

DOB NOW: *Build*

EESE (Electric Energy Storage Equipment), Solar, and
Green Roof Job Filings

Fall 2023 Release

Updated March 28, 2024

- Electric Energy Storage System (EESE), Green Roof (GR) and Solar (SL) Overview
- Job Filing Requirements
- Plan Approval & Permits
- Letter of Completion
- How to File EESE Job Filings
- How to File Green Roof Job Filings
- How to File Solar Job Filings
- Tax Abatement Overview
- How to Complete the EESE and Solar Tax Abatement Tab

BEST PRACTICES FOR THE VIRTUAL CLASSROOM

DOB
NOW



Chat Feature



Mute Microphones



Ask Questions



Parking Lot



Feedback



Participate

- One new subcategory and two new Work Types will be introduced to DOB NOW: *Build* as of **November 15**:
 - **Electric Energy Storage Equipment** is a subcategory under the General Construction Work Type
 - **Green Roof**
 - **Solar**
- These types of work can qualify for **tax abatement** under NYC Code. Property **Tax Abatement Information** can now be provided as part of the Solar and Electric Energy Storage Equipment Job Filing. **Green Roof filings are not eligible for tax abatement.**
- With the new release, DOB NOW will **automatically send Tax Abatement information** (if provided as part of the Job Filing) **to the Department of Finance (DOF)** from Applicants who file these three types of jobs.
- The Tax Abatement information will be sent to DOF after the Letter of Completion (LOC) is issued.

- **Electric Energy Storage Equipment (EESE)** refers to any device or system that is capable of storing Electric Energy for later use.
- Installing such equipment requires a Job Filing and a Work Permit.
- **Property Tax Abatement Information** can be provided as part of this Job Filing.
- GC-EESE may only be filed as **Alteration** Job Type. GC Work Type can be filed in combination with Earthwork, Foundation, Mechanical Systems, and/or Structural.
- Applicants will choose **General Construction** as the Work Type and select EESE as a **subcategory** on the PW1 tab.
- An **EESE Scope of Work** tab will be triggered.

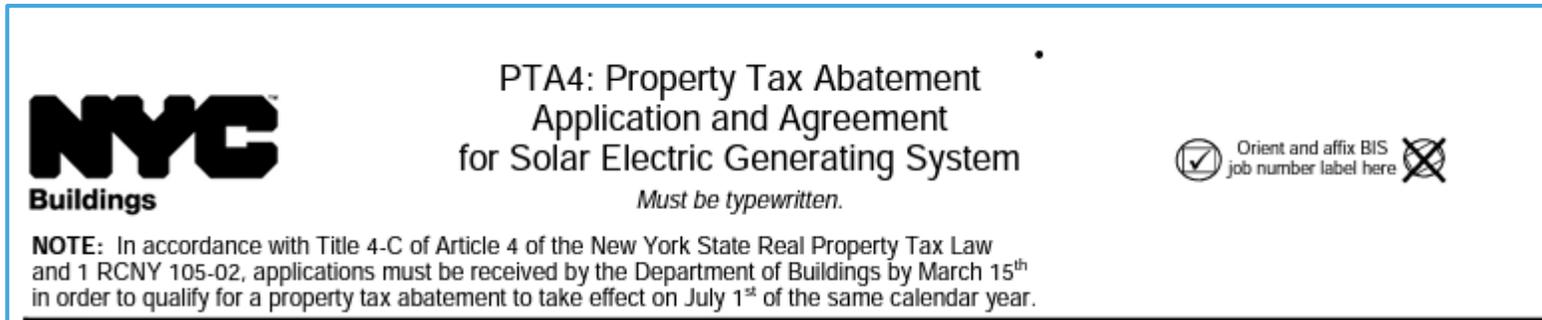


- **Green Roofs** have vegetation that absorbs rainwater, provides insulation, and combats the heat island effect, wherein urban environments can have higher temperatures than the surrounding areas.
- Green Roof Work Type may be filed under **Alteration** Job Type or as a **Subsequent** Job Filing for a New Building or Alteration-CO Job Type. Green Roof cannot be combined filed with other Work Types.
- A **Green Roof Scope of Work** tab will be triggered.



- **Solar** is a new Work Type that may be filed as an **Alteration** Job Type (or as a **Subsequent** filing for New Building or Alteration CO Job Types) for the installation of a Solar Electric Generating System on the property. Solar cannot be combined filed with other Work Types on the same filing.
- Property **Tax Abatement information** can be provided as part of the Job Filing.
- A **Solar Scope of Work** tab will be triggered.

- Previously, Tax Abatement Information was provided on the **PTA4** form for Solar.
- The **Solar Tax Abatement** tab corresponds to **Section 10** (Eligible Solar Electric Generating System Expenditures, Itemized) and **Section 12** (Applicant for Property Tax Abatement Agreement) on the **PTA4** form.

The image shows a form titled 'PTA4: Property Tax Abatement Application and Agreement for Solar Electric Generating System'. On the left is the NYC Buildings logo. The title is centered. Below the title is the instruction 'Must be typewritten.' To the right of the title are two circular icons: one with a checkmark and the text 'Orient and affix BIS job number label here', and another with an 'X' through it. At the bottom left is a 'NOTE' regarding the application deadline and effective date.

NYC
Buildings

PTA4: Property Tax Abatement
Application and Agreement
for Solar Electric Generating System

Must be typewritten.

Orient and affix BIS
job number label here

NOTE: In accordance with Title 4-C of Article 4 of the New York State Real Property Tax Law and 1 RCNY 105-02, applications must be received by the Department of Buildings by March 15th in order to qualify for a property tax abatement to take effect on July 1st of the same calendar year.

- In addition to the **PW1**, **Scope of Work** and **Tax Abatement** tabs, all other tabs that appear for EESE, Green Roof, or Solar Job Filings must be completed. The additional tabs are:
 - **Zoning Information**
 - **Cost Affidavit (PW3)**
 - **Technical Reports**
 - **Documents**
 - **Statements & Signatures**

DOB NOW: *Build* – GC/EESE, GREEN ROOF, SOLAR – TECHNICAL REPORTS



Technical Report	Work Type(s)	Required?
Air Sealing and Insulation – Visual	Green Roof, Solar	Required
Energy Code Compliance Inspections	Solar	Required
Fire-Resistant Penetrations and Joints	Green Roof, Solar	GR: Optional SR: Required
Flood Zone Compliance	Solar	Required if building is in a Flood Zone
Insulation Placement and R Values	Green Roof	Optional
Maintenance Information	Green Roof	Required
Structural Stability – Alterations of Existing Buildings	Green Roof, Solar	Required
TR1 Final Inspection	Green Roof, Solar, GC/EESE	Required for Green Roof, Solar. Conditional for GC/EESE if selection is made on PW1 Filing Review type section.

DOB NOW: *Build* – EESE DOCUMENTS REQUIRED



DOCUMENT NAME	REQUIRED?	APPLICABLE	WAIVER	DEFERRAL
<ul style="list-style-type: none"> Plans/Sketch 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Due prior to Job Filing submission 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No
<ul style="list-style-type: none"> Attestation of Appendix G Compliance 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Document is optional; due prior to Job Filing submission 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
<ul style="list-style-type: none"> OTCR Letter of Conditional Acceptance 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Due prior to Permit Filing 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No
<ul style="list-style-type: none"> OTCR Final Approval 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Due prior to requesting LOC 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No
<ul style="list-style-type: none"> Final Acceptance Letter from Utility Company 	<ul style="list-style-type: none"> Conditional 	<ul style="list-style-type: none"> If Applicant indicates “Electric Energy Storage System supplies power to:” Grid or Both; due prior to requesting LOC 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No

DOB NOW: *Build* – GREEN ROOF AND SOLAR DOCUMENTS REQUIRED



DOCUMENT NAME	REQUIRED?	APPLICABLE	WAIVER	DEFERRAL
<ul style="list-style-type: none"> DEP ACP-5: Asbestos Assessment Report 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Required for existing buildings; Due prior to Approval 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Yes
<ul style="list-style-type: none"> DEP ACP-20/ACP-21: Asbestos Project (Conditional) Completion Form 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Required for existing buildings; Due prior to Sign Off or Permit Issuance 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> No
<ul style="list-style-type: none"> DEP Stormwater Construction Permit 	<ul style="list-style-type: none"> Optional for Green Roof only 	<ul style="list-style-type: none"> Due prior to Approval 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
<ul style="list-style-type: none"> Design Commission Approval City Owned (Exterior Work) 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> If City Owned = Y from the Property Profile; Due prior to submission 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Yes

