

Sign – Guided Practices

In this guided practice document, you will learn how to:

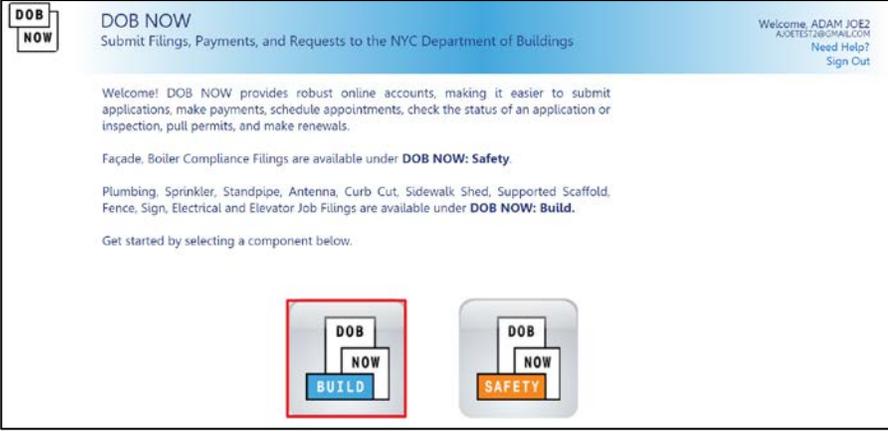
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Log in to DOB NOW

Complete the following steps to login to DOB NOW:

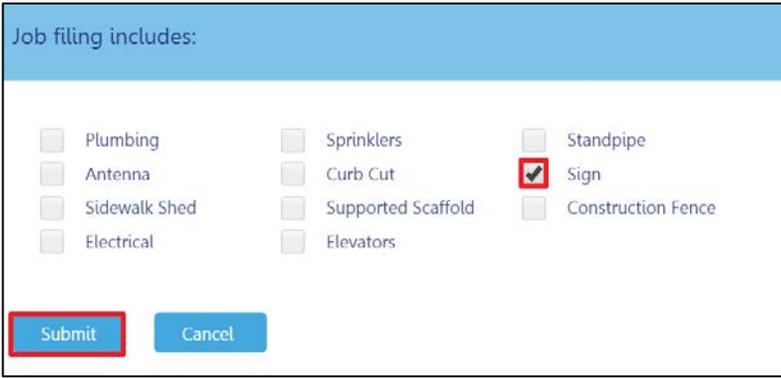
Step	Action
	<p>In order to Log-in to DOB NOW, turn off the pop-up blocker, and register for eFiling. Please refer to http://www1.nyc.gov/site/buildings/industry/dob-now-build.page to access the job aids for:</p> <ul style="list-style-type: none">■ How to Turn Off Pop-up Blockers■ How to Register for eFiling
1.	<p>Access the Internet.</p> 
2.	<p>Enter www.nyc.gov/dobnow in the URL field at the top of the browser window.</p> 
3.	<p>Press Enter on your keyboard.</p>

Step	Action
	The DOB Login page is displayed.
4.	<p data-bbox="310 386 737 422">Enter your Email and Password.</p> <div data-bbox="329 438 745 1068"><p data-bbox="354 470 704 522">Log In to  to Submit Jobs and Filings:</p><p data-bbox="358 560 630 609">Enter your e-Filing account information</p><p data-bbox="362 653 418 674">Email</p><input data-bbox="362 678 696 730" type="text" value="Email"/><p data-bbox="362 747 456 768">Password</p><input data-bbox="362 772 696 825" type="text" value="Password"/><p data-bbox="508 856 553 877">Login</p><p data-bbox="362 909 643 963">To register for an account or reset your password, go to the eFiling website.</p><p data-bbox="362 982 634 1003">Need more help? Contact us.</p></div>
5.	<p data-bbox="310 1121 472 1157">Click Login.</p> <div data-bbox="313 1173 865 1604"><p data-bbox="358 1178 483 1199">Password</p><input data-bbox="358 1213 800 1276" type="text" value="Password"/><p data-bbox="548 1320 610 1341">Login</p><p data-bbox="358 1388 727 1463">To register for an account or reset your password, go to the eFiling website.</p><p data-bbox="358 1486 716 1507">Need more help? Contact us.</p></div>

Step	Action																																
6.	<p>Click DOB NOW: Build.</p>  <p>The screenshot shows the DOB NOW dashboard. The header includes the DOB NOW logo and the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. A welcome message for ADAM JOE2 is visible in the top right. The main content area contains introductory text and two buttons: 'BUILD' (highlighted with a red box) and 'SAFETY'.</p>																																
	<p>The Dashboard is displayed. The My Jobs tab is displayed by default.</p>  <p>The screenshot shows the DOB NOW dashboard with the 'My Jobs' tab selected. The dashboard includes navigation buttons for Job Filing, Work Permit, AHV Permit, and Request LOC. Below the tabs, there is a table of job filings with columns for Job Number, Filing Type, Filing Status, Address, Borough, Applicant of Record, and Owner. The 'My Jobs' tab is highlighted with a red box.</p> <table border="1" data-bbox="326 1136 1425 1276"> <thead> <tr> <th>Job Number</th> <th>Filin..</th> <th>Filing Type</th> <th>Filing Status</th> <th>Address</th> <th>Borough</th> <th>Applicant of Record</th> <th>Owner</th> </tr> </thead> <tbody> <tr> <td>M00329132</td> <td>I1</td> <td>New Job Filing</td> <td>Pending Plan Examiner A..</td> <td>888 FIFTH AVENUE</td> <td>MANHATTAN</td> <td>ADAM JOE2</td> <td>APPLE ROME18</td> </tr> <tr> <td>M00329131</td> <td>I1</td> <td>New Job Filing</td> <td>Pre-Filing</td> <td>888 FIFTH AVENUE</td> <td>MANHATTAN</td> <td>ADAM JOE2</td> <td></td> </tr> <tr> <td>M00329130</td> <td>I1</td> <td>New Job Filing</td> <td>Pre-Filing</td> <td>888 FIFTH AVENUE</td> <td>MANHATTAN</td> <td>ADAM JOE2</td> <td></td> </tr> </tbody> </table>	Job Number	Filin..	Filing Type	Filing Status	Address	Borough	Applicant of Record	Owner	M00329132	I1	New Job Filing	Pending Plan Examiner A..	888 FIFTH AVENUE	MANHATTAN	ADAM JOE2	APPLE ROME18	M00329131	I1	New Job Filing	Pre-Filing	888 FIFTH AVENUE	MANHATTAN	ADAM JOE2		M00329130	I1	New Job Filing	Pre-Filing	888 FIFTH AVENUE	MANHATTAN	ADAM JOE2	
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M00329130	I1	New Job Filing	Pre-Filing	888 FIFTH AVENUE	MANHATTAN	ADAM JOE2																											
	<p>You are now logged into DOB NOW. Continue to the next section to create a Job filing.</p>																																

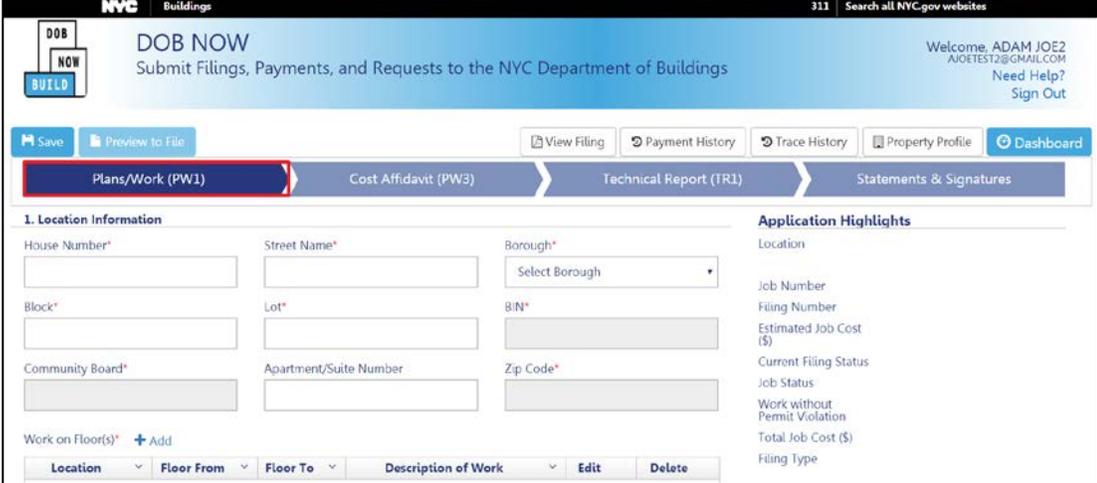
Create a New Sign Guided Practice

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

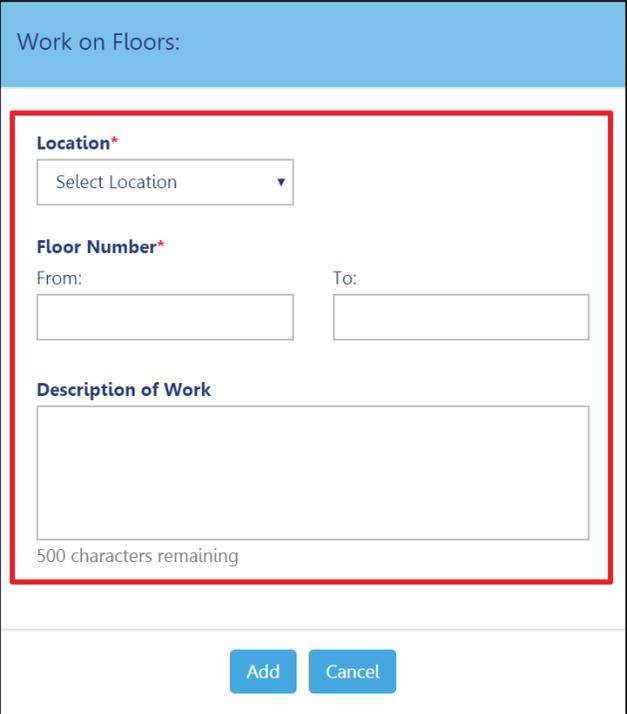
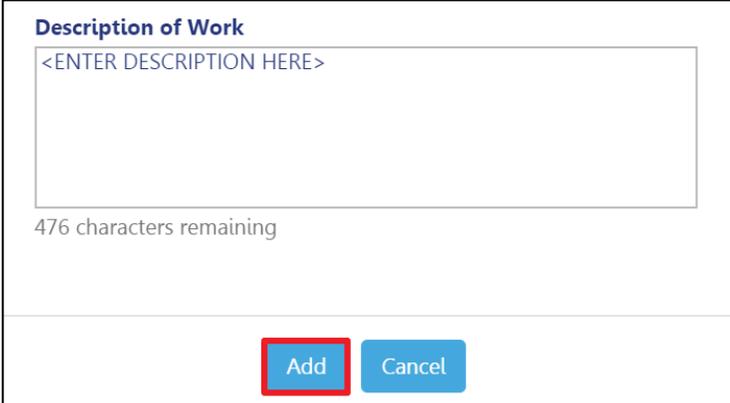
Step	Action									
1.	<p>Click + Job Filing to initiate a new job filing.</p> 									
2.	<p>Select the check-box for each Work Type (e.g. Sign) included in this Job filing.</p>									
3.	<p>Click Submit.</p> 									
	<p>Note Multiple Work Types in the same row may be selected.</p> <p>Elevator, Signs and Electrical must be filed separately.</p> <table border="1" data-bbox="337 1564 1425 1789"> <tbody> <tr> <td>Plumbing</td> <td>Sprinkler</td> <td>Standpipe</td> </tr> <tr> <td>Sidewalk Shed</td> <td>Supported Scaffold</td> <td>Construction Sign</td> </tr> <tr> <td>Antenna</td> <td colspan="2">Curb Cut</td> </tr> </tbody> </table>	Plumbing	Sprinkler	Standpipe	Sidewalk Shed	Supported Scaffold	Construction Sign	Antenna	Curb Cut	
Plumbing	Sprinkler	Standpipe								
Sidewalk Shed	Supported Scaffold	Construction Sign								
Antenna	Curb Cut									

Enter Plans/Work PW1

Complete the following steps under DOB NOW: **Plans/Work PW1** to create a new Sign Job filing:

Step	Action
	<p>The Plans/Work PW1 tab is displayed.</p> 
	<p>Note Important Form Information – required fields and read-only fields.</p> <p>Fields marked with a red asterisk * are required and must be completed before submitting a filing.</p> <div data-bbox="289 1318 727 1478" style="border: 1px solid black; padding: 5px;"> <p>1. Location Information</p> <p>House Number*</p> <input 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="289 1633 732 1755" style="border: 1px solid black; padding: 5px;"> <p>BIN*</p> <input style="background-color: #cccccc;" type="text"/> </div>

Step	Action									
1.	<p>Enter the Location Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> House No. <input type="checkbox"/> Street Name <input type="checkbox"/> Borough <input type="checkbox"/> Block <input type="checkbox"/> Lot <input type="checkbox"/> Apartment/Suite Number <div data-bbox="289 653 1406 968" style="border: 1px solid black; padding: 5px;"> <p>1. Location Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">House Number* <input type="text"/></td> <td style="width: 33%; padding: 5px;">Street Name* <input type="text"/></td> <td style="width: 33%; padding: 5px;">Borough* Select Borough ▾</td> </tr> <tr> <td style="padding: 5px;">Block* <input type="text"/></td> <td style="padding: 5px;">Lot* <input type="text"/></td> <td style="padding: 5px;">BIN* <input type="text"/></td> </tr> <tr> <td style="padding: 5px;">Community Board* <input type="text"/></td> <td style="padding: 5px;">Apartment/Suite Number <input type="text"/></td> <td style="padding: 5px;">Zip Code* <input type="text"/></td> </tr> </table> </div>	House Number* <input type="text"/>	Street Name* <input type="text"/>	Borough* Select Borough ▾	Block* <input type="text"/>	Lot* <input type="text"/>	BIN* <input type="text"/>	Community Board* <input type="text"/>	Apartment/Suite Number <input type="text"/>	Zip Code* <input type="text"/>
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Block* <input type="text"/>	Lot* <input type="text"/>	BIN* <input type="text"/>								
Community Board* <input type="text"/>	Apartment/Suite Number <input type="text"/>	Zip Code* <input type="text"/>								
	<hr/> <p>Note BIN, Community Board and Zip Code are read-only fields and auto populate.</p> <hr/>									
2.	<p>To add Work on Floor (s), select +Add.</p> <div data-bbox="289 1230 1268 1524" style="border: 1px solid black; padding: 5px;"> <p>Work on Floor(s)* + Add</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Location</th> <th style="width: 10%;">Floor From</th> <th style="width: 10%;">Floor To</th> <th style="width: 50%;">Description of Work</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;"> ◀ ▶ 1 / 1 ▶ ▶ 5 Items Per Page </p> </div>	Location	Floor From	Floor To	Description of Work					
Location	Floor From	Floor To	Description of Work							

Step	Action
3.	<p>Enter the required fields in the Work on Floors pop-up window:</p> <ul style="list-style-type: none"><input type="checkbox"/> Location<input type="checkbox"/> Floor Number<input type="checkbox"/> Description of Work 
4.	<p>Click Add.</p> 

