

DOB NOW: *Build*
DECEMBER 2020 RELEASE
Contractor Training

Updated 12/22/2020

- Ground Rules
- Learning Objectives
- DOB NOW – Overview
 - Features and Benefits
- DOB NOW: *Build* – December 2020 Release Overview
 - Work Permits
 - Withdrawal of Contractor
 - After Hours Variance
- Materials to Help You Back on the Job
 - Helpful Links
 - DOB NOW Resources
- Questions & Answers

LEARNING OBJECTIVES



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

- Understand the modules, features, and benefits included in DOB NOW
- Access and navigate the DOB NOW: *Build* – Industry Portal
- Request Work Permits and After Hours Variance Permits

BEST PRACTICES FOR THE VIRTUAL CLASSROOM

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Chat Feature



Mute Microphones



Ask Questions



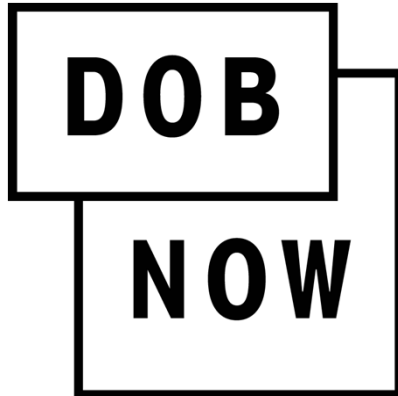
Parking Lot



Feedback



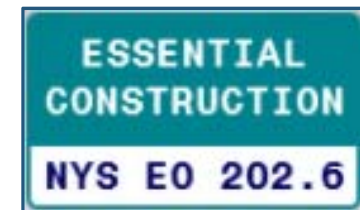
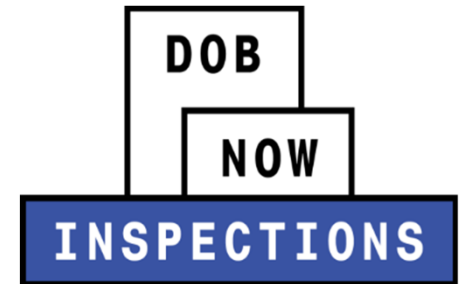
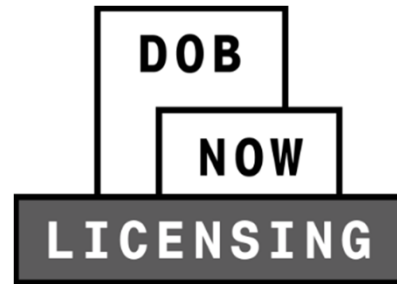
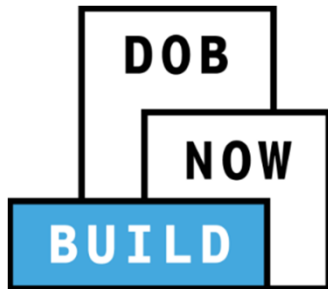
Participate



DOB NOW is an interactive, web-based portal that will enable building Owners, Design Professionals, Filing Representatives, and Licensees to do all business with DOB online. Filing online allows the User to work from home or office and eliminates the need to travel to DOB to file applications.

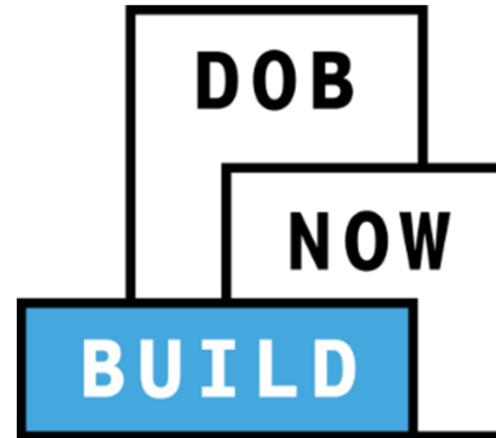
DOB NOW – MODULES

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BUILD includes:

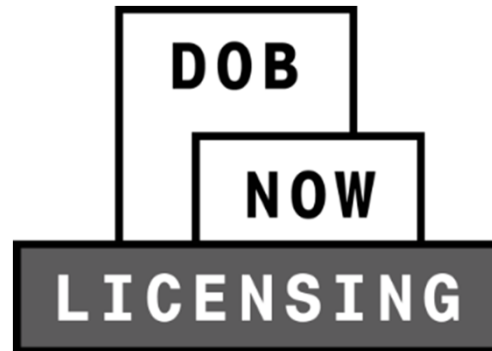
- Create & Submit Job Filings
- (All Job Types and Work Types in *Build*)
- Pull & Renew Permits
- Request AHV
- Request LOC
- Schedule Appointments
- Resolve Objections



LICENSING includes:

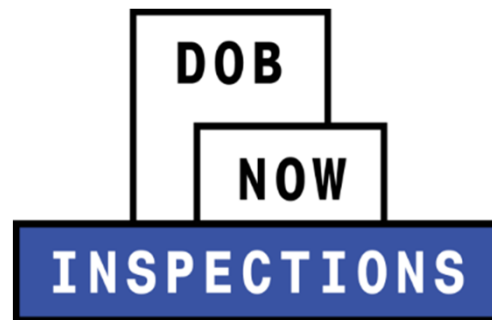
Submit License Filings for:

- Welder
- Journeyman
- Gas Work Qualification



INSPECTIONS includes:

- Request Inspections
- View Results



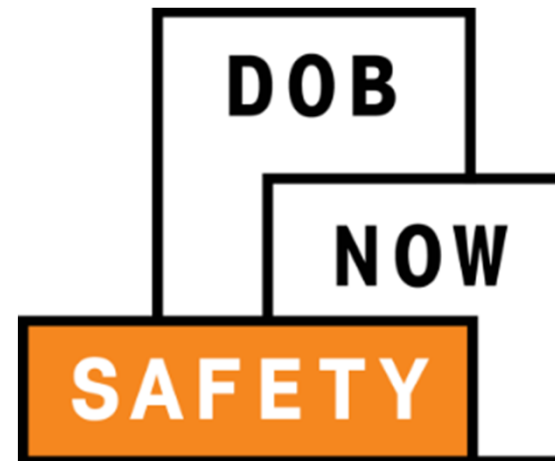
SAFETY includes:

Submit Compliance Filings:

- Boiler
- Elevator
- Façade
- Submit Rescission Request for COVID – 19
Safety Guidance Stop Work Orders

Search/Submit Violation Payments and Waivers for:

- Boiler
- Elevator



BIS OPTIONS includes:

Submit the following transactions for items found in

BIS:

- Certificate of Correction Review Requests
- Civil Penalty Review Requests (L2)
- License Renewal Applications
- Boiler Sign Off Requests

ESSENTIAL CONSTRUCTION includes:

- Weekly Safety Inspection Reports



DOB NOW ACCESS – PUBLIC PORTAL AND INDUSTRY PORTAL



Public Portal



Address

House Number <input type="text" value="Enter House Number"/>	Street Name <input type="text" value="Enter Street Name"/>	Borough <input type="text" value="Select Borough"/>
--	--	---

Job Number Search

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

Licensees Search

Violations Search

Stop Work Orders Search

Enter your eFiling or DOB NOW: Licensing account information

Email

Password

To use DOB NOW: Build or Safety, register for an eFiling account [here](#). To reset your eFiling password, click [here](#).

Welder, Journeyman and Gas Work Qualification Applicants only – click [here](#) to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, click [here](#).

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



- Industry Portal
- For eFiling registered users only



Submit a Job Filing online

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



Real time Job Filing information online

24/7 access to job status and information



Greater Transparency of the filing process

Job Filing status can be viewed at any time

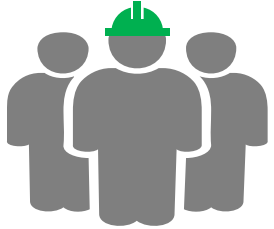


Faster Processing time

Digital filing allows for quicker turnaround time for submitted Job Filings

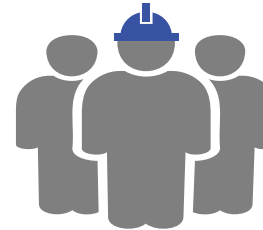
DOB NOW: *BUILD* – EXAMPLES OF KEY STAKEHOLDERS

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Applicant of Record

- Registered Architects
- Professional Engineers
- Licensees



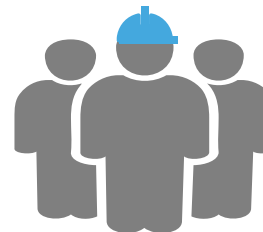
Inspectors

- Special Inspectors
- Progress Inspectors



Other Stakeholders

- Property Owners
- Job Filing Representatives
- Licensees



Site Safety

- Site Safety Manager
- Construction Superintendent
- Site Safety Coordinator

KEY TERMS IN DOB NOW: *Build*



1. Action Panel
2. Action Buttons
3. Action Dropdown

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Welcome, BUILD 105
BUILD105@BUILDINGS.NYC.GOV
Need Help?
Sign Out

+ Job Filing + Permits + Requests + Notifications + Occupancy Requests Search

All Jobs

Filter My Jobs ▾ Refresh

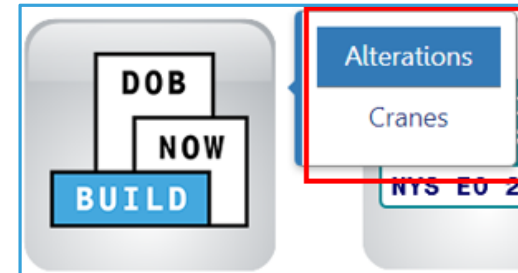
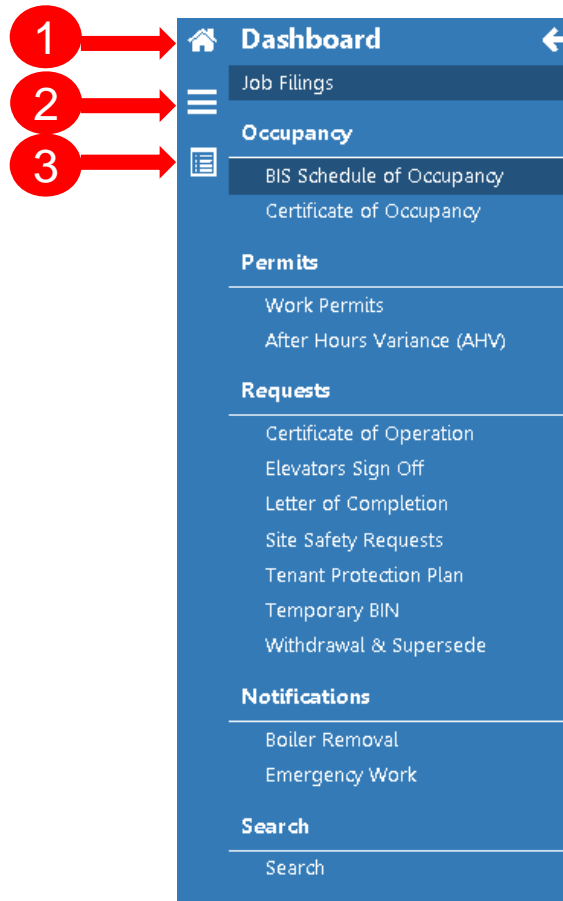
View	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status	Address	Borough	Applicant of F
	Select Action: ▾	B00038225	I1	Alteration	New Job Filing	Pre-filing	20 DEBEVOISE...	BROOKLYN	BUILD 105
	Select Action: ▾	S00038224	I1	Alteration	New Job Filing	Pre-filing	29 HAVEN ESP...	STATEN ISLA...	BUILD 105
	Select Action: ▾	Q00038223	I1	Alteration	New Job Filing	Pre-filing	14-15 112 STR...	QUEENS	BUILD 105
	Select Action: ▾	M00038222	I1	Alteration	New Job Filing	Pre-filing	100 BROADWAY	MANHATTAN	BUILD 105
	Select Action: ▾	X00038221	I1	Alteration	New Job Filing	Pre-filing	750 LYDIG AV...	BRONX	BUILD 105
	Select Action: ▾	X00038221	I1	Alteration	New Job Filing	Pre-filing	750 LYDIG AV...	BRONX	BUILD 105
	Select Action: ▾	Q00037934	I1	New Building	New Job Filing	Approved	31-48 137 STR...	QUEENS	BUILD 105

DOB NOW: *Build* – ACTION PANEL



The Action Panel:

1. The **Home** Icon will display the main dashboard.
2. The **3 bars** will display a menu list of actions
3. Job List will display the Job Filings



Job Filings

Filter My Jobs ▾

View	Filing Action	Job#	Filing#
<input type="checkbox"/>			
<input checked="" type="checkbox"/>	Select Action: ▾	M00382102	I1
<input checked="" type="checkbox"/>	Select Action: ▾	X00382100	I1
<input checked="" type="checkbox"/>	Select Action: ▾	X00382092	I1
<input checked="" type="checkbox"/>	Select Action: ▾	M00382064	I1
<input checked="" type="checkbox"/>	Select Action: ▾	X00380967	P2

DOB NOW: *Build* – SEARCH OPTIONS



- To find Job Filings in DOB NOW: Build, click the Search button.
- Users can search by Job Number or by BIN.

A screenshot of the DOB NOW Build web application interface. The top navigation bar includes the NYC Buildings logo and the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this is a horizontal menu with buttons for '+ Job Filing', '+ Permits', '+ Requests', '+ Notifications', '+ Occupancy Requests', and 'Search'. The 'Search' button is highlighted with a red box. Below the menu is a 'Search' section with two buttons: 'Search By Job Number' and 'Search By BIN', both highlighted with red boxes. Below these buttons is a search input field with the placeholder text 'Enter exact Job Number and then click search' and a '9 characters remaining' indicator. A 'Search' button with a magnifying glass icon is located to the right of the input field.

