DOB NOW: *Build* – Plans/Work (PW1) Step-By-Step Guides

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

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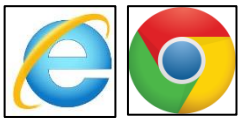
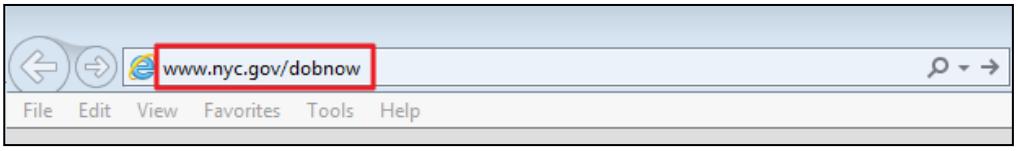
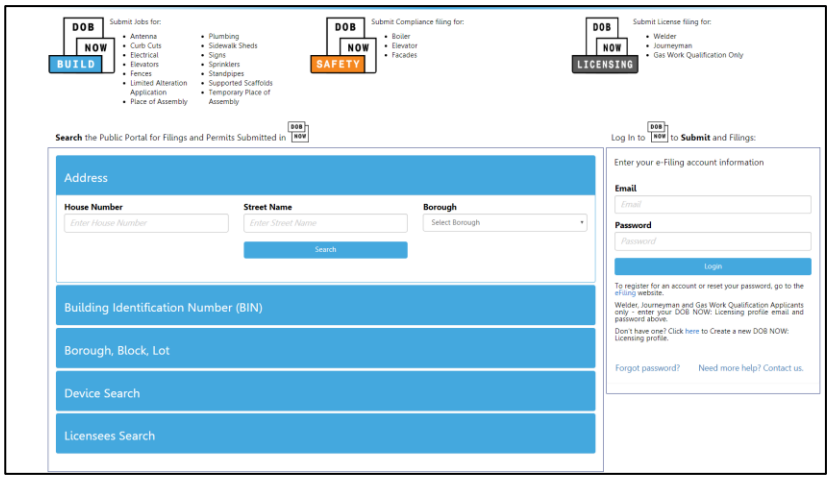
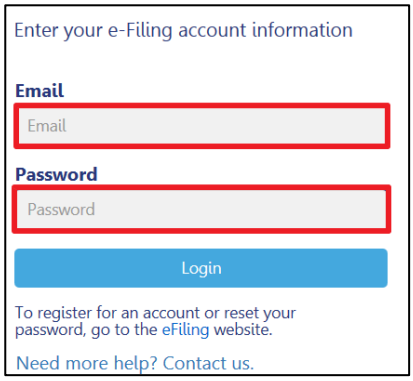
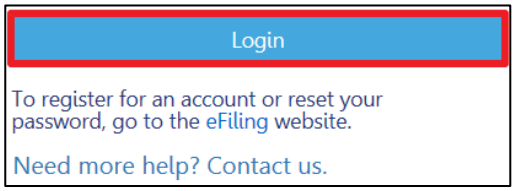
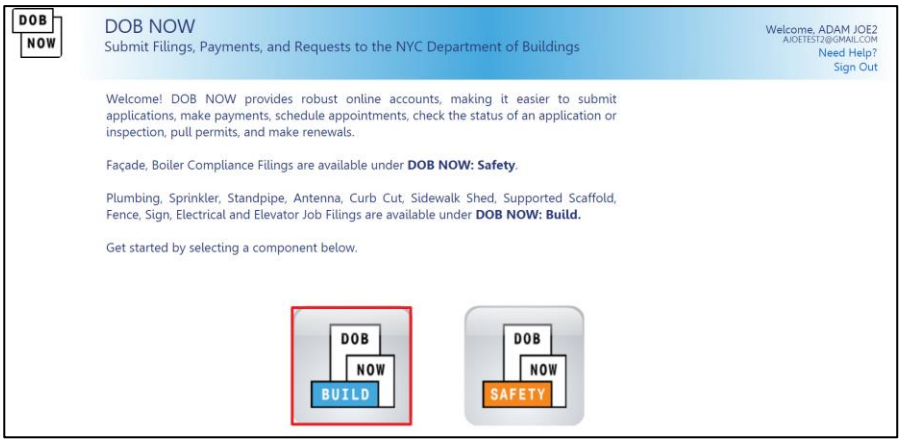
Login to DOB NOW

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

Step	Action
	Note In order to log in to DOB NOW, you must be registered for eFiling. Additionally, DOB recommends that you turn off pop-up blockers to successfully navigate within DOB NOW. For Step-by-Step instructions, please submit a question to www.nyc.gov/dobnowhelp or refer to the following links: ■ *How to Register for eFiling:* https://www1.nyc.gov/assets/*Build*ings/pdf/registration_tip_owners.pdf ■ *How to Turn Off Pop-up Blockers:* https://www1.nyc.gov/assets/*Build*ings/pdf/allow_pop-up_blockers.pdf
1.	Access the Internet. 
2.	Enter www.nyc.gov/dobnow in the URL field at the top of the browser window. 
3.	Press **Enter** on your keyboard.

Step	Action
	The DOB Login page displays. 
4.	Enter your **Email** and **Password**. 
5.	Click **Login**. 

