

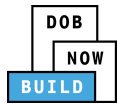
New York City Department of Buildings

# DOB NOW: Build

## **Plumbing, Sprinkler, and Standpipe Job Filings Contractor User Manual**

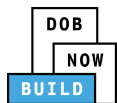
This user manual is a dynamic document that is continually edited and updated. Please check the New York City Department of Buildings website to download the most current user manual.

**As of April 17, 2017**

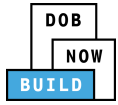


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## Introduction

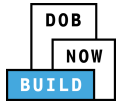
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**DOB NOW: *Build*** has been designed to allow Owners, Registered Architects, Professional Engineers, Licensees, Filing Representatives, Progress Inspectors and Special Inspectors to interact with the Department of Buildings (DOB) in a more efficient manner. After registering for an account, you can use **DOB NOW: *Build*** to submit applications, make payments, schedule appointments, check the status of an application, pull permits, and make renewals.

### DOB NOW: *Build* Manual Overview

This user manual provides step-by-step instructions for Contractors to create and track job filing applications through **DOB NOW: *Build***. The manual is organized into sections that correspond to the forms that users complete when they submit an application. Screenshots have been included to guide you through completing and submitting the required forms.

The manual does not represent all the filing requirements for any given application. Every effort is made to continuously update this guide. However, this guide in no way supersedes, or otherwise substitutes for, the guidance provided by the Building Code, Zoning Resolution or any other applicable rules, regulations or policies.



## Accessing DOB NOW: *Build*

This section will guide you through how to access and navigate DOB NOW: *Build*. Screenshots will direct your attention to key features and a step-by-step guide will explain how to use them.

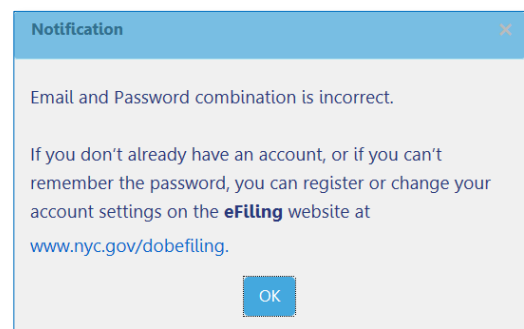
### Access DOB NOW: *Build*

We recommend that you use Internet Explorer 9.0 and above to access DOB NOW: *Build*.

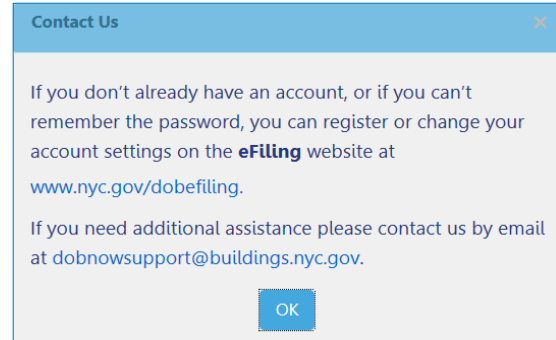
Navigate to the DOB NOW: *Build* login page by going to the following link: [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow)

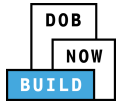
1. Enter the Email ID and Password created for the eFiling system, then click **Login**.

*Please Note: If your account information is incorrect, you will need to update your information in the eFiling system. If you enter an invalid username and password combination, you will see an error message and will be unable to login.*



2. If there is an issue with your login, clicking on **Can't access your account?** will bring up a message with an email address ([dobnowsupport@buildings.nyc.gov](mailto:dobnowsupport@buildings.nyc.gov)) to contact for assistance.

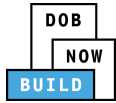




*Please Note: Without a confirmed **eFiling** account, you will be unable to login to DOB NOW: Build. If you don't have an eFiling account you can register for one by clicking on the following link: <https://a810-efiling.nyc.gov/eRenewal/loginER.jsp>*


After logging in, navigate to DOB NOW: *Build* by clicking on the DOB NOW: *Build* icon.

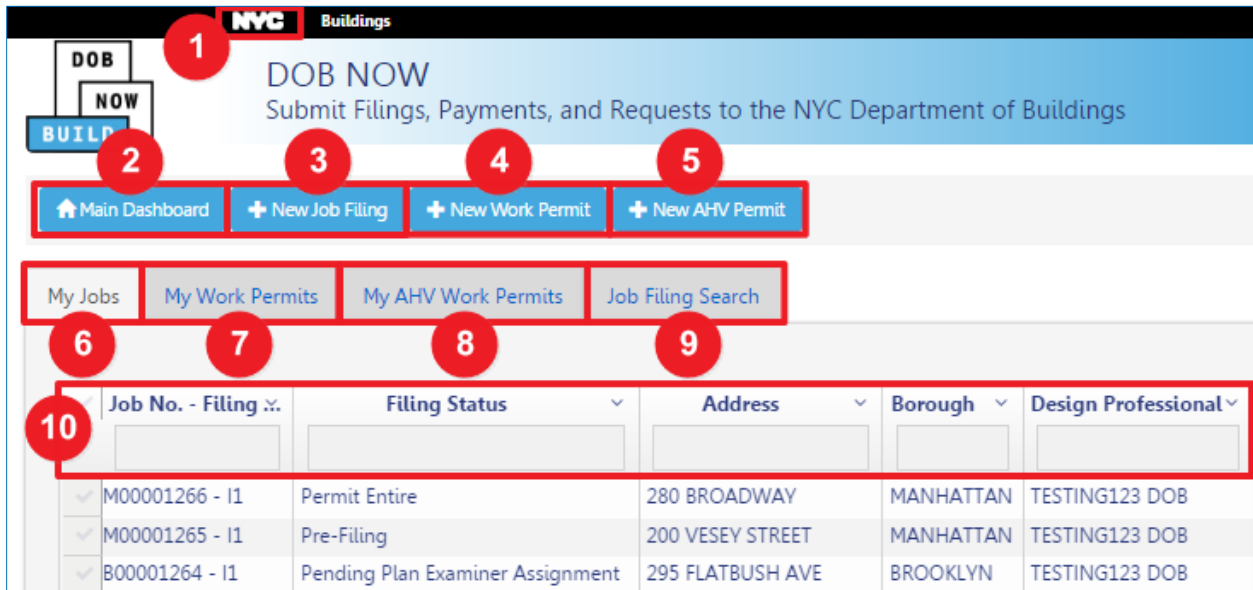




## DOB NOW: *Build* Dashboard Orientation

After logging in, the system will display the main dashboard. The numbers correspond to the list below that outlines the buttons and fields, explains the fields, and describes the actions that you can take.

1. **NYC.gov Link:** Link to the NYC.gov homepage. Clicking here will take you out of DOB NOW: *Build*.
2. **Main Dashboard:** Displays Main Dashboard
3. **New Job Filing:** Create a new job filing.
4. **New Work Permit:** Create a new work permit.
5. **New AHV Permit:** Create a new after hour variance (AHV) permit.
6. **My Jobs:** Displays a list of all jobs that you created or are associated with.
7. **My Work Permits:** Displays all permits that are part of your existing jobs.
8. **My AHV Work Permits:** Displays all AHV permits that are part of your existing jobs.
9. **Job Filing Search:** Search all existing DOB NOW: *Build* jobs.
10. **List of grid columns:** My Jobs, My Work Permits, and My AHV Work Permits tabs each contain their own unique columns of information:
  - a. You are able to sort the data in ascending or descending order, and also hide the column by clicking on the little arrow next to the column name. 
  - b. Search each field at the top of every column for specific values within that column.

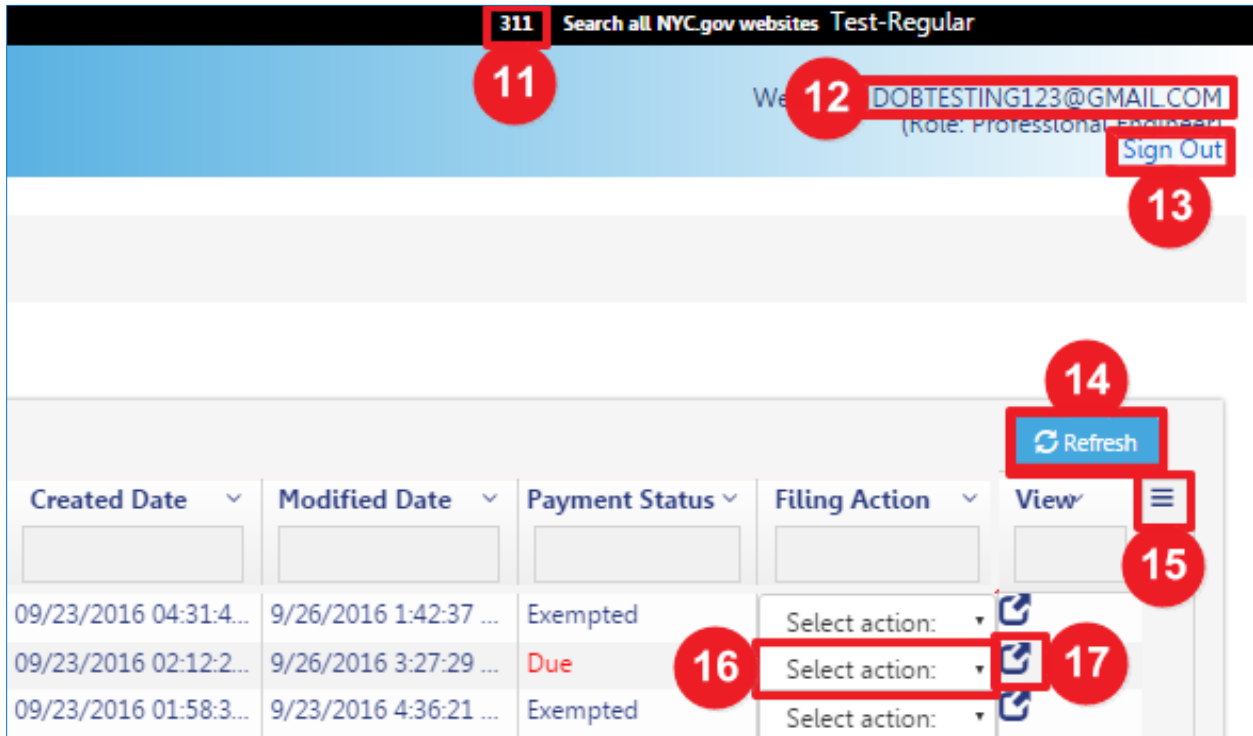


The screenshot shows the DOB NOW Build dashboard interface. At the top, there's a header with the NYC Buildings logo and the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this is a navigation bar with buttons for 'Main Dashboard', 'New Job Filing', 'New Work Permit', and 'New AHV Permit'. Underneath are tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', and 'Job Filing Search'. The 'My Jobs' tab is active, displaying a table with columns: 'Job No. - Filing #', 'Filing Status', 'Address', 'Borough', and 'Design Professional'. The table contains three rows of data. Red circles with numbers 1 through 10 are overlaid on the image to indicate specific UI elements: 1 points to the NYC logo, 2 to the Main Dashboard button, 3 to the New Job Filing button, 4 to the New Work Permit button, 5 to the New AHV Permit button, 6 to the My Jobs tab, 7 to the My Work Permits tab, 8 to the My AHV Work Permits tab, 9 to the Job Filing Search tab, and 10 to the table header area.

Job No. - Filing #	Filing Status	Address	Borough	Design Professional
M00001266 - I1	Permit Entire	280 BROADWAY	MANHATTAN	TESTING123 DOB
M00001265 - I1	Pre-Filing	200 VESEY STREET	MANHATTAN	TESTING123 DOB
B00001264 - I1	Pending Plan Examiner Assignment	295 FLATBUSH AVE	BROOKLYN	TESTING123 DOB

11. **311 Link:** Link to the 311 homepage.

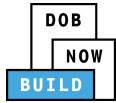
12. **Logged User:** Identifies the **User** Name and System Role associated with the user account.
13. **Sign Out:** Sign out of the DOB NOW: *Build* system.
14. **Refresh:** Refreshes the data to display the most recent information.
15. **Column Editor:** Pick which columns are displayed in the grid.
16. **Filing Action:** Select a filing action for the job filing.
17. **View:** Directs you to the job filing page



The screenshot shows the DOB NOW: Build interface. At the top, there is a search bar labeled '311 Search all NYC.gov websites Test-Regular'. Below this is a user profile section with a red circle '11' over the search bar, a red circle '12' over the email 'DOBTESTING123@GMAIL.COM', and a red circle '13' over the 'Sign Out' button. Below the user profile is a table with columns: 'Created Date', 'Modified Date', 'Payment Status', 'Filing Action', and 'View'. A red circle '14' is over a 'Refresh' button. A red circle '15' is over a menu icon. A red circle '16' is over a 'Select action:' dropdown menu. A red circle '17' is over a 'View' button. The table contains three rows of data with dates, times, and payment statuses (Exempted, Due, Exempted).

Created Date	Modified Date	Payment Status	Filing Action	View
09/23/2016 04:31:4...	9/26/2016 1:42:37 ...	Exempted	Select action: ▼	View
09/23/2016 02:12:2...	9/26/2016 3:27:29 ...	Due	Select action: ▼	View
09/23/2016 01:58:3...	9/23/2016 4:36:21 ...	Exempted	Select action: ▼	View





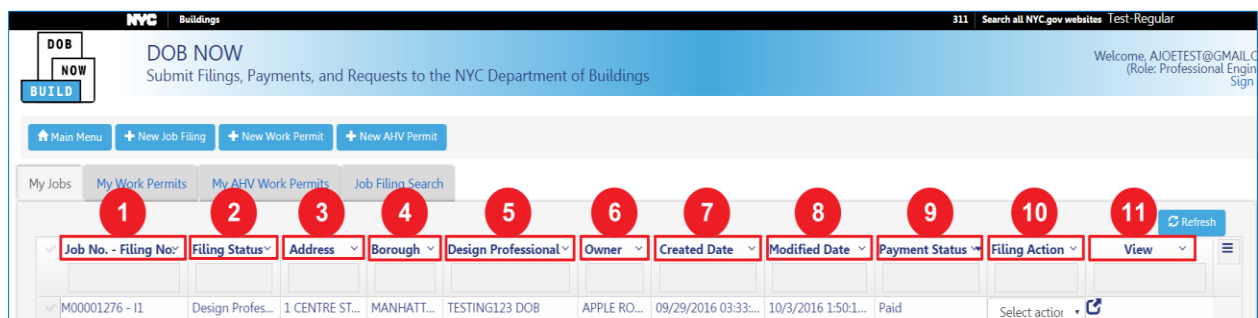
## DOB NOW: *Build* Dashboard Tabs

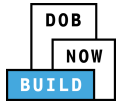
This section guides you through the actions that you can take from the **My Jobs**, **My Work Permits**, **My AHV Work Permits**, and **Job Filing Search** tabs.

### My Jobs Tab

The default dashboard screen is the **My Jobs** tab. Under this tab the following information is displayed:

1. **Job No. – Filing No.:** This column contains the job and filing identification number of the associated row. The first letter indicates the borough for which the filing is associated, followed by an 8-digit ID number and filing suffix.
2. **Filing Status:** A description of the job filing status is found here. Some examples include *Permit Entire*, *Pre-Filing*, *Approved*, and *On Hold*.
3. **Address:** Contains the relevant address for the associated filing
4. **Borough:** Contains the relevant borough for the associated filing
5. **Design Professional:** Names the designated design professional for the associated filing
6. **Owner:** Names the designated owner of the associated filing address
7. **Created Date:** The date on which the filing was created
8. **Modified Date:** The time and date on which the filing was last modified
9. **Payment Status:** A description of the payment status is found here. Some examples include *Paid*, *Due*, and *Exempted*.
10. **Filing Action:** Actions which can be taken on the selected filing; see the related section below for more details
11. **View:** provides row sorting options such as *Sort Ascending*, *Sort Descending*, or *Hide Column*





## My Jobs Filing Actions

Depending on the filing status of the job filings listed under the **My Jobs** tab, you can take the following actions from the dropdown button under the **Filing Action** column:

*Please Note: Options available in dropdown menus will change depending on the status of your filing. Every **Filing Action** will not always be available. All **Filing Actions** will be described in later sections.*

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

Welcome, APPLEROME16@GMAIL.COM (Role: Preparer) Sign Out

Main Menu + New Job Filing + New Work Permit + New AHV Permit

My Jobs My Work Permits My AHV Work Permits Job Filing Search

Job No. - Filing No.	Filing Status	Address	Borough	Payment Status	Filing Action	View
S00001315 - I1	Pre-Filing	209 JEFFERSON STRE...	STATEN ISL...	Exempted	Select action:	
M00001303 - I1	Design Professional Review	6 PARK PLACE	MANHATTAN	Paid	Select action:	

Total Items: 659 (Showing Items: 10)

1 / 66 / 10 Items Per Page 1 - 10 of 659 items

Possible actions include:



- **Subsequent Filing** (*Not for Contractor Use*)
- **Create Work Permit**
- **PAA** (*Not for Contractor Use*)
- **Correction**

Payment Status	Filing Action	View
Exempted	Select action:	
Exempted	Select action:	
Exempted	Select action:	
Exempted	Select action:	
Exempted	Select action:	
Exempted	Select action:	
Exempted	Select action:	
Exempted	Select action:	
Exempted	Select action:	
Exempted	Select action:	

## My Work Permits Tab

This section describes the **My Work Permits** tab. Under this tab the following information is displayed:

1. **Job No. – Filing No.:** This column contains the job and filing identification number of the associated permit. The first letter indicates the borough for which the filing is associated, followed by an 8-digit ID number and filing suffix.
2. **Tracking No.:** Contains the tracking number for the associated work permit
3. **Work Permit No.:** Contains the job and filing identification number along with the permit number of the associated filing
4. **Sequence No.:** Contains the relevant sequence number of the associated work permit
5. **Work Permit Status:** A description of the work permit status is found here. Some examples include *Signed Off*, *Pre-Filing*, and *QA Review*.
6. **Address:** Contains the relevant address of the associated filing
7. **Permit Type:** The type of permit requested for the associated filing
8. **Created Date:** The time and date on which the permit was first filed
9. **Contractor:** Names the designated contractor for the associated filing
10. **Filing Action:** Actions which can be taken on the selected filing; see the related section below for more details

*Please Note: click the expand icon  located left of the grid to access the Modified Date and Withdrawal Request Status columns. To remove them, click the collapse icon  located in the same position.*

11. **Modified Date:** The time and date on which the filing was last modified
12. **Withdrawal Request Status:** If a withdrawal has been requested, the status of that request will display here

DOB

NOW

BUILD

NYC

Buildings

DOB NOW

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

Welcome, APPLEROME16@GMAIL.COM

(Role: Preparer)

Sign Out

Main Menu

New Job Filing

New Work Permit

New AHJV Permit

My Jobs

My Work Permits

My AHJV Work Permits

Job Filing Search

1

2

3

4

5

6

7

8

9

10

Job No. - Filing No.

