

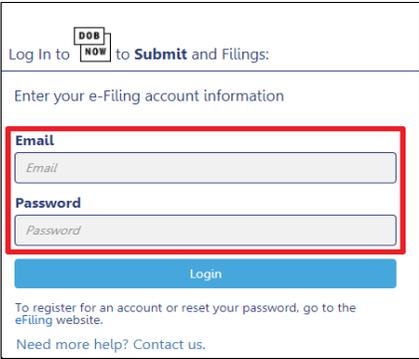
## Create an Electrical Filing

In this guided practice, you will learn how to:

<b>Create an Electrical Filing</b>	<b>1</b>
Login to DOB NOW	2
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# Login to DOB NOW

Complete the following steps to login to DOB NOW:

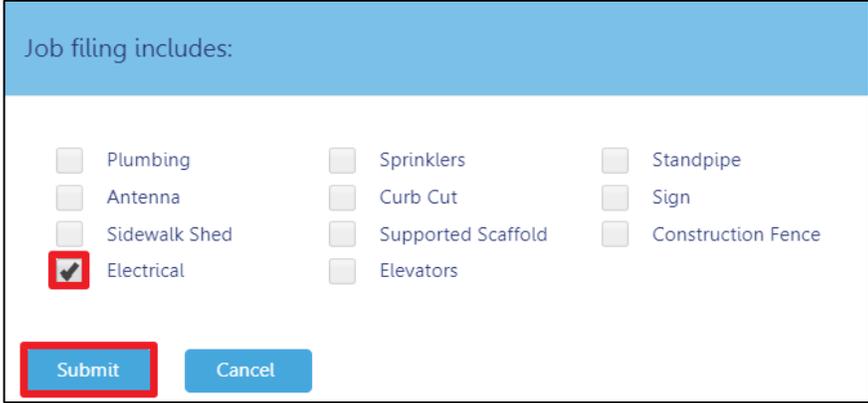
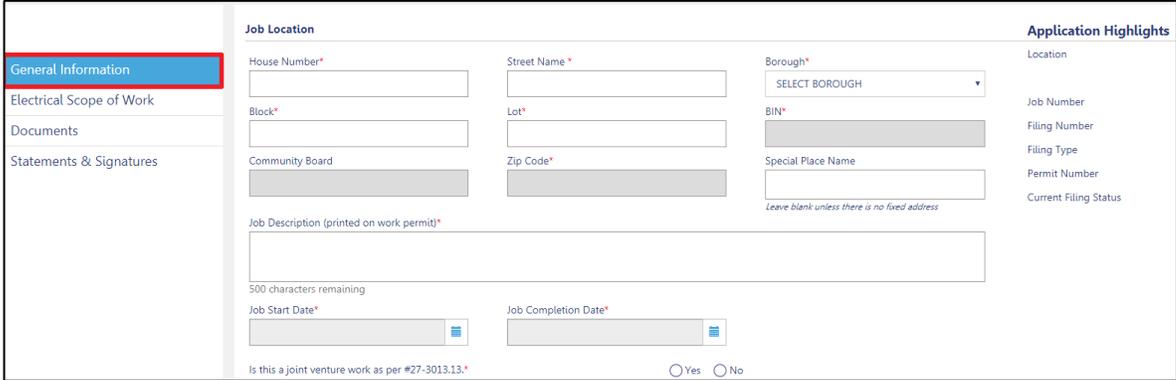
Step	Action
	<p>In order to Log-in to DOB NOW, turn off the pop-up window blocker, and register for eFiling.</p> <p>Please refer to <a href="http://www.nyc.gov/dobnowhelp">www.nyc.gov/dobnowhelp</a> to access the job aids for:</p> <ul style="list-style-type: none"> <li>■ How to Turn Off Pop-up window Blockers</li> <li>■ How to Register for eFiling</li> </ul>
1.	<p>Access the Internet.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>
2.	<p>Enter <a href="http://www.nyc.gov/dobnow">www.nyc.gov/dobnow</a> in the URL field at the top of the browser window.</p> 
3.	<p>Press <b>Enter</b> on your keyboard.</p>
	<p>The DOB Login page is displayed.</p>
4.	<p>Type your <b>Email</b> and <b>Password</b>.</p> 

## CREATE AN ELECTRICAL FILING – GUIDED PRACTICE

Step	Action																																																												
5.	<p>Click <b>Login</b>.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: 10px auto;"> <span style="background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 3px;">Login</span> </div>																																																												
6.	<p>Click <b>DOB NOW: Build</b>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p><b>DOB NOW</b> Submit Filings, Payments, and Requests to the NYC Department of Buildings</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>Façade, Boiler Compliance Filings are available under <b>DOB NOW: Safety</b>.</p> <p>Plumbing, Sprinkler, Standpipe, Antenna, Curb Cut, Sidewalk Shed, Supported Scaffold, Fence, Sign, Electrical and Elevator Job Filings are available under <b>DOB NOW: Build</b>.</p> <p>Get started by selecting a component below.</p> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="border: 2px solid red; padding: 5px; text-align: center;"> <div style="background-color: #ccc; padding: 2px; font-size: 8px;">DOB</div> <div style="background-color: #ccc; padding: 2px; font-size: 8px;">NOW</div> <div style="background-color: #0070c0; color: white; padding: 2px; font-size: 8px;">BUILD</div> </div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <div style="background-color: #ccc; padding: 2px; font-size: 8px;">DOB</div> <div style="background-color: #ccc; padding: 2px; font-size: 8px;">NOW</div> <div style="background-color: #ff9900; color: white; padding: 2px; font-size: 8px;">SAFETY</div> </div> </div> </div>																																																												
	<p>The My Jobs tab is displayed by default on the Dashboard.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 90%;"> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span>Home</span> <span>+ Job Filing</span> <span>+ Work Permit</span> <span>+ AHV Permit</span> <span>+ Request LOC</span> </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding: 5px 0;"> <span>My Jobs</span> <span>My Work Permits</span> <span>My AHV Work Permits</span> <span>My LOC Requests</span> <span>My Sign Off Requests</span> <span>Job Number Search</span> </div> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding: 5px 0;"> <span>Filter My Jobs ▾</span> <span>Refresh</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 10px;"> <thead> <tr> <th>Job Number</th> <th>Filing</th> <th>Filing Type</th> <th>Filing Status</th> <th>Address</th> <th>Borough</th> <th>Applicant of Record</th> <th>Owner</th> <th>Created Date</th> <th>Modified</th> </tr> </thead> <tbody> <tr> <td>✓ S00329075</td> <td>I1</td> <td>New Job Filing</td> <td>Permit Issued</td> <td>110 MAPLE PARKWAY</td> <td>STATEN ISL...</td> <td>FIRM ZERO</td> <td>Joe Spark</td> <td>03/26/2018</td> <td>03/26/2018</td> </tr> <tr> <td>✓ S00329060</td> <td>I1</td> <td>New Job Filing</td> <td>Permit Issued</td> <td>110 MAPLE PARKWAY</td> <td>STATEN ISL...</td> <td>FIRM ZERO</td> <td>APPLE ROME18</td> <td>03/26/2018</td> <td>03/26/2018</td> </tr> <tr> <td>✓ S00329025</td> <td>I1</td> <td>New Job Filing</td> <td>Permit Issued</td> <td>110 MAPLE PARKWAY</td> <td>STATEN ISL...</td> <td>FIRM ZERO</td> <td>APPLE ROME18</td> <td>03/23/2018</td> <td>03/23/2018</td> </tr> <tr> <td>✓ M00328652</td> <td>I1</td> <td>New Job Filing</td> <td>Applicant of Record Revl...</td> <td>280 BROADWAY</td> <td>MANHATTAN</td> <td>FIRM ZERO</td> <td>NO BODY</td> <td>03/09/2018</td> <td>03/26/2018</td> </tr> <tr> <td>✓ S00328532</td> <td>I1</td> <td>New Job Filing</td> <td>Permit Issued</td> <td>110 MAPLE PARKWAY</td> <td>STATEN ISL...</td> <td>FIRM ZERO</td> <td>Joe Spark</td> <td>03/05/2018</td> <td>03/26/2018</td> </tr> </tbody> </table> </div>	Job Number	Filing	Filing Type	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date	Modified	✓ S00329075	I1	New Job Filing	Permit Issued	110 MAPLE PARKWAY	STATEN ISL...	FIRM ZERO	Joe Spark	03/26/2018	03/26/2018	✓ S00329060	I1	New Job Filing	Permit Issued	110 MAPLE PARKWAY	STATEN ISL...	FIRM ZERO	APPLE ROME18	03/26/2018	03/26/2018	✓ S00329025	I1	New Job Filing	Permit Issued	110 MAPLE PARKWAY	STATEN ISL...	FIRM ZERO	APPLE ROME18	03/23/2018	03/23/2018	✓ M00328652	I1	New Job Filing	Applicant of Record Revl...	280 BROADWAY	MANHATTAN	FIRM ZERO	NO BODY	03/09/2018	03/26/2018	✓ S00328532	I1	New Job Filing	Permit Issued	110 MAPLE PARKWAY	STATEN ISL...	FIRM ZERO	Joe Spark	03/05/2018	03/26/2018
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	<p>You are now logged into DOB NOW. Continue to the next section to Create a Job Filing.</p>																																																												

# Create a New Job Filing

Complete the following steps to create a new Job filing in DOB NOW:

Step	Action
1.	<p>Click <b>+ Job Filing</b> to initiate a new job filing.</p> 
2.	<p>Select the checkbox for each <b>Work Type</b> (e.g., Electrical) included in this Job filing.</p>
3.	<p>Click <b>Submit</b>.</p> 
	<p>The General Information tab is displayed.</p> 