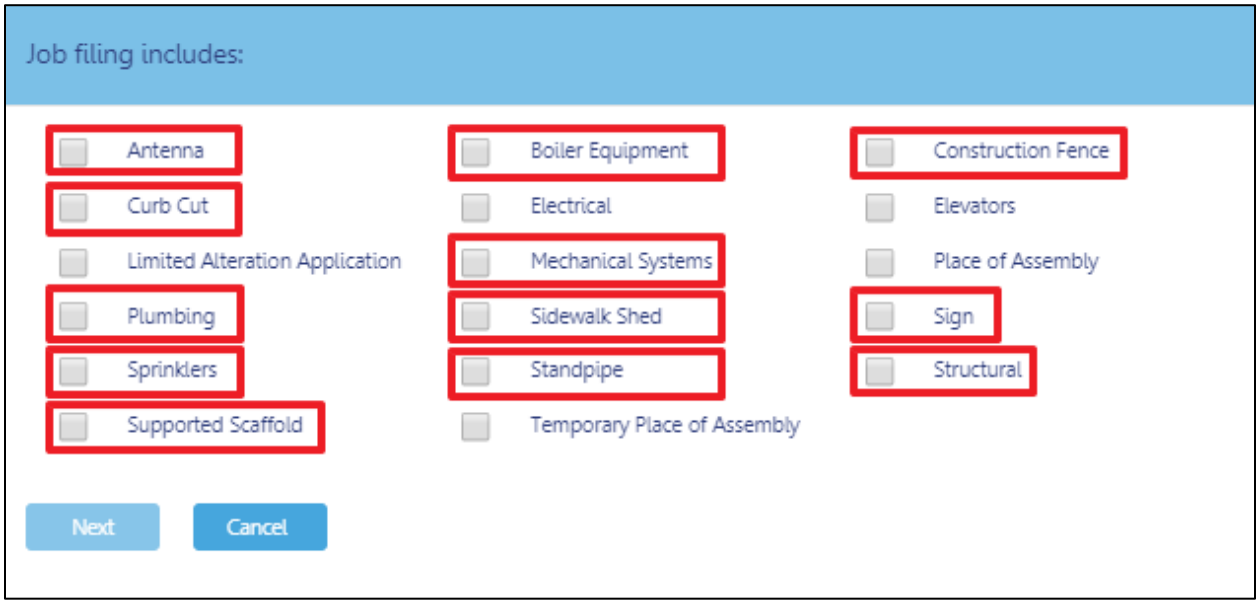
Step	Action
6.	The DOB NOW Welcome page displays. Click **DOB NOW: *Build***. 
	The DOB NOW Dashboard displays. The **My Jobs** tab displays by default.
You are now logged into DOB NOW and dashboard. Continue to the Create a Job Filing Step-by-Step Guide.	

Create a Job Filing

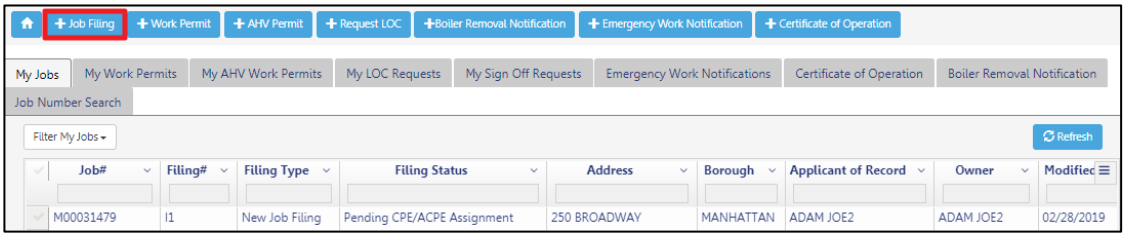
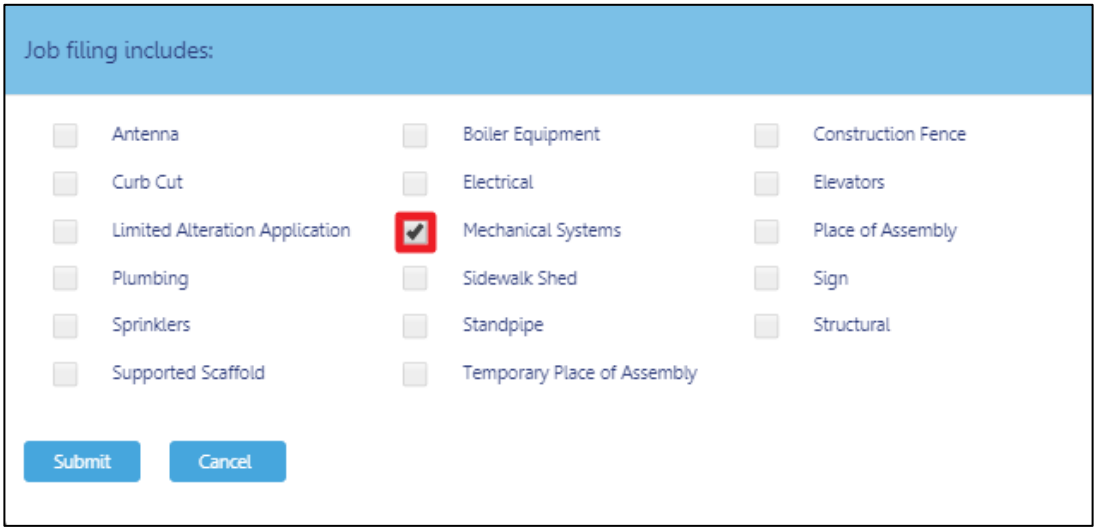
This Step-by-Step Guide includes instructions for entering data to create and submit Job Filings in DOB NOW: *Build* for Work Types that utilize the Plans Work (PW1) form. It does not represent all the filing requirements for any given application.

Work Types that utilize PW1 in DOB NOW: *Build*

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



Complete the following steps to create a Job Filing:

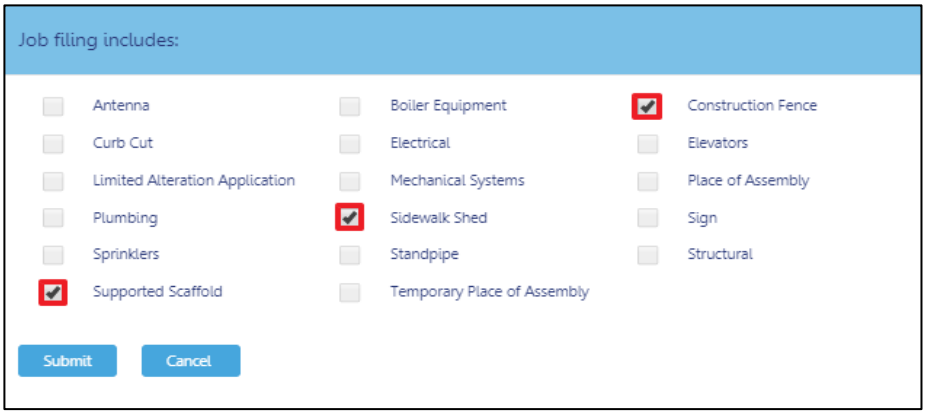
Step	Action
1.	Click **+ Job Filing**. 
2.	The **Job Filing includes:** pop-up window displays. Select the checkbox for the Work Types(s) (e.g. **Mechanical Systems**) included in this Job Filing. 

