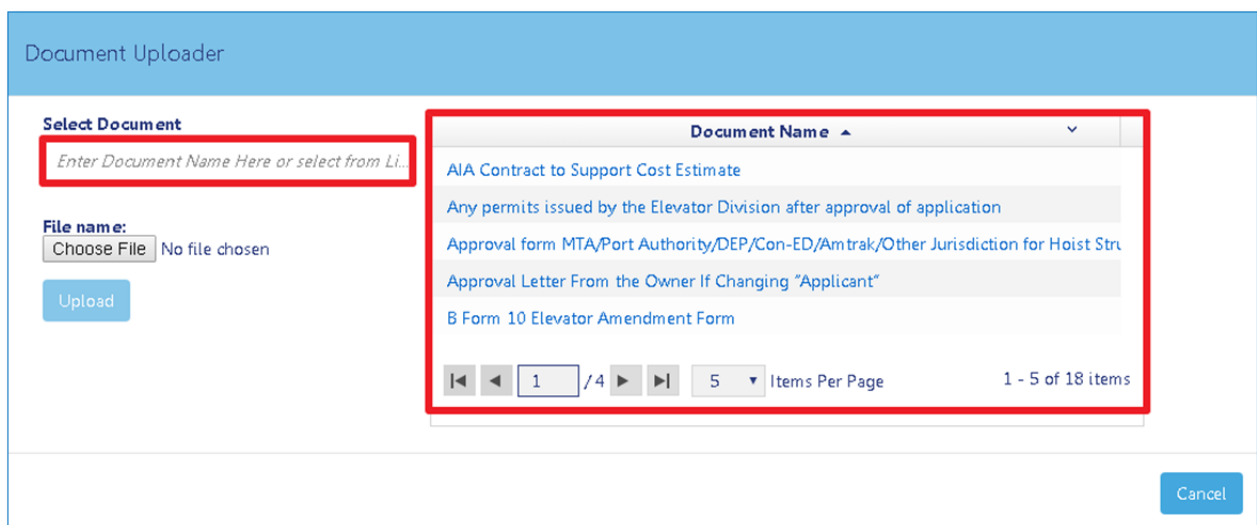
Once the document type is selected, click **Choose File**.


A new file browser window will open to locate the file. After locating the document, select it and click **Open**. Click **Cancel** to return to the previous screen.

Please Note: All files must be in PDF or JPEG format, and must be less than 250 MB in size.
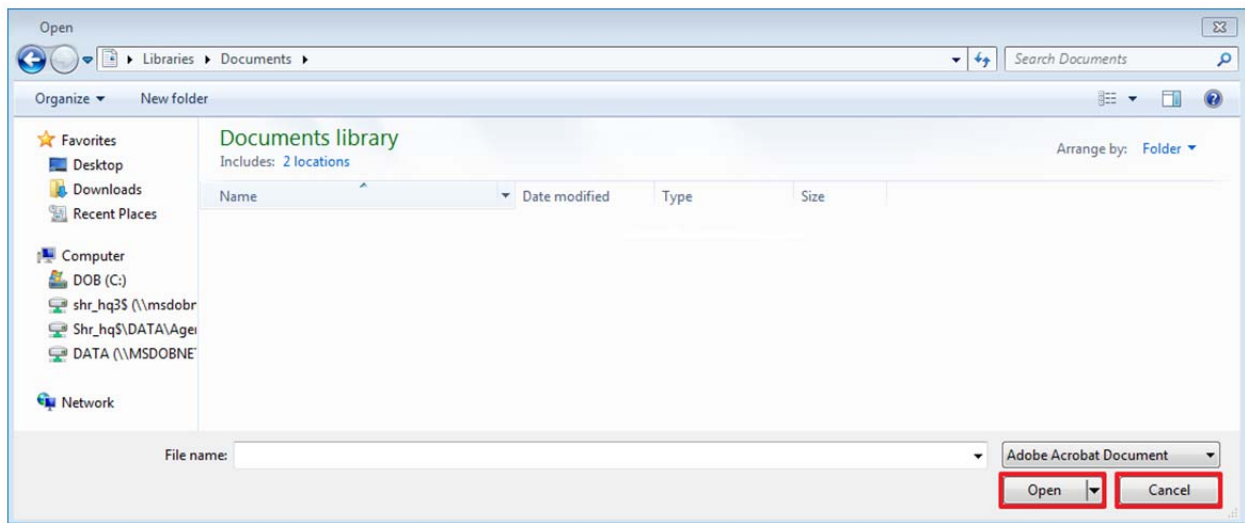
Click **Upload** to upload the document.

A message will appear indicating if the document was uploaded successfully. Click **OK** to return to the **Additional Supporting Documents** screen.

The uploaded supporting document will appear in the **Additional Supporting Documents** grid with a status of **Pending**.

Repeat this process as many times as necessary by clicking the **+Add New Document** button.

Make Payments DP FR O ED

To submit a filing, you must pay the required fees associated with the filing. Fees are calculated while completing fields throughout the filing process.

Please note: You must allow pop-ups in order to proceed with making a payment.

From the **Dashboard** under the **My Jobs** tab**,** double-click the filing to be paid. This will open the job filing screen. Click on the **Pay Now** button in the **Fees** section.

Payment Summary

Estimated Cost	$222.00
Fee Exempt	No
Filing Fee	$130.00
PAA	$0.00
No Good Check Fee	$0.00
Total Fee	**$130.00**
Amount Paid	$130.00
Amount Due	$0.00

🖃 Pay Now

The **Payment Confirmation** window will appear. Select **Yes** to proceed with payment, or **No** to cancel.

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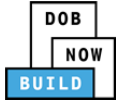
Please note that the following data cannot be changed after the payment has been made on this filing:

- Building Type
- Owner Type

Are you sure you want to make a payment now?

Yes   No

You will be redirected to a secure third-party site. If you need assistance with how to enter the payment details, please see the **Payment Portal Manual,** which you can find on DOB's website using the link below.

www.nyc.gov/dobnowinfo

Complete Statements & Signatures `DP` `FR` `O` `ED`

The Statements & Signatures section requires the Applicant of Record, Design Professional, and Owner to log in to the system using their eFiling email address and complete attestations before a filing can be submitted.

Complete Applicant's Statements & Signature `DP` `FR` `O` `ED`

After reading the terms, the Applicant of Record must click the check box to sign. The Applicant of Record's name and current date will autopopulate once the check box is clicked.

Complete Design Professional's Statements & Signature DP

After reading the terms, the Design Professional must click the check box to sign. The Design Professional's name and current date will autopopulate once the check box is clicked.

Design Professional's Statements

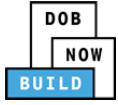The information in this application is correct and complete to the best of my knowledge and I assume responsibility for all statements in this submission. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or 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 understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.

I prepared or supervised the preparation of the construction documents and specifications herewith submitted and to the best of my knowledge and belief, the construction documents and work shown thereon comply with the provisions of the NYC Administrative Code and other applicable laws and rules, except as set forth in the accompanying documents. I acknowledge that I have read and complied with all instructions pertaining to this application and supplementary schedules submitted.
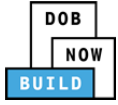
I will comply with all applicable laws, rules and regulations including all insurance requirements.

