



DOB NOW Application User Guide

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DOB Application Process

Plan Submission and Review

Most construction work requires a permit from the Department of Buildings. Before a permit can be obtained, typically plans are filed on the owner's behalf by a New York State licensed Professional Engineer (PE) or Registered Architect (RA), often referred to as a Registered Design Professional (RDP). These plans are reviewed by a Department Plan Examiner to determine compliance with construction codes and zoning for the purpose of ensuring safety and that the proposed use and occupancy is permissible.

Alternatively, plans for certain scopes of work can be submitted by the RDP through the Department's Professional Certification Program, also known as Pro-Cert, where plans are not reviewed by DOB and the RDP certifies that the proposed construction work complies with all applicable laws, codes, and regulations. The Department conducts audits of professionally certified applications to ensure compliance.

Larger scopes of work such as the construction of a new building and the expansion or demolition of an existing building require the hiring of a Department-licensed safety professional and the submission of a Site Safety Plan to the Department for its review and approval.

There are some types of work that do not require an RDP to submit plans for approval. This generally includes electrical work, which must be performed by a Department-licensed electrician, and Limited Alteration Applications (LAA), which includes minor plumbing work that is filed by a Department-licensed plumber, fire suppression contractor, or fuel burner installer.

Permit Issuance

Once the plans are approved, the contractor must request a permit to perform the work. The contractor must file a permit application to obtain a permit. Currently permits can be obtained within two business days of the request. Electrical and Limited Alteration Application (LAA) permits are issued at the time the permit application is submitted to the Department.

Construction work requiring a permit must be performed with a permit. Failure to obtain a permit will result in the issuance of a Work Without a Permit Violation and a Stop Work Order, which require resolution and carry significant financial penalties. Violations for Work Without a Permit are issued to the property owner.

Inspections

Once the work is completed, the contractor requests a Development Inspection from the Department in [DOB NOW: Inspections](#) or depending on the type of work, an RDP can perform and certify the final inspection. These inspections are performed to ensure the work was performed safely

and in keeping with the approved plans. Once an inspection passes or is certified by an RDP, the job status will be complete (signed off), or the owner or the RDP can request a Letter of Completion or can apply for a new or amended Certificate of Occupancy. Additionally, for certain projects involving structural, fire-protection, plumbing, or mechanical work, there are inspections that need to be performed by a Department-approved Special Inspector.

DOB NOW is the Department's self-service online tool that allows owners, design professionals, licensees, and filing representatives to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and make renewals. Most permits are obtained through [DOB NOW: Build](#). During the transition of all permit applications to the DOB NOW system, permit renewals for jobs in the Buildings Information System (BIS) and some applications remain in the eFiling system.

IMPORTANT INFORMATION

This guide is made available by the NYC Department of Buildings as a courtesy to the public. It does not represent all the filing requirements for any given application. Though every effort is made to continuously update this guide, it in no way supersedes, or otherwise substitutes for, the Building Code, Zoning Resolution or any other applicable rules, regulations, or policies.

This document provides information for use when filling out the PW1 section of a DOB NOW job filing application and submitting required items. It includes general template information the Department of Buildings applications follow as well as specific instructions on certain PW1 sections. New users are encouraged to read this prior to completing the PW1.

JOB FILING/APPLICATION

A job is an application submitted for a construction project on a property, which can vary from making alterations to a single unit in an existing building or to constructing a new building with many units. A **job filing/application** is submitted to obtain a Work Permit to perform a specific type of construction.

All filings related to the same construction project should have the same job number and then an alphabetic and numeric extension that indicates the filing type and sequence: I-Initial, S-Subsequent, and P-Post Approval Amendment (PAA).

- **Initial Filings (I1)** – The first or initial job filing created for a construction project.
- **Subsequent (S)** - A subsequent filing is an additional filing under the same job filing number that allows an applicant (the same one on the initial or a new applicant) to add new scope of work and new work types to a job on the same property. A subsequent filing can have a different review type (standard plan examination/professional certification) than the initial filing. Once submitted, a subsequent filing functions as a separate application. It can be permitted before the initial is permitted and a Letter of Completion (LOC) is requested separately on each filing.
- **Post Approval Amendments (PAA)** - A Post Approval Amendment or PAA is for making changes to a filing after it has been approved.

