

INDUSTRY PORTAL STEP-BY-STEP GUIDE

How to Request a Board of Standards and Appeals Review

The following Step-by-Step Guide will outline the steps applicable to requesting a Borough of Standards and Appeals Review in DOB NOW: *Build*.

HELPFUL LINKS

[YouTube.com/DOBNOW](https://www.youtube.com/DOBNOW) 

[NYC.gov/DOBNOWINFO](https://www.nyc.gov/DOBNOWINFO) 

[NYC.gov/DOBNOWHELP](https://www.nyc.gov/DOBNOWHELP) 



@NYCBuildings

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Overview

This step-by-step guide will provide applicants with a systematic understanding of how to request a review of documents to submit to the Borough of Standards and Appeals in DOB NOW: *Build*.

The DOB NOW: *Build* system is an all-inclusive, integrated system for Job Filings, permits, and submitting requests. DOB NOW: *Build* is a one-stop-shop (System).

Requirements

- The purpose of a Borough of Standards and Appeals (BSA) request is to get a signed and stamped document to bring to the BSA to dispute either an Objection on a Job Filing (Objection Sheet) or a decision on an Appeal (Decision Document).
- There are three types of Borough of Standards and Appeals requests:
 - **GCL 35/36 Pre-Determination**
 - **Submission of Objections**
 - **Determinations**
- **GCL 35/36 Pre-Determination requests** may be made:
 - Before a Job Filing is created
 - While a Job Filing is in Pre-Filing status
- **Submission of Objections BSA requests** may be made:
 - After receiving an objection on a Job Filing
 - After receiving a decision of *Objection Upheld* on a Second Review of Objection request
 - After receiving a decision of *Denied or Approved with Conditions* on an Objection Level Determination
- **Determinations BSA Requests** may be made:
 - After receiving decision of *Denied or Approved with Conditions* on an Appeal of (Pre-) Determination
 - After receiving a decision of *Denied or Approved with Conditions* on a Second Appeal of (Pre-) Determination
- Once the Document is downloaded, the Applicant will need to contact the Board of Standards and Appeals directly for further instructions.

SYSTEM GUIDELINES

1. Fields with a red asterisk (*) are required and must be completed.
2. Grayed-out fields are Read-Only or are auto-populated by the system.
3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options or full fields.

The screenshot shows a web form with the following elements:

- Email***: A text input field with a red asterisk and a red box around it, labeled with a red circle '1'. The placeholder text is "Enter email/username...".
- Applicant Type***: A dropdown menu with a red asterisk and a red box around it, labeled with a red circle '2'. The text "Select:" is visible.
- Last Name**: A text input field with a red box around it, labeled with a red circle '2'. The field is grayed out.
- Filing Representative Information**: A section header with a blue "+ Add Representative" button.
- Table**: A table with the following data:

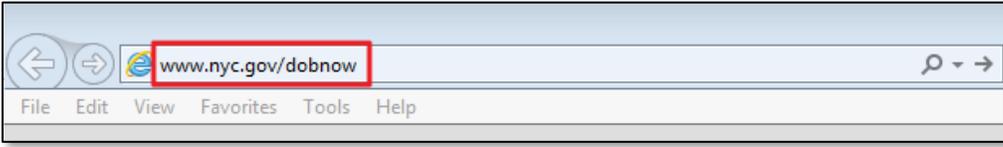
First Name	Last Name	Email	Business Name	Business Telephone	Action
ADAM	JOE2	AJOETEST2@GMAIL.COM	AJ2	(201) 222-3333	 
- Scrollbar**: A horizontal scrollbar below the table, labeled with a red circle '3'.
- Total Items: 1**: Text below the scrollbar.
- Page Navigation**: A set of navigation buttons including a left arrow, a right arrow, a page number "1", a slash, another page number "1", and a dropdown menu showing "5" for "Items Per Page".
- 1 - 1 of 1 items**: Text at the bottom right of the page.

ADDITIONAL HELP & INFORMATION

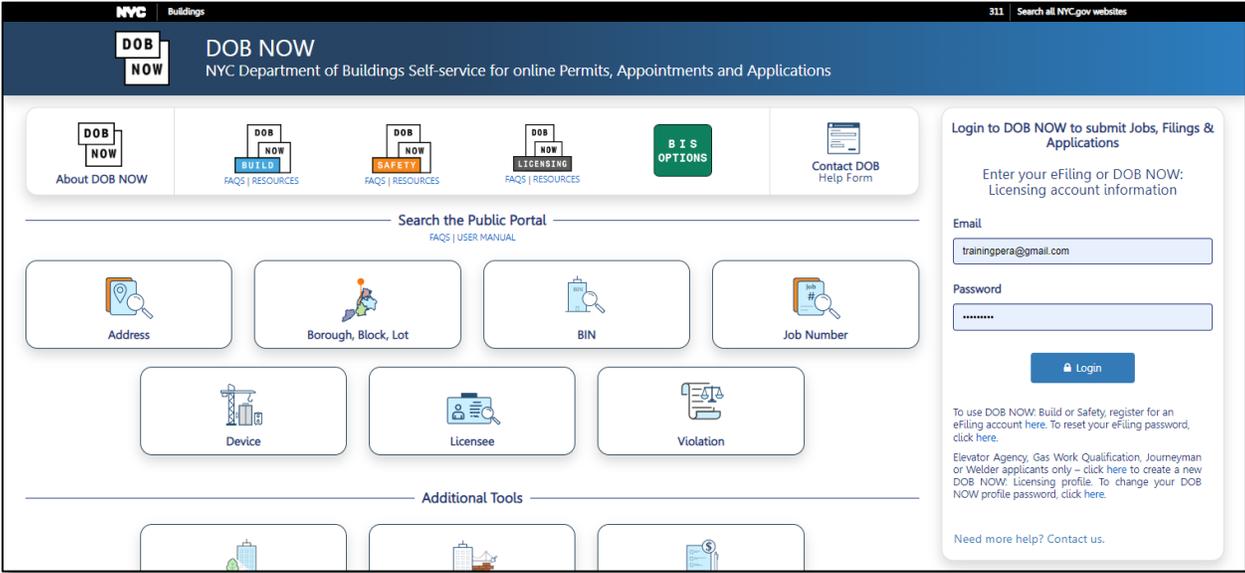
1. Video Tutorials: DOB NOW YouTube Channel: <https://www.youtube.com/user/NYCBUILDINGS>
2. Presentations & Sessions: <https://www1.nyc.gov/site/buildings/industry/dob-now-training.page>

Log into DOB NOW: Build

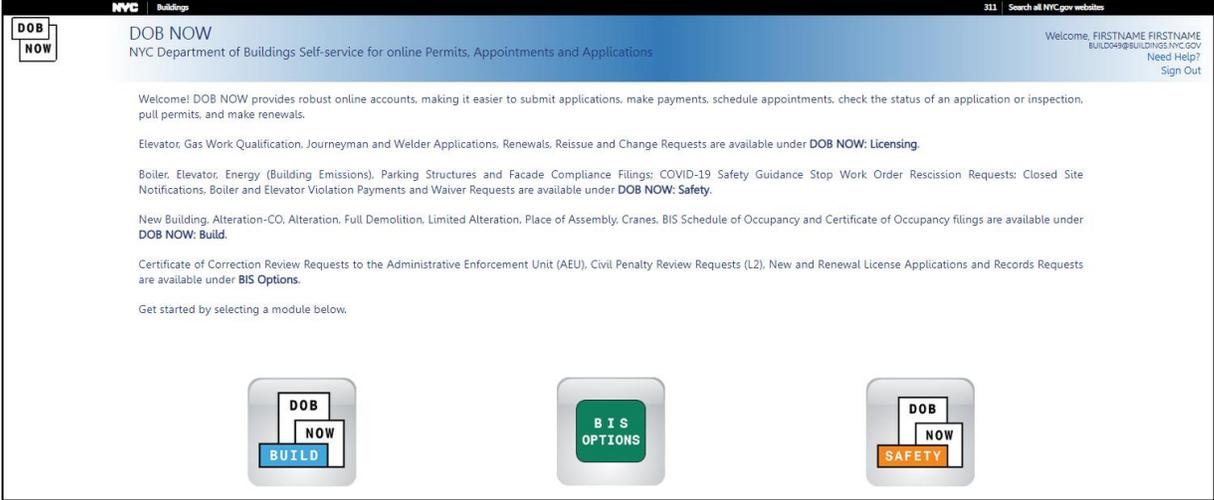
Follow the steps below to access DOB NOW: *Build* and initiate a BSA Review Request.

Step	Action
	<p>Note In order to log in to DOB NOW, you must be registered for eFiling.</p> <p>Additionally, DOB recommends that you turn off pop-up blockers to successfully navigate within DOB NOW.</p> <p>For Step-by-Step instructions, please submit a question to www.nyc.gov/dobnowhelp or refer to the following links:</p> <ul style="list-style-type: none"> ■ How to Register for eFiling: https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf ■ How to Turn Off Pop-up Blockers: https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf
<p>1.</p>	<p>Access the Internet.</p> 
<p>2.</p>	<p>Enter www.nyc.gov/dobnow in the URL field at the top of the browser window.</p> 
<p>3.</p>	<p>Press Enter on your keyboard.</p>

DOB NOW: *Build* – DETERMINATIONS & APPEALS BSA REVIEW

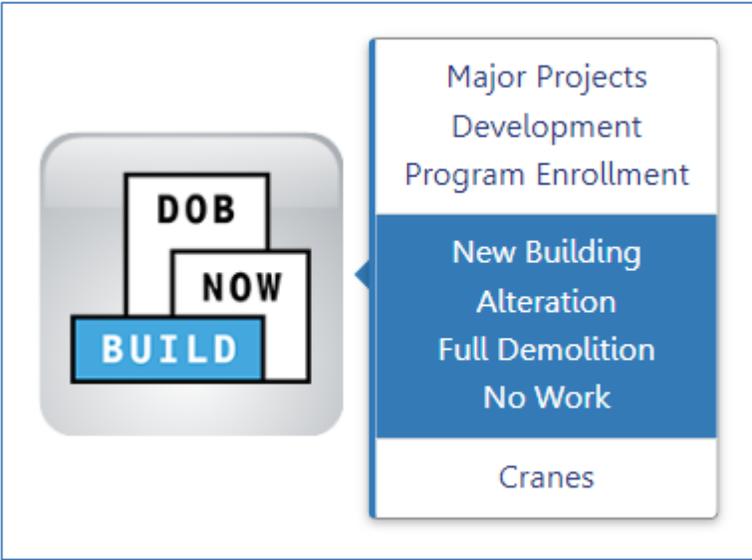
Step	Action
	<p>The DOB Login page displays.</p> 

