

DOB NOW: *Build*

**For Sidewalk Shed, Supported Scaffold,
Construction Fence, and Sign Filings**

Industry Information Session

Updated: 2/14/18

[Table of Contents](#)

[Back](#)

[Forward](#)

Learning Objectives

- Describe DOB NOW
- Know Where to Go for Help
- Register for DOB NOW through eFiling
- Login and Navigate within DOB NOW: *Build*
- Create a New Job Filing
- Schedule Appointments, Resolve Objections and Resubmit
- File a PW2 and Print a Permit
- Request After Hours Variance (AHV Request)
- Submit Post Approval Amendments (PAA)
- Request a Letter of Completion (LOC Request)
- Make a Subsequent Filing

[Table of Contents](#)

[Back](#)

[Forward](#)

Session Structure

- Presentation
- Scenarios performed in DOB NOW
- Knowledge Checks and Polls

[Table of Contents](#)

[Back](#)

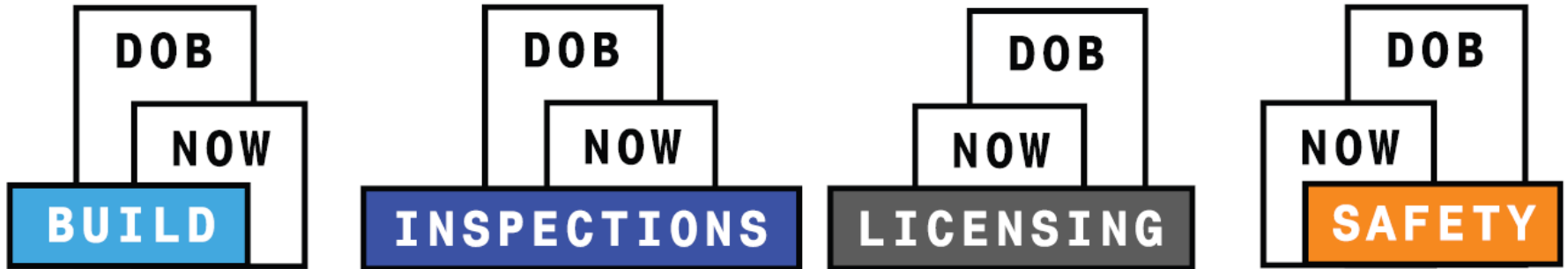
[Forward](#)

Table of Contents

- [Introduction to DOB NOW](#)
- [Key Dates and Changes](#)
- [Register for DOB NOW through eFiling](#)
- [Roles and Responsibilities in DOB NOW](#)
- [Sign on to DOB NOW: Build](#)
- [Navigate a Job Filing](#)
- [Create a New Job Filing](#)
- [Plans/Work \(PW1\) – Construction Equipment Specific Sections](#)
- [Plans/Work \(PW1\) – Sign Specific Sections](#)
- [Scope of Work](#)
- [Cost Affidavit \(PW3\)](#)
- [Technical Documents](#)
- [Upload Required Documents](#)
- [Pay Filing Fees](#)
- [Complete Statements and Signatures](#)
- [Fee-Exempt Filings](#)
- [Preview and File a Job](#)
- [Make Corrections](#)
- [Review Objections and Schedule Appointments](#)
- [Address Objections](#)
- [Create a Work Permit](#)
- [Submit an After Hours Variance \(AHV\) Request](#)
- [Submit Post Approval Amendments \(PAA\)](#)
- [Subsequent Filing](#)
- [Request a Letter of Completion \(LOC\)](#)
- [View Filings in the DOB NOW Public Portal](#)
- [Wrap Up](#)
- [Questions?](#)

Introduction to DOB NOW

DOB NOW at-a-glance



DOB NOW is an interactive, web-based portal that will enable building owners, design professionals, filing representatives, and licensees to do all business with DOB online, including:

- Submit applications
- Make payments
- Schedule appointments
- Check the status of an application
- Pull permits
- Make renewals

[Table of Contents](#)

[Back](#)

[Forward](#)

Impact on Customers



Better Customer Service

Customers are able to submit DOB NOW: *Build* job filings and DOB NOW: *Safety* compliance filings **online** for work types live in DOB NOW, which is more convenient than having to travel to a DOB office.



Increased Access to Information

Customers can view real-time information on job filings and compliance filings for work types live in DOB NOW in one place online: the DOB NOW Public Portal.



Greater Transparency

DOB NOW will make construction in the city more transparent for residents and building owners.



Improved Processing

Moving from paper-based to digital makes it easier for DOB to review applications and process them.

[Table of Contents](#)

[Back](#)

[Forward](#)

Key Dates and Changes

Rule Review

As of **October 16th**, the use of DOB NOW: *Build* for is **mandatory** for:

- Sidewalk Shed
- Supported Scaffold
- Construction Fence
- Signs

NYC Buildings JULY 2017

SERVICE UPDATE

Sidewalk Shed, Supported Scaffold, Fence, and Sign Job Filings to Launch in DOB NOW: Build on October 16, 2017

Effective October 16, 2017

- All new Sidewalk Shed, Supported Scaffold, Fence, and Sign job filings must be submitted through DOB NOW. *Build* at www.nyc.gov/DOBNOW
- All new job filings, submitted in the borough office or through eFiling, where the Sidewalk Shed, Supported Scaffold, or Fence work type have been selected in Section 15 of the PW1, will be rejected.

15 Construction Equipment

<input type="checkbox"/> Crane	<input checked="" type="checkbox"/> Sidewalk Shed	Construction Material:
<input checked="" type="checkbox"/> Fence	Size: _____ linear ft.	BSA/MEA Approval No. _____
<input checked="" type="checkbox"/> Supported Scaffold	<input type="checkbox"/> Other: _____	

- All new job filings, submitted in the borough office or through eFiling, where the Sign work type has been designated in Section 5 of the PW1, will be rejected.

5 Job/Project Types Choose one and provide specified associated information

Alteration Type 1 or Alteration Type 1 required	Alteration Type 2	SA, SA-D, SA-B, S-10, FSC-E, A	Full Description: 01, 02, SA 4
Newest New Building Requirements (08-01-15)	14, 20, 22	02-C, 04, 10A-C, 12, 13A, 13	
04-E, 05-C, 10, 12, 13C-F, 14, 18-20, 21-A	Alteration Type 3	SA, 04-P, 02, 0-10, FSC-E, 20, 22	Buildings SA, 10, 12A-B
NYFA 1017	New Building 04, 10-12, 04, 04-P, 10, 17-A		Construction 10, 10-12, 13
Alteration Type 1-OT, "No Work" 0C, 0-10	10-A, 14, 18-20, NYFA 1017		10 Structure 10 accordance requested
	Sign	SA, 04-D, SA, 02, 20-23	07-09, 07-09

- If the Sidewalk Shed, Supported Scaffold, Fence, or Sign job filing is associated with other work types, the Shed, Supported Scaffold, Fence, or Sign job filing must be submitted through DOB NOW. *Build*.
- All Sidewalk Shed, Supported Scaffold, Fence, and Sign job filings that currently have a BIS job number will continue to be processed in the borough offices or through eFiling.

All Owners, Design Professionals, Licensees, and Filing Representatives **must** have an eFiling account to prepare, pay, and submit filings in DOB NOW. *Build*. Please read our Registration Tips at www.nyc.gov/dobnowtips for detailed information about registering for an eFiling account.

For questions or further information please submit your inquiry to www.nyc.gov/dobnowhelp

POST UNTIL: DECEMBER 29, 2017

Rick D. Chender, P.E., Commissioner nyc.gov/buildings
buildsafe@nyc.gov

Table of Contents

Back

Forward

Rule Review

As of October 16, 2017

Use of DOB NOW: *Build* Mandatory

- Antenna AN
- Curb Cut CC
- Construction Fence FN
- Sidewalk Shed SH
- Supported Scaffold SF
- Signs SG

Use of DOB NOW: *Build* Optional

- Plumbing PL
- Sprinkler SP
- Standpipe SD

[Table of Contents](#)

[Back](#)

[Forward](#)

Rule Review

Beginning October 16th, Sidewalk Shed, Supported Scaffold, Fence, and Sign options will be removed from eFiling

[Table of Contents](#)

[Back](#)

[Forward](#)

Rule Review

Beginning October 16th, paper filings with Sign checked in Section 5 of the PW1 will be rejected by the DOB

5	Job/Project Types <i>Choose one and provide specified associated information.</i>	
<input type="checkbox"/> Alteration Type 1 or Alteration Type 1 required to meet New Building requirements (28-101.4.5) 6A-E, 8B-C, 9-10, 12, 13C-F, 14, 18-20, 22 & PW1A, PD1	<input type="checkbox"/> Alteration Type 2 5A, 6A-D, 8A-B, 9-10, 13C-E, & 14, 20, 22	<input type="checkbox"/> Full Demolition 6B, 8D, 9A & 9C-D, 9K, 13D-E, 14, 21A, 22
<input type="checkbox"/> Alteration Type 1, OT: "No Work" 8C, 9-10 & 12, 13C-F, 14, 18-19, 22, PW1A, PD1	<input type="checkbox"/> Alteration Type 3 5A, 6B-F, 8C, 9-10, 13C-E, 20, 22	<input type="checkbox"/> Subdivision 9A, 9D, 12A-B
	<input type="checkbox"/> New Building 6A-E, 8F-G, 9A, 9C-K, 10, 12 & 13A-F, 14, 18-20, PW1A, PD1	<input type="checkbox"/> Condominium <input type="checkbox"/> Improved 17
	<input checked="" type="checkbox"/> Sign 5A, 6B-D, 9A, 9D, 22-23	5A Directive 14 acceptance requested? <input type="checkbox"/> Yes <input type="checkbox"/> No

Table of Contents

Back

Forward

Rule Review

Beginning October 16th, the entire filing will be rejected if **Fence**, **Supported Scaffold**, and/or **Sidewalk Shed** are included in Section 6 or any of the boxes are checked in Section 15 of the PW1

6 Work Types <i>Select all that apply but no more than allowed by job and filing type. "OT" required on all NB and Alteration 1 initial applications.</i>			
6A <input type="checkbox"/> BL - Boiler PW1C	<input type="checkbox"/> FS - Fuel Storage PW1C	<input type="checkbox"/> PL - Plumbing PW1B	6E <input type="checkbox"/> CC - Curb Cut 16
<input type="checkbox"/> FA - Fire Alarm	<input type="checkbox"/> FP - Fire Suppression	<input type="checkbox"/> SD - Standpipe PW1B	<input type="checkbox"/> OT/LAN - Landscape
<input type="checkbox"/> FB - Fuel Burning PW1C	<input type="checkbox"/> MH - Mechanical	<input type="checkbox"/> SP - Sprinkler PW1B	6F <input type="checkbox"/> OT/ANT - Antenna
6B <input checked="" type="checkbox"/> EQ - Construction Equipment 15	6C <input type="checkbox"/> OT/GC - General Construction	6D <input checked="" type="checkbox"/> OT - Other, describe: Fence and Sidewalk Shed	<input type="checkbox"/> OT/BPP - Builders Pavement Plan 8D
			<input type="checkbox"/> OT/FPP - Fire Protection Plan
			<input type="checkbox"/> OT/MAR - Marquee 8E, 26B

15 Construction Equipment			
<input type="checkbox"/> Chute	<input checked="" type="checkbox"/> Sidewalk Shed	Construction Material:	
<input checked="" type="checkbox"/> Fence	Size:	linear ft.	BSA/MEA Approval No.
<input checked="" type="checkbox"/> Supported Scaffold	<input type="checkbox"/> Other:		

[Table of Contents](#)

[Back](#)

[Forward](#)

Rule Review

Chutes, Derricks, Cranes, Hoists, Suspended Scaffold are not included in this release. Continue to file through eFiling or Borough office.

15	Construction Equipment			
<input checked="" type="checkbox"/> Chute	<input type="checkbox"/> Sidewalk Shed	Construction Material:	<input type="text"/>	
<input type="checkbox"/> Fence	Size:	<input type="text"/> linear ft.	BSA/MEA Approval No.	<input type="text"/>
<input type="checkbox"/> Supported Scaffold	<input checked="" type="checkbox"/> Other:	<input type="text"/>		

[Table of Contents](#)

[Back](#)

[Forward](#)

Rule Review

All job filings including the mandatory work types that currently have a BIS job number will continue to be processed in the Borough Offices or through eFiling.

[Table of Contents](#)

[Back](#)

[Forward](#)

Bundling Work Types

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

[Table of Contents](#)

[Back](#)

[Forward](#)

Not Currently Available in DOB NOW

Submit through www.nyc.gov/dobnowhelp

Process

Withdrawal and Superseding Requests

Required Document Waiver and Deferral Request

AI1 - Additional Information Form

PER11 - Manual Appointment Request

CCD1 - Construction Code Determination

ZRD1 - Zoning Resolution Determination

L2 - Requests for Overrides, Reductions, or Waivers of Civil Penalties for Work Without a Permit and Stop Work Order Violations

[Table of Contents](#)

[Back](#)

[Forward](#)

Annual Fees for Signs

Will continue to be calculated and managed through the NYC Department of Finance

[Table of Contents](#)

[Back](#)

[Forward](#)

Job Filing and Permit Number

Job Number

9 Characters

M00000001

Borough (M,B,X,Q,S) + 8 Digits

M = Manhattan, B = Brooklyn, X = Bronx,
Q = Queens, S = Staten Island

Filing Number

2 Characters

I1

S1, S2, S3 ...

P1, P2, P3 ...

Alphabetical Character + 1 Digit

I = Initial Filing, S = Subsequent Filing, P = PAA

Permit Number

13 Characters

M00000001 – I1 – SG

Job Number + Filing Number + Permit Type

SH = Sidewalk Shed, FN = Fence
SF = Supported Scaffold, SG = Sign

After Hours Variance Number

8 Characters

M1356789

Borough (M,B,X,Q,S) + 7 Digits

M = Manhattan, B = Brooklyn, X = Bronx,
Q = Queens, S = Staten Island

[Table of Contents](#)

[Back](#)

[Forward](#)

Filing Types

Filing Type	Description	Example	Sample Job Filing Number
Initial	Original application for a job; generates the job number	Sidewalk Shed and Construction Fence job filing	M00289607-I1
Post Approval Amendment	Used to make adjustments after approval	Scope of work increases; significant change to the plans	M00289607-P1
Subsequent	Link jobs at same property; add a work type or additional standalone filing	Add Supported Scaffold to job filing M00289607-I1	M00289607-S1

[Table of Contents](#)[Back](#)[Forward](#)

Knowledge Check

True or False:

Using DOB NOW for Sidewalk Shed, Supported Scaffold, Construction Fence and Sign Filings after October 16th is optional

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

Answer:

False

Using **DOB NOW: *Build*** for Sidewalk Shed, Supported Scaffold, Construction Fence and Signs is mandatory as of October 16, 2017

Knowledge Check

Accept or Reject:

Will this filing be accepted or rejected at the Borough Office after October 16th?

5	Job/Project Types <i>Choose one and provide specified associated information.</i>	
<input type="checkbox"/> Alteration Type 1 or Alteration Type 1 required to meet New Building requirements (28-101.4.5) 6A-E, 8B-C, 9-10, 12, 13C-F, 14, 18-20, 22 & PW1A, PD1	<input type="checkbox"/> Alteration Type 2 5A, 6A-D, 8A-B, 9-10, 13C-E, & 14, 20, 22	<input type="checkbox"/> Full Demolition 6B, 8D, 9A & 9C-D, 9K, 13D-E, 14, 21A, 22
<input type="checkbox"/> Alteration Type 1, OT: "No Work" 8C, 9-10 & 12, 13C-F, 14, 18-19, 22, PW1A, PD1	<input type="checkbox"/> Alteration Type 3 5A, 6B-F, 8C, 9-10, 13C-E, 20, 22	<input type="checkbox"/> Subdivision 9A, 9D, 12A-B
	<input type="checkbox"/> New Building 6A-E, 8F-G, 9A, 9C-K, 10, 12 & 13A-F, 14, 18-20, PW1A, PD1	<input type="checkbox"/> Condominium <input type="checkbox"/> Improved 17
	<input checked="" type="checkbox"/> Sign 5A, 6B-D, 9A, 9D, 22-23	5A Directive 14 acceptance requested? <input type="checkbox"/> Yes <input type="checkbox"/> No

Table of Contents

Back

Forward

Knowledge Check

Answer:

Rejected

Filings with Sign checked in **Section 5** of the PW1 or Fence, Supported Scaffold or Sidewalk Shed in **Section 16** will be rejected at the Borough office.

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

Question:

How do you change/replace the applicant of record or contractor for a DOB NOW job?

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

Answer:

Submit a withdrawal and/or superseding request via www.nyc.gov/dobnowhelp and the DOB NOW team will make the updates in the system.

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

Question:

How do I submit the following requests for DOB NOW jobs?

Process
Withdrawal and Superseding Requests
Required Document Waiver and Deferral Request
AI1 - Additional Information Form
PER11 - Manual Appointment Request
CCD1 - Construction Code Determination
ZRD1 - Zoning Resolution Determination
L2 - Requests for Overrides, Reductions, or Waivers of Civil Penalties for Work Without a Permit and Stop Work Order Violations

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

Answer:

Submit through www.nyc.gov/dobnowhelp

Table of Contents

Back

Forward

Register for DOB NOW through eFiling

Who Needs to Register for eFiling

- Property Owners
- Filing Representatives
- Design Professionals
 - Registered Architects
 - Registered Landscape Architects
 - Professional Engineers
- General Contractors
- Sign Hangers
- Lessee
- Inspectors
 - Special Inspectors
 - Progress Inspectors
- Site Safety
 - Site Safety Manager
 - Construction Superintendent
 - Site Safety Coordinator

Register for DOB NOW through eFiling

Before you can file in DOB NOW, all stakeholders associated to the filing must register for eFiling

If you are already registered in eFiling then you will use your existing eFiling username and password to access DOB NOW

Register at www.nyc.gov/dobefiling

Welcome to eFiling

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

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

Email Address:	<input type="text"/>	
Password:	<input type="password"/>	Forgot your password? Click here to reset it!
<input type="button" value="Login"/>		
<div style="border: 2px solid red; padding: 2px; display: inline-block;">Register for electronic filing.</div>		

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

Development Hub	Hub Full-Service	Hub Self-Service
NYC Development Hub		DOB NOW

[Table of Contents](#)

[Back](#)

[Forward](#)

eFiling Registration – Contact Details

NYC Development Hub Enrollment Form

Please provide the following information to enroll for NYC Buildings eFiling. Items with a (*) are required.

When you have completed the form, please click on 'submit' and follow the instructions.

Electronic Filing Account Information (required for all users)

It is important to provide a valid e-mail address you have access to. An activation email will be sent to this email address. If you forget your password the only way to gain access to your account and saved work is with your e-mail address! Your e-mail address can be updated after enrollment.

Email Address (*)

Re-Enter Email Address (*)

Password (*)

Verify Password (*)

USER ACCOUNT INFORMATION

First Name (*)

Middle Initial

Last Name (*)

Business Address (*)

Apt #

City (*)

State (*)

Zip (*)

Contact Phone (*)

Mobile Phone

[Table of Contents](#)

[Back](#)

[Forward](#)

eFiling - Authentication Form

AUTHENTICATION FORM

Instructions:
In order to participate in Buildings' eFiling program, you must accurately complete this form. Please sign the form, have it notarized, and stamp it with your professional seal (if applicable). Any false or misleading statement(s) provided herein will result in the applicant's disqualification from being able to renew permits electronically and may lead to criminal prosecution.

APPLICANT INFORMATION

E-mail Address: shobhnat@gmail.com		Date: 12/5/2008	
Last Name: Tindwani	First Name: Shobhna		MI: C
Contact Address: 280 Broadway			Apt #:
City: NEW YORK	State: NY	Zip: 10007	
Contact Tel: 222-333-4444	Mobile Phone: 222-555-6666		

LICENSES AND TRACKING NUMBERS

Please list all licenses and tracking numbers issued to you by DOB and associated business information

Master Plumber	License Number:	
	Business Name 1:	
	Business Name 2:	
Fire Suppression & Piping Contractor	License Number:	
	Business Name:	
	Business Name 2:	
Oil Burner Installer	License Number:	
	Business Name:	
Sign Hanger	License Number:	
	Business Name:	
General Contractor	Tracking Number:	111111
	Business Name:	New York Pvt Ltd.
Electrical Contractor	License Number:	
	Business Name:	





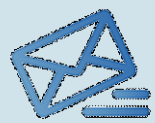


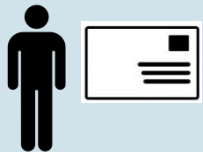

Enter License Number and Business Information

[Table of Contents](#)

[Back](#)

[Forward](#)

Register for eFiling

eFiler	Complete Registration Form	Click Verification Email	Print Authentication Form	Sign, Date and Seal or Notarize	Submit Application and Credentials to DOB	Receive Confirmation of Registration from DOB
Owner						
Licensed Professionals, General Contractors, Sign Hangers, Filing Representatives					 LAA, 5 th floor 280 Broadway *	

Note: Professional Engineers, Registered Architects, or Registered Landscape Architects must bring their DOB ID card when delivering the form in person. A representative cannot deliver in their place.

[Table of Contents](#)

[Back](#)

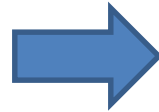
[Forward](#)

From eFiling to DOB NOW

eFiling

DOB NOW

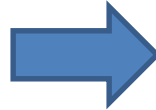
Complete and Upload Forms (e.g., PW1, TR1, PW2)



Forms converted to screens in DOB NOW

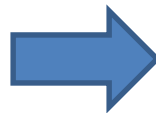
Upload Plans

SAY:



Upload Plans

Upload Required Items



Upload Required Items

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

True/False:

The property owner must be registered in eFiling before a filing can be submitted.

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

True:

- Property Owners
- Filing Representatives
- Design Professionals
 - Registered Architects
 - Registered Landscape Architects
 - Professional Engineers
- General Contractors
- Sign Hangers
- Lessee
- Inspectors
 - Special Inspectors
 - Progress Inspectors
- Site Safety
 - Site Safety Manager
 - Construction Superintendent
 - Site Safety Coordinator

Roles and Responsibilities in DOB NOW

Applicant of Record Permissions

Work Type	Applicant of Record for PW1		Applicant of Record for PW2
	Standard Plan Examination	Professional Certification	
Supported Scaffold	Professional Engineer, Registered Architect	Professional Engineer Registered Architect	General Contractor Professional Engineer Registered Architect
Construction Fence	General Contractor, Professional Engineer Registered Architect	Professional Engineer Registered Architect	General Contractor Professional Engineer Registered Architect
Sidewalk Shed	General Contractor Professional Engineer Registered Architect	Professional Engineer Registered Architect	General Contractor Professional Engineer Registered Architect
Sign	Sign Hanger Professional Engineer Registered Architect	Professional Engineer Registered Architect	Sign Hanger Professional Engineer Registered Architect

** For BSA Approved Sheds or Fences

[Table of Contents](#)

[Back](#)

[Forward](#)

Permissions by Role

	Design Professional	Owner	Filing Rep	General Contractor/ Sign Hanger
PW1/Scope of Work	Add/Edit	Add/Edit	Add/Edit	Add/Edit
TR1	Add/Edit	Add/Edit	Add/Edit	Add/Edit
Work Permits	Add/Edit	Add/Edit	Add/Edit	Add/Edit
Plans	Upload	Upload**	Upload	Upload***
Other Documents	Upload	Upload	Upload	Upload
DPL1	Upload	Read Only	Read Only	Read Only
Payment	Pay	Pay	Pay	Pay
Legal Statement and Signatures	Attestation	Attestation	Read Only	Attestation

** Can upload Plot Diagram if Applicant of Record

*** Only when Applicant of Record

[Table of Contents](#)

[Back](#)

[Forward](#)

Special Permissions

	Special Inspector	Progress Inspector
PW1/PW3	Read Only	Read Only
Work Permits	Read Only	Read Only
TR1/TR8/EN2	Identification/ Certification	Identification/ Certification
Other Documents	Upload	Upload
DPL1	Upload	Upload
Payment	Pay	Pay
Submit a Filing	No Access	No Access

[Table of Contents](#)

[Back](#)

[Forward](#)

Sign on to DOB NOW: *Build*

Access DOB NOW: *Build*

www.nyc.gov/dobnow

Table of Contents

Back

Forward

DOB NOW Log In Screen

The screenshot shows the DOB NOW Log In Screen. A red box labeled '1' highlights the search section on the left, which includes an 'Address' section with input fields for 'House Number', 'Street Name', and 'Borough', and a 'Search' button. Below this are sections for 'Building Identification Number (BIN)', 'Borough, Block, Lot', and 'Device Search'. A second red box labeled '2' highlights the login section on the right, which includes the text 'Log In to DOB NOW to Submit and Filings:', 'Enter your e-Filing account information', 'Email' and 'Password' input fields, a 'Login' button, and a link to 'Need more help? Contact us.' The footer contains links for 'Public Portal FAQ and User Manual', 'FAQ and Resources' (BUILD and SAFETY), 'Building Information Search', and 'NYC OpenData'.


1. Public Portal
2. Log In to DOB NOW


Table of Contents

Back

Forward

DOB NOW Log In Screen

Search the Public Portal for Filings and Permits Submitted in 

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

Enter your e-Filing account information

Email

Password

To register for an account or reset your password, go to the eFiling website.
Need more help? Contact us.

Address

House Number


Street Name


Borough


Building Identification Number (BIN)


Borough, Block, Lot


Device Search


 Public Portal FAQ and User Manual

 **INSPECTIONS**

 Building Information Search

 **BUILD** FAQ and Resources

 **SAFETY** FAQ and Resources

 NYC OpenData

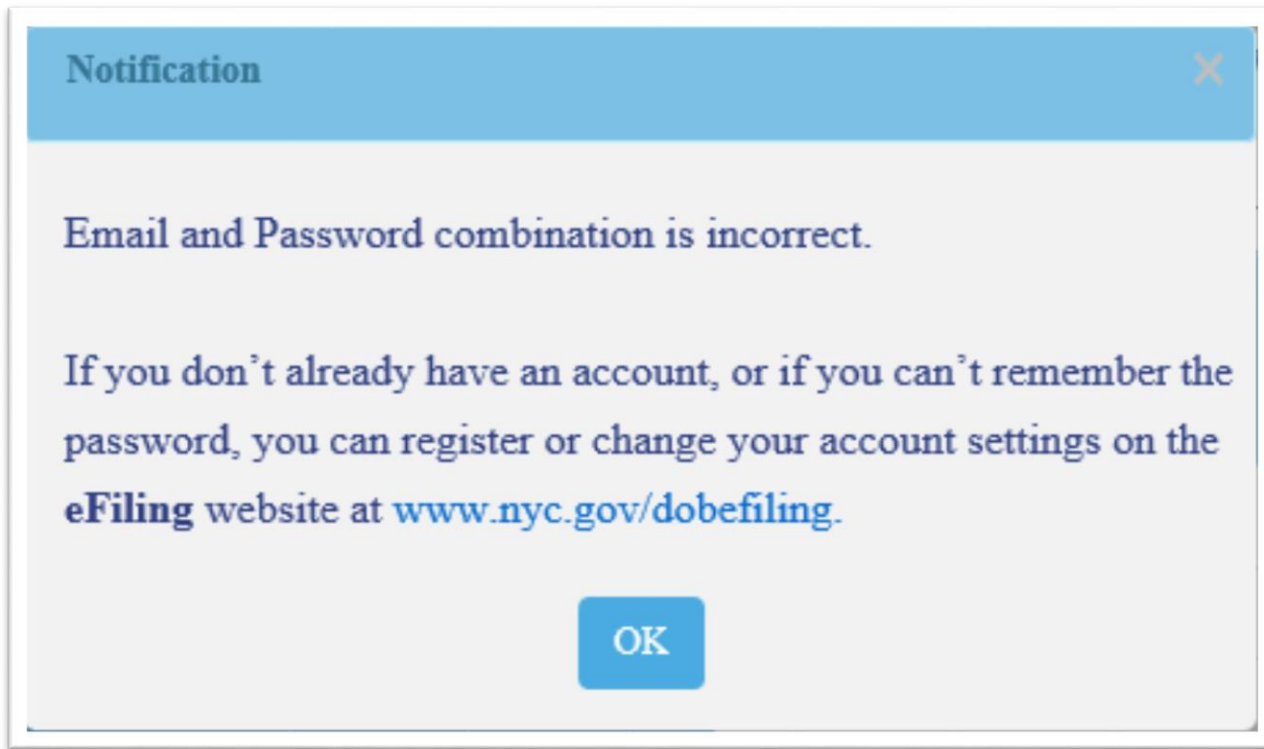
1. Link to FAQs and Public Portal User Manual
2. Link to Inspections
3. Link to Build and Safety FAQs and Resources
4. Link to BIS
5. Link to NYC Open Data

[Table of Contents](#)

[Back](#)

[Forward](#)

Log In Error Message



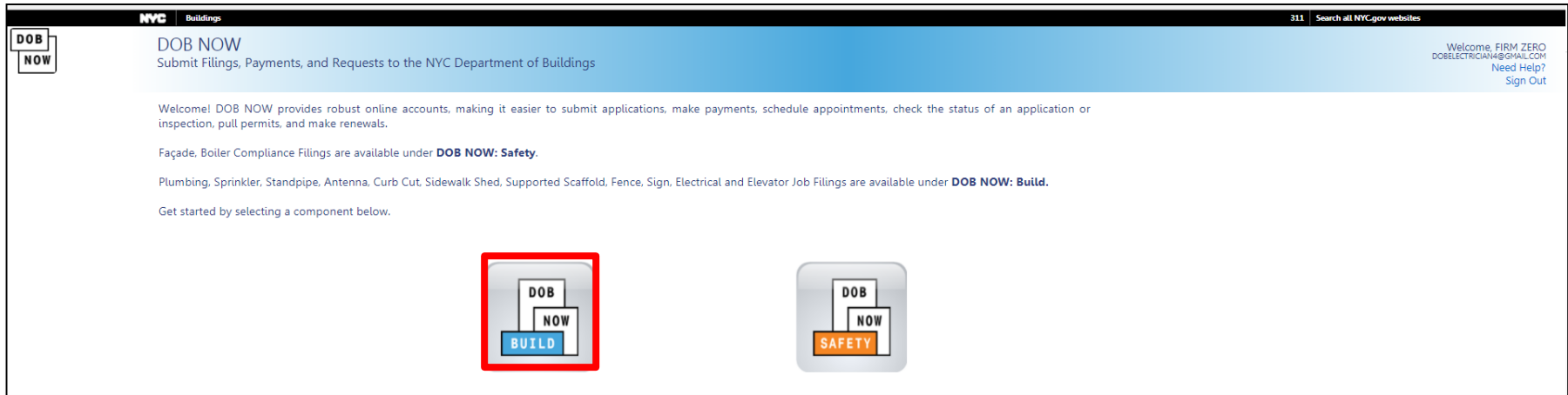
The system will direct you to the eFiling registration site

[Table of Contents](#)

[Back](#)

[Forward](#)

Navigate to DOB NOW: *Build*



The screenshot shows the DOB NOW website interface. At the top left, there is a logo with 'DOB' and 'NOW' stacked. The main header area is blue and contains the text 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. On the top right, there is a search bar with '311 Search all NYC.gov websites' and a user greeting: 'Welcome, FIRM ZERO DOBELECTRICIAN4@GMAIL.COM' with links for 'Need Help?' and 'Sign Out'.

The main content area has a light blue background and contains the following text:

Welcome! DOB NOW provides robust online accounts, making it easier to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and make renewals.

Façade, Boiler Compliance Filings are available under **DOB NOW: Safety**.

Plumbing, Sprinkler, Standpipe, Antenna, Curb Cut, Sidewalk Shed, Supported Scaffold, Fence, Sign, Electrical and Elevator Job Filings are available under **DOB NOW: Build**.

Get started by selecting a component below.

Below the text are two icons. The first icon, labeled 'BUILD', is highlighted with a red square border. The second icon, labeled 'SAFETY', is not highlighted.