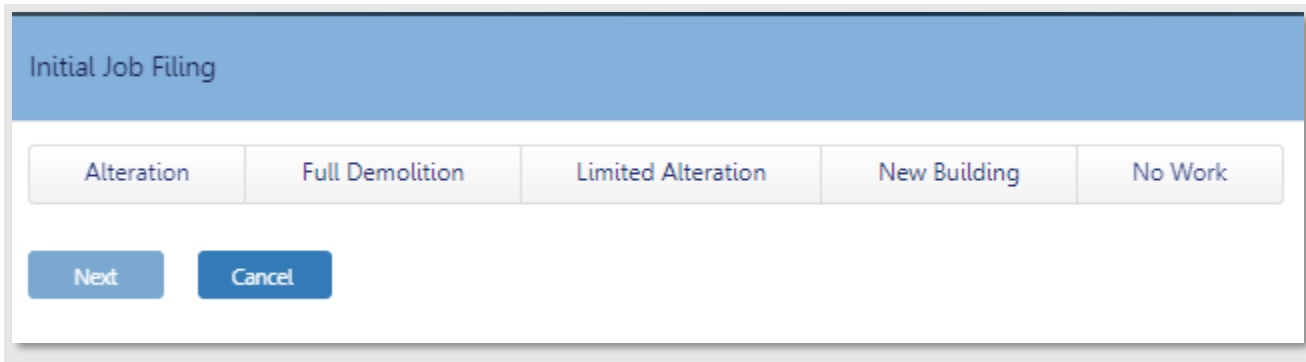
Job Filings	Sequence Number
Initial	I1
Post Approval Amendment	The letters used for PAA filings are P, A, B, C, D, E, F, G, H, J, K, L P1 → P9 (A1 → L9)
Subsequent	The letters used for Subsequent filings are S, Z, Y, X, W, V, U, T, R, Q, O, N, M S1 → S9 (Z1 → M9)

To create a job filing, log into [DOB NOW: Build](#) and from the dashboard select **+Job Filing**. Then select the **Job Type**, **Work Type(s)**, and **Filing Review Type**.

Subsequent applications are strongly encouraged. All filings with the same job number will go to the same plan examiner or team and the Records Management Fees are paid on the initial filing only. It is also beneficial to have one job number to connect all of the work on a project.

To create a subsequent filing, select **Search** from the dashboard. Select **BIN Search** to find filings on the BIN or select **Job Number Search** if the job number is already known. From the Filing Action column next to the initial (I1) filing, select action **Subsequent Filing**.

Job Types



Initial Job Filing

Alteration Full Demolition Limited Alteration New Building No Work

Next Cancel

Alteration – Questions about the scope of work are provided to determine if the filing is an Alteration CO or an Alteration CO – New Building with Existing Elements to Remain. If No is the answer for all the questions, then the filing is an Alteration (does not require an amended CO).

- Alteration required to meet New Building requirements? (Yes = Alteration CO – New Building with Existing Elements to Remain)
- Alteration is inconsistent with the current Certificate of Occupancy? (Yes = Alteration CO)
- Alteration in occupancy or use? (Yes = Alteration CO)
- Alteration is a major change to exits? (Yes = Alteration CO)
- Alteration in number of stories? (Yes = Alteration CO if Building Type is 3 Family or Other)

Full Demolition - The dismantling, razing, or removal of all of a building or structure, including all related incidental operations. The Full Demolition Types are: New Work, Emergency Declaration, Immediate Emergency Declaration, Emergency Work Order, and Precept. A registered design professional (PE/RA) is required as the applicant on a full demolition filing when one or more of the following conditions are met:

- Building is greater than 3 stories in height
- Building is greater than 5,000 square feet per floor
- Building is not detached
- Demolition is using mechanical equipment
- Foundation is not being removed

Limited Alteration – An application for the following types of repairs and/or replacement of existing equipment that does not include any construction work:

- Plumbing
 - Master Plumber (LMP) – Water and Gas Plumbing Alteration including some qualifying sprinkler work
- Sprinkler and Standpipe Systems - Fire Suppression Piping Replacement and Repairs
 - Fire Suppression Contractor (FSC) Only
- Oil Burner Installations
 - Oil Burner Installers (OBI) Only

New Building – An application for the construction of a new building. If the job requires the demolition of an existing building, a separate demolition application must be filed. New Building should not be selected if any existing building elements are to remain—for example a part of an old foundation, a portion of a façade that will be incorporated into the construction, etc. If any existing building elements will be retained in place as part of the construction, the application must be filed as an Alteration CO – New Building with Existing Elements to Remain (28-101.4.5).

No Work – Applications for Place of Assembly and Temporary Place of Assembly. Place of Assembly occupancy classifications are for gatherings of people for purposes like civic, social or religious functions, recreation, food or drink consumption, awaiting transportation, or similar group activities, when occupied by 75 people or more. A Place of Assembly Certificate of Operation is required. Following the approval of plans/alternate plans in accordance with BC 1028.1.3, and successful completion of DOB inspection, an initial Place of Assembly Certificate of Operation (PACO) is issued, effective for one year. Afterwards, an annual FDNY inspection for a PACO renewal is required (FC 105.6). For temporary public or private events, held indoors or outdoors, such as trade shows, concerts or private gatherings held for a limited duration, a temporary place of assembly permit is required. A Temporary Place of Assembly Certificate of Operation (TPACO) is issued to ensure the health, safety and welfare of large crowds attending these events.

Additional Questions:

Is this an application for a Small Business? – Answer yes if the filing is related to a small business (defined as a business that employs fewer than 100 people). The Business Owner can then be added as a stakeholder on the application. A **Small Business** tab will auto-populate with additional questions about the small business. Depending on the answers, small business owners may receive additional guidance from the Department of Buildings or a waiver of work without a permit civil penalties.

Is this an application for an approved project under the Major Project Developments Program (MPP)? – Answer yes if the application is related to a project enrolled in the Major Projects Development Program. See [1 RCNY §101-17](#) and the [September 2022 Service Notice](#). MPP filings receive additional DOB guidance and a single DOB point of contact. To participate in MPP, schedule a consultation appointment through the Pre-Development Consultation for MPP option in DOB NOW.

Work Types

Select Work Type(s):*		Job Type: Alteration
Antenna	Boiler Equipment	Construction Fence
Curb Cut	Earthwork	Electrical
Elevators	Foundation	General Construction
Mechanical Systems	Plumbing	Protection and Mechanical Methods
Sidewalk Shed	Sign	Sprinklers
Standpipe	Structural	Support of Excavation
Supported Scaffold		

A combined filing is one application with more than one work type. There are restrictions on which work types can be combined in a filing. When an application is created, the system will only allow you to select the work types that can be filed together. The following work types can be combined:

Construction Fence, Sidewalk Shed, Supported Scaffold;
 General Construction, Earthwork, Foundation, Mechanical Systems, Structural;
 Plumbing, Sprinklers, Standpipe;
 Protection and Mechanical Methods, Support of Excavation.

Antenna (AN)

An application for the new installation, modification or complete removal of an antenna and related equipment. The application can be filed under the following categories: Use Group 6, BSA, Buildings Bulletin or FCC. The scope and category cannot be changed once the selections are submitted.

Boiler Equipment (BE)

For the new installation, replacement, modification, removal, or discontinuation of a boiler.

- **FB – Fuel Burning:** For the installation of a fuel burning item, plans should contain specific information about the fuel and storage equipment, including the grade of fuel and location of equipment. See 212-181 (c) for more information.
- **FS – Fuel Storage:** For the installation, alteration, or removal of fuel oil storage tanks specific information must be included, including, grade of fuel and location of equipment.

Construction Fence (FN)

A construction fence is a temporary protective structure erected around a demolition or construction site. Typically, it is a solid fence at least eight feet high that protects the public from potential hazards on the site.