DOB NOW: *Build* – GREEN ROOF AND SOLAR DOCUMENTS REQUIRED



DOCUMENT NAME	REQUIRED?	APPLICABLE	WAIVER	DEFERRAL
<ul style="list-style-type: none"> Design Commission Sign Off City Owned (Exterior Work) 	<ul style="list-style-type: none"> Conditional 	<ul style="list-style-type: none"> If City Owned = Y; Due prior to Sign Off/CofO 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Yes
<ul style="list-style-type: none"> DPL-1 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Due prior to Submission 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No
<ul style="list-style-type: none"> Fee Exempt Supporting Document – DOF Property Tax Assessment Roll 	<ul style="list-style-type: none"> Conditional 	<ul style="list-style-type: none"> Due prior to Submission 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No
<ul style="list-style-type: none"> FDNY: Letter of No Objection 	<ul style="list-style-type: none"> Optional 	<ul style="list-style-type: none"> Due prior to Approval 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
<ul style="list-style-type: none"> FEMA Elevation Certificate/Flood Proofing Certificate 	<ul style="list-style-type: none"> Optional for Solar only 	<ul style="list-style-type: none"> Due prior to Sign Off/CofO 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> No

DOB NOW: *Build* – GREEN ROOF AND SOLAR DOCUMENTS REQUIRED



DOCUMENT NAME	REQUIRED?	APPLICABLE	WAIVER	DEFERRAL
<ul style="list-style-type: none"> Green Roof Maintenance Plan 	<ul style="list-style-type: none"> Yes for Green Roof only 	<ul style="list-style-type: none"> Due prior to Submission 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No
<ul style="list-style-type: none"> Landmark Approval 	<ul style="list-style-type: none"> Conditional 	<ul style="list-style-type: none"> When building is landmark; due prior to Approval 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Yes
<ul style="list-style-type: none"> Landmark Approval Calendared 	<ul style="list-style-type: none"> Optional 	<ul style="list-style-type: none"> If Landmarks flag = C in Property Profile; due prior to Permit Issuance 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
<ul style="list-style-type: none"> NYCSCA – BCC Plan Examination Transmittal 	<ul style="list-style-type: none"> Conditional 	<ul style="list-style-type: none"> Applicable only to SCA filings; due prior to Approval 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No
<ul style="list-style-type: none"> NYCSCA Exhibit 2 	<ul style="list-style-type: none"> Conditional 	<ul style="list-style-type: none"> Applicable only to SCA filings; due prior to LOC 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No

DOB NOW: *Build* – GREEN ROOF AND SOLAR DOCUMENTS REQUIRED



DOCUMENT NAME	REQUIRED?	APPLICABLE	WAIVER	DEFERRAL
<ul style="list-style-type: none"> NYSCA Wrap-up Insurance 	<ul style="list-style-type: none"> Conditional 	<ul style="list-style-type: none"> Applicable only to SCA filings; Due prior to Permit Issuance 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No
<ul style="list-style-type: none"> Other Documents 	<ul style="list-style-type: none"> Optional 	<ul style="list-style-type: none"> Can be filed prior to Filing, prior to Approval, prior to Permit Issuance, or Prior to Sign Off 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
<ul style="list-style-type: none"> Plans/Sketch 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Due prior to Submission 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No
<ul style="list-style-type: none"> Preliminary Commissioning Report Certification 	<ul style="list-style-type: none"> Optional for Solar only 	<ul style="list-style-type: none"> If Applicant notes project requires commissioning; due prior to Sign Off /CofO 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

DOB NOW: *Build* – GREEN ROOF AND SOLAR DOCUMENTS REQUIRED



DOCUMENT NAME	REQUIRED?	APPLICABLE	WAIVER	DEFERRAL
<ul style="list-style-type: none"> Restrictive Declaration/Easement 	<ul style="list-style-type: none"> Conditional 	<ul style="list-style-type: none"> Required when Restrictive Declaration /Easement = Yes; due prior to approval 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> Yes
<ul style="list-style-type: none"> Transit Authority Approval 	<ul style="list-style-type: none"> Optional 	<ul style="list-style-type: none"> If TA Restricted flag = Y; due prior to Approval 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
<ul style="list-style-type: none"> Final Acceptance Letter from Utility Company 	<ul style="list-style-type: none"> Yes for Solar only 	<ul style="list-style-type: none"> Due prior to Sign Off/CofO 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> No

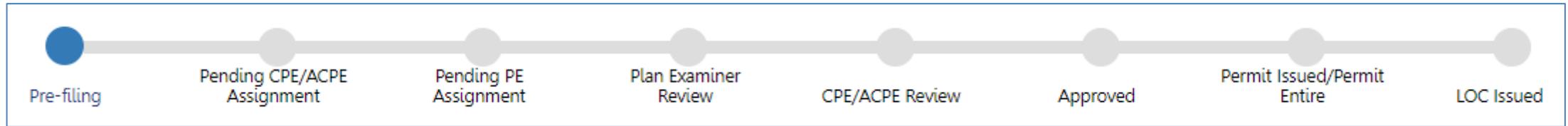
DOB NOW: *Build* – EESE, GREEN ROOF, SOLAR – FEES



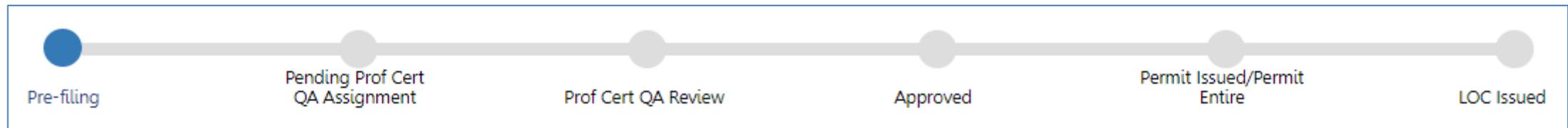
FEE	EESE	GREEN ROOF	SOLAR
Initial Filing Fee	<ul style="list-style-type: none"> Calculated per standard process 	<ul style="list-style-type: none"> Calculated per standard process 	<ul style="list-style-type: none"> Calculated per standard process
Subsequent Filing Fee	<ul style="list-style-type: none"> Calculated per standard process 	<ul style="list-style-type: none"> NB: \$130 Alt-CO: calculated per standard process 	<ul style="list-style-type: none"> NB: \$130 Alt-CO: calculated per standard process
Record Management Fee	<ul style="list-style-type: none"> 1, 2 & 3 Family Houses: \$45 Others: \$165 	<ul style="list-style-type: none"> 1, 2 & 3 Family Houses: \$45 Others: \$165 	<ul style="list-style-type: none"> 1, 2 & 3 Family Houses: \$45 Others: \$165
Permit Renewal	<ul style="list-style-type: none"> \$130 	<ul style="list-style-type: none"> \$130 	<ul style="list-style-type: none"> \$130
PAA	<ul style="list-style-type: none"> \$130 	<ul style="list-style-type: none"> \$130 	<ul style="list-style-type: none"> \$130

- Standard Process for Initial and Subsequent Job Filing Fees:

Job Type	Building Type	Fee Calculation
Alteration	1, 2, or 3 Family	\$130 + \$2.60 * (every \$1,000 of estimated job cost over \$5,000)
	Other	\$225 + \$10.30 * (every \$1,000 of estimated job cost above \$3,000)
Alt-CO	1, 2, or 3 Family	\$170 + \$2.60 * (every \$1,000 of estimated job cost above \$5,000) + \$220 Energy Code Compliance Review fee
	Other AND < 7 stories AND < 100,000 sq. ft.	\$2.80 + \$10.30 * (every \$1,000 of estimated job cost above \$3,000) + \$220 Energy Code Compliance Review fee
	Other AND ≥ 7 stories or ≥ 100,000 sq. ft.	\$290 + \$17.75 * (every \$1,000 of estimated job cost above \$3,000) + \$220 Energy Code Compliance Review fee



- Above is the workflow for a Standard Plan Review Job Filing.



- This is the workflow for a Professional Certification Job Filing.

- Appointments can be scheduled as per the existing process.
- Withdrawal and Supersede functions are available for these Work Types.



- For Green Roof and Solar Job Filings, the Work Permit may only be requested by a **General Contractor**.
- For EESE Job Filings, the Work Permit may be requested by:
 - **General Contractor**
 - **Professional Engineer**
 - **Registered Architect**
- The Work Permit request process has not changed.
- Work Permit Numbers have a suffix added to the Job Filing Number to indicate the Work Type:
 - **GC** for EESE Work Permits (e.g. B00439488-I1-GC or B00439488-I1-GC-CX for Composite Permits)
 - **GR** for Green Roof Work Permits (e.g. B00439488-I1-GR)
 - **SL** for Solar Work Permits (e.g. B00439488-I1-SL)

- **Permit Renewal** and **After Hours Variance** are allowed for EESE, GR and SL Work Permits.
- In order to get a Permit for EESE or Solar Job Filings, there must be **at least one Electrical (EL) Job Filing** identified as a Related Job on the PW1. The EL filing is optional for Green Roof Job Filings.
- The EL Job Filing must have **Sustainable Energy Installs** as a Category of Work and **Sustainable Type** as **Photo Voltaic** in the Electrical Scope of Work.
- The EL Permit for the Sustainable Energy Install Job must be issued before the EESE or Solar Work Permit will be issued.