Step	Action

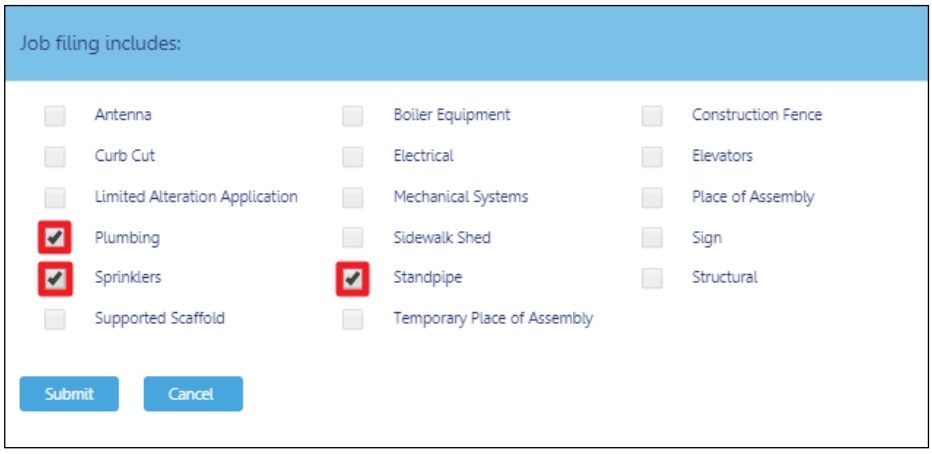
Note **Multiple Work Types in the Same Initial Job Filing**

In the following cases, more than one Work Type can be included in the same initial Job Filing. This includes the following combinations:

- ☐ **Construction Fence**
- ☐ **Sidewalk Shed**
- ☐ **Supported Scaffold**



- ☐ **Plumbing**
- ☐ **Sprinklers**
- ☐ **Standpipe**



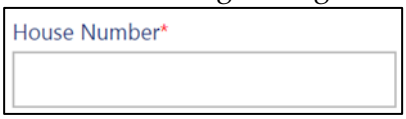
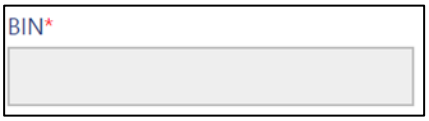
Step	Action
3.	Click **Submit**.
	Note **Mechanical Work Job Filings Only** If Mechanical Work was selected as the initial Work Type, the Job Filing displays. The Plans/Work (PW1) tab is selected and must be completed before the Job Filing can be saved.

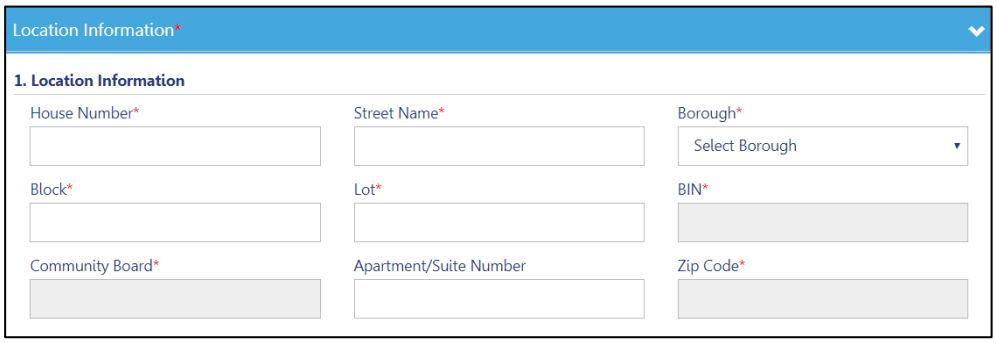
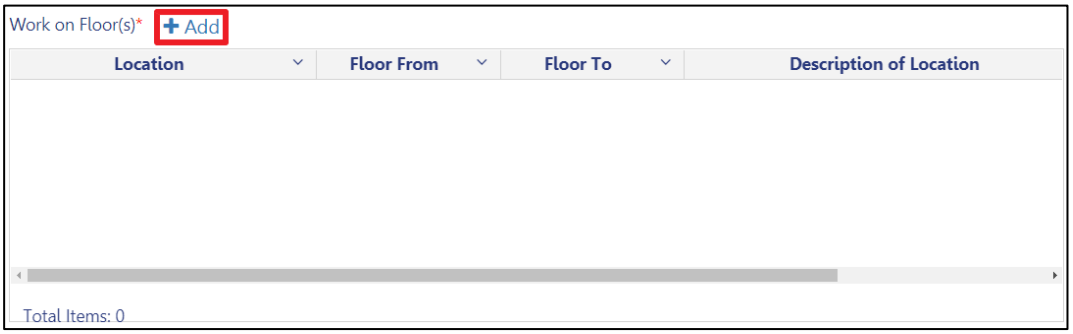
Step	Action
	Note The Job Filing displays. The Plans/Work (PW1) tab is selected, and must be completed before the Job Filing can be saved.

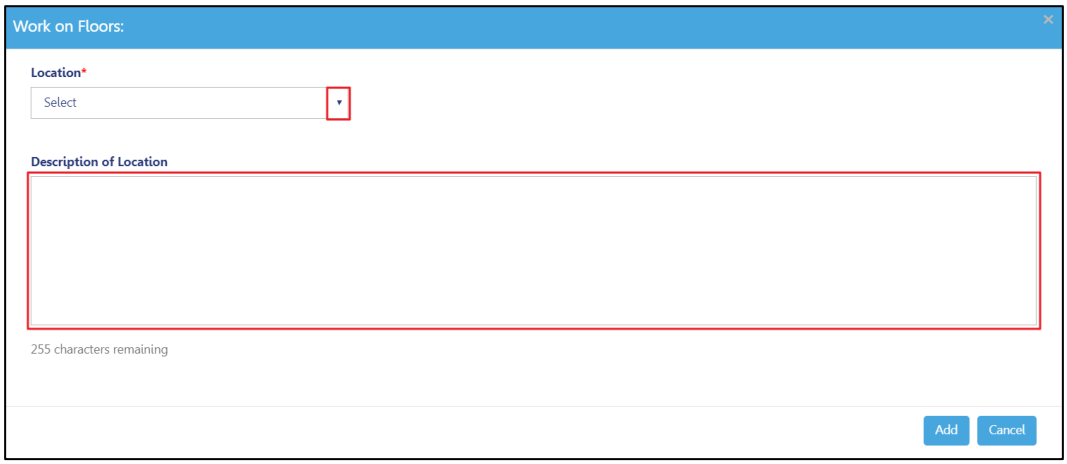
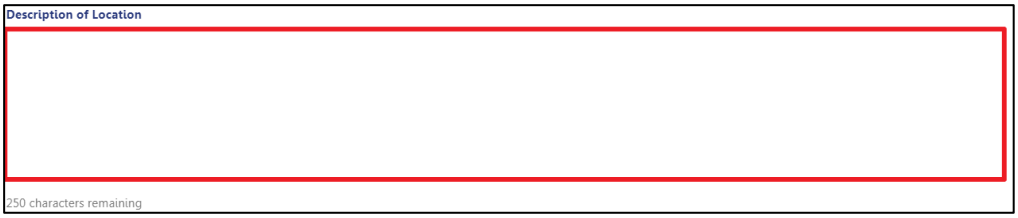
You have completed the Create a Job Filing Step-by-Step Guide. Continue to the Enter Plans/Work (PW1) Details Step-by-Step Guide.

