



# DOB NOW – Waiver and Deferral

## Applicants / Industry Users

Last Updated: 03/01/2018

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The following steps detail how to:

1. Request a Waiver or Deferral on a Document
2. Verify if a Waiver/Deferral Request has been Approved
3. Upload or Re-Request a Waiver/Deferral Request after a Rejection

### What is a Deferral versus a Waiver request?

**Deferral:** To postpone providing a required document until a later phase in the application process.

**Waiver:** To not have to provide a required document as part of an application.

A Waiver or Deferral request will generally be entered in place of uploading one or more required documents prior to submission of a filing. In some cases, a request may also be submitted if the filing is in *Objections* or *QA Failed* phases.

Only certain Document Types may be Waived or Deferred through DOB NOW and only during certain phases. See *Note on Page 3*.

Waiver and Deferral requests are permitted in conjunction with the following work types as of February 2018:

- |              |                      |                      |
|--------------|----------------------|----------------------|
| - Antenna    | - Construction Fence | - Curb Cut           |
| - Plumbing   | - Sidewalk Shed      | - Sign               |
| - Sprinklers | - Standpipe          | - Supported Scaffold |

**NOTE: A Waiver or Deferral Request will only be reviewed upon submitting the entire filing (clicking 'File' for an initial filing or clicking 'Resubmit' for a resubmission).**

# How to Submit a Waiver or Deferral Request

## Log-in to Dashboard

1. From the **Dashboard**, enter the Job Filing Number.
2. Click on the Job Filing Number from the **Search Results**.

1	Job Number	Filing Nu...	Filing Type	Filing Status	Address	Borough	Applicant of Record	Owner	Created
2	M00314950	I1	New Job Filing	Pre-Filing	522 FIFTH AVENUE	MANHATTAN	ADAM JOE2		01/11/2018

## Documents

The job filing will open.

3. Select the **Documents** chevron to continue.

Save Preview to File Job# M00314950 Filing# I1 View Filing Payment History Trace History Property Profile Dashboard

Plans/Work (PW1) 3 Documents Work Permit (PW2) Statements & Signatures

Additional Supporting Documents

Required Documents

**Application Highlights**

Location	522 FIFTH AVENUE
	MANHATTAN 10036
Job Number	M00314950

## Request Waiver or Deferral

4. Under **Required Documents...**
5. Click the **Select Action** Dropdown menu next to the document listed in the **Required Documents** grid.
6. If this option is applicable to the document, select **Request Waiver or Deferral**.

Created On	Document Name	Document Status	Prior To	Upload	Action
2018-01-11	Adult Establishment Approval	Prefiling Deferral Requested	Approval		Select Action: ▾
2018-01-11	Doc 1	Required	Approval		Select Action: ▾
2018-01-11	Doc 2	Required	Approval		Select Action: ▾
2018-01-11	DPL-1: Design Professional Seal & Sig...	Required	Approval		Select Action: ▾
2018-01-11	Flood Zone Compliance	Required	Approval		View Request
2018-01-11	Flood Zone Design Certification	Required	Approval		Request Waiver
					Request Deferral

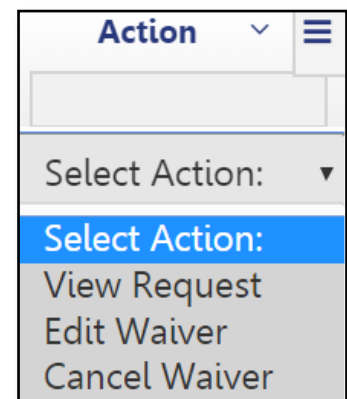
**NOTE:** If the Action Menu is inactive the symbol appears - neither a Waiver nor Deferral may be requested for this Document Type.

- For **WAIVERS**, if the option is not available, you may instead complete an [AI1: Additional Information form](#).
- For **DEFERRALS**, if the option is not available, you may instead complete a [DOB NOW Online Help form](#).

## Action Menu Options

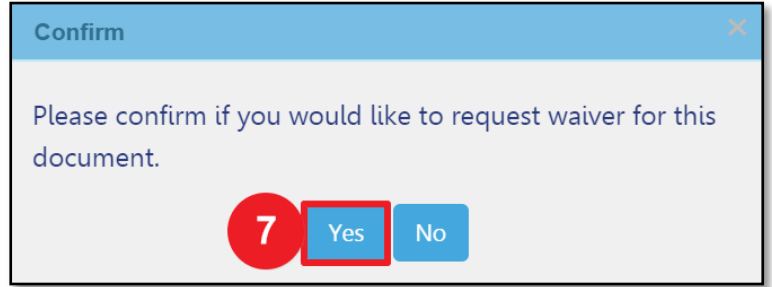
From the **Action** column, click the **Select Action** dropdown menu:

- **View Request:** View previous Request Form.
- **Edit Waiver/Deferral:** Edit the request for Waiver or Deferral before it is submitted.
- **Cancel Waiver/Deferral:** Cancel the request for Waiver/Deferral and upload the Required Document.



