



DOB NOW: *Parking Structures*

SPRING 2023 RELEASE

Parking Structures

Updated March 2023

- Parking Structure Introduction
- Periodic Inspection of Parking Structures
 - Initial
 - Amended
 - Subsequent to Change Status
 - Subsequent to Change Repair Timeframe
- Parking Structure ID Requests
- Verification Requests
- Repair Extension Requests
- Notification of Unsafe Conditions
- Partial Protection Removal Requests
- Sub Cycle Reassignment Requests

BEST PRACTICES FOR THE VIRTUAL CLASSROOM

DOB
NOW



Chat Feature



Mute Microphones



Ask Questions



Parking Lot



Feedback

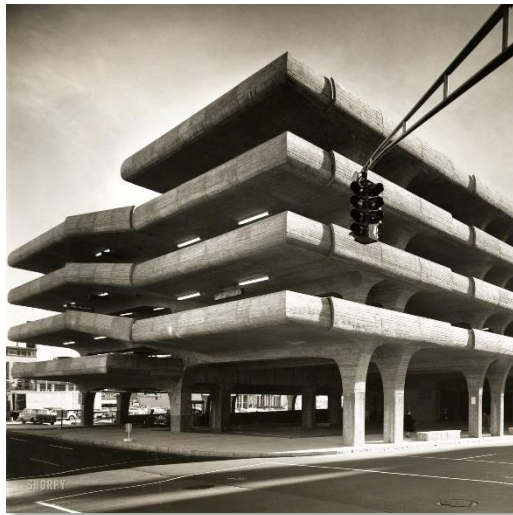


Participate

DOB NOW: *Safety* – PERIODIC INSPECTION OF PARKING STRUCTURE (PIPS)

DOB
NOW

- A **Parking Structure** is 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 within the New York City Building Code.
- As required by law, Parking Structures must be inspected once every **six years**.
- A cycle is six years.



- **Qualified Parking Structure Inspectors (QPSIs)** must perform the inspection and are required to be the Applicant on the filing of the report.
- QPSIs are licensed Professional Engineers certified by the Department of Buildings.
- QPSIs must register for an **eFiling account**. Follow the instructions at www.nyc.gov/dobnowtips.
- After performing the inspection, the QPSI must file a Condition Assessment Compliance Report on the condition of the Parking Structure in DOB NOW: *Safety* as a **Periodic Inspection of Parking Structure (PIPS)** report.
- The Report must be filed **in the current cycle**.

- **Parking Structure Owners** are responsible for the proper **inspection, repair, and maintenance** of the parking structure. A condition assessment compliance report must be filed once every six years and after each notification of an unsafe condition.
- Owners are responsible for **hiring QPSIs** to perform inspections.
- Owners are responsible for **signing and attesting** on submitted reports and filings.
- Owners can file **Unsafe Notification** reports, **Verification** and **Parking Structure ID** requests.
- Owners will need to set up an **eFiling account** if they have not already done so.
- Owners must **install proper public protection** if there is an unsafe condition.
- Owners must **repair unsafe conditions within 90 days** of filing an unsafe compliance report.

- As part of the report, the QPSI will classify the Parking Structure as one of three statuses:
 1. **Safe**: No conditions that will become unsafe during the next six years
 2. **SREM** (Safe with Repairs and/or Engineering Monitoring): A parking structure or any part thereof that may pose a potential danger to persons or property, but does not require immediate action.
 3. **Unsafe**: Condition that is hazardous to person or property and requires repair within 90 days of completion of condition assessments, or condition that was reported as SREM in previous compliance report and has not been corrected.

- If the inspection result is **Safe**, the next inspection for the parking structure occurs as scheduled on the six-year cycle.
- Parking Structures with **SREM** status must be reinspected within 3 years unless it falls within 3 years of the next sub cycle's filing deadline.
- If the inspection result is **Unsafe**:
 - **Notice of Unsafe Conditions** must be submitted.
 - A call must be placed to **report unsafe conditions to 311**.
 - An **Unsafe report** must be filed.
 - The owner must be notified to **install public protection/safety measures**.
 - Repairs to bring the unsafe conditions up to Safe status must be completed **within 90 days**.

DOB NOW: *Safety* – PERIODIC INSPECTION OF PARKING STRUCTURE (PIPS)



TYPE OF PIPS REPORT	DEFINITION	DATE REQUIREMENTS	POSSIBLE NEXT STEPS
<ul style="list-style-type: none"> INITIAL 	<ul style="list-style-type: none"> The first report for this Parking Structure in this cycle. 	<ul style="list-style-type: none"> Due by December 31 in the second year of the Sub Cycle. Must be within 60 days of the final inspection. 	<ul style="list-style-type: none"> Safe: Next report due as per Sub Cycle. SREM: Structure must be re-inspected in 3 years, unless it falls within 3 years of the next sub cycle’s filing deadline. Unsafe: Repairs must be made and an Amended report filed.
Filing Fee		Late Filing Penalty	
\$305		See next slide	

SITUATION	CIVIL PENALTIES, IF NOT FILED BY SUB-CYCLE END DATE
<ul style="list-style-type: none"> Initial PIPS report late filing 	<ul style="list-style-type: none"> \$1,000 per month
<ul style="list-style-type: none"> Initial PIPS report failure to file 	<ul style="list-style-type: none"> \$5,000 per year until the date an acceptable initial PIPS report is filed
<ul style="list-style-type: none"> Initial PIPS report rejected; applicant has 45 days to file updated report 	<ul style="list-style-type: none"> \$1,000 per month \$5,000 per year until acceptable report filed
<ul style="list-style-type: none"> Initial PIPS report incomplete; applicant has 5 days to complete 	<ul style="list-style-type: none"> \$1,000 per month \$5,000 per year until acceptable report filed
<ul style="list-style-type: none"> Initial PIPS report SREM. Issues not corrected by end of the next inspection Sub Cycle 	<ul style="list-style-type: none"> \$2,000 one-time penalty

DOB NOW: *Safety* – PERIODIC INSPECTION OF PARKING STRUCTURE (PIPS)



TYPE OF PIPS REPORT	DEFINITION	DATE REQUIREMENTS	POSSIBLE NEXT STEPS
<ul style="list-style-type: none"> AMENDED 	<ul style="list-style-type: none"> Updated report after repairs completed to a SREM or Unsafe initial filing. 	<ul style="list-style-type: none"> Repairs must be completed within 90 days. The report may be submitted within 14 days after the repairs completed. 	<ul style="list-style-type: none"> Amended report after repairs made. Subsequent to Change Repair Timeframe to request a change to the recommended timeframe for repairs.

Filing Fee	Late Filing Penalty
\$85	\$1,000 Per Month

DOB NOW: *Safety* – PERIODIC INSPECTION OF PARKING STRUCTURE (PIPS)



TYPE OF PIPS REPORT	DEFINITION	DATE REQUIREMENTS	POSSIBLE NEXT STEPS
<ul style="list-style-type: none"> SUBSEQUENT TO CHANGE STATUS 	<ul style="list-style-type: none"> If the initial PIPS report is Safe and conditions worsen, a Subsequent to Change Status report can be filed to update the status. 	<ul style="list-style-type: none"> Can be filed at any time after an initial Safe status until the next Sub Cycle filing window opens. 	<ul style="list-style-type: none"> Amended report after repairs made. Subsequent to Change Repair Timeframe to request a change to the recommended timeframe for repairs.

Filing Fee	Late Filing Penalty
\$85	N/A

DOB NOW: *Safety* – PERIODIC INSPECTION OF PARKING STRUCTURE (PIPS)



TYPE OF PIPS REPORT	DEFINITION	DATE REQUIREMENTS	POSSIBLE NEXT STEPS
<ul style="list-style-type: none"> SUBSEQUENT TO CHANGE REPAIR TIMEFRAME 	<ul style="list-style-type: none"> QPSI files Subsequent To Change Repair Timeframe to change the recommended time frame for repairs of SREM or Unsafe conditions. 	<ul style="list-style-type: none"> Can be filed at any time until the next sub cycle filing window opens. 	<ul style="list-style-type: none"> Amended report filed once repairs are complete. Repair Extension Request to allow extra time beyond the original repair completion date.

Filing Fee	Late Filing Penalty
\$85	\$1,000 Per Month

DOB NOW: *Safety* – PARKING STRUCTURES REFILEING FEES



REPORT TYPE	1 ST SUBMISSION	2 ND SUBMISSION (1 ST REJECTED)	3 RD SUBMISSION (2 ND REJECTED)	4 TH SUBMISSION (3 RD REJECTED)
INITIAL	\$305	\$0	\$0	\$305
AMENDED	\$85	\$0	\$0	\$85
SUBSEQUENT	\$85	\$0	\$0	\$85
REPAIR EXTENSION REQUEST	\$65	N/A	N/A	N/A



- A Subsequent to Change Repair Timeframe may be filed if the **repairs** identified in an Unsafe or SREM Report **are going to take longer than expected**.
- In the Subsequent report, Applicants must **explain the new repair timeframe and request an extension of the repair date**.

- A Subsequent to Change Status Report indicating revised conditions **may be filed within a six-year report filing** cycle to change a building's filing status for that cycle.
- A Subsequent to Change Status Report can only be filed after a SAFE Report has been **filed and accepted** by DOB.
- If the Subsequent to Change Status Report is **Unsafe, the Owner must make repairs within 90 days**, just as they do for Initial Unsafe reports.



- **Parking Structure ID:** a parking structure ID is a parking structure identifier used by the DOB Parking Structures Unit. There can be more than one Parking Structure ID associated with a single building.
- **Inspection Cycle:** the inspection cycle is a six-year period. Cycle 1 began January 1, 2022, and runs through December 31, 2027
- **Sub Cycle:** the sub-cycle reference is a two-year cycle represented by A, B or C. For example, sub-cycle 2A is the first sub-cycle in cycle 2. The purpose is to make it easier for Owners to hire qualified professionals and contractors. The Parking Structure's location determines which Sub Cycle applies.