DOB NOW: *Build* – ACTION PANEL

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By clicking the Action Menu on the right of the Job Filing Dashboard the user can complete the following Actions :

- Clear all Filters.
- Export all data as excel.
- Export visible data as excel.
- Columns that can deselect.

The left screenshot shows the 'Action Panel' menu with the following options:

- Clear all filters
- Export all data as excel
- Export visible data as excel
- Columns:
- ✓ View
- ✓ Filing Action
- ✓ Job#
- ✓ Filing#
- ✓ Job Type
- ✓ Filing Type
- ✓ Filing Status
- ✓ Address
- ✓ Borough
- ✓ Applicant of Record

The right screenshot shows the 'Job Filing Id' table in Excel format with the following columns: Job Filing View, Filing Action, Job#, Filing#. The table contains 10 rows of data:

Job Filing View	Filing Action	Job#	Filing#
234de032-		B00038225	I1
53fa7724-		S00038224	I1
3a82081e-		Q00038223	I1
2082081e-		M00038222	I1
21ffa417-		X00038221	I1
4f10a28e-		Q00037934	I1
0fe5877e-		Q00037933	I1
e9d44b26-		Q00037932	I1
1db7c016-		Q00037931	I1

KEY TERMS IN DOB NOW: *Build*

1. Status-Bar
2. Tabs
3. Headers
4. Sections
5. Grayed-Out or Auto-populated fields
6. Required Fields

The screenshot shows the DOB NOW application interface. At the top, there is a status bar with a progress indicator showing stages: Pre-filing, Pending Prof Cert QA Assignment, Prof Cert QA Review, Approved, Permit Issued/Permit Entire, and LOC Issued. Below this is a navigation bar with 'Save' and 'Preview to File' buttons, and a dropdown menu for 'Earthwork Notification'. The main content area is titled 'Plans/Work (PW1) - Alteration'. On the left, there is a sidebar menu with various options like 'Zoning Information', 'Scope of Work', 'Earth Work', 'Mechanical Systems', 'Structural', 'Cost Affidavit (PW3)', 'Technical Report', 'Technical Report (TR1)', 'Documents', 'Work Permit (PW2)', 'Statements &', and 'Signatures'. The main form area contains 'Location Information' fields: 'House Number*' (459), 'Street Name*' (BEACH 44 STREET), 'Borough*' (QUEENS), 'Block*' (15966), 'Lot*' (70), 'Community Board*' (414), and 'Zip Code*' (11691). Below these fields is a table for 'Work on Floors*' with columns for Work Type, Location, Floor From, Floor To, Description of Location, and Action. The table contains four rows of data: Mechanical Systems, Structural, General Construction, and Earthwork, all located on the Balcony from floor 1 to 10, with a description of 'Test'.

1. Status-Bar

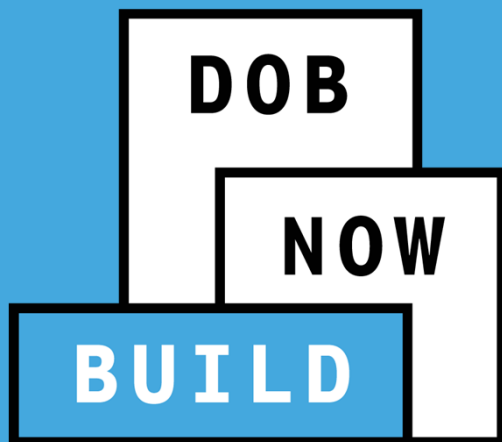
2. Tabs

3. Headers

4. Sections

5. Grayed-Out or Auto-populated fields

6. Required Fields



e-Filing

Register To Access DOB NOW: *Build*
Through e-Filing

REGISTER FOR eFILING

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- All stakeholders associated to the Job Filing must register for eFiling before logging into DOB NOW.
- If previously registered, use the existing eFiling Username and password to access DOB NOW.
- Register at www.nyc.gov/dobefiling

Welcome to eFiling

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

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

Email Address:

Password:

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

Login

Register for electronic filing.

Major Construction Development Hub <ul style="list-style-type: none">• Major Alterations• New Buildings Demolitions	Minor Construction Hub Self-Service <ul style="list-style-type: none">• Minor Alterations Hub Full-Service <ul style="list-style-type: none">• Minor Alterations Signs
Electrical and Minor Plumbing All Electrical Work Limited Alteration Application	Manage Your Account Add License Type Add Sustainable Contractor Designation

e-FILING REGISTRATION – CONTACT DETAILS

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- Complete the required fields in the Registration Form in order to create an e-Filing account.



Registration

Use this form to register for an eFiling account. Use your eFiling account email address and password to login to [DOB NOW: Build](#), [DOB NOW: Safety](#) and the [NYC Development HUB](#).

For help filling out this form, visit the [Registration Steps](#) page. Licensed Professionals need to enter below the same email address they use for their [DOB NOW: Inspections](#) account.

If you are a gas work qualification, journeyman or welder applicant, do not fill out this registration form. Click [here](#) to create a DOB NOW profile or to change your DOB NOW profile password.

Items with a (*) are required.

Create Account

You need an active email address to create an eFiling account. After you submit the below information, you will receive a message at this email address to activate your account.

Email Address (*)	<input type="text"/>
Re-Enter Email Address (*)	<input type="text"/>
Password (*)	<input type="password"/>
Verify Password (*)	<input type="password"/>

USER ACCOUNT INFORMATION

First Name (*)	<input type="text"/>
Last Name (*)	<input type="text"/>
Business Name	<input type="text"/>

MAILING ADDRESS:

Street and number or P.O. Box (*)	<input type="text"/>
City (*)	<input type="text"/>
State (*)	<input type="text"/>
Zip (*)	<input type="text"/>

e-FILING – ADD DOB LICENSE(S) OR ISSUED ID#, IF APPLICABLE

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- Select the 1st radio button, if you **do not own a license or DOB Issued ID#**.

For example: Owner, Manufacturer, or non-Licensed

- Select the 2nd radio button, if **you own a license or DOB Issued ID#**.

For example: General

- Enter License Number and Business Information for each License owned

Please select one of the options below.

- I do not have a license or DOB Issued ID # - (includes owners, building managers or owner representatives)
- I have a license or DOB Issued ID # - (includes professional engineers, registered architects, licensed tradespersons (e.g. master plumbers), general contractors, and filing representatives).

LICENSES AND TRACKING NUMBERS

Concrete Test Lab Director / Safety Manager #

Business Name

Construction Superintendent License #

Business Name

Electrical Contractor License #

Business Name

Elevator Inspector/Director/Co-Director License #

Business Name

Filing Representative DOB Issued ID #

Business Name

General Contractor Tracking #

Business Name

High Pressure Boiler Operator/
Stationary Engineer License #

Business Name



**Complete
Registration Form**



**Click
Verification Email**



**Receive
Confirmation
from DOB**



**Complete
Registration Form**



**Click
Verification Email**



**Print
Authentication Form**



**Sign, Date and
Seal the Form**



**Submit
App to DOB in person
or via mail**



**Receive
Confirmation
From DOB**

IN PERSON:

- New York City Department of Buildings
LAA/ Permit Renewal and Hub Authentication Unit
280 Broadway, 1st Floor
New York, NY 10007

MAIL TO:

- New York City Department of Buildings
LAA/Permit Renewal and Hub Authentication Unit
Attn: eFiling
280 Broadway, 1st Floor
New York, NY 10007

- Learn more from available resources:

- Tip Sheets
- Videos
- Guides
- FAQs

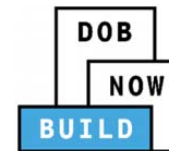


- Tip Sheets:
https://www1.nyc.gov/assets/buildings/pdf/dob_now_registration_tip_sheets.pdf
- Video Tutorial: <https://youtube/dobnow>
- Guides:
<https://www1.nyc.gov/site/buildings/industry/dob-now-registration-tips.page#owner>



Account Registration: Owner Building Manager/Filing Representative

If you are a Building Owner, Building Manager, or Filing Representative, you can:



Enter job applications in
DOB NOW: *Build*



Review and confirm compliance filings in
DOB NOW: *Safety*

Register for DOB NOW: *Build* or DOB NOW: *Safety* by creating an eFiling account:

- Go to www.nyc.gov/dobefiling, and click on the link to 'Register for electronic filing.'
- Fill out the Electronic Filing Account Information form.
NOTE: Your address should be your mailing address, not the address of the building you own.
- Read the Agreement section, and click Submit.
- You will get two (2) emails. Your account will not be active until you get the second email.
 - In the first email, you must click a link to activate your account.
 - The second email confirms that you have been enrolled.

Once you receive the second email, your registration in eFiling will take effect the next day. You can then use your eFiling email and password at www.nyc.gov/dobnow.

NOTE: If you want to change your account information, such as email, phone, or mailing address, you will have to log in to eFiling.

DOB NOW ACCESS – PUBLIC PORTAL AND INDUSTRY PORTAL



Search the Public Portal for Filings and Permits Submitted in

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

Enter your e-Filing account information

Email

Password

To register for an account or reset your password, go to the [eFiling website](#).
Welder, Journeyman and Gas Work Qualification Applicants only - enter your DOB NOW: Licensing profile email and password above.
Don't have one? Click [here](#) to Create a new DOB NOW: Licensing profile.

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

Address

House Number **Street Name** **Borough**

Industry Portal →

Public Portal ←

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

Licensees Search

DOB NOW: HELPFUL LINKS



Borough, Block, Lot

Device Search

Licensees Search

Don't have one? Click [here](#) to Create a new DOB NOW: Licensing profile.

[Forgot password?](#)

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



[Public Portal FAQ and User Manual](#)



[BUILD](#) [FAQ and Resources](#)



[SAFETY](#) [FAQ and Resources](#)



[LICENSING](#) [FAQ and Resources](#)



[Building Information Search](#)

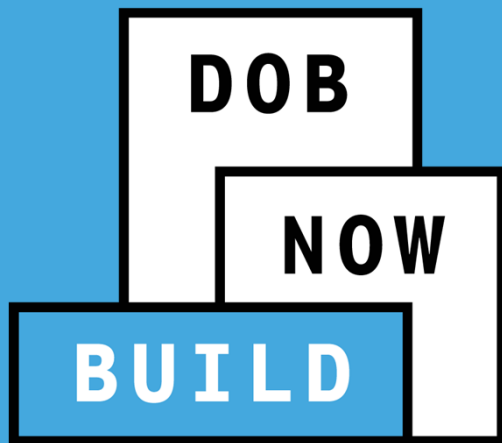
[NYC OpenData](#)

DOB NOW: *Build*

- Introduction of **New Work Types**:
 - General Construction (GC)
 - Earthwork (EA)
 - Foundation (FO)
 - Protection & Mechanical Methods (PMM)
 - Support of Excavation (SOE)
- Composite Permits
- Concrete Enhancements
- Functionalities:
 - Tenant Protection Plan
 - Site Safety Plan
 - Withdrawal / Superseding

DOB NOW: *Build*

- Introduction of **New Job Types**:
 - Alteration affecting Occupancy
 - New Building
 - Schedule of Occupancy (Formerly Schedule A)
 - Certificate of Occupancy
 - Temporary BIN Request
-
- This training focuses on the December 2020 release.



DOB NOW: *Build*

Industry Overview:

- **Job Filing Structure and Work Type Combinations**

DOB NOW: *Build* – WORK TYPES CURRENT VS. FUTURE STATE

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CURRENT WORK TYPES

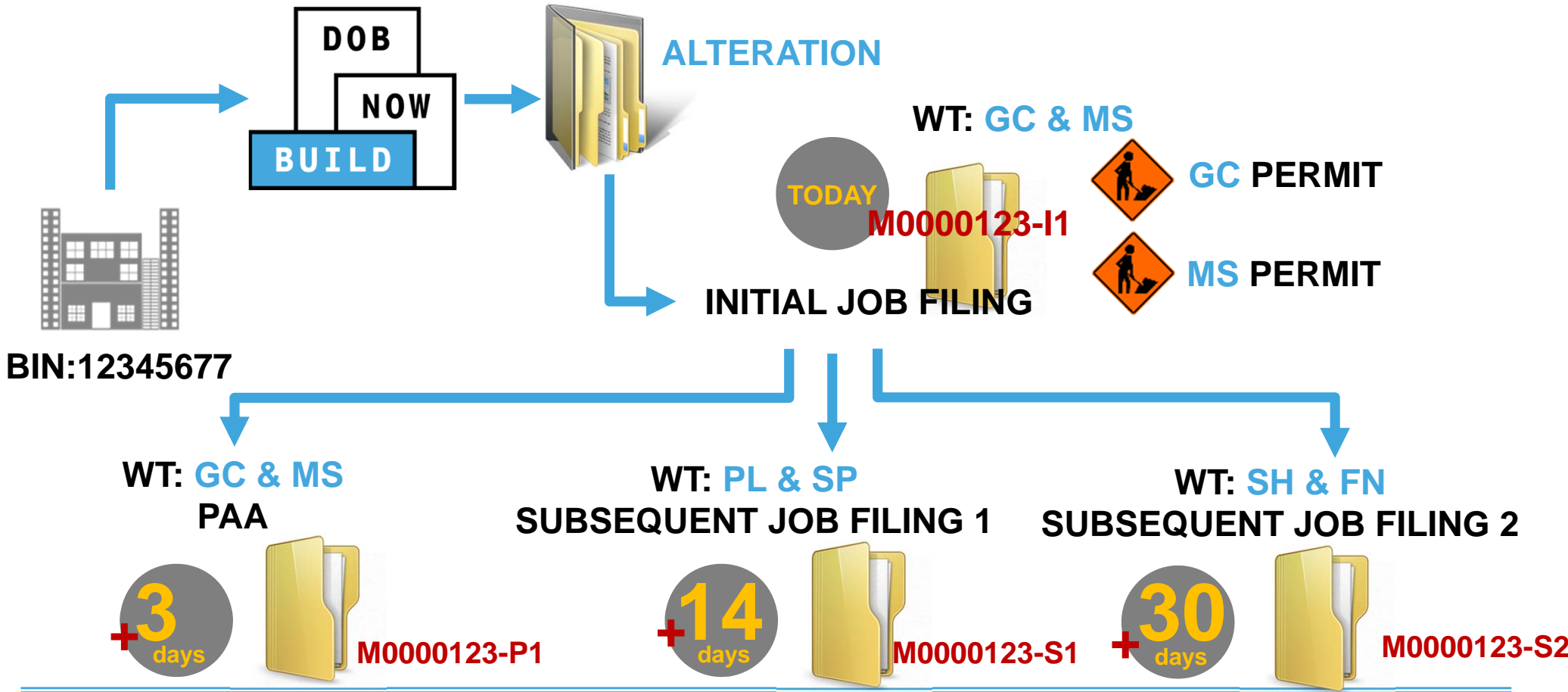
- Antenna
- Boiler Equipment
- Construction Fence
- Curb Cut
- Electrical
- Elevators
- Mechanical Systems
- Plumbing
- Sidewalk Shed
- Sprinklers
- Standpipe
- Structural
- Supported Scaffold

DECEMBER 2020 ADDITIONAL WORK TYPES

- General Construction (GC)
- Foundation (FO)
- Earthwork (EA)
- Support of Excavation (SOE)
- Protection & Mechanical Methods (PMM)

DOB NOW: *Build* – FILING STRUCTURE

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- There are two combined filing options that currently exist in DOB NOW: *Build*.
 - Work Types **Plumbing**, **Sprinkler**, and **Standpipe** can be combined in any combination.