### Click Yes

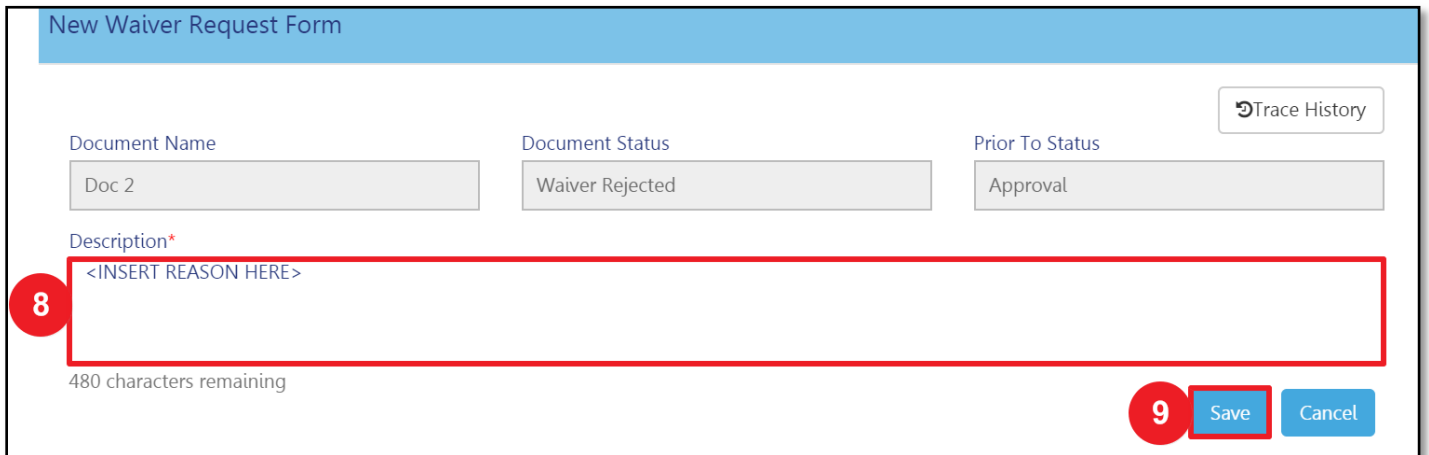
- 7. **Confirmation** box will appear. Click **Yes** to request Waiver or Deferral for the selected document.



### Complete Description Field

A **New Waiver or Deferral Request Form** will appear. The fields shaded in gray are prepopulated.

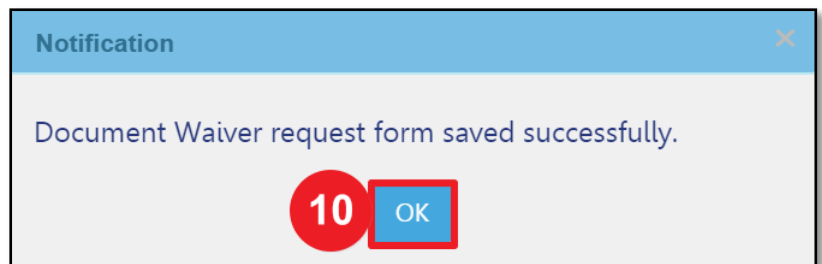
- 8. Enter the reason why the Waiver or Deferral is being requested into the **Description** field.
- 9. Click **Save**.



### Notification

- 10. A Notification box to confirm your Waiver or Deferral request will appear. Click **OK**.

**REMINDER:** The request will not be reviewed until the entire filing is submitted.



## Document Status

11. Under the **Required Documents** field, the **Document Status** will change to **Pre-filing Waiver** or **Deferral Requested**.

Required Documents ▾			
Created On ▾	Document Name ▲ ▾	Document Status ▾	Prior To ☰
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2018-01-11	Adult Establishment Approval	Prefiling Deferral Requested	Approval
2018-01-11	Doc 1	Required	Approval
2018-01-11	Doc 2	<b>11</b> Prefiling Waiver Requested	Approval
2018-01-11	DPL-1: Design Professional Seal & Signature	Required	Approval



## Verify if a Waiver/Deferral has been Approved

After the Department of Buildings reviews the request, the applicant will receive an email indicating whether the request was Approved or Rejected. Additionally, the Document Status will update as below.

### Approved Request for Waiver or Deferral of Documents

If a request is *Approved*, the **Document Status** column will display **Waiver Approved** or **Deferral Approved**.

Required Documents				
Created On	Document Name	Document Status	Prior To	Upload
2018-02-09	Doc 1	Waiver Approved	Approval	
2018-02-09	Doc 2	Deferral Approved	Letter of Com...	
2018-02-09	Doc 3	Submitted	Permit Issuance	

## Upload or Re-Request a Waiver/Deferral Request after a Rejection

- If a request is *Rejected*, the **Document Status** column will display **Waiver Rejected** or **Deferral Rejected**. Users should read the reviewer's comments prior to either uploading the document or re-requesting a Waiver or Deferral.