In accordance with §28-104.8 of the Administrative Code, I hereby declare I am authorized by the owner of the premises to which this application pertains to make this application for a permit to perform the work described herein. In accordance with Rule 101-16, I will post the permit in a conspicuous and visible location.

☐ 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, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this submission, I am applying such signature and seal to this submission and signed statement as if I had personally signed and sealed this submission by hand.

Design Professional Name	Date

Complete Owner's Statements & Signature ⓞ

After reading the terms, the Owner must answer two questions regarding Fee Exemption Requests. The Owner must then click the check box to sign. The Owner's name and current date will autopopulate once the check box is clicked.

Owner's Statements*

Falsification of any statement is a misdemeanor and is 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 understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. Furthermore, I understand that I am responsible for insuring that a final inspection be performed when the permitted work is complete. When work is performed pursuant to Operations Policy and Procedure Notice # 26/90 I also understand that I am responsible for insuring that a satisfactory report of final inspection be submitted, along with all required submittal documents, so that the NYC Department of Buildings may issue a certificate of compliance or certificate of occupancy within the time prescribed by law.

I have authorized the applicant to file this application for the work specified herein and all future amendments. I will not knowingly authorize any work that is not in compliance with all applicable laws, rules, and regulations.

Fee Exemption Request (Non-Profit Owned and Operated) In accordance with Administrative Code §28-112.1, Exception 1, I certify that the deed holder is a corporation or association organized and operated exclusively for the purposes indicated in such section, and that the property is used exclusively by such entity for such purpose.*
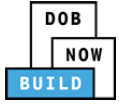
◯ Yes ◯ No

Fee Exemption Request (NYCHA/HHC, NYC Agency, or Other Government Owned and Operated) The building or any part thereof to be constructed, renovated, altered or demolished is owned and operated exclusively for the purposes of the NYC Agency, NYC Authority, NYS Agency, Federal Government or any other government entity.*

◯ Yes ◯ No

If I am a condo unit owner or co-op tenant-shareholder, I further represent that I am authorized by the condo or co-op board to sign this application on behalf of such board, and if applicable, acknowledge that construction and related documents will be accepted with less than full examination by the department based on the professional certification of the applicant.

☐ 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.

Owner Name	Date

File a Job/Preview to File ED

When the applicant is ready to submit the job filing to DOB, the Elevator Director or Elevator Co-Director must click the **Preview to File** button found at the top of the screen.
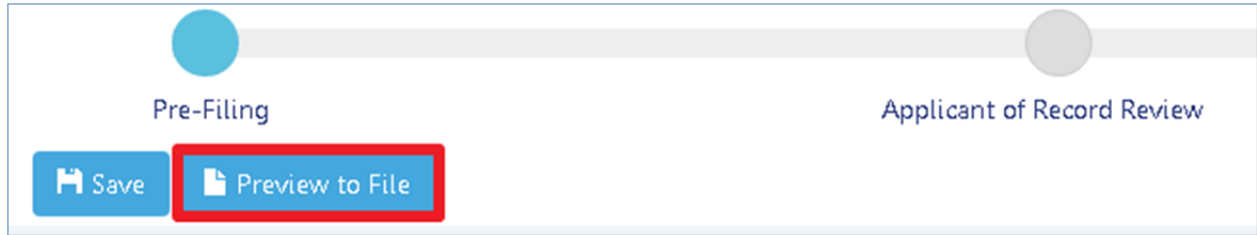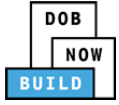

Once clicked, a notification may appear directing you to enter any missing required information. The tab with the missing information will be flagged with a red exclamation point (!). Any required field that is missing a value will be marked with a red box.
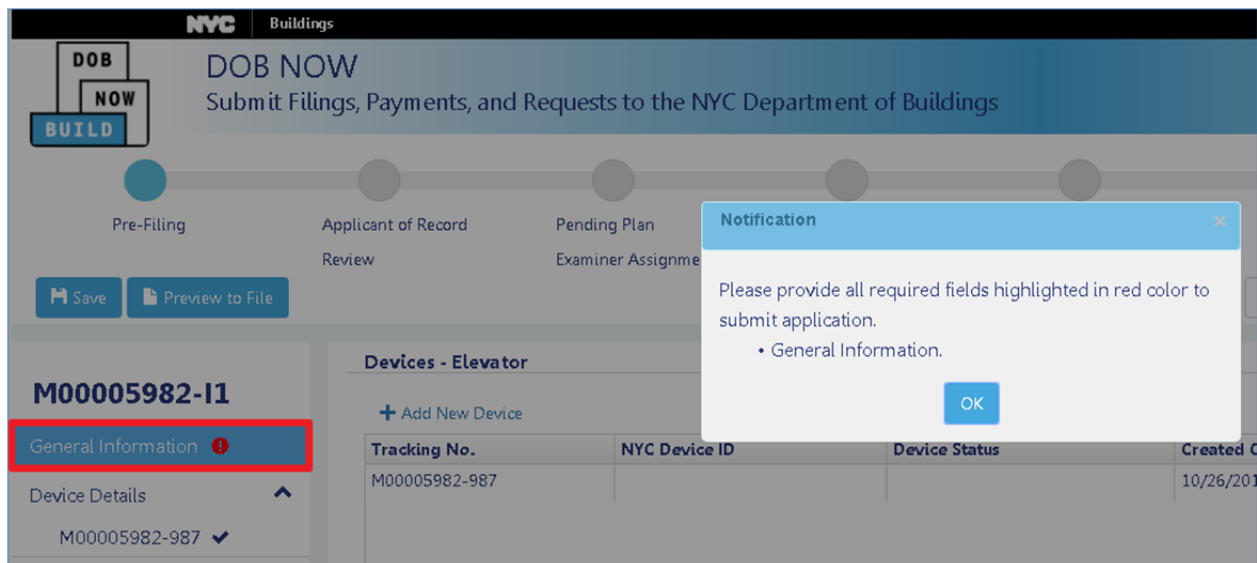
Once all required fields are complete, clicking **Preview to File** will open a summary screen window. The Elevator Director is required to review all information that has been entered into the application.