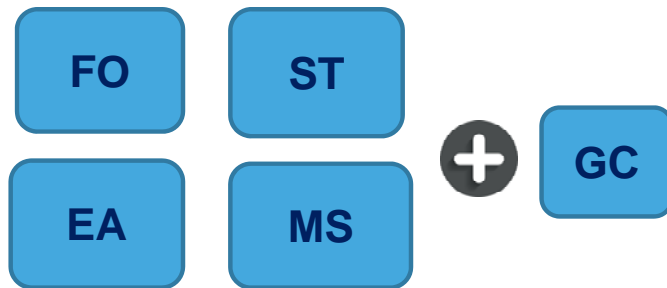


- Work Types **Sidewalk Shed**, **Supported Scaffold**, and **Fence** can be combined in any combination.



- Combined Filings will have one Applicant of Record and trigger only one instance of a given TR inspection (e.g. there will only be one TR Final for all of the Work Types on the filing).

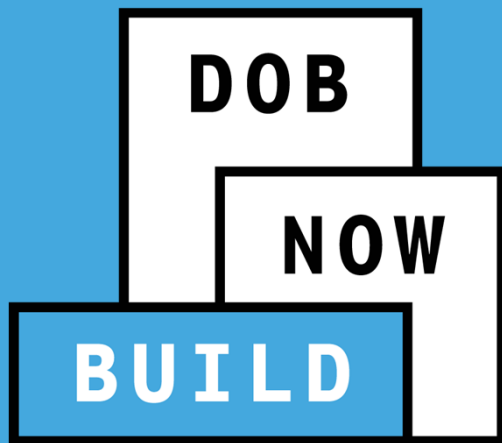
- Work Types that can be **Combined Filed with GC** are FO, ST, EA, or MS – **GC must be included**:



- Other Work Types that can be **Combined Filed** without GC:



- These new Work Types can also be filed individually.
- Work Types that are combined on the filing:
 - Will have a single Applicant of Record
 - Will trigger only one instance of a given TR Inspection (e.g. there will only be one TR Final for all of the Work Types on the filing)
- These combinations can have Composite Permits (if the contractor is the same) or individual Permits.
- Existing Work Types that can be Combined Filed will NOT allow Composite Permits.**



DOB NOW: *Build* Work Permits

Industry Process Overview

DOB NOW: *Build* – WORK PERMITS – CURRENT STATE

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- In BIS, Applicants of Record begin with a Plan / Work application (PW1) for each Work Type.
- A Work Permit Application (PW2) must be filed for that identifies Work Types for a Permit.

The diagram illustrates the process flow for obtaining a Work Permit. It starts with the **PW1: Plan / Work Application** form, which includes sections for **1 Location Information** and **2 Applicant Information**. A red arrow points from the PW1 form to the **PW2: Work Permit Application** form, which includes sections for **1 Reason For Filing** and **2 Location Information**. A second red arrow points from the PW2 form to the **Work Permit Department of Buildings** form, which contains fields for Permit Number, Address, Description of Work, and signatures of the Borough Commissioner and Commissioner of Buildings.

DOB NOW: *Build* – WORK PERMITS – OVERVIEW

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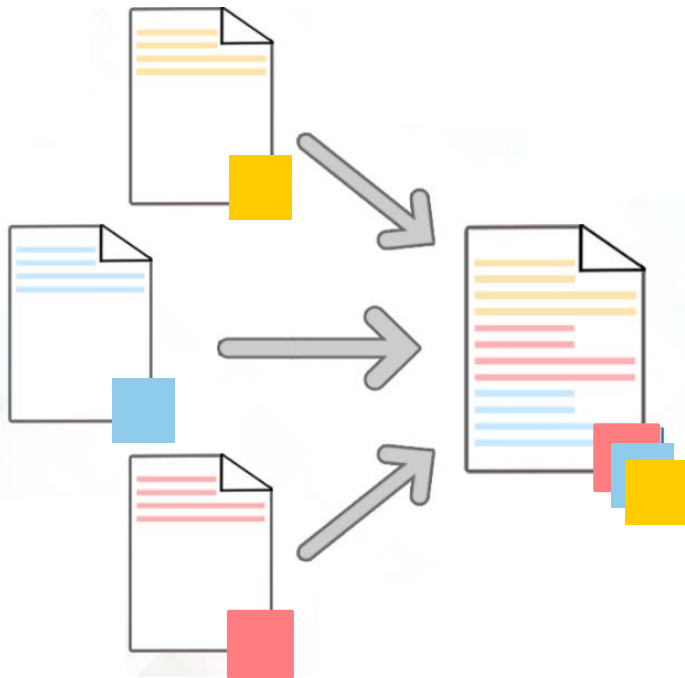
- **Work Permits** are requested once the initial/subsequent Job Filing is approved by the DOB.
- A unique **Permit Number** is generated upon Permit Issuance.
- In general, for each Work Type, a unique Permit **request must be submitted by the authorized applicant of record.**
- Users can still request individual Permits for each Work Type as they currently do for other work types like Structural and Mechanical in DOB NOW: *Build*.
- Starting in December 2020, some select Work Types can be joined on a single Work Permit request that results in a **Composite Permit, only if Contractor is the same.**



The image shows a sample NYC Buildings Work Permit form. The header features the NYC Buildings logo and the text 'Work Permit Department of Buildings'. The form contains fields for Permit Number, Address, Description of Work, Issued to, Business, Contractor No, and Expires. The description of work is 'ALTERATION TYPE 2 - GEN. CONSTR'. Below the form, there is a note about building codes and a reference to the Zoning Diagram. The form is signed by the Borough Commissioner and the Commissioner of Buildings. The emergency telephone number is 311. The footer includes a warning about tampering with the permit and the form number OP-36A (5/10).

Permit Number:	Issued:	Expires:
Address:	Issued to:	
Description of Work:	Business:	Contractor No:
ALTERATION TYPE 2 - GEN. CONSTR		
Review is requested under Building Code: Prior-to-1968		SITE FILL: NOT APPLICABLE
To see a Zoning Diagram (ZD1) or to challenge a zoning approval filed as part of a New Building application or Alteration application filed after 7/13/2009, please use "My Community" on the Buildings Department web site at www.nyc.gov/buildings .		
Emergency Telephone Day or Night: 311		
Borough Commissioner:	Commissioner of Buildings:	
Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.		

OP-36A (5/10)



- In December 2020, DOB NOW: *Build* will offer the new feature of **Composite Permits**.
- A Combined Job Filing is the grouping of two or more Work Types included on a single Job Filing.
- Only certain Work Types can be combined in specific configurations.
- Composite Permits may be requested from Combined Filings.
- Once issued, a composite Permit can only be renewed as a composite Permit; it cannot be renewed as standalone Permits.

DOB NOW: *Build* – WORK PERMITS – OVERVIEW

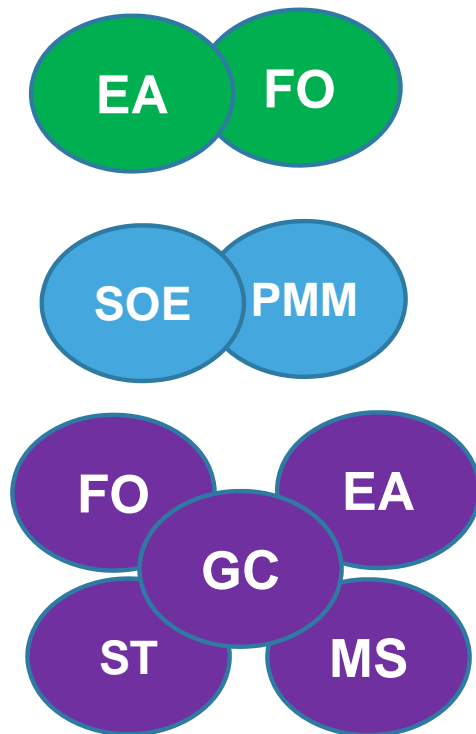
Only the **following work types combinations** are possible for Composite Permits:

- **Earthwork (EA)**
- **Foundation (FO)**

- **Support of Excavation (SOE)**
- **Protection and Mechanical Methods (PMM)**

- **General Construction (GC)** is a special Work Type that can be *joined* with one or more of the following types:
 - **Earthwork (EA)**
 - **Foundation (FO)**
 - **Mechanical Systems (MS)**
 - **Structural (ST)**
 - EA, FO, MS & ST can not be Combined Filed with each other, but any number of those four can be added to GC to request a Composite Permit.

Composite Permits Possible Combinations



DOB NOW: *Build* – WORK PERMITS – PERMIT NUMBERING CHANGES



- **Standalone Permits** are issued for a single Work Type. Composite Permits involve two or more Work Types. Permit Numbers are the **Borough + Job Filing Number + the Acronym of the Work Type.**
- **Composite Permits** can be combination of two specific work types (PMM + SOE; EA + FO)
- Composite Permits that **involve GC and one or more other types** are identified as **GC + CX**

<u>Standalone Permit</u>	<u>Permit Number Format</u>
<u>General Construction</u>	M00274429-I1-GC
<u>Earthwork</u>	M00724429-I1-EA
<u>Foundation</u>	M00624429-I1-FO
<u>Support of Excavation</u>	M00524429-I1-SE
<u>Protection and Mechanical Methods</u>	M00164429-I1-PM
<u>Composite Permit</u>	<u>Permit Number Format</u>
<u>Composite Permit with GC and any combination of the following work types: FO, EA, ST, MS (e.g. GC+ST or GC+ MS or GC+MS+ST or GC +FO+ST, etc.) (note that GC must be included)</u>	M00774429-I1-GC-CX
<u>Composite Permit (Foundation + Earthwork)</u>	M00256429-I1-EA-FO
<u>Composite Permit (SOE + PMM)</u>	M00224429-I1-PM-SE

DOB NOW: *Build* – CURRENT STATE VS. FUTURE STATE

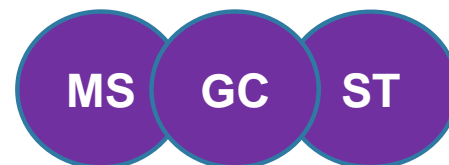
CURRENT STATE

- A Standalone Permit, filed under a single work type is the only option.
- Two Current Work Types (Mechanical Systems (MS) and Structural (ST) are usable only in standalone Permits for each Work Type respectively.



FUTURE STATE

- Standalone Permits will continue but the second option of Composite Permits will be made available for certain Work Type combinations.
- MS and ST work types cannot be combined with just each other. However, a possible Composite Permit can be obtained when MS and ST are Combined Filed along with New Work Type: General Construction (GC)



1 Work Permit (MS) + 1 Work Permit (ST) → 1 (Composite) Permit (GC, MS, ST)

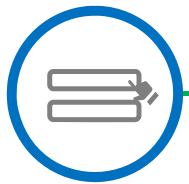
- In December 2020, five new Work Types (EA, FO, GC, PMM and SOE) will be introduced in the DOB NOW: *Build* portal.
- All New Work Types can be used for standalone Work Permits or can be used in 1 or more Combined Filings options to yield a Composite Permit.



The Following (New and Existing) Work Types can be combined as:

- SOE + PMM
- EA + FO
- GC with 1 or more of the following:
 - EA
 - FO
 - PMM
 - SOE

DOB NOW: *Build* – WORK PERMITS – PROCESS



Log in



Dashboard
Approved Job
filing



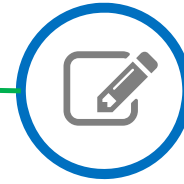
Select
Work Permit
request



Enter PW2
Combine one or
more select Work
Types.