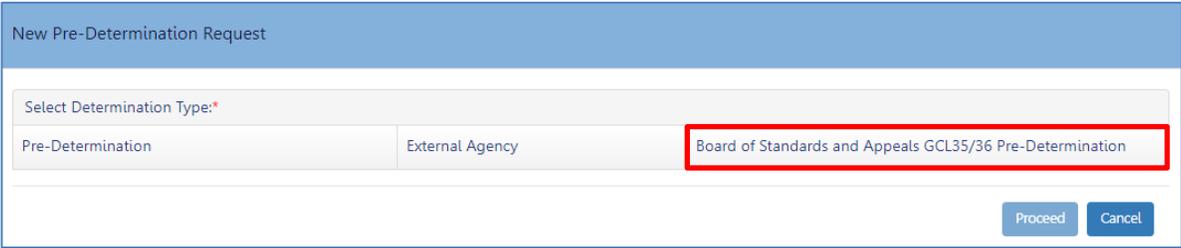
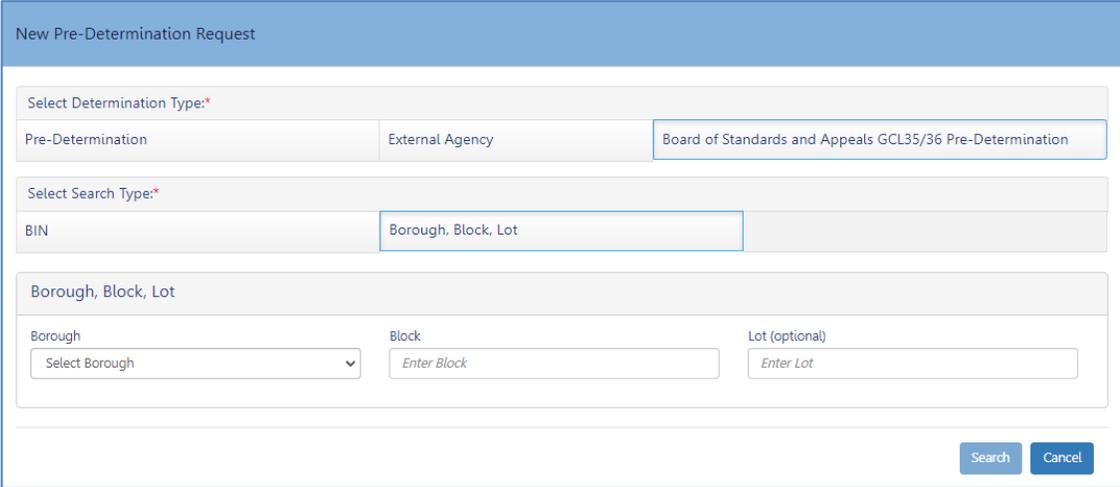
Step	Action
4.	<p>Enter your Email and Password.</p> <div data-bbox="285 363 802 1178"><p>Login to DOB NOW to submit Jobs, Filings & Applications</p><p>Enter your eFiling or DOB NOW: Licensing account information</p><p>Email</p><input data-bbox="313 600 766 646" type="text" value="build049@buildings.nyc.gov"/><p>Password</p><input data-bbox="313 716 766 762" type="password" value="*****"/><p> Login</p><p>To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here.</p><p>Elevator Agency, Gas Work Qualification, Journeyman or Welder applicants only – click here to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, click here.</p><p>Need more help? Contact us.</p></div>
5.	<p>Click Login.</p> <div data-bbox="285 1308 850 1549"><p> Login</p><p>To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here.</p></div>

Step	Action
6.	<p>The DOB NOW Welcome page displays.</p>  <p>DOB NOW NYC Department of Buildings Self-service for online Permits, Appointments and Applications</p> <p>Welcome! DOB NOW provides robust online accounts, making it easier to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and make renewals.</p> <p>Elevator, Gas Work Qualification, Journeyman and Welder Applications, Renewals, Reissue and Change Requests are available under DOB NOW: Licensing.</p> <p>Boiler, Elevator, Energy (Building Emissions), Parking Structures and Facade Compliance Filings: COVID-19 Safety Guidance Stop Work Order Rescission Requests: Closed Site Notifications, Boiler and Elevator Violation Payments and Waiver Requests are available under DOB NOW: Safety.</p> <p>New Building, Alteration-CO, Alteration, Full Demolition, Limited Alteration, Place of Assembly, Cranes, BIS Schedule of Occupancy and Certificate of Occupancy filings are available under DOB NOW: Build.</p> <p>Certificate of Correction Review Requests to the Administrative Enforcement Unit (AEU), Civil Penalty Review Requests (L2), New and Renewal License Applications and Records Requests are available under BIS Options.</p> <p>Get started by selecting a module below.</p> <p>DOB NOW BUILD B I S OPTIONS DOB NOW SAFETY</p>
<p>You are now logged into DOB NOW. Continue to the BSA step by step.</p>	

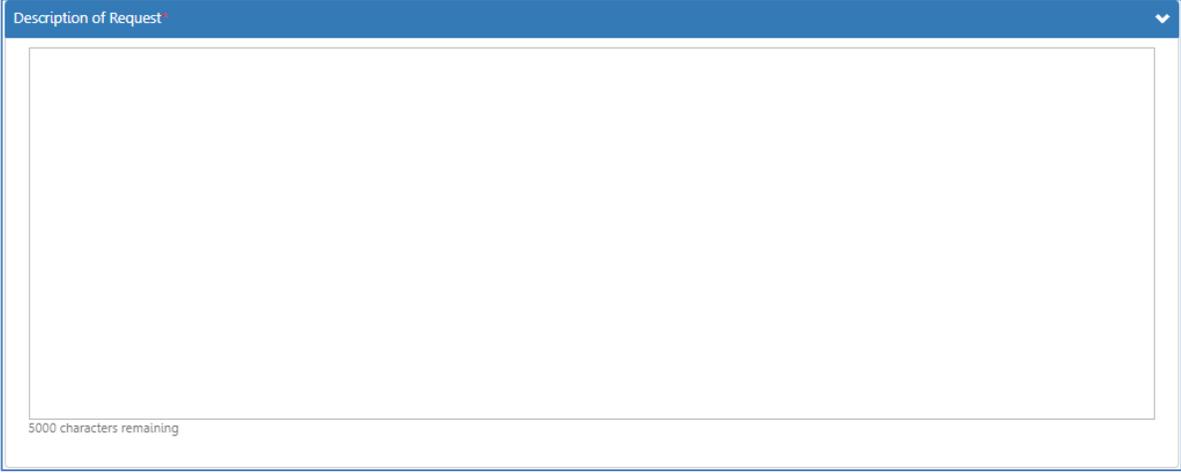
Request a BSA Pre-Determination

If you are submitting a BSA Pre-Determination review request, follow the steps below.

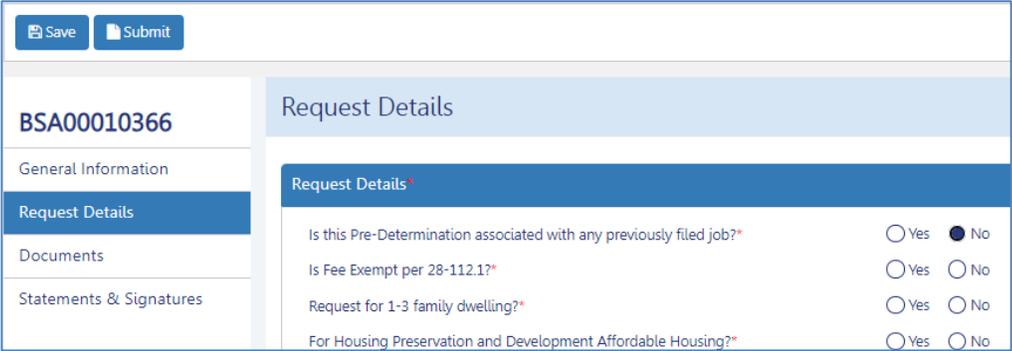
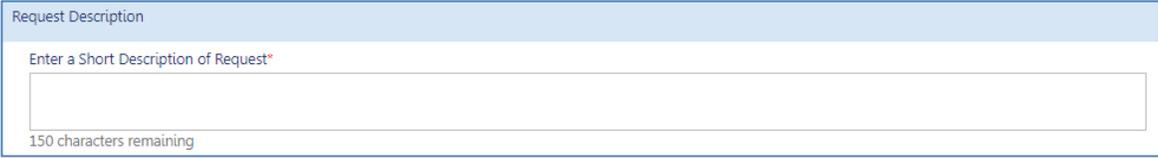
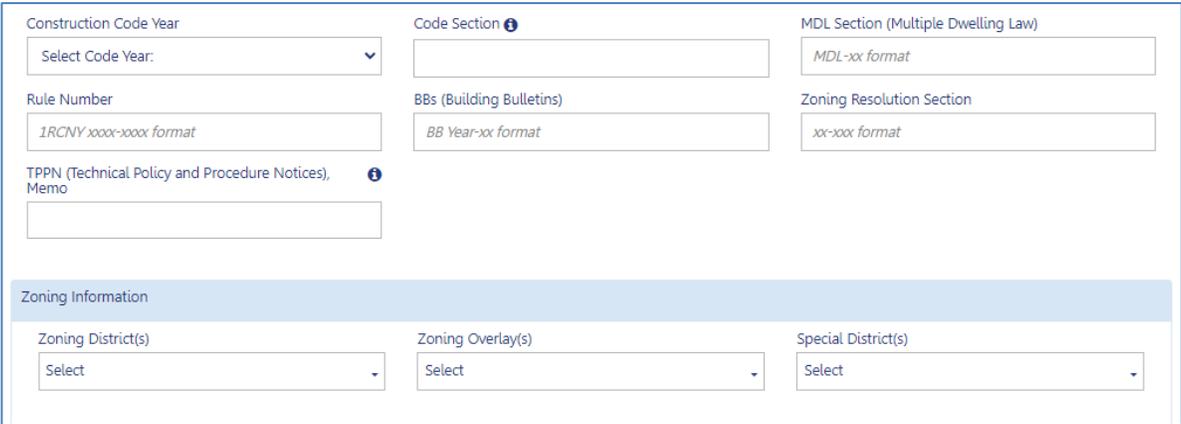
Step	Action
1.	<p>From within the DOB NOW Public Portal main dashboard, click on DOB NOW BUILD.</p> 
2.	<p>Then click on the New Building / Alteration / Full Demolition / No Work option.</p> 

