

SERVICE NOTICE

Changes to Illuminated Signs Previously Filed in BIS must be Filed in DOB NOW

Beginning November 3, 2025, changes to illuminated signs previously filed in the Building Information System (BIS) are required to be submitted in DOB NOW: *Build*. Requests submitted to Central Filing & Billing will no longer be accepted.

Changes to Existing Illuminated Sign Permits Filed in BIS

Changes to existing BIS permits are required to be filed as a new job filing in [DOB NOW: Build](#). This includes (but not limited to):

- change in sign wording
- change of address
- change of ownership.

How do I cancel permits for illuminated signs?

To cancel illuminated sign permit issued in the BIS or DOB NOW, submit a statement from a New York City licensed electrician on the electrical company's letterhead to cfb@buildings.nyc.gov. The statement must, indicate that the sign was legally removed or de-electrified, and include the following:

- the date of removal
- the electrician's license number
- the address where the sign was located
- the sign permit number
- the dimensions of the sign (height and length)
- a statement that the removal was done in compliance with the NYC Electrical Code
- a photograph of the premises (front and side view) where the sign was located.

To change the wording on an illuminated sign permit already filed in DOB NOW: *Build*, submit a **Post Approval Amendment (PAA)**.

Illuminated Sign Permit in DOB NOW: Build

To submit an illuminated sign permit, log in to DOB NOW and select DOB NOW: *Build*. From the dashboard select **+Job Filing, Alteration**, and then the **Sign** work type.

For assistance, submit an inquiry to the **DOB Help Form** at nyc.gov/dobhelp.