CREATE AN ELECTRICAL FILING – GUIDED PRACTICE

Step	Action																		
	<p><b>Note</b> Important Form Information – required fields and read-only fields.</p> <hr/> <p>Fields marked with a red asterisk * are required and must be completed before submitting a filing. Some fields shaded with gray will have red asterisk * and should be skipped.</p> <div data-bbox="203 541 251 592" style="float: left; margin-right: 10px;">  </div> <div data-bbox="282 531 626 663" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>House Number*</p> <input style="width: 100%; height: 20px;" type="text"/> </div> <p>Fields shaded gray are read-only and are populated from the Building Information System (BIS) or from eFiling registration.</p> <div data-bbox="282 779 721 926" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>BIN*</p> <div style="background-color: #cccccc; height: 20px; width: 100%;"></div> </div>																		
<p>4.</p>	<p>Enter the required fields in the Job Location section:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> House Number</li> <li><input type="checkbox"/> Street Name</li> <li><input type="checkbox"/> Borough</li> <li><input type="checkbox"/> Block</li> <li><input type="checkbox"/> Lot</li> </ul> <div data-bbox="282 1272 1398 1612" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>Job Location</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border: 2px solid red; padding: 5px;">House Number*</td> <td style="width: 33%; border: 2px solid red; padding: 5px;">Street Name *</td> <td style="width: 33%; border: 2px solid red; padding: 5px;">Borough*</td> </tr> <tr> <td style="border: 2px solid red; padding: 5px;"><input style="width: 100%; height: 20px;" type="text"/></td> <td style="border: 2px solid red; padding: 5px;"><input style="width: 100%; height: 20px;" type="text"/></td> <td style="border: 2px solid red; padding: 5px;"><input style="width: 100%; height: 20px;" type="text" value="SELECT BOROUGH"/></td> </tr> <tr> <td style="padding: 5px;">Block*</td> <td style="padding: 5px;">Lot*</td> <td style="padding: 5px;">BIN*</td> </tr> <tr> <td style="padding: 5px;"><input style="width: 100%; height: 20px;" type="text"/></td> <td style="padding: 5px;"><input style="width: 100%; height: 20px;" type="text"/></td> <td style="padding: 5px;"><div style="background-color: #cccccc; height: 20px; width: 100%;"></div></td> </tr> <tr> <td style="padding: 5px;">Community Board</td> <td style="padding: 5px;">Zip Code*</td> <td style="padding: 5px;">Special Place Name</td> </tr> <tr> <td style="padding: 5px;"><div style="background-color: #cccccc; height: 20px; width: 100%;"></div></td> <td style="padding: 5px;"><div style="background-color: #cccccc; height: 20px; width: 100%;"></div></td> <td style="padding: 5px;"><input style="width: 100%; height: 20px;" type="text"/></td> </tr> </table> <p style="font-size: small; text-align: right;"><i>Leave blank unless there is no fixed address</i></p> </div>	House Number*	Street Name *	Borough*	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text" value="SELECT BOROUGH"/>	Block*	Lot*	BIN*	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>	Community Board	Zip Code*	Special Place Name	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>	<input style="width: 100%; height: 20px;" type="text"/>
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<div data-bbox="203 1686 251 1736" style="float: left; margin-right: 10px;">  </div>	<p><b>Note:</b> BIN, Occupancy Group, and Zip are read-only fields and auto populate.</p>																		

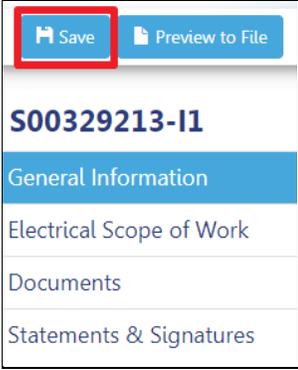
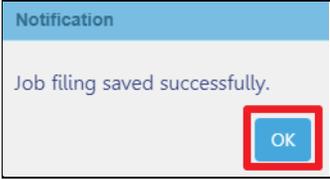
CREATE AN ELECTRICAL FILING – GUIDED PRACTICE

Step	Action
5.	<p>Enter the job description in the <b>Job Description (printed on work permit)</b> field.</p> <div data-bbox="284 348 1438 527" style="border: 1px solid black; padding: 5px;"> <p>Job Description (printed on work permit)*</p> <div style="border: 2px solid red; height: 40px; width: 100%;"></div> <p>500 characters remaining</p> </div>
	<p><b>Note</b> Information entered in the Job Description Box will appear on the Permit.</p>
6.	<p>Select the desired values for each of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Job Start and Completion Date</b></li> <li><input type="checkbox"/> <b>Is this a joint venture</b></li> <li><input type="checkbox"/> <b>Building Use Type</b></li> <li><input type="checkbox"/> <b>Indicate Type</b></li> </ul> <div data-bbox="328 968 979 1230" style="border: 1px solid black; padding: 5px;"> <div style="border: 2px solid red; display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="border: 1px solid gray; padding: 2px;">Job Start Date*</div> <div style="border: 1px solid gray; padding: 2px;">Job Completion Date*</div> </div> <div style="border: 2px solid red; display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="border: 1px solid gray; padding: 2px;">Is this a joint venture work as per #27-3013.13.*</div> <div style="border: 1px solid gray; padding: 2px;"> <input type="radio"/> Yes <input type="radio"/> No         </div> </div> <div style="border: 2px solid red; display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="border: 1px solid gray; padding: 2px;">Building Use Type*</div> <div style="border: 1px solid gray; padding: 2px;">Select</div> </div> </div>
7.	<p>Enter the <b>E-Mail address</b> for the Electrician used during eFiling registration.</p>
	<p><b>Note</b> You must type your email address to auto-populate the remaining fields. Do not copy and paste.</p>

Step	Action															
8.	<p>Select the <b>License Type</b> from the drop-down list (e.g. <b>Electrician</b>).</p> <div data-bbox="280 363 1032 705" style="border: 1px solid black; padding: 5px;"> <p><b>Applicant Information</b></p> <table border="0"> <tr> <td style="border: 1px solid red; padding: 2px;">Email* <small>Enter email/username...</small></td> <td style="border: 1px solid red; padding: 2px;">License Type* ▼</td> <td>License Number*</td> </tr> <tr> <td>Last Name*</td> <td>First Name*</td> <td>Middle Initial</td> </tr> <tr> <td>Firm Name*</td> <td>Firm Number*</td> <td>Firm Address*</td> </tr> <tr> <td>City*</td> <td>State*</td> <td>Zip Code*</td> </tr> <tr> <td>Phone</td> <td>Mobile</td> <td></td> </tr> </table> </div>	Email* <small>Enter email/username...</small>	License Type* ▼	License Number*	Last Name*	First Name*	Middle Initial	Firm Name*	Firm Number*	Firm Address*	City*	State*	Zip Code*	Phone	Mobile	
Email* <small>Enter email/username...</small>	License Type* ▼	License Number*														
Last Name*	First Name*	Middle Initial														
Firm Name*	Firm Number*	Firm Address*														
City*	State*	Zip Code*														
Phone	Mobile															
	<p><b>Note</b> The remaining fields in the Design Professional Information section are read-only and auto populate from eFiling.</p>															
9.	<p>Enter the <b>E-Mail address</b> for the Owner used during eFiling registration.</p>															
10.	<p>Select the <b>Owner Type</b> from the drop-down list (e.g., <b>NYCHA</b>).</p> <div data-bbox="280 1087 1114 1486" style="border: 1px solid black; padding: 5px;"> <p><b>Applicant Information</b></p> <table border="0"> <tr> <td style="border: 1px solid red; padding: 2px;">Email* <small>Enter email/username...</small></td> <td style="border: 1px solid red; padding: 2px;">License Type* ▼</td> <td>License Number*</td> </tr> <tr> <td>Last Name*</td> <td>First Name*</td> <td>Middle Initial</td> </tr> <tr> <td>Firm Name*</td> <td>Firm Number*</td> <td>Firm Address*</td> </tr> <tr> <td>City*</td> <td>State*</td> <td>Zip Code*</td> </tr> <tr> <td>Phone</td> <td>Mobile</td> <td></td> </tr> </table> </div>	Email* <small>Enter email/username...</small>	License Type* ▼	License Number*	Last Name*	First Name*	Middle Initial	Firm Name*	Firm Number*	Firm Address*	City*	State*	Zip Code*	Phone	Mobile	
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Phone	Mobile															
	<p><b>Note</b> The remaining fields in the Owner section are read-only and auto populate from eFiling.</p>															

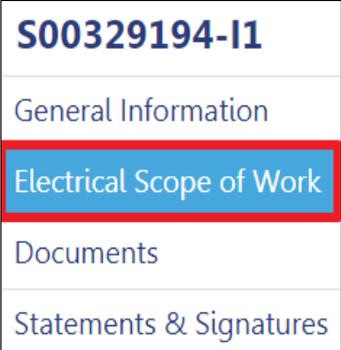
CREATE AN ELECTRICAL FILING – GUIDED PRACTICE

Step	Action						
	<p><b>Note</b> If desired, enter the Authorized Representative Information.</p> <div data-bbox="293 422 1430 575" style="border: 1px solid black; padding: 5px;"> <p><b>Authorized Representative Information</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Last Name</td> <td style="width: 33%;">First Name</td> <td style="width: 33%;">State Relationship to Owner</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> </div>	Last Name	First Name	State Relationship to Owner	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	State Relationship to Owner					
<input type="text"/>	<input type="text"/>	<input type="text"/>					
	<p><b>Note</b> An Authorized Representative is only permitted to fill out the General Information Tab. A Licensed Electrician must complete the remainder of the form.</p>						
<p>11.</p>	<p>Select the applicable radio button for each question under Electrical Scope of Work.</p>						
<p>12.</p>	<p>If applicable enter the Associated BIS Job Number, enter the <b>job number</b> in the DOB Construction/ BIS Associated Job Number field.</p> <div data-bbox="280 1014 1040 1444" style="border: 1px solid black; padding: 5px;"> <p><b>Additional Information</b></p> <p>Is this a Build it Back Job?*</p> <p style="text-align: right;"><input type="radio"/> Yes <input type="radio"/> No</p> <p>Has a violation been issued for failure to obtain prior Electrical Advisory Board review and approval for work related to this application?*</p> <p style="text-align: right;"><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Is this Job C of O (Certification of Occupancy) related?*</p> <p style="text-align: right;"><input type="radio"/> Yes <input type="radio"/> No</p> <p>DOB Construction/ BIS Associated Job Numbers</p> <p><input type="text"/></p> <p><input type="checkbox"/> Removal of Violation or Owner/ Occupant Objection</p> </div>						