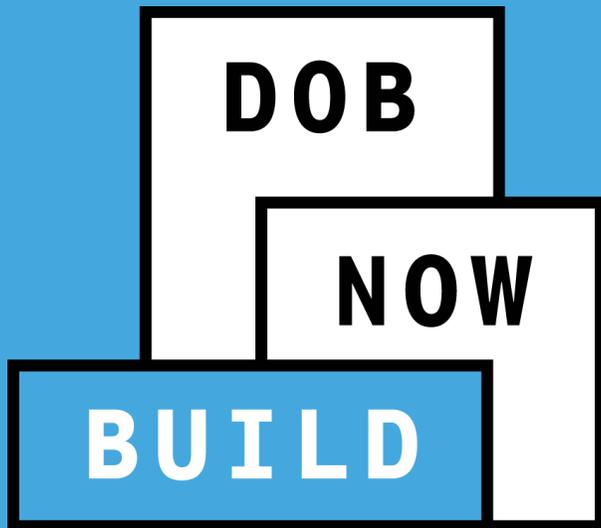
The screenshot shows a web form titled "Category of Work *". It contains several checkboxes for work categories: "Service Work / Notify Utility", "Temporary Construction Service", and "HVAC Wiring". Below these is a dropdown menu labeled "Other" which is currently expanded to show "Sustainable Energy Installs". Underneath the dropdown is a field labeled "Sustainable Type*" with "Photo Voltaic" selected. A red rectangular box highlights the "Other" dropdown and the "Sustainable Type*" field.

- EESE, Green Roof and Solar Job Filings can be in the following **Statuses**:

STATUS	MEANING
Pre-filing	<ul style="list-style-type: none">▪ The Job Filing has been saved but not yet been submitted to DOB.
Awaiting PE Assignment	<ul style="list-style-type: none">▪ The Job Filing has been submitted to DOB and the Chief Plan Examiner or Assistant Chief Plan Examiner (CPE/ACPE) need to assign it to a Plan Examiner.
PE Review	<ul style="list-style-type: none">▪ The Plan Examiner is reviewing the Job Filing.
Objections	<ul style="list-style-type: none">▪ The Plan Examiner has raised Objections to the Job Filing. All objections must be addressed before resubmission. If a building becomes a Landmark during the Plan Exam process, an Objection will be raised requiring a Landmark Letter.

STATUS	MEANING
Approved	<ul style="list-style-type: none">The Job Filing has been Approved by both PE and CPE.
PW2 Pre-filing	<ul style="list-style-type: none">The Permit Request has been saved but not yet submitted to DOB.
Pending QA Assignment	<ul style="list-style-type: none">The Job Filing or Permit Request has been submitted and the QA supervisor must assign it to a QA Admin for review.
QA Review	<ul style="list-style-type: none">The Job Filing or Permit Request is being reviewed by the QA Admin.
QA Failed	<ul style="list-style-type: none">The Job Filing or Permit Request has issues that must be fixed for the Permit to be granted.

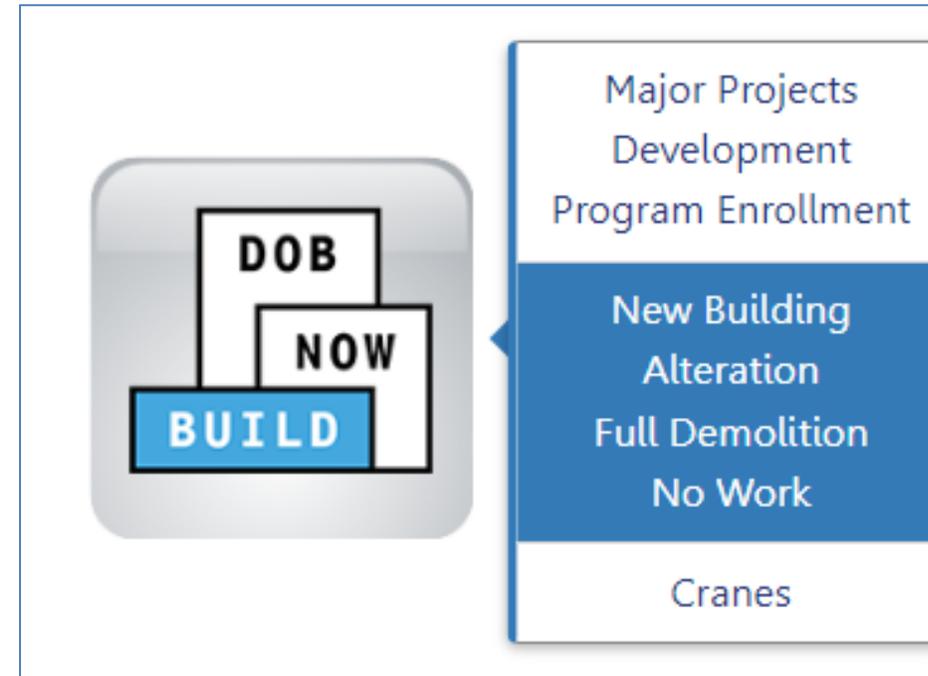
STATUS	MEANING
Permit Entire	<ul style="list-style-type: none">▪ All relevant Work Permit(s) have been granted.
LOC Issued	<ul style="list-style-type: none">▪ Once all validations are complete, the Applicant can request the Letter of Completion. This status shows when the LOC has been issued.



DOB NOW: *Build* – EESE

How to file an EESE Job Filing

- To begin creating a Job Filing with an EESE submission click on the [New Building / Alteration / Full Demolition / No Work](#) option.



- On the main dashboard click the **+Job Filing** button.

The screenshot shows the DOB NOW Job Filings dashboard. At the top, there are navigation buttons: '+ Major Projects Development Program Enrollment/Project', '+ Job Filing' (highlighted with a red box), '+ Permits', '+ Requests', and '+ Notifications'. Below these, the 'Job Filings' section displays summary statistics: 'All Jobs 407', 'Alteration 299', 'Alteration CO 28', and a filter for 'ALT-CO - New Building with Existing'. A 'Filter My Jobs' dropdown is also present. The main content is a table with the following data:

View...	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status
	Select Action: ▼	B00443921	I1	Alteration	New Job Filing	Pre-filing
	Select Action: ▼	B00443636	I1	Alteration	New Job Filing	Objections
	Select Action: ▼	B00443635	I1	Alteration	New Job Filing	Objections

On the **Initial Job Filing** window, fill in the information as follows;

- For **Job Type** choose **Alteration**
- Answer all the questions as appropriate
- For **Work Type** choose **General Construction**
- For **Filing Review Type** choose the desired type
- Click **Submit**.

Initial Job Filing

Alteration Full Demolition Limited Alteration New Building No Work

Alteration required to meet New Building requirements?* Yes No

Alteration is inconsistent with the current Certificate of Occupancy?* Yes No

Alteration in occupancy or use?* Yes No

Alteration is a major change to exits?* Yes No

Alteration in number of stories?* Yes No

Is this an application for a Small Business?* Yes No

Is this an application for an approved project?* Yes No

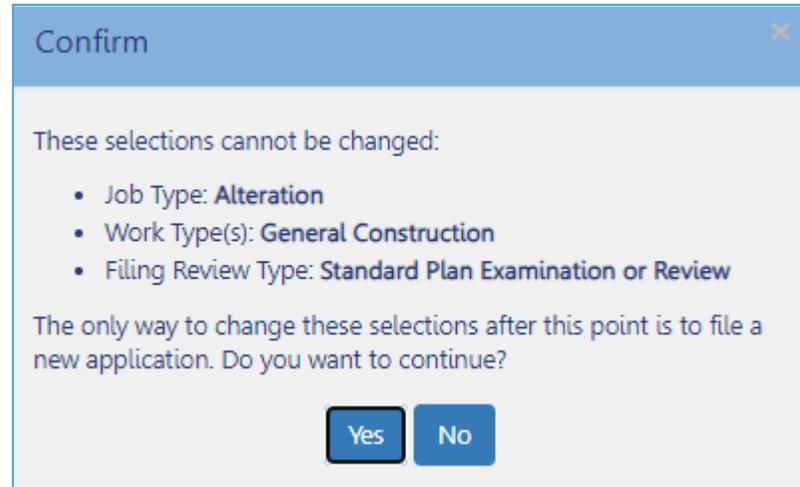
Select Work Type(s):* Job Type: Alteration

Antenna	Boiler Equipment	Construction Fence
Curb Cut	Earthwork	Electrical
Elevators	Foundation	General Construction
		Mechanical Systems
Plumbing	Protection and Mechanical Methods	Sidewalk Shed
Sign	Sprinklers	Standpipe
Structural	Support of Excavation	Supported Scaffold

Filing Review Type* Standard Plan Examination or Review Professional Certification

Submit Cancel

- Click **Yes** to the confirmation window.