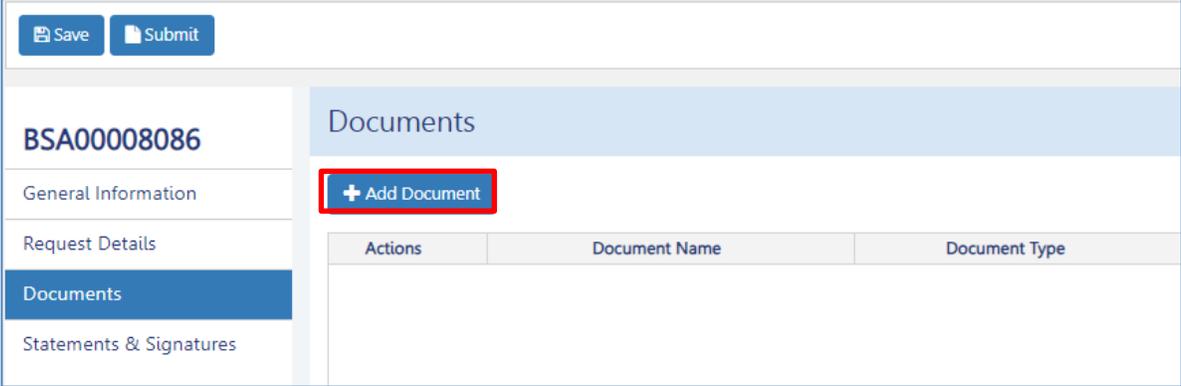
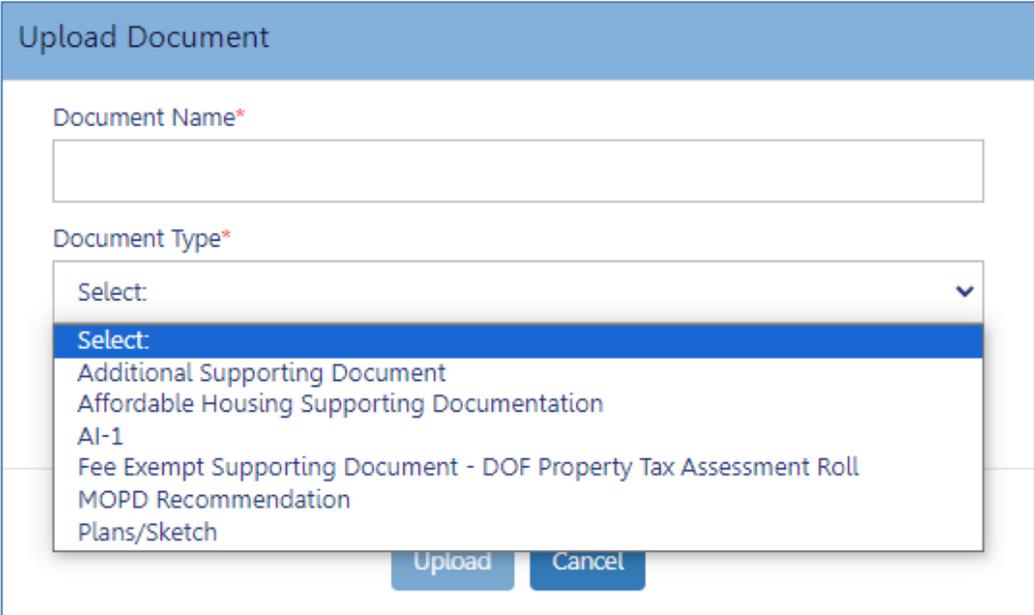
Step	Action
3.	<p>Click on the +Determinations button and select Pre-Determination.</p> 
4.	<p>Select Board of Standards and Appeals GCL 35/36 Pre-Determination.</p> 
5.	<p>Applicants can search by BIN or by Borough, Block and Lot number to find the location.</p> 

Step	Action															
6.	<p>The request will open on the General Information tab. Enter Stakeholder information. If desired, an Alternate Contact may also be added.</p> <div data-bbox="326 384 1507 800" style="border: 1px solid #ccc; padding: 10px;"> <p>Stakeholders ▼</p> <p>Applicant Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Email* <input type="text" value="Please enter email address"/></td> <td style="width: 33%;">License Type* <input type="text" value="Select:"/></td> <td style="width: 33%;">License Number* <input type="text"/></td> </tr> <tr> <td>First Name* <input type="text"/></td> <td>Middle Initial <input type="text"/></td> <td>Last Name* <input type="text"/></td> </tr> <tr> <td>Business Name* <input type="text" value="Select:"/></td> <td>Business Telephone* <input type="text"/></td> <td>Business Address* <input type="text"/></td> </tr> <tr> <td>City* <input type="text"/></td> <td>State* <input type="text"/></td> <td>Zip Code* <input type="text"/></td> </tr> <tr> <td colspan="3">Mobile Telephone <input type="text"/></td> </tr> </table> </div>	Email* <input type="text" value="Please enter email address"/>	License Type* <input type="text" value="Select:"/>	License Number* <input type="text"/>	First Name* <input type="text"/>	Middle Initial <input type="text"/>	Last Name* <input type="text"/>	Business Name* <input type="text" value="Select:"/>	Business Telephone* <input type="text"/>	Business Address* <input type="text"/>	City* <input type="text"/>	State* <input type="text"/>	Zip Code* <input type="text"/>	Mobile Telephone <input type="text"/>		
Email* <input type="text" value="Please enter email address"/>	License Type* <input type="text" value="Select:"/>	License Number* <input type="text"/>														
First Name* <input type="text"/>	Middle Initial <input type="text"/>	Last Name* <input type="text"/>														
Business Name* <input type="text" value="Select:"/>	Business Telephone* <input type="text"/>	Business Address* <input type="text"/>														
City* <input type="text"/>	State* <input type="text"/>	Zip Code* <input type="text"/>														
Mobile Telephone <input type="text"/>																
7.	<p>In the Determination Details section, enter:</p> <ul style="list-style-type: none"> Is this Pre-Determination associated to an existing Project? Do you plan/intend to file your construction at the HUB? (Only appears if the previous question is answered “No.”) Determination Class (Construction Code Determination or Zoning Determination) Determination Sub Class <div data-bbox="326 1098 1468 1522" style="border: 1px solid #ccc; padding: 10px;"> <p>Determination Details ▼</p> <p>Is this Pre-Determination associated to an existing Project?* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Do you plan/intend to file your construction at the HUB?* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Determination Class:*</p> <p><input type="radio"/> Construction Code Determination <input type="radio"/> Zoning Determination</p> <p>Determination Sub Class (Select One):*</p> <p><input type="checkbox"/> Interpretation or Clarification</p> <p><input type="checkbox"/> Variation of Construction Code or Rules per §28-103.3</p> <p><input type="checkbox"/> Variation of Multiple Dwelling Law (MDL) §277.16 for Article 7B Buildings</p> </div>															

Step	Action
8.	<p>Enter a text Description of Request.</p>  <p>The screenshot shows a web form with a blue header bar containing the text 'Description of Request' and a dropdown arrow. Below the header is a large, empty white text area. At the bottom left of the text area, it says '5000 characters remaining'.</p>
9.	<p>Click Save.</p>  <p>The screenshot shows the NYC Buildings 'DOB NOW' interface. At the top, there is a black navigation bar with 'NYC' and 'Buildings'. Below this is a blue header with 'DOB NOW' and 'Submit Project Re'. On the left, there are three overlapping boxes labeled 'DOB', 'NOW', and 'BUILD'. At the bottom right, a red-bordered button with a floppy disk icon and the text 'Save' is highlighted.</p>

DOB NOW: *Build* – DETERMINATIONS & APPEALS BSA REVIEW

Step	Action
10.	<p>On the Request Details tab, answer:</p> <ul style="list-style-type: none"> • Is this Pre-Determination associated with any previously filed job? • Is Fee Exempt per 28-112.1? • Request for 1-3 family dwelling? • For Housing Preservation and Development Affordable Housing? 
11.	<p>Enter a Short Description of Request.</p> 
12.	<p>Construction Code and/or Zoning Information can be added below.</p> 

Step	Action
13.	<p>On the Documents tab, click the +Add Document button.</p> 
14.	<p>Give the document a name, choose the type of document browse to the document and click upload. Available document types are:</p> <ul style="list-style-type: none"> • Additional Supporting Document • Affordable Housing Supporting Documentation (required if building is identified as Affordable Housing) • AI-1 • Fee Exempt Supporting Document – DOF Property Tax Assessment Roll (required if building owner is fee exempt) • MOPD Recommendation • Plans/Sketch 

DOB NOW: *Build* – DETERMINATIONS & APPEALS BSA REVIEW

Step	Action
15.	<p>The Applicant of Record must attest by clicking the checkbox.</p> <div data-bbox="326 359 1507 789" style="border: 1px solid #ccc; padding: 10px;"> <p>Statements & Signatures</p> <p>Applicant of Record's Attestation ▼</p> <p><input type="checkbox"/> I hereby state the information on this form is correct and complete to the best of my knowledge. I understand falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I also understand it is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.</p> <p>Name* <input type="text"/> Date* <input type="text"/></p> </div>
16.	<p>Click Save and then Submit.</p> <div data-bbox="695 842 1008 926" style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <input type="button" value="Save"/> <input type="button" value="Submit"/> </div>
17.	<p>Using the navigation bar at the top of the window click the Next button to go to the last page.</p> <div data-bbox="334 1045 1076 1108" style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> << Previous Next >> 🔍 Zoom 🔍 Zoom 100% ▼ </div>
18.	<p>At the bottom of the last page, click the checkbox and the click the File button to complete the process.</p> <div data-bbox="334 1270 1474 1497" style="border: 1px solid #ccc; padding: 10px;"> <p><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <p>Name <input type="text" value="BUILD 139"/> Date <input type="text" value="04/06/2023"/> <small>(Electronically Signed)</small></p> <p style="text-align: right;"><input checked="" type="button" value="File"/> <input type="button" value="Return to Filing View"/></p> </div>