Step	Action															
5.	<p>Enter the E-Mail address for the Applicant used during eFiling registration.</p> <div data-bbox="289 359 1393 867" style="border: 1px solid black; padding: 5px;"> <p>2. Applicant Information</p> <table border="0"> <tr> <td data-bbox="321 407 643 485">E-Mail* <input type="text" value="Enter email/username..."/></td> <td data-bbox="680 407 1002 485">License Type* <input type="text"/></td> <td data-bbox="1039 407 1360 485">License Number* <input type="text"/></td> </tr> <tr> <td data-bbox="321 499 643 577">Last Name* <input type="text"/></td> <td data-bbox="680 499 1002 577">First Name* <input type="text"/></td> <td data-bbox="1039 499 1360 577">Middle Initial <input type="text"/></td> </tr> <tr> <td data-bbox="321 592 643 669">Business Name <input type="text"/></td> <td data-bbox="680 592 1002 669">Business Telephone* <input type="text"/></td> <td data-bbox="1039 592 1360 669">Business Address* <input type="text"/></td> </tr> <tr> <td data-bbox="321 684 643 762">Business Fax <input type="text"/></td> <td data-bbox="680 684 1002 762">City* <input type="text"/></td> <td data-bbox="1039 684 1360 762">State* <input type="text"/></td> </tr> <tr> <td data-bbox="321 777 643 854">Zip Code* <input type="text"/></td> <td data-bbox="680 777 1002 854">Mobile Telephone* <input type="text"/></td> <td></td> </tr> </table> </div>	E-Mail* <input type="text" value="Enter email/username..."/>	License Type* <input type="text"/>	License Number* <input type="text"/>	Last Name* <input type="text"/>	First Name* <input type="text"/>	Middle Initial <input type="text"/>	Business Name <input type="text"/>	Business Telephone* <input type="text"/>	Business Address* <input type="text"/>	Business Fax <input type="text"/>	City* <input type="text"/>	State* <input type="text"/>	Zip Code* <input type="text"/>	Mobile Telephone* <input type="text"/>	
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Zip Code* <input type="text"/>	Mobile Telephone* <input type="text"/>															
	<p>Note The remaining fields in the Applicant Information section are read-only and auto-populate from eFiling.</p>															
6.	<p>Select the License Type from the drop-down list (e.g., Professional Engineer).</p> <div data-bbox="289 1165 1393 1665" style="border: 1px solid black; padding: 5px;"> <p>2. Applicant Information</p> <table border="0"> <tr> <td data-bbox="321 1213 643 1291">E-Mail* <input type="text" value="AJOETEST2@GMAIL.COM"/></td> <td data-bbox="680 1213 1002 1291">License Type* <input type="text" value="Professional Engineer"/></td> <td data-bbox="1039 1213 1360 1291">License Number* <input type="text"/></td> </tr> <tr> <td data-bbox="321 1306 643 1383">Last Name* <input type="text" value="JOE2"/></td> <td data-bbox="680 1306 1002 1383">First Name* <input type="text" value="ADAM"/></td> <td data-bbox="1039 1306 1360 1383">Middle Initial <input type="text"/></td> </tr> <tr> <td data-bbox="321 1398 643 1476">Business Name <input type="text" value="AJ2"/></td> <td data-bbox="680 1398 1002 1476">Business Telephone* <input type="text" value="2012223333"/></td> <td data-bbox="1039 1398 1360 1476">Business Address* <input type="text" value="AJ2"/></td> </tr> <tr> <td data-bbox="321 1491 643 1568">Business Fax <input type="text"/></td> <td data-bbox="680 1491 1002 1568">City* <input type="text" value="NYC"/></td> <td data-bbox="1039 1491 1360 1568">State* <input type="text" value="NY"/></td> </tr> <tr> <td data-bbox="321 1583 643 1661">Zip Code* <input type="text" value="10000"/></td> <td data-bbox="680 1583 1002 1661">Mobile Telephone* <input type="text"/></td> <td></td> </tr> </table> </div>	E-Mail* <input type="text" value="AJOETEST2@GMAIL.COM"/>	License Type* <input type="text" value="Professional Engineer"/>	License Number* <input type="text"/>	Last Name* <input type="text" value="JOE2"/>	First Name* <input type="text" value="ADAM"/>	Middle Initial <input type="text"/>	Business Name <input type="text" value="AJ2"/>	Business Telephone* <input type="text" value="2012223333"/>	Business Address* <input type="text" value="AJ2"/>	Business Fax <input type="text"/>	City* <input type="text" value="NYC"/>	State* <input type="text" value="NY"/>	Zip Code* <input type="text" value="10000"/>	Mobile Telephone* <input type="text"/>	
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Zip Code* <input type="text" value="10000"/>	Mobile Telephone* <input type="text"/>															
	<p>Note The License Number field in the Applicant Information section is read-only and auto-populates from eFiling, after the License Type is selected.</p>															

Step	Action															
	<p>Note It is optional to add a Filing Representative.</p>															
7.	<p>Enter the E-Mail address for the Filing Representative used during eFiling registration.</p> <div data-bbox="289 554 1398 1066" style="border: 1px solid black; padding: 5px;"> <p>3. Filing Representative</p> <table border="0"> <tr> <td>E-Mail <input style="border: 2px solid red;" type="text" value="Enter email/username..."/></td> <td>Registration Number <input type="text"/></td> <td>First Name <input type="text"/></td> </tr> <tr> <td>Middle Initial <input type="text"/></td> <td>Last Name <input type="text"/></td> <td>Business Name <input type="text"/></td> </tr> <tr> <td>Business Telephone <input type="text"/></td> <td>Business Address <input type="text"/></td> <td>Business Fax <input type="text"/></td> </tr> <tr> <td>City <input type="text"/></td> <td>State <input type="text"/></td> <td>Zip Code <input type="text"/></td> </tr> <tr> <td>Mobile Telephone <input type="text"/></td> <td></td> <td></td> </tr> </table> </div>	E-Mail <input style="border: 2px solid red;" type="text" value="Enter email/username..."/>	Registration Number <input type="text"/>	First Name <input type="text"/>	Middle Initial <input type="text"/>	Last Name <input type="text"/>	Business Name <input type="text"/>	Business Telephone <input type="text"/>	Business Address <input type="text"/>	Business Fax <input type="text"/>	City <input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>	Mobile Telephone <input type="text"/>		
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Mobile Telephone <input type="text"/>																
	<p>Note The remaining fields in the Filing Representative Details pop-up window are read-only and auto-populate.</p>															
8.	<p>Select a Filing Review Type (e.g. Standard Plan Examination).</p> <div data-bbox="289 1377 794 1541" style="border: 1px solid black; padding: 5px;"> <p>4. Filing Review Type*</p> <p>Select Type: <input type="text" value="Select Type:"/> ▼</p> </div>															
9.	<p>Select the applicable radio button for “Directive 14 acceptance requested?”</p> <div data-bbox="289 1629 985 1772" style="border: 1px solid black; padding: 5px;"> <p>5. Job/Project Types*</p> <p>Directive 14 acceptance requested ? <input type="radio"/> Yes <input type="radio"/> No</p> </div>															

Step	Action		
10.	<p>New Work is auto-selected by the system. If applicable, select the Legalization radio button.</p> <div data-bbox="1060 289 1357 594" style="border: 1px solid black; padding: 5px;"> <p>6. Work Types*</p> <p>Filing Included:</p> <p><input checked="" type="radio"/> New Work</p> <p><input type="radio"/> Legalization</p> <p><input checked="" type="checkbox"/> Sign</p> </div>		
	<p>Note Sign is auto-selected.</p> <div data-bbox="386 726 612 842" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="checkbox"/> Sign</p> </div>		
11.	<p>Enter the required fields under the Additional Information section:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Estimated New Work Costs (\$) <input type="checkbox"/> Total New Work Construction Floor Area: (Square Feet) <div data-bbox="290 1087 1250 1308" style="border: 1px solid black; padding: 5px;"> <p>8. Additional Information*</p> <table style="width: 100%;"> <tr> <td style="width: 50%;"> <p>Estimated New Work Costs(\$)*</p> <p>\$ <input type="text"/></p> </td> <td style="width: 50%;"> <p>Total New Work Construction Floor Area:(Square Feet)</p> <p><input type="text"/></p> </td> </tr> </table> </div>	<p>Estimated New Work Costs(\$)*</p> <p>\$ <input type="text"/></p>	<p>Total New Work Construction Floor Area:(Square Feet)</p> <p><input type="text"/></p>
<p>Estimated New Work Costs(\$)*</p> <p>\$ <input type="text"/></p>	<p>Total New Work Construction Floor Area:(Square Feet)</p> <p><input type="text"/></p>		
12.	<p>Select the Building Type from the drop-down list (e.g. 1 Family).</p> <div data-bbox="290 1425 808 1585" style="border: 1px solid black; padding: 5px;"> <p>Building Type*</p> <p>Select Type: <input type="text"/> ▼</p> </div>		
13.	<p>Select the applicable radio button for “Is this job associated with a New Building job filed in BIS?”</p> <div data-bbox="290 1728 1027 1835" style="border: 1px solid black; padding: 5px;"> <p>Is this job associated with a New Building job filed in BIS?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> </div>		

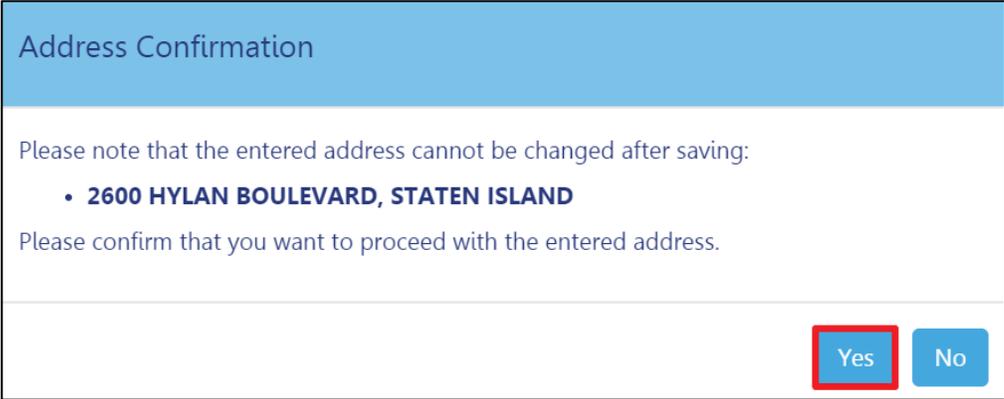
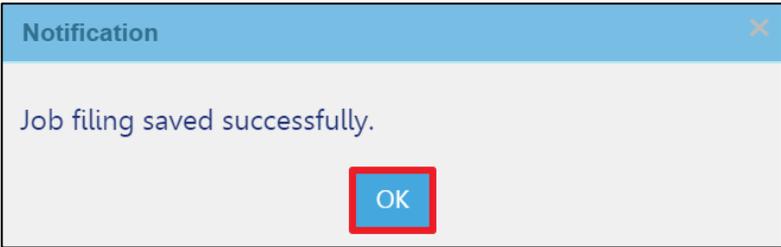
Step	Action		
	<p>Note If Yes, is selected for “Is this this job associated with a New Building job filed in BIS?” an Associated BIS Job Number field is displayed; Enter the Associated BIS Job Number.</p> <div data-bbox="386 457 1393 569" style="border: 1px solid black; padding: 5px;"> <p>Is this job associated with a New Building job filed in BIS? <input checked="" type="radio"/> Yes <input type="radio"/> No Associated BIS Job Number :*</p> <div style="border: 2px solid red; width: 150px; height: 20px; margin-left: 100px;"></div> </div>		
14.	<p>Under Additional Considerations, Limitations or Restrictions information, select the “Review is requested under which building code?” from the drop-down list (e.g., 2014).</p> <div data-bbox="289 821 1040 1031" style="border: 1px solid black; padding: 5px;"> <p>9. Additional Considerations, Limitations or Restrictions</p> <p>9A. Review is requested under which building code?*</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block;">Select Type: ▼</div> </div>		
15.	<p>Select the applicable radio button for each question.</p> <div data-bbox="289 1171 1230 1713" style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> 9C. Facade Alteration* <input type="radio"/> Yes <input type="radio"/> No Quality Housing* <input type="radio"/> Yes <input type="radio"/> No Loft Board <input type="radio"/> Yes <input type="radio"/> No Included in LMCCC* <input type="radio"/> Yes <input type="radio"/> No 9D. Landmark <input type="radio"/> Yes <input type="radio"/> No CRFN(s) Restrictive Declaration/Easement <input type="radio"/> Yes <input type="radio"/> No CRFN(s) Zoning Exhibit <input type="radio"/> Yes <input type="radio"/> No Filing to Address Violations <input type="radio"/> Yes <input type="radio"/> No Filing to comply with Local Laws <input type="radio"/> Yes <input type="radio"/> No 9E. BSA Calendar Numbers (maximum. 5):* <input type="radio"/> Yes <input type="radio"/> No 9F. CPC Calendar Numbers (maximum. 5): <input type="radio"/> Yes <input type="radio"/> No 9I. High Rise Team tracking <div style="border: 1px solid gray; width: 100px; height: 15px; margin: 5px 0;"></div> 9L. Work includes partial demolition as defined in AC 28-101.5 or the raising/moving of building.* <input type="radio"/> Yes <input checked="" type="radio"/> No </td> <td style="width: 50%; vertical-align: top;"> Adult Establishment* <input type="radio"/> Yes <input type="radio"/> No Single Room Occupancy (SRO) Multiple Dwelling Site Safety job/Project* <input type="radio"/> Yes <input type="radio"/> No Little “E” or RD Site <input type="radio"/> Yes <input type="radio"/> No Unmapped/CCO Street <input type="radio"/> Yes <input type="radio"/> No Structural stability affected by proposed work* <input type="radio"/> Yes <input checked="" type="radio"/> No </td> </tr> </table> </div>	9C. Facade Alteration* <input type="radio"/> Yes <input type="radio"/> No Quality Housing* <input type="radio"/> Yes <input type="radio"/> No Loft Board <input type="radio"/> Yes <input type="radio"/> No Included in LMCCC* <input type="radio"/> Yes <input type="radio"/> No 9D. Landmark <input type="radio"/> Yes <input type="radio"/> No CRFN(s) Restrictive Declaration/Easement <input type="radio"/> Yes <input type="radio"/> No CRFN(s) Zoning Exhibit <input type="radio"/> Yes <input type="radio"/> No Filing to Address Violations <input type="radio"/> Yes <input type="radio"/> No Filing to comply with Local Laws <input type="radio"/> Yes <input type="radio"/> No 9E. BSA Calendar Numbers (maximum. 5):* <input type="radio"/> Yes <input type="radio"/> No 9F. CPC Calendar Numbers (maximum. 5): <input type="radio"/> Yes <input type="radio"/> No 9I. High Rise Team tracking <div style="border: 1px solid gray; width: 100px; height: 15px; margin: 5px 0;"></div> 9L. Work includes partial demolition as defined in AC 28-101.5 or the raising/moving of building.* <input type="radio"/> Yes <input checked="" type="radio"/> No	Adult Establishment* <input type="radio"/> Yes <input type="radio"/> No Single Room Occupancy (SRO) Multiple Dwelling Site Safety job/Project* <input type="radio"/> Yes <input type="radio"/> No Little “E” or RD Site <input type="radio"/> Yes <input type="radio"/> No Unmapped/CCO Street <input type="radio"/> Yes <input type="radio"/> No Structural stability affected by proposed work* <input type="radio"/> Yes <input checked="" type="radio"/> No
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	<p>Note 9L is auto-selected by the system.</p>		

Step	Action
	<p>Note The system automatically selects an option under NYCECC Compliance for some work types. Update as required.</p> <div data-bbox="386 420 1393 604" style="border: 1px solid black; padding: 5px;"> <p>10. NYCECC Compliance*</p> <p><input type="radio"/> To the best of my knowledge, belief and professional judgment, all work under this application is in compliance with the NYCECC</p> <p><input checked="" type="radio"/> To the best of my knowledge, belief and professional judgment, all work under this application is exempt from the NYCECC or the work does not require any TR8 Energy Code Progress Inspections, in accordance with one of the following</p> <p>The entire scope of work involves a temporary structure and/or one or more of the following work types: SD, SP, CC, : ▾</p> </div>
16.	<p>Enter the Job Description in the Job Description for New Work field.</p> <div data-bbox="298 743 1403 966" style="border: 1px solid black; padding: 5px;"> <p>11. Job Description*</p> <p>Job Description for New Work:*</p> <div style="border: 2px solid red; padding: 5px; min-height: 40px;"> <p><INSERT DESCRIPTION HERE></p> </div> <p>475 characters remaining</p> </div>
17.	<p>Enter the required fields under the Zoning Characteristics section:</p> <ul style="list-style-type: none"> <input type="checkbox"/> District (s) <input type="checkbox"/> Overlay (s) <input type="checkbox"/> Special Dist. (s) <input type="checkbox"/> Map Number <div data-bbox="292 1268 1406 1516" style="border: 1px solid black; padding: 5px;"> <p>12. Zoning Characteristics*</p> <p>District(s)* Overlay(s)* Special Dist.(s)*</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid gray; width: 150px; height: 20px;"></div> <div style="border: 1px solid gray; width: 150px; height: 20px;"></div> <div style="border: 1px solid gray; width: 150px; height: 20px;"></div> </div> <p>Map Number*</p> <div style="border: 1px solid gray; width: 150px; height: 20px;"></div> </div>