- You will now be on the **PW1** tab, you will begin entering the necessary information for each of the sections on this tab.

Save Preview to File

Plans/Work (PW1)

Zoning Information

Scope of Work

Cost Affidavit (PW3)

Technical Report

Technical Report (TR1/4/5/5H)

Documents

Statements & Signatures

Plans/Work (PW1) - Alteration

Location Information*

Stakeholders*

Filing Review Type, Work Type/Filing Includes*

Additional Information*

Additional Considerations, Limitations or Restrictions*

Job Description*

Site Characteristics*

- Under the **Filing Review Type, Work Type/Filing Includes** section, check the box for **Electric Energy Storage Equipment** and provide an answer to the question **Are you providing property tax abatement information with this filing?**

Filing Review Type, Work Type/Filing Includes*

Filing Includes:*

New Work Legalization

Filing Review Type*
Standard Plan Examination or Review

Select who will perform the final inspection (Technical Report – Final)*
Select Type:

Is this an application for a Small Business?* Yes No

Is this an application for an approved project?* Yes No

Selected Work Type(s)*
 General Construction

General Construction (check all subcategories that apply)*

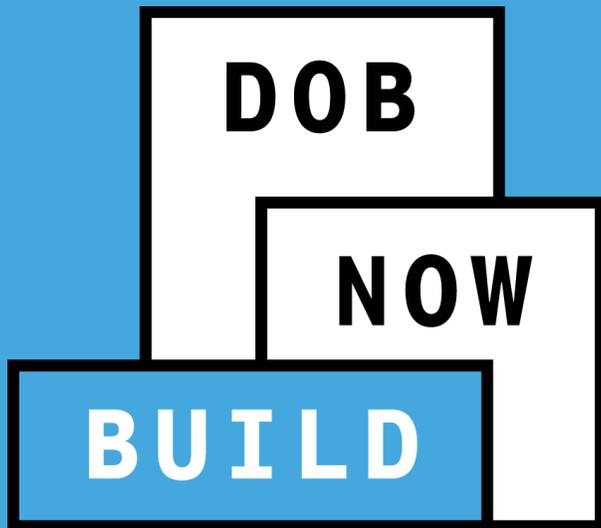
Construction Facade Enlargement
 Chimney Electric Energy Storage Equipment

Are you providing property tax abatement information with this filing?* Yes No

- There is a new **Electric Energy Storage Equipment** tab under the **Scope of Work** tab; enter:
 - Total kW of Electric Energy Storage Equipment – Enter the Total kW Hours the system can store
 - Location of Electric Energy Storage Equipment – Where will the EESE be stored?
 - Electric Energy Storage Equipment powered by – What will power the EESE?
 - Electric Energy Storage Equipment supplies power to – What will EESE provide power to?
- Click **Save**.

The screenshot shows a software interface for entering data for Electric Energy Storage Equipment. At the top left, there are two buttons: 'Save' and 'Preview to File'. Below these is a sidebar menu with the following items: 'B00438448-I1', 'Plans/Work (PW1)', 'Zoning Information', 'Scope of Work' (with a dropdown arrow), 'Electric Energy Storage Equipment' (highlighted in blue), and 'Tax Abatement'. The main content area is titled 'Electric Energy Storage Equipment' and contains four input fields:

- 'Total kW of Electric Energy Storage Equipment*': A text input field containing the value '25'.
- 'Location of Electric Energy Storage Equipment*': A dropdown menu with 'Indoor' selected.
- 'Electric Energy Storage Equipment powered by*': A dropdown menu with 'Renewables' selected.
- 'Electric Energy Storage Equipment supplies power to*': A dropdown menu with 'Renewables' selected.



DOB NOW: *Build* – GREEN ROOF

How to file a Green Roof Job Filing

- Begin by clicking the **+Job Filing** button from any dashboard.



Initial Job Filing

Alteration	Full Demolition	Limited Alteration	New Building	No Work
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Alteration required to meet New Building requirements?*

Alteration is inconsistent with the current Certificate of Occupancy?*

Alteration in occupancy or use?*

Alteration is a major change to exits?*

Alteration in number of stories?*

Is this an application for a Small Business?*

Is this an application for an approved project?*

- Select **Alteration**.
- Answer the remaining questions as appropriate.

- Select **Green Roof** as the Work Type.

Select Work Type(s):*		Job Type: Alteration
Antenna	Boiler Equipment	Construction Fence
Curb Cut	Earthwork	Electrical
Elevators	Foundation	General Construction
Green Roof	Mechanical Systems	Plumbing
Protection and Mechanical Methods	Sidewalk Shed	Sign
Solar	Sprinklers	Standpipe
Structural	Support of Excavation	Supported Scaffold
Suspended Scaffold		

Filing Review Type*

Standard Plan Examination or Review

Professional Certification

Submit

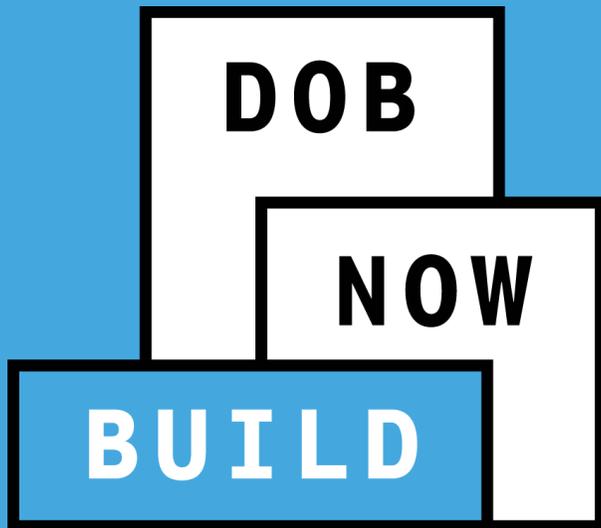
Cancel

- Select your chosen **Review Type** and then click **Submit**.

- In the Green Roof Scope of Work tab, enter the **Roof Information**:
 - **Roof Area**
 - **Eligible Rooftop Space**
 - **Green Roof Space**
 - **Depth of Growth Medium**

M00462975-11	Green Roof Scope of Work		
Plans/Work (PW1)	Roof Information*		
Zoning Information	Roof Area (Sq.ft.)*	Eligible Rooftop Space (Sq.ft.)*	Green Roof Space (Sq.ft.)*
Scope of Work ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Green Roof	Depth of Growth Medium (inches, 2 or greater)*		
Tax Abatement	<input type="text"/>		
Cost Affidavit (PW3)			
Technical Report ▼			

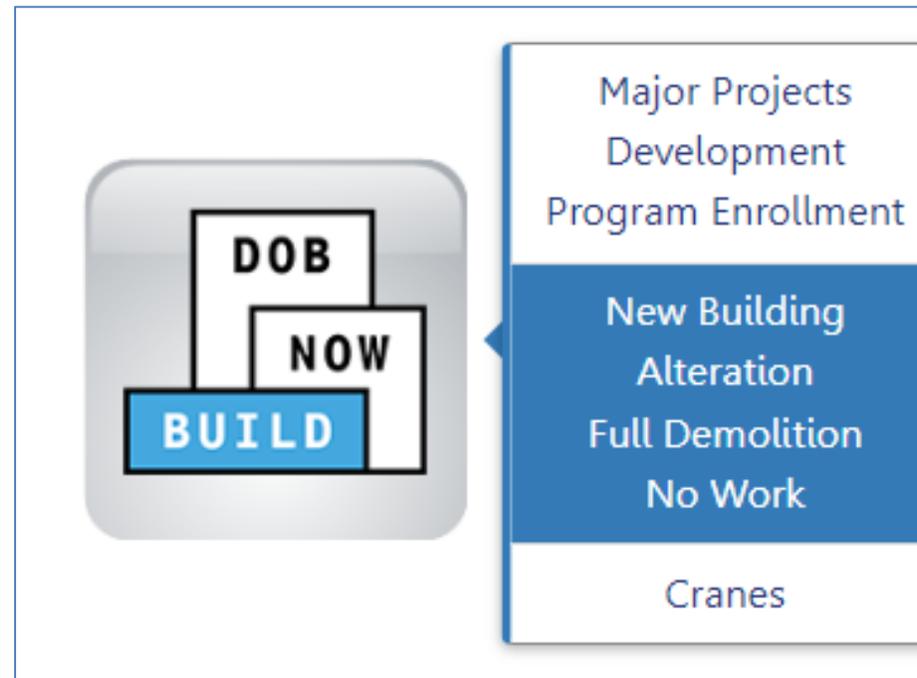
- For Green Roof Job Filings, there is a **validation before the Letter of Completion** is submitted to check that the depth of the Growth Medium as listed on the Scope of Work is at least two inches, that there is a maintenance plan report/certification, and that the Owner's Attestation has been checked.