DOB NOW: *Safety* –PARKING STRUCTURES INSPECTION CYCLE



SUB CYCLE	LOCATION	FILING PERIOD/DEADLINE
A	<ul style="list-style-type: none">Manhattan Community Board 1-7 (101-107)	<ul style="list-style-type: none">January 1, 2022 – December 31, 2023
B	<ul style="list-style-type: none">Manhattan Community Board 8-12 (108-112)Brooklyn	<ul style="list-style-type: none">January 1, 2024 – December 31, 2025
C	<ul style="list-style-type: none">QueensThe BronxStaten Island	<ul style="list-style-type: none">January 1, 2026 – December 31, 2027

- **Parking Structure IDs** begin with a letter identifying the Borough followed by a 7-digit ID number.
- **Parking Structure Request Numbers** consist of:
 - Letters representing the type of request
 - The Parking Structure ID
 - The relevant cycle and sub cycle (e.g. 1B)
 - A number indicating how many versions of that request have been submitted
- For example, a PIPS Report may have the ID **CR-B0000147-2B-I1** indicating an Initial (I1) PIPS Compliance Report for PSID B0000147 in Sub Cycle 2B.

- Below you can see various filing numbers for different report and filing types for a single Parking Structure.

INITIAL COMPLIANCE
REPORT
CR-M0000039-2A-11

SUBSEQUENT
CR-M0000039-2A-
S1

AMENDED
CR-M0000039-2A-
A1

UNSAFE NOTIFICATION
UNPS-M0000039-
2A-001

EXTENSION REQUEST
EXT-M0000039-2A-
001

PARTIAL PROTECTION
REMOVAL (PPR)
PPR-M0000039-2A-
001

VERIFICATION
VER00000230

- In addition to PIPS reports, the following types of requests can be submitted through DOB NOW: *Safety*:
 - **Parking Structure ID Requests**
 - **Verification Requests**
 - **Repair Extension Requests**
 - **Unsafe Notifications**
 - **Partial Protection Removal Requests**
 - **Sub Cycle Reassignment Requests**

- If an owner is sure that their structure qualifies as a Parking Structure, they can submit a **Parking Structure Identification Request** to receive a Parking Structure ID.
- **Verification Requests** are used when:
 - The owner is not sure if their structure qualifies as a Parking Structure
 - An existing Parking Structure is demolished or otherwise changed to make it exempt from the PIPS process
- If DOB determines as part of a Verification Request that a structure should be part of the PIPS program, a **Parking Structure ID** will be issued.
- If DOB determines that a structure no longer qualifies as a Parking Structure, the **PSID will be made inactive**.

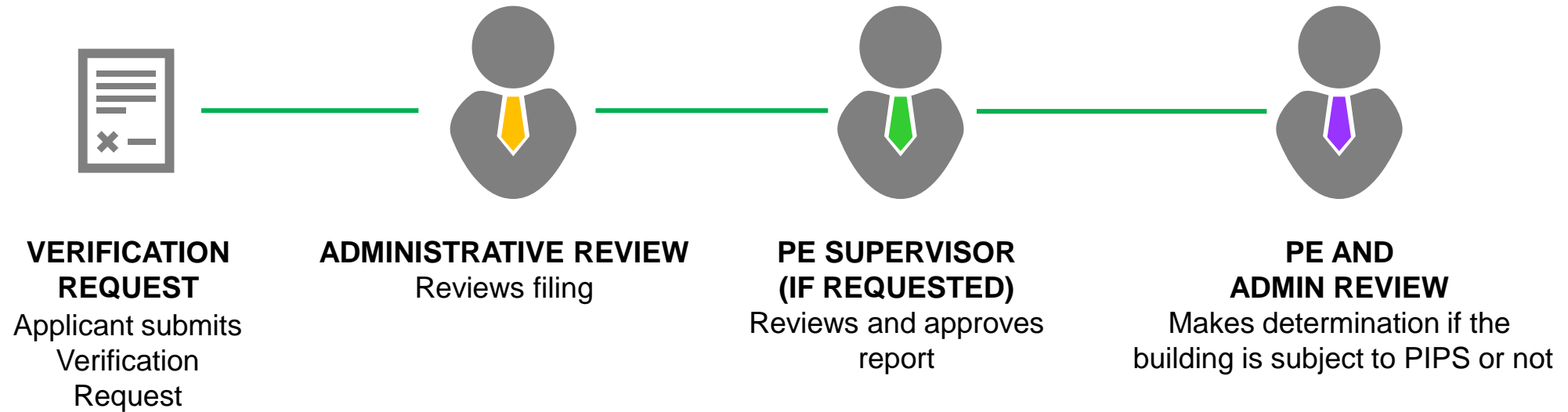
- **Repair Extension Requests** are used when the expected repair completion date identified in an Initial Unsafe PIPS report is a date that is past the statutory 90 days to make repairs and 14 days to file the Amended report (104 days total).
- The owner must file a Repair Extension Request before the end of the 104 days to get up to an additional 90 days to repair the issues. The request may not be filed earlier than 30 days before the end of the 104 days.
- Repair Extension Requests may only be filed to extend time until the original repair completion date.
- If repairs will not be complete by the original completion date, the QPSI must file a **Subsequent to Change Repair Timeframe** report to notify DOB of a new repair completion date.

- If the condition of a Parking Structure deteriorates, the Owner, a Design Professional, or a QPSI must file an **Unsafe Notification** to make DOB aware of the need for repairs.
- On the other hand, if repairs to a Parking Structure have improved the condition of the building, a **Partial Protection Removal** request may be filed to allow removal of protective measures (such as fences or scaffolding) put in place to protect the public.
- **Sub Cycle Reassignment** will permanently change a Parking Structure's Sub Cycle. It may only be requested if the building in which the Parking Structure is located is included in the Façade Inspection and Safety Program (FISP) in order to change the Parking Structure Sub Cycle to correspond with the next FISP filing cycle so both reports can be filed at the same time.





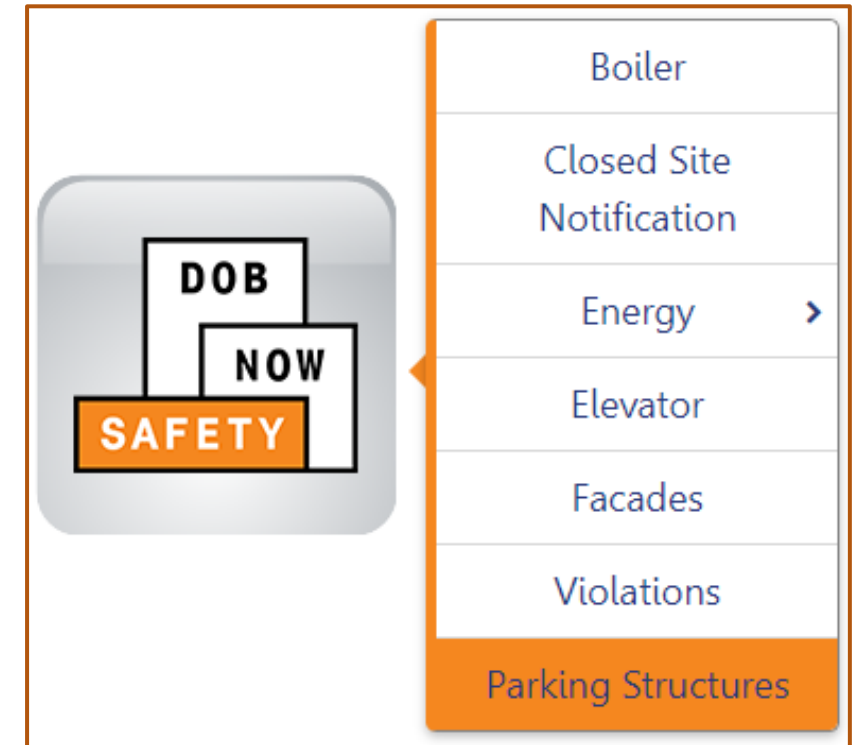
DOB NOW: *Safety* – VERIFICATION REQUEST PROCESS DESCRIPTION







PERIODIC INSPECTION OF PARKING STRUCTURE (PIPS)

- Periodic Inspections of Parking Structures (PIPS) must be submitted by a **Qualified Parking Structure Inspector** (QPSI).
- The Initial Report must be filed within **One Year** of the completion of the physical examination and **60 days from the Final Inspection**.
- Begin by logging into DOB NOW and hovering over the **DOB NOW: Safety** icon.
- Select **Parking Structures**.

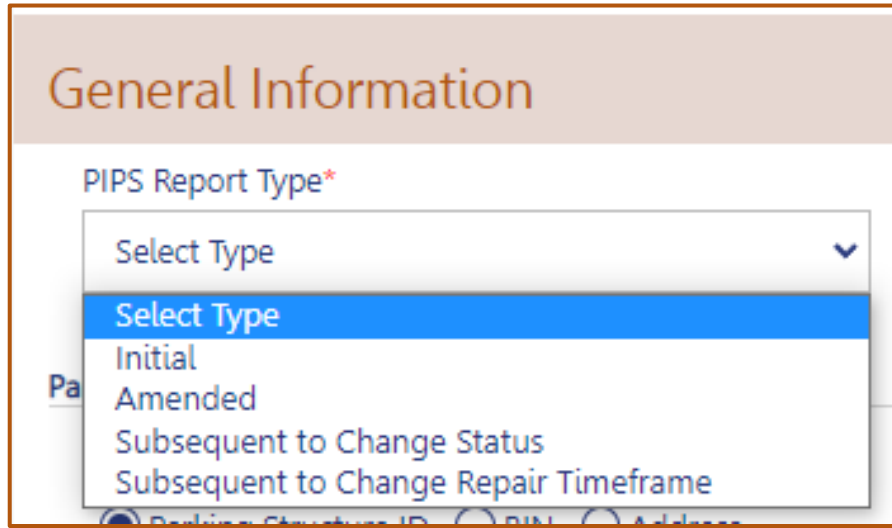




DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

 [+ Periodic Inspection of Parking Structure Report \(PIPS\)](#) [+ Repair Extension Request](#) [+ Unsafe Notification](#) [☰ Requests](#) [Search](#)

- Click the button marked **+ Periodic Inspection of Parking Structure Report (PIPS)**



General Information

PIPS Report Type*

Select Type

Select Type

Initial

Amended

Subsequent to Change Status

Subsequent to Change Repair Timeframe

- On the **General Information** tab, begin by selecting **PIPS Report Type**. Options are:
 - **Initial**
 - **Amended**
 - **Subsequent to Change Status**
 - **Subsequent to Change Repair Timeframe**

- Users can search for the relevant Parking Structure by:
 - **Parking Structure ID**
 - **BIN**
 - **Address**
- Click **Search & Add**

Parking Structure Search

Search for Parking Structure by: *

Parking Structure ID BIN Address

Parking Structure ID*

Location Information

<input type="radio"/>	Parking Structure Id B0001124	Street Name NORTH 12 STREET	Borough Name BROOKLYN	BIN 3399881	▼
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- A pop-up window will appear with search results. Click the relevant radio button and then click **Add**.

