

Builders Pavement Plan (BPP) Job Filings

DOB NOW: *Build* Step-by-Step User Guide

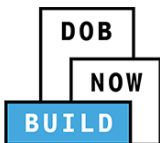
This step-by-step guide will provide a walk through for applicants to submit a Builders Payment Plan filing in **DOB NOW: *Build***.

Additional Help & Information

- [DOB NOW: *Build* Resources](#)
- [DOB NOW Trainings](#)

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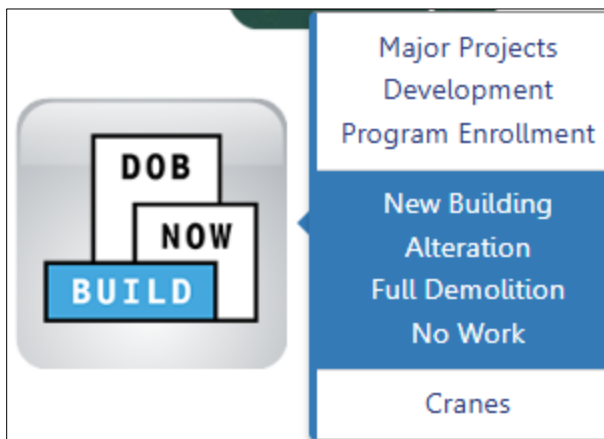
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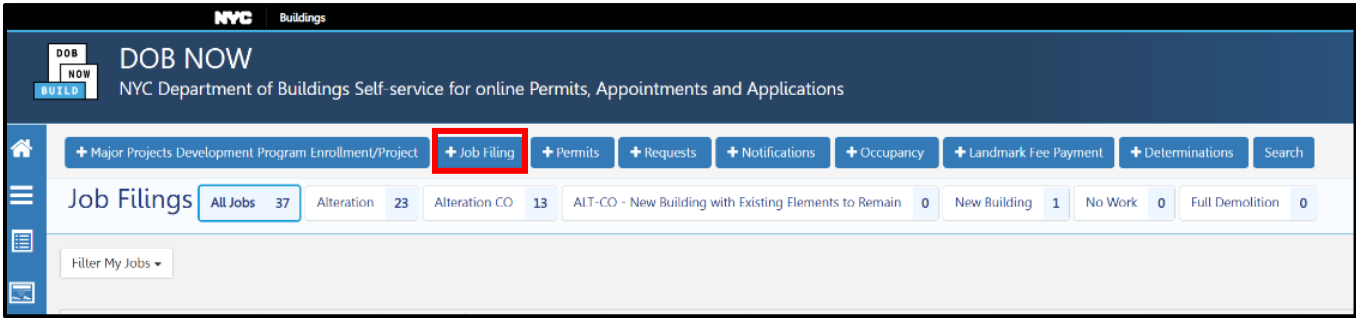
How to Submit a New Builders Pavement Plan Filing

Step 1: Navigate to the DOB NOW login page at nyc.gov/dobnow, enter your NYC.ID email address in the Email field, and select **Login**. If you need to create an NYC.ID account, select **Create Account** or visit nyc.gov/dobnowtips for resources and step-by-step instructions.

Step 2: After logging into DOB NOW, hover over the **DOB NOW: Build** module and then select **New Building, Alteration, Full Demolition, No Work**.



Step 3: From the **DOB NOW: Build** dashboard, click on **+Job Filing** to create a new job filing. When you do so, the Initial Job Filing popup window will appear. Select **Alteration**. Answer the Yes / No questions as appropriate. Depending on your selections for the Yes / No questions, additional questions may appear.



Initial Job Filing

Alteration

Full Demolition

Limited Alteration

New Building

No Work

If this filing is related to another DOB NOW filing, create a subsequent instead of a new job.

To create a subsequent filing, select Cancel; then Search by BIN or job number for the related I1 filing (in any status except LOC or CO Issued). From the Filing Action column, select Subsequent.