Select DOB NOW: *Build*


[Table of Contents](#)

[Back](#)

[Forward](#)

DOB NOW: *Build* Dashboard

NYC Buildings
311 Search all NYC.gov websites Dev-AN/CC Branch



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

Welcome, JOE ADAM
AJQETEST@GMAIL.COM
[Need Help?](#)
[Sign Out](#)

Home
+ Job Filing
+ Work Permit
+ AHV Permit
+ Request LOC

My Jobs
My Work Permits
My AHV Work Permits
MY LOC Requests
Job Filing Search

Filter my jobs
Refresh

Job Number	Filing Number	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date	Modified Date	Payment Status	Filing Action
✓ M00002702	I1	Pre-Filing	280 BROADWAY	MANHATTAN	SAM FACE	SAM FACE	07/13/2017 11:12:10 AM	07/13/2017 01:27:46 PM	Paid	Select Action:
✓ M00002697	I1	Pending Plan ...	45 ROCKEFELLE...	MANHATTAN	JOE ADAM	JOE ADAM	07/13/2017 10:23:14 AM	07/13/2017 11:03:42 A...	Paid	Select Action:
✓ M00002696	I1	Pending Prof ...	45 ROCKEFELLE...	MANHATTAN	JOE ADAM	APPLE RO...	07/13/2017 10:19:07 AM	07/13/2017 01:59:50 PM	Paid	Select Action:
✓ M00002695	I1	Pending Plan ...	93 GRAND STRE...	MANHATTAN	JOE ADAM	SAM FACE	07/13/2017 10:13:00 AM	07/13/2017 02:28:10 PM	Paid	Select Action:
✓ M00002692	I1	Pending Prof ...	1 LIBERTY PLAZA	MANHATTAN	JOE ADAM	APPLE RO...	07/13/2017 09:57:11 AM	07/14/2017 10:15:03 A...	Paid	Select Action:
✓ M00002689	I1	Pending Plan ...	85 WEST STREET	MANHATTAN	JOE ADAM	APPLE RO...	07/13/2017 09:52:02 AM	07/13/2017 03:24:40 PM	Paid	Select Action:
✓ M00002688	I1	Pending Plan ...	85 WEST STREET	MANHATTAN	JOE ADAM	APPLE RO...	07/13/2017 09:45:46 AM	07/13/2017 04:01:02 PM	Paid	Select Action:
✓ M00002686	I1	Pre-Filing	64 FULTON STR...	MANHATTAN	JOE ADAM	SAM FACE	07/13/2017 09:39:03 AM	07/14/2017 10:08:55 A...	Due	Select Action:
✓ M00002685	I1	Pre-Filing	33 LIBERTY STR...	MANHATTAN	JOE ADAM		07/13/2017 09:36:26 AM	07/13/2017 09:36:27 A...	Due	Select Action:
✓ M00002682	I1	Pre-Filing	33 LIBERTY STR...	MANHATTAN	JOE ADAM		07/13/2017 09:11:24 AM	07/14/2017 09:58:40 A...	Due	Select Action:

Total Items: 1242 (Showing Items: 10)

1 / 125 / 10 Items Per Page
11 - 20 of 1242 items

[Table of Contents](#)

[Back](#)

[Forward](#)

Create New Filings

NYC Buildings

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

DOB NOW BUILD

Home + Job Filing + Work Permit + AHV Permit + Request LOC

My Jobs My Work Permits My AHV Work Permits MY LOC Requests Job Filing Search

Filter my jobs ▾

 - Return to Dashboard

+ **Job Filing** – Create a new job filing

+ **Work Permit** – Request a work permit

+ **AHV Permit** – Request an After Hours Variance (AHV) permit

+ **Request LOC** – Request a Letter of Completion

[Table of Contents](#)

[Back](#)

[Forward](#)

View Your Filings

NYC Buildings

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

BUILD

[Home](#) [+Job Filing](#) [+Work Permit](#) [+AHV Permit](#) [+Request LOC](#)

[My Jobs](#) [My Work Permits](#) [My AHV Work Permits](#) [My LOC Requests](#) [Job Number Search](#)

- **My Jobs** – Your Existing Job Filings
- **My Work Permits** – Your Work Permits
- **My AHV Work Permits** – Your After Hours Variance Permits (AHV)
- **My LOC Requests** – Your Letters of Completion
- **Job Number Search** – Search for a Job Filing

[Table of Contents](#)

[Back](#)

[Forward](#)

Customize the Dashboard

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

1. **Filter My Jobs** – Filter the list by work type
2. **Column Search** – Search for a value in a column
3. **Column Sorter** – Click the arrow to sort in ascending or descending order
4. **Column Editor** – Choose the columns that display

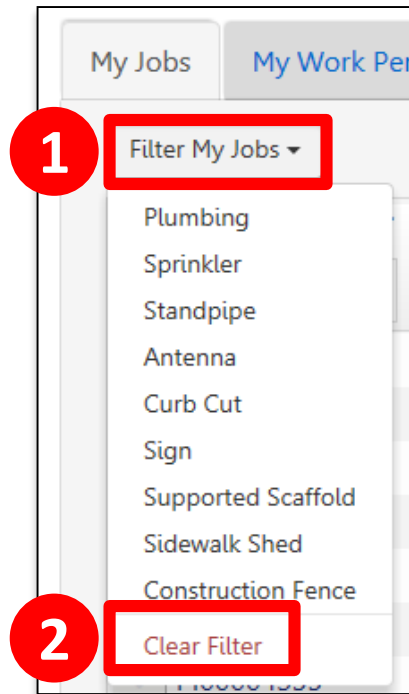
Navigate from Page to Page

The screenshot displays a web application interface for managing job filings. At the top, there are navigation tabs: "My Jobs", "My Work Permits", "My AHV Work Permits", "My LOC Requests", and "Job Filing Search". Below the tabs is a "Filter my jobs" dropdown and a "Refresh" button. The main content is a table with columns: Job Number, Filing Number, Filing Status, Address, Borough, Applicant of Record, Owner, Created Date, Modified Date, and Paym. The table lists 10 items, each with a checkmark in the first column. At the bottom of the table, there are two navigation panels. The left panel shows "Total Items: 654 (Showing Items: 10)" and navigation controls including a page number "1" and "Items Per Page" set to "10". The right panel is a larger, more detailed version of the same navigation controls, also showing "Total Items: 654 (Showing Items: 10)" and "1 / 66" with "10 Items Per Page".

Job Number	Filing Number	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date	Modified Date	Paym
✓ M00002153	P2	Pre-Filing	280 BROADWAY	MANHATTAN	ADAM JOE2	APPLE ROME18	07/26/2017 05:33:12 PM	07/26/2017 05:33:42 PM	Due
✓ M00002980	I1	Pre-Filing	280 BROADWAY	MANHATTAN	ADAM JOE2		07/26/2017 05:18:22 PM	07/26/2017 05:18:25 PM	Due
✓ B00002979	I1	Pre-Filing	150 MARINE AVENUE	BROOKLYN	ADAM JOE2		07/26/2017 04:28:25 PM	07/26/2017 04:30:36 PM	Due
✓ M00002523	P1	Pre-Filing	280 BROADWAY	MANHATTAN	ADAM JOE2	TESTING DOB	07/26/2017 04:12:41 PM	07/26/2017 05:19:59 PM	Due
✓ M00002972	I1	Pre-Filing	280 BROADWAY	MANHATTAN	ADAM JOE2		07/26/2017 02:38:06 PM	07/26/2017 02:38:49 PM	Due
✓ M00002958	I1	Pending Plan Examiner Assignment	280 BROADWAY	MANHATTAN	ADAM JOE2	ADAM JOE2	07/26/2017 12:12:41 PM	07/26/2017 02:35:45 PM	Exempted
✓ M00002952	I1	QA Failed	242 WEST 34 STREET	MANHATTAN	ADAM JOE2	APPLE ROME18	07/26/2017 11:33:06 AM	07/26/2017 02:58:24 PM	Exempted
✓ M00002949	I1	Pre-Filing	213 WEST 35 STREET	MANHATTAN	ADAM JOE2		07/26/2017 10:47:29 AM	07/26/2017 11:58:55 AM	Exempted
✓ M00002944	I1	Permit Entire	462 7 AVENUE	MANHATTAN	ADAM JOE2	APPLE ROME18	07/26/2017 08:32:43 AM	07/26/2017 09:52:58 AM	Paid
✓ M00002941	I1	Pending Plan Examiner Assignment	280 BROADWAY	MANHATTAN	ADAM JOE2	ADAM JOE2	07/25/2017 05:30:07 PM	07/25/2017 05:35:15 PM	Paid

Use the navigation at the bottom of a list to move from page to page

Filter My Jobs



1. Click the down arrow next to **Filter My Jobs** and select the **work type**
2. Click **Clear Filter** to remove filters

Search for a Filing

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

BUILD

Home +Job Filing +Work Permit +AHV Permit +Request LOC

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

M00004298 x Search

0 characters remaining

1. Click on the **Job Number Search** tab
2. Enter the **9-digit job number**
3. Click **Search**

[Table of Contents](#)

[Back](#)

[Forward](#)

View Search Results

DOB
NOW
BUILD

DOB NOW

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

Welcome, ADAM JOE2
AJOETEST2@GMAIL.COM
[Need Help?](#)
[Sign Out](#)

[Home](#) [+Job Filing](#) [+Work Permit](#) [+AHV Permit](#) [+Request LOC](#)

[My Jobs](#) [My Work Permits](#) [My AHV Work Permits](#) [My LOC Requests](#) [Job Number Search](#)

[Search](#)
0 characters remaining

Job Filing Id	Filing Type	Address	Borough	Current Filing Status
M00004298-P1	PAA	280 BROADWAY	MANHATTAN	Pre-Filing
M00004298-S1	Subsequent Filing	280 BROADWAY	MANHATTAN	Permit Entire
M00004298-I1	New Job Filing	280 BROADWAY	MANHATTAN	Permit Entire

Double-click the **Job Filing ID** to open the Filing

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

Question:

What is the URL for DOB NOW?

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

Answer:

www.nyc.gov/dobnow

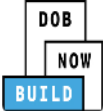
Table of Contents

Back

Forward

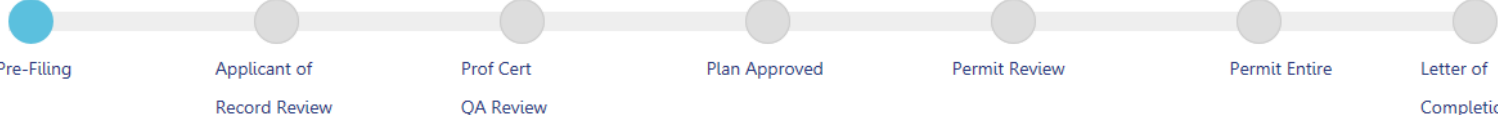
Navigate a Job Filing

View a Job Filing



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

Welcome, JOE ADAM
AJOETEST@GMAIL.COM
[Need Help?](#)
[Sign Out](#)



[Save](#)
[Preview to File](#)

Job# M00004298 Filing# P1

[View Filing](#)
[Payment History](#)
[Trace History](#)
[Property Profile](#)
[Dashboard](#)

Plans/Work (PW1)

Scope of Work

Technical Report (TR1)

Documents

Work Permit (PW2)

Statements & Signatures

1. Location Information

House Number*	Street Name*	Borough*	
<input type="text" value="280"/>	<input type="text" value="BROADWAY"/>	<input type="text" value="MANHATTAN"/>	
Block*	Lot*	BIN*	
<input type="text" value="153"/>	<input type="text" value="1"/>	<input type="text" value="1079215"/>	
Community Board*	Apartment/Suite Number	Zip Code*	
<input type="text" value="101"/>	<input type="text"/>	<input type="text" value="10007"/>	

Work on Floor(s)* [+ Add](#)

Location	Floor From	Floor To	Floor Description
BAS Basement	4	5	test

Application Highlights

Location	280 BROADWAY MANHATTAN 10007
Job Number	M00004298
Filing Number	P1
Estimated Job Cost (\$)	\$50,000.00
Current Filing Status	Pre-Filing
Job Status	Job in Process
Work without Permit Violation	No
Total Job Cost (\$)	\$0.00
Filing Type	PAA

Payment Summary

New Work Filing Fee	\$0.00
Legalization Filing Fee	\$0.00
Record Management Fee	\$0.00
Post Approval Amendment	\$100.00

Table of Contents

Back

Forward

Save or Return to Dashboard

The screenshot displays a software interface with a progress bar at the top. The progress bar has seven stages: Pre-Filing (active), Applicant of Record Review, Prof Cert QA Review, Plan Approved, Permit Review, Permit Entire, and Letter of Completion. Below the progress bar, there is a navigation bar with several buttons: 'Save' (highlighted with a red box and a red circle with the number 1), 'Preview to File', 'Job# M00004298 Filing# P1', 'View Filing', 'Payment History', 'Trace History', 'Propo...', and 'Dashboard' (highlighted with a red box and a red circle with the number 2). Below the navigation bar, there is a horizontal menu with six items: 'Plans/Work (PW1)', 'Scope of Work', 'Technical Report (TR1)', 'Documents', 'Work Permit (PW2)', and 'Statements & Signatures'.

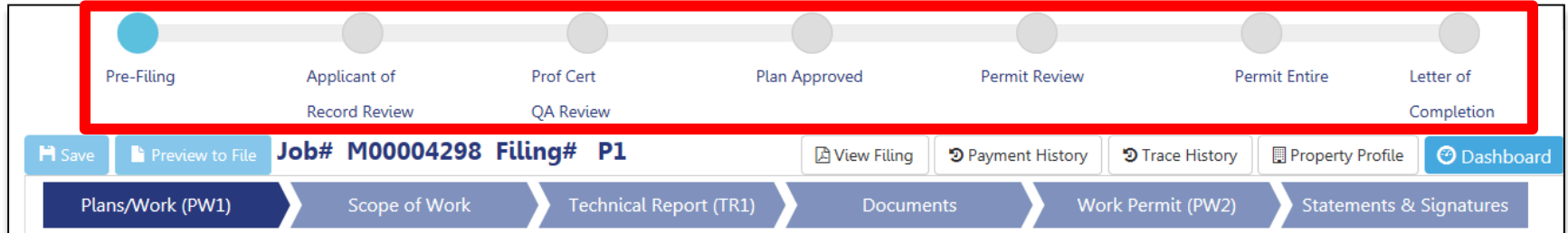
1. **Save** – Save your work
2. **Dashboard** – Takes you to your dashboard

[Table of Contents](#)

[Back](#)

[Forward](#)

View Job Filing Status



Status Bar displays the progress of the filing

[Table of Contents](#)

[Back](#)

[Forward](#)

Primary Job Filing Statuses

- Pre-Filing
- Applicant of Record Review
- Plan Examiner Review or Prof Cert QA Review
- Plan Approved
- Permit Review
- Permit Entire
- Letter of Completion

Notifications

- The Owner, Design Professional and Filing Representative receive email notifications at critical stages in the filing process
- General Contractors receive Permit-related notifications
- Emails will come from:

DOBNOW donotreply

DOBNOWdonotreply@buildings.nyc.gov

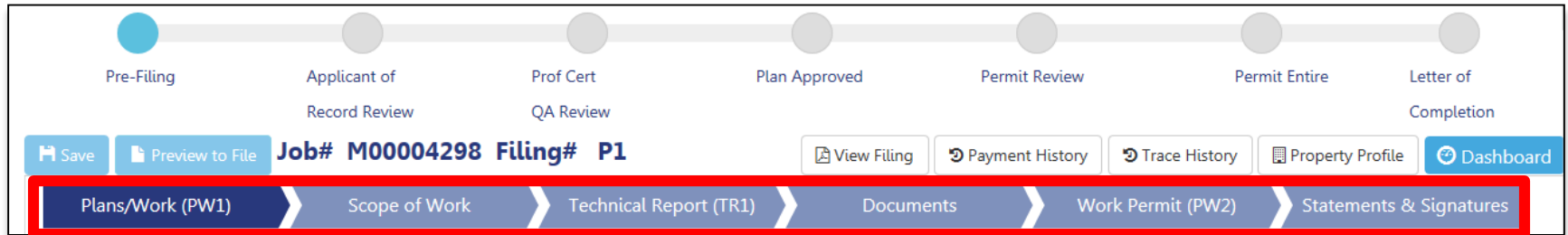
Note: If you are not seeing notifications, check your spam filter or junk mail folder. You may want to add the email as a Safe Sender.

[Table of Contents](#)

[Back](#)

[Forward](#)

Form Navigation



Click the chevron to move from one section of the form to another

- Dark blue indicates the section that is active

[Table of Contents](#)

[Back](#)

[Forward](#)

Navigate a Job Filing

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

Welcome, ADAM JOE2
AJOE2T2@GMAIL.COM
Need Help?
Sign Out

Pre-Filing Applicant of Record Review Plan Examiner Review Plan Approved Permit Review Permit Entire Letter of Completion

Save Preview to File Job# S00004487 Filing# I1 View Filing Payment History Trace History Property Profile Dashboard

Plans/Work (PW1) Scope of Work Technical Report (TR1) Documents Work Permit (PW2) Statements & Signatures

1. Location Information

House Number*	Street Name*	Borough*
73	BROOK STREET	STATEN ISLAND
Block*	Lot*	BIN*
35	90	S000709
Community Board*	Apartment/Suite Number	Zip Code*
501		10301

Work on Floor(s) + Add

Location	Floor From	Floor To	Floor Description	Edit	Delete
BAS Basement	0	10	Paint project exterior commercial building 10-stories	✎	✖

1 - 1 of 1 items

2. Applicant Information

E-Mail*	License Type*	License Number*
AJOETEST2@GMAIL.COM	Professional Engineer	515151
Last Name*	First Name*	Middle Initial
JOE2	ADAM	
Business Name	Business Telephone*	Business Address*
AJ2	2012223333	AJ2
Business Fax	City*	State*
	NYC	NY
Zip Code*	Mobile Telephone*	
10000		

Application Highlights

Location	73 BROOK STREET STATEN ISLAND 10301
Job Number	S00004487
Filing Number	I1
Estimated Job Cost (\$)	\$75,000.00
Current Filing Status	Pre-Filing
Job Status	Job in Process
Work without Permit Violation	No
Total Job Cost (\$)	\$0.00
Filing Type	New Job Filing

Payment Summary

New Work Filing Fee	\$510.00
Legalization Filing Fee	\$0.00
Record Management Fee	\$165.00
Post Approval Amendment	\$0.00
No Good Check Fee	\$0.00
Associated Job Fee	\$0.00
Total Fee	\$675.00
Amount Paid	\$0.00
Amount Due	\$675.00

Pay Now

Please make sure to turn off the pop-up blocker before you click on Pay Now button.

Once a **chevron** is selected, the screen displays the contents of that section

Table of Contents

Back

Forward

Application Highlights

1. **Application Highlights**
– Summary of filing information and status
2. **Payment Summary** –
Summary of fees associated with the filing
3. **Pay Now** – Click to pay fees electronically

1

Application Highlights

Location	280 BROADWAY MANHATTAN 10007
Job Number	M00004298
Filing Number	P1
Estimated Job Cost (\$)	\$50,000.00
Current Filing Status	Pre-Filing
Job Status	Job in Process
Work without Permit Violation	No
Total Job Cost (\$)	\$0.00
Filing Type	PAA

2

Payment Summary

New Work Filing Fee	\$0.00
Legalization Filing Fee	\$0.00
Record Management Fee	\$0.00
Post Approval Amendment	\$100.00
No Good Check Fee	\$0.00
Associated Job Fee	\$0.00
Total Fee	\$100.00
Amount Paid	\$0.00
Amount Due	\$100.00

3


Pay Now

Table of Contents

Back

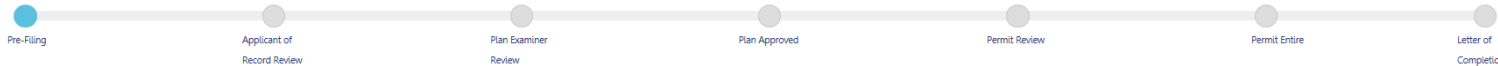
Forward

Plans/Work (PW1)



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

Welcome: ADAM JOE2
AJOE2T2@GMAIL.COM
Need Help?
Sign Out



Save
Preview to File
Job# S00004487 Filing# I1

View Filing
Payment History
Trace History
Property Profile
Dashboard

Plans/Work (PW1)
Scope of Work
Technical Report (TR1)
Documents
Work Permit (PW2)
Statements & Signatures

1. Location Information

House Number*	Street Name*	Borough*	
<input type="text" value="73"/>	<input type="text" value="BROOK STREET"/>	<input type="text" value="STATEN ISLAND"/>	
Block*	Lot*	BIN*	
<input type="text" value="35"/>	<input type="text" value="90"/>	<input type="text" value="S000709"/>	
Community Board*	Apartment/Suite Number	Zip Code*	
<input type="text" value="501"/>	<input type="text"/>	<input type="text" value="10301"/>	

Work on Floor(s)* + Add

Location	Floor From	Floor To	Floor Description	Edit	Delete
BAS Basement	0	10	Paint project exterior commercial building 10-stories	✎	✖

1 - 1 of 1 items

2. Applicant Information

E-Mail*	License Type*	License Number*	
<input type="text" value="AJOE2T2@GMAIL.COM"/>	<input type="text" value="Professional Engineer"/>	<input type="text" value="S15151"/>	
Last Name*	First Name*	Middle Initial	
<input type="text" value="JOE2"/>	<input type="text" value="ADAM"/>	<input type="text"/>	
Business Name	Business Telephone*	Business Address*	
<input type="text" value="AJ2"/>	<input type="text" value="2012223333"/>	<input type="text" value="AJ2"/>	
Business Fax	City*	State*	
<input type="text"/>	<input type="text" value="NYC"/>	<input type="text" value="NY"/>	
Zip Code*	Mobile Telephone*		
<input type="text" value="10000"/>	<input type="text"/>		

[Pay Now](#)

Please make sure to turn off the pop-up blocker before you click on Pay Now button.

Table of Contents

Back

Forward

Scope of Work – SH, SF, FN

Save Preview to File Job# S00004487 Filing# I1

Plans/Work (PW1) Scope of Work Technical Report (TR1) Documents

New Work:
 SF - Supported Scaffold SH - Sidewalk Shed FN - Construction Fence

SF - Supported Scaffold

- Shed Type:*
Select Type:
- Is the supported scaffold going to extend beyond property lines? Yes No
- How is the Scaffold Supported? Yes No
Select Type:
- Is there any related construction equipment? Yes No

SH - Sidewalk Shed

- Shed Type:*
Select Type:
- Is the sidewalk shed going to extend beyond property lines? Yes No
- How is the shed supported? Yes No
Select Type:
- Is there any related construction equipment? Yes No
- Does the design of the Shed require removal or modification of any existing structures? Check all that apply:

FN - Construction Fence

- Fence Height:*
- Location of the Fence:*
Select Type:

Table of Contents

Back

Forward

Cost Affidavit - Signs

[Save](#) [Preview to File](#) **Job# M00004887 Filing# I1**

Plans/Work (PW1) > **Cost Affidavit (PW3)** > Technical Report (TR1) > Documents

1. Reason For Filing:

Initial Filing

3. Cost Details

New Work:

Category of Work*

Sign

Initial Cost Details

[+ Add](#)

Category of Work	Description of Work	Area/Units	Unit Cost	Total Cost	Edit	Delete	
Sign	Illuminated advertising sign	1	\$7,000.00	\$7,000.00			

[|<](#) [<](#) 1 / 1 [>](#) [>|](#) 5 Items Per Page

1 - 1 of 1 items

Total Sign Job Cost (Initial) \$7,000.00

[Table of Contents](#)

[Back](#)

[Forward](#)

Technical Report (TR1)

Save Preview to File Job# S00004487 Filing# I1

Plans/Work (PW1) Scope of Work Technical Report (TR1) Documents

2. Applicant Information

Applicant Type:

Are you an Applicant of Record? Are you a Special Inspector? Are you a Progress Inspector?

3. Special Inspection Categories for New Work

+ Add

Requirement	Agency No.	Identified	Certified	Special Inspector	PAA	Created On...	Edit	Delete	Seal & Sign.
-------------	------------	------------	-----------	-------------------	-----	---------------	------	--------	--------------

1 / 1 5 Items Per Page

4. Progress Inspection Categories for New Work

+ Add

Requirement	Identified	Certified	Progress Inspector	PAA	Created On	Edit	Delete	Seal & Sign.
-------------	------------	-----------	--------------------	-----	------------	------	--------	--------------

1 / 1 5 Items Per Page

Table of Contents

Back

Forward



Documents

[Save](#) [Preview to File](#) **Job# S00004487 Filing# I1**

Plans/Work (PW1) > Scope of Work > Technical Report (TR1) > **Documents**

Additional Supporting Documents ▼

Required Documents ▼

Created On	Document Name	Document Status...	Prior To	Upload	
2017-09-07	DPL-1: Design Professional Seal & Signature	Required	Approval		
2017-09-07	Plans/Sketch	Required	Approval		

Total Items: 2

◀ ◀ / 1 ▶ ▶ Items Per Page 1 - 2 of 2 items

[Table of Contents](#)

[Back](#)

[Forward](#)

Statements and Signatures

Plans/Work (PW1)	Scope of Work	Technical Report (TR1)	Documents	Work Permit (PW2)	Statements & Signatures
Applicant of Record - Statements & Signatures					Application Highlights
Plans/Work (PW1) - Section 25. Applicant's Statements*					Location: 73 BROOK STREET STATEN ISLAND 10301
<p>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. Cluster Development Statement (if applicable): I hereby state that all specifications relating to this job are identical to those previously filed under the group lead job number, except as specified herein.*</p> <p>Directive 14 initial applications (if applicable) I certify that the construction documents submitted and all construction documents related to this application do not require a new or amended Certificate of Occupancy as there is no change in use, exits, or occupancy.*</p>					Job Number: S00004487 Filing Number: I1 Estimated Job Cost (\$): \$75,000.00 Current Filing Status: Pre-Filing Job Status: Job in Process Work without Permit Violation: No Total Job Cost (\$): \$0.00 Filing Type: New Job Filing
Technical Report (TR1) - Section 5. Applicant's Statements					Payment Summary
<p>I have identified all of the special inspections, progress inspections and tests required for compliance.*</p> <p>I certify that the Special Inspection and Approved Agencies engaged by the owner to supervise the work specified herein are acceptable. (BC 1704.1)*</p>					New Work Filing Fee: \$510.00 Legalization Filing Fee: \$0.00 Record Management Fee: \$165.00 Post Approval Amendment: \$0.00 No Good Check Fee: \$0.00 Associated Job Fee: \$0.00 Total Fee: \$675.00 Amount Paid: \$0.00 Amount Due: \$675.00
Professional Certification (POCI) (applicable only for professionally certified jobs)					Pay Now
<p>I hereby state that I have exercised a professional standard of care in certifying that the filed application is complete and in accordance with applicable laws, including the rules of the Department of Buildings, as of this date. I am aware the Commissioner will rely upon the truth and accuracy of this statement. I have notified the owner that this application has been professionally certified. If an audit or other exam discloses non-compliance, I agree to notify the owner of the remedial measures that must be taken to meet legal requirements. I further realize that any misrepresentation or falsification of facts made knowingly or negligently by me, my agents or employees, or by others with my knowledge, will render me liable for legal and disciplinary action by the Department of Buildings and other appropriate authorities, including termination of participation in the professional certification procedures at the Department of Buildings.*</p> <p><input type="checkbox"/> I have personally reviewed all information entered on each of the documents listed above. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents and all other statements above. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand, and I further agree that an uploaded electronic image of my signature and professional seal that is part of this application is hereby applied to this signed statement and each document and statement listed above as if I had personally signed and sealed these statements and documents by hand.*</p>					<div style="border: 1px solid black; padding: 5px;"><p>Please make sure to turn off the pop-up blocker before you click on Pay Now button.</p></div>
<p>Name: <input type="text"/></p> <p>Date: <input type="text"/></p>					

[Table of Contents](#)

[Back](#)

[Forward](#)

Work Permits (PW2)

Save Preview to File Job# S00004487 Filing# I1 View Filing Payment History Trace History Property Profile Dashboard

Plans/Work (PW1) Scope of Work Technical Report (TR1) Documents Work Permit (PW2) Statements & Signatures

Work Permit + Add

Tracking No.	Work Permit No.	Work Permit Status	Permit Type	Initial Permit	No Work Permi	Created On	Permit Issued Date	Delete
--------------	-----------------	--------------------	-------------	----------------	---------------	------------	--------------------	--------

Application Highlights

Location	73 BROOK STREET STATEN ISLAND 10301
Job Number	S00004487
Filing Number	I1
Estimated Job Cost (\$)	\$75,000.00
Current Filing Status	Pre-Filing
Job Status	Job in Process
Work without Permit Violation	No
Total Job Cost (\$)	\$0.00
Filing Type	New Job Filing

Payment Summary

New Work Filing Fee	\$510.00
Legalization Filing Fee	\$0.00
Record Management Fee	\$165.00
Post Approval Amendment	\$0.00
No Good Check Fee	\$0.00
Associated Job Fee	\$0.00
Total Fee	\$675.00
Amount Paid	\$0.00
Amount Due	\$675.00

Pay Now

Please make sure to turn off the pop-up blocker before you click on Pay Now button.

Table of Contents

Back

Forward

Technical Report Energy (TR8) - Signs

Save Preview to File Job# M00004849 Filing# S2

Plans/Work (PW1) Cost Affidavit (PW3) Technical Report (TR1) **Technical Report Energy (TR8)** Documents Work Permit (PW2)

2. Applicant Information

Applicant Type:
 Are you an Applicant of Record? Are you a Progress Inspector?

3. Energy Code Progress Inspection For New Work

+ Add

Requirement	Identified	Certified	Progress Inspector	Created On	PAA	Edit	Delete	Seal & Sign.
Lighting controls	Yes	Yes	BUILD1 DEP	2017-09-18	No			Accepted

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

Table of Contents

Back

Forward

EN2 - Signs

✓

Pre-Filing

✓

Applicant of
Record Review

✓

Prof Cert
QA Review

✓

Plan Approved

✓

Permit Review

✓

Permit Entire

✓

Letter of
Completion

View Filing

Payment History

Trace History

Property Profile

Dashboard

Save

Preview to File

Job# M00004849 Filing# S2

Plans/Work (PW1)

Cost Affidavit (PW3)

Technical Report (TR1)

Technical Report Energy(TR8)

Documents

Work Permit (PW2)

EN2

Letter of Completion (PW7)

Statements & Signatures

As Built Energy Analysis

+ Add

Filing Included	Progress Inspector Name	As BuiltInformation1	As BuiltInformation2	Edit	Delete
New Job	BUILD1 DEP	Yes	No		

Total Items: 1

Application Highlights

Location	6 EAST 15 STREET MANHATTAN 10003
Job Number	M00004849
Filing Number	S2
Estimated Job Cost (\$)	\$300.00
Current Filing Status	Signed Off
Job Status	LOC Issued
Work without Permit Violation	No
Total Job Cost (\$)	\$300.00
Filing Type	Subsequent Filing

Payment Summary

New Work Filing Fee	\$165.00
Legalization Filing Fee	\$0.00
Landmark Fee	\$0.00
Record Management Fee	\$45.00
Post Approval Amendment	\$0.00
No Good Check Fee	\$0.00
Associated Job Fee	\$0.00
Total Fee	\$210.00
Amount Paid	\$210.00
Amount Due	\$0.00

Pay Now

Table of Contents

Back

Forward

Create a New Job Filing

Create a New Job Filing

The screenshot shows the NYC Buildings website interface. At the top, there is a black header with 'NYC' and 'Buildings' in white. Below this is a blue banner with the 'DOB NOW' logo (DOB, NOW, BUILD) and the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. A navigation bar contains five blue buttons: a home icon, '+ Job Filing' (highlighted with a red border), '+ Work Permit', '+ AHV Permit', and '+ Request LOC'. Below the navigation bar are five grey tabs: 'My Jobs', 'My Work Permits', 'My AHV Work Permits', 'My LOC Requests', and 'Job Filing Search'. A 'Filter my jobs' dropdown menu is visible. At the bottom, there is a table with five columns: 'Job Number', 'Filing Number', 'Filing Status', 'Address', and 'Borough', each with a dropdown arrow and an empty input field below it.

Click **+ Job Filing** to initiate a new job filing

[Table of Contents](#)

[Back](#)

[Forward](#)

Select Work Type – Construction Equipment

Job filing includes:

<input type="checkbox"/> Plumbing	<input type="checkbox"/> Sprinklers	<input type="checkbox"/> Standpipe
<input type="checkbox"/> Antenna	<input type="checkbox"/> Curb Cut	<input type="checkbox"/> Sign
<input checked="" type="checkbox"/> Sidewalk Shed	<input checked="" type="checkbox"/> Supported Scaffold	<input checked="" type="checkbox"/> Construction Fence

1

2

Submit Cancel

1. Select **Work Type(s)**
2. Click **Submit**

Select Work Type – Sign

Job filing includes:

<input type="checkbox"/> Plumbing	<input type="checkbox"/> Sprinklers	<input type="checkbox"/> Standpipe
<input type="checkbox"/> Antenna	<input type="checkbox"/> Curb Cut	<input checked="" type="checkbox"/> Sign
<input type="checkbox"/> Sidewalk Shed	<input type="checkbox"/> Supported Scaffold	<input type="checkbox"/> Construction Fence

2

A screenshot of a web form titled "Job filing includes:". The form contains a list of work types with checkboxes. The "Sign" option is selected and highlighted with a red box and a red circle containing the number "1". The "Submit" button is also highlighted with a red box and a red circle containing the number "2". Other options include Plumbing, Antenna, Sidewalk Shed, Sprinklers, Curb Cut, Supported Scaffold, Standpipe, and Construction Fence.

