

**DOB NOW: *Build***  
NOVEMBER 2021 RELEASE  
Energy Submission & Review

Updated 10/27/2021

- Energy Requirement Overview
- Energy Submission Overview
- Plan Work (PW1) Current vs. New
- Energy Submission and Review Process
  - Fees
  - Review
  - Objections/Appointments
- PAAs and Subsequent Filings

# BEST PRACTICES FOR THE VIRTUAL CLASSROOM

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Chat Feature



Mute Microphones



Ask Questions



Parking Lot



Feedback



Participate

- In order to comply with the **New York City Energy Conservation Code (NYCECC)**, **Energy (EN) Submissions** are **required** for the following Job Types, Work Types and additional criteria:

ENERGY SUBMISSION REQUIREMENT		
JOB TYPE	APPLICABLE WORK TYPES	ADDITIONAL CRITERIA
<ul style="list-style-type: none"> <li>New Buildings (NB)</li> </ul>	<ul style="list-style-type: none"> <li>General Construction (GC)</li> <li>Foundation (FO)</li> <li>Boiler Equipment (BE)</li> <li>Mechanical Systems (MS)</li> <li>Plumbing (PL)</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
<ul style="list-style-type: none"> <li>Alteration – CO (Alt-CO)</li> </ul>		<ul style="list-style-type: none"> <li>New Building with Existing Elements to Remain</li> <li>Enlargement</li> </ul>
<ul style="list-style-type: none"> <li>Alterations (Alt)</li> </ul>		<ul style="list-style-type: none"> <li>Enlargement</li> <li>Additional Technical Questions</li> </ul>

- **New Buildings** and **Alt-CO** for **New Building with Existing Elements to Remain** always require Energy Submission as **General Construction (GC)** Work Type is always included on the **initial filing**.
- **Subsequent** job filings for these job types will also require Energy Submissions if any of the applicable Work Types (GC, FO, BE, MS, PL) is included.



- **Alt-CO** and **Enlargement Job Filings will** always require Energy Submission as **General Construction (GC)** Work Type is always included on the **initial filing**.
- **Subsequent** job filings for Alt-CO and Enlargement Job Filings will require Energy Submissions if one of the applicable Work Types (GC, FO, BE, MS, PL) is included.



- **Alterations** and **Enlargement** Job Filings, Initial or Subsequent with the applicable Work Types (GC, FO, BE, MS, PL) will always require Energy Submission

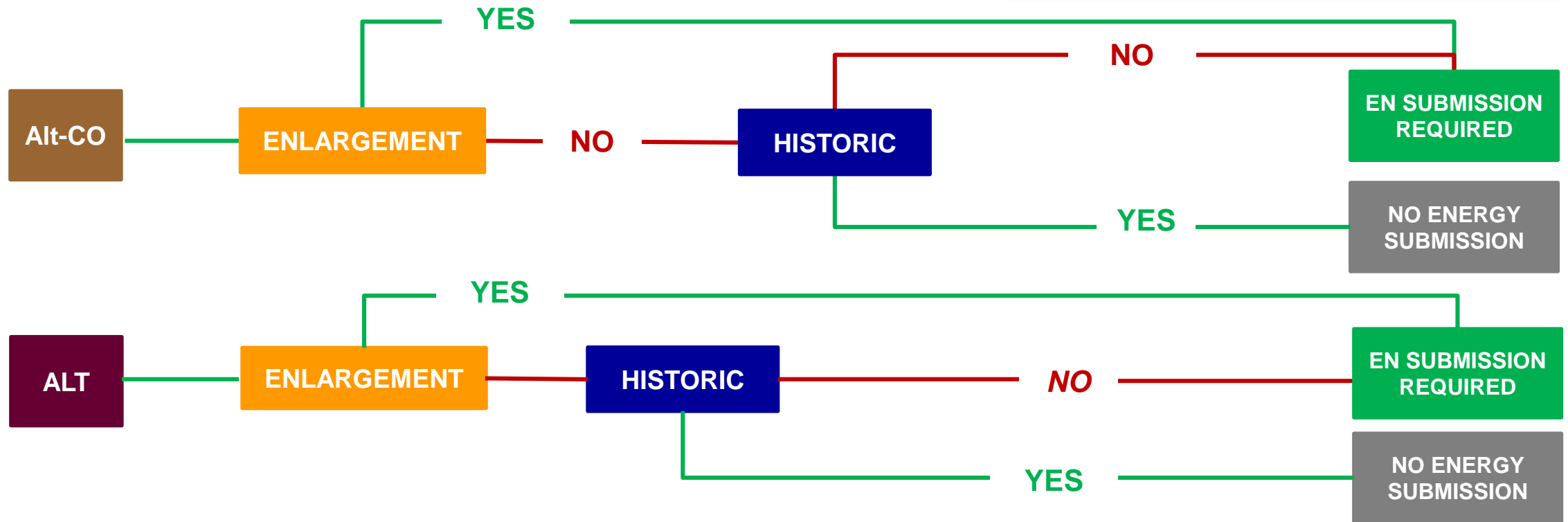


# DOB NOW: *Build* – ENERGY SUBMISSION REQUIREMENT

- **State** or **National Historic buildings** do not require Energy Submission if the Alt-CO\* or Alt Job Filings do not include Enlargement.



**\*Alt-CO – New Buildings with Existing Elements to Remain will always require Energy Submission**





- **Historic Buildings** are specifically defined in the NYC Energy Code:
  - New York City Landmarked buildings are NOT exempt
  - Listed or eligible for listing as a National or New York State Historic Building
  - Designated as a contributing building in a National or State Historic District
  - For the complete definition of ‘Historic Building,’ refer to Section R202 or Section C202.



## 06101.001774: Building - Listed

A.T. Steward Store (The Sun Building)

280 Broadway, Manhattan NY

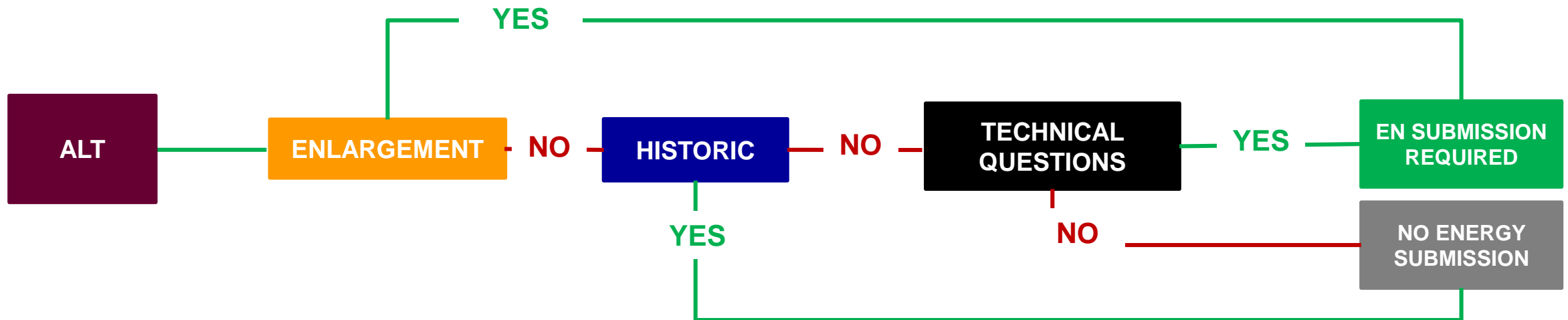
Overview | Inventory Data | **NR Status (3)** | MCDs (1) | Children (0) | Determination

### National Register Nomination Status

Nomination Status	Status Date
SR Listed	06/23/1980
NR Listed	06/02/1978
NHL	06/02/1978

- If a user states that their building is a State or National Historic Building, they must submit a document: **Proof of Historic Building**.
- Examples of Proof:
  - Documentation obtained from the New York State Historic Preservation Office’s online tool called CRIS (<https://cris.parks.ny.gov/>) clearly indicating the subject building is listed as, or is eligible for listing as an historic building.
  - A letter from the New York State Historic Preservation Office, or the United States Department of the Interior verifying the subject building is listed as, or is eligible for listing as an historic building.

- However, if the **Alt** job filing with the applicable work types does not include **Enlargement** and the property is **not** a **Historic** building then additional technical questions are required.
- If any of the **Technical Questions** are answered “**yes**” then an **Energy Submission** is required.



