Sign – Guided Practices

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

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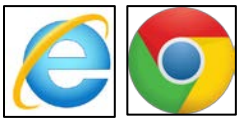
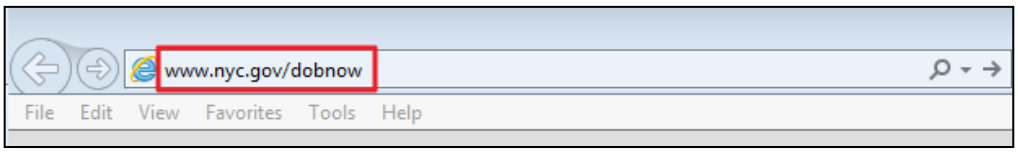
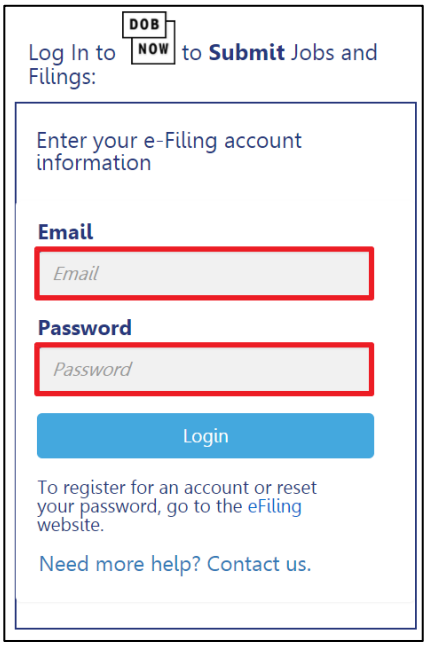
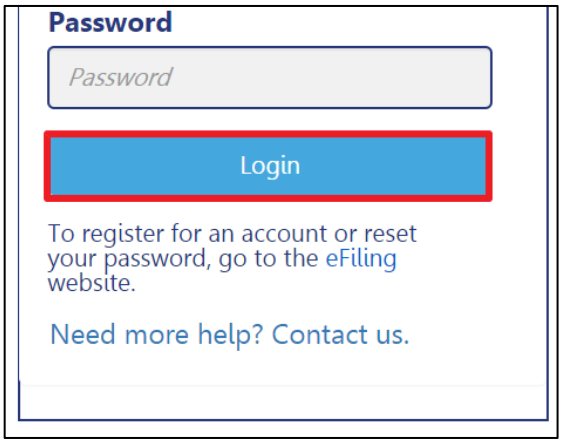
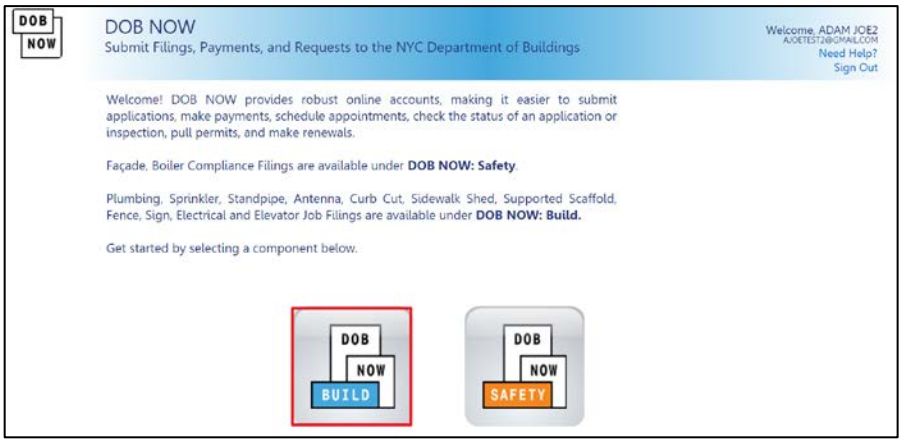
Log in to DOB NOW

Complete the following steps to login to DOB NOW:

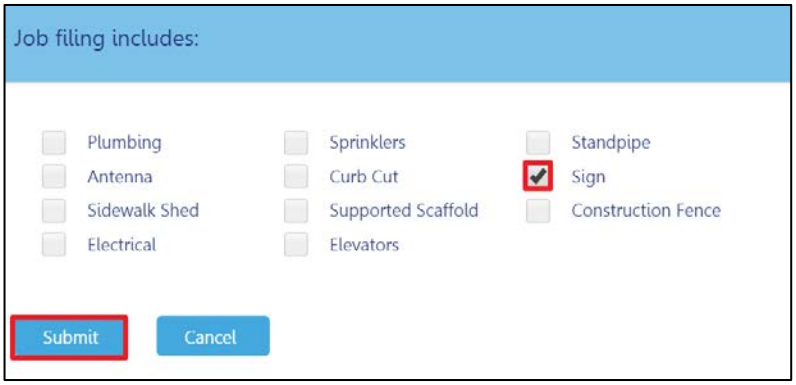
Step	Action
	In order to Log-in to DOB NOW, turn off the pop-up blocker, and register for eFiling. Please refer to http://www1.nyc.gov/site/buildings/industry/dob-now-build.page to access the job aids for: ■ How to Turn Off Pop-up Blockers ■ How to Register for eFiling
1.	Access the Internet. 
2.	Enter www.nyc.gov/dobnow in the URL field at the top of the browser window. 
3.	Press **Enter** on your keyboard.

Step	Action
	The DOB Login page is displayed.
4.	Enter your **Email** and **Password**. 
5.	Click **Login**. 

Step	Action
6.	Click **DOB NOW: Build**. 
	The Dashboard is displayed. The My Jobs tab is displayed by default.
You are now logged into DOB NOW. Continue to the next section to create a Job filing.	

Create a New Sign Guided Practice

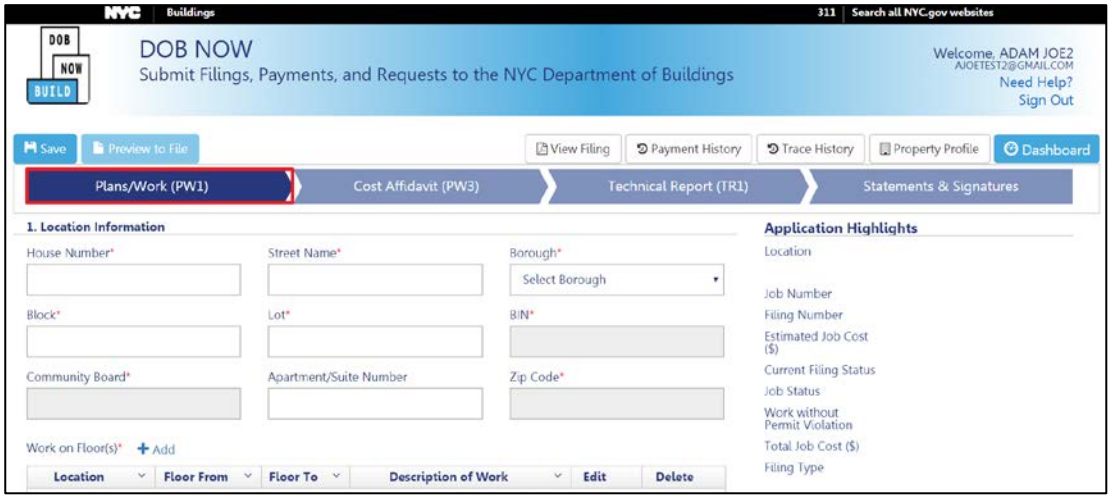
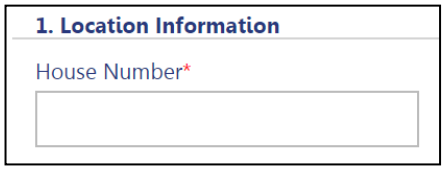
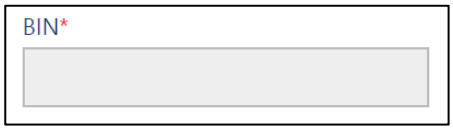
Complete the following steps in DOB NOW to create a new Sign Job filing:

Step	Action
1.	Click **+ Job Filing** to initiate a new job filing.
2.	Select the check-box for each **Work Type** (e.g. **Sign**) included in this Job filing.
3.	Click **Submit**. 
	Note Multiple Work Types in the same row may be selected. Elevator, Signs and Electrical must be filed separately.

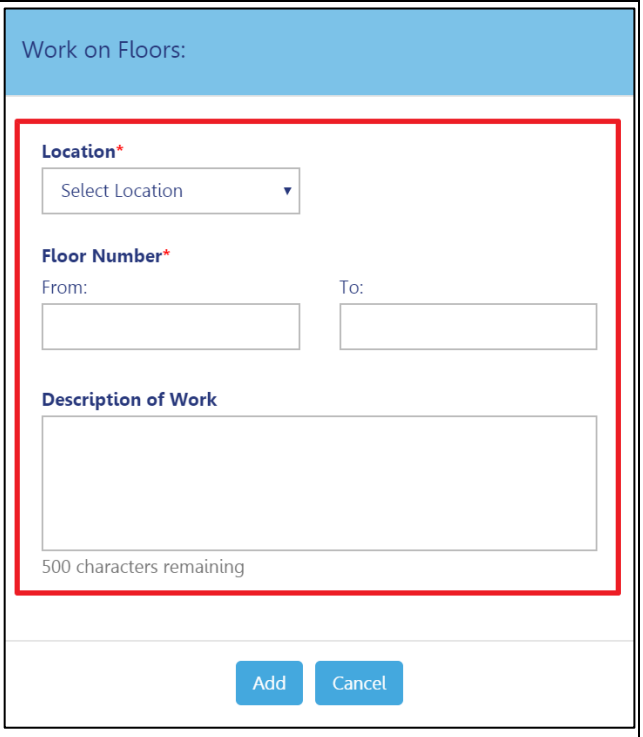
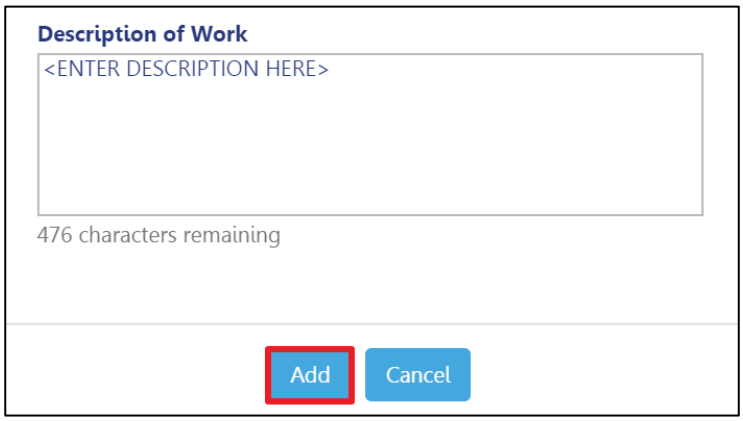
Plumbing	Sprinkler	Standpipe
Sidewalk Shed	Supported Scaffold	Construction Sign
Antenna	Curb Cut	

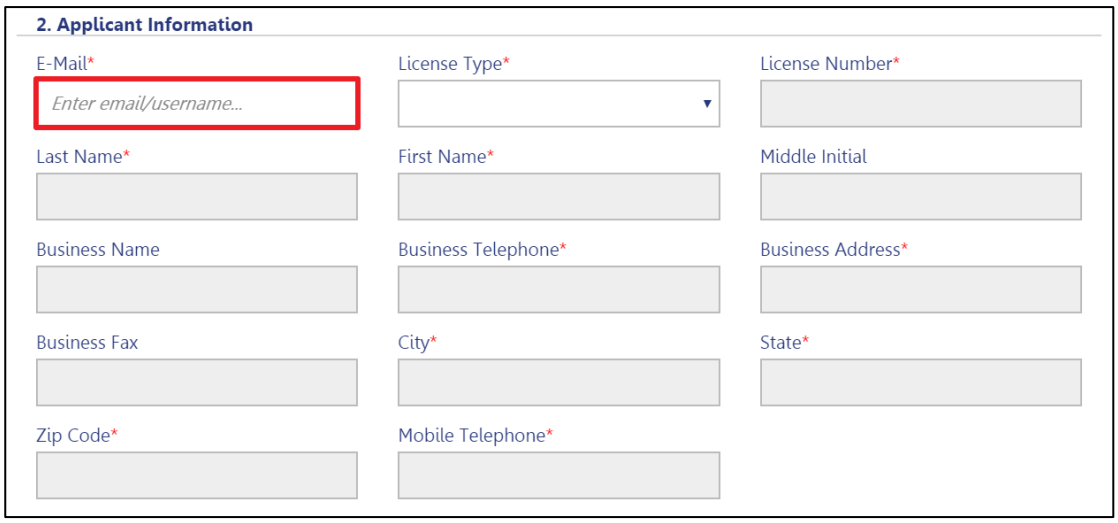
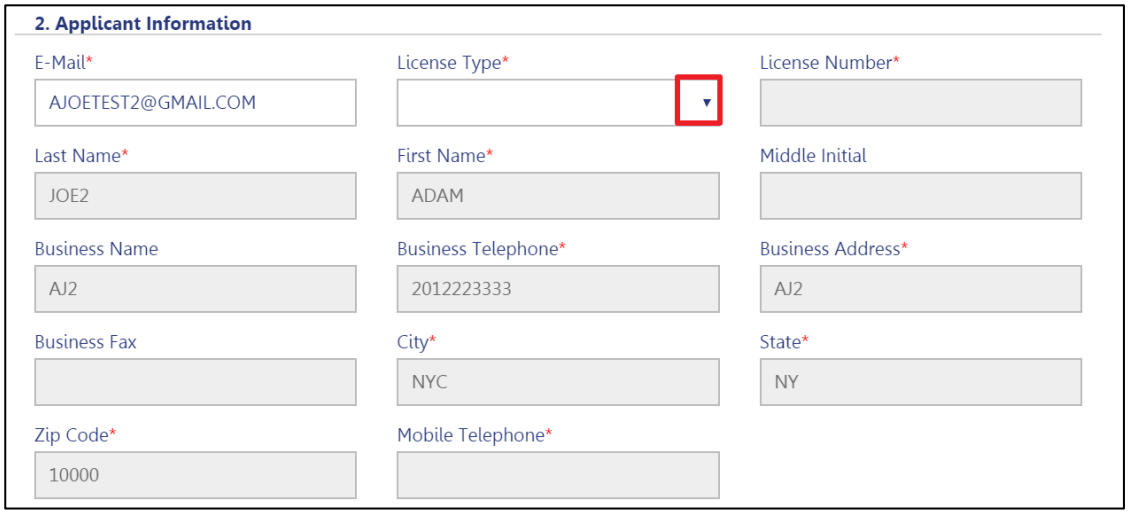
Enter Plans/Work PW1