Upload
Required
documents



Complete
Statement and
Signature



**Submit
to DOB**

Along with traditional applicant and stakeholder permissions, new changes affecting Permits

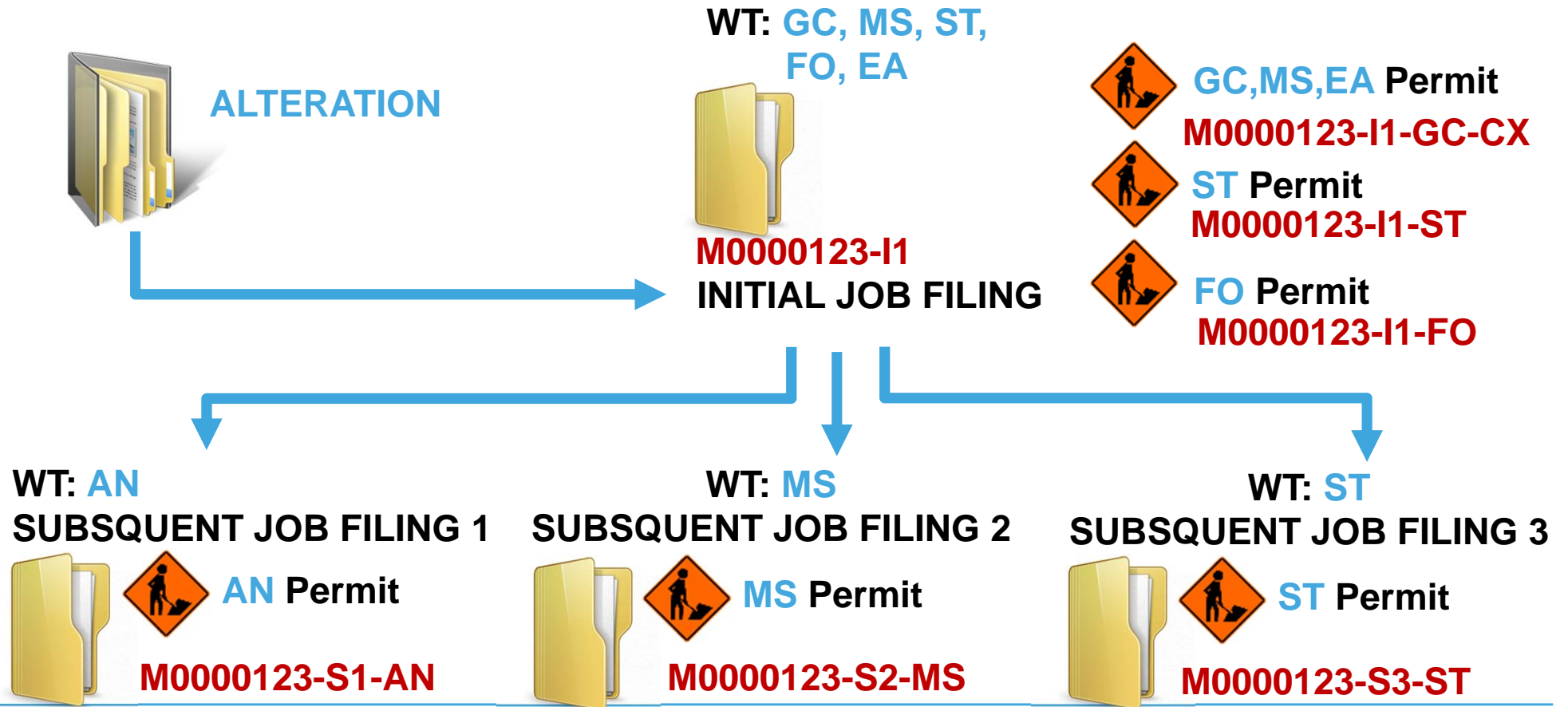
Key Stakeholders include:

- Only license types General Construction Contractor, PE/RA, or Owner can submit a composite Permit
- Owners can request for a GC Permit or a GC with Structural Permit (not with Mechanical)
- General Contractor, Professional Engineer and Registered Architect can request a GC Permit with more than just Structural Work Types



DOB NOW: *Build* – FILING STRUCTURE

DOB
NOW



DOB NOW: *Build* – WORK PERMITS – INITIATE REQUEST

- In the DOB NOW: *Build* portal, Licensed Applicants (Contractors) log into the system to view and navigate the Job Filings for which they are associated.
- If the Filing Status is **Approved** and the applicant is already associated with the Filing, it will appear in their dashboard.
- Under Filing Action, click on the associated line to **Select Action: Work Permit Request**

View	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status	Address
	Select Action: ▾	Q00381083	P2	Alteration	PAA	Approved	88-51 MYRTLE AVENUE
	Select Action: ▾	M00381091	P2	Alteration	PAA	Approved	404 WEST 54 STREET
	Select Action: ▾	Q00381083	P1	Alteration	PAA	Approved	88-51 MYRTLE AVENUE
	Select Action: ▾	M00381091	P1	Alteration	PAA	Approved	404 WEST 54 STREET
	Select Action: ▾	M00381095	I1	Alteration	New Job Filing	Approved	100 BROADWAY
	Select Action: ▾	K00381092	I1	Alteration	New Job Filing	Approved	750 LYDIG AVENUE
	Subsequent Filing	Q00381083	I1	Alteration	New Job Filing	Approved	88-51 MYRTLE AVENUE
	Work Permit Request	Q00381073	P1	Alteration CO	PAA	Approved	2207 AMSTERDAM AV...
	Request TPP	Q00381071	I1	Alteration	New Job Filing	Approved	300 MAIN STREET
	Select Action: ▾	K00381068	S1	Alteration	Subsequent Filing	Approved	859 HOME STREET

DOB NOW: *Build* – WORK PERMITS – INITIATE REQUEST

DOB
NOW

- If the Applicant is not associated with the Job Filing, they can still locate the filing information to perform the same actions by clicking on **Search** button at the top of the dashboard.
- The Applicant will choose **Search by Job Number**. Then enter the **Filing Number** before clicking **Search**.

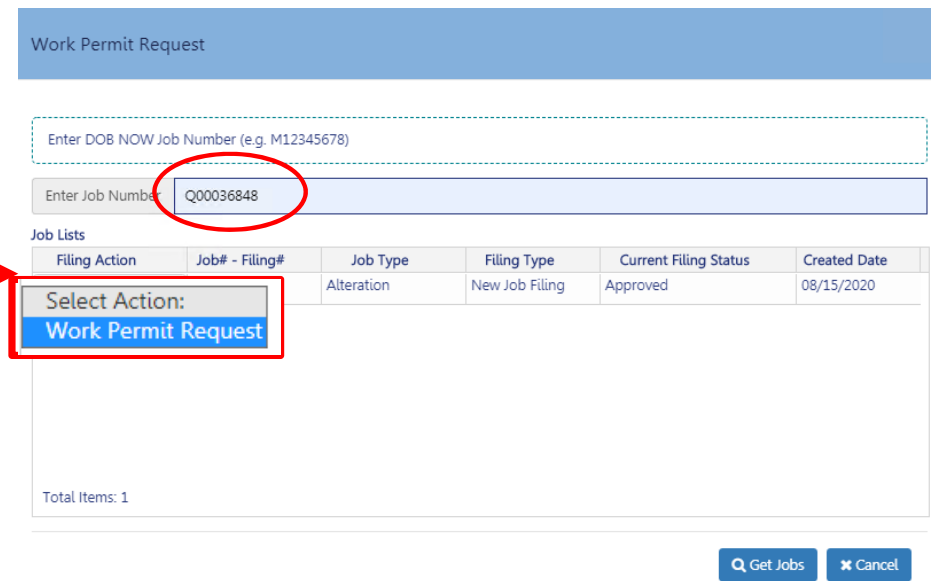
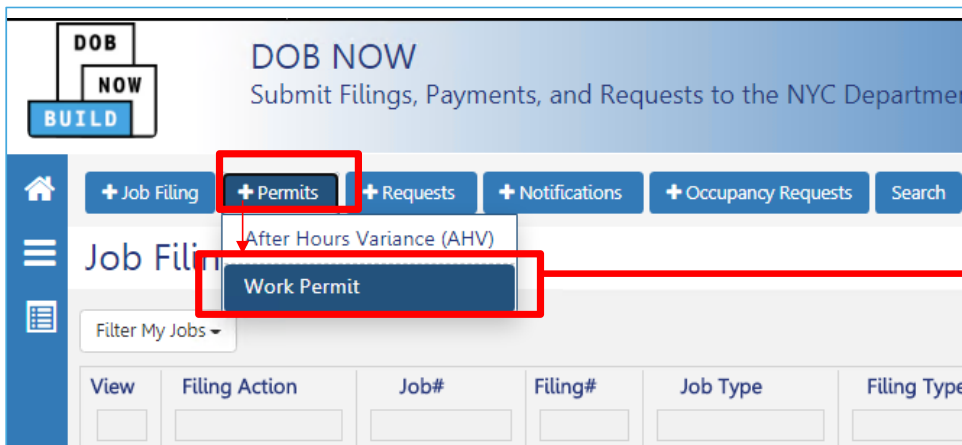
Filing Action	Job#	Filing#	Filing Type	Address
Select Action: ▾	Q00036848	11	New Job Filing	80-46 47 AVENUE

- Go to the **Filing Action** Column to select Work Permit request.

DOB NOW: *Build* – WORK PERMITS – INITIATE



- A third way of getting to the Work Permit Stage is to click on the **+ Permits** button to choose **Work Permit**.



- Enter the **Job Number**, click **Get Job**. Then go to the **Filing Action Column** to select **Work Permit Request**.

DOB NOW: *Build* – WORK PERMITS – REQUEST



- The Work Permit Application (PW2) opens. In the Left Navigation, **three categories** require input:
 - **General Information**
 - **Documents**
 - **Statements & Signatures**

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Welcome, BUILD024@BU

Save Submit

Work Permit

- General Information
- Documents
- Statements & Signatures

General Information

- Reason for Filing
- Type of Permit
- Applicant Information
- Filing Representative
- Applicant's Insurance Information

- Every Work Permit will require at least three (3) sections for data entry
 - **General Information**
 - **Documents**
 - **Statements & Signatures**
- **Site Safety Plan** may be required when certain work types are part of the Job Filing; GC, ST, FO, SOE and EA. (EA Filings only require a site safety plan with sub-categories: Soil Improvement and Excavation)
- **Demolition Sub-Contractor** information is required when the PW1 section – **Additional Considerations, Limitations or Restrictions** is answered that work will be *“demolishing more than 50% of the floor area of the building.”*
- A Permit may require a Site Safety Plan *with or without* the Demolition Sub-Contractor information.



Work on exterior of building*	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Are you removing one or more floors?*	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Are you demolishing more than 50% of the floor area of the building? *	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Are you using alternative materials that require an OTCR review and approval?*	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Partial Demolition work is limited to the interior components of the building and no mechanical demolition equipment, other than handheld devices, is used?*	<input type="radio"/> Yes	<input checked="" type="radio"/> No

DOB NOW: *Build* – WORK PERMITS – PROCESS

- In the first section for **General Information**, Applicants identify the type of requested Permits.
- Standalone or Composite Permits can be created checking one (or more) of the options in the **Select Permits Field**.

General Information

Reason for Filing*

Type of Permit*

1 checked ▾

Selected Permit(s)*

✓ Plumbing

Standalone Permit

General Information

Reason for Filing*

3 checked ▾

Selected Permit(s)*

1 ✓ Structural

2 ✓ Mechanical Systems

3 ✓ General Construction

Job Description*

3 checked ▾

✓ General Construction

✓ Structural

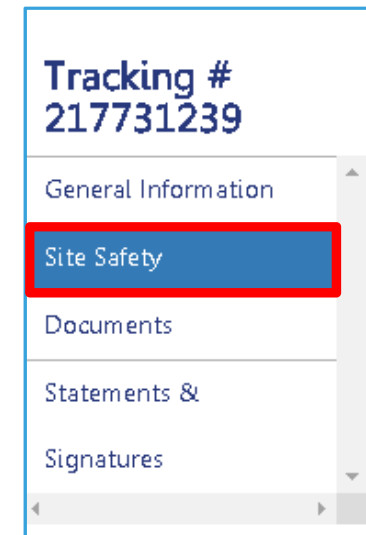
✓ Mechanical Systems

Foundation

Composite Permit

Site Safety Information

- This tab is displayed only if Site Safety is applicable for the Job Filing.
- The Site Safety Personnel can be associated by the PW2 stakeholders – Applicant or Filing Representative only



DOB NOW: *Build* – WORK PERMITS – SSP PROCESS



- Click on the Site Safety tab in the Permit Request Form.
- Make sure the correct role is selected.
- Enter the email of the Site Safety Personnel and their license type.
- The Site Safety Personnel must log into DOB NOW: *Build* to attest to their duties.

217731239

General Information

Site Safety

Documents

Statements &

Signatures

Site Safety

Construction Superintendent, Site Safety Coordinator, Site Safety Manager

I, the applicant /contractor, hereby declare the scope of work filed under this permit application requires:

Construction Superintendent Site Safety Coordinator Site Safety Manager

Email*

License Type*

Last Name

First Name

Middle Initial

Business Name

Business Telephone

Business Address

City

State

Zip Code

Registration Number

I hereby state that I will perform, on behalf of the Contractor, all of the functions required of a Construction Superintendent, Site Safety Coordinator, or Site Safety Manager (identify herein) as set forth in the Department of Buildings rules and regulations.

Name

Date

DOB NOW: *Build* – CONCRETE IN THE PERMIT REQUEST

- When requesting the Work Permit, the system asks about the amount of Concrete being used.

Concrete Information

Does your approved work include 2,000 cubic yards or more of concrete?*

Yes No

- If the answer is **No**, no further questions are asked.
- If the Answer is **Yes**, DOB NOW: *Build* asks if the Applicant of Record for the Work Permit is also performing the concrete work. If a different contractor is performing the work, that contractor must be identified on the Permit Request.

- The additional contractor must then log on and sign the Permit Request.

Concrete Subcontractor

Is the applicant/contractor in section 4 performing the concrete work for this permit?*

Yes No

Email*

License Type*

Last Name

First Name

Middle Initial

Business Name

Business Telephone

Business Address

City

State

Zip Code

Registration Number

I, the undersigned, will perform, on behalf of the Contractor, all of the functions required of a Concrete Subcontractor as set forth in the Department of Buildings Rules and regulations. Falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment, or both. I am aware of the additional sanctions imposed on false filing by § 28-211.3.2 of the NYC Administrative Code.

