

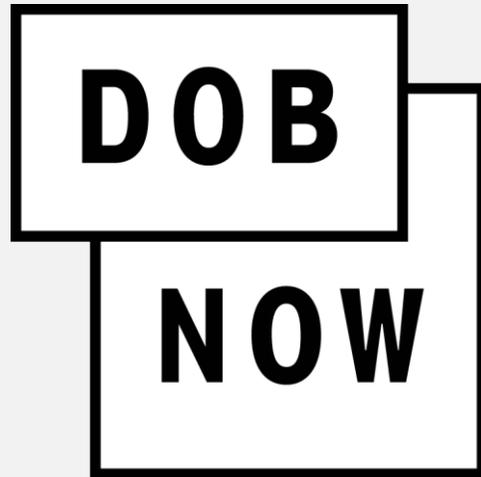
BUILD: PLACE OF ASSEMBLY/ TEMPORARY PLACE OF ASSEMBLY

Industry

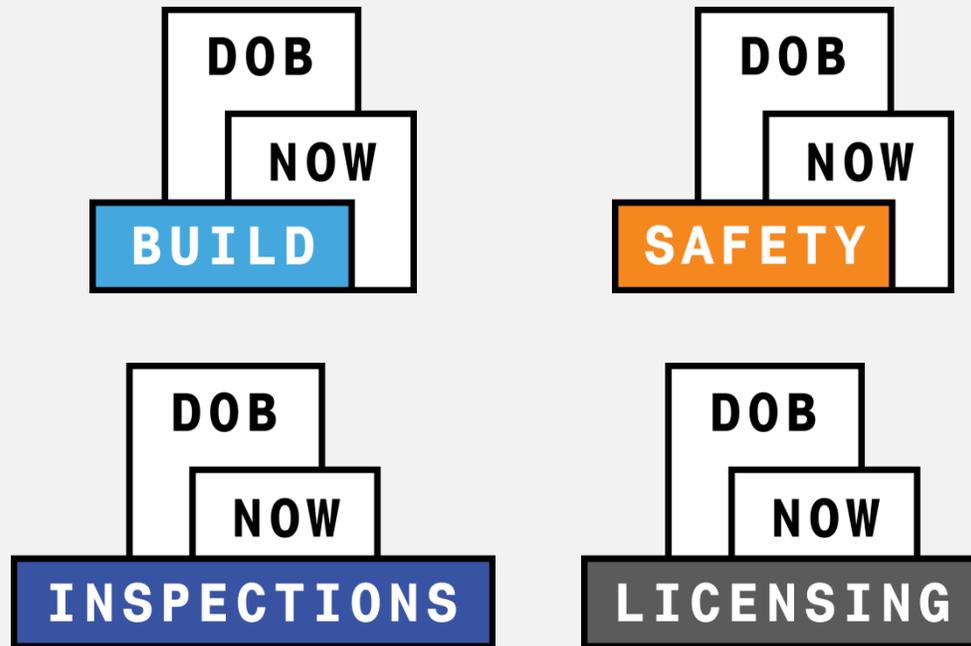
Session Introduction

At the end of this session, you will be able to:

- Describe DOB NOW.
- List the modules included in DOB NOW.
- List actions available in DOB NOW.
- List features and benefits of DOB NOW.
- Access and navigate the DOB NOW: BUILD - Industry Portal.

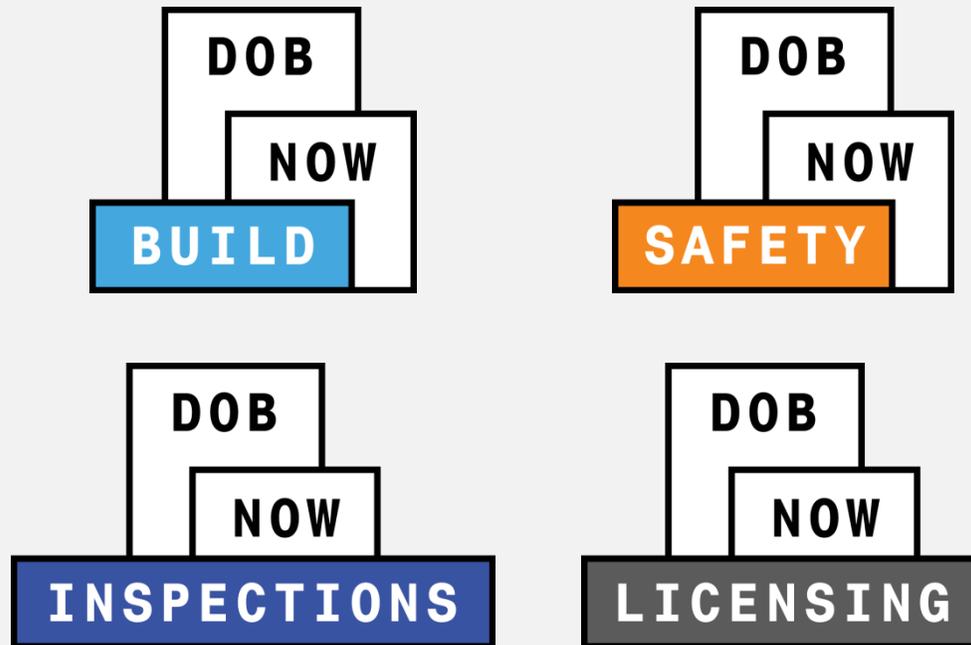


DOB NOW is an interactive, web-based portal that will enable building owners, design professionals, filing representatives, and licensees to do all business with DOB online. The largest benefit of filing online is you can file from your computer and do not have to come to DOB.



DOB NOW includes:

- Build
- Safety
- Inspections
- Licensing



Actions available in DOB NOW

- Submit applications
- Make payments
- Schedule appointments
- Check the status of an application
- Pull permits
- Renew Permits

DOB NOW ACCESS – PUBLIC PORTAL / INDUSTRY / INTERNAL

DOB
NOW

The screenshot shows a search interface with a blue header 'Address'. Below it are three input fields: 'House Number' (with placeholder 'Enter House Number'), 'Street Name' (with placeholder 'Enter Street Name'), and 'Borough' (with a dropdown menu 'Select Borough'). A blue 'Search' button is positioned below these fields. Below the search section are four blue buttons: 'Building Identification Number (BIN)', 'Borough, Block, Lot', and 'Device Search'. The bottom of the interface is a grey bar with the text 'Public Portal' in blue.