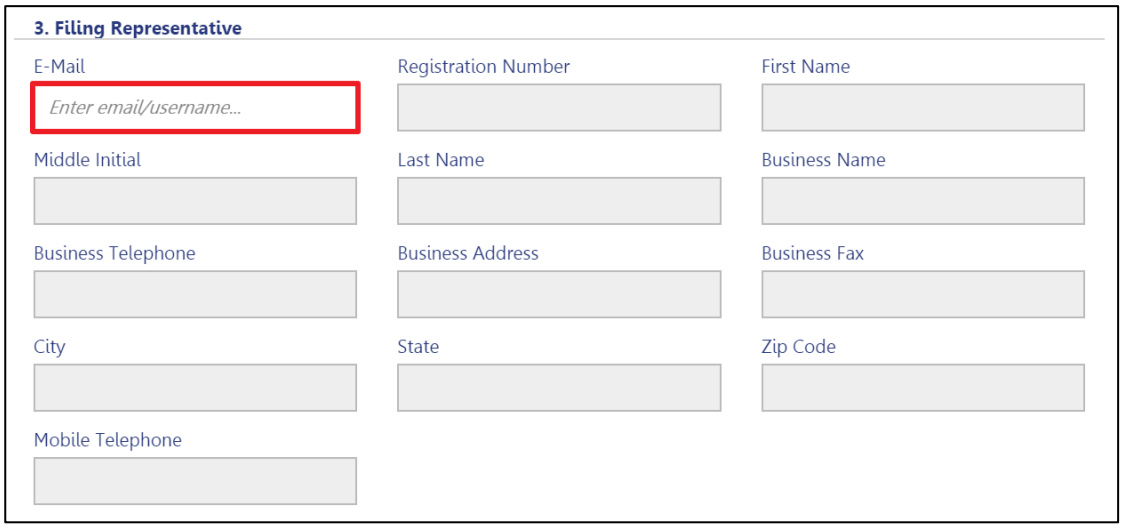
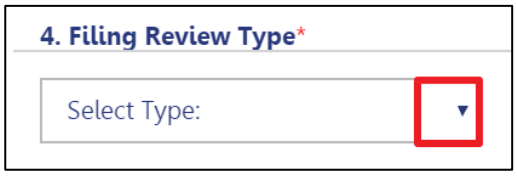
Complete the following steps under DOB NOW: **Plans/Work PW1** to create a new Sign Job filing:

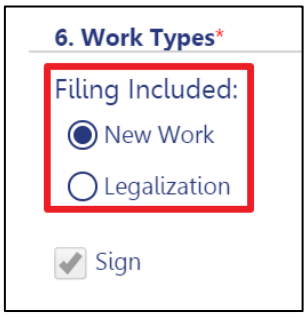
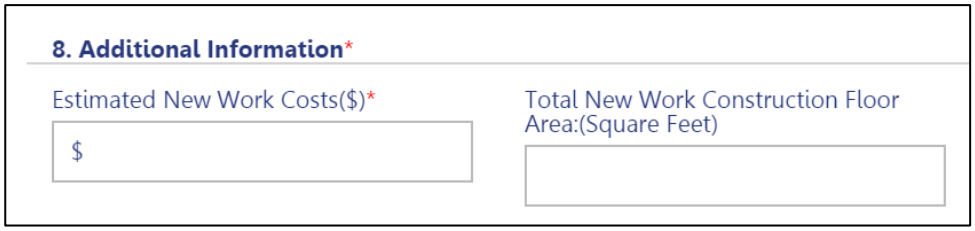
Step	Action
	The **Plans/Work PW1** tab is displayed. 
	Note Important Form Information – required fields and read-only fields. Fields marked with a red asterisk * are required and must be completed before submitting a filing.  Fields shaded gray are read-only and are populated from the Building Information System (BIS) or from eFiling registration. 

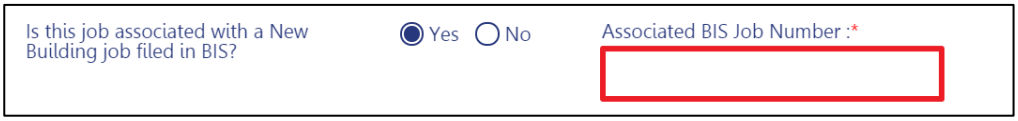
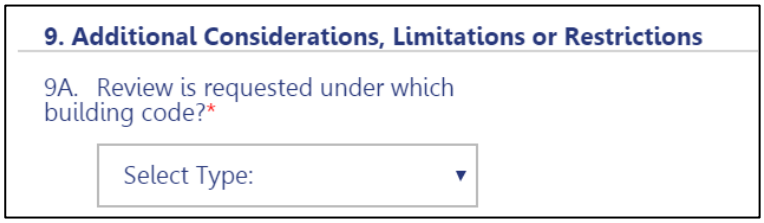
Step	Action
1.	Enter the Location Information: ☐ **House No.** ☐ **Street Name** ☐ **Borough** ☐ **Block** ☐ **Lot** ☐ **Apartment/Suite Number**
	Note BIN, Community Board and Zip Code are read-only fields and auto populate.
2.	To add Work on Floor (s), select **+Add**.

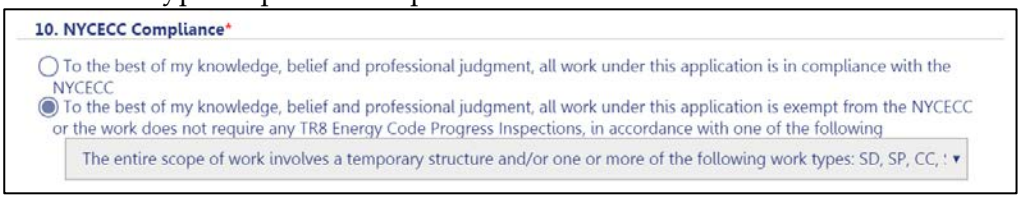
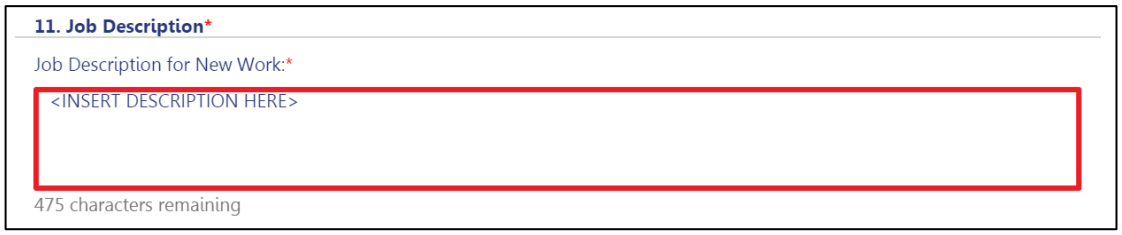
Step	Action
3.	Enter the required fields in the Work on Floors pop-up window: ☐ **Location** ☐ **Floor Number** ☐ **Description of Work** 
4.	Click **Add**. 

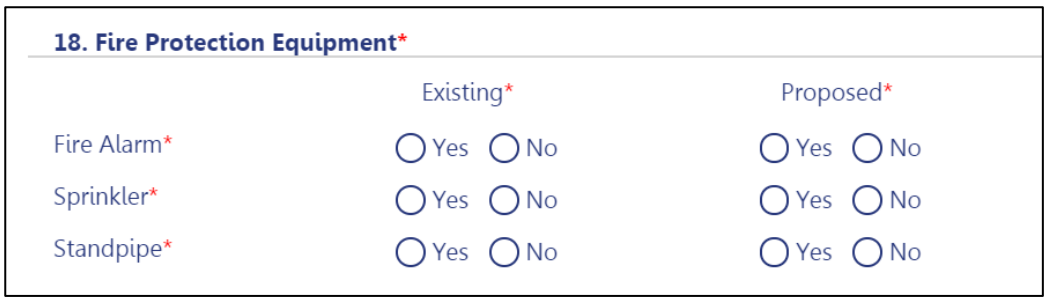
Step	Action
5.	Enter the **E-Mail** address for the Applicant used during eFiling registration. 
	Note The remaining fields in the Applicant Information section are read-only and auto-populate from eFiling.
6.	Select the **License Type** from the drop-down list (e.g., **Professional Engineer**). 
	Note The License Number field in the Applicant Information section is read-only and auto-populates from eFiling, after the License Type is selected.

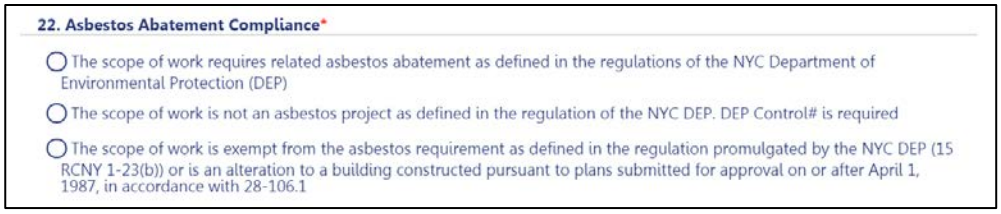
Step	Action
	Note It is optional to add a Filing Representative.
7.	Enter the **E-Mail** address for the Filing Representative used during eFiling registration. 
	Note The remaining fields in the Filing Representative Details pop-up window are read-only and auto-populate.
8.	Select a **Filing Review Type** (e.g. **Standard Plan Examination**). 
9.	Select the applicable radio button for "**Directive 14 acceptance requested?"**

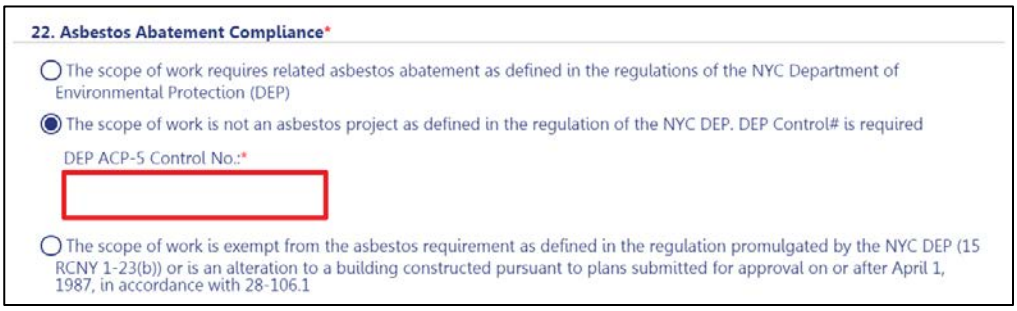
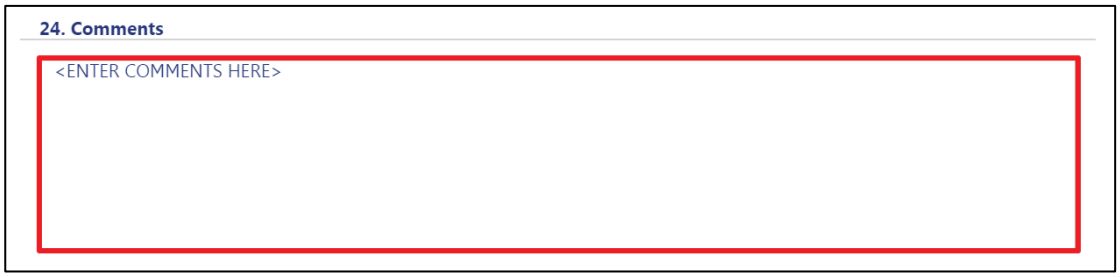
Step	Action
10.	New Work is auto-selected by the system. If applicable, select the **Legalization** radio button. 
	Note Sign is auto-selected.
11.	Enter the required fields under the Additional Information section: ☐ **Estimated New Work Costs ($)** ☐ **Total New Work Construction Floor Area: (Square Feet)** 
12.	Select the **Building Type** from the drop-down list (e.g. **1 Family**).
13.	Select the applicable radio button for "**Is this job associated with a New Building job filed in BIS?"**

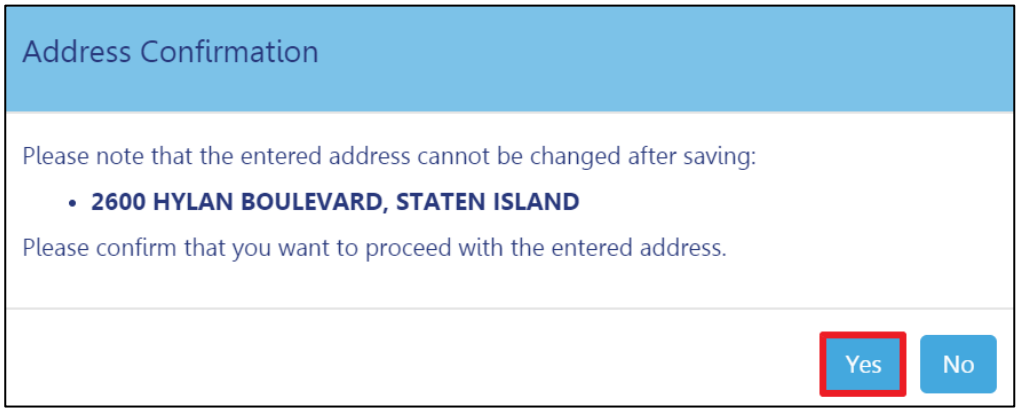
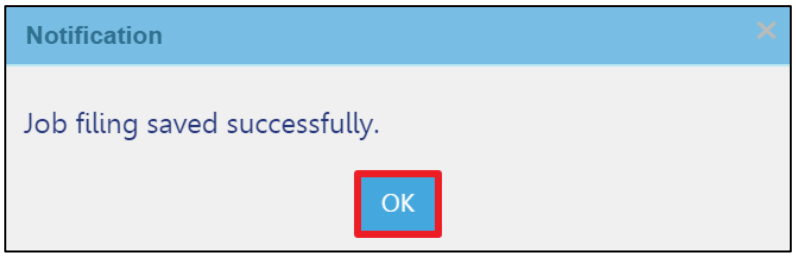
Step	Action
	Note If Yes, is selected for "Is this this job associated with a New Building job filed in BIS?" an Associated BIS Job Number field is displayed; Enter the Associated BIS Job Number. 
14.	Under Additional Considerations, Limitations or Restrictions information, select the **"Review is requested under which building code?"** from the drop-down list (e.g., **2014**). 
15.	Select the applicable radio button for each question.
	Note 9L is auto-selected by the system.