1. Select **Sign**
2. Click **Submit**

[Table of Contents](#)

[Back](#)

[Forward](#)

Work Types Not Allowed to Be Combined

Job filing includes:

<input type="checkbox"/> Plumbing	<input type="checkbox"/> Sprinklers	<input type="checkbox"/> Standpipe
<input type="checkbox"/> Antenna	<input type="checkbox"/> Curb Cut	<input checked="" type="checkbox"/> Sign
<input type="checkbox"/> Sidewalk Shed	<input type="checkbox"/> Supported Scaffold	<input type="checkbox"/> Construction Fence

The system will only allow you to select work types that can be filed in combination

Important Form Information

1. Location Information

House No.(s)*

Block*

- Fields with red asterisks * are required and must be completed before submitting the filing

E-Mail*

Last Name*

Business Name*

- Gray shaded fields are read-only

[Table of Contents](#)

[Back](#)

[Forward](#)

Dynamic Forms and Business Rules

- Required fields and forms will be added to the filing based on your selections
- Chevrons and red asterisks will help guide you through completing the forms

[Table of Contents](#)

[Back](#)

[Forward](#)

Enter Preliminary Job Details

To **save your filing** and **generate the job number** you must complete the following Plans/Work (PW1) sections:

- **Section 1:** Location Information
- **Section 2:** Applicant Information
- **Section 11:** Job Description

[Table of Contents](#)

[Back](#)

[Forward](#)

Section 1: Location Information

1

1. Location Information

House Number* 73 Street Name* BROOK ST Borough* STATEN ISLAND

Block* 35 Lot* 90 BIN*

Community Board* Apartment/Suite Number Zip Code*

2

Work on Floor(s)* **+Add**

Location	Floor From	Floor To	Floor Description	Edit	Delete
----------	------------	----------	-------------------	------	--------

1 / 1 5 Items Per Page

1. Enter **House Number, Street Name, Borough, Block, and Lot**
2. Click **+Add** to add Work on Floors details

Section 2: Applicant Information

1

2

Applicant Information		
E-Mail*	License Type*	License Number*
AJOETEST2@GMAIL.COM	Professional Engineer	515151
Last Name*	First Name*	Middle Initial
JOE2	ADAM	
Business Name	Business Telephone*	Business Address*
AJ2	2012223333	AJ2
Business Fax	City*	State*
	NYC	NY
Zip Code*	Mobile Telephone*	
10000		

1. Applicant Email

2. License Type

The remainder of fields populate from your eFiling registration

[Table of Contents](#)

[Back](#)

[Forward](#)

Section 11: Job Description

11. Job Description*

Temporary placement of a construction fence, supported scaffold and sidewalk shed during façade restoration.

Enter a **Job Description** of 500 characters or less

[Table of Contents](#)

[Back](#)

[Forward](#)

Click Save



Click the **Save** button in the upper left corner

Table of Contents

Back

Forward

Confirm Address

Address Confirmation

Please note that the entered address cannot be changed after saving:

- 73 BROOK STREET, STATEN ISLAND

Please confirm that you want to proceed with the entered address.

Click **Yes** to confirm address information

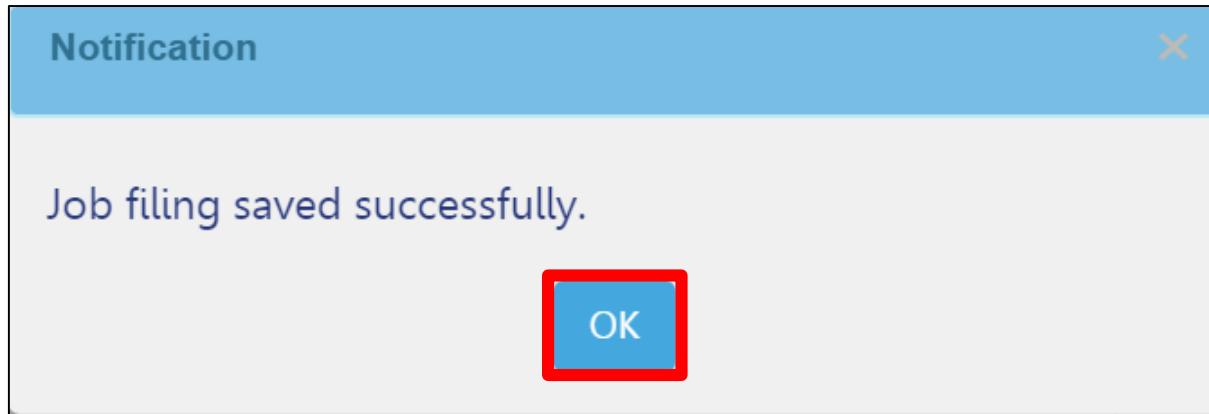
Once you click **Yes**, you will not be able change the address.

[Table of Contents](#)

[Back](#)

[Forward](#)

Successful Job Filing Message



Click **OK** to confirm the successful save

[Table of Contents](#)

[Back](#)

[Forward](#)

View Job Filing Number

The screenshot displays a software interface with a top navigation bar. On the left, there are two buttons: 'Save' with a floppy disk icon and 'Re-Submit' with a document icon. To the right of these buttons, a red-bordered box highlights the text 'Job# S00004487 Filing# I1'. Below the navigation bar, there are two large, arrow-shaped buttons: a dark blue button labeled 'Plans/Work (PW1)' and a light blue button labeled 'Scope of Work'.

Job Filing Number generates

[Table of Contents](#)

[Back](#)

[Forward](#)

Delete a Filing

1

2

Job Number	Filing No.	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date	Modified Date	Pa	Filing Action	iew
✓ M00005227	I1	Pre-Filing	280 BROADWAY	MANHATTAN	ADAM JOE2		09/25/2017	09/25/2017	Due	Select Action: ▼ Delete	
✓ S00005101	I1	Pre-Filing	2600 HYLAN BOULEV...	STATEN ISL...	ADAM JOE2		09/21/2017	09/21/2017	Due	Select Action: ▼	
✓ S00005098	I1	Pre-Filing	2600 HYLAN BOULEV...	STATEN ISL...	ADAM JOE2		09/21/2017	09/21/2017	Due	Select Action: ▼	
✓ S00005083	I1	Pre-Filing	2600 HYLAN BOULEV...	STATEN ISL...	ADAM JOE2		09/21/2017	09/22/2017	Due	Select Action: ▼	
✓ S00004980	I1	Pending Plan Examiner Assignment	2600 HYLAN BOULEV...	STATEN ISL...	ADAM JOE2	APPLE ROME18	09/20/2017	09/21/2017	Paid	Select Action: ▼	
✓ M00004968	I1	Pre-Filing	280 BROADWAY	MANHATTAN	ADAM JOE2		09/19/2017	09/19/2017	Due	Select Action: ▼	
✓ S00004964	I1	Chief Plan Examiner/ Assistant Chi...	2600 HYLAN BOULEV...	STATEN ISL...	ADAM JOE2	APPLE ROME18	09/19/2017	09/20/2017	Paid	Select Action: ▼	
✓ S00004958	I1	Pre-Filing	2600 HYLAN BOULEV...	STATEN ISL...	ADAM JOE2	APPLE ROME18	09/19/2017	09/19/2017	Due	Select Action: ▼	
✓ S00004901	I1	Pre-Filing	73 BROOK STREET	STATEN ISL...	ADAM JOE2		09/19/2017	09/19/2017	Due	Select Action: ▼	
✓ S00004897	I1	Pre-Filing	73 BROOK STREET	STATEN ISL...	ADAM JOE2		09/19/2017	09/19/2017	Paid	Select Action: ▼	

After saving, if the address is incorrect, you can delete a job while it's in Pre-Filing status

1. Navigate to the **My Jobs** tab
2. In the Filing Action column, select **Delete**

[Table of Contents](#)

[Back](#)

[Forward](#)

Section 3: Identify a Filing Rep

3. Filing Representative

E-Mail Enter email/username...	Registration Number 	First Name
Middle Initial 	Last Name 	Business Name
Business Telephone 	Business Address 	Business Fax
City 	State 	Zip Code
Mobile Telephone 		

Enter **Filing Rep email address** to populate details and associate the Filing Rep to the filing
Filing Rep must be **registered for eFiling**

[Table of Contents](#)

[Back](#)

[Forward](#)

Add Owner Information

Plans/Work (PW1)

Scope of Work

Technical Report (TR1)

Documents

Work Permit (P

1

Statements & Signatures

Owner Type*

Select Owner Type

Is the deed holder a non-profit organization?

Yes No

2 E-mail Address*

Enter email/username...

Name*

Relationship to Owner

Business Name/Agency name

Street Address*

City*

State*

Zip*

Telephone Number*

The Owner's information can be found in the **Owner Statement and Signatures** section. Owners must be registered for eFiling to be added to a filing.

1. Navigate to **Statements and Signatures** tab
2. Enter **Owner's registered eFiling email**

[Table of Contents](#)

[Back](#)

[Forward](#)

Section 4: Select Filing Review Type

4. Filing Review Type*

Select Type:

- Standard Plan Examination
- Professional Certification

3. Job/Project Types

Directive 14 acceptance requested? Yes No

Select **Standard Plan Examination** or **Professional Certification**

[Table of Contents](#)

[Back](#)

[Forward](#)

Professional Certification Program

- Must be chosen at time of the initial filing
- Enables Professional Engineers (PE) and Registered Architects (RA) to certify that plans are in compliance with all applicable laws
 - Reduces wait time for a DOB permit

Section 5: Directive 14

5. Job/Project Types*	
Directive 14 acceptance requested ?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select **Yes** or **No** for Directive 14 Acceptance

With a Directive 14 filing, the applicant assumes responsibility for the job and is authorized to perform the final inspection and request a Letter of Completion

[Table of Contents](#)

[Back](#)

[Forward](#)

Section 8: Additional Information

8. Additional Information*

Estimated New Work Costs(\$)* \$35,000	Total New Work Construction Floor Area:(square feet) 	Building Type* Other ▼
Is this job associated with a NB job filed in BIS? <input checked="" type="radio"/> Yes <input type="radio"/> No	Associated BIS Job Number :* 123067171	

[Estimate Fee](#)

Enter **Additional Information**

[Table of Contents](#)

[Back](#)

[Forward](#)

Section 8: Enter Associated BIS Job Number

1 Is this job associated with a NB job filed in BIS? Yes No

2 Associated BIS Job Number :*

123067171

If the job is associated with a New Building job filed in BIS

1. Select **Yes** and the **Associated BIS Job Number** field will appear
2. Enter valid **Associated BIS Job Number**

[Table of Contents](#)

[Back](#)

[Forward](#)

Section 8: Estimate Fees

8. Additional Information*

Estimated New Work Cost (Initial) \$*	Total Construction Floor Area:(Sq,Ft)	Building Type*
<input type="text" value="\$50,000"/>	<input type="text" value="12"/>	<input type="text" value="Other"/>
Is this job associated with a New Building job filed in BIS?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Associated BIS Job Number :*
		<input type="text" value="123067171"/>
Estimate Fees	Total Fee:	\$893.50

Click **Estimate Fees** to generate an fee estimate

!Tip: You must have saved the filing at least once before the button becomes active

[Table of Contents](#)

[Back](#)

[Forward](#)

Plans/Work (PW1) – Construction Equipment Specific Sections

Section 6: Work Types

6. Work Types*

1 Filing Included:

New Work

Legalization

2 SF - Supported Scaffold SH - Sidewalk Shed FN - Construction Fence

1. Select **New Work** or **Legalization**
2. The **Work Type** options you selected at the beginning are checked but can be changed in this section

Section 15: Construction Equipment

15. Construction Equipment

Construction Fence

Construction Material *

Sidewalk Shed

Construction Material*

Size of the Shed (Linear ft.)*

BSA/MEA/OTCR Approval number

[Estimate Fee](#)

Enter **Fence** and **Shed** details

Note: Scaffold details along with additional Fence and Shed details are entered on the **Scope of Work** tab

[Table of Contents](#)

[Back](#)

[Forward](#)

Plans/Work (PW1) – Sign Specific Sections

Rule Review

An applicant can file for up to 10 signs at one property on one application as long as they are located at the same address and have the same borough/block/lot

[Table of Contents](#)

[Back](#)

[Forward](#)

Section 23: Signs

23. Sign Details*

+ Add New Sign Estimate Fee

Sign Type	Sign Location...	Total Surface...	Estimated Cos...	Filing Fee(\$)	Landmark Fee(...)	Lessee Email	Identified	Actions
-----------	------------------	------------------	------------------	----------------	-------------------	--------------	------------	---------

1 / 1 7 Items Per Page

Total Sign Estimated Cost: \$0.00
Total Filing Fee: \$0.00
Total Landmark Fee: \$0.00

Section 23 will appear on the Plans/Work (PW1) chevron upon **Save**

Table of Contents

Back

Forward

Section 23: Signs

23. Sign Details*

[+ Add New Sign](#)

Click **+Add New Sign** to add sign details

Section 23: Sign Details

Sign Details

Lessee Information

E-Mail*	Last Name	First Name
APPLEROME18@GMAIL.COM	ROME18	APPLE
Relationship to Owner*	Business/Agency Name	Business Address
Property Manager X	AR18	AR18
City	State	Zip Code
NYC	NY	10000
Business Telephone		
2013331111		

Lessee's Statements

I hereby state that all statements in this submission are correct and complete to the best of my knowledge. Falsification of any statement is a misdemeanor and punishable by a fine, imprisonment, or both. It is unlawful to give 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, or 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 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.

Name (Print)*	Date*

1. Enter **Lessee's registered eFiling email address**
2. Enter **Relationship to Owner**

[Table of Contents](#)

[Back](#)

[Forward](#)

Section 23: Sign Details

Sign Information

Purpose*	Material of the Sign*	Weight*
Select Type: <input type="text"/>	Select Type: <input type="text"/>	<input type="text"/> (lbs.)
Total square feet*	Total zoning lot frontage*	Total surface area of all signs in zoning lot*
<input type="text"/> (square feet)	<input type="text"/> (feet)	<input type="text"/> (square feet)
Maximum allowable surface area on zoning lot*		
<input type="text"/> (square feet)		
Type*	Location*	Total surface area of this sign*
Select Type: <input type="text"/>	Select Type: <input type="text"/>	<input type="text"/> (square feet)
Estimated Job Cost (\$)*	Estimated Sign Fee (\$)	Landmark Fee (\$)
<input type="text"/> \$	<input type="text"/>	<input type="text"/>

Sign Wording*

300 characters remaining

Is the sign designed for changeable copy? * Yes No

Does an OAC have an interest in this sign or location? * Yes No

Within 900' and within view of an arterial highway?* Yes No

Within 200' and within view of park 1/2 acre or more?* Yes No

1. Complete **Required Fields** (*)
2. Click **Save**

[Table of Contents](#)

[Back](#)

[Forward](#)

Section 23: Sign Details

23. Sign Details*								
+ Add New Sign								
Sign Type	Sign Location...	Total Surface...	Estimated Cos...	Filing Fee(\$)	Landmark Fee(...)	Lessee Email	Identified	Actions
Illuminated	Wall	32	3500	280	0	APPLEROME18@GMAIL.COM	No	 

Estimate Fee

Sign details are added to the filing

- Click the  icon to **edit** Sign Details
- Click the  icon to **delete** a Sign from the filing

[Table of Contents](#)

[Back](#)

[Forward](#)

Scope of Work

Navigate to Scope of Work

The screenshot displays the NYC DOB NOW website interface. At the top, the header includes the NYC logo, 'Buildings' department name, a 311 search link, and the user's branch 'STAGE-AN/CC/FAB4 Branch'. The main header area features the 'DOB NOW' logo and the text 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. A user greeting for 'ADAM JOE2' is visible in the top right corner.

A progress bar below the header shows seven stages: Pre-Filing, Applicant of Record Review, Plan Approved, Permit Review, Permit Entire, and Letter of Completion. The 'Pre-Filing' stage is currently active, indicated by a blue circle.

Below the progress bar, there are several navigation buttons: 'Save', 'Preview to File', 'View Filing', 'Payment History', 'Trace History', 'Property Profile', and 'Dashboard'. The current job information is 'Job# S00005475 Filing# I1'.

A horizontal navigation bar contains chevrons for 'Plans/Work (PW1)', 'Scope of Work', 'Technical Report (TR1)', 'Documents', 'Work Permit (PW2)', and 'Statements & Signatures'. The 'Scope of Work' chevron is highlighted in dark blue.

At the bottom, there are sections for 'New Work' with checkboxes for 'Supported Scaffold', 'Sidewalk Shed' (checked), and 'Construction Fence'. To the right, 'Application Highlights' shows the location: '73 BROOK STREET, STATEN ISLAND 10301'.

Click the **Scope of Work** chevron

[Table of Contents](#)

[Back](#)

[Forward](#)

Scope of Work – Supported Scaffold

Supported Scaffold

1. Shed Type:*

2. Is the supported scaffold going to extend beyond property lines?*

Yes No

Enter affected Address(es) (Max. 3):

House No(s):* Street Name:* Borough:*

3. How is the Scaffold Supported?*

4. Is there any related construction equipment?*

Yes No

4a. Select all that apply:*

Enter a BIS Job Number/DOB NOW Filing Number:

Complete required fields

Link to jobs with related construction equipment

[Table of Contents](#)

[Back](#)

[Forward](#)

Scope of Work – Sidewalk Shed

Sidewalk Shed ▼

1. Shed Type:*
 ▼

2. Is the sidewalk shed going to extend beyond property lines* Yes No

Enter affected Address(s) (Max. 3):

House No(s):* Street Name:* Borough:* ▼ +

3. How is the shed supported?*

▼

4. Is there any related construction equipment?* Yes No

4a. Select all that apply:*

▼

Enter a BIS Job Number/DOB NOW Filing Number:

5. Does the design of the Shed require removal or modification of any existing structures? Check all that apply:*

▼

- Complete required fields
- Selecting yes will display additional fields

[Table of Contents](#)

[Back](#)

[Forward](#)

Scope of Work – Construction Fence

Construction Fence ▼

1. Fence Height (feet):*
2. Location of the Fence:*
 ▼

- Complete required fields
- Fence height must be at least 8 feet

[Table of Contents](#)

[Back](#)

[Forward](#)

Cost Affidavit (PW3)

Cost Affidavit (PW3) - Signs

Save Preview to File Job# M00005427 Filing# I1

Plans/Work (PW1) Cost Affidavit (PW3) Technical Report (TR1) Technical Report Energy(TR8) Documents

1. Reason For Filing:

Initial Filing

3. Cost Details

New Work:

Category of Work*

Sign

Initial Cost Details

+ Add

Category of Work	Description of Work	Area/Units	Unit Cost	Total Cost	Edit	Delete	
------------------	---------------------	------------	-----------	------------	------	--------	--

1 / 1 5 Items Per Page

Total Sign Job Cost (Initial)

Navigate to the Cost Affidavit (PW3) Chevron

Table of Contents

Back

Forward

Add Initial Cost Details

Initial Cost Details

[+ Add](#)

Category of Work	Description of Work	Area/Units	Unit Cost	Total Cost
------------------	---------------------	------------	-----------	------------

< 1 / 1 > 5 Items Per Page

Total Sign Job Cost (Initial)

Click **+Add** to add cost details

[Table of Contents](#)

[Back](#)

[Forward](#)

Complete Cost Details

1. Complete required fields (*)

2. Click **Save**

Repeat for each sign

Cost Details:

Category of Work*
Sign

Area/Units*

Unit Cost(\$)*
\$

Description of Work*

Total Cost(\$): \$0.00

[Save](#) [Cancel](#)

[Table of Contents](#)

[Back](#)

[Forward](#)

Technical Documents

Technical Documents

- In certain situations, special or progress inspections are conducted to verify that work is being done in accordance with approved plans and specifications
- Included in the technical sections of the filing (TR1, TR8 and EN2)

Navigate to Technical Document

The screenshot shows a software interface with a top navigation bar and a main content area. The top bar includes a 'Save' button, a 'Preview to File' button, and the text 'Job# M00289620 Filing# 11'. Below this is a horizontal menu with five tabs: 'Plans/Work (PW1)', 'Antenna Scope of Work', 'Cost Affidavit (PW3)', 'Technical Report (TR1)', and 'Documents'. A red circle with the number '1' is placed over the 'Technical Report (TR1)' tab, which is also highlighted with a red rectangular box. Below the menu is a form titled '2. Applicant Information'. A red circle with the number '2' is placed to the left of the form. The form contains the text 'Applicant Type:*' followed by three checkboxes: 'Are you an Applicant of Record?' (checked), 'Are you a Special Inspector?' (unchecked), and 'Are you a Progress Inspector?' (unchecked). A red rectangular box highlights the entire form area.

1. Select **Technical Report** tab (e.g., TR1)
2. Select **Applicant of Record**

[Table of Contents](#)

[Back](#)

[Forward](#)

Add New Requirement

Special Inspection Categories for New Work

+ Add

Requirement	Agency	Identified	Certified	Withdra	Special Inspector	PAA	Created On	Edit	Delet	Seal & Sign
-------------	--------	------------	-----------	---------	-------------------	-----	------------	------	-------	-------------

Total Items: 0

1 / 1 5 Items Per Page

Progress Inspection Categories for New Work

+ Add

Requirement	Identified	Certified	Withdraw	Progress Inspector	PAA	Created On	Edit	Delet	Seal & Sign
Final	No	No	No		No	2017-08-16			Required

Total Items: 1

1 / 1 5 Items Per Page

Click **+Add** to add new Special Inspection or Progress Inspection categories

Table of Contents

Back

Forward

Assign Inspector

Progress Inspection Category

Add Requirement:

1 selected

Selected Requirements:

Requirement Code	Requirement Descriptions
28-116.2.4.2, BC 110.5, and 1 RCNY §101-10	Final

Total Items: 1

Progress Inspection Applicant's Email

builddep3@gmail.com

Save Cancel

1. Select the **Requirement** from the list
2. Enter **registered eFiling Email** for the inspector
3. Click **Save**

The filing will appear on the Inspector's dashboard

Scenario

You are a Progress Inspector and you are taking responsibility for a Final Inspection requirement. The Job Number is **M00004309-I1**.

[Table of Contents](#)

[Back](#)

[Forward](#)

Search for the Job Number

The screenshot shows the DOB NOW dashboard. At the top left is the 'DOB NOW BUILD' logo. The main header reads 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below the header is a navigation bar with buttons for '+ Job Filing', '+ Work Permit', '+ AHV Permit', and '+ Request LOC'. A secondary navigation bar contains tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', 'My LOC Requests', and 'Job Number Search'. The 'Job Number Search' tab is highlighted with a red box and a red circle containing the number '1'. Below the tabs is a search input field containing the text 'M00004309', highlighted with a red box and a red circle containing the number '2'. To the right of the input field is a 'Search' button with a magnifying glass icon, highlighted with a red box and a red circle containing the number '3'. Below the input field, it says '0 characters remaining'.

Log in to DOB NOW

1. From the Dashboard, click the **Job Number Search** tab
2. Enter the **Job Number**
3. Click **Search**

[Table of Contents](#)

[Back](#)

[Forward](#)

Navigate to the Technical Report Chevron

The screenshot shows the 'DOB NOW' portal interface. At the top, it says 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. A progress bar shows steps: Pre-Filing, Applicant of Record Review, Plan Examiner Review, Plan Approved, Permit Review, Permit Entire, and Letter of Completion. Below the progress bar, there are buttons for 'Save', 'Preview to File', 'Job# M00004309 Filing# I1', 'View Filing', 'Payment History', 'Trace History', 'Property Profile', and 'Dashboard'. A navigation bar contains chevrons for 'Plans/Work (PW1)', 'Cost Affidavit (PW3)', 'Technical Report (TR1)', 'Technical Report Energy(TR8)', 'Documents', 'Work Permit (PW2)', and 'Statements & Signatures'. The 'Technical Report (TR1)' chevron is highlighted with a red box. Below the navigation bar, there are sections for '2. Applicant Information', '3. Special Inspection Categories for New Work', 'Application Highlights', and 'Payment Summary'.

2. Applicant Information
Applicant Type:*
 Are you an Applicant of Record? Are you a Special Inspector? Are you a Progress Inspector?

3. Special Inspection Categories for New Work

Post-Installed Anchors	No	No	No	2017-09-10		

Application Highlights

Location	280 BROADWAY MANHATTAN 10007
Job Number	M00004309
Filing Number	I1
Estimated Job Cost (\$)	\$58,000.00
Current Filing Status	Approved
Job Status	Job in Process
Work without Permit Violation	No
Total Job Cost (\$)	\$49,000.00
Filing Type	New Job Filing

Payment Summary

New Work Filing Fee	\$1,010.70
Legalization Filing Fee	\$0.00
Landmark Fee	\$550.00
Record Management Fee	\$45.00
Post Approval Amendment	\$0.00

Click on the **Technical Report (TR1)** Chevron

Table of Contents

Back

Forward

Indicate You Are the Progress Inspector

2. Applicant Information

Applicant Type:*

Are you an Applicant of Record? Are you a Special Inspector? Are you a Progress Inspector?

Check the box for **Are you a Progress Inspector?**

[Table of Contents](#)



[Back](#)

[Forward](#)

Review Requirements

4. Progress Inspection Categories for New Work

+ Add

Requirement	Identified	Certified	Progress Inspector	PAA	Created On	Edit	Delete
Final	No	No		No	2017-09-10		

1 / 1

5 Items Per Page

1 - 1 of 1 items

Click the **Edit** button to open the requirement

[Table of Contents](#)

[Back](#)

[Forward](#)

Take Responsibility

The screenshot shows a web form titled "Progress Inspection Category". At the top, there is a section for "Add Requirement:" with a dropdown menu set to "Final" and a "Code" field containing "28-116.2.4.2, 8C 110.5, and 1 RCNY §101-10". Below this, a red box highlights a section containing the following fields: "Progress Inspection Applicant's Email" (AJOETEST2@GMAIL.COM), "License Type" (Professional Engineer), "License Number" (515151), a checked checkbox for "I Take the Responsibility of Identifying Requirement", "Name (Print)*" (ADAM JOE2), and "Date of Identification of Responsibility" (10/02/2017). Below the red box is a section titled "7. Inspection Applicant's Identification of Responsibilities" with two checkboxes and a large block of text. At the bottom of the form, there are "Name*" and "Date*" fields, and a "Save" button highlighted with a red circle and the number "2".

1

2

1. From within the Requirement, enter **eFiling email** and **License Type** and **check the box** to take responsibility
2. Click **Save**

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

Question:

What are the minimum sections you need to complete to generate a Job Number?

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

Answer:

Section 1 – Location Information

Section 2 – Applicant Information

Section 11 – Job Description

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

True or False:

Sign filings can be filed in conjunction with other work types in DOB NOW: *Build*.

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

False:

Sign filings are standalone filings in DOB NOW:
Build.

Sidewalk Shed, Supported Scaffold, and
Construction Fence can be filed together in DOB
NOW: *Build*.

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

How many signs can you include on a single application?

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

You can include up to 10 signs on a single application as long as they are located at the same address, borough/block/lot and have the same General Contractor or Sign Hanger.

[Table of Contents](#)

[Back](#)

[Forward](#)

Upload Required Documents

Required Documents

Job# M00003423 Filing# P2

Plans/Work (PW1) Antenna Scope of Work Cost Affidavit (PW3) Technical Report (TR1) Documents

Additional Supporting Documents

Required Documents

Created On	Document Name	Document Status	Prior To	Upload
2017-08-30	DPL-1: Design Professional Seal & Signature	Required	Approval	↑
2017-08-30	Fee Exempt Supporting Document - DOF ACRIS Report	Required	Approval	↑
2017-08-30	Flood Hazard Area Substantial Improvement Calculation	Required	Approval	↑
2017-08-30	Plans/Sketch	Required	Approval	↑
2017-08-30	DEP ACP-20/ACP-21: Asbestos Project Conditional Completion Form/Asb...	Required	Permit Issuance	↑
2017-08-30	PW3: Cost Affidavit (Before Sign Off)	Required	Sign Off	↑

1. Click the **Documents** tab
2. Document Status will be **Required**
3. **Prior To** indicates the stage at which the document must be uploaded

[Table of Contents](#)

[Back](#)

[Forward](#)

DPL-1 Signature and Seal Form

Applies to	Professional Engineers Registered Architect Registered Landscape Architect Master Plumber Oil Burner Installer Electrical Contractor Master Fire Suppression Contractor
-------------------	--

- Upload a scanned version of your **Signature and Seal** with each filing
- Use the **DPL-1** form available from the **Forms** section of the **DOB website**
- Good for **1 year** from signature date

NYC Buildings Design Professional / Licensee Seal and Signature Form For DOB NOW (DPL-1 Form)

1 Design Professional/Licensee Information

Last Name	First Name	Middle Initial
Business Name	Business Telephone	
Business Address	Business Fax	
City	State	Zip
E-Mail	Mobile Telephone	
License Number		

Choose one: Professional Engineer Registered Architect Special Inspector Progress Inspector
 Master Plumber Oil Burner Installer Fire Suppression Contractor

2 Design Professional/Licensee Seal and Signature Statement

By electronically sealing and signing this document and then submitting a scanned copy to the Department's Buildings, I intend for the image of the seal and signature to be used as my official professional seal and signature where I so indicate in electronic documents to be submitted to the Department of Buildings.

Name (Printed) _____ Date _____

After seal and signature in accordance with all regulations applicable when applying signature and seal to official documents filed with the Department of Buildings.

[Table of Contents](#)

[Back](#)

[Forward](#)



Upload Documents

Save Preview to File Job# S00004487 Filing# I1

Plans/Work (PW1) Scope of Work Technical Report (TR1) Documents

Additional Supporting Documents

Required Documents

Created On	Document Name	Document Status...	Prior To	Upload
2017-09-07	DPL-1: Design Professional Seal & Signature	Required	Approval	
2017-09-07	Plans/Sketch	Required	Approval	

In the Required Documents Section, click the **Upload** icon to add **Required Documents**

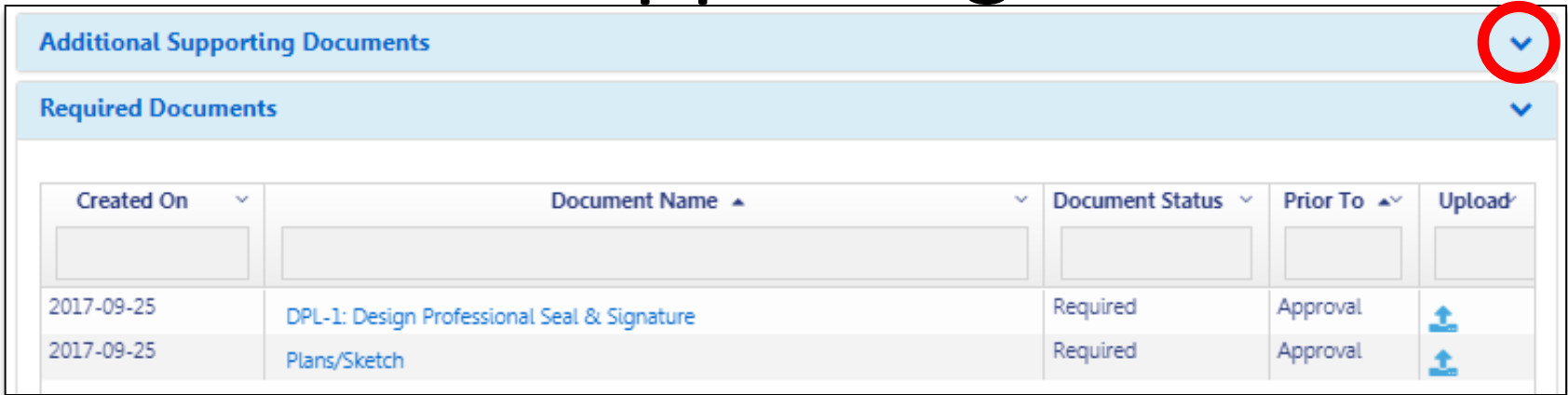
Note: only the DP can upload their Seal and Signature and the plan set

Table of Contents

Back



Forward

Additional Supporting Documents



Additional Supporting Documents

Required Documents

Created On	Document Name	Document Status	Prior To	Upload
2017-09-25	DPL-1: Design Professional Seal & Signature	Required	Approval	
2017-09-25	Plans/Sketch	Required	Approval	

The applicant has the option to upload additional supporting documents

Click the **down arrow** to expand the Additional Supporting Documents section

[Table of Contents](#)

[Back](#)

[Forward](#)

Click Add New Document

Additional Supporting Documents ▾

Add New Document

Created On ▾	Document Name ▲ ▾	Document Status ▾	Prior To ▲ ▾	Upload

Click **Add New Document**

[Table of Contents](#)

[Back](#)

[Forward](#)

Select Additional Document

Document Uploader

2 Select Document

Enter Document Name Here or select from List...