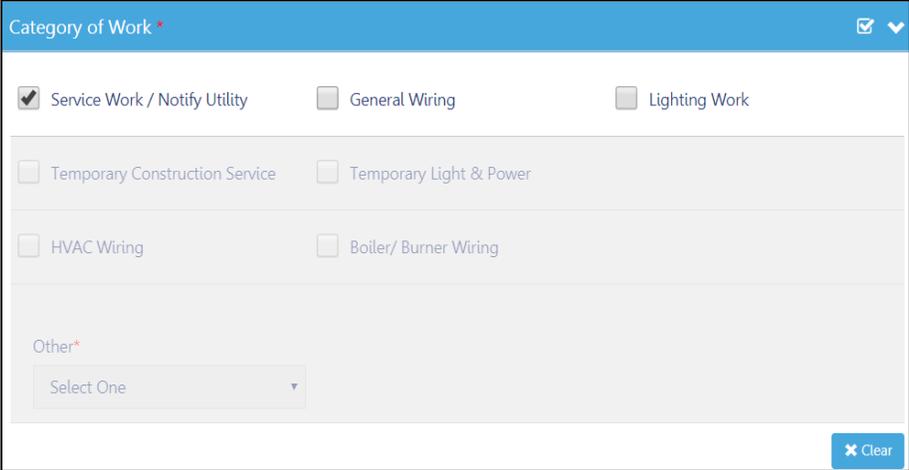
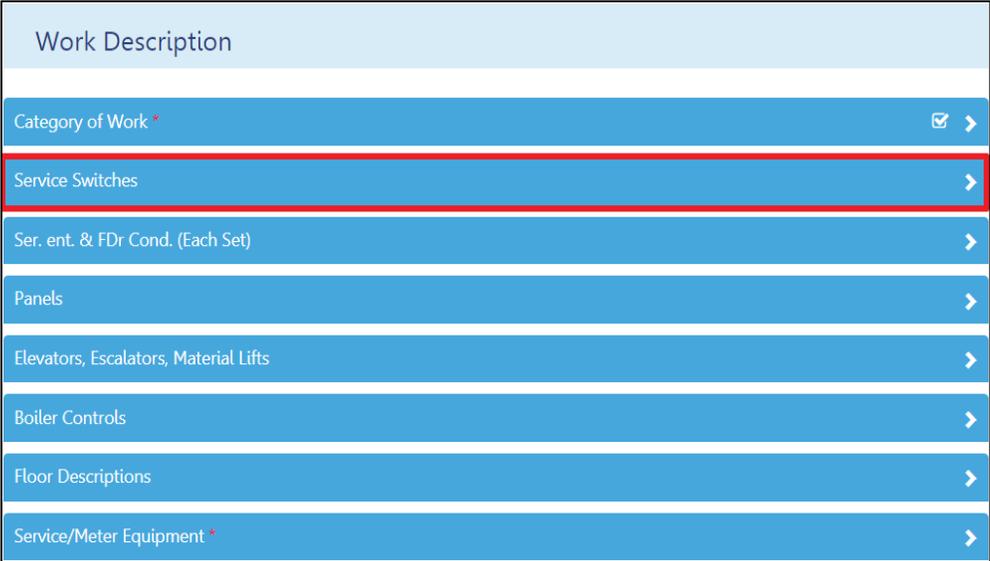
Step	Action
13.	<p>Click <b>Save</b> located at the top left corner of the screen.</p> 
	<p>The Job Number is now displayed above the General Information tab.</p>
14.	<p>A Notification pop-up window is displayed with the message, “Job filing saved successfully.” Click <b>OK</b> to proceed.</p> 
<p>You have initiated a job filing. Continue to the next section to Complete the Electrical Scope of Work Tab.</p>	

## Complete the Electrical Scope of Work Tab

Complete the following steps to complete the Electrical Scope of Work Tab:

Step	Action
1.	<p>Click the <b>Electrical Scope of Work</b> tab.</p>  <p>S00329194-I1</p> <p>General Information</p> <p><b>Electrical Scope of Work</b></p> <p>Documents</p> <p>Statements &amp; Signatures</p>
2.	<p>Click on each category to open and complete all necessary information for the job.</p>  <p>Work Description</p> <p>Category of Work *</p> <p>Service Switches</p> <p>Ser. ent. &amp; FDr Cond. (Each Set)</p> <p>Panels</p> <p>Elevators, Escalators, Material Lifts</p> <p>Boiler Controls</p> <p>Floor Descriptions</p> <p>Service/Meter Equipment</p>
	<p><b>Note</b> Fields marked with a red asterisk * are required. Some fields shaded with gray will have red asterisk * and should be skipped.</p>

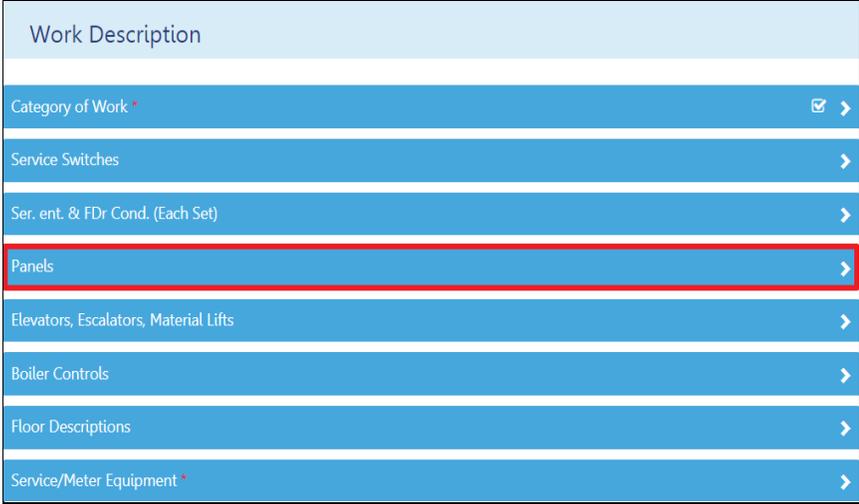
Step	Action												
3.	<p>Select the appropriate Category of Work.</p> <div data-bbox="326 352 1284 680" style="border: 1px solid black; padding: 5px;"> <p>Category of Work</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Service Work / Notify Utility</td> <td style="width: 33%;"><input type="checkbox"/> General Wiring</td> <td style="width: 33%;"><input type="checkbox"/> Lighting Work</td> </tr> <tr> <td><input type="checkbox"/> Temporary Construction Service</td> <td><input type="checkbox"/> Temporary Light &amp; Power</td> <td></td> </tr> <tr> <td><input type="checkbox"/> HVAC Wiring</td> <td><input type="checkbox"/> Boiler/ Burner Wiring</td> <td></td> </tr> <tr> <td colspan="3">                     Other*  <input style="width: 100%;" type="text"/> </td> </tr> </table> </div>	<input type="checkbox"/> Service Work / Notify Utility	<input type="checkbox"/> General Wiring	<input type="checkbox"/> Lighting Work	<input type="checkbox"/> Temporary Construction Service	<input type="checkbox"/> Temporary Light & Power		<input type="checkbox"/> HVAC Wiring	<input type="checkbox"/> Boiler/ Burner Wiring		Other* <input style="width: 100%;" type="text"/>		
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<input type="checkbox"/> HVAC Wiring	<input type="checkbox"/> Boiler/ Burner Wiring												
Other* <input style="width: 100%;" type="text"/>													
	<p><b>Note</b> You can choose multiple work types if they appear on the same line. Others display a red asterisk * but only needs to be used if the other categories are not selected and only one job type can be selected from the other drop-down list.</p>												
4.	<p>Select a category from <b>Other</b> if none of the previous work types apply.</p> <div data-bbox="310 1087 574 1465" style="border: 1px solid black; padding: 5px;"> <p>Other*</p> <ul style="list-style-type: none"> <li>Select One ▾</li> <li>Select One</li> <li>Elevators/Escalator/Material Lift</li> <li>Power Generation</li> <li>Fire Alarm Local Law #5</li> <li>Minor Work</li> <li>Rehabilitation</li> <li>Extensions</li> <li>New Circuitry</li> <li>Sign Shop Inspection</li> <li>Field Sign Inspection</li> <li>Adequate Wiring Program</li> <li>Sustainable Energy Installs</li> <li>Sidewalk Shed Wiring &amp; Lighting</li> <li>Amusement Rides</li> </ul> </div>												

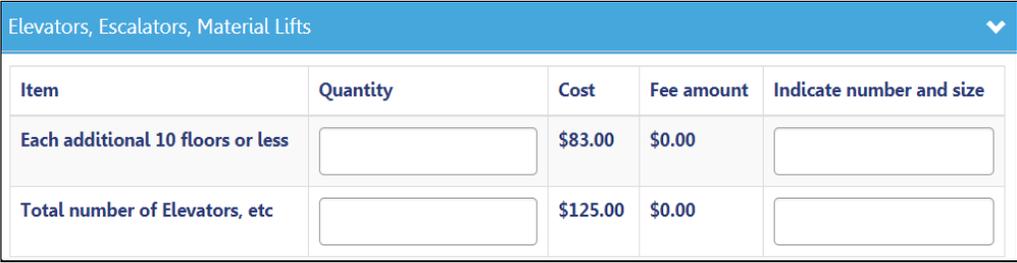
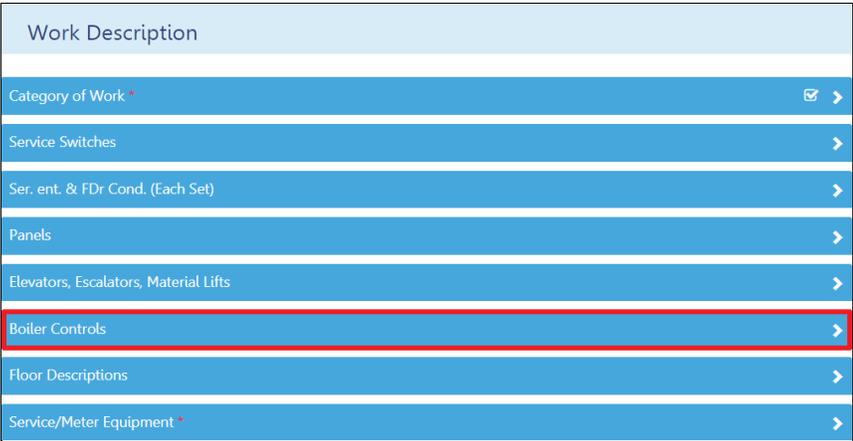
Step	Action
	<p>Once a selection is made the other categories will be grayed out and unavailable.</p> 
5.	<p>Click <b>Service Switches</b> to expand the section.</p> 