Curb Cut (CC)

A curb cut is a dip in a sidewalk with an angled cut in the edge of a curb to enable a vehicle to drive from a street to a driveway. This provides access to a garage, parking lot, loading dock and/or drive-through located within the property.

Earthwork (EA)

Proper engineering and oversight are necessary at an excavation or trench (Earthwork) to protect workers, passersby, and neighboring properties. This is covered under NYC Building Code (§3304) and OSHA regulation (29 CFR 1926 Subpart P). Prior to starting Earthwork, notification to the Department is submitted in DOB NOW. Subcategories for EA include:

- Landscape
- Sitework (Grading and fill)
- Soil Improvement
- Excavation

Electrical (EL)

An electrical permit is required for most electrical work, including handling of electrical wires that is performed in a residential home or business. The applicant is an electrical contractor licensed by the Department of Buildings. Electrical plan review and approval is required where service equipment totals 1000 Kilo-Volt Amperes (KVA) or greater, or where any new alteration or addition to an electric service installation causes the altered installation to total 1000 KVA or greater. When required, plans must be submitted by a Professional Engineer and/or a Registered Architect and their review is performed by the [DOB Electrical Plan Review \(EPR\) team](#). Special Permission Requests follow the CCD1 process.

Elevators (VT)

An application to install a new device or perform a minor alteration, repair, or replacement or remove or dismantle an existing device.

Foundation (FO)

The element of a building or structure which connects it to the ground, and transfers its loads to the ground. Foundations are generally considered either shallow or deep (BC 1801.3), and include soil and Geotechnical design details. Foundations may also be a mat foundation, a slab-on grade foundation or composed of an individual or strip footings. Subcategories for FO include:

- Shallow
- Deep
- Underpinning
- Retaining Wall

- Tie backs and Anchors

General Construction (GC)

Sub-categories for GC include:

- Construction
- Façade
- Chimney
- Enlargement

Mechanical Systems (MS)

The installation, alteration, repair or removal of a mechanical system including:

- Heating Systems
- Ventilation Systems
- Air Conditioning Systems
- Refrigeration Systems
- Cooling Towers
- Associated Ducts and Piping
- Generators

Plumbing (PL)

Plumbing applications consists of work for the new installation, maintenance, repair, modification, extension or alteration of waste, domestic water, storm water drainage, gas, sprinkler off the domestic water service in any building.

Protection and Mechanical Methods (PMM)

Protection and Mechanical Methods (PMM) covers the following sub-categories:

- Chute
- Hoisting Equipment
- Roof Overhead Protection
- Cocoon
- Mechanical Demolition Equipment
- Roof Protection
- Engineered Enclosure System
- Platform
- Netting

Sidewalk Shed (SH)

A sidewalk shed is a temporary construction equipment erected over a sidewalk or pathways within the property line of a site to protect pedestrians from debris that might fall from work going on above that sidewalk.

Sign (SG)

A sign application involves the installation of a new advertising or non-advertising sign or partial demolition, removal, reconfiguration and/or replacement to an existing sign. Construction Code §28-105.1 requires Department permits for sign displays and installations. A Sign application (SG) must be filed for the copy (text or image) to be displayed. If the sign is attached to a structure and not directly placed on the wall or façade of a building, then an alteration application for the structure must be filed. Signs that are painted or smaller than six square feet and not illuminated do not require a permit. A detailed list of exceptions to the permit requirement is contained in Construction Code §28-105.4.5.

Sprinklers (SP)

Sprinkler work, which is part of the fire protection system of a building, is the new installation, maintenance, tenant fit out, modification, extension or alteration of the building sprinkler system. Plans for sprinkler systems, whether automatic or non-automatic, must include the location and size of water supplies and the location of any electrical devices to be used in the system. See BC §905.1.1 for all the required information for a sprinkler plan.

Standpipe (SD)

A system of piping for firefighting purposes consisting of connections to one or more sources of a water supply and service one or more hose outlets. All buildings 75 feet and higher are required to have access to standpipes. Plans for standpipes require specific information, including the water pressure and location of the water supply. See BC§903.1.for more information.