DOB NOW: *Build* – SOLAR

How to file a Solar Job Filing

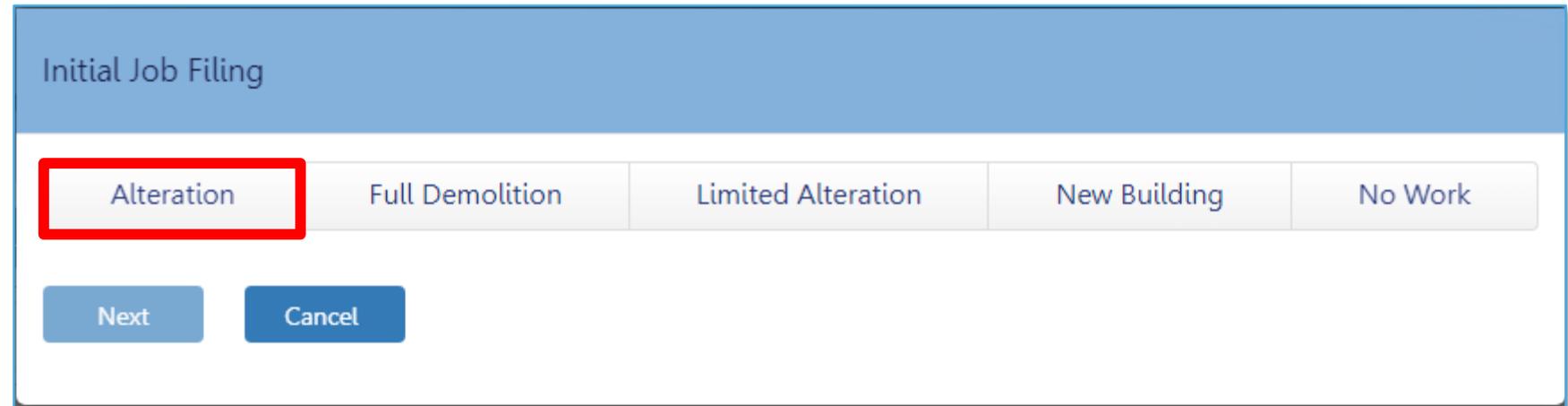
- To begin creating a Job Filing with a Solar Work Type, click on the **New Building / Alteration / Full Demolition / No Work** option.



- To begin, select the **+Job Filing** button from the toolbar within DOB NOW.



- Once you have selected the **+Job Filing** button, the Initial Job Filing window will appear. Select **Alteration** as the Job Type.

The image shows a software window titled 'Initial Job Filing'. It features a horizontal row of five buttons: 'Alteration', 'Full Demolition', 'Limited Alteration', 'New Building', and 'No Work'. The 'Alteration' button is highlighted with a red rectangular border. Below this row are two buttons: 'Next' and 'Cancel'.

Initial Job Filing

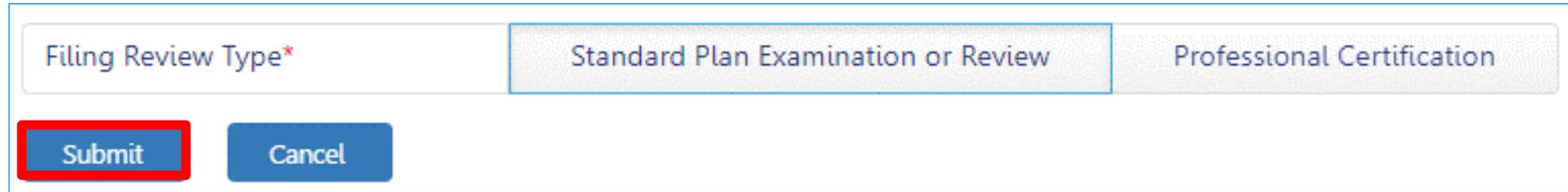
Alteration	Full Demolition	Limited Alteration	New Building	No Work
Alteration required to meet New Building requirements?*				Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Alteration is inconsistent with the current Certificate of Occupancy?*				Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Alteration in occupancy or use?*				Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Alteration is a major change to exits?*				Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Alteration in number of stories?*				Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this an application for a Small Business?*				Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this an application for an approved project?*				Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

- Answer all questions as appropriate.

- Select **Solar** from the work type section.

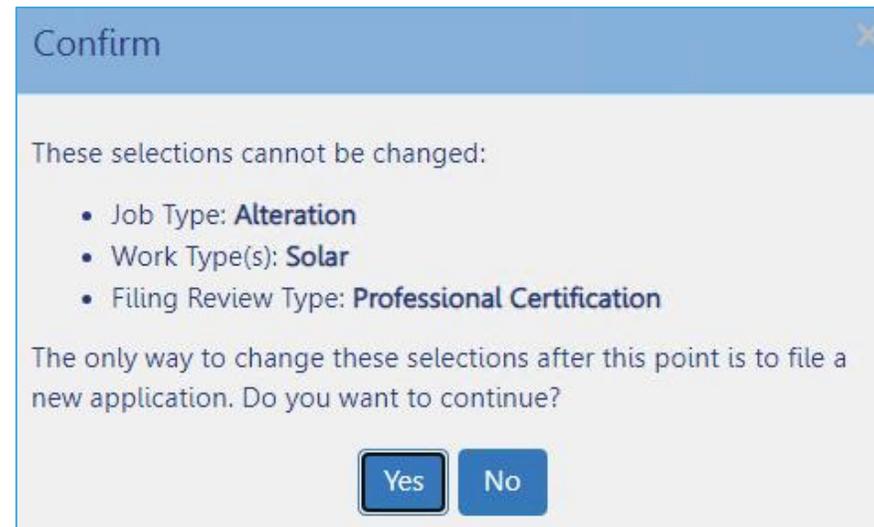
Select Work Type(s):* Job Type: **Alteration**

Antenna	Boiler Equipment	Construction Fence
Curb Cut	Earthwork	Electrical
Elevators	Foundation	General Construction
Green Roof	Mechanical Systems	Plumbing
Protection and Mechanical Methods	Sidewalk Shed	Sign
Solar	Sprinklers	Standpipe
Structural	Support of Excavation	Supported Scaffold
Suspended Scaffold		

A screenshot of a web form. At the top, there is a label 'Filing Review Type*' in blue text. Below it are two radio button options: 'Standard Plan Examination or Review' and 'Professional Certification'. Below the options are two buttons: 'Submit' (highlighted with a red border) and 'Cancel'.

- Select your chosen **Review Type** and then click **Submit**.

- Upon clicking **Submit**, a confirmation dialog will appear which will allow you to double check your selections for the Job Type, Work Type and Review Type.
- Review the selections in the confirmation dialogue and then click on **Yes** to proceed.



- Fill out all required information in the **PW1 tab**.
- In the **Filing Review Type/Work Type, Filing Includes** section, answer the question “Are you filing property tax abatement information with this filing?”
 - Answering **Yes** will bring up the **Tax Abatement** tab.
- The rest of the PW1 tab is the same as seen in any other Job Filing.

Filing Review Type, Work Type/Filing Includes*

Filing Includes:*

New Work

Filing Review Type*

Standard Plan Examination or Review

Is this an application for a Small Business?*

Yes No

Is this an application for an approved project?*

Yes No

Selected Work Type(s)*

Solar

Are you providing property tax abatement information with this filing?*

Yes No

- In the **Solar Scope of Work** tab, begin by specifying the **Type of Work**
 - This will either be **New Installation** or **Upgrade or modification of the existing system**.

