

Use the **DOB NOW: *BIS Options*** portal to request drawings, plans or documents for properties located in New York City. Log into DOB NOW with an eFiling account at www.nyc.gov/dobnow. To create an eFiling account, visit www.nyc.gov/dobnowtips. An active eFiling account is required to create a Record Request.

Once logged in, select the **BIS Options** icon:



To create a new request, select the **+Record Request** icon:



Below are the **types of records** that can be selected:

| If you enter the: | You can request the following records (see page 3 for descriptions): |
|--|--|
| <ul style="list-style-type: none"> Pre BIS Job Number | <ul style="list-style-type: none"> Folders Microfilm Docket Book Reels |
| <ul style="list-style-type: none"> BIS Job Number (e.g. 123456789, no extension) | <ul style="list-style-type: none"> Folders Microfilm Plans |
| <ul style="list-style-type: none"> DOB NOW Job Number (e.g. M012345678, no extension) | <ul style="list-style-type: none"> Plans |
| <ul style="list-style-type: none"> Borough/Block/Lot | <ul style="list-style-type: none"> Folders Microfilm (entire) Index Card/I-Card |
| <ul style="list-style-type: none"> Address | <ul style="list-style-type: none"> Curb Cut (<i>Queens Only</i>) |

All **Request By** options except the DOB NOW Job Number can be found by searching in the Buildings Information System (BIS) at www.nyc.gov/bis and selecting **A. Building Information Search**. Enter a property address to be taken to the **Property Profile Overview** page:

- The Tax **Block** and Tax **Lot** are located at the top of the page.
- At the bottom of the page, select **Jobs/Filings** to locate a **BIS Job Number**.
- Select **Actions** to locate any **Pre BIS Job Numbers** (ALT XXX-XX).

Use the DOB NOW Public Portal at www.nyc.gov/dobnow to search for a **DOB NOW Job Number**.

In the **New Record Request** window, make a selection and then click **Next**.

The Requestor Information is populated from the data provided in the eFiling account and cannot be changed in the request. Use the **Comments** section to add details about the request. **Save** the request for the **Statements & Signature** tab to appear. Complete the Statements & Signature section and then **Save** again to **Submit** the request. A **Document** does *not* need to be uploaded unless the system indicates that the property requires submission of an [ADM-73: Supplemental Records Request Form](#).

An email notification will be sent to the requestor within two business days with the **status** of the submitted request.

Once a Records Request is submitted, it will appear on the **Record Requests Dashboard**:

| Actions | Request Number | Request Status | Request Type | Requestor | Job Number |
|---------|----------------|-----------------------|--------------|-----------|----------------|
| | REC-0001020 | Pending QA Assignment | Microfilm | ADAM JOE2 | Not Applicable |
| | REC-0001009 | Pending QA Assignment | Folder | ADAM JOE2 | Not Applicable |

From the **Actions** column, **Edit** or **Delete** a Records Request if it is in Pre-filing status. A request that has been submitted cannot be edited or deleted.

An email notification will be sent to the requestor when the records are **available for pick up** at the borough office where the property is located. The records must be picked up within 2 business days of receiving notification. After 2 business days, the records request will be closed, and a new request will need to be submitted in DOB NOW to obtain the records.

An email notification will be sent to the requestor if the records are **off-site**, indicating that the search is estimated to take one week. Another notification will be sent when the records are available for pick up. Notification will also be sent by email if the records **cannot be found**.

At any time, a **maximum of 5 records** can be checked out with one DOB ID, including records that were retrieved prior to the launch of record requests in DOB NOW. Once the maximum number of records are retrieved, additional requests will be denied until records are returned. In addition, only **one**

request for microfilm on an entire borough/block/lot can be in process at a time, and no other record requests can be made of any kind until the microfilm request is closed.

When the records are picked up in person, Record Room staff can make **copies** of plans, microfilm or email the requestor a PDF version. Copies of the records can be made on-site for a fee of \$8 for the first copy and \$5 for each additional page of the same application/job number. Copies by Record Room staff are only required if certification of the documents is needed. There are no public copy machines on-site, but folders and microfilm can be taken out to make copies as long as the materials are returned the same day.

RECORD TYPES

Folder: Folders include new building applications (that record building specifications, materials, and classification, date of construction; owner and architect; and cost), alteration and other permit applications, architectural drawings and plans. In 2008, physical folders were replaced by uploading documents electronically in the Buildings Information System (BIS).

Microfilm: A complete set of microfilm (entire block and lot) is maintained in every borough office. The documents in property folders were put on microfilm until 2008 when they were uploaded in BIS. In 2013, architectural drawings and plans were added to BIS and microfilm was no longer used.

Plans: Drawings or plans are uploaded by the design applicant directly to the job application in BIS or DOB NOW. Only the stakeholders associated with a specific job filing can view the plans in the system. A request for the drawings or plans can be submitted by those not related to the job application.

Docket Book: Docket Books contain a record of transactions for a property prior to 1990 when an electronic application submission process was introduced. It does not include drawings or plans.

Reels: Reels contain the images of some docket books.

Index Card/I-card: The Department of Buildings maintains some index cards/I-cards for properties in Queens and Staten Island. Initial Inspection cards (I-cards) capture occupancy and arrangement information based on the initial inspection of the property and any subsequent applications filed during the late 1800s and early 1900s. Buildings with I-cards may have more recent occupancy records if any alteration or conversion work was performed in the building after the last date on the I-card. The Department of Housing Preservation and Development (HPD) maintains an online database at www.nyc.gov/hpdonline that contains I-card images for New York City properties.

Curb Cut Card: For the borough of Queens only, curb cut cards provide historical information about the curb cut on a property.