


# INDUSTRY PORTAL STEP-BY-STEP GUIDE

## Complete an Energy Submission

The following Step-by-Step Guide will outline the steps applicable to completing an Energy Submission in DOB NOW: *Build*.

### HELPFUL LINKS

[YouTube.com/DOBNOW](https://www.youtube.com/DOBNOW) 

[NYC.gov/DOBNOWINFO](https://www.nyc.gov/DOBNOWINFO) 

[NYC.gov/DOBNOWHELP](https://www.nyc.gov/DOBNOWHELP) 



@NYCBuildings

# Contents

Enter the Plans/Work (PW1) Information \_\_\_\_\_ Error! Bookmark not defined.

## Overview

This step-by-step guide will provide applicants with a systematic understanding of how to complete an Energy Submission DOB NOW: *Build*.

The DOB NOW: *Build* system is an all-inclusive, integrated system for Job Filings, permits, and submitting requests. DOB NOW: *Build* is a one-stop-shop (System).

## Requirements



- Energy Submissions are required for the following Work Types:
  - **Boiler Equipment**
  - **Foundation**
  - **General Construction**
  - **Mechanical Systems**
  - **Plumbing**
- Energy Submission is always required for **New Building** Job Filings.
- For **New Building with Existing Elements to Remain** and **Alteration-CO** Job Filings, Energy Submissions are required when:
  - The building is **NOT** a historical building.
  - The job includes building **enlargement**.
- In addition to the two requirements above, additional questions are asked in the **NYCECC Energy Compliance** section of the PW1 tab to determine if **Alteration** Job Filings require Energy Submission. For more details, see the Completing the PW1 Step-by-Step Guide.
- Energy Submissions for Job Filings that are Standard Plan Review will go through a separate Energy review.
- Professional Certification QA Administrators will review both the Job Filing and the Energy Submission for those filings.
- If a **Subsequent Job Filing** has one of the five Energy Work Types, an updated Energy Submission must be filed.

## SYSTEM GUIDELINES

1. Fields with a red asterisk (\*) are required and must be completed.
2. Grayed-out fields are Read-Only or are auto-populated by the system.
3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options or full fields.

The screenshot shows a web form with the following elements:

- Email\***: A text input field with a red asterisk and a red box around it, labeled with a red circle containing the number 1. The placeholder text is "Enter email/username...".
- Applicant Type\***: A dropdown menu with a red asterisk and a red box around it, labeled with a red circle containing the number 2. The text "Select:" is visible.
- Last Name**: A text input field with a red box around it, labeled with a red circle containing the number 2. The field is grayed out.
- Filing Representative Information**: A section header with a blue button labeled "+ Add Representative".
- Table**: A table with the following data:

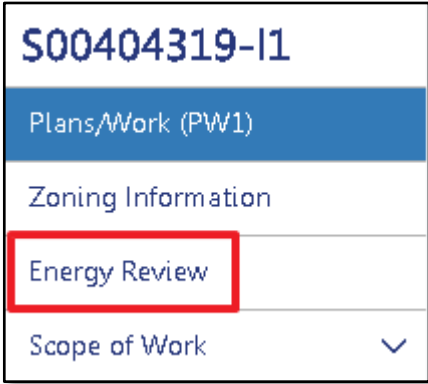


First Name	Last Name	Email	Business Name	Business Telephone	Action
ADAM	JOE2	AJOETEST2@GMAIL.COM	AJ2	(201) 222-3333	 
- Scrollbar**: A horizontal scrollbar below the table, labeled with a red circle containing the number 3.
- Total Items: 1**: Text below the scrollbar.
- Page Navigation**: A set of navigation buttons including back, forward, and page number (1 / 1), and a dropdown menu for "Items Per Page" set to 5.
- 1 - 1 of 1 items**: Text at the bottom right of the page.