- The **Filing Information** will auto-fill.

Filing Information

Report Cycle* Report Sub Cycle*

Parking Structure Location Information

Parking Structure ID B0001124	House Number 123	Street Name NORTH 12 STREET
Zip	C.B. No. 301	BIN 3399881
Borough BROOKLYN	Building Classification Number HB - HOTELS	AKA Address
Block 2283	Lot 1	Landmark
Cross Streets		

- Enter the information for the **QPSI**, the **Property Owner**, and an **Owner Representative** if necessary.




For all PIPS reports and filings, the submitted Property Owner information must match **owner information recorded with the Department of Finance** (DOF). The Owner may need to update their profile in eFiling to match.

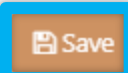

- Under **Parking Structure Characteristics**, questions ask about:
 - **Building Type** (Open, Partially Open, or Enclosed)
 - **Occupancy Type** (Parking Only, Parking below grade only, Parking at roof only, Mixed Use – Residential, Mixed Use – Commercial, or Mixed Use – Other)
 - **Material Type** (Cast-in-place Concrete, Precast Concrete, Steel Framed encased in concrete, Steel Framed exposed, Wood Framed, Masonry, Cold Formed Steel, or Other)
 - **Number of Vehicle Parking Spaces**
 - **Less than 50% building occupancy is Parking?** (Yes or No)
 - **Number of Spaces EV Ready**
 - **Number of Spaces with EV Chargers**



- Users must click **Save** before moving on to any of the other tabs.
- In the **Inspection Details** tab, the QPSI must enter the details of their report, including details such as:
 - **Parking Structure Status** (Safe, SREM, or Unsafe)
 - **Executive Summary** details
 - Any contractors or consultants involved in the assessment

Inspection Dates*













Inspection Comments

Date	Comments	Edit	Delete	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
12/06/2022				

- Enter each **Inspection Date** separately (with optional **Inspection Comments**) and click the **Save** button.
- Multiple inspection dates can be entered.
- Note that **additional required fields** appear below the Inspection Date section.

- On the **Documents** tab, upload all required documents by clicking the **Upload** button.

Required Documents			
Document Name	Document Status	Uploaded On	Actions
Annual Observation Checklist	Required	12/11/2022	 
Detailed Photographs	Required	12/11/2022	 
Overview Photographs	Required	12/11/2022	 
Plot Plan	Required	12/11/2022	 
Seal and Signature (DPL-1)	Required	12/11/2022	 

- Both the Applicant (QPSI) and the Owner are required to Attest on the Statements & Signatures tab before the PIPS can be submitted.
- The filing fee for the **initial** PIPS report is **\$305**. Non-profit and government owners are exempt from filing fees.
- The cost for an **Amended** or **Subsequent Report** is **\$85**.
- If a report is rejected three times, there is an additional fee (the same amount as the initial fee) charged on the **3rd re-submission**.
- The QPSI must click **Preview to File**, page through the filing, and electronically sign by clicking the checkbox on the last preview page in order to submit the report.



AMENDED FILING

View...	Filing Action	Filing Number	Parking Structure ID
<input type="checkbox"/>			
<input type="checkbox"/>	Select Action: ▼	CR-Q0001133-1C-A1	Q0001133
<input type="checkbox"/>	Select Action: ▼	CR-Q0001133-1C-I1	Q0001133
<input type="checkbox"/>	Select Action: Delete		B0001123
<input type="checkbox"/>	Amended		B0001124
	Repair Extension Request Subsequent to Change Repair Timeframe		

- An **Amended Filing** is an update or correction to the most recent accepted report.
- It can be filed if the initial PIPS report is **SREM** or **Unsafe**. If there are multiple cycles, SREM or Unsafe Reports, the **Amended must be filed on the most recent**.
- From the Parking Structure Dashboard within the DOB NOW Public Portal, click on the **Select Action dropdown**, then click **Amended**. Users can also follow the Initial PIPS process and choose Amended.

The screenshot displays the 'General Information' page in the DOB NOW system. The page includes a sidebar with navigation options: 'General Information' (selected), 'Inspection Details', 'Documents', and 'Statements & Signatures'. At the top, there are 'Save' and 'Preview to File' buttons. The main content area is titled 'General Information' and contains several sections:

- PIPS Report Type***: A dropdown menu with 'Amended' selected. This field is highlighted with a blue border.
- Filing Information**: Includes 'Report Cycle*' (1), 'Report Sub Cycle*' (1C), and 'Last Cycle Filing Date'.
- Parking Structure Location Information**: A table of location details.

Parking Structure Location Information		
Parking Structure ID Q0001133	House Number 58-17	Street Name JUNCTION BOULEVARD
Zip	C.B. No. 404	BIN 4047312
Borough QUEENS	Building Classification Number G1 - GARAGE/GAS STAT'N	AKA Address
Block 1918	Lot 25	Landmark
Cross Streets		

- The General Information page will display the PIPS Report Type field with **Amended** preselected (if the drop-down menu was used).

Qualified Parking Structure Inspector (QPSI) Information

Email*	License Type*	License Number
AJOETEST@GMAIL.COM	Select Type: ▾	
First Name	Middle Initial	Last Name
JOE		ADAM
Business Name*	Business Telephone	Mobile Phone
▾		2128745874
Business Address	City	State
Zip Code		

- You will then be able to enter or verify the **QPSI**
 - Email
 - License Type
 - Business Name.

Property Owner Information*

Email*	Owner Type*	First Name
<input type="text" value="Please enter email address"/>	<input type="text" value="Select Type:"/>	<input type="text"/>
Middle Initial	Last Name	Business Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Address	City	State
<input type="text"/>	<input type="text"/>	<input type="text"/>
Zip Code	Mobile Phone*	Business Telephone*
<input type="text"/>	<input type="text"/>	<input type="text"/>

- You will also be able to enter or verify the **Property Owner information** such as:
 - Email
 - Owner Type
 - Mobile Phone
 - Business Telephone

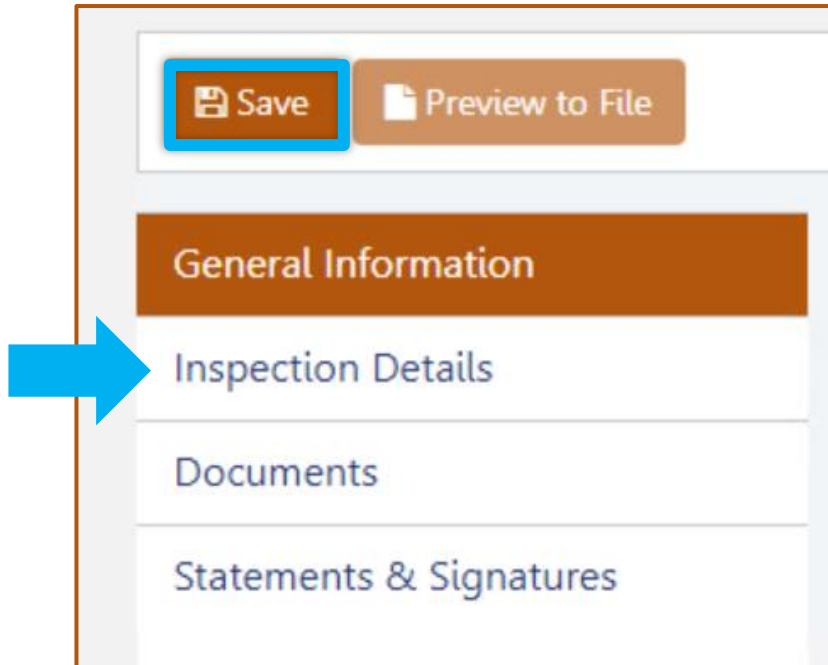
Parking Structure Characteristics*

Building Type*	Occupancy Type*	Material Type*
Open	Parking Only	Cast-in-place Concrete
Number of Vehicle Parking Spaces*	Number of Spaces EV Ready*	Number of Spaces with EV Chargers*
50	10	10
Less than 50% building occupancy is Parking?*		<input type="radio"/> Yes <input checked="" type="radio"/> No

- You will also be able to update the **Parking**

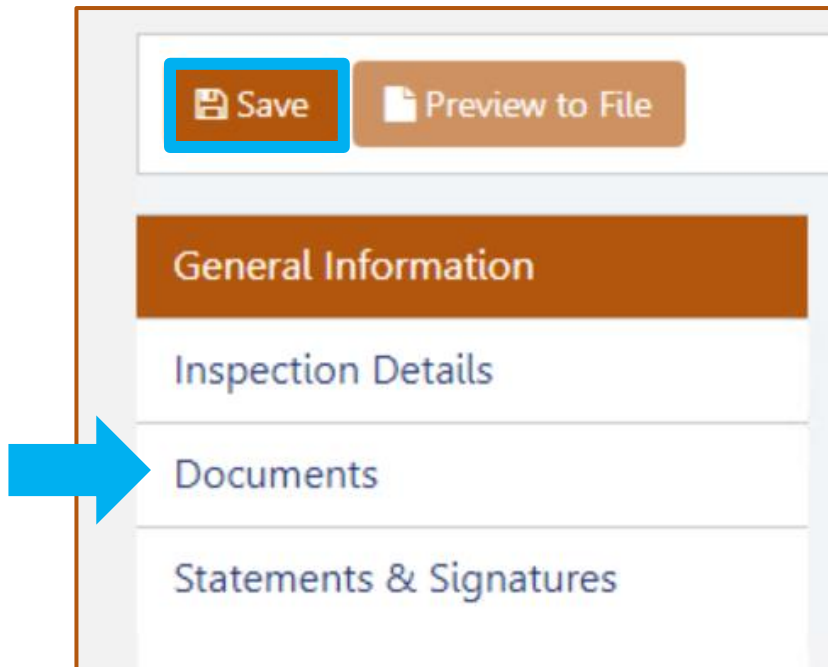
Structure Characteristics:

- Building Type
- Occupancy Type
- Material Type
- Number of Vehicle Parking Spaces
- Number of Spaces EV Ready
- Number of Spaces with EV Chargers
- Less than 50% building occupancy is Parking?