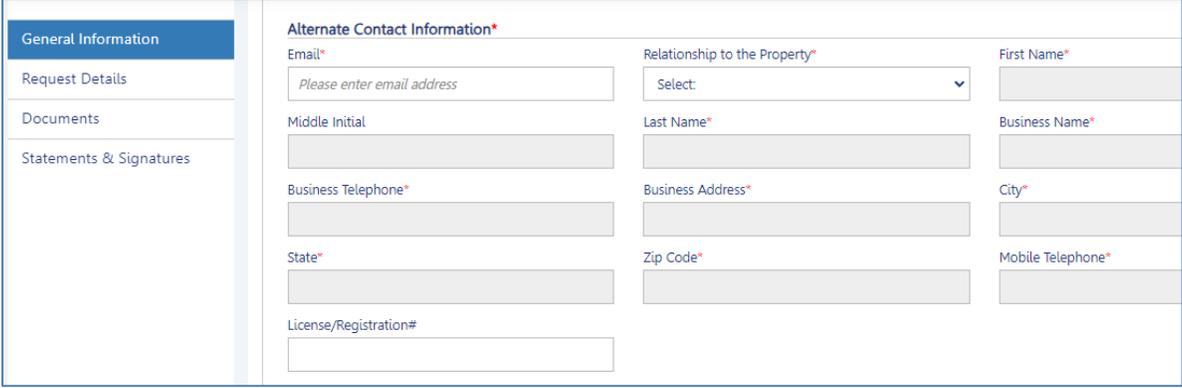
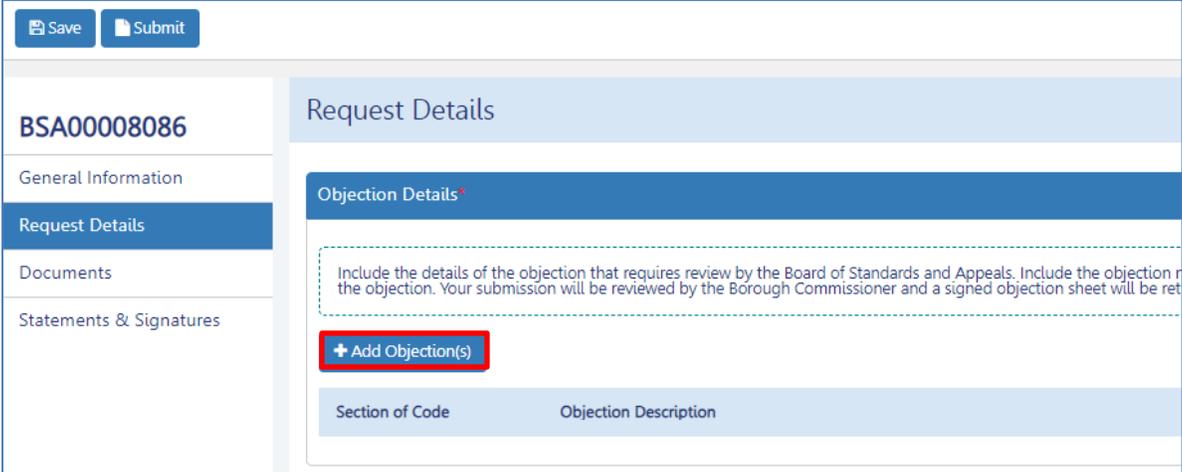
Step	Action
19.	<p>Once the review is complete, applicants will be able to view and print the Response Document DOB by clicking on the Print Response Document button located on the upper right section of the portal form.</p> <p>This is the final step within the DOB NOW system. Users must contact the Board of Standards and Appeals to continue the process.</p> <div data-bbox="334 525 673 611" style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">A rectangular button with a light gray background and a thin black border. On the left side of the button is a small printer icon. To the right of the icon, the text "Print Response Document" is written in a standard sans-serif font.</div>
<p>You have now completed the Request a BSA Pre-Determination step by step. The next section describes how to Request BSA Review of an Objection.</p>	

Request a BSA Review on an Objection

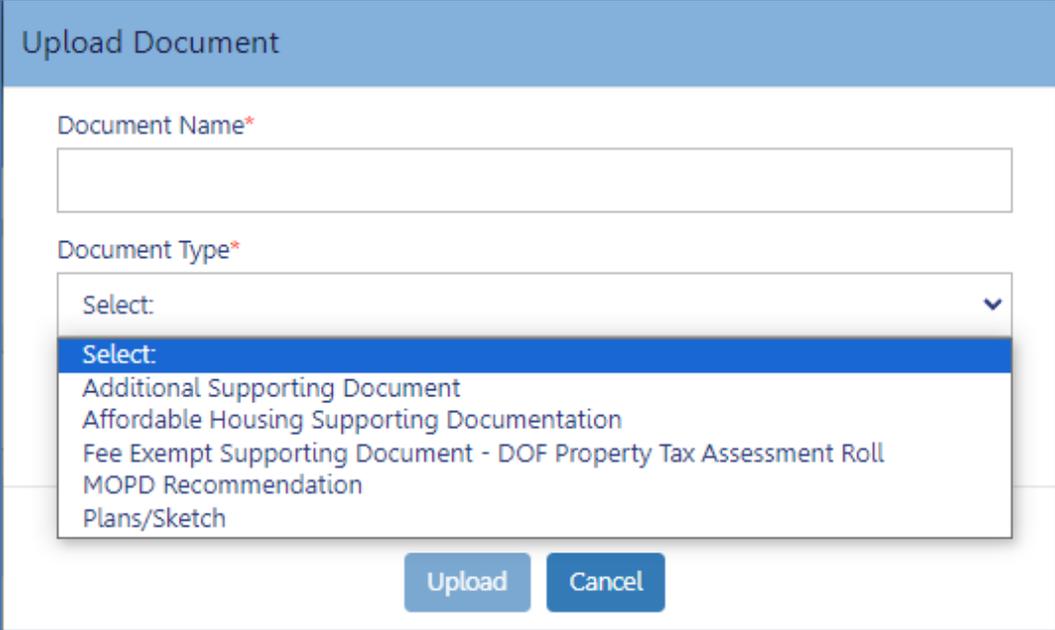
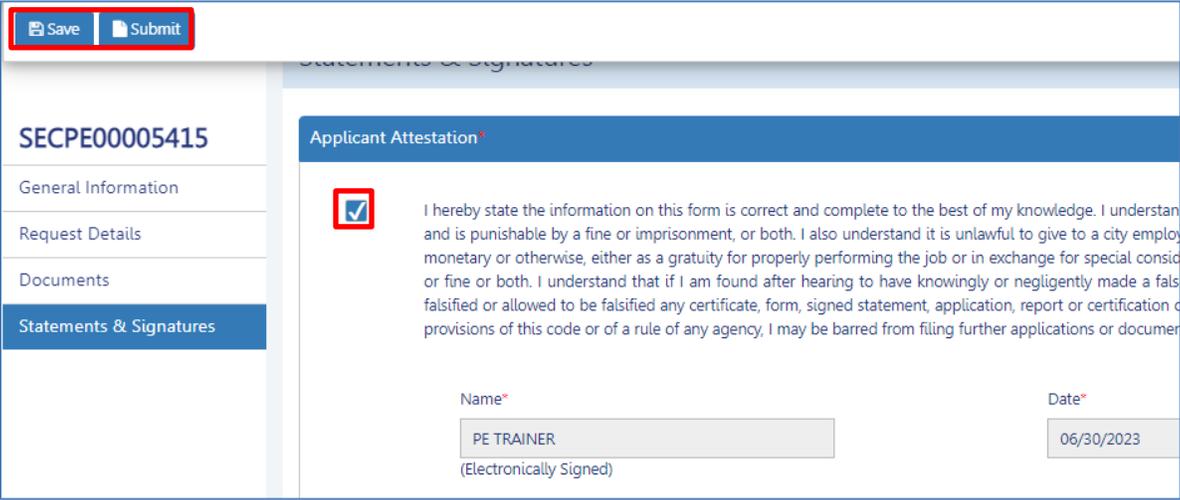
If you are submitting a BSA review request on an objection (without submitting a Second Review of Objection) follow the steps below.

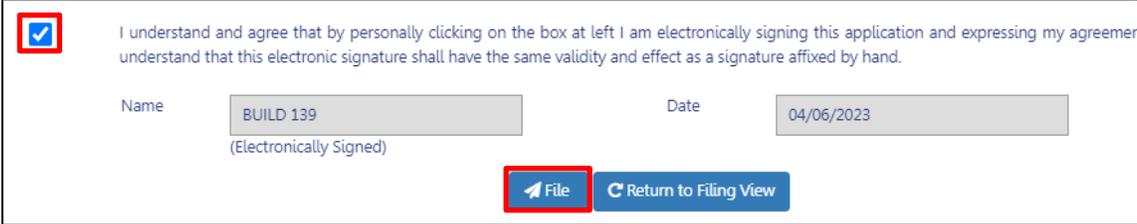
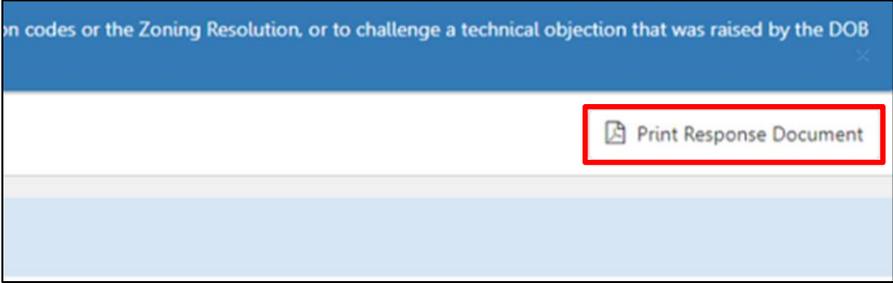
Step	Action
1	<p>Click the + Requests menu and choose Board of Standard and Appeals.</p>  <p>The screenshot shows the 'Job Filings' dashboard with a navigation bar at the top containing '+ Major Projects Development Program Enrollment/Project', '+ Job Filing', '+ Permits', '+ Requests', '+ Notifications', '+ Occupancy', and '+ Landmark Fee Payment'. A dropdown menu is open under '+ Requests', listing options: Energy, Letter of Completion, PA Certificate of Operation, Site Safety, Temporary BIN, Tenant Protection Plan, Refile - Full Demolition, Second Plan Review, and Board of Standards and Appeals (highlighted with a red box). Below the menu is a table with columns: View..., Filing Action, Job#, Filing#, Job Type, Status, and Modified Date. The table contains five rows of job filings, each with a 'Select Action:' dropdown.</p>
2.	<p>The Second Review of Objection window will now open.</p>  <p>The screenshot shows the 'Board of Standards and Appeals' form. It has a title bar 'Board of Standards and Appeals'. Below it is a section 'Select Determination Request Level:*' with a dropdown menu showing 'Submission of Objections' and 'Determination'. Below that is a section 'Objection Related To:*' with a dropdown menu showing 'Architectural Plans', 'Energy', and 'Site Safety Plan/Waiver'. At the bottom right are 'Proceed' and 'Cancel' buttons.</p>