## ADDITIONAL HELP & INFORMATION


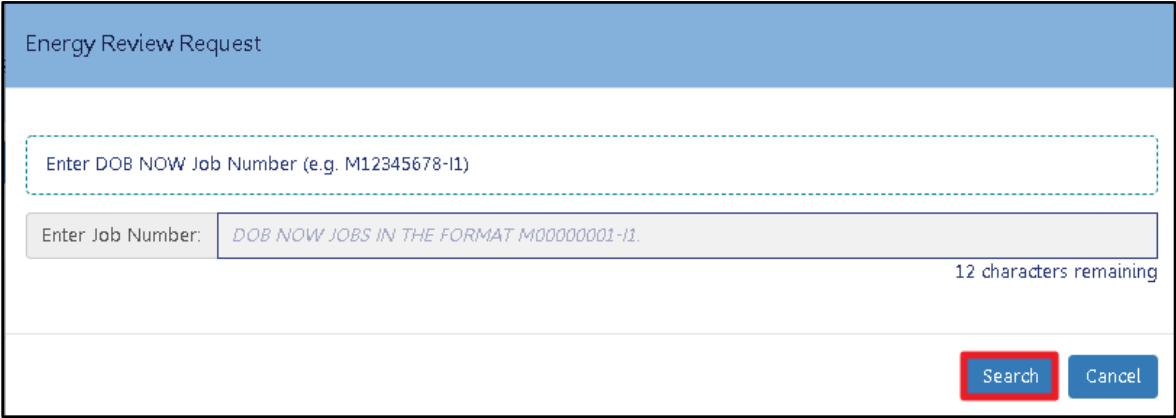
1. Video Tutorials: DOB NOW YouTube Channel: <https://www.youtube.com/user/NYCBUILDINGS>
2. Presentations & Sessions: <https://www1.nyc.gov/site/buildings/industry/dob-now-training.page>

## Create an Energy Submission

There are two ways to create an Energy Submission:



Step	Action
1.	<p>Within the main Job Filing, click on the <b>Energy Review</b> tab.</p> 
	<p>The tab will display a read-only <b>Energy Review Criteria</b> section which will show how it was determined that Energy Submission was required on this Job Filing.</p> 

Step	Action
2.	<p>In the <b>Energy Review Requests</b> section (which will be open by default), click <b>+ Add</b> to open a new request.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div>
3.	<p>You will be taken to the <b>General Information</b> section of a new Energy Submission.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div>

Step	Action
4.	<p>A new Energy Submission can also be created from any DOB NOW: <i>Build</i> Dashboard by clicking <b>+Requests</b> and choosing <b>Energy Review</b>.</p> 
5.	<p>A pop-up <b>Energy Review Request</b> window will appear. Enter the DOB NOW Job Number and click <b>Search</b>.</p> 
<p>You have completed <b>Create an Energy Submission Step-by-Step Guide</b>. Continue to <b>Enter Energy Submission Data Step-by-Step Guide</b>.</p>	


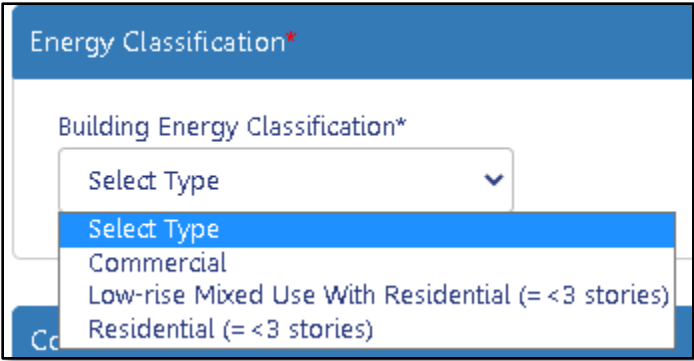
## Enter Energy Submission Data

There are four tabs in the Energy Review Request: General Information, Scope of Work, Documents, and Statements & Signatures. All four tabs of the Energy Review Request must be completed before submitting your Energy Review Request.