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

Step 4: Proceed down to the **Work Type(s)** section and select **Builders Pavement Plan**. After selecting Builders Pavement Plan, proceed to the **Filing Review Type** section and select either **Standard Plan Examination or Review** or **Professional Certification**.

Click **Submit**.

Select Work Type(s):*

Job Type: Alteration

Antenna	Boiler Equipment	Builders Pavement Plan
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

Step 5: After clicking on the **Submit** button, you will be presented with the **Confirmation Popup** screen. Select **Yes** to proceed.

Confirm

These selections cannot be changed:

- Job Type: **Alteration**
- Work Type(s): **Builders Pavement Plan**
- Filing Review Type: **Standard Plan Examination or Review**

The only way to change these selections after this point is to file a new application. Do you want to continue?

Yes

No

Step 6: After clicking **Yes** on the confirmation prompt, you will be brought to the job filing data entry page. From here you will begin by **completing the Plans/Work (PW1)** section including the **Location Information**, **Stakeholders**, **Filing**

Review Type, Work Type/Filing Includes, Additional Information, Additional Considerations Limitations or Restrictions, Job Description, and Site Characteristics.

Plans/Work (PW1)
Zoning Information
Scope of Work
Builders Pavement Plan
Documents
Statements & Signatures

Plans/Work (PW1) - Alteration

Location Information

House Number

Street Name

Borough

Block

Lot

BIN

Community Board

Zip Code

Additionally, on the **Additional Information** section of the PW1 form within the Job Filing, this section will contain two additional fields **Estimated Job Cost \$** and **Street Frontage (Linear Feet)** which will be used in determining the fees associated with the Job Filing.

Additional Information

Estimated Job Cost \$

Street Frontage (Linear Feet)

Related DOB NOW/BIS Job Numbers:
Is this filing related to any other jobs on this BIN? (Do not provide any New Building jobs or subsequent filings with the same job number as this one. If an Alteration-CO for 7 stories and above is entered, the fees will calculate based on the Alteration-CO job number)*
Is this Alteration being filed in connection with a development, enlargement, or change in use on this BIN, as defined in Zoning Resolution Section 12-10?*

Yes

No

Yes

No

Click **Save** then proceed to the Zoning Information tab.

Step 7: On the **Zoning Information** tab of the Job Filing, complete the sections for **Zoning Lot Details**, **Street Details** and **Building Characteristics**.

M00489958-I1
Plans/Work (PW1)
Zoning Information
Scope of Work
Builders Pavement Plan
Authorization to DOT (BPP5)
Documents
Statements & Signatures

Zoning Information

Zoning Lot Details

Lot existed prior to December 15, 1961?

Yes

No

Overlay(s)

Special District(s)

Map Number

Is Zoning Lot Certification (Zoning Exhibits) required?

Yes

No

Street Details

Building Characteristics

Click **Save** then proceed to the **Scope of Work** tab.

Step 8: On the **Scope of Work** tab, proceed to the **Builders Pavement Plan** section. Applicants will be required to answer either **Yes** or **No** to “**Are curb cuts associated (existing or proposed) on the BPP?**” If the answer is **Yes**, additional sections and questions will appear regarding the **Existing Curb Cuts** and **Proposed Curb Cuts**.

M00489958-I1

Plans/Work (PW1)

Zoning Information

Scope of Work

Builders Pavement Plan

Authorization to DOT (BPP5)

Documents

Statements & Signatures

Builders Pavement Plan

Total Street Frontage (Linear feet)*

Are Curb Cuts associated (existing or proposed) on this BPP?*

☒ Yes
 ☐ No

Enter the size of one of the curb cuts and enter the total number of curb cuts below.

Total number of curb cuts*

324234

Existing Curb Cuts*

Size of Curb Cut (with splays)*

Number of Curb Cuts*

0

Do you have a BIS or DOB NOW Curb Cut Job Filing Number(s)*

☐ Yes
 ☐ No

Proposed Curb Cuts*

Size of Curb Cut (with splays)*

Number of Curb Cuts*

Do you have a BIS or DOB NOW Curb Cut Job Filing Number(s)*

☐ Yes
 ☐ No

Click **Save** and then proceed to the **BPP5** tab.

