INDUSTRY PORTAL STEP-BY-STEP GUIDE

HOW TO FILE A PARKING STRUCTURE ID REQUEST

The following Step-by-Step Guide will outline the steps applicable to completing a Parking Structure ID Request in DOB NOW: *Safety.*

HELPFUL LINKS

YouTube.com/DOBNOW

NYC.gov/DOBNOWINFO

NYC.gov/DOBNOWHELP

@NYCBuildings

Contents

Overview _____ **2**

System Guidelines _____ **3**

Initiating a Parking Structure ID Request _____ **6**

Overview

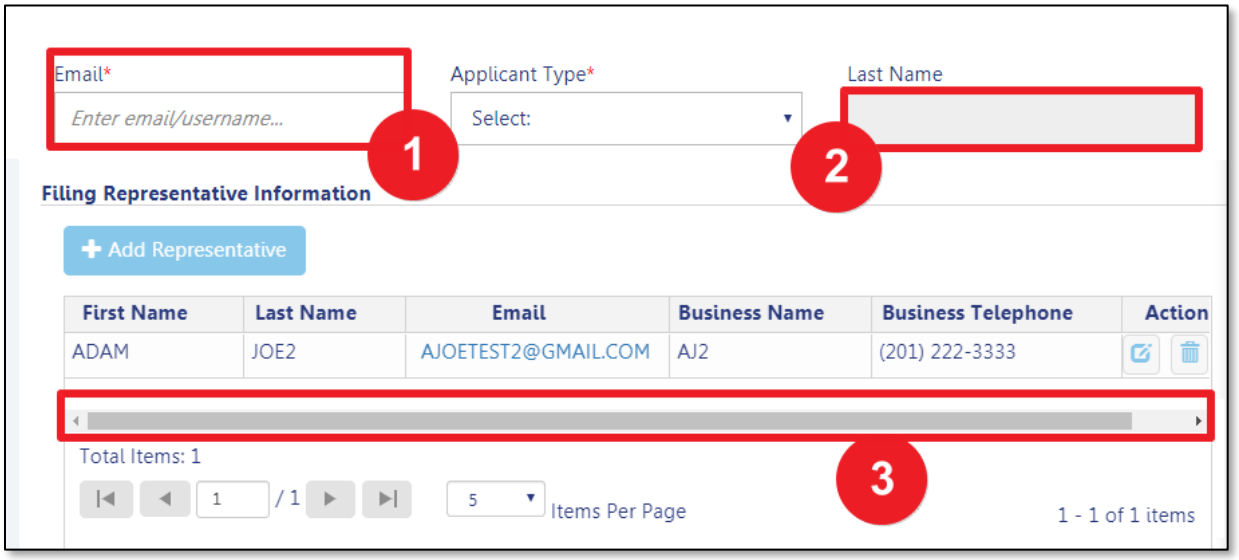
This step-by-step guide will provide applicants with a systematic understanding of how to complete a Parking Structure ID Request in DOB NOW: *Safety.*

Requirements

- Parking Structure activities will be available in DOB NOW: *Safety* as of April 17, 2023.
- A Parking Structure is defined as a building or portion of a building used for the parking or storage of motor vehicles and an open or enclosed parking garage as defined in the New York City Building Code.
- Parking Structures must be inspected for safety once every 6 years.
- If such an inspection determines that the Parking Structure is Unsafe, the Owner of the structure must arrange for repairs by the date identified in the PIPS report. Unsafe conditions must be corrected in 90 days.
- The Commissioner may grant extensions of up to 90 days to complete the repairs required to correct an unsafe condition upon receipt and review of a repair extension request.