Solar Scope of Work

Type Of Work* New Installation Upgrade or modification of the existing system

Projected Power Generation (kW)*

Number of Panels*

Manufacturer of Panels*

Listing Lab / Reporting Number*

- After you have specified the Type of Work you will now enter the following information:
 - **Projected Power Generation (kW)**
 - **Number of Panels**
 - **Manufacturer of Panels**
 - **Listing Lab / Reporting Number**

Solar Scope of Work

Type Of Work*

New Installation Upgrade or modification of the existing system

Projected Power Generation (kW)*

Number of Panels*

Manufacturer of Panels*

Listing Lab / Reporting Number*

Location(s) of the proposed solar panel(s)*

Roof Bulkhead Facade

Accessory Structure

- Click the checkbox to specify **Location(s) of the proposed solar panel(s)**:
 - **Roof**
 - If Roof is selected additional fields will populate to specify the roof type (Flat, Slope, Rooftop Structure), Roof Area in Square Feet and Roof Slope (degrees).
 - **Bulkhead**
 - **Facade**
 - **Accessory Structure**
 - If Accessory Structure is selected additional fields will populate to specify the Accessory Structure Type (Canopy, Carport, Garage, Open Space Structure, Others)

Is this application adding any related equipment to the interior of the building?*

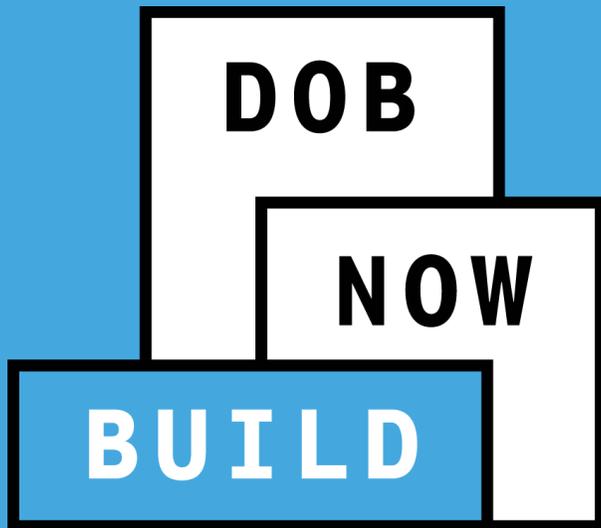
Yes No

Where is the proposed additional equipment being installed?*

Sub-Cellar Cellar Basement
 Ground Floor Floor(s)

- Specify Yes or No to the question **Is this application adding any related equipment to the interior of the building?**
 - If **Yes**, an additional question will appear prompting the user to specify **Where is the proposed additional equipment being installed?**

Note: If **Floor(s)** is selected, an additional field will appear to prompt the floor number for the installation.



DOB NOW: *Build* – TAX ABATEMENT

How Tax Abatement works

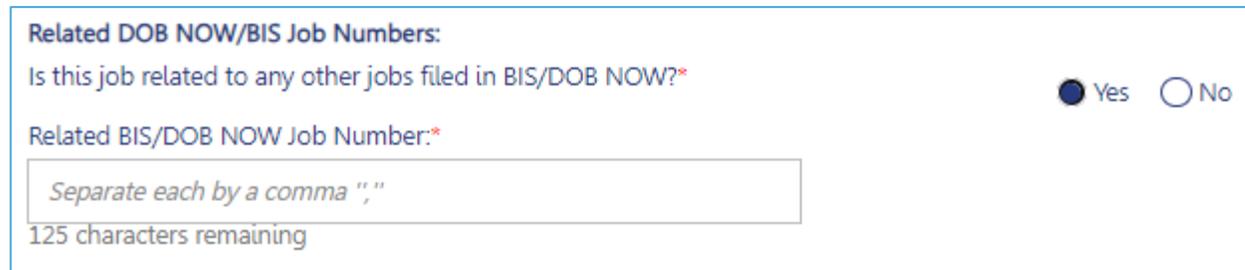
- A new **Tax Abatement** tab will appear if the Applicant selects “**Yes**” to the PW1 question “Are you filing property tax abatement information with this filing?”
- The purpose of this tab is to **consolidate all information that needs to be sent to the NYC Department of Finance.**
- The question and the tab will be available for EESE and Solar Job Filings. Green Roof filings are not eligible for tax abatement.
- The Tax Abatement tab **may be updated without a fee at any time** before LOC.
- For **EESE** and **Solar** Job Filings, DOB will send the **Total Eligible Expenditure** calculated on the Tax Abatement tab to the Department of Finance.
 - **Total Eligible Expenditures = Total Expenditures – (Interest + Finance Charges + Grant Total)**

- If the Applicant initially answers **No** to the Tax Abatement question on the PW1, that answer can only be changed by submitting a **Post Approval Amendment** (PAA). The same is true if the change is from Yes to No on that question.
- When submitting a PAA that changes the answer to the Tax Abatement question (Yes to No or No to Yes), an alert will be displayed asking the Applicant to **update the Tax Abatement tab** on the respective initial/subsequent filing.

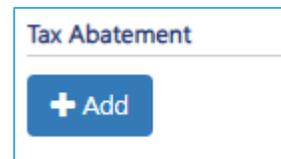


- The **Tax Abatement** tab for EESE and Solar Job Filings will have two major sections:
 - **Tax Abatement**—listing all related Job Filings
 - **Grant Information**—the Applicant can enter data about any grants they received to do the relevant work
- The system will calculate **total eligible expenditures** and allow the Owner to attest to the information provided.

- There are two ways to enter Job Filings into the Tax Abatement tab:
 - On the **PW1**, Applicants can enter **related BIS or DOB NOW Job Numbers**. These Jobs will automatically be listed on the Tax Abatement tab.

A screenshot of a web form section titled 'Related DOB NOW/BIS Job Numbers:'. It contains a question 'Is this job related to any other jobs filed in BIS/DOB NOW?*' with radio buttons for 'Yes' (selected) and 'No'. Below is a text input field for 'Related BIS/DOB NOW Job Number:*' with a placeholder 'Separate each by a comma \",\"' and a character count '125 characters remaining'.

- On the **Tax Abatement** tab itself, Applicants can enter other related Job Filings.

A screenshot of a tab labeled 'Tax Abatement'. Below the tab title is a blue button with a white plus sign and the text '+ Add'.

- The system will display all Job Filing numbers entered on the PW1, and the user must select the relevant ones to the Tax Abatement.
- Applicants may also manually enter any Job Filing that is:
 - **On the same BIN**
 - **Not Withdrawn**
 - **Not in Pre-filing status**
 - **Not Signed Off/LOC Issued**



- For each **Job** entered, Applicants can specify the total dollar amount of:
 - **Design Fees**
 - **Application Fees**
 - **Project Cost**

- **Design Fees:** Applicant must enter the total design fees for all jobs collected under the Related Job Information on this tab.
- **Application Fees:** This will be auto populated for DOB NOW Job Filings but must be entered for BIS Job Filings. It is based on the total amount paid on a given Job Filing number (which might include PW1 filing fee, Record Management, PAA fees, After Hours Variance, etc.). The system will also alert the user if the amount entered in this field does not match the amount paid through DOB NOW.
- **Project Cost:** Calculated/auto populated from the Final Estimated Job Cost if available. If not, it will be determined based on the Estimated Job Cost. If neither is available, the user can manually enter an amount. The value when auto-populated can be edited and lowered. At least one total project cost listed must be greater than zero.

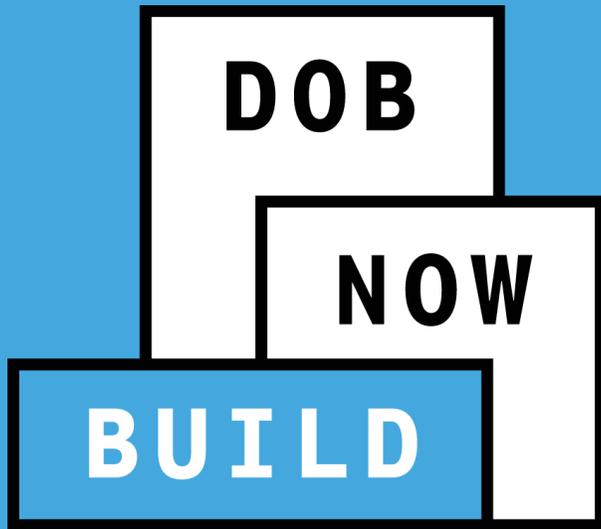
- For each Grant entered, the Applicant should fill out:
 - **Grant Name**
 - **Issuing Organization**
 - **Issuing Date**
 - **Grant Amount**



- Applicants should also enter **Interest** accrued (if any) and **Finance Charges**.
- The system calculation of the amount for the Tax Abatement uses the following equation:
 - **Total Eligible Expenditures = Total Expenditures – (Interest + Finance Charges + Grant Total)**

- The Owner of the building will need to attest to the information specified on the Tax Abatement tab.
- For Solar, users must enter a **Placed In-Service Date** from the **Final Acceptance Letter from the Utility Company** they upload. If the Letter is waived or for Green Roof filings, the system will auto-populate the Job sign-off date.
- The Tax Abatement tab **can be edited at any point** before the Letter of Completion request has been submitted.
- There is no PAA needed, nor is there a fee for editing the tab.

- The system **validates the accuracy of the data on the Tax Abatement tab** at various points through the lifecycle of the Job Filing.
- This validation is done by checking that:
 - The **Total Eligible Expenditures is greater than zero**
 - The **Owner's Attestation** has been received
- A final validation will be done after the LOC request is submitted checking to make sure that:
 - The Tax Abatement tab has been **updated with any PAAs, Permit Renewal fees, or AHV fees**
 - The amount of **Project Cost** on at least one Job Filing on the Tax Abatement tab is **greater than zero**
 - For any given Job Filing the **Project Cost is less than Final Cost**
- The Letter of Completion request cannot be submitted until all Tax Abatement validations are satisfied.