Open to Public

The screenshot shows a search and login interface. At the top, it says 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this are two columns of links for 'Submit jobs for' (Antenna, Canopy, Electrical, Erection, Firearm, Plumbing) and 'Submit Compliance Filing for' (Facade, Boilers). A central search section is titled 'Search the Public Portal for Filings and Permits Submitted in'. It contains the same search fields as the Public Portal. To the right is a login section with fields for 'Email' and 'Password', and a 'Log in' button. The bottom of the interface is a grey bar with the text 'Industry Portal' in blue.

Registered Industry Users

The screenshot shows a dashboard titled 'Boiler BIR Main Dashboard'. It features a search bar for records and a table of boiler inspection reports. The table has columns for Tracking #, Boiler ID, Boiler Make, Boiler Model, House No, Street Name, and Bo. The data rows are as follows:

Tracking #	Boiler ID	Boiler Make	Boiler Model	House No	Street Name	Bo
2016-10000003999N0006-271	10000003999N0006	ERIE CITY IRON...		1190	5 AVENUE	MAN
2017-100000080405N0001-270	100000080405N0001	FEDERAL	FST 300	270	WEST 38 STREET	MAN
2016-20000165136N0002-248	20000165136N0002	RENTECH/WT/H...		17-19	HAZEN STREET	BRO
2017-10000012345N0123-242	10000012345N0123			274	BROADWAY	MAN
2016-100000001111N0001-245	100000001111N0001			274	BROADWAY	MAN
2016-50000068012N0004-238	50000068012N0004	VAPOR PHAS	CB-200-700	475	SEAVIEW AVEN...	STAT
2016-50000068012N0003-237	50000068012N0003	CLEAVER BR	CB-200-700	475	SEAVIEW AVEN...	STAT
2016-50000068012N0004-236	50000068012N0004	VAPOR PHAS	CB-200-700	475	SEAVIEW AVEN...	STAT

The bottom of the interface is a grey bar with the text 'Internal CRM' in blue.

Department Of Buildings



Submit a job filing online

Customers do not have to travel to the DOB office for filings.



Real time job filing information online

Real time access to job status and information



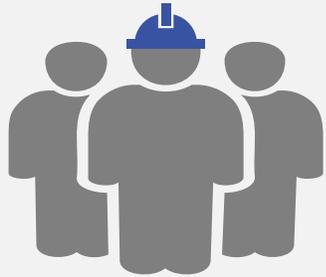
Greater Transparency of the filing process

Filing status can be viewed at any time



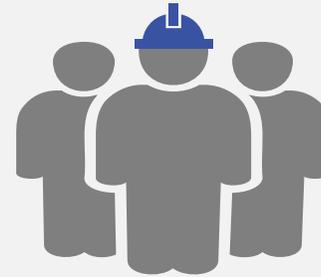
Faster Processing time

Digital filing allows for quicker turnaround time for submitted filings



Inspectors

- Inspectors
- Elevator Inspectors
- Special Inspectors
- Progress Inspectors



Design Professionals

- Registered Architects
- Registered Landscape Architects
- Professional Engineers



Other Stakeholders

- Property Owners
- Filing Representatives
- General Contractors
- Sign Hangers
- Lessee



Site Safety Teams

- Site Safety Managers
- Site Safety Coordinators
- Construction Superintendents

REGISTER FOR eFILING

DOB
NOW

Before you can file in DOB NOW, all stakeholders associated to the filing must register for eFiling

If you are already registered then you can use your existing eFiling username and password to access DOB NOW

Register at www.nyc.gov/dobefiling

Welcome to eFiling

DOB NOW will be released in phases over the coming years. During the transition, users will create and maintain their login and password through eFiling.

Currently façade, plumbing, sprinkler, and standpipe filings can be submitted in DOB NOW. For online filings that have not yet transitioned to DOB NOW, please continue to access through the links below.

Email Address:

Password:

Forgot your password?
[Click here](#) to reset it!

Login

[Register for electronic filing.](#)

Major Construction

Development Hub

- Major Alterations
- New Buildings

Demolitions

Minor Construction

Hub Self-Service

- Minor Alterations

Hub Full-Service

- Minor Alterations

Signs

Electrical and Minor Plumbing

All Electrical Work

Limited Alteration Application

Manage Your Account

Add License Type

Add Sustainable Contractor Designation

Owner



Complete Form

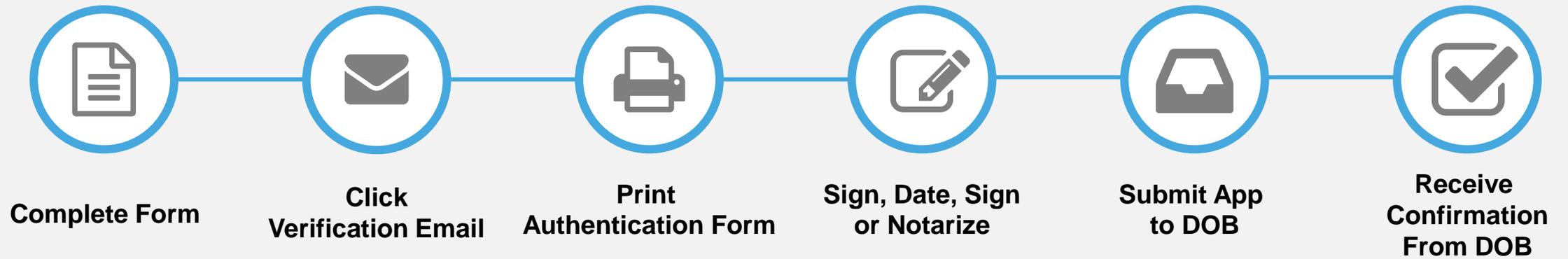


Click
Verification Email



Receive
Confirmation
From DOB

All Others



DOB NOW ACCESS – PUBLIC PORTAL / INDUSTRY

DOB
NOW

Search the Public Portal for Filings and Permits Submitted in 

Address

House Number

Street Name

Borough

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

Log In to  to **Submit** and Filings:

Enter your e-Filing account information

Email

Password

To register for an account or reset your password, go to the eFiling website.
Need more help? Contact us.

Login to DOB NOW

Public Portal

HELPFUL LINKS

Building Identification Number (BIN)

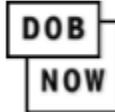
Borough, Block, Lot

Device Search

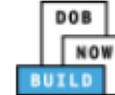
Login

To register for an account or reset your password, go to the eFiling website.