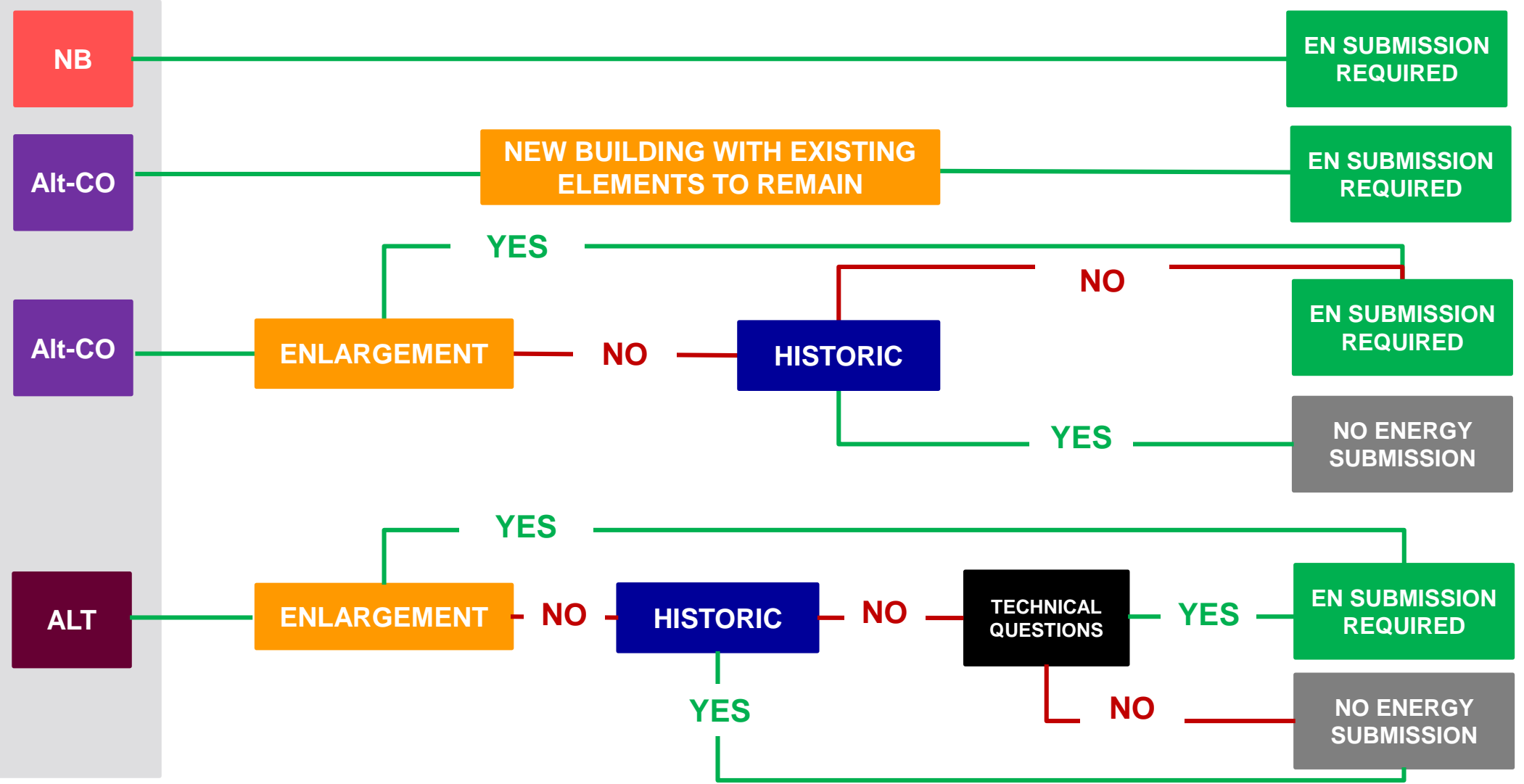
# DOB NOW: *Build* – ENERGY SUBMISSION REQUIREMENT

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ENERGY SUBMISSION DETERMINATION CRITERIA  
FOR GC, FO, BE, MS & PL ONLY



JOB TYPE



# DOB NOW: *Build* – ENERGY SUBMISSION OVERVIEW – BUILDING CLASSIFICATIONS

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- **Residential Buildings** – residential occupancies, 3-stories or less
- **Low Rise Mixed Use Buildings** – residential and commercial occupancies, 3-stories or less
- **Commercial Buildings** – commercial, any height; residential occupancies, 4-stories and greater



Residential

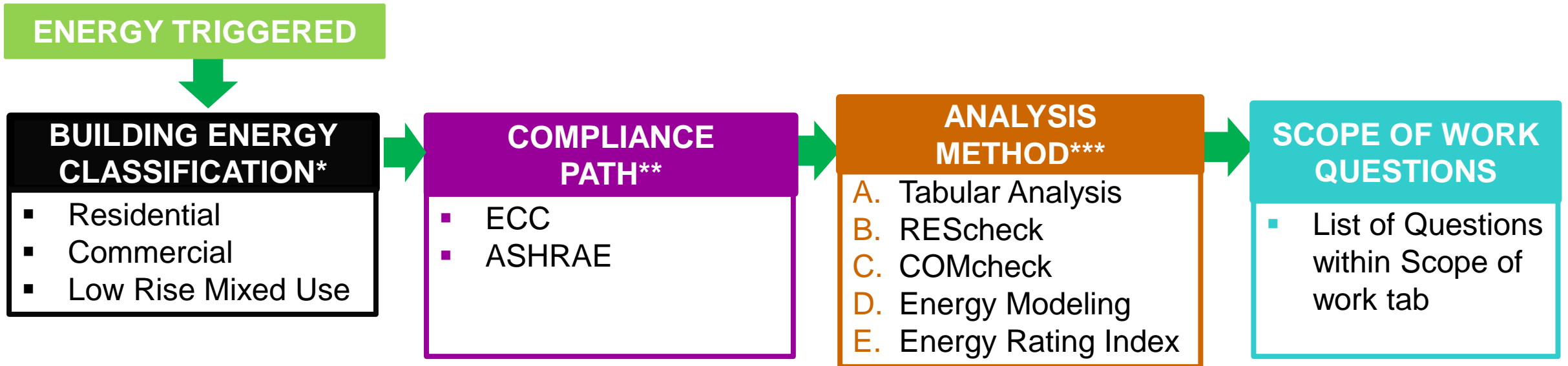


Low Rise Mixed Use

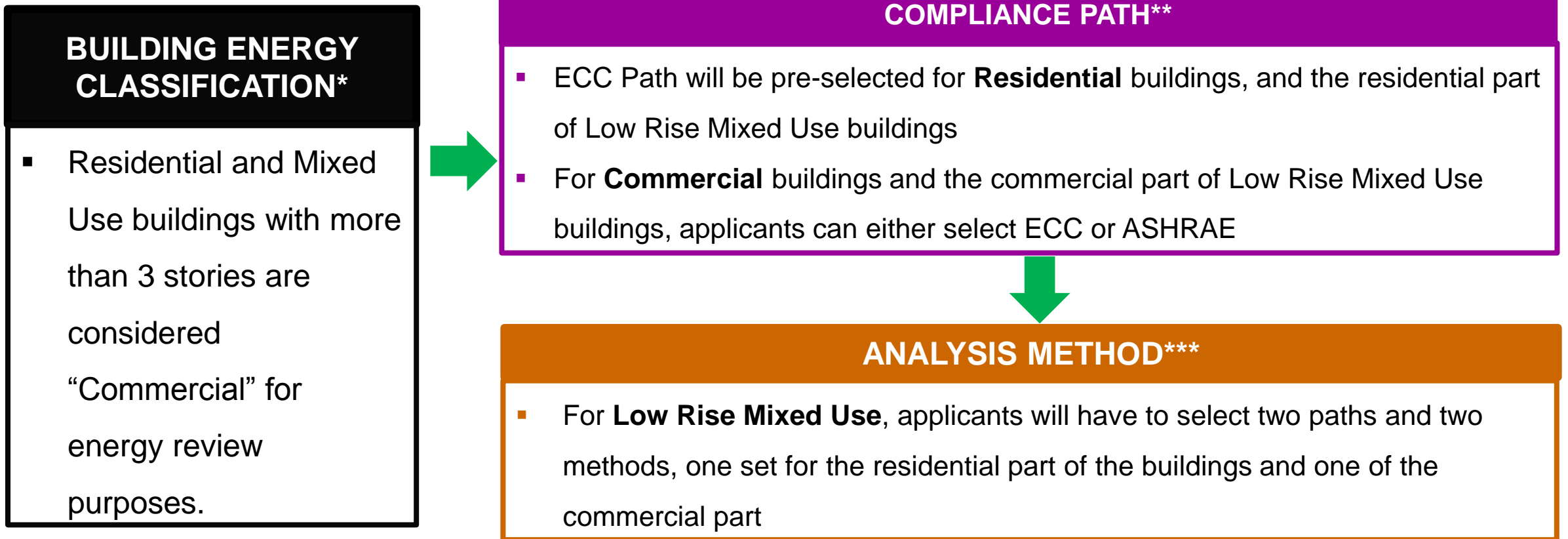


Commercial

- If Energy submission is required, then Energy related data must be provided as part of the job filing:



- Depending on the Building Energy Classification selected, the selection of Compliance Path and Analysis Method will be impacted as follows:





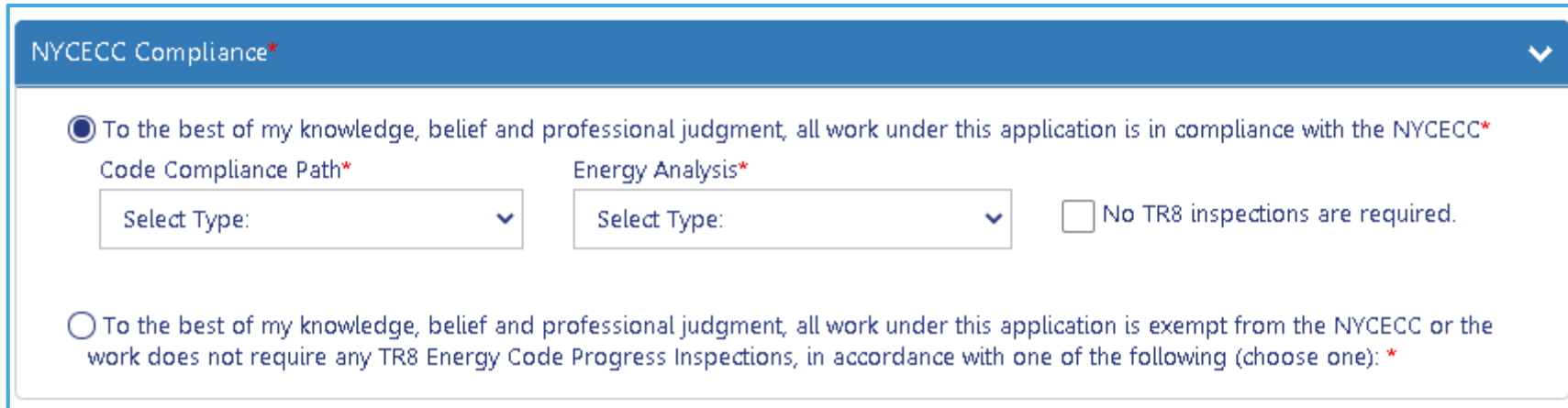
- The **Building Energy Classification** chosen will affect the **Compliance Path** Options allowed.
- The Building Energy Classification and Compliance Path will affect which **Analysis Methods** are allowed.