I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name

Date

DOB NOW: *Build* – CONCRETE IN THE PERMIT REQUEST

DOB
NOW

- If the amount of concrete being used is 2000 cubic yards or more, a Concrete Safety Manager **must be identified**. That Concrete Safety Manager must log in to DOB NOW: *Build* to attest to their duties before the Permit can be requested.

Concrete Safety Manager*

Email*	License Type*	Last Name
<input type="text" value="Please enter email address"/>	<input type="text" value="Select Type:"/> ▾	<input type="text"/>
First Name	Middle Initial	Business Name
<input type="text"/>	<input type="text"/>	<input type="text"/> ▾
Business Telephone	Business Address	City
<input type="text"/>	<input type="text"/>	<input type="text"/>
State	Zip Code	Registration Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

I, the undersigned, will perform, on behalf of the Contractor, all the functions of a Concrete Safety Manager as set forth in the Department of Buildings Rules and regulations. Falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment, or both. I am aware of the additional sanctions imposed on false filing by § 28-211.1.2 of the NYC Administrative Code.

I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name	Date
<input type="text"/>	<input type="text"/>

Demolition Sub-Contractor

- This tab is displayed only if a Demolition Subcontractor is required to be associated to the Permit. **Demolition Sub-Contractor** information is required when the PW1 section – **Additional Considerations, Limitations or Restrictions** is answered that work will be *“demolishing more than 50% of the floor area of the building.”*
- The respective contact can be associated by the PW2 stakeholders – Applicant or Filing Representative only.
- The associated contact can complete the respective Demolition Sub Contractor’s attestation.

M00380825-I1-GC

General Information

Site Safety

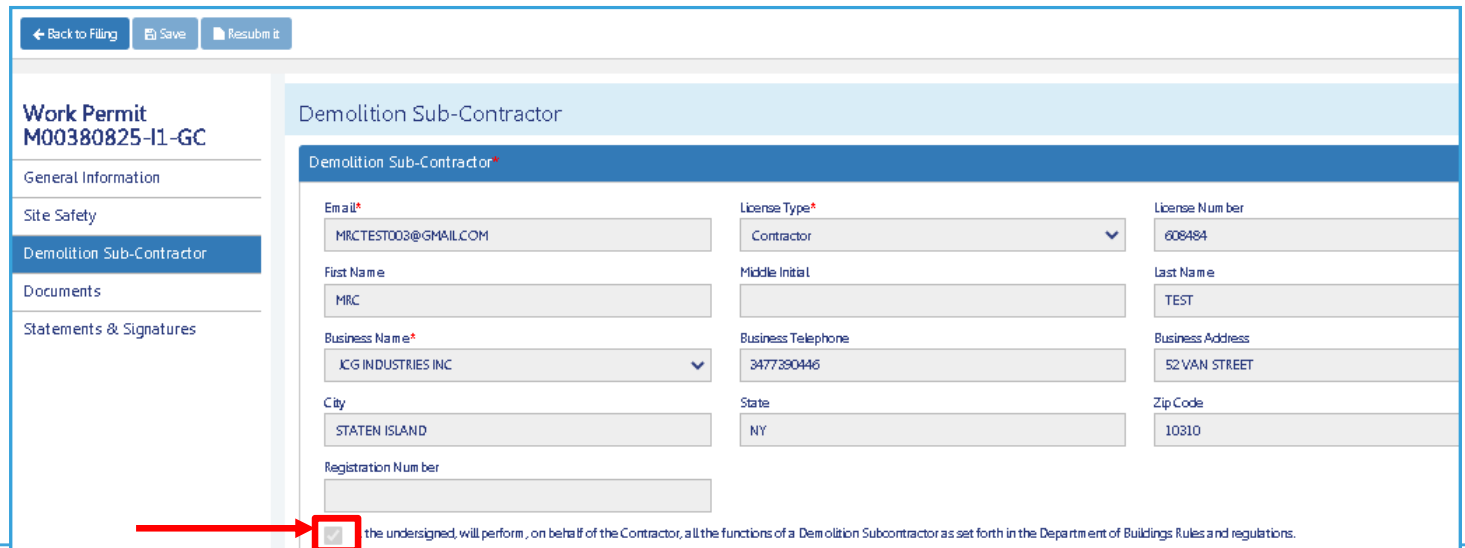
Demolition Sub-Contractor

Documents

Statements & Signatures

Demolition Sub-Contractor

- The respective contact can be associated by the PW2 stakeholders – Applicant or Filing Representative only.
- The associated contact can complete the respective Demolition Sub Contractor’s attestation with the checkbox at the bottom of the screen



← Back to Filing Save Resubmit

Work Permit
M00380825-I1-GC

General Information

Site Safety

Demolition Sub-Contractor

Documents

Statements & Signatures

Demolition Sub-Contractor

Demolition Sub-Contractor*

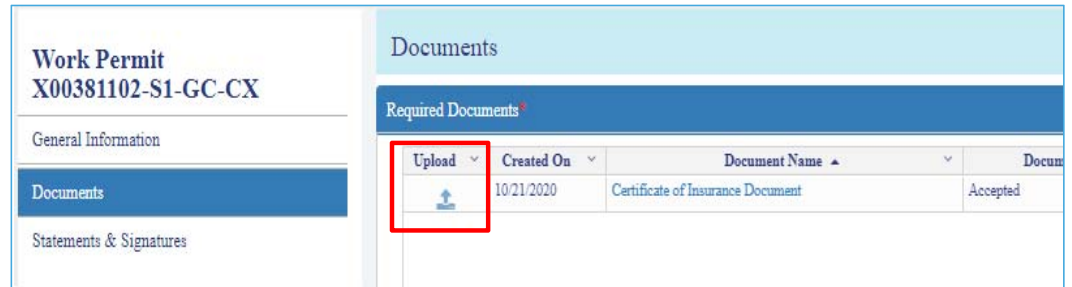
Email*	License Type*	License Number
MRCTEST003@GMAIL.COM	Contractor	608484
First Name	Middle Initial	Last Name
MRC		TEST
Business Name*	Business Telephone	Business Address
JCG INDUSTRIES INC	3477390446	52 VAN STREET
City	State	Zip Code
STATEN ISLAND	NY	10310
Registration Number		

I, the undersigned, will perform, on behalf of the Contractor, all the functions of a Demolition Subcontractor as set forth in the Department of Buildings Rules and regulations.

DOB NOW: *Build* – WORK PERMITS – PROCESS

DOB
NOW

- The Applicant will need to upload the Certificate of Insurance in the **Documents** section.



Work Permit
X00381102-S1-GC-CX

General Information

Documents

Statements & Signatures

Documents

Required Documents*

Upload	Created On	Document Name	Document Status
<input type="button" value="Upload"/>	10/21/2020	Certificate of Insurance Document	Accepted

- Then, check the authorization box in the **Statements & Signature** section.



Work Permit
M00380545-I1-GC-CX

General Information

Documents

Statements & Signatures

Applicant/Contractor Statement*

Does the Work authorized by this permit require adjacent property insurance?

The information in this application is correct and complete to the submitted to the Department. I may be subject to fine, imprisonment, or other penalties for not properly performing the job or in exchange for special consideration.

I will comply with all applicable laws, rules and regulations including but not limited to the following:

I hereby state if a Construction Superintendent, Site Safety Coordinator, or other person performing the job hereby certify he or she is registered and in good standing with the Department of Buildings.

I hereby state this renewal application with no change to Applicant information.

In accordance with §28-104.8 of the Administrative Code, I hereby certify that the information is true, accurate, conspicuous and visible location.

I understand and agree that by personally clicking on the box at the bottom of this page, I am certifying the information by hand, and I further intend that the electronic image of my signature be used as my signature.

Name

DOB NOW: *Build* – WORK PERMITS – TPP

DOB
NOW

- **REMEMBER:** If any dwelling units will be inhabited during work, the Work Permit (PW2) may not be requested until the Tenant Protection Plan is approved.
- When a TPP is submitted, the wording of the Applicant attestation is changed on the Permit request.
- The paragraph circled only appears when a TPP has been submitted and approved on the Job Filing.

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 barred 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, either as 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 that all construction and demolition workers employed or otherwise engaged at the site and working under this permit have received site safety training in accordance with BC 3321.

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 hereby state the information on this form is correct and complete to the best of my knowledge. I understand falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I also understand 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 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 Signatures terms above. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand.

Name	Date
<input type="text" value="BUILD 107"/> (Electronically Signed)	<input type="text" value="10/23/2020"/>

QA Failed Reasons		
Created on	QA Failed Reason	Detailed Reason
11/05/2020	Insurance	General Contactor's Insurance (s) has expired. Please contact the DOB Licensing Unit @ 212-393-2259 or email licensingdob@buildings.nyc.gov to resolve this matter.

- If the QA has failed, the applicant can check the **QA Failed Reason** section
- The QA failed reason is a menu of responses selected by the reviewer. In the screenshot above, the General Contractor's insurance has expired.

DOB NOW: *Build* – WORK PERMITS – PRINTING



- This screen shows the **Work Permits dashboard**.
- To print any type of **Work Permit**, identify the Permit line and go to the Filing Action column.
- From the dropdown menu, choose **Print Work Permit**

View	Filing Action	Job#	Filing#	Work Permit#	Sequence#	Work Type(s)	Work Permit Status
	Select Action: ▾	M00038185	I1	Permit is not yet issued		General Construction	QA Review
	Select Action: ▾	M00038163	I1	Permit is not yet issued		Protection and Mech	Pre-filing
	Select Action: ▾	M00038206	I1	Permit is not yet issued		Protection and Mech	Pre-filing
	Select Action: ▾	M00038135	I1	M00038135-I1-SG	1	Sign	Permit Issued
	Select Action: ▾	M00037909	S3	Permit is not yet issued		Standpipe	Pre-filing
	Print Work Permit Print TPP Request Withdraw	M00037909	S2	M00037909-S2-EW-SD	1	Standpipe	Permit Issued
	Select Action: ▾	X00037846	I1	X00037846-I1-EW-SD		Standpipe	Signed-off
	Select Action: ▾	M00037909	I1	M00037909-I1-PL	1	Plumbing	Permit Issued
	Select Action: ▾	X00037846	I1	X00037846-I1-EW-SP	1	Sprinklers	Signed-off
	Select Action: ▾	X00037846	I1	X00037846-I1-EW-SD	1	Standpipe	Signed-off

DOB NOW: *Build* – WORK PERMITS – SUCCESSFUL PERMIT PRINTINGS

DOB
NOW

- Printed Permits will now include information about the **TPP** as well as **Site Safety plans**.

NYC Buildings

Work Permit Department Of Buildings

Permit Number: M00038258-11-GC
Permit Classification: ALTERATION
Address: MANHATTAN 600 3 AVENUE
Work on Floor(s): FACADE
Total number of dwelling units at location: 200
Number of dwelling units occupied during construction: 190
Description: FACADE ALTERATION WITH TFP AND SSP.

Issued: 10/23/2020
Expires: 08/18/2021
Issued To: BUILD 107
Business: BUILD107 LLC
License No: PE-122231
SSM: FIRSTNAME FIRSTNAME

For detailed information regarding this permit, please log on to DOB NOW at www.nyc.gov/buildings.
Call 311 with any questions or complaints.

Borough Commissioner: [Signature] Commissioner of Buildings: *Melinda E. Hall*

Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.

- The Work Permit that will be printed and displayed on-site notes the number of dwelling units that will be occupied during construction.

NYC Buildings

Work Permit Department Of Buildings

Permit Number: M00038258-11-GC
Permit Classification: ALTERATION
Address: MANHATTAN 600 3 AVENUE
Work on Floor(s): FACADE
Total number of dwelling units at location: 200
Number of dwelling units occupied during construction: 190
Description: FACADE ALTERATION WITH TFP AND SSP.

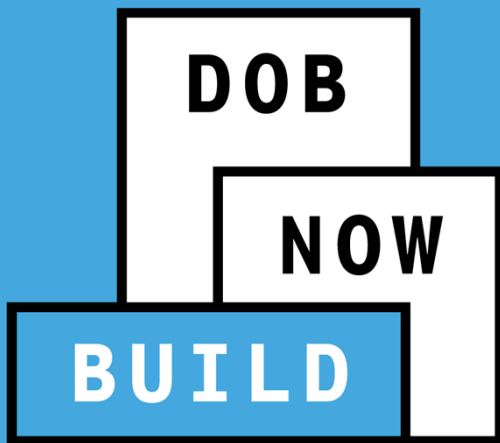
Issued: 10/23/2020
Expires: 08/18/2021
Issued To: BUILD 107
Business: BUILD107 LLC
License No: PE-122231
SSM: FIRSTNAME FIRSTNAME

For detailed information regarding this permit, please log on to DOB NOW at www.nyc.gov/buildings.
Call 311 with any questions or complaints.

Borough Commissioner: [Signature] Commissioner of Buildings: *Melinda E. Hall*

Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.

- The printed Work Permit identifies the Site Safety Personnel and must be displayed on-site.



BUILD: DOB NOW – WORK PERMITS

Renewing a Permit

▪ PERMIT EXPIRATION

- DOB NOW: *Build* – Work Permits expire based on the earliest date of any of the criteria below:
 - One year from date of Permit issuance
 - License expiration
 - Insurance expiration (General Liability, Worker’s Compensation or Disability)

▪ AUTOMATIC EXTENSIONS

- For those Permits where the expiration date is less than one year from date of issuance because of expiration of an insurance or the license, the Permit will be extended automatically at no cost if the insurance or license is renewed before the expiration date.
- In order to get the automatic Permit extension, renewal information must be submitted at **least 5 business days** in advance to the DOB Licensing Unit to ensure sufficient time for processing.