Step	Action																		
3.	<p>Apply the following selections;</p> <ul style="list-style-type: none"> ▪ For Select Determination Request Level choose Submission of Objections ▪ For Objection Related to choose the appropriate option ▪ Enter the Job Filing or BIS ID. <p>Click Proceed to continue.</p> <div data-bbox="313 562 1495 1058" style="border: 1px solid #ccc; padding: 10px;"> <p>Board of Standards and Appeals</p> <p>Select Determination Request Level:*</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Submission of Objections</td> <td style="width: 33%;">Determination</td> <td style="width: 33%;"></td> </tr> </table> <p>Objection Related To:*</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Architectural Plans</td> <td style="width: 33%;">Energy</td> <td style="width: 33%;">Site Safety Plan/Waiver</td> </tr> </table> <p>For DOB NOW jobs, use format M00000001-I1. For BIS jobs, use format 123456789-01.</p> <input style="width: 100%;" type="text" value="B00446909-I1"/> <p style="text-align: right;"> <input style="border: 2px solid red;" type="button" value="Proceed"/> <input type="button" value="Cancel"/> </p> </div>	Submission of Objections	Determination		Architectural Plans	Energy	Site Safety Plan/Waiver												
Submission of Objections	Determination																		
Architectural Plans	Energy	Site Safety Plan/Waiver																	
4.	<p>The Stakeholder info will be pulled in from the Job Filing that was entered earlier.</p> <div data-bbox="313 1159 1495 1612" style="border: 1px solid #ccc; padding: 10px;"> <p><input type="button" value="Save"/></p> <p style="text-align: center;">Q00437627-I1</p> <div style="display: flex;"> <div style="width: 25%; border-right: 1px solid #ccc; padding-right: 5px;"> <p>General Information</p> <p>Request Details</p> <p>Documents</p> <p>Statements & Signatures</p> </div> <div style="width: 75%; padding-left: 5px;"> <p style="background-color: #0070C0; color: white; padding: 2px;">Stakeholders*</p> <p>Applicant Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Email*</td> <td style="width: 33%;">License Type*</td> <td style="width: 33%;">License Number*</td> </tr> <tr> <td><input type="text" value="TRAININGPERA@GMAIL.COM"/></td> <td><input type="text" value="Registered Architect"/></td> <td><input type="text" value="099978"/></td> </tr> <tr> <td>First Name*</td> <td>Middle Initial</td> <td>Last Name*</td> </tr> <tr> <td><input type="text" value="PE"/></td> <td><input type="text"/></td> <td><input type="text" value="TRAINER"/></td> </tr> <tr> <td>Business Name*</td> <td>Business Telephone*</td> <td>Business Address*</td> </tr> <tr> <td><input type="text" value="FC DDL"/></td> <td><input type="text" value="2128748774"/></td> <td><input type="text" value="280 BROADWAY"/></td> </tr> </table> </div> </div> </div>	Email*	License Type*	License Number*	<input type="text" value="TRAININGPERA@GMAIL.COM"/>	<input type="text" value="Registered Architect"/>	<input type="text" value="099978"/>	First Name*	Middle Initial	Last Name*	<input type="text" value="PE"/>	<input type="text"/>	<input type="text" value="TRAINER"/>	Business Name*	Business Telephone*	Business Address*	<input type="text" value="FC DDL"/>	<input type="text" value="2128748774"/>	<input type="text" value="280 BROADWAY"/>
Email*	License Type*	License Number*																	
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Business Name*	Business Telephone*	Business Address*																	
<input type="text" value="FC DDL"/>	<input type="text" value="2128748774"/>	<input type="text" value="280 BROADWAY"/>																	

Step	Action
5.	<p>On the General Information tab fill in Alternate Contact Information.</p> 
6.	<p>On the Request Details tab click the +Add Objection(s) button.</p> 

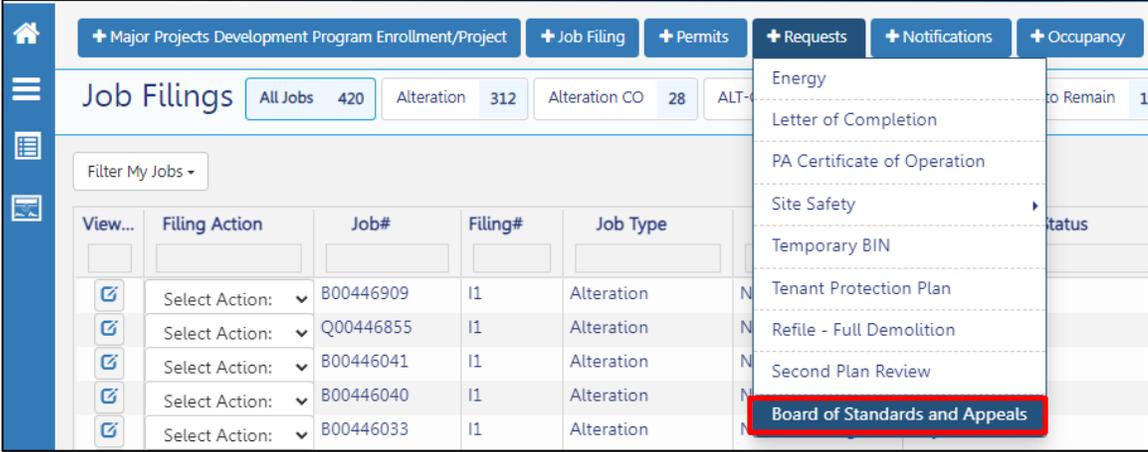
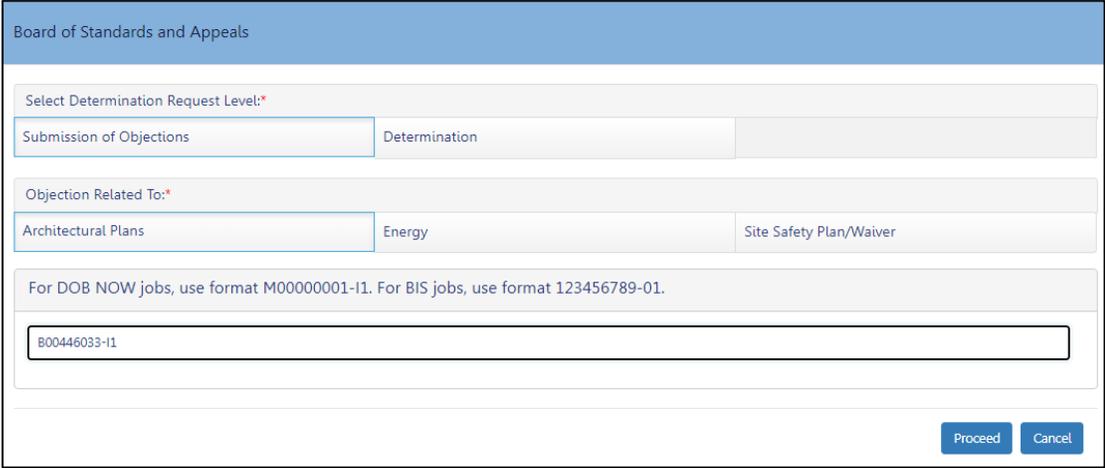
Step	Action						
7.	<p>Fill in all of the required information on the Objection Detail(s) pop up and click Save.</p> <div data-bbox="313 359 1495 1360" style="border: 1px solid #ccc; padding: 10px;"> <p style="background-color: #4a86e8; color: white; padding: 5px;">Objection Detail(s)</p> <p>Section of Code <input type="text" value="987724"/></p> <p>Objection Description* <input type="text" value="Building height exceeds zoning code"/></p> <p>1965 characters remaining</p> <p>Date Issued <input type="text" value="08/08/2023"/> 📅 ✖ clear</p> <p>Comments <input type="text" value="see above"/></p> <p>241 characters remaining</p> <p style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div>						
8.	<p>On the Documents tab, click the +Add Document button.</p> <div data-bbox="313 1465 1495 1850" style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Submit"/> </p> <p>BSA00008086</p> <p>General Information</p> <p>Request Details</p> <p style="background-color: #4a86e8; color: white; padding: 5px;">Documents</p> <p>Statements & Signatures</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="background-color: #4a86e8; color: white; padding: 5px;">Documents</p> <p style="text-align: center; border: 2px solid red; padding: 2px;">+ Add Document</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Actions</th> <th style="width: 55%;">Document Name</th> <th style="width: 30%;">Document Type</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div> </div>	Actions	Document Name	Document Type			
Actions	Document Name	Document Type					

Step	Action
9.	<p>Give the document a name, choose the type of document, browse to the document and click Upload. Available Document Types are:</p> <ul style="list-style-type: none"> ▪ Additional Supporting Document ▪ Affordable Housing Supporting Document ▪ Fee Exempt Supporting Document – DOF Property Tax Assessment Roll ▪ MOPD Recommendation ▪ Plans/Sketch 
10.	<p>On the Statement and Signatures tab click the Applicant Attestation checkbox then click Save and Submit.</p> 