Step 9: The **Authorization to DOT (BPP5)** tab is a new tab which is exclusively available for filings that have BPP specified as the work type. Applicants will be able to add street information. Click on **+Add Street Information** and proceed to enter all required information on the Street Information popup window and click **Save**.

M00489958-I1

Plans/Work (PW1)

Zoning Information

Scope of Work

Builders Pavement Plan

Authorization to DOT (BPP5)

Authorization to the Department of Transportation to Issue Construction Permit for the Builder's Pavement Plan Work

+ Add Street Information

Actions	Street Name	Between (Provide Cross Streets)	New Curb	New Curb Linear Feet

Street Information

Street Name*

Between (Provide Cross Streets)*

Cross Street 1

and

Cross Street 2

New Curb*

Linear Feet*

Feet

New Concrete Walk*

Linear Feet*

Feet

New Roadway Pavement*

Linear Feet*

Feet

By Feet Wide*

Feet

Save

Cancel

Click **Save** then proceed to the **Documents** tab.

Step 10: From the **Documents** tab, applicants will upload all required documents. Applicants may also upload additional documents to the **Additional Supporting Documents** section of the Documents tab.

Click the **Upload** icon to open the **Document Uploader** wizard.

Documents

Additional Supporting Documents

Required Documents*

Document Name	Document Status	Prior To	Upload	Action
BPP: As-Built Sidewalk Survey 10S	Required	LOC Issued		Select Action:
BPP: FINAL AS-BUILT PHOTOGRAPHS 10S	Required	LOC Issued		Select Action:
BPP: Street Trees Site Plan A45	Required	Approval		Select Action:
Concrete Delivery Ticket	Required	LOC Issued		Select Action:
DOT Curb Work Permit	Required	LOC Issued		Select Action:
DOT Road Work Permit	Required	LOC Issued		Select Action:
DOT Sidewalk Permit	Required	LOC Issued		Select Action:
DPL-1: Design Professional Seal & Signature	Required	Filing		Select Action:
Existing Sidewalk Photographs	Required	Approval		Select Action:
Landmark Approval	Required	Approval		Select Action:
Plans/Sketch	Required	Filing		Select Action:
Street Trees: Receipt Of Street Trees Site Plan P24	Required	Approval		Select Action:

After uploading all required documents, click **Save** then proceed to the **Statements & Signatures** tab.

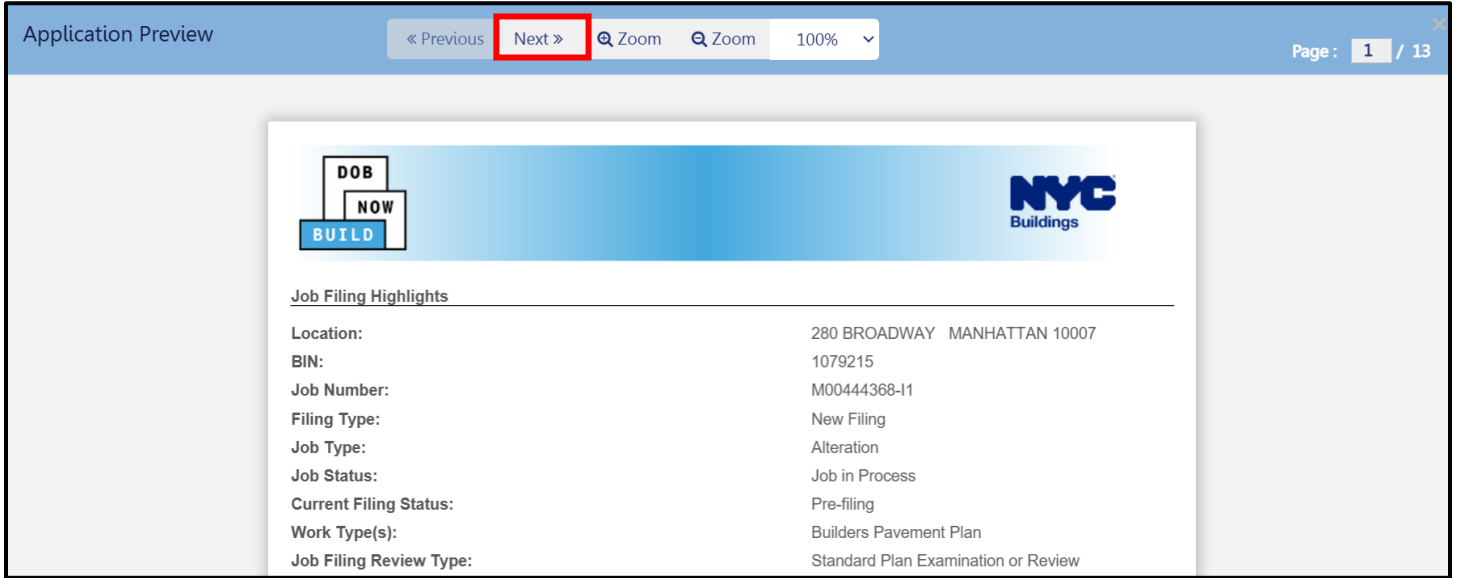
Step 11: From the **Statements & Signatures** tab, the applicant will provide the signatures and attestations by clicking the required checkboxes in the **Applicant of Records Attestation** section and **Owners Attestation** section.