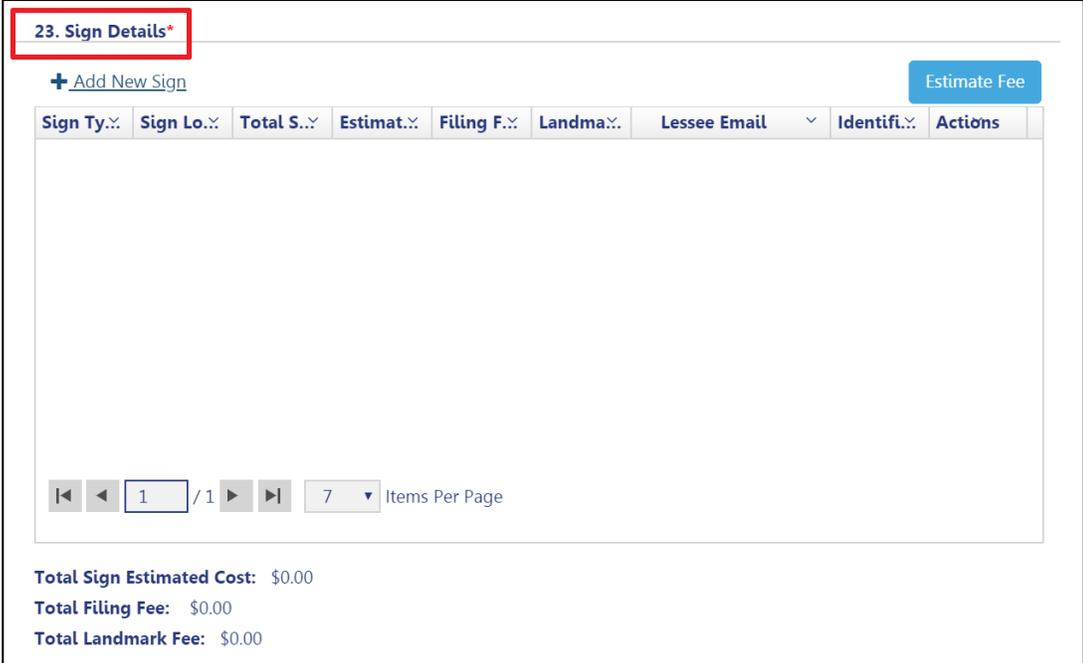
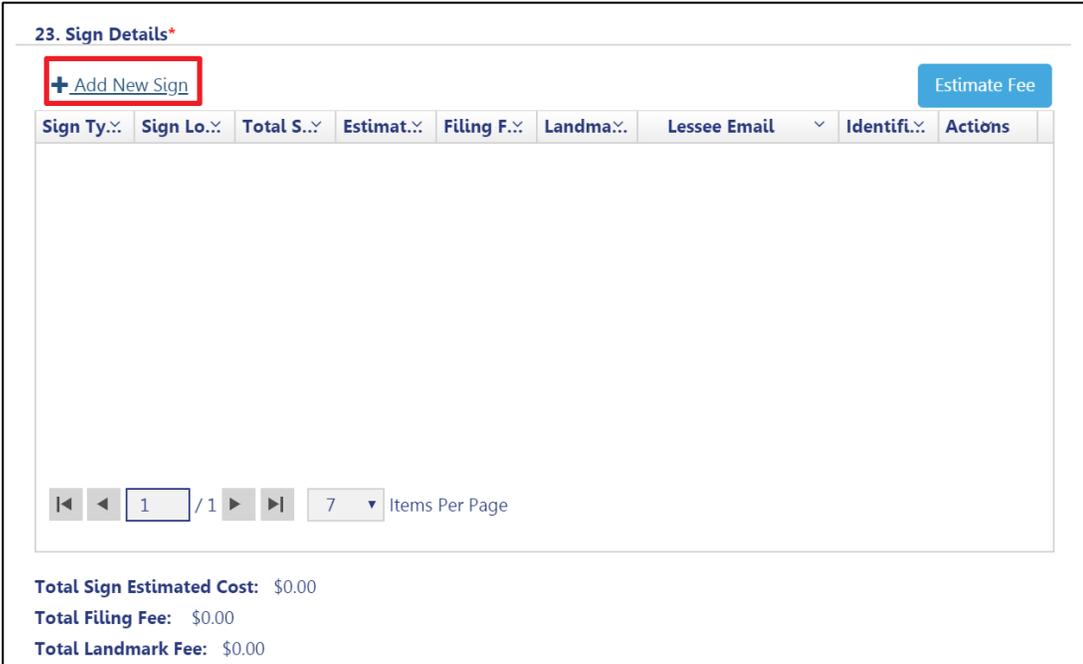
Step	Action												
18.	<p>Enter the required fields under the Buildings Characteristics section:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mixed Use Building Type <input type="checkbox"/> Building Classification <input type="checkbox"/> Building Height <input type="checkbox"/> Building Stories <input type="checkbox"/> Building Dwelling Units <div data-bbox="289 606 1305 947" style="border: 1px solid black; padding: 5px;"> <p>13. Building Characteristics*</p> <p>13D. Mixed Use Building Type* <input type="radio"/> Yes <input type="radio"/> No</p> <p>13E. Building Classification* Existing Proposed</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Building Height (feet)*</td> <td style="width: 35%;"><input type="text"/></td> <td style="width: 35%;"><input type="text"/></td> </tr> <tr> <td>Building Stories*</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Building Dwelling Units*</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> </div>	Building Height (feet)*	<input type="text"/>	<input type="text"/>	Building Stories*	<input type="text"/>	<input type="text"/>	Building Dwelling Units*	<input type="text"/>	<input type="text"/>			
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19.	<p>Select the applicable radio button for Fire Protection Equipment:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Sprinkler <input type="checkbox"/> Standpipe <div data-bbox="289 1203 1321 1493" style="border: 1px solid black; padding: 5px;"> <p>18. Fire Protection Equipment*</p> <table border="0" style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">Existing*</th> <th style="text-align: center;">Proposed*</th> </tr> </thead> <tbody> <tr> <td>Fire Alarm*</td> <td style="text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> <td style="text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> </tr> <tr> <td>Sprinkler*</td> <td style="text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> <td style="text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> </tr> <tr> <td>Standpipe*</td> <td style="text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> <td style="text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> </tr> </tbody> </table> </div>		Existing*	Proposed*	Fire Alarm*	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	Sprinkler*	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	Standpipe*	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
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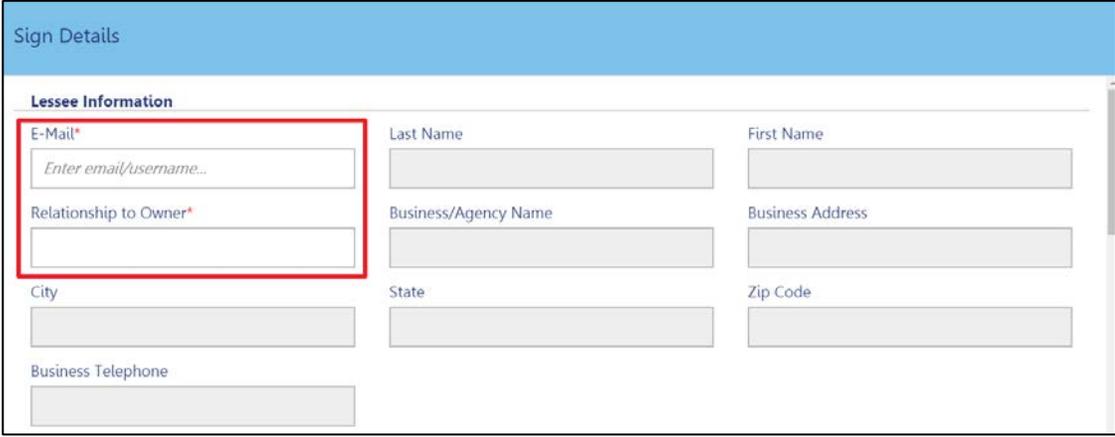
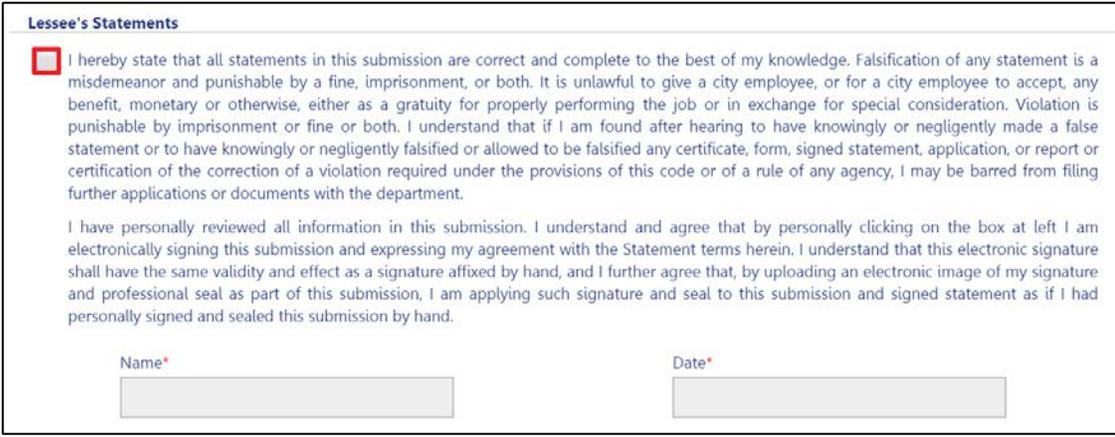
Step	Action												
20.	<p>Select the applicable radio button for Site Characteristics:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tide Wetlands <input type="checkbox"/> Fire District <input type="checkbox"/> Urban Renewal <input type="checkbox"/> Coastal Erosion Hazard Area <input type="checkbox"/> Freshwater Wetlands <div data-bbox="289 606 1403 783" style="border: 1px solid black; padding: 5px;"> <p>20. Site Characteristics</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Tidal Wetlands*</td> <td style="width: 33%; text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> <td style="width: 33%;">Coastal Erosion Hazard Area*</td> <td style="width: 33%; text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> </tr> <tr> <td>Fire District*</td> <td style="text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> <td>Freshwater Wetlands*</td> <td style="text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> </tr> <tr> <td>Urban Renewal*</td> <td style="text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> <td></td> <td></td> </tr> </table> </div>	Tidal Wetlands*	<input type="radio"/> Yes <input type="radio"/> No	Coastal Erosion Hazard Area*	<input type="radio"/> Yes <input type="radio"/> No	Fire District*	<input type="radio"/> Yes <input type="radio"/> No	Freshwater Wetlands*	<input type="radio"/> Yes <input type="radio"/> No	Urban Renewal*	<input type="radio"/> Yes <input type="radio"/> No		
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21.	<p>Under Flood Hazard Area Information, select the applicable radio button for Flood Hazard Area.</p> <div data-bbox="289 928 953 1066" style="border: 1px solid black; padding: 5px;"> <p>20A. Flood Hazard Area Information</p> <p>Flood Hazard Area* <input type="radio"/> Yes <input type="radio"/> No</p> </div>												
22.	<p>Select the applicable radio button within the Asbestos Abatement Compliance section.</p> <div data-bbox="289 1173 1278 1375" style="border: 1px solid black; padding: 5px;"> <p>22. Asbestos Abatement Compliance*</p> <ul style="list-style-type: none"> <input type="radio"/> The scope of work requires related asbestos abatement as defined in the regulations of the NYC Department of Environmental Protection (DEP) <input type="radio"/> The scope of work is not an asbestos project as defined in the regulation of the NYC DEP. DEP Control# is required <input type="radio"/> The scope of work is exempt from the asbestos requirement as defined in the regulation promulgated by the NYC DEP (15 RCNY 1-23(b)) or is an alteration to a building constructed pursuant to plans submitted for approval on or after April 1, 1987, in accordance with 28-106.1 </div>												

Step	Action
	<p>Note If “The scope of work is not an asbestos project as defined in the regulation of the NYC DEP. DEP Control# is required” is selected, a DEP ACP-5 Control No. field appears ; Enter the DEP ACP-5 Control No.</p> <div data-bbox="386 499 1390 793" style="border: 1px solid black; padding: 10px;"> <p>22. Asbestos Abatement Compliance*</p> <p><input type="radio"/> The scope of work requires related asbestos abatement as defined in the regulations of the NYC Department of Environmental Protection (DEP)</p> <p><input checked="" type="radio"/> The scope of work is not an asbestos project as defined in the regulation of the NYC DEP. DEP Control# is required</p> <p>DEP ACP-5 Control No.:</p> <div style="border: 2px solid red; width: 150px; height: 20px; margin: 5px 0;"></div> <p><input type="radio"/> The scope of work is exempt from the asbestos requirement as defined in the regulation promulgated by the NYC DEP (15 RCNY 1-23(b)) or is an alteration to a building constructed pursuant to plans submitted for approval on or after April 1, 1987, in accordance with 28-106.1</p> </div>
23.	<p>Enter Comments.</p> <div data-bbox="289 989 1395 1255" style="border: 1px solid black; padding: 10px;"> <p>24. Comments</p> <div style="border: 2px solid red; width: 600px; height: 100px; margin: 5px 0;"></div> </div>
24.	<p>The Plans/Work (PW1) tab is now complete. Click Save to generate a Job Number.</p> <div data-bbox="289 1360 816 1818" style="border: 1px solid black; padding: 10px;"> <p>24. Comments</p> <div style="border: 1px solid gray; width: 250px; height: 100px; margin: 5px 0;"></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 2px solid red; padding: 2px 5px;"> Save</div> <div style="padding: 2px 5px;"> Preview to File</div> </div> </div>

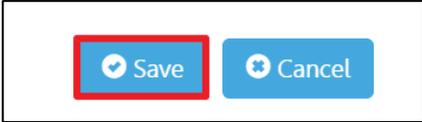
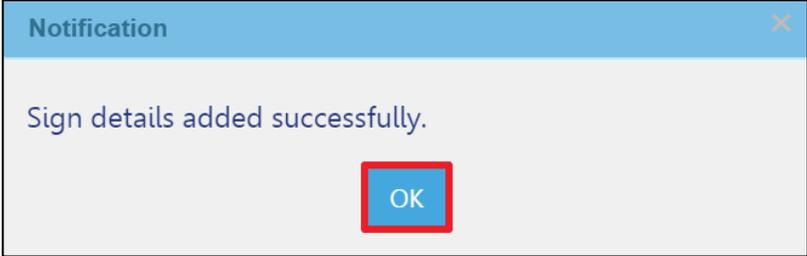
Step	Action
	<p>An Address Confirmation pop-up window is displayed with the message:</p> <p>“Please note that the entered address cannot be changed after saving:</p> <ul style="list-style-type: none"> • <ADDRESS (e.g., 2600 HYLAN BOULEVARD, STATEN ISLAND)> <p>Please confirm that you want to proceed with the entered address.”</p>
25.	<p>Select the answer that applies to close the pop-up window.</p> 
	<p>Note If Yes, you have successfully created a new Job filing and generated a Job Number.</p> <p>If No, proceed to the Location Information section for corrections.</p>
26.	<p>A Notification pop-up window is displayed with the message, “Job filing saved successfully”. Click OK to close the Notification pop-up window.</p> 

Step	Action
27.	<p>The Job Number generates and is displayed at the top of the window above the chevrons.</p>  <p>The Status Bar is displayed above the Job Number.</p> 
	<p>Note Use the Status Bar to track the Job Filing review.</p>