RENEWING A PERMIT

- A Permit that has been expired can be renewed if the respective work is **not signed off**.
- Permits can be renewed by the specified **Applicant on the PW2 record or by a new Applicant**.
- If any of the contacts on the PW2 are changing, it will be classified as **Renewal with Changes**.
- The processes for Review and Renewal is the same as the Initial Permit.
- There is a renewal filing fee of \$100 required prior to submitting the renewal request.

DOB NOW: *Build* – WORK PERMITS – RENEWING A PERMIT: OPTION A



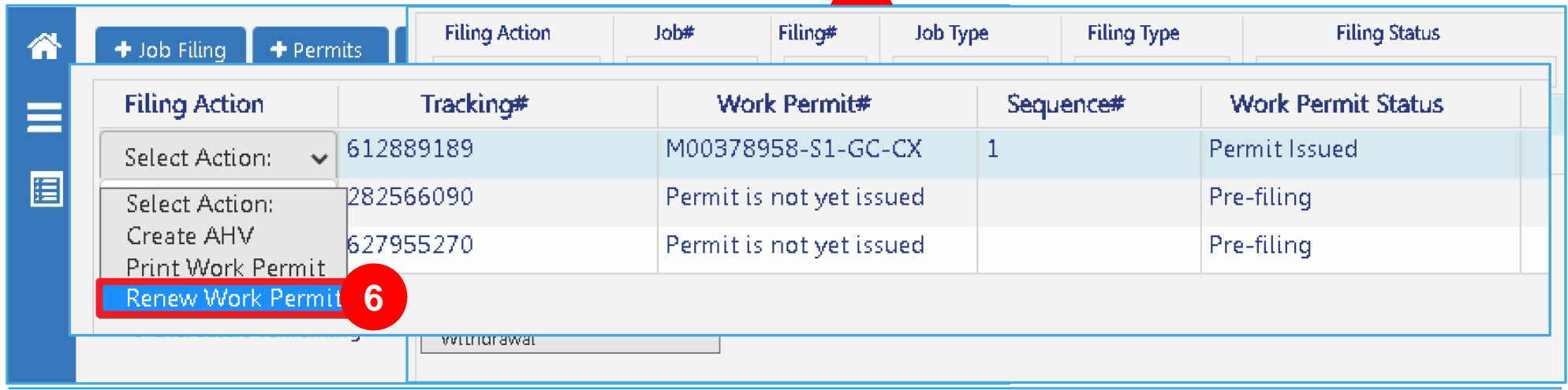
- From the Dashboard anyone associated to the Job Filing can renew the Work Permit from either the [Search](#) or [Work Permits Dashboard](#).
- For a renewal without changes, begin from the Work Permits Dashboard, then click on the [menu](#) icon in the left menu to select [Work Permits](#).
- Find the work permit to renew and go to the [Filing Actions > Renew Work Permit](#)

Filing Action	Job#	Filing#	Work Permit#	Sequence#	Work Type(s)	Work Permit Status
Select Action: ▼	M00382591	I1	Permit is not yet issued		Mechanical Systems,	Pending QA Assignment
Select Action: ▼	X00386694	I1	Permit is not yet issued		Protection and Mech:	Pre-filing
Select Action: ▼	S00383003	I1	Permit is not yet issued		General Construction	Pre-filing
Select Action: ▼	X00386694	I1	X00386694-I1-PM	1	Protection and Mech:	Permit Issued
Select Action: ▼	M00382591	I1	M00382591-I1-GC-CX	2	Mechanical Systems,	Permit Issued
Create AHV	M00382591	I1	M00382591-I1-GC-CX	1	Mechanical Systems,	Permit Issued
Print Work Permit	M00382591	I1	M00382591-I1-GC-CX	1	Mechanical Systems,	Permit Issued
Renew Work Permit	B00383000	I1	B00383000-I1-GC	1	General Construction	Permit Issued
Withdrawal	B00383003	I1	B00383003-I1-GC	1	General Construction	Permit Issued
Select Action: ▼	B00383003	I1	B00383003-I1-GC	1	General Construction	Permit Issued

DOB NOW: *Build* – WORK PERMITS – RENEWING A PERMIT: OPTION B

DOB
NOW

- If you're not associated to the job filing, use the **Search** option to find the Work Permit details.
- To submit a work permit **Renewal with Changes**, initiate the request by searching for the Job Filing using the **Search** option. Find the job filing that consists of the Work Permit and go to the **Filing Actions** and click **View Work Permits**.
- From the Work Permits displayed, go to the **Filing Actions** and click **Renew Work Permit**.



Filing Action	Tracking#	Work Permit#	Sequence#	Work Permit Status
Select Action: ▼	612889189	M00378958-S1-GC-CX	1	Permit Issued
Select Action:	282566090	Permit is not yet issued		Pre-filing
Create AHV	627955270	Permit is not yet issued		Pre-filing
Print Work Permit				
Renew Work Permit				

DOB NOW: *Build* – RENEWING A PERMIT – ADD/CHANGE CONTACTS

- When a Work Permit is being renewed, **Contacts/Stakeholders** may be added or changed.
- To do this, start in the General Information section and select **Renew Permit with Changes**.

General Information

Reason for Filing*

Renew Permit with changes Renew Permit without changes

Select the Stakeholder(s) that you would like to change:*

Contractor/Permit Applicant Concrete Subcontractor Concrete Safety Manager

Demolition Sub-Contractor Filing Representative Site Safety Personnel

Expected Work Start Date*
10/23/2020

Work on Floor(s)*
Concourse

DOB NOW: *Build* – RENEWING A PERMIT – ADD/CHANGE CONTACTS

DOB
NOW

- To Add or Change a Contact, scroll down to the **Applicant Section and /or Filing Representative** under General Information.
- If the Applicant is being changed, the **Applicant's Insurance Information** may also need updating.
- When complete, click **Save**.

The screenshot displays the 'Renew Work Permit' form. At the top left, there are 'Save' and 'Submit' buttons. The 'Save' button is highlighted with a red box and a red circle containing the number '2'. The form is divided into sections: 'General Information', 'Documents', and 'Statements & Signatures'. The 'General Information' section contains five expandable fields: 'Reason for Filing*', 'Type of Permit*', 'Applicant Information*', 'Filing Representative', and 'Applicant's Insurance Information*'. Red arrows point from a red circle containing the number '1' to the 'Applicant Information', 'Filing Representative', and 'Applicant's Insurance Information' fields.

STANDALONE PERMIT

Type of Permit*

1 checked ▾

Selected Permit(s)*

- ✓ General Construction

- If the initial permit was a Composite Permit, the permit can only be renewed as a Composite Permit.
- The Contractor pulling a permit on a Composite Permit will be **associated to ALL work types** within the Work Permit.
- Use the **Type of Permit** accordion drop down to view the work types associated.

COMPOSITE PERMIT

Type of Permit* ▾

4 checked ▾

Selected Permit(s)*

- ✓ General Construction
- ✓ Structural
- ✓ Mechanical Systems
- ✓ Foundation



STEP-BY-STEP GUIDE DEMO

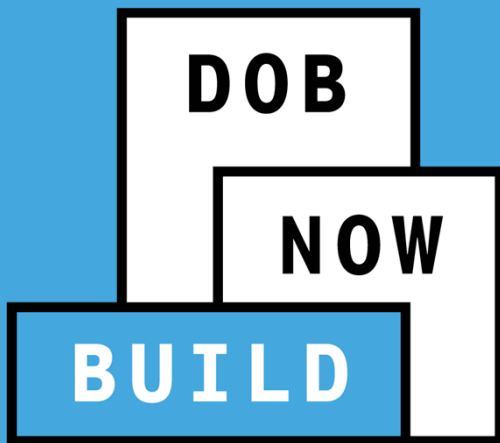
WORK PERMIT RENEWAL

DOB NOW: *Build* – WORK PERMIT – RENEWAL GUIDELINES



- To renew a Work Permit, the applicant will follow the **same process** as filing an initial Work Permit.
- Composite Permits renewals **cannot alter** the associated work types.
- Upon Permit Renewal, the Permit Expiration Date is **updated**. The **Permit Number does not change**, but the sequence number increases by 1 (e.g. 1, 2, 3...).
- The sequence number keeps track of your renewals in the system.
- Once renewal is issued, a Permit with a **new expiration date can be printed** as shown previously.

✓	Job#	Filing#	Tracking#	Work Permit#	Sequence#
✓	M00007423	I1	747885217	M00007423-I1-PL	2
✓	M00004849	I1	489678824	M00004849-I1-SG	2
✓	M00004264	I1	845952538	M00004264-I1-SG	2
✓	M00030987	I1	582014779	M00030987-I1-ST	3
✓	M00029245	I1	232310796	M00029245-I1-MS	3
✓	M00030593	S1	977716015	M00030593-S1-PL	3
✓	M00028039	I1	864295321	M00028039-I1-FN	3
✓	M00004849	I1	708890198	M00004849-I1-SG	3
✓	M00029245	I1	974943889	M00029245-I1-MS	4
✓	M00030593	S1	360856615	M00030593-S1-PL	4



NO PAPER. NO LINES.

AFTER HOURS VARIANCE (AHV)

DOB NOW: *Build* – AFTER HOURS VARIANCE GUIDELINES



- An AHV:
 - Can be requested on a Job Filing that has been approved and has a Permit issued in DOB NOW: *Build*.
 - Is required to perform construction work activity **before 7:00 am, after 6:00 pm, or on the Weekend**.
 - Can only be requested by the **Licensed Master Plumber, Fire Suppression Contractor** or **General Contractor** that was listed on the initial Permit.
 - Must be submitted **at least two business days before** the first intended workday.
 - Can be **1 Combined AHV Permit** that consists of multiple Work Types that have the same BIN and Contractor. (*See combinations allowed*)
 - The Scope of the AHV Permit **must be related to the Scope of Work** of the specific Work Permit.
 - **Multiple Individual AHV Permits** could be required depending on the need.
 - After the AHV Filing Fee is paid, be sure to click **Submit** on the AHV Form to complete the process.

DOB NOW: *Build* – AFTER HOURS VARIANCE: 1 AHV PERMIT GUIDELINES



WORK TYPES & COMBO OPTIONS	AHV PERMIT OPTIONS
<p>BIS WORK TYPES: Foundation (FO) + Earthwork (EA) + Other (EW-OT)</p> <p>DOB NOW WORK TYPES: Foundation (FO) + Earthwork (EA) + Mechanical (MS) + Structural (ST) + General Construction (GC)</p>	<p>ONLY the combinations listed can request 1 Combined AHV Permit, once it includes a DOB NOW: <i>Build</i> Job Filing *</p>
<p>Fence (FN) + Scaffold (SF) + Shed (SH)</p>	
<p>Plumbing (PL) + Boiler (BE)</p>	
<p>Standpipe (SD)</p>	
<p>Sprinkler (SP)</p>	<p>Can be Filed as Individual AHV Permits OR 1 Combined AHV Permit *</p>
<p>Sign (SG)</p>	

- Some work types can be included on 1 AHV Permit if they're on the same DOB NOW: *Build* Job Filing and the associated permits are pulled by the same Licensee. ONLY the work types listed above would be allowed to be filed together on 1 AHV Permit.

DOB NOW: *Build* – AFTER HOURS VARIANCE: 1 AHV PERMIT SCENARIOS



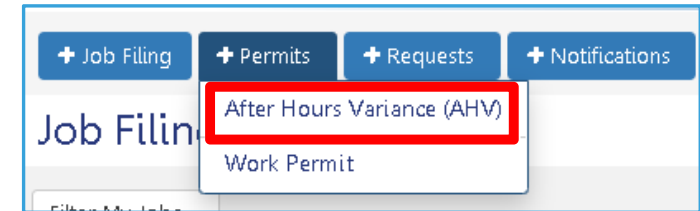
- Here are 3 frequent scenarios when **1 Combined AHV Permit** can be requested.



DOB NOW: *Build* – AFTER HOURS VARIANCE PROCESS

DOB
NOW

- To request an AHV, hover over **+Permits** on the main Job Filings dashboard and select **After Hours Variance (AHV)**.
- Enter the relevant Job Numbers. You can enter up to 5, but they must all be on the same BIN and have the same contractor. Click **Check Permits**.
- Users can also submit requests for **BIS jobs** however, **one of the jobs must be a DOB NOW: Build job filing.**
- Select the Permits you wish to request AHVs for and click **Submit**.



A screenshot of the 'After Hours Variance' form. The title is 'After Hours Variance'. Below the title, there is a note: 'A maximum of 5 job numbers can be entered below. All jobs selected must be on the same BIN.' Below this note, there is a text box with the instruction: 'For DOB NOW jobs, use format M00000001-11. For BIS jobs, use format 123456789-01 (job-doc)'. Below the text box, there are five input fields for job numbers. At the bottom right of the form, there are two buttons: 'Check Permits' (highlighted with a red box) and 'Cancel'.

A screenshot of the permit selection form. The title is 'Select only permit(s) with the same applicant:'. Below the title, there is a table with the following columns: 'Work Permit Number', 'License Number', 'Work Type', and 'Job Number'. The table contains one row with the following data: 'M00038258-11-GC', 'PE - 122231', 'GC', and 'M00038258-11'. There is a checkbox next to the 'Work Permit Number' column. Below the table, there are two buttons: 'Submit' (highlighted with a red box) and 'Cancel'.

Work Permit Number	License Number	Work Type	Job Number
<input type="checkbox"/> M00038258-11-GC	PE - 122231	GC	M00038258-11

DOB NOW: BUILD – AFTER HOURS VARIANCE PROCESS

DOB
NOW

- Enter the following information:
 - Main point of contact** during AHV work
 - Reason for Variance**, details of site, and Request Approval Reason
 - Insurance** information
 - Dates and times** for variance
 - Description** of work
- The Applicant/Contractor needs to certify the request.