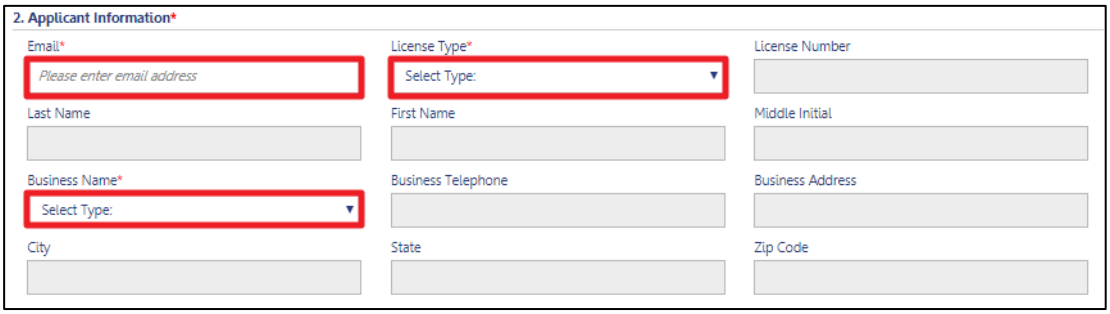
Enter Plans/Work (PW1) Details

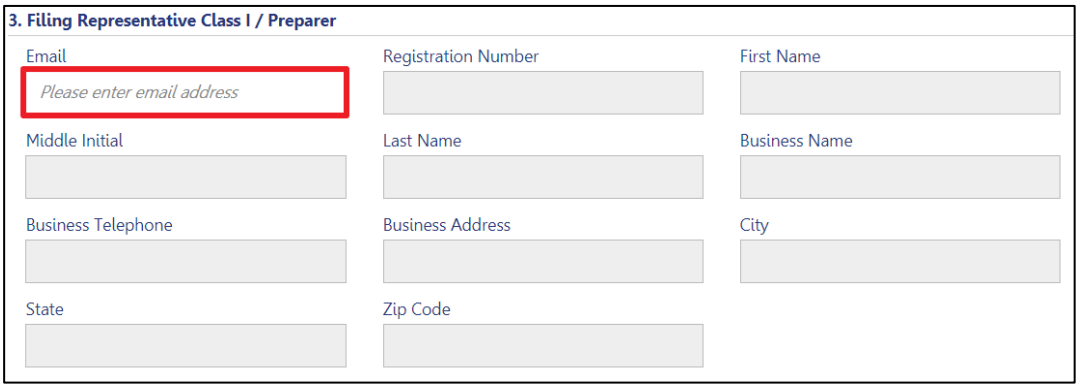
Complete the following steps enter the Plans/Work (PW1) information:

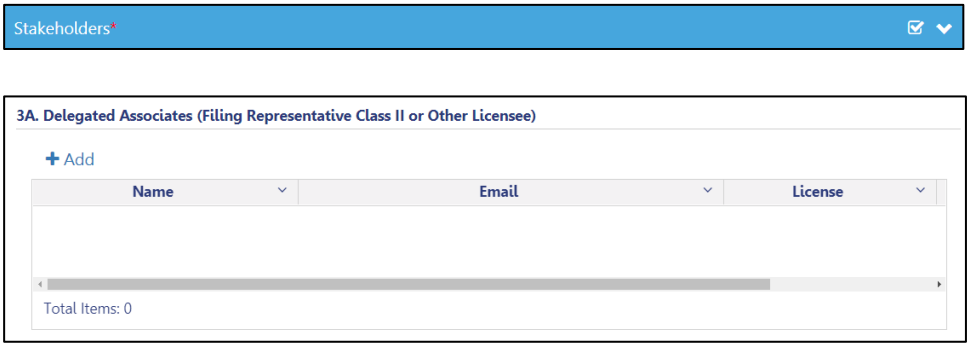
Step	Action
1.	Click the **Location Information** heading to expand the section.
	Note Important Form Information – required sections, fields, and read-only fields DOB NOW: *Build* displays only the sections and fields that are relevant to the Work Type(s) selected when the Job Filing is created. All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

Step	Action
2.	Enter the **Location Information**: ☐ **House Number** ☐ **Street Name** ☐ **Borough** ☐ **Block** ☐ **Lot** ☐ **Apartment/Suite Number** 
	BIN, **Community Board,** and **Zip Code** are read-only fields and auto-populate. Apartment/Suite Number is optional.
3.	Click **+Add** to enter the Work on Floor(s) information. 

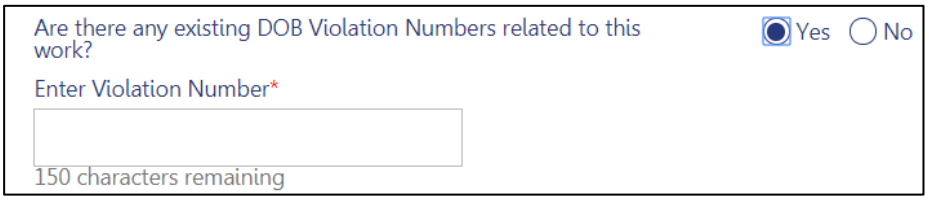
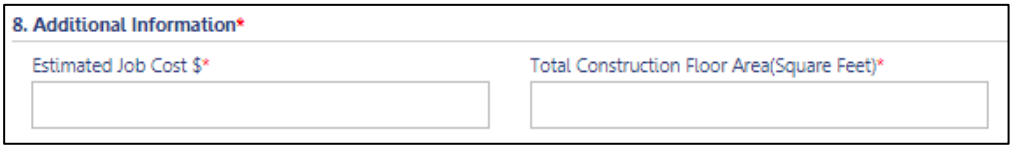
Step	Action
4.	Enter the required fields in the **Work on Floors** pop-up window: ☐ **Location** ☐ **Description of Location** 
	Note If **Floors Number(s)** is selected from the **Location** drop-down list, additional fields display to enter the **From** and **To** floor numbers.
	Note Use the **Description of Location** field to enter details about the specific location the work will take place in (e.g., **North Auditorium**). 