- Click on **Save** and then proceed to the **Inspection Details** tab.

- The Inspection Details tab will allow you to **update the Inspection Report Status Information and PIPS Report Information**. Enter information as required.



- Click on **Save** and then proceed to the **Documents** tab.

Document Name	Document Status	Uploaded On	Actions
Annual Observation Checklist	Required		
Detailed Photographs	Required		
Overview Photographs	Required		
Plot Plan	Required		
Seal and Signature (DPL-1)	Required		

- **Required Documents** section will allow you to upload:
 - Annual Observation Checklist
 - Detailed Photographs
 - Overview Photographs
 - Plot Plan
 - Seal and Signature (DPL-1)

Additional Supporting Documents

+ Add Document

Document Name

Upload Document

Document Name*

Document Type*

Select: ▼

Select:

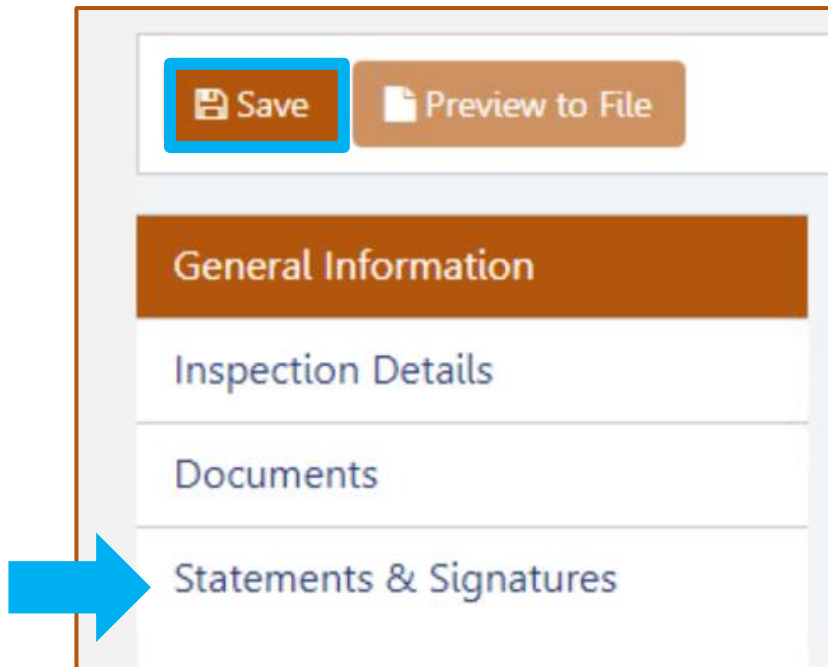
Other

Stability Analysis (for SREM status only)

Upload Cancel

1 / 1 10 Items Per Page

- **Additional Supporting Documents** section will allow you to upload the following:
 - Other Additional Supporting Documents
 - Stability Analysis (*for SREM status only*)



- Click on **Save** and then proceed to the **Statements & Signatures** tab.

CR-Q0001133-1C-A1

General Information

Inspection Details

Documents

Statements & Signatures

Statements & Signatures

Applicant's Statement*

I hereby state that the Owner/ Owner's Representative has authorized me to submit this report. Furthermore, I hereby state that all statements are correct and complete to the best of my knowledge. A copy of this report has been given to the owner.

§28-211.1 False statements in certificates, forms, written statements, applications, reports, or certificates of correction. It shall be unlawful for any person to knowingly or negligently make or allow to be made a material false statement in any certificate, professional certification, form, signed statement, application, report or certification of the correction of a violation that is either submitted directly to the department or that is generated with the intent that the department rely on its assertions.

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 signed statement as if I had personally signed and sealed this statement by hand.*

Name

Date

Owner's Statement*

(A) I hereby state that I am the owner/owner's representative of the premises referenced in the report associated with this filing. Furthermore, I have received and read a copy of the request associated with this filing and I am aware of the required repairs and/or maintenance, if any and the recommended time frame for same.

(B) I certify that all items noted as SREM conditions in the previous cycle's report have been corrected/repared unless I have indicated above that the current inspection report status is UNSAFE as per administrative code article 323, if applicable.

§28-211.1 False statements in certificates, forms, written statements, applications, reports, or certificates of correction. It shall be unlawful for any person to knowingly or negligently make or allow to be made a material false statement in any certificate, professional certification, form, signed statement, application, report or certification of the correction of a violation that is either submitted directly to the department or that is generated with the intent that the department rely on its assertions.

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.*

Name

Date

- Both the QPSI and the Owner must attest on the **Statements & Signatures** tab.

Save Preview to File

CR-Q0001133-1C-A1

General Information

Inspection Details

Documents

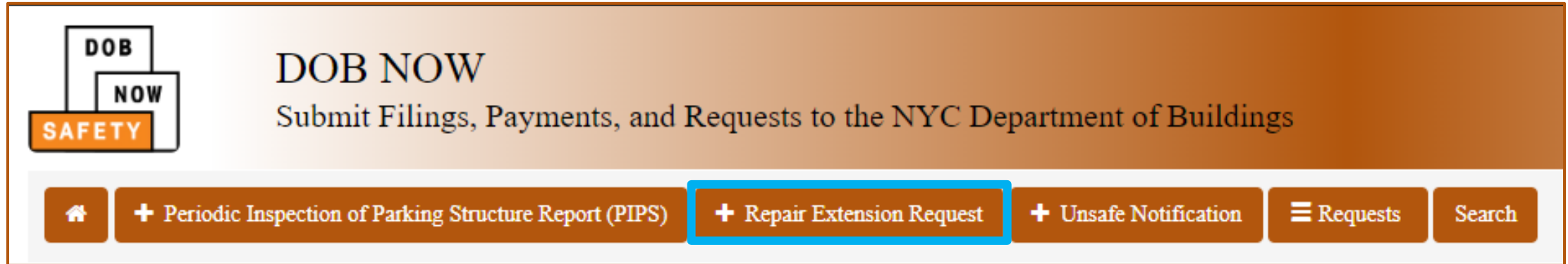
Statements & Signatures

- Click on **Save** and then **Preview to File**.



PARKING STRUCTURE – REPAIR EXTENSION REQUEST

- In a **PIPS Initial Unsafe Report**, the QPSI must indicate the expected repair completion date.
- By law, owners have 104 days (90 days repair timeframe plus 14 days to file) to submit the Amended PIPS Report.
- If the completion date identified in the original PIPS report is more than 104 days from the initial report filing date, Applicants must submit **Repair Extension Requests** to avoid Civil Penalties for Failure To Correct Unsafe Conditions.
- These requests will only be granted until the repair completion date identified in the initial PIPS report.
- Extensions can be granted for **up to 90 days**. Not all applicants will be granted the full 90 days.



The screenshot shows the DOB NOW dashboard interface. On the left, there is a logo with 'DOB NOW' and 'SAFETY' stacked. The main heading is 'DOB NOW' with the subtitle 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this is a navigation bar with several buttons: a home icon, '+ Periodic Inspection of Parking Structure Report (PIPS)', '+ Repair Extension Request' (highlighted with a blue border), '+ Unsafe Notification', '≡ Requests', and 'Search'.

- To request an extension on the repair requirements after an Unsafe Filing before the repair date identified in the report, start by clicking on **+Repair Extension Request** on the dashboard.

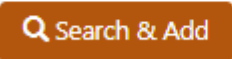
General Information

Parking Structure Search

Search for Parking Structure by: *

Parking Structure ID BIN Address PIPS Compliance Filing Number

Parking Structure ID*



- Users can search for the Parking Structure by:
 - **Parking Structure ID**
 - **BIN**
 - **Address**
 - **PIPS Compliance Report Filing Number**
- Click **Search & Add** to find the relevant structure.

- Select the radio button next to the relevant Parking Structure and then click **Add**.

Location Information

<input type="radio"/>	Parking Structure Id Q0001133	Street Name JUNCTION BOULEVARD	Borough Name QUEENS	BIN 4047312	▼
-----------------------	----------------------------------	-----------------------------------	------------------------	----------------	---

DOB NOW: *Safety* –PARKING STRUCTURE – REPAIR EXTENSION REQUEST

DOB
NOW

Filing Information

PIPS Report Filing Number*	Parking Structure ID*	Report Cycle
<input type="text"/>	Q0001133	1

Current Filing Status

Unsafe

Parking Structure Location Information

House Number 58-17	Street Name JUNCTION BOULEVARD
Borough QUEENS	Building Classification Number G1 - GARAGE/GAS STAT'N
Block 1918	BIN 4047312
Lot 25	Zip

- The system will fill in the details on the structure.
- Enter the most recent SREM or Unsafe **PIPS Report Filing Number**.

Inspection Details

Inspection Report Status Information

Unsafe Notification Date

12/16/2022

Initial Filing Date

12/16/2022

Last QPSI Inspection Date



- Enter the **Last QPSI Inspection Date** on the Inspection Details tab.

- Upload all required documents on the **Documents** tab.
- Both the **Applicant** and the **Owner** must attest on the **Statements & Signatures** tab.
- If required, pay the **\$65** fee.
- Click **Save** and then **File** to complete the process.



PARKING STRUCTURE ID REQUEST

- If a Parking Structure does not currently have a **Parking Structure ID**, the Owner or a Qualified Parking Structure Inspector (QPSI) must request that DOB assign an ID number.

- From the **Requests** button, select **+Parking Structure ID Request**.

