

SERVICE UPDATE

DOB NOW: *Build* Requirement for Building Plan Submissions

Effective April 9, 2018, all building plans submitted in **DOB NOW: *Build*** will be required to include the DOB NOW job number, with the extension that indicates initial (I1), amendment (P1) or subsequent (S1) etc., on the lower right hand side of each drawing sheet.

The diagram shows a drawing sheet with several key areas highlighted and explained by callouts:

- PROJECT:** BPC - SITE 3
New York, New York
- 11TH TO 22ND FLOOR EAST REFLECTED CLG. PLAN** (Drawing Title)
- DOB NOW Job #** (Job Number)
- A-411.00** (Drawing Reference Number and Discipline Designator)
- DATE:** 3-6-08
- PROJECT No:** 2006-48
- DRAWING BY:**
- CHK. BY:**
- DWG No:**
- CADO FILE No:** 1 of 20
- J: BPC SITE 3 (2006 - 48)**

Callout boxes provide the following instructions:

- The Drawing Title must identify the floor, or floors, if applicable.
- The DOB NOW job filing number
- Buildings Plan Identification Number
- The Revision Decimal is a two digit numeric decimal indicating a change, or changes, to an approved document
- The Drawing Reference Number is a 3 digit number (000-999).
- Each submitted drawing must contain a discipline designator.
- All drawing plans must contain a page number (1 of X, 2 of X).

Building plan submissions that do not include the DOB NOW job number will be rejected. For questions or further information, please submit your inquiry at www.nyc.gov/dobnowhelp.

POST UNTIL: December 31, 2018