Step	Action																								
	<p>The Energy Review Request will open on the <b>General Information</b> tab. You will see read-only Request Information and Location Information fields with data pulled from the main Job Filing.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="background-color: #d9e1f2; padding: 5px; margin: -10px -10px 10px -10px;"><b>General Information</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="background-color: #d9e1f2; padding: 5px;">Request Information</th> <th colspan="3" style="background-color: #d9e1f2; padding: 5px;">Location Information</th> </tr> <tr> <td style="padding: 5px;"><b>Request Number</b> Not Yet Issued</td> <td style="padding: 5px;"><b>Request Type</b> New</td> <td style="padding: 5px;"><b>Request Status</b> Pre-filing</td> <td style="padding: 5px;"><b>House Number</b> 66</td> <td style="padding: 5px;"><b>Street Name</b> RARITAN AVENUE</td> <td style="padding: 5px;"><b>Borough</b> STATEN ISLAND</td> </tr> <tr> <td style="padding: 5px;"><b>Job filing Number</b> S00404319-11</td> <td style="padding: 5px;"><b>Job Type</b> ALT-CO - New Building with Existing Elements to Remain</td> <td style="padding: 5px;"><b>Work Type(s)</b> General Construction</td> <td style="padding: 5px;"><b>Block</b> 3294</td> <td style="padding: 5px;"><b>Lot</b> 41</td> <td style="padding: 5px;"><b>BIN</b> 5048496</td> </tr> <tr> <td colspan="3" style="padding: 5px;"><b>Filing Review Type</b> Professional Certification</td> <td style="padding: 5px;"><b>Community Board</b> 502</td> <td colspan="2" style="padding: 5px;"><b>Zip Code</b> 10304</td> </tr> </table> </div>	Request Information			Location Information			<b>Request Number</b> Not Yet Issued	<b>Request Type</b> New	<b>Request Status</b> Pre-filing	<b>House Number</b> 66	<b>Street Name</b> RARITAN AVENUE	<b>Borough</b> STATEN ISLAND	<b>Job filing Number</b> S00404319-11	<b>Job Type</b> ALT-CO - New Building with Existing Elements to Remain	<b>Work Type(s)</b> General Construction	<b>Block</b> 3294	<b>Lot</b> 41	<b>BIN</b> 5048496	<b>Filing Review Type</b> Professional Certification			<b>Community Board</b> 502	<b>Zip Code</b> 10304	
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	<p>The next section is the <b>Stakeholders Information</b>. This section will also contain read-only data pulled from the main Job Filing. Click <b>Details</b> to view more details on the Applicant of Record or the Owner.</p> <p>The <b>Applicant of Record</b> for the Energy Submission will be the Applicant of Record for the main Job Filing.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="background-color: #0070c0; color: white; padding: 5px; margin: -10px -10px 10px -10px;"><b>Stakeholders Information</b> <span style="float: right;">✉ ▼</span></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><b>Applicant Name</b> <b>PE TRAINER</b></td> <td style="padding: 5px;"><b>Applicant Email</b> TRAININGPERA@GMAIL.COM</td> <td style="padding: 5px;"><b>Applicant License</b> RA - 099978</td> <td style="padding: 5px; text-align: center;"><a href="#" style="background-color: #0070c0; color: white; padding: 5px 10px;">↗ Details</a></td> </tr> <tr> <td style="padding: 5px;"><b>Owner Name</b> <b>BUILD 139</b></td> <td style="padding: 5px;"><b>Owner Email</b> BUILD139@BUILDINGS.NYC.GOV</td> <td style="padding: 5px;"><b>Owner Type</b> NYCHA/HHC</td> <td style="padding: 5px; text-align: center;"><a href="#" style="background-color: #0070c0; color: white; padding: 5px 10px;">↗ Details</a></td> </tr> </table> </div>	<b>Applicant Name</b> <b>PE TRAINER</b>	<b>Applicant Email</b> TRAININGPERA@GMAIL.COM	<b>Applicant License</b> RA - 099978	<a href="#" style="background-color: #0070c0; color: white; padding: 5px 10px;">↗ Details</a>	<b>Owner Name</b> <b>BUILD 139</b>	<b>Owner Email</b> BUILD139@BUILDINGS.NYC.GOV	<b>Owner Type</b> NYCHA/HHC	<a href="#" style="background-color: #0070c0; color: white; padding: 5px 10px;">↗ Details</a>																
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Step	Action
1.	<p>Click on the <b>Energy Classification</b> section header to open that section.</p> 
2.	<p>Enter the <b>Building Energy Classification</b> type by selecting from the drop-down. The options are:</p> <ul style="list-style-type: none"> <li>• Commercial</li> <li>• Low-rise Mixed Use With Residential (= &lt; 3 stories)</li> <li>• Residential (= &lt; 3 stories)</li> </ul> <p>Any building taller than 3 stories will be classified as <b>Commercial</b> for Energy Submission purposes.</p> 