**NOTE: The applicant will receive an email indicating that the request has been rejected. However, action cannot be taken on this document until you receive an additional email indicating 'Objections Raised' or 'QA Failed'.**

Required Documents			
Created On	Document Name	Document Status	Prior To
2018-02-14	Doc 1	Deferral Rejected	Approval
2018-02-14	Doc 2	Waiver Rejected	Approval
2018-02-14	Doc 3	Submitted	Permit Issua...

### View Comments in Trace History

- To view comments for a previously submitted Waiver/Deferral request, select the **Action** drop-down menu, then select the **View Request** option.

Required Documents						
Created On	Document Name	Document Status	Prior To	Uplou..	Action	
2018-02-14	Doc 1	Waiver Approved	Approval		Select Action: ▾	
2018-02-14	Doc 2	Waiver Rejected	Approval		Select Action: ▾	
2018-02-14	Doc 3	Submitted	Permit Issua...		Select Action: ▾	
2018-02-14	Doc 4	Submitted	Letter of Co...		View Request	

3. A **View Request Form** window will appear.

View Request Form **3**

Document Name: Doc 2

Document Status: Waiver Rejected

Prior To Status: Approval

Trace History

Description\*  
The Insurance Agency has not sent the required document as yet.  
454 characters remaining

Cancel

4. Select **Trace History** button in the upper-right corner.

View Request Form

Document Status: Waiver Rejected

Prior To Status: Approval

**4** Trace History

Cancel



5. A drop-down will appear below the current **View Request Form** with the **Comments** of the request.

View Request Form

Document Name: Doc 2 | Document Status: Waiver Rejected | Prior To Status: Approval | Trace History

Description\*: The Insurance Agency has not finished preparing this document.  
454 characters remaining

Created Date	Request Type	Requestors Comments	Action Performed By	Action	Comments	Original Prior To	Defer Until
02/14/2018 12:05:...	Waiver	The Insurance Agency has not finished preparing this document.	Plan Examiner	Reject	Description is unclear. Please provide more details.	Approval	

Cancel

6. Click **Cancel** to exit the window.

View Request Form

Document Name: Doc 2 | Document Status: Waiver Rejected | Prior To Status: Approval | Trace History

Description\*: The Insurance Agency has not finished preparing this document.  
454 characters remaining

Created Date	Request Type	Requestors Comments	Action Performed By	Action	Comments	Original Prior To	Defer Until
02/14/2018 12:05:...	Waiver	The Insurance Agency has not finished preparing this document.	Plan Examiner	Reject	Description is unclear. Please provide more details.	Approval	

Cancel

## Options

7. Based on the decision made, continue with the following options:

Select the **Upload** icon and upload the document.

Required Documents						
Created On	Document Name	Document Status	Prior To	Upload	Action	
2018-02-14	Doc 1	Waiver Approved	Approval		Select Action:	
2018-02-14	Doc 2	Waiver Rejected	Approval	<b>7</b>	Select Action:	
2018-02-14	Doc 3	Submitted	Permit Iss...		Select Action:	
2018-02-14	Doc 4	Submitted	Letter of ...		View Request	
2018-02-14	Doc 5	Submitted	Permit Iss...		Request Waiver	
					Request Deferral	

OR

Re-request by selecting **Request Deferral** or **Request Waiver** and then follow the same procedures on Page 4.

Required Documents						
Created On	Document Name	Document Status	Prior To	Upload	Action	
2018-01-18	Doc 1	Waiver Rejected	Approval		Select Action:	
2018-01-18	Doc 2	Deferral Rejected	Approval		Select Action:	
2018-01-18	Doc 3	Submitted	Permit Issuance		View Request	
					Request Waiver	

**NOTE: If you decide to re-request a Waiver or Deferral, it will be reviewed at a higher level within the Department of Buildings. When entering the description in your re-request, be sure to address the Department's comments provided in the original rejection.**



**REMINDER:**

If a Waiver or Deferral was rejected, the job filing will also have been returned with 'Objections Raised' or 'QA Failed' that must be addressed prior to resubmission.

The job filing may also be returned with an **Appointment** required designation.

The screenshot displays two sections of a web application interface. The top section, titled "Objections", features a table with columns for "Objection", "Objection Detail", "Status", and "View". A single row is visible with the value "2014-FN BC 33..." in the "Objection" column, "Provide note that the f..." in the "Objection Detail" column, and "Open" in the "Status" column. A "Details" button is located to the right of this row. Below the table, it indicates "Total Items: 1" and includes a pagination control showing "1 / 1" and "4 Items Per Page". The bottom section, titled "DOB Appointments", includes a "+Add Appointment" link and a table with columns for "Subject", "Start Time", "Duratio...", "Status", "View", and "Action". This table is currently empty. It also features a pagination control at the bottom showing "1 / 1" and "4 Items Per Page".

**END**