File name: **3**

1

Document Name	Prior To Stage
Design Commission Approval City Owned (Exterior Work)	Approval
Directive 14 ID of Responsibility (TR1)	Permit Issuance
DOF RP-602: Tentative Tax Lot Number Issued	Approval
FDNY: Letter of No Objection	Approval
Foreign Government Property State Department Certificate/Letter	Approval

1 / 4 5 Items Per Page 1 - 5 of 20 items

Upload

Cancel

1. Select the **Document Name** from the list
2. The **Select Document** field populates
3. Click **Browse**

Continue with document uploading

[Table of Contents](#)

[Back](#)

[Forward](#)

Upload Required Documents Video



To Watch: Hold your cursor at the bottom of the slide and click play when the buttons appear.

[Table of Contents](#)

[Back](#)

[Forward](#)

Click the Upload Icon

Created On	Document Name	Document Status	Prior To	Upload	
2017-07-14	DPL-1: Design Professional Seal & Signature	Required	Approval		
2017-07-14	Plans/Sketch	Required	Approval		

From the row of the document you want to upload, click the **Upload** icon

[Table of Contents](#)

[Back](#)

[Forward](#)

Click Choose File

Document Uploader

File name: DPL-1: Design Professional Seal & Signature

Choose File No file chosen

Upload

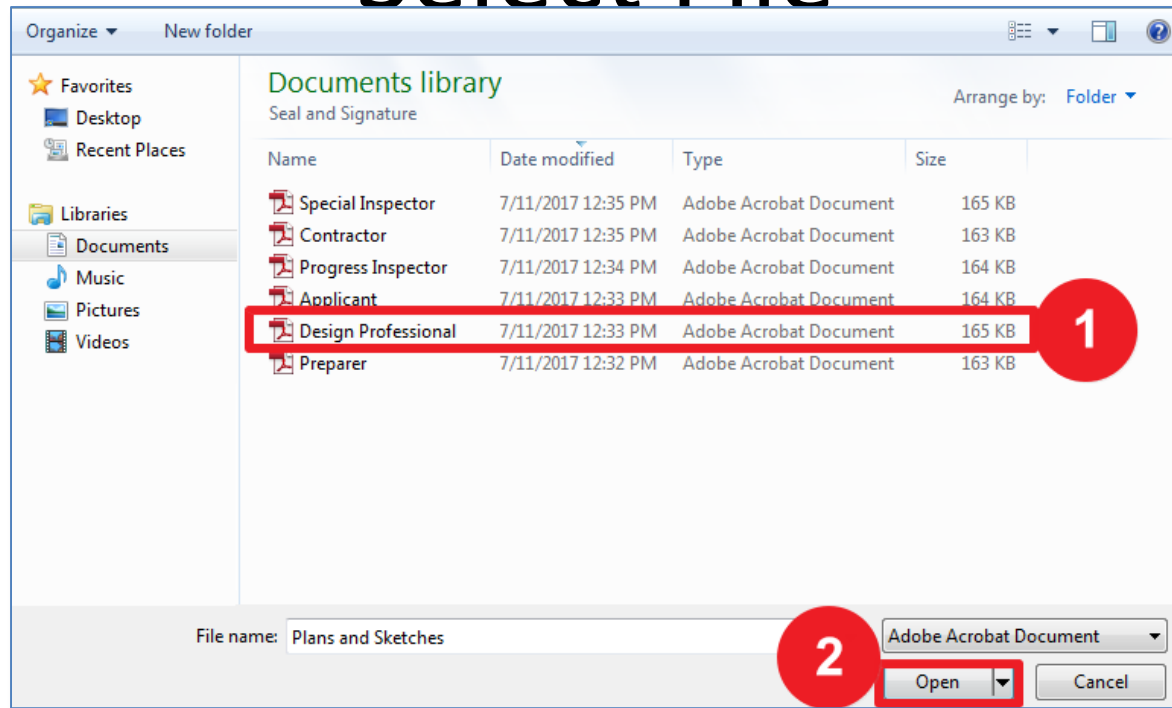
Click **Choose File**

[Table of Contents](#)

[Back](#)

[Forward](#)

Select File



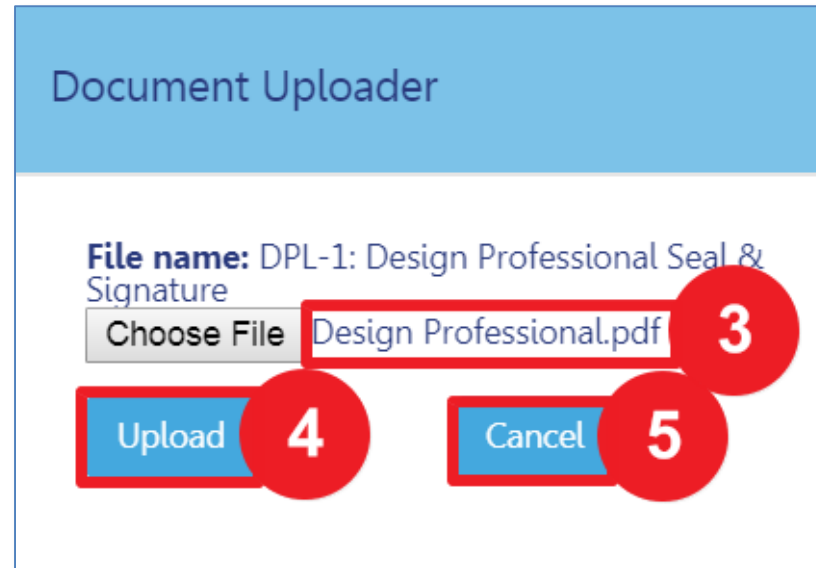
1. Highlight document to be uploaded
2. Click **Open**

[Table of Contents](#)

[Back](#)

[Forward](#)

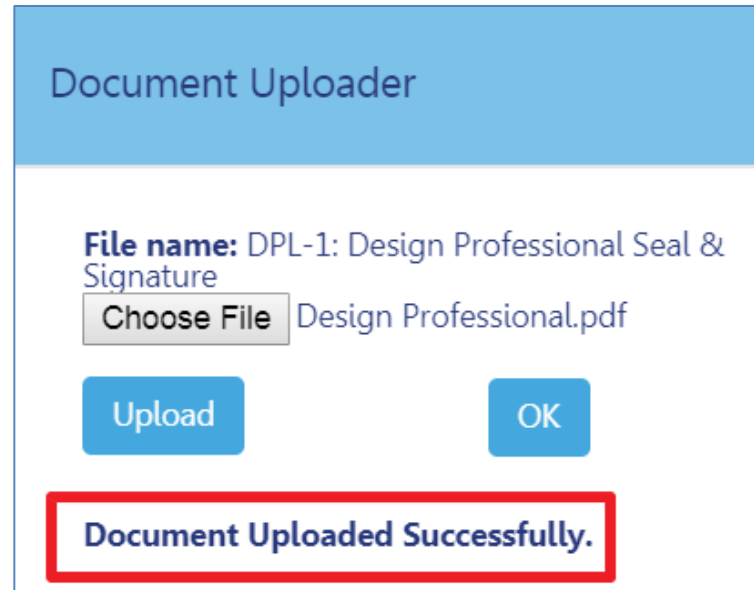
Upload Document



The screenshot shows a 'Document Uploader' window. At the top, the title 'Document Uploader' is displayed in a blue header. Below the header, the text 'File name: DPL-1: Design Professional Seal & Signature' is shown. Underneath, there is a 'Choose File' button and a text input field containing 'Design Professional.pdf'. A red circle with the number '3' is placed over the text input field. Below the input field, there are two buttons: 'Upload' and 'Cancel'. A red circle with the number '4' is placed over the 'Upload' button, and a red circle with the number '5' is placed over the 'Cancel' button.

3. The **Document Uploader** will display the file to be attached
4. Select **Upload** or
5. Click **Cancel** to cancel the upload

Confirm Successful Upload



The screenshot shows a web interface titled "Document Uploader". It displays the file name "DPL-1: Design Professional Seal & Signature" and the file "Design Professional.pdf" selected. There are "Upload" and "OK" buttons. A red-bordered box highlights the confirmation message: "Document Uploaded Successfully."

The system will display a confirmation message,
Document Uploaded Successfully

Save Documents

The screenshot shows a web interface titled "Required Documents" with a table of documents. A red box highlights the first two rows of the table, and a red circle with the number "1" is placed over the "Document Name" column header. At the bottom left, a red box highlights the "Save" button, with a red circle and the number "2" next to it.

Created On	Document Name	Document Status	Prior To	Upload
2017-07-14	DPL-1: Design Professional Seal & Signature	Pending	Approval	
2017-07-14	Plans/Sketch	Pending	Approval	

Total Items: 2
1 / 10 Items Per Page 1 - 2 of 2 items

[Save](#) [Preview to File](#)

1. Document will appear in the **Documents** section with a status of **Pending**
2. Click **Save**

Document Status

Required

- Document must be uploaded before filing can be accepted

Pending

- Document successfully uploaded but filing has not been submitted

Submitted

- Document has been submitted and is under DOB review

Accepted

- Document has been reviewed and accepted by DOB

Rejected

- Document has been rejected by DOB and must be corrected and resubmitted

[Table of Contents](#)

[Back](#)

[Forward](#)

Rule Review

- Acceptable document formats
 - .PDF
 - .JPEG
- File names cannot contain special characters
- Files can be no larger than 250 MBs

Knowledge Check

Question:

When I first upload a document, what is the Document Status?

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

Answer:

Pending. It does not change to Submitted until the filing has been Submitted to the DOB for review.

[Table of Contents](#)

[Back](#)

[Forward](#)

Pay Filing Fees

Rule Review

- You can pay by:
 - eCheck
 - Credit Card
 - Debit Card
- Credit and Debit Card payments are subject to a 2.49% convenience fee

[Table of Contents](#)

[Back](#)

[Forward](#)

Pay Filing Fees Video

To Watch: click picture



[Table of Contents](#)

[Back](#)

[Forward](#)

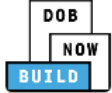
Payments Blocked

- If you click **Pay Now** and the system seems to stall, it is probably because your browser is blocking the Payment Portal
- You will need to update the Settings of your internet browser to turn off pop-up blockers and/or add DOB NOW to your Trusted Sites

[Table of Contents](#)

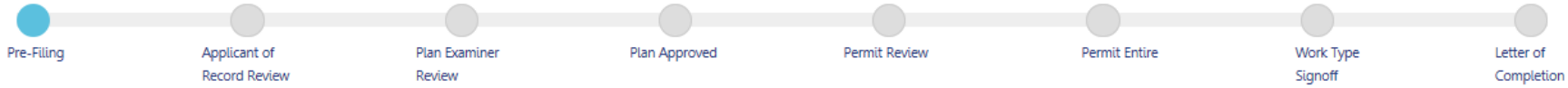
[Back](#)

[Forward](#)



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

Welcome, ADAM JOE2
AJOETEST2@GMAIL.COM
Need Help?
Sign Out



[Save](#)
[Preview to File](#)
Job# S00002054 Filing# I1
[View Filing](#)
[Payment History](#)
[Trace History](#)
[Property Profile](#)
[Dashboard](#)

[Plans/Work \(PW1\)](#)
[Demolition Submittal \(DS1\)](#)
[Antenna Scope of Work](#)
[Cost Affidavit \(PW3\)](#)
[Technical Report \(TR1\)](#)
[Documents](#)
[Work Permit \(PW2\)](#)
[Statements & Signatures](#)

1. Location Information

House No.(s)* 20	Street Name* DONGAN HILLS AVENUE	Borough* STATEN ISLAND
Block* 3532	Lot* 500	BIN* 5109567
C.B. No.* 502	Apt./Condo. No.(s) 1AAAA-222	Zip Code* 10306

Application Highlights

Location	20 DONGAN HILLS AVENUE STATEN ISLAND 10306
Job Number	S00002054
Filing Number	I1
Estimated Job Cost*	\$40,500.00
Current Filing Status	Pre-Filing
Job Status	Job in Process
Work without Permit Violation	No
Total Job Cost (\$)	\$44,444.00
Filing Type	New Job Filing

Work on Floor(s)* [+ Add](#)

Code & Description	Floor From	Floor To	Description of Work	Edit...	Delete
BAL Balcony	1	2	111111111111		

Total Items: 1
 1 / 1 Items Per Page 1 - 1 of 1 items

Payment Summary

New Work Filing Fee	\$635.80
Legalization Filing Fee	\$0.00
Record Management Fee	\$165.00
PAA	\$0.00
No Good Check Fee	\$0.00
Associated Jobs Fee	\$0.00
Total Fee	\$800.80
Amount Paid	\$0.00
Amount Due	\$800.80

[Pay Now](#)

2. Applicant Information

E-Mail* AJOETEST2@GMAIL.COM	License Type* Insurance Agency	License Number* 909090
--------------------------------	-----------------------------------	---------------------------



[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

Question:

Who can pay for fees associated with a filing?

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

Answer:

Anyone associated with the filing can pay fees, including:

- Owner
- Filing Representative
- Design Professional
- General Contractor/ Sign Hanger
- Progress/Special Inspector

Complete Statements and Signatures

Rule Review

DOB NOW aggregates the statements from all forms and documents in one section so the Applicant and Owner can review and electronically sign the complete filing at once

- **Licensees** are required to submit their **Signature and Seal** on the DPL-1 form in conjunction with their Statements and Electronic Signatures
- **Owners** are required to log in and complete their Statements and Signatures

Complete Statements & Signatures



The screenshot shows a software interface with a navigation bar. At the top left, there are buttons for 'Save' and 'Re-Submit', followed by 'Job# S00004487' and 'Filing# I1'. To the right are buttons for 'View Filing', 'Payment History', 'Trace History', 'Property Profile', and 'Dashboard'. Below this is a horizontal menu with five items: 'Plans/Work (PW1)', 'Scope of Work', 'Technical Report (TR1)', 'Documents', and 'Work Permit (PW2)'. The 'Statements & Signatures' item is highlighted with a red box.

Navigate to **Statements & Signatures**

[Table of Contents](#)

[Back](#)

[Forward](#)

Electronically Sign as Applicant of Record

After uploading your supporting **DPL1 Form**:

1. **Check the box** to acknowledge the statements
2. **Electronic signature and date** automatically added to filing

Applicant - Statements & Signatures

Plans/Work (PW1) - Section 25. Applicant'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. 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. Cluster Development Statement (if applicable): I hereby state that all specifications relating to this job are identical to those previously filed under the group lead job number, except as specified herein.*

Technical Report (TR1) - Section 5. Design Applicant's Statements

I have identified all of the special inspections, progress inspections and tests required for compliance.*

I certify that the Special Inspection and Approved Agencies engaged by the owner to supervise the work specified herein are acceptable. (BC 1704.1)*

I have personally reviewed all information entered on each of the documents listed above. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this application, I am applying such signature and seal to this signed statement and each document listed above as if I had personally signed and sealed these statements and documents by hand.*

Name	Date
ADAM JOE2	07/31/2017
("Electronically Signed")	

[Table of Contents](#)

[Back](#)

[Forward](#)

Owner Completes Owner's Statements

- Read the Property Owner's Statements and acknowledge with a **Yes** or **No** response

Plans/Work (PW1) - Section 26. Property Owner's Statements*

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 purposes*

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

Owner's Certifications Regarding Occupied Housing. The site of the building to be altered or demolished, or the site of the new building to be constructed, contains one or more occupied dwelling units that will remain occupied during construction. These occupied dwelling units have been clearly identified on the submitted construction documents.*

Yes No

The site of the building to be altered or demolished, or the site of the new building to be constructed, contains occupied housing accommodations subject to rent control or rent stabilization under Chapters 3 and 4 of Title 26 of the New York City Administrative Code. If yes, select one of the following:*

Yes No

The owner is not required to notify the New York State Homes and Community Renewal (NYSHCR) of the owner's intention to file because the nature and scope of the work proposed, pursuant to NYSHCR regulations, does not require notification.

Yes No

The owner has notified the New York State Homes and Community Renewal (NYSHCR) of its intention to file such construction documents/apply for such permit and has complied with all requirements imposed by the regulations of such agency as preconditions for such [filing/application].

Yes No

[Table of Contents](#)

[Back](#)

[Forward](#)

Complete Owner Details

1 Owner's Certification for Directive 14 (if applicable)
I have read and am fully aware of the applicant's statement that the construction documents submitted and all construction documents related to this application will not require a new or amended Certificate of Occupancy as there is no change in use, exits, or occupancy and the work is not inconsistent with the current certificate of occupancy. Furthermore, I understand that I am responsible for retaining a qualified design professional to perform a final inspection when the permitted work is complete and this professional must submit a satisfactory final inspection report to the NYC Department of Buildings within the time following inspection prescribed by Department rule.*
 Yes No

2 Owner Type
NYCHA/HHC

Is the deed holder a non-profit organization?
 Yes No

3 E-mail Address*
APPLEROME18@GMAIL.COM

Name*
APPLE ROME18

Relationship to Owner

Business Name/Agency name
AR18

Street Address*
AR18

City*
NYC

State*
NY

Zip*
10000

Telephone Number*
2013331111

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.*

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, and 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 letter of completion 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.

1. Acknowledge Certification of Directive 14, if applicable
 2. Select **Owner Type**
 3. Enter **Owner Email Address**
- Other owner fields populate from eFiling registration

[Table of Contents](#)

[Back](#)

[Forward](#)

Electronically Sign as Owner

Cost Affidavit (PW3) - Section 7. Owner's/Lease Holder's Statement

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.

Technical Report (TR1) - Section 6. Owner Statements for Progress/Special Inspector

I have reviewed the information provided herein and, to the best of my knowledge and belief, attest to its accuracy. I approve the identification of the responsible inspector. 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 a fine or imprisonment, 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 understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand.*

Name
APPLE ROMEIS
("Electronically Signed")

Date
07/03/2017

Check the box to electronically sign and date the filing

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

True or False:

The Owner plays no role in a filing before it is submitted to the DOB.

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

False:

The Property Owner is required to log in, review the filing and complete the Owner Statement and Signatures each time a filing is submitted to the DOB.

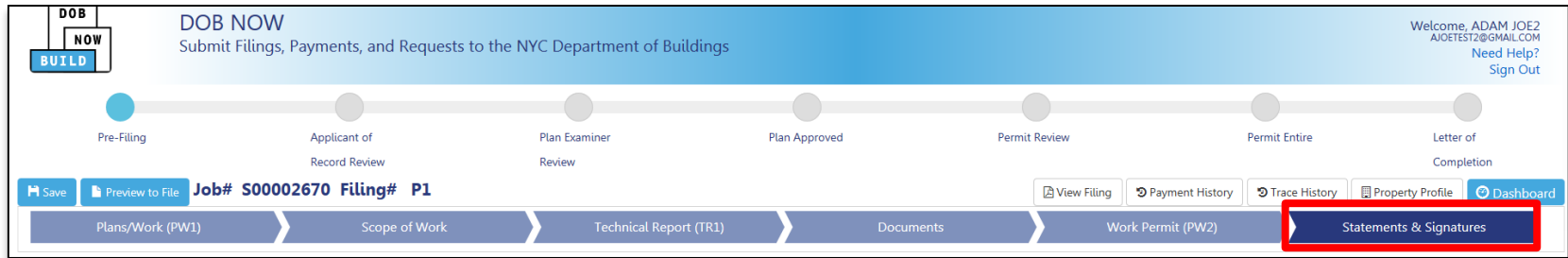
[Table of Contents](#)

[Back](#)

[Forward](#)

Fee-Exempt Filings

Navigate to Statements and Signatures



Navigate to Statements and Signatures chevron

Table of Contents

Back

Forward

Respond to Owner's Statements

Owner - Statements & Signatures

Section 26. Property Owner's Statements*

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





- Select **Fee Exemption Request**
 - Non-Profit Owned and Operated
 - NYCHA/HHC, NYC Agency, or Other Government Owned and Operated
- Click **Save**

[Table of Contents](#)

[Back](#)

[Forward](#)

ACRIS Report Becomes Required

Required Documents				
Created On	Document Name	Document Status...	Prior To	Upload
2017-09-06	DEP ACP-20/ACP-21: Asbestos Project Conditional Completion Form/Asbestos Pro	Pending	Permit Issua...	
2017-09-06	DPL-1: Design Professional Seal & Signature	Pending	Approval	
2017-09-06	Fee Exempt Supporting Document - DOF ACRIS Report	Pending	Approval	
2017-09-06	Plans/Sketch	Pending	Approval	

Upload a PDF version of the ACRIS report

Table of Contents

Back

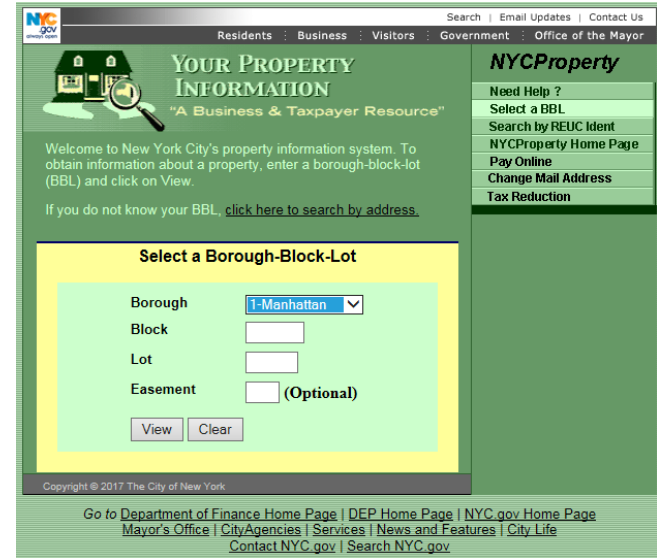
Forward

Download the ACRIS Report

Visit the **Finance Property Information** site at

<http://nycprop.nyc.gov/nycproperty/nynav/jsp/selectbbl.jsp>

- Enter the **Borough, House Number, and Street Name**
- Click **Search**
- Click on the most recent **Tentative** or **Final Assessment Roll**
- Find the Taxable/Billable Assessed Value section near the bottom
- If the Assessed Value is zero, your building is tax exempt
- Print this webpage showing the Assessed Value and save as a PDF and upload in DOB NOW



The screenshot shows the 'YOUR PROPERTY INFORMATION' page on the NYC.gov website. The page title is 'YOUR PROPERTY INFORMATION' with the subtitle 'A Business & Taxpayer Resource'. The main content area is titled 'Select a Borough-Block-Lot' and contains a form with the following fields: Borough (a dropdown menu currently showing '1-Manhattan'), Block (a text input field), Lot (a text input field), and Easement (a text input field with '(Optional)' next to it). Below the form are 'View' and 'Clear' buttons. The page also features a navigation menu on the right with links like 'Need Help?', 'Select a BBL', 'Search by REUC Ident', 'NYCProperty Home Page', 'Pay Online', 'Change Mail Address', and 'Tax Reduction'. At the bottom, there is a footer with copyright information and links to various city services.

[Table of Contents](#)

[Back](#)

[Forward](#)

View Payment Summary

1. **Amount Due** will be \$0.00
2. **Pay Now** button will be disabled

Application Highlights	
Location	750 7 AVENUE MANHATTAN 10019
Job Number	M00004424
Filing Number	I1
Estimated Job Cost (\$)	\$1,000.00
Current Filing Status	Permit Entire
Job Status	Job in Process
Work without Permit Violation	No
Total Job Cost (\$)	\$0.00
Filing Type	New Job Filing
Payment Summary	
New Work Filing Fee	\$0.00
Legalization Filing Fee	\$0.00
Record Management Fee	\$0.00
Post Approval Amendment	\$0.00
No Good Check Fee	\$0.00
Associated Job Fee	\$0.00
Total Fee	\$0.00
Amount Paid	\$0.00
Amount Due	\$0.00
Pay Now	

[Table of Contents](#)

[Back](#)

[Forward](#)

Preview and File a Job

Rule Review

- Only the **Applicant of Record** can **File** a completed filing
- Because other stakeholders have the ability to add/edit the filing, it's important that the Applicant of Record conduct a final review
- Before the Applicant of Record can **File**, they must **Preview** and **Electronically Sign** the filing

Preview to File Demo



How to Preview and Submit in DOB NOWBuild

To Watch: Hold your cursor at the bottom of the slide and click play when the buttons appear.

[Table of Contents](#)

[Back](#)

[Forward](#)

Click Preview to File

The screenshot displays a software interface with a progress bar at the top. The progress bar has four stages: 'Pre-Filing' (completed, indicated by a checkmark), 'Applicant of Record Review' (in progress), 'Plan Examiner Review' (pending), and 'Plan Approved' (pending). Below the progress bar, there are two buttons: 'Save' and 'Preview to File'. The 'Preview to File' button is highlighted with a red border. To the right of the buttons, the text 'Job# M00002743 Filing# I1' is displayed. Below this, there is a horizontal flow of four steps: 'Plans/Work (PW1)', 'Demolition Submittal (DS1)', 'Antenna Scope of Work', and 'Cost Affidavit (PW3)'. Each step is represented by a blue arrow pointing to the right.

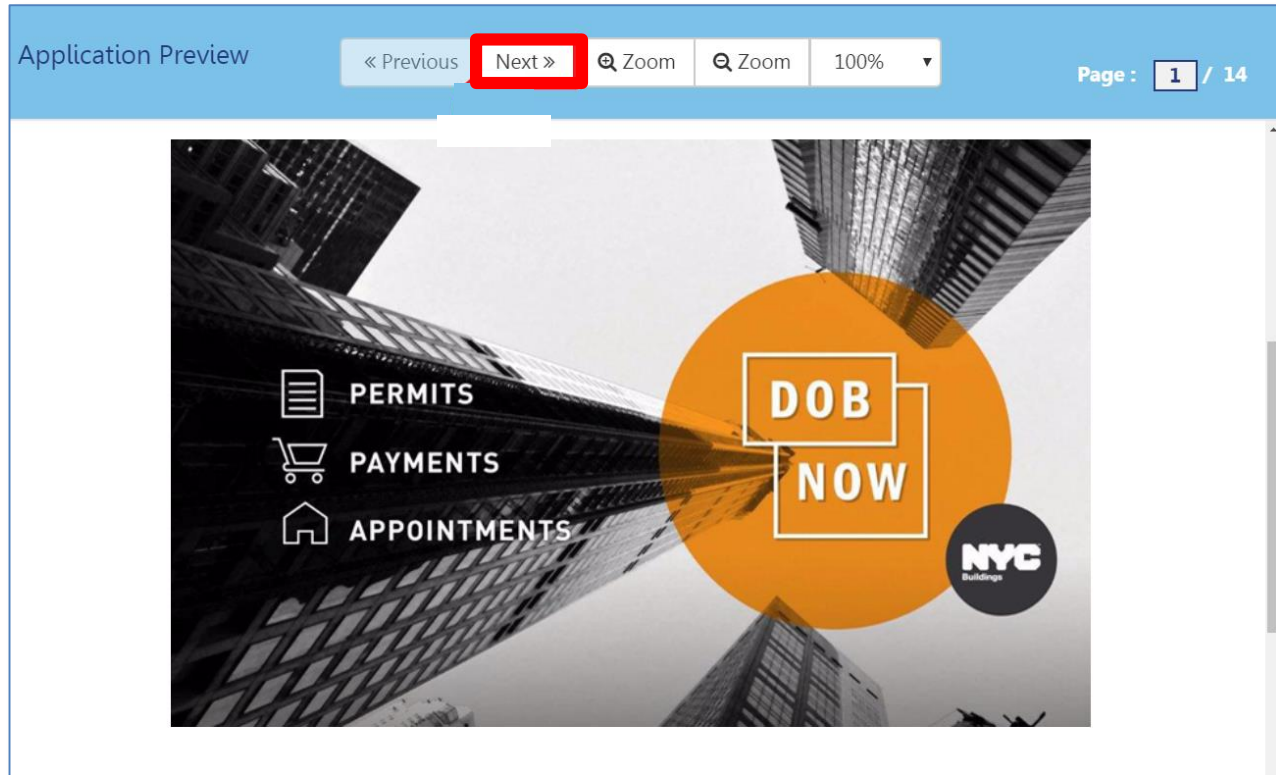
Click **Preview to File** button in the upper left of a filing

[Table of Contents](#)

[Back](#)

[Forward](#)

Click Through the Application Preview



Click **Next** to review all pages of the filing

- Be sure to scroll to the bottom of each page

Table of Contents

Back

Forward

Electronically Sign and File

Page 14 of 14

1 "I have personally reviewed all information entered on this application."

Name

JOE ADAM

Date

07/18/2017

("Electronically Signed")

2

File

Return to filing

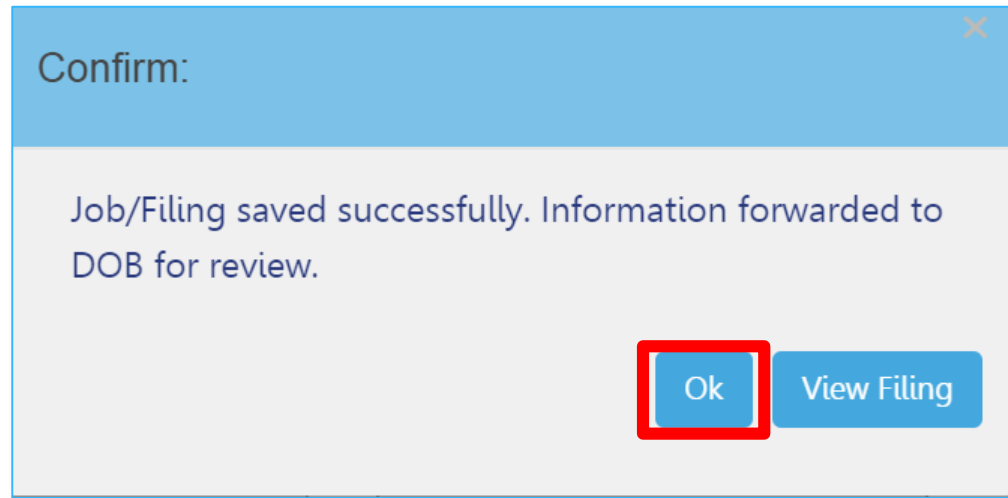
1. Select the **check box** to electronically sign
2. Select **File**

Table of Contents

Back

Forward

View Job Filing Confirmation





A successful filing confirmation will appear
Click **OK**




[Table of Contents](#)

[Back](#)

[Forward](#)

View Confirmation Email

Filing Submitted for M00002986/I1/280 BROADWAY CRM:0001184 Inbox x  

 **CRM Buildings NYC DEV** <CRMBuildNYCDev@buildings.nyc.gov> 1:06 PM (2 hours ago) ☆  

to APPLE, me ▾

This email references **M00002986/I1/280 BROADWAY**.

This **filing** has been received by DOB and is awaiting assignment to a DOB Quality Analyst for review.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at dobnowsupport@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings.



NYC[™] Buildings




[Table of Contents](#)

[Back](#)

[Forward](#)

Plan Examiner Assignment

Filing Assigned to **Plan Examiner** for M00289232/I1/280 BROADWAY Inbox x  

 **CRM Buildings NYC DEV** <CRMBuildNYCDev@buildings.nyc.gov> 10:31 AM (5 hours ago) ☆  

to me, APPLE ▾

This email references **M00289232/I1/280 BROADWAY** .

This filing has been assigned to a **plan examiner**.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at doznosupport@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings

NYC[™] Buildings




[Table of Contents](#)


[Back](#)

[Forward](#)

QA Analyst Assignment

Filing Submitted for M00289238/I1/280 BROADWAY Inbox x

 CRM Buildings NYC DEV <CRMBuildNYCDev@buildings.nyc.gov> 12:04 PM (3 hours ago) ☆  

to APPLE, me 

This email references **M00289238/I1/280 BROADWAY**.

This filing has been received by DOB and is awaiting assignment to a DOB Quality Analyst for review.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at doznosupport@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings.

NYC Buildings

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

Question:

Who is required to click the **Preview to File** button, review, and confirm before submitting a filing to the DOB?

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

Answer:

The **Applicant of Record** is required to click **Preview to File**, review the application page by page, and affix his/her electronic signature by checking the box. Only then will the **File** button become active.