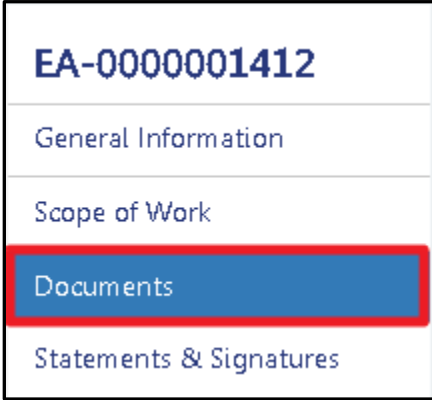
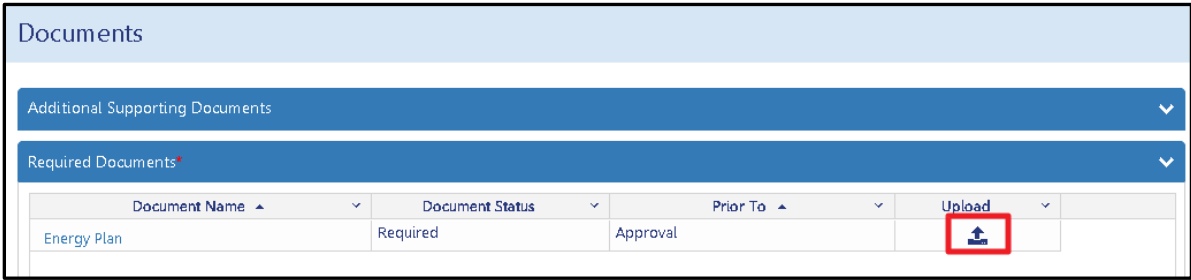



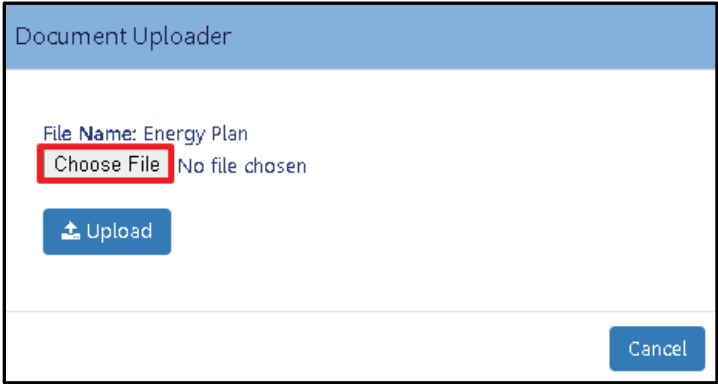
Step	Action
3.	<p>Choose a <b>Compliance Path</b> and a <b>Method</b> for your building. Low-Rise Mixed Use buildings must chose a Compliance Path and a Method for each use.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="background-color: #0056b3; color: white; padding: 5px;"><b>Energy Classification*</b></div> <div style="padding: 10px;"> <p>Building Energy Classification*</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Low-rise Mixed Use With Reside ▼</div> </div> <div style="background-color: #d9e1f2; padding: 5px; margin-top: 10px;"><b>Residential part of buildings*</b></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Compliance Path*</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">ECC ▼</div> </div> <div style="width: 45%;"> <p>Choose Analysis Method*</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Select Type: ▼</div> </div> </div> <div style="background-color: #d9e1f2; padding: 5px; margin-top: 10px;"><b>Commercial part of buildings*</b></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Compliance Path*</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Select Type: ▼</div> </div> <div style="width: 45%;"> <p>Choose Analysis Method*</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Select Type: ▼</div> </div> </div> </div>