The screenshot displays the DOB NOW web application interface. At the top left, there is a logo with 'DOB NOW' and 'SAFETY' text. The main header reads 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below the header is a navigation bar with several buttons: a home icon, '+ Periodic Inspection of Parking Structure Report (PIPS)', '+ Repair Extension Request', '+ Unsafe Notification', and a 'Requests' button with a hamburger menu icon. A 'Search' button is also present. The 'Requests' dropdown menu is open, showing a list of options: '+ Parking Structure ID Request', '+ Partial Protection Removal', '+ Verification', '+ Sub Cycle Reassignment', and '+ Sub Cycle Override Requests'. Below the navigation bar, there are several buttons for different request types: 'Periodic Inspection of Parking Structure Report (PIPS)', 'Repair Extension Request', 'Parking Structure ID Request', and 'Sub Cycle Override'. At the bottom, there is a table with columns for 'View', 'Filing Action', 'Filing Number', 'Parking Structure ID', 'Cycle number', 'Sub Cycle', and 'Add'.

The screenshot shows a web form titled "General Information" for a "PARKING STRUCTURE ID REQUEST". On the left is a sidebar with "General Information" (selected) and "Documents". The main content area has a header "General Information" and a sub-section "Parking Structure Location Information". The form contains the following fields:

House Number*	Street Name*	Borough*
<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
BIN*	Lot	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>
Block	C.B. No.	Building Classification Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Begin by entering **General Information** on the location of the Parking Structure: House Number, Street Name, Borough, and BIN.

- Enter a **Reason for the Request**.

Reason for Request

Reason for Request*

4000 characters remaining

- In the Parking Structure Characteristics, enter details for:
 - **Building Type** (Open, Partially Open, or Closed)
 - **Occupancy Type** (Parking Only, Parking below grade only, Parking at roof only, Mixed Use – Residential, Mixed Use-Commercial, or Mixed Use-Other)
 - **Material Type** (Cast-in-place Concrete, Precast Concrete, Steel Framed encased in concrete, Steel Framed exposed, Wood Framed, Masonry, Cold Formed Steel, or Other)
 - **Number of Vehicle Parking Spaces**
 - **Number of Spaces EV Ready**
 - **Number of Spaces with EV Chargers**
 - **Less than 50% building occupancy is Parking?** (Yes or No)

- Click **Save** to get a **Parking Structure ID Request Number**.
- In the **Documents** tab, upload **Photo Documentation of all Parking Areas** by clicking on the **Actions** upload button.
- Additional Documents can also be uploaded if desired.



Save Submit

PSID001040

General Information

Documents

Required Documents

Document Name	Document Status	Uploaded On	Actions
Photo Documentation of all Parking Areas	Required	12/08/2022	 

DOB NOW: *Safety* – PARKING STRUCTURE ID REQUEST

Welcome, BUILD 139
BUILDINGS.NYC.GOV
Need Help?
Sign Out

Request Highlights

Location 123 NORTH 12 STREET
BROOKLYN 11249

Request Number PSID001042

Request Status Parking Structure ID Generated

New PSID # B0001124

Dashboard

Request Highlights

Property Profile

History

Uploaded On	Actions
12/08/2022	

- There is **no fee** to request a Parking Structure ID.
- Click **Submit** to complete the process.
- The new ID will be emailed to the stakeholders, and it will also be visible upon clicking the **Request Highlights** button.



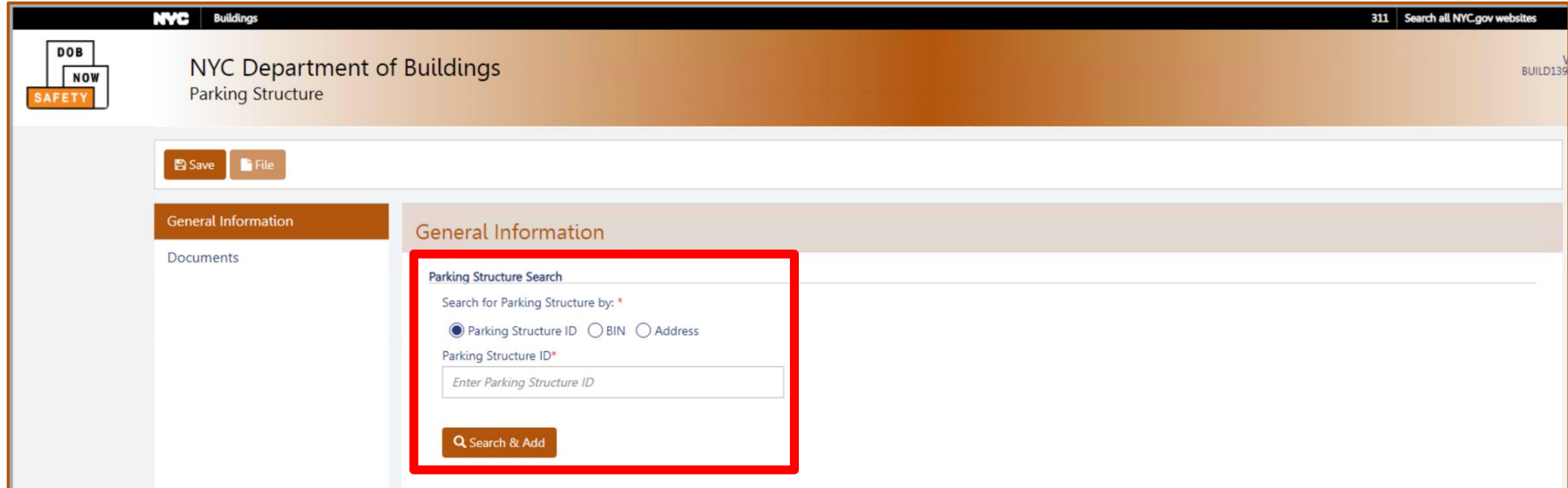
VERIFICATION REQUEST

- A **Verification Request** is filed to determine whether a parking structure is subject to DOB compliance.
- If a parking structure was demolished or changed, a Verification Request may be submitted to remove the structure from the Parking Structure Inspection process.
- This form can be completed by a **QPSI or Owner**.





- From the Parking Structure Dashboard within the DOB NOW Public Portal, click on the **Requests** button, then click **+Verification**.



- After selecting **+Verification**, you will be presented with the **General Information** page.
- You may begin by first performing the **Parking Structure Search**.

- If the Parking Structure is currently in the DOB system, the **Parking Structure Search** can be performed with any of the following items:
 - Parking Structure ID
 - BIN
 - Address
- After entering search criteria, click on **Search & Add**.

General Information

Parking Structure Search

Search for Parking Structure by: *

Parking Structure ID BIN Address

Parking Structure ID*

- If the Parking Structure is not currently in the DOB system, the **Parking Structure Search** can be performed with the following items:
 - BIN
 - Address
- After entering search criteria, click on **Search & Add**.

Location Information

<input type="radio"/>	Parking Structure Id M0000002	Street Name BROADWAY	Borough Name MANHATTAN	BIN 1079215	▼
-----------------------	----------------------------------	-------------------------	---------------------------	----------------	---

- After clicking on **Search & Add** a Location Information prompt will ask you to confirm the location information for the search.
- **Click on the Radio button** adjacent to the search results to confirm the specific Parking Structure then click **Add**.

Parking Structure Location Information

Parking Structure ID M0000002	
House Number 280	Street Name BROADWAY
Borough MANHATTAN	Building Classification Number -
Block 153	BIN 1079215
Lot 1	Zip

- Clicking **Add** may populate the following sections:
 - Parking Structure Location Information
 - Qualified Parking Structure Inspector (QPSI)
 - Property Owner Information

Qualified Parking Structure Inspector (QPSI) Information

Email*	License Type*	License Number
AJOETEST@GMAIL.COM	Select Type: ▼	
First Name	Middle Initial	Last Name
JOE		ADAM
Business Name*	Business Telephone	Mobile Phone
▼		2128745874
Business Address	City	State
Zip Code		

- You will then be able to verify or enter the QPSI
 - Email
 - License Type
 - Business Name.

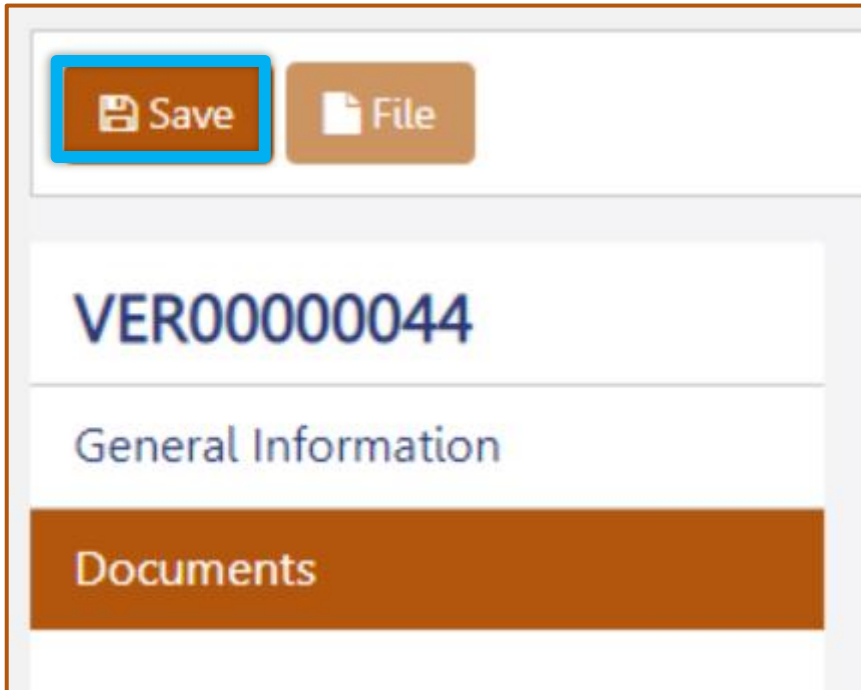
Property Owner Information*

Email*	Owner Type*	First Name
<input type="text" value="Please enter email address"/>	<input type="text" value="Select Type:"/>	<input type="text"/>
Middle Initial	Last Name	Business Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Address	City	State
<input type="text"/>	<input type="text"/>	<input type="text"/>
Zip Code	Mobile Phone*	Business Telephone*
<input type="text"/>	<input type="text"/>	<input type="text"/>

- You will also be able to verify or enter the Property Owner information such as:
 - Email
 - Owner Type
 - Mobile Phone
 - Business Telephone

The screenshot shows a web form titled "Reason for Request". It contains two main fields: "Reason for Request/Justification*" and "QPSI Inspection Date*". The "Reason for Request/Justification*" field is a dropdown menu that is currently open, displaying the following options: "Select Type:", "Parking Structure is not in DOB NOW: Safety and is subject to PIPS", "Parking Structure is not subject to PIPS", "Parking Structure has been demolished", and "Other". The "QPSI Inspection Date*" field is an empty date input box with a calendar icon to its right.