System Guidelines

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

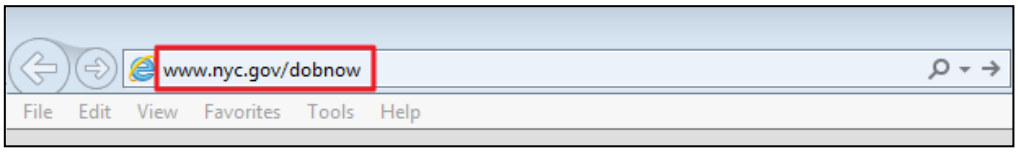


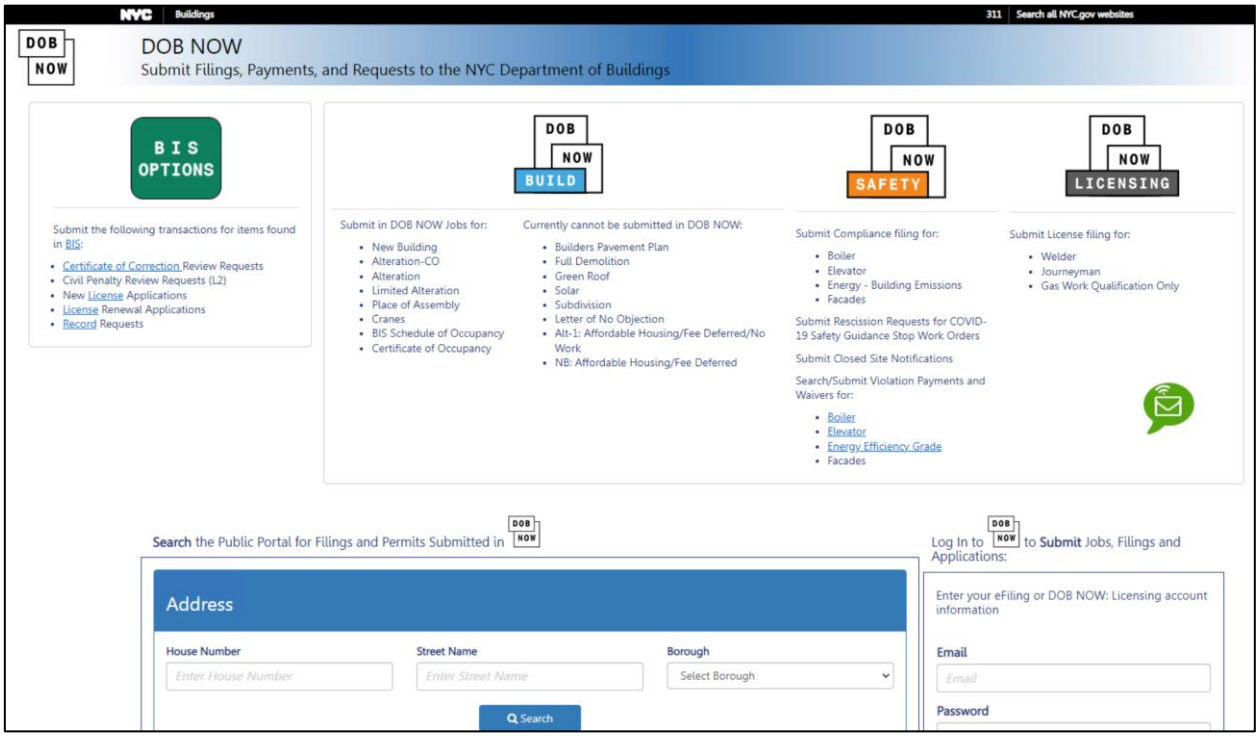
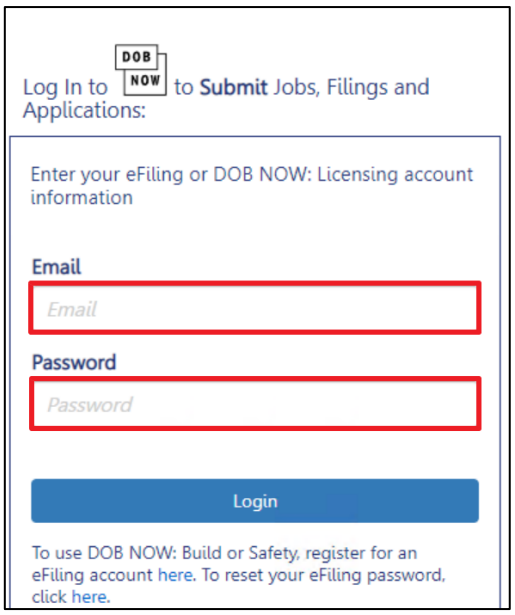
ADDITIONAL HELP & INFORMATION

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

Log into DOB NOW: Build

Follow the steps below to access DOB NOW: Build and initiate a Parking Structure ID Request.

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

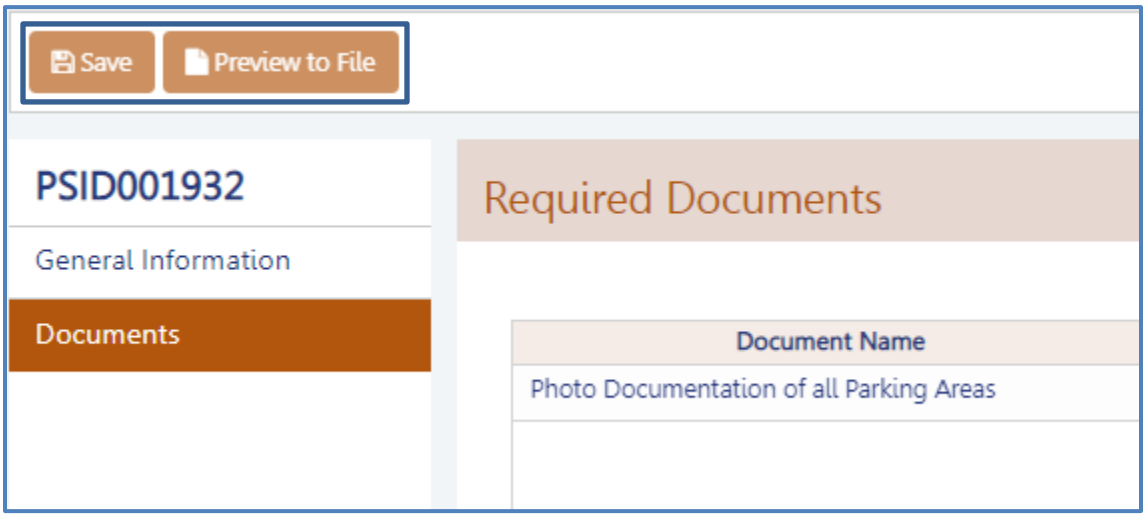
Step	Action
	The DOB Login page displays. 
4.	Enter your **Email** and **Password**. 

Initiating a Parking Structure ID Request

Follow these steps to initiate a Parking Structure ID Request.

Step	Action
1.	Click the + Parking Structure ID Request button on the main Parking Structures page.

Step	Action
2.	Fill in all of the required information under the following sections and then click **Save** • Parking Structure Location Information • Reason for Request • Qualified Parking Structure Inspector (QPSI) • Property Owner Information - Owner Address • Parking Structure Characteristics
3.	Click on the **Documents** tab and upload the necessary documents.

Step	Action
4.	Click **Save,** then **Preview to File**. 
This concludes the **How to Create a Parking Structure ID Request** Step-by-Step.	