Need more help? Contact us.



Public Portal FAQ and User Manual



FAQ and Resources



FAQ and Resources



Building Information Search

NYC OpenData

At the end of this session, you will be able to:

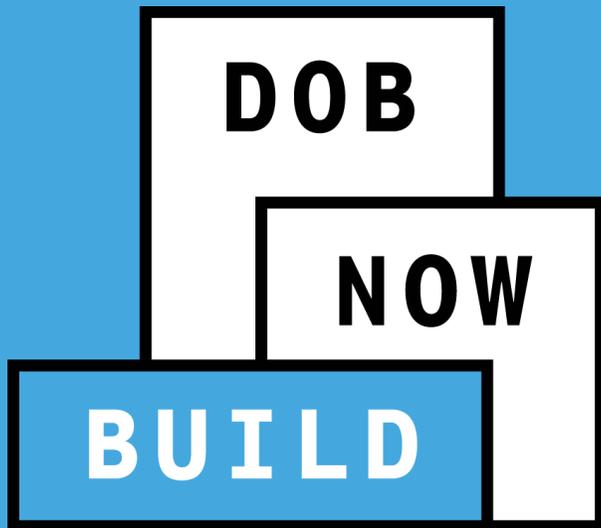
Describe DOB NOW.

List the 4 business areas in DOB NOW.

List actions available in DOB NOW.

List features and benefits of DOB NOW.

Access and navigate the DOB NOW: BUILD - Industry Portal.

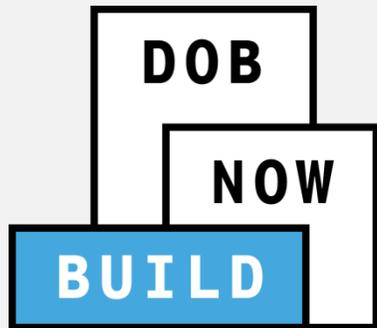


DOB NOW: PLACE OF ASSEMBLY

Industry Process Overview

At the end of this session, you will be able to:

- Identify the 2 Filing Review Types
 - Standard Plan Examination
 - Professional Certification
- Discuss key differences between the current state and future state
- Identify future processes in DOB NOW: Place of Assembly/Temporary Place of Assembly
- File an Place of Assembly
- File an Temporary Place of Assembly
- Access and Navigate the Public Portal

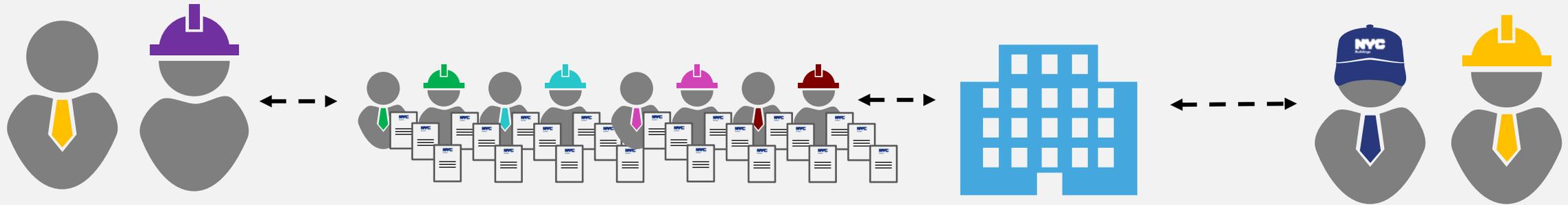


100% Electronic Filings for:

- **Place of Assembly (PA)**
- **Temporary Place of Assembly (TPA)**

CURRENT STATE

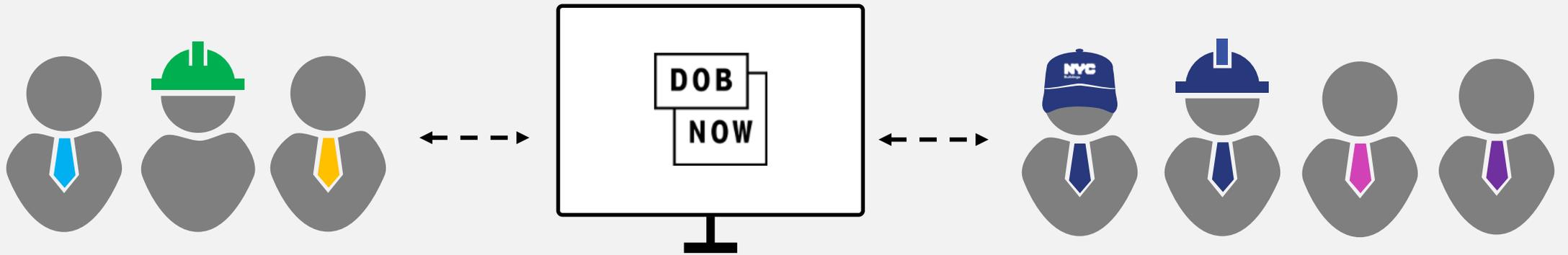
DOB
NOW



Customers

Place of Assembly Filings – Submit in eFiling, then come into DOB.
Temporary Place of Assembly Filings – Paper only; No office visit.

DOB Staff



Customers

DOB NOW
For all filings:
No walk-ins or in-person meetings required.

DOB Staff

Applicant Of Record (PE/RA)



- Create and Enter General Information
- Enter Scope of Work
- Technical Report- *Statement of Responsibility*
- Upload Required Documents
- Complete Statements & Signatures
- Submit Filing
- File PAA
- Respond to Objections

Progress Inspector



- Sign Technical Report- *Statement of Responsibility*
- Upload DPL-1 Seal and Signature form .

Owner



- Receive notifications if Owner E-mail is entered by the applicant
- Renewal

Delegated Associate (Filing Representative Class II or Other Licensee)



- Completes Data Entry
- Payment
- Receives E-mail notifications from associated filings.