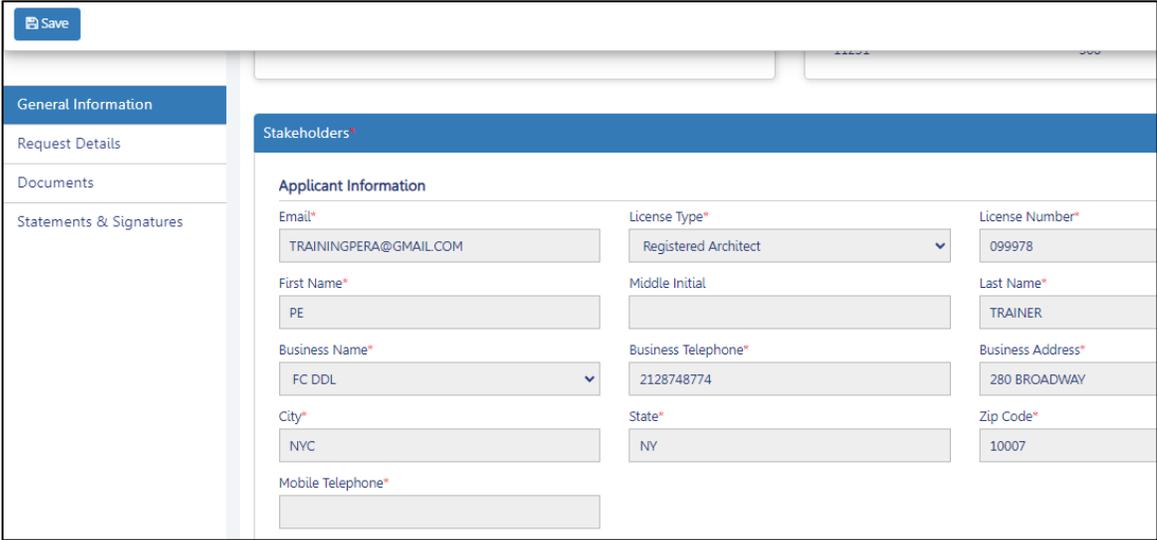
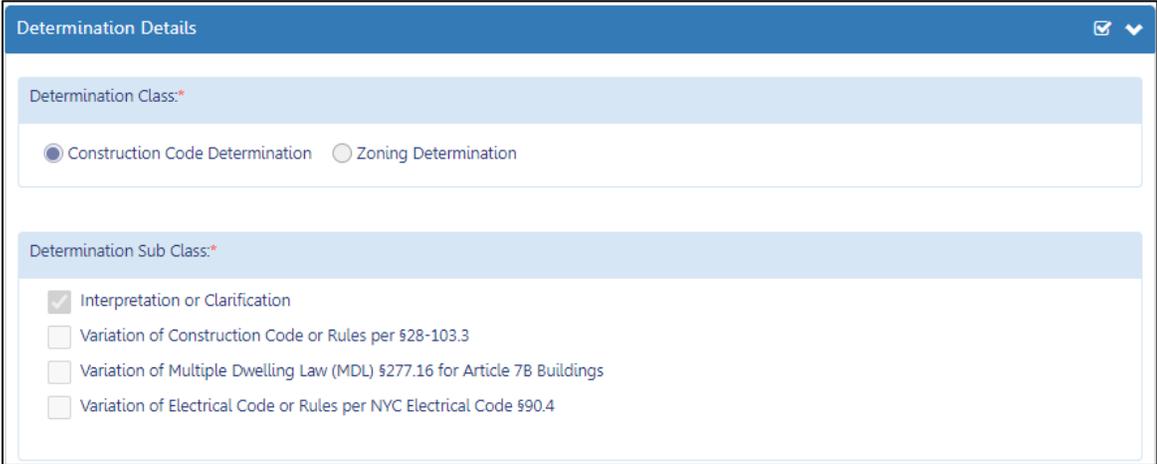
Step	Action
11.	<p>Using the navigation bar at the top of the window click the Next button to go to the last page.</p> 
12.	<p>At the bottom of the last page, click the checkbox and the click the File button to complete the process.</p> 
13.	<p>Once the review is complete, applicants will be able to view and print the Objection Sheet uploaded by DOB by clicking on the Print Response Document button located on the upper right section of the portal form.</p> <p>This is the final step within the DOB NOW system. Users must contact the Board of Standards and Appeals to continue the process.</p> 
<p>You have now completed the Request a BSA Review on an Objection step by step. The next section describes How to Request a BSA Review on a Second Review of Objection or Objection Level Determination.</p>	

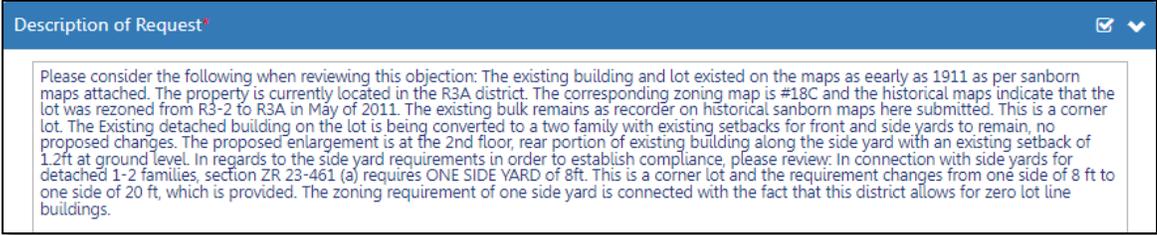
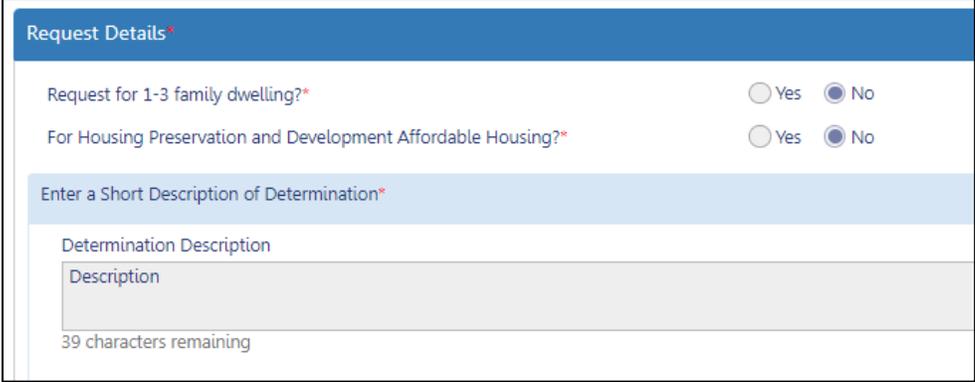
Request a BSA Review on a Second Review of Objection or Objection Level Determination

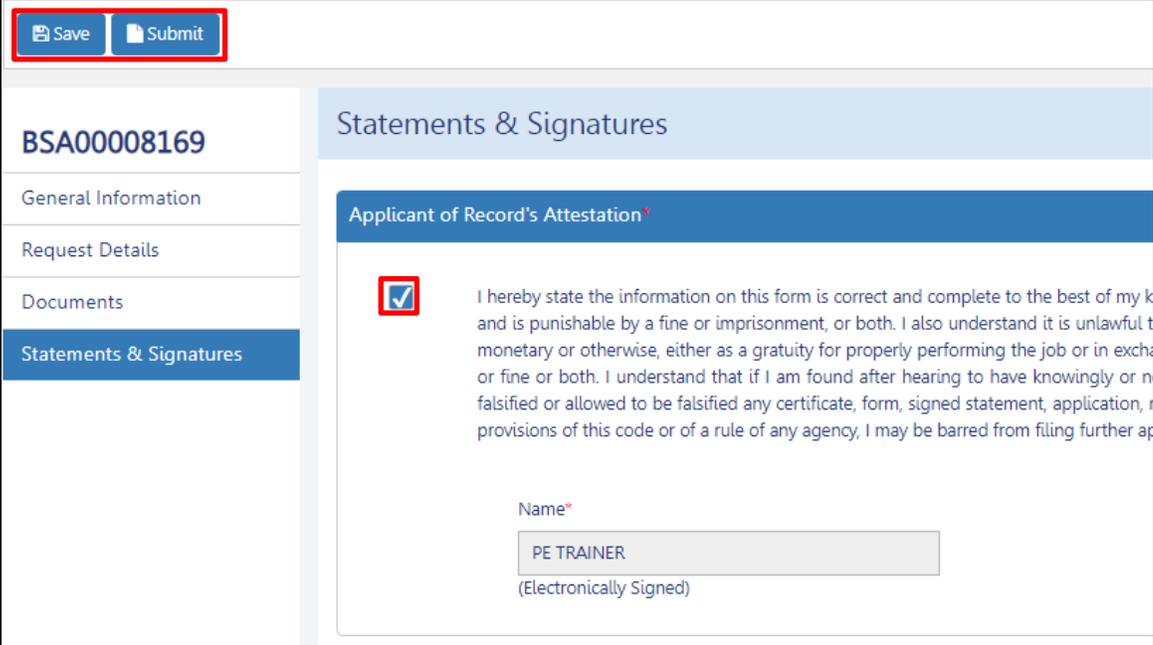
If you are submitting a BSA review request on a Second Review of Objection or Objection Level Determination, follow the steps below.

Step	Action																														
1.	<p>From the Action menu drop down, choose Board of Standards and Appeals.</p>  <p>The screenshot shows the 'Job Filings' page with a table of job entries. The 'Action' dropdown menu is open, listing various options. The option 'Board of Standards and Appeals' is highlighted with a red box.</p> <table border="1" data-bbox="370 772 1036 1014"> <thead> <tr> <th>View...</th> <th>Filing Action</th> <th>Job#</th> <th>Filing#</th> <th>Job Type</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▼</td> <td>B00446909</td> <td>11</td> <td>Alteration</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▼</td> <td>Q00446855</td> <td>11</td> <td>Alteration</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▼</td> <td>B00446041</td> <td>11</td> <td>Alteration</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▼</td> <td>B00446040</td> <td>11</td> <td>Alteration</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Select Action: ▼</td> <td>B00446033</td> <td>11</td> <td>Alteration</td> </tr> </tbody> </table>	View...	Filing Action	Job#	Filing#	Job Type	<input type="checkbox"/>	Select Action: ▼	B00446909	11	Alteration	<input type="checkbox"/>	Select Action: ▼	Q00446855	11	Alteration	<input type="checkbox"/>	Select Action: ▼	B00446041	11	Alteration	<input type="checkbox"/>	Select Action: ▼	B00446040	11	Alteration	<input type="checkbox"/>	Select Action: ▼	B00446033	11	Alteration
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<input type="checkbox"/>	Select Action: ▼	B00446040	11	Alteration																											
<input type="checkbox"/>	Select Action: ▼	B00446033	11	Alteration																											
2.	<p>Apply the following selections:</p> <ul style="list-style-type: none"> For Select Determination Request Level choose Submission of Objections For Objection Related To choose the appropriate value Enter in the Job Filing Number or BIS ID <p>Click Proceed to continue.</p>  <p>The screenshot shows the 'Board of Standards and Appeals' form. The 'Select Determination Request Level' dropdown is set to 'Submission of Objections'. The 'Objection Related To' dropdown is set to 'Architectural Plans'. The 'Job Filing Number' field contains 'B00446033-11'. The 'Proceed' button is highlighted.</p>																														