[Table of Contents](#)

[Back](#)

[Forward](#)

Make Corrections

Ways to Correct/Update a Filing

Method	Details	Submitted
Correction	Allowed once a filing has been submitted but before being assigned to a Plan Examiner or a Prof Cert Admin	DOB NOW
AI1	Minor revisions to plans after approval	www.nyc.gov/dobnowhelp
Post Approval Amendment	Use when changes are needed when the filing is in the Approved or Permit Entire Stage	DOB NOW

Table of Contents

Back

Forward

Rule Review

- Corrections can be made on the filing after you have submitted but before the filing has been assigned to a Plan Examiner or QA Analyst for Review
- Corrections are allowed for filings with status of:
 - **Pending Plan Examiner Assignment**
 - **Pending Prof Cert QA Review**
- If corrections result in additional fees, those fees must be paid before the filing can be resubmitted

Rule Review

The following fields will be **greyed out** and are **not** editable once the application has been filed:

- Location Information
- Applicant Information
- Filing Review Type
- Building Type
- Property Owner's Information

[Table of Contents](#)

[Back](#)

[Forward](#)

Scenario

- While reviewing the submitted filing, the Design Professional realizes they need to update the size of the Sidewalk Shed in **Section 15 of the PW1 – Additional Information**.
- Since the filing is in the **Pending Plan Examiner Assignment** stage, a correction is permitted

Locate the Filing

The screenshot shows the DOB NOW dashboard. At the top, there is a header with the DOB NOW logo and the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. On the right, it says 'Welcome, ADAM JOE2' and provides contact information. Below the header, there are navigation buttons for '+Job Filing', '+Work Permit', '+AHV Permit', and '+Request LOC'. A 'My Jobs' tab is selected, and a table of filings is displayed. The table has columns for Job Number, Filing No., Filing Status, Address, Borough, Applicant of Record, Owner, Created Date, Modified Date, Payment St., Filing Action, and View... The row for Job Number M00002958 is highlighted with a red box, showing a filing status of 'Pending Plan Examiner Assignment'.

Job Number	Filing No.	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date	Modified Date	Payment St.	Filing Action	View...
2958											
M00002958	11	Pending Plan Examiner Assignment	280 BROADWAY	MANHATTAN	ADAM JOE2	ADAM JOE2	07/26/2017	07/26/2017	Exempted	Select Action: ▾	🔗

From the **My Jobs** tab on the Dashboard, locate the filing

Notice Filing Status is **Pending Plan Examiner Assignment**

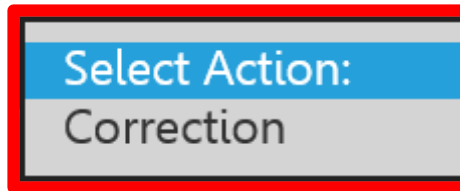
[Table of Contents](#)

[Back](#)

[Forward](#)

Select Corrections from Filing Actions

M00002523	P1	Pre-Filing	280 BROADWAY	07/26/2017 05:19:59 PM	Due	Select Action: v	
M00002972	I1	Pre-Filing	280 BROADWAY	07/26/2017 02:38:49 PM	Due	Select Action: v	
M00002958	I1	Pending Plan Examiner Assignment	280 BROADWAY	07/26/2017 02:35:45 PM	Exempted	Select Action: Correction	
M00002952	I1	QA Failed	242 WEST 34 STREET	07/26/2017 02:58:24 PM	Exempted	Select Action: v	
M00002949	I1	Pre-Filing	213 WEST 35 STREET	07/26/2017 11:58:55 AM	Exempted	Select Action: v	
M00002944	I1	Permit Entire	462 7 AVENUE	07/26/2017 09:52:58 AM	Paid	Select Action: v	



In the **Filing Actions** column, select **Correction**

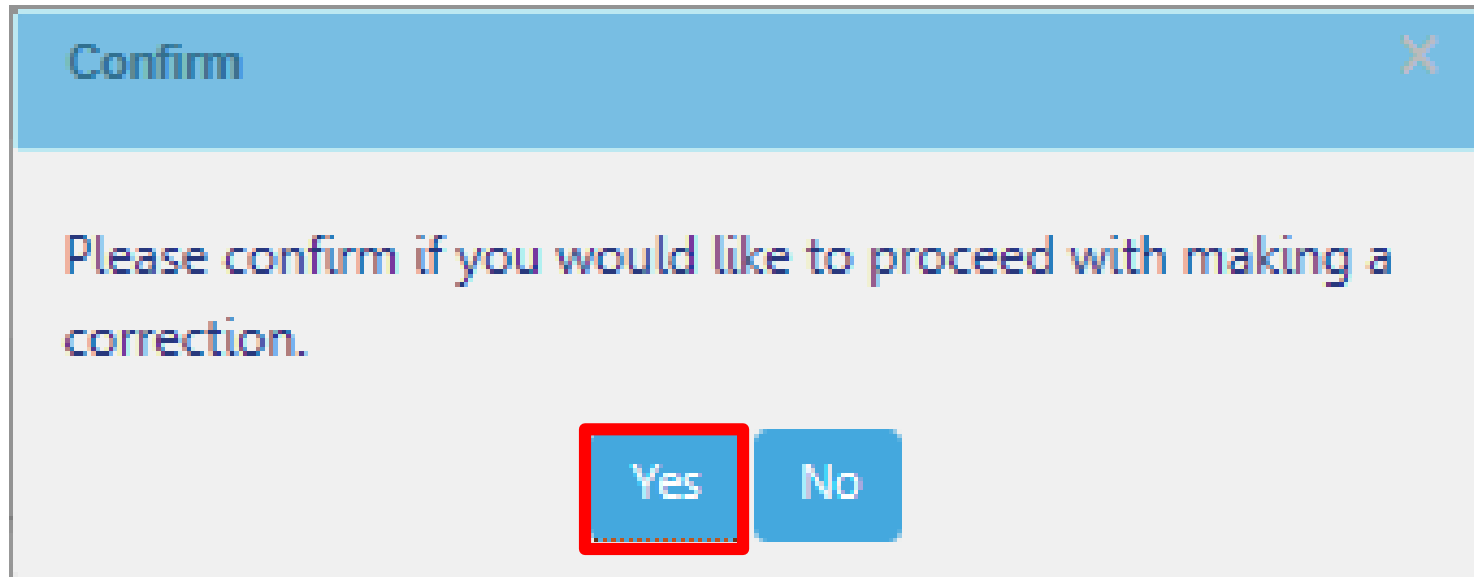
If a filing is not eligible for a correction, the option will not appear in the list

[Table of Contents](#)

[Back](#)

[Forward](#)

Confirm to Proceed with Correction



Click **Yes** to proceed with making a correction

[Table of Contents](#)

[Back](#)

[Forward](#)

Correction in Progress Message



The screenshot shows a software interface with a top navigation bar. On the left, there are two blue buttons: 'Save' and 'Re-Submit'. To their right, the text 'Job# S00004487 Filing# 11' is displayed. On the far right of this bar, a red-bordered box contains the text 'Correction in Progress!!!'. Below this bar is a progress indicator consisting of two chevron-shaped segments: a dark blue segment on the left labeled 'Plans/Work (PW1)' and a lighter blue segment on the right labeled 'Scope of Work'.

The system will notify all users that a correction is in progress

[Table of Contents](#)

[Back](#)

[Forward](#)

Make Correction

15. Construction Equipment

Construction Fence

Construction Material* Describe Construction Material*

Sidewalk Shed

Construction Material* Size of the Shed (Linear feet)* BSA/MEA/OTCR Approval number

[Estimate Fee](#) Total Filing Fee: \$675.00

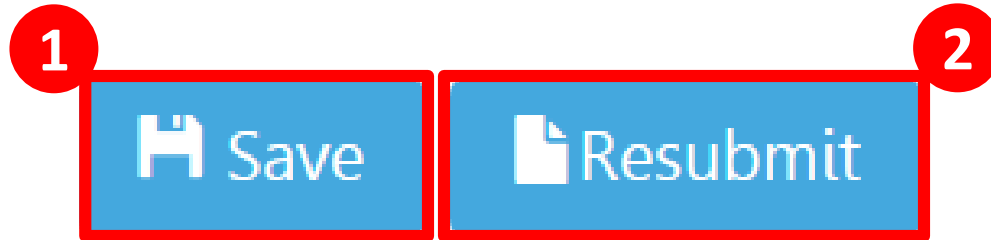
Make corrections

[Table of Contents](#)

[Back](#)

[Forward](#)

Save and Submit the Corrected Filing



1. Click **Save**
2. Click **Resubmit**

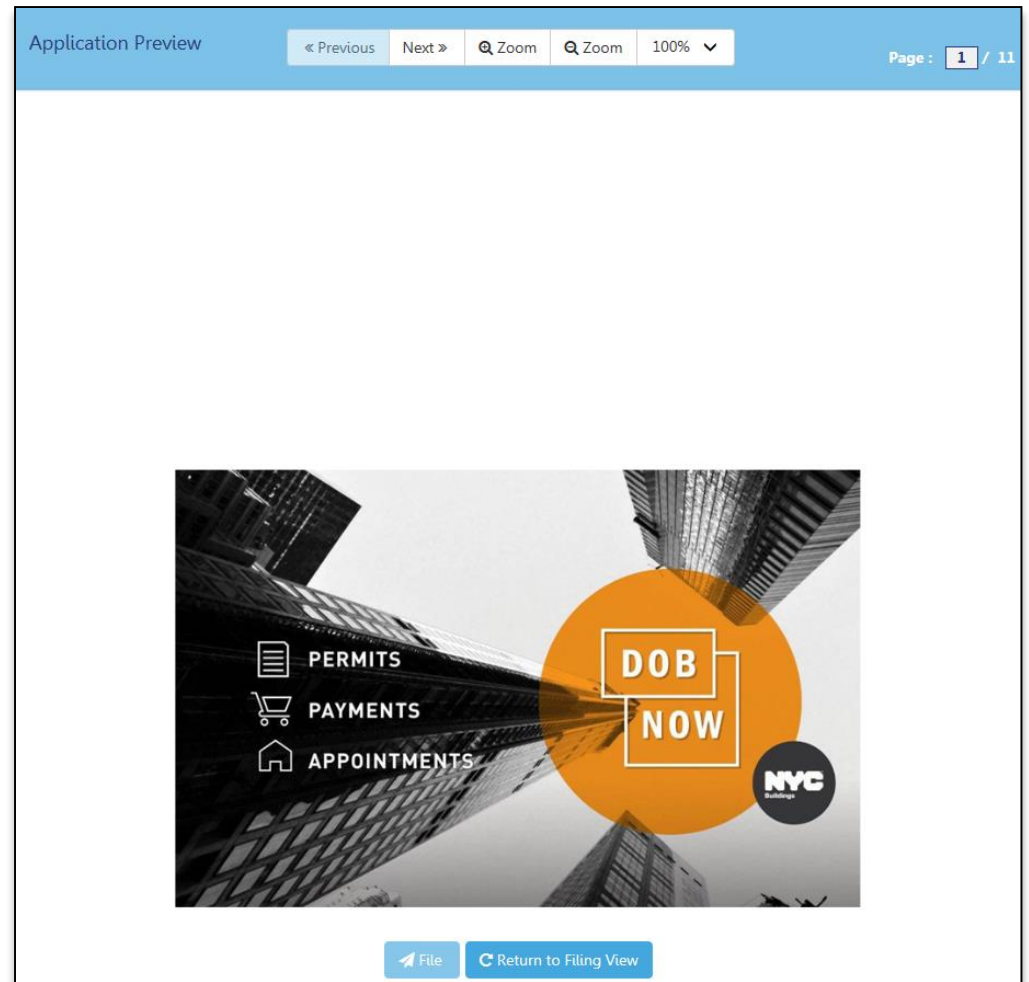
[Table of Contents](#)

[Back](#)

[Forward](#)

Preview to File

1. The system will ask you to **preview the application** again
2. Review each page of the filing by clicking **Next**



[Table of Contents](#)

[Back](#)

[Forward](#)

Sign the Filing

1 "I have personally reviewed all information entered on this application."

Name	<input type="text" value="ADAM JOE2"/>	Date	<input type="text" value="09/14/2017"/>
------	--	------	---

(“Electronically Signed”)

2 [File](#) [Return to Filing View](#)

1. Add your digital signature by **checking the box**
2. Click **File** to submit the filing

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

True or False:

Corrections are still allowed once a filing has been assigned to a Plan Examiner or a QA Analyst as long as the Plan Examiner or QA Analyst has not started the review.

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

False:

Corrections are only allowed while the filing is still awaiting assignment to a Plan Examiner or QA Analyst

[Table of Contents](#)

[Back](#)

[Forward](#)

Review Objections and Schedule Appointments

Scenario

You are an Applicant of Record and you receive an email notification that the DOB has raised objections with your filing and has requested an appointment

[Table of Contents](#)

[Back](#)

[Forward](#)

Appointments Conducted Virtually

Plan Examiner appointments for DOB NOW jobs are conducted virtually using GoToMeeting.



[Table of Contents](#)

[Back](#)

[Forward](#)

Notification of Objections

Objections Are Raised for M00290366/I1/6 EAST 15 STREET Inbox x



CRM Buildings NYC DEV <CRMBuildNYCDev@buildings.nyc.gov>

to me, APPLE ▾

This email references [M00290366/I1/6 EAST 15 STREET](#).

During the review of your filing, the Plan Examiner and/or Chief Plan Examiner raised **objections**. To review and address the **objections**, please log into DOB NOW: Build.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at dobnowsupport@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings



[Table of Contents](#)

[Back](#)

[Forward](#)

Locate and Open the Filing

The screenshot shows a web application interface with a navigation bar at the top containing buttons for '+Job Filing', '+Work Permit', '+AHV Permit', and '+Request LOC'. Below the navigation bar are tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', 'My LOC Requests', and 'Job Number Search'. A dropdown menu shows 'Sidewalk Shed' and a 'Refresh' button is on the right. The main content is a table with the following columns: Job Number, Filing No., Filing Status, Address, Borough, Applicant of Record, and Owner. The first row of data is: Job Number: M00004424, Filing No.: P1, Filing Status: Objections, Address: 750 7 AVENUE, Borough: MANHATTAN, Applicant of Record: ADAM JOE2, Owner: APPLE ROME. Red boxes and circles highlight the Job Number and Filing Status cells.

Job Number	Filing No.	Filing Status	Address	Borough	Applicant of Record	Owner
M00004424	P1	Objections	750 7 AVENUE	MANHATTAN	ADAM JOE2	APPLE ROME

1. Go to **My Jobs** and look for **Filing Status** equal to **Objections**
2. Double-click the **Job Number** to open the filing

[Table of Contents](#)

[Back](#)

[Forward](#)

Progress Bar Indicates Objections



A **red exclamation point !** in the Plan Examiner Review Stage is an indicator that **Objections** have been raised

[Table of Contents](#)

[Back](#)

[Forward](#)

Locate Objections

Within the filing, under **Application Highlights**, two new sections will display:

1. Objections
2. DOB Appointments

Note: DOB Appointments section will only appear if an appointment as been requested

The screenshot displays the 'Application Highlights' section of a software interface. It is divided into two main parts: 'Application Highlights' and 'Payment Summary'. Below these, two new sections are visible: 'Objections' and 'DOB Appointments'. The 'Objections' section is highlighted with a red box and a red circle containing the number 1. It shows a table with columns for 'Object', 'Object Detail', 'Status', and 'View...'. A single row is visible with the text 'Antenna Test O...' and 'This is test objection for Antenna'. The 'DOB Appointments' section is also highlighted with a red box and a red circle containing the number 2. It shows a table with columns for 'Subject', 'Start Time', 'Dur...', 'Status...', 'View...', and 'Action...'. A single row is visible with the text 'Antenna Test O...'. The 'Application Highlights' section includes the following information:

Location	23-44 27 STREET
Job Number	QUEENS 11105
Filing Number	Q00002470
Filing Number	11
Estimated Job Cost (\$)	\$5,500.00
Current Filing Status	Objections
Job Status	Job In Process
Work Without Permit Violation	No
Total Job Cost (\$)	\$5,500.00
Filing Type	New Job Filing

The 'Payment Summary' section includes the following information:

New Work Filing Fee	\$0.00
Legalization Filing Fee	\$0.00
Record Management Fee	\$0.00
Post Approval Amendment	\$0.00
NoGood Check Fee	\$0.00
Associated Jobs Fee	\$0.00
Total Fee	\$0.00
Amount Paid	\$0.00
Amount Due	\$0.00


A 'Pay Now' button is located below the 'Payment Summary' section.

[Table of Contents](#)





[Back](#)

[Forward](#)

Review List of Objections

▼	Objection ▼	Objection Detail ▼	Status ▼	View 
▼	1968 BC 27-280...	Proposed Sidewalk Shed does not comp ...	Open	<i>Details</i>

Total Items: 1

  1 / 1   25 ▼ Items Per Page 1 - 1 of 1 items

1. In the **Objections** section of the filing, review **Objections**
2. Click **Details** to open the Objection

Review Objection Details

Objection Details

Objection	Side Walk Shed Test Objection 1
Objection Detail	This is test objection for SWS
Code	SWS Code 2017
Reference	TEST Reference SWS
Code Type	Side Walk Shed - 17SWS
Code Year	2017 - SWS
Work Type	SH - Side Walk Shed
Objection Status	<input type="text" value="Open"/>
Comments	<input type="text" value="Shed dimensions and placement must be adjusted to meet code."/>
Objection History	

[Table of Contents](#)

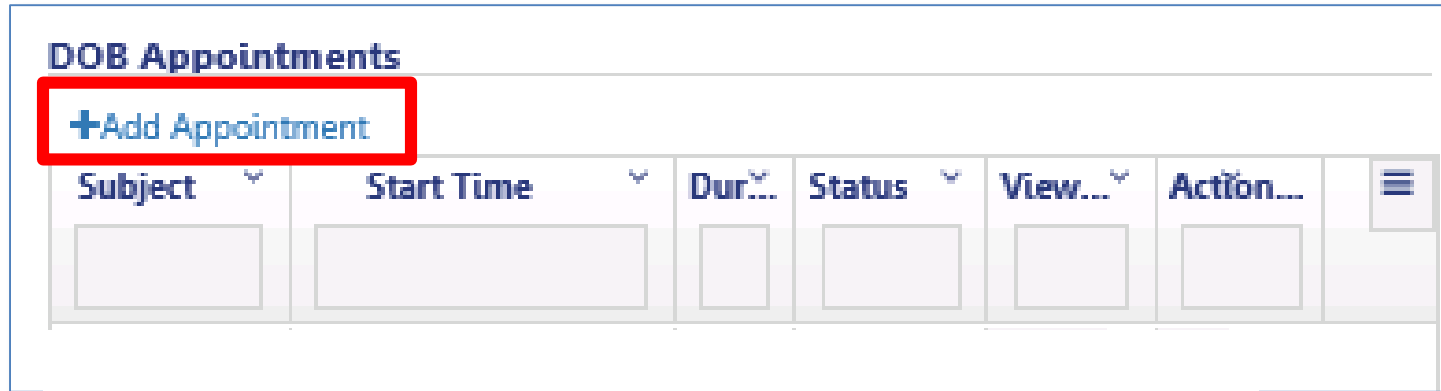
[Back](#)

[Forward](#)

Rule Review

- If the DOB has requested an appointment, the **Applicant of Record, Filing Rep** or **Owner** can schedule the appointment
- The **Applicant of Record** is a **mandatory** attendee
- Others associated with the filing can be added as **Optional Attendees**
- Only **one** scheduled appointment is allowed at one time

Schedule an Appointment



DOB Appointments

[+Add Appointment](#)

Subject	Start Time	Dur...	Status	View...	Action...	

Navigate to the **DOB Appointments** section of the filing

- Click **+Add Appointment**

Create an Appointment

New Appointment

Required Attendees*	DP - JOE ADAM
Optional Attendees	Click Here to Add person...
Plan Examiner	JAN ZIZKA
Job No.	M00001168-I1

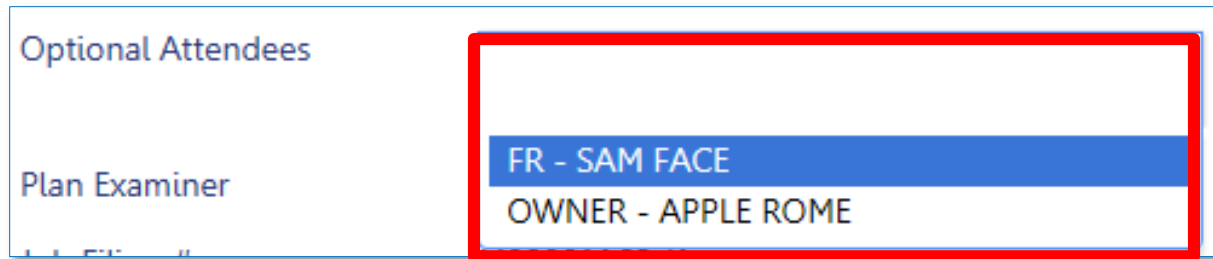
- **Required Attendees** – Defaults to Applicant of Record
- **Optional Attendees** – Add others associated with the filing
- **Plan Examiner** – Defaults to DOB Plan Examiner that raised the objections
- **Job No.** – Auto-populates the Job Filing Number

[Table of Contents](#)

[Back](#)

[Forward](#)

Add Optional Attendees



Optional Attendees

Plan Examiner

FR - SAM FACE

OWNER - APPLE ROME

Click **Optional Attendees** field and select from individuals associated with the filing

[Table of Contents](#)

[Back](#)

[Forward](#)

Select Appointment Date and Time

2017

1

Select Appointment Date*

	July 2016						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	26	27	28	29	30	01	02
27	03	04	05	06	07	08	09
28	10	11	12	13	14	15	16
29	17	18	19	20	21	22	23
30	24	25	26	27	28	29	30
31	31	01	02	03	04	05	06

Holidays Fully Booked Dates

2

Available Hours

Select Appointment Time :*

8:00 AM To 8:20 AM
8:20 AM To 8:40 AM
8:40 AM To 9:00 AM
9:00 AM To 9:20 AM
9:20 AM To 9:40 AM
9:40 AM To 10:00 AM
10:00 AM To 10:20 AM

1. Select a future **Date**
2. Select an **Appointment Time**

Confirm Date and Time

Select Appointment Time *

11:40 AM To 12:00 PM ▼

Submit Cancel

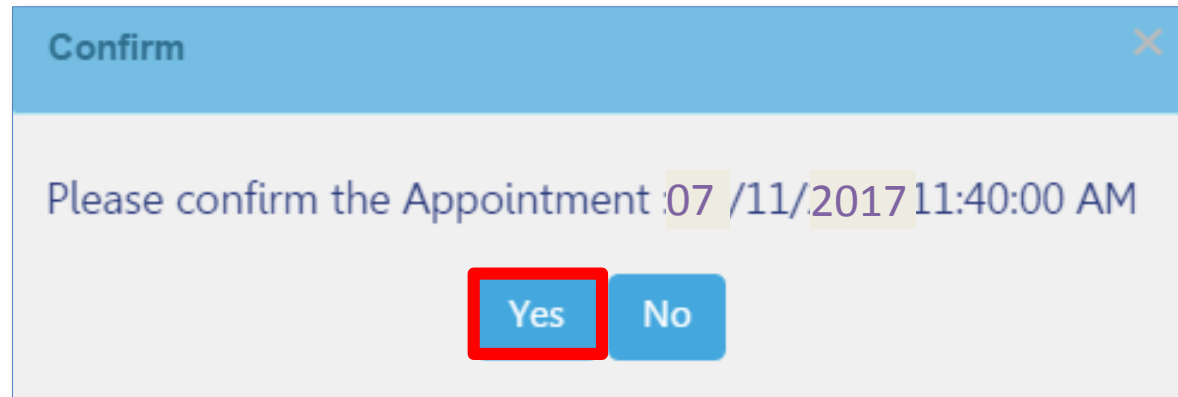
Once you select date and time, click **Submit**

[Table of Contents](#)

[Back](#)

[Forward](#)

Confirm Appointment



Click **Yes** to confirm appointment date and time

[Table of Contents](#)

[Back](#)

[Forward](#)

Appointment Scheduling Process

- Requested appointment slot is sent to DOB Scheduling Coordinator
- Scheduling Coordinator creates the GoToMeeting session and sends a calendar appointment to all attendees containing the GoToMeeting link

GoToMeeting Plan Review

- You will need:
 - PC or mobile device for screen sharing
 - Web cam
 - Phone or activated headset/microphone for audio
- Tips:
 - Log in early
 - Set your audio preferences – dial in versus audio through your PC
 - Have the access code and audio pin handy

Scenario

The date for your appointment with the Plan Examiner is approaching but you now have a scheduling conflict. You need to cancel and reschedule the appointment.

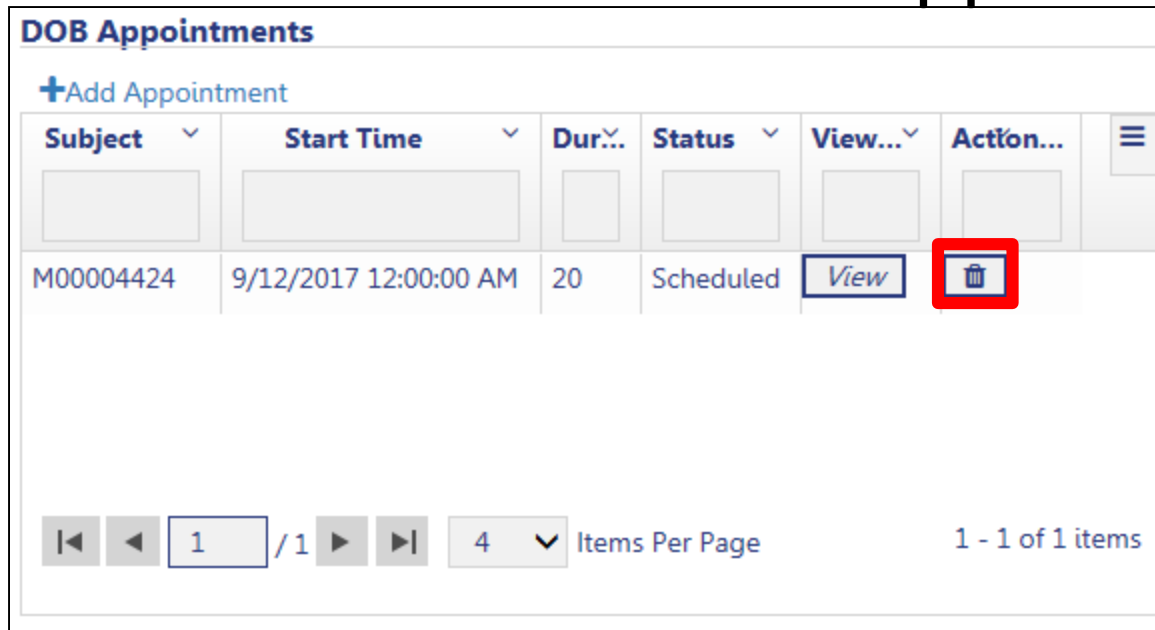
Please try to provide 24-hour's notice.

[Table of Contents](#)

[Back](#)


[Forward](#)

Cancel and Reschedule an Appointment



DOB Appointments

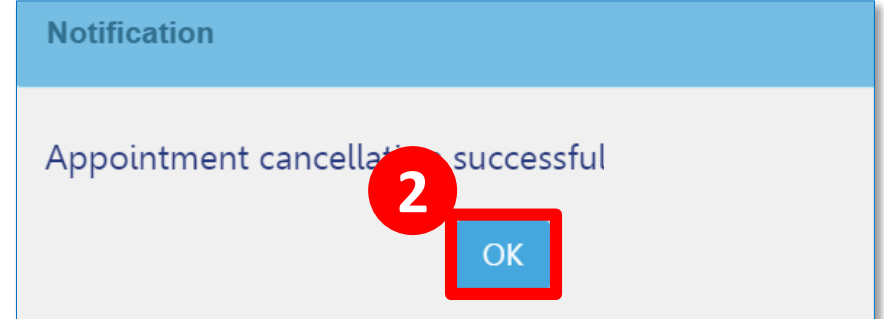
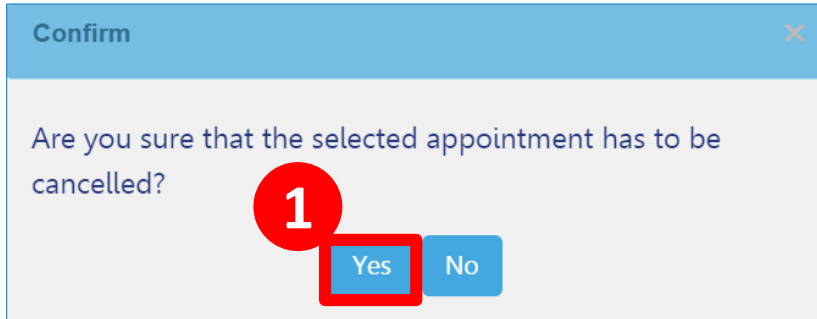
[+Add Appointment](#)

Subject	Start Time	Dur..	Status	View...	Action...
M00004424	9/12/2017 12:00:00 AM	20	Scheduled	View	

Navigation: 1 / 1, 4 Items Per Page, 1 - 1 of 1 items

Under **Application Highlights** in the **DOB Appointments** section, click the **trash can** icon

Confirm Cancellation



1. Click **Yes** to confirm cancellation
2. Click **OK** at cancellation window

Schedule a New Appointment

DOB Appointments

[+Add Appointment](#)

Subject	Start Time	Dur...	Status	View...	Action...	
Q00002470	7/3/2017 4:20:00 PM	20	Cancelled	View	✖	

Click **+Add Appointment** to schedule a new appointment

Follow the previous steps to create an appointment

Cancellations Initiated by DOB

If there are technical issues with the meeting or the DOB needs to cancel, a Scheduling Coordinator will reach out to you via email with upcoming availability to reschedule your appointment.

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

Question:

Besides the DOB Plan Examiner, who is required to attend an Appointment?

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

Answer:

The Applicant of Record




[Table of Contents](#)

[Back](#)

[Forward](#)

Address Objections





Replace Rejected Documents

Required Documents ▾				
Created On ▾	Document Name ▲	Document Status ▾	Prior To ▲ ▾	Upload
2017-08-18	DEP ACP-5: Asbestos Assessment Report	Submitted	Approval	
2017-08-18	DPL-1: Design Professional Seal & Signature	Submitted	Approval	
2017-08-18	Plans/Sketch	Rejected	Approval	

1. Look for Document Status of **Rejected**
2. Click **Upload icon** to add the revised document

Upload New Required Documents

The Plan Examiner may request additional documents.
If so, an objection will be issued.