Tracking No.

Work Permit No.

Sequence No.

Work Permit Status

Address

Permit Type

Created Date

Contractor

Filing Action

M00001314 - I1

313724152

Permit is not yet issued

Pre-Filing

177 HUDSON ST...

Standpipe

10/11/2016 08:06...

MRC TEST

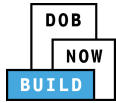
Select action:

Modified Date

Withdrawal Request Status

11

12



## My Work Permits Filing Actions

Contractors associated with the job filing will be able to view the permits in the My Work Permits tab. For permits listed under **My Work Permits** tab, you can take the following actions from the dropdown menu under the **Filing Action** column:

The screenshot shows the DOB NOW interface. The 'My Work Permits' tab is selected. A table lists permits with columns: Job No. - Filing No., Work Permit No., Work Permit Status, Address, Permit Type, and Filing Action. The 'Filing Action' column for the third row is open, showing a dropdown menu with 'Select action:' and a red box highlighting the 'Filing Action' column header and the dropdown menu.

Job No. - Filing No.	Work Permit No.	Work Permit Status	Address	Permit Type	Filing Action
M00001165 - I1	M00001165-I1-PL	Signed off	137 CENTRE STREET	Plumbing	Select action: ▼
M00001159 - I1	M00001159-I1-PL	Signed off	280 BROADWAY	Plumbing	Select action: ▼
M00000794 - I1	M63064327-I1-PL	Signed off	6 PARK PLACE	Plumbing	Select action: ▼

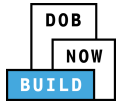
Total Items: 287 (Showing Items: 10)  
1 - 10 of 287 items

*Please Note: All **Filing Actions** will be described in later sections.*

Possible actions include:

- **Create AHV**
- **Print Work Permit**
- **Renew Work Permit**

Address	Permit Type	Filing Action
137 CENTRE STRE...	Plumbing	Select action: ▼
280 BROADWAY	Plumbing	Select action: ▼
6 PARK PLACE	Plumbing	Select action: ▼
6 PARK PLACE	Sprinkler	Select action: ▼
6 PARK PLACE	Plumbing	Create AHV
80 CENTRE ST	Plumbing	Print Work Permit
		Renew Work Permit

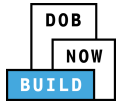


## My AHV Work Permits Tab

This section describes the **My AHV Work Permits** tab. Under this tab, information about **After Hours Variance** (AHV) permits are displayed:

1. **Job No. – Filing No.:** This column contains the job and filing identification number of the associated permit. The first letter indicates the borough for which the filing is associated, followed by an 8-digit ID number and filing suffix.
2. **AHV Permit No.:** Contains the permit number for the associated AHV work permit
3. **Work Permit ID.:** Contains the borough identification letter along with the permit number of the associated filing
4. **AHV Permit Status:** A description of the AHV permit status is found here. Some examples include *Approved*, *Pre-Filing*, and *QA Review*.
5. **Created Date:** The time and date on which the permit was first filed
6. **Filing Action:** Actions which can be taken on the selected filing; see the related section below for more details

The screenshot displays the 'My AHV Work Permits' tab in the DOB NOW system. The header includes the NYC Buildings logo, the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings', and a user welcome message for 'APPLEROME16@GMAIL.COM (Role: Preparer)'. Below the header, there are navigation buttons for 'Main Menu', 'New Job Filing', 'New Work Permit', and 'New AHV Permit'. The 'My AHV Work Permits' tab is selected, showing a table of permits. The table has six columns, each highlighted with a red circle and a number: 1. Job No. - Filing No., 2. AHV Permit No., 3. Work Permit ID, 4. AHV Permit Status, 5. Created Date, and 6. Filing Action. The table contains one row of data: M00001147 - I1, M8670681, M8670681, AHV Permit Issued, 07/11/2016 06:55:10 PM, and a dropdown menu for Filing Action. Below the table, there are pagination controls showing 'Total Items: 65 (Showing Items: 15)' and '1 - 15 of 65 items'.



## My AHV Work Permits Grid Filing Actions

Contractors associated with the job filing will be able to view the permits in the **My AHV Work Permits** tab. For permits listed under this tab, you can take the following actions from the dropdown button under the **Filing Action** column:

The screenshot shows the 'My AHV Work Permits' tab in the DOB NOW system. The grid displays the following data:

Job No. - Filing No.	AHV Permit No.	Work Permit ID	AHV Permit Status	Created Date	Filing Action
Q00000805 - I1	Q3304175	Q3304175	QA Review	04/06/2016 06:16:47 PM	Select action: ▼
Q00000872 - I1	Q3045310	Q3045310	Pre-Filing	04/07/2016 04:51:19 PM	Select action: ▼
M00000825 - I1	M9939047	M9939047	Approved	04/01/2016 04:31:50 PM	Select action: ▼

Total Items: 65 (Showing Items: 15)

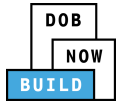
1 - 15 of 65 items

*Please Note: **Filing Actions** in the **My AHV Work Permits** tab will only be available once the associated AHV work permit has been created in the **My Work Permits** tab. All **Filing Actions** will be described in later sections.*

Possible actions include:

1. **Print AHV Permit**
2. **Renew AHV Permit**

Work Permit ID	AHV Permit Status	Filing Action
M3400293	AHV Permit Issued	Select action: ▼
M3214125	AHV Permit Issued	Select action: ▼
M1050959	AHV Permit Issued	Select action: ▼
M8670681	AHV Permit Issued	Select action: ▼
M5577847	AHV Permit Issued	Select action: ▼
M1792092	AHV Permit Issued	Select action: ▼



## Job Filing Search

The **Job Filing Search** tab is used to search for any jobs in DOB NOW: *Build*. You must enter the exact job number, with all 9 characters. After entering the job number, press **Enter** on your keyboard or the **Search** button as highlighted below:

NYC Buildings

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

Main Menu + New Job Filing + New Work Permit + New AHV Permit

My Jobs My Work Permits My AHV Work Permits Job Filing Search

Enter exact Job Number and then click search  
9 characters remaining

Search

The results will be listed in the grid as shown below:

Main Menu + New Job Filing + New Work Permit + New AHV Permit

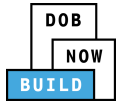
My Jobs My Work Permits My AHV Work Permits Job Filing Search

m00000541  
0 characters remaining

Search

Job No.	Filing No.	Filing Type	House No.	Borough	Current Filing Status	Filing Action
M00000541	11	New Job Filing	280 Broadway	MANHATTAN	Pre-Filing	Select action:

Total Items: 1



To go to the job filing screen from the search results, you can double-click on the job filing and a **Job Info** window will appear.

Click **OK** to go to the job filing screen, where you can see all details related to the filing.

A screenshot of a 'Job Info' window. The window has a light blue header bar with the text 'Job Info'. Below the header, the following information is displayed: 'Job Number: M00001286', 'Filing Number: 11', and 'Address: 498 SEVENTH AVENUE'. At the bottom right of the window, there are two buttons: 'OK' (highlighted with a red square) and 'Cancel'.

If the job filing number you entered cannot be found by the system, you will receive the message requesting an appropriate job number.

A screenshot of a 'Notification' window. The window has a light blue header bar with the text 'Notification' and a close button (X) in the top right corner. The main content area is light gray and contains the following text: 'Job Number: M00000666 could not be found.' and 'Please try again with an appropriate job number.' At the bottom center of the window, there is a blue button with the text 'OK'.



## Create New Work Permit from Job Filing Search

To create a work permit request from the Job Filing Search tab, go to the **Filing Action** column and select **Create Work Permit**.

Job No.	Filing No.	Filing Type	House No.	Borough	Current Filing Status	Created Date	Design Professional	Filing Action
M00000903	I1	New Job Filing	137 centre street	MANHATTAN	Permit Entire	4/12/2016 9:09:18 AM	JOE ADAM	Select action
M00000903	P1	PAA	137 centre street	MANHATTAN	Permit Entire	4/12/2016 11:09:19 AM	JOE ADAM	Subsequent Filing
								PAA
								Get Work Permits
								View AHJ Permits
								Create Work Permit

The following notification will appear after your selection.

Confirm

Please confirm that you want to create a work permit.

Yes

No

Click on **Yes** and you will be directed to the **Work Permit** form.

Work Permit

Trace History

1. Reasons for Filing

Filing reason\*

☒ Initial Filing
 ☐ No Work Permit

Expected Start Date \*

Work on Floor(s)\*

2

3. Type of Permit

Application Highlights

Location

295 FLATBUSH AVENUE

BROOKLYN 11217

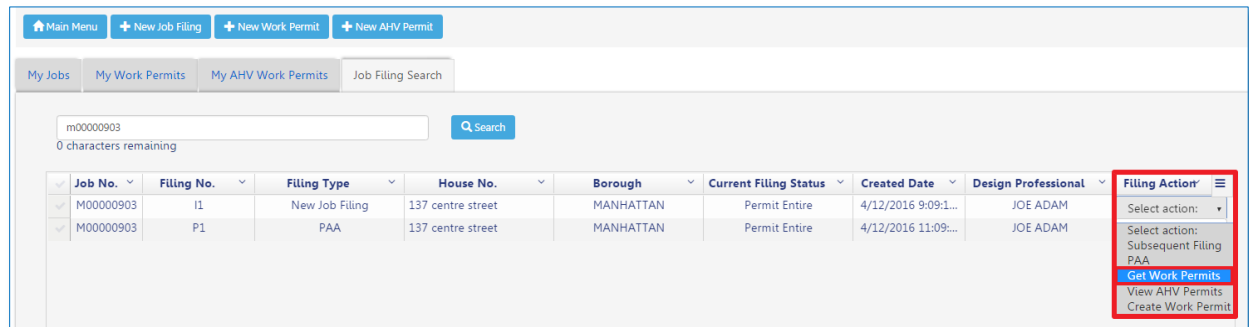
Work Permit Status

Tracking Number

Work Permit Status

## View All Work Permits from Job Filing Search

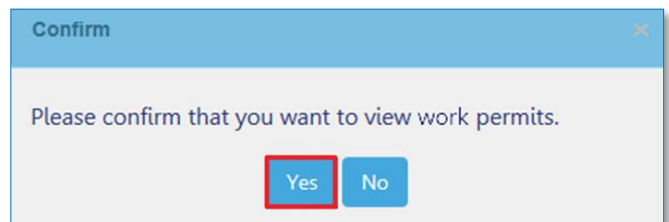
To view all work permits for a filing from the Job Filing Search tab, click on **Get Work Permits** from the **Filing Action** column.



The screenshot shows the 'Job Filing Search' tab selected. A search bar contains 'm00000903'. Below the search bar is a table with the following columns: Job No., Filing No., Filing Type, House No., Borough, Current Filing Status, Created Date, Design Professional, and Filing Action. Two rows of data are visible. The 'Filing Action' column has a dropdown menu open, showing options: 'Select action:', 'Select action: Subsequent Filing PAA', 'Get Work Permits' (highlighted in red), 'View AHV Permits', and 'Create Work Permit'.

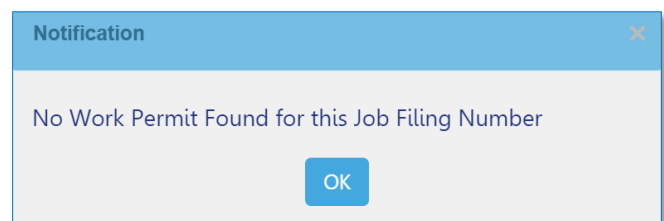
Job No.	Filing No.	Filing Type	House No.	Borough	Current Filing Status	Created Date	Design Professional	Filing Action
M00000903	I1	New Job Filing	137 centre street	MANHATTAN	Permit Entire	4/12/2016 9:09:1...	JOE ADAM	Select action: Select action: Subsequent Filing PAA <b>Get Work Permits</b> View AHV Permits Create Work Permit
M00000903	P1	PAA	137 centre street	MANHATTAN	Permit Entire	4/12/2016 11:09:...	JOE ADAM	

The following notification will appear after your selection. Click **Yes** to continue and view work permits.



A 'Confirm' dialog box with a blue header and a close button. The text inside says 'Please confirm that you want to view work permits.' At the bottom, there are two buttons: 'Yes' (highlighted with a red border) and 'No'.

If no permits are available for this Job Filing, a notification will display a message that no **Work Permits** were found for this **Job Filing Number**.



A 'Notification' dialog box with a blue header and a close button. The text inside says 'No Work Permit Found for this Job Filing Number'. At the bottom, there is an 'OK' button.

Otherwise, a new sub-grid will appear underneath the main grid displaying all permits for the job filing.

Main Menu
New Job Filing
New Work Permit
New AHV Permit

My Jobs
My Work Permits
My AHV Work Permits
Job Filing Search

0 characters remaining

Job No.	Filing No.	Filing Type	House No.	Borough	Current Filing Status	Created Date	Design Professional	Filing Action
M00000903	I1	New Job Filing	137 centre street	MANHATTAN	Permit Entire	4/12/2016 9:09:1...	JOE ADAM	Select action:
M00000903	P1	PAA	137 centre street	MANHATTAN	Permit Entire	4/12/2016 11:09:...	JOE ADAM	Select action:

Total Items: 2

Tracking Number	Work Permit No.	Sequence No.	Work Permit Status	Permit Type	Created Date	Contractor	Filing Action
868494265	M00000903-I1-PL	1	Permit Issued	Plumbing	2016-04-12	KIRAN VALLABHANENI	Select action:
811897072	Permit is not yet issued		Pre-Filing	Plumbing	2016-07-08	KIRAN VALLABHANENI	Select action:

Total Items: 2

From the list of work permits you will be able to take the following actions by going to the Filing Action column:

1. **Create AHV**
2. **Print Work Permit**
3. **Renew Work Permit**

Tracking Number	Work Permit No.	Sequence No.	Work Permit Status	Permit Type	Created Date	Contractor	Filing Action
868494265	M00000903-I1-PL	1	Permit Issued	Plumbing	2016-04-12	KIRAN VALLABHANENI	Select action:
811897072	Permit is not yet issued		Pre-Filing	Plumbing	2016-07-08	KIRAN VALLABHANENI	Select action: Create AHV Print Work Permit Renew Work Permit

## View AHV Permits from Job Filing Search

To view the AHV permits for a job filing on the **Job Filing** Search tab, select **View AHV Permits** from the **Filing Action** column.

Job No.	Filing No.	Filing Type	House No.	Borough	Current Filing Status	Created Date	Design Professional	Filing Action
M00000903	I1	New Job Filing	137 centre street	MANHATTAN	Permit Entire	4/12/2016 9:09:18 AM	JOE ADAM	Select action: ▼
M00000903	P1	PAA	137 centre street	MANHATTAN	Permit Entire	4/12/2016 11:09:19 AM	JOE ADAM	Select action: ▼

The dropdown menu for the Filing Action column shows the following options: Select action: ▼, Subsequent Filing, PAA, Get Work Permits, **View AHV Permits** (highlighted), and Create Work Permit.

The following notification will appear after your selection. Click **Yes** to confirm and continue to AHV permits, or click **No** to return to the previous screen.

**Confirm**

Please confirm that you want to view AHV permits.

**Yes** **No**

A new sub-grid will appear underneath the main grid displaying all of the AHV permits for the job filing. From the **Filing Action** column you can select the following actions:

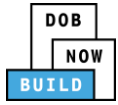
- **Print AHV Permit**
- **Renew AHV Permit**

Job No.	Filing No.	Filing Type	House No.	Borough	Current Filing Status	Created Date	Design Professional	Filing Action
M00000826	I1	New Job Filing	6 park place	MANHATTAN	Permit Entire	4/1/2016 10:02:27 AM	TEST SPRUCE	Select action: ▼
M00000826	P1	PAA	6 park place	MANHATTAN	Pre-Filing	7/1/2016 4:18:18 PM	TEST SPRUCE	Select action: ▼

Total Items: 2

AHV Permit No.	Work Permit ID	JobFiling No.	AHV Permit Status	Created Date	Filing Action
M1792092	M00000826-I1-PL	M00000826-I1	AHV Permit Issued	4/1/2016 12:41:52 PM	Select action: ▼

The dropdown menu for the Filing Action column shows the following options: Select action: ▼, **Print AHV Permit** (highlighted), and **Renew AHV Permit** (highlighted).



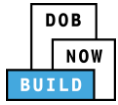
## Sorting and Displaying Columns

You can search for specific jobs, sort the columns, export data, and choose which columns appear in the dashboard grid.

1. **Column Sort:** Click the dropdown menu arrow next to each column to sort the results by ascending or descending order.
2. **Column Search:** Type in a value in this field to search for and display only jobs that contain the searched for value. For example, if you type Queens in the *Borough* column, only jobs in Queens will be displayed.
3. **Column Editor:** Pick which columns are displayed or hidden on the grid. (✕ indicates hidden, ✓ indicates displayed.)

The screenshot shows the 'Job Filing Search' tab in the application. A red box labeled '1' highlights the dropdown arrow on the 'Filing Status' column header. A red box labeled '2' highlights the search input field on the left side of the table. A red box labeled '3' highlights the 'View' button in the top right corner of the table.

Job No. - Filing	Filing Status	Address	Borough	Design Professional	Owner	Created Date	Modified Date	Payment Status	Filing Action	View
M00001266 - I1	Permit Entire	280 BROADWAY	MANHATTAN	TESTING123 DOB	APPLE ROME	09/23/2016 04:31:4...	9/26/2016 1:42:37 ...	Exempted	Select action:	
M00001265 - I1	Pre-Filing	200 VESEY STREET	MANHATTAN	TESTING123 DOB		09/23/2016 02:12:2...	9/26/2016 3:27:29 ...	Due	Select action:	
B00001264 - I1	Pending Plan Examiner Assignment	295 FLATBUSH AVE	BROOKLYN	TESTING123 DOB	APPLE ROME	09/23/2016 01:58:3...	9/23/2016 4:36:21 ...	Exempted	Select action:	

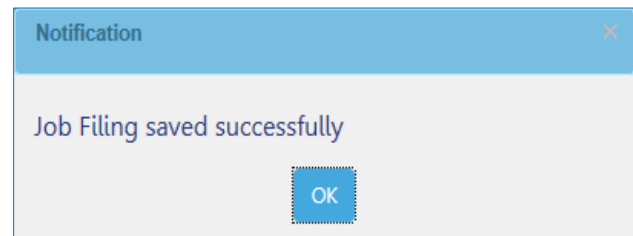


## Save Function

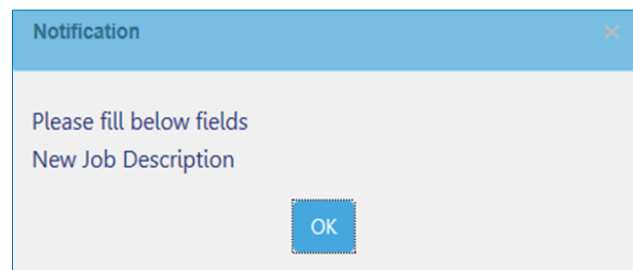
It is important that you **Save** your job filing any time you make changes, otherwise your changes will be lost.