CREATE AN ELECTRICAL FILING – GUIDED PRACTICE

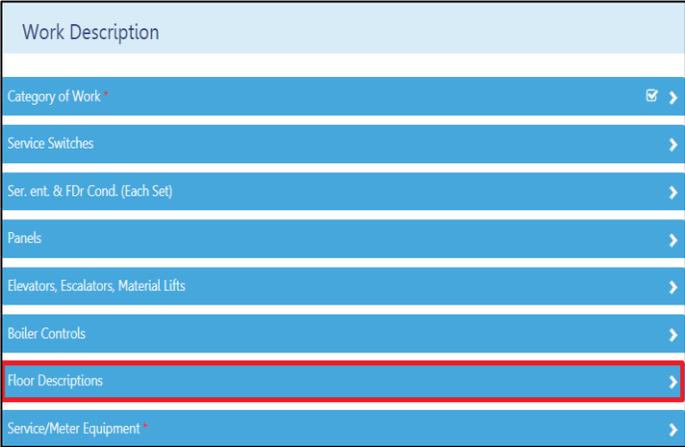
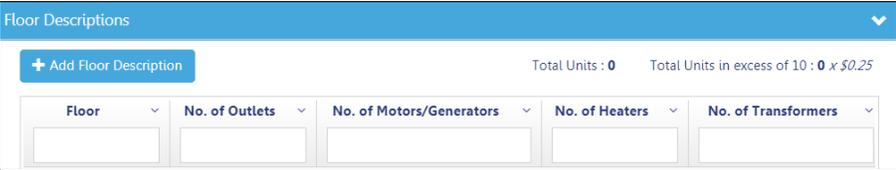
Step	Action																														
6.	<p>Enter the applicable information.</p> <div data-bbox="311 346 1279 768"> <p>Service Switches <span style="float: right;">▼</span></p> <table border="1"> <thead> <tr> <th>Item</th> <th>Quantity</th> <th>Cost</th> <th>Fee amount</th> <th>Indicate number and size</th> </tr> </thead> <tbody> <tr> <td>Up to 100 amps</td> <td><input type="text"/></td> <td>\$8.00</td> <td>\$0.00</td> <td><input type="text"/></td> </tr> <tr> <td>101 to 200 amps</td> <td><input type="text"/></td> <td>\$30.00</td> <td>\$0.00</td> <td><input type="text"/></td> </tr> <tr> <td>201 to 600 amps</td> <td><input type="text"/></td> <td>\$105.00</td> <td>\$0.00</td> <td><input type="text"/></td> </tr> <tr> <td>601 to 1200 amps</td> <td><input type="text"/></td> <td>\$225.00</td> <td>\$0.00</td> <td><input type="text"/></td> </tr> <tr> <td>Over 1200 amps</td> <td><input type="text"/></td> <td>\$375.00</td> <td>\$0.00</td> <td><input type="text"/></td> </tr> </tbody> </table> </div>	Item	Quantity	Cost	Fee amount	Indicate number and size	Up to 100 amps	<input type="text"/>	\$8.00	\$0.00	<input type="text"/>	101 to 200 amps	<input type="text"/>	\$30.00	\$0.00	<input type="text"/>	201 to 600 amps	<input type="text"/>	\$105.00	\$0.00	<input type="text"/>	601 to 1200 amps	<input type="text"/>	\$225.00	\$0.00	<input type="text"/>	Over 1200 amps	<input type="text"/>	\$375.00	\$0.00	<input type="text"/>
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7.	<p>Click <b>Ser. Ent. &amp; FDr Cond</b> to expand the section.</p> <div data-bbox="311 869 1170 1323"> <p>Work Description</p> <ul style="list-style-type: none"> <li>Category of Work <span style="float: right;">☑ &gt;</span></li> <li>Service Switches <span style="float: right;">&gt;</span></li> <li><b>Ser. ent. &amp; FDr Cond. (Each Set) <span style="float: right;">&gt;</span></b></li> <li>Panels <span style="float: right;">&gt;</span></li> <li>Elevators, Escalators, Material Lifts <span style="float: right;">&gt;</span></li> <li>Boiler Controls <span style="float: right;">&gt;</span></li> <li>Floor Descriptions <span style="float: right;">&gt;</span></li> <li>Service/Meter Equipment <span style="float: right;">&gt;</span></li> </ul> </div>																														
8.	<p>Enter the applicable information in the Ser. Ent. &amp; FDr Cond. section.</p> <div data-bbox="311 1428 1243 1776"> <p>Ser. ent. &amp; FDr Cond. (Each Set) <span style="float: right;">▼</span></p> <table border="1"> <thead> <tr> <th>Item</th> <th>Quantity</th> <th>Cost</th> <th>Fee amount</th> <th>Indicate number and size</th> </tr> </thead> <tbody> <tr> <td>Up to #2 conductor</td> <td><input type="text"/></td> <td>\$15.00</td> <td>\$0.00</td> <td><input type="text"/></td> </tr> <tr> <td>Over #2 to 1/0</td> <td><input type="text"/></td> <td>\$30.00</td> <td>\$0.00</td> <td><input type="text"/></td> </tr> <tr> <td>Over 1/0 to 250MCM</td> <td><input type="text"/></td> <td>\$45.00</td> <td>\$0.00</td> <td><input type="text"/></td> </tr> <tr> <td>Over 250 MCM</td> <td><input type="text"/></td> <td>\$75.00</td> <td>\$0.00</td> <td><input type="text"/></td> </tr> </tbody> </table> </div>	Item	Quantity	Cost	Fee amount	Indicate number and size	Up to #2 conductor	<input type="text"/>	\$15.00	\$0.00	<input type="text"/>	Over #2 to 1/0	<input type="text"/>	\$30.00	\$0.00	<input type="text"/>	Over 1/0 to 250MCM	<input type="text"/>	\$45.00	\$0.00	<input type="text"/>	Over 250 MCM	<input type="text"/>	\$75.00	\$0.00	<input type="text"/>					
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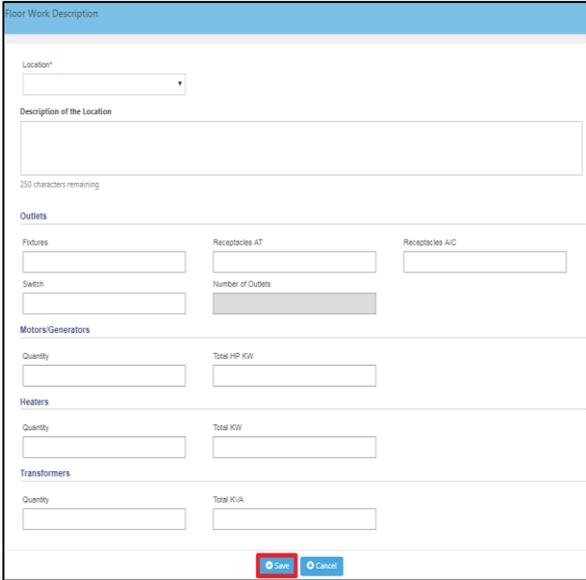
## CREATE AN ELECTRICAL FILING – GUIDED PRACTICE

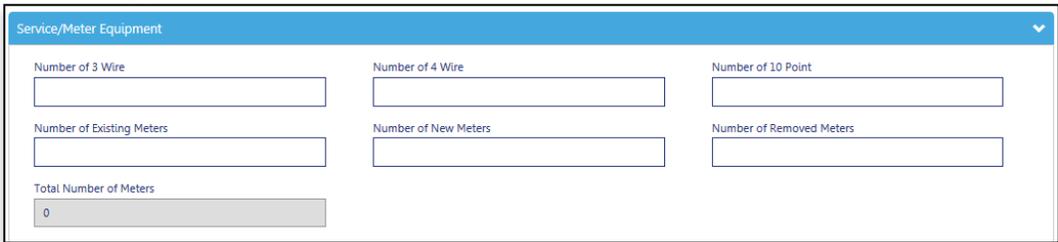
Step	Action																									
9.	<p>Click <b>Panels</b> to expand the section.</p>  <p>The screenshot shows a list of work categories in a software interface. The categories are: Work Description, Category of Work (with a checkmark and arrow), Service Switches, Ser. ent. &amp; FDr Cond. (Each Set), <b>Panels</b> (highlighted with a red border and arrow), Elevators, Escalators, Material Lifts, Boiler Controls, Floor Descriptions, and Service/Meter Equipment (with an arrow).</p>																									
10.	<p>Enter the applicable information in the Panels section.</p>  <p>The screenshot shows the 'Panels' section of the software interface. It contains a table with the following columns: Item, Quantity, Cost, Fee amount, and Indicate number and size. The table has four rows of data, each with a corresponding input field for the quantity.</p> <table border="1" data-bbox="311 934 1286 1333"> <thead> <tr> <th>Item</th> <th>Quantity</th> <th>Cost</th> <th>Fee amount</th> <th>Indicate number and size</th> </tr> </thead> <tbody> <tr> <td>1Ø up to 20-1 or 10-2 pole breakers</td> <td><input type="text"/></td> <td>\$15.00</td> <td>\$0.00</td> <td><input type="text"/></td> </tr> <tr> <td>1Ø over 20-1 or 10-2 pole breakers</td> <td><input type="text"/></td> <td>\$37.50</td> <td>\$0.00</td> <td><input type="text"/></td> </tr> <tr> <td>3Ø up to 225 amps</td> <td><input type="text"/></td> <td>\$50.00</td> <td>\$0.00</td> <td><input type="text"/></td> </tr> <tr> <td>3Ø over 225 amps</td> <td><input type="text"/></td> <td>\$75.00</td> <td>\$0.00</td> <td><input type="text"/></td> </tr> </tbody> </table>	Item	Quantity	Cost	Fee amount	Indicate number and size	1Ø up to 20-1 or 10-2 pole breakers	<input type="text"/>	\$15.00	\$0.00	<input type="text"/>	1Ø over 20-1 or 10-2 pole breakers	<input type="text"/>	\$37.50	\$0.00	<input type="text"/>	3Ø up to 225 amps	<input type="text"/>	\$50.00	\$0.00	<input type="text"/>	3Ø over 225 amps	<input type="text"/>	\$75.00	\$0.00	<input type="text"/>
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Step	Action															
11.	<p>Click <b>Elevators, Escalators, Material Lifts</b> to expand the section.</p>  <p>The screenshot shows a vertical list of menu items under the heading 'Work Description'. The items are: 'Category of Work' (with a checkmark and arrow), 'Service Switches', 'Ser. ent. &amp; FDr Cond. (Each Set)', 'Panels', 'Elevators, Escalators, Material Lifts' (highlighted with a red border), 'Boiler Controls', 'Floor Descriptions', and 'Service/Meter Equipment' (with an asterisk and arrow).</p>															
12.	<p>Enter the applicable information in the Elevators, Escalators, material Lifts section.</p>  <p>The screenshot shows a form titled 'Elevators, Escalators, Material Lifts'. It contains a table with the following structure:</p> <table border="1" data-bbox="313 978 1330 1178"> <thead> <tr> <th>Item</th> <th>Quantity</th> <th>Cost</th> <th>Fee amount</th> <th>Indicate number and size</th> </tr> </thead> <tbody> <tr> <td>Each additional 10 floors or less</td> <td><input type="text"/></td> <td>\$83.00</td> <td>\$0.00</td> <td><input type="text"/></td> </tr> <tr> <td>Total number of Elevators, etc</td> <td><input type="text"/></td> <td>\$125.00</td> <td>\$0.00</td> <td><input type="text"/></td> </tr> </tbody> </table>	Item	Quantity	Cost	Fee amount	Indicate number and size	Each additional 10 floors or less	<input type="text"/>	\$83.00	\$0.00	<input type="text"/>	Total number of Elevators, etc	<input type="text"/>	\$125.00	\$0.00	<input type="text"/>
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13.	<p>Click <b>Boiler Controls</b> to expand the section.</p>  <p>The screenshot shows the same 'Work Description' menu as in step 11. In this instance, the 'Boiler Controls' item is highlighted with a red border, while 'Elevators, Escalators, Material Lifts' is no longer highlighted.</p>															