Step	Action																		
28.	<p>Under the Plans/Work PW1 chevron, Scroll down to Section 23. Sign Details.</p>  <p>23. Sign Details*</p> <p>+ Add New Sign Estimate Fee</p> <table border="1"> <thead> <tr> <th>Sign Ty.⌵</th> <th>Sign Lo.⌵</th> <th>Total S.⌵</th> <th>Estimat.⌵</th> <th>Filing F.⌵</th> <th>Landma.⌵</th> <th>Lessee Email ⌵</th> <th>Identifi.⌵</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td colspan="9" style="height: 150px;"> </td> </tr> </tbody> </table> <p>⏪ ⏩ 1 / 1 7 Items Per Page</p> <p>Total Sign Estimated Cost: \$0.00 Total Filing Fee: \$0.00 Total Landmark Fee: \$0.00</p>	Sign Ty.⌵	Sign Lo.⌵	Total S.⌵	Estimat.⌵	Filing F.⌵	Landma.⌵	Lessee Email ⌵	Identifi.⌵	Actions									
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29.	<p>Select + Add New Sign.</p>  <p>23. Sign Details*</p> <p>+ Add New Sign Estimate Fee</p> <table border="1"> <thead> <tr> <th>Sign Ty.⌵</th> <th>Sign Lo.⌵</th> <th>Total S.⌵</th> <th>Estimat.⌵</th> <th>Filing F.⌵</th> <th>Landma.⌵</th> <th>Lessee Email ⌵</th> <th>Identifi.⌵</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td colspan="9" style="height: 150px;"> </td> </tr> </tbody> </table> <p>⏪ ⏩ 1 / 1 7 Items Per Page</p> <p>Total Sign Estimated Cost: \$0.00 Total Filing Fee: \$0.00 Total Landmark Fee: \$0.00</p>	Sign Ty.⌵	Sign Lo.⌵	Total S.⌵	Estimat.⌵	Filing F.⌵	Landma.⌵	Lessee Email ⌵	Identifi.⌵	Actions									
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Step	Action
	The Sign Details pop-up window is displayed.
30.	<p>Enter the required Lessee Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Email <input type="checkbox"/> Relationship to Owner 
31.	<p>Read the Lessee's Statements and select the check-box to electronically sign.</p> 

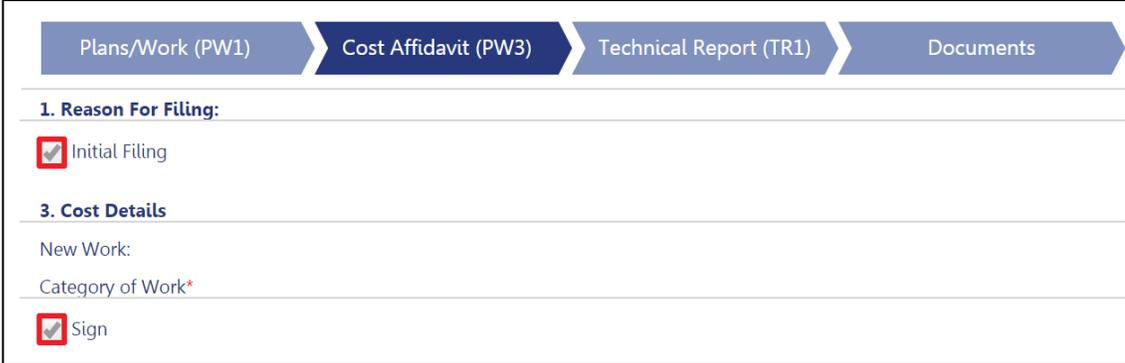
Step	Action															
32.	<p>Select or enter the required information in the Sign Information section:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Purpose <input type="checkbox"/> Material of the Sign <input type="checkbox"/> Weight <input type="checkbox"/> Total square feet <input type="checkbox"/> Total zoning lot frontage <input type="checkbox"/> Total surface area of all signs in zoning lot <input type="checkbox"/> Maximum allowable surface area on zoning lot <input type="checkbox"/> Type <input type="checkbox"/> Location <input type="checkbox"/> Total surface area of this sign <input type="checkbox"/> Estimated Job Cost <input type="checkbox"/> Estimated Sign Fee <input type="checkbox"/> Landmark Fee (\$) <div data-bbox="289 993 1398 1444" style="border: 1px solid black; padding: 5px;"> <p>Sign Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">Purpose* <input style="width: 95%;" type="text" value="Select Type:"/></td> <td style="width: 33%; padding: 5px;">Material of the Sign* <input style="width: 95%;" type="text" value="Select Type:"/></td> <td style="width: 33%; padding: 5px;">Weight* <input style="width: 95%;" type="text"/> (lbs.)</td> </tr> <tr> <td style="padding: 5px;">Total square feet* <input style="width: 95%;" type="text"/> (square feet)</td> <td style="padding: 5px;">Total zoning lot frontage* <input style="width: 95%;" type="text"/> (feet)</td> <td style="padding: 5px;">Total surface area of all signs in zoning lot* <input style="width: 95%;" type="text"/> (square feet)</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Maximum allowable surface area on zoning lot* <input style="width: 95%;" type="text"/> (square feet)</td> </tr> <tr> <td style="padding: 5px;">Type* <input style="width: 95%;" type="text" value="Select Type:"/></td> <td style="padding: 5px;">Location* <input style="width: 95%;" type="text" value="Select Type:"/></td> <td style="padding: 5px;">Total surface area of this sign* <input style="width: 95%;" type="text"/> (square feet)</td> </tr> <tr> <td style="padding: 5px;">Estimated Job Cost (\$) * <input style="width: 95%;" type="text" value="\$"/></td> <td style="padding: 5px;">Estimated Sign Fee (\$) <input style="width: 95%;" type="text"/></td> <td style="padding: 5px;">Landmark Fee (\$) <input style="width: 95%;" type="text"/></td> </tr> </table> </div>	Purpose* <input style="width: 95%;" type="text" value="Select Type:"/>	Material of the Sign* <input style="width: 95%;" type="text" value="Select Type:"/>	Weight* <input style="width: 95%;" type="text"/> (lbs.)	Total square feet* <input style="width: 95%;" type="text"/> (square feet)	Total zoning lot frontage* <input style="width: 95%;" type="text"/> (feet)	Total surface area of all signs in zoning lot* <input style="width: 95%;" type="text"/> (square feet)	Maximum allowable surface area on zoning lot* <input style="width: 95%;" type="text"/> (square feet)			Type* <input style="width: 95%;" type="text" value="Select Type:"/>	Location* <input style="width: 95%;" type="text" value="Select Type:"/>	Total surface area of this sign* <input style="width: 95%;" type="text"/> (square feet)	Estimated Job Cost (\$) * <input style="width: 95%;" type="text" value="\$"/>	Estimated Sign Fee (\$) <input style="width: 95%;" type="text"/>	Landmark Fee (\$) <input style="width: 95%;" type="text"/>
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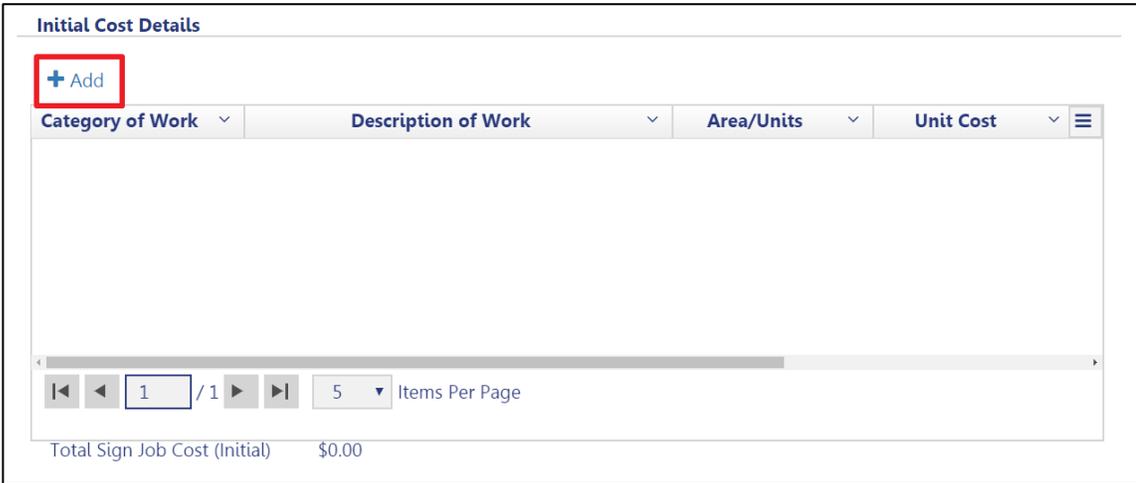
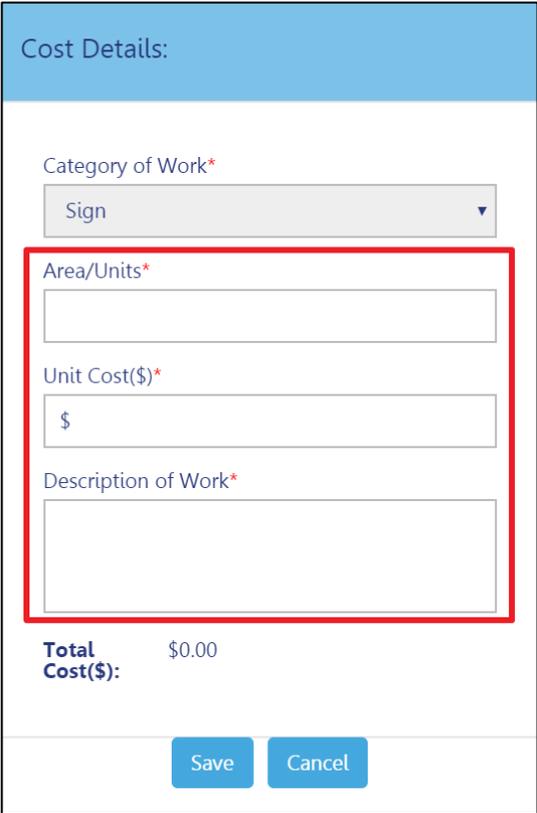
Step	Action
33.	Enter the information you want to display on the sign in the Sign Wording field.
34.	<p>Select the applicable radio button for each question.</p>  <p>Sign Wording*</p> <p><ENTER SIGN WORDING HERE></p> <p>275 characters remaining</p> <p>Is the sign designed for changeable copy? * <input type="radio"/> Yes <input type="radio"/> No</p> <p>Does an OAC have an interest in this sign or location? * <input type="radio"/> Yes <input type="radio"/> No</p> <p>Within 900' and within view of an arterial highway? * <input type="radio"/> Yes <input type="radio"/> No</p> <p>Within 200' and within view of park 1/2 acre or more? * <input type="radio"/> Yes <input type="radio"/> No</p>
35.	<p>Click Save.</p> 
36.	<p>A Notification pop-up window is displayed with the message, "Sign details added successfully". Click OK to close the Notification pop-up window.</p> 

Step	Action																		
	<p>The information is now displayed in the Sign Details section.</p> <div data-bbox="289 359 1401 1022" style="border: 1px solid black; padding: 10px;"> <p>23. Sign Details*</p> <p>+ Add New Sign Estimate Fee</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Sign Ty.:</th> <th style="text-align: left;">Sign Lo.:</th> <th style="text-align: left;">Total Su.:</th> <th style="text-align: left;">Estimat.:</th> <th style="text-align: left;">Filing F.:</th> <th style="text-align: left;">Landma.:</th> <th style="text-align: left;">Lessee Email</th> <th style="text-align: left;">Identif.:</th> <th style="text-align: left;">Actions</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>Illuminat...</td> <td>Roof</td> <td>143</td> <td>\$10,000.00</td> <td>\$290.75</td> <td>\$0.00</td> <td>AJOETEST2@GMAILC...</td> <td>Yes</td> <td> </td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"> ⏪ ⏩ 1 / 1 7 Items Per Page 1 - 1 of 1 items </p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>Total Sign Estimated Cost: \$10,000.00</p> <p>Total Filing Fee: \$290.75</p> <p>Total Landmark Fee: \$0.00</p> </div> </div>	Sign Ty.:	Sign Lo.:	Total Su.:	Estimat.:	Filing F.:	Landma.:	Lessee Email	Identif.:	Actions	Illuminat...	Roof	143	\$10,000.00	\$290.75	\$0.00	AJOETEST2@GMAILC...	Yes	
Sign Ty.:	Sign Lo.:	Total Su.:	Estimat.:	Filing F.:	Landma.:	Lessee Email	Identif.:	Actions											
Illuminat...	Roof	143	\$10,000.00	\$290.75	\$0.00	AJOETEST2@GMAILC...	Yes												
37.	<p>Click Save.</p> <div data-bbox="289 1127 730 1257" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="display: flex; gap: 10px;"> <div style="border: 2px solid red; padding: 5px; display: inline-block;"> Save</div> <div style="border: 1px solid blue; padding: 5px; display: inline-block;"> Preview to File</div> </div> </div>																		
	<p>A Notification pop-up window is displayed with the message, “Job filing saved successfully”. Click OK to close the Notification pop-up window.</p> <div data-bbox="289 1400 1044 1646" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="background-color: #4a90e2; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Notification ✕ </div> <p style="text-align: center; margin-top: 10px;">Job filing saved successfully.</p> <div style="text-align: center; margin-top: 10px;"> <div style="border: 2px solid red; padding: 5px; display: inline-block;">OK</div> </div> </div>																		
<p>You have successfully added Sign Information. Continue to the next chevron to enter the Cost Affidavit (PW3).</p>																			

Enter the Cost Affidavit (PW3)

Complete the following steps under DOB NOW: **Cost Affidavit (PW3)** to create a new Sign Job filing.

Step	Action
38.	<p>Select the Cost Affidavit (PW3) chevron.</p> 
	<p>The Reason for Filing and Cost Details are displayed and are auto-selected.</p> 

Step	Action
39.	<p>To enter the Intial Cost Details, click +Add.</p> 
40.	<p>Enter the required fields in the Cost Details pop-up window:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Area/Units <input type="checkbox"/> Unit Cost (\$) <input type="checkbox"/> Description of Work 

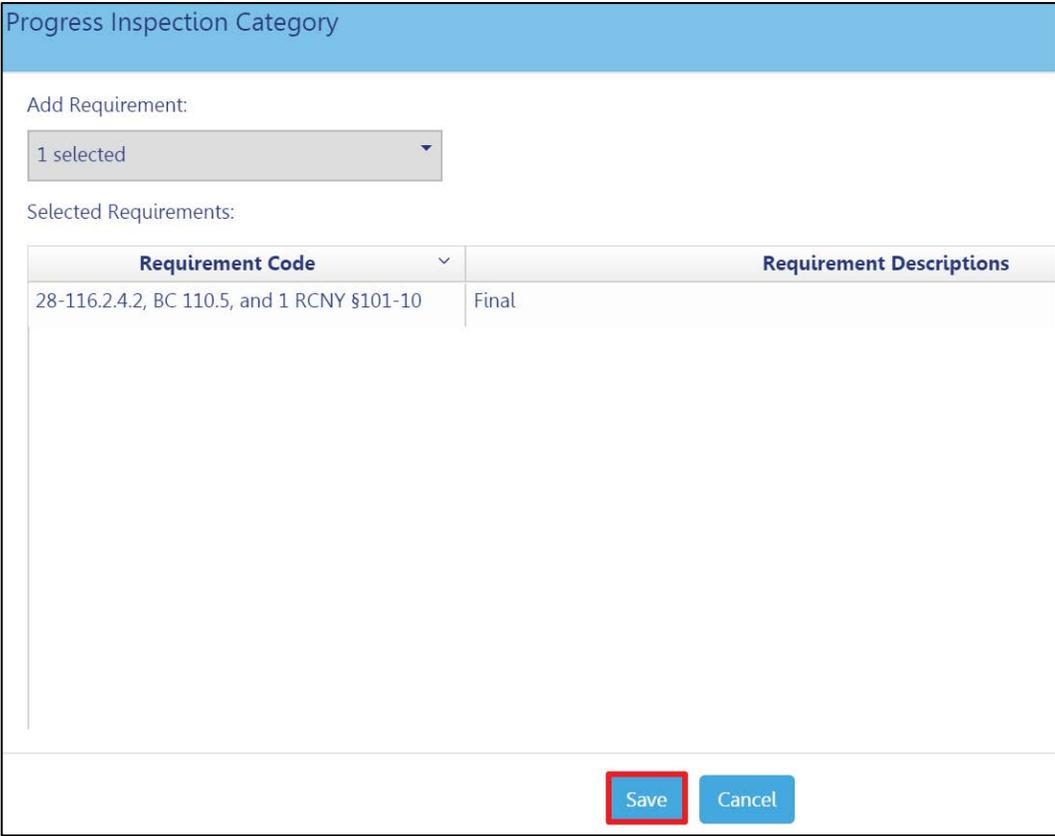
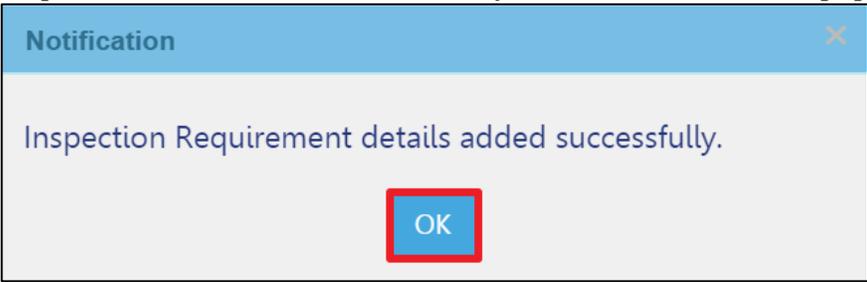
Step	Action										
	<p>Note The Total cost should total to the the estimated New Work costs (s) and Total Sign Estiamted Cost in the Plans/Work (PW1).</p> <div data-bbox="386 409 909 598" style="border: 1px solid black; padding: 5px;"> <p>Total Cost(\$): \$10,000.00</p> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div>										
41.	<p>Click Save.</p> <div data-bbox="289 739 881 949" style="border: 1px solid black; padding: 5px;"> <p>Total Cost(\$): \$10,000.00</p> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div>										
	<p>The Sign Cost Details are listed in the Initial Cost Details.</p> <div data-bbox="289 1060 1180 1444" style="border: 1px solid black; padding: 5px;"> <p>Initial Cost Details</p> <p>+ Add</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Category of Work</th> <th style="width: 40%;">Description of Work</th> <th style="width: 15%;">Area/Units</th> <th style="width: 15%;">Unit Cost</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>Sign</td> <td>Construction sign</td> <td>10</td> <td>\$1,000.00</td> <td>\$1</td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 10px;"> <input type="button" value="Previous"/> <input type="button" value="1"/> / 1 <input type="button" value="Next"/> 5 Items Per Page 1 - 1 of 1 items </p> <p style="font-size: small; margin-top: 5px;">Total Sign Job Cost (Initial) \$10,000.00</p> </div>	Category of Work	Description of Work	Area/Units	Unit Cost		Sign	Construction sign	10	\$1,000.00	\$1
Category of Work	Description of Work	Area/Units	Unit Cost								
Sign	Construction sign	10	\$1,000.00	\$1							
42.	<p>Click Save.</p> <div data-bbox="289 1606 743 1738" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Preview to File"/> </p> </div>										