Step	Action															
	<p><b>ECC Compliance Path</b> will be auto-selected for Residential Buildings and the Residential part of Mixed-Use Buildings.</p> <p>Commercial Buildings and the Commercial Part of Mixed-Use Buildings may choose from these Compliance Path options:</p> <ul style="list-style-type: none"> <li>• <b>ASHRAE</b></li> <li>• <b>ECC</b></li> </ul> <p>The Analysis Method options are:</p> <ol style="list-style-type: none"> <li>A. Tabular Analysis</li> <li>B. REScheck</li> <li>C. COMcheck</li> <li>D. Energy Modeling</li> <li>E. Energy Rating Index</li> </ol> <p>The options shown will depend on the <b>Building Type</b> and <b>Compliance Path</b> chosen. See table below for details.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4f81bd; color: white;"> <th>Path/Method</th> <th>Residential</th> <th>Commercial</th> <th>Mixed Use: Residential</th> <th>Mixed Use: Commercial</th> </tr> </thead> <tbody> <tr> <td style="background-color: #d9e1f2;"><b>ECC</b></td> <td style="background-color: #d9e1f2;">A, B, D, E</td> <td style="background-color: #d9e1f2;">A, C</td> <td style="background-color: #d9e1f2;">A, B, D, E</td> <td style="background-color: #d9e1f2;">A, C</td> </tr> <tr> <td style="background-color: #d9e1f2;"><b>ASHRAE</b></td> <td style="background-color: #d9e1f2;">N/A</td> <td style="background-color: #d9e1f2;">A, C, D</td> <td style="background-color: #d9e1f2;">N/A</td> <td style="background-color: #d9e1f2;">A, C, D</td> </tr> </tbody> </table>	Path/Method	Residential	Commercial	Mixed Use: Residential	Mixed Use: Commercial	<b>ECC</b>	A, B, D, E	A, C	A, B, D, E	A, C	<b>ASHRAE</b>	N/A	A, C, D	N/A	A, C, D
Path/Method	Residential	Commercial	Mixed Use: Residential	Mixed Use: Commercial												
<b>ECC</b>	A, B, D, E	A, C	A, B, D, E	A, C												
<b>ASHRAE</b>	N/A	A, C, D	N/A	A, C, D												
4.	<p>An optional <b>Comments</b> section appears below the <b>Energy Classification</b> section. Click the Section Header to open.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="background-color: #4f81bd; color: white; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center;"> <span>Energy Classification*</span> <span>&gt;</span> </div> <div style="background-color: #4f81bd; color: white; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center; border: 2px solid red;"> <span>Comments</span> <span>&gt;</span> </div> </div>															
5.	<p>You must <b>Save</b> before moving to the next tab. Click the <b>Save</b> button in the upper left corner.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; gap: 10px;"> <div style="background-color: #4f81bd; color: white; padding: 5px 15px; border: 1px solid black;"> <span>&lt;</span> Go to Job Filing         </div> <div style="background-color: #4f81bd; color: white; padding: 5px 15px; border: 1px solid black; border: 2px solid red;"> <span>Save</span> </div> </div> </div>															

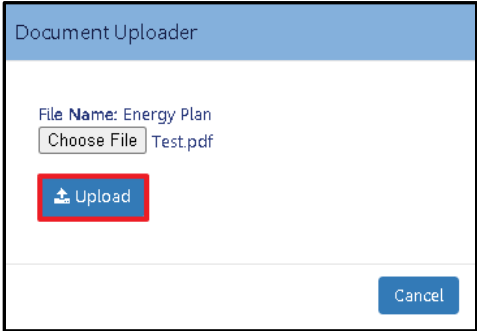
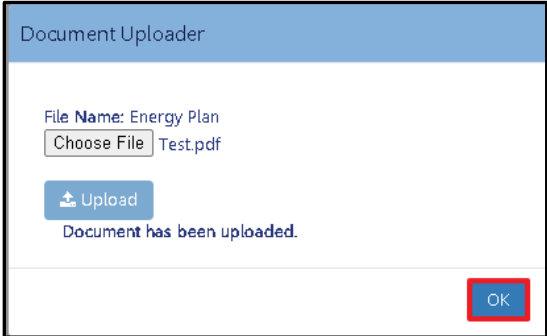

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Step	Action
	<p>Once you click <b>Save</b>, a Status bar will appear showing three steps:</p> <ul style="list-style-type: none"> <li>• Pre-filing</li> <li>• Pending Energy Review</li> <li>• Energy Approval</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> <p>You will also see an Energy Submission number consisting of the letters <b>EA</b> followed by a ten-digit number. This number can be used to find the Energy Submission on the <b>Energy Review Dashboard</b>.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; text-align: center;"> <p><b>EA-0000001412</b></p> </div>
6.	<p>Click on the <b>Scope of Work</b> tab to move to that section of the Energy Submission.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">EA-0000001412</p> <hr/> <p>General Information</p> <div style="background-color: #4f81bd; color: white; padding: 2px 5px; text-align: center; border: 2px solid red;"> <p>Scope of Work</p> </div> <hr/> <p>Documents</p> <hr/> <p>Statements &amp; Signatures</p> </div>