	RESIDENTIAL	COMMERCIAL	Low Rise MIXED USE	
			RESIDENTIAL PART	COMMERCIAL PART
ECC	A,B,D,E	A,C	A,B,D,E	A,C
ASHRAE	--	A,C,D	--	A,C,D



- Some of these details are addressed in the current version of DOB NOW: *Build*, but the system is being updated to address the full scope of the Energy requirement we just reviewed.
- The changes will be effective in **Fall 2021**.
- Currently, the **NYCECC section** of the PW1 tab asks users to enter their Code Compliance Path and Energy Analysis Method for all Job Filings.
- In the new process, the PW1 tab will only be used to determine if Energy Submission is required, but all details of the Energy Submission will appear on a **new Energy tab**.
- Let's look at the changes to the PW1 tab first.

- When entering a job filing, users must currently fill out the NYCECC section of the PW1 where they note whether their work is in compliance with the NYCECC and specify:
  - **Code Compliance Path**
  - **Energy Analysis**
  - Whether a **TR8 Inspection** is required



The screenshot shows a form titled "NYCECC Compliance\*" with a dropdown arrow on the right. It contains two radio button options. The first option is selected and includes two dropdown menus labeled "Code Compliance Path\*" and "Energy Analysis\*", each with a "Select Type:" label and a downward arrow. To the right of these dropdowns is a checkbox labeled "No TR8 inspections are required." The second radio button option is unselected and includes a note: "To the best of my knowledge, belief and professional judgment, all work under this application is exempt from the NYCECC or the work does not require any TR8 Energy Code Progress Inspections, in accordance with one of the following (choose one): \*"

Code Compliance Path\*

Select Type: ▼

Select Type:

- NYCECC
- ASHRAE

- Code Compliance Path options:
  - NYCECC
  - ASHRAE

- Energy Analysis options:
  - Tabular Analysis
  - REScheck
  - COMcheck

Energy Analysis\*

Select Type: ▼

Select Type:

- Tabular Analysis
- REScheck
- COMcheck

- **Current Process:** TR8 inspections are auto populated by the system and are required. Users have an option to specify if the TR8 is not required.
- **New Process:** TR8 inspections can be added as needed on the Job Filing. The available TR8 inspections will vary depending on the application work type. If the scope of work does not require a TR8 inspection, there is no need to specify that the TR8 is not required.
- TR8 inspections will be available only for the 5 Energy-triggering Work Types (BE, FO, GC, MS, and PL).

- The NYCECC section of the PW1 will only appear for applicable Work Types and Job Types.
- For **New Buildings** or **Alt-CO New Building with Existing Elements to Remain**, the NYCECC section will not appear, as Energy is always required for those Job Types.
- For **Alt** or **Alt-CO** job types, if **Enlargement** is **NOT** included in the job filing then the NYCECC section will display the following:
  - Does the work involve the alteration of a historic building (Note: NYC Landmarked buildings may not be considered historic)? (if **YES**, Energy Submission is **NOT** required )
  - For Alt job types only, additional questions will be asked in the NYCECC section if the building is not Historic.

## NYCECC Energy Compliance\*



Does the work involve the alteration of a historic building (Note: NYC Landmarked buildings may not be considered historic)?\*

Yes

No

ADDITIONAL QUESTIONS FOR ALT JOBS	EN REQUIRED: ANSWERED	
<ul style="list-style-type: none"> <li>Does this work alter the façade or the roof?</li> </ul>	<h2>YES</h2>	<h2>NO</h2>
<ul style="list-style-type: none"> <li>Will any unconditioned space become conditioned space?                             <ul style="list-style-type: none"> <li>If YES, provide GFA of altered space</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>Is this a roof re-cover?                             <ul style="list-style-type: none"> <li>If YES, is sheathing or insulation exposed?</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>Have existing roof, wall or floor cavities been exposed?                             <ul style="list-style-type: none"> <li>If YES, is additional insulation required?</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>Is any fenestration being replaced with new unit?</li> </ul>		
<ul style="list-style-type: none"> <li>Does this work alter the Mechanical Systems?</li> </ul>		
<ul style="list-style-type: none"> <li>Does this work alter the Interior or Exterior lighting?</li> </ul>		
<ul style="list-style-type: none"> <li>Does the work require Commissioning?</li> </ul>		

- The additional questions will appear only once the applicant has answered **NO** to “Does the work involve the alteration of a historic building (Note: NYC Landmarked buildings may not be considered historic)?”

NYCECC Energy Compliance\*

Does the work involve the alteration of a historic building (Note: NYC Landmarked buildings may not be considered historic)?\*  Yes  No

Does the work alter the façade or the roof?\*  Yes  No

Will any unconditioned space become conditioned space?\*  Yes  No

Is this a roof re-cover?\*  Yes  No

Have existing roof, wall or floor cavities been exposed?\*  Yes  No

Is any fenestration being replaced with new units?\*  Yes  No

Does this work alter the Mechanical Systems?\*  Yes  No

Does this work alter the Interior or Exterior Lighting?\*  Yes  No

Does the work require Commissioning?\*  Yes  No

- Further questions may appear as answers are entered.

Will any unconditioned space become conditioned space?\*  Yes  No

Provide Gross Floor Area of altered space\*

Square Feet

- When Energy Submission is required, a new tab will appear under Zoning.
- The system will also display an alert notifying users that Energy Submission is required.

Q00039849-I1

- Plans/Work (PW1)
- Zoning Information
- Energy
- Cost Affidavit (PW3)
- Technical Report

 • Energy Review Submission is required prior to Plan Approval. 1 Alerts 



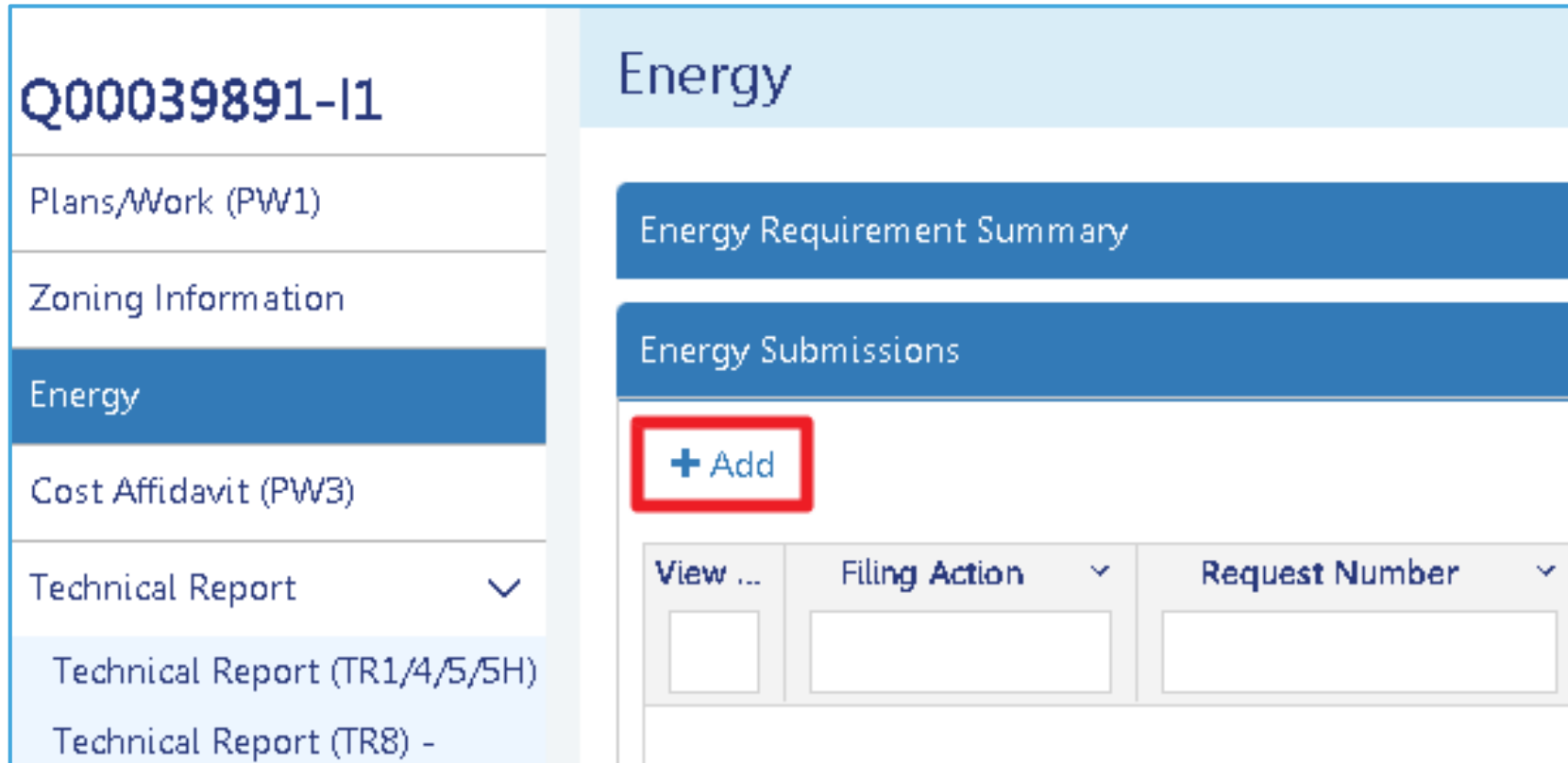
# DOB NOW: *Build* – ENERGY SUBMISSION PROCESS