Click **Next** to proceed through each page of the filing. If you need to make any changes, click **Return to Filing** to return to the job filing screen.
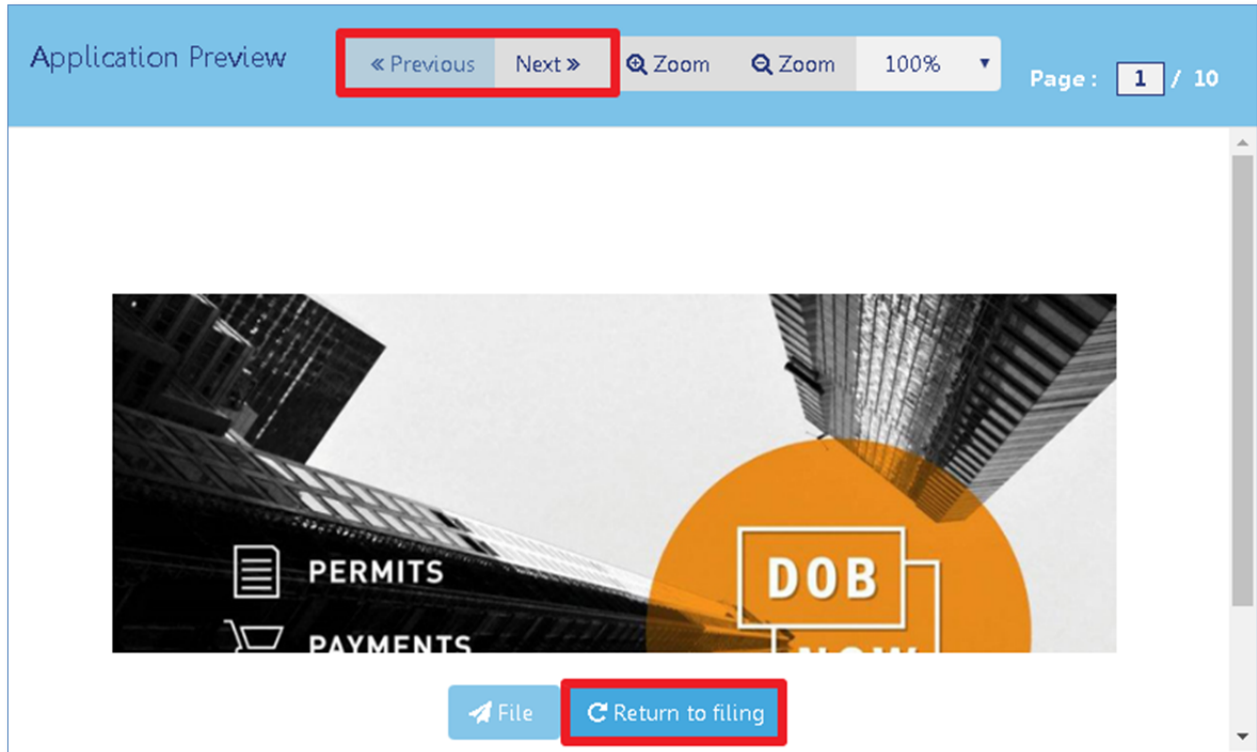
On the last page of the summary screen, check the box to confirm and acknowledge the accuracy of the application being submitted. Once checked, the Applicant's name and current date will automatically appear and the File button will activate.

Click **File** once the box is checked to submit the final application.

A notification will appear indicating the filing was successfully submitted to DOB.
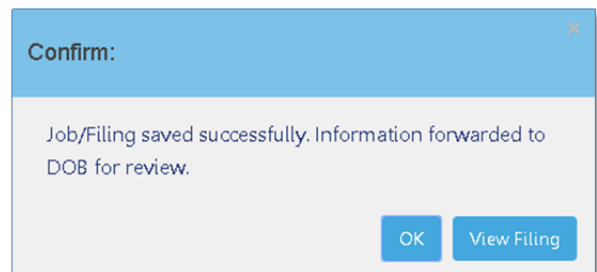
Submit an Alteration/Replacement, Dismantle, or Remove Job Filing DP FR O ED

The section below provides instructions for submitting an Alteration/Replacement, Dismantle, or Remove job filing.

Upon selecting one of the above types of work, you must search for the device the work is to be performed on. The Job Filing screen will only allow you to search for a device. All other fields will be read-only.

You may search by **Device Number**, **Address**, or **BIN**.

Search by Device Number DP FR O ED

To search by device number, select the **Device #** radio button. You may then enter the Device Number in the field provided. Click **Search & Add** to locate the device.

Search by Address DP FR O ED

To search by address, select the **Address** radio button. You may then enter the following information in the fields provided:

1. **House Number:** Enter the house number of the device location.

2. **Street Name:** Enter the street name of the device location.

3. **Borough:** Select the borough of the device location from the dropdown menu.

Click **Search & Add** to locate the device.

Search by BIN Number DP FR O ED

To search by BIN number, select the **BIN** radio button. You may then enter the **BIN Number** in the field provided. Click **Search & Add** to locate the device.

Navigate and Add a Searched Device DP FR O ED

Regardless of Device Search method, clicking the **Search & Add** button will open the **Device Result** screen. The Device Results screen displays all devices that match the search criteria and detailed information about each device, helping you locate exactly which devices you wish to add to the filing.

1. **Search Results/View All Devices Tabs**: You may toggle between your search results or view (and search) all available devices by clicking between the two tabs.
2. **Selected Device:** Displays information regarding the selected device.
3. **Device List:** Lists all devices that match the search criteria. The devices are color coded based by Active (**green**), Work In Progress (**yellow**), and Removed (**red**). You may only select Active (**green**) devices by clicking the corresponding check box.
   Please note: Some Active (green) devices may not be clicked if another application for that device is in progress. A notification will appear if this is the case.
4. **Device Page View:** Displays which page of devices you are viewing as well as the total number of pages.
5. **Total Selected Devices:** Displays the total number of devices selected to add to the filing. You may select/add a maximum of eight devices.
6. **Add/Cancel:** Click **Add** to add the selected devices to the filing. Click **Cancel** to return to the Job Filing screen.

Upon clicking **+Add,** you will return to the job filing screen. The selected devices will appear beneath the search criteria.

You may then complete the rest of the job filing process. Follow the same instructions as submitting a new installation, except for adding Primary Address information. See Submit a New Installation Job Filing for more information.

# Additional Actions

Make Corrections DP FR O ED

An applicant may make corrections to a filing if the filing status is set to **Pending Plan Examiner Assignment**.

	Job Number ∨	Filing No. ∨	Filing Status ▲	Address ∨	Borough ∨	Applicant of Record ∨	Owner ∨	Created Date ∨
✓	M00005575	I1	Pending Plan Examiner Assignment	280 BROADWAY	MANHATTAN	ELV DIRECTOR	DIRECTOR ELV	10/03/2017
✓	M00005577	I1	Pending Plan Examiner Assignment	280 BROADWAY	MANHATTAN	ELV DIRECTOR	DIRECTOR ELV	10/03/2017
✓	M00005579	I1	Pending Plan Examiner Assignment	280 BROADWAY	MANHATTAN	ELV DIRECTOR	DIRECTOR ELV	10/03/2017
✓	M00005580	I1	Pending Plan Examiner Assignment	280 BROADWAY	MANHATTAN	ELV DIRECTOR	DIRECTOR ELV	10/03/2017