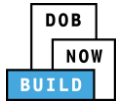
The screenshot shows the DOB NOW web application interface. At the top, there is a navigation bar with the NYC Buildings logo and the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this, there is a horizontal menu with five buttons: 'Pre-Filing', 'Design Professional Review', 'Plan Review', 'Plan Approved', and 'Permit Review'. The 'Pre-Filing' button is highlighted in blue. Below the menu, there is a section with a 'Save' button (highlighted with a red box) and a 'Preview to File' button. To the right of these buttons, the text 'Job# M00001287 Filing# I1' is displayed. Below this, there is a horizontal progress bar with four steps: 'Plans/Work (PW1)', 'Scope of Work', 'Cost Affidavit (PW3)', and 'Technical Report (PW4)'. The 'Plans/Work (PW1)' step is highlighted in blue.

If you're creating a new filing you'll need to complete the **Location Information**, **Applicant Information**, and **Job Description** sections in order to save it the first time. The following message will appear when you save successfully:



If you have not yet completed the required fields, you'll receive the message on the right, which specifies what sections still need to be completed:





## Job Filing Screen

The Job Filing Screen is available as read-only for the Contractor. You will only be able to update the **Work Permit (PW2)** and **AHV** forms.

On the Job Filing screen, you can check the status of the filing and view additional details. This section of the manual identifies key information on the Job Filing screen, divided into three main sections:

**Section I:** Progress ribbon showing steps taken towards completion

**Section II:** Navigation section with links to *Dashboard*, *Payment History*, *Trace History*, and *Property Profile*

**Section III:** *Application Highlights* and *Fees*

The screenshot shows the DOB NOW Job Filing screen for Job# M00000577 Filing# I1. The interface includes a progress ribbon at the top, navigation links on the right, and a main form area with three sections highlighted by red boxes and Roman numerals.

**Section I: Progress ribbon** (top center)

Pre-Filing | Design Professional Review | **Plan Review** | Plan Approved | Permit Review | Permit | Signoff | Letter of Completion

**Section II: Navigation links** (top right)

Home | **View Filing** | Payment History | Trace History | Property Profile | **View History**

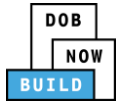
**Section III: Application Highlights and Fees** (right side)

**Application Highlights**

Field	Value
Location	280 BROADWAY MANHATTAN 10007
Job Number	M00000577
Filing Number	I1
Estimated Job Cost *	\$15,000.00
Current Filing Status	Plan Examiner Review in Progress
Job Status	Job in Progress
Work without Permit Violation	Yes
Total Job Cost (\$)	\$15,000.00
Invoice Number	100000669
Filing Type	New Job Filing

**Fees**

Fee Type	Amount
New Work Filing Fee	\$300.00
Legalization Filing Fee	\$0.00
Record Management Fee	\$185.00
FAA	\$0.00
No Good Check Fee	\$0.00
In Conjunction Fee	\$0.00
Adjustment	\$0.00
<b>Total Fee</b>	<b>\$533.00</b>
Amount Paid	\$533.00
Amount Due	\$0.00



## Section I

1. **Filing Progress:** The highlighted status indicates the current status of the job filing. A filing will always start with a status of **Pre-Filing**. The filing will be assigned a different status as it moves through the filing process.
2. **Save:** Save information that was entered.
3. **Preview to File:** Provides the summary of the job filing details, and requires the Design Professional to provide acknowledgment before it can be filed with DOB. Only the Design Professional will be able to click this button.
4. **Job #:** Job number of the selected job. This number is created after saving the job the first time. If starting a new job, there will be nothing displayed until the information is saved. The first letter represents the borough where the job is located.
  - a. **M: Manhattan**
  - b. **X: Bronx**
  - c. **B: Brooklyn**
  - d. **Q: Queens**
  - e. **S: Staten Island**
5. **Filing #:** Specific filing # for the job selected. The first letter represents the filing type:
  - a. **I: Initial**
  - b. **P: PAA**
  - c. **S: Subsequent Filing**
6. **Filing Forms:** Lists all of the forms that need to be completed for the job. The default form shown when opening a job filing will always be **Plans/Work (PW1)**.
7. **Form Sections:** Sections for each form you need to complete.

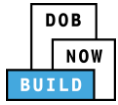
The screenshot shows the DOB NOW job filing interface. Red circles with numbers 1 through 7 highlight specific features:

- 1. Progress bar at the top: Pre-Filing, Design Professional Review, Plan Review, Plan Approved, Permit Review, Permit, Signoff, Letter of Completion.
- 2. Save button.
- 3. Preview to File button.
- 4. Job# M00001253.
- 5. Filing# I1.
- 6. Filing Forms tab: Plans/Work (PW1), Scope of Work, Cost Affidavit (PW3), Technical Report (TR1), Technical Report Energy (TR8), Documents, Work Permit (PW2), Statements & Signatures.
- 7. Application Highlights section on the right, listing: Location, Job Number, Filing Number, Estimated Job Cost, Current Filing Status, Job Status, Work without Permit Violation.

The main form area is titled "1. Location Information" and contains the following fields:

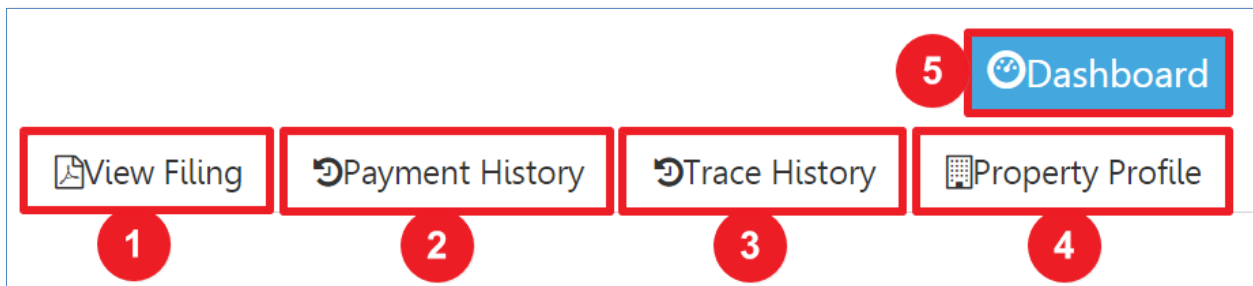
Field	Value
House No.(s) *	200
Borough *	MANHATTAN
Lot *	140
C.B. No. *	101
Apt./Condo. No.(s)	2
Street Name *	VESEY STREET
Block *	16
BIN *	1000059
Zip Code *	10281
Work on Floor(s) *	2





## Section II

1. **Dashboard:** Returns you to the dashboard.
2. **View Filing:** Exports the job filing information entered into a PDF document. This feature is only available after filing the job with DOB.
3. **Payment History:** View past invoices and payments.
4. **Trace History:** View DOB actions taken on the filing (these will occur after the filing has been submitted to DOB).
5. **Property Profile:** View general information of the location associated with the job.



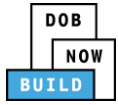
## Section III

1. **Application Highlights:** Summary information on the filing, status will update as you proceed.
2. **Fees:** Fee information associated with the filing.
3. **Pay Now:** Click to pay any fees associated with the filing. Clicking the **Pay Now** button will take you to a secure third-party payment screen.

Application Highlights	
Location	280 BROADWAY
	MANHATTAN 10007
Job Number	M00000577
Filing Number	11
Estimated Job Cost	\$15,000.00
Current Filing Status	Plan Examiner Review in Process
Job Status	Job in Process
Work without Permit Violation	Yes
Total Job Cost (\$)	\$15,000.00
Invoice Number	100000669
Filing Type	New Job Filing

Fees	
New Work Filing Fee	\$368.00
Legalization Filing Fee	\$0.00
Record Management Fee	\$165.00
PAA	\$0.00
No Good Check Fee	\$0.00
In Conjunction Fee	\$0.00
Adjustment	\$0.00
<b>Total Fee</b>	<b>\$533.00</b>
Amount Paid	\$533.00
Amount Due	\$0.00

**3** [Pay Now](#)



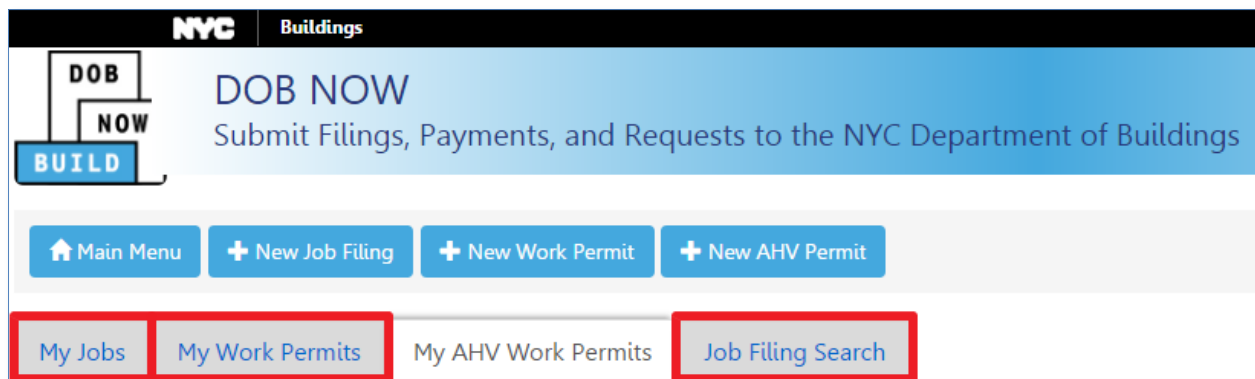
## Work Permit (PW2)

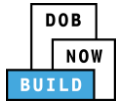
The Work Permit (**PW2**) is filed with DOB to obtain a work permit. The following sections of the user manual provide instructions on how to find, create, and complete the **Work Permit (PW2)** for job filings associated with the Contractor.

### Viewing Work Permit (PW2) Job Filings

From the Dashboard, use the **My Jobs** or **My Work Permits** tabs to view all job filings on which the Design Professional, Filing Representative, or Owner have listed you as the Contractor.

If you are the Contractor on a job filing, but have not been named as the Contractor on the Portal by the Design Professional, Filing Representative, or Owner, you can use the **Job Filing Search** tab to find the relevant job filing and add the **Work Permit(s) (PW2)**.





## View Permit (Using *My Jobs* Tab)

Click on the **My Jobs** tab to view all job filings associated with the Contractor. To view a job filing, double-click on the correct filing listed and a **Job Info** window will appear.

My Jobs   My Work Permits   My AHJ Work Permits   Job Filing Search										
Job No. - Filing	Filing Status	Address	Borough	Design Professional	Owner	Created Date	Modified Date	Payment Status	Filing Action	View
M00001259 - I1	Pre-Filing	280 BROADWAY	MANHATTAN	JOE ADAM		09/15/2016 10:13:0...	9/15/2016 10:13:05...	Due	Select action:	
M00001237 - I1	Plan Examiner Review in Process	498 SEVENTH AVE	MANHATTAN	JOE ADAM	APPLE ROME	08/16/2016 04:03:4...	10/6/2016 3:23:39 ...	Exempted	Select action:	

Click **OK** to go to the job filing screen, where you can see all details related to the filing.

**Job Info**

**Job Number:** M00001286  
**Filing Number:** I1  
**Address:** 498 SEVENTH AVENUE

**OK**   **Cancel**

## View Permit (Using *My Work Permits* Tab)

Click on the **My Work Permits** tab to view all job filings associated with the Contractor. To view a job filing, double-click on the correct filing listed and a **Job Info** window will appear.

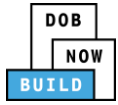
My Jobs <b>My Work Permits</b> My AHJ Work Permits   Job Filing Search										
Job No. - Filing No.	Tracking No.	Work Permit No.	Sequence No.	Work Permit Status	Address	Permit Type	Created Date	Contractor	Filing Action	
X00001319 - I1	504570177	Permit is not yet issued		Pre-Filing	1470 WEST AVE	Standpipe	10/13/2016 05:50:11 PM	MRC TEST	Select action:	
S00001317 - I1	442694008	S00001317-I1-SD	1	Permit Issued	209 JEFFERSON STREET	Standpipe	10/13/2016 03:26:39 PM	MRC TEST	Select action:	

Click **OK** to go to the job filing screen, where you can see all details related to the filing.

**Job Info**

**Job Number:** M00001286  
**Filing Number:** I1  
**Address:** 498 SEVENTH AVENUE

**OK**   **Cancel**



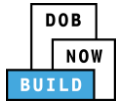
## View Permit (Using *Job Filing Search* Tab)

Click on the **Job Filing Search** tab to search for a job filing. Use this function if you are not listed as the Contractor but would like to add a **Work Permit (PW2)** to a job filing. You must enter the exact job number, with all 9 characters. After entering the job number, press **Enter** on your keyboard or the **Search** button as highlighted below:

The results will be listed in the grid as shown below: To view a filing, double-click on the correct filing listed and a **Job Info** window will appear.

Job No.	Filing No.	Filing Type	House No.	Borough	Current Filing Status	Created Date	Design Professional	Filing Action
M00001196	I1	New Job Filing	137 centre street	MANHATTAN	Approved	7/15/2016 10:32:13 AM	JOE ADAM	Select action: ▼
M00001196	P1	PAA	137 centre street	MANHATTAN	Approved	9/6/2016 12:03:42 PM	JOE ADAM	Select action: ▼

Click **OK** to go to the job filing screen, where you can see all details related to the filing.



## Work Permit (PW2) Job Filing Screen

After navigating to the job filing screen, click on the **Work Permit (PW2)** tab.

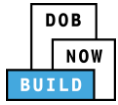
Tracking No.	Work Permit No.	Work Permit Status	House No.	Permit Type	Permit Issued Date	Delete
209659548	Permit is not yet issued	Pending QA Assignment	137 centre street	Plumbing		

Navigating to the **Work Permit (PW2)** tab in the progress ribbon will open the following table:

1. **+Add**: Click here to add a permit filing.
2. **Tracking No.:** The tracking number of the work permit filing.
3. **Work Permit No.:** Once the filing is approved, a work permit number will be issued.
4. **Work Permit Status:** The status of the current application/permit.
5. **House No.:** The number of the house for which the filing is being made.
6. **Permit Type:** The type of permit being requested.
7. **Permit Issued Date:** Displays previously entered permit information and the permit status.
8. **Delete:** Click here to delete a permit.

Tracking No.	Work Permit No.	Work Permit Status	House No.	Permit Type	Permit Issued Date	Delete
209659548	Permit is not yet issued	Pending QA Assignment	137 centre street	Plumbing		

Please Note: Double-click on the displayed Work Permit(s) to view, edit, and upload the **Contractor Seal & Signature**.



## Create Work Permit

This section instructs Contractors how to create a new **Work Permit (PW2)**. There are several means for Contractors to create new permits from the **Job Filing Screen** and **Dashboard** and they are covered below:

1. **+Add button**: Click on **+Add** (as seen in the previous diagram) to open a new **Work Permit** form for the job filing. The **+Add** button is found under the **Work Permit (PW2)** tab in the job filing screen.

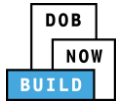
Tracking No.	Work Permit No.	Work Permit Status	House No.	Permit Type	Permit Issued Date	Delete
209659548	Permit is not yet issued	Pending QA Assignment	137 centre street	Plumbing		

2. **+New Work Permit button**
3. **My Jobs tab**
4. **Job Filing Search tab**

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

Main Menu + New Job Filing + New Work Permit New AHV Permit

My Jobs Work Permits My AHV Work Permits Job Filing Search



## Create Permit (Using +New Work Permit Button)

Click on the **+New Work Permit** button to search for the job filing you want to add a new **Work Permit (PW2)** to.

The screenshot shows the main menu with four buttons: 'Main Menu', '+ New Job Filing', '+ New Work Permit' (highlighted with a red box), and '+ New AHV Permit'. Below the buttons are four tabs: 'My Jobs', 'My Work Permits', 'My AHV Work Permits', and 'Job Filing Search'. A table below the tabs displays job filing information.

Job No. - Filing	Filing Status	Address	Borough	Design Professional	Owner
M00001259 - I1	Pre-Filing	280 BROADWAY	MANHATTAN	JOE ADAM	

This will open a **Create Work Permit** window. Enter the associated job filing number. You must enter the exact job number, with all 9 characters. After entering the job number, press **Enter** on your keyboard or the **Get Jobs** button as highlighted below:

The screenshot shows the 'Create Work Permit' window. It has a header 'Create Work Permit' and a text input field labeled 'Enter Job Filing Number:' containing 'M00001196'. Below the input field, it says '0 characters remaining'. At the bottom right, there are two buttons: 'Get Jobs' (highlighted with a red box) and 'Cancel'.

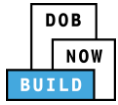
The results will be listed in the grid as shown below. Click on the **Select action:** dropdown menu located in the **Filing Action** column.

The screenshot shows the 'Create Work Permit' window with the 'Job Lists' table. The table has columns: 'Job No.', 'Filing No.', 'Filing Type', 'Current Filing Status', 'Created Date', and 'Filing Action'. The 'Filing Action' column is highlighted with a red box, and the 'Create Work Permit' option is selected from the dropdown menu.

Job No.	Filing No.	Filing Type	Current Filing Status	Created Date	Filing Action
M00001196	I1	New Job Filing	Approved	7/15/2016 10:32:13 AM	Select action:
M00001196	P1	PAA	Approved	9/6/2016 12:03:42 PM	Select action: Create Work Permit

Total Items: 2

Get Jobs Cancel



From the dropdown menu, select **Create Work Permit**.