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## Energy Requirement Summary ➤

Job Type	Alteration	Work Types	General Construction
Horizontal Enlargement	Not Applicable	Vertical Enlargement	Not Applicable
Does the work involve the alteration of a State or National historic building?	No	Does the work alter the façade or the roof?	No
Is this a roof re-cover?	No	Will any unconditioned space become conditioned space?	Yes
Has the sheathing or insulation been exposed?	Not Applicable	If yes, provide Gross Floor Area (GFA) of the altered space.	200
Do exposed envelope cavities require additional insulation?	Not Applicable	Have existing roof, wall or floor cavities been exposed?	No
Does this work alter the Mechanical Systems?	No	Is any fenestration being replaced with new units?	Yes
Does the work require Commissioning?	Yes	Does this work alter the Interior or Exterior Lighting?	No

- Begin the Energy Submission by clicking **+ Add** on the Energy tab.



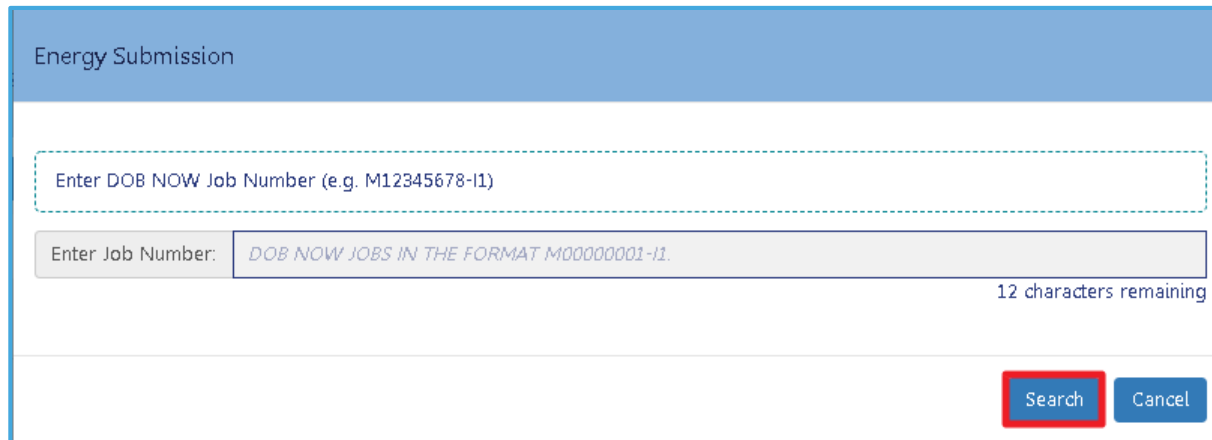
The screenshot shows the 'Energy' tab selected in the left sidebar. The main content area is titled 'Energy' and contains two sections: 'Energy Requirement Summary' and 'Energy Submissions'. In the 'Energy Submissions' section, a '+ Add' button is highlighted with a red box. Below this button is a table with three columns: 'View ...', 'Filing Action', and 'Request Number'. The table is currently empty.

View ...	Filing Action	Request Number

# DOB NOW: *Build* – ENERGY SUBMISSION PROCESS

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- Energy Submission can also begin from any dashboard by clicking **+ Requests** and choosing **Energy**.

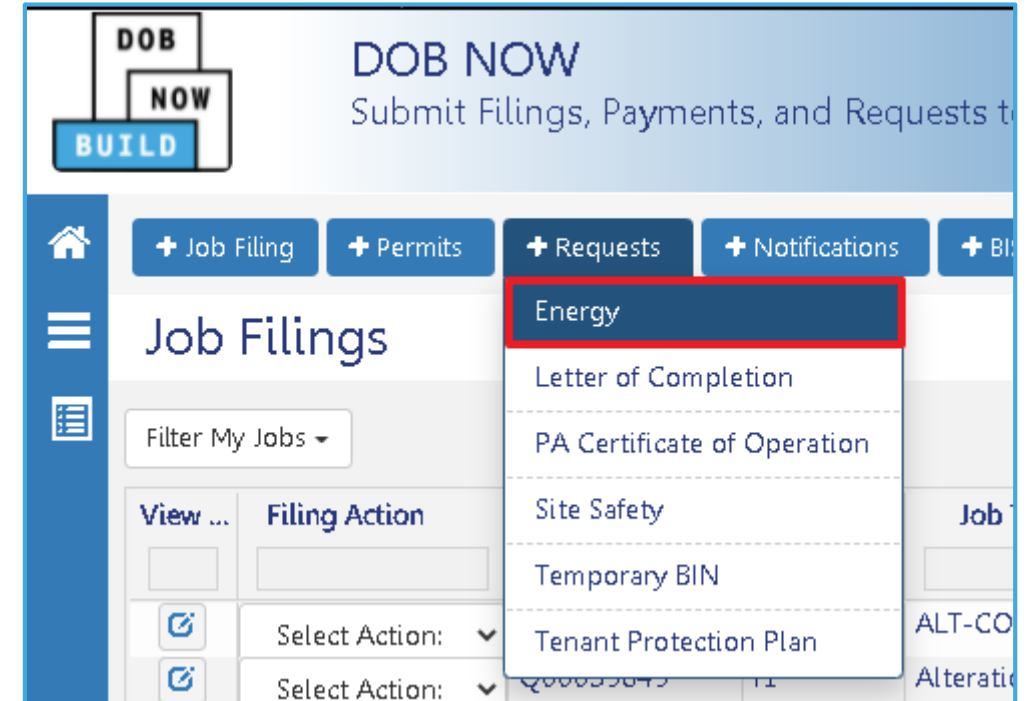


Energy Submission

Enter DOB NOW Job Number (e.g. M12345678-I1)

Enter Job Number: *DOB NOW JOBS IN THE FORMAT M00000001-I1.* 12 characters remaining

**Search** Cancel



DOB NOW  
Submit Filings, Payments, and Requests to

**+ Job Filing** **+ Permits** **+ Requests** **+ Notifications** **+ Billing**

**Job Filings**

Filter My Jobs ▾

View ...	Filing Action	Job #
<input type="checkbox"/>	Select Action: ▾	ALT-CO
<input type="checkbox"/>	Select Action: ▾	Alterat

- Energy
- Letter of Completion
- PA Certificate of Operation
- Site Safety
- Temporary BIN
- Tenant Protection Plan

- Enter the Job Filing number of a Job Filing # that has been saved in pre-filing status and click **Search**.

- There are **four tabs** in the Energy Submission:
  - General Information
  - Scope of Work
  - Documents
  - Statements and Signatures

The screenshot displays the 'General Information' tab of the Energy Submission process. The interface is divided into several sections:

- General Information (Selected Tab):**
  - Request Information:**

Request Number	Request Type	Request Status
Not Yet Issued	New	Pre-filing
Job filing Number	Job Type	Work Type(s)
Q00039861-11	ALT-CO - New Building with Existing Elements to Remain	General Construction
Filing Review Type	Standard Plan Examination or Review	
  - Location Information:**

House Number	Street Name	Borough
131-19	FOWLER AVENUE	QUEENS
Block	Lot	BIN
5076	29	4619876
Community Board	Zip Code	
407	11355	
- Stakeholders Information\*** (with a checkmark icon and arrow)
- Energy Classification\*** (with an arrow)
- Comments** (with an arrow)

General Information					
Request Information			Location Information		
<b>Request Number</b> Not Yet Issued	<b>Request Type</b> New	<b>Request Status</b> Pre-filing	<b>House Number</b> 72-30	<b>Street Name</b> LOUBET STREET	<b>Borough</b> QUEENS
<b>Job filing Number</b> Q00039400-11	<b>Job Type</b> New Building	<b>Work Type(s)</b> General Construction	<b>Block</b> 3262	<b>Lot</b> 15	<b>BIN</b> 4078110
<b>Filing Review Type</b> Standard Plan Examination or Review			<b>Community Board</b> 406	<b>Zip Code</b> 11375	

- The General Information tab will display read-only **Request Information** and **Location Information** pulled from the respective Job Filing.

- The Applicant of Record (AOR) for the Job Filing will also be the Applicant of Record for the Energy Submission.
- The Owner Information and AOR information will also be read-only. Click **Details** for more information.