FILING TYPES

DOB
NOW

Filing Type	Description	Example	Sample Job Filing Number
Initial	Original application for a job; generates the job number	Place of Assembly/Temporary Place of Assembly job filing	M00289607-I1
Post Approval Amendment	Used to make adjustments after approval	Scope of work increases; significant change to the plans	M00289607-P1



IDENTIFICATION NUMBERS

Job Number

X00000001

Borough (X,Q,B,M,S) + Sequence Number

M = Manhattan X= Bronx B= Brooklyn

Q = Queens S= Staten Island

Filing Number

I1 = Initial Filing

P1 = Post Approval Amendment

Certificate of Operation Examples

M00000001-I1-PA

Borough + Sequence Number + Work Type

PA – Place of Assembly

TA – Temporary Place of Assembly

The screenshot shows a web application interface with a navigation bar at the top containing buttons for Home, Job Filing, Work Permit, AHV Permit, Request LOC, and Emergency Work. Below the navigation bar are tabs for My Jobs, My Work Permits, My AHV Work Permits, My LOC Requests, and My Sign Off. A dropdown menu for 'Place of Assembly' is visible above a table. The table has columns for Job Number, Filing Number, Filing Type, and Filing Status. Each row in the table has a checkmark in the first column.

Job Number	Filing Number	Filing Type	Filing Status
M00023913	I1	New Job Filing	Pre-Filing
M00023912	I1	New Job Filing	Pre-Filing
S00023494	I1	New Job Filing	Pre-Filing
M00023492	I1	New Job Filing	Approved
M00021815	P2	PAA	Pre-Filing
M00023386	I1	New Job Filing	PA Certificate of Operation Issu...
M00022913	P1	PAA	Approved
M00023085	I1	New Job Filing	Plan Examiner Review
M00023076	I1	New Job Filing	Plan Examiner Review
M00023073	I1	New Job Filing	Incomplete

FUTURE PROCESSES

Place of Assembly

ACTION

All Fee Exempt Filings



Forwarded for Internal Review

Standard Plan Examination



Forwarded for Plan Examiner Review

Professional Certification



Forwarded for QA Review

Request (PACO)



Forwarded for Internal Review

Temporary Place of Assembly

ACTION

All Fee Exempt Filings



Forwarded for Internal Review

Standard Plan Examination



Forwarded for Plan Examiner Review

N/A



N/A

Request (TPACO)



Auto Approved upon Request after Inspections has been determined

PA/TPA: FILING PROCESS FLOW

DOB
NOW



Register for e-Filing



**Log into
Industry Portal**



**Enter all Required
Fields/and Upload Documents**



**Complete
Statements &
Signatures**



**Pay
Fees**



Preview to File

PLACE OF ASSEMBLY: STANDARD PLAN-WORKFLOW

DOB
NOW



Log in

DP/Contractor



Select

Place of Assembly



Enter

General Information



Enter

Scope of Work



Enter

TR1 - Technical Report
Statement of Responsibility



Upload

Required Documents



Complete

Statements and Signatures



Submit

Payment



Preview

Before Filing



File

Submit to DOB



DOB Review & Inspections
Passed



Request/Print

PACO

PLACE OF ASSEMBLY: PROFESSIONAL CERTIFICATION-WORKFLOW

DOB
NOW



Log in

DP/Contractor



Select

Place of Assembly



Enter

General
Information



Enter

Scope of Work



Enter

TR1 - Technical Report
Statement of Responsibility



Upload

Required Documents



Complete

Statements and
signatures



Submit

Payment



Preview

Before Filing



File

Submit to DOB



Request/Print

PACO

Standard Plan Examination PA & TPA

- Pre Filing
- Pending CPE/ACPE Assignment
- Pending PE Assignment
- Plan Examiner
- CPE/ACPE Review
- Approved
- PA/TPA Certificate of Operation Issued

Professional Certification PA

- Pre Filing
- Pending Prof. Cert. QA Assignment
- Prof. Cert QA Review
- Approved
- PA Certificate of Operation Issued

Place of Assembly Filing Fees

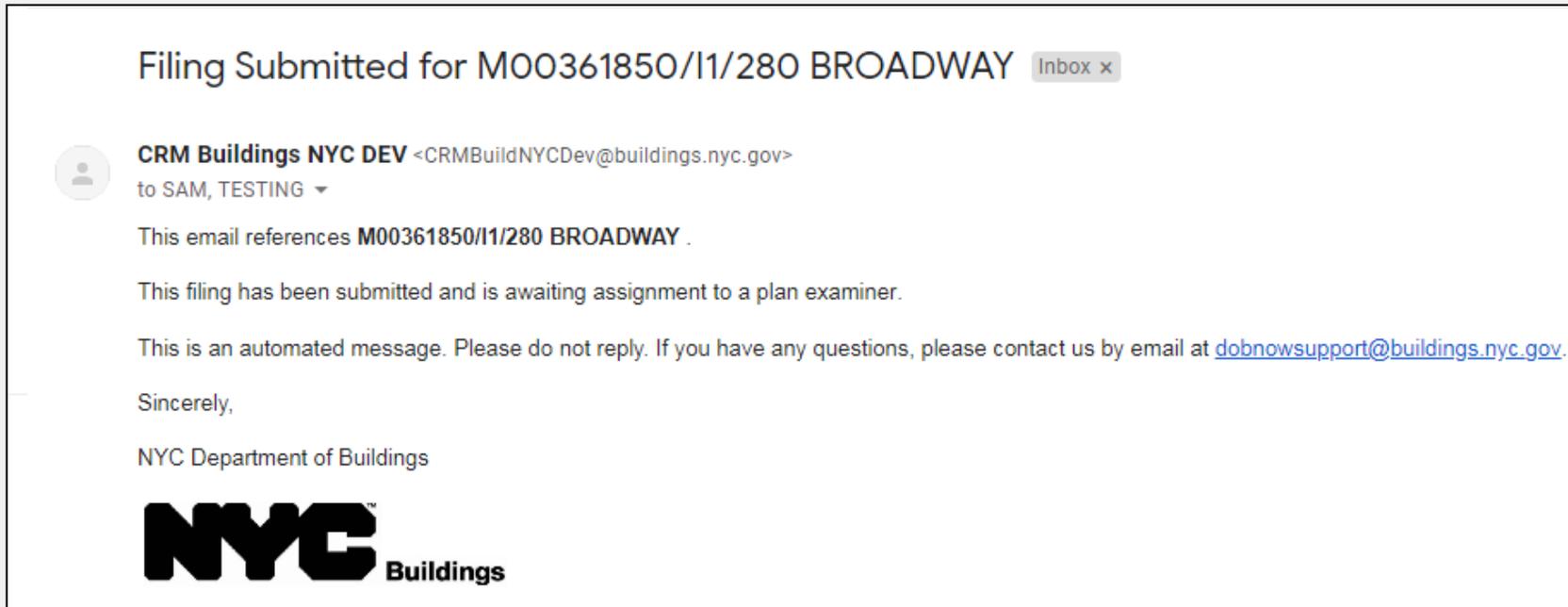
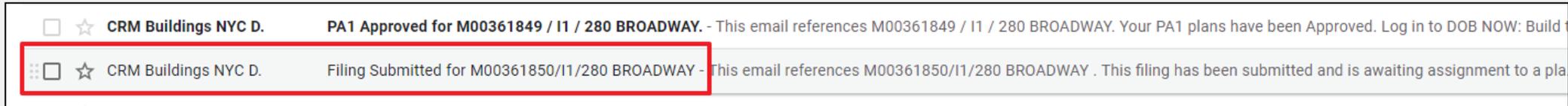
- \$200 Fee for each Place of Assembly application.
- \$165 Record Management Fee. This fee will not be waived even if the associated job is NB or Alt1 in BIS.