Technical Report (TR1)

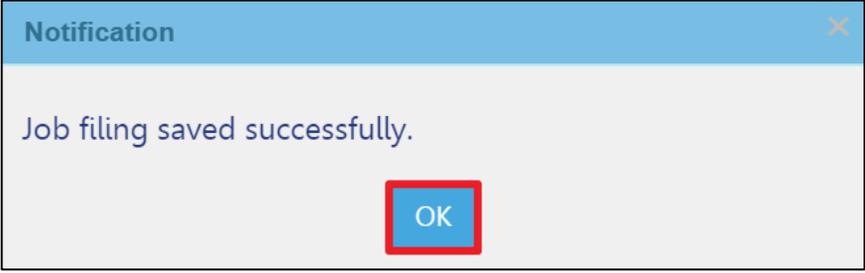
Complete the following steps under DOB NOW: **Technical Report TR1** to create a new Fence Job filing:

Step	Action
1.	<p>To continue, select Technical Report (TR1).</p>  <p>The screenshot shows the DOB NOW application interface. At the top, there is a header with the DOB NOW logo and the text 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below the header is a progress bar with six steps: Pre-Filing, Applicant of Record Review, Plan Examiner Review, Plan Approved, Permit Review, and Permit Entire. The 'Technical Report (TR1)' step is highlighted with a red box. Below the progress bar, there is a navigation bar with several tabs: Plans/Work (PW1), Scope of Work, Technical Report (TR1), Documents, Work Permit (PW2), and Statements & Reports. The 'Technical Report (TR1)' tab is selected and highlighted. Above the navigation bar, there are buttons for 'Save', 'Preview to File', 'Job# S00329040', 'Filing# I1', 'View Filing', 'Payment History', 'Trace History', and 'Property Profile'.</p>
	<p>Note Applicant Type is automatically checked, by the system. However, if the Applicant is also the Special Inspector, he/she may select either/or Are you a Special Inspector? or Are you a Progress Inspector? in order to add/edit/delete an inspection.</p> <div data-bbox="337 1234 1390 1360" style="border: 1px solid black; padding: 5px;"> <p>2. Applicant Information</p> <p>Applicant Type:*</p> <p><input checked="" type="checkbox"/> Are you an Applicant of Record? <input type="checkbox"/> Are you a Special Inspector? <input type="checkbox"/> Are you a Progress Inspector?</p> </div>

Step	Action
	<p>Note If the Applicant of Record determines a Special Inspection and Progress Inspection Categories for New Work is required, he/she may request an Inspection by clicking the +Add button.</p> <div data-bbox="383 491 1419 921" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>4. Progress Inspection Categories for New Work</p> <p>+ Add</p> <p>Requirement ▾ Identified ▾ Certified ▾ Progress Inspector ▾ PAA ☰</p> <p>1 / 1 5 Items Per Page</p> </div> <p>Note If the Applicant of Record elects NOT to add an inspection, continue to Upload Required Documents Guided Practice.</p>
	<p>The Progress Inspection Category pop-up window is displayed.</p>
<p>2.</p>	<p>Select the Add Requirement drop-down list to select the type of requirement (e.g., Final).</p> <div data-bbox="289 1312 912 1740" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Progress Inspection Category</p> <p>Add Requirement:</p> <p>Select ▾</p> <p>Selected Requirements:</p> <p>Requirement Code ▾</p> </div>

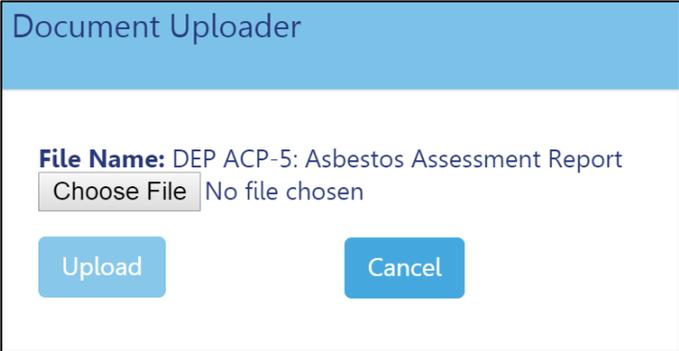
Step	Action				
3.	<p>Click Save.</p>  <p>Progress Inspection Category</p> <p>Add Requirement:</p> <p>1 selected</p> <p>Selected Requirements:</p> <table border="1"><thead><tr><th>Requirement Code</th><th>Requirement Descriptions</th></tr></thead><tbody><tr><td>28-116.2.4.2, BC 110.5, and 1 RCNY §101-10</td><td>Final</td></tr></tbody></table> <p>Save Cancel</p>	Requirement Code	Requirement Descriptions	28-116.2.4.2, BC 110.5, and 1 RCNY §101-10	Final
Requirement Code	Requirement Descriptions				
28-116.2.4.2, BC 110.5, and 1 RCNY §101-10	Final				
4.	<p>A Notification pop-up window is displayed with a message that reads, “Inspection Requirement details added successfully”. Click OK to close the pop-up window.</p>  <p>Notification</p> <p>Inspection Requirement details added successfully.</p> <p>OK</p>				

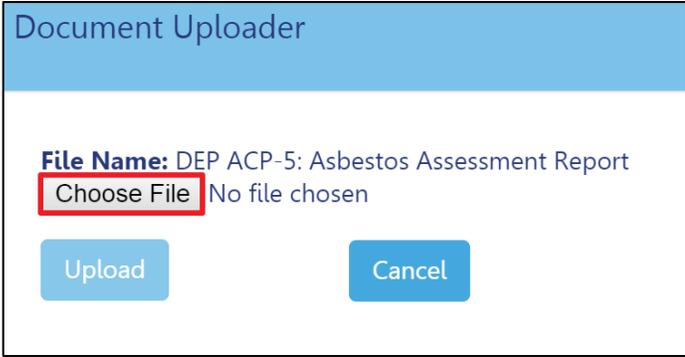
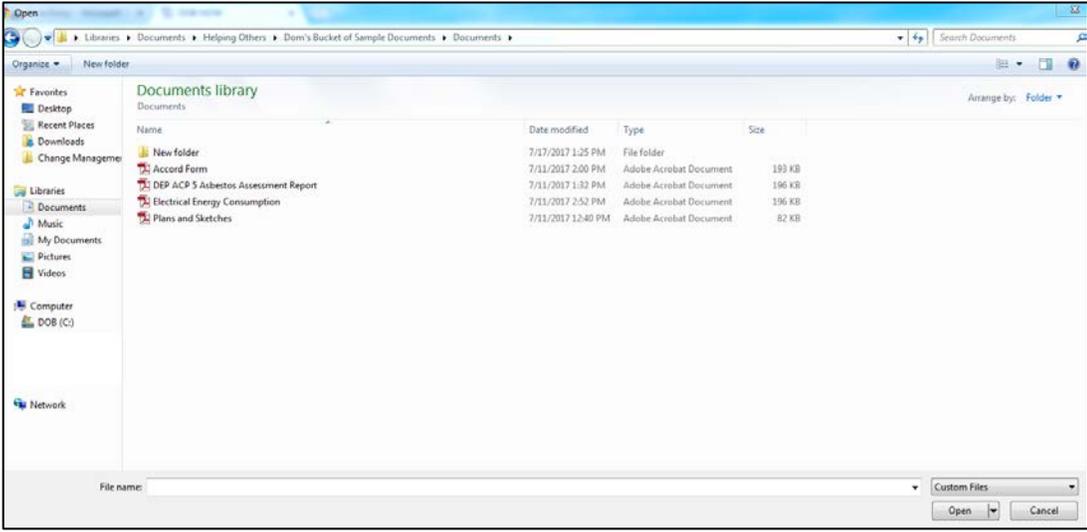
Step	Action																								
	<p>The Inspection will be displayed under Progress Inspection Categories for New Work.</p> <div data-bbox="289 352 1377 947" style="border: 1px solid black; padding: 10px;"> <p>4. Progress Inspection Categories for New Work</p> <p>+ Add</p> <table border="1"> <thead> <tr> <th>Requirement</th> <th>Identified</th> <th>Certified</th> <th>Progress I...</th> <th>PAA</th> <th>Created On</th> <th>Edit</th> <th>Delete</th> <th>Seal & Sign.</th> </tr> </thead> <tbody> <tr> <td>Final</td> <td>No</td> <td>No</td> <td></td> <td>No</td> <td>2018-03-26</td> <td></td> <td></td> <td> Required</td> </tr> </tbody> </table> <p>1 / 1 Items Per Page 1 - 1 of 1 items</p> <p> Save Preview to File</p> </div>	Requirement	Identified	Certified	Progress I...	PAA	Created On	Edit	Delete	Seal & Sign.	Final	No	No		No	2018-03-26			Required						
Requirement	Identified	Certified	Progress I...	PAA	Created On	Edit	Delete	Seal & Sign.																	
Final	No	No		No	2018-03-26			Required																	
5.	<p>Note The system will prompt you to remove the inspection, if it is not required. To delete, select the trash icon.</p> <div data-bbox="383 1150 1401 1331" style="border: 1px solid black; padding: 10px;"> <p>+ Add</p> <table border="1"> <thead> <tr> <th>Requirement</th> <th>Identified</th> <th>Certified</th> <th>Progress Inspector</th> <th>PAA</th> <th>Created On</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Final</td> <td>No</td> <td>No</td> <td></td> <td>No</td> <td>2018-04-13</td> <td></td> <td></td> </tr> <tr> <td>Fire Resistance Rated Co...</td> <td>No</td> <td>No</td> <td></td> <td>No</td> <td>2018-04-12</td> <td></td> <td></td> </tr> </tbody> </table> </div>	Requirement	Identified	Certified	Progress Inspector	PAA	Created On	Edit	Delete	Final	No	No		No	2018-04-13			Fire Resistance Rated Co...	No	No		No	2018-04-12		
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Final	No	No		No	2018-04-13																				
Fire Resistance Rated Co...	No	No		No	2018-04-12																				
6.	<p>Click Save.</p> <div data-bbox="289 1472 852 1608" style="border: 1px solid black; padding: 10px;"> <p> Save Preview to File</p> </div>																								

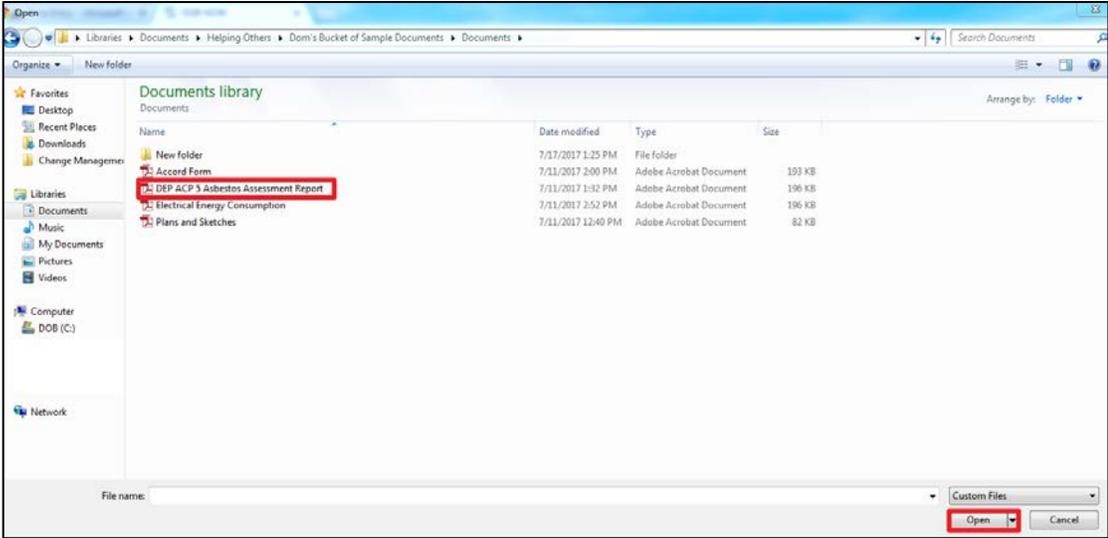
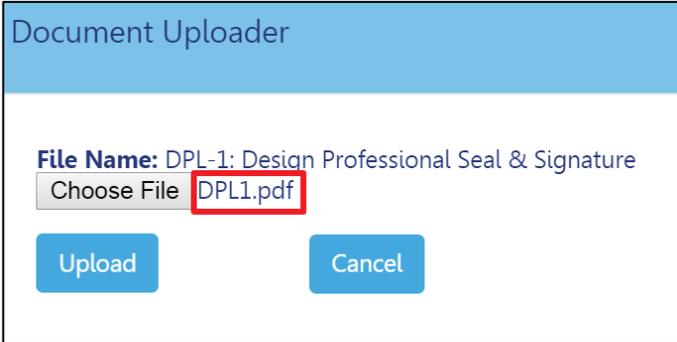
Step	Action
7.	<p>A Notification pop-up window is displayed with the message, “Job filing saved successfully”. Click OK to close the Notification pop-up window.</p>  <p>The screenshot shows a notification window with a blue header bar containing the word "Notification" and a close button (X). The main content area is light gray and contains the text "Job filing saved successfully." Below the text is a blue button with the text "OK" in white, which is highlighted with a red rectangular border.</p>
<p>You have successfully added Technical Report (TR1) information. Continue to the next chevron Documents.</p>	