Stakeholders Information  			
Applicant Name <b>PE TRAINER</b>	Applicant Email TRAININGPERA@GMAIL.COM	Applicant License RA - 099978	 Details
Owner Name <b>BUILD 139</b>	Owner Email BUILD139@BUILDINGS.NYC.GOV	Owner Type Individual	 Details

- The first question on the General Information tab asks about the **Building Energy Classification**:
  - **Low Rise Residential** (3 stories or fewer – residential only)
  - **Low Rise Mixed Use** (3 stories or fewer – combination of commercial & residential)
  - **Commercial / All Other** (commercial OR any building 4 stories or greater)



Residential and Mixed Use buildings with more than 3 stories are considered **Commercial** for Energy Submission purposes.

## Energy Classification\*

### Building Energy Classification\*

- Commercial / All Other (commercial only OR any building 4 stories or greater)
- Low Rise Mixed Use (3 stories or less – combination of commercial & residential)
- Low Rise Residential (3 stories or less – residential only)

- Next, fill in the **Compliance Path**
  - ASHRAE
  - ECC

Compliance Path\*

Select Type: ▼

Select Type:

ASHRAE

ECC



- **ECC** path will be pre-selected for **Residential** building and the Residential part of Low Rise Mixed Use buildings.
- For **Commercial** buildings and the Commercial part of Low Rise Mixed Use buildings, either compliance path can be selected.



- The **Analysis Method** drop-down will only show appropriate options from below:
  - A. Tabular Analysis
  - B. REScheck
  - C. COMcheck
  - D. Energy Modeling
  - E. Energy Rating Index (ER)

Choose Analysis Method\*

Select Type: ▾

Select Type:

(A) Tabular Analysis

(C) COMcheck

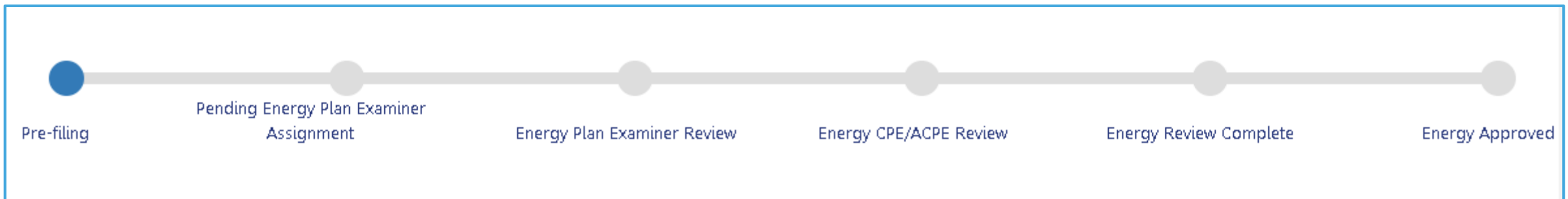
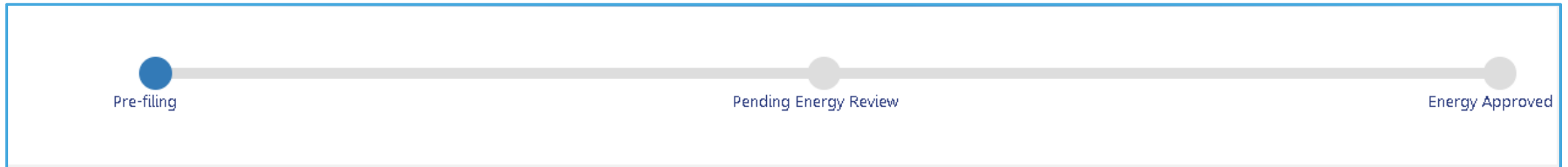
(D) Energy Modeling



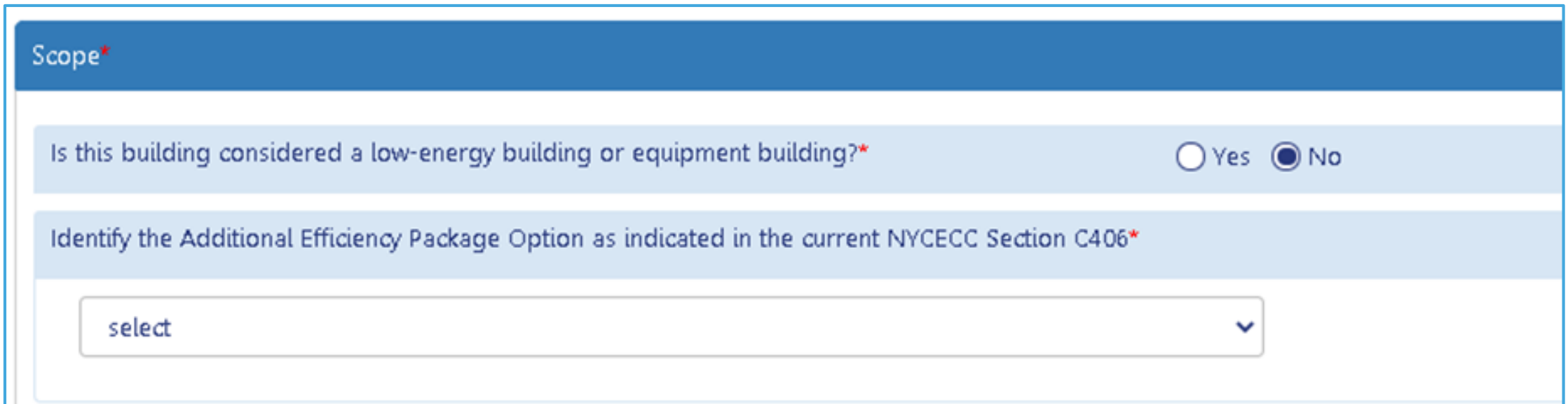
For **Low Rise Mixed Use**, applicants will have to select **two** paths and **two** methods: one for the residential part of the building and one for the commercial part.

	Residential	Commercial	Low Rise Mixed Use	
			Residential Part	Commercial Part
<b>ECC</b>	A, B, D, E	A, C	A, B, D, E	A, C
<b>ASHRAE</b>	N/A	A, C, D	N/A	A, C, D

- An optional **Comments** section appears at the bottom of the General Information tab.
- Users must save before moving to the next tab. Depending upon the respective Job Filing Review Type, the Energy Status Bar may be different.



- The **Scope of Work** tab contains a series of required questions about the building's energy use.
- Only the questions relevant to the Job Filing will appear.
- If the Job Filing has only Foundation Work Type, no Scope of Work tab will appear.

A screenshot of a web form titled 'Scope' with a red asterisk. The form contains two questions. The first question is 'Is this building considered a low-energy building or equipment building?\*' with radio button options for 'Yes' and 'No', where 'No' is selected. The second question is 'Identify the Additional Efficiency Package Option as indicated in the current NYCECC Section C406\*', followed by a dropdown menu with the word 'select' and a downward arrow.


Scope\*

Is this building considered a low-energy building or equipment building?\*  Yes  No


Identify the Additional Efficiency Package Option as indicated in the current NYCECC Section C406\*

select ▼

- All documentation related to the Energy Submission should be put into a single document uploaded as the **EN Plan Sets**.
- Click the **Upload** button to submit the document.

Required Documents*				
Document Name ▲	Document Status ▼	Prior To ▲	Prior To ▼	Upload ▼
EN Plan Sets	Required	Approval		

- Additional supporting documents may be uploaded if desired.

Additional Supporting Documents ▼				
Document Name ▲	Document Status ▼	Prior To ▲	Prior To ▼	Delete ▼
				

- Additional documents may be required to be uploaded regarding the Energy Submission later in the lifecycle of the Job Filing:
  - **EN2: As Built Energy Analysis** may be required prior to requesting the Certificate of Occupancy.
  - **Preliminary Commissioning Report Certification** may be required prior to Signoff.
  - **Final Commissioning Report** may be required 18 or 30 months after the Certificate of Occupancy is granted.
  - **Final Commissioning Report Certification** may be required 18 or 30 months after the Certificate of Occupancy is granted.

## Applicant of Record - Statements & Signatures\*

I hereby state the information in this application 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.

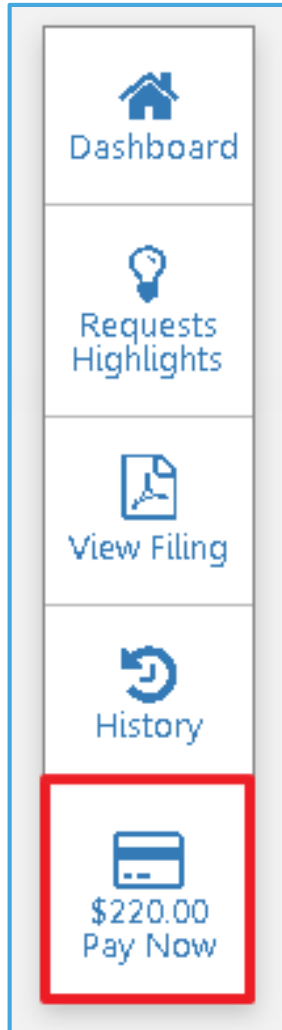
To the best of my knowledge, belief and professional judgment, all work under this application is in compliance with the NYCECC, as applicable.

I have personally reviewed all information entered in this application and on each of the documents listed herein. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed herein and expressing my agreement with the Statements and Signatures terms for such documents and all other statements herein. 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 herein as if I had personally signed and sealed these statements and documents by hand.

Name\*

Date\*

- The Applicant of Record is required to **Attest** in the Statements & Signatures tab by clicking the checkbox.