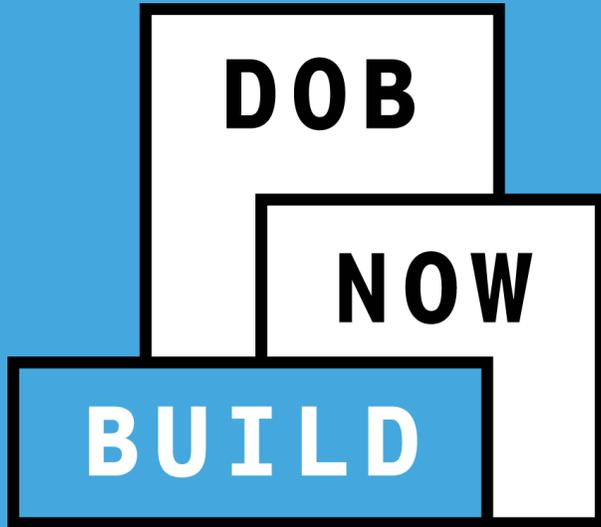
Temporary Place of Assembly Filing Fees

- \$250 Fee for each Temporary Place of Assembly application.
- A Late Fee of \$100/day is charged for each day the TPA filing fee is late.
- The Event Request Period Date cannot be changed after the payment has been submitted.

EMAIL NOTIFICATION

- Applicants are sent email notifications each time the Filing Status is updated.
- Owner Rep/Filing Reps also receive email notifications for PA/TPA filings they are associated with.





**CREATE A PLACE OF ASSEMBLY
FILING**

Applicant Of Record (PE/RA)



- Create and Enter General Information
- Enter Scope of Work
- Technical Report- *Statement of Responsibility*
- Upload Required Documents
- Complete Statements & Signatures
- Submit Filing
- File PAA
- Respond to Objections

Owner



- Receive notifications if Owner
E-mail is entered by the applicant
- Renewal
- Pay Fee

Progress Inspector



- Sign Technical Report- *Statement of Responsibility*
- Upload DPL-1 Seal and Signature form .

Delegated Associate (Filing Representative Class II or Other Licensee)



- Create and Enter General Information
- Enter Scope of Work
- Technical Report
- Upload Required Documents
- Pay Fee
- Receives E-mail notifications from associated filings.

- For PA/TPA, the TR1 tab only includes the **Public Assembly Emergency Lighting** inspection information. Other inspection types cannot be added to PA/TPA filings.
- The Plan Examiner has the option to waive the Public Assembly Emergency Lighting inspection at their discretion.

SPECIAL PROGRESS INSPECTOR-STATEMENT OF RESPONSIBILITY

DOB
NOW

Before the Applicant can submit the filing to DOB, the Progress Inspector must log in sign and upload their DPL-1.



- The Progress Inspector will select checkbox for:
 - I Take the Responsibility of Identifying Requirement
 - Inspection Applicant's Identification of Responsibilities

I Take the Responsibility of Identifying Requirement

Name*	Date of Identification of Responsibility
<input type="text" value="BUILD1 DEP"/> (Electronically Signed)	<input type="text" value="11/19/2018"/>

Inspection Applicant's Identification of Responsibilities

I understand that my failure to file a certification of completion or to notify the Department of my withdrawal of responsibilities within one year from expiration of the last valid permit may result in the loss of my privileges to file under Directives 2 and 14 of 1975 or issuance of a violation, or both. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.*

I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Inspection Applicant's Identification of Responsibilities terms of this application. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand.*

For the *progress inspections* indicated above in section 4, except energy code inspections on the TR1EN form, and/or concrete test items indicated in section 3, I assume the responsibility and I personally, or where permitted by the New York City Construction Codes, qualified personnel under my direct supervision, will perform the required inspections and tests on such forms and in such matter as the Department requires or requests. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.*

Name*	Date*
<input type="text" value="BUILD1 DEP"/> (Electronically Signed)	<input type="text" value="11/19/2018"/>



- The Progress Inspector must upload a DPL-1 Seal and Signature form

Progress Inspection Categories							
Requirement	Identified	Certified	Progress Inspector	PAA	Waived	Action	
Assembly Emergency Lighting	No	No	No	No		 Required	

Note: A DPL-1 form is required even if the Progress Inspector is also the applicant.

SPECIAL PROGRESS INSPECTOR-STATEMENT OF RESPONSIBILITY

DOB
NOW

Once the PA is approved, the applicant will request inspections in DOB Inspections.



- The Progress Inspector will select the checkbox for:
 - I Certify Complete Inspections/Tests
 - Inspection Applicant's Certification of Full Completion

I Certify Complete Inspections/Tests

Name*	Date of Certify Complete Inspections
BUILD1 DEP (Electronically Signed)	11/19/2018

Inspection Applicant's Certification of Full Completion

All work performed substantially conforms to approved construction documents and has been performed in accordance with applicable provisions of the New York City Construction Codes and other designated rules and regulations.