- **The Reason for Request/Justification** dropdown will allow you to select the reason/justification including:
 - Parking Structure is not in DOB NOW: Safety and is subject to PIPS
 - Parking Structure is not subject to PIPS
 - Parking Structure has been demolished.
 - Other
- The **QPSI Inspection Date** field is also required.



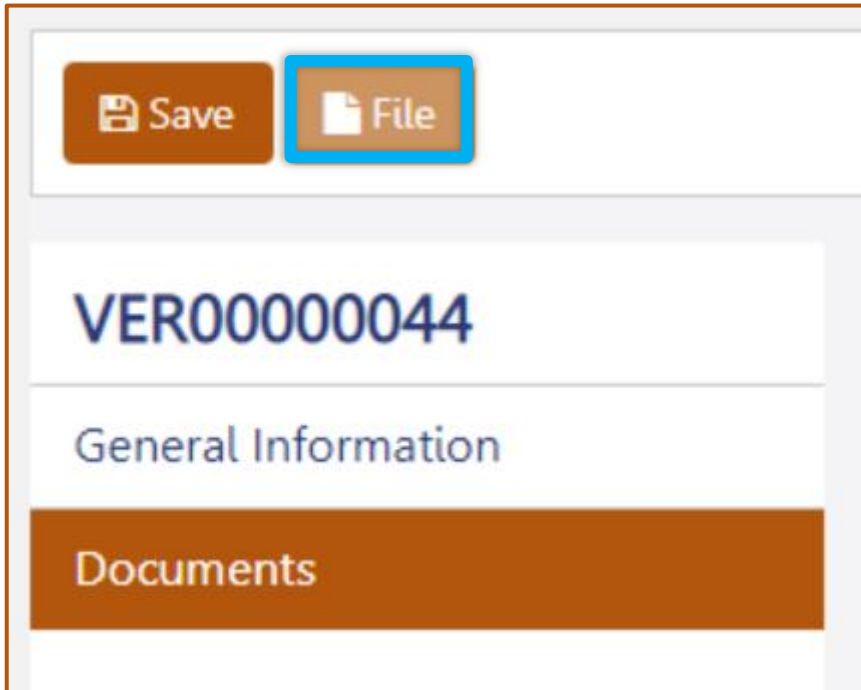
- Click on **Save** and then proceed to the **Documents** section.

The screenshot displays the 'Additional Supporting Documents' section of the DOB NOW interface. The 'Documents' tab is selected, and a blue arrow points to the '+ Add Document' button. An 'Upload Document' modal is open, showing a form with the following fields:

- Document Name* (text input)
- Document Type* (dropdown menu with options: Select, Demo Sign Off, Other, Permit, Photographs, Property Profile)
- Upload (button)
- Cancel (button)

At the bottom of the main interface, there is a pagination control showing '1 / 1' and '10 Items Per Page'.

- From within the Documents section, click on **+Add Document**.
- The **Upload Document** prompt will appear and will allow you to upload the applicable documentation.



- Click on **Save** and then **File**.

- If DOB determines that the parking structure does not belong in the PIPS program, it is removed from Parking Structures and, if it already has a Parking Structure ID assigned, the ID is made inactive.
- If the parking structure belongs in PIPS, it is added to Parking Structures and **a Parking Structure ID is generated if one does not already exist.**
- If it is determined that the Parking Structure belongs in the PIPS program, then it is necessary for the Owner of that Parking Structure to comply with the Administrative Code and have it inspected every six years followed by submittal of a PIPS Report with DOB.



PARKING STRUCTURE – UNSAFE NOTIFICATION



- Can be submitted by QPSI, Owner, or Design Professional (PE/RA) in cases where a Parking Structure changes in ways that make the structure unsafe.
- From the DOB NOW Safety Dashboard for Parking Structure, click on **+Unsafe Notification**.

Save File

General Information

Inspection Details

Documents

Statements & Signatures

General Information

Parking Structure Search

Search for Parking Structure by: *

Parking Structure ID BIN Address

Parking Structure ID*

Enter Parking Structure ID

Search & Add

- After clicking on **+Unsafe Notification** you will be brought to the filing screen to first complete the General Information section.
- Start by entering one of the:
 - Parking Structure ID
 - BIN
 - Address
- Click **Search & Add**

- Once you have clicked **Search & Add**, a Location Information popup will appear prompting you to confirm the parking structure ID, Street Name, Borough Name, BIN.
- If this is the correct location, click the Radio Button and then click on **Add**.
- You may also click on the dropdown arrow to display more information for the location.

The image displays two screenshots of the 'Location Information' popup in the DOB NOW system. The top screenshot shows the popup with a radio button selected and a dropdown arrow. The bottom screenshot shows the popup with the radio button selected and the dropdown arrow expanded to show more location details.

Location Information

<input type="radio"/>	Parking Structure Id M0000002	Street Name BROADWAY	Borough Name MANHATTAN	BIN 1079215	▼
-----------------------	----------------------------------	-------------------------	---------------------------	----------------	---

Add **Cancel**

Location Information

Selected: M0000002

<input checked="" type="radio"/>	Parking Structure Id M0000002	Street Name BROADWAY	Borough Name MANHATTAN	BIN 1079215	▲
House Name 280		Street Name BROADWAY			
Borough Name MANHATTAN		BIN 1079215			
Block 153		Lot 1			
Community Board 101		Zip code			

Add **Cancel**

- **Inspection Details**
 - The inspection details section will allow you to enter **notification details** for the unsafe condition which was discovered.

The screenshot shows a web form titled "Inspection Details". Under the heading "Notification Details", there is a text input field with the placeholder text "I discovered unsafe conditions that are detailed as follows:*". Above the text area is a rich text editor toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Undo, and Redo. To the right of the toolbar are two counters: "Words: 0" and "Characters: 0". Below the text area is a note: "You can not input more than 5000 characters (Including white spaces)".

Document Name	Document Status	Uploaded On	Actions
Seal and Signature	Required	12/12/2022	

- The **Required Documents** section will allow you to upload the **Seal and Signature** Document.

Additional Supporting Documents

[+ Add Document](#)

Document Name	Document Type	Document Status	Uploaded On	Actions
---------------	---------------	-----------------	-------------	---------

1 / 1 Items Per Page

- The **Additional Supporting Documents** section will allow you to upload additional supporting documents or photographs.

Save File

UNPS-M0000002-1A-003

General Information

Inspection Details

Documents

Statements & Signatures

Statements & Signatures

Applicant's Statement*

§28-211.1 False statements in certificates, forms, written statements, applications, reports, or certificates of correction. It shall be unlawful for any person to knowingly or negligently make or allow to be made a material false statement in any certificate, professional certification, form, signed statement, application, report or certification of the correction of a violation that is either submitted directly to the department or that is generated with the intent that the department rely on its assertions.

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 signed statement as if I had personally signed and sealed this statement by hand.*

Name

Date

- The final section of the Unsafe Notification filing is the Statements & Signatures where the applicant will be able to attest and electronically sign by clicking the **Applicant's Statement Checkbox**.

- An Unsafe Notification is only the first step. In addition, the QPSI or Owner must:
 - **Call 311** to report the unsafe conditions.
 - File a **PIPS Report** of the unsafe status.
 - Notify the Owner to **install public protections/safety measures**.
 - Bring the Parking Structure up to code **within 90 days**.



PARTIAL PROTECTION REMOVAL REQUEST

- A **Partial Protection Removal Request** is submitted to by the QPSI to request permission to remove a portion of the public protection after repairs have been made to those areas.
- If all repairs have been completed, do not use this option. Instead, file an **Amended PIPS Report**.

DOB NOW: *Safety* – PARTIAL PROTECTION REMOVAL

DOB
NOW



- From the Parking Structure Dashboard within the DOB NOW Public Portal, click on the **Requests** button, then click **+Partial Protection Removal**.

The screenshot displays the NYC Department of Buildings 'Parking Structure' interface. At the top, there is a navigation bar with 'NYC Buildings' and '311 Search all NYC.gov websites'. Below this, the 'DOB NOW SAFETY' logo is visible on the left, and the page title 'NYC Department of Buildings Parking Structure' is centered. The main content area features a 'Save' and 'File' button at the top. A sidebar on the left contains 'General Information' and 'Documents' tabs. The 'General Information' tab is active, and within it, a 'Parking Structure Search' form is highlighted with a blue border. This form includes a search prompt 'Search for Parking Structure by: *', three radio button options: 'Parking Structure ID' (selected), 'BIN', and 'Address', a text input field labeled 'Parking Structure ID*' with the placeholder 'Enter Parking Structure ID', and a 'Search & Add' button.

- On the General Information tab, begin by performing a **Parking Structure Search**.

- The **Parking Structure Search** can be performed with the following items:
 - Parking Structure ID
 - BIN
 - Address
- After entering search criteria, click on **Search & Add**.

General Information

Parking Structure Search

Search for Parking Structure by: *

Parking Structure ID BIN Address

Parking Structure ID*

Location Information

<input type="radio"/>	Parking Structure Id M0000002	Street Name BROADWAY	Borough Name MANHATTAN	BIN 1079215	▼
-----------------------	----------------------------------	-------------------------	---------------------------	----------------	---

- After clicking on **Search & Add**, a Location Information prompt will ask you to confirm the location information for the search.
- **Click on the Radio button** adjacent to the search results to confirm the specific Parking Structure then click **Add**.