CREATE AN ELECTRICAL FILING – GUIDED PRACTICE

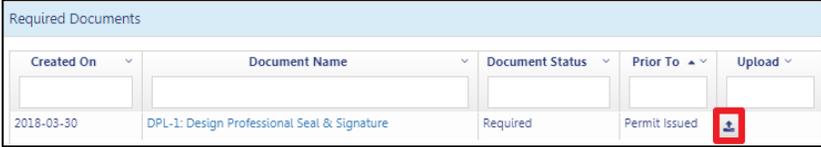
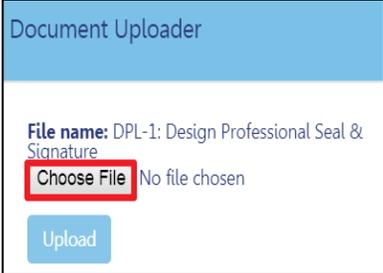
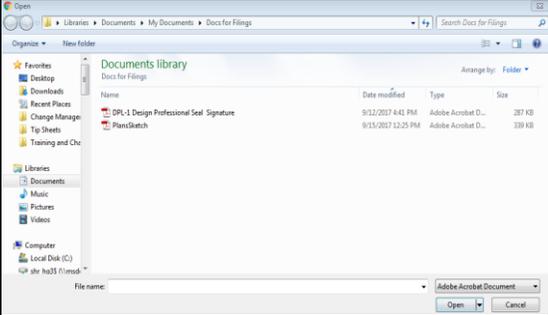
Step	Action															
14.	<p>Enter the applicable information in the Boiler Controls section.</p>  <table border="1" data-bbox="315 348 1292 541"> <thead> <tr> <th colspan="5">Boiler Controls</th> </tr> <tr> <th>Item</th> <th>Quantity</th> <th>Cost</th> <th>Fee amount</th> <th>Indicate number and size</th> </tr> </thead> <tbody> <tr> <td>Boiler Controls</td> <td><input type="text"/></td> <td>\$12.00</td> <td>\$0.00</td> <td><input type="text"/></td> </tr> </tbody> </table>	Boiler Controls					Item	Quantity	Cost	Fee amount	Indicate number and size	Boiler Controls	<input type="text"/>	\$12.00	\$0.00	<input type="text"/>
Boiler Controls																
Item	Quantity	Cost	Fee amount	Indicate number and size												
Boiler Controls	<input type="text"/>	\$12.00	\$0.00	<input type="text"/>												
15.	<p>Click <b>Floor Descriptions</b> to expand the section.</p>  <ul style="list-style-type: none"> <li>Work Description</li> <li>Category of Work <input checked="" type="checkbox"/> &gt;</li> <li>Service Switches &gt;</li> <li>Ser. ent. &amp; FDr Cond. (Each Set) &gt;</li> <li>Panels &gt;</li> <li>Elevators, Escalators, Material Lifts &gt;</li> <li>Boiler Controls &gt;</li> <li><b>Floor Descriptions &gt;</b></li> <li>Service/Meter Equipment &gt;</li> </ul>															
16.	<p>Enter the applicable information in the Floors Descriptions section.</p>  <p>Floor Descriptions</p> <p><a href="#">+ Add Floor Description</a> Total Units : 0 Total Units in excess of 10 : 0 x \$0.25</p> <table border="1" data-bbox="337 1287 1188 1360"> <thead> <tr> <th>Floor</th> <th>No. of Outlets</th> <th>No. of Motors/Generators</th> <th>No. of Heaters</th> <th>No. of Transformers</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Floor	No. of Outlets	No. of Motors/Generators	No. of Heaters	No. of Transformers	<input type="text"/>									
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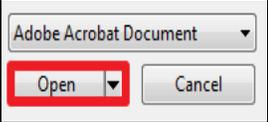
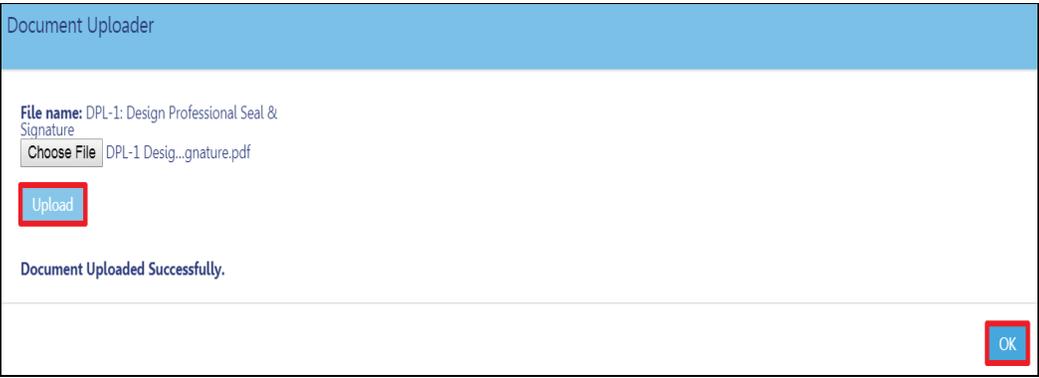
Step	Action
17.	<p>Click <b>+ Add Floor Description</b> to add additional floors or expand to display more fields.</p> 
	<p>A Floor Work Description page will display.</p>
18.	<p>Enter the applicable information.</p> 
19.	<p>Click <b>Save</b> located at the top left corner of the screen.</p> 

Step	Action
20.	<p>Click <b>Service Meter Equipment</b> to expand the section.</p>  <p>The screenshot shows a list of menu items: Work Description, Category of Work (with a checkmark and arrow), Service Switches, Ser. ent. &amp; FDr Cond. (Each Set), Panels, Elevators, Escalators, Material Lifts, Boiler Controls, Floor Descriptions, and Service/Meter Equipment (highlighted with a red border and arrow).</p>
21.	<p>Enter the applicable information.</p>  <p>The screenshot shows the 'Service/Meter Equipment' form with the following fields: Number of 3 Wire, Number of 4 Wire, Number of 10 Point, Number of Existing Meters, Number of New Meters, Number of Removed Meters, and Total Number of Meters (displaying 0).</p>
22.	<p>Click <b>Save</b> located at the top left corner of the screen.</p>  <p>The screenshot shows two buttons: 'Save' (with a floppy disk icon) and 'Preview to File' (with a document icon). The 'Save' button is highlighted with a red border.</p>
<p>You have completed the Electrical Scope of Work tab. Continue to the next section to Upload Documents.</p>	

# Upload Documents in DOB NOW Build

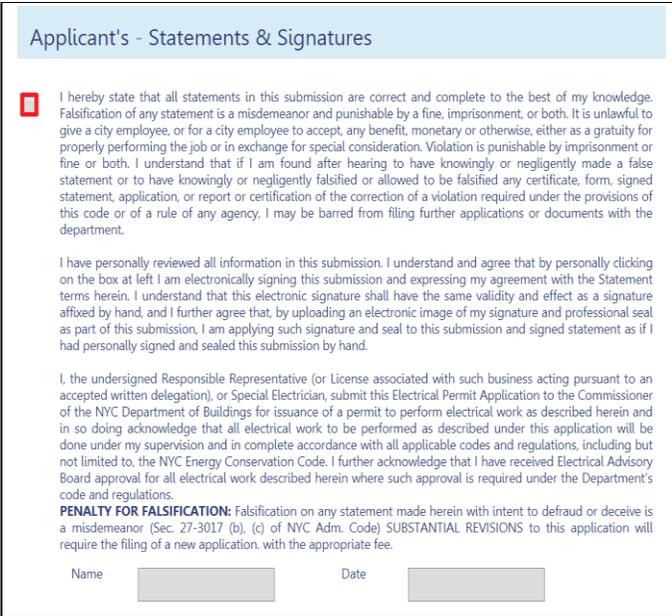
Complete the following steps to upload required documents to a Job Filing in DOB NOW *Build*:

Step	Action
1.	<p>Select the <b>Documents</b> tab.</p> 
2.	<p>Click the <b>Uploader</b> icon.</p> 
3.	<p>Click <b>Choose File</b>.</p> 
	<p>The Documents Library window opens.</p>
4.	<p>Locate the file to upload.</p> 

Step	Action
5.	Click the document <b>Name</b> to select the file.
6.	<p>Click <b>Open</b>.</p> 
	The Document Uploader pop-up window is displayed. The File Name is displayed to the right of Choose File.
7.	Click <b>Upload</b> .
8.	<p>Click <b>OK</b>.</p> 
9.	<p>Click <b>Save</b> located at the top left corner of the screen.</p> 
<p>You have completed Uploading Required Documents. Continue to the next section to complete the Applicants Statements and Signature.</p>	

# Applicant’s Statements & Signatures

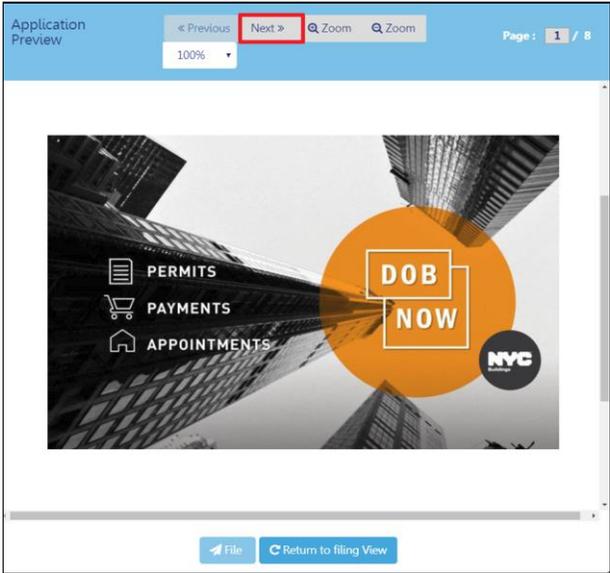
Complete the following steps to sign and attest to your job application:

Step	Action
1.	<p>Select the <b>Statements &amp; Signatures Tab</b>.</p> 
2.	<p>Read the Applicant’s – Statements &amp; Signatures attestation and select the checkbox to electronically sign.</p> 
	<p><b>Note</b> Your signature and today’s date auto-populate.</p>
	<p><b>Note</b> Grayed out boxes do not need your attention. The number of boxes you will need to check will depend on your selections through your filing.</p>

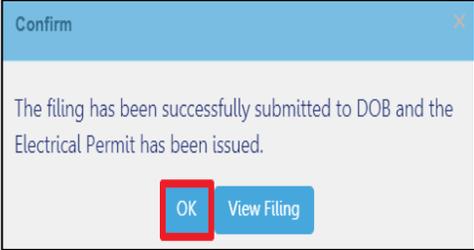
Step	Action
3.	<p>Choose <b>Yes or No</b> if the application requires power or energize to a meter.</p> <div data-bbox="311 344 1010 550" style="border: 1px solid black; padding: 5px;"> <p><b>Certification of Owner Authorization for Electrical Work</b></p> <p>Does the application involve authorization to power or energize a meter?</p> <p> <input type="radio"/> Yes                     <input checked="" type="radio"/> No                 </p> </div>
4.	<p>Click <b>Save</b> located at the top left corner of the screen.</p> <div data-bbox="311 648 591 989" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span> Save</span> <span> Preview to File</span> </div> <hr/> <p><b>S00329213-11</b></p> <ul style="list-style-type: none"> <li style="background-color: #0070C0; color: white; padding: 2px 5px;">General Information</li> <li style="padding: 2px 5px;">Electrical Scope of Work</li> <li style="padding: 2px 5px;">Documents</li> <li style="padding: 2px 5px;">Statements &amp; Signatures</li> </ul> </div>
<p>You have completed the Applicant’s Statements and Signature section; continue to the next section to Pay and Preview to File.</p>	

# Pay and Preview to File

Complete the following steps to preview and submit your filing:

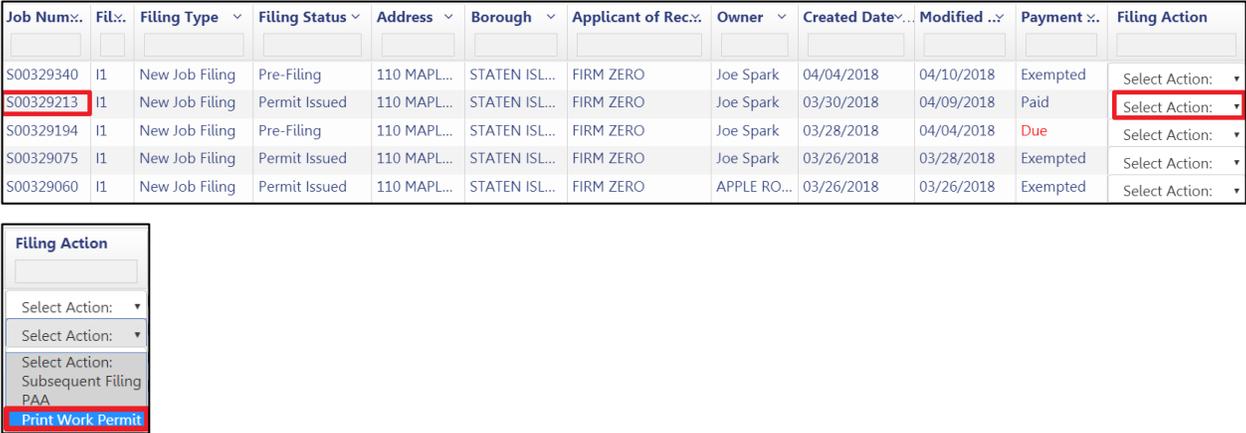
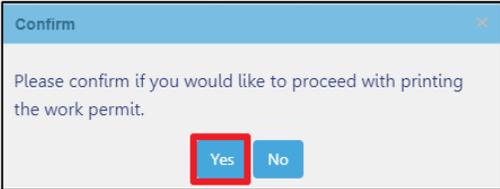
Step	Action
	<p><b>Note</b> You must pay before you proceed to the next step. Click on the link below to view a video.</p> <p><a href="https://www.youtube.com/watch?v=YHDbxAuS8Dk">https://www.youtube.com/watch?v=YHDbxAuS8Dk</a></p>
1.	<p>Click <b>Preview to File</b>.</p>  <p>The image shows a progress bar with two stages: 'Pre-Filing' (completed, marked with a checkmark) and 'Applicant of Record Review' (in progress). Below the bar are two buttons: 'Save' and 'Preview to File'. The 'Preview to File' button is highlighted with a red rectangular box.</p>
	<p><b>Note</b> The Preview to File button will be disabled, if the Status is not in Applicant of Record Review.</p>
2.	<p>Click <b>Next</b> to read and progress through the Application Preview.</p>  <p>The image is a screenshot of a web application titled 'Application Preview'. At the top, there are navigation controls: '&lt;&lt; Previous', 'Next &gt;&gt;', 'Zoom', and another 'Zoom' icon. The 'Next &gt;&gt;' button is highlighted with a red box. Below the navigation is a large graphic with the text 'DOB NOW' and 'NYC'. On the left side of the graphic, there are three menu items: 'PERMITS', 'PAYMENTS', and 'APPOINTMENTS'. At the bottom of the screenshot, there are two buttons: 'File' and 'Return to filing View'.</p>

Step	Action
	<p><b>Note</b> If you discover errors when you Preview to File, click <b>Return to Filing View</b>, correct the errors, re-attest and Preview to File again.</p> <div data-bbox="326 512 792 617" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <span data-bbox="358 533 472 596" style="background-color: #0070C0; color: white; padding: 5px 10px; border-radius: 3px;">↶ File</span> <span data-bbox="477 533 760 596" style="background-color: #0070C0; color: white; padding: 5px 10px; border-radius: 3px; border: 2px solid red;">↶ Return to Filing View</span> </div>
3.	<p>On the last page, select the check-box to attest that you reviewed the application.</p> <div data-bbox="280 722 1166 1457" style="border: 1px solid black; padding: 10px;"> <p>Application Preview <span style="float: right;">Page : 8 / 8</span></p> <p style="font-size: small;">I hereby state that all statements in this submission are correct and complete to the best of my knowledge. Falsification of any statement is a misdemeanor and punishable by a fine, imprisonment, or both. It is unlawful to give 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, or 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><input type="checkbox"/> I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this submission, I am applying such signature and seal to this submission and signed statement as if I had personally signed and sealed this submission by hand.</p> <p style="font-size: small;">This Electrical Permit Application includes Service / Meter Work and/or work that will result in the issuance of a new or amended Certificate of Occupancy. I certify that I have obtained a signed authorization from the building owner, or his or her authorized representative, who has authorized the work to be performed as indicated herein, and has acknowledged that upon completion of such electrical work (including any minor amendment of the work indicated herein), pursuant to Section 27 - 3018(b) of the NYC Electrical Code, the Department of Buildings ("Department"), or its certified representative, will be allowed access to inspect such work. I also certify that this signed authorization is available upon request by the Department.</p> <p>Name: _____ Date: _____</p> <p><input checked="" type="checkbox"/> "I have personally reviewed all information entered on this application."</p> <p>Name: <input type="text" value="FIRM ZERO"/> Date: <input type="text" value="03/30/2018"/></p> <p style="font-size: x-small;">(Electronically Signed)</p> </div>
4.	<p>Click <b>File</b>.</p> <div data-bbox="280 1562 1081 1818" style="border: 1px solid black; padding: 10px;"> <p><input checked="" type="checkbox"/> "I have personally reviewed all information entered on this application."</p> <p>Name: <input type="text" value="FIRM ZERO"/> Date: <input type="text" value="03/30/2018"/></p> <p style="font-size: x-small;">(Electronically Signed)</p> <div data-bbox="597 1745 881 1808" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <span data-bbox="613 1755 688 1797" style="background-color: #0070C0; color: white; padding: 5px 10px; border-radius: 3px;">↶ File</span> <span data-bbox="693 1755 873 1797" style="background-color: #0070C0; color: white; padding: 5px 10px; border-radius: 3px;">↶ Return to filing View</span> </div> </div>