The screenshot displays the DOB NOW application interface. On the left, there are input fields for License Number (005230), Middle Name, Business Address (1169 LONGWOOD AVENUE), and Zip Code (10474). On the right, the 'Application Highlights' section shows: Location (1 NEW YORK PLAZA MANHATTAN), Job Number (M00030720-I1), Work Permit Number (M00030720-I1-BE), AHV Permit Status (Approved), Reason of Approval (Business Hours Operations Interruption), Reason of Denial, Initial Fee/Renewal Fee (\$200.00), and Daily Fee (\$480.00). Below this, the 'Fees' section includes a 'Calculate Fees' button, a table with AHV Filing Fee (\$200.00), AHV Daily Fee (\$480.00), Amount Paid (\$200.00), and Amount Due (\$480.00), and a 'Pay Now' button. A 'Trace History' button is also visible at the top right.

Application Highlights	
Location	1 NEW YORK PLAZA MANHATTAN
Job Number	M00030720-I1
Work Permit Number	M00030720-I1-BE
AHV Permit Status	Approved
Reason of Approval	Business Hours Operations Interruption
Reason of Denial	
Initial Fee/Renewal Fee	\$200.00
Daily Fee	\$480.00

Fees	
AHV Filing Fee	\$200.00
AHV Daily Fee	\$480.00
Amount Paid	\$200.00
Amount Due	\$480.00

DOB NOW: *Build* – AFTER HOURS VARIANCE PROCESS

DOB
NOW

- Once an AHV is approved, on the AHV form, click **Pay Now** to pay AHV Daily Fee.

After Hours Variance Permit Form

M7401803

[Trace History](#) [D](#)

Initial Filing Status Information

Variance Type * Initial

Type of Permit

Type of Permit*
Boilers

Contractor

Email*	License Type*	License Number*
BOILERSTEST@GMAIL.COM	Oil Burner Installer	005230
Last Name*	First Name*	Middle Name
TEST	BOILERS	
Business Lookup	Business Name	Business Address
DYNAMIC MECHANICAL CONTR	DYNAMIC MECHANICAL CONTR	1169 LONGWOOD AVENUE
City	State	Zip Code
BRONX	NY	10474

Application Highlights

Location	1 NEW YORK PLAZA MANHATTAN
Job Number	M00030720-I1
Work Permit Number	M00030720-I1-BE
AHV Permit Status	Approved
Reason of Approval	Business Hours Operations Interruption
Reason of Denial	
Initial Fee/Renewal Fee	\$200.00
Daily Fee	\$480.00

Fees

[Calculate Fees](#)



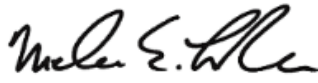
AHV Filing Fee	\$200.00
AHV Daily Fee	\$480.00
Amount Paid	\$200.00
Amount Due	\$480.00

[Pay Now](#)

DOB NOW: *Build* – AFTER HOURS VARIANCE PROCESS

DOB
NOW

- After AHV Daily Fee is paid, status updates to **AHV Permit Issued**.
AHV Permit can be printed from the **After Hours Variance Dashboard**.
- The AHV Permit must be printed and displayed at the Job Site.

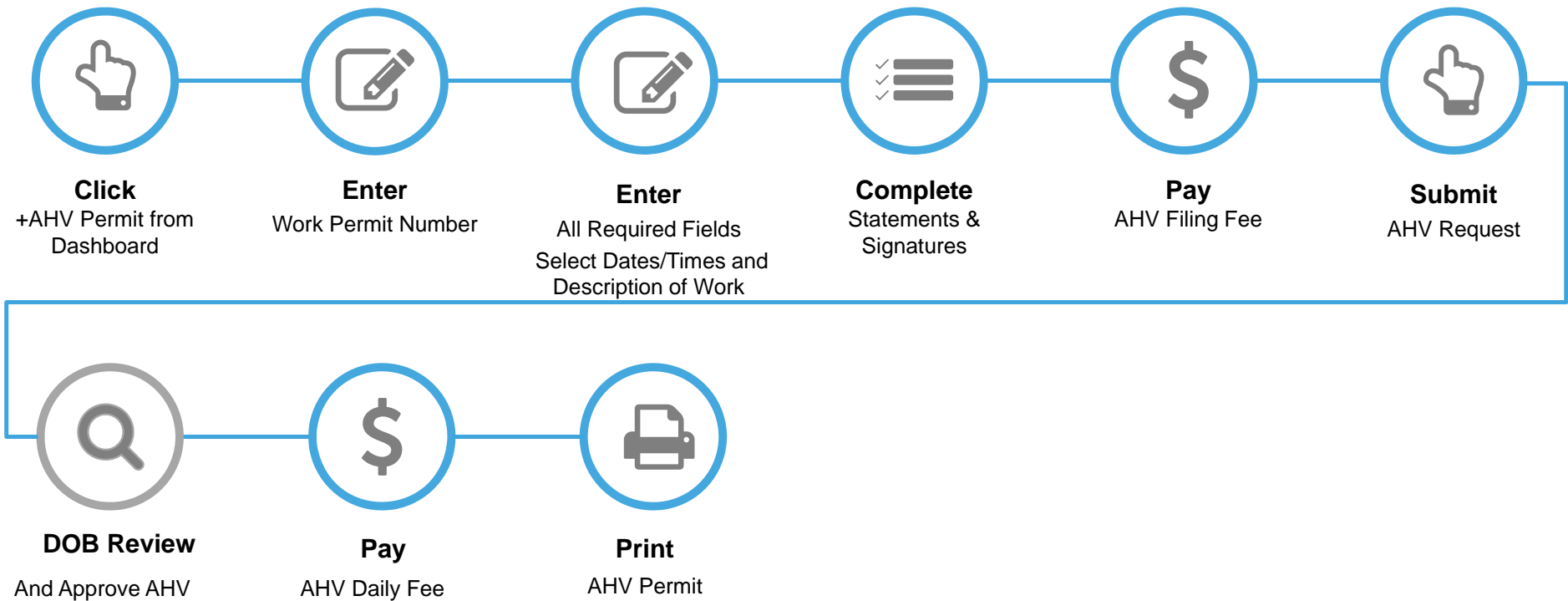
NYC Buildings		
After Hours Work Variance Permit		
AHV Permit Number: X1336430	Valid For:	
Work Permit Number(s): X00380967-S1-MS	11/8/2020 3:00:00 AM TO 11/8/2020 5:00:00 AM	
Issued To: BUILD 138	11/15/2020 3:00:00 AM TO 11/15/2020 5:00:00 AM	
Business Name: DOB		
License No: PE-999014		
Address: 350 WEST 230 STREET BRONX		
Work on Floor(s): X00380967-S1-MS : ATTIC-1-SO-4673-X00380967-II, BALCONY-1-SO-5996-X00380967-II		
Description: TEST		
<hr/>		
«Work on Floor(s)» is only indicative of the permits issued by DOB NOW: BUILD and does not reflect any BIS permits.		
Call 311 with any questions or complaints. For detailed information regarding this permit, please log on to DOB NOW at www.nyc.gov/buildings .		
Borough Commissioner: 	Commissioner of Buildings: 	
Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.		

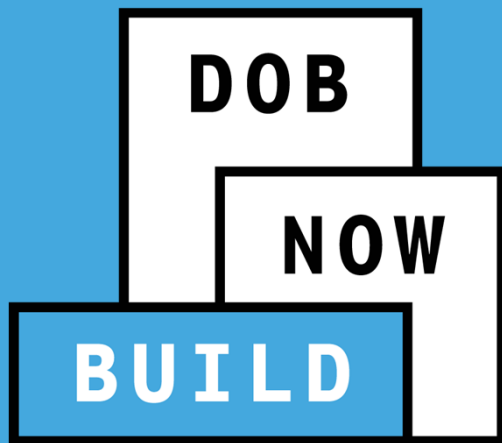


STEP-BY-STEP GUIDE DEMO

REQUEST AN AHV PERMIT

DOB NOW: *Build* – AFTER HOURS VARIANCE (AHV) PERMIT FILING PROCESS FLOW





DOB NOW: *Build* Withdrawal & Supersede

Withdrawal of Contractor
(Post Permit)

DOB NOW: *Build* – WITHDRAWAL OF CONTRACTOR – PRE-REQUISITES

DOB
NOW

1. Either the **Owner** or the **Contractor** can file a Contractor Withdrawal Request on the Permit (PW2).
2. The permit is in **Permit Issued** and **not signed-off** to initiate a Withdrawal Request of the Contractor
3. A Contractor Withdrawal Request can be initiated by selecting the **Request Withdraw** option from select actions.

Dashboard

Job Filings

Occupancy

BIS Schedule of Occupancy

Certificate of Occupancy

Permits

Work Permits

After Hours Variance (AHV)

View	Filing Action	Job#	Filing#	Work Permit#	Sequenc...	Work Type(s)	Work Permit Status
	Select Action	X00380309	S1	X00380309-S1-GC-CX	1	Mechanical System	Permit Issued
	Select Action:	00380309	I1	X00380309-I1-GC-CX	1	Mechanical System:	Permit Issued
	Create AHV	00380376	I1	X00380376-I1-GC-CX	1	Mechanical System:	Permit Issued
	Print Work Permit	00379408	S1	M00379408-S1-SF	1	Supported Scaffold	Signed-off
	Print TPP	00379699	I1	M00379699-I1-SF	1	Supported Scaffold	Signed-off
	Renew Work Permit	00379699	I1	M00379699-I1-SF	1	Supported Scaffold	Signed-off
	Request Withdraw	00379413	I1	M00379413-I1-SH	1	Sidewalk Shed	Signed-off

DOB NOW: *Build* – WITHDRAWAL OF CONTRACTOR – INITIATION

DOB
NOW

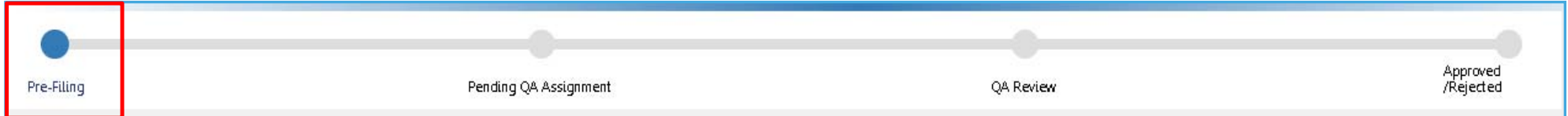
General Information	
Job Details	
Job Filing # 300381339	Job Type Alteration CO
Filing Review Type Standard Plan Examination or Review	Work Types GC
Requestor Information	
Email AJOETEST@GMAIL.COM	License Type Professional Engineer
License Number 078712	First Name JOE
Middle Initial T	Last Name ADAM
Business Name JA& LLC	Business Telephone 5455568622
Business Address 280 Broadway	City JERSEY CITY
State NJ	Zip Code 07302
Owner Information	
Email THEFILINGREP1@GMAIL.COM	Owner Type NYCHA/HHC
First Name BUILD	Middle Initial
Last Name REP	Business Name DM LLC
Telephone Number 2125857489	Business Address 280 BOWAY
City NY	State NC
Zip Code 10007	
Withdrawing Applicant of Record/Contractor	
Withdrawal Request Type Contractor	Email AJOETEST@GMAIL.COM
License Type Professional Engineer	License Number 078712
First Name JOE	Middle Initial T
Last Name ADAM	Business Name JA& LLC
Business Telephone 5455568622	Business Address 280 Broadway
City JERSEY CITY	State NJ
Zip Code 7302	

- The Stakeholder (Contractor/Owner) who initiates the Request will be automatically identified as the Requestor, and **only the Requestor can submit** the Withdrawal Request.
- **Verify the information** within the General Information tab.
- **Enter the details/reason** for the Withdrawal Request in the Comments section and click Save to continue.
- Once the details are saved, the Withdrawal Request has begun.

Comments*
<div style="border: 2px solid red; height: 60px;"></div>
255 characters remaining

DOB NOW: *Build* – WITHDRAWAL OF CONTRACTOR – REQUEST

DOB
NOW



- The Request Status Bar and Request number are displayed on the screen, indicating that the Withdrawal Request has begun. The Request Workflow includes:
 - **Prefiling:** Pre- Request Submission
 - **Pending QA Assignment:** DOB Pre-Review
 - **QA Review:** DOB Review
 - **Approve or Rejected:** Decision Approve/Rejected
- There is no fee for a Withdrawal Request.

DOB NOW: *Build* – WITHDRAWAL OF CONTRACTOR – NAVIGATING TO JOB FILING

DOB
NOW

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Welcome, JOE ADAM
IT@GMAIL.COM
Need Help?
Sign Out

Pre-Filing ✓ Pending QA Assignment ✓

Save Submit

WR000000183

General Information

Documents

Statements & Signature

General Information

Job Details

Job Filing #	Job Type
X00381339	Alteration CO
Filing Review Type	Work Types
Standard Plan Examination Review	GC

Requestor Information

Email	License Type
AJOETEST@GMAIL.COM	Professional Engineer
License Number	First Name
078712	JOE
Middle Initial	Last Name
T	ADAM
Business Name	Business Telephone
JA& LLC	5455568622
Business Address	City
280 Broadway	JERSEY CITY

Requests Highlights

Location	9 HARPER COURT
	BRONX 10466
BIN	2101347
Job Filing Status	Permit Entire
Withdrawal Request #	WR000000183
Withdrawal Request Type	Contractor
Job Filing #	X00381339-11
Current Request status	Withdrawal of Contractor Approved

1

2

Dashboard

Requests Highlights

View Request

Property Profile

Trace History

- Job Filing details will be displayed in **Request Highlights** once the Withdrawal Request is saved.
- Navigate to the Job Filing from the Withdrawal Request at any time by clicking on number displayed against Job Filing #.

