

# DOB PLAN REVIEW PROCESS FOR NBAT EATING + DRINKING ESTABLISHMENTS

## 1: Verify Eligibility

New eating and drinking establishments

All new job and work types related to new establishments are eligible for NBAT review.

If your location is not in Manhattan, contact NBAT to obtain a "Participation Letter Verification."

## 2: Process Application & Pay

Applications can be electronically filed (E-file) on the DOB website at [nyc.gov/buildings](http://nyc.gov/buildings)

Bring complete set of drawings, all applicable documents and pay fees at the DOB borough office.

Leave all forms at DOB for BSCAN. Ensure all drawings submitted to NBAT have BSCAN stickers.

Bring plans and job folder to 1 Centre Street North, Ground Floor Mail Room in Manhattan between 8am – 4pm with "NBAT" clearly labeled.

## 3: Plan Review

Upon completed plan review, examiner will notify applicant of job status via email.

To satisfy any objections, email examiner directly to make an appointment.

Job application approval at NBAT will be reflected on BIS web.

## 4: Obtain Work Permit & Pay

Pick up your stamped and approved plans from NBAT at: 100 Gold Street, 2<sup>nd</sup> floor between 9am – 5pm.

Submit applicable forms and pay fees at DOB borough office to obtain work permit.

## 5: Inspection & Sign Off

Contact NBAT Client Manager to schedule a Construction inspection.

Submit all applicable documents and fees to DOB for job sign off.

Color-coded by agency  NBAT  DOB