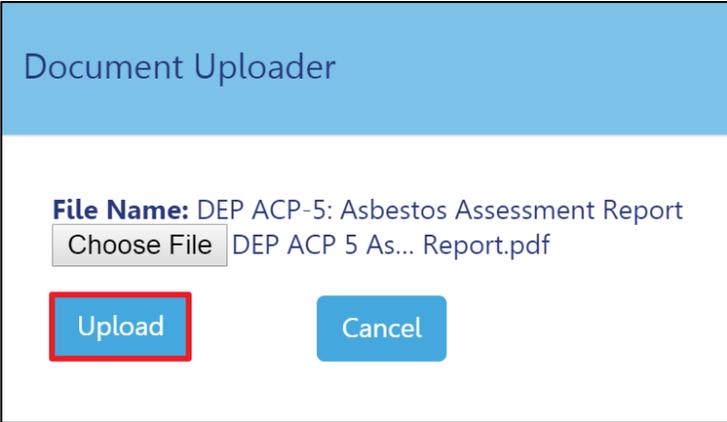
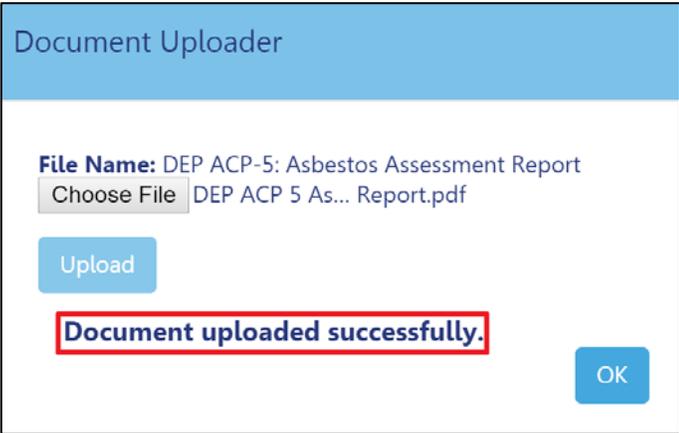
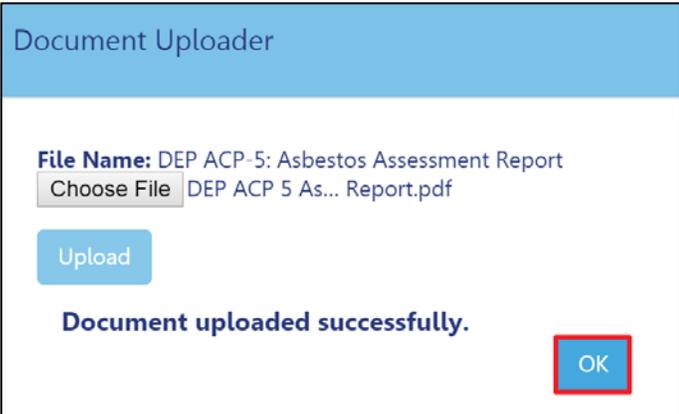
Upload Required Documents

Complete the following steps to upload each required document to a Job Filing in DOB NOW:
Build:

Step	Action																								
1.	<p>Click the Documents tab.</p> 																								
2.	<p>Click the Uploader Icon.</p>  <table border="1"> <thead> <tr> <th>Created On</th> <th>Document Name</th> <th>Document Status</th> <th>Prior To</th> <th>Upload</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>2018-03-23</td> <td>DEP ACP-5: Asbestos Assessment Report</td> <td>Required</td> <td>Approval</td> <td></td> <td>Select Action: ▾</td> </tr> <tr> <td>2018-03-23</td> <td>DPL-1: Design Professional Seal & Signature</td> <td>Required</td> <td>Approval</td> <td></td> <td>Select Action: ▾</td> </tr> <tr> <td>2018-03-23</td> <td>Plans/Sketch</td> <td>Required</td> <td>Approval</td> <td></td> <td>Select Action: ▾</td> </tr> </tbody> </table>	Created On	Document Name	Document Status	Prior To	Upload	Action	2018-03-23	DEP ACP-5: Asbestos Assessment Report	Required	Approval		Select Action: ▾	2018-03-23	DPL-1: Design Professional Seal & Signature	Required	Approval		Select Action: ▾	2018-03-23	Plans/Sketch	Required	Approval		Select Action: ▾
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2018-03-23	Plans/Sketch	Required	Approval		Select Action: ▾																				
	<p>The Document Uploader pop-up window is displayed.</p> 																								

Step	Action
3.	<p>Select Choose File.</p> 
	<p>The File Explorer pop-up window opens.</p> 
4.	Locate the file to upload.
5.	Click the Name of the file to select the file.

Step	Action
6.	<p>Click Open to attach the document.</p> 
	<p>The Document Uploader pop-up window is displayed again. The File Name is displayed to the right of Choose File.</p> 

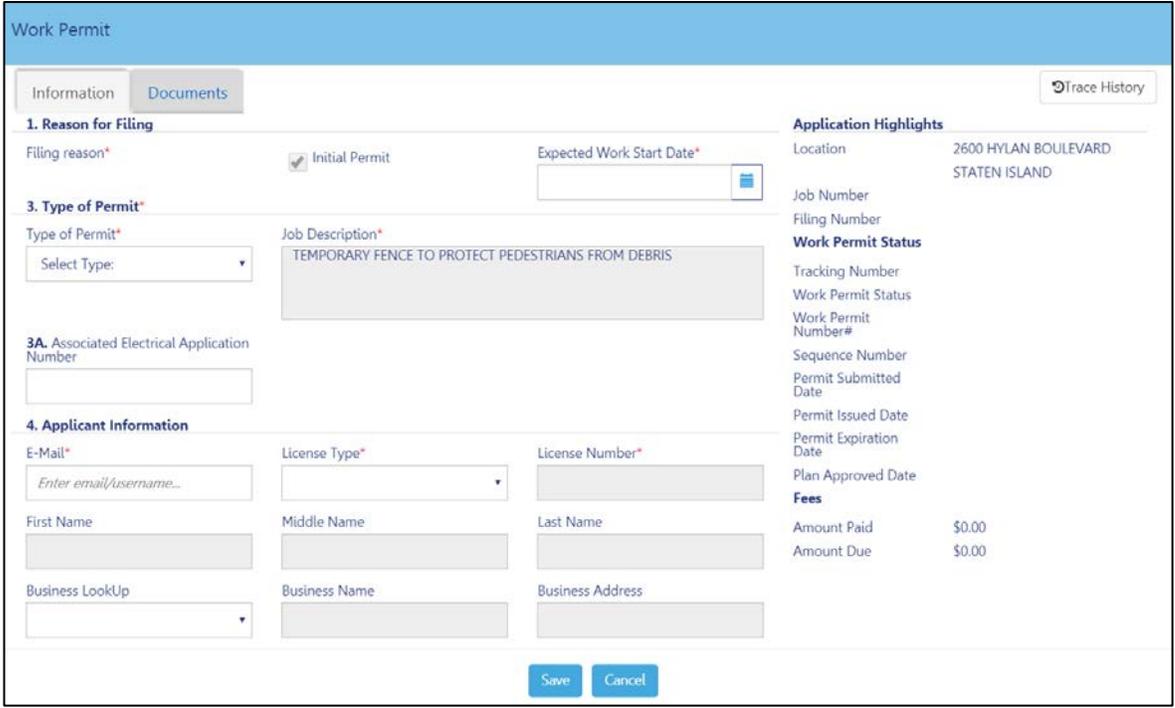
Step	Action
7.	<p>Click Upload.</p>  <p>The screenshot shows a dialog box titled "Document Uploader". It contains the text "File Name: DEP ACP-5: Asbestos Assessment Report" and a "Choose File" button followed by the text "DEP ACP 5 As... Report.pdf". Below this, there are two buttons: "Upload" and "Cancel". The "Upload" button is highlighted with a red rectangular box.</p>
	<p>Once successful, "Document uploaded successfully" is displayed.</p>  <p>The screenshot shows the same "Document Uploader" dialog box. The "Upload" button is now disabled. A message "Document uploaded successfully." is displayed in a red-bordered box. An "OK" button is visible in the bottom right corner.</p>
8.	<p>Click OK.</p>  <p>The screenshot shows the "Document Uploader" dialog box with the "Document uploaded successfully." message and the "OK" button. The "OK" button is highlighted with a red rectangular box.</p>

Step	Action																								
	<p>The Document Status has updated to Pending.</p> <div data-bbox="300 363 1390 615" style="border: 1px solid black; padding: 5px;"> <p>Required Documents</p> <table border="1"> <thead> <tr> <th>Created On</th> <th>Document Name</th> <th>Document Status</th> <th>Prior To</th> <th>Upload</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>2018-03-23</td> <td>DEP ACP-5: Asbestos Assessment Report</td> <td>Pending</td> <td>Approval</td> <td></td> <td>Select Action: ▾</td> </tr> <tr> <td>2018-03-23</td> <td>DPL-1: Design Professional Seal & Signature</td> <td>Required</td> <td>Approval</td> <td></td> <td>Select Action: ▾</td> </tr> <tr> <td>2018-03-23</td> <td>Plans/Sketch</td> <td>Required</td> <td>Approval</td> <td></td> <td>Select Action: ▾</td> </tr> </tbody> </table> </div>	Created On	Document Name	Document Status	Prior To	Upload	Action	2018-03-23	DEP ACP-5: Asbestos Assessment Report	Pending	Approval		Select Action: ▾	2018-03-23	DPL-1: Design Professional Seal & Signature	Required	Approval		Select Action: ▾	2018-03-23	Plans/Sketch	Required	Approval		Select Action: ▾
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	<p>Note See the DOB NOW Help at www.nyc.gov/DOBNOW/Help for more information on how to request a Waiver or Deferral.</p> <div data-bbox="391 758 1421 1020" style="border: 1px solid black; padding: 5px;"> <p>Required Documents</p> <table border="1"> <thead> <tr> <th>Created On</th> <th>Document Name</th> <th>Document Status</th> <th>Prior To</th> <th>Upload</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>2018-03-23</td> <td>DEP ACP-5: Asbestos Assessment Report</td> <td>Pending</td> <td>Approval</td> <td></td> <td>Select Action: ▾</td> </tr> <tr> <td>2018-03-23</td> <td>DPL-1: Design Professional Seal & Signature</td> <td>Required</td> <td>Approval</td> <td></td> <td>Select Action: ▾</td> </tr> <tr> <td>2018-03-23</td> <td>Plans/Sketch</td> <td>Required</td> <td>Approval</td> <td></td> <td>Select Action: ▾</td> </tr> </tbody> </table> </div>	Created On	Document Name	Document Status	Prior To	Upload	Action	2018-03-23	DEP ACP-5: Asbestos Assessment Report	Pending	Approval		Select Action: ▾	2018-03-23	DPL-1: Design Professional Seal & Signature	Required	Approval		Select Action: ▾	2018-03-23	Plans/Sketch	Required	Approval		Select Action: ▾
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9.	<p>Click Save.</p> <div data-bbox="295 1159 1411 1690" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"> Pre-Filing Applicant of Record Review Plan Examiner Review Plan Approved Permit Review </p> <p> Save Preview to File Job# S00329040 Filing# I1 View Filing </p> <p style="text-align: center;"> Plans/Work (PW1) Scope of Work Technical Report (TR1) Documents </p> <p>Additional Supporting Documents</p> <p>Required Documents</p> <table border="1"> <thead> <tr> <th>Created On</th> <th>Document Name</th> <th>Document Status</th> <th>Prior To</th> <th>Upload</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>2018-03-23</td> <td>DEP ACP-5: Asbestos Assessment Report</td> <td>Pending</td> <td>Approval</td> <td></td> <td>Select Action: ▾</td> </tr> <tr> <td>2018-03-23</td> <td>DPL-1: Design Professional Seal & Signature</td> <td>Required</td> <td>Approval</td> <td></td> <td>Select Action: ▾</td> </tr> <tr> <td>2018-03-23</td> <td>Plans/Sketch</td> <td>Required</td> <td>Approval</td> <td></td> <td>Select Action: ▾</td> </tr> </tbody> </table> </div>	Created On	Document Name	Document Status	Prior To	Upload	Action	2018-03-23	DEP ACP-5: Asbestos Assessment Report	Pending	Approval		Select Action: ▾	2018-03-23	DPL-1: Design Professional Seal & Signature	Required	Approval		Select Action: ▾	2018-03-23	Plans/Sketch	Required	Approval		Select Action: ▾
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2018-03-23	Plans/Sketch	Required	Approval		Select Action: ▾																				
<p>You have completed the Upload Required Documents Guided Practice; please refer to http://www1.nyc.gov/site/buildings/industry/dob-now-build.page to add Additional Supporting Documents, if needed. Continue to the next chevron Add Work Permit(s) (PW2).</p>																									

Add Work Permit(s) (PW2)

Complete the following steps under (PW2) DOB NOW: Work Permit (s) PW2 to create a new Sign Job filing.

Step	Action
	<p>Note Adding Work Permit(s) is ONLY enabled for Professional Certification filing review types.</p>
1.	<p>Select the Work Permit (PW2) tab.</p> 
2.	<p>Click +Add.</p> 

Step	Action
	<p>The Work Permit pop-up window is displayed.</p> 
	<p>Note The person associated with the E-Mail in the Applicant Information section above must complete the attestation.</p>

Step	Action
3.	<p>Complete the required sections in the Work Permit pop-up window:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reason for Filing <input type="checkbox"/> Type of Permit <input type="checkbox"/> Applicant Information <input type="checkbox"/> Filing Representative <input type="checkbox"/> Insurance P.E./R.A Only) <input type="checkbox"/> Applicant/C-contractor Statement.

Work Permit
Trace History

Information Documents

1. Reason for Filing

Filing reason* Initial Permit Expected Work Start Date*

3. Type of Permit*

Type of Permit*
Select Type: TEMPORARY FENCE TO PROTECT PEDESTRIANS FROM DEBRIS

Job Description*
TEMPORARY FENCE TO PROTECT PEDESTRIANS FROM DEBRIS

3A. Associated Electrical Application Number

4. Applicant Information

E-Mail*

License Type* [Dropdown] License Number*

First Name Middle Name Last Name

Business LookUp [Dropdown] Business Name Business Address

City State Zip

Business Telephone Business Fax Mobile Telephone

TaxPayer ID

4A. Provide Registration or Tracking Number

4B. Does work require a NYC license? Yes No

5. Filing Representative*

If different from applicant specified in section 4 Yes No

6. Insurance (P.E./R.A Only)

Insurance Type	Name of the Insurer	Expiration Date
Liability Insurance	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Worker's Compensation Insurance	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Disability Insurance	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

12. Applicant/ Contractor Statement*

Does the Work authorized by this permit require adjacent property insurance? Yes No

The information in this application is correct and complete to the best of my knowledge and I assume responsibility for all statements in such application. I understand that if I am found after hearing to have knowingly or negligently made a false statement on this or any other document submitted to the Department, I may be subject to fine, imprisonment, and/or banned from filing further documents with the Department. I also understand it is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, other than a gratuity, for properly performing the job or in exchange for special consideration.

I will comply with all applicable laws, rules and regulations including all insurance requirements, and, in addition:

I hereby state, if a Construction Superintendent, Site Safety Coordinator, Site Safety Manager, Demolition Subcontractor, Concrete Subcontractor, or Concrete Safety Manager is required for this application I have hereby advised the individual listed herein he or she is designated as such and hereby certify he or she is registered and in good standing with the NYC Department of Buildings.

I hereby state this renewal application with no change to Applicant, Filing Representative, Construction Superintendent, Site Safety Coordinator, Site Safety Manager, Subcontractors, Concrete Safety Manager, or Insurance is for the work as originally filed or as officially amended.

In accordance with §28-104.8 of the Administrative Code, I hereby declare I am authorized by the owner of the premises to which this application pertains to make this application for a permit to perform the work described herein. In accordance with Rule 101-16, I will post the permit in a conspicuous and visible location.

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 Statements and Signature form 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 the application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand.