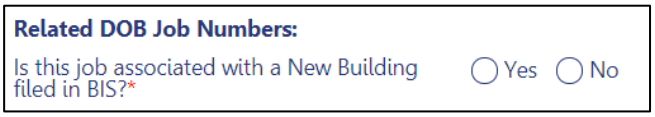
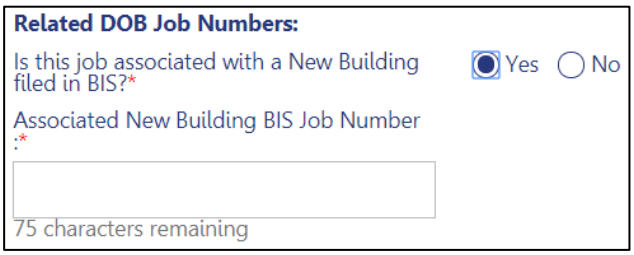
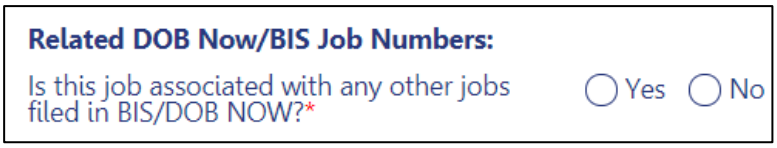
Step	Action
5.	Click **Add**.
	Note The check-mark icon (☑) displayed in the **Location Information** section heading indicates all required fields in that section have been completed.
6.	Click the **Stakeholders** heading to expand the section.
7.	Enter the required fields in the Applicant Information section: ☐ **Email** (Email address used during eFiling registration) ☐ **License Type** ☐ **Business Name** 

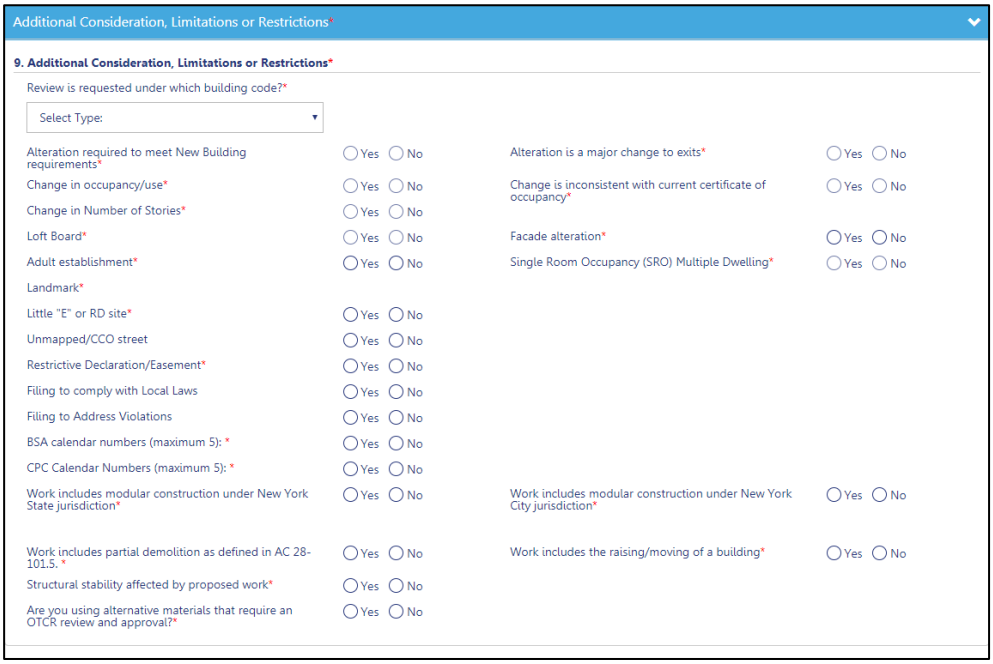
Step	Action
	Note The Email address selected is linked to eFiling. Selection of the linked Email address determines the License Type(s) displayed. The Business Name selected auto-populates the remaining read-only (gray) fields with applicable information from eFiling.
8.	Enter the **Filing Representative Class I / Preparer, eFiling Email** address (this section is optional). 
	Note **Filing Representative Class I / Preparer** A Filing Representative Class I or Preparer can complete all data entry in a Job Filing. They cannot upload the signed and sealed DPL1 Form, complete the Statements & Signature section, or submit the Job Filing to the Department of *Build*ings on behalf of the Applicant of Record.

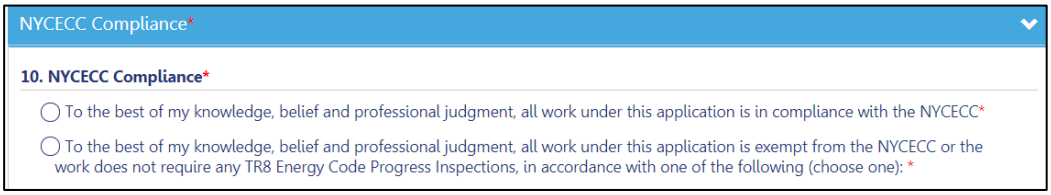
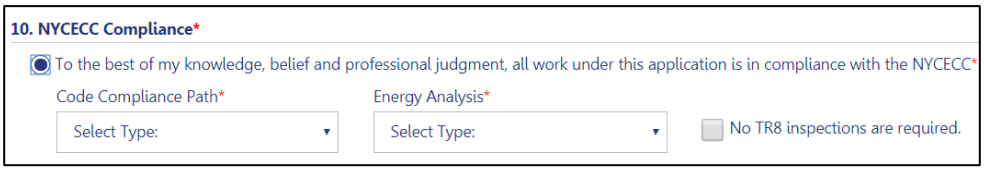
Step	Action
	Note After the initial save, **Delegated Associates (Filing Representative Class II or Other Licensee)** can be added to the Job Filing to act on behalf of the Applicant of Record.  Refer to the **Add Delegated Associates in the Stakeholders Section- Step-By-Step Guide** for instructions on adding a Delegated Associate.
	Note To save the Job Filing and generate the Job Number, all required fields in the following sections must be complete. ☐ **Location Information** ☐ **Stakeholders** ☐ **Filing Review Type, Work Type/ Filing Includes** ☐ **Job Description**
9.	Click the **Filing Review Type, Work Type / Filing Includes** heading to expand the section.