Step	Action																																																																														
	<p>There are two other ways to initiate this request: For a BSA request on a Second Review of Objection, from the Second Review of Objection/Objections to Board of Standards and Appeals Dashboard, click the Filing Action drop down for a Second Review of Objection labeled Objection Upheld. Select Board of Standards and Appeals.</p> <div data-bbox="298 464 1466 785" style="border: 1px solid black; padding: 5px;"> <p>Second Review of Objection/Objections to Board of Standards and Appeals</p> <table border="1"> <thead> <tr> <th>View...</th> <th>Filing Action</th> <th>Request Number</th> <th>Determination Class</th> <th>Review Type</th> <th>Request</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td>up</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Select Action: Board of Standards and Appeals</td> <td>SECPE00007487</td> <td>Not Applicable</td> <td>Second Review of Objection</td> <td>Objection Upheld</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Select Action: Determinations</td> <td>445</td> <td>Not Applicable</td> <td>Second Review of Objection</td> <td>Objection Upheld</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>647</td> <td>Not Applicable</td> <td>Second Review of Objection</td> <td>Objection Upheld</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>SECPE00005639</td> <td>Not Applicable</td> <td>Second Review of Objection</td> <td>Objection Upheld</td> </tr> </tbody> </table> </div> <p>For a BSA request on an Objection Level Determination, on the Determinations & Appeals dashboard users can select the Filing Action drop down for an Objection Level Determination that is Denied or Approved with Conditions to start a Board of Standards and Appeals review request.</p> <div data-bbox="298 963 1466 1234" style="border: 1px solid black; padding: 5px;"> <p>Determinations & Appeals</p> <table border="1"> <thead> <tr> <th>View...</th> <th>Filing Action</th> <th>Request Number</th> <th>Determination Type</th> <th>Determination Class</th> <th>Review Type</th> <th>Determination Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Select Action: Board of Standards and Appeals</td> <td>SECPE00005647-A1</td> <td>Appeal</td> <td>CCD1</td> <td>Appeal of Determination</td> <td>Review Complete - Denied</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Select Action: Appeal</td> <td>SECPE00005647-D1</td> <td>Determination</td> <td>CCD1</td> <td>Determination</td> <td>Review Complete - Denied</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Select Action: Appeal</td> <td>639-D1</td> <td>Determination</td> <td>CCD1</td> <td>Determination</td> <td>Review Complete - Approved With Con...</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Select Action: Board of Standards and Appeals</td> <td>632-A1</td> <td>Appeal</td> <td>CCD1</td> <td>Appeal of Determination</td> <td>Review Complete - Denied</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Select Action: Appeal</td> <td>SECPE00003632-D1</td> <td>Determination</td> <td>CCD1</td> <td>Determination</td> <td>Review Complete - Denied</td> </tr> </tbody> </table> </div>	View...	Filing Action	Request Number	Determination Class	Review Type	Request	<input type="checkbox"/>					up	<input checked="" type="checkbox"/>	Select Action: Board of Standards and Appeals	SECPE00007487	Not Applicable	Second Review of Objection	Objection Upheld	<input checked="" type="checkbox"/>	Select Action: Determinations	445	Not Applicable	Second Review of Objection	Objection Upheld	<input checked="" type="checkbox"/>		647	Not Applicable	Second Review of Objection	Objection Upheld	<input checked="" type="checkbox"/>		SECPE00005639	Not Applicable	Second Review of Objection	Objection Upheld	View...	Filing Action	Request Number	Determination Type	Determination Class	Review Type	Determination Status	<input checked="" type="checkbox"/>	Select Action: Board of Standards and Appeals	SECPE00005647-A1	Appeal	CCD1	Appeal of Determination	Review Complete - Denied	<input checked="" type="checkbox"/>	Select Action: Appeal	SECPE00005647-D1	Determination	CCD1	Determination	Review Complete - Denied	<input checked="" type="checkbox"/>	Select Action: Appeal	639-D1	Determination	CCD1	Determination	Review Complete - Approved With Con...	<input checked="" type="checkbox"/>	Select Action: Board of Standards and Appeals	632-A1	Appeal	CCD1	Appeal of Determination	Review Complete - Denied	<input checked="" type="checkbox"/>	Select Action: Appeal	SECPE00003632-D1	Determination	CCD1	Determination	Review Complete - Denied
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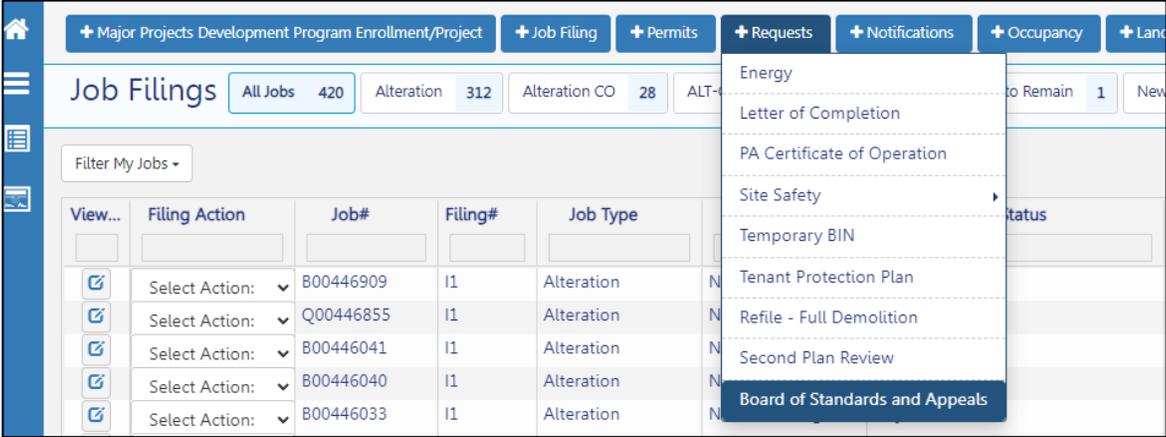
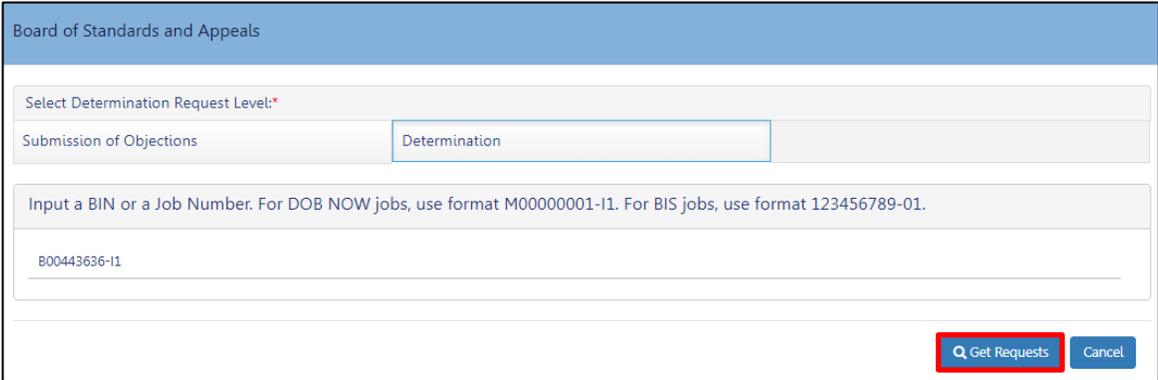
Step	Action
3.	<p>On the General Information tab, the Applicant and Alternate Contact Information will be pulled from the Second Review of Objection or Determination. The Applicant Information may not be edited but the Alternate Contact can be updated if needed.</p> 
3.	<p>The Determination Details section will be auto filled with the information from the Second Review of Objection or the Determination and cannot be updated.</p> 

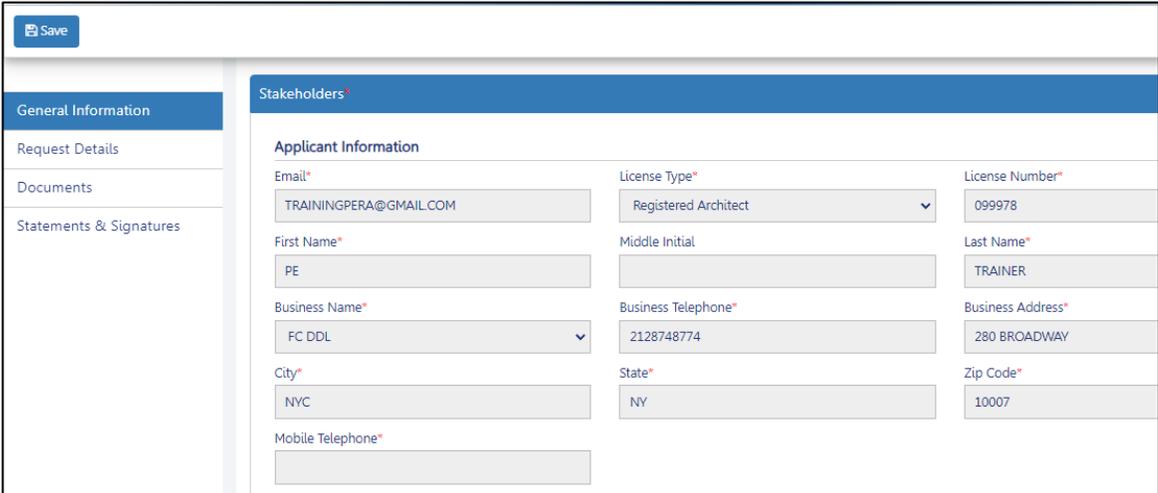
Step	Action
4.	<p>The Description of Request field will also be auto populated, but this field is editable. Click Save to move to the Request Details tab.</p> 
5.	<p>The answers provided in the Objection Details tab of the Second Review of Objection or Determination will be visible on the Request Details tab of the BSA Review.</p> <p>Additional Objections may be added (through the method described above) to be reviewed by the Board of Standards and Appeals</p> 
6.	<p>On the Documents tab upload any additional documents desired. Documents uploaded in the Second Review of Objection or Determination request will already be shown. See step 9 in the previous section if needed.</p>