Created Date	Filing Action
7/15/2016 10:32:13 ...	Select action: ▼
9/6/2016 12:03:42 PM	Select action: Create Work Permit

This will open a **Confirm** window. Click **Yes** to open a blank **Work Permit (PW2)** form.

**Confirm** ✕

Please confirm that you want to create a work permit.

**Yes** **No**

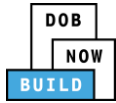
If the job filing number you entered cannot be found by the system, you will receive the message requesting an appropriate job number.

**Notification** ✕

Job Number: M00000666 could not be found.  
Please try again with an appropriate job number.

**OK**





## Create Permit (Using *My Jobs* Tab)

Under the **My Jobs** tab, click the **Select action:** dropdown menu in the **Filing Action** column associated with the correct job filing.

Job No. - Filing	Filing Status	Address	Borough	Design Professional	Owner	Created Date	Modified Date	Payment Status	Filing Action
M00000922 - I1	Prof Cert QA Review in Process	280 BROADWAY	MANHATTAN	JOE ADAM	APPLE ROME	04/13/2016 11:01:3...	4/19/2016 3:09:33 ...	Paid	Select action: ▼
M00000839 - P2	Pre-Filing	80 CENTER ST	MANHATTAN	JOE ADAM	KIRAN VALLABHANENI	04/15/2016 02:12:4...	4/19/2016 2:47:06 ...	Due	Select action: ▼
M00000774 - I1	Approved	282 BROADWAY	MANHATTAN	TESTING DOB	APPLE ROME	03/30/2016 11:38:3...	4/18/2016 12:30:42...	Exempted	Subsequent Filing Correction
X00000909 - P1	Approved	1470 WEST AVE	BRONX	JOE ADAM	SAM FACE	04/12/2016 04:21:5...	4/18/2016 11:13:13...	Exempted	Create Work Permit

From the dropdown menu, select **Create Work Permit**.

Payment Status	Filing Action
Paid	Select action: ▼
Due	Select action: ▼
Exempted	Subsequent Filing Correction
Exempted	Create Work Permit

This will open a **Confirm** window. Click **Yes** to open a blank **Work Permit (PW2)** form.

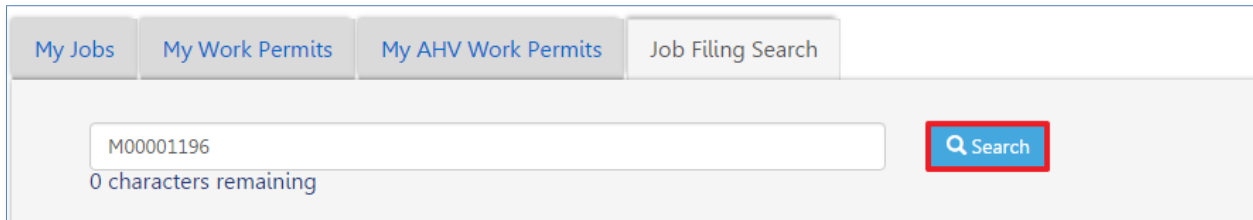
**Confirm**

Please confirm that you want to create a work permit.

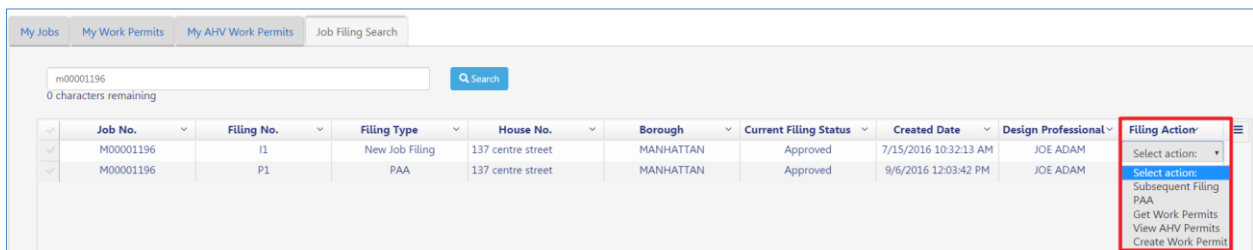
**Yes** **No**

## Create Permit (Using *Job Filing Search* Tab)

Click on the **Job Filing Search** tab to search for the job filing you want to add a new **Work Permit (PW2)** to. You must enter the exact job number, with all 9 characters. After entering the job number, press **Enter** on your keyboard or the **Search** button as highlighted below:

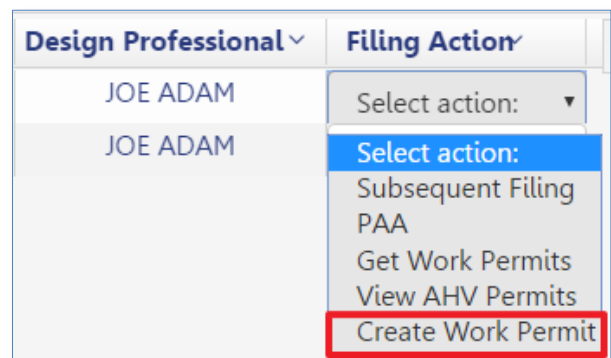


The results will be listed in the grid as shown below. Click on the **Select action:** dropdown menu located in the **Filing Action** column.



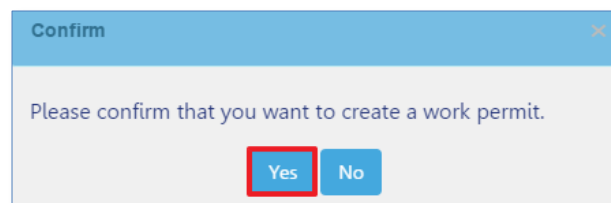
Job No.	Filing No.	Filing Type	House No.	Borough	Current Filing Status	Created Date	Design Professional	Filing Action
M00001196	I1	New Job Filing	137 centre street	MANHATTAN	Approved	7/15/2016 10:32:13 AM	JOE ADAM	Select action:
M00001196	P1	PAA	137 centre street	MANHATTAN	Approved	9/6/2016 12:03:42 PM	JOE ADAM	Select action: Subsequent Filing PAA Get Work Permits View AHV Permits Create Work Permit

From the dropdown menu, select **Create Work Permit**.



Design Professional	Filing Action
JOE ADAM	Select action:
JOE ADAM	Select action: Subsequent Filing PAA Get Work Permits View AHV Permits Create Work Permit

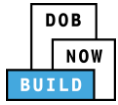
This will open a **Confirm** window. Click **Yes** to open a blank **Work Permit (PW2)** form.



Confirm

Please confirm that you want to create a work permit.

Yes No

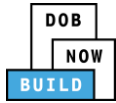


## Documents

This section displays a list of required documents that need to be uploaded. This list will change based on the content of each specific job filing. The **Documents** section contains two tabs for documents: **Additional Supporting Documents** and **Required Documents**. The **Required Documents** tab is expanded by default.

*Please Note: If you believe Required Documents are listed that are not required, please contact DOB at [dobnowsupport@buildings.nyc.gov](mailto:dobnowsupport@buildings.nyc.gov) for further assistance.*

Plans/Work (PW1)	Scope of Work	Cost Affidavit (PW3)	Technical Report (TR1)	Technical Report Energy (TR8)	Documents
Additional Supporting Documents ▼					
Required Documents ▼					
Created On	Document Name	Document Status	Prior To	Upload	
2017-04-13	DESIGN PROFESSIONAL SEAL & SIGNATURE	Pending	Approval		
2017-04-13	PLANS	Pending	Approval		
2017-04-13	SUPPORTING DOCUMENT: FEE EXEMPT STATUS	Required	Approval		
2017-04-13	ASBESTOS: COMPLETION OR CLOSEOUT (DEP ACP20/21)	Pending	Permit Issuance		
2017-04-13	COST AFFIDAVIT (FINAL): PW3 S28	Required	Sign Off		




## Required Documents Tab

1. **Created On:** Indicates the date the document was created.
2. **Document Name:** Lists the document name.
3. **Document Status:** Specifies the status of the required document. Possible statuses are: *Required*, *Pending*, *Submitted*, and *Accepted*.
4. **Prior To:** Specifies the filing status prior to submitting documents to DOB and helps guide which documents are still needed. Possible statuses are: *Approval*, *Permit Issued*, and *Sign Off*.
  - a. It is necessary to upload all documents that have an *Approval* status.
  - b. If filing a Professional Certification that includes a PW2, it is necessary to upload all documents that have a *Permit Issued* status.
5. **Upload:** Allows you to upload the document by clicking on the button. If the button is greyed out you will be unable to upload that document.

Required Documents ▾					
✓	1 Created On ▾	2 Document Name ▴ ▾	3 Document Status ▾	4 Prior To ▴ ▾	5 Upload
✓	2017-04-13	DESIGN PROFESSIONAL SEAL & SIGNATURE	Pending	Approval	
✓	2017-04-13	PLANS	Pending	Approval	
✓	2017-04-13	SUPPORTING DOCUMENT: FEE EXEMPT STATUS	Required	Approval	
✓	2017-04-13	ASBESTOS: COMPLETION OR CLOSEOUT (DEP ACP20/21)	Pending	Permit Issuance	
✓	2017-04-13	COST AFFIDAVIT (FINAL): PW3 S28	Required	Sign Off	

## Uploading Documents for Required Documents

To upload a document, click on the **Upload** button in the **Required Documents** table.

Required Documents ▾				
Created On ▾	Document Name ▴ ▾	Document Status ▾	Prior To ▴ ▾	Upload
2017-04-13	DESIGN PROFESSIONAL SEAL & SIGNATURE	Pending	Approval	

A sub-window opens as shown below. Click on **Browse** to locate the document. Click **Cancel** to return to the previous screen.

Document Uploader

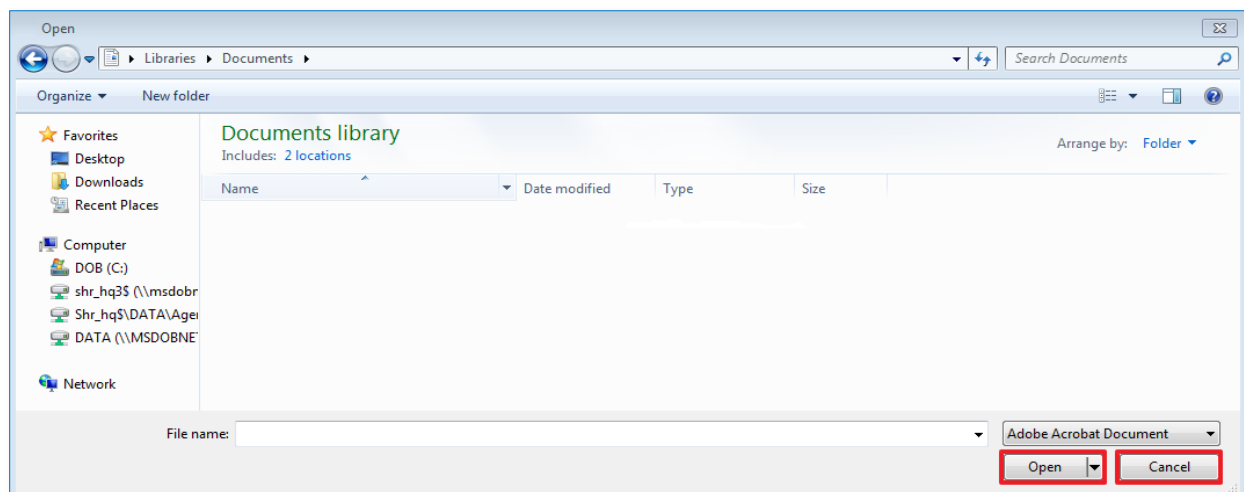
File name: DESIGN PROFESSIONAL SEAL & SIGNATURE  
 **Browse...**

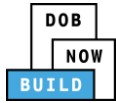
Upload

Cancel

A new file browser window will open to locate the file. After locating the document, select it and click **Open**. Click **Cancel** to return to the previous screen.

*Please Note: All files must be in PDF or JPEG format, and must be less than 250 MB in size.*





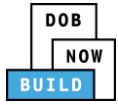
The document name will appear in the **Document Uploader** window. Click on **Upload** to submit the selected document. Click **Cancel** to return to the previous screen.

The screenshot shows the 'Document Uploader' window. At the top, it says 'Document Uploader'. Below that, it displays 'File name: DESIGN PROFESSIONAL SEAL & SIGNATURE' followed by a text input field containing 'C:\Users\Signature' and a 'Browse...' button. Below the input field is a red-outlined 'Upload' button. At the bottom right of the window is a red-outlined 'Cancel' button.

Status for that document will change to **Pending**. Once this document has been reviewed and accepted by the Plan Examiner, Prof Cert QA Clerk, or QA Clerk, the document status will be updated to **Accepted**.

Required Documents ▾					
✓	Created On ▾	Document Name ▲ ▾	Document Status ▾	Prior To ▲ ▾	Upload
✓	2017-04-14	DESIGN PROFESSIONAL SEAL & SIGNATURE	Pending	Approval	
✓	2017-04-14	PLANS	Pending	Approval	
✓	2017-04-14	SUPPORTING DOCUMENT: FEE EXEMPT STATUS	Pending	Approval	
✓	2017-04-14	ASBESTOS: COMPLETION OR CLOSEOUT (DEP ACP20/21)	Pending	Permit Issuance	
✓	2017-04-14	COST AFFIDAVIT (FINAL): PW3 S28	Required	Sign Off	

To obtain a copy of the required Design Professional/Licensee Seal and Signature Form (DPL-1) document click on the following link: <http://www1.nyc.gov/assets/buildings/pdf/dpl1.pdf>



## Additional Supporting Documents Tab

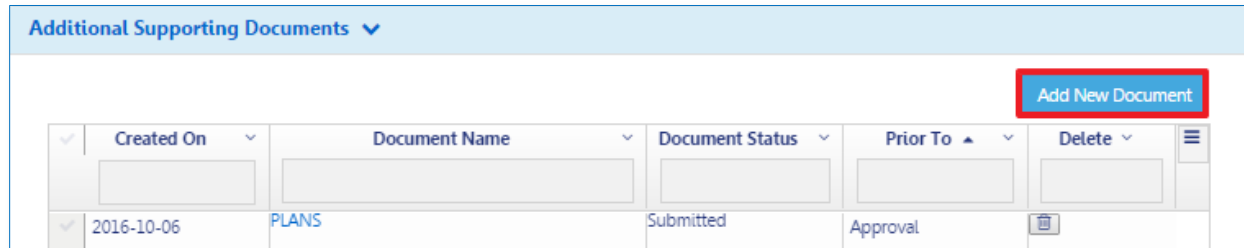
To submit additional supporting document which are not required, click on the **Additional Supporting Documents** tab on underneath the progress ribbon. The tab will expand and display the following table:

1. **Created On:** The date the document when the document submission was created
2. **Document Name:** Provides the document name.
3. **Document Status:** Specifies the status of the required document. Possible values are: Required, Pending, Submitted and Accepted.
4. **Prior To:** Specifies the filing status prior to which the document should be submitted to DOB in order to satisfy the filing requirement at that stage of the process. Possible statuses are: Approval, Permit Issued and Sign Off.
5. **Upload:** Click to overwrite and replace a previously uploaded document.
6. **Delete:** Click to delete document.
7. **Add New Document:** Click to add new supporting documents.

Additional Supporting Documents ▾						
Created On ▾	Document Name ▾	Document Status ▾	Prior To ▾	Upload ▾	Delete	
1	2	3	4	5	6	
2017-04-14	DESIGN COMM APPVL: CITY-OWNED (EXTERIOR WORK) A29	Pending	Approval			
2017-04-14	ECCCNYS ANALYSIS 12A**	Pending	Approval			
2017-04-14	ECCCNYS COMPLIANCE STATEMENT	Pending	Approval			
2017-04-14	ENERGY CODE 1ST REVIEW COMPLETE A63	Pending	Approval			

## Uploading Documents for Additional Supporting Documents

To upload supporting documents, click on the **Add New Document** button.



Created On	Document Name	Document Status	Prior To	Delete
2016-10-06	PLANS	Submitted	Approval	

The **Document Uploader** window will appear.



**Document Uploader**

**Select Document**

Enter Document Name Here or select from List...

**File name:**  
Choose File No file chosen

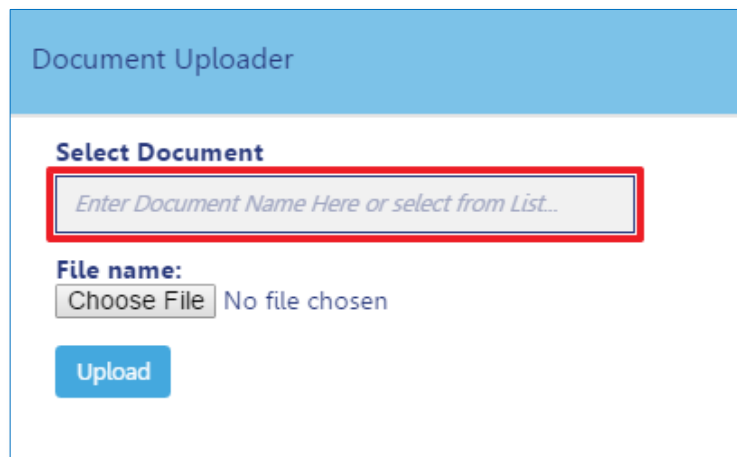
Upload

Document Name	Prior To Status
OWNER SIGNATURE	Approval
ACRIS REPORT	Approval
REQUESTER SEAL & SIGNATURE	Approval
SEWER CONNECTION: DEP SD1 & SD2 A02	Approval
BPP: FILING REQUIRED A02	Approval
LANDMARKS APPROVAL A04	Approval

1 - 6 of 157 items

Cancel

In the **Select Document** field, start typing in the name of the document you want to upload.



**Document Uploader**

**Select Document**

Enter Document Name Here or select from List...

**File name:**  
Choose File No file chosen

Upload



Only documents listed in the table to the right can be selected

Document Uploader

Select Document

Enter Document Name Here or select from List...

File name:

Browse...

Upload

Document Name	Prior To Status
OWNER SIGNATURE	Approval
ACRIS REPORT	Approval
REQUESTER SEAL & SIGNATURE	Approval
SEWER CONNECTION: DEP SD1 & SD2 A02	Approval
BPP: FILING REQUIRED A02	Approval
LANDMARKS APPROVAL A04	Approval

1 / 27
Items Per Page
1 - 6 of 161 items

After entering several letters, the application will bring up suggestions for documents to select.