Parking Structure Location Information

Parking Structure ID M0000002	
House Number 280	Street Name BROADWAY
Borough MANHATTAN	Building Classification Number -
Block 153	BIN 1079215
Lot 1	Zip

- Clicking **Add** will populate the following sections:
 - Parking Structure Location Information
 - Qualified Parking Structure Inspector (QPSI)
 - Property Owner Information

Qualified Parking Structure Inspector (QPSI) Information

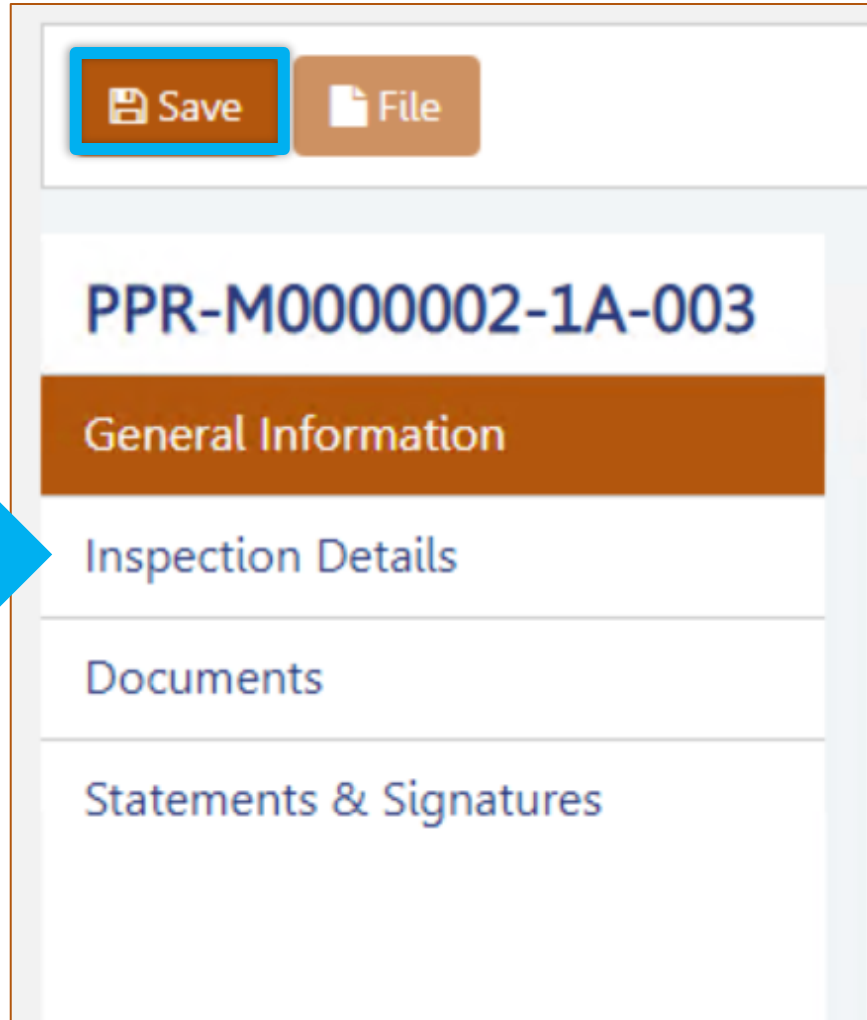
Email*	License Type*	License Number
AJOETEST@GMAIL.COM	Select Type: ▾	
First Name	Middle Initial	Last Name
JOE		ADAM
Business Name*	Business Telephone	Mobile Phone
▾		2128745874
Business Address	City	State
Zip Code		

- You will then be able to verify the QPSI
 - Email
 - License Type
 - Business Name

Qualified Parking Structure Inspector (QPSI) Information

Email*	License Type*	License Number
AJOETEST@GMAIL.COM	Select Type: ▾	
First Name	Middle Initial	Last Name
JOE		ADAM
Business Name*	Business Telephone	Mobile Phone
▾		2128745874
Business Address	City	State
Zip Code		

- You will also be able to verify the Property Owner information such as:
 - Email
 - Owner Type



The screenshot shows a web interface for a Partial Protection Removal (PPR) application. At the top, there are two buttons: 'Save' (highlighted with a blue border) and 'File'. Below the buttons, the application ID 'PPR-M0000002-1A-003' is displayed. A vertical navigation menu on the left contains four tabs: 'General Information' (highlighted in brown), 'Inspection Details' (indicated by a blue arrow), 'Documents', and 'Statements & Signatures'.

- Click on **Save** and then proceed to the **Inspection Details** tab.

Save File

PPR-M0000002-1A-003

Inspection Details

General Information

Inspection Details

Documents

Statements & Signatures

Public Protection Removal

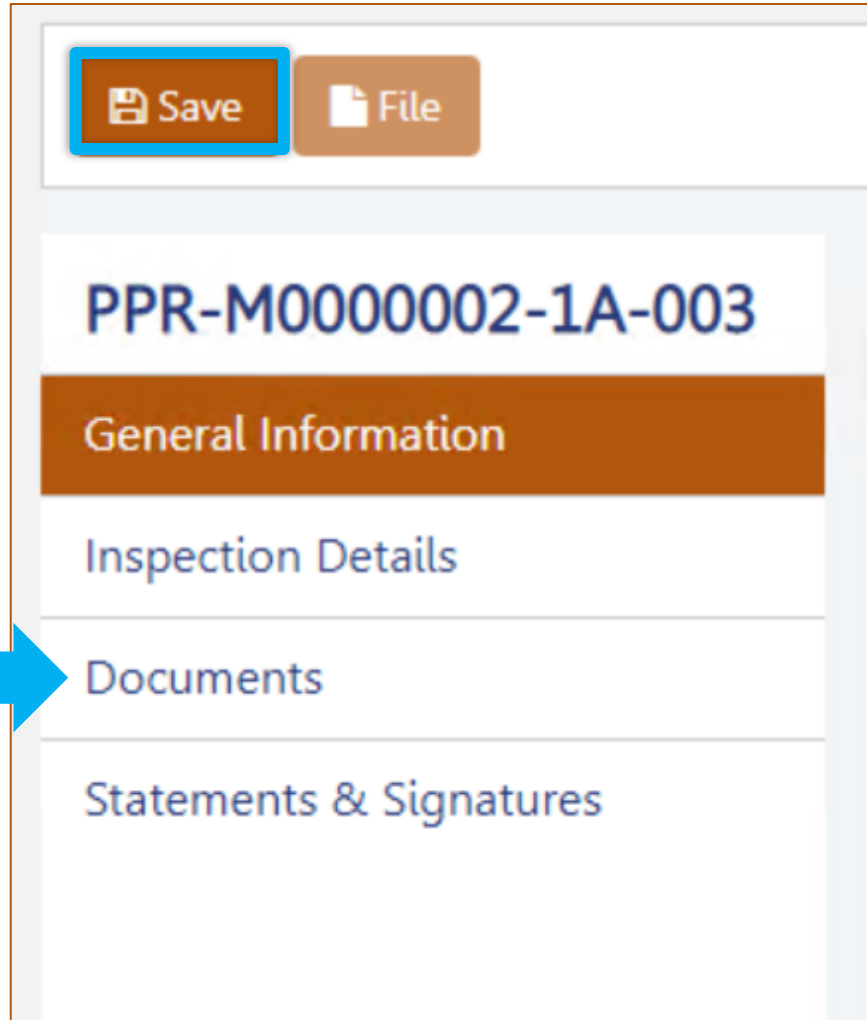
Reason for Request/Justification

QPSI Inspection Date*

December 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	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	06	07	08

- The Inspection Details tab will allow you to enter the **Reason for Request/Justification** and the **QPSI Inspection Date**.



The screenshot shows a web interface for a Partial Protection Removal (PPR) application. At the top, there are two buttons: 'Save' (highlighted with a blue border) and 'File'. Below the buttons, the application ID 'PPR-M0000002-1A-003' is displayed. A vertical navigation menu on the left contains four tabs: 'General Information' (highlighted in brown), 'Inspection Details', 'Documents' (indicated by a blue arrow), and 'Statements & Signatures'.

- Click on **Save** and then proceed to the **Documents** tab.

Save File

PPR-M0000002-1A-003

Required Documents

Document Name	Document Status	Uploaded On	Actions
After Pictures	Required		
Before Pictures	Required		
Building ID/Address	Required		
Justification	Required		
Plot Plan/Site Plan	Required		

1 - 5 of 5 items

- The Documents tab will contain two sections:
 - Required Documents
 - Additional Supporting Documentation

Document Name	Document Status	Uploaded On	Actions
After Pictures	Required		
Before Pictures	Required		
Building ID/Address	Required		
Justification	Required		
Plot Plan/Site Plan	Required		

- In **Required Documents**, upload the following:
 - After Pictures
 - Before Pictures
 - Building ID/Address
 - Justification
 - Plot Plan/Site Plan