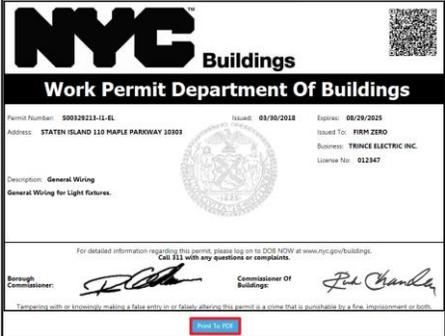
Step	Action
5.	<p>A Confirm pop-up window is displayed with the message, “The filing has been successfully submitted to DOB and the Electrical Permit has been issued.” Click <b>OK</b> to close the Confirm pop-up window.</p> 
6.	<p>Click <b>Save</b> located at the top left corner of the screen.</p> 
	<p>The status updates to “Permit Issued”.</p> 
	<p><b>Note</b> The status will move to “Complete” once the job passes inspection.</p>
<p>You have Previewed and Submitted your filing.</p>	

# Print a Work Permit

Complete the following steps to print a work permit:

Step	Action																																																																								
	<p><b>Note</b> In order to print a Work Permit in DOB NOW:</p> <hr/> <p>Please refer to <a href="http://www.nyc.gov/dobnowhelp">www.nyc.gov/dobnowhelp</a> to access the Guided Practice for:</p> <ul style="list-style-type: none"> <li>How to Login to DOB NOW</li> </ul>																																																																								
<p>1.</p>	<p>Locate the Job Filing associated with the Permit you would like to print.</p>  <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>Job Number</th> <th>Filing</th> <th>Filing Type</th> <th>Filing Status</th> </tr> </thead> <tbody> <tr> <td>S00329340</td> <td>I1</td> <td>New Job Filing</td> <td>Pre-Filing</td> </tr> <tr style="border: 2px solid red;"> <td>S00329213</td> <td>I1</td> <td>New Job Filing</td> <td>Permit Issued</td> </tr> </tbody> </table>	Job Number	Filing	Filing Type	Filing Status	S00329340	I1	New Job Filing	Pre-Filing	S00329213	I1	New Job Filing	Permit Issued																																																												
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<p>2.</p>	<p>Select <b>Print Work Permit</b> from the Drop-down list in the Filing Action column.</p>  <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>Job Num</th> <th>Fil</th> <th>Filing Type</th> <th>Filing Status</th> <th>Address</th> <th>Borough</th> <th>Applicant of Rec</th> <th>Owner</th> <th>Created Date</th> <th>Modified</th> <th>Payment</th> <th>Filing Action</th> </tr> </thead> <tbody> <tr> <td>S00329340</td> <td>I1</td> <td>New Job Filing</td> <td>Pre-Filing</td> <td>110 MAPL...</td> <td>STATEN ISL...</td> <td>FIRM ZERO</td> <td>Joe Spark</td> <td>04/04/2018</td> <td>04/10/2018</td> <td>Exempted</td> <td>Select Action: ▾</td> </tr> <tr style="border: 2px solid red;"> <td>S00329213</td> <td>I1</td> <td>New Job Filing</td> <td>Permit Issued</td> <td>110 MAPL...</td> <td>STATEN ISL...</td> <td>FIRM ZERO</td> <td>Joe Spark</td> <td>03/30/2018</td> <td>04/09/2018</td> <td>Paid</td> <td style="border: 2px solid red;">Select Action: ▾</td> </tr> <tr> <td>S00329194</td> <td>I1</td> <td>New Job Filing</td> <td>Pre-Filing</td> <td>110 MAPL...</td> <td>STATEN ISL...</td> <td>FIRM ZERO</td> <td>Joe Spark</td> <td>03/28/2018</td> <td>04/04/2018</td> <td>Due</td> <td>Select Action: ▾</td> </tr> <tr> <td>S00329075</td> <td>I1</td> <td>New Job Filing</td> <td>Permit Issued</td> <td>110 MAPL...</td> <td>STATEN ISL...</td> <td>FIRM ZERO</td> <td>Joe Spark</td> <td>03/26/2018</td> <td>03/28/2018</td> <td>Exempted</td> <td>Select Action: ▾</td> </tr> <tr> <td>S00329060</td> <td>I1</td> <td>New Job Filing</td> <td>Permit Issued</td> <td>110 MAPL...</td> <td>STATEN ISL...</td> <td>FIRM ZERO</td> <td>APPLE RO...</td> <td>03/26/2018</td> <td>03/26/2018</td> <td>Exempted</td> <td>Select Action: ▾</td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <p><b>Filing Action</b></p> <p>Select Action: ▾</p> <p>Select Action: ▾</p> <p>Select Action: Subsequent Filing PAA</p> <p style="border: 2px solid red; background-color: #0070c0; color: white; padding: 2px;">Print Work Permit</p> </div>	Job Num	Fil	Filing Type	Filing Status	Address	Borough	Applicant of Rec	Owner	Created Date	Modified	Payment	Filing Action	S00329340	I1	New Job Filing	Pre-Filing	110 MAPL...	STATEN ISL...	FIRM ZERO	Joe Spark	04/04/2018	04/10/2018	Exempted	Select Action: ▾	S00329213	I1	New Job Filing	Permit Issued	110 MAPL...	STATEN ISL...	FIRM ZERO	Joe Spark	03/30/2018	04/09/2018	Paid	Select Action: ▾	S00329194	I1	New Job Filing	Pre-Filing	110 MAPL...	STATEN ISL...	FIRM ZERO	Joe Spark	03/28/2018	04/04/2018	Due	Select Action: ▾	S00329075	I1	New Job Filing	Permit Issued	110 MAPL...	STATEN ISL...	FIRM ZERO	Joe Spark	03/26/2018	03/28/2018	Exempted	Select Action: ▾	S00329060	I1	New Job Filing	Permit Issued	110 MAPL...	STATEN ISL...	FIRM ZERO	APPLE RO...	03/26/2018	03/26/2018	Exempted	Select Action: ▾
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<p>3.</p>	<p>The Confirm pop-up window is displayed, with the message “Please confirm if you would like to proceed with printing the work permit”. Click <b>Yes</b> to proceed with printing the work permit.</p> 																																																																								

PRINT A WORK PERMIT – GUIDED PRACTICE

Step	Action
	The Permit is displayed.
4.	<p>Click <b>Print to PDF</b>.</p> 
	<p>A PDF link to open the Work Permit displays in the bottom left corner of your screen.</p> 
5.	Click the <b>PDF link</b> (e.g., <b>WorkPermit (3).pdf</b> .)
	The title of your pdf will be different then the file name displayed above.
6.	<p>Click <b>Print</b>.</p> 
<p>You have completed the Print a Work Permit Guided Practice. For additional information refer to the DOB NOW <i>Build</i> webpage: <a href="https://www1.nyc.gov/site/buildings/industry/dob-now-build.page">https://www1.nyc.gov/site/buildings/industry/dob-now-build.page</a></p>	

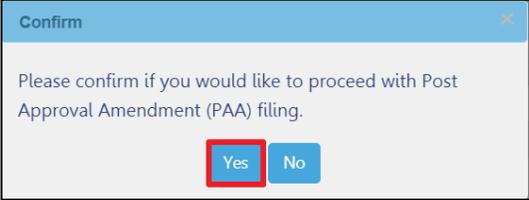
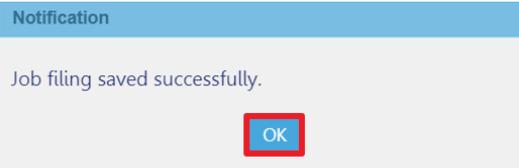
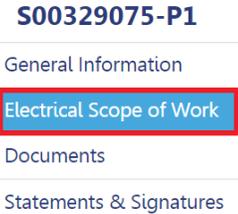
# Submit a Post Amendment Approval (PAA)

A Post Approval Amendment or PAA allows the user amend the Scope of Work within the category of work filed for under the permit.

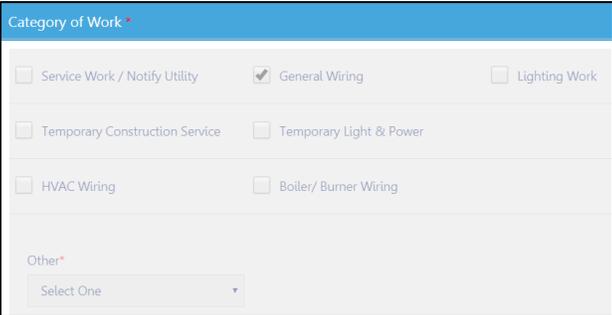
Complete the following steps to submit a Post Amendment Approval:

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## SUBMIT A POST AMENDMENT APPROVAL (PAA) – GUIDED PRACTICE

Step	Action
3.	<p>The Confirm pop-up window is displayed, with the message “Please confirm if you would like to proceed with Post Approval Amendment (PAA) filing”. Click <b>Yes</b> to proceed with submitting the PAA.</p>  <p>The image shows a 'Confirm' dialog box with a blue header and a close button (X) in the top right. The text inside reads: 'Please confirm if you would like to proceed with Post Approval Amendment (PAA) filing.' At the bottom, there are two buttons: 'Yes' (highlighted with a red box) and 'No'.</p>
4.	<p>A new Filing opens with the General Information tab populated.</p>  <p>The image shows a 'Job Location' form with several input fields: House Number* (110), Street Name* (MAPLE PARKWAY), Borough* (STATEN ISLAND), Block* (1218), Lot* (45), BIN* (5027624), Community Board (501), Zip Code* (10303), and Special Place Name. A note at the bottom says 'Leave blank unless there is no fixed address'.</p>
5.	<p>Click <b>Save</b> (located at the top left corner of the screen) to advance to the Electrical Scope of Work tab.</p>  <p>The image shows two buttons: 'Save' (highlighted with a red box) and 'Preview to File'.</p>
6.	<p>A Notification pop-up window is displayed with the message, “Job filing saved successfully.” Click <b>OK</b> to proceed with the PAA.</p>  <p>The image shows a 'Notification' dialog box with a blue header and the text: 'Job filing saved successfully.' At the bottom, there is an 'OK' button (highlighted with a red box).</p>
6.	<p>Select the <b>Electrical Scope of Work</b> tab.</p>  <p>The image shows a navigation menu with the following items: <b>S00329075-P1</b>, General Information, <b>Electrical Scope of Work</b> (highlighted with a red box), Documents, and Statements &amp; Signatures.</p>