DOB NOW: *Build* – EESE OR SL TAX ABATEMENT

How to Complete the Tax Abatement Tab for EESE and Solar

DOB NOW: *Build* – PTA4 FORM TO DOB NOW COMPARISON



On PTA4 form

In DOB NOW

Section 1 – Location Information

Location information on PW1 tab

Section 2 – Applicant for Property Tax Abatement Information

Not applicable

Section 3 – Permit Information

Solar permit on PW2 tab, EL permit can be viewed on the associated Electrical filing

Section 4 – Applicant of Record Information

Applicant Information in Stakeholders section of PW1 tab

Section 5 – Professional Certifying this PTA4 Application

Not applicable

Section 6 – General Contractor Information

Found on PW2 tab

Section 7 – Electrician information

Can be viewed on the associated Electrical filing

DOB NOW: *Build* – PTA4 FORM TO DOB NOW COMPARISON



On PTA4 form

In DOB NOW

Section 8 – Solar System Placed in Service Date

Placed in Service Date field on Tax Abatement tab

Section 9 – Solar Electric Generating System Information

This information is entered on Scope of Work tab

Section 10 – Eligible Solar Electric Generating System Expenditures, Itemized

Tax Abatement tab. Note- expenditures are not itemized in DOB NOW.

- 10A Design Fees
- 10B Application Fees

- 10C Construction Costs

- Enter the cost in Design Fee field
- Application fee is system populated into Application fee field based on filing fee for EL filing and filing fee for Solar/EESE
- Enter the total costs for labor, materials, equipment, etc. into the **Project Cost** field

On PTA4 form	In DOB NOW
<ul style="list-style-type: none">• 10D Expenditure Summary• 10E Grant Information	<p>System-calculated Total Expenditures field on Tax Abatement tab</p> <p>In the Grant Information section of the Tax Abatement tab click +Add to add entries. In the Grant Information modal window, enter Grant Name, Issuing Organization, Issuing Date, and Grant Amount. Click Save. Add other rows if needed. Grant Total is system calculated.</p>
<ul style="list-style-type: none">• 10F Eligible Expenditures	<ul style="list-style-type: none">• On Tax Abatement tab, if applicable, enter interest amount into Interest field. If applicable, enter finance charges amount into Finance Charges field.

On PTA4 form

- 10F Eligible Expenditures

Section 11- Professional's Certification of Compliance

Section 12- Applicant for Property Tax Abatement Agreement

In DOB NOW

- System will calculate the Total Eligible Expenses by using this formula: $\text{Total Eligible Expenditures} = \text{Total Expenditures} - (\text{Interest} + \text{Finance Charges} + \text{Grant Total})$

Not applicable

On Tax Abatement tab, this is Owner Attestation section at the bottom of the page.

- By default, the **current Job Filing** (as well as the **Electrical (EL) Job Filing** that is listed in the Related Job Filing field in the PW1 tab for EESE Job Filings) will display in the Tax Abatement section of the tab for users to specify costs. The values in the fields can be changed by clicking the **Edit** button.
- Clicking **+Add** will allow users to specify costs associated with other related Job Filings.

Tax Abatement

+ Add

Actions	Job Filing Number	Design Fees	Application Fees	Project Cost
 	X00439334-I1	\$0.00	\$0.00	\$0.00
 	X00437281-I1-EL	\$0.00	\$2,988.00	\$0.00
	Total	\$0.00	\$2,988.00	\$0.00

< 1 to 2 of 2 records. >

Job Filing Number Information

Add a Job Filing Number

Related DOB NOW/BIS Job Number

Search

Job Filing Number	Design Fees	Application Fees	Project Cost
No Records found.			

Add New Job Filing Number

+ Add

Job Filing Number	Design Fees	Application Fees	Project Cost
	\$	\$	\$

Save Cancel

- Upon clicking **+Add**, the left side of the pop-up window will display related Job Filings entered into the PW1 (if any).
- Enter additional Job Filings by clicking **+Add** on the right.
- Enter the **Job Filing Number** into the box and then enter or update the **Design Fees**, **Application Fees** and **Project Cost**. Click **Save**.

- Associated fees may also be entered or edited in the table by clicking the **Edit** button.
- Once you have entered the data, the Edit button will become a **Save** button to record your answers.
- **Total Eligible Expenditures** will display in the upper right corner.

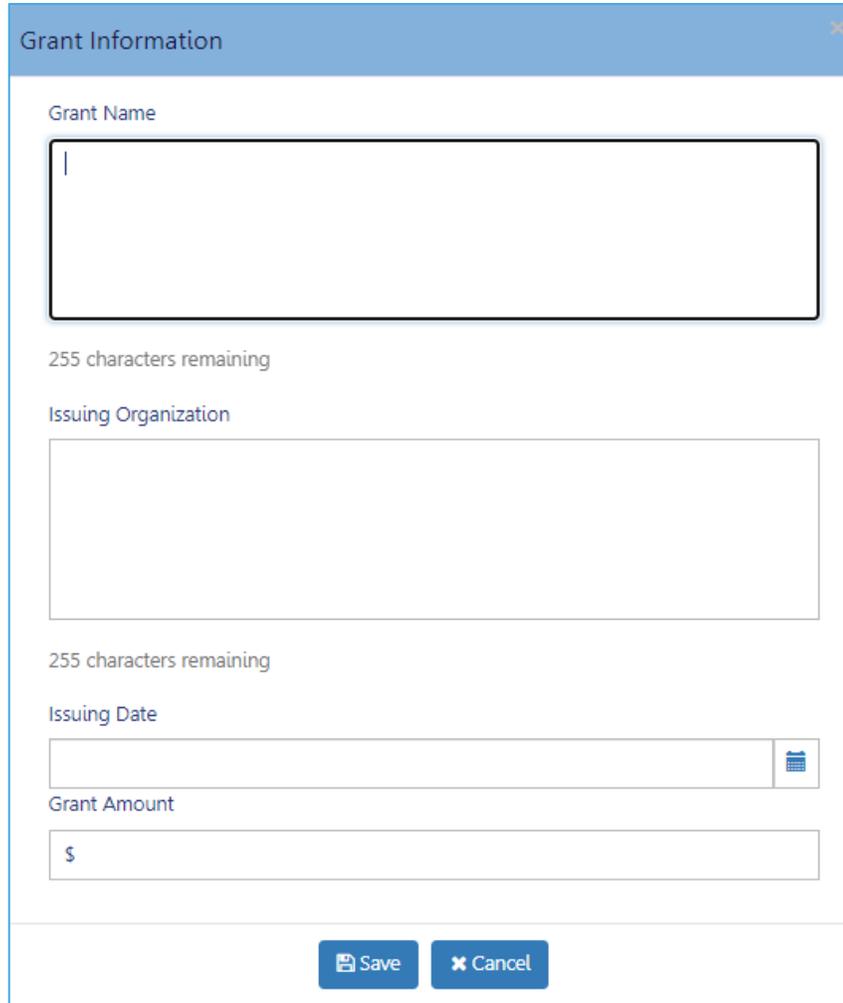
				Total Eligible Expenditures	\$ 16,750.00
Tax Abatement					
+ Add					
Actions	Job Filing Number	Design Fees	Application Fees	Project Cost	
 	Q00438937-I1	\$0.00	\$250.00	\$0.00	
 	Q00438983-I1	\$1,500.00	\$0.00	\$15,000.00	
Total		\$1,500.00	\$250.00	\$15,000.00	
< 1 to 2 of 2 records. >					

Grant Information

+ Add

Actions	Grant Name	Issuing Organization	Issuing Date	Grant Amount	
<input type="text"/>					

- In the Grant Information section of the tab, click **+Add** to enter data about grants funding the work.
- Grant amounts will be subtracted from the Total Eligible Expenditures.



The screenshot shows a 'Grant Information' pop-up window with the following fields and controls:

- Grant Name:** A text input field with a vertical cursor at the start. Below it, it says '255 characters remaining'.
- Issuing Organization:** A larger text input field. Below it, it says '255 characters remaining'.
- Issuing Date:** A date input field with a calendar icon on the right.
- Grant Amount:** A text input field with a '\$' symbol at the beginning.
- Buttons:** At the bottom, there are two buttons: 'Save' (with a floppy disk icon) and 'Cancel' (with an 'X' icon).

- In the Grant Information pop-up, enter:
 - **Grant Name**
 - **Issuing Organization**
 - **Issuing Date**
 - **Grant Amount**
- Click **Save**.

- To edit Grant information, click the **Edit** button.