- There is an additional **Energy Fee** that will be paid ON THE ENERGY TAB.
- These Energy fees do not apply to Subsequent (NB and Alt-CO) and PAA Job Filings. However, Job Filing fees are applicable.
- Fee-Exempt Job Filings are exempt from Energy Fees.

Type of Filing	Building Type	Fee
NB and Alt-CO	1, 2, 3 Family	<b>\$220</b>
	Other	<b>\$875</b>
Alteration	Any	<b>No Fee</b>

- A new Yes or No question in the PW1 will ask if “This entire application is a **carport** or **private garage** accessory to a Group R-2 or R-3 occupancy and not exceeding 650 square feet in area and one story in height.”
- The question will appear for all **NB** and **Alt-CO Initial General Construction** Job Filings.
- It will also appear for any **Alt – Foundation** or **Alt – General Construction Enlargement** Filings.
- If the answer is **Yes**, the Energy Submission fee will be waived, but Energy Submission is still required.

NYCECC Energy Compliance\*

This entire application is a carport or private garage, accessory to a Group R-2 or R-3 occupancy and not exceeding 650 square feet in area and one story in height?\*

Yes  No



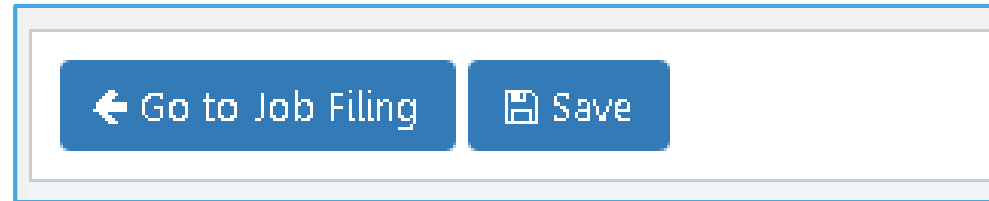
# DOB NOW: *Build* – SUBMIT ENERGY WITH OR AFTER PW1 JOB FILING



- Depending on the details of the Job Filing, Energy may need to be submitted **WITH the PW1** or it may be submitted **AFTER the PW1 submission**.
- The job will not be approved until energy is submitted and approved.

Job Type / Review Type	Submit Energy <u>WITH</u> Job Filing	Submit Energy <u>AFTER</u> Job Filing
NB, Alt-CO NB with Existing Elements to Remain <b>Prof Cert</b>	<b>X</b>	
NB, Alt-CO NB with Existing Elements to Remain <b>Standard Plan Review</b>	<b>X</b>	<b>X</b>
Alt, Alt-CO <b>Prof Cert or Standard Plan</b>	<b>X</b>	

- If the PW1 has not been submitted, then the **Preview to File** button will not appear on the Energy Submission.




- If the Energy Submission has been completely filled out and saved, **Energy will be automatically submitted** when the related Job Filing is submitted.
- If the PW1 has been submitted before Energy has been created (for Standard Plan Review NB and Alt-CO New Building with Existing Elements to Remain Job Filings), an Energy Submission can still be created.
- A **Submit** button will display within the Energy Submission in that case.

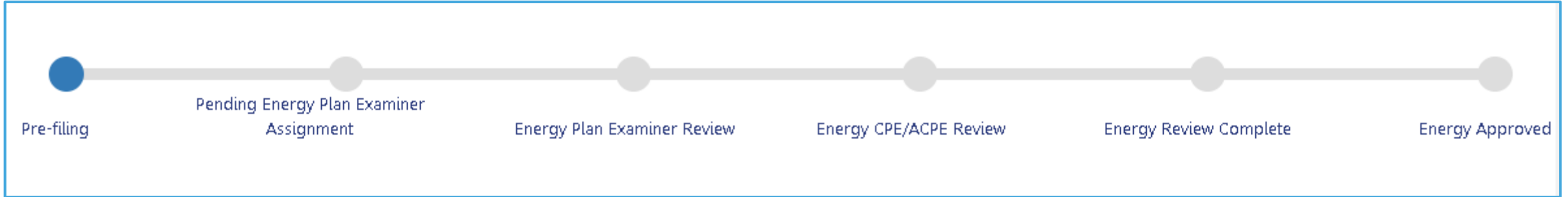


- If a Subsequent Job Filing has one of the five Energy Work Types (GC, FO, BE, MS, PL), then an updated Energy Submission will be required.
- No fee will be charged for Energy in Subsequent Job Filings.
- Subsequent Job Filings will not be approved until Energy is reviewed and approved.

Initial Job Filing	Subsequent Job Filing: Standard Plan Review	Subsequent Job Filing: Professional Certification
Standard Plan Review	Energy Submission may be filed <b>WITH</b> PW1 or <b>AFTER</b> Job Filing	Energy Submission <b>MUST</b> be filed <b>WITH</b> Job Filing
Professional Certification	Energy Submission <b>MUST</b> be filed <b>WITH</b> Job Filing	Energy Submission <b>MUST</b> be filed <b>WITH</b> Job Filing

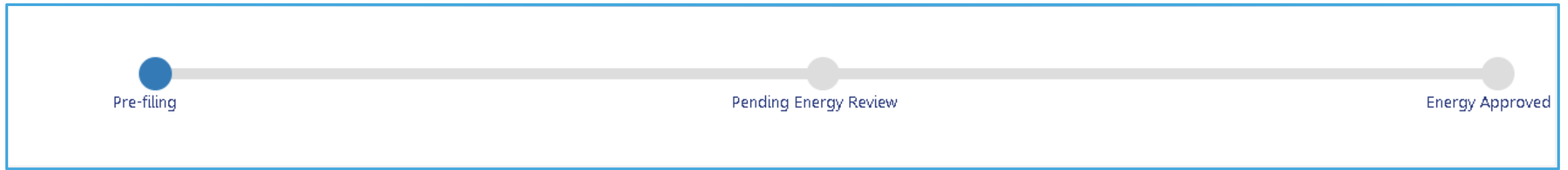
Required Documents*				
Document Name ▲ ▼	Document Status ▼	Prior To ▲ ▼	Upload ▼	
EN Plan Sets	Required	Approval		

- For subsequent Job Filings that require Energy Submission, users may submit the same information in the document. However, the document uploaded cannot be the one stamped by DOB from the initial Job Filing.



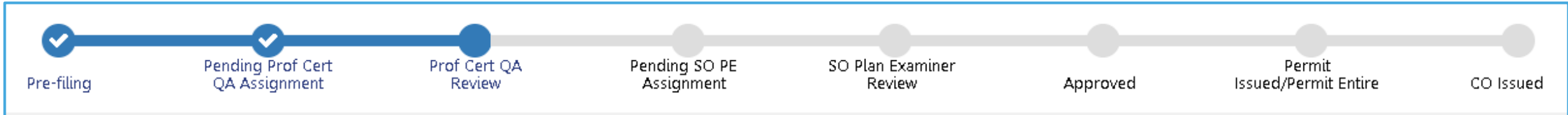
- This status bar is for Energy Submissions associated to **Standard Plan** Job Filings for **NB** and **Alt-CO New Building with Existing Elements to Remain** (both Initial and Subsequent).
  - Pre-filing
  - Pending Energy Plan Examiner Assignment
  - Energy Plan Examiner Review
  - Energy CPE/ACPE Review
  - Energy Review Complete
  - Energy Approved

- For all other **Alt-CO** and **Alt** Job Filings that are submitted **Standard Plan Review** and require Energy Submission, the status bar is below.
- This status bar also applies to all **Professional Certification** Job Filings that require Energy.
- This will also be seen for **Subsequent** Job Filings for those Job and Review types.

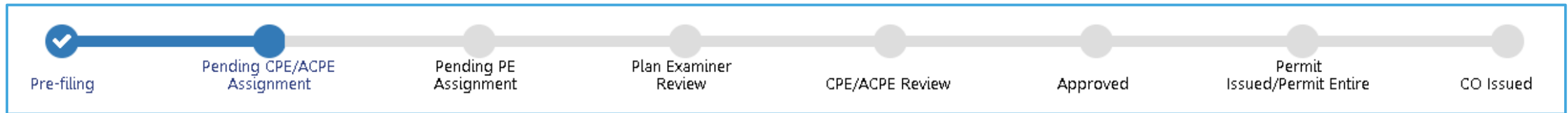


- The steps of this review process are:
  - Pre-filing
  - Pending Energy Review
  - Energy Approved

- This is the Status Bar for a Professional Certification Job Filing.



- Standard Plan Examination Review Job Filings display this Status Bar.



- Additional statuses may appear due to the interaction between the Energy Review and the PW1 Review.

# DOB NOW: *Build* – JOB FILING REVIEW WHEN ENERGY IS REQUIRED

- The PW1 (Architectural) Plan Examiner can approve the Job Filing only when the Energy Review is complete. Therefore, when the Plan Examiner is trying to approve the Job Filing, but Energy Review is not done, they can choose **Awaiting Energy Approval**.



