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## What's New

### eFiling Trial Available February 5th



**eFiling**  
eFiling Launches on February 19th!

- 1 Log in to eFiling account  
Prepare application or continue saved application
- 2 Print application created by eFiling  
FEHA signs and seals printed documentation
- 3 Submit completed application to borough office  
Data is automatically uploaded from eFiling into BLS

**It's as easy as 1, 2, 3!**

On February 5, 2008, a trial version of the [expanded eFiling system](#) (187 kb-pdf) will be available to prepare PW-1 forms. After completing the PW-1 online, eFiling will generate a set of completed forms for applicants to print, just as PC Filing does today. Applicants must then add their appropriate signatures and seals to these documents and submit the application with any other filing requirements at a borough office. Until the full eFiling launch on February 19, the borough offices will manually enter these applications. Read more -- it's as easy as [1, 2, 3](#) (282 kb-pdf)!



**Register for an eFiling Account Today!**

Making It Easier

Although [eFiling](#) does not fully launch until February 19, registration for an eFiling account is now open to anyone with an active email address. Simply visit our website and click on the [eFiling button](#). eFiling user accounts are for individuals, and if a company has multiple users, each user must create his or her own account. Account sharing is not permitted, and eFiling will not work properly if multiple individuals use the same account. For more information, view our eFiling [FAQs](#) (161 kb-pdf). Do you have questions about eFiling? Email us at [OperationsRedesign@buildings.nyc.gov](mailto:OperationsRedesign@buildings.nyc.gov) with your inquiries, and we'll be sure to give you the answers you need.

## eFiling is Safe

Making It Easier

Information captured by [eFiling](#) will only appear on BISWeb when an official filing is submitted and accepted, similar to PC Filing and paper filing. The successful preparation of a PW-1 Form using eFiling will not constitute an official filing with the Department until the hard copy forms are: printed from eFiling; signed and sealed appropriately; submitted in-person to the Department and accepted for filing (along with any additional filing requirements).

## Code Compass: Use and Occupancy Classification

Making It Easier



Creating the [New NYC Construction Codes](#) provided the Department with an opportunity to craft Codes that are more user-friendly, making them easier to navigate. For example, the 1968 Building Code sequentially assigned letters for each use and occupancy. This meant that the letter "J" represented residential occupancies. In the New Codes, the letter "R" now logically indicates a residential occupancy. View [chapters](#) of the New NYC Construction Codes to read this improved classification system.

## New Schedule A and Schedule B Forms

Information You Need To Know

On February 5, we will introduce revised Schedule A and B forms. To ensure an easy transition, the Buildings Department will accept the new and old versions of these forms until February 29; thereafter, only the newly-revised forms will be accepted. View [service announcement](#) (35 kb-pdf) for more information.

## Construction Superintendent Registration Now Required

Dedicated to Safety

**Construction  
Superintendent  
Registration**  
**Rule 48**

To ensure construction sites are supervised by qualified individuals with the appropriate knowledge of construction and risk prevention, all permit applications for New Buildings and Demolitions for buildings up to and including 14 stories now require a registered Construction Superintendent to be named on the [new PW-2 Form](#). Additionally, this registration requirement will be expanded to cover one-, two- and three-family home permit applications on July 5, 2008. To learn more, view the Construction Superintendent [fact sheet](#) (41 kb-pdf) and the [press release](#).

## Central Inspections Expands Services

Making It Easier

To make it easier for you to do business with us, on Tuesday, January 22, 2008, Central Inspections expanded its services to accept payments for Local Law Civil Penalties (Boilers, Elevators & Façades), Microfilm Fees (EA, EBN & BIS Applications), Post-Approval Amendment Fees (PAA), and Stop Work Order and ECB Civil Penalties. View the [service announcement](#) (31 kb-pdf) for more information.

## Half-Day Office Closure on February 29th

### Information You Need To Know

On Friday, February 29, 2008, the Buildings Department will be closed until 1:30pm for an agencywide strategic meeting. Customer service will be open from 1:30pm until 4:30pm.

## Training & Workshops

### eFiling Public Information Sessions

#### Information You Need To Know



To ease the transition from PC Filing to eFiling, the Buildings Department will be offering eFiling Public Information Sessions in all boroughs. These workshops will provide an overview of the expanded eFiling system and provide an opportunity to ask questions. If you only attend one eFiling training session, this is

the one you shouldn't miss! View the [service announcement](#) (29 kb-pdf) for more information.

## Reminder

### Last Day to Use Old PW-1 Form

#### Information You Need To Know

February 8 will be the last day applicants may use the former PW-1 for filings. After this date, applicants must use the new PW-1 or PC Filing. If errors are found in an application manually filed with the old PW-1, the errors must be fully corrected, submitted and finished at DEAR by February 15 to avoid having to re-submit the application using the [new PW-1 Form](#).

## Did You Know?

Did you know that you can email our Construction Codes team with questions about the New NYC Construction Codes? Email suggestions, comments and questions to [ConstructionCodes@buildings.nyc.gov](mailto:ConstructionCodes@buildings.nyc.gov)

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