Required Documents ▾				
Created On ▾	Document Name ▲	Document Status ▾	Prior To ▲ ▾	Upload
2017-08-18	DEP ACP-5: Asbestos Assessment Report	Submitted	Approval	
2017-08-18	DPL-1: Design Professional Seal & Signature	Submitted	Approval	
2017-08-29	Other Documents - Prior to Approval	Required	Approval	
2017-08-18	Plans/Sketch	Accepted	Approval	

1. The new required document will display in the **Required Documents** section
2. Click **Upload** icon to upload the document

Review List of Objections

Objections			
Objection	Objection Detail	Status	View...
Side Walk Shed...	This is test objection for SWS	Open	Details

Total Items: 1

|◀ ◀ 1 / 1 ▶ ▶| 4 ▼ Items Per Page 1 - 1 of 1 items

In the **Objections** section of the filing, open the Objection by clicking **Details**

Address Objections

Objection Details

Objection	Side Walk Shed Test Objection 1
Objection Detail	This is test objection for SWS
Code	SWS Code 2017
Reference	TEST Reference SWS
Code Type	Side Walk Shed - 17SWS
Code Year	2017 - SWS
Work Type	SH - Side Walk Shed
Objection Status	Resolved
Comments	Plans updated per discussion and resubmitted.
Objection History	On 9/6/2017 12:02 PM Pallavi Donwad: PAA sidewalk objections On 9/6/2017 12:05 PM SVC CRMPROXYADMTST: appointment taken

Save Cancel

1. Change the Objection Status to **Resolved**
2. Add **Comments**
3. Click **Save**

[Table of Contents](#)

[Back](#)

[Forward](#)

Resubmit Filing



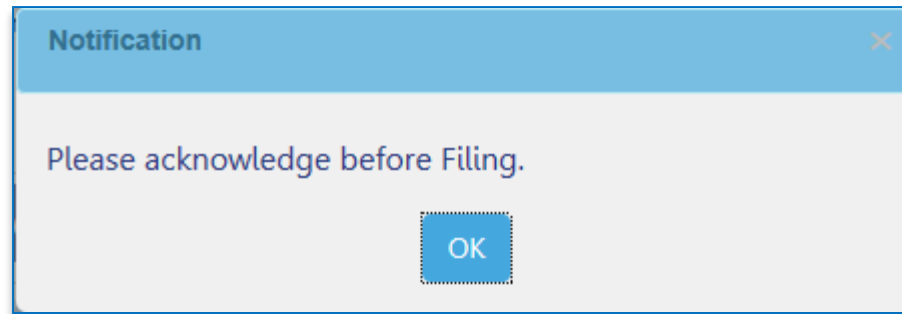
1. Click **Save**
2. Click **Resubmit** button
 - Applicant must log in and complete **Statements and Signatures**
 - Owner must log in and complete **Statements and Signatures**

[Table of Contents](#)

[Back](#)

[Forward](#)

Error Message – Please Acknowledge



An error message will display if you **Resubmit** before the applicant and owner complete **Statements and Signatures**

[Table of Contents](#)

[Back](#)

[Forward](#)

Preview to File

[Save](#) [Preview to File](#) **Job# S00004487 Filing# I1**

Plans/Work (PW1) Scope of Work

1. Location Information

House Number*	Street Name*
280	BROADWAY
Block*	Lot*
153	1
Community Board*	Apartment/Suite Number
101	1

Applicant clicks **Preview to File** to review the application

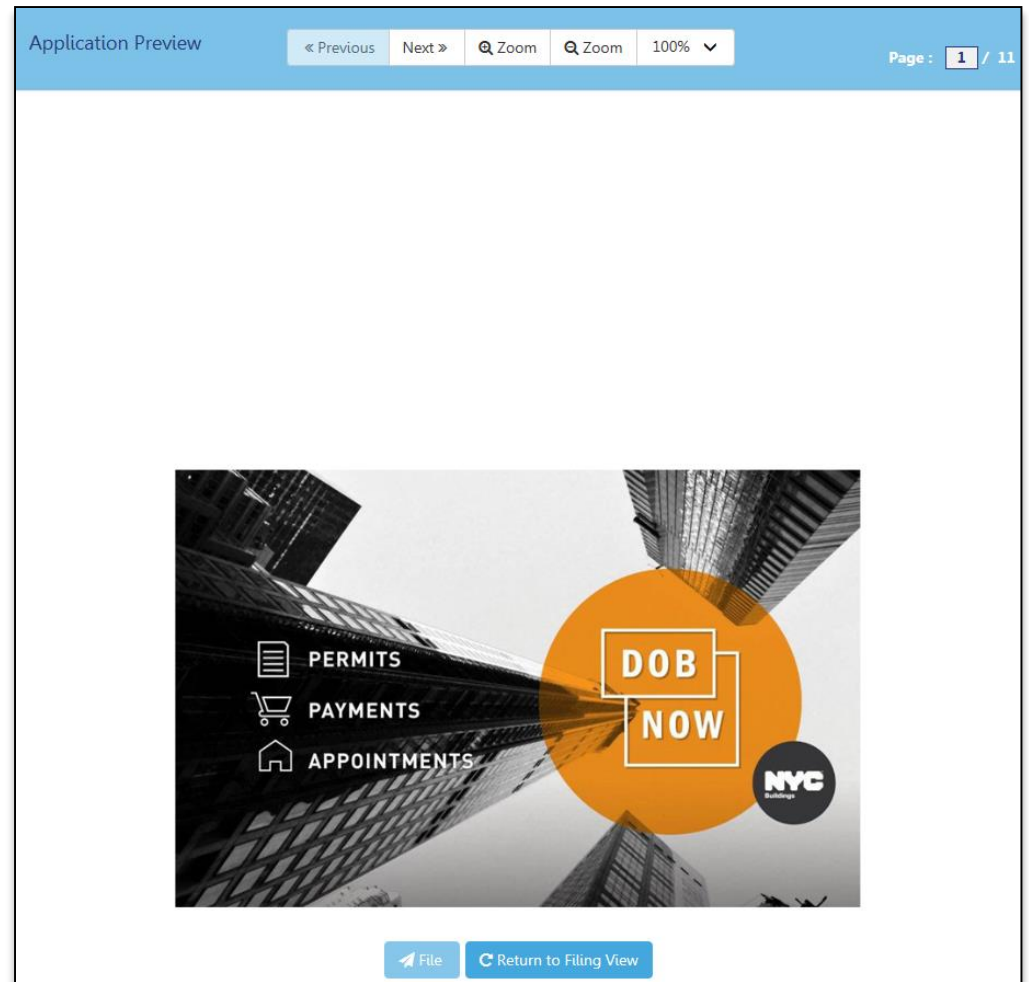
[Table of Contents](#)

[Back](#)

[Forward](#)

Preview to File

1. The system will ask you to **preview the application** again
2. Review each page of the filing by clicking **Next**



[Table of Contents](#)

[Back](#)

[Forward](#)

Sign and File

1 "I have personally reviewed all information entered on this application."

Name Date

("Electronically Signed")

2 [File](#) [Return to Filing View](#)

1. Add your digital signature by **checking the box**
2. Click **File** to submit the filing

[Table of Contents](#)

[Back](#)

[Forward](#)

Scenario

The Design Professional filed a Professional Certification filing. You receive notification that the filing failed QA Review.

[Table of Contents](#)

[Back](#)

[Forward](#)

QA Failed

QA Failed for M00002986/I1/280 BROADWAY CRM:0001194 Inbox x



CRM Buildings NYC DEV <CRMBuildNYCDev@buildings.nyc.gov>

to me, APPLE ▾

This email references **M00002986/I1/280 BROADWAY** .

While reviewing your filing, errors were identified that you need to correct. To review and correct the errors, please log into DOB NOW: Build.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at dobnowsupport@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings



[Table of Contents](#)

[Back](#)

[Forward](#)

QA Failed

Navigation: Home, +Job Filing, +Work Permit, +AHV Permit, +Request LOC

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

Filter My Jobs Refresh

Job Number	Filing No.	Filing Status	Address	Applicant of Record	Filing Action	View...
M00289716	11	QA Failed	77 READE STREET	ADAM JOE2	Select Action:	

1. View **Filing Status** of **QA Failed**
2. Click the **Job Number** to open the filing

[Table of Contents](#)

[Back](#)

[Forward](#)

View Failure Reasons

In the **Application Highlights** section of the filing, review **Failure Reasons**

Application Highlights	
Location	77 READE STREET MANHATTAN 10007
Job Number	M00289716
Filing Number	I1
Estimated Job Cost*	\$50,000.00
Current Filing Status	QA Failed
Job Status	Job in Process
Work Without Permit Violation	No
Total Job Cost (\$)	\$0.00
Filing Type	New Job Filing
Payment Summary	
New Work Filing Fee	\$286.00
Legalization Filing Fee	\$0.00
Record Management Fee	\$45.00
Post Approval Amendment	\$0.00
NoGood Check Fee	\$0.00
Associated Jobs Fee	\$0.00
Total Fee	\$331.00
Amount Paid	\$331.00
Amount Due	\$0.00
Pay Now	
Failure Reason:	
Failure Details	Plans are unreadable. Please resubmit.
Status:	Open

[Table of Contents](#)

[Back](#)

[Forward](#)

Mark Resolved

Failure Reason:

Failure Details

Plans are unreadable. Please resubmit.

Status:

Once failure reason has been addressed, click the drop-down in the **Status** field and select **Resolved**

[Table of Contents](#)

[Back](#)

[Forward](#)

Save and Resubmit Filing

Job# M00289716 Filing# 11

Plans/Work (PW1) Documents

Additional Supporting Documents ▾

Required Documents ▾

Created On ▾	Document Name ▾	Document Status ▾	Prior To ▾	Upload
2017-08-18	DEP ACP-5: Asbestos Assessment Report	Accepted	Approval	↑
2017-08-18	DPL-1: Design Professional Seal & Signature	Accepted	Approval	↑
2017-08-18	Plans/Sketch	Submitted	Approval	↑

1. Click **Save** to save the Filing

Applicant and Owner must complete **Statements and Signatures**

2. Applicant clicks **Resubmit**

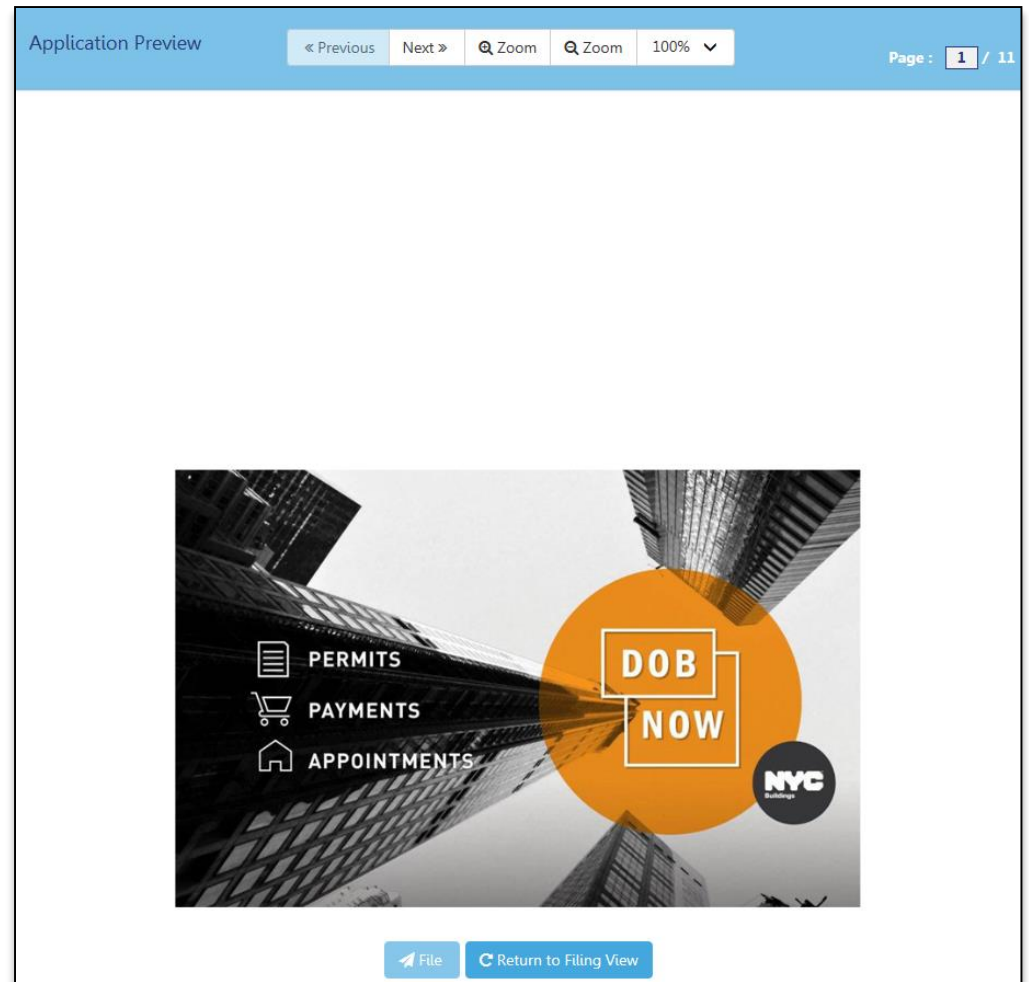
[Table of Contents](#)

[Back](#)

[Forward](#)

Preview to File

1. The system will ask you to **preview the application** again
2. Review each page of the filing by clicking **Next**



[Table of Contents](#)

[Back](#)

[Forward](#)

Sign the Filing

1 "I have personally reviewed all information entered on this application."

Name Date
("Electronically Signed")

2

1. Add your digital signature by **checking the box**
2. Click **File** to submit the filing

[Table of Contents](#)

[Back](#)

[Forward](#)

Create a Work Permit

Rule Review

Work Permit (PW2) Filings can be submitted

- With the initial Professional Certification filing
- When the Professional Certification filing has a status of Approved
- When the Standard Plan filing has a status of Approved

Scenario

You are the General Contractor for a Sidewalk Shed and Construction Fence project. The Architect has notified you that the DOB has approved the application and you can apply for the permits.

[Table of Contents](#)[Back](#)[Forward](#)

Log In to DOB NOW

Welcome

Email

trainingdobcontractor@gmail.com

Password

.....|

Login

[Can't access your account?](#)

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

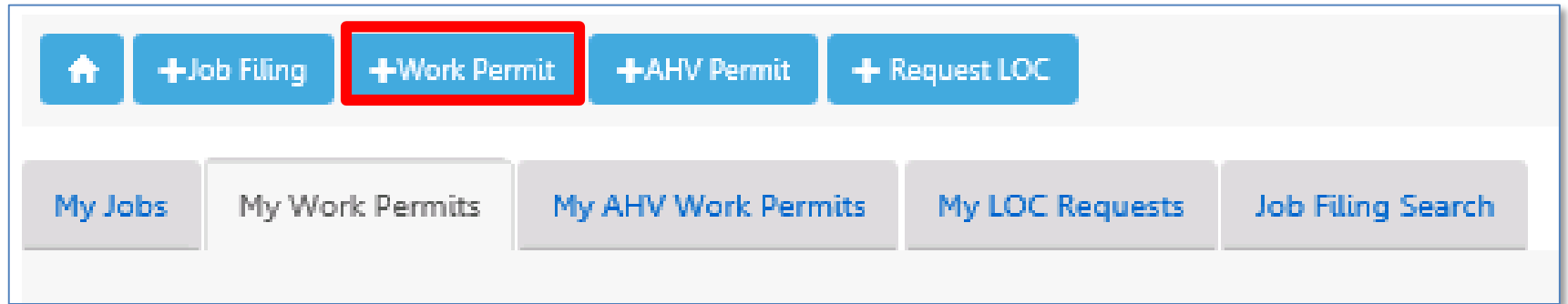
Log In with your eFiling account

[Table of Contents](#)

[Back](#)

[Forward](#)

Create a New Work Permit



From your Dashboard, click **+Work Permit**

[Table of Contents](#)

[Back](#)

[Forward](#)

Search for the Job Filing

Create Work Permit

Enter Job Filing Number:

1 0 characters remaining

2

1. Enter the **Job Number**
2. Click **Get Jobs**

Create Work Permit

Create Work Permit

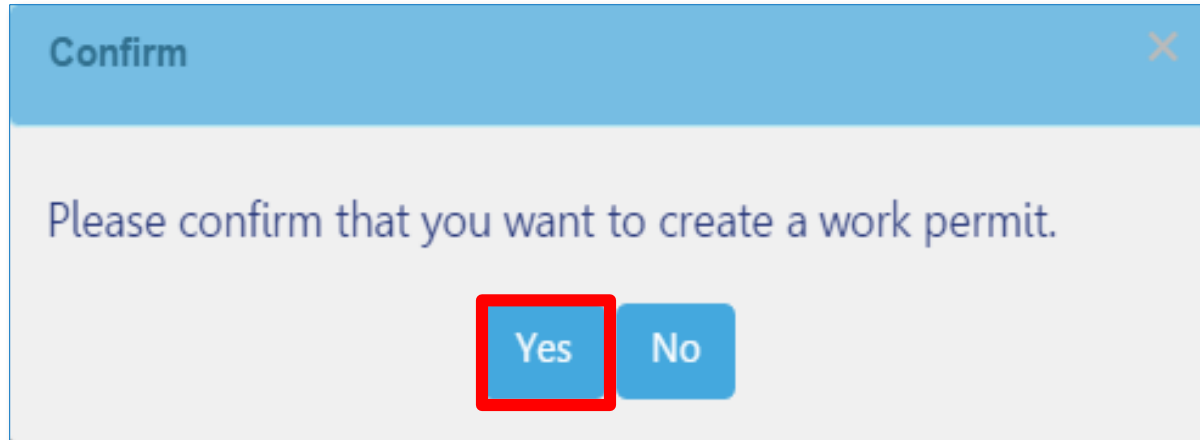
Enter Job Filing Number: 0 characters remaining

Job Lists:

Job No.	Filing No.	Filing Type	Current Filing Status	Created Date	Filing Action
M00001773	11	New Job Filing	Approved	3/16/2017 2:47:35 PM	Select Action: Create Work Permit

From the **Filing Action** column, select **Create Work Permit**

Confirm Create Work Permit



Click **Yes** to confirm that you would like to create a work permit

[Table of Contents](#)

[Back](#)

[Forward](#)

Complete the Work Permit Form

Work Permit

1. Reason for Filing

Filing reason* No Work Permit

Expected Work Start Date* 09/28/2017

3. Type of Permit*

Type of Permit* Supported Scaffold

Install temporary sidewalk shed, supported scaffolding and construction fence while completing façade work

3A. Associated Electrical Application No.

3D. Are mechanical means to be used? Yes No

Enter **Work Permit** details by completing all **Required Fields (*)**

Table of Contents

Back

Forward

Enter Applicant Information

1 **4. Applicant/ Contractor**

2

3

E-Mail*
Enter email/username...

License Type*
▼

License Number*

First Name
Middle Name
Last Name

Business LookUp
▼

Business Name*
Business Address*

City
State
Zip

Business Telephone
Business Fax
Mobile Telephone

TaxPayer ID
Liability Insurance Expiry Date*

Save File Cancel

1. Enter your **registered eFiling email**

2. Select **License Type**

3. Select Your **Business**

All other fields are populated from your eFiling registration

[Table of Contents](#)

[Back](#)

[Forward](#)

Design Professional as Contractor

The screenshot shows a web-based application form for a work permit. The title is "Work Permit is not yet issued". The form is divided into several sections:

- 1. Reason for Filing:** Includes a "Filing reason*" field with a checked "Initial Permit" option and an "Expected Work Start Date*" field set to "09/08/2017".
- 3. Type of Permit:** Includes a "Type of Permit*" dropdown menu (set to "Curb Cut") and a "Job Description*" text area (containing "test").
- 3A. Electrical Application no.:** An empty text field.
- 3B. Associated Job no.:** An empty text field.
- 4. Applicant/ Contractor:** Includes fields for "E-Mail*" (AJQETEST2@GMAIL.COM), "License Type*" (Professional Engineer), "License Number" (515151), "First Name" (ADAM), "Middle Name", "Last Name" (JOE2), "Business LookUp", "Business Name", "Business Address", "City", "State", "Zip", "Business Telephone", "Business Fax", "Mobile Telephone", "TaxPayer ID", and "Liability Insurance Expiry Date".
- Application Highlights:** Includes "Location" (280 BROADWAY, MANHATTAN), "Work Permit Status" (Pre-Filing, Permit is not yet issued), "Tracking Number" (820205267), "Work Permit Number*", "Sequence Number", "Permit Submitted Date", "Permit Issued Date", "Permit Expiration Date", and "Plan Approved Date".
- Fees:** Includes "Amount Paid" (\$0.00) and "Amount Due" (\$0.00) with a "Pay Now" button.
- Required Documents:** A table with columns "Upload", "Document Name", and "Document Status". It contains one entry: "Certificate of Insurance Docume..." with a status of "Pending". This section is highlighted with a red box.

At the bottom of the form are "Save", "File", and "Cancel" buttons. A "Trace History" link is located in the top right corner.

If a Design Professional is the Applicant of Record for a Work Permit:

- Required to manually enter **insurance information**
- **Certificate of Insurance** is a **Required Document** on the work permit tab

Table of Contents

Back

Forward

Designate a Filing Rep, if different

5. Filing Representative*

If different from applicant specified in section 4 Yes No

2 Mail* DOBTESTING123@GMAIL.COM

Last Name: DOB

First Name: TESTING123

Middle Initial: X

Business Name: T123 LLC

Business Telephone: 2016559888

Business Address: T123 LLC

Business Fax:

City: NYC

State: NY

Zip: 10007

Mobile Telephone:

Registration Number: 022663

1. If different from applicant specified in section 4, click **Yes**
2. Enter **registered eFiling email** of Filing Rep

[Table of Contents](#)

[Back](#)

[Forward](#)

Site Safety Professional, if required

7. Construction Superintendent, Site Safety Coordinator, Site Safety Manager*

I, the applicant /contractor, hereby declare the scope of work filed under this permit application requires:

1 Construction Superintendent Site Safety Coordinator Site Safety Manager

2

E-Mail*	License Type	Last Name
<input type="text" value="DOBTESTING123@GMAIL.COM"/>	<input type="text" value="Site Safety Manager"/>	<input type="text" value="DOB"/>
First Name	Middle Initial	Business Name
<input type="text" value="TESTING123"/>	<input type="text" value="X"/>	<input type="text" value="T123 LLC"/>
Business Telephone	Business Address	Business Fax
<input type="text" value="2016559888"/>	<input type="text" value="T123 LLC"/>	<input type="text"/>
City	State	Zip
<input type="text" value="NYC"/>	<input type="text" value="NY"/>	<input type="text" value="10007"/>
Mobile Telephone	Registration Number	
<input type="text"/>	<input type="text" value="022663"/>	

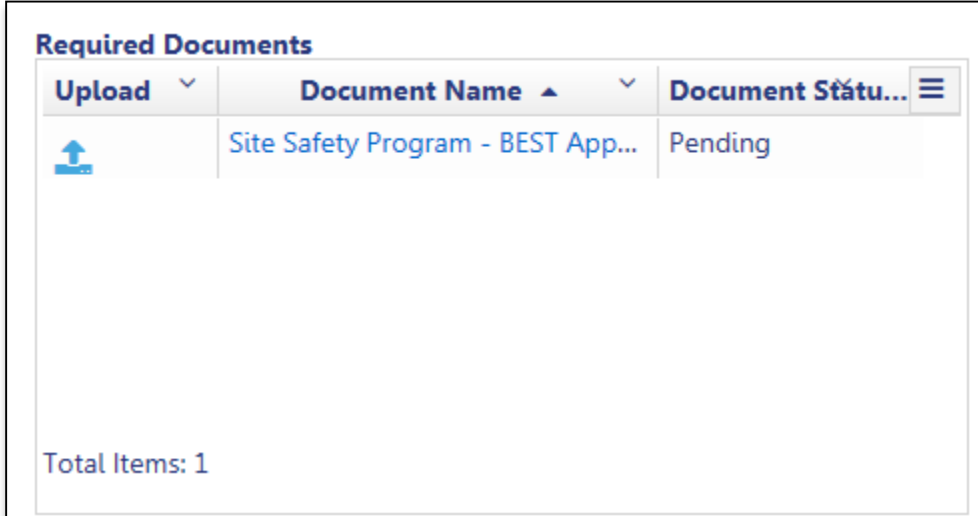
1. In Section 7 of the Work Permit, select **radio button** for the Site Safety role
2. Enter **Registered Email Address**

[Table of Contents](#)


[Back](#)

[Forward](#)

Site Safety Program – BEST Approval Letter



The screenshot shows a web interface titled "Required Documents". It features a table with three columns: "Upload", "Document Name", and "Document Státu...". The "Upload" column contains an upload icon. The "Document Name" column contains the text "Site Safety Program - BEST App...". The "Document Státu..." column contains the text "Pending". Below the table, it says "Total Items: 1".

Upload	Document Name	Document Státu...
	Site Safety Program - BEST App...	Pending

Total Items: 1

If the Site Safety Program is required, a **BEST Approval Letter** must be uploaded on the Work Permit tab

Provide Statements and Signatures

12. Applicant/ Contractor Statement*

Does the Work authorized by this permit require adjacent property insurance. Yes No

1 The information in this application is correct and complete to the best of my knowledge and I assume responsibility for all statements in such application. I understand that if I am found after hearing to have knowingly or negligently made a false statement on this or any other document submitted to the Department, I may be subject to fine, imprisonment, and/or barred from filing further documents with the Department. 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.

I will comply with all applicable laws, rules and regulations including all insurance requirements, and, in addition:

I hereby state if a Construction Superintendent, Site Safety Coordinator, Site Safety Manager, Demolition Subcontractor, Concrete Subcontractor, or Concrete Safety Manager is required for this application I have hereby advised the individual listed herein he or she is designated as such and hereby certify he or she is registered and in good standing with the NYC Department of Buildings.

I hereby state this renewal application with no change to Applicant, Filing Representative, Construction Superintendent, Site Safety Coordinator, Site Safety Manager, Subcontractors, Concrete Safety Manager or insurance is for the work as originally filed or as officially amended.

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 understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Statements and Signatures terms above. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand."

Name* Date*

2

Each required signer will need to log in, locate the filing and go to the **Statements and Signature** section

1. **Check the box.** Your electronic signature and the date will auto-populate.
2. **Click Save**

[Table of Contents](#)

[Back](#)

[Forward](#)

File Work Permit



Once all required fields are complete, documents uploaded, Statements and Signatures complete, the **File** button will become activated for the Applicant/General Contractor

– Click **File** to submit the Work Permit Request

If applicable, repeat for each Work Type

[Table of Contents](#)

[Back](#)

[Forward](#)

Permit Submitted Notification

Work Permit Request with Tracking# 875971771 Submitted Successfully for
M00289149/I1/280 BROADWAY Inbox x



CRM Buildings NYC DEV <CRMBuildNYCDev@buildings.nyc.gov>

Jul 20 (10 days ago) ☆



to MRC, ADAM, me, APPLE ▾

This email references Permit with Tracking# 875971771 for M00289149/I1/280 BROADWAY .

Your application for a permit on this job has been received.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at doznosupport@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings






[Table of Contents](#)


[Back](#)

[Forward](#)

Permit Under Review Notification

Assigned for QA Review for Permit with Tracking# 875971771 for M00289149/11/280
BROADWAY Inbox x  

 **CRM Buildings NYC DEV** <CRMBuildNYCDev@buildings.nyc.gov> Jul 20 (10 days ago) ☆  

to MRC, ADAM, me, APPLE 


This email references Permit with Tracking# 875971771 for M00289149/11/280 BROADWAY .

A permit request on this job has been assigned to DOB QA for review.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at dobnowsupport@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings









[Table of Contents](#)


[Back](#)

[Forward](#)

Permit Issued Notification

Permit Issued for Permit # M00289149-I1-AN for M00289149/I1 /280 BROADWAY Inbox x  

 **CRM Buildings NYC DEV** <CRMBuildNYCDev@buildings.nyc.gov> Jul 20 (10 days ago)   

to MRC, ADAM, me, APPLE 


This email references **Permit # M00289149-I1-AN** for **M00289149/I1/280 BROADWAY** .

A **permit** has been issued on this job.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at doznosupport@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings



[Table of Contents](#)

[Back](#)

[Forward](#)

Scenario

You are the Sign Hanger and you have received notification that the Work Permit has been approved. You log in to DOB NOW: *Build* to print the permit.

[Table of Contents](#)[Back](#)[Forward](#)

Print a Work Permit

1

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

Job Number	Filing Number	Tracking No.	Work Permit No.	Work Permit Status	Permit Type	Contractor	Filing Action
S00004784	I1	485169697	S00004784-I1-SH	Permit Issued	Sidewalk Shed	MR	
S00004739	I1	371209793	Permit is not yet issued	Prof Cert QA Review	Sidewalk Shed	MR	
S00004738	I1	514026586	Permit is not yet issued	Prof Cert QA Review	Sidewalk Shed	MR	
S00004736	I1	866550480	Permit is not yet issued	Prof Cert QA Review	Sidewalk Shed	MR	
S00004731	I1	348782975	Permit is not yet issued	Prof Cert QA Review	Sidewalk Shed	MR	
S00004707	I1	773728631	Permit is not yet issued	Prof Cert QA Review	Sidewalk Shed	MR	
S00004692	I1	599676860	Permit is not yet issued	QA Review	Sidewalk Shed	AD	
S00004689	I1	241985960	Permit is not yet issued	Prof Cert QA Review	Sidewalk Shed	AD	
M00004659	I1	982739453	M00004659-I1-SH	Signed off	Sidewalk Shed	AD	
S00004504	I1	686674168	Permit is not yet issued	Prof Cert QA Review	Sidewalk Shed	AD	

2

Contractor Filing Action

MRC TEST

MRC TEST

MRC TEST

MRC TEST

Select action:

Select action:

Create AHV

Print Work Permit

Renew Work Permit

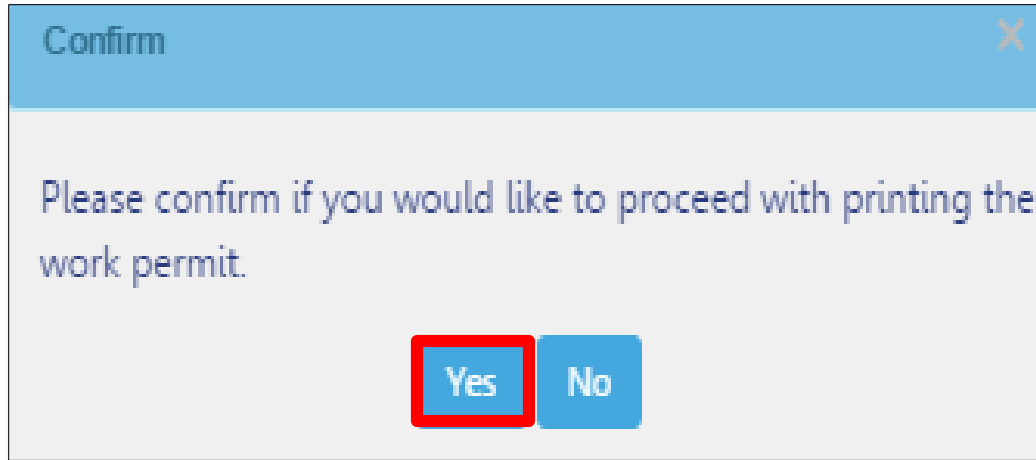
1. From the **My Work Permits** tab, locate the **work permit**
2. From **Filing Action** field, select **Print Work Permit**

[Table of Contents](#)

[Back](#)

[Forward](#)

Confirm Print



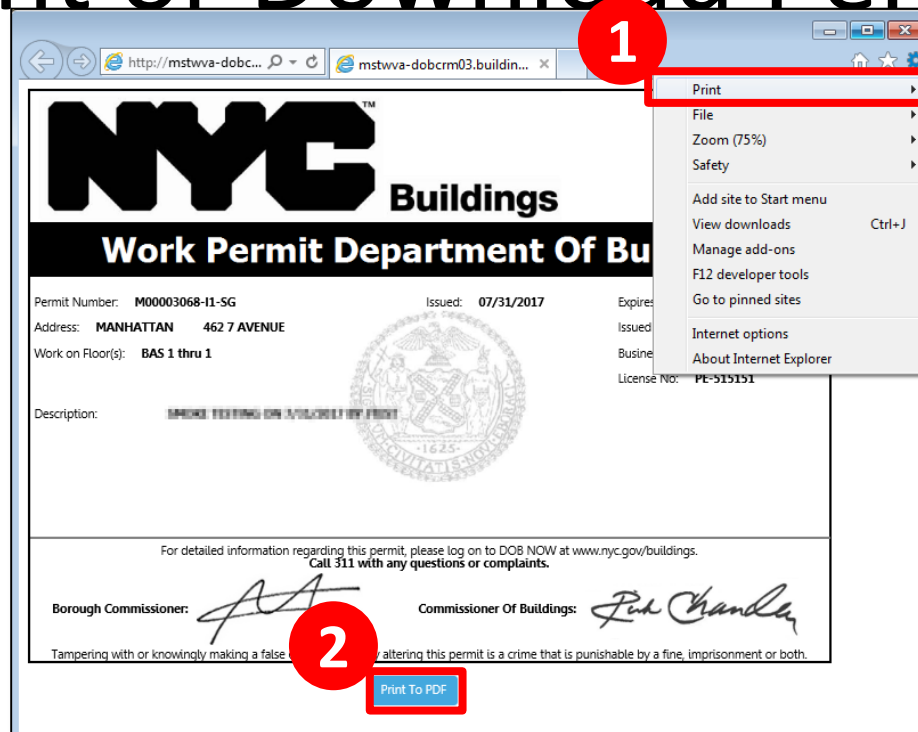
Click **Yes** to proceed with printing

[Table of Contents](#)

[Back](#)

[Forward](#)

Print or Download Permit



1. Print from your browser (**Ctrl+P**)
 2. Select **Print to PDF** to save the file
- !Tip:** Set to print orientation to landscape

[Table of Contents](#)

[Back](#)

[Forward](#)

Scenario

A Supported Scaffold permit is scheduled to expire before the work will be completed. The General Contractor requests a permit renewal.

[Table of Contents](#)

[Back](#)

[Forward](#)

Renew a Work Permit

The screenshot shows the NYC Buildings website interface. At the top, there is a navigation bar with 'DOB NOW' and 'BUILD' buttons. Below this, there are tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', 'My LOC Requests', and 'Job Filing Search'. The 'My Work Permits' tab is highlighted with a red box and a red circle containing the number '1'. Below the tabs is a table with columns: Job No. - Filing No., Tracking No., Work Permit No., Sequence No., Work Permit Status, and a numerical column. The table contains two rows of data. A dropdown menu is open over the table, showing 'Contractor' and 'Filing Action' fields. The 'Filing Action' dropdown is open, showing options: 'Select action:', 'Create AHV', 'Print Work Permit', and 'Renew Work Permit'. The 'Renew Work Permit' option is highlighted with a red box and a red circle containing the number '2'.