Step	Action
7.	<p>The questions that will appear in the <b>Scope of Work</b> tab depend on the details of the Job Filing and the details entered into the <b>General Information</b> tab. <b>All questions that appear must be answered.</b></p> <p>Sample questions include:</p> <ul style="list-style-type: none"> <li>• Which building systems are impacted by this alteration?               <ul style="list-style-type: none"> <li>○ Envelope</li> <li>○ Elevators/Parking/Metering</li> <li>○ Service Water Heating</li> <li>○ HVAC-R – Heating System, Cooling System, Ventilation System, CHP or Cogen System</li> <li>○ Lighting</li> </ul> </li> <li>• Is this building considered a low-energy building or equipment building?</li> <li>• Enter conditioned floor area (square feet)</li> <li>• Is the alteration undergoing a change in occupancy that would result in an increase in demand for either fossil fuel or electrical energy?</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="background-color: #005596; color: white; padding: 2px;">Scope <span style="float: right;">&gt;</span></p> <hr/> <p>Which building systems are impacted by this alteration?*</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Envelope  <input type="checkbox"/> Elevators/Parking/Metering           </div> <div style="width: 30%;"> <input type="checkbox"/> Service Water Heating  <input type="checkbox"/> HVAC-R - Heating System, Cooling System, Ventilation System, CHP or Cogen System.           </div> <div style="width: 30%;"> <input type="checkbox"/> Lighting           </div> </div> <hr/> <p>Is this building considered a low-energy building or equipment building?*</p> <p style="text-align: right;"><input type="radio"/> Yes <input type="radio"/> No</p> <hr/> <p>Enter conditioned floor area*</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <input style="width: 100%; height: 20px;" type="text"/> <input style="margin-left: 5px; border: none; background-color: #d9e1f2; padding: 2px 5px; font-size: 0.8em;" type="button" value="Square Feet"/> </div> <hr/> <p>Is the alteration undergoing a change in occupancy that would result in an increase in demand for either fossil fuel or electrical energy?*</p> <p style="text-align: right;"><input type="radio"/> Yes <input type="radio"/> No</p> </div>

Step	Action								
8.	<p>Click on <b>Documents</b> to go to the <b>Documents Tab</b>.</p>  <p>The screenshot shows a navigation menu for project EA-0000001412. The menu items are: General Information, Scope of Work, Documents (highlighted with a red box), and Statements &amp; Signatures.</p>								
9.	<p>One document is required: <b>Energy Plan</b>. Click on the <b>Upload</b> button.</p>  <p>The screenshot shows the 'Documents' page with a table of required documents. The table has columns for Document Name, Document Status, and Prior To. The 'Energy Plan' document is listed with a status of 'Required' and a priority of 'Approval'. The 'Upload' button in the 'Upload' column is highlighted with a red box.</p> <table border="1" data-bbox="337 1052 1365 1129"> <thead> <tr> <th>Document Name</th> <th>Document Status</th> <th>Prior To</th> <th>Upload</th> </tr> </thead> <tbody> <tr> <td>Energy Plan</td> <td>Required</td> <td>Approval</td> <td></td> </tr> </tbody> </table>	Document Name	Document Status	Prior To	Upload	Energy Plan	Required	Approval	
Document Name	Document Status	Prior To	Upload						
Energy Plan	Required	Approval							
10.	<p>Click <b>Choose File</b> to navigate to the document on your computer.</p>  <p>The screenshot shows the 'Document Uploader' dialog box. It displays 'File Name: Energy Plan' and 'No file chosen'. The 'Choose File' button is highlighted with a red box. There are also 'Upload' and 'Cancel' buttons.</p>								