To make corrections, click the **Filing Action** dropdown menu for the associated filing and select **Correction.**
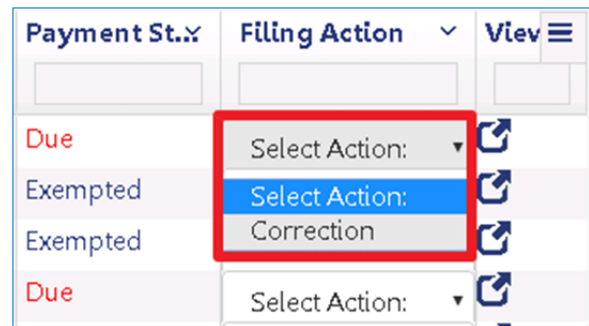
A confirmation window will appear. Click **Yes** to proceed with the correction.
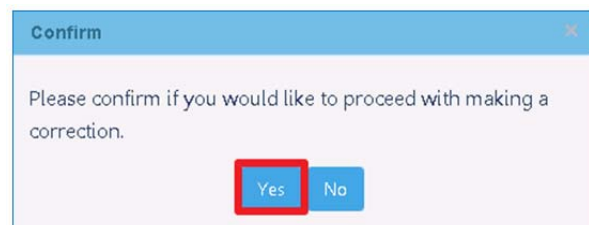
If a correction is already in progress for the filing, the following notification will appear.
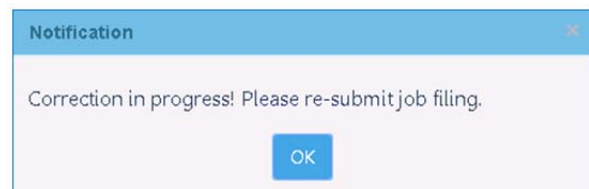
The job filing screen will open with a message stating **Correction in Progress**. A filing may only have one correction made at a time.
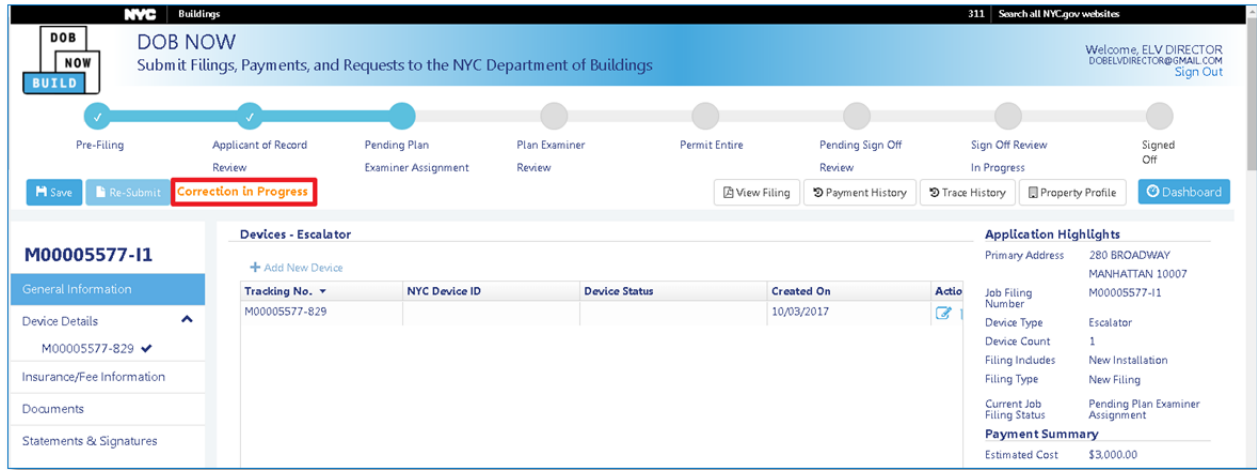
The following fields are editable when making corrections:

- **General Information**
    - o **Electrical Permit Number (New Installation filings only)**
    - o **Asbestos Abatement Compliance**
    - o **+Add Filing Representative**
- **Insurance/Fee Information (except Building Type)**
- **Documents**

Once corrections are complete, the Applicant of Record, Design Professional, and Owner must provide acknowledgment and sign for the changes. Payments for any changed fees must also be made at this time. The Elevator Director/Co-Director can then **Re-Submit** the filing.

Delete a Filing DP FR O ED

A filing can be deleted once it is filed to DOB. To delete a filing, click the **Filing Action** dropdown menu for the associated filing and select **Delete.**
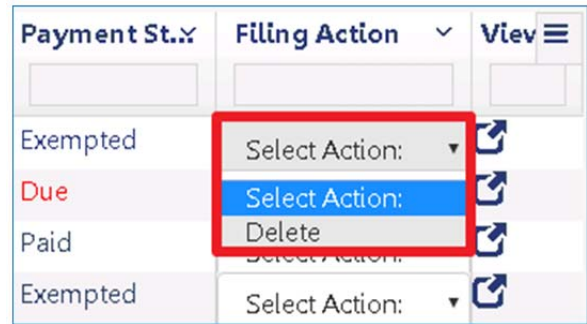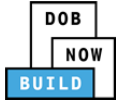
A notification will appear asking to confirm the deletion. Click **Yes** to delete.

A notification will appear confirming a successful deletion.
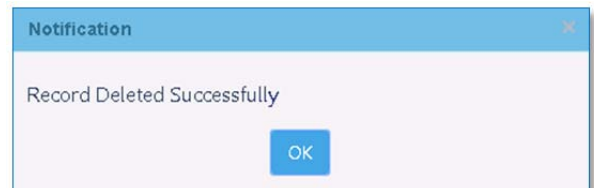
View Objections DP FR O ED

If a Plan Examiner finds any objections with the initial job filing, the applicant, design professional, owner and filing representative will be notified via email. The applicant will need to address the objections and resubmit the filing. Filings with objections have a filing status of **Objections**. Double-click on a filing to view the objection details.

This will open the Job Filing screen. An **Objections/Appointments** tab now appears with a red exclamation point (also on the status bar). Click on the **Objections/Appointments** tab.

The Objections will contain a list of objections that have been raised. To review the objection, click the **Edit** button and review the objection. The applicant can make edits to the filing as requested by the Plan Examiner to address the objection.

If documents are rejected or need corrections, click the upload button to resubmit the document.

Schedule Appointment DP FR O ED

Once the objection is addressed and if an appointment is required by the Plan Examiner, click the
+Schedule Appointment button.

The **New Appointment** window will appear.
The following information will be provided
or need entering:

1. **Required Attendees**: Lists the
   Applicant of Record.
2. **Optional Attendees**: Enter any
   persons to also attend the meeting.
3. **Plan Examiner**: Lists the Plan
   Examiner in charge of the filing and
   with whom the meeting will occur.
4. **Job No.**: The job number of the
   objected filing.
5. **Selected Date**: Lists the date
   selected in the Appointment Date
   calendar.
6. **Appointment Date**: Select the date
   for the appointment to take place.
7. **Appointment Time**: Select the
   appointment time from the
   dropdown menu.
8. **Schedule**: Click to schedule the
   appointment.
9. **Cancel**: Click to return to the
   previous screen.

A notification will appear asking you to confirm the date and time of the appointment. Click **Yes** if it is correct.
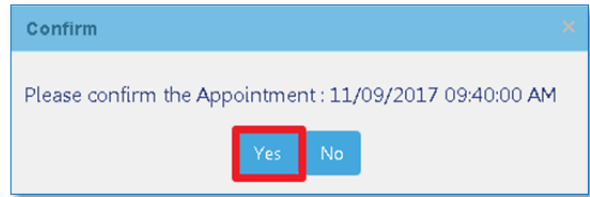
The scheduled appointment will appear in the Appointments section. You may click **Cancel** to cancel the appointment.

Update Objection DP FR O ED

Once the appointment is complete, click on the **Edit** button below **Objections**.