Name* Date*

Application Highlights

Location: 2600 MYLAN BOULEVARD
STATEN ISLAND

Job Number:

Filing Number:

Work Permit Status

Tracking Number:

Work Permit Status:

Work Permit Number:

Sequence Number:

Permit Submitted Date:

Permit Issued Date:

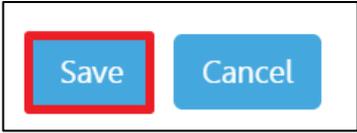
Permit Expiration Date:

Plan Approved Date:

Fees

Amount Paid	\$0.00
Amount Due	\$0.00

Save Cancel

Step	Action														
	<p>Click Save.</p> 														
4.	<p>Click Cancel to return to the filing.</p> 														
	<p>The work permit is listed below Work Permit.</p>  <p>DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings</p> <p>Pre-Filing Applicant of Record Review Prof Cert QA Review Plan Approved Permit Review Permit En</p> <p>Job# S00329040 Filing# I1</p> <p>Plans/Work (PW1) Scope of Work Technical Report (TR1) Documents Work Permit (PW2)</p> <table border="1"> <thead> <tr> <th>Tracking No.</th> <th>Work Permit No.</th> <th>Work Permit Status</th> <th>Permit Type</th> <th>Initial Permit</th> <th>No Work Permit</th> <th>Created On</th> </tr> </thead> <tbody> <tr> <td>830393656</td> <td>Permit is not yet issued</td> <td>Pre-Filing</td> <td>Construction ...</td> <td>Yes</td> <td>No</td> <td>03/27/2018</td> </tr> </tbody> </table>	Tracking No.	Work Permit No.	Work Permit Status	Permit Type	Initial Permit	No Work Permit	Created On	830393656	Permit is not yet issued	Pre-Filing	Construction ...	Yes	No	03/27/2018
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830393656	Permit is not yet issued	Pre-Filing	Construction ...	Yes	No	03/27/2018									
5.	<p>Click Save.</p> 														

Step	Action
	<p>Note In order to print a Work Permit in DOB NOW:</p> <p>Please refer http://www1.nyc.gov/site/buildings/industry/dob-now-build.page to get help with:</p> <ul style="list-style-type: none">- How to Print a Work Permit
<p>You have completed the Work Permit (PW 2) Guided Practice. Continue to the Statements and Signatures Guided Practice, if needed.</p>	

Applicant's Statements & Signatures

Complete the following steps in under DOB NOW: **Statements & Signatures** to create a new Sign Job filing:

Step	Action																				
	<p>Note Ensure that the job filing has been completely filled out.</p>																				
1.	<p>Select Statements & Signatures.</p>  <p>Applicant of Record - Statements & Signatures</p> <p>Plans/Work (PW1) - Section 25. Applicant's Statements*</p> <p>Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. I prepared or supervised the preparation of the construction documents and specifications herewith submitted and to the best of my knowledge and belief, the construction documents and work shown</p> <table border="1"> <thead> <tr> <th colspan="2">Application Highlights</th> </tr> </thead> <tbody> <tr> <td>Location</td> <td>2600 HYLAN BOULEVARD STATEN ISLAND 10306</td> </tr> <tr> <td>Job Number</td> <td>500329040</td> </tr> <tr> <td>Filing Number</td> <td>11</td> </tr> <tr> <td>Estimated Job Cost (\$)</td> <td>\$10,000.00</td> </tr> <tr> <td>Current Filing Status</td> <td>Pre-Filing</td> </tr> <tr> <td>Job Status</td> <td>Job in Process</td> </tr> <tr> <td>Work without Permit Violation</td> <td>No</td> </tr> <tr> <td>Total Job Cost (\$)</td> <td>\$0.00</td> </tr> <tr> <td>Filing Type</td> <td>New Job Filing</td> </tr> </tbody> </table>	Application Highlights		Location	2600 HYLAN BOULEVARD STATEN ISLAND 10306	Job Number	500329040	Filing Number	11	Estimated Job Cost (\$)	\$10,000.00	Current Filing Status	Pre-Filing	Job Status	Job in Process	Work without Permit Violation	No	Total Job Cost (\$)	\$0.00	Filing Type	New Job Filing
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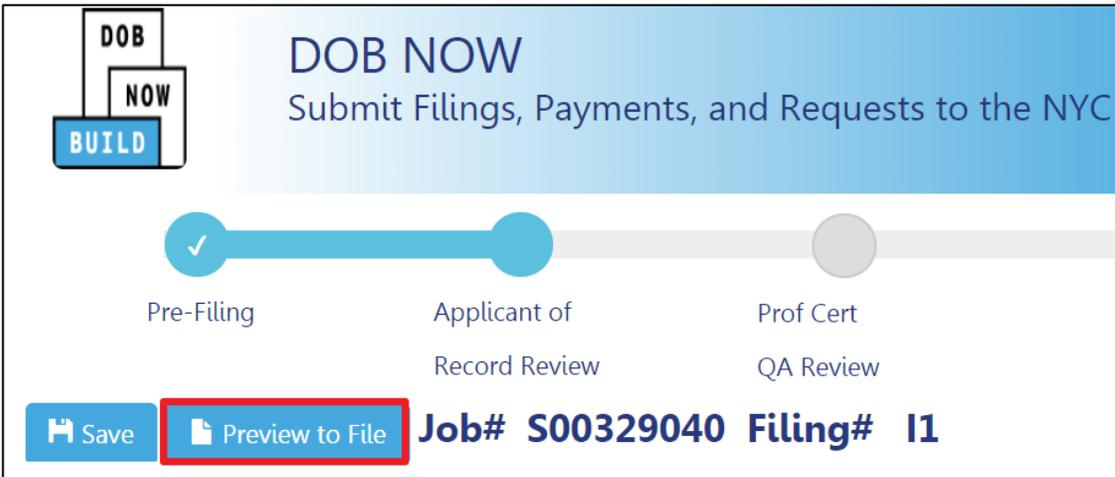
Step	Action
2.	<p>Read ALL Applicant of Record – Statements and select the checkbox to electronically sign.</p> <div data-bbox="297 394 1409 1272" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center; background-color: #e1f5fe; margin: -10px -10px 10px -10px;">Applicant of Record - Statements & Signatures</p> <p>Plans/Work (PW1) - Section 25. Applicant's Statements*</p> <p>Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for property performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. I prepared or supervised the preparation of the construction documents and specifications herewith submitted and to the best of my knowledge and belief, the construction documents and work shown thereon comply with the provisions of the NYC Administrative Code and other applicable laws and rules, except as set forth in the accompanying documents. I acknowledge that I have read and complied with all instructions pertaining to this application and supplementary schedules submitted. Cluster Development Statement (if applicable): I hereby state that all specifications relating to this job are identical to those previously filed under the group lead job number, except as specified herein.*</p> <p>Directive 14 initial applications (if applicable) I certify that the construction documents submitted and all construction documents related to this application do not require a new or amended Certificate of Occupancy as there is no change in use, exits, or occupancy.*</p> <p>Technical Report (TR1) - Section 5. Applicant's Statements</p> <p>I have identified all of the special inspections, progress inspections and tests required for compliance.*</p> <p>I certify that the Special Inspection and Approved Agencies engaged by the owner to supervise the work specified herein are acceptable. (BC 1704.1)*</p> <p>Professional Certification (POC1) (applicable only for professionally certified jobs)</p> <p>I hereby state that I have exercised a professional standard of care in certifying that the filed application is complete and in accordance with applicable laws, including the rules of the Department of Buildings, as of this date. I am aware the Commissioner will rely upon the truth and accuracy of this statement. I have notified the owner that this application has been professionally certified. If an audit or other exam discloses non-compliance, I agree to notify the owner of the remedial measures that must be taken to meet legal requirements. I further realize that any misrepresentation or falsification of facts made knowingly or negligently by me, my agents or employees, or by others with my knowledge, will render me liable for legal and disciplinary action by the Department of Buildings and other appropriate authorities, including termination of participation in the professional certification procedures at the Department of Buildings.*</p> <p><input type="checkbox"/> I have personally reviewed all information entered on each of the documents listed above. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents and all other statements above. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand, and I further agree that an uploaded electronic image of my signature and professional seal that is part of this application is hereby applied to this signed statement and each document and statement listed above as if I had personally signed and sealed these statements and documents by hand.*</p> <p style="text-align: center;"> Name Date </p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid gray; width: 150px; height: 20px;"></div> <div style="border: 1px solid gray; width: 100px; height: 20px;"></div> </div> </div>
	<hr/> <p>Note Your signature and the date will auto-populate.</p> <hr/>
	<hr/> <p>Note If needed, the Applicant can answer on behalf of the Property Owner's Statements but, the Owner must log-in and attest. If not, to continue skip to Step 4.</p> <hr/>

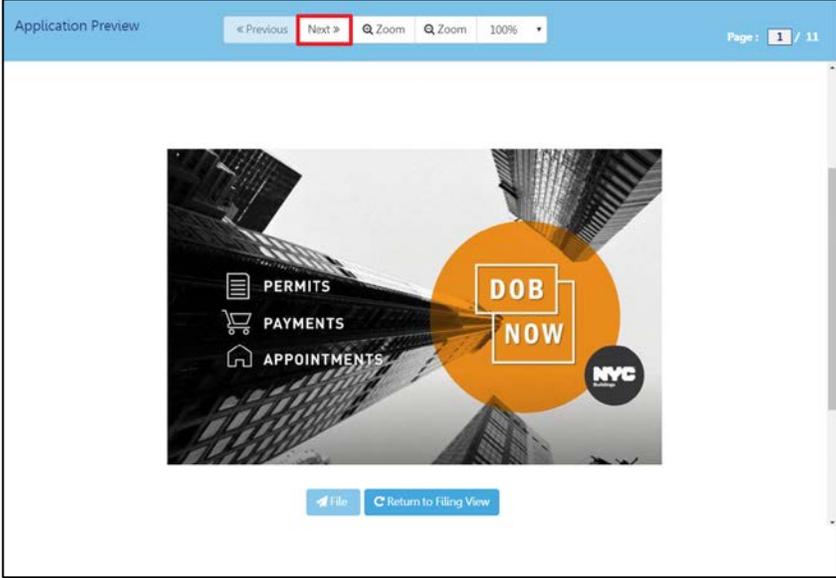
Step	Action																		
3.	<p>Select the applicable radio button for each statement in the:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Property Owner's Statements <input type="checkbox"/> Owner Type <input type="checkbox"/> Owner's Email Address <input type="checkbox"/> Relationship to Owner Title <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="background-color: #e0f0ff; padding: 2px 5px;">Owner - Statements & Signatures</p> <p style="border: 1px solid red; padding: 2px;">Section 26. Property Owner's Statements*</p> <p>Fee Exemption Request (Non-Profit Owned and Operated) In accordance with Administrative Code §28-112.1, Exception 1, I certify that the deed holder is a corporation or association organized and operated exclusively for the purposes indicated in such section, and that the property is used exclusively by such entity for such purpose.*</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Fee Exemption Request (NYCHA/HHC, NYC Agency, or Other Government Owned and Operated) The building or any part thereof to be constructed, renovated, altered or demolished is owned and operated exclusively for the purposes of the NYC Agency, NYC Authority, NYS Agency, Federal Government or any other government entity.*</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Owner's Certifications Regarding Occupied Housing. The site of the building to be altered or demolished, or the site of the new building to be constructed, contains one or more occupied dwelling units that will remain occupied during construction. These occupied dwelling units have been clearly identified on the submitted construction documents.*</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>The site of the building to be altered or demolished, or the site of the new building to be constructed, contains occupied housing accommodations subject to rent control or rent stabilization under Chapters 3 and 4 of Title 26 of the New York City Administrative Code. If yes, select one of the following:*</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>The owner is not required to notify the New York State Homes and Community Renewal (NYSHCR) of the owner's intention to file because the nature and scope of the work proposed, pursuant to NYSHCR regulations, does not require notification.</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>The owner has notified the New York State Homes and Community Renewal (NYSHCR) of its intention to file such construction documents/apply for such permit and has complied with all requirements imposed by the regulations of such agency as preconditions for such [filing/application].</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Owner's Certification for Directive 14 (if applicable)</p> <p>I have read and am fully aware of the applicant's statement that the construction documents submitted and all construction documents related to this application will not require a new or amended Certificate of Occupancy as there is no change in use, exits, or occupancy and the work is not inconsistent with the current certificate of occupancy. Furthermore, I understand that I am responsible for retaining a qualified design professional to perform a final inspection when the permitted work is complete and this professional must submit a satisfactory final inspection report to the NYC Department of Buildings within the time following inspection prescribed by Department rule.*</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Owner Type*</p> <div style="border: 1px solid red; padding: 2px;">Select Owner Type ▼</div> <p>Is the deed holder a non-profit organization?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">E-mail Address*</td> <td style="width: 33%;">Name</td> <td style="width: 33%;">Relationship to Owner Title</td> </tr> <tr> <td><div style="border: 1px solid red; padding: 2px;">Enter email/username...</div></td> <td><input type="text"/></td> <td><div style="border: 1px solid red; padding: 2px;"></div></td> </tr> <tr> <td>Business Name/Agency name</td> <td>Street Address</td> <td>City</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>State</td> <td>Zip</td> <td>Telephone Number</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> </div>	E-mail Address*	Name	Relationship to Owner Title	<div style="border: 1px solid red; padding: 2px;">Enter email/username...</div>	<input type="text"/>	<div style="border: 1px solid red; padding: 2px;"></div>	Business Name/Agency name	Street Address	City	<input type="text"/>	<input type="text"/>	<input type="text"/>	State	Zip	Telephone Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
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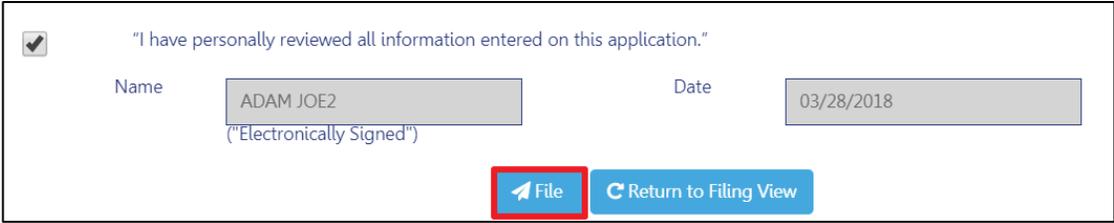
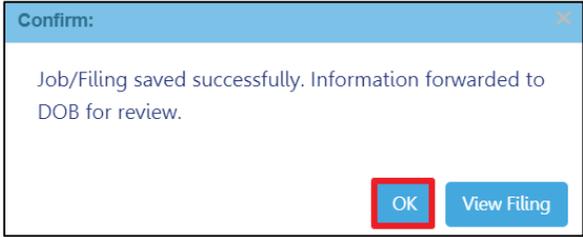
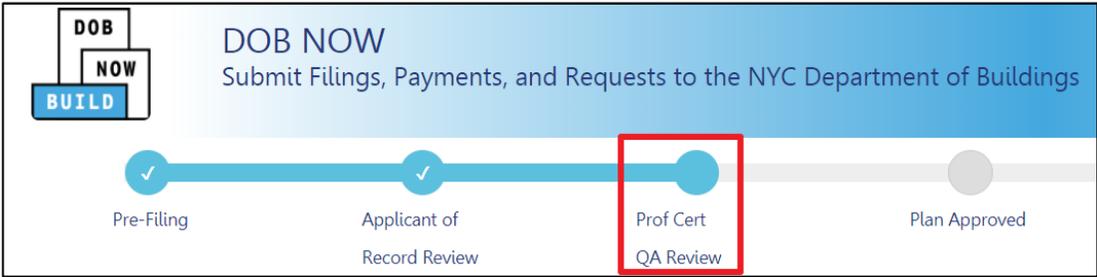
Step	Action
4.	<p>Click Save.</p>  <p>The screenshot shows a form with a text input field labeled "Name". Below the field are two buttons: "Save" (with a floppy disk icon) and "Preview to File" (with a document icon). The "Save" button is highlighted with a red rectangular box.</p>
<p>You have completed the Work Permit (PW 2) Guided Practice. Continue to the Preview to File Guided Practice, if needed.</p>	

Preview to File

Complete the following steps to preview the job filing and submit to The Department of Buildings:

Step	Action
	<p>Note You must pay before you proceed to the next step. Click on the link below to view a video.</p> <p>https://www.youtube.com/watch?v=YHDbxAuS8Dk</p>
1.	<p>Click Preview to File.</p>  <p>The screenshot shows the DOB NOW interface. At the top, it says 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC'. Below this is a progress bar with three steps: 'Pre-Filing' (marked with a checkmark), 'Applicant of Record Review' (the current step), and 'Prof Cert QA Review'. At the bottom, there are two buttons: 'Save' and 'Preview to File'. The 'Preview to File' button is highlighted with a red box. To the right of the buttons, it displays 'Job# S00329040 Filing# I1'.</p>
	<p>Note The Preview to File button may be disabled, if the Status is not Applicant of Record Review yet.</p>