**SUBMIT A POST AMENDMENT APPROVAL (PAA) – GUIDED PRACTICE**

Step	Action
	<p>The Category of Work section is grayed out. These fields are not editable.</p> 
7.	<p>Click on all necessary tabs to expand and make applicable changes to the filing.</p> 
8.	<p>Select the <b>Statements &amp; Signatures</b> tab.</p> 
10.	Save
11.	<p>A notification saying “Job filing saved successfully.” Will appear. Click <b>OK</b>.</p> 

## SUBMIT A POST AMENDMENT APPROVAL (PAA) – GUIDED PRACTICE

Step	Action
12.	<p>Read ALL <b>Applicant of Record – Statements</b> and select the check-box to electronically sign.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center; background-color: #d9e1f2; margin: 0;">Applicant's - Statements &amp; Signatures</p> <p><input type="checkbox"/> I hereby state that all statements in this submission are correct and complete to the best of my knowledge. Falsification of any statement is a misdemeanor and punishable by a fine, imprisonment, or both. It is unlawful to give 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, or 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>I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this submission, I am applying such signature and seal to this submission and signed statement as if I had personally signed and sealed this submission by hand.</p> <p>I, the undersigned Responsible Representative (or License associated with such business acting pursuant to an accepted written delegation), or Special Electrician, submit this Electrical Permit Application to the Commissioner of the NYC Department of Buildings for issuance of a permit to perform electrical work as described herein and in so doing acknowledge that all electrical work to be performed as described under this application will be done under my supervision and in complete accordance with all applicable codes and regulations, including but not limited to, the NYC Energy Conservation Code. I further acknowledge that I have received Electrical Advisory Board approval for all electrical work described herein where such approval is required under the Department's code and regulations.</p> <p><b>PENALTY FOR FALSIFICATION:</b> Falsification on any statement made herein with intent to defraud or deceive is a misdemeanor (Sec. 27-3017 (b), (c) of NYC Adm. Code) SUBSTANTIAL REVISIONS to this application will require the filing of a new application, with the appropriate fee.</p> <p style="margin-top: 10px;">Name <input style="width: 60px;" type="text"/> Date <input style="width: 60px;" type="text"/></p> </div>
	<p><b>Note</b> Your signature and today's date auto-populate.</p>
	<p><b>Note</b> The job number generated in the subsequent filing is the same as the initial filing's job number with P1 added as a suffix. (e.g., S00298067-P1).</p>
13.	<p>A Notification "Job filing saved successfully." Appears. Click <b>OK</b>.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0; background-color: #f0f0f0;"> <div style="background-color: #4f81bd; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span>Notification</span> <span>✕</span> </div> <p style="margin-top: 10px;">Job filing saved successfully.</p> <div style="text-align: center; margin-top: 10px;"> <span style="border: 2px solid red; padding: 2px 10px; background-color: #4f81bd; color: white; font-weight: bold;">OK</span> </div> </div>
	<p>The remaining steps to complete a Post Approval Amendment can be found in the Preview to File Guided Practice.</p>
<p>You have completed the Post Amendment Approval Filing Guided Practice.</p>	

# Submit a Subsequent Filing

A Subsequent filing is an additional filing under the same job number that allows the user to add to the original Scope of Work in a different category

Complete the following steps to submit a Subsequent Filing:

Step	Action																																																																															
	<p><b>Note</b> Please refer to <a href="http://www.nyc.gov/dobnowhelp">www.nyc.gov/dobnowhelp</a> to access the Guided Practice for How to Login to DOB NOW.</p>																																																																															
1.	<p>Locate the Job Filing that you would like to add a subsequent filing to.</p> <table border="1" data-bbox="284 798 1031 966"> <thead> <tr> <th>Job Number</th> <th>Filin#</th> <th>Filing Type</th> <th>Filing Status</th> </tr> </thead> <tbody> <tr> <td>S00329340</td> <td>I1</td> <td>New Job Filing</td> <td>Pre-Filing</td> </tr> <tr> <td>S00329213</td> <td>I1</td> <td>New Job Filing</td> <td>Permit Issued</td> </tr> </tbody> </table>	Job Number	Filin#	Filing Type	Filing Status	S00329340	I1	New Job Filing	Pre-Filing	S00329213	I1	New Job Filing	Permit Issued																																																																			
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2.	<p>Select <b>Subsequent Filing</b> from the drop-down list in the Filing Action Column.</p> <table border="1" data-bbox="284 1050 1526 1260"> <thead> <tr> <th>Job Num#</th> <th>Fil#</th> <th>Filing Type</th> <th>Filing Status</th> <th>Address</th> <th>Borough</th> <th>Applicant of Rec#</th> <th>Owner</th> <th>Created Date</th> <th>Modified</th> <th>Payment</th> <th>Filing Action</th> </tr> </thead> <tbody> <tr> <td>S00329340</td> <td>I1</td> <td>New Job Filing</td> <td>Pre-Filing</td> <td>110 MAPL...</td> <td>STATEN ISL...</td> <td>FIRM ZERO</td> <td>Joe Spark</td> <td>04/04/2018</td> <td>04/10/2018</td> <td>Exempted</td> <td>Select Action: ▾</td> </tr> <tr> <td>S00329213</td> <td>I1</td> <td>New Job Filing</td> <td>Permit Issued</td> <td>110 MAPL...</td> <td>STATEN ISL...</td> <td>FIRM ZERO</td> <td>Joe Spark</td> <td>03/30/2018</td> <td>04/09/2018</td> <td>Paid</td> <td>Select Action: ▾</td> </tr> <tr> <td>S00329194</td> <td>I1</td> <td>New Job Filing</td> <td>Pre-Filing</td> <td>110 MAPL...</td> <td>STATEN ISL...</td> <td>FIRM ZERO</td> <td>Joe Spark</td> <td>03/28/2018</td> <td>04/04/2018</td> <td>Due</td> <td>Select Action: ▾</td> </tr> <tr> <td>S00329075</td> <td>I1</td> <td>New Job Filing</td> <td>Permit Issued</td> <td>110 MAPL...</td> <td>STATEN ISL...</td> <td>FIRM ZERO</td> <td>Joe Spark</td> <td>03/26/2018</td> <td>03/28/2018</td> <td>Exempted</td> <td>Select Action: ▾</td> </tr> <tr> <td>S00329060</td> <td>I1</td> <td>New Job Filing</td> <td>Permit Issued</td> <td>110 MAPL...</td> <td>STATEN ISL...</td> <td>FIRM ZERO</td> <td>APPLE RO...</td> <td>03/26/2018</td> <td>03/26/2018</td> <td>Exempted</td> <td>Select Action: ▾</td> </tr> </tbody> </table> <table border="1" data-bbox="284 1270 487 1564"> <thead> <tr> <th>Filing Action</th> </tr> </thead> <tbody> <tr> <td>Select Action: ▾</td> </tr> <tr> <td>Select Action: ▾</td> </tr> <tr> <td>Select Action: ▾</td> </tr> <tr> <td><b>Subsequent Filing</b></td> </tr> <tr> <td>PAA</td> </tr> <tr> <td>Print Work Permit</td> </tr> </tbody> </table>	Job Num#	Fil#	Filing Type	Filing Status	Address	Borough	Applicant of Rec#	Owner	Created Date	Modified	Payment	Filing Action	S00329340	I1	New Job Filing	Pre-Filing	110 MAPL...	STATEN ISL...	FIRM ZERO	Joe Spark	04/04/2018	04/10/2018	Exempted	Select Action: ▾	S00329213	I1	New Job Filing	Permit Issued	110 MAPL...	STATEN ISL...	FIRM ZERO	Joe Spark	03/30/2018	04/09/2018	Paid	Select Action: ▾	S00329194	I1	New Job Filing	Pre-Filing	110 MAPL...	STATEN ISL...	FIRM ZERO	Joe Spark	03/28/2018	04/04/2018	Due	Select Action: ▾	S00329075	I1	New Job Filing	Permit Issued	110 MAPL...	STATEN ISL...	FIRM ZERO	Joe Spark	03/26/2018	03/28/2018	Exempted	Select Action: ▾	S00329060	I1	New Job Filing	Permit Issued	110 MAPL...	STATEN ISL...	FIRM ZERO	APPLE RO...	03/26/2018	03/26/2018	Exempted	Select Action: ▾	Filing Action	Select Action: ▾	Select Action: ▾	Select Action: ▾	<b>Subsequent Filing</b>	PAA	Print Work Permit
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3.	<p>The Confirm pop-up window is displayed, with the message “Please confirm if you would like to proceed with Subsequent Filing”. Click <b>Yes</b> to proceed with submitting the Subsequent Filing.</p> <table border="1" data-bbox="284 1722 649 1869"> <thead> <tr> <th>Confirm</th> </tr> </thead> <tbody> <tr> <td>Please confirm if you would like to proceed with Subsequent Filing.</td> </tr> <tr> <td style="text-align: center;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </td> </tr> </tbody> </table>	Confirm	Please confirm if you would like to proceed with Subsequent Filing.	<input type="button" value="Yes"/> <input type="button" value="No"/>																																																																												
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## SUBMIT A SUBSEQUENT FILING – GUIDED PRACTICE

Step	Action
4.	<p>Choose the applicable filing type (e.g., <b>Electrical</b>).</p> 
	<p><b>Note</b> A Subsequent Filing can be many other filing Types. See screen shot above.</p>
5.	<p>Click <b>Create Subsequent</b>.</p> 
	<p>A new Filing opens with the Job Location populated.</p> 
	<p><b>Note</b> The remaining steps to complete a Subsequent Filing are the same as those beginning at step 6 in the Create an Electrical Filing Guided Practice.</p>
	<p><b>Note</b> The job number will be the same as the initial filing with the suffix of S1 added at the end (e.g., <b>S00298067-S1</b>).</p>
<p>You have completed the Submitting a Subsequent Filing Guided Practice.</p>	