I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.*

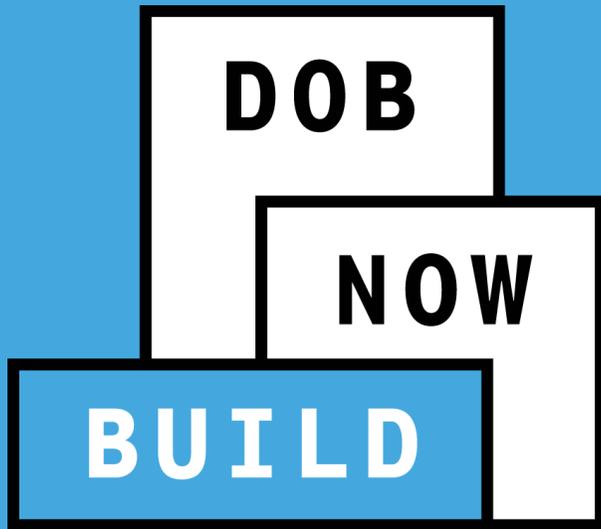
I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Certification of Completion terms above. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand.

Name*	Date*
BUILD1 DEP (Electronically Signed)	11/19/2018

The following apply to the Public Assembly Emergency Lighting inspection:

- The TR inspection cannot be waived on Professional Certification filings.
- For PA, Identification of Inspections and Identification of Responsibilities of the mandatory inspection:
Emergency Lighting must be designated prior to Approval.
- For PA and TPA, if the Applicant of Record does not Identify the Progress Inspector for the mandatory inspection before submission, then a reason why this application qualifies for an inspection waiver must be entered in the Comments Field on the General Information tab.

- After filing, and during DOB review, the PE may **waive** this mandatory inspection, otherwise PE will send it back through **Objections** for the Applicant to Identify the Progress Inspector and resubmit the job filing.
- For PA, Certification is required prior to scheduling an inspection in DOB NOW Inspections
 - If the TR inspection has been waived, then Certification is not required before DOB NOW Inspection being scheduled.
- For TPA, Certification is required prior to the TPACO can be requested.



**PLACE OF ASSEMBLY
CERTIFICATION OF OPERATIONS (PACO)**

REQUEST A PLACE OF ASSEMBLY CERTIFICATE OF OPERATION (PACO)



- When the PA filing is Approved in DOB NOW Build, the Applicant will request inspections in DOB NOW Inspections.
- After the DOB NOW Inspections PASS Final result is updated in DOB NOW Build, the applicant can request a PACO.
- When a QA Admin Approves the PACO request, the Filing Status in DOB NOW Build updates to PACO Issued, and the PACO can be printed.
- A PACO has no expiration date in DOB NOW. After a PACO is issued, FDNY is responsible for setting an expiration date on a PACO and to renew a PACO.



- **Applicant Of Record (PE/RA) signs Statements & Signatures section and select the check-box to electronically sign.**

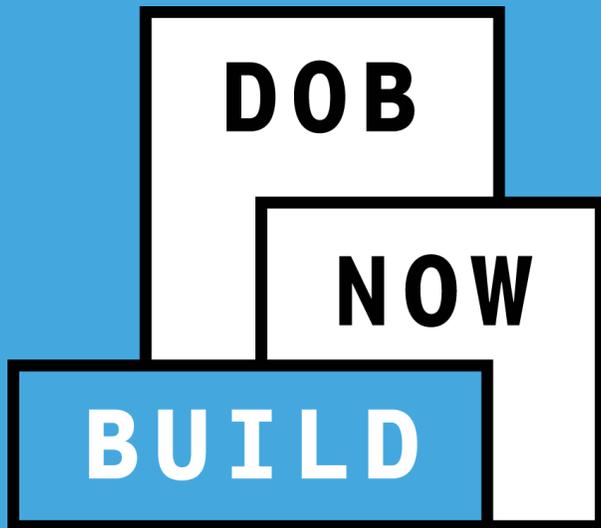
Statements and Signatures

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.

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.

Requester Signature

Date



DOB NOW: FILINGS

Temporary Place of Assembly

TEMPORARY PLACE OF ASSEMBLY: STANDARD PLAN -WORKFLOW

DOB
NOW



Log in

DP/Contractor



Select

Temporary Place of Assembly



Enter

General Information



Enter

Scope of Work



Enter

TR1 Statement of Responsibility



Upload Documents

Documents



Complete

Statements and Signatures



Submit

Payment



Preview

Before Filing



Submit

Filing



Plans

Reviewed



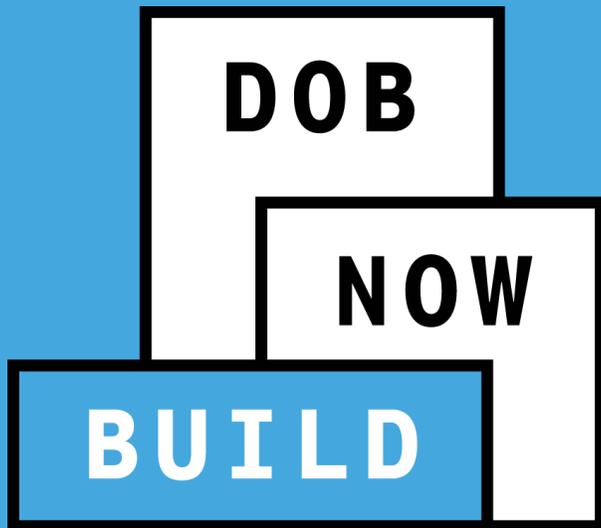
Inspections

Passed



Request TPACO

Print



**TEMPORARY PLACE OF ASSEMBLY
CERTIFICATION OF OPERATIONS (TPACO)**

- Once the TPA is approved, the applicant will be notified that they can begin setting up their TPA.
- If DOB requires that an inspection is not needed, then the applicant can proceed with the TPA process.
- If the DOB requires that an inspection is needed, then the following process will ensue:
 - An email notification will be sent to the applicant informing them that they must log into DOB NOW Inspections to schedule an inspection in no less than 72 hours before the event start time.
 - The DOB has the authority to schedule the inspection on behalf of the applicant.
 - Once the inspection has been requested, the DOB will perform the inspection on the TPA and issue their disposition in DOB NOW Inspections of either Pass Final or Fail Final.
 - If the inspection results are Failed, then the applicant will be given the option to file a PAA to resolve the objections.