Step	Action
	Note The system automatically selects an option under NYCECC Compliance for some work types. Update as required. 
16.	Enter the Job Description in the **Job Description for New Work** field. 
17.	Enter the required fields under the Zoning Characteristics section: ☐ **District (s)** ☐ **Overlay (s)** ☐ **Special Dist. (s)** ☐ **Map Number**

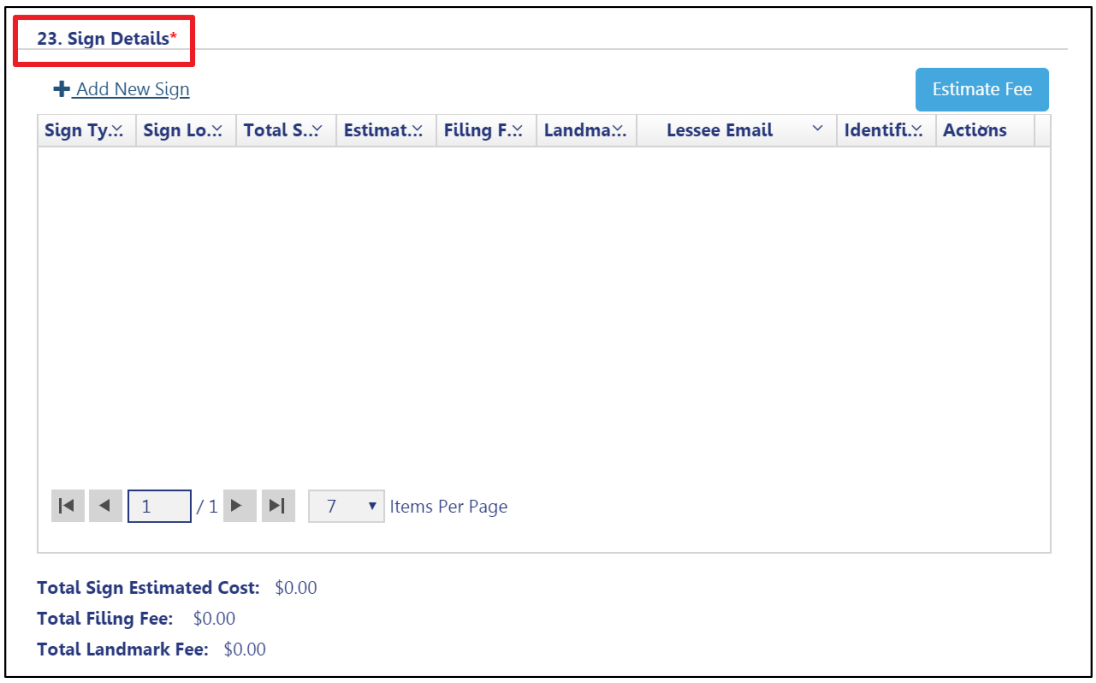
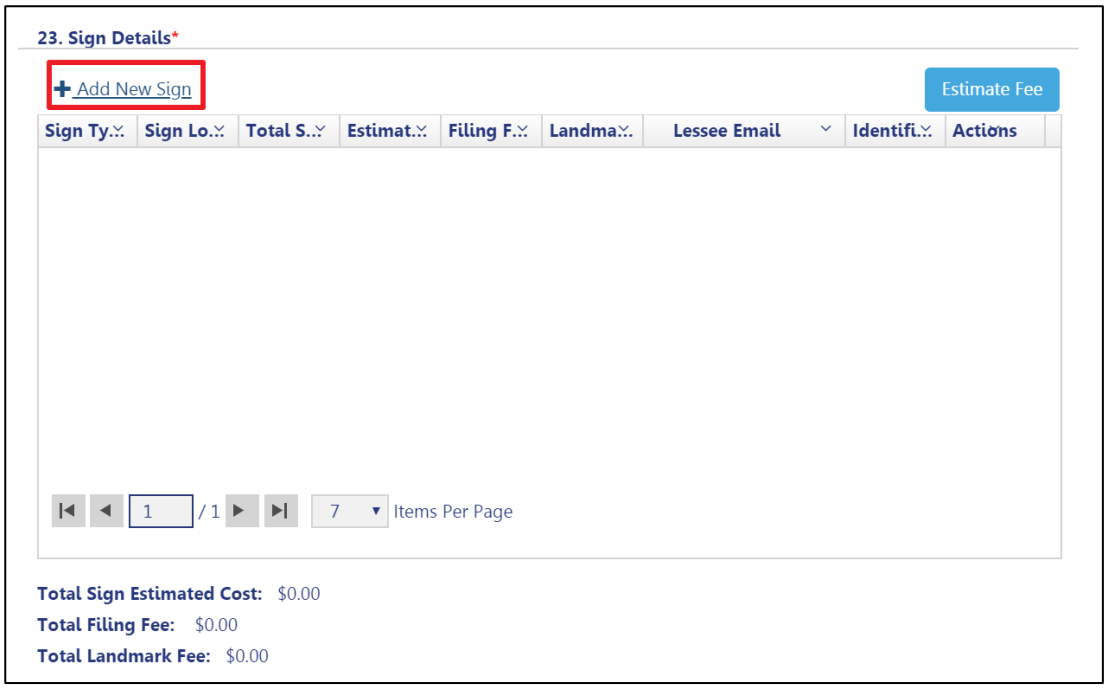
Step	Action
18.	Enter the required fields under the Buildings Characteristics section: ☐ **Mixed Use Building Type** ☐ **Building Classification** ☐ **Building Height** ☐ **Building Stories** ☐ **Building Dwelling Units**
19.	Select the applicable radio button for Fire Protection Equipment: ☐ **Fire Alarm** ☐ **Sprinkler** ☐ **Standpipe** 

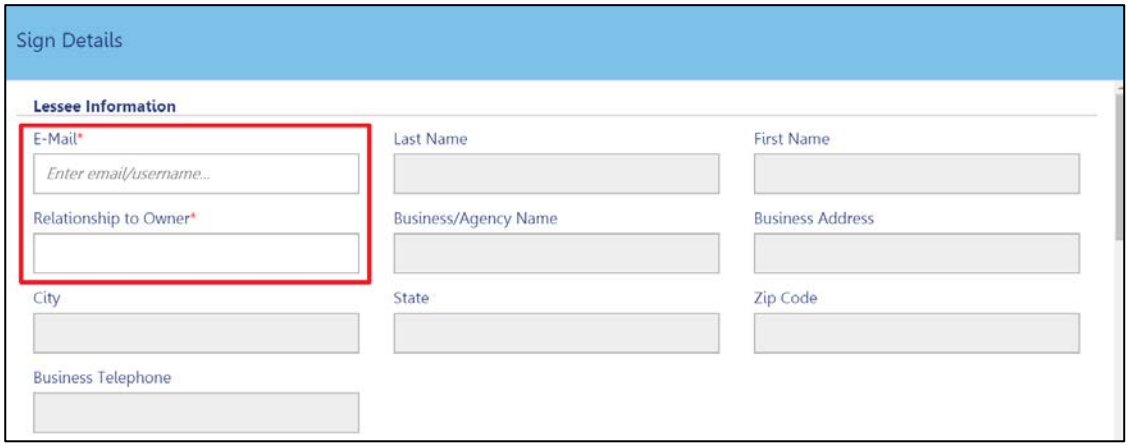
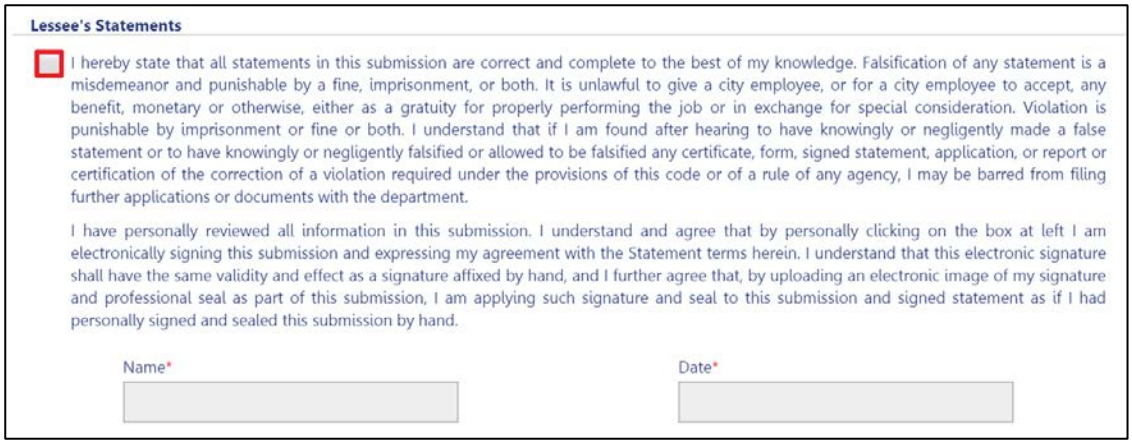
Step	Action
20.	Select the applicable radio button for Site Characteristics: ☐ **Tide Wetlands** ☐ **Fire District** ☐ **Urban Renewal** ☐ **Coastal Erosion Hazard Area** ☐ **Freshwater Wetlands**
21.	Under Flood Hazard Area Information, select the applicable radio button for Flood Hazard Area.
22.	Select the applicable radio button within the Asbestos Abatement Compliance section. 

Step	Action
	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**. 
23.	Enter **Comments**. 
24.	The **Plans/Work (PW1)** tab is now complete. Click **Save** to generate a Job Number.

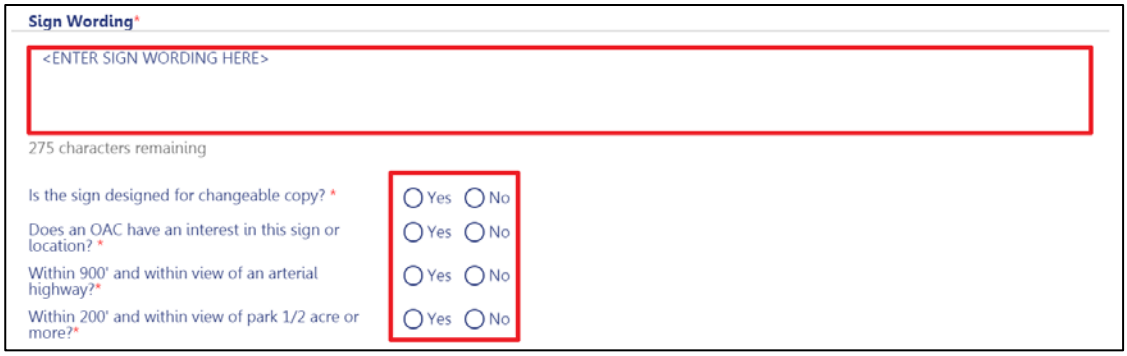
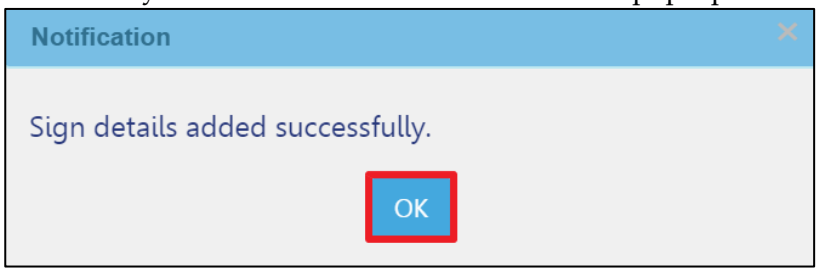
Step	Action
	An Address Confirmation pop-up window is displayed with the message: "Please note that the entered address cannot be changed after saving: • **<ADDRESS (e.g., 2600 HYLAN BOULEVARD, STATEN ISLAND)>** Please confirm that you want to proceed with the entered address."
25.	Select the answer that applies to close the pop-up window. 
	Note If Yes, you have successfully created a new Job filing and generated a Job Number. If No, proceed to the Location Information section for corrections.
26.	A Notification pop-up window is displayed with the message, "Job filing saved successfully". Click **OK** to close the Notification pop-up window. 

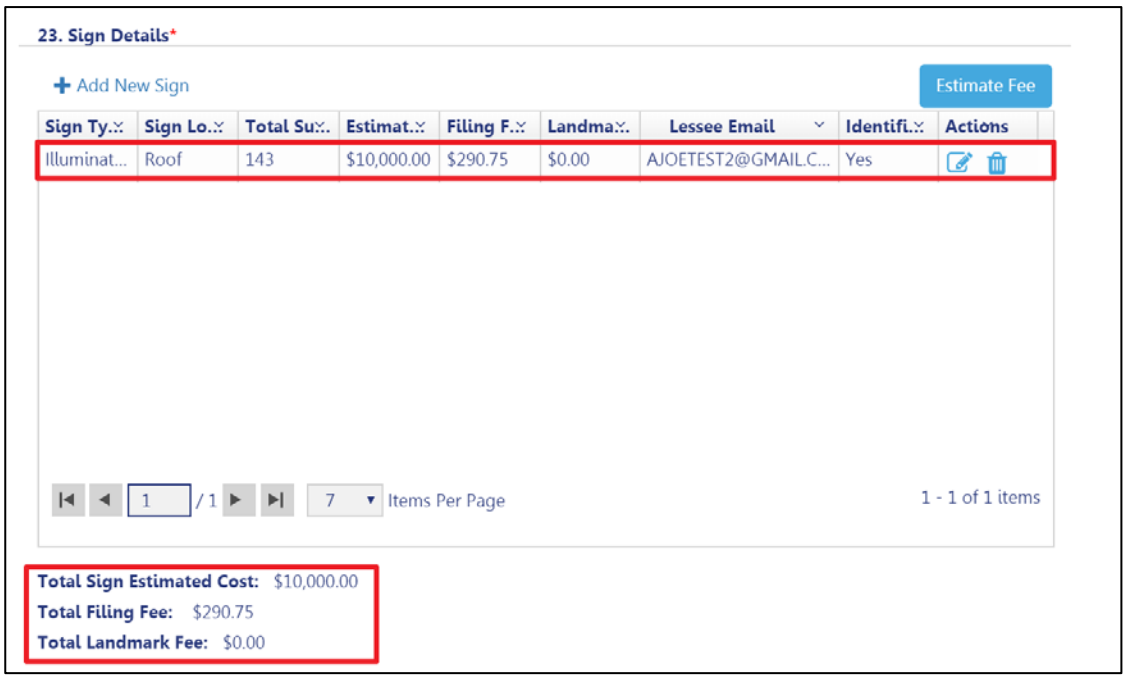
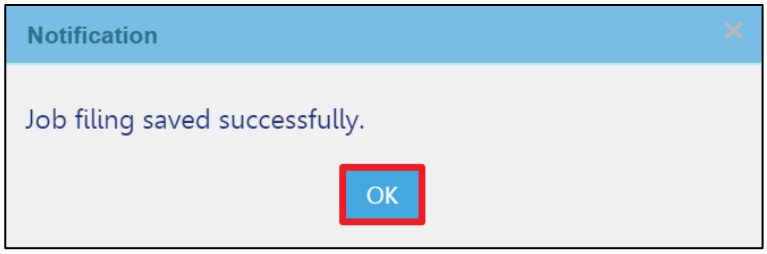
Step	Action
27.	The Job Number generates and is displayed at the top of the window above the chevrons. The Status Bar is displayed above the Job Number.
	Note Use the **Status Bar** to track the Job Filing review.