Step	Action
2.	<p>Click Next to read and progress through the Application Preview until you reach the attestation</p> 
	<p>Note If you discover errors when you Preview File, click the Return to Filing View, correct the errors, re-attest and Preview to File again.</p> 
3.	<p>Select the check-box to attest that you have reviewed the application.</p> 

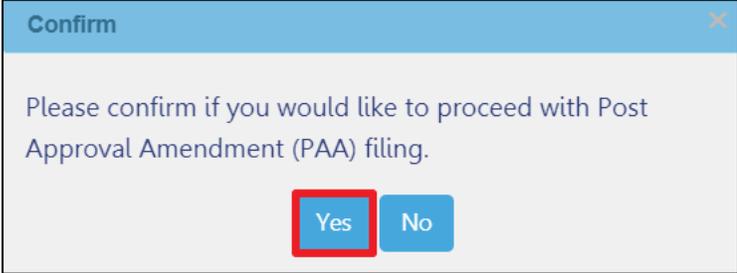
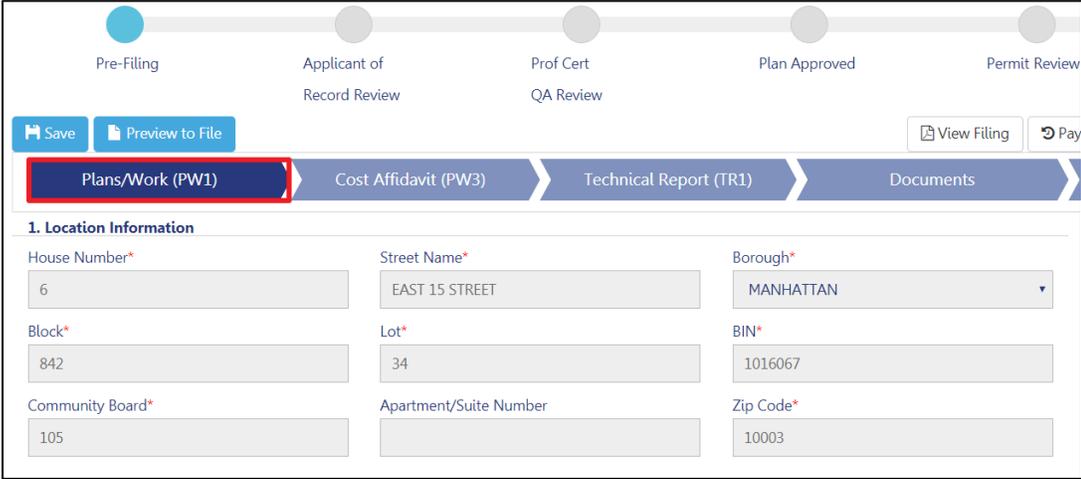
Step	Action
4.	<p>Click File.</p> 
5.	<p>A Confirm pop-up window is displayed with the message, “Job/Filing saved successfully. Information forwarded to DOB for review”. Click OK to close the Confirm pop-up window.</p> 
	<p>Note Click View Filing, to see a PDF summary of the Job Filing.</p>
	<p>The Status Bar updates based on changes to suit the type of Filing Review (e.g. Prof Cert QA Review).</p> 
<p>You have successfully completed the Create a Sign Filing Guided Practice.</p> <p>For additional information, please refer to http://www1.nyc.gov/site/buildings/industry/dob-now-build.page</p>	

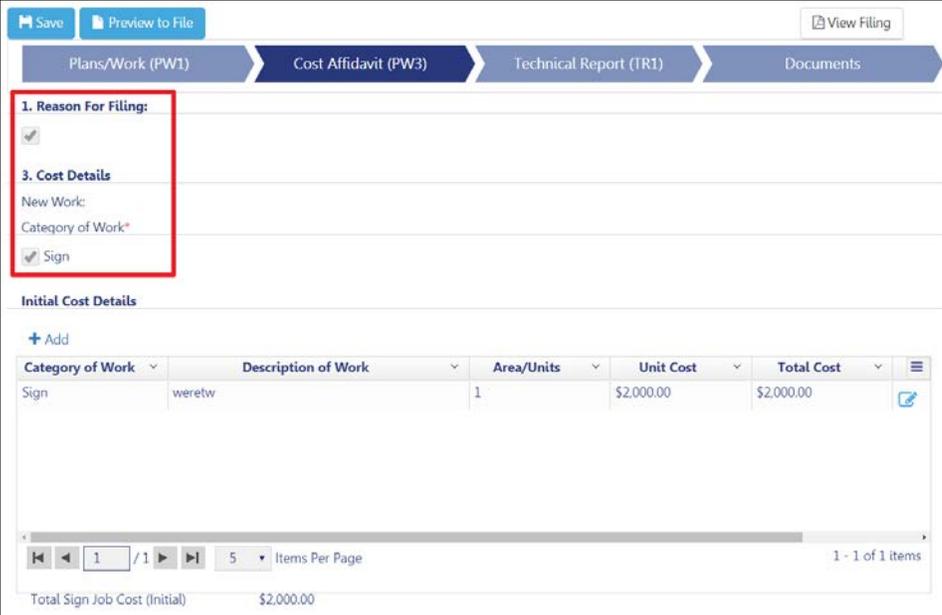
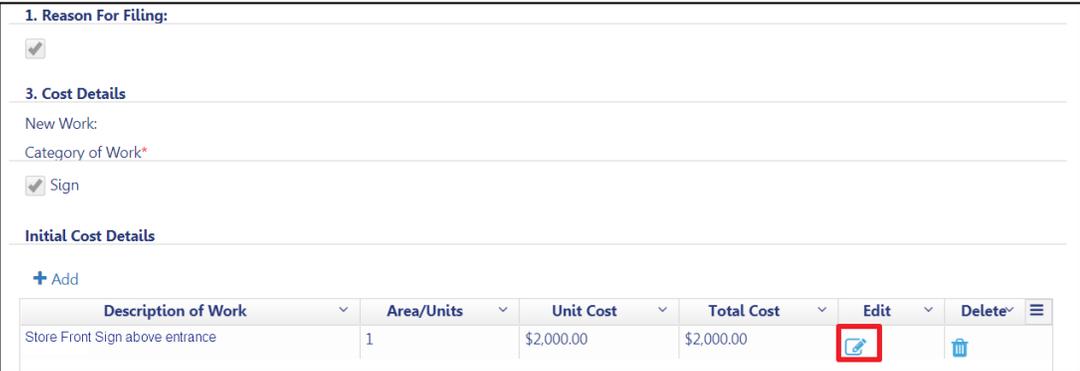
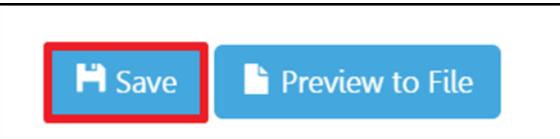
Submit a Post Approval Amendment (PAA)

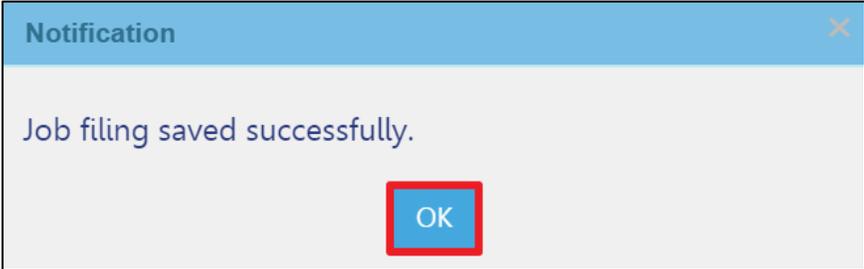
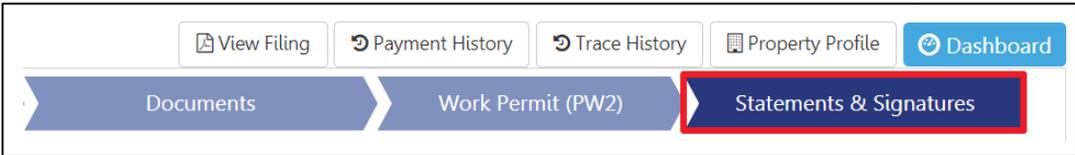
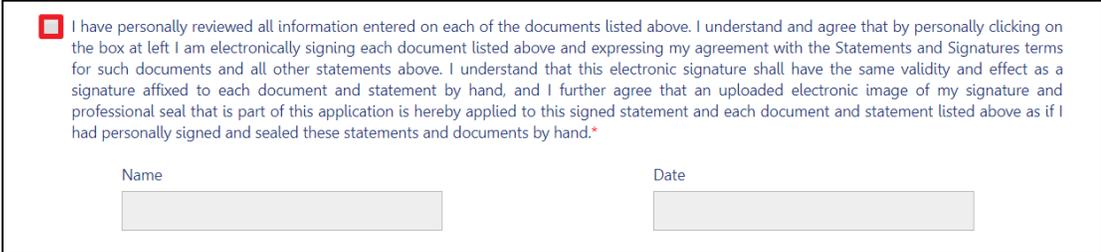
A Post Approval Amendment or PAA allows the user to amend the Scope of Work within the category of work filed for under the permit.

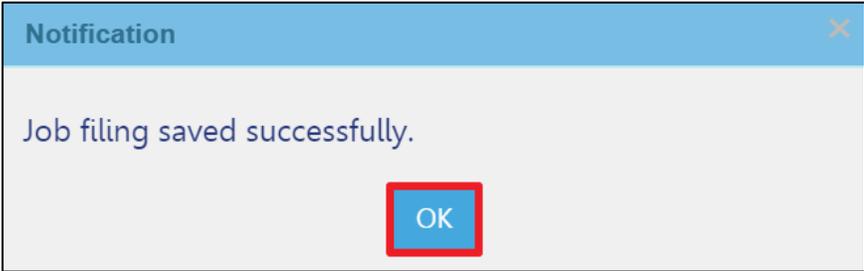
Complete the following steps to submit a Post Approval Amendment:

Step	Action																																																																														
1.	<p>Locate the Job Filing that you would like to make a Post Approval Amendment (PAA) to.</p> <table border="1"> <thead> <tr> <th>Job Number</th> <th>Filing No.</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	Filing No.	Filing Type	Filing Status	S00329340	I1	New Job Filing	Pre-Filing	S00329213	I1	New Job Filing	Permit Issued																																																																		
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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 Yes to proceed with submitting the PAA.</p>  <p>The image shows a 'Confirm' dialog box with a blue header and a close button (X). The main text 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>																		
	<p>A new Filing opens with the Plans/Work (PW1) tab populated.</p>  <p>The image shows a filing progress bar with five stages: Pre-Filing, Applicant of Record Review, Prof Cert QA Review, Plan Approved, and Permit Review. Below the progress bar are buttons for 'Save', 'Preview to File', 'View Filing', and 'Pay'. A horizontal navigation bar contains four tabs: 'Plans/Work (PW1)' (highlighted with a red box), 'Cost Affidavit (PW3)', 'Technical Report (TR1)', and 'Documents'. Below the tabs is a form titled '1. Location Information' with the following fields:</p> <table border="1" data-bbox="324 1033 1357 1247"> <tr> <td>House Number*</td> <td>Street Name*</td> <td>Borough*</td> </tr> <tr> <td>6</td> <td>EAST 15 STREET</td> <td>MANHATTAN</td> </tr> <tr> <td>Block*</td> <td>Lot*</td> <td>BIN*</td> </tr> <tr> <td>842</td> <td>34</td> <td>1016067</td> </tr> <tr> <td>Community Board*</td> <td>Apartment/Suite Number</td> <td>Zip Code*</td> </tr> <tr> <td>105</td> <td></td> <td>10003</td> </tr> </table>	House Number*	Street Name*	Borough*	6	EAST 15 STREET	MANHATTAN	Block*	Lot*	BIN*	842	34	1016067	Community Board*	Apartment/Suite Number	Zip Code*	105		10003
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4.	<p>Select the Cost Affidavit (PW3) tab.</p>  <p>The image shows the same filing interface as above, but the 'Cost Affidavit (PW3)' tab is now selected and highlighted with a red box. Below the tabs is a form titled '1. Reason For Filing:' with a checked checkbox. Below that is a section titled '3. Cost Details' with a 'New Work:' label and a 'Category of Work*' dropdown menu. Below that is a checked checkbox labeled 'Sign'. Below that is a section titled 'Initial Cost Details' with an '+ Add' button. At the bottom is a table:</p> <table border="1" data-bbox="324 1789 1383 1856"> <thead> <tr> <th>Category of Work</th> <th>Description of Work</th> <th>Area/Units</th> <th>Unit Cost</th> <th>Total Cost</th> <th></th> </tr> </thead> <tbody> <tr> <td>Sign</td> <td>Store Front Sign above entrance</td> <td>1</td> <td>\$2,000.00</td> <td>\$2,000.00</td> <td></td> </tr> </tbody> </table>	Category of Work	Description of Work	Area/Units	Unit Cost	Total Cost		Sign	Store Front Sign above entrance	1	\$2,000.00	\$2,000.00							
Category of Work	Description of Work	Area/Units	Unit Cost	Total Cost															
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Step	Action
	<p>The 1. Reason For Filing and 3. Cost Details sections are grayed out. These fields are NOT editable.</p> 
5.	<p>Click the  icon to update the Description of Work.</p> 
	<p>Click Save.</p> 

Step	Action
6.	<p>A Notification pop-up window is displayed with the message, “Job filing saved successfully”. Click OK to close the pop-up window.</p> 
7.	<p>Select the Statements & Signatures tab.</p> 
8.	<p>Read ALL Applicant of Record – Statements and select the check-box to electronically sign.</p> 
	<hr/> <p>Note Your signature and today’s date auto-populate.</p> <hr/>
	<hr/> <p>Note The job number generated in the initial filing is the same as the initial filing’s job number with P1 added as a suffix. (e.g., S00298067-P1).</p> <hr/>

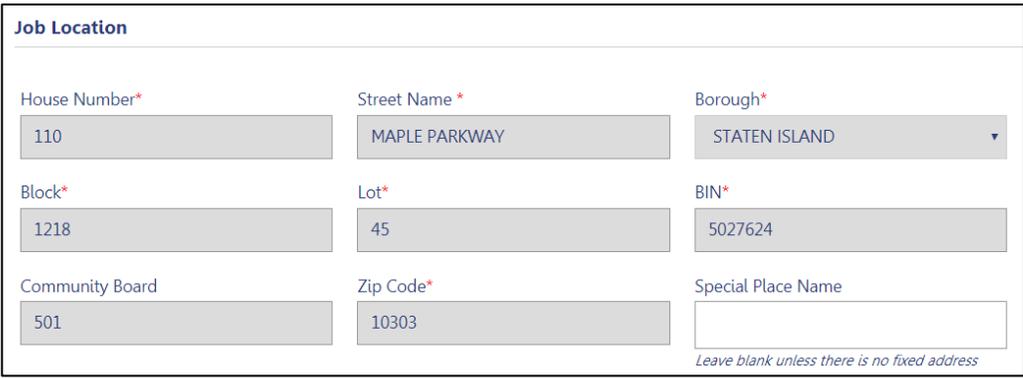
Step	Action
	<p>Click Save.</p> 
9.	<p>A Notification pop-up window is displayed with the message, “Job filing saved successfully”. Click OK to close the Notification pop-up window.</p> 
	<p>Note Continue with the steps under the Preview to File Guided Practice on page 46, to re-submit the Job Filing.</p>
<p>You have completed the Submit a Post Approval Amendment 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> Note Please refer to http://www1.nyc.gov/site/buildings/industry/dob-now-build.page to access the Guided Practice on 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"> <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 Subsequent Filing from the drop-down list in the Filing Action Column.</p> <table border="1"> <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"> <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>Subsequent Filing</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: ▾	Subsequent Filing	PAA	Print Work Permit
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Step	Action
4.	<p>Choose the applicable filing type (e.g., Electrical).</p> 
	<p>Note A Subsequent Filing can be many other filing Types. See screen shot above.</p>
5.	<p>Click Create Subsequent.</p> 
	<p>A new Filing opens with the Job Location populated.</p> 
	<p>Note The remaining steps to complete a Subsequent Filing are the same as those under 'Enter Plans/Work (PW1)' on page 6.</p>
	<p>Note The job number will be the same as the initial filing with the suffix of S1 added at the end (e.g., S00298067-S1).</p>
<p>You have completed the Submitting a Subsequent Filing Guided Practice.</p>	