Based on the meeting outcome:

1. **Objection Status:** Change the status of the objection to **Resolved** if the Plan Examiner approves the objection changes.
2. **Comments:** Enter any comments regarding the objection.
3. **Update:** Click **Update** to save changes to the objection.

Before the filing can be resubmitted to DOB, the Applicant of Record, Design Professional, and Owner must resign and acknowledge the objections addressed. See Complete Statements & Signatures for more information.

Re-Submit Filing ED

Once signed, the Elevator Director/Co-Director may resubmit the job filing by clicking the **Re-Submit** button.

View Work Permits DP FR O ED

Once a Plan Examiner approves a filing, the filing enters the **Permit Entire** phase.
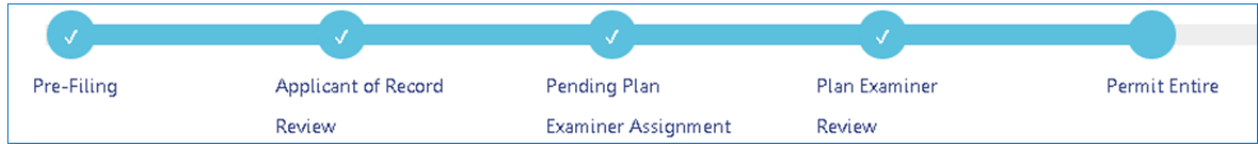
A Work Permit is issued and placed in a new **Work Permits** section of the job filing screen.

*Please note: The **Work Permits** section only appears once the filing enters the **Permit Entire** phase.*

The Work Permit section lists the following information:

1. **Work Permit No.:** The assigned number for the work permit.
2. **Work Permit Status:** The current status of the work permit.
3. **Sequence No.:** The sequence number of the work permit.
4. **Permit Issued On:** The date the work permit is issued.
5. **Permit Expires On:** The date the work permit will expire.
6. **Created On:** The date the work permit is created.

Print Work Permit DP FR O ED

There are three ways to print **Work Permit** forms from within the **Job Filing**, **My Job Filings** tab on the dashboard or **Job Number Search** tab on the dashboard. This section will provide steps for printing permits using these tabs.

Print Work Permit (from Job Filing Screen) DP FR O ED

To print a work permit from the job filing screen, navigate to the **Work Permits** section of the job filing.

At the top of the Work Permit grid, click the **Print Permit** button.

The permit will open in a new web browser tab. Print the permit using the print function (**Ctrl+P**) in the Internet Explorer web browser. You can also click on the **Print To PDF** button underneath the permit to export the permit to a PDF document and print it.

*Please note: Be sure to change your print preferences to print **Landscape** orientation.*
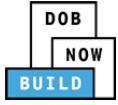
Print Work Permit (from My Jobs Tab) DP FR O ED

All permits submitted to DOB can be viewed from the Dashboard by going to the **My Jobs** tab.

You will be able to print permits after DOB approval, as indicated by a **Permit Issued** status.

Click on the **Select Action** dropdown menu and select **Print Work Permit**.
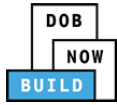
Click **Yes** on the confirmation window to proceed with printing the work permit.

The permit will open in a new web browser tab. Print the permit using the print function (**Ctrl+P**) in the Internet Explorer web browser. You can also click on the **Print To PDF** button underneath the permit to export the permit to a PDF document and print it.

*Please note: Be sure to change your print preferences to print **Landscape** orientation.*
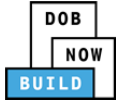
Print Work Permit (from Job Number Search Tab) `DP` `FR` `O` `ED`

The **Job Number Search** tab is used to search for any jobs in DOB NOW: *Build*. You must enter the exact 9-digit job number into the search field. After entering the job number, press **Enter** on your keyboard or click the **Search** button as highlighted below:
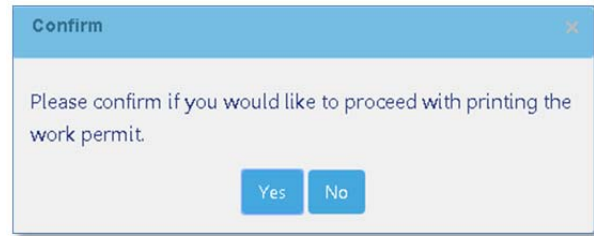

After performing a search, in the results go to the **Filing Action** column. Click the **Print Work Permits** option from the **Select Action** dropdown menu.
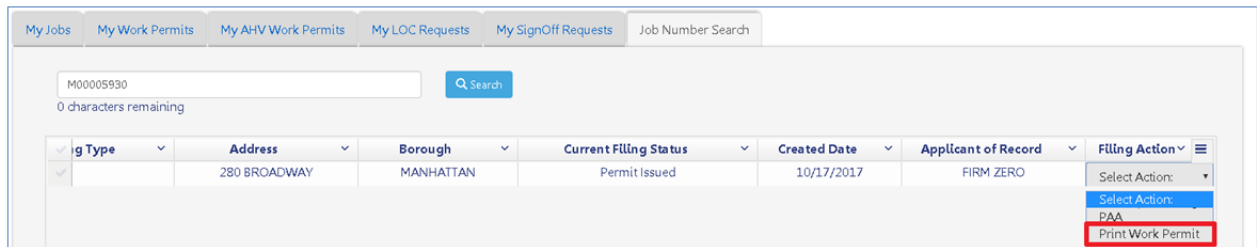
Choose **Yes** on the confirmation window.

The permit will open in a new web browser tab. Print the permit using the print function (**Ctrl+P**) in the Internet Explorer web browser. You can also click on the **Print To PDF** button underneath the permit to export the permit to a PDF document and print it.

*Please note: Be sure to change your print preferences to print **Landscape** orientation.*

Renew Work Permit DP FR O ED

There are three ways to renew a **Work Permit -** from within the Job Filing on the Work Permits tab, using the Filing Action column on the **My Job Filings** tab on your dashboard or searching for the job filing on the **Job Number Search** tab. This section will provide steps for renewing permits using these tabs.

Renew Work Permit (from Job Filing Screen) DP FR O ED

To renew a work permit from within the job filing , navigate to the **Work Permits** section of the desired job filing.

At the top of the Work Permit grid, click the **Renew Permit** button.

The **Renew Work Permit** window will open, further listing details of the work permit. The following actions are required to renew the work permit:

1. **Pay Now Button:** To renew a permit, you must pay any required fees. On clicking the button, you will be redirected to a secure third-party site. If you need assistance with how to enter the payment details, please see the **Payment Portal Manual,** which you can find on DOB's website using the following link: **www.nyc.gov/dobnowinfo**
   Please note: You must allow pop-ups in order to proceed with making a payment.
2. **Statements & Signatures Check Box:** After reading the terms, the applicant must click the check box to sign.
3. **Name and Date:** The applicant's name and date will autopulate once the check box is clicked.
4. **Save:** Click **Save** to save the work permit renewal. You must click Save before submitting.
5. **Submit:** You may click **Submit** once the work permit is paid, signed, and saved.
6. **Cancel:** Click **Cancel** to return to the previous screen.

Renew Work Permit (from My Jobs Tab) DP FR O ED

All permits submitted to DOB can be viewed from the Dashboard by going to the **My Jobs** tab.