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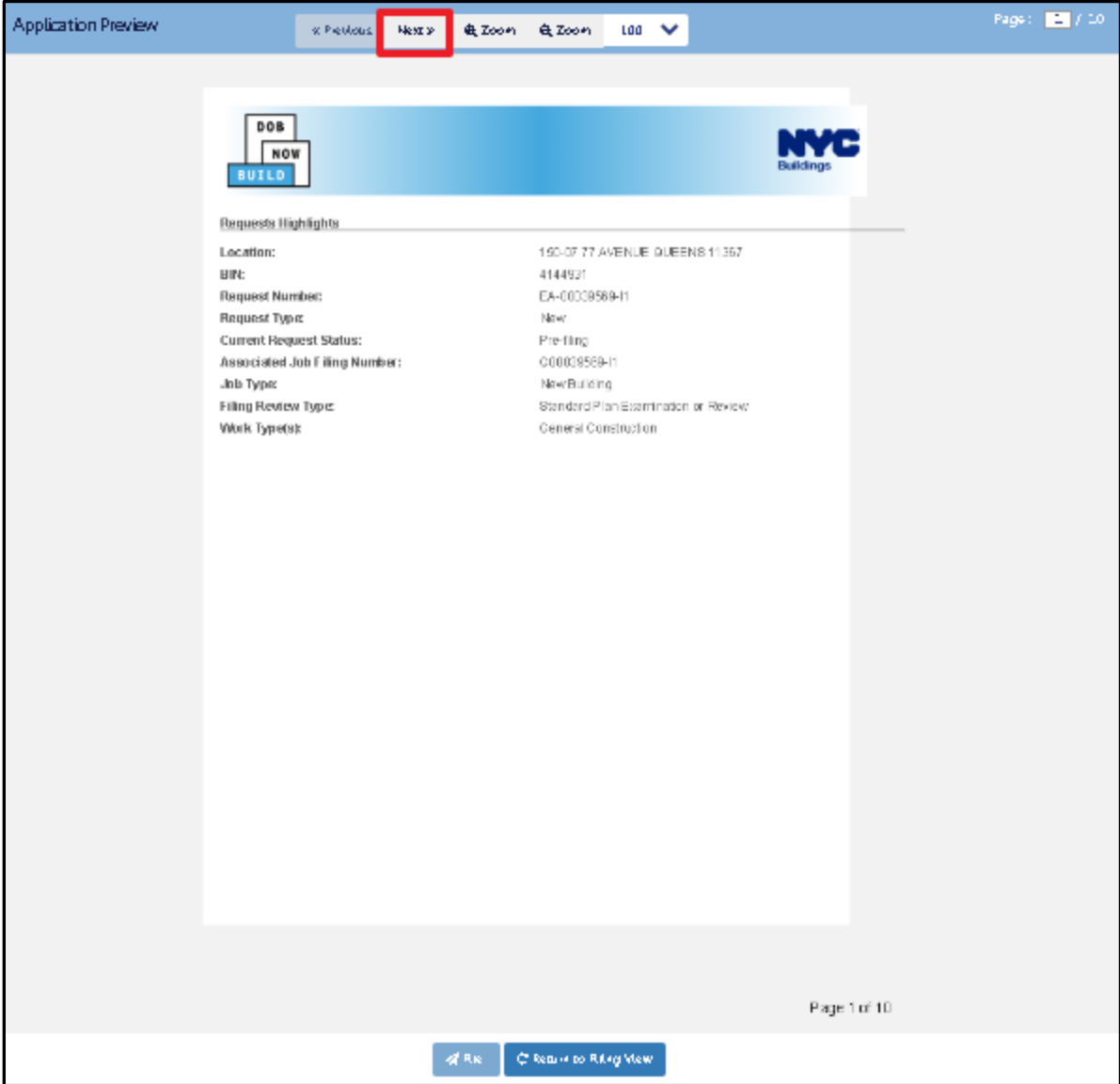
Step	Action
11.	<p>Then click <b>Upload</b>.</p>  <p>The screenshot shows a 'Document Uploader' window. At the top, it says 'Document Uploader'. Below that, it displays 'File Name: Energy Plan' and a 'Choose File' button next to 'Test.pdf'. The 'Upload' button, which has an upward arrow icon, is highlighted with a red rectangular box. At the bottom right of the window is a 'Cancel' button.</p>
12.	<p>Once you see “Document has been uploaded,” you can click <b>OK</b> to complete the process.</p>  <p>The screenshot shows the same 'Document Uploader' window. Below the 'Upload' button, the text 'Document has been uploaded.' is displayed. The 'OK' button at the bottom right is highlighted with a red rectangular box.</p>
13.	<p>Click <b>Statements &amp; Signatures</b> to move to that tab.</p>  <p>The screenshot shows a vertical navigation menu. At the top, the ID 'EA-0000001412' is displayed. Below it are four menu items: 'General Information', 'Scope of Work', 'Documents', and 'Statements &amp; Signatures'. The 'Statements &amp; Signatures' item is highlighted with a red rectangular box.</p>