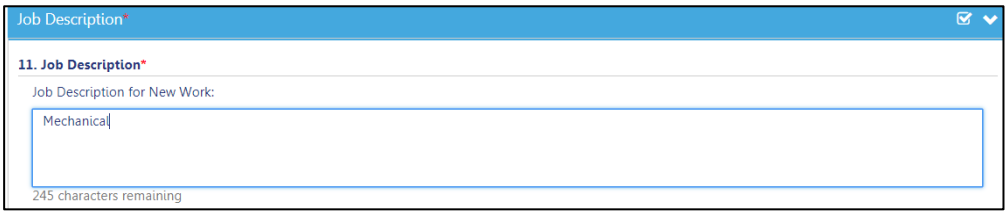
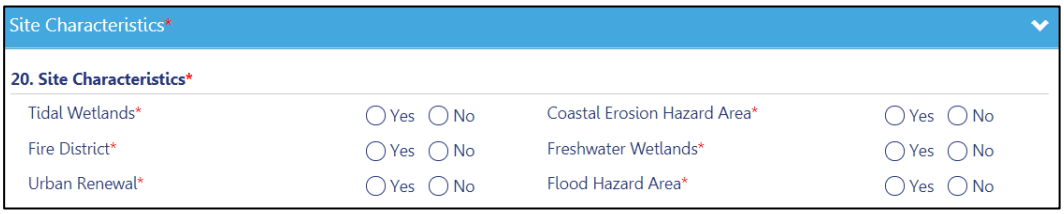
Step	Action
	Note The Filing Review Type, Work Type/Filing Includes section may include additional questions that are specific to the Work Type selected earlier. The Filing Review Type (e.g., Standard Plan Examination or Review) selected cannot be changed after the filing has been saved.
10.	Select the applicable radio button for **Filing Includes** (e.g., **New Work**): ☐ **New Work** ☐ **Legalization**

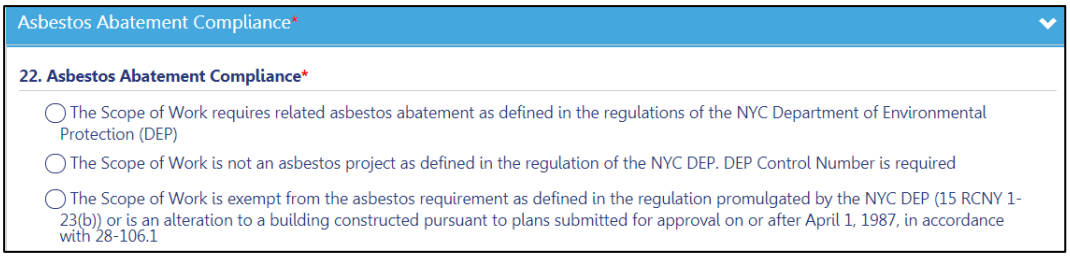
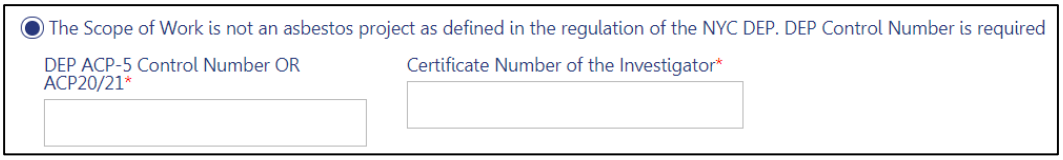
Step	Action
	Note If Legalization is selected, an additional field displays. Select the applicable radio button for the question **"Are there any existing DOB Violation Numbers related to this work?"** If **Yes** is selected, an additional field displays. Enter the Violation Number(s).  Up to five Violation Numbers can be entered separated by a comma (,). The Violation Number(s) entered are validated by DOB NOW. Open violations must be resolved before applying for a Work Permit.
11.	Click the **Additional Information** heading to expand the section.
12.	Enter the following required fields in the **Additional Information** section: ☐ **Estimated Job Cost $*** ☐ **Total Construction Floor Area (Square Feet)*** 

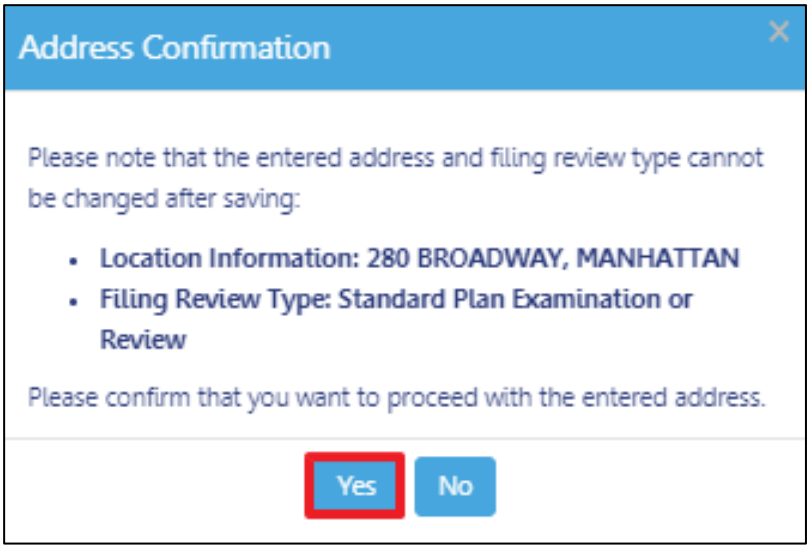
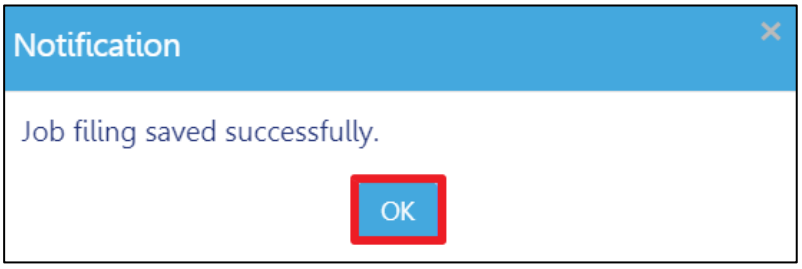
Step	Action
13.	Select the applicable radio button for the question "**Is this job associated with a New Building job filed in BIS?***" 
	Note If **Yes** is selected for "**Is this job associated with a New Building job filed in BIS?***" enter in the **Associated New *Build*ing BIS Job Number**:* 
14.	Select the applicable radio button for the question "**Is this job associated with any other jobs filed in BIS/DOB NOW?***" 
	Note If '**Yes**' is selected for "**Is this job associated with any other jobs filed in BIS/DOB NOW?**" enter the **Associated BIS/DOB Job Number**.