Document Uploader

Select Document

PTA

PTA3: GREEN ROOF TAX ABATEMENT APPLIC (FINAL) S53  
PTA3: TAX ABATEMENT ELIGIBILITY APPROVAL S53  
PTA3: GREEN ROOF TAX ABATEMENT APPLIC (PRELIMINARY) A53  
PTA4: SOLAR TAX ABATEMENT APPLICATION (FINAL) S54  
PTA4: TAX ABATEMENT ELIGIBILITY APPROVAL S54  
PTA4: SOLAR TAX ABATEMENT APPLICATION (PRELIMINARY) A54

Select the document you want to upload.  
After selecting the document, click **Choose File** to locate the document.

Document Uploader

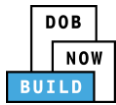
Select Document

PTA3: GREEN ROOF TAX ABATEMENT APPLIC (FINAL) S53

File name: PTA3: GREEN ROOF TAX ABATEMENT APPLIC (FINAL) S53

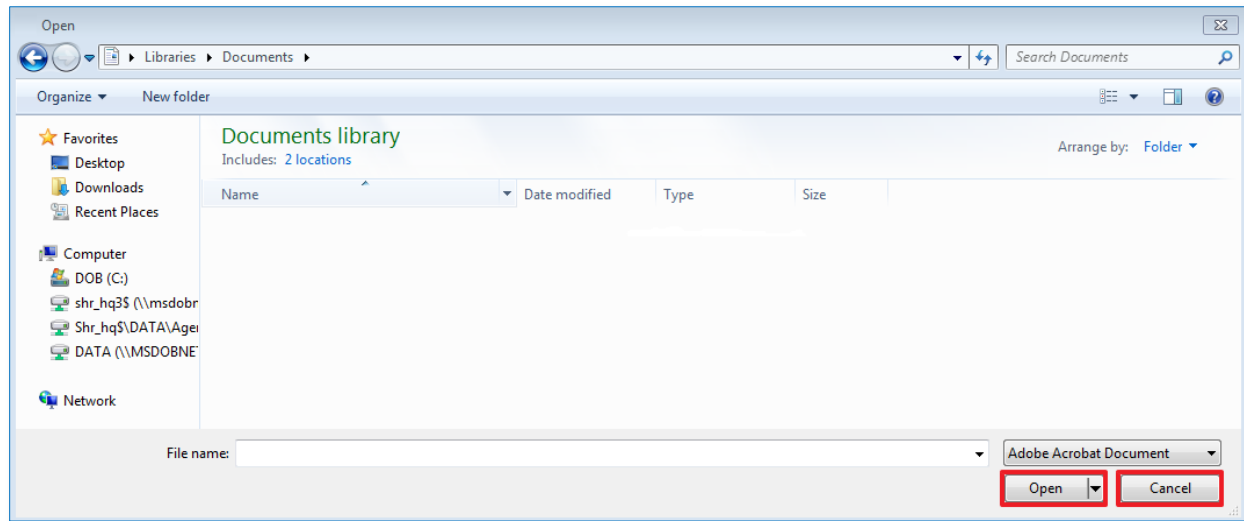
Choose File No file chosen

Upload



A new file browser window will open to locate the file. After locating the document, select it and click **Open**. Click **Cancel** to return to the previous screen.

*Please Note: All files must be in PDF or JPEG format, and must be less than 250 MB in size.*



The **Document** will now appear in the **File name** field.

Document Uploader

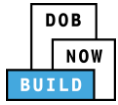
Select Document

PTA3: GREEN ROOF TAX ABATEMENT APPLIC (FINAL) S53

**File name:** PTA3: GREEN ROOF TAX ABATEMENT APPLIC (FINAL) S53

Choose File **Document1.pdf**

Upload



Click on **Upload**.

Document Uploader

**Select Document**

PTA3: GREEN ROOF TAX ABATEMENT APPLIC (FINAL) S53

**File name:** PTA3: GREEN ROOF TAX ABATEMENT APPLIC (FINAL) S53  
**Choose File** Document1.pdf

**Upload**

If the document was uploaded successfully it will be indicated on the screen.

Document Uploader

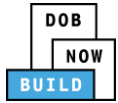
**Select Document**

PTA3: GREEN ROOF TAX ABATEMENT APPLIC (FINAL) S53

**File name:** PTA3: GREEN ROOF TAX ABATEMENT APPLIC (FINAL) S53  
**Choose File** Document1.pdf

**Upload**

**Document Uploaded Successfully.**



Click on **OK** to close the **Document Uploader** sub-window and return to **Additional Supporting Documents**.

The Document Uploader sub-window has a light blue header. On the left, under 'Select Document', there is a text input field containing 'SEWER CONNECTION: DEP SD1 & SD2 A02', a 'Choose File' button, and an 'Upload' button. Below this, it says 'Document Uploaded Successfully.' On the right, there is a table with two columns: 'Document Name' and 'Prior To Status'. The table lists five documents, all with a status of 'Approval'. At the bottom right of the window is a red-bordered 'OK' button.

Document Name	Prior To Status
REQUESTER SEAL & SIGNATURE	Approval
SEWER CONNECTION: DEP SD1 & SD2 A02	Approval
BPP: FILING REQUIRED A02	Approval
LANDMARKS APPROVAL A04	Approval
SRO MD ANTI-HARASSMENT CHECKLIST A05	Approval

The uploaded document will appear under **Additional Supporting Documents**.

The 'Additional Supporting Documents' section features a table with columns: 'Created On', 'Document Name', 'Document Status', 'Prior To', and 'Delete'. A red box highlights the first row of data.

Created On	Document Name	Document Status	Prior To	Delete
2016-09-16	BPP - FINAL SIGNOFF S02	Submitted	Signoff	


If you need to upload another document, click on **Add New Document** and repeat the process.

This is a duplicate of the previous screenshot, but with the 'Add New Document' button in the top right corner highlighted with a red box.

Created On	Document Name	Document Status	Prior To	Delete
2016-09-16	BPP - FINAL SIGNOFF S02	Submitted	Signoff	

## Complete Work Permit

After clicking **+Add** or confirming **Yes** to create a work permit, a blank **Work Permit** window will open. Enter the required fields:

1. **Reason for Filing:** Auto-populated field that indicates the reason for filing (Initial Filing or No Work Permit).
2. **Expected Start Date:** Enter the expected start date for the work.
  - a. Click on the calendar icon to  select a date from the dropdown.
3. **Work on Floor(s):** Enter floor on which work will be done.
4. **Type of Permit:** Select a permit type.
5. **Job Description:** Auto-populated field based on the information entered on the PW1 that provides a description of the job.

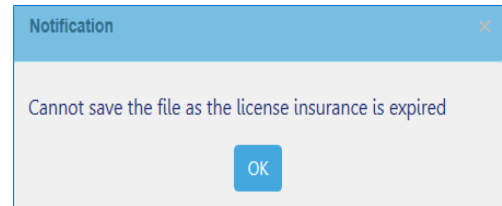


The screenshot shows the 'Work Permit' form with the following fields and callouts:

- 1. Reasons for Filing:** A section containing 'Filing reason\*' with two options: ☒ Initial Filing and ☐ No Work Permit.
- 2. Expected Start Date \*:** A date input field with a calendar icon.
- 3. Work on Floor(s)\*:** A text input field for specifying the floor(s).
- 4. Type of Permit \*:** A dropdown menu for selecting the permit type.
- 5. Job Description \*:** A large text area for providing a description of the job.

6. **E-Mail:** Enter the permit applicant's email address.
7. **License Type:** Select the applicant's license type from the dropdown menu.

8. **Business Lookup:** Select the business name of the Contractor from the dropdown menu. If there is more than one business listed for a Contractor, select the appropriate option. If the insurance has expired for the business selected, an error message will be displayed when you try to save the permit.



9. **Tax Payer ID:** Enter the tax ID of the applicant, optional.
10. **Filing Representative:** If the filing representative is different than the applicant specified in the previous section, *Applicant Information*, select **Yes**.

#### 4. Applicant Information

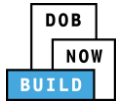
E-Mail*	6	<input data-bbox="526 974 792 1041" type="text" value="Enter email/username..."/>	License Type*	7	<input data-bbox="1133 974 1399 1041" type="text" value="▼"/>
License Number*		<input data-bbox="526 1058 792 1108" type="text"/>	First Name		<input data-bbox="1133 1058 1399 1108" type="text"/>
Middle Name		<input data-bbox="526 1125 792 1176" type="text"/>	Last Name		<input data-bbox="1133 1125 1399 1176" type="text"/>
Business LookUp*	8	<input data-bbox="526 1192 792 1260" type="text" value="▼"/>	Business Name*		<input data-bbox="1133 1192 1399 1243" type="text"/>
Business Address		<input data-bbox="526 1276 792 1327" type="text"/>	City		<input data-bbox="1133 1276 1399 1327" type="text"/>
State		<input data-bbox="526 1344 792 1394" type="text"/>	Zip		<input data-bbox="1133 1344 1399 1394" type="text"/>
Business Telephone		<input data-bbox="526 1411 792 1461" type="text"/>	Business Fax		<input data-bbox="1133 1411 1399 1461" type="text"/>
Mobile Telephone		<input data-bbox="526 1478 792 1528" type="text"/>	TaxPayer ID	9	<input data-bbox="1133 1478 1399 1545" type="text"/>
Liability Insurance Expiry Date*		<input data-bbox="526 1566 792 1617" type="text"/>			

#### 5. Filing Representative

If different from applicant specified in section 4

10 ☐ Yes ☐ No

11. **Adjacent Property Insurance:** Indicate if adjacent property insurance is required (Yes/No).



12. **Statement Agreement:** Check off box to indicate agreement with the statements. Only the designated Contractor can check the box.
13. **Applicant Name:** Auto-filled with the applicant's name when the statement agreement is checked.
14. **Date:** Auto-filled with the date when the statement agreement is checked.
15. **Save:** Saves the information entered but does not file.
16. **File:** Sends the permit filing to DOB. Only the designated Contractor can file to DOB.
17. **Cancel:** Cancels the permit filing without saving.

**12. Applicant/ Contractor Statement**

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

☐ Yes ☐ No

**12** ☐ 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 this renewal application with no change to Applicant, Filing Representative, Construction Superintendent, Site Safety Coordinator, Site Safety Manager, Subcontractors, Concrete Safety Manager or insurance is for the work as originally filed or as officially amended.

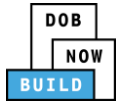
In accordance with §28-104.8 of the Administrative Code, I hereby declare I am authorized by the owner of the premises to which this application pertains to make this application for a permit to perform the work described herein. In accordance with Rule 101-16, I will post the permit in a conspicuous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

"I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Statements and 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\* **13**

Date\* **14**

**15** **16** **17**



## Fees and Required Documents

This section provides steps to pay fees and upload required documents once a permit is submitted and in viewing an existing **Work Permit (PW2)** form. Double-clicking on an existing permit will open a **Work Permit: Permit is not yet issued** window containing previously filed information. The below sections will appear underneath **Application Highlights**:

1. **Fees:** Informs Contractors of any Fees due or paid. *Pay Now* button appears when a Fee is due.
2. **Required Documents:** Lists any *Seal and Signature(s)* Contractors are required to upload.

Work Permit Permit is not yet issued Trace History

### 1. Reasons for Filing

Filing reason\*

☒ Initial Filing ☐ No Work Permit

Expected Start Date\*

Work on Floor(s)\*

### 3. Type of Permit

Type of Permit\*

Job Description\*

### 4. Applicant Information

E-Mail*	<input type="text" value="MRCTEST003@GMAIL.COM"/>	License Type*	<input type="text" value="Master Plumber"/>
License Number*	<input type="text" value="000330"/>	First Name	<input type="text" value="MRC"/>
Middle Name	<input type="text"/>	Last Name	<input type="text" value="TEST"/>
Business LookUp*	<input type="text" value="A&amp;B CONSERV#"/>	Business Name*	<input type="text" value="A&amp;B CONSERVATIO..."/>
Business Address	<input type="text"/>	City	<input type="text"/>
State	<input type="text" value="NY"/>	Zip	<input type="text" value="11435"/>
Business Telephone	<input type="text" value="7185588600"/>	Business Fax	<input type="text"/>
Mobile Telephone	<input type="text"/>	TaxPayer ID	<input type="text"/>

### Application Highlights

Location 1 CENTRE STREET  
MANHATTAN 10007

### Work Permit Status

Tracking Number 391566656  
Work Permit Status Pre-Filing  
Work Permit Number# Permit is not yet issued  
Sequence Number: 2  
Permit Submitted Date  
Permit Issued Date  
Permit Expiration Date  
Plan Approved Date

### 1 Fees

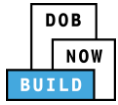
Amount Paid \$0.00  
Amount Due \$100.00

### 2 Required Documents

Upload	Document Name	Document
<input checked="" type="checkbox"/>	CONTRACTOR SEAL & SIGNATURE	Required

Total Items: 1





## Paying Fees

If the record management fee is already paid, no payment is required. If a fee is due, click the **Pay Now** button. You will be redirected to a secure third-party site. See the [Making Payments](#) section for payment instructions.

Fees	
Amount Paid	\$0.00
Amount Due	\$100.00
	<b>Pay Now</b>

*Please Note: You must remove your pop-up blocker in order to proceed with making a payment.*

## Uploading Required Documents

You must upload your seal and signature before the permit can be filed with DOB. To upload a document, click the **Upload** button in the **Required Documents** table.

Required Documents			
✓	Upload	Document Name	Document
✓		CONTRACTOR SEAL & SIGNATURE	Required
Total Items: 1			

To obtain a copy of the required Design Professional/Licensee Seal and Signature Form (DPL-1) document click on the following link: <http://www1.nyc.gov/assets/buildings/pdf/dpl1.pdf>

This will open a new **Document Uploader** window. Click the **Choose File** button to locate the document.

### Document Uploader

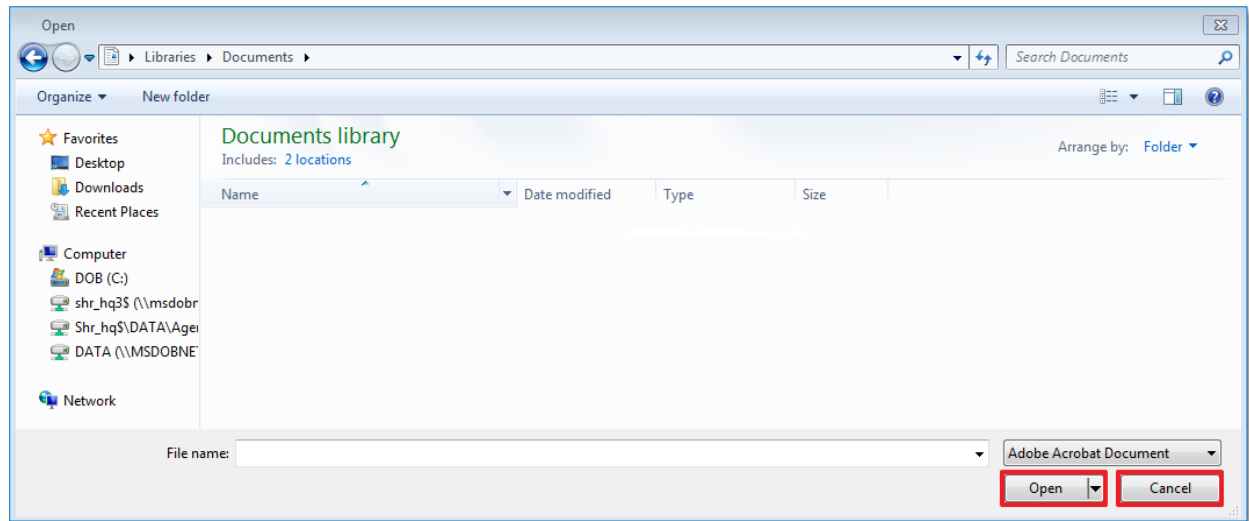
**File name:** CONTRACTOR SEAL & SIGNATURE

**Choose File** No file chosen

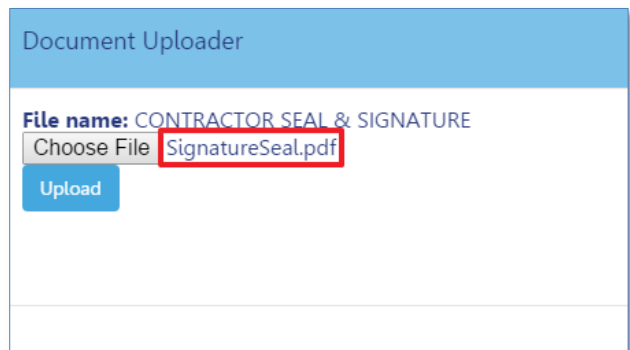
**Upload**

A new file browser window will open to locate the file. After locating the document, select it and click **Open**. Click **Cancel** to return to the previous screen.

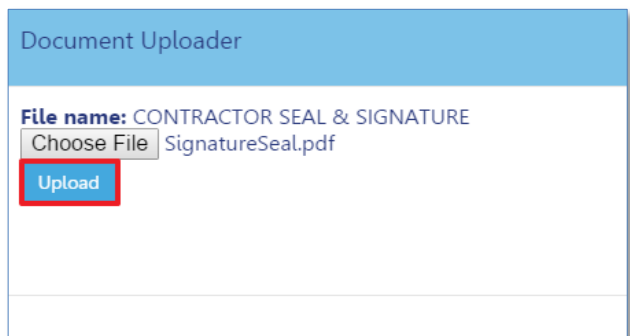
*Please Note: All files must be in PDF or JPEG format, and must be less than 250 MB in size.*

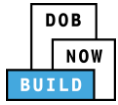


The **Document** will now appear in the **File name** field.



Click on **Upload**.





If the document was uploaded successfully it will be indicated on the screen.

Document Uploader

**File name:** CONTRACTOR SEAL & SIGNATURE  
Choose File SignatureSeal.pdf  
Upload

**Document Uploaded Successfully.**

Click **OK** to return to the previous screen.

Document Uploader

**File name:** CONTRACTOR SEAL & SIGNATURE  
Choose File SignatureSeal.pdf  
Upload

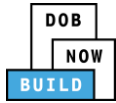
**Document Uploaded Successfully.**

OK

The uploaded document will now show a **Pending** status. Once the document has been reviewed and accepted by the Plan Examiner, the status will be changed to **Accepted**.

	Upload	Document Name	Document
✓	⬆	CONTRACTOR SEAL & SIGNATURE	Pending

Total Items: 1



## Print Work Permit (PW2)

There are two ways to print **Work Permit (PW2)** forms using the **My Work Permits** or **Job Filing Search** tabs. This section will provide steps for printing permits using these tabs.