Structural (ST)

Structural filings provide design details pertaining to the strength, stability and all applied loads for the proposed building or structure and the work type includes the following:

- Concrete
- Aluminum
- Masonry
- Steel
- Wood
- Sign Structure
- Temporary Structural Bracing
- Raising and Moving of Building
- Partial Demolition

Support of Excavation (SE)

Support of Excavation is required under NYC Building Code (§3304) and OSHA regulations (29 CFR 1926 Subpart C). Applicants must specify the Enlargement Type: Vertical or Horizontal. SE subcategories include:

- Berming, Sloping, Benching
- Slurry Shaft/Wall
- Tangent/Secant Piles
- Ground Freezing
- Soil Grouting/Improvement/Mixing
- Tie backs and Anchors
- Shoring/Bracing

Supported Scaffold (SF)

A supported scaffold is one or more platforms supported by out-rigger beams, brackets, poles, legs, uprights, posts, frames, or similar rigid support, forty (40) feet in height or more.

Filing Review Type

Filing Review Type*	Standard Plan Examination or Review	Professional Certification
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Standard Plan Examination or Review – submission of an application subject to the Department’s standard examination process for plan review and approval.

Professional Certification – submission of applications, which are accepted with no Department examination, based on the professional certification of an applicant who is a Registered Design Professional (RDP) stating that the filing is in compliance with all applicable laws. Professionally certified plans are subject to an audit by the Department of Buildings.

The Job Type, Work Type and Filing Review Type cannot be changed once it is selected and submitted.

See the [Filing Statuses Guide](#) for a complete list of review statuses for both DOB NOW and BIS jobs. The status bar on a filing indicates the progress of the filing with a blue circle. A white check mark will appear in the circle once the stage has been completed by DOB and the filing has moved on to the next step in the filing process. A red exclamation point will appear to indicate that the filing is waiting for action by the applicant because DOB has issued Objections or the filing is in QA Failed status. Once the filing is complete, white check marks will appear in all the circles on the status bar. If the filing is a PAA, an approval is indicated by a solid blue circle without a check mark.

NAVIGATING THE FILING

The job application is organized by tabs on the left panel.



Each tab has additional sections and fields to be completed.



Completion of a section is indicated by a check box.

The screenshot displays the application's user interface. On the left is a vertical navigation panel with a blue header 'Plans/Work (PW1)' and several menu items: 'Zoning Information', 'Scope of Work' (with a dropdown arrow), 'Cost Affidavit (PW3)', 'Technical Report' (with a dropdown arrow), 'Technical Report (TR1/4/5/5H)', 'Documents', and 'Statements & Signatures'. The main content area is titled 'Plans/Work (PW1) - Alteration CO'. It contains a list of sections, each with a blue header and a right-pointing arrow: 'Location Information' (with a check box icon in its top right corner), 'Stakeholders', 'Filing Review Type, Work Type/Filing Includes', 'Additional Information', 'Additional Considerations, Limitations or Restrictions', 'Job Description', 'Site Characteristics', 'Asbestos Abatement Compliance', 'Comments', and 'CofO Comments'. The 'Location Information' section is highlighted with an orange border, and the check box icon is highlighted with a yellow box.

PLANS/WORK (PW1)

Location Information

Location refers to the place where the proposed work will be taking place. Enter the House Number, Street Name, Borough, Block, and Lot. The BIN, Community Board and Zip Code fields will auto-populate from the property profile. Search the property profile in the [Buildings Information System](#) to ensure that the data entered is accurate.

The filing cannot be saved if an invalid address is entered. A temporary BIN (TBIN) is created when there is already an existing BIN and the applicant wants to file plans to demolish an existing building and build a new one in its place, or the address entered on the PW1 does not exist because either the address is not found for the building, the lot is vacant, the BIN is obsolete or the BIN is a dummy BIN. To request a TBIN, return to the DOB NOW dashboard and select the **+Request** button and **Temporary BIN**. Submit confirmation of address from the topographical bureau at the appropriate Borough President's Office and the PD-1 (Plot Diagram Form) stamped and signed by the Borough President.