After completing the attestations, click **Save**, proceed to pay any applicable fees.

Step 12: Click the **Pay Now** button from the tool bar on the right side of the page and then click **confirm**. This will take the applicant to the **CityPay** system to process payment for any applicable fees. See the [DOB NOW Payment User Manual](#) for CityPay instructions.

After paying any applicable fees, click **Preview to File** to open the **Application Preview**.

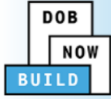
Step 13: From the Application Preview screen, tab through the application and review for accuracy by clicking on the Next button at the top of the preview screen.



Application Preview

« Previous **Next »** 🔍 Zoom 🔍 Zoom 100% ▾

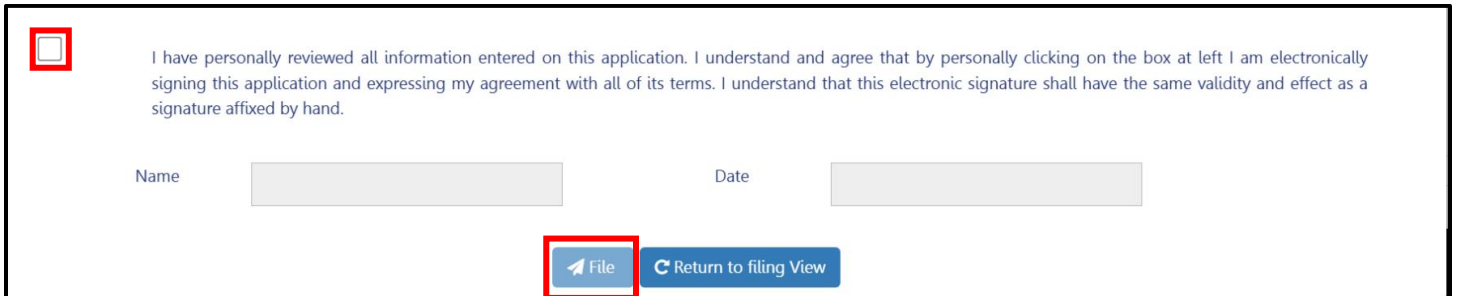
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Job Filing Highlights

Location:	280 BROADWAY MANHATTAN 10007
BIN:	1079215
Job Number:	M00444368-I1
Filing Type:	New Filing
Job Type:	Alteration
Job Status:	Job in Process
Current Filing Status:	Pre-filing
Work Type(s):	Builders Pavement Plan
Job Filing Review Type:	Standard Plan Examination or Review

Step 14: From the final page of the Application Preview, **click the attestation checkbox**, then click the **File** button.