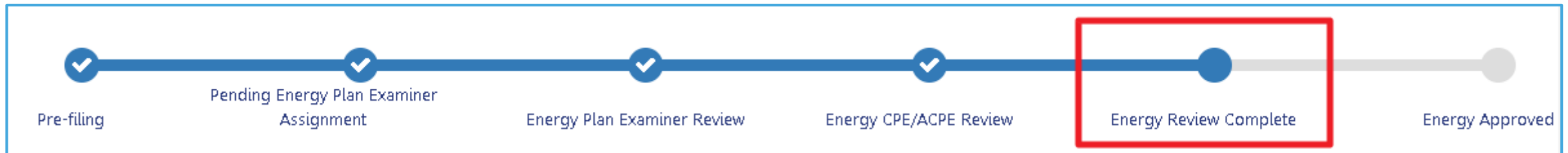
- After the Energy Review is complete, the PW1 (Architectural) Plan Examiner may request that the Energy Plan Examiner re-review the Energy Submission again by choosing **Referred to Energy**.





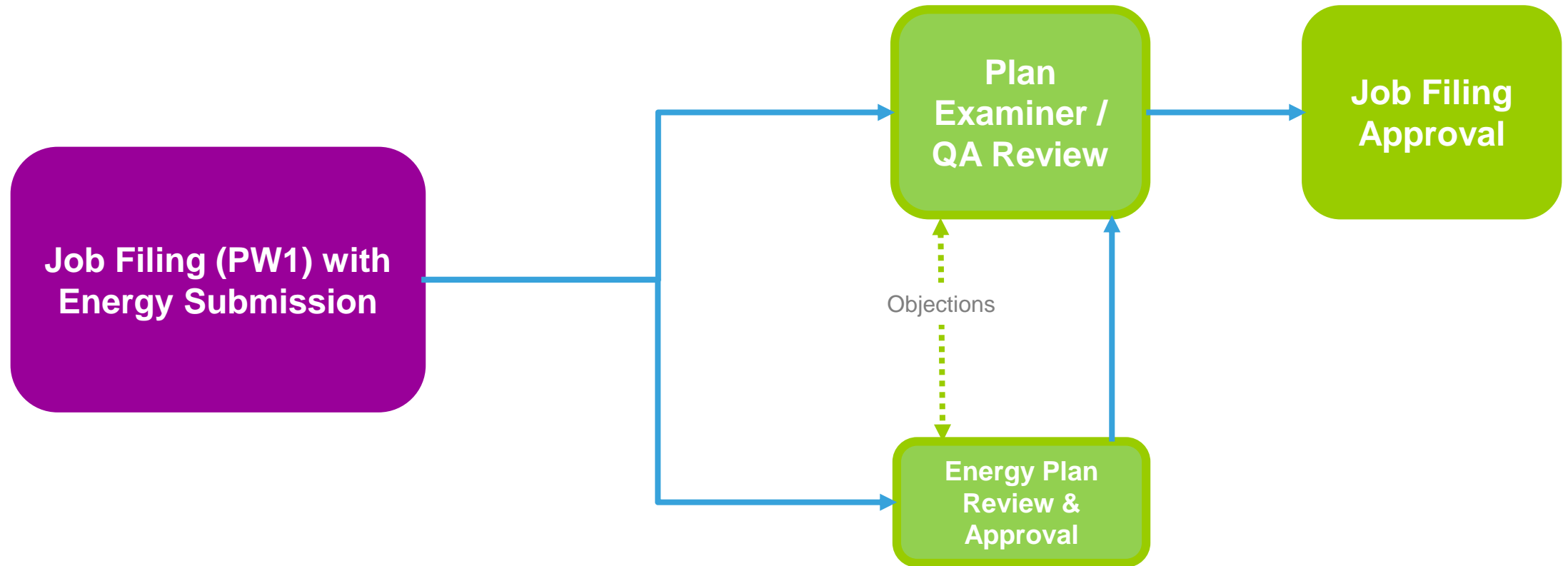
# DOB NOW: *Build* – ENERGY SUBMISSION AND REVIEW PROCESS

- The Energy Submission will be Approved when the PW1 (Architectural) Job Filing is Approved.
- When the Energy Submission review is complete, the status bar will be in **Energy Review Complete** status until the respective Job Filing review is finished and Architectural Plans are Approved.

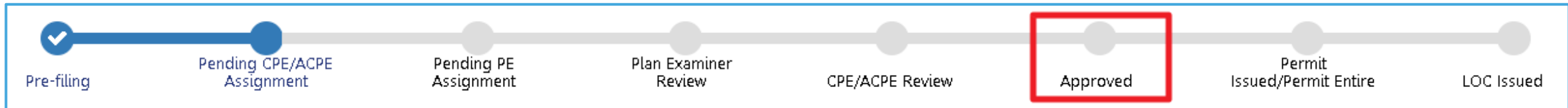
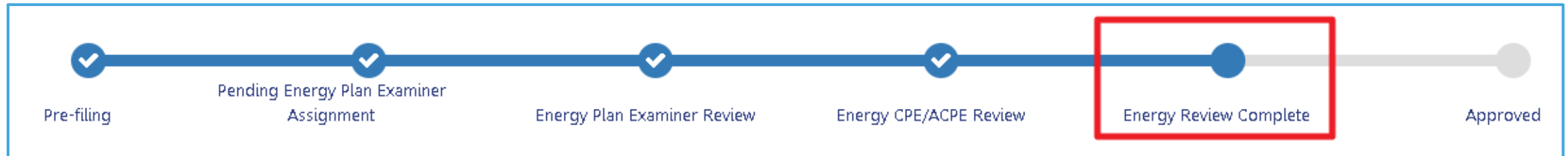


- Once the Job Filing review is complete, the Energy Submission status will move to **Energy Approved**.





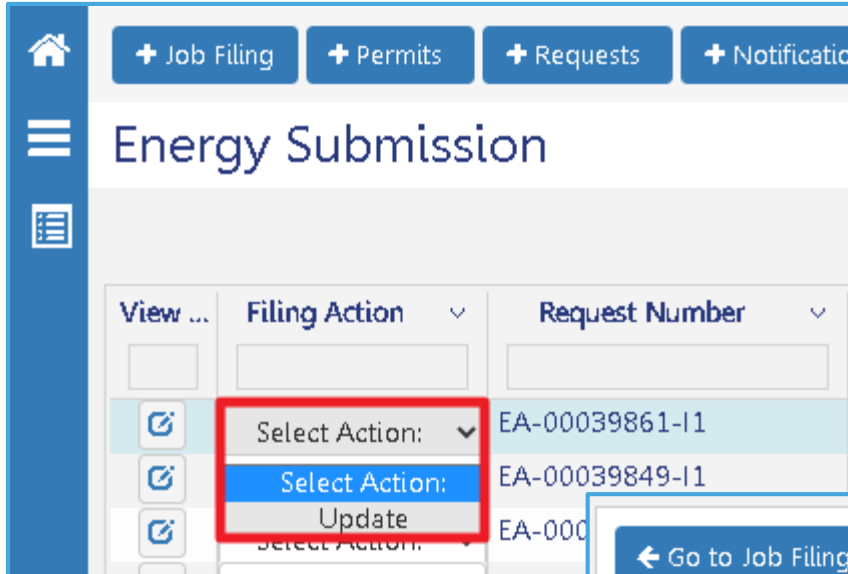
- If the Energy Submission is in **Energy Review Complete** status, but the Job Filing is not yet in **Approved** status, users can choose to **Update** the Energy Submission.



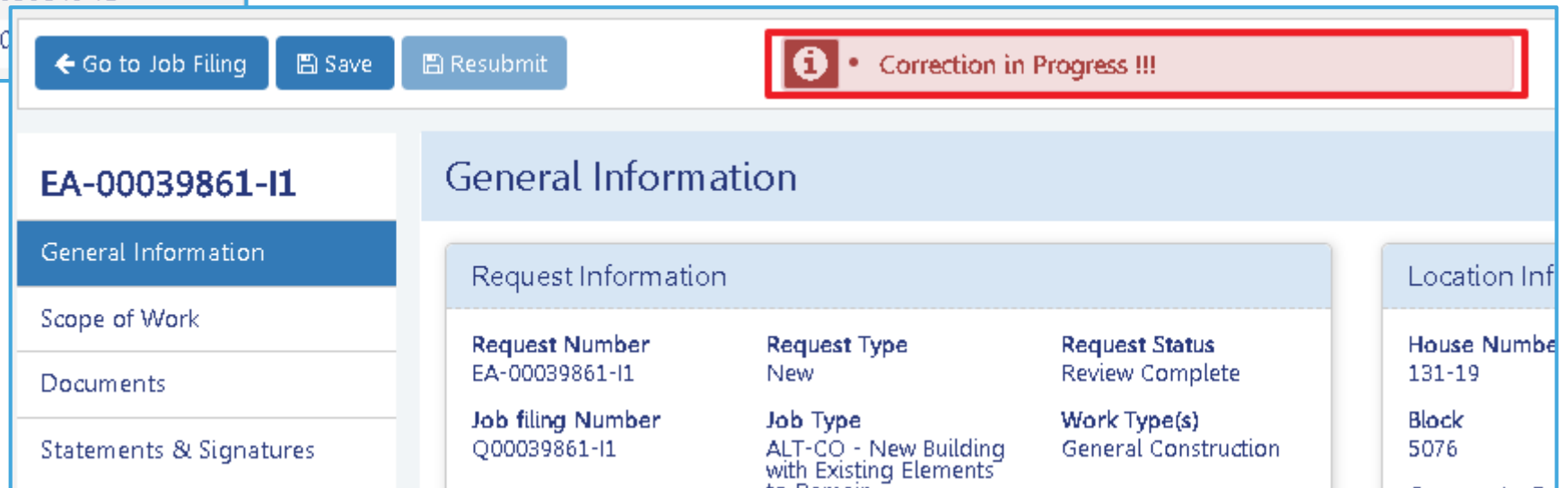
The screenshot displays the 'Energy' tab for job filing Q00039861-I1. The left sidebar contains navigation options: Plans/Work (PW1), Zoning Information, Energy (selected), Scope of Work, Schedule of Occupancy, Cost Affidavit (PW3), Technical Report, and Documents. The main content area shows a question 'Is the Energy requirements determined on this job filing? - Yes' with a green leaf icon. Below this are sections for 'Energy Requirements' and 'Energy Submissions'. A 'New Request: + Add' button is present. A table lists existing requests with columns for 'View ...', 'Filing Action', 'Request Number', and 'Request Type'. One request is shown with 'Request Number' EA-00039861-I1 and 'Request Type' New. The 'Filing Action' dropdown for this request is open, showing 'Select Action:' and 'Update' as an option, which is highlighted with a red box.