### Print Work Permit (Using *My Work Permits* Tab)

All permits submitted to DOB can be viewed from the **Dashboard** by going to the **My Work Permits** tab.

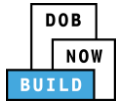
Job No. - Filing No.	Tracking No.	Work Permit No.	Sequence No.	Work Permit Status	Address	Permit Type	Created Date	Contractor	Filing Action
800001273 - I1	104838689	Permit is not yet issued		Permit Issued	295 FLATBUSH AVENUE	Standpipe	09/28/2016 07:52:06 PM	MRC TEST	Select action: ▼
800001269 - I1	210111314	Permit is not yet issued		Permit Issued	295 FLATBUSH AVE	Standpipe	09/27/2016 06:48:01 PM	MRC TEST	Select action: ▼
800001269 - I1	426357164	Permit is not yet issued		QA Failed	295 FLATBUSH AVE	Standpipe	09/27/2016 04:16:22 PM	MRC TEST	Select action: ▼
M00001265 - I1	296780819	Permit is not yet issued		Pre-Filing	200 VESEY STREET	Standpipe	09/27/2016 02:41:04 PM	MRC TEST	Select action: ▼
M00001266 - I1	356353262	Permit is not yet issued		Permit Issued	280 BROADWAY	Standpipe	09/23/2016 08:42:02 PM	MRC TEST	Select action: ▼
M00001254 - I1	959558869	Permit is not yet issued		QA Review	200 VESEY STREET	Standpipe	09/23/2016 03:27:35 PM	MRC TEST	Select action: ▼
M00001246 - I1	834292617	Permit is not yet issued		QA Review	200 VESEY ST	Plumbing	08/29/2016 08:54:05 PM	MRC TEST	Select action: ▼
M00001246 - I1	397651730	M00001246-I1-SD	1	Permit Issued	200 VESEY ST	Standpipe	08/26/2016 08:44:22 PM	MRC TEST	Select action: ▼
M00001243 - I1	880508623	Permit is not yet issued		QA Review	200 VESEY STREET	Plumbing	08/22/2016 03:13:07 PM	MRC TEST	Select action: ▼
M00001243 - I1	724735367	M00001243-I1-PL	1	Permit Issued	200 VESEY STREET	Plumbing	08/19/2016 04:23:18 PM	MRC TEST	Select action: ▼

The status of a permit filing is displayed in the **Work Permit Status** column. You will only be able to print permits after DOB approval, as indicated by a **Permit Issued** status. Permits issued will also have a **Work Permit No.** listed.

Job No. - Filing No.	Tracking No.	Work Permit No.	Sequence No.	Work Permit Status	Address	Permit Type	Created Date	Contractor	Filing Action
800001299 - I1	548894139	800001299-I1-SD	1	Permit Issued	295 FLATBUSH AVE	Standpipe	10/06/2016 08:07:09 PM	MRC TEST	Select action: ▼
M00000823 - I1	542418280	M00000823-I1-PL	1	Permit Issued	282 BROADWAY	Plumbing	04/01/2016 01:36:24 PM	MRC TEST	Select action: ▼
M00000829 - I1	738660054	M00000829-I1-PL	1	Permit Issued	282 BROADWAY	Plumbing	04/01/2016 04:30:27 PM	MRC TEST	Select action: ▼

Under the **Filing Action** column, click on the **Select Action** dropdown menu. Select **Print Work Permit**.

Contractor	Filing Action
MRC TEST	Select action: ▼
MRC TEST	Select action: ▼
MRC TEST	Create AHV
MRC TEST	Print Work Permit
MRC TEST	Renew Work Permit



Click **Yes** on the confirmation window. To proceed with printing the work permit.

**Confirm**


Please confirm if you would like to proceed with printing the work permit.

**Yes** **No**

The permit will open in a new web browser tab. Print the permit using the print function (**Ctrl+P**) in the Internet Explorer web browser. You can also click on the **Print To PDF** button underneath the permit to export the permit to a PDF document and print it.

*Please Note: Be sure to change your print preferences to print **Landscape** orientation.*

**NYC**<sup>TM</sup> **Buildings**



**Work Permit Department Of Buildings**

Permit Number: **M00001234-I1-PL**

Issued: **08/29/2016**

Expires: **08/29/2017**

Address: **MANHATTAN 498 SEVENTH AVE**


Issued To: **MRC TEST**

Work on Floor(s): **1**

Business: **A&B CONSERVATION CORP**


Description: **TEST**

License No: **P-000330**



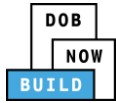
For detailed information regarding this permit, please log on to DOB NOW at [www.nyc.gov/buildings](http://www.nyc.gov/buildings).  
Call 311 with any questions or complaints.

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.

**Print To PDF**



## Print Work Permit (Using Job Filing Search Tab)

You can search for the job associated with the work permit using the **Job Filing Search** tab on the **Dashboard**. After performing a search, in the results go to the **Filing Action** column. Click on **Get Work Permits** option from the **Select Action** dropdown menu.

Job No.	Filing No.	Filing Type	House No.	Borough	Current Filing Status	Created Date	Design Professional	Filing Action
M00000823	I1	New Job Filing	282 Broadway	MANHATTAN	Permit Issued	4/1/2016 8:51:37 AM	TESTING DOB	Select action: (dropdown)

Choose **Yes** on the confirmation window.

Confirm

Please confirm that you want to view work permits.

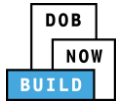
Yes No

A new grid will appear with a list of permits. Proceed to the **Filing Action** column and select **Print Work Permit**.

Job No.	Filing No.	Filing Type	House No.	Borough	Current Filing Status	Created Date	Design Professional	Filing Action
M00000823	I1	New Job Filing	282 Broadway	MANHATTAN	Permit Issued	4/1/2016 8:51:37 AM	TESTING DOB	Select action: (dropdown)

Total Items: 1

Tracking Number	Work Permit No.	Sequence No.	Work Permit Status	Permit Type	Created Date	Contractor	Filing Action
542418280	M00000823-I1-PL	1	Permit Issued	Plumbing	2016-04-01	MRC TEST	Select action: (dropdown)



Choose **Yes** on the confirmation window.

Confirm

Please confirm if you would like to proceed with printing the work permit.

Yes

No

The permit will open in a new web browser tab. Print the permit using the print function (**Ctrl+P**) in the Internet Explorer web browser. You can also click on the **Print To PDF** button underneath the permit to export the permit to a PDF document and print it.

*Please Note: be sure to change your print preferences to print **Landscape** orientation.*

NYC<sup>TM</sup>

Buildings

Work Permit Department Of Buildings

Permit Number: **M00001234-I1-PL**

Address: **MANHATTAN 498 SEVENTH AVE**

Work on Floor(s): **1**

Description: **TEST**

Issued: **08/29/2016**

Expires: **08/29/2017**

Issued To: **MRC TEST**

Business: **A&B CONSERVATION CORP**

License No: **P-000330**

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

Borough Commissioner:

Commissioner Of Buildings:

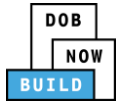
Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.

Print To PDF

build safe | live safe

54 | Page

**NYC**  
Buildings



## Work Permit Renewal

There are two ways to print **Work Permit (PW2)** forms using the **My Work Permits** or **Job Filing Search** tabs. This section will provide steps for printing permits using these tabs.

### Work Permit Renewal (Using *My Work Permits* Tab)

All permits submitted to DOB can be viewed from the **Dashboard** by going to the **My Work Permits** tab.

Job No. - Filing No.	Tracking No.	Work Permit No.	Sequence No.	Work Permit Status	Address	Permit Type	Created Date	Contractor	Filing Action
800001273 - I1	104838689	Permit is not yet issued		Permit Issued	295 FLATBUSH AVENUE	Standpipe	09/28/2016 07:52:06 PM	MRC TEST	Select action: ▼
800001269 - I1	210111314	Permit is not yet issued		Permit Issued	295 FLATBUSH AVE	Standpipe	09/27/2016 06:48:01 PM	MRC TEST	Select action: ▼
800001269 - I1	426357164	Permit is not yet issued		QA Failed	295 FLATBUSH AVE	Standpipe	09/27/2016 04:16:22 PM	MRC TEST	Select action: ▼
M00001265 - I1	296780819	Permit is not yet issued		Pre-Filing	200 VESEY STREET	Standpipe	09/27/2016 02:41:04 PM	MRC TEST	Select action: ▼
M00001266 - I1	356353262	Permit is not yet issued		Permit Issued	280 BROADWAY	Standpipe	09/23/2016 08:42:02 PM	MRC TEST	Select action: ▼
M00001254 - I1	959558869	Permit is not yet issued		QA Review	200 VESEY STREET	Standpipe	09/23/2016 03:27:35 PM	MRC TEST	Select action: ▼
M00001246 - I1	834292617	Permit is not yet issued		QA Review	200 VESEY ST	Plumbing	08/29/2016 08:54:05 PM	MRC TEST	Select action: ▼
M00001246 - I1	397651730	M00001246-I1-SD	1	Permit Issued	200 VESEY ST	Standpipe	08/26/2016 08:44:22 PM	MRC TEST	Select action: ▼
M00001243 - I1	880508623	Permit is not yet issued		QA Review	200 VESEY STREET	Plumbing	08/22/2016 03:13:07 PM	MRC TEST	Select action: ▼
M00001243 - I1	724735367	M00001243-I1-PL	1	Permit Issued	200 VESEY STREET	Plumbing	08/19/2016 04:23:18 PM	MRC TEST	Select action: ▼

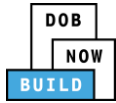
The status of a permit filing is displayed in the **Work Permit Status** column. You will only be able to renew permits after DOB approval, as indicated by a **Permit Issued** status. Permits issued will also have a **Work Permit No.** listed.

Job No. - Filing No.	Tracking No.	Work Permit No.	Sequence No.	Work Permit Status	Address	Permit Type	Created Date	Contractor	Filing Action
800001299 - I1	548894139	800001299-I1-SD	1	Permit Issued	295 FLATBUSH AVE	Standpipe	10/06/2016 08:07:09 PM	MRC TEST	Select action: ▼
M00000823 - I1	542418280	M00000823-I1-PL	1	Permit Issued	282 BROADWAY	Plumbing	04/01/2016 01:36:24 PM	MRC TEST	Select action: ▼
M00000829 - I1	738660054	M00000829-I1-PL	1	Permit Issued	282 BROADWAY	Plumbing	04/01/2016 04:30:27 PM	MRC TEST	Select action: ▼

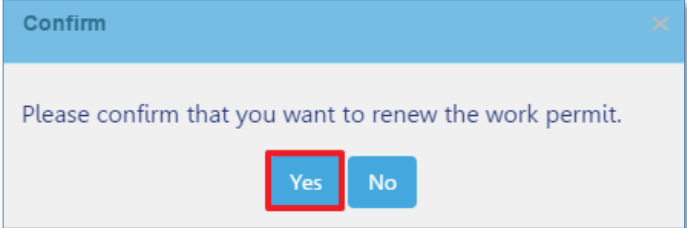
Under the **Filing Action** column, click on the **Select Action** dropdown menu. Select **Print Work Permit**.

Contractor	Filing Action
MRC TEST	Select action: ▼
MRC TEST	Select action: ▼
MRC TEST	Create AHV
MRC TEST	Print Work Permit
MRC TEST	Renew Work Permit





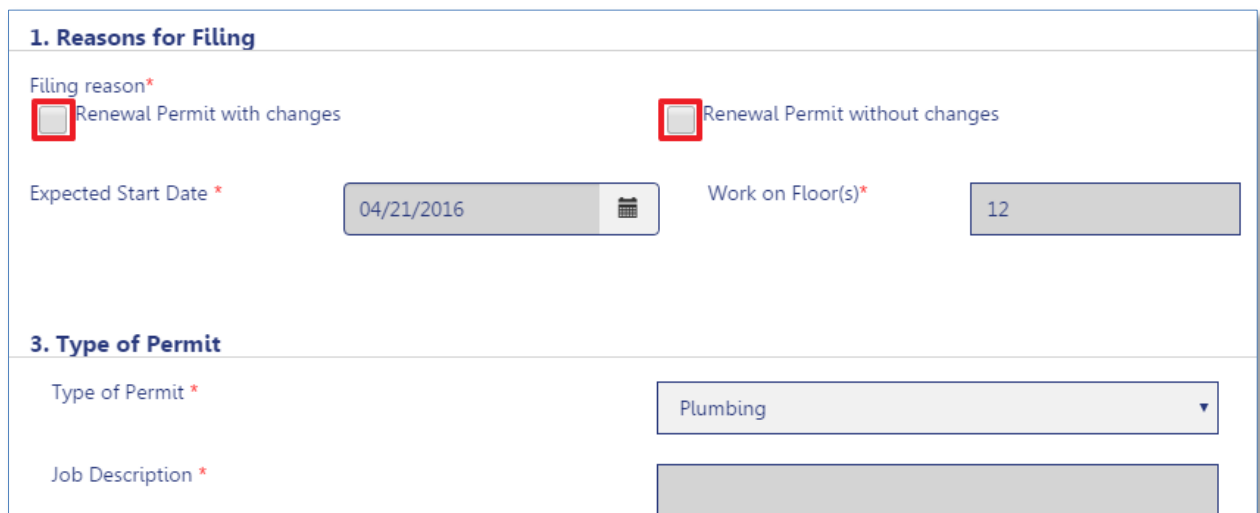
Click **Yes** on the confirmation window to proceed with the permit renewal.



A confirmation dialog box titled "Confirm" with a close button (X) in the top right corner. The text inside says "Please confirm that you want to renew the work permit." At the bottom, there are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red border.

The fields will already be pre-filled with the information you entered on the initial permit filing. Select the filing reason, either **Renewal Permit with changes** or **Renewal Permit without changes**.

*Please Note: Only select **Renewal Permit with changes** if you are changing the Contractor. After selecting this option, the contractor information will be editable.*



A form titled "1. Reasons for Filing". It contains a "Filing reason\*" section with two radio buttons: "Renewal Permit with changes" (selected, highlighted with a red border) and "Renewal Permit without changes" (unselected, highlighted with a red border). Below this are two input fields: "Expected Start Date\*" with the value "04/21/2016" and a calendar icon, and "Work on Floor(s)\*" with the value "12".

Below the first section is a section titled "3. Type of Permit". It contains a "Type of Permit\*" dropdown menu with "Plumbing" selected, and a "Job Description\*" text input field.

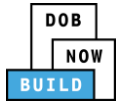
Make any additional changes to the fields if required. After you finish, **Save** the permit and click on **File**.



A form containing an agreement statement: "I agree 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."

Below the agreement are two input fields: "Name\*" with the value "TEST DOB" and the text "('Electronically Signed')", and "Date\*" with the value "10/12/2016".

At the bottom right, there are three buttons: "Save", "File", and "Cancel". Both the "Save" and "File" buttons are highlighted with red borders.



## Work Permit Renewal (Using Job Filing Search Tab)

You can search for the job associated with the work permit using the **Job Filing Search** tab on the **Dashboard**. After performing a search, in the results go to the **Filing Action** column. Click on **Get Work Permits** option from the **Select Action** dropdown menu.

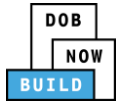
The screenshot shows the 'Job Filing Search' tab with a search bar containing 'm00000823'. Below the search bar is a table with columns: Job No., Filing No., Filing Type, House No., Borough, Current Filing Status, Created Date, Design Professional, and Filing Action. The first row shows Job No. M00000823, Filing No. I1, Filing Type New Job Filing, House No. 282 Broadway, Borough MANHATTAN, Current Filing Status Permit Issued, Created Date 4/1/2016 8:51:37 AM, Design Professional TESTING DOB, and Filing Action. The Filing Action dropdown menu is open, showing options: Select action:, Select action:, Subsequent Filing PAA, Get Work Permits (highlighted), View AHV Permits, and Create Work Permit.

Choose **Yes** on the confirmation window.

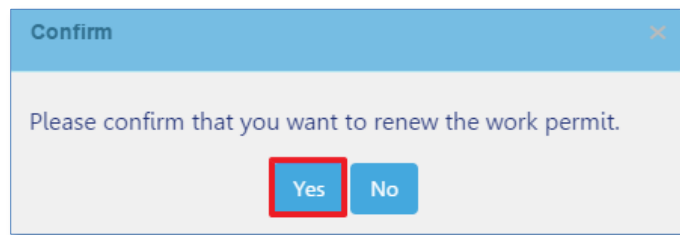
The confirm dialog box has a blue header with the title 'Confirm' and a close button. The main text says 'Please confirm that you want to view work permits.' At the bottom, there are two buttons: 'Yes' (highlighted with a red box) and 'No'.

A new grid will appear with a list of permits. Proceed to the **Filing Action** column and select **Renew Work Permit**.

The screenshot shows a new grid with columns: Tracking Number, Work Permit No., Sequence No., Work Permit Status, Permit Type, Created Date, Contractor, and Filing Action. The first row shows Tracking Number 542418280, Work Permit No. M00000823-I1-PL, Sequence No. 1, Work Permit Status Permit Issued, Permit Type Plumbing, Created Date 2016-04-01, Contractor MRC TEST, and Filing Action. The Filing Action dropdown menu is open, showing options: Select action:, Select action:, Create AHV, Print Work Permit, and Renew Work Permit (highlighted with a red box).



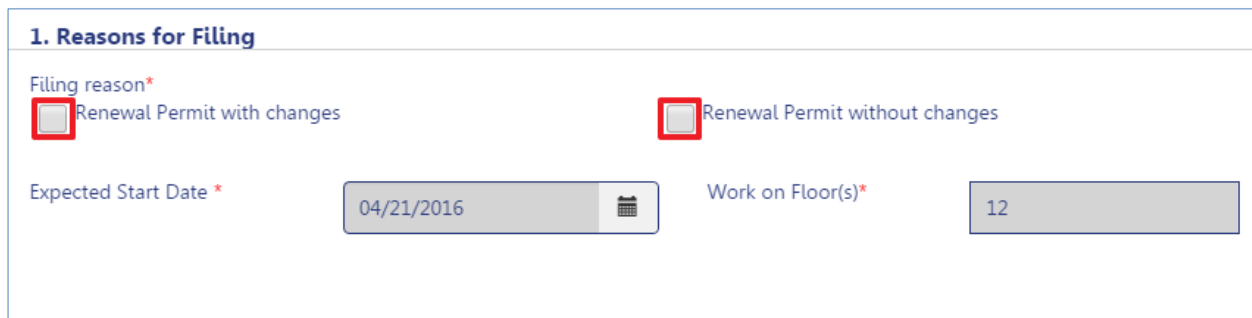
Click **Yes** on the confirmation window to proceed with the permit renewal.



