

DOB

NOW

BUILD



# INDUSTRY PORTAL STEP-BY-STEP GUIDE

SUBMIT A SUBSEQUENT JOB FILING  
FOR ALL WORK TYPES

The following Step-by-Step Guide will outline the steps applicable to complete the Submit A Subsequent Job Filing in DOB NOW: *Build*.

The examples shown and used in this Step-by-Step Guide are specific to Submit A Subsequent.

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# Guidelines

## **SUBMIT A SUBSEQUENT JOB FILING**

1. A Subsequent Job Filing can be initiated only after the Initial Job Filing is submitted to DOB.
2. A Subsequent Job Filing can be initiated from the Initial Job Filing only.

## **ROLES & RESPONSIBILITIES**

1. The Applicant of Record can be a Professional Engineer or a Registered Architect
2. The Applicant of Record must attest to the created Job Filing.
3. The Owner must attest to the created Job Filing.
4. The Applicant of Record and the Owner can be the same person.
5. A Delegated Associates (Filing Representative Class II or Other Licensee) can be added to a Job Filing and can act on behalf of the Applicant of Record.

## **For FILING REPRESENTATIVES only**

1. Filing Representatives cannot be Applicants of Record (i.e. they cannot submit the Job Filing Requests). However, they can perform data-entry functions to provide information and upload documents.
2. Filing Representative cannot attest.















## DOB NOW: *Build* – Submit A Subsequent Step-By-Step Guide


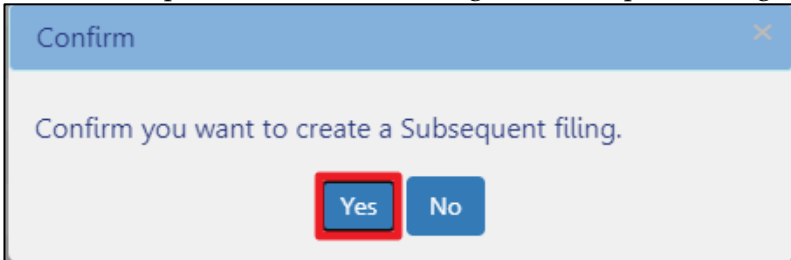
In this Step-by-Step Guide, you will learn how to submit a Subsequent job filing in DOB NOW: *Build*.

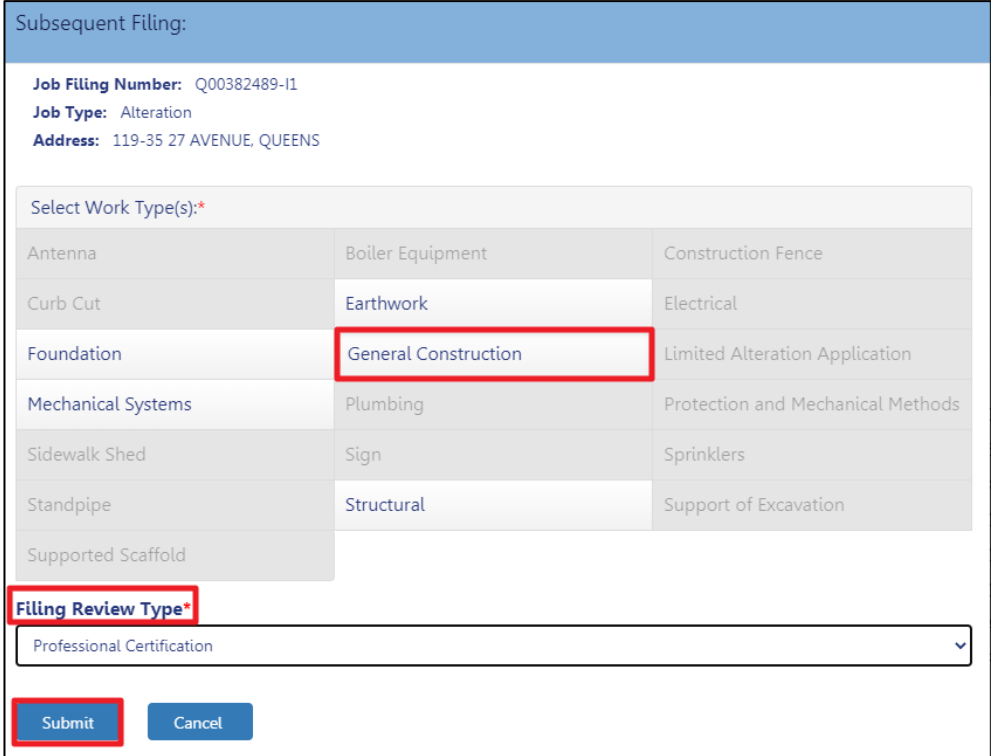

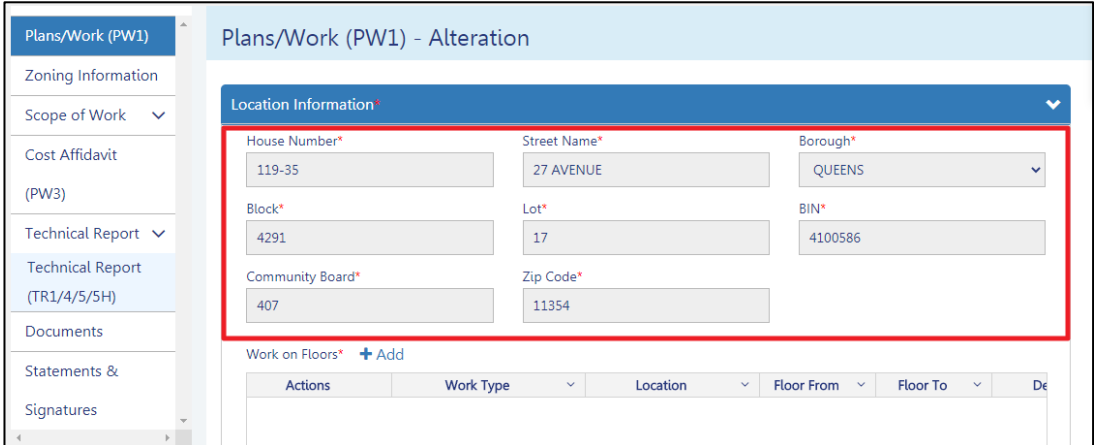
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## Subsequent Job Filing Step-By-Step Guide