Job No. - Filing No.	Tracking No.	Work Permit No.	Sequence No.	Work Permit Status	
M00002877 - I1	875239133	Permit is not yet issued		Pending QA Assignment	280
M00002860 - I1	948035203	M00002860-I1-FN	1	Permit Issued	280

1. From the **My Work Permits** tab, locate the **work permit**
2. From **Filing Action** field, select **Renew Work Permit**

[Table of Contents](#)

[Back](#)

[Forward](#)

Complete Renewal Form

Work Permit M00002865-I1-SG

1. Reason for Filing

Filing reason*

Renewal Permit with changes Renewal Permit without changes

Expected Start Date*

2. Type of Permit

Type of Permit*

Sign ▼

Job Description*

test

3A. Associated Electrical Application No. *

123344556666

4. Applicant Information

Select Reason for Filing

- Renewal Permit with Changes
- Renewal Permit without Changes

[Table of Contents](#)

[Back](#)

[Forward](#)

Pay Fees

Application Highlights	
Location	280 BROADWAY MANHATTAN
Job Number	M00005473
Filing Number	I1
Work Permit Status	
Tracking Number	678209022
Work Permit Status	Pre-Filing
Work Permit Number#	Permit is not yet issued
Sequence Number	
Permit Submitted Date	
Permit Issued Date	
Permit Expiration Date	
Plan Approved Date	
Fees	
Amount Paid	\$0.00
Amount Due	\$100.00
Pay Now	

Click **Pay Now** to pay filing fees

[Table of Contents](#)

[Back](#)

[Forward](#)

Electronically Sign and Save Renewal

Work Permit is not yet issued

12. Applicant/ Contractor Statement*

1 Does the Work authorized by this permit require adjacent property insurance. Yes No

The information in this application is correct and complete to the best of my knowledge and I assume responsibility for all statements in such application. I understand that if I am found after hearing to have knowingly or negligently made a false statement on this or any other document submitted to the Department, I may be subject to fine, imprisonment, and/or barred from filing further documents with the Department. 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.

I will comply with all applicable laws, rules and regulations including all insurance requirements, and, in addition:

I hereby state if a Construction Superintendent, Site Safety Coordinator, Site Safety Manager, Demolition Subcontractor, Concrete Subcontractor, or Concrete Safety Manager is required for this application I have hereby advised the individual listed herein he or she is designated as such and hereby certify he or she is registered and in good standing with the NYC Department of Buildings.

I hereby state this renewal application with no change to Applicant, Filing Representative, Construction Superintendent, Site Safety Coordinator, Site Safety Manager, Subcontractors, Concrete Safety Manager or insurance is for the work as originally filed or as officially amended.

In accordance with 528-104.8 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 understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Statements and Signatures terms above. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand."

Name* Date*

("Electronically Signed")

2

1. Click the **check box** to electronically sign
2. Click **Save** and then click **File**

[Table of Contents](#)

[Back](#)

[Forward](#)

DOB Reviews Renewal Request

Once DOB reviews the renewal request, an email notification will be sent and the renewed permit can be printed

[Table of Contents](#)

[Back](#)

[Forward](#)

Submit an After Hours Variance (AHV) Request

Rule Review

- An After Hours Variance is required if you are seeking to perform construction activity before 7:00 am, after 6:00 pm, or on the Weekend
- Only filings that have been approved by DOB and have a permit issued are eligible for After Hours Variance permit requests
- May only be requested in DOB NOW: *Build* by the General Contractor that was listed on the initial permit

Scenario

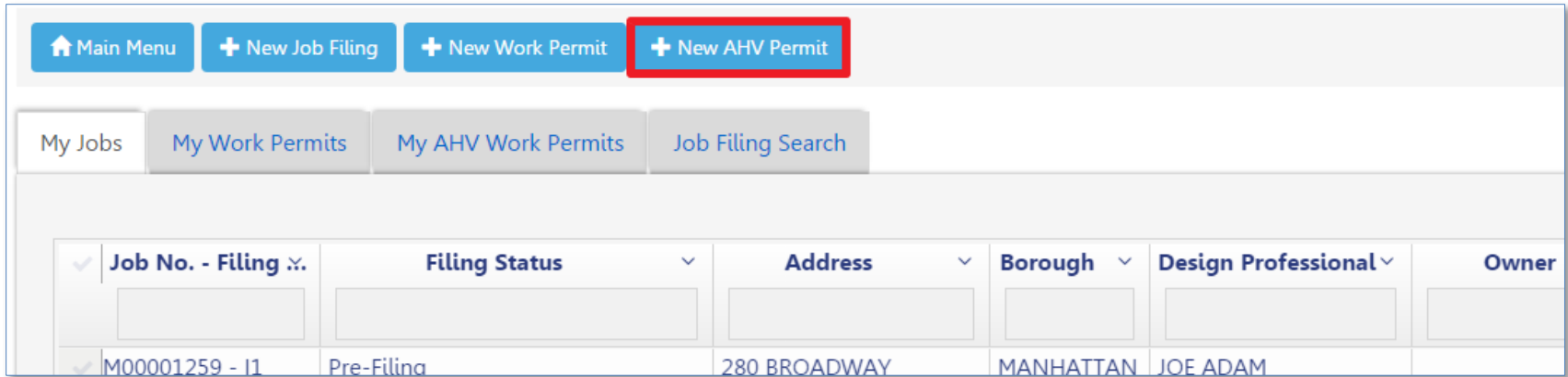
You are a General Contractor. Supported Scaffold assembly work will need to be performed after hours for 4 days. You file an AHV Permit request.

[Table of Contents](#)

[Back](#)

[Forward](#)

Request an AHV Work Permit



The screenshot shows a web application interface with a navigation bar at the top. The navigation bar contains four buttons: 'Main Menu', 'New Job Filing', 'New Work Permit', and 'New AHV Permit'. The 'New AHV Permit' button is highlighted with a red border. Below the navigation bar is a secondary navigation bar with four tabs: 'My Jobs', 'My Work Permits', 'My AHV Work Permits', and 'Job Filing Search'. Below the tabs is a table with the following columns: 'Job No. - Filing', 'Filing Status', 'Address', 'Borough', 'Design Professional', and 'Owner'. The table contains one row of data.

Job No. - Filing	Filing Status	Address	Borough	Design Professional	Owner
M00001259 - I1	Pre-Filing	280 BROADWAY	MANHATTAN	JOE ADAM	

Click + New AHV Permit

[Table of Contents](#)

[Back](#)

[Forward](#)

Complete the AHV Request

After Hours Variance

Enter Work Permit Number:

B00000894-I1- SF

Submit Cancel

1. Enter **Work Permit Number**
2. Click **Submit**

[Table of Contents](#)

[Back](#)

[Forward](#)

Complete AHV Permit Form

After Hours Variance Permit Form

1. Initial Filing Status Information

Variance Type * Initial

3. Contractor

E-Mail*	License Type*	License Number*
MRCTEST003@GMAIL.COM	General Contractor	608484
Last Name*	First Name*	Middle Name
TEST	MRC	
Business LookUp	Business Name	Business Address
A&B CONSERVATION CORP	A&B CONSERVATION CORP	
City	State	Zip
	NY	11218
Business Telephone	Business Fax	Mobile Telephone
TaxPayer ID	Liability Insurance Expiration Date	
	12/31/2025	

1. Contractor details populate

[Table of Contents](#)

[Back](#)

[Forward](#)

Enter Variance Information

1 5. Variance Information

Reason for Variance

Public Safety

2

Is a residence within 200 feet of the site?* Yes No

Does any of the work involve full or partial demolition?* Yes No

Is all work being done within an enclosed building?* Yes No

Does any of the work involve crane use?* Yes No

1. Select Reason for Variance

- City Construction Project
- Undue Hardship
- Construction Activities with Minimal Noise Impact
- Emergency Work
- Public Safety

2. Respond to questions about variance request

[Table of Contents](#)

[Back](#)

[Forward](#)

Enter Variance Dates and Hours

Request new dates to initial variance below. **1** Maximum of 14 days (including 4 weekend days) may be requested. Enter Valid Time format (hh:mm am/pm)*

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:			07:00PM	07:00PM	07:00PM	07:00PM	
To:			11:00PM	11:00PM	11:00PM	11:00PM	
		<input type="checkbox"/> 08/07/17	<input type="checkbox"/> 08/08/17	<input type="checkbox"/> 08/09/17	<input type="checkbox"/> 08/10/17	<input type="checkbox"/> 08/11/17	<input type="checkbox"/> 08/12/17
	<input type="checkbox"/> 08/13/17	<input type="checkbox"/> 08/14/17	<input type="checkbox"/> 08/15/17	<input type="checkbox"/> 08/16/17	<input type="checkbox"/> 08/17/17	<input type="checkbox"/> 08/18/17	<input type="checkbox"/> 08/19/17
	<input type="checkbox"/> 08/20/17	<input type="checkbox"/> 08/21/17	<input checked="" type="checkbox"/> 08/22/17	<input checked="" type="checkbox"/> 08/23/17	<input checked="" type="checkbox"/> 08/24/17	<input checked="" type="checkbox"/> 08/25/17	<input type="checkbox"/> 08/26/17
	<input type="checkbox"/> 08/27/17						

2

Description of work*
Curb cut installation including pouring on concrete

1. Select **Dates** and **Times**
2. Enter **Description of Work**

Save the AHV



Click **Save** at the bottom of the form to save the permit request

Pay Filing Fee

Click **Pay Now** to pay filing fee

Application Highlights	
Location	295 FLATBUSH AVENUE BROOKLYN
Job Number	B00002475-I1
Work Permit Number	B00002475-I1-CC
AHV Permit Status	Pre-Filing
Reason of Approval	
Initial Fee/Renewal Fee	\$200.00
Daily Fee	\$0.00
Fees	
Calculate Fees	
AHV Filing Fee	\$200.00
AHV Daily Fee	\$0.00
Amount Paid	\$0.00
Amount Due	\$200.00
Pay Now	

[Table of Contents](#)

[Back](#)

[Forward](#)

Complete Statements and Signatures

6. Statement*

- This permit must be posted visible to the public. 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 hereby certify as the permittee or as a representative of the permittee that a noise mitigation plan for the site has been developed in accordance with Administrative Code § 24-219 through § 24-224 and that such plan is in compliance with the Department of Environmental Protection's noise mitigation rules.
- I further affirm and attest that the afterhours and/or weekend construction work defined in the work scope of this application is submitted for the purpose and consideration indicated in section 5 of this application, "Reason for Variance"

I understand and agree that by personally clicking the box at the left I am electronically signing and submitting my application with the Department of Buildings. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand.

Contractor Name(print)* Date*

("Electronically Signed")

Contractor **checks the box** to acknowledge statements and add electronic signature

Save and Submit AHV Request

6. Statement*

• This permit must be posted visible to the public. 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 hereby certify as the permittee or as a representative of the permittee that a noise mitigation plan for the site has been developed in accordance with Administrative Code § 24-219 through § 24-224 and that such plan is in compliance with the Department of Environmental Protection's noise mitigation rules.

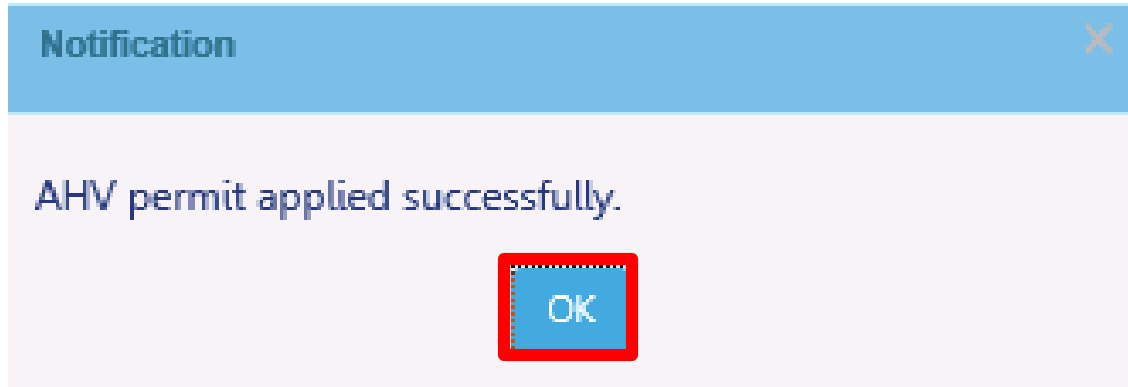
• I further affirm and attest that the afterhours and/or weekend construction work defined in the work scope of this application is submitted for the purpose and consideration indicated in section 5 of this application, "Reason for Variance"
I understand and agree that by personally clicking the box at the left I am electronically signing and submitting my application with the Department of Buildings. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand.

Contractor Name(print)*
("Electronically Signed")

Date*

Click **Save**, then click **Submit**

Confirm AHV Request Success



Click **OK**

[Table of Contents](#)

[Back](#)

[Forward](#)

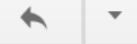
View Notification

AHV Permit Approved for AHV #M5082451 for M00003655/I1/280 BROADWAY
CRM:0008951 Inbox x



CRM Buildings NYC DEV <CRMBuildNYCDev@buildings.nyc.gov>

Jul 15



to me

This email references **M00003655/I1/280 BROADWAY** .

Your request for an AHV Permit has been approved. Please log into DOB NOW: Build to pay the daily fee and obtain the permit.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at dobnowsupport@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings



[Table of Contents](#)

[Back](#)

[Forward](#)

Open the Approved AHV

The screenshot shows a dashboard with navigation tabs: My Jobs, My Work Permits, My AHV Work Permits (highlighted), My LOC Requests, and Job Filing Search. Below the tabs is a table with columns: Job No. - Filing N:.., AHV Permit No., Work Permit ID, AHV Permit Status, and Created Date. The first row of the table has 'Approved' in the AHV Permit Status column, which is highlighted with a red box.

Job No. - Filing N:..	AHV Permit No.	Work Permit ID	AHV Permit Status	Created Date
			approved	
✓ M00289174 - I1	M7026531	M7026531	Approved	07/25/2017 08:53:31 AM
✓ M00289148 - I1	M3217965	M3217965	Approved	07/24/2017 11:35:22 AM
✓ M00289137 - I1	M1729032	M1729032	Approved	07/21/2017 03:12:39 PM
✓ M00288996 - I1	M2081700	M2081700	Approved	07/19/2017 12:44:01 PM
✓ M00287087 - I1	M9698151	M9698151	Approved	05/18/2017 12:32:20 PM
✓ M00288846 - I1	M7092709	M7092709	Approved	05/18/2017 10:30:53 AM

After receiving approval notification, open the AHV permit from **My AHV Permits** tab on Dashboard

Pay Daily AHV Fee

Click **Pay Now** to pay daily AHV Daily Fee

Application Highlights	
Location	280 BROADWAY MANHATTAN
Job Number	M00002060-I1
Work Permit Number	M00002060-I1-AN
AHV Permit Status	Approved
Reason of Approval	Approval
Initial Fee/Renewal Fee	\$100.00
Daily Fee	\$80.00
Fees	
Calculate Fees	
AHV Filing Fee	\$100.00
AHV Daily Fee	\$80.00
Amount Paid	\$100.00
Amount Due	\$80.00
Pay Now	

[Table of Contents](#)

[Back](#)

[Forward](#)

Print an AHV Permit

Work Permit ID	AHV Permit Status	Filing Action
M3400293	AHV Permit Issued	Select action: Select action: Print AHV Permit Renew AHV Permit
M3214125	AHV Permit Issued	Select action:
M1050959	AHV Permit Issued	Select action:
M8670681	AHV Permit Issued	Select action:
M5577847	AHV Permit Issued	Select action:

1. From **My AHV Work Permits tab**, select a permit with the status of **AHV Permit Issued**
2. From the Filing Action drop down, select **Print an AHV Permit**

Submit Post Approval Amendments (PAA)

Rule Review

- The DOB requires applicants to maintain **current and accurate** records of their jobs
- File a **Post Approval Amendment (PAA)** when you need to make updates including changes to the Scope of Work, plans, or correct an Environment Control Board (ECB) violation
- Allowed when filing status is
 - **Approved**
 - **Permit Entire**

Rule Review

- Provide description of the changes in **Section 24** of the PW1 – Comments.
- Post Approval Amendments can only be filed by a **Applicant of Record**
- Post Approval Amendments (PAA) must be filed by the same **Applicant of Record** as the PW1

[Table of Contents](#)

[Back](#)

[Forward](#)

Rule Review

When a PAA is filed, the following fields will be greyed out and are not editable

- Filing Status
- Primary Address
- Applicant Information
- Owner Information
- Building Type

[Table of Contents](#)

[Back](#)

[Forward](#)

Withdrawal and Superseding Requests

If the Architect, Engineer or Contractor needs to be changed on the filing, file a Withdrawal and/or Superseding Request at www.nyc.gov/dobnowhelp

DOB NOW Online Help

Let us know how we can help you. Please fill out the form below and we will get back to you by email during Department of Buildings business hours. You should receive a response within one business day.

Items marked with * are required.

Module*

Project/Filing Type* Plumbing Sprinkler Standpipe Antenna Curb Cut

Question Category*

Question Subcategory*

Job/Filing Reference Number Type

Reference Number*

License Number, if applicable

What is your role for this filing in DOB NOW?

Explain Question* (Maximum limit: 600 Characters)

Supporting Information Upload Note: only one document per submission maybe uploaded. PDF files must be less than 10MB.

Your Name:

Your Phone:

Email Address*

Table of Contents

Back

Forward

Scenario

After the application has been approved, the Registered Architect needs to make changes to the dimensions of the Sidewalk Shed and Fence.

[Table of Contents](#)

[Back](#)

[Forward](#)

Navigate to a Job Filing

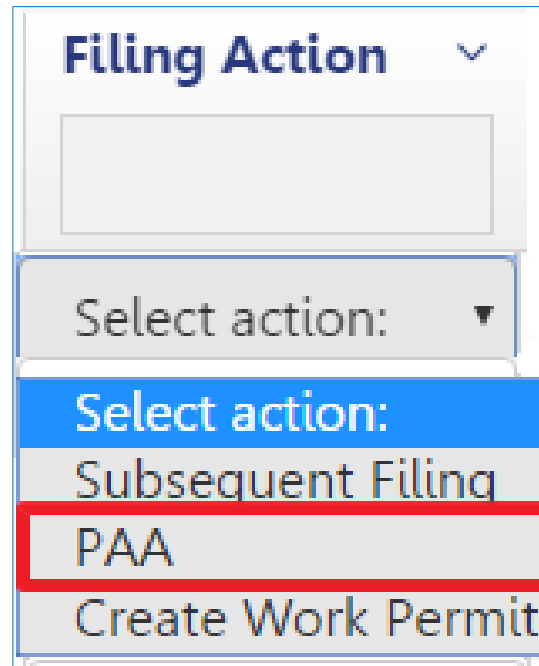
1

2

Job Number	Filing Number	Filing Status	Address	Applicant of Record	Owner	Created Date	Payment Status...	Filing Action	View
M00002085	I1	Permit Entire	280 BROADWAY	ADAM JOE2	APPLE ROME18	06/02/2017 08:34:20 AM	Paid	Select Action: ▼	🔍
M00002120	I1	Permit Entire	280 BROADWAY	ADAM JOE2	APPLE ROME18	06/07/2017 08:16:40 AM	Exempted	Select Action: ▼	🔍
M00002121	I1	Permit Entire	280 BROADWAY	ADAM JOE2	APPLE ROME18	06/07/2017 08:34:45 AM	Exempted	Select Action: ▼	🔍
M00002207	I1	Permit Entire	280 BROADWAY	ADAM JOE2	APPLE ROME18	06/12/2017 03:19:45 PM	Exempted	Select Action: ▼	🔍
M00002275	I1	Permit Entire	280 BROADWAY	ADAM JOE2	APPLE ROME18	06/16/2017 07:37:52 AM	Paid	Select Action: ▼	🔍
M00002365	I1	Permit Entire	101 WEST 24 STREET	JOE ADAM	ADAM JOE2	06/21/2017 03:04:23 PM	Exempted	Select Action: ▼	🔍
M00002345	I1	Permit Entire	280 BROADWAY	ADAM JOE2	APPLE ROME18	06/21/2017 07:57:08 AM	Due	Select Action: ▼	🔍
M00002346	I1	Permit Entire	280 BROADWAY	ADAM JOE2	APPLE ROME18	06/21/2017 08:05:06 AM	Paid	Select Action: ▼	🔍

1. Go to **My Jobs** tab
2. Locate the **Job Filing**

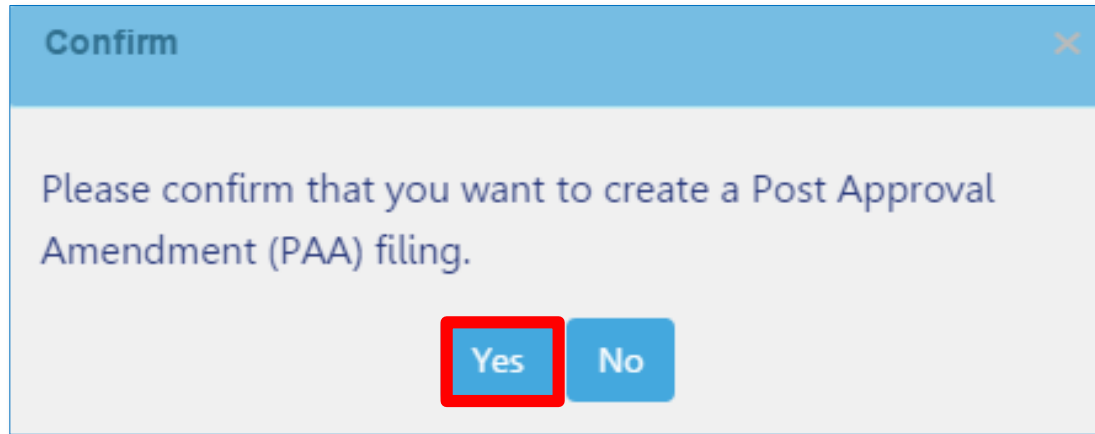
Select Filing Action



The image shows a software interface for selecting a filing action. At the top is a dropdown menu labeled "Filing Action" with a downward arrow. Below it is a text input field. Underneath the input field is a smaller dropdown menu labeled "Select action:" with a downward arrow. This menu is open, showing a list of options: "Select action:" (highlighted in blue), "Subsequent Filing", "PAA" (highlighted with a red border), and "Create Work Permit".

Select **PAA** from the Filing Actions field

Confirm Creation of PAA



Click **Yes** to create PAA

[Table of Contents](#)

[Back](#)

[Forward](#)

Initiate PAA

The screenshot displays the NYC DOB NOW website interface. At the top, the navigation bar includes the NYC logo, 'Buildings', and a search bar with the text '311 Search all NYC.gov websites STAGE-AN/CC/FAB4 Branch'. The main header area features the 'DOB NOW' logo and the text 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. A user profile for 'APPLE ROME18' is visible in the top right corner.

A prominent red box highlights a horizontal progress bar with seven stages: Pre-Filing, Applicant of Record Review, Plan Examiner Review, Plan Approved, Permit Review, Permit Entire, and Letter of Completion. The 'Pre-Filing' stage is currently active, indicated by a blue circle.

Below the progress bar, a navigation menu includes 'Save', 'Preview to File', 'Job# Filing#', 'View Filing', 'Payment History', 'Trace History', 'Property Profile', and 'Dashboard'. A secondary menu shows 'Plans/Work (PW1)', 'Scope of Work', 'Technical Report (TR1)', 'Documents', 'Work Permit (PW2)', and 'Statements & Signatures'.

The main content area is divided into two columns. The left column, titled '1. Location Information', contains form fields for House Number (41-61), Street Name (KISSENA BOULEVARD), Borough (QUEENS), Block (5045), Lot (1), BIN (4114293), Community Board (407), and Apartment/Suite Number. Below these is a table for 'Work on Floor(s)' with three entries: PEN Penthouse, MZ1* Mezzanine between 1 & 2 floors, and SUB Sub-Cellar.

The right column, titled 'Application Highlights', lists key details: Location (41-61 KISSENA BOULEVARD, QUEENS 11355), Job Number, Filing Number, Estimated Job Cost (\$690.00), Current Filing Status (Pre-Filing), Job Status (Job in Process), Work without Permit Violation (No), Total Job Cost (\$0.00), and Filing Type (PAA). Below this is a 'Payment Summary' table with a total fee of \$335.00.

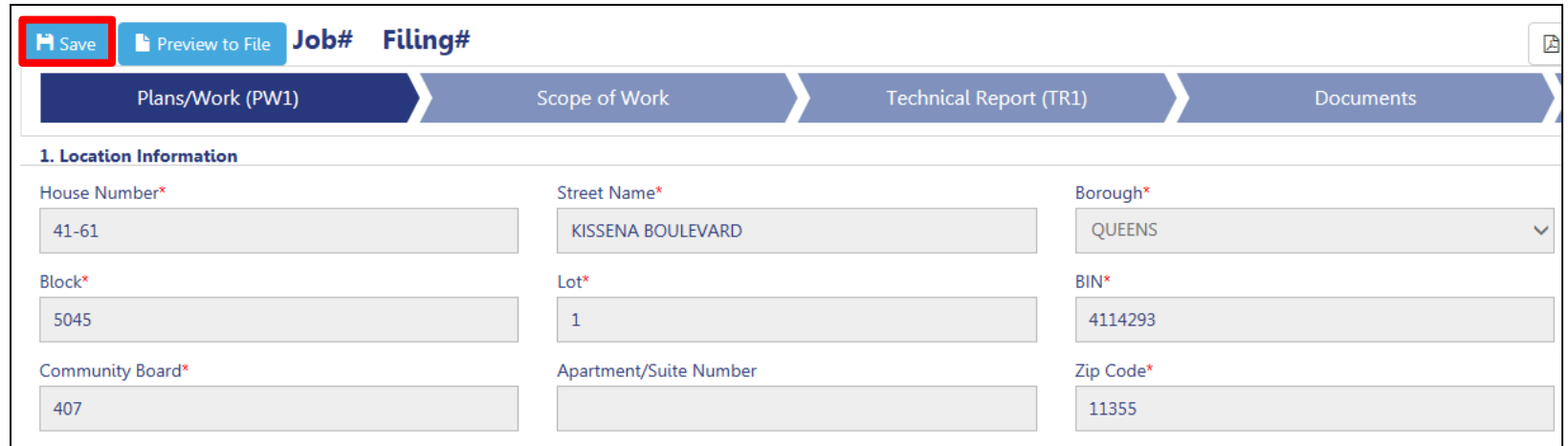
The PAA filing is in the Pre-Filing Status

Table of Contents

Back

Forward

Update and Save Job Filing



Save **Preview to File** **Job#** **Filing#**

Plans/Work (PW1) > Scope of Work > Technical Report (TR1) > Documents

1. Location Information

House Number*	Street Name*	Borough*
41-61	KISSENA BOULEVARD	QUEENS
Block*	Lot*	BIN*
5045	1	4114293
Community Board*	Apartment/Suite Number	Zip Code*
407		11355

Make necessary updates to the filing






- Click **Save** in the upper left corner

[Table of Contents](#)

[Back](#)

[Forward](#)

Upload Required Documents

Required Documents				
Created On	Document Name	Document Status	Prior To	Upload
2017-07-25	DPL-1: Design Professional Seal & Signature	Required	Approval	
2017-07-25	HPD-1: Anti-Harassment Area Checklist	Required	Approval	
2017-07-25	Plans/Sketch	Required	Approval	
2017-07-25	DEP ACP-20/ACP-21: Asbestos Project Conditional Compl...	Required	Permit Issuance	
2017-07-25	PW3: Cost Affidavit (Before Sign Off)	Required	Sign Off	

Click **Upload** to add documents

[Table of Contents](#)

[Back](#)

[Forward](#)

Pay Additional Filing Fees, if required

- **Total Job Cost** impacts filing fees
- If Total Job Cost increases, additional filing fees may be due
- Filing fees must be paid **before submitting PAA**

Application Highlights	
Location	559 WEST 23 STREET MANHATTAN 10011
Job Number	M00002300
Filing Number	P1
Estimated Job Cost*	\$120,000.00
Current Filing Status	Pre-Filing
Job Status	Job in Process
Work without Permit Violation	No
Total Job Cost (\$)	\$120,000.00
Filing Type	PAA
Payment Summary	
New Work Filing Fee	\$722.25
Legalization Filing Fee	\$0.00
Record Management Fee	\$45.00
PAA	\$100.00
No Good Check Fee	\$0.00
Associated Jobs Fee	\$0.00
Total Fee	\$867.25
Amount Paid	\$712.75
Amount Due	\$154.50

[Pay Now](#)

[Table of Contents](#)

[Back](#)

[Forward](#)

Applicant Statements and Signatures

Design Professional - Statements & Signatures

Plans/Work (PW1) - Section 25. Applicant'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. 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. Cluster Development Statement (If Applicable): I hereby state that all specifications relating to this job are identical to those previously filed under the group lead job number, except as specified herein. *

I certify that the construction document submitted and all construction documents related to this application do not require a new or amended Certificate of Occupancy as there is no change in use, exits, or occupancy. *

Cost Affidavit (PW3) - Section 6. Design Applicant's Statements

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. *

Technical Report (TR1) - Section 5. Design Applicant's Statements

I have identified all of the special inspections, progress inspections and tests required for compliance. *

I certify that the Special Inspection and Approved Agencies engaged by the owner to supervise the work specified herein are acceptable. (BC 1704.1)*

Technical Report Energy (TR3) - Section 4. Design Applicant's Statements

I have identified herein all of the progress inspections, and commissioning required for compliance and determined whether commissioning is required. Commissioning is required for applications where C408 or ASHRAE 90.1 Section 6.7.2.4 requires commissioning. Check one: *

This project requires commissioning and a preliminary report certification will be provided prior to sign off. *

This project does not require commissioning. *

I have personally reviewed all information entered on each of the documents listed above. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this application, I am applying such signature and seal to this signed statement and each document listed above as if I had personally signed and sealed these statements and documents by hand. *

Name

Date

- Applicant must log in, upload DPL-1, affirm statements, and electronically sign the filing by checking the box

[Table of Contents](#)

[Back](#)

[Forward](#)

Owner Statements and Signatures

Owner - Statements & Signatures

Section 26. Property Owner's Statements*

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 purposes*

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

Owner's Certifications Regarding Occupied Housing. The site of the building to be altered or demolished, or the site of the new building to be constructed, contains one or more occupied dwelling units that will remain occupied during construction. These occupied dwelling units have been clearly identified on the submitted construction documents.*

Yes No

The site of the building to be altered or demolished, or the site of the new building to be constructed, contains occupied housing accommodations subject to rent control or rent stabilization under Chapters 3 and 4 of Title 26 of the New York City Administrative Code. If yes, select one of the following:*

Yes No

The owner is not required to notify the New York State Homes and Community Renewal (NYSHCR) of the owner's intention to file because the nature and scope of the work proposed, pursuant to NYSHCR regulations, does not require notification.

Yes No

The owner has notified the New York State Homes and Community Renewal (NYSHCR) of its intention to file such construction documents/apply for such permit and has complied with all requirements imposed by the regulations of such agency as preconditions for such [filing/application].

Yes No

Owner's Certification for Directive 14 (if applicable)
I have read and am fully aware of the applicant's statement that the construction documents submitted and all construction documents related to this application will not require a new or amended Certificate of Occupancy as there is no change in use, exits, or occupancy and the work is not inconsistent with the current certificate of occupancy. Furthermore, I understand that I am responsible for retaining a qualified design professional to perform a final inspection when the permitted work is complete and this professional must submit a satisfactory final inspection report to the NYC Department of Buildings within the time following inspection prescribed by Department rule.*

Yes No

1. Owner must log in and complete **Owner Statements and Signatures**

[Table of Contents](#)

[Back](#)

[Forward](#)

Owner Statements and Signatures

Owner Type		
Individual		
Is the deed holder a non-profit organization?		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
E-mail Address*	Name*	Relationship to Owner
APPLEROME18@GMAIL.COM	APPLE ROME18	
Business Name/Agency name	Street Address*	City*
AR18	AR18	NYC
State*	Zip*	Telephone Number*
NY	10000	2013331111

1. Select **Owner Type**
2. Enter **Owner Email Address**

[Table of Contents](#)

[Back](#)

[Forward](#)

Owner Statements and Signatures

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.*

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, and 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 letter of completion 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.

Cost Affidavit (PW3) - Section 7. Owner's/Lease Holder's Statement

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.