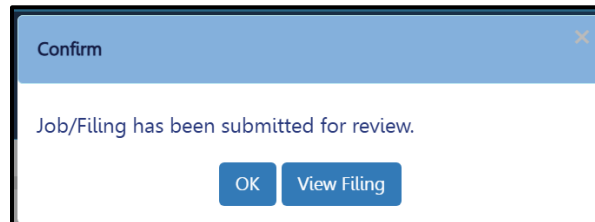
☐

I have personally reviewed all information entered on this application. I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name Date

File Return to filing View

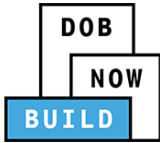
After clicking **File**, you will receive a confirmation popup confirming the BPP Job Filing has been submitted for review, the filing status will now show as **“Pending CPE/ACPE Assignment”**



Confirm

Job/Filing has been submitted for review.

OK View Filing



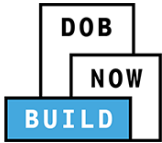
Applicants will be able to track the filing progress from their **DOB NOW: Build dashboard**.

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Step 15: Print the BPP5

As part of the review process, DOB will create the Authorization to DOT document (BPP5). The Plan Examiner will sign and stamp the BPP5.

NYC Buildings		BUILDERS PAVEMENT PLAN AUTHORIZATION TO THE DEPARTMENT OF TRANSPORTATION To Issue Construction Permit for the Builders Pavement Plan Work						
Location Information								
Property Address: 899 MYRTLE AVENUE BROOKLYN 11206			Borough:	Block:	Lot: Community Board:			
			BROOKLYN	1747	7506 303			
Owner Information								
Name:	Telephone Number:	Email:	Associated Job Number:					
BUILD 102	2123932481	BUILD102STAGE@HOTMAIL.COM	800490297					
Street Information								
Street Number 1 : 280 BROADWAY								
Between (Provide cross street) : Duane ST and : reed								
New Curb	: 34	Linear Feet : 56						
New Concrete Walk	: 93	Linear Feet : 90						
New Roadway Pavement	: 13	Linear Feet : 29	by : 45	Feet wide				
Street Number 2 : 560 LEXINGTON AVENUE 14T								
Between (Provide cross streets) : Duane and : reed								
New Curb	: 34	Linear Feet : 56						
New Concrete Walk	: 98	Linear Feet : 90						
New Roadway Pavement	: 13	Linear Feet : 29	by : 45	Feet wide				
Street Number 3 : DUANE ST								
Between (Provide cross streets) : STREET and : STREET 2								
New Curb	: 34	Linear Feet : 56						
New Concrete Walk	: 98	Linear Feet : 90						
New Roadway Pavement	: 13	Linear Feet : 20	by : 45	Feet wide				
Street Number 4 : BRPADWAY								
Between (Provide cross streets) : Duane and : reed								
New Curb	: 34	Linear Feet : 56						
New Concrete Walk	: 45	Linear Feet : 25						
New Roadway Pavement	: 13	Linear Feet : 29	by : 45	Feet wide				
* Department of Transportation permits include an asphaltic repair strip in the roadway next to the new curb.								
Applicant Signature BUILD 102 (Electronically Signed) 07/16/2026			Department of Buildings Representative Ruth Manda 07/20/2026					
7/20/2026 11:36:44 AM			Page 1 of 1					



Once the BPP5 is created and signed, users can print it from the job filing or from the public portal to submit to the Department of Transportation. In the job filing, an Authorization to DOT button will appear at the top of the page to display the BPP5.

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Welcome, BUILD 102
BUILD102STAGE@HOTMAIL.COM

Pre-filing Pending CPE/ACPE Assignment Pending PE Assignment Plan Examiner Review CPE/ACPE Review Approved Permit Issued/Permit Entire LOC Issued

Save Preview to File Authorization to DOT

From the Public Portal, users can click into the job filing and select the Authorization to DOT button to display the BPP5.

Filing Details: Job# B00490269 Filing# 11

Authorization to DOT Job Summary

Plans/Work (PW1)

Zoning Information

You have now completed the Builders Payment Plan step by step guide.