Grant Information

[+ Add](#)

Actions	Grant Name	Issuing Organization	Issuing Date	Grant Amount
 	Green Roof Grant	Green Roofs Funding	04/01/2023	\$1,000.00

DOB NOW: *Build* – EESE & SOLAR TAX ABATEMENT TAB



Total Expenditures	\$ 16,750.00
Interest	\$ <input type="text"/>
Finance Charges	\$ <input type="text"/>
Grant Total	\$ 1000
Total Eligible Expenditures	\$ 15,750.00

- Under the **Total Expenditures** enter **Interest** and **Finance Charges**.
- Total Eligible Expenditures = Total Expenditures – (Interest + Finance Charges + Grant Total)

- Enter the **Placed In-Service Date** once the work has been completed for Solar Job Filings. (It will be auto-filled for EESE and Green Roof.)

Placed In-Service Date



- For Solar, users may enter the date from the **Final Acceptance Letter from the Utility Company** they have uploaded. If the letter was waived, the system will auto populate the date of job sign off.

- The **Owner** must click the checkbox to **attest** to the information on the Tax Abatement Tab.
- Click **Save**.

Owners Attestation*

I, the applicant for property tax abatement as represented on this form in section 2 and by my signature below, certify and agree to the following:

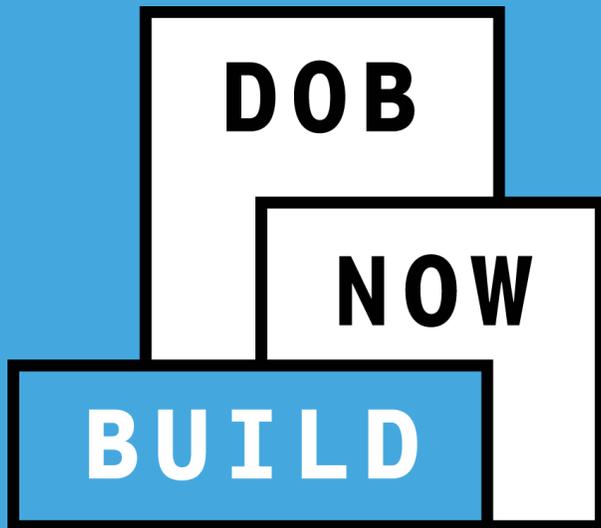
1. This building has not been previously represented as an eligible building under Title 4-C of the New York State Real Property Tax Law.
2. None of the eligible electric energy storage equipment expenditures provided above includes interest or other finance charges, or any expenditure incurred using a federal, state or local grant.
3. None of the eligible electric energy storage equipment expenditures provided above includes equipment excluded in §499-aaaa (10) and 1 RCNY 105-02.
4. I agree to allow officials of the Department and any architect or engineer associated with this electric energy storage equipment property tax abatement project, to access the property and to inspect the electric energy storage equipment and any related structures and equipment at any time upon reasonable notification.
5. I agree, in the event that the Department finds either non-compliance with the requirements of Title 4-C or any unsafe condition related to the electric energy storage equipment installation, to pay for the expenses of the Department for related inspection(s) and investigation, in accordance with 1 RCNY 105-02.
6. I agree to maintain this electric energy storage equipment in service throughout the compliance period in such a manner that it continuously constitutes a electric energy storage equipment within the meaning of Title 4-C and 1 RCNY 105-02.
7. I agree to provide any other information or certifications required by the Department pursuant to Title 4-C and 1 RCNY 105-02.
8. No electric energy storage equipment expenditure listed herein was incurred before August 5, 2008; no electric energy storage equipment listed herein was incurred in connection with a electric energy storage equipment that generated electricity before August 5, 2008.
9. EITHER I have provided the Department documentation, such as a preliminary contract, that I am coordinating with the electrical utility for electrical interconnection of my electric energy storage equipment OR I hereby state that this electric energy storage equipment will NOT be interconnected with the electrical grid.
10. I agree that pursuant to 1 RCNY 105-02, within fifteen (15) calendar days prior to the end of the compliance period, I will have the architect or engineer involved in the installation and maintenance of the electric energy storage equipment inspect the electric energy storage equipment to certify its continuing compliance with Title 4-C, 1 RCNY 105-02 and applicable provisions of law and rules. The applicant of record shall prepare an inspection report and maintain it on file in accordance with applicable provisions of law and rules for review by the Department upon request. If the applicant of record finds that the electric energy storage equipment is not in compliance with Title 4-C, such applicant shall notify the Department on such forms and in such manner prescribed by the Department.
11. I, the applicant for a tax abatement for the above-referenced premises whose name and signature appear below, hereby state that I am the owner, or represent the owner, of the subject premises; that I have thoroughly reviewed the approved construction documents for the job number identified in Section 3, this application and the information provided herein about me and/or the corporation or condominium I represent and the subject building and premises and state that all information I have provided is accurate and true; that the information and work provided on my behalf is accurate, true and in accordance with Title 4-C and 1 RCNY 105-02 to the best of my knowledge; that I fully agree to abide by all terms stated herein; and I hereby apply for the real property tax abatement offered by the City of New York in accordance with Title 4-C and 1 RCNY 105-02.

I have personally reviewed all information entered in this application and on each of the documents listed herein. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed herein and expressing my agreement with the Statements and Signatures terms for such documents and all other statements herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand.

Name

Date

- The rest of these Job Filings is the same as any other Job Filing.
- The **Tax Abatement** tab may be edited without a fee at any point up to the submission of Letter of Completion (LOC) regardless of the status of the Job Filing.
- After LOC, the information on the Tax Abatement tab will be sent to the NYC Department of Finance.



DOB NOW: *Build* – EESE, GREEN ROOF, SOLAR LETTER OF COMPLETION

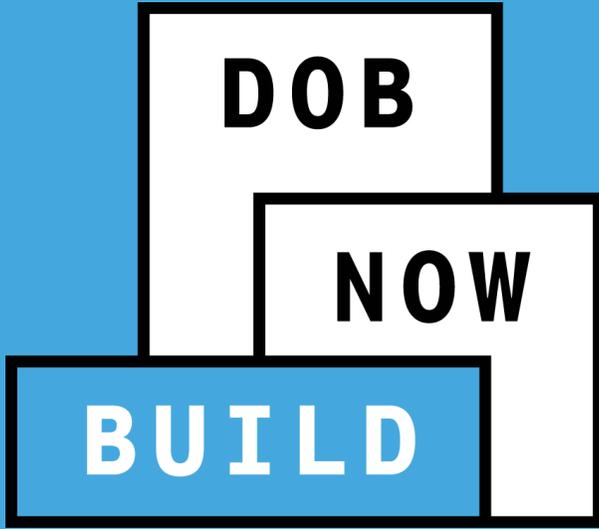
System Validations



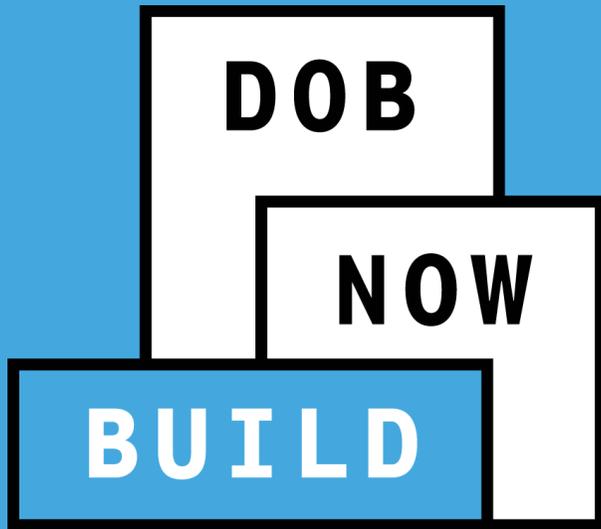
- DOB NOW: *Build* has **validations** built into the system before the **Letter of Completion (LOC)** can be requested.
- The particular validations depend on the type of Job Filing.

- Permit(s) will be Signed Off when the TR1-Final certification is submitted.
- **LOC can be requested** only after:
 - All the Permits related to the Job Filing are Signed off, including the EL Sustainable Energy Install / Photo Voltaic Permit.
 - Certifications are submitted for required/optional Technical Reports.
 - All DOB Inspections are complete.
- For **Alteration** Job Types, the LOC submission must be reviewed by DOB before the Letter can be issued.
- For **NB/ALT-CO Subsequent** Job Filings, the Letter of Completion will be automatically issued upon submission of the request for Green Roof and Solar Job Filings.

- For **EESE Job Filings**, certifications must be submitted for required/optional Technical Reports (including TR-1 Final) and all DOB Inspections must be complete before the LOC can be requested.
- Upon the user's request for a Letter of Completion, the system will:
 - Trigger an alert when the Tax Abatement tab has not been updated with changes in the amount to capture **PAA fees, Permit Renewal fees, and AHV fees**
 - Check that the **Total Eligible Expenditures is greater than zero**
 - Check that the amount of **Project Cost** on at least one Job Filing on the Tax Abatement tab is **greater than zero**
 - For all the Job Filings on the Tax Abatement tab, the **Project Cost should be less than the Final Cost**



THANK YOU!



QUESTIONS?