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Special Edition - eFiling Expansion Update!

To ease the transition from PC Filing to eFiling, Tuesday, February 19, our eFiling support specialists will be on hand at all Buildings Department borough offices. These specialists will be able to assist you and answer questions about this expansion. You may also contact your borough office for more information on eFiling.

Important Plot Information:
Thanks to our customers' interest in our eFiling transition and suggestions during our many eFiling public information sessions, we've already improved upon our new PW-1 Form, which had plot maps as page 5. With the help of your input, we've now made the plot map a separate form to be completed outside of the eFiling process. To file a plot map, visit the forms section of our website at www.nyc.gov/buildings and download Form PD-1.

Keep reading *Buildings News* and our website for updates on how we're making it easier to do business with us!

Frequently Asked Questions

Why can't I generate a PDF?
The eFiling system uses pop-ups, which require you to shut off your computer's pop-up blocker. If you cannot view the Job Filing Package PDF, your computer likely has a pop-up blocker installed which is not permitting access. View the flyer (1,527 kb) on how to disable the pop-up blocker.

May I use eFiling for filing clusters?
This eFiling expansion cannot support clusters. The Department is exploring ways to enable eFiling clusters in the future.

Can I still file manually instead of using eFiling?
We encourage everyone to use eFiling, as it's the fastest and easiest way to accurately prepare job applications; however, you may still file manually.

Can I continue to use PC filing?
We're fully launching our expanded eFiling system Tuesday, February 19, to include construction permit application filings. However, this system upgrade precludes PC filing, and it will no longer be available. Our improved eFiling system and its electronic, interview-style process will allow you to easily prepare the new PW-1 Form online for initial and subsequent filings.

Additional eFiling Questions?
E-mail us at OperationsRedesign@buildings.nyc.gov with your inquiries, and we'll be sure to assist you. For more information, view our registration guide (312 kb-pdf) and our eFiling FAQs (161 kb-pdf).

Other Resources
- Learn more about eFiling
- Register for an eFiling Account Now!
- Registration Quick Guide (312 kb pdf)
- eFiling - as easy as 1, 2, 3! (282 kb pdf)
- eFiling FAQs (161 kb pdf)
- Letter to PC Filers & Expeditors (64 kb-pdf)
- PW-1 Fact Sheet (41 kb pdf)
- Download the Revised PW-1 Form
- PW-1 User Guide

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