Technical Report (TR1) - Section 6. Owner Statements for Progress/Special Inspector

I have reviewed the information provided herein and, to the best of my knowledge and belief, attest to its accuracy. I approve the identification of the responsible inspector. 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 a fine or imprisonment, 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.*

Review the Owner Statements

[Table of Contents](#)

[Back](#)

[Forward](#)

Owner Statements and Signatures

1 I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand. *

Name: APPLE ROME18
Date: 07/31/2017
("Electronically Signed")

2

1. **Check the box** to affix your electronic signature to the filing
2. Click **Save**

[Table of Contents](#)

[Back](#)

[Forward](#)

Preview the Application

I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand. *

Name
APPLE ROME18
("Electronically Signed")

Date
07/31/2017

[Save](#) [Preview to File](#)

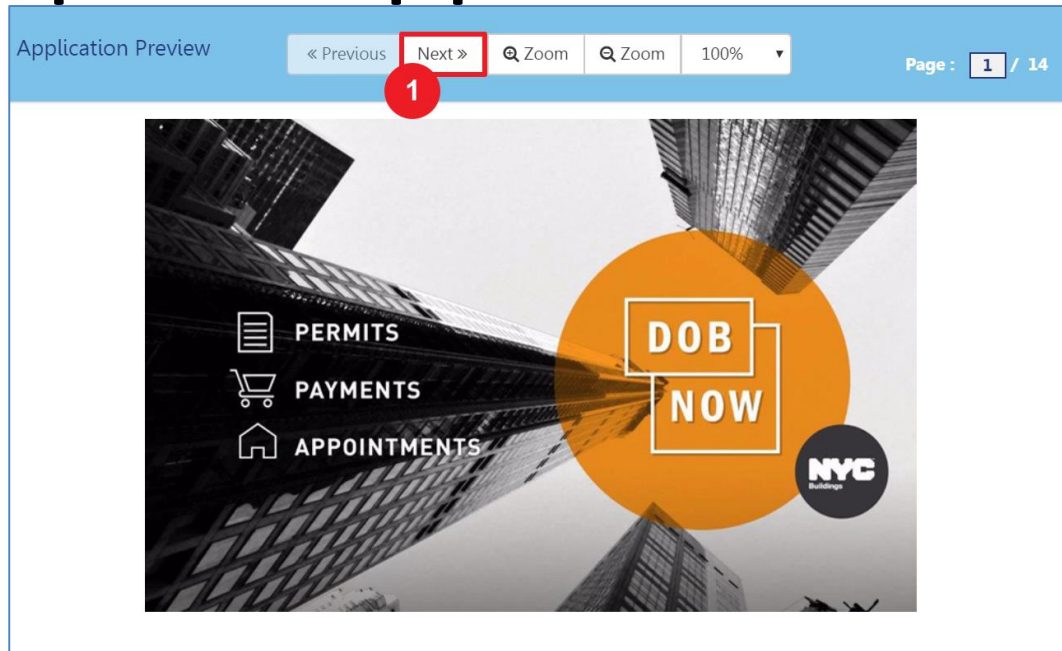
Click **Preview to File** button in the upper left of a filing

[Table of Contents](#)

[Back](#)

[Forward](#)

Complete Application Preview



Click **Next** to review all pages of the filing
Be sure to scroll to the bottom of each page to
review the complete page

[Table of Contents](#)

[Back](#)

[Forward](#)

Electronically Sign and File

Page 14 of 14

1 "I have personally reviewed all information entered on this application."

Name

JOE ADAM

Date

07/18/2017

("Electronically Signed")

2

File

Return to filing

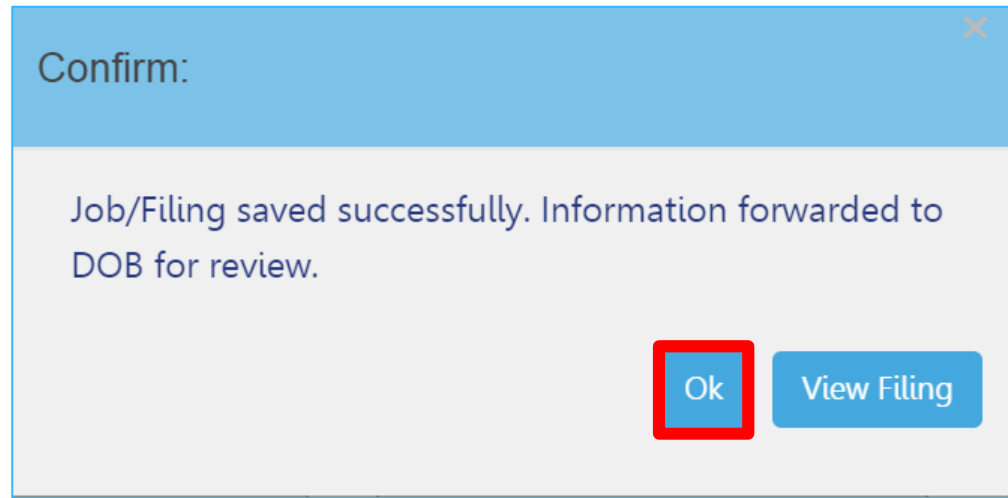
1. Select the **check box** to electronically sign
2. Select **File**

Table of Contents

Back

Forward

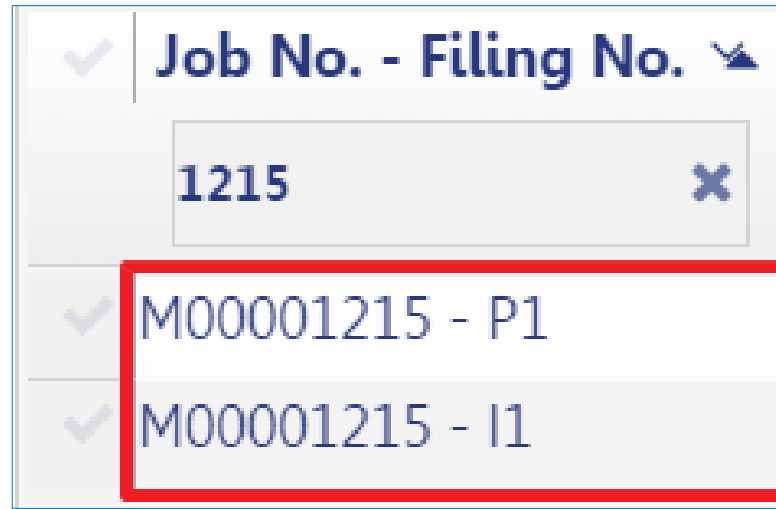
View Job Filing Confirmation



A successful filing confirmation will appear

- Click **OK**

View New Job Filing No.



Job No. - Filing No. ▾


1215 ✕




✓ M00001215 - P1

✓ M00001215 - I1

New **Job Filing Number** is generated with suffix of **P1**

PAA Submittal Confirmation

PAA Filing Received for M00289227/P1/280 BROADWAY Inbox x  

 **CRM Buildings NYC DEV** <CRMBuildNYCDev@buildings.nyc.gov> 9:31 PM (19 hours ago) ☆  

to me, APPLE ▾

This email references **M00289227/P1/280 BROADWAY** .

This Post Approval Amendment (PAA) filing has been **submitted** and is awaiting assignment to a plan examiner.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at dobnowsupport@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings

NYC Buildings

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

True or False:

The process to submit a PAA is similar to submitting the Initial job filing.

Knowledge Check

True:

Before an Applicant can submit a Post Approval Amendment (PAA), the application must be completed, documents uploaded, fees paid, Statements and Signatures completed, Preview to File, sign the filing and click Submit.

[Table of Contents](#)

[Back](#)

[Forward](#)

Subsequent Filing

Scenario

You're a Filing Representative and a Supported Scaffold application has been approved. The Architect asks you to add a Sidewalk Shed. You create a Subsequent Filing and work with the Architect and Owner to submit the filing.

[Table of Contents](#)[Back](#)[Forward](#)

Locate Job Filing

DOB NOW
BUILD

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

Welcome, ADAM JOE2
AJOETEST2@GMAIL.COM
Need Help?
Sign Out

+Job Filing +Work Permit +AHV Permit +Request LOC

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

Filter My Jobs Refresh

Job Number	Filing No.	Filing Status	Address	Owner	Created Date	Modified Date	Payment Sta	Filing Action
M00004309	I1	Approved	280 BROADWAY	APPLE ROME	08/31/2017	09/11/2017	Paid	Select Action: v
M00004285	I1	Approved	280 BROADWAY	ADAM JOE2	08/30/2017	08/30/2017	Paid	Select Action: v
B00004146	I1	Approved	8 METROTECH CENTER	APPLE ROME18	08/25/2017	09/08/2017	Exempted	Select Action: v
M00004122	I1	Approved	280 BROADWAY	APPLE ROME	08/24/2017	08/24/2017	Paid	Select Action: v
S00004119	I1	Approved	518 KISSEL AVENUE	APPLE ROME18	08/24/2017	08/24/2017	Exempted	Select Action: v
B00004100	I1	Approved	90 LAWRENCE STREET	APPLE ROME18	08/24/2017	08/25/2017	Exempted	Select Action: v
B00004097	I1	Approved	90 LAWRENCE STREET	APPLE ROME18	08/24/2017	08/24/2017	Exempted	Select Action: v

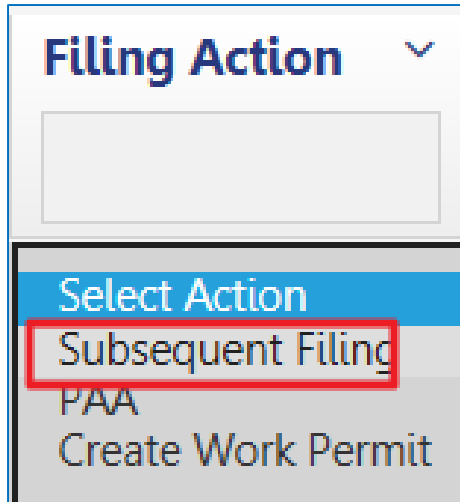
1. Navigate to **My Jobs** tab on your Dashboard
2. Go to the **Filing Actions** column

Table of Contents

Back

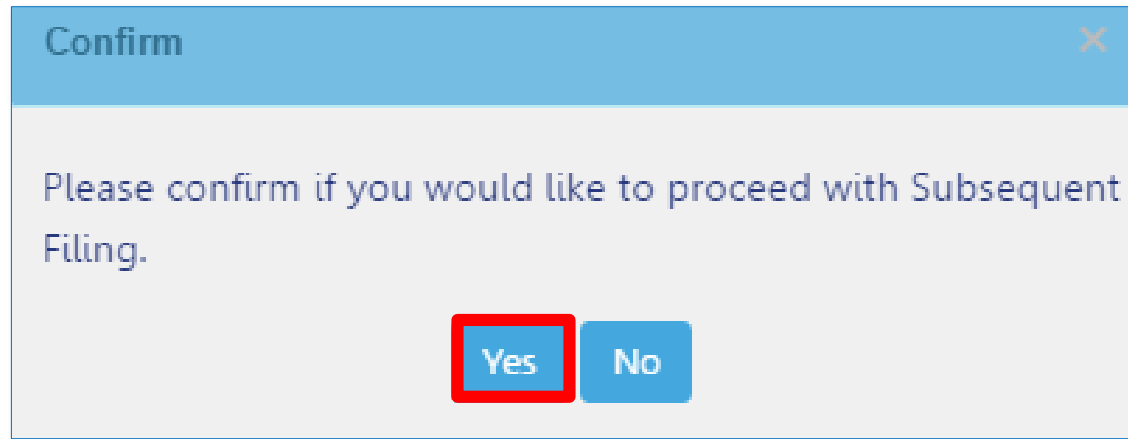
Forward

Select Subsequent Filing



From the **Filing Actions** column, select **Subsequent Filing**

Confirm Subsequent Filing



Click **Yes** to confirm

[Table of Contents](#)

[Back](#)

[Forward](#)

Complete Filing



- Enter Required Information on All Tabs
- Upload Documents
- Pay Filing Fees
- Complete Statements and Signatures
- Preview to File
- File

[Table of Contents](#)





[Back](#)


[Forward](#)

Email Notification

Subsequent Filing Received for B00002956/S1/55 MARINE AVENUE CRM:0001218  

Inbox x

 **CRM Buildings NYC DEV** <CRMBuildNYCDev@buildings.nyc.gov> Jul 27 (3 days ago)   

to me, JOE 


This email references **B00002956/S1/55 MARINE AVENUE** .

This **Subsequent** filing has been submitted and is awaiting assignment to a plan examiner.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at doznosupport@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings



[Table of Contents](#)

[Back](#)

[Forward](#)

Request a Letter of Completion (LOC)

Rule Review

- DOB NOW Inspections sign off must be **complete on all work permits** associated with the filing including jobs filed in BIS
- Before LOC can be processed, Special and/or Progress Inspectors must sign the **Certification of Completion** within each **Requirement** on the applicable Technical tabs (TR1/TR8/EN2)
- Can be requested by **Applicant** or **Property Owner**

Inspector Certification of Completion

Before LOC can be processed, Special and/or Progress Inspectors must sign the **Certification of Completion** within each **Requirement** on the applicable Technical tabs (TR1/TR8/EN2)

[Table of Contents](#)




[Back](#)

[Forward](#)

Edit the Requirement

4. Progress Inspection Categories for New Work

+ Add

Requirement	Identified	Certified	Progress Inspector	PAA	Created On	Edit	Delete	Seal & Sign.
Final	No	No	BUILD3 DEP	No	2017-09-15			 Required

1 - 1 of 1 items

1 / 1 Items Per Page

Navigate to the filing and go to the Technical Document (TR1, TR8 or EN2)

- Click **Edit** to open the Requirement

[Table of Contents](#)

[Back](#)

[Forward](#)

Sign the Certification of Completion

1

6. Inspection Applicant's Certification of Completion

I have completed the items specified herein and certify the following:

All work performed substantially conforms to approved construction documents and has been performed in accordance with applicable provisions of the New York City Construction Codes and other designated rules and regulations.*

All work performed substantially conforms to approved construction documents and has been performed in accordance with applicable provisions of the New York City Construction Codes and other designated rules and regulations, except as indicated in the attached report.*

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

2 I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Certification of Completion terms above. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand.

Name (Print)* Date*

3

1. **Select** the appropriate statement
2. **Check the box** to affix your electronic signature
3. Click **Save**

Repeat on all Requirements for which you are signing the Certification of Completion

[Table of Contents](#)

[Back](#)

[Forward](#)

Upload DPL-1 Seal and Signature

4. Progress Inspection Categories for New Work

+ Add

Requirement	Identified	Certified	Progress Inspector	PAA	Created On	Edit	Delete	Seal & Sign.
Final	No	No	BUILD3 DEP	No	2017-09-15			Required

1 - 1 of 1 items

Progress Inspector uploads **Seal and Signature** on the DPL-1 form

[Table of Contents](#)

[Back](#)

[Forward](#)

Scenario

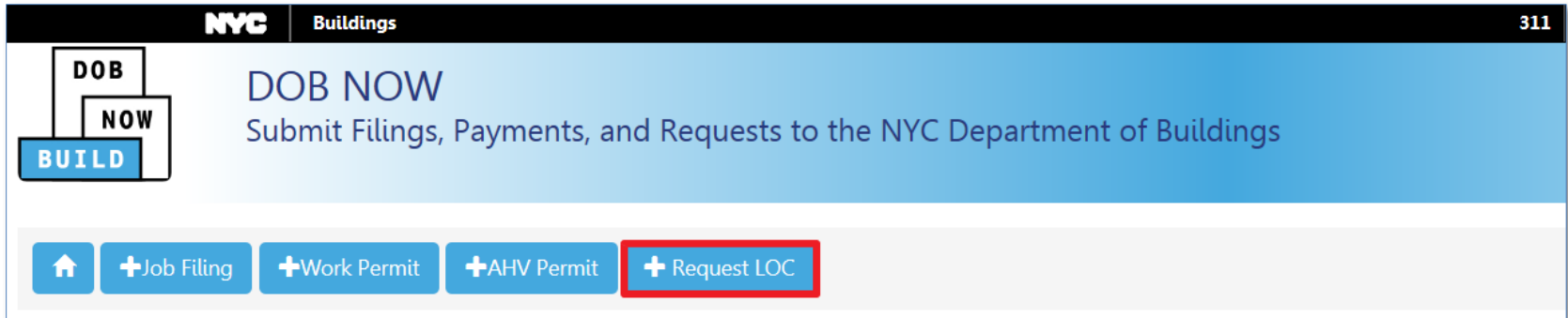
Your project is complete and the temporary construction equipment has been removed. You request a **Letter of Completion (LOC)**.

[Table of Contents](#)

[Back](#)

[Forward](#)

Request Letter of Completion



From the Dashboard, click **+Request LOC**

[Table of Contents](#)

[Back](#)

[Forward](#)

Search for Job Filing

The screenshot shows a web form titled "Request Letter Of Completion". It features a text input field with the label "Enter Job Filing Number:" and the value "M00002830". A red circle with the number "1" is positioned to the left of the input field. Below the input field, the text "0 characters remaining" is visible. At the bottom of the form, there are two buttons: "Get Jobs" and "Cancel". A red circle with the number "2" is positioned above the "Get Jobs" button, which is also highlighted with a red rectangular box.

1. Enter **Job Number**
2. Click **Get Jobs**

Request LOC

Request Letter Of Completion

Enter Job Filing Number: 0 characters remaining

Job Lists:

Job No.	Filing No.	Filing Type	Current Filing Status	Created Date	Filing Action
M00002537	I1	New Job Filing	Permit Entire	7/1/2017 12:25:33 PM	Select Action: Request LOC

From the Filing Action column, select **Request LOC**

[Table of Contents](#)

[Back](#)

[Forward](#)

Complete the LOC Request

Request Letter Of Completion

1. Requestor Information*

E-Mail*	Last Name	First Name
APPLEROME16@GMAIL.COM	ROME	APPLE
Middle Initial	Business Name	Business Telephone
	ROME LLC	4584664485
Business Address	Business Fax	City
ROME LLC		NYC
State	Zip	Mobile Telephone
NY	10001	

Application Highlights

Location	280 BROADWAY MANHATTAN 10007
Job Number	M00002749
Filing Number	I1
Current Filing Status	Permit Entire
Job Status	Job in Process
LOC Number	M00002749-I1-LOC
LOC Status	Pre-Filing

2. Comments*

Comment is required.

3. Statements and Signatures*

By signing below, I understand that all the information provided is true to the best of my knowledge and the falsification of any statement is a misdemeanor under §26-124 of the NYC Administrative Building Code and punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine, or both.

Requester Signature	Date
APPLE ROME ("Electronically Signed")	07/15/2017

5 Save Submit Resubmit Cancel



1. Requestor Information
2. Comments
3. Statements and Signatures
4. Application Highlights
5. Save and Submit





Table of Contents

Back

Forward

LOC Issued Notification

Letter of Completion Issued for M00289691/I1 / 280 BROADWAY Inbox x  

 **CRM Buildings NYC DEV** <CRMBuildNYCDev@buildings.nyc.gov> Aug 18   

to me, <Prof-cert, <QA >

This email references M00289691

A Letter of Completion (LOC) has been issued for this job.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at doznosupport@buildings.nyc.gov.

Sincerely,
NYC Department of Buildings

NYC Buildings

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

Question:

Who can request a Letter of Completion?

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

Answer:

The Applicant or the Owner.

[Table of Contents](#)

[Back](#)

[Forward](#)

View Filings in the DOB NOW Public Portal

DOB NOW Log In Screen

The screenshot shows the DOB NOW website interface. A red box labeled '1' highlights the 'Public Portal' search area, which includes a search bar and several filter categories: Address (with sub-fields for House Number, Street Name, and Borough), Building Identification Number (BIN), Borough, Block, Lot, and Device Search. A second red box labeled '2' highlights the 'Log In' section, which contains a form for entering e-filing account information, including fields for Email and Password, a Login button, and a link to contact support.

1 Search the Public Portal for Filings and Permits Submitted in

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

Enter your e-Filing account information

Email

Email

Password

Password

Login

To register for an account or reset your password, go to the eFiling website.

Need more help? Contact us.

Public Portal FAQ and User Manual

FAQ and Resources

FAQ and Resources

Building Information Search

1. Public Portal
2. Log In to DOB NOW

Table of Contents

Back

Forward

Public Portal Video



How to view HD video on the Public Portal

To Watch: Hold your cursor at the bottom of the slide and click play when the buttons appear.

[Table of Contents](#)

[Back](#)

[Forward](#)

Research Using the Public Portal

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

Search

DOB NOW will be released in phases over the coming years. Currently only façade, plumbing, sprinkler and standpipe filings are available in DOB NOW.
Select a search category and enter location information into the required fields.

Address

House Number: Enter House Number
Street Name: Enter Street Name
Borough: Select Borough

Search

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

Welcome

Email: [Input Field]

Password: [Input Field]

Login

Can't access your account?
Need more help? Contact us.

- Unregistered users can access **DOB NOW filings** on the public portal
- Search by
 - Address
 - Building Identification Number (BIN)
 - Borough, Block, Lot
 - Device

[Table of Contents](#)

[Back](#)

[Forward](#)

Enter Search Criteria and Click Search

Address

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

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

[Table of Contents](#)

[Back](#)

[Forward](#)

View Property Profile and Filing

280 BROADWAY

MANHATTAN 10007

BIN# 1079215

Alternate Addresses:

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

Building Characteristics

Health Area 7700	Tax Block 153	Census Tract 31	Tax Lot 1
Community Board 101	Condo NO	Buildings on Lot 1	Vacant NO
Cross Street(s) CHAMBERS STREET, READE STREET	DOB Special Place Name	DOB Building Remarks	Landmark Status L - LANDMARK
Special Status N/A	Local Law NO	Loft Law NO	SRO Restricted NO
TA Restricted NO	UB Restricted NO	Environmental Restrictions N/A	Grandfathered Sign NO
Legal Adult Use NO	City Owned YES	Additional BINs for Building NONE	Special District

This property is located in an area that may be affected by the following:

Tidal Wetlands Map Check:	Yes
Freshwater Wetlands Map Check:	Yes
Coastal Erosion Hazard Area Map Check:	Yes
Special Flood Hazard Area Check:	Yes

Department of Finance Building Classification: 03-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.

Filings

BUILD: Job Filings

SAFETY: Compliance Filings

[Table of Contents](#)

[Back](#)

[Forward](#)

View Property Profile

Property Notifications

Building Information

Build and Safety Filings

ments, and Requests to the NYC Department of Buildings

← Back Home

Property Profile

STOP WORK ORDER EXISTS ON THIS PROPERTY

FULL VACATE EXISTS ON THIS PROPERTY

CLOSURE/PADLOCK ORDER EXISTS ON THIS PROPERTY

280 BROADWAY MANHATTAN 10007 BIN# 1079215

Alternate Addresses:
 BROADWAY 274 - 286
 CHAMBERS STREET 53 - 63
 READE STREET 33 - 41

Building Characteristics

Health Area 7700	Tax Block 153	Census Tract 21	Tax Lot 1
Community Board 101	Condo NO	Buildings on Lot 1	Vacant NO
Cross Street(s) CHAMBERS STREET, READE STREET	DOB Special Place Name	DOB Building Remarks	Landmark Status L - LANDMARK
Special Status N/A	Local Law NO	Left Law NO	SRO Restricted NO
TA Restricted NO	UB Restricted NO	Environmental Restrictions N/A	Grandfathered Sign NO
Legal Adult Use NO	City Owned YES	Additional BINs for Building NONE	Special District

This property is located in an area that may be affected by the following:

Tidal Wetlands Map Check:	Yes
Freshwater Wetlands Map Check:	Yes
Coastal Erosion Hazard Area Map Check:	Yes
Special Flood Hazard Area Check:	Yes

Department of Finance Building Classification: **OO-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.

Filings

BUILD: Job Filings

SAFETY: Compliance Filings

Main and Alternative Addresses

Environmental Issues

Tax Status

Table of Contents

Back

Forward

View Job Filings

1 BUILD: Job Filings

2

View	Job No. - Filing No.	Borough	Address	Filing Status	Created Date
	M00289021-S1				
	M00289021-I1	MANHATTAN	280 BROADWAY	Signed Off	07/12/2017
	M00289017-I1	MANHATTAN	280 BROADWAY	Objections	07/12/2017
	M00289009-I1	MANHATTAN	280 BROADWAY	Plan Examiner Review in Process	07/12/2017
	M00289000-I1	MANHATTAN	53 CHAMBERS STREET	Signed Off	07/12/2017
	M00288997-I1	MANHATTAN	280 BROADWAY	Permit Entire	07/12/2017
	M00288996-I1	MANHATTAN	280 BROADWAY	Permit Entire	07/12/2017
	M00288994-I1	MANHATTAN	280 BROADWAY	Permit Entire	07/12/2017
	M00288992-I1	MANHATTAN	280 BROADWAY	Permit Entire	07/11/2017
	M00288991-I1	MANHATTAN	280 BROADWAY	Permit Entire	07/11/2017
	M00288981-I1	MANHATTAN	280 BROADWAY	Approved	07/11/2017
	M00288980-I1	MANHATTAN	280 BROADWAY	Plan Examiner Review in Process	07/11/2017

Total Items: 321 (Showing Items: 25)

1 / 13 25 Items per page

SAFETY: Compliance Filings

Filing details: Job# M00289009 Filing# 11

- Plans/Work (PW1)
- Scope of Work
- Cost Affidavit (PW3)
- Technical Report (TR1)
- Technical Report Energy (TR8)
- EN2
- Work Permit (PW2)
- AHV Permit
- Documents
- Payment History

1. Expand the **Build: Job Filings** tab to view list of filings for a specific property
2. Double click on a **Job No. – Filing No.** to see details

Table of Contents

Back

Forward

Click Tabs to Expand Details

Filing details: Job# M00289009 Filing# I1

Plans/Work (PW1)

Scope of Work

Cost Affidavit (PW3)

Technical Report (TR1)

Technical Report Energy (TR8)

EN2

Work Permit (PW2)

AHV Permit

Documents

Payment History

Filing details: Job# M00289009 Filing# I1

Plans/Work (PW1)

Scope of Work

Cost Affidavit (PW3)

Technical Report (TR1)

Technical Report (TR1) - Job# M00289009 Filing# I1

3. Special Inspection Categories For New Work

Requirement	Agency No.	Identified	Certified	Withdrawn
No records to display.				

4. Progress Inspection Categories

Requirement	Identified	Certified	Withdrawn	Progress
No records to display.				

Filing details: Job# M00289009 Filing# I1

Plans/Work (PW1)

Scope of Work

Cost Affidavit (PW3)

Cost Affidavit (PW3) - Job# M00289009 Filing# I1

1. Reason for Filing

Initial Filing

Technical Report (TR1)

Technical Report Energy (TR8)

EN2

Work Permit (PW2)

AHV Permit

Documents

Payment History

Filing details: Job# M00289009 Filing# I1

Plans/Work (PW1)

Scope of Work

Cost Affidavit (PW3)

Technical Report (TR1)

Technical Report Energy (TR8)

EN2

Work Permit (PW2)

AHV Permit

Documents

Payment History

Documents - Job# M00289009 Filing# I1

Created On	Document Name	Document Status
2017-07-12	Plans/Sketch	Submitted
2017-07-12	DEP ACP-20/ACP-21: Asbestos Project Conditional Completion Form/Asbestos Project Completion Form	Submitted
2017-07-12	Fee Exempt Supporting Document - DDP ACRIS Report	Submitted
2017-07-12	DPL-1: Design Professional Seal & Signature	Submitted

Payment History

Table of Contents

Back

Forward

View Plans/Work (PW1)

1. Expand the **Plans/Work (PW1)** tab to view details

Plans/Work (PW1)			
Plans/Work (PW1) - Job# M00289009 Filing# I1			
1. Location Information			
House No(s)	280	Street Name	BROADWAY
Borough	MANHATTAN	Block	153
Lot	1	BIN	1079215
C.B. No.	101	Zip Code	10007
Apartment/Suite Number		Work on Floor(s)	OG - On Grade
2. Applicant Information			
First Name	ADAM	Middle Initial	
Last Name	JOE2	License Type	Professional Engineer
License Number	515151	Business Name	AJ2
Business Address	AJ2	City	NYC
State	NY	Zip Code	10000

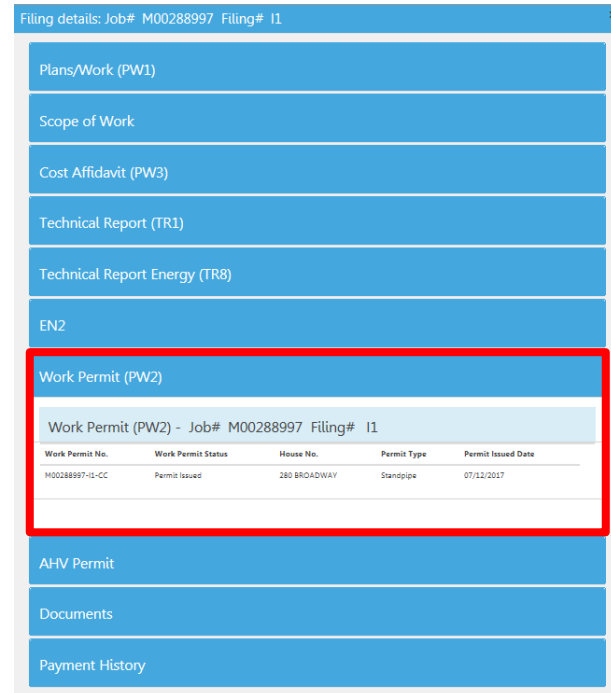
[Table of Contents](#)

[Back](#)

[Forward](#)

See Related Work Permits

1. Expand the **Work Permit** tab to view a list of permits and status
2. Click the **Work Permit #** to view a work permit



Filing details: Job# M00288997 Filing# 11

Plans/Work (PW1)

Scope of Work

Cost Affidavit (PW3)

Technical Report (TR1)

Technical Report Energy (TR8)

EN2

Work Permit (PW2)

Work Permit (PW2) - Job# M00288997 Filing# 11

Work Permit No.	Work Permit Status	House No.	Permit Type	Permit Issued Date
M00288997-11-CC	Permit Issued	280 BROADWAY	Standpipe	07/12/2017

AHV Permit

Documents

Payment History

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

True or False

A user ID and login are required to access the DOB NOW Public Portal

[Table of Contents](#)

[Back](#)

[Forward](#)

Knowledge Check

False

Anyone can access the DOW NOW Public Portal at www.nyc.gov/dobnow

Table of Contents

Back

Forward

Wrap Up

Learning Objectives Met

- ✓ Describe DOB NOW
- ✓ Know Where to Go for Help
- ✓ Register for DOB NOW through eFiling
- ✓ Login and Navigate within DOB NOW: *Build*
- ✓ Create a New Job Filing
- ✓ Schedule Appointments, Resolve Objections and Resubmit
- ✓ File a PW2 and Print a Permit
- ✓ Request After Hours Variance (AHV Request)
- ✓ Submit Post Approval Amendments (PAA)
- ✓ Request a Letter of Completion (LOC Request)
- ✓ Make a Subsequent Filing

[Table of Contents](#)

[Back](#)

[Forward](#)

DOB NOW Resources

Department of Buildings website www.nyc.gov/dobnowinfo

Here you will find helpful links to:

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

Click on the Links to drill down for more information in each of the categories.

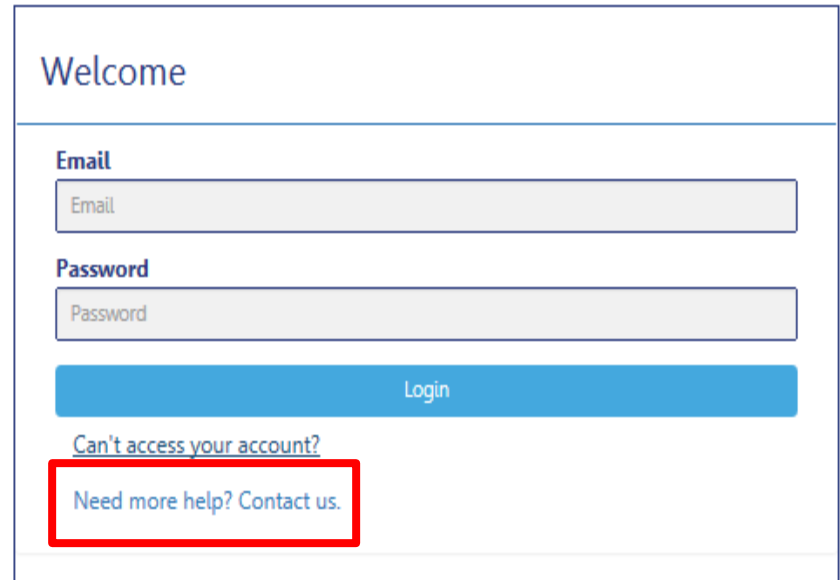
[Table of Contents](#)

[Back](#)

[Forward](#)

Support

Send your questions to **DOB Customer Service** by submitting a request from the DOB NOW Home Page or by visiting the link



Welcome

Email

Password

Login

[Can't access your account?](#)

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

www.nyc.gov/dobnowhelp

Table of Contents

Back

Forward

Thank You!