The screenshot shows a web form titled "Location Information" with a blue header and a dropdown arrow. The form contains several input fields arranged in a grid:

- House Number***: A text input field.
- Street Name***: A text input field.
- Borough***: A dropdown menu with the text "Select Type:" and a downward arrow.
- Block***: A text input field with a red error message below it: "Only numbers are allowed."
- Lot***: A text input field with a red error message below it: "Only numbers are allowed."
- BIN***: A greyed-out text input field.
- Community Board***: A greyed-out text input field.
- Zip Code***: A greyed-out text input field.

Stakeholders

All stakeholders require an eFiling account. Visit www.nyc.gov/efilingtips for more information. All grayed-out fields will auto-populate with information from the eFiling account.

Applicant and Owner: Enter the email address associated with the eFiling account of the Applicant and Owner. In most cases, the Applicant is a Registered Architect or Professional Engineer. For the Applicant, also select the License Type and Business Name. For the owner, select the Owner Type. If the Owner Type selected is Non-Profit Organization, NYC Agency, Other Government Owned or NYCHA/HHC, then the fees will be removed and an ACRIS report is required to verify the building is tax exempt.

Filing Representative and Delegated Associates: An email address can also be entered for Filing Representative Class I/Preparer and Delegated Associates (Filing Representative Class II or Other Licensee).

Filing Review Type, Work Type/Filing Includes

The Filing includes – select if the application is for **New Work** or **Legalization**. This option cannot be changed once the filing fees are paid.

If **Legalization** is selected and there is no OATH summons on the BIN for work without permit (WWP), then a \$600 or \$6000 fee, depending on the building type, is added to the filing fees as a legalization fee. If legalization is selected and an OATH summons number for WWP is on the BIN, select **Yes** to the question **Are there any OATH/ECB summonses related to this work?** and enter the DOB violation or OATH/ECB Summons number(s). When a WWP violation is entered, there is no legalization fee and only a civil penalty for work without permit calculated as an L2 fee. An L2 is a request for override, reduction or waiver of civil penalties for work without a permit violations. When the L2 request is created, the civil penalty fee has to be paid before the permit is issued. Once legalization is selected on a filing, it results in a no work permit and Post Approval Amendments are not allowed. See [1 RCNY 102-04 \(b\) \(7\)](#) for more information about legalization and civil penalties.

The work is being done to legalize work without a permit listed as a violating condition in a Request for Corrective Action (RCA) issued by DOB? – if Yes is selected, provide the complaint number of the RCA. See [1 RCNY 102-06](#) and the [September 2021 Service Notice](#) for information about the Homeowner Relief Program.

Filing Review Type - auto-populated based on the selection made when creating the application and cannot be changed.

The below selections are auto-populated based on the selection made when creating the application but can be changed in this section:

Is this Application for a Small Business?

Is this Application for an approved project under the Major Project Developments Program (MPP)?

Is this ALT-CO job filing related to an NB job filing? – If yes, enter the job number of the NB job filing. Existing Building Height, Building Stories, Building Footprint, Construction Classification, Multiple Dwelling Classification, Occupancy Classification, Risk Category, Seismic Design Category are then optional and not mandatory under Zoning Information, Building Characteristics.

Selected Work Type – auto-populated based on the selection made when creating the application and cannot be changed. Based on the work type, other questions or subcategories will appear.

Antenna Work Type

If Zoning Exemptions is selected as Yes, the following questions appear:

- If structural work is included?
- Does any new/altered antenna have an area no more than 8.45 square feet or one meter in diameter?
- Does any related cellar equipment occupy more than 5% of the floor area on the zoning lot or 400 square feet?
- Does any of the antennas extend higher than 6 feet above the height of the roof or parapet, or 6 feet above a penthouse or bulkhead if placed on such penthouse or bulkhead?

Curb Cut Work Type

Select if the Curb Cut includes New Installation or Curb Restoration.

Earthwork Work Type

Select the Enlargement Type: Horizontal Enlargement, Vertical Enlargement or Not Applicable.