You will be able to renew permits after DOB approval, as indicated by a **Permit Issued** status.

Click on the **Select Action** dropdown menu and select **Renew Work Permit**.

The **Renew Work Permit** window will open further listing details of the work permit. The following actions are required to renew the work permit:

1. **Pay Now Button:** To renew a permit, you must pay any required fees. On clicking the Pay Now button, you will be redirected to a secure third-party site. If you need assistance with how to enter the payment details, please see the **Payment Portal Manual,** which you can find on DOB's website using the following link: **www.nyc.gov/dobnowinfo**
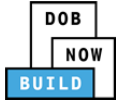*Please note: You must allow pop-ups in order to proceed with making a payment.*
2. **Statements & Signatures Check Box:** After reading the terms, the applicant must click the check box to sign.
3. **Name and Date:** The applicant's name and date will autopulate once the check box is clicked.
4. **Save:** Click **Save** to save the work permit renewal. You must click Save before submitting.
5. **Submit:** You may click **Submit** once the work permit is paid, signed, and saved.
6. **Cancel:** Click **Cancel** to return to the previous screen.

Renew Work Permit (from Job Number Search Tab) `DP` `FR` `O` `ED`

The **Job Number Search** tab is used to search for jobs in DOB NOW: *Build*. You must enter the exact 9-digit job number into the search field. After entering the job number, press **Enter** on your keyboard or click the **Search** button as highlighted below:
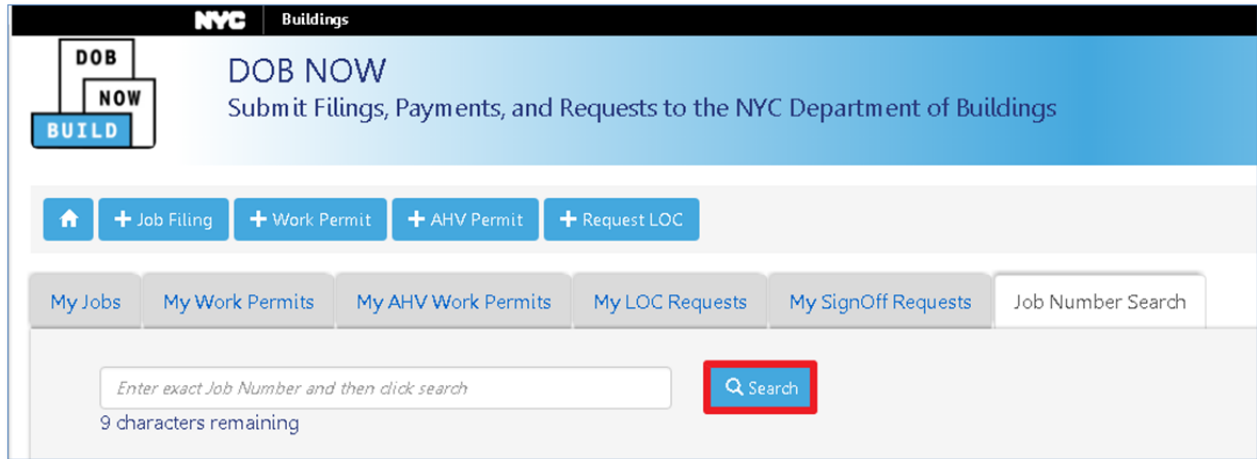
After performing a search, in the results go to the **Filing Action** column. Click on the **Renew Work Permit** option from the **Select Action** dropdown menu.

The **Renew Work Permit** window will open further listing details of the work permit. The following actions are required to renew the work permit:

1. **Pay Now Button:** To renew a permit, you must pay any required fees. On clicking the Pay Now button, you will be redirected to a secure third-party site. If you need assistance with how to enter the payment details, please see the **Payment Portal Manual,** which you can find on DOB's website using the following link: **www.nyc.gov/dobnowinfo**
    Please note: You must allow pop-ups in order to proceed with making a payment.
2. **Statements & Signatures Check Box:** After reading the terms, the applicant must click the check box to sign.
3. **Name and Date:** The applicant's name and date will autopulate once the check box is clicked.
4. **Save:** Click **Save** to save the work permit renewal. You must click Save before submitting.
5. **Submit:** You may click **Submit** once the work permit is paid, signed, and saved.
6. **Cancel:** Click **Cancel** to return to the previous screen.

Complete Post Approval Amendment (PAA) DP FR O ED

The steps below outline how to file a Post Approval Amendment (PAA). When filing a PAA, the Applicant of Record cannot be changed. Use steps listed under Submit a New Installation Job Filing to change the filing.

From the **My Jobs** tab select **PAA** from the **Filing Action** column. You may also search for the filing using the **Job Number Search** tab.
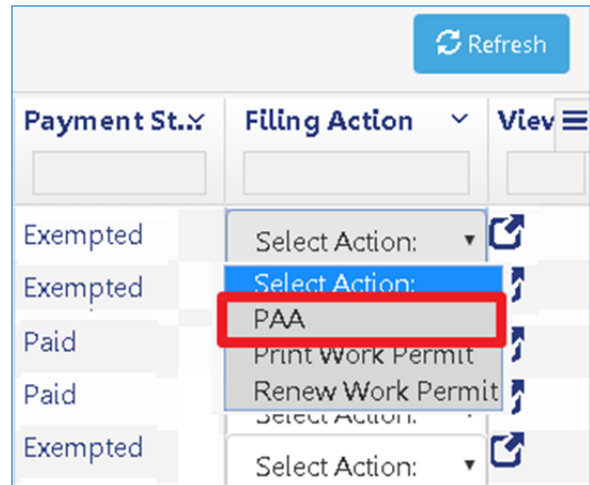
A confirmation window will appear asking you to confirm the PAA – click **Yes**.
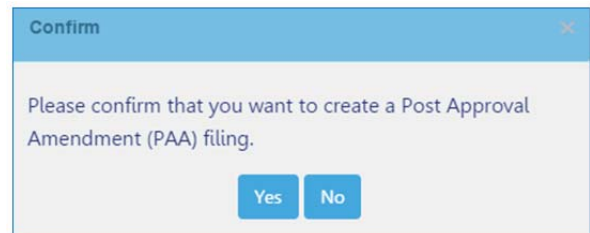
This will direct you to the job filing window where you can enter the information you want to change.

- Select the device(s) you wish to create a PAA for by clicking the **Yes/No** switch. If **Yes,** the status will change to **Work in Progress.**
- Under the **Application Highlights** section, the Filing Number will be generated with a suffix that begins with a "**P"** indicating **PAA**.

PAA Filings have an associated fee, displayed in the **Payment Summary** section of **Application Highlights**. To pay the fee, click the **Pay Now** button and follow the instructions detailed in the Make Payments section.

Before submitting the PAA, ensure that all required documents are uploaded, the Statements & Signatures section is complete, and associated fees are paid. Click the **Preview to File** button at the top of the dashboard, confirm the accuracy of the filing, and click **File.**

Request Sign Off `DP` `FR` `O` `ED`

Once work is complete and DOB Inspections assigns a Pass-Final status to each device included on the permit, you may request Sign Off for the job filing.