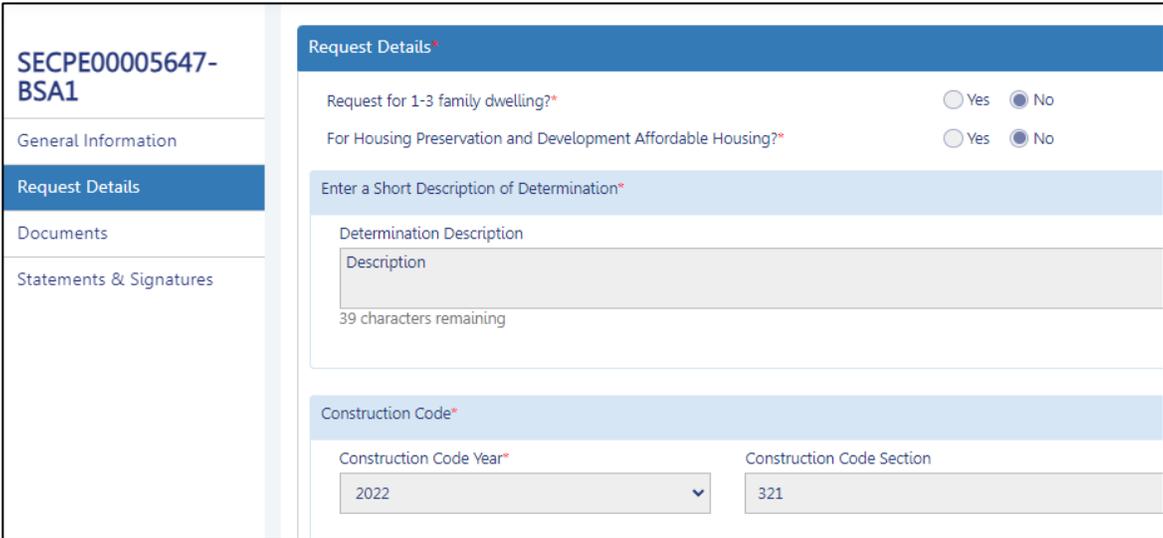
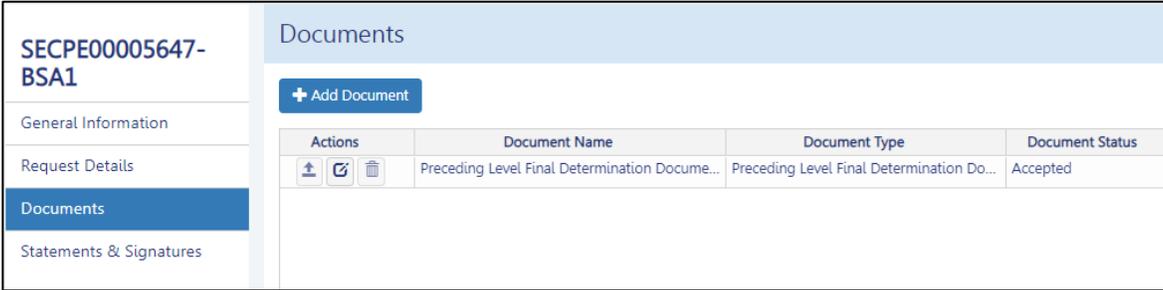
Step	Action
7.	<p>On the Statements and Signatures tab, click the checkbox to attest, click Save and then Submit to complete the process.</p> 
8.	<p>A signed and stamped Objection Sheet will be uploaded into the Board of Standards and Appeals request once the review is complete. See step 15 of the previous section for details.</p>
<p>You have now completed How to Request a BSA Review on a Second Review of Objection or Objection Level Determination. The next section covers How to Request a BSA Review on an Appeal.</p>	

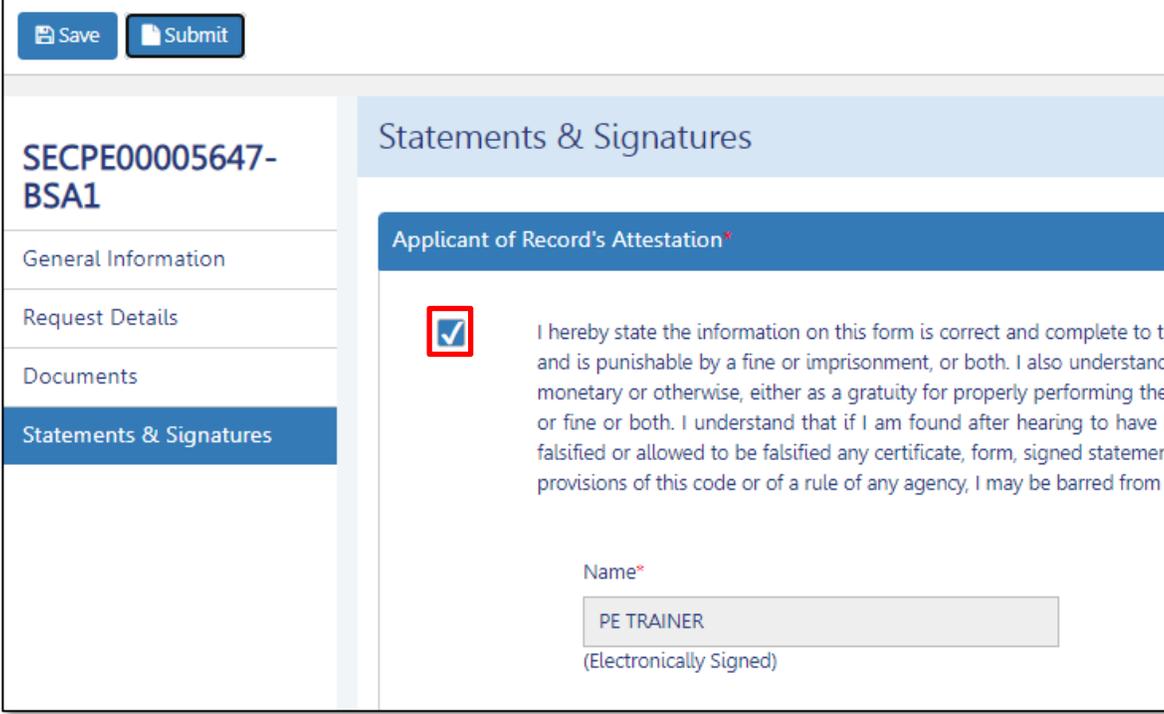
Request a BSA Review on an Appeal

If you are submitting a BSA review request on an Appeal, follow the steps below.

Step	Action
1.	<p>Click on the +Requests button and choose Board of Standard and Appeals.</p>  <p>The screenshot shows the 'Job Filings' dashboard with a navigation bar containing '+ Major Projects Development Program Enrollment/Project', '+ Job Filing', '+ Permits', '+ Requests', '+ Notifications', '+ Occupancy', and '+ Land'. The 'Job Filings' section has filters for 'All Jobs' (420), 'Alteration' (312), and 'Alteration CO' (28). A table lists job filings with columns for 'View...', 'Filing Action', 'Job#', 'Filing#', and 'Job Type'. The '+ Requests' dropdown menu is open, showing options like 'Energy', 'Letter of Completion', 'PA Certificate of Operation', 'Site Safety', 'Temporary BIN', 'Tenant Protection Plan', 'Refile - Full Demolition', 'Second Plan Review', and 'Board of Standards and Appeals' (highlighted).</p>
2.	<p>On the BSA window choose Determination and enter the relevant BIN or a Job Filing # and click Get Requests.</p>  <p>The screenshot shows the 'Board of Standards and Appeals' window. It has a header 'Board of Standards and Appeals' and a section 'Select Determination Request Level:*'. Under this section, there are two buttons: 'Submission of Objections' and 'Determination' (selected). Below this is a text input field with the placeholder text: 'Input a BIN or a Job Number. For DOB NOW jobs, use format M00000001-11. For BIS jobs, use format 123456789-01.' The input field contains the text 'B00443636-11'. At the bottom right, there are two buttons: 'Get Requests' (highlighted with a red box) and 'Cancel'.</p>

Step	Action																								
3.	<p>A list of Determinations or Appeals for that Job Number or BIN will appear. From the Action menu drop-down for <i>the most recent Appeal</i>, choose Board of Standard and Appeals.</p> <p>NOTE: The most recent request will be at the top of the list.</p>  <p>The screenshot shows the 'Board of Standards and Appeals' interface. At the top, there's a header 'Board of Standards and Appeals'. Below it, a form has 'Select Determination Request Level:*' with a dropdown menu showing 'Submission of Objections' and 'Determination'. The 'Determination' option is selected. Below the form, there's a text input field for 'Input a BIN or a Job Number. For DOB NOW jobs, use format M00000001-11. For BIS jobs, use format 123456789-01.' The input field contains 'B00443636-11'. Below the form is a table titled 'Determination Lists' with columns: 'Filing Action', 'Request Number', 'Determination Type', 'Determination Class', 'Review Type', and 'Determination Status'. The table has three rows. The first row is highlighted, and its 'Select Action' dropdown is open, showing 'Board of Standards and Appeals' as the selected option.</p> <table border="1" data-bbox="332 766 1472 898"> <thead> <tr> <th>Filing Action</th> <th>Request Number</th> <th>Determination Type</th> <th>Determination Class</th> <th>Review Type</th> <th>Determination Status</th> </tr> </thead> <tbody> <tr> <td>Select Action: Board of Standards and Appeals</td> <td>SECPE00005641-A1</td> <td>Appeal</td> <td>CCD1</td> <td>Appeal of Determination</td> <td>Review Complete - Denied</td> </tr> <tr> <td>Select Action: -D1</td> <td></td> <td>Determination</td> <td>CCD1</td> <td>Determination</td> <td>Review Complete - Denied</td> </tr> <tr> <td>Select Action:</td> <td></td> <td>Not Applicable</td> <td>CCD1</td> <td>Second Plan Review</td> <td>Objection Upheld</td> </tr> </tbody> </table>	Filing Action	Request Number	Determination Type	Determination Class	Review Type	Determination Status	Select Action: Board of Standards and Appeals	SECPE00005641-A1	Appeal	CCD1	Appeal of Determination	Review Complete - Denied	Select Action: -D1		Determination	CCD1	Determination	Review Complete - Denied	Select Action:		Not Applicable	CCD1	Second Plan Review	Objection Upheld
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Select Action:		Not Applicable	CCD1	Second Plan Review	Objection Upheld																				
4.	<p>The Request details will auto populate from the related Appeal. Review the information on the General Information tab and click Save to continue.</p>  <p>The screenshot shows the 'General Information' tab in the 'Stakeholders' section. At the top left, there's a 'Save' button. Below it, there's a sidebar with 'General Information', 'Request Details', 'Documents', and 'Statements & Signatures'. The main content area is titled 'Applicant Information' and contains several form fields: 'Email*' (TRAININGPERA@GMAIL.COM), 'License Type*' (Registered Architect), 'License Number*' (099978), 'First Name*' (PE), 'Middle Initial', 'Last Name*' (TRAINER), 'Business Name*' (FC DDL), 'Business Telephone*' (2128748774), 'Business Address*' (280 BROADWAY), 'City*' (NYC), 'State*' (NY), and 'Zip Code*' (10007). There's also a 'Mobile Telephone*' field.</p>																								

Step	Action
5.	<p>Review the information on the Request Details tab and click Save to continue.</p> 
6.	<p>Review the information on the Documents tab; upload any additional documents and click Save to continue.</p> 

Step	Action
7.	<p>On the Statements and Signatures tab click the Applicant of Record Attestation checkbox then click Save, and lastly click Submit to complete the process.</p> 
8.	<p>A signed and stamped Final Determination will be uploaded into the Board of Standards and Appeals request once the review is complete.</p>
<p>You have completed How to Request BSA Review on an Appeal.</p>	