In this Step-by-Step Guide, you will learn how to complete the following steps to submit a Subsequent Filing:



Step	Action																												
	<p><b>Note</b> A Subsequent filing is an additional filing under the same Job Filing number that allows the user to add the New Scope of Work and new work types once the initial filing is submitted for DOB review.</p>																												
	<p><b>Note</b> It will be at the discretion of the applicant for which “work on floors” are selected for the subsequent filing.</p>																												
<p>1.</p>	<p>Log in to DOB NOW: <i>Build</i>. Please refer to <a href="http://www.nyc.gov/dobnowhelp">www.nyc.gov/dobnowhelp</a> for instructions on how to log in to DOB NOW.</p>																												
<p>2.</p>	<p>Locate the Job Filing that you would like to add a subsequent filing to.</p> <table border="1" data-bbox="289 1209 1312 1362"> <tbody> <tr> <td></td> <td>Select Action: ▾</td> <td>Q00382466</td> <td>I1</td> <td>Alteration CO</td> <td>New Job Filing</td> <td>Approved</td> </tr> <tr> <td></td> <td>Select Action: ▾</td> <td>X00382460</td> <td>I1</td> <td>Alteration CO</td> <td>New Job Filing</td> <td>On Hold - Pending Supersede of App</td> </tr> <tr> <td></td> <td>Select Action: ▾</td> <td>M00382207</td> <td>I1</td> <td>Alteration</td> <td>New Job Filing</td> <td>Pending Prof Cert QA Assignment</td> </tr> <tr> <td></td> <td>Select Action: ▾</td> <td>M00382206</td> <td>I1</td> <td>Alteration</td> <td>New Job Filing</td> <td>Approved</td> </tr> </tbody> </table>		Select Action: ▾	Q00382466	I1	Alteration CO	New Job Filing	Approved		Select Action: ▾	X00382460	I1	Alteration CO	New Job Filing	On Hold - Pending Supersede of App		Select Action: ▾	M00382207	I1	Alteration	New Job Filing	Pending Prof Cert QA Assignment		Select Action: ▾	M00382206	I1	Alteration	New Job Filing	Approved
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Step	Action																		
3.	<p>Select <b>Subsequent Filing</b> from the drop-down list in the <b>Filing Action</b> column.</p>  <table border="1" data-bbox="289 415 1396 556"> <tr> <td></td> <td>Select Action: ▾</td> <td>X00382460</td> <td>I1</td> <td>Alteration</td> <td>New Job Filing</td> </tr> <tr style="border: 2px solid red;"> <td></td> <td>Select Action: ▾</td> <td>M00382207</td> <td>I1</td> <td>Alteration</td> <td>New Job Filing</td> </tr> <tr> <td></td> <td>Select Action: ▾</td> <td>M00382206</td> <td>I1</td> <td>Alteration</td> <td>New Job Filing</td> </tr> </table> <div data-bbox="289 583 587 751" style="border: 1px solid gray; padding: 5px;">         Select Action:  <span style="border: 2px solid red; background-color: #007bff; color: white; padding: 2px;">Subsequent Filing</span>          Correction          Request L2       </div>		Select Action: ▾	X00382460	I1	Alteration	New Job Filing		Select Action: ▾	M00382207	I1	Alteration	New Job Filing		Select Action: ▾	M00382206	I1	Alteration	New Job Filing
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4.	<p>The Confirm pop-up window with the message “<b>Confirm you want to create a Subsequent filing.</b>” displays.</p> <p>Click <b>Yes</b> to proceed with submitting the Subsequent Filing.</p>  <div data-bbox="289 940 1075 1197" style="border: 1px solid gray; padding: 10px;"> <div style="background-color: #007bff; color: white; padding: 5px; display: flex; justify-content: space-between;"> <span>Confirm</span> <span>✕</span> </div> <p style="text-align: center; margin-top: 10px;">Confirm you want to create a Subsequent filing.</p> <div style="text-align: center; margin-top: 10px;"> <span style="border: 2px solid red; background-color: #007bff; color: white; padding: 5px 10px; margin-right: 10px;">Yes</span> <span style="background-color: #007bff; color: white; padding: 5px 10px;">No</span> </div> </div>																		

Step	Action
5.	<p>Select the box to choose the applicable work type (e.g., <b>General Construction</b>).</p> <p>Choose the <b>Filing Review Type</b> from the dropdown.</p> <p>Click <b>Submit</b>.</p> 
	<p>A new Filing opens with the <b>Location Information</b> populated.</p> 

## DOB NOW: *Build* – SUBMIT A SUBSEQUENT JOB FILING STEP-BY-STEP GUIDE

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Step	Action
	<p><b>Note</b> The remaining steps to complete a Subsequent Filing are the same as those in the existing Step-by-Step Guides for Create a Job Filing.</p>
	<p><b>Note</b> The job number will be the same as the initial filing with the suffix of S1 added at the end (e.g., S00298067-S1).</p>
<p>You have completed the Submit a Subsequent Filing Step-by-Step Guide.</p>	