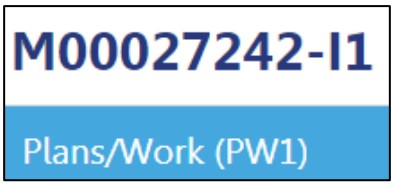
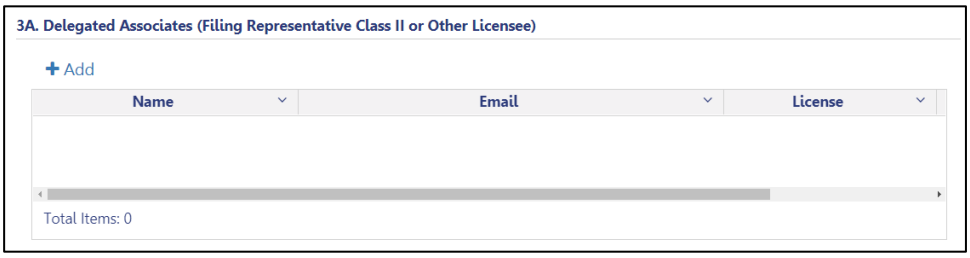
Step	Action
15.	Click the **Additional Considerations, Limitations or Restrictions*** heading to expand the section.
16.	Select the applicable option from the "**Review is requested under which *Build*ing code?"** drop-down list (e.g., **1968**).
17.	Select the applicable radio button for each required question in the **Additional Consideration, Limitations or Restrictions*** section. 
	Note For some conditions in the Additional Consideration, Limitations or Restrictions section, additional required fields may display when **'Yes'** is selected. Complete all required fields that display in the Additional Consideration, Limitations or Restrictions section to continue.

Step	Action
18.	Click the **NYCECC Compliance** heading to expand the section.
	Note **NYCECC Compliance** Section only applies to: Antenna, Mechanical Work, Sidewalk Shed, and Plumbing.
19.	Select the applicable radio button for **NYCECC Compliance.** 
	Note For NYCECC Compliance only one radio button can be selected.
	Note If **"To the best of my knowledge, belief and professional judgment, all work under this application is in compliance with the NYCECC*"** is selected, additional fields are displayed: ☐ **Code Compliance Path** ☐ **Energy Analysis** ☐ **No TR8 inspections are required** 

Step	Action
20.	Click the **Job Description** heading to expand the section.
21.	Enter the **Job Description***. 
22.	Click the **Site Characteristics*** heading to expand the section.
23.	Select the applicable radio button (s) for: ☐ **Tidal Wetlands*** ☐ **Fire District*** ☐ **Urban Renewal*** ☐ **Coastal Erosion Hazard Area*** ☐ **Freshwater Wetlands*** ☐ **Flood Hazard Area*** 
24.	Click the **Asbestos Abatement Compliance** heading to expand the section.

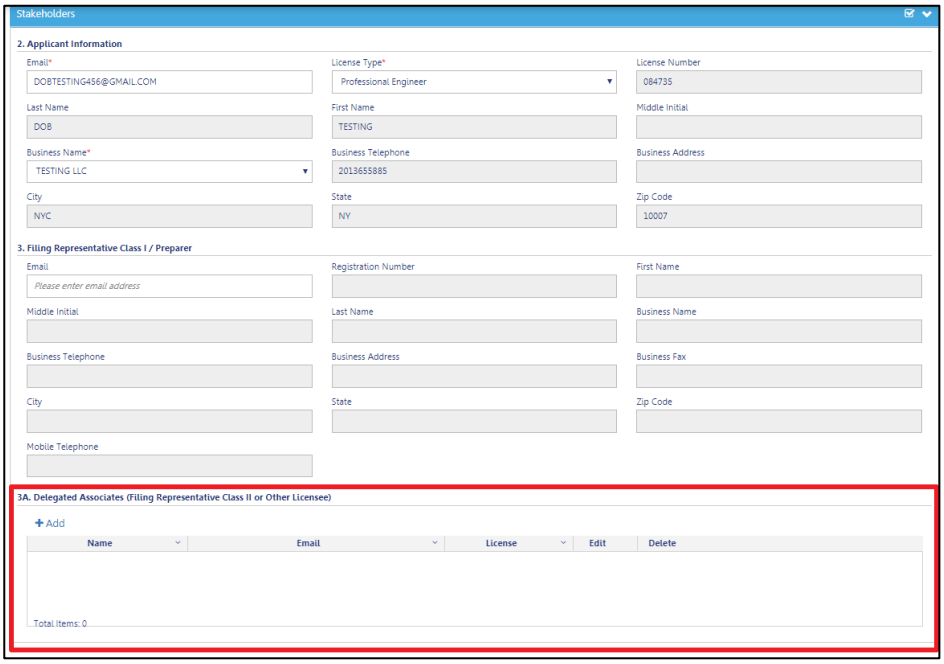
Step	Action
25.	Select the applicable radio button for **Asbestos Abatement Compliance**. 
	Note If "The scope of work is not an asbestos project as defined in the regulation of the NYC DEP. DEP Control number is required" is selected, additional fields are displayed: Enter the DEP ACP-5 Control Number OR ACP20/21. Enter the Certificate Number of the Investigator. 
26.	Click the **Comments** heading to expand the section.
27.	Enter any additional information in **Comments**.