From the **My Jobs** tab, locate the job filing. Select **Request Sign Off** from the **Filing Action** column. You may also search for the filing using the **Job Number Search** tab.
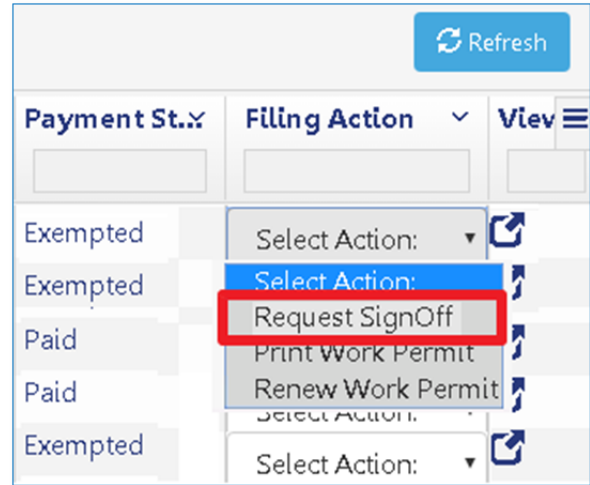
A confirmation window will appear asking you to confirm the Sign Off request – click **Yes**.
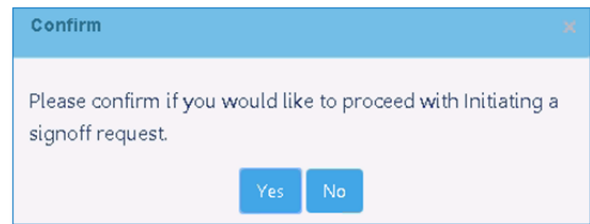
This will open the **Sign Off Request** screen.

The Sign Off process consists of four main sections, detailed below:

- **General Information**
- **Test Information**
- **Documents**
- **Statements & Signatures**
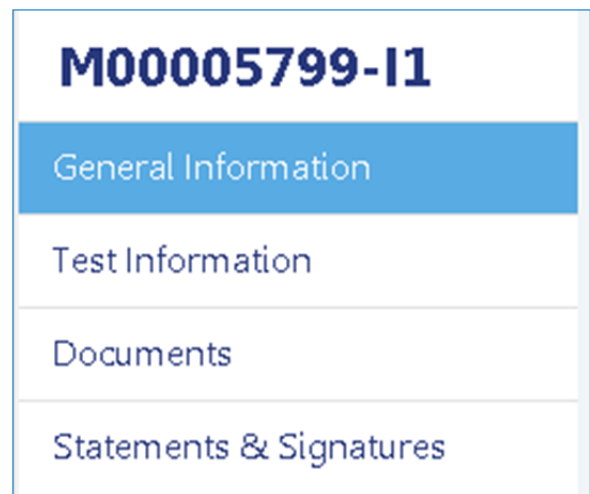
Complete Sign Off General Information DP FR O ED ID II WD WI

The **Sign Off General Information** section displays information regarding the Inspecting Agency, Witnessing Agency, and Owner.

Please note: All Sign Off parties must be registered in eFiling before signing a filing.

Complete Inspecting Agency Information DP FR O ED ID II WD WI

Enter the following information regarding the inspecting agency. The remaining fields will autopopulate once a valid email and license type are provided.

1. **Director Email:** Enter the email for the inspecting agency director.
2. **Director License Type:** Select the license type from the dropdown menu.
3. **Inspector Email:** Once the Director information is entered, enter the email for the inspecting agency inspector.
4. **Inspector License Type:** Select the license type from the dropdown menu.

Complete Witnessing Agency Information `DP` `FR` `O` `ED` `ID` `II` `WD` `WI`

Enter the following information regarding the witnessing agency. The remaining fields will autopopulate once a valid email and license type are provided.

1. **Director Email:** Enter the email for the witnessing agency director.
2. **Director License Type:** Select the license type from the dropdown menu.
3. **Director Business LookUp:** Select the director's business from the dropdown menu.
4. **Inspector Email:** Once the Director information is entered, enter the email for the witnessing agency inspector.
5. **Inspector License Type:** Select the license type from the dropdown menu.

View Owner Contact Information DP FR O ED ID II WD WI

The Owner Contact Information is autopopulated based on the initial filing information.

Owner Contacts Information		
Owner Information		
E-mail	First Name	Last Name
DOBELVDIRECTOR@GMAIL.COM	ELV	DIRECTOR
Business Name/Agency name	Street Address	City
DM LLC	270 BDWAY	NYC
State	Zip	Telephone Number
NY	10078	2125748747

Complete Sign Off Test Information DP FR O ED ID II WD WI

Enter the **Inspection/Test Date**. Then select **Yes** or **No** to indicate the **Inspection Result**.

M00005799-I1

General Information
Test Information
Documents
Statements & Signatures

Test Information*

Device Number	Device Type	Inspection/Test Date	Inspection Result
1P24698	Elevator		Satisfactory No

Complete Sign Off Documents DP FR O ED ID II WD WI

The **Sign Off Documents** section allows the applicant to upload additional supporting documents for Sign Off. See Upload Supporting Documents for more information.

M00005799-I1

General Information
Test Information
Documents
Statements & Signatures

Additional Supporting Documents

+ Add Document To upload

Created On	Document Name ▲	Document St

Complete Sign Off Statements & Signatures O ID II WD WI

The Sign Off Statements & Signatures section requires the Inspecting Agency Director, Inspecting Agency Inspector, Witnessing Agency Director, Witnessing Agency Inspector, and Owner to complete before the Sign Off request can be submitted.

Complete Inspecting Agency Statements & Signature ID II

After reading the terms, the Inspecting Agency Director and Inspector must click the check box to sign. The names and current dates will autopopulate once the check boxes are clicked.

Complete Witnessing Agency Statements & Signature WD WI

After reading the terms, the Witnessing Agency Director and Inspector must click the check box to sign. The names and current dates will autopopulate once the check boxes are clicked.

Complete Owner Statements & Signature O

After reading the terms, the Owner must click the check box to sign. The name and current date will autopopulate once the check box is clicked.

Submit Sign Off Request ED

Once all required information is complete and all signatures are completed, the Applicant of Record may submit the Sign Off Request by clicking the **Submit** button at the top of the screen.

View Filing/ Payment History/ Trace History/ Property Profile

DP FR O ED

The following actions can be accessed from the job filing screen:

1. **View Filing:** View a PDF summary of the job filing details.

2. **Payment History:** View a tabulated history of all payments made on the filing.

3. **Trace History:** View a tabulated history of actions taken on the filing.