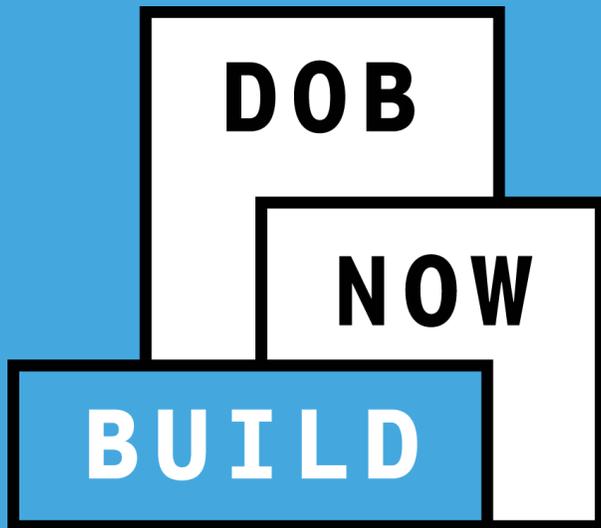
TEMPORARY PLACE OF ASSEMBLY CERTIFICATE OF OPERATION (TPACO)

DOB
NOW

- BUILD will not allow the applicant to request a TPACO until Inspections are Pass Final and TR1 certification is completed by the applicant.
- Once the disposition of PASS Final is registered by DOB Inspections, the applicant can request for TPACO. In this case, the applicant submits a TPACO request, TPACO will be immediately be issued.

BUSINESS RULES FOR TPACO

- The Initial TPACO will be issued for the length of time that the applicant specified in their request.
- There will be no concept of renewals for TPACO.



RESPONDING TO OBJECTIONS

Objections could be raised for the following reasons

- Plans are not in accordance with the DOB Code
- Documents are missing



Appointments: If the Primary PE raises Objections and selects “Yes” to the “Allow Appointment?” the Industry user will have the option to schedule an appointment. Appointments can be scheduled from the Portal based on the Primary PE’s availability. If the PE does not allow appointment, the scheduling option will not be available.

RESPONDING TO OBJECTIONS



Locate
the PA/TPA
on the Dashboard



Open
The PA/TPA



Select
the Objections tab



Select
The Objection Status/
Make an Appointment



Upload
Documents
(If applicable)



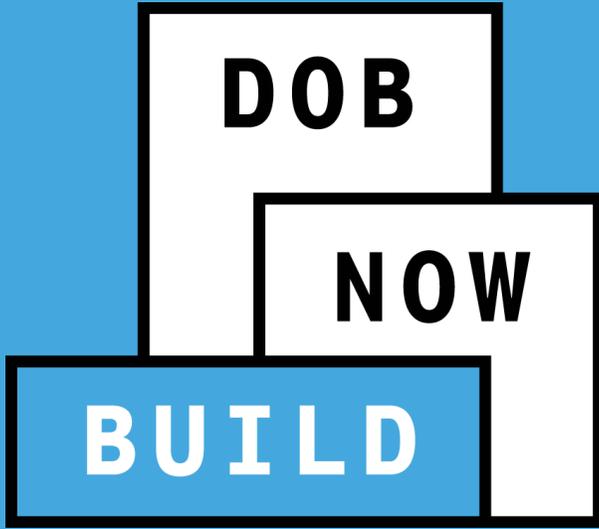
Enter
Comments



Click
Update



Confirm
Submission



POST APPROVAL AMENDMENT (PAA)

Only one PAA can be initiated/filed at a time. Scenarios for which a PAA can be filed on a PA:

- Change in layout and no change in occupancy.
- Increase in occupancy and/or change or additional layout.
- Decrease in occupancy.
- Change in Owner, Lessee or Name of Establishment

- The applicant will only be able to file a PAA on an existing active TPA until it reaches the point where the applicant can initiate the request for TPACO. This means that a PAA cannot be filed once one of the following occurs:
 - A disposition of PASS FINAL on the inspections.
 - TR1 certification has been completed and Dev Unit took the action of “No Inspections Needed.”
 - PE has waived the TR1 Certification and Dev Unit took the action of “No Inspections Needed.”

- PAAs can be submitted during the TPA Request Date/Period, however, once the end date of a TPA is past, it becomes expired and a PAA cannot be filed.
- The applicant will need to file a new TPA request.
- Once either the TR1 certification is done OR the Development Unit completes the inspection with a Pass, then PAA's can no longer be filed on the TPA request.
- A new TPA will need to be filed if the applicant chooses to make any changes.

POST APPROVAL AMENDMENT (PAA)

DOB
NOW

Attestation by the PE/RA will not be required if only the following fields are being modified in the PAA:

- Owner
- Lessee
- Name of Establishment

Select PAA change:

Are you updating **ONLY** Owner/ Lessee or Name of the Establishment? Yes No

- Only for PA, if the initial filing is fee exempt then the PAA is also fee exempt.
- If filing for another section of the building /floor, then a new PA must be filed – this cannot be filed as an amendment.

POST APPROVAL AMENDMENT (PAA)

When the Primary Plans are updated:

- The TR1 certification and attestations will be cleared out and the user will be responsible for getting the inspection certified once again, schedule inspection and receive PAA/final; the identified Progress Inspector cannot be modified.

Select PAA change:

Are you updating **ONLY** Owner/ Lessee or Name of the Establishment? Yes No

Does this PAA include primary plan updates? Yes No

- A flat, one time fee of \$100 is charged when a new PAA is filed.
- An increase or decrease in the estimated job cost results in a recalculation of fees:
 - **For increases** in the job cost, the Applicant must pay the price difference (from the initial fee, on the initial filing).
 - Pay Now is enabled to pay the price difference using CityPay
 - **For decreases** in the job cost, an adjustment is made (from the initial fee, on the initial filing).
- Refund Information