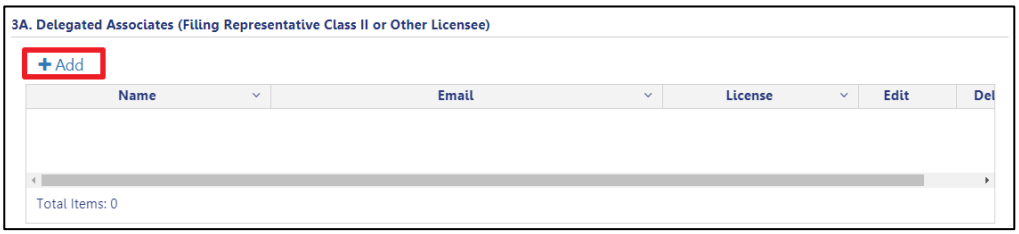
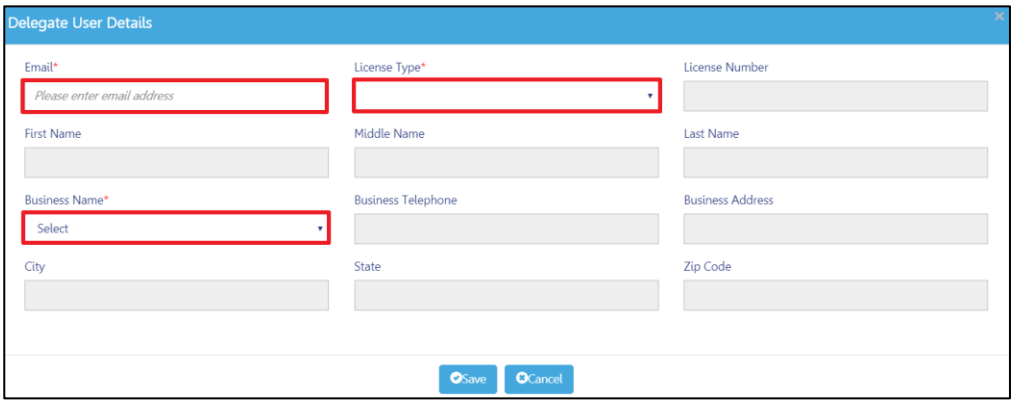
Step	Action
28.	Located in the upper left hand corner, click **Save**.
29.	An Address Confirmation pop-up window with the message **"Please note that the entered address and filing review type cannot be changed after saving:** • **289 BROADWAY, MANHATTAN** • **Filing Review Type: Standard Plan Examination or Review** **Please confirm that you want to proceed with the entered address:**" displays. Click **Yes** to close the Address Confirmation pop-up window. 
30.	A Notification pop-up window with the message **"Job Filing saved successfully"** displays. Click **OK** to close the NotIfication pop-up window. 

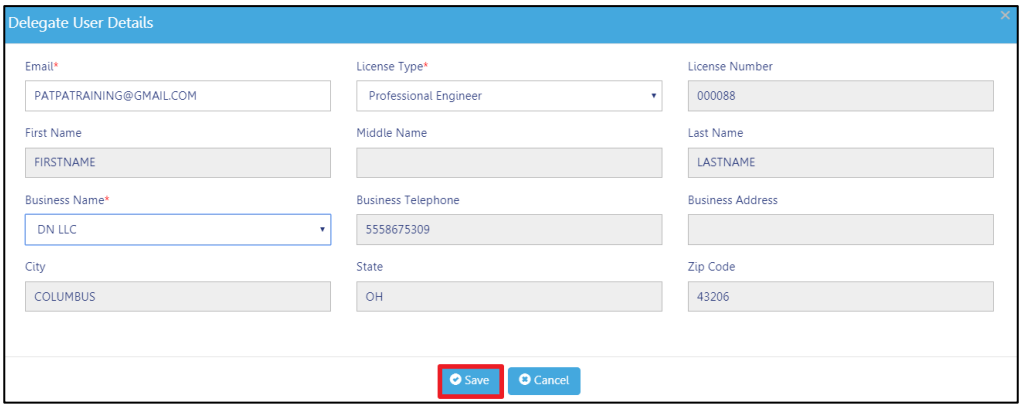
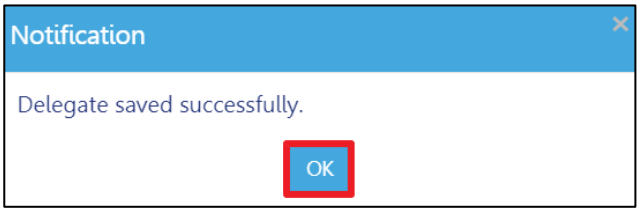
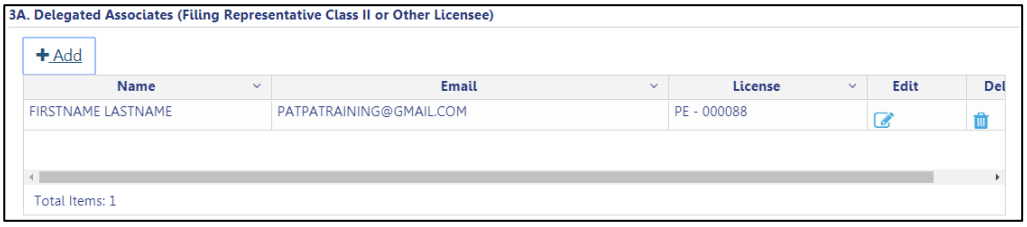
Step	Action
	A Job Number is generated and displays above the Plans/Work (PW1) tab. 
	The Status Bar displays above the Job Number with a PreFiling status: **Standard Plan Examination** **Professional Certification**
	After the initial save, Delegated Associates (Filing Representative Class II or Other Licensee) can be added to the Job Filing to act on behalf of the Applicant of Record.  Refer to the Add Delegated Associates in the Stakeholders Section- Step-By-Step Guide for instructions on adding a Delegated Associate.
You have completed Enter Plans/Work (PW1) Details Step-by-Step Guide. Continue to the Add Delegated Associates in the Stakeholders Section- Step-By-Step Guide (if applicable).	

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

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

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

Step	Action
2.	Click **+ Add** to enter the Delegate information in the Delegate User Details pop-up window. 
3.	Enter the required fields in the Delegate User Details pop-up window: ☐ **Email** (Email address used during eFiling registration) ☐ **License Type** ☐ **Business Name** 
	Note The Email address selected is linked to eFiling. The Business Name selected auto-populates the remaining read-only (gray) fields in the Delegate User Details with applicable information from eFiling.

Step	Action
4.	Click **Save**. 
5.	A Notification pop-up window with the message "**Delegate saved successfully**" displays. Click **OK** to close the Notification pop-up window. 
	The **Delegated Associates (Filing Representative Class II or Other Licensee)** information displays. 
	Note Each Filing is permitted two Delegates who are the following: Registered Architect, Professional Engineer, or Class II Filing Representative.

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