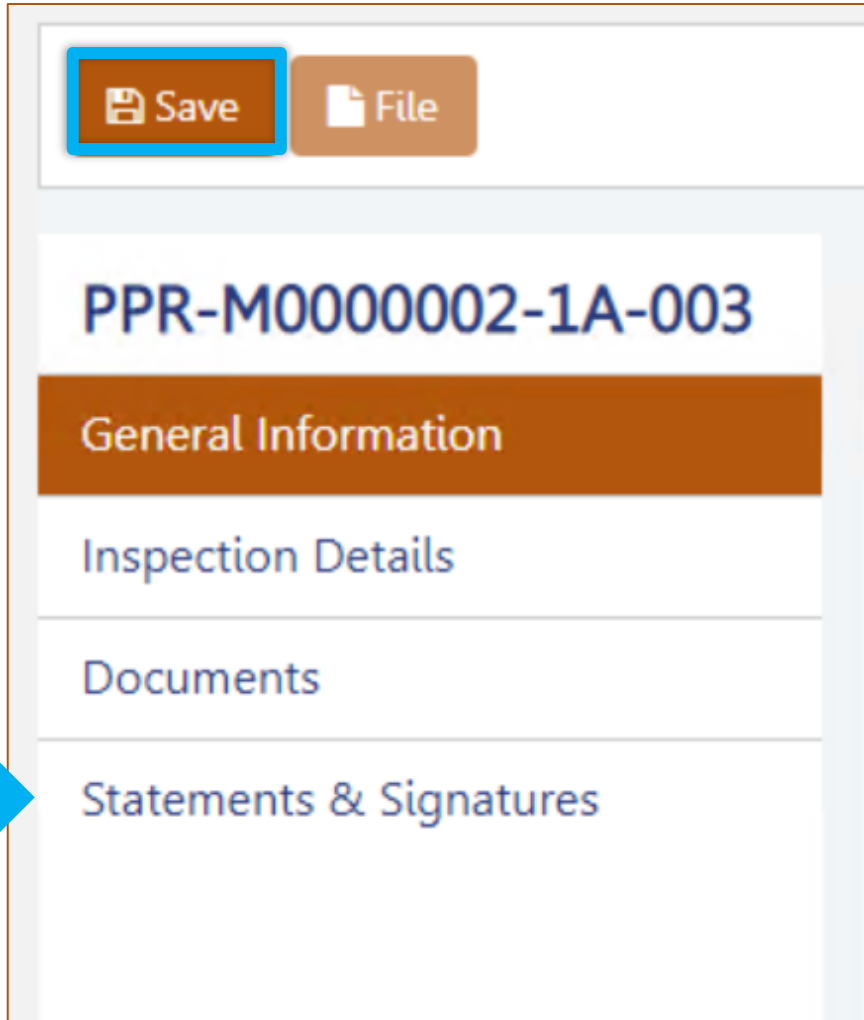
Additional Supporting Documents

[+ Add Document](#)

Document Name	Document Type	Document Status	Uploaded On	Actions
---------------	---------------	-----------------	-------------	---------

1 / 1 10 Items Per Page

- Additional Supporting Documents may also be uploaded.



The screenshot shows a web interface for a Partial Protection Removal (PPR) application. At the top, there are two buttons: 'Save' (highlighted with a blue border) and 'File'. Below the buttons, the application ID 'PPR-M0000002-1A-003' is displayed. A vertical navigation menu on the left contains four tabs: 'General Information' (highlighted in brown), 'Inspection Details', 'Documents', and 'Statements & Signatures' (indicated by a blue arrow pointing to it from the left).

- Click on **Save** and then proceed to the **Statements & Signatures** tab.

Save File

PPR-M0000002-1A-003

General Information

Inspection Details

Documents

Statements & Signatures

Statements & Signatures

Applicant's Statement*

I hereby state that all statements in this submission are correct and complete to the best of my knowledge. I further understand that 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, report of 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

Date

- Click the checkbox to **Attest** to the information provided.

Save File

PPR-M0000002-1A-003

General Information

Inspection Details

Documents

Statements & Signatures

- Click on **Save** and then **File**.



SUBMITTING A SUB CYCLE REASSIGNMENT REQUEST

DOB NOW: *Safety* – SUBMITTING A SUB CYCLE REASSIGNMENT



- If a Parking Structure is in a building that is also subject to the FISP, the Owner can request for the Parking Structure Sub Cycle to be updated to correspond to the FISP Sub Cycle in all future cycles.
- On the main dashboard of the parking structures Home Page click on the **Requests** menu and choose **+ Sub Cycle Reassignment**



- On the General Information page enter the **Parking Structure ID, BIN, or Address** into the text field and hit **Search & Add**.



The screenshot shows a web interface with a sidebar on the left and a main content area on the right. The sidebar has a tab labeled "General Information". The main content area has a header "General Information" and a section titled "Parking Structure Search". Below this section, there is a label "Search for Parking Structure by: *" followed by three radio buttons: "Parking Structure ID" (which is selected), "BIN", and "Address". Below the radio buttons is a text input field labeled "Parking Structure ID*" containing the value "B0001123". At the bottom of the search section is a button with a magnifying glass icon and the text "Search & Add".

- Click the radio button to choose the appropriate Parking Structure and then click the **Add** button.

Location Information

Selected: B0001127

<input checked="" type="radio"/>	Parking Structure Id B0001127	Street Name OLEAN STREET	Borough Name BROOKLYN	BIN 3210859	▼
----------------------------------	----------------------------------	-----------------------------	--------------------------	----------------	---

Parking Structure Location Information

Parking Structure ID B0001127	Street Name OLEAN STREET
House Number 2320	Building Classification Number B1 - 2 FAMILY DWELLING
Borough BROOKLYN	BIN 3210859
Block 7677	Zip
Lot 76	
Sub Cycle	

- Under the **Reassignment Request Details** section enter in the **Reason for Reassignment** in the text fields and choose the requested Sub Cycle from the **Reassignment to Sub Cycle** drop down menu.

Reassignment Request Details

<p>Reason for Reassignment*</p> <input type="text" value="Enter details here"/>	<p>Reassignment to Sub Cycle*</p> <input type="text" value="1A"/>
---	---

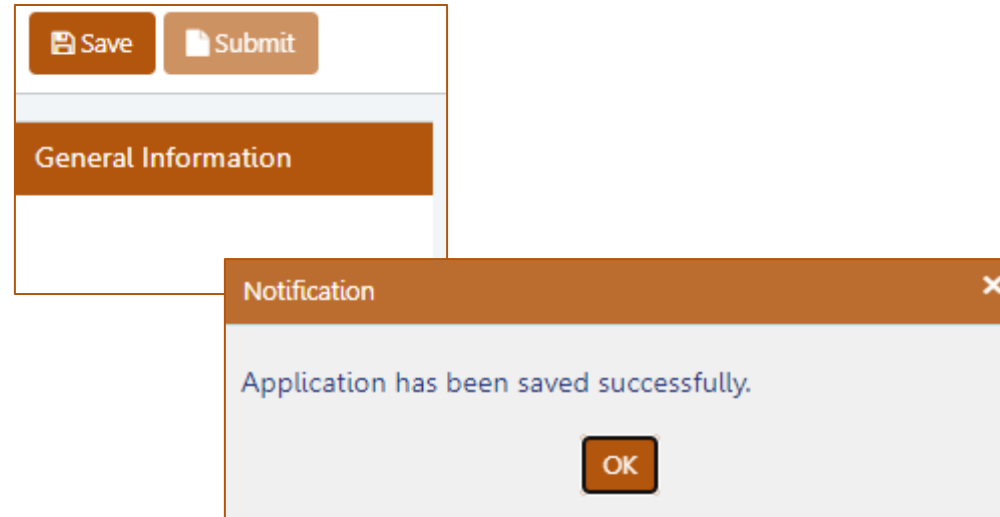
- Under the **Property Owner Information** section fill in the appropriate information if not automatically filled.

Property Owner Information		
Email*	Owner Type*	First Name
TRAININGPERA@GMAIL.COM	NYCHA	PE
Middle Initial	Last Name	Business Name
	TRAINER	DOB LLC
Business Address	City	State
280 BROADWAY	NYC	NY
Zip Code	Mobile Phone*	Telephone*
10007	212 555 1212	212 555 1212
Business Telephone		
2128748774		

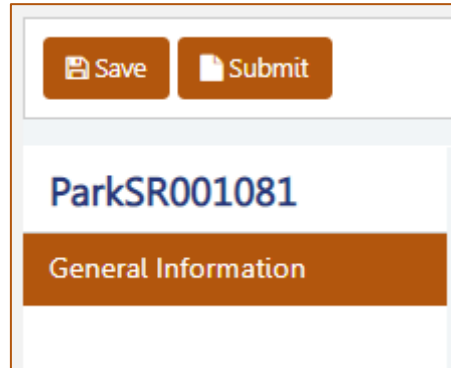
- Under the **Qualified Parking Structure Inspector (QPSI) Information** section fill in the appropriate information if not auto-filled.

Qualified Parking Structure Inspector (QPSI) Information		
Email	License Type*	License Number
TRAININGPERA@GMAIL.COM	Professional Engineer	098999
First Name	Middle Initial	Last Name
PE		TRAINER
Business Name*	Business Telephone	Mobile Phone
FD LLC	2128748774	
Business Address	City	State
280 BROADWAY	NYC	NY
Zip Code		
10007		

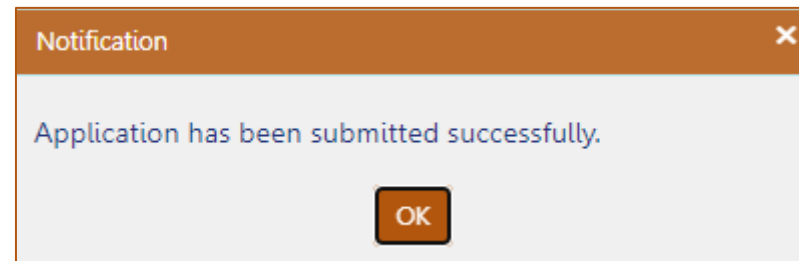
- Click **Save** and then click **OK** to complete the process.



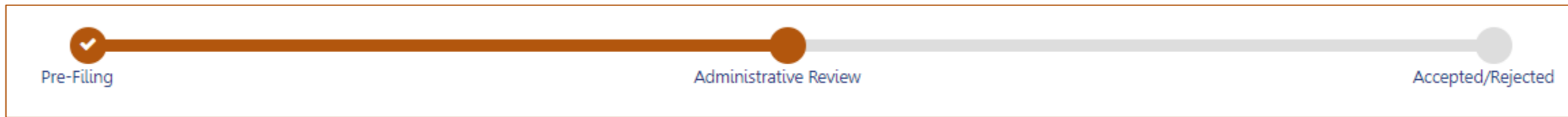
- Click the **Submit** button and click **OK** to complete the process.
- Note the progress bar now reads that the **Sub Cycle Reassignment** is now under **Administrative Review**.



A screenshot of a web form. At the top, there are two buttons: 'Save' and 'Submit'. Below them, the text 'ParkSR001081' is displayed in blue. Underneath, there is a section header 'General Information' in white text on a brown background.



A notification dialog box with a brown header and a close button (X). The text inside reads 'Application has been submitted successfully.' Below the text is an 'OK' button.





THANK YOU!

NO PAPER. NO LINES.



NO PAPER. NO LINES.

QUESTIONS?