DOB NOW: *Build* – WITHDRAWAL OF CONTRACTOR – REQUEST

DOB
NOW

- No specific documents are required to submit the Request. If there are other **supporting documents** the Requestor wants to submit to DOB, they can be uploaded in the Documents tab.
- Only one signature is required. If the Requestor is the **Contractor**, his/her signature will satisfy the attestation. No other signatures are required.

WR000000098

Documents

Additional Supporting Documents

+ Add New Document

Document Name	Document Status
---------------	-----------------

WR0000000207

Statements & Signatures

Contractor's Statement Attestation

I hereby affirm that all the information provided in this request for an override, reduction or waiver of a rule, penalty and supporting documentation is true and complete to the best of my knowledge. I understand that falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment, or both, but aware of the additional sanctions imposed on me (I/We) by §20-211.2 of the NYC Administrative Code. It is unlawful to give to a City employee or force 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.

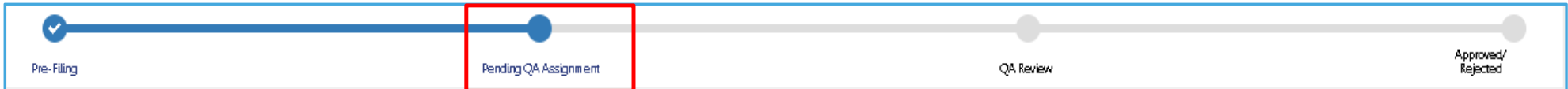
I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the statements and terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name: ADAM OCE (Electronically Signed)

Date: 09/09/2020

DOB NOW: *Build* – WITHDRAWAL OF CONTRACTOR – REQUEST

DOB
NOW



Work Permits

View	Filing Action	Job#	Filing#	Work Permit#	Sequenc...	Work Type(s)	Work Permit Status
<input type="checkbox"/>							on <input type="text"/>
<input checked="" type="checkbox"/>	Select Action: ▼	Q00381035	I1	Q00381035-I1-GC	1	General Construction	On Hold - Pending Withdrawal of Contractor
<input checked="" type="checkbox"/>	Select Action: ▼	M00380545	I1	M00380545-I1-GC-CX	1	Mechanical Systems, S	Stop Work - Contractor Withdrawn

- When the Request is submitted, the status will change to **On Hold – Pending Contractor Withdrawal**. An email will be sent to all associated stakeholders, informing them of the change.
- Once the Withdrawal is approved, the Contractor withdrawn will have view-only access to the filing and the status of the Permit will change to **Stop Work – Contractor Withdrawn**.

DOB NOW: *Build* – WITHDRAWAL OF CONTRACTOR – REQUEST APPROVED

DOB
NOW



- No Permit renewals can be initiated or submitted, when a Contractor has been withdrawn, the filing status will show **Stop Work – Contractor Withdrew** and
- AHV status will change to **Stop Work – Contractor Withdrew**.
- Additional Permits within the filing will not be impacted.
- DOB NOW: *Build* will not allow additional Contractor Withdrawal Requests until the withdrawn stakeholder is replaced on the Permit.

DOB NOW: *Build* – WITHDRAWAL OF CONTRACTOR – REQUEST REJECTED



- If the Withdrawal transaction is rejected, the Job Filing status will be **reverted to the prior status**.
- An email will go out to all the stakeholders associated, informing them of the change in status.
- The Contractor/Owner must **submit a new Request** and address any issues identified on the previous Request; Resubmission will not be allowed.



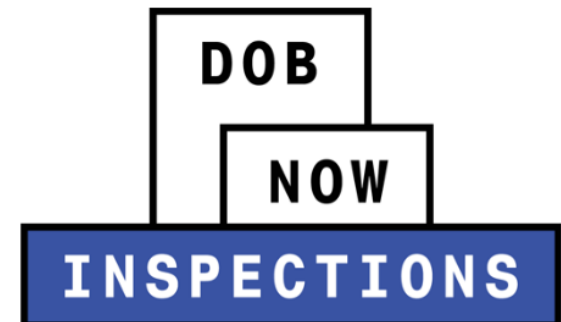
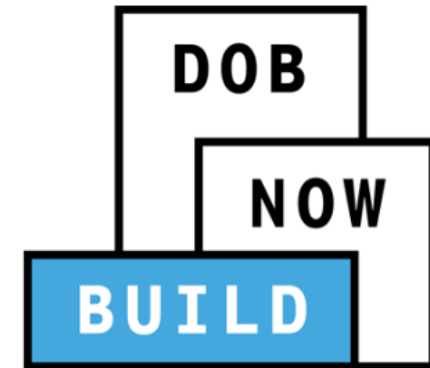
STEP-BY-STEP GUIDE DEMO

WITHDRAWAL OF A CONTRACTOR

DOB NOW: *Build* – WITHDRAWAL OF CONTRACTOR - INSPECTIONS

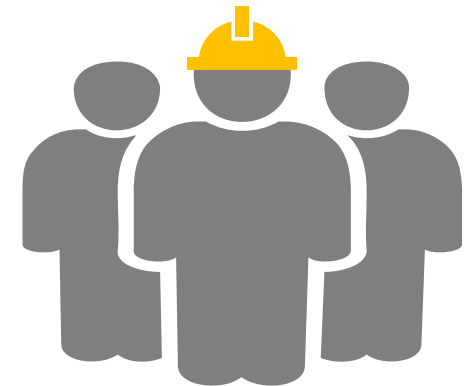
DOB
NOW

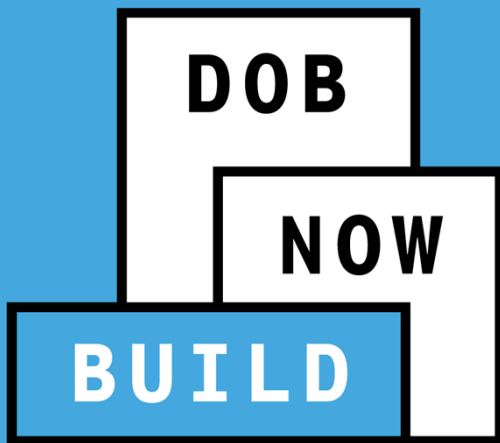
- DOB NOW: *Inspections* will not allow users to schedule inspections on the permit when the filing status changes to **On Hold – Pending Contractor Withdrawn**.
- If inspections were already Requested before the Withdrawal Request and scheduled while awaiting DOB decision, the inspection will be performed as scheduled.
- If inspection results were received while the Withdrawal Request was in process, the Permit status changes to **Signed-off** when rejected.
- If inspection results were received while the Withdrawal Request was in process, the Permit status changes to **On Hold – Pending Contractor Withdrawn** when approved.



To Supersede a Contractor use the **Renewal with Changes** option on the Work Permit (PW2). The following rules will apply as previously mentioned:

- If any of the contacts on the PW2 are changing, it will be **classified as Renewal with Changes**.
- The processes for Review and Renewal is the **same as the Initial Permit**.





NO PAPER. NO LINES.

EARTHWORK NOTIFICATION

DOB NOW: *Build* – EARTHWORK NOTIFICATION – CURRENT VS. FUTURE STATE

DOB
NOW

Current State

- Contractors must notify the Department before work may begin by calling (212) 393-3550.
- On that call, they must provide an 811 (Call Before You Dig) ticket number.



Future State

- Contractors will no longer call DOB to notify the Department prior to starting Earthwork but will instead use the **notification function** built into DOB NOW.
- An 811 (Call Before You Dig) **ticket number is still required** as part of the notification.

DOB NOW: *Build* – EARTHWORK NOTIFICATION

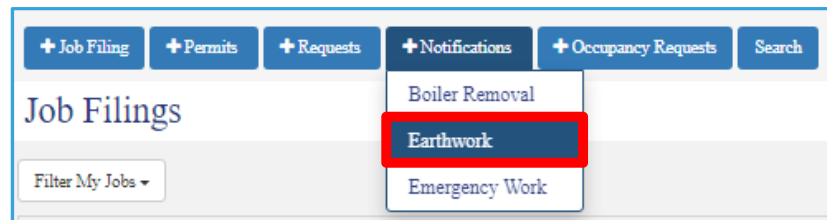


- Once a Job Filing has been submitted, the **Earthwork Notification drop-down** will appear on the main Job Filing screen. This indicates the Earthwork Notification can be submitted.
- The notification can be **submitted anytime** after the Job Filing is submitted to DOB.
- **The Contractor** associated to the Job Filing can submit the Earthwork Notification.

The screenshot displays the Job Filing process flow with the following steps: Pre-filing, Pending CPE/ACPE Assignment, Pending PE Assignment, Plan Examiner Review, CPE/ACPE Review, Approved, Permit Issued/Permit Entire, and LOC Issued. The 'Approved' step is currently active. Below the flow, there are 'Save' and 'Preview to File' buttons. A red-bordered notification box contains the message: 'Earthwork Notification can now be submitted.' To the right, a red-bordered dropdown menu is open, showing 'Earthwork Notification' with a sub-menu containing 'New Notification' and 'Notification History'. The job ID 'M00386361-11' and the project name 'Plans/Work (PW1) - Alteration' are visible at the bottom left of the interface.

DOB NOW: *Build* – EARTHWORK NOTIFICATION

- To notify DOB that work is starting on an Earthwork Job Filing, click **+Notifications** and choose **Earthwork**.



- Enter Job Filing number that has been submitted to DOB but not LOC issued.

A screenshot of the 'New Earthwork Notification' form. The form has a blue header with the text 'New Earthwork Notification'. Below the header, there are two input fields. The first is a dashed-line box with the placeholder text 'Enter DOB NOW Job Number (e.g. M12345678-I1)'. The second is a solid box with the placeholder text 'Enter Job Filing Number', which is highlighted with a red rectangular box. At the bottom of the form, there are two buttons: 'Proceed' with a magnifying glass icon and 'Cancel' with a close icon.

DOB NOW: *Build* – EARTHWORK NOTIFICATION

DOB
NOW

- Fill out **New Earthwork Notification**:
 - Date
 - 811 Confirmation Number
 - Street frontages that are adjacent to the excavation site (for example *Cross Streets, Location Details*) (**Provide clarification or examples to refer to**)

Confirm

Are you sure you want to submit Earthwork Notifications ?

Yes No

New Earthwork Notification

Associated Job Filing Number M00382102-11	Address 305 EAST 11 STREET	Borough MANHATTAN
Block 453	Lot 11	Zip Code 10003
BIN 1079353	Community Board 103	

Date that the earthwork is commencing:*

< November 2020 >						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	01	02	03	04	05
06	07	08	09	10	11	12

811 Confirmation Number:*

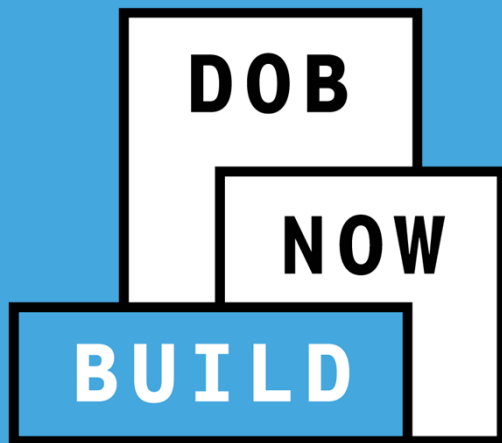
Street frontages that are adjacent to the excavation site:*

Notify Close



STEP-BY-STEP GUIDE DEMO

Earthwork NOTIFICATION



NO PAPER. NO LINES.

PUBLIC PORTAL & HELPFUL RESOURCES

Process & Overview

PUBLIC PORTAL OVERVIEW

DOB
NOW

- The Public Portal is accessible through the Buildings website on nyc.gov and no User ID or Password is required
- Anyone can view:
 - Status of Job filing
 - Property Profile Details
 - View/Print Work Permits
 - Search Licensees

← Back Home

Property Profile

2600 HYLAN BOULEVARD STATEN ISLAND 10306 BIN# 5168776

Alternate Addresses:
HYLAN BOULEVARD 2600 - 2600
HYLAN BOULEVARD 2670 - 2670
EBBITTS STREET NO NUMBER

Building Characteristics

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

www.nyc.gov/dobnowinfo

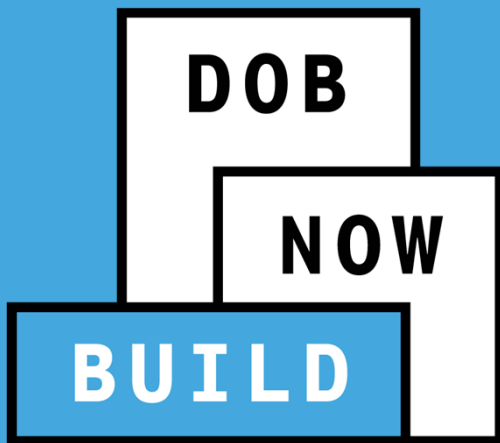
Here you will find helpful links to:

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

www.nyc.gov/dobnowhelp

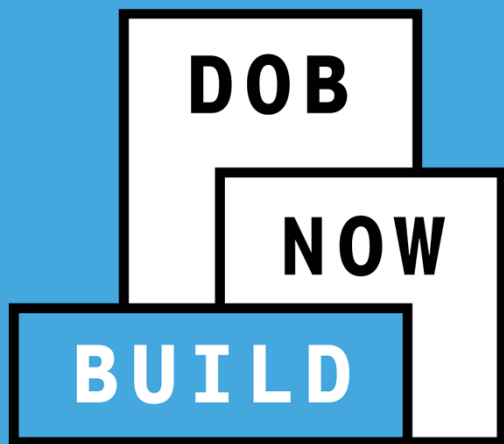
Here you will:

- Submit DOB NOW inquires



NO PAPER. NO LINES.

QUESTIONS?



THANK YOU!

NO PAPER. NO LINES.