Step	Action
28.	Under the Plans/Work PW1 chevron, Scroll down **to Section 23. Sign Details.** 
29.	Select **+ Add New Sign**. 

Step	Action
	The Sign Details pop-up window is displayed.
30.	Enter the required Lessee Information: ☐ **Email** ☐ **Relationship to Owner** 
31.	Read the Lesee's Statements and select the check-box to electronically sign. 

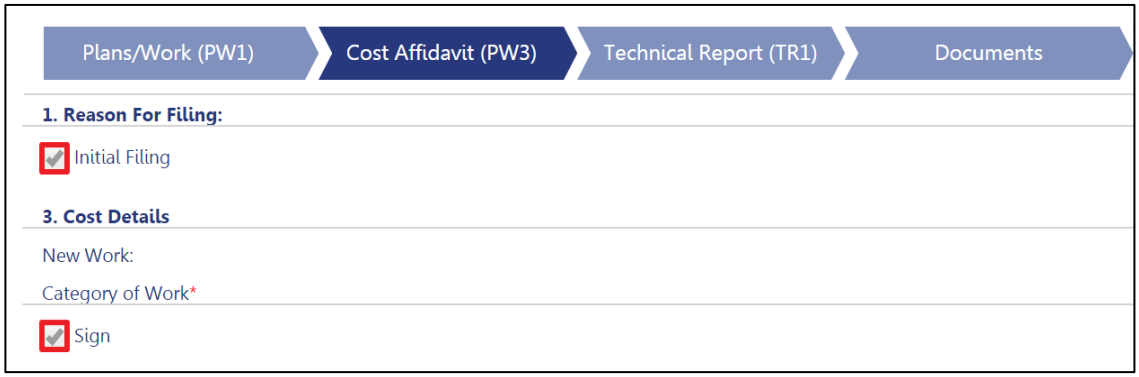
Step	Action
32.	Select or enter the required information in the Sign Information section: ☐ **Purpose** ☐ **Material of the Sign** ☐ **Weight** ☐ **Total square feet** ☐ **Total zoning lot frontage** ☐ **Total surface area of all signs in zoning lot** ☐ **Maximum allowable surface area on zoning lot** ☐ **Type** ☐ **Location** ☐ **Total surface area of this sign** ☐ **Estimated Job Cost** ☐ **Estimated Sign Fee** ☐ **Landmark Fee ($)**

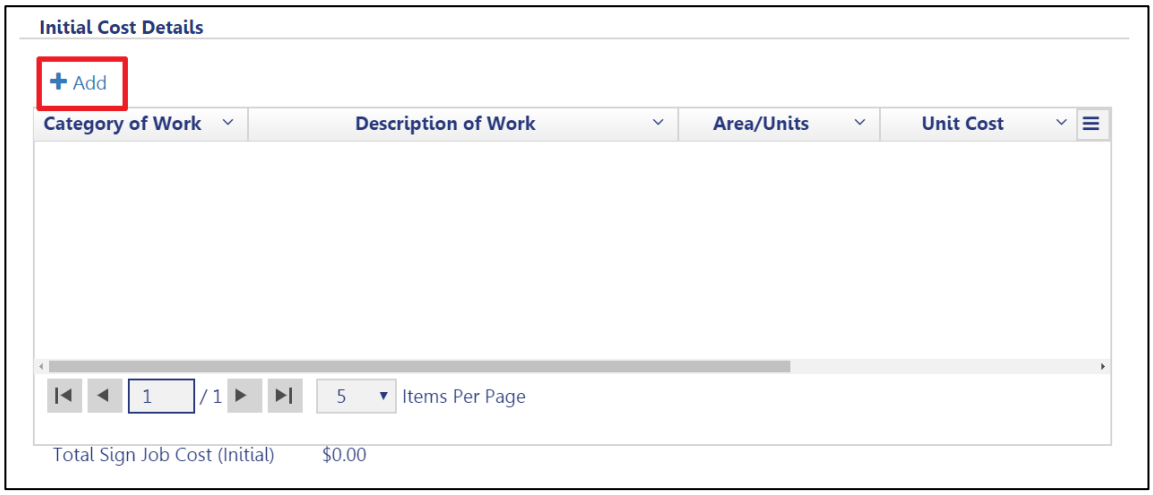
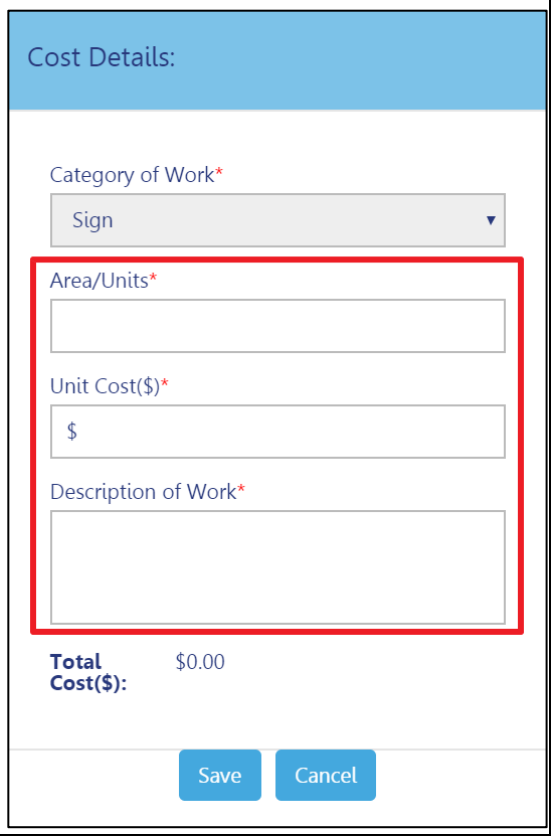
Step	Action
33.	Enter the information you want to display on the sign in the **Sign Wording** field.
34.	Select the applicable radio button for each question. 
35.	Click **Save.**
36.	A Notification pop-up window is displayed with the message, "Sign details added successfully". Click **OK** to close the Notification pop-up window. 

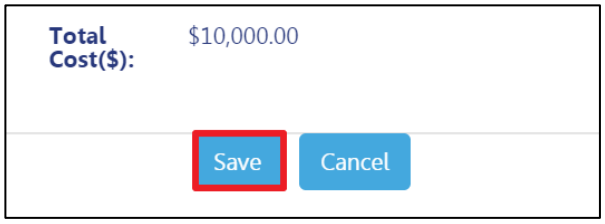
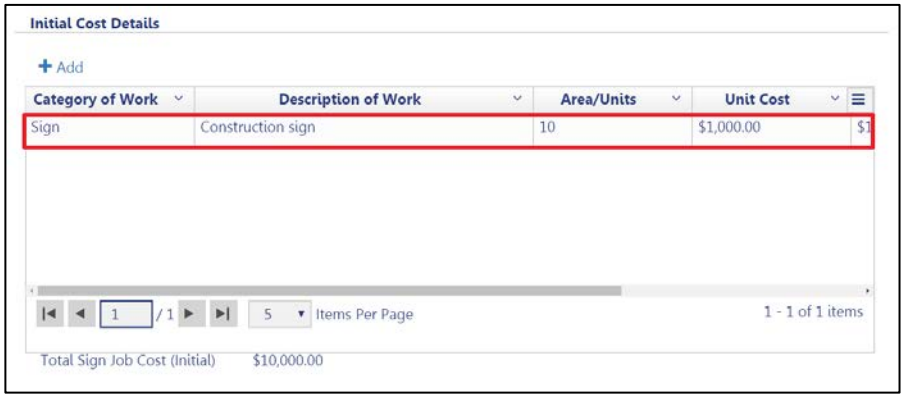
Step	Action
	The information is now displayed in the Sign Details section. 
37.	Click **Save**.
	A Notification pop-up window is displayed with the message, "Job filing saved successfully". Click **OK** to close the Notification pop-up window. 
You have successfully added **Sign Information**. Continue to the next chevron to enter the **Cost Affidavit (PW3).**	

Enter the Cost Affidavit (PW3)

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

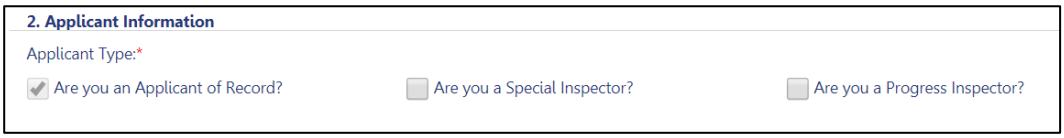
Step	Action
38.	Select the **Cost Affidavit (PW3)** chevron.
	The Reason for Filing and Cost Details are displayed and are auto-selected. 

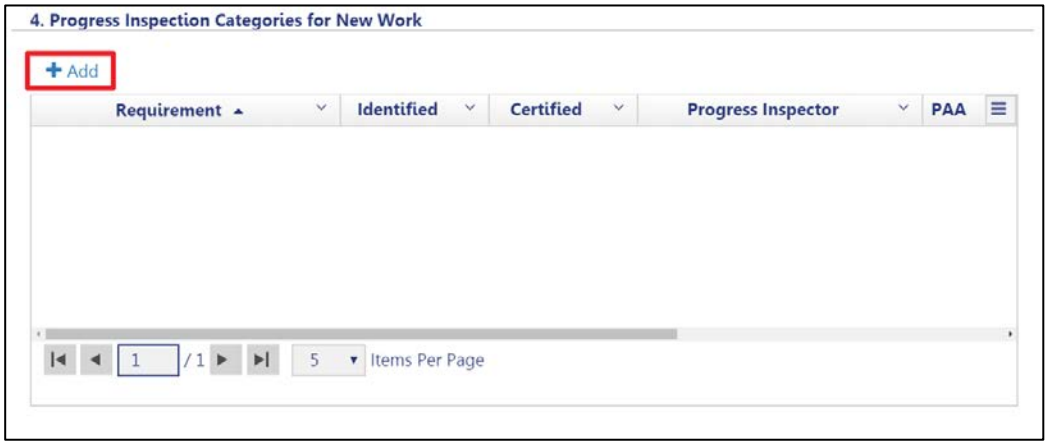
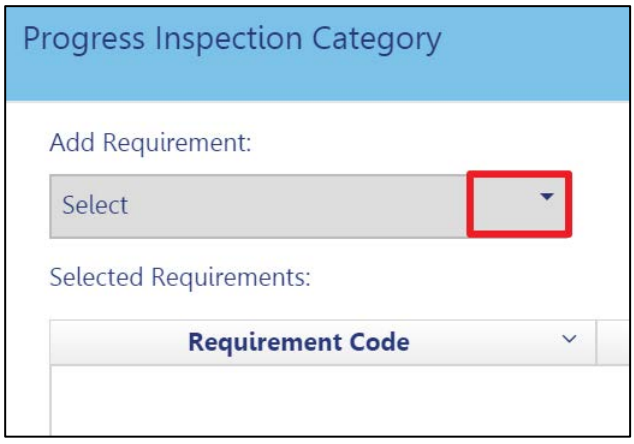
Step	Action
39.	To enter the Intial Cost Details, click **+Add**. 
40.	Enter the required fields in the Cost Details pop-up window: ☐ Area/Units ☐ Unit Cost ($) ☐ Description of Work 

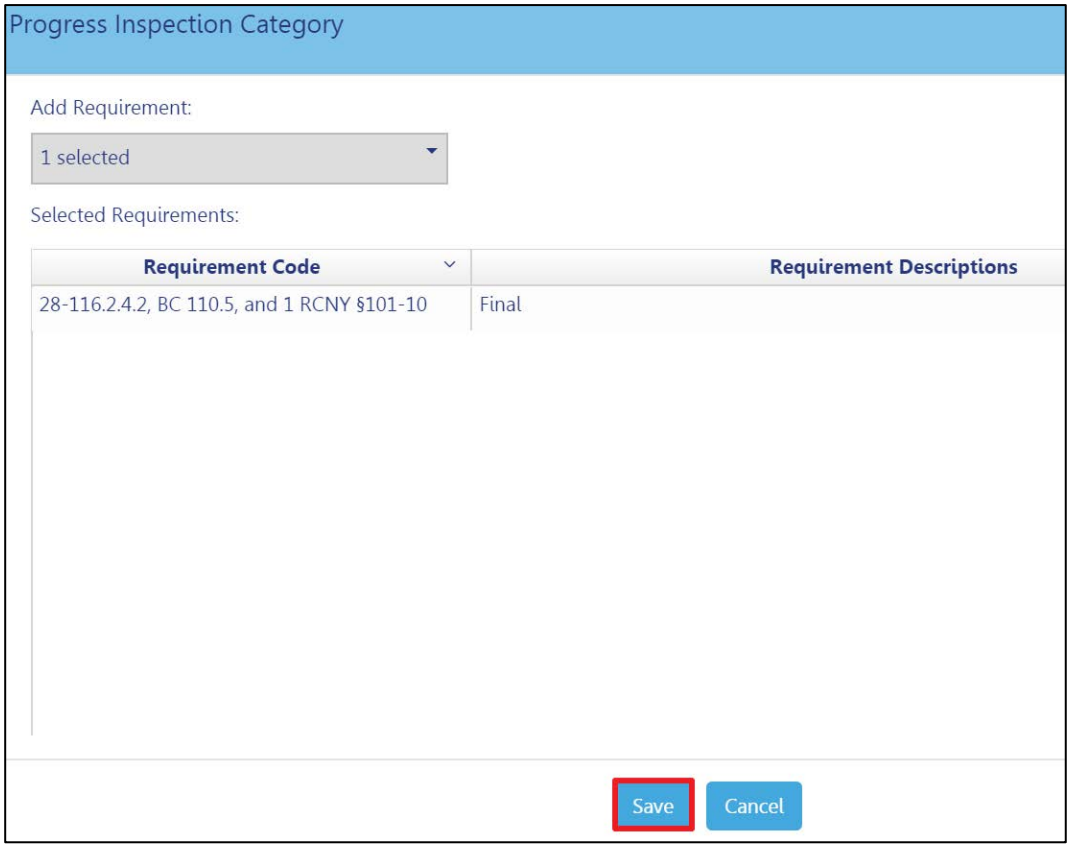
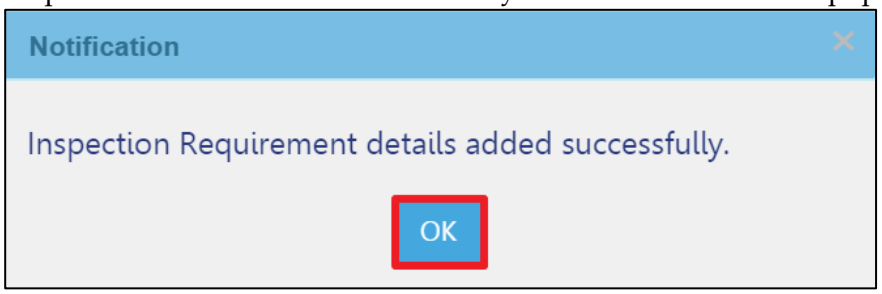
Step	Action
	Note The Total cost should total to the the estimated New Work costs (s) and Total Sign Estiamted Cost in the Plans/Work (PW1).
41.	Click **Save**. 
	The Sign Cost Details are listed in the Initial Cost Details. 
42.	Click **Save**.