https://www1.nyc.gov/assets/buildings/pdf/refund_requests.pdf

RF1 Form

https://www1.nyc.gov/assets/buildings/pdf/refund_request_appl_instr.pdf

PAA FILING STEPS- UPDATING ONLY OWNER, LESSEE OR NAME OF ESTABLISHMENT

DOB
NOW



Locate
The PA/TPA
on the Dashboard



Select
Filing Actions
on the PAA



Select
PAA/TPA



Select PAA Change:
Only Owner/Lessee
or Name
Of the Establishment



Select
General Information



Review/Update
Only Owner/Lessee
or Name
Of the Establishment



Submit
Payment
If applicable



Preview
Before Filing



Submit

PAA FILING- PRIMARY PLAN/ ADDITIONAL UPDATES

DOB
NOW



Locate
the PA/TPA
on the Dashboard



Select
Filing Actions
on the PAA



Select
PAA/TPA



Select PAA Change:
Include Primary Plan Updates



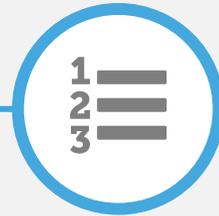
Select
Scope of Work



Review/Update
Primary Plan/
Additional Updates



Upload
Documents



Complete
Statements and signatures



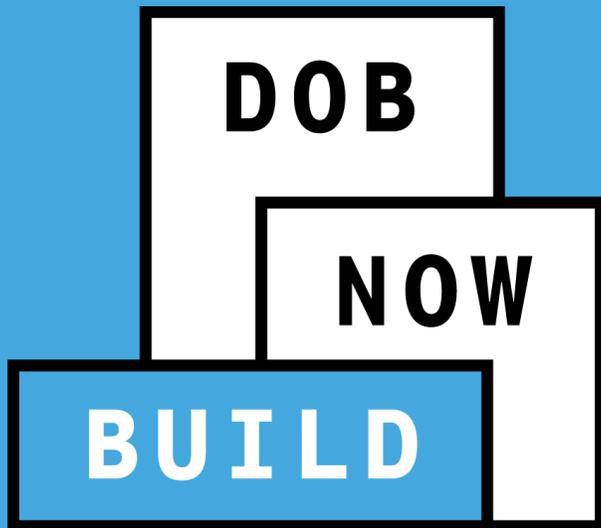
Submit
Payment
If applicable



Preview
Before Filing



Submit



PUBLIC PORTAL

Process & Overview

- The Public Portal is accessible through the DOB website
- The Public Portal (website) is open to the public
 - No User ID or Password is required
- Interested parties may view:
 - Type of Application
 - Status of Application
 - Block and Lot
 - View/Print Work Permits
 - Etc.

← Back
Home

Property Profile

2600 HYLAN BOULEVARD
STATEN ISLAND 10306
BIN# 5168776

Alternate Addresses:

HYLAN BOULEVARD	2600 - 2600
HYLAN BOULEVARD	2670 - 2670
EBBITTS STREET	NO NUMBER

Building Characteristics

Health Area 920	Tax Block 3969	Census Tract 12804	Tax Lot 1
Community Board 502	Condo NO	Buildings on Lot 5	Vacant NO
Cross Street(s) ROSE AVENUE, ROSS AVENUE	DOB Special Place Name	DOB Building Remarks	Landmark Status
Special Status N/A	Local Law NO	Loft Law NO	SRO Restricted NO
TA Restricted NO	UB Restricted NO	Environmental Restrictions N/A	Grandfathered Sign NO
Legal Adult Use NO	City Owned NO	Additional BINs for Building 5152062, 5055375	Special District

You should now be able to:

- Identify the 2 Filing Types
- Discuss key differences between the current state and future state
- Identify future processes in DOB NOW: Place of Assembly/Temporary Place of Assembly
- File an Place of Assembly
- File an Temporary Place of Assembly
- Access and Navigate the Public Portal

Department of Buildings website www.nyc.gov/dobnowinfo

Here you will find helpful links to:

- Log-in and Register for DOB NOW
- Take advantage of Training Tools & Classes
- Find FAQs and Tip Sheets for DOB NOW *Build*

Click on the Links to drill down for more information in each of the categories.

IMPORTANT LINKS

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

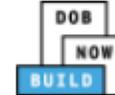
Login

To register for an account or reset your password, go to the eFiling website.

Need more help? Contact us.



Public Portal FAQ and User Manual



FAQ and Resources



FAQ and Resources



Building Information Search

NYC OpenData

Send your questions to **DOB Customer Service** by submitting a request from the DOB NOW Home Page or by visiting the link below:

Welcome

Email

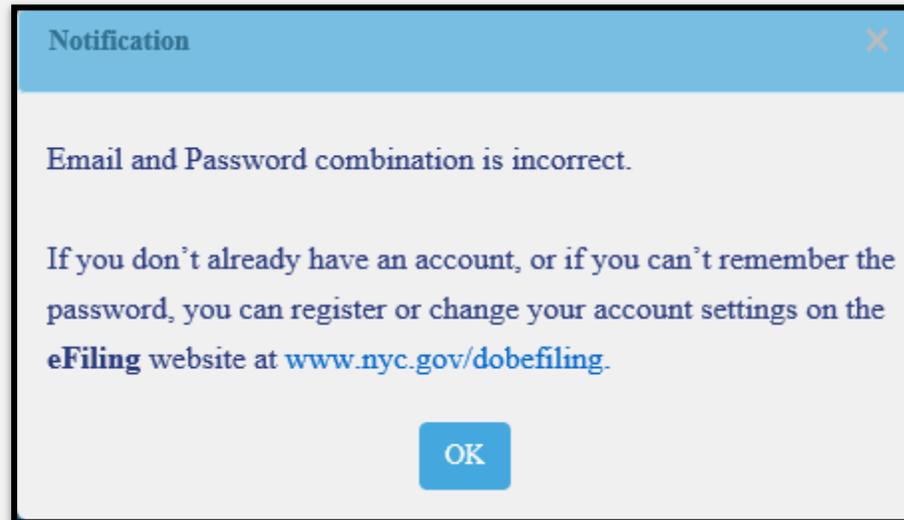
Password

Login

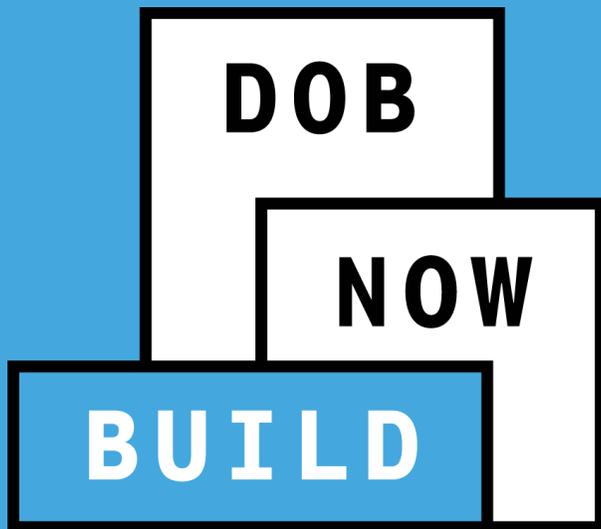
[Can't access your account?](#)

[Need more help? Contact us.](#)

www.nyc.gov/dobnowhelp



The system will direct you to the eFiling registration site at:
www.nyc.gov/dobefiling



THANK YOU!