A confirmation dialog box titled "Confirm" with a close button (X) in the top right corner. The text inside reads: "Please confirm that you want to renew the work permit." At the bottom, there are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red border.

The fields will already be pre-filled with the information you entered on the initial permit filing. Select the filing reason, either **Renewal Permit with changes** or **Renewal Permit without changes**.

*Please Note: Only select **Renewal Permit with changes** if you are changing the Contractor. After selecting this option, the contractor information will be editable.*

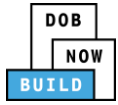


A form titled "1. Reasons for Filing". It contains two radio buttons under the heading "Filing reason\*": "Renewal Permit with changes" (selected with a red border) and "Renewal Permit without changes" (unselected). Below these are two input fields: "Expected Start Date\*" with the value "04/21/2016" and a calendar icon, and "Work on Floor(s)\*" with the value "12".

Make any additional changes to the fields if required. After you finish, **Save** the permit and click on **File**.



A form for electronic signature and date. It contains a paragraph of text: "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." Below this are two input fields: "Name\*" with the value "TEST DOB" and the text "("Electronically Signed")" below it, and "Date\*" with the value "10/12/2016". At the bottom right, there are three buttons: "Save", "File", and "Cancel". The "Save" and "File" buttons are highlighted with red borders.



## QA Failed

### QA Failed at Permit Level – For Standard Plan Exam or Professional Certification (without PW2) Filings

After a PW2 has been submitted to DOB, it is reviewed by a QA Clerk. If there are any issues with the submission, such as missing required documents, the QA Clerk will fail the submitted PW2, and the status of the permit will be changed to QA Failed. The Contractor will need to go to the PW2 screen and fix the issue and resubmit the filing.

To address the issue, first locate the job filing that has failed on your dashboard under the **My Work Permits** tab and open it.

Job No. - Filing N...	Tracking No.	Work Permit No.	Sequence No...	Work Permit Status
M00268514 - I1	156186218	Permit is not yet issued		QA Failed

From the Work Permit window, go to the **Failure Reason** section, which is located underneath the Fees section on the right side. Here you'll see the failure details and the status will be **Open**.

**Fees**

Amount Paid \$0.00

Amount Due \$0.00

[Pay Now](#)

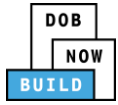
**Failure Reason**

Failure Details

Missing required documents

**Status**

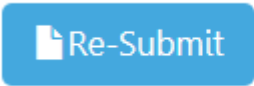

Open



Once you resolve the issue, go to the **Status** dropdown and update the status to Resolved.

**Status** Resolved ▼

After resolving the issue, you'll need to re-submit the filing. Only the Contractor can re-submit the filing. To re-submit, scroll to the bottom of the PW2 window and click on the **Re-Submit** button.

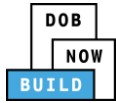
 

After resubmitting the filing, both fields will be greyed out and you will not be able to make any additional changes.

**Failure Reason:**  
Failure Details

Missing required documents

**Status:** Resolved ▼



## QA Failed at Job Level – For Professional Certification (with or without PW2) Filings

If during the Professional Certification QA Clerk review process there is an issue with the filing, the Professional Certification QA Clerk will fail it and the status of your filing will be updated to QA Failed. A filing can only fail at the job level when it is a Professional Certification filing, and it has been failed by the Professional Certification QA Clerk.

To address the issue, first locate the job filing that has failed on your dashboard under the **My Jobs** tab and open it.

Main Menu   + New Job Filing   + New Work Permit   + New AHV Permit				
My Jobs		My Work Permits	My AHV Work Permits	Job Filing Search
Job No. - Filing..	Filing Status	Address		
	QA Failed			
M00001323-I1	QA Failed	280 BROADWAY		

Once the job filing window is open, under the **Fees** section there will be a **Failure Reason** section that displays the failure details. This will provide the reason for why the filing failed. The status for the failure will also be Open.

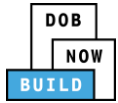
**Total Fee** \$0.00  
**Amount Paid** \$0.00  
**Amount Due** \$0.00

[Pay Now](#)

**Failure Reason:**  
Failure Details

QA failed - Test in Staging

**Status:** Open



Once you resolve the issue, go to the **Status** dropdown and update the status to Resolved.

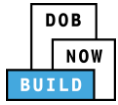
A screenshot of a web form. On the left, the label "Status:" is in blue. To its right is a dropdown menu with a light gray background. The word "Resolved" is displayed in the menu, and a small downward arrow is on the right side of the menu box.

After resolving the issue, the filing will need to be re-submitted to DOB. When a filing fails at the job level, the Design Professional and Owner will need to once more provide attestation (electronic signature) and only the Design Professional can re-submit the filing.

A screenshot of three buttons. The top row has two buttons: "Save" with a floppy disk icon and "Re-Submit" with a document icon. The "Re-Submit" button is highlighted with a red border. Below these is a larger, dark blue button with white text that says "Plans/Work (PW1)".

After resubmitting the filing, both fields will be greyed out and you will not be able to make any additional changes.

A screenshot of a web form. On the left, the label "Failure Reason:" is in blue, with "Failure Details" in a smaller font below it. To the right is a large, light gray rectangular area. Above this area, the text "QA failed - Test in Staging" is displayed. Below the gray area is a dropdown menu with a light gray background, showing "Resolved" and a downward arrow. The label "Status:" is in blue to the left of the dropdown.



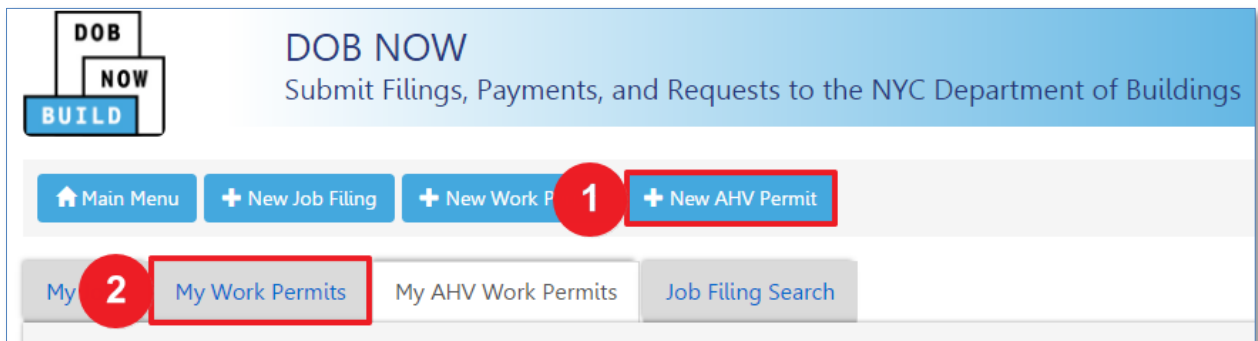
## After Hours Variance (AHV) Permit

The **After Hours Variance Permit (AHV)** is filed with DOB to obtain an AHV permit. The following sections of the user manual provide instructions on how to navigate, create, and complete the **AHV** for job filings associated with the Contractor.

### Create After Hours Variance Permit

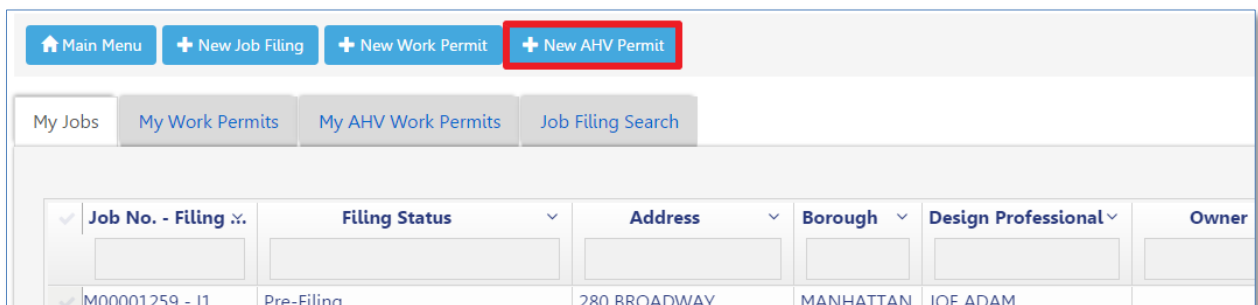
This section instructs Contractors how to create a new **AHV Permit**. Contractors can create new permits from the **Dashboard** using:

1. **+New AHV Permit button**
2. **My Work Permits tab**

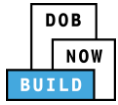


### Create AHV Permit (Using +New AHV Permit Button)

Click on the **+New Work Permit** button to search for the job filing you want to add a new **Work Permit (PW2)** to.







This will open an **After Hours Variance** window. Enter the associated work permit number. You must enter the exact job number, with all characters, including letters. After entering the work permit number, press **Enter** on your keyboard or the **Submit** button as highlighted below:

The 'After Hours Variance' window has a light blue header. Below it, the text 'Enter Work Permit Number:' is followed by a text input field containing 'B00000894-I1-PL'. At the bottom right, there are two buttons: 'Submit' (highlighted with a red border) and 'Cancel'.

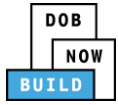
Clicking the **Submit** button will open a blank **After Hours Variance Permit Form** window.

The 'After Hours Variance Permit Form' window has a light blue header. Below it, the text '1. Initial Filing Status Information' is followed by a form with two columns. The first column contains 'Variance Type \*' with a dropdown menu showing 'Initial'. The second column contains '3. Contractor' with a form containing several fields: 'E-Mail \*' (with a placeholder 'Enter email/username...'), 'License Number \*', 'First Name \*', 'Business LookUp \*' (with a dropdown menu), 'City', 'License Type \*' (with a dropdown menu), 'Last Name \*', 'Middle Name', 'Business Name \*', 'Business Address', and 'State \*'.

If the works permit number you entered cannot be found by the system, you will receive this message.

The 'Notification' window has a light blue header. Below it, the text 'No work permit found.' is displayed. At the bottom right, there is an 'OK' button.

*Please Note: Work Permit numbers are different than the Job Filing numbers used in previous sections.*



## Create AHV Permit (Using *My Work Permits* Tab)

All permits submitted to DOB can be viewed from the **Dashboard** by going to the **My Work Permits** tab. The status of a permit filing is displayed in the **Work Permit Status** column. You will only be able to create AHV Permits after DOB approval, as indicated by a **Permit Issued** status. Permits issued will also have a **Work Permit No.** listed.

My Jobs   My Work Permits   My AHV Work Permits   Job Filing Search										
	Job No. - Filing ...	Tracking No.	Work Permit No.	Sequence..	Work Permit Status	Address	Permit Type	Created Date	Contractor	Filing Action
	800001299 - I1	548894139	800001299-I1-SD	1	Permit Issued	295 FLATBUSH AVE	Standpipe	10/06/2016 08:07:09 PM	MRC TEST	Select action: ▾
	M00000823 - I1	542418280	M00000823-I1-PL	1	Permit Issued	282 BROADWAY	Plumbing	04/01/2016 01:36:24 PM	MRC TEST	Select action: ▾
	M00000829 - I1	738660054	M00000829-I1-PL	1	Permit Issued	282 BROADWAY	Plumbing	04/01/2016 04:30:27 PM	MRC TEST	Select action: ▾

Under the **Filing Action** column, click on the **Select Action** dropdown menu. Select **Create AHV**.

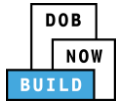
Contractor ▾	Filing Action
MRC TEST	Select action: ▾
MRC TEST	Select action:
MRC TEST	Create AHV
MRC TEST	Print Work Permit
	Renew Work Permit

Click **Yes** on the confirmation window to proceed with the AHV creation.

Confirm

Please confirm that you want to create an After Hour Variance (AHV) permit.

YesNo



## Complete AHV Form

After creating a blank **After Hours Variance Permit Form**, enter the required information for the permit, including Contractor information, main point of contact, and scheduling for the AHV. The greyed out fields will automatically fill once the email is entered.

1. **Variance Type:** Indicates the AHV permit type, *Initial* or *Renewal*. The field is auto-populated based on whether it is a new AHV form or a renewal.
2. **E-Mail:** Enter the e-mail of the Contractor associated with the work permit. The grayed-out areas will auto-fill with information
3. **License Type:** Select from the dropdown menu the license type associated with the Contractor.
4. **Business LookUp:** Select from the dropdown menu the business associated with the Contractor.
5. **TaxPayer ID:** Enter the taxpayer ID number.

**After Hours Variance Permit Form**

**1. Initial Filing Status Information**

Variance Type\* **1** Initial

**3. Contractor**

E-Mail\* **2** Enter email/username... License Type\* **3** [Dropdown]

License Number\* [Greyed out] Last Name\* [Greyed out]

First Name\* [Greyed out] Middle Name [Greyed out]

Business LookUp\* **4** [Dropdown] Business Name\* [Greyed out]

Business Address [Greyed out]

City [Greyed out] State\* [Greyed out]

Zip\* [Greyed out] Business Telephone [Greyed out]

Business Fax [Greyed out] Mobile Telephone [Greyed out]

TaxPayer ID\* **5** [Greyed out] Liability Insurance Expiration Date\* [Greyed out]

6. **Contact Information:** Enter the contact information for the main point of contact during AHV work. This includes the *Last Name*, *First Name*, *Mobile Telephone*, and *E-mail* of the point of contact.

**4. Please provide main point of contact information during AHV work**

Last Name\* **6** [Greyed out] First Name\* [Greyed out]

Mobile Telephone\* [Greyed out] E-Mail\* [Greyed out]

7. **Reason for Variance:** Select the reason for Variance from the dropdown menu.
8. Select **Yes** or **No** for each question regarding additional work details.

5. Variance Information

Reason for Variance

7

8

Is a residence within 200 feet of the site?\*

☐ Yes
 ☐ No

Does any of the work involve full or partial demolition?\*

☐ Yes
 ☐ No

Is all work being done within an enclosed building?\*

☐ Yes
 ☐ No

Does any of the work involve crane use?\*

☐ Yes
 ☐ No

### Request New Dates to Variance

The table below requires selecting up to 14 consecutive days for AHV work. Enter the following information for each applicable day(s).

9. **From:** Enter the start time for the specific work day(s).
10. **To:** Enter the end time for the specific work day(s).
11. **Date(s):** Select the day(s) requiring AHV work. The permitted 14 consecutive day limit is automatically highlighted based on your selections. Selecting dates outside the highlighted options will reset any selections.
12. **Description of Work:** Enter additional description of the AHV work.

*Please Note: If selecting two of the same day (such as two consecutive Mondays below), the start and end work time must be the same for each. In the diagram below, both Monday AHV works will start at 07:00 pm and end at 09:00 pm. Other days may start and end at different times.*

Request new dates to initial variance below. Note: Maximum of 14 days (including 4 weekend days) may be requested. Enter Valid Time format (hh:mm am/pm)\*

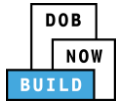
9

10

11

12

Sunday From:	Monday From:	Tuesday From:	Wednesday From:	Thursday From:	Friday From:	Saturday From:
	07:00 pm		09:30 pm			
To:	To:	To:	To:	To:	To:	To:
	09:00 pm		10:30 pm			
<input type="checkbox"/> 10/23/16 <input type="checkbox"/> 10/30/16 <input type="checkbox"/> 11/06/16	<input checked="" type="checkbox"/> 10/24/16 <input checked="" type="checkbox"/> 10/31/16 <input type="checkbox"/> 11/07/16	<input type="checkbox"/> 10/25/16 <input type="checkbox"/> 11/01/16 <input type="checkbox"/> 11/08/16	<input checked="" type="checkbox"/> 10/19/16 <input type="checkbox"/> 10/26/16 <input type="checkbox"/> 11/02/16	<input type="checkbox"/> 10/20/16 <input type="checkbox"/> 10/27/16 <input type="checkbox"/> 11/03/16	<input type="checkbox"/> 10/21/16 <input type="checkbox"/> 10/28/16 <input type="checkbox"/> 11/04/16	<input type="checkbox"/> 10/22/16 <input type="checkbox"/> 10/29/16 <input type="checkbox"/> 11/05/16
Description of work*						



13. Select **Yes** to agree to the statement.
14. **Contractor's Name & Date:** The Contractor's name and current date will auto-populate once the statement is agreed to.
15. Click **Save** to keep new requirements.
16. Click **Submit** to submit the filing to DOB. This option is available once Filing Fees are paid.
17. Click **Cancel** to return to the previous screen. All unsaved changes will be discarded.

**6. Statement**

This permit must be posted visible to the public. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give an employee, or for a city employee to accept, any benefits, 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 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 the code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.
- I hereby certify as a permittee or as a representative of the permittee that a noise mitigation plan for the site has been developed in accordance with Administrative code §24-219 through §24-224 and that such plan in compliance with the Department of Environmental Protection's noise mitigation rules.\*

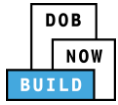
13 ☐ Yes

14 Contractor Name(print) : \* Date : \*

15 Save

16 Submit

17 Cancel



## AHV Renewal

This section instructs Contractors how to renew an **After Hours Variance (AHV)** form. Contractors can renew permits from the **Dashboard** using the **My AHV Work Permits** tab or **Job Filing Search** tab.

*Please Note: Only AHV permits that have a status of **AHV Permit Issued** and are within 7 days of expiring can be renewed.*



## Renew AHV Permit (Using *My AHV Work Permits* Tab)

All permits submitted to DOB can be viewed from the **Dashboard** by going to the **My AHV Work Permits** tab.

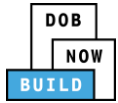
My Jobs

My Work Permits

My AHV Work Permits

Job Filing Search

✓ Job No. - Filing N°:	AHV Permit No. ▾	Work Permit ID ▾	AHV Permit Status ▾	Created Date ▲ ▾	Filing Action ▾
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
✓ M00000762 - I1	M6419347	M6419347	Approved	03/30/2016 08:17:13 PM	Select action: ▾
✓ M00000794 - I1	M7249949	M7249949	Pending QA Assignment	03/30/2016 09:22:49 PM	Select action: ▾
✓ M00000794 - I1	M7529826	M7529826	AHV Permit Issued	03/30/2016 10:01:39 PM	Select action: ▾



Under the **Filing Action** column, click the **Select action** dropdown menu and select **Renew AHV Permit**.

Created Date ▲ ▼	Filing Action
03/30/2016 08:17:13 PM	Select action ▼
03/30/2016 09:22:49 PM	Select action:
03/30/2016 10:01:39 PM	Print AHV Permit
03/30/2016 10:25:54 PM	Renew AHV Permit

This will open a **Confirm** window. Click **Yes** to continue.