View ...	Filing Action	Request Number	Request Type
	Select Action: Update	EA-00039861-I1	New

- From the Action drop-down in the Energy tab of the Job Filing, choose **Update**.



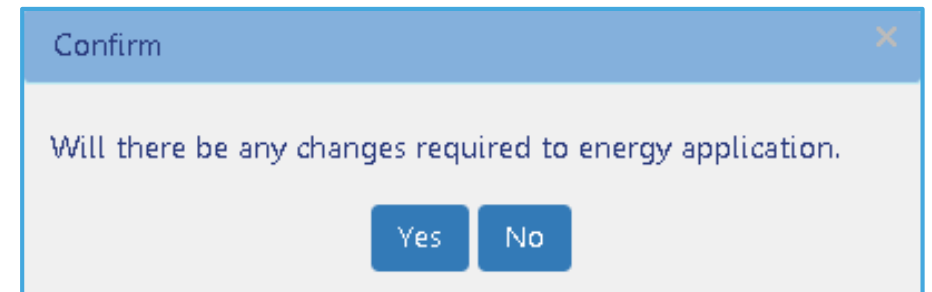
- **Update** can also be found in the Action drop-down in the Energy Dashboard.
- Users will be brought into the Energy Submission, where they will see a banner notifying them that a Correction is in progress.



- The Energy Submission may now be edited.
- **Comments** are required.
- Once all changes are made, click **Resubmit**. The Energy Review process will restart.

The screenshot displays the 'Statements & Signatures' section of the DOB NOW Energy Submission form. At the top, there are navigation buttons: 'Go to Job Filing', 'Save', and 'Resubmit' (highlighted with a red border). A red notification banner indicates 'Correction in Progress !!!'. The left sidebar shows the job ID 'EA-00039861-11' and a menu with options: 'General Information', 'Scope of Work', 'Documents', and 'Statements & Signatures' (selected). The main content area is titled 'Statements & Signatures' and contains a section for 'Applicant of Record - Statements & Signatures' with a dropdown arrow. A checked checkbox is followed by a 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.' Below this, there are two input fields: 'Name\*' with the value 'PE TRAINER' and '(Electronically Signed)', and 'Date\*' with the value '09/17/2021'.

- Energy submission may be required as a result of a **PAA** if it is not submitted with the Initial filing:
  - If the building is incorrectly specified as historic, a PAA must be submitted at the Job Filing level.
  - If Energy is submitted for the first time in a PAA, Energy Fees will be applied at that point.
  - If Energy has previously been submitted, users can only amend Energy by initiating a PAA on the Job Filing level.
- **Post Approval Amendments** (PAAs) on Job Filings with Energy Submission will ask if there will be any changes required to the Energy Submission.
  - If **YES**, then there must be changes to the Energy Submission.
  - If **NO**, then the Energy Submission cannot be changed.

A screenshot of a 'Confirm' dialog box. The title bar is blue with the text 'Confirm' and a close button (X) on the right. The main content area is light gray and contains the text 'Will there be any changes required to energy application.' Below the text are two blue buttons: 'Yes' and 'No'.

# DOB NOW: *Build* – WITHDRAWAL & SUPERSEDE REQUESTS

- If a user chooses to submit an Applicant of Record Withdrawal or Supersede Request on PW1 after the permit is issued and if it is approved, then the system will automatically Withdraw or Supersede the Energy Applicant as well.

Select Action: ▼	Q00039601	I1	New Building	New Job Filing	Pending CPE/ACPE Assignment	08/31/2021	GC
Select Action: ▼	Q00039597	I1	New Building	New Job Filing	Pending CPE/ACPE Assignment	08/31/2021	GC
Select Action: ▼	Q00039285	I1	New Building	New Job Filing	Approved	08/31/2021	GC
Select Action: ▼	Q00039283	I1	New Building	New Job Filing	Permit Entire	08/31/2021	GC
Select Action: ▼		I1	New Building	New Job Filing	Pending CPE/ACPE Assignment	08/30/2021	GC
Select Action: ▼		I1	New Building	New Job Filing	Pending Prof		

Select Action:  
Create Work Permit  
Request Energy Review  
L2 (Civil Penalty Review)  
PAA (Post Approval Amendment)  
Request Site Safety  
Subsequent Filing  
**Supersede**  
Withdrawal

Confirm

Confirm that you want to proceed with creating an Applicant Withdrawal Request. (Note: this request is not for withdrawing the filing; go to [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp) if you want to withdraw the filing.)

Yes No



- Energy Plan Examiners may issue objections to the Energy Submission. These objections are separate from any objections that might be raised by Architectural Plan Examiners and would involve separate appointments if applicable.
  
- The length of EN-related appointments depends on the building type:
  - 20 minutes for Residential Buildings
  - 40 minutes for Commercial Buildings
  - 60 minutes for Residential or Commercial buildings that use method D (Energy Modeling)

# DOB NOW: *Build* – ENERGY OBJECTIONS AND APPOINTMENTS



- Architectural Plan Examiners may specify that their objections also affect the Energy Submission.
- In that case, the **Objections/Appointments** tab will appear on the main Job Filing only.
- The Energy Submission status will be **Objections – Update Energy**.

Energy Review Requests						
View ...	Filing Action	Request Number	Request Type	Request Status	Applicant of Record	CreatedOn
	Select Action: ▼	EA-0000001486	New	Objections - Update Energy	PE TRAINER	07/27/2021

<b>EA-0000001168</b>
General Information
Scope of Work
Documents
<b>Objections/Appointments</b>
Statements & Signatures

- If there is an Energy objection, a new tab appears in the Energy Request : **Objections/Appointments**.
- Applicants can **view** the objection(s) and **schedule** appointments.

### Objections

Objection	Code	Status	Action
▼ Complete Energy Analysis	Mechanical System	Open	Edit

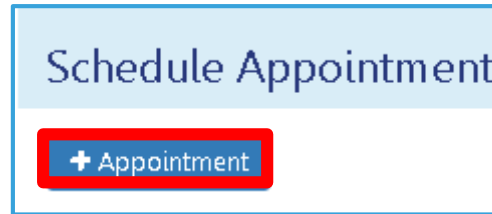
### Schedule Appointment

**+ Appointment**

Objection	Code	Status	Action
Complete Energy Analysis	Mechanical System	Open	Update  Cancel
Work Type Mechanical Systems	Code Type RCNY	Code Year N/A	
Created Date 08/12/2021	Created By Martha Fein		
Details Complete Energy Analysis NOT provided: (a) To cover all proposed scope of work (b) For values and attributes listed in Analysis to be clearly supported by Supporting Documentation			
Objection Status*			
<input type="text" value="Open"/>			
Comments*			
<input type="text"/>			
255 characters remaining			

- Clicking the **Edit** button allows the Applicant to see the details of the Objection. The Applicant can **enter Comments** and change the Objection status from **Open to Closed**.

- To schedule an Appointment, click **+ Appointment**.
- The **New Appointment** pop-up window will appear where Applicants can enter:
  - Required Attendees
  - Appointment Date
  - Appointment Time
  - Meeting Intent
- Click **Schedule**. The length of the appointment will be entered automatically.



New Appointment

Required Attendees\*

Plan Examiner Martha Fein

Job Filing Number EA-0000001168-

Selected Date

Select Appointment Date\*

August 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	01	02	03	04	05

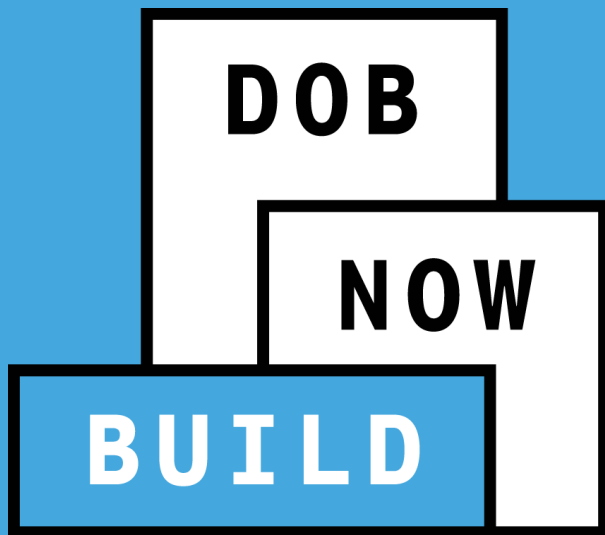
Holidays  Fully Booked Dates

Select Appointment Time\*

Work Types\*  General Construction

Meeting Intent\*

255 characters remaining



**THANK YOU!**

**NO PAPER. NO LINES.**