Subcategories: Landscape, Sitework (Grading and fill), Soil Improvement, Excavation

Foundation Work Type

Select the Enlargement Type: Horizontal Enlargement, Vertical Enlargement or Not Applicable.

Subcategories: Shallow, Deep, Underpinning, Retaining Wall, Tie backs and Anchors, Other

General Construction Work Type

Subcategories: Construction, Façade, Enlargement, Chimney. If Enlargement is selected, a PD1 (Plot Diagram) is a Required Document.

Mechanical Systems Work Type

Subcategories: Heating Systems, Ventilation Systems, Air Conditioning Systems, Refrigeration Systems, Cooling Towers, Associated Ducts and Piping, Generators, Heating and Air Conditioning Systems, Others

Protection and Mechanical Methods Work Type

Subcategories: Chute, Hoisting Equipment, Roof Overhead Protection, Cocoon, Mechanical Demolition Equipment, Roof Protection, Engineered Enclosure System, Platform, Netting, Other

Support of Excavation Work Type

Select the Enlargement Type: Horizontal Enlargement, Vertical Enlargement or Not Applicable.

Subcategories: Berming, Sloping, Benching; Slurry Shaft/Wall; Tangent/Secant Piles; Ground Freezing; Soil Grouting/Improvement/Mixing; Tie backs and Anchors; Shoring/Bracing; Other

Additional Information

Estimated Job Cost

The filing fee depends on the scope of the work and Building Code requirements. DOB NOW calculates fees according to the NYC Construction Codes as amended by Local Law 56 of 2016. See [Table 28-112.2](#) for further information. Typically, fees for Alteration projects are assessed based on the project's construction cost. Applicants provide an estimate at filing, with amendments and a final cost, for which the owner is responsible.

Total Construction Floor Area (Square Feet)

Provide the floor area affected by the proposed scope of work. For façades, provide the total area of the scope of work. This information is collected for alteration applications but does not have any impact on filing fees.

Additional Construction Floor Area (Square Feet)

If the work being done is an enlargement, provide the specific additional gross square footage being increased, including cellar spaces and without zoning deductions. This field is only applicable when Enlargement is selected under the General Construction work type.

Total Building Square Footage

For Alt-CO and NB filings, specify the total square footage of the building. On subsequent filings, this field is auto-populated from the initial filing.

Street Frontage

For Demolition jobs, specify the linear footage associated with the work proposed. This information drives the filing fee calculation.

Earthwork Square Footage

Provide the square feet area affected by the proposed scope of earthwork for the filing. This information drives the filing fee calculation.

Foundation Square Footage

Provide the square feet area for the proposed foundation work under the filing. This information drives the filing fee calculation.

High-Rise Determination (BC 202) - What is the distance between the highest occupied floor and the lowest level of fire department vehicular access?

This question only applies when Enlargement is selected under the General Construction work type. If the distance is greater than 75 feet and a new filing, a pre-development consultation is required.

Does this application include a new roof or the replacing of an entire existing roof deck or roof assembly? (GC work type)

If yes is selected, [Local Law 92/94 of 2019 Sustainable Roof Zone](#) will populate in the Required Documents section.

Is this application filed in connection with a development, enlargement, or change in use, as defined in Zoning Resolution Section 12-10? (FO, ST, SE and EA work types)

If yes is selected, enter a related New Building, Alteration CO or Alteration with enlargement job filing number. DOB NOW will check if there is an approved ZD1 and site safety plan on the related job when the permit is created.

In Conjunction New Building BIS Job Numbers

Provide any existing New Building BIS job number that is on the same BIN.

Related DOB NOW/BIS Job Numbers

Provide any existing job filing numbers that relate to this application and are on the same BIN. Do not include any filings with the same job number (subsequent filings). It is always preferred to create subsequent filings rather than adding job filing numbers to this field.

Additional Considerations, Limitations or Restrictions

Landmark. Approval from the Landmarks Preservation Commission (LPC) is required to ensure that work proposed under the application does not affect the property's designation, including buildings, structures or places located within a historic district designated by the LPC or designated as an individual landmark. LPC approved drawings must be submitted prior to filing. This selection is auto-populated if the BIS property