Confirm

Please confirm that you want to renew the After Hour Variance (AHV) permit.

Yes

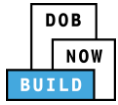
No

If the permit is not within 7 days of expiring, clicking **Yes** will open a **Notification** window stating the permit cannot be renewed.

Notification

Not valid for AHV.

OK



The fields will already be auto-populated with the information entered for the initial AHV filing. The **Variance Type** will now read **Renewal**.

**After Hours Variance Permit Form**  
**M1062944**

**1. Initial Filing Status Information**

Variance Type \*

Renewal

**3. Contractor**

E-Mail\*

MRCTEST003@GMAIL.COM

License Number\*

000330

First Name\*

MRC

Business LookUp\*

A&B CONSERVATION CORP ▼

Make any additional changes to the fields if required. After you finish, **Save** the permit. You must pay a **Filing Fee** associated with the renewal before you can submit the AHV permit.

Contractor Name(print) : \*

MRC TEST

("Electronically Signed")

Date : \*

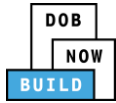
10/13/2016

Save

Submit

Cancel





## Renew AHV Permit (Using *Job Filing Search* Tab)

You can search for the job associated with the AHV permit using the **Job Filing Search** tab on the **Dashboard**. After performing a search, in the results go to the **Filing Action** column. Click **Get AHV Permits** option from the **Select Action** dropdown menu.

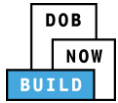
The screenshot shows the 'Job Filing Search' tab with a search bar containing 'm00000798'. Below the search bar is a table with columns: Job No., Filing No., Filing Type, House No., Borough, Current Filing Status, Created Date, Design Professional, and Filing Action. A single row is visible for Job No. M00000798, Filing No. I1, Filing Type New Job Filing, House No. 137 centre street, Borough MANHATTAN, Current Filing Status Permit Entire, Created Date 3/30/2016 5:37:00 PM, and Design Professional JOE ADAM. The Filing Action dropdown menu is open, showing options: Select action:, Subsequent Filing PAA, Get Work Permits, View AHV Permits (highlighted), and Create Work Permit.

This will open a **Confirm** window. Click **Yes** to view AHV permits.

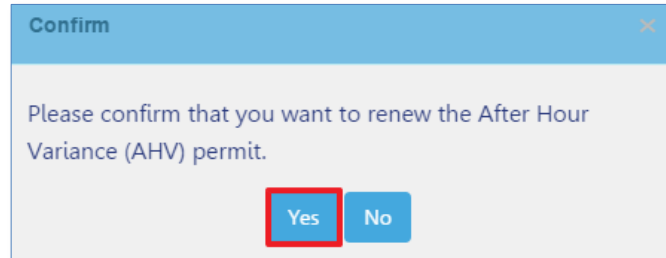
The screenshot shows a 'Confirm' window with the text 'Please confirm that you want to view AHV permits.' and two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box.

A new grid will appear with a list of permits. Proceed to the **Filing Action** column and click **Renew AHV Permit** from the **Select Action** dropdown menu.

The screenshot shows a grid of AHV permits. The columns are: AHV Permit No., Work Permit ID, JobFiling No., AHV Permit Status, Created Date, and Filing Action. There are three rows of permits. The first row has AHV Permit No. M1062944, Work Permit ID M00000798-I1-PL, JobFiling No. M00000798-I1, AHV Permit Status AHV Permit Issued, and Created Date 3/30/2016 6:25:54 PM. The second row has AHV Permit No. M2091266, Work Permit ID M00000798-I1-PL, JobFiling No. M00000798-I1, AHV Permit Status Pre-Filing, and Created Date 10/13/2016 1:07:01 PM. The third row has AHV Permit No. M3818157, Work Permit ID M00000798-I1-PL, JobFiling No. M00000798-I1, AHV Permit Status Pre-Filing, and Created Date 10/13/2016 1:18:31 PM. The Filing Action dropdown menu is open for the first permit, showing options: Select action:, Select action:, Print AHV Permit, and Renew AHV Permit (highlighted).

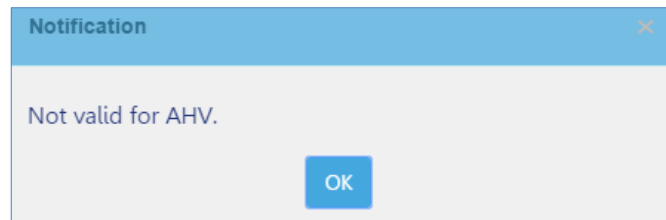


This will open a **Confirm** window. Click **Yes** to continue.



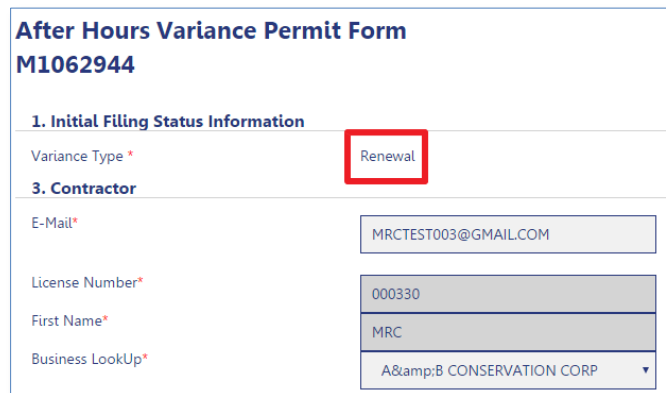
A blue header bar with the text "Confirm" and a close button. The main area is white and contains the text: "Please confirm that you want to renew the After Hour Variance (AHV) permit." At the bottom right, there are two buttons: "Yes" (highlighted with a red border) and "No".

If the permit is not within 7 days of expiring, clicking **Yes** will open a **Notification** window stating the permit cannot be renewed.



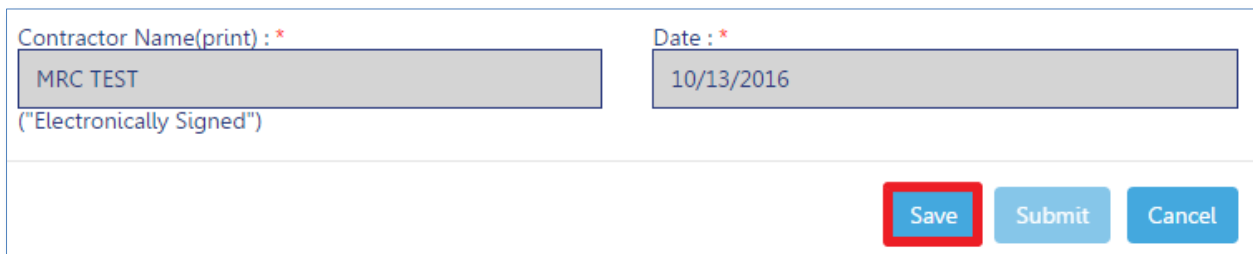
A blue header bar with the text "Notification" and a close button. The main area is white and contains the text: "Not valid for AHV." At the bottom center, there is a single button labeled "OK".

The fields will already be auto-populated with the information entered for the initial AHV filing. The **Variance Type** will now read **Renewal**.

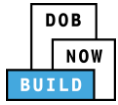


A form titled "After Hours Variance Permit Form" with the permit number "M1062944". It is divided into sections. The first section, "1. Initial Filing Status Information", contains a "Variance Type" field with the value "Renewal" (highlighted with a red border). The second section, "3. Contractor", contains several fields: "E-Mail" (MRCTEST003@GMAIL.COM), "License Number" (000330), "First Name" (MRC), and "Business LookUp" (A&B CONSERVATION CORP, shown in a dropdown menu).

Make any additional changes to the fields if required. After you finish, **Save** the permit. You must pay a **Filing Fee** associated with the renewal before you can submit the AHV permit.



A form with two input fields. The first field is labeled "Contractor Name(print) : \*" and contains the text "MRC TEST" with the note "('Electronically Signed')" below it. The second field is labeled "Date : \*" and contains the date "10/13/2016". At the bottom right, there are three buttons: "Save" (highlighted with a red border), "Submit", and "Cancel".



## AHV Filing Fee Payment

Once all required details are entered, **Fees** must be paid before the AHV permit can be submitted.

**After Hours Variance Permit Form**  
**B9428138**

[Dashboard](#)  
[Trace History](#)

**1. Initial Filing Status Information**  
Variance Type \* Initial

**3. Contractor**

E-Mail\*  
MRCTEST003@GMAILC...

License Type\*  
Master Plumber

License Number\*  
000330

Last Name\*  
TEST

First Name\*  
MRC

Middle Name

Business LookUp\*  
A&B CONSERV

Business Name\*  
A&B CONSERVATIO...

City

State\*  
NY

Zip\*  
11218

Business Telephone

Business Fax

Mobile Telephone

TaxPayer ID\*

Liability Insurance Expiration Date\*  
12/31/2025

**4. Please provide main point of contact information during AHV work**

Last Name\*  
Adam

First Name\*  
Joe

Mobile Telephone\*  
(785) 273-0325

E-Mail\*  
ajoetest@gmail.com

**5. Variance Information**  
Reason for Variance

**Application Highlights**  
Location  
295 FLATBUSH AVE  
BROOKLYN  
Job Number  
B00000894-I1  
Work Permit Number  
B00000894-I1-PL  
AHV Permit Status  
Pre-Filing  
Reason of Approval  
Initial Fee/Renewal Fee  
\$100.00  
Daily Fee  
\$0.00

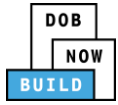
**Fees**  
[Calculate Fees](#)  
AHV Filing Fee  
\$100.00  
AHV Daily Fee  
\$0.00  
Amount Paid  
\$0.00  
Amount Due  
\$100.00  
[Pay Now](#)

**Required Documents**  
[Upload](#)  
[Document Name](#)  
CONTRACTOR SEAL & SIGNATURE

Click **Calculate Fees** to see an estimate of the total amount owed.

**Fees**

[Calculate Fees](#)  
AHV Filing Fee  
\$100.00  
AHV Daily Fee  
\$0.00  
Amount Paid  
\$0.00  
Amount Due  
\$100.00  
[Pay Now](#)



This will open an **Estimate Fees** window. Click **OK** to return to the previous screen.

The 'Estimate Fees' window has a blue header. Below it is a table with the following data:

Payments	
AHV Filing Fee	\$100.00
AHV Daily Fee	\$240.00
<b>Total Fee</b>	<b>\$340.00</b>

An 'Ok' button is located at the bottom right of the window, highlighted with a red box.

Click **Pay Now** to pay fees.

*Please Note: that you must remove your pop-up blocker in order to proceed with making a payment.*

The 'Fees' window displays a list of fees and a 'Calculate Fees' button at the top right. The data is as follows:

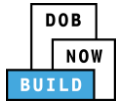
AHV Filing Fee	\$100.00
AHV Daily Fee	\$0.00
Amount Paid	\$0.00
Amount Due	\$100.00

A 'Pay Now' button is located at the bottom right, highlighted with a red box.

This will open a **Confirm** window. Click **Yes** to proceed. You will be redirected to a secure third-party site. See the [Making Payments](#) section for payment instructions.

The 'Confirm' window has a blue header and a close button (X) in the top right corner. The main text reads: 'Please confirm to pay \$100.' At the bottom, there are two buttons: 'Yes' (highlighted with a red box) and 'No'.

*Please Note: The initial payment is the **AHV Filing Fee**. Once DOB approves the AHV permit request, you must pay the **AHV Daily Fee**.*



## AHV Daily Fee Payment and Printing the AHV Permit

After DOB has approved the AHV permit, its status will change to **Approved** under the **My AHV Work Permits** tab on the **Dashboard**. Double-click on the approved AHV permit to view the AHV form.

My Jobs

My Work Permits

My AHV Work Permits

Job Filing Search

Job No. - Filing N.	AHV Permit No.	Work Permit ID	AHV Permit Status	Created Date	Filing Action
✓ M00001246 - I1	M8812280	M8812280	Approved	08/29/2016 05:09:18 PM	Select action: ▾
✓ B00000894 - I1	B9428138	B9428138	Pre-Filing	10/13/2016 03:09:23 PM	Select action: ▾
✓ B00001299 - I1	B4660140	B4660140	Pre-Filing	10/11/2016 09:10:59 PM	Select action: ▾

Under the **Fees** section, the amount due is now equal to the **AHV Daily Fee**.

### After Hours Variance Permit Form

#### M8812280

[Dashboard](#)  
[Trace History](#)

#### 1. Initial Filing Status Information

Variance Type \* Initial

#### 3. Contractor

E-Mail\* MRCTEST003@GMAIL.... License Type\* Preparer ▾

License Number\* 023031 Last Name\* TEST

First Name\* MRC Middle Name

Business LookUp\* A&B CONSEF ▾ Business Name\* A&B CONSERVAT...

Business Address

City State\* NY

Zip\* 11218 Business Telephone

Business Fax Mobile Telephone

Taxpayer ID\* Liability Insurance Expiration Date\* 12/31/2025

#### 4. Please provide main point of contact information during AHV work

Last Name\* test First Name\* test

Mobile Telephone\* 2013167340 E-Mail\* test@test.com

#### 5. Variance Information

#### Application Highlights

Location 200 VESEY ST  
MANHATTAN

Job Number M00001246-I1

Work Permit Number M00001246-I1-SD

AHV Permit Status Approved

Reason of Approval Approval

Initial Fee/Renewal Fee \$100.00

Daily Fee \$80.00

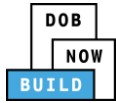
#### Fees

AHV Filing Fee	\$100.00
AHV Daily Fee	\$80.00
Amount Paid	\$100.00
Amount Due	\$80.00

Calculate Fees  
Pay Now

#### Required Documents

Upload	Document Name
	CONTRACTOR SEAL & SIGNATURE



Click **Pay Now** to pay the **AHV Daily Fee**.

Fees	
AHV Filing Fee	\$100.00
AHV Daily Fee	\$80.00
Amount Paid	\$100.00
Amount Due	\$80.00

[Calculate Fees](#)

[Pay Now](#)

This will open a **Confirm** window. Click **Yes** to continue. You will be redirected to a secure third-party site. See the [Making Payments](#) section for payment instructions.

**Confirm**

Please confirm to pay \$80.

[Yes](#) [No](#)

After the payment is processed, the status of the AHV will change to **AHV Permit Issued**.

My Jobs

My Work Permits

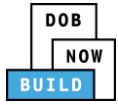
My AHV Work Permits

Job Filing Search

✓ Job No. - Filing N.:	AHV Permit No. ▾	Work Permit ID ▾	AHV Permit Status ▾	Created Date ▲ ▾	Filing Action ▾
✓ M00000762 - I1	M6419347	M6419347	Approved	03/30/2016 08:17:13 PM	Select action: ▾
✓ M00000794 - I1	M7249949	M7249949	Pending QA Assignment	03/30/2016 09:22:49 PM	Select action: ▾
✓ M00000794 - I1	M7529826	M7529826	AHV Permit Issued	03/30/2016 10:01:39 PM	Select action: ▾

To print the permit, click the **Select action** dropdown menu under the **Filing Action** column and select **Print AHV Permit**.

Created Date	Filing Action
03/30/2016 08:17:13 PM	Select action
03/30/2016 09:22:49 PM	Select action:
03/30/2016 10:01:39 PM	Print AHV Permit
03/30/2016 10:25:54 PM	Renew AHV Permit



## Making Payments

In order to submit a job filing, you must pay the required fees associated with the filing.

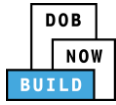
*Please note that you must remove your pop-up blocker in order to proceed with making a payment.*

You will be redirected to a secure third-party site. If you need assistance with how to enter the payment details, please see the **Payment Portal Manual**, which you can find on DOB's website using the link below.

<https://www1.nyc.gov/site/buildings/industry/dob-now-build-resources.page>

## No Good Check

When a no good check is submitted the job filing will be placed on hold and No Good Check Fee will be added to the original fee. A \$20 fee will be added for each no good check that is received. Please note that once a hold is placed on a job filing the hold will not be lift until we have received notification from the bank that the subsequent payment has cleared. This can take at least five business days from the date of submitting the subsequent payment.



## Appendix

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### List of Acronyms

#### Work Type Acronyms

- **BL:** Boiler
- **CC:** Curb Cut
- **CH:** Chute
- **DM:** Demolition and Removal
- **EQ:** Construction Equipment
- **EW:** Equipment Work
- **FA:** Fire Alarm
- **FB:** Fuel Burning
- **FN:** Fence
- **FP:** Fire Suppression
- **FS:** Fuel Storage
- **MH:** Mechanical/HVAC
- **OT:** Other
- **PL:** Plumbing
- **SD:** Standpipe
- **SF:** Scaffold
- **SG:** Sign
- **SP:** Sprinkler
- **EL:** Elevator

#### Legal Acronyms

- **AC:** Administrative Code
- **APPN:** Administrative Policy and Procedure Notice
- **BC:** Building Code
- **HPD:** Housing Preservation and Development
- **LL:** Local Law
- **LPPN:** Legal Policy and Procedures Notice
- **MDL:** Multiple Dwelling Law
- **NYC DEP:** New York City Department of Environmental Protection
- **NYC RR:** New York City Report Recommendations
- **NYS DOH:** NYS Department of Health
- **NYS ECL:** Environmental Conservation Law
- **OPPN:** Operations Policy and Procedure Notice

- **PPN:** Policy and Procedure Notice
- **RCNY:** Rules of the City of New York
- **RS:** Reference Standard
- **TPPN:** Technical Policy and Procedure Notice
- **ZR:** Zoning Regulations

#### Permit Type Acronyms

- **AR:** Architectural
- **EA:** Earthwork
- **FO:** Foundation
- **ME:** Mechanical
- **NP:** No Plans
- **PL:** Plumbing
- **SH:** Sidewalk Shed
- **ST:** Structural
- **ZO:** Zoning

#### Building Type Acronyms

- **NB:** New Building
- **Alt 1:** Alteration
- **Alt 2:** Alteration
- **Alt 3:** Alteration

#### Professional Acronyms

- **PE:** Professional Engineer
- **RA:** Registered Architect
- **GC:** General Contractor
- **DP:** Design Professional
- **FR:** Filing Representative
- **QEWI:** Qualified Exterior Wall Inspector (PE/RA)
- **QRWI:** Qualified Retaining Wall Inspector
- **MP:** Master Plumber
- **OBI:** Oil Burner Installer
- **LP:** Licensed Professional