**DOB NOW: *Build* – ENERGY SUBMISSION STEP-BY-STEP GUIDES**

Step	Action
14.	<p>Only the <b>Applicant of Record</b> is required to Attest to the Energy Submission. They can do so by clicking the checkbox next to the Attestation. Their name and the date will be automatically inserted.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="background-color: #0056b3; color: white; padding: 2px;">Applicant of Record - Statements &amp; Signatures <span style="float: right;">▼</span></p> <p><input type="checkbox"/> I hereby state the information on this form is correct and complete to the best of my knowledge. I understand falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I also understand 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.</p> <p style="text-align: center;"> <span>Name*</span> <input style="width: 150px;" type="text"/> <span style="margin-left: 150px;">Date*</span> <input style="width: 150px;" type="text"/> </p> </div>
15.	<p>Click <b>Save</b> to save your work.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;"> <span style="background-color: #0056b3; color: white; padding: 5px 15px; border: 1px solid black;">← Go to Job Filing</span> <span style="background-color: #0056b3; color: white; padding: 5px 15px; border: 1px solid black; margin-left: 10px;">Save</span> </div>
16.	<p>If you have not yet submitted your Job Filing, click <b>Go to Job Filing</b> to submit both the <b>Energy</b> and the Job Filing together.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;"> <span style="background-color: #0056b3; color: white; padding: 5px 15px; border: 1px solid black;">← Go to Job Filing</span> <span style="background-color: #0056b3; color: white; padding: 5px 15px; border: 1px solid black; margin-left: 10px;">Save</span> </div> <p>If the Job Filing has already been submitted, a third button will appear: <b>Submit</b>.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;"> <span style="background-color: #0056b3; color: white; padding: 5px 15px; border: 1px solid black;">← Go to Job Filing</span> <span style="background-color: #0056b3; color: white; padding: 5px 15px; border: 1px solid black; margin-left: 10px;">Save</span> <span style="background-color: #0056b3; color: white; padding: 5px 15px; border: 1px solid black; margin-left: 10px;">Submit</span> </div>



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Step	Action																				
17.	<p>On clicking Submit, a summary of your Energy Submission will appear. Click <b>Next</b> to page through the summary to the end.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Requests Highlights</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">Location:</td> <td>190-07 77 AVENUE QUEENS 11357</td> </tr> <tr> <td>BIF:</td> <td>4144921</td> </tr> <tr> <td>Request Number:</td> <td>EA-0009589-11</td> </tr> <tr> <td>Request Type:</td> <td>New</td> </tr> <tr> <td>Current Request Status:</td> <td>Pre-filing</td> </tr> <tr> <td>Associated Job Filing Number:</td> <td>00009589-11</td> </tr> <tr> <td>Job Type:</td> <td>New Building</td> </tr> <tr> <td>Filing Review Type:</td> <td>Standard Plan Examination or Review</td> </tr> <tr> <td>Work Type(s):</td> <td>General Construction</td> </tr> </tbody> </table> <p style="text-align: right; font-size: small;">Page 1 of 10</p> </div>	Requests Highlights		Location:	190-07 77 AVENUE QUEENS 11357	BIF:	4144921	Request Number:	EA-0009589-11	Request Type:	New	Current Request Status:	Pre-filing	Associated Job Filing Number:	00009589-11	Job Type:	New Building	Filing Review Type:	Standard Plan Examination or Review	Work Type(s):	General Construction
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18.	<p>The last page displays an attestation. Click the <b>Checkbox</b> to sign and then click <b>File</b> to submit your Energy Submission.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;"> <input style="width: 20px; height: 20px;" type="checkbox"/> </div> <div> <p style="font-size: x-small;">I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> </div> </div> <div style="display: flex; margin-top: 10px;"> <div style="margin-right: 100px;"> <p style="font-size: x-small;">Name</p> <input style="width: 150px; height: 20px;" type="text"/> </div> <div> <p style="font-size: x-small;">Date</p> <input style="width: 150px; height: 20px;" type="text"/> </div> </div> <div style="text-align: center; margin-top: 10px;"> <input style="border: 1px solid red; width: 40px; height: 20px;" type="button" value="File"/> <input style="margin-left: 20px; width: 100px; height: 20px;" type="button" value="Return to Filing View"/> </div> </div>																				

DOB NOW: *Build* – ENERGY SUBMISSION STEP-BY-STEP  
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Step	Action
	You have completed <b>Enter Energy Submission Data Step-by-Step Guide</b> .