4. **Property Profile:** View information about the property.
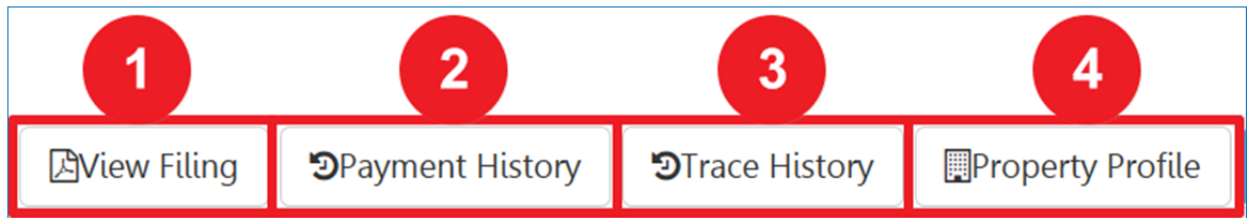
View Filing DP FR O ED

The **View Filing** button will provide a multi-page PDF export of the job filing details. This will enable you to download or print a PDF version of the application.
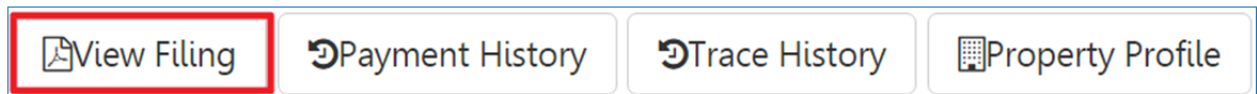
View Payment History DP FR O ED

To view payment history, click the **Payment History** button on job filing screen.

A new window will open with payment history details for that filing.

The payment history details can be sorted according to the following column headers:

1. **Filing Number:** Indicates the filing number.

2. **Invoice Number:** Unique invoice number generated for a payment.

3. **Merchant Amount:** Fees paid minus any service fees.

4. **Service Fee:** Service fee if there is one associated with payment.

5. **Total Amount:** Total amount paid.

6. **Fee Type:** Indicates fee type.

7. **Transaction Date:** Date of the transaction.

View Trace History DP FR O ED

Click on the **Trace History** button on the job filing screen to view all actions taken on a job filing.

View Filing	Payment History	Trace History	Property Profile

A new window will open showing actions taken for the job filing.

History Trace

Created On	Action	Current Filing Status	Person	Comments
2017-08-11	Complete: Yes Assigned to: Piyush Siddhapura	Pending Plan Examiner Assignment	Chief Plan Examiner / ACPE Team	
2017-08-11	Action: Approved	Plan Examiner Review in Process	Piyush Siddhapura	

Total Items: 2

Cancel

View Property Profile DP FR O ED

To view the property profile, click on the **Property Profile** button on the job filing screen.

View Filing	Payment History	Trace History	Property Profile

A new window will open with additional details on the property. Scroll down to view all information.

Property Profile

274 BROADWAY	MANHATTAN 10007	BIN# 1079215

BROADWAY   274 - 286
CHAMBERS STREET   53 - 63
READE STREET   31 - 41

Building Characteristics

Health Area	Tax Block	Census Tract	Tax Lot
7700	153	31	1
Community Board	Condo	Buildings on Lot	Vacant
101	NO	1	NO
Cross Street(s)	DOB Special Place Name	DOB Building Remarks	Landmark Status
CHAMBERS STREET, READE STREET			L - LANDMARK
Special Status	Local Law	Loft Law	SRO Restricted
N/A	NO	NO	NO
TA Restricted	UB Restricted	Environmental Restrictions	Grandfathered Sign
NO	NO	N/A	NO
Legal Adult Use	City Owned	Additional BINs for Building	Special District
NO	YES		

This property is located in an area that may be affected by the following:
Tidal Wetlands Map Check: No
Freshwater Wetlands Map Check: No
Coastal Erosion Hazard Area Map Check: No
Special Flood Hazard Area Check: No
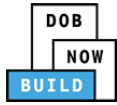
Department of Finance Building Classification: O3-OFFICE BUILDINGS

Please Note: The Department of Finance's building classification information shows a building's tax status, which may not be the same as the legal use of the structure. To determine the legal use of a structure, research the records of the Department of Buildings.

Cancel

build safe | live safe

Appendix

Job Filing Number Format

ID Number	Description	Example
Job Number	Borough code letter followed by an 8-digit number	Bronx: **X00000001** Queens: **Q00000001** Brooklyn: **B00000001** Manhattan: **M00000001** Staten Island: **S00000001**
Filing Number	Filing code letter followed by a number	Initial Filing: **I1** Post Approval Amendment: **P1**
Job Filing Number	Job Number hyphenated with Filing Number	Initial Filing: **M00000001-I1** Post Approval Amendment: **M00000001-P1**
Permit Number	Job Filing Number hyphenated with Work type code	Elevator Work Permit Number: **M00000001-I1-VT**

In-Conjunction Work Types

Work Types That Can Be Filed Together	Work Types That Must Be Standalone Filings
Sidewalk Shed Supported Scaffold Construction Fence	Antenna Curb Cut Signs Electrical Elevators
Plumbing Sprinkler Standpipe	

List of Acronyms

Work Type Acronyms

- **AN:** Antenna
- **BL**: Boiler
- **CC**: Curb Cut
- **CH**: Chute
- **DM**: Demolition and Removal
- **EL**: Electrical
- **EQ**: Construction Equipment
- **EW**: Equipment Work
- **FA**: Fire Alarm
- **FB**: Fuel Burning
- **FN**: Construction Fence
- **FP**: Fire Suppression
- **FS**: Fuel Storage
- **MH**: Mechanical/HVAC
- **OT**: Other
- **PL**: Plumbing
- **SD**: Standpipe
- **SF**: Supported Scaffold
- **SG**: Sign
- **SH**: Sidewalk Shed
- **SP**: Sprinkler
- **VT**: Elevator

Legal Acronyms

- **AC**: Administrative Code
- **APPN**: Administrative Policy and Procedure Notice
- **BC**: Building Code
- **HPD**: Housing Preservation and Development
- **LL**: Local Law
- **LPPN**: Legal Policy and Procedures Notice
- **MDL**: Multiple Dwelling Law
- **NYC DEP**: New York City Department of Environmental Protection
- **NYC RR**: New York City Report Recommendations
- **NYS DOH**: NYS Department of Health
- **NYS ECL**: Environmental Conservation Law
- **OPPN**: Operations Policy and Procedure Notice
- **PPN**: Policy and Procedure Notice

- **RCNY**: Rules of the City of New York
- **RS**: Reference Standard

- **TPPN**: Technical Policy and Procedure Notice
- **ZR**: Zoning Regulations

Permit Type Acronyms

- **AR**: Architectural
- **EA**: Earthwork
- **FO**: Foundation
- **ME**: Mechanical
- **NP**: No Plans
- **ST**: Structural
- **ZO**: Zoning

Building Type Acronyms

- **NB**: New Building
- **Alt 1**: Alteration
- **Alt 2**: Alteration
- **Alt 3**: Alteration

Professional Acronyms

- **PE**: Professional Engineer
- **RA**: Registered Architect
- **RLA**: Registered Landscape Architect
- **GC**: General Contractor
- **DP**: Design Professional
- **FR**: Filing Representative
- **QEWI**: Qualified Exterior Wall Inspector (PE/RA)
- **QRWI**: Qualified Retaining Wall Inspector
- **MP**: Master Plumber
- **OBI**: Oil Burner Installer
- **LP**: Licensed Professional
- **EL**: Master/Special Electrician
- **ED**: Elevator Director/Co-Director
- **ID**: Inspecting Agency Director
- **II**: Inspecting Agency Inspector
- **WD**: Witnessing Agency Director
- **WI**: Witnessing Agency Inspector