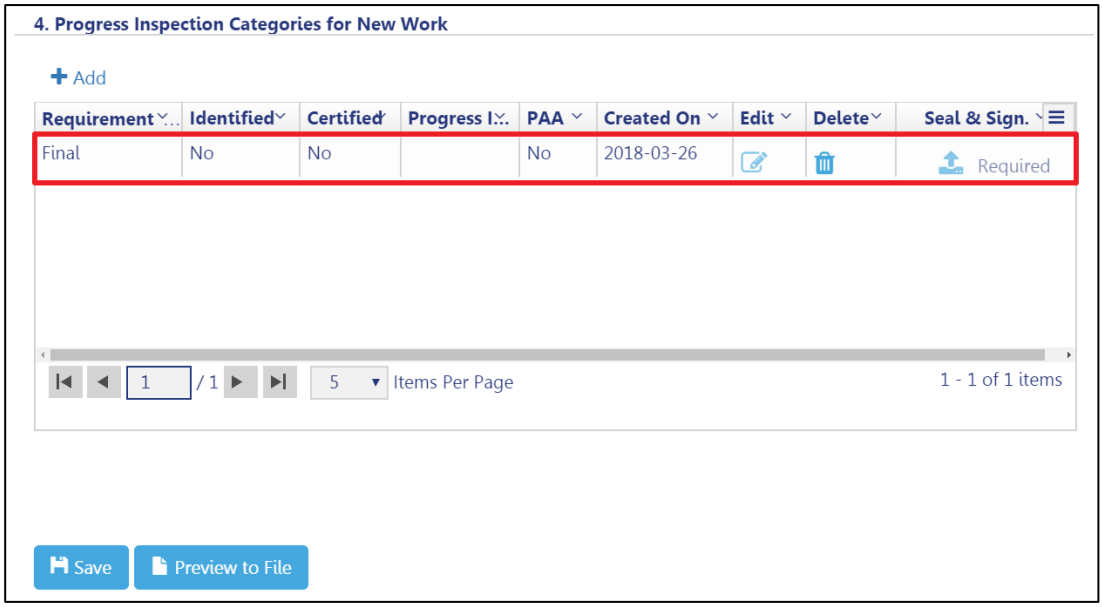
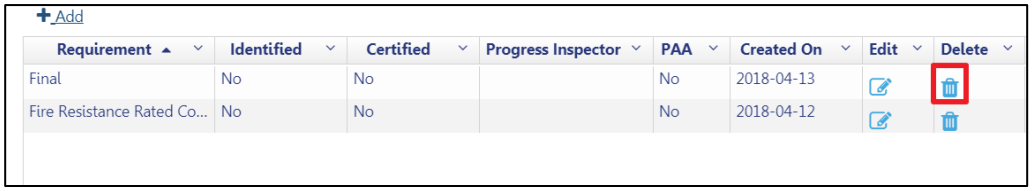
Technical Report (TR1)

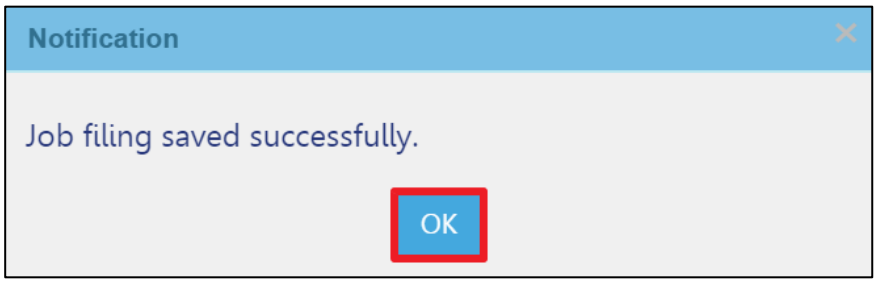
Complete the following steps under DOB NOW: **Technical Report TR1** to create a new Fence Job filing:

Step	Action
1.	To continue, select **Technical Report (TR1)**.
	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. 

Step	Action
	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.  **Note** If the Applicant of Record elects NOT to add an inspection, continue to Upload Required Documents Guided Practice.
	The Progress Inspection Category pop-up window is displayed.
2.	Select the **Add Requirement** drop-down list to select the type of requirement (e.g., **Final**). 

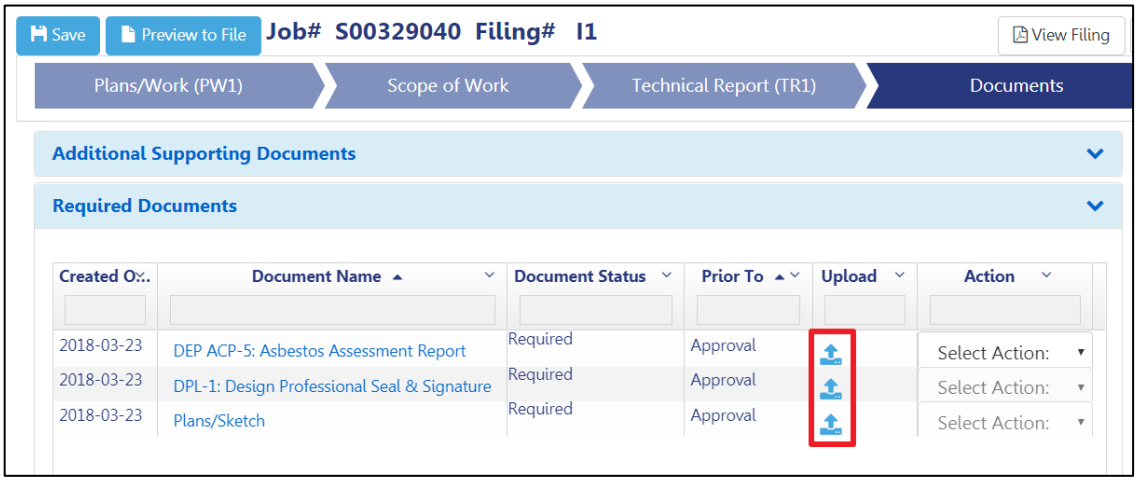
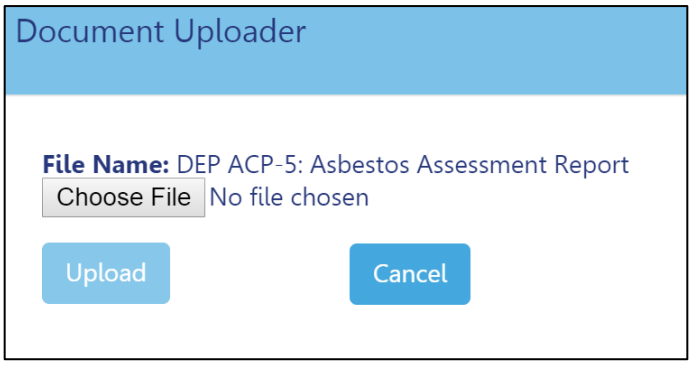
Step	Action
3.	Click **Save**. 
4.	A Notification pop-up window is displayed with a message that reads, "Inspection Requirement details added successfully". Click **OK** to close the pop-up window. 

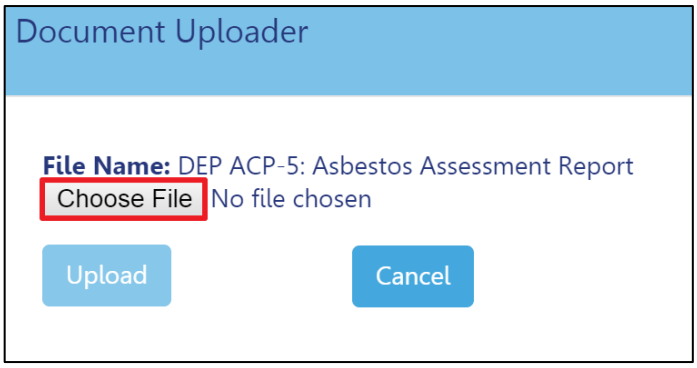
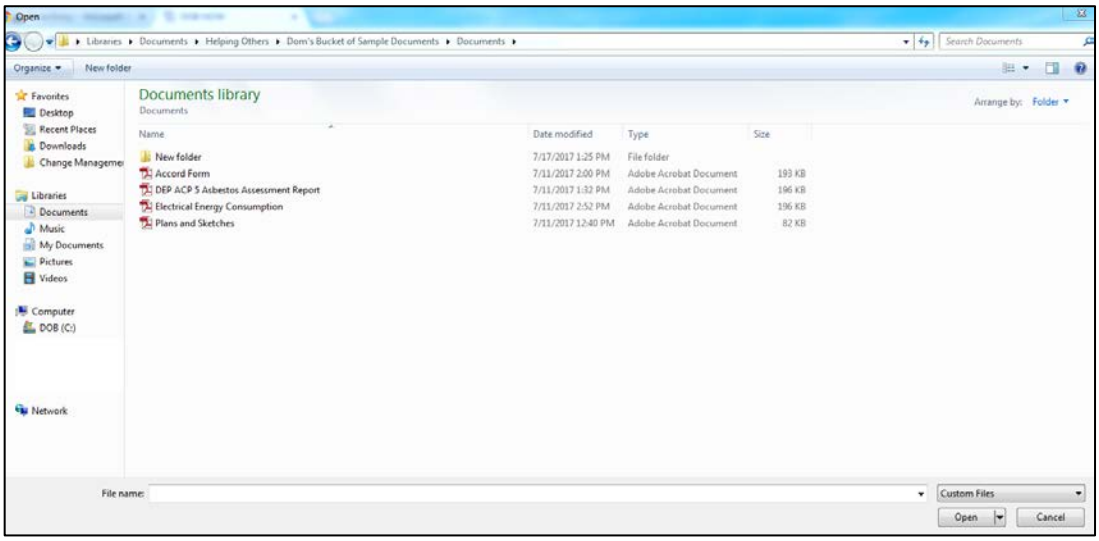
Step	Action
	The Inspection will be displayed under Progress Inspection Categories for New Work. 
5.	**Note** The system will prompt you to remove the inspection, if it is not required. To delete, select the trash icon. 
6.	Click **Save**.

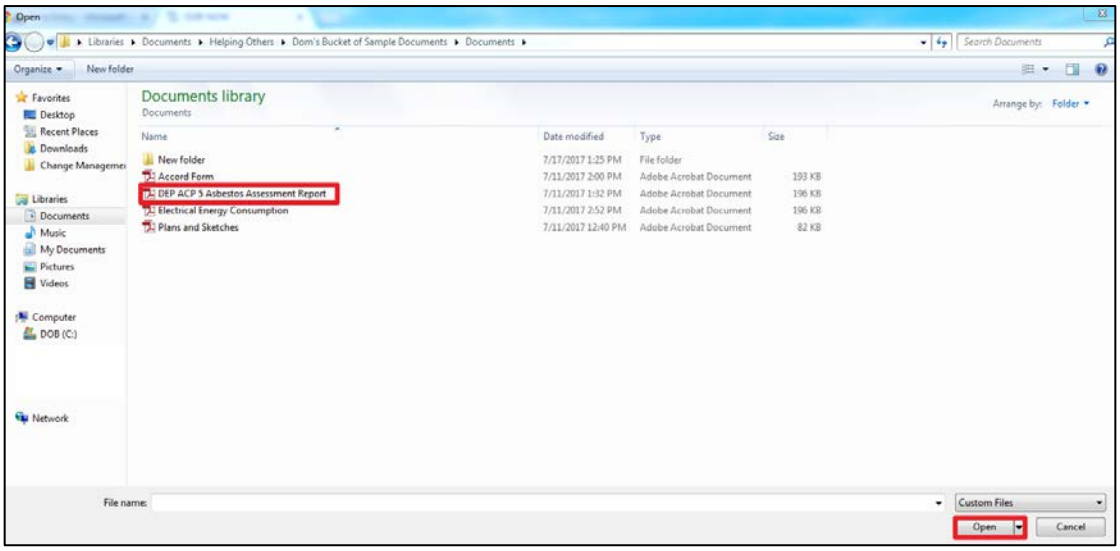
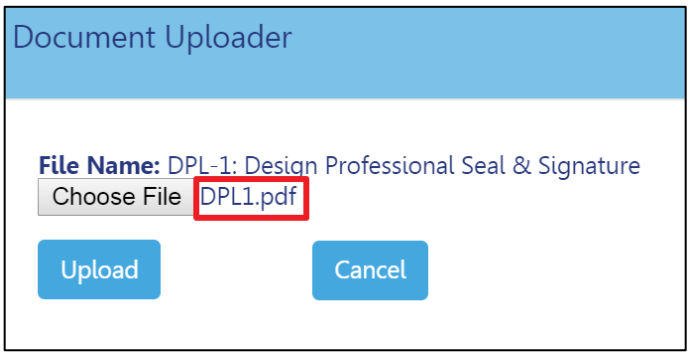
Step	Action
7.	A Notification pop-up window is displayed with the message, "Job filing saved successfully". Click **OK** to close the Notification pop-up window. 
You have successfully added **Technical Report (TR1)** information. Continue to the next chevron **Documents**.	

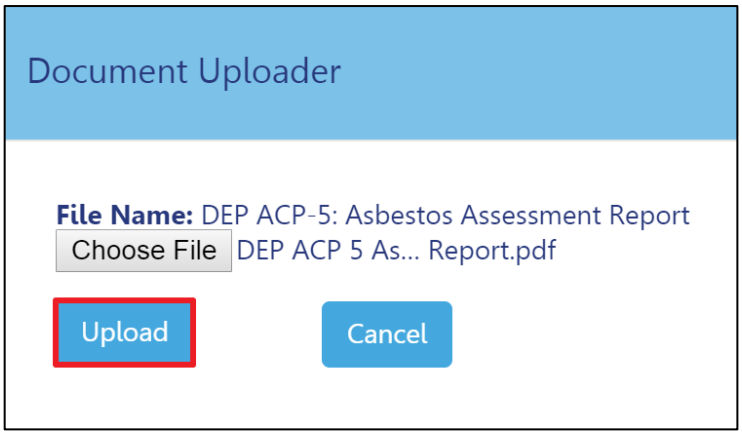
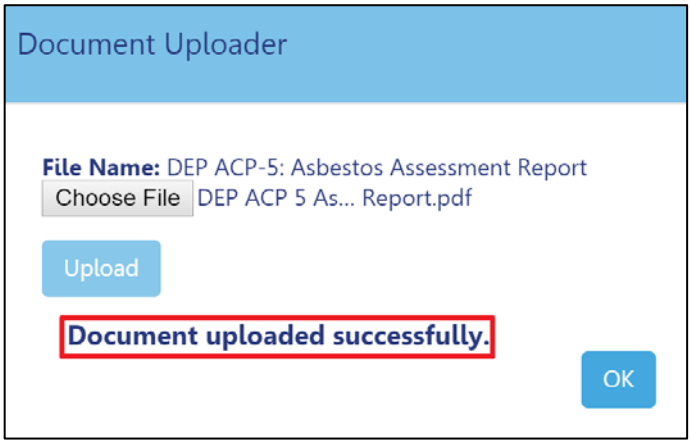
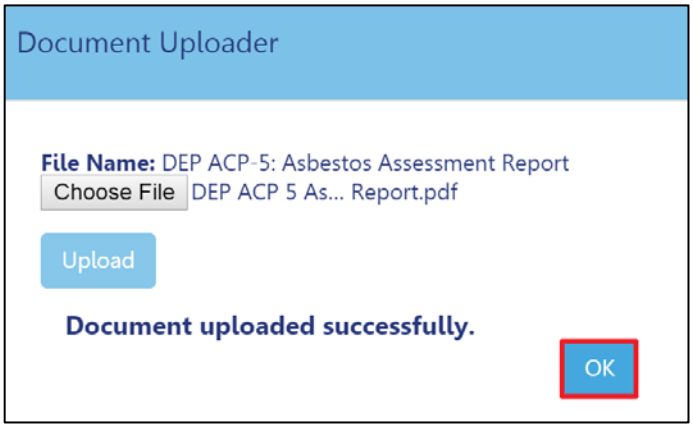
Upload Required Documents

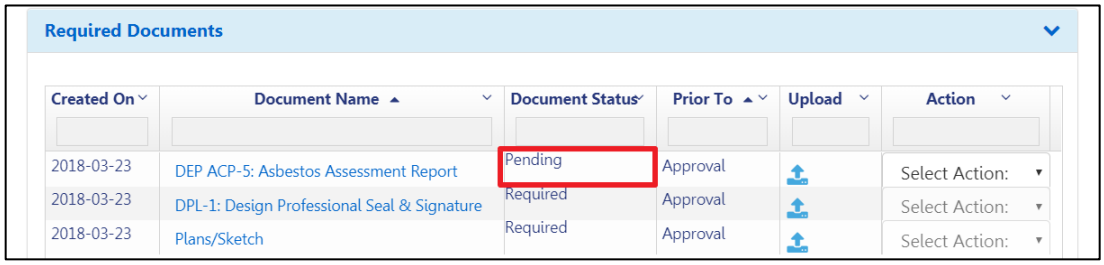
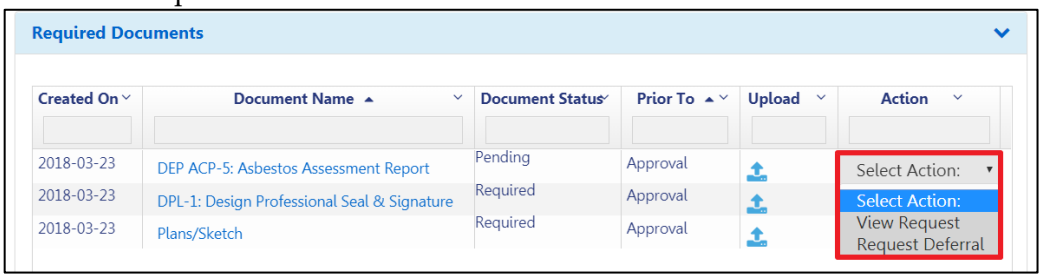
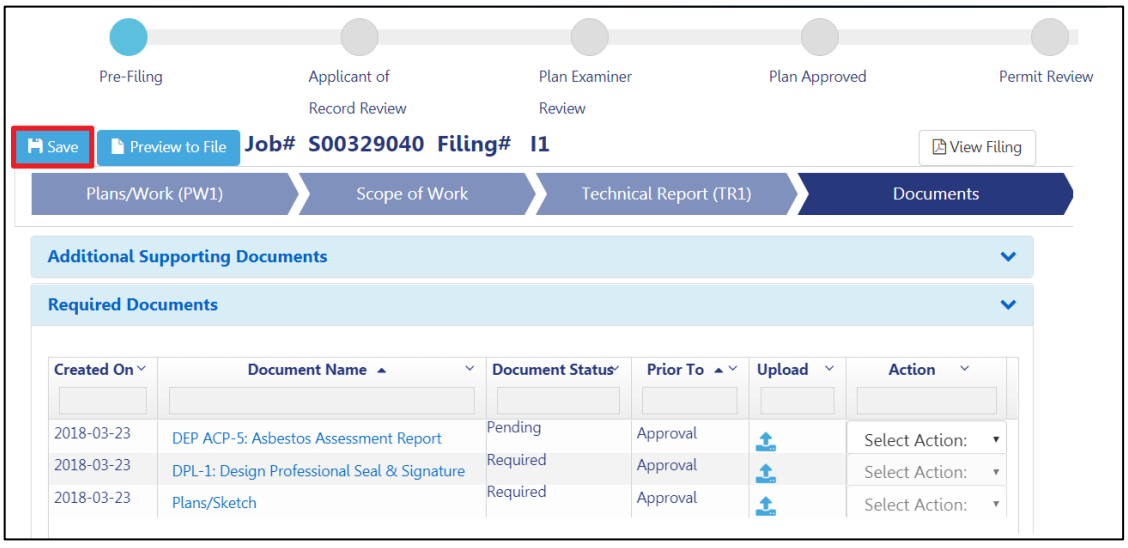
Complete the following steps to upload each required document to a Job Filing in DOB NOW: Build:

Step	Action
1.	Click the **Documents** tab.
2.	Click the **Uploader Icon**. 
	The **Document Uploader** pop-up window is displayed. 

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

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

Step	Action
7.	Click **Upload**. 
	Once successful, "Document uploaded successfully" is displayed. 
8.	Click **OK**. 

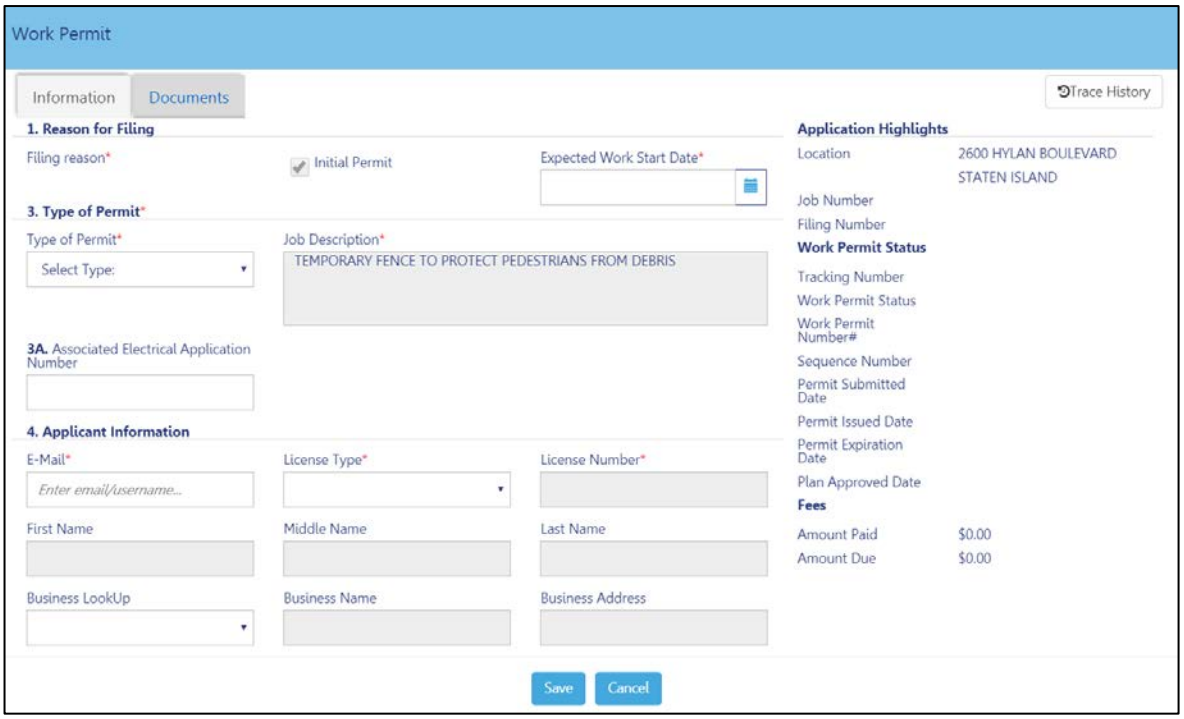
Step	Action
	The Document Status has updated to **Pending**. 
	Note See the DOB NOW Help at www.nyc.gov/DOBNOW/Help for more information on how to request a Waiver or Deferral. 
9.	Click **Save**. 
	You have completed the Upload Required Documents Guided Practice; please refer to http://www1.nyc.gov/site/buildings/industry/dob-now-build.page to add Additional Supporting Documents, if needed. Continue to the next chevron Add Work Permit(s) (PW2).

Add Work Permit(s) (PW2)

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

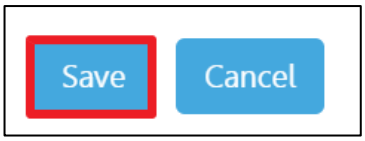
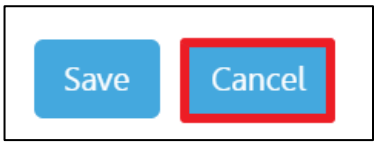
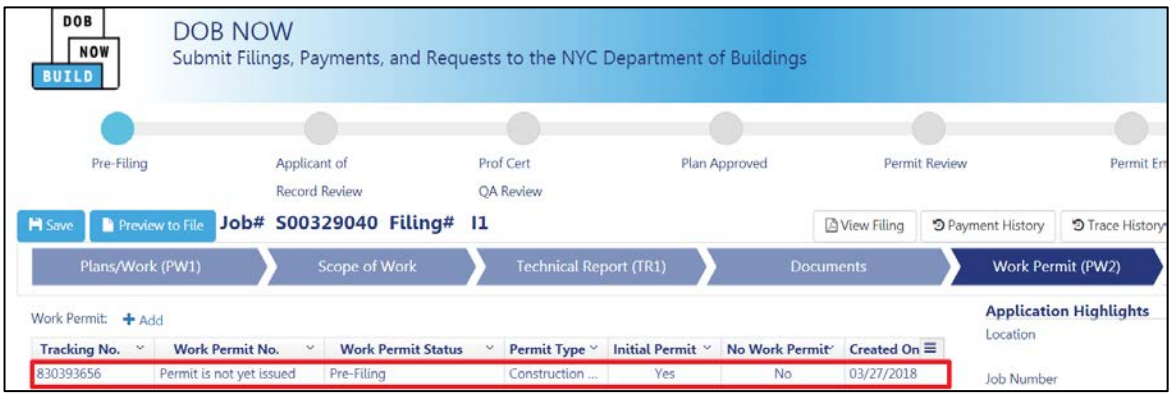
Step	Action
	Note Adding Work Permit(s) is ONLY enabled for Professional Certification filing review types.
1.	Select the **Work Permit (PW2)** tab.
2.	Click **+Add**.

Step	Action
	The **Work Permit** pop-up window is displayed.



Note The person associated with the E-Mail in the Applicant Information section above **must complete the attestation**.

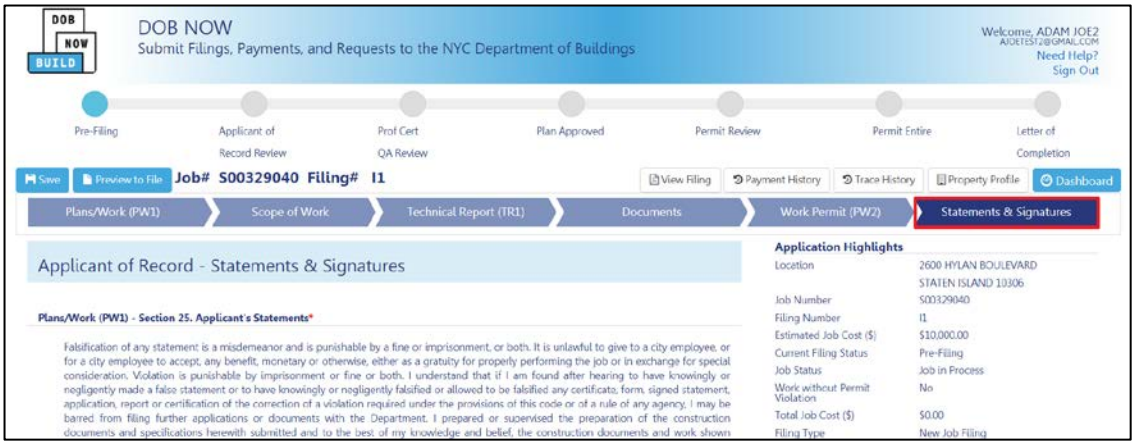
Step	Action
3.	Complete the required sections in the Work Permit pop-up window: ☐ **Reason for Filing** ☐ **Type of Permit** ☐ **Applicant Information** ☐ **Filing Representative** ☐ **Insurance P.E./R.A Only)** ☐ **Applicant/C-contractor Statement.**

Step	Action
	Click **Save.** 
4.	Click **Cancel** to return to the filing. 
	The work permit is listed below Work Permit. 
5.	Click **Save**.

Step	Action
	Note In order to print a Work Permit in DOB NOW: Please refer http://www1.nyc.gov/site/buildings/industry/dob-now-build.page to get help with: - How to Print a Work Permit
You have completed the Work Permit (PW 2) Guided Practice. Continue to the Statements and Signatures Guided Practice, if needed.	

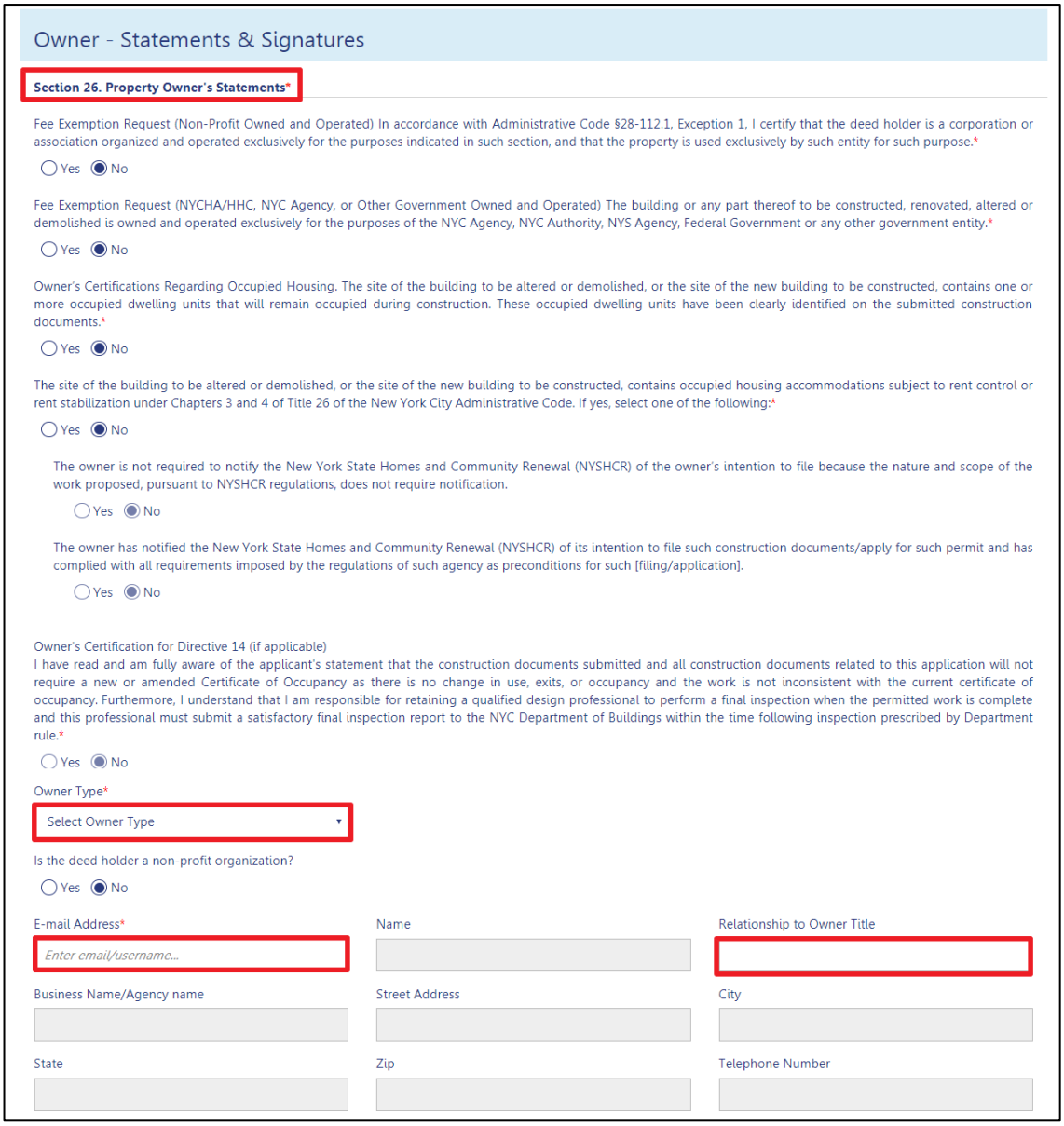
Applicant's Statements & Signatures

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

Step	Action
	Note Ensure that the job filing has been completely filled out.
1.	Select **Statements & Signatures**. 

Step	Action
2.	Read ALL **Applicant of Record – Statements** and select the **checkbox** to electronically sign.
	Note Your signature and the date will auto-populate.
	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.

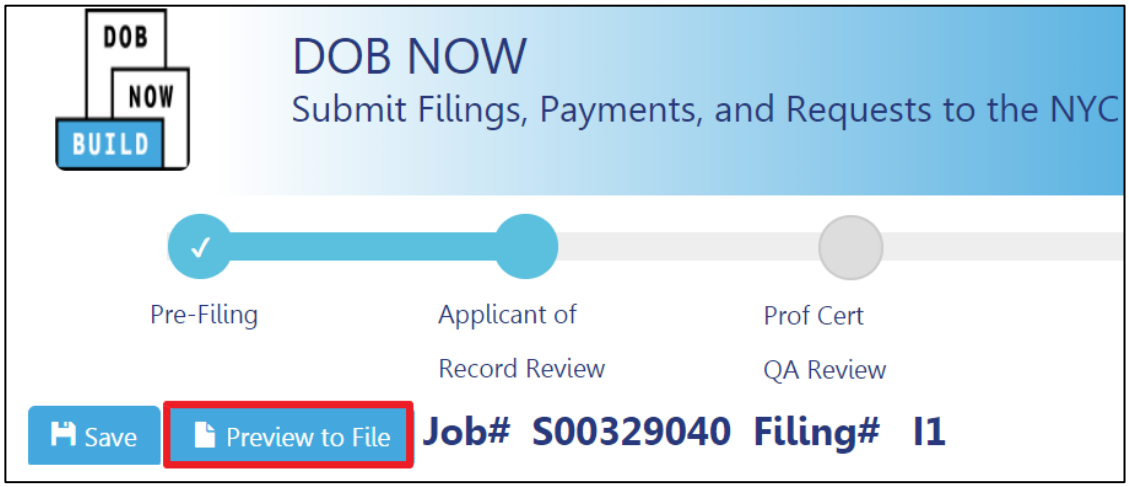
Step	Action
3.	Select the applicable radio button for each statement in the: ☐ **Property Owner's Statements** ☐ **Owner Type** ☐ **Owner's Email Address** ☐ **Relationship to Owner Title**

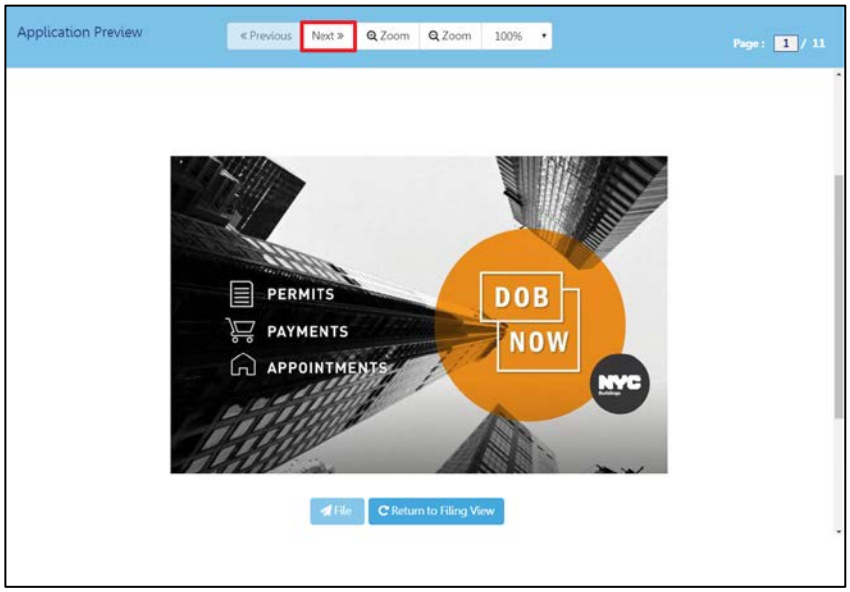
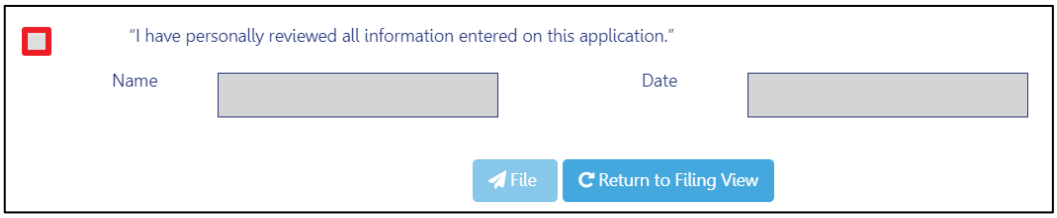


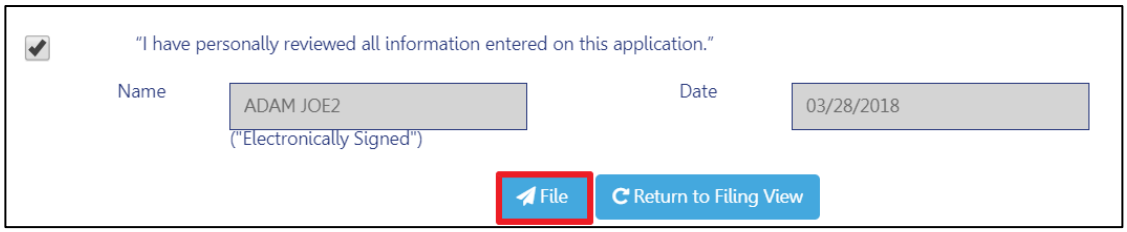
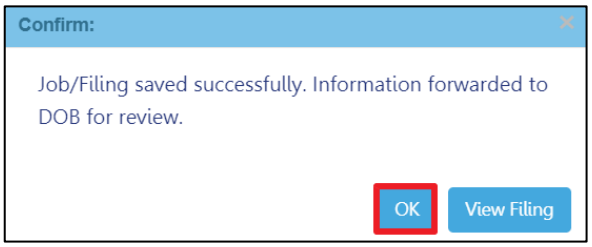
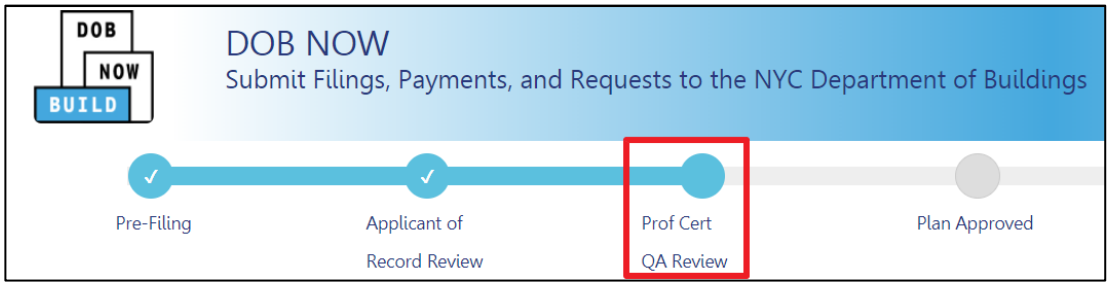
Step	Action
4.	Click **Save**.
You have completed the Work Permit (PW 2) Guided Practice. Continue to the Preview to File Guided Practice, if needed.	

Preview to File

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

Step	Action
	Note You must pay before you proceed to the next step. Click on the link below to view a video. https://www.youtube.com/watch?v=YHDbxAuS8Dk
1.	Click **Preview to File**. 
	Note The Preview to File button may be disabled, if the Status is not Applicant of Record Review yet.

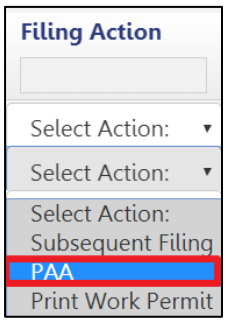
Step	Action
2.	Click **Next** to read and progress through the Application Preview until you reach the attestation 
	Note If you discover errors when you Preview File, click the Return to Filing View, correct the errors, re-attest and Preview to File again.
3.	Select the check-box to attest that you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

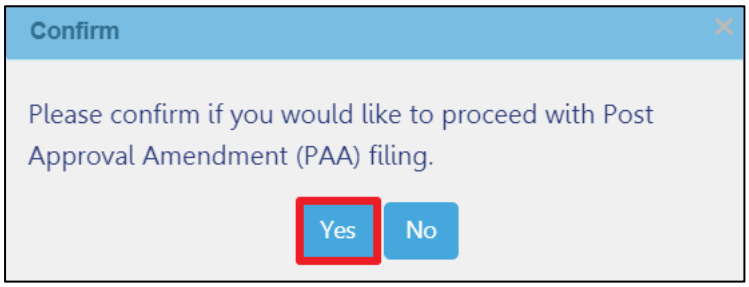
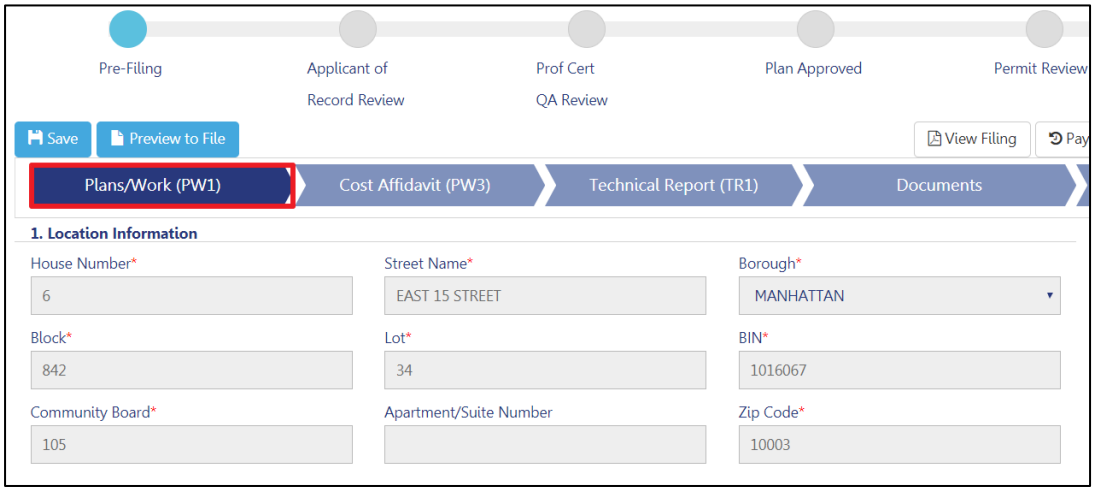
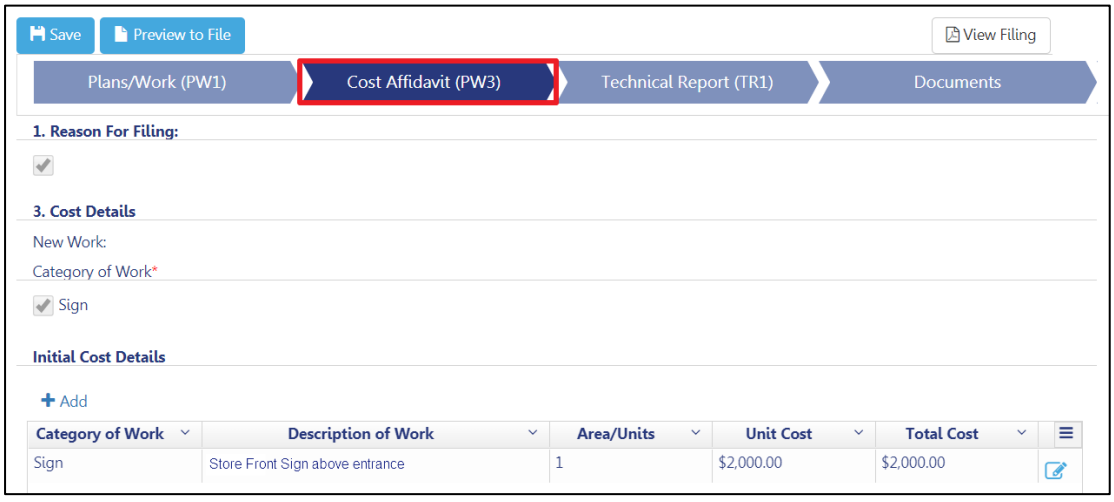
Step	Action
4.	Click **File**. 
5.	A Confirm pop-up window is displayed with the message, "Job/Filing saved successfully. Information forwarded to DOB for review". Click **OK** to close the Confirm pop-up window. 
	Note Click **View Filing**, to see a PDF summary of the Job Filing.
	The Status Bar updates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

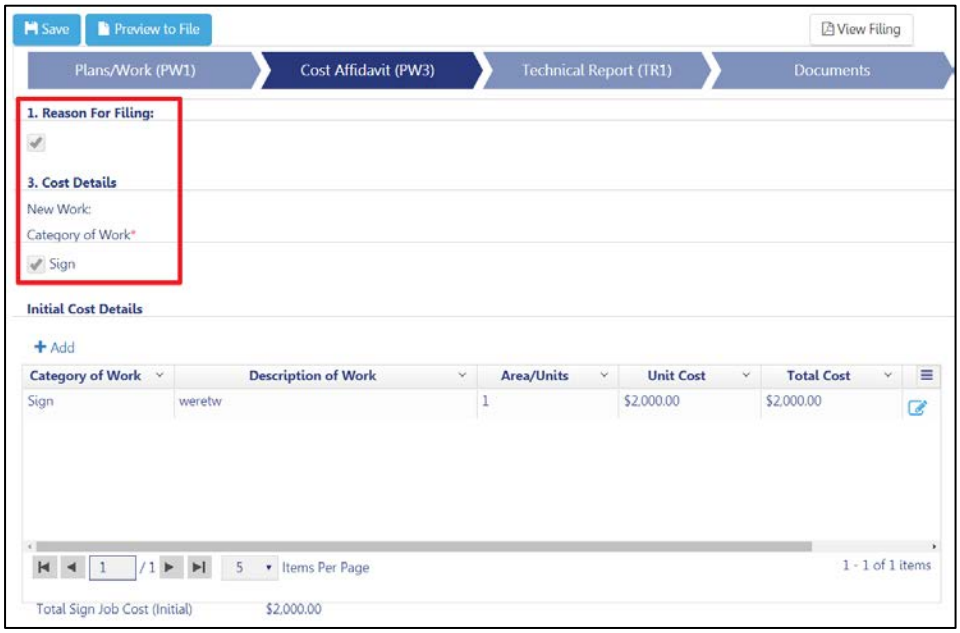
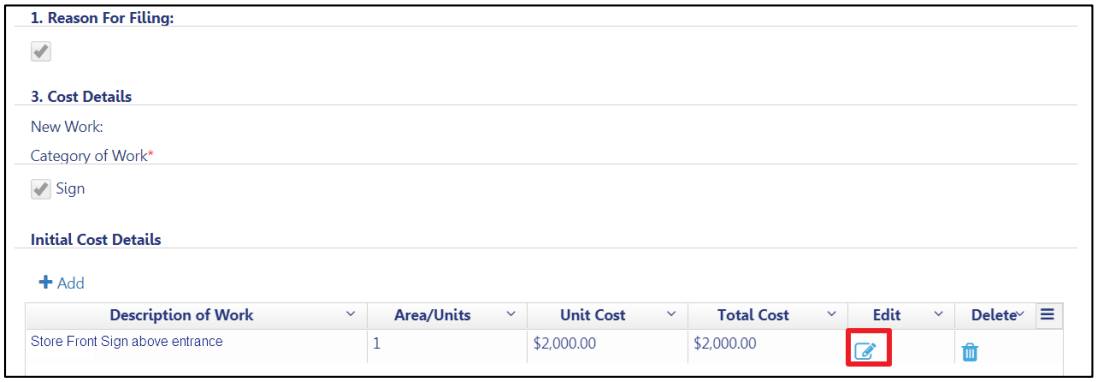
Submit a Post Approval Amendment (PAA)

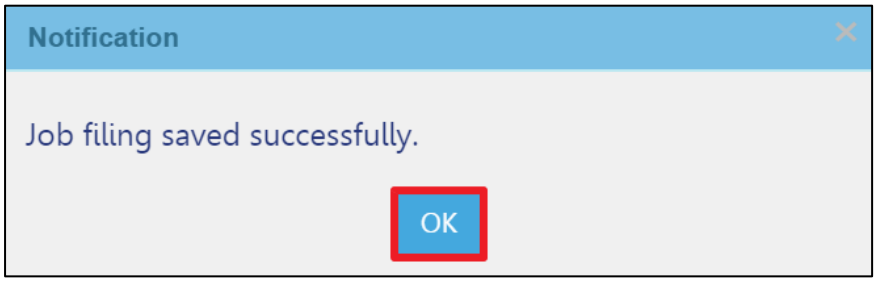
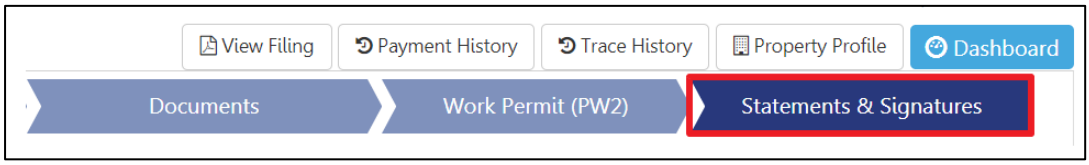
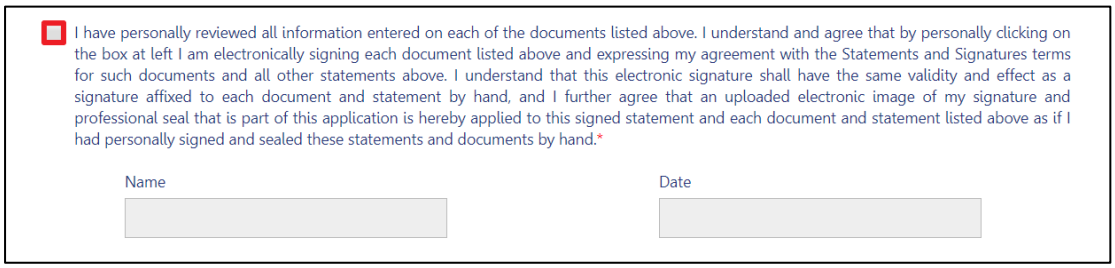
A Post Approval Amendment or PAA allows the user to amend the Scope of Work within the category of work filed for under the permit.

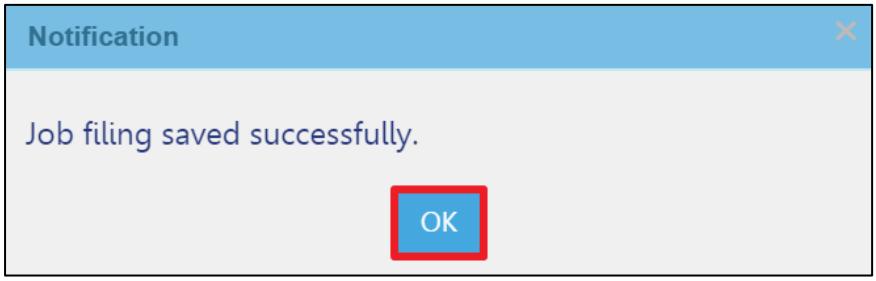
Complete the following steps to submit a Post Approval Amendment:

Step	Action
1.	Locate the Job Filing that you would like to make a Post Approval Amendment (PAA) to.
2.	Select **PAA** from the drop-down list in the Filing Action Column. 

Step	Action
3.	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. 
	A new Filing opens with the Plans/Work (PW1) tab populated. 
4.	Select the **Cost Affidavit (PW3)** tab. 

Step	Action
	The 1. Reason For Filing and 3. Cost Details sections are grayed out. These fields are NOT editable. 
5.	Click the icon to update the Description of Work. 
	Click **Save**.

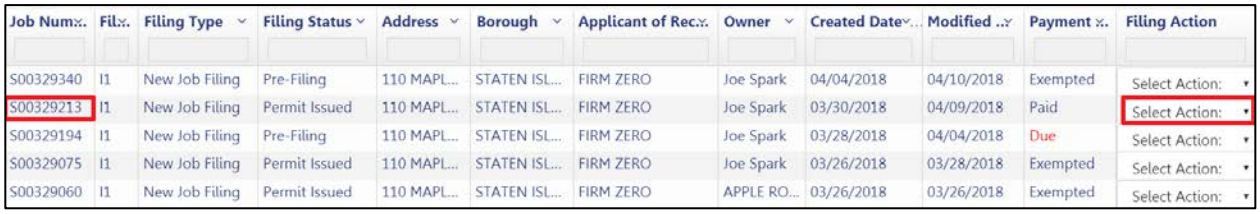
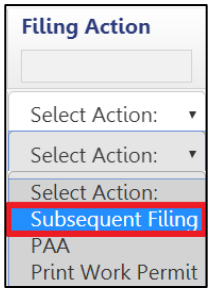
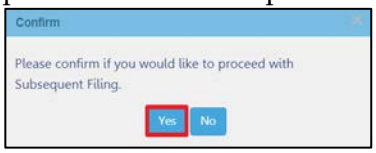
Step	Action
6.	A Notification pop-up window is displayed with the message, "Job filing saved successfully". Click **OK** to close the pop-up window. 
7.	Select the **Statements & Signatures** tab. 
8.	Read ALL **Applicant of Record – Statements** and select the check-box to electronically sign. 
	Note Your signature and today's date auto-populate.
	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).

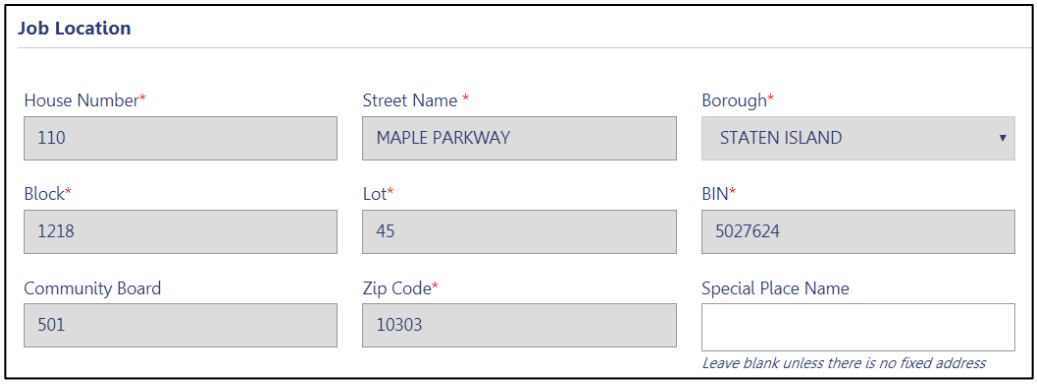
Step	Action
	Click Save.
9.	A Notification pop-up window is displayed with the message, "Job filing saved successfully". Click OK to close the Notification pop-up window. 
	Note Continue with the steps under the Preview to File Guided Practice on page 46, to re-submit the Job Filing.
You have completed the Submit a Post Approval Amendment Filing Guided Practice.	

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
	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.
1.	Locate the Job Filing that you would like to add a subsequent filing to.
2.	Select **Subsequent Filing** from the drop-down list in the Filing Action Column.  
3.	The Confirm pop-up window is displayed, with the message "Please confirm if you would like to proceed with Subsequent Filing". Click **Yes** to proceed with submitting the Subsequent Filing. 

Step	Action
4.	Choose the applicable filing type (e.g., **Electrical)**.
	Note A Subsequent Filing can be many other filing Types. See screen shot above.
5.	Click **Create Subsequent**.
	A new Filing opens with the Job Location populated. 
	Note The remaining steps to complete a Subsequent Filing are the same as those under 'Enter Plans/Work (PW1)' on page 6.
	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**).
You have completed the Submitting a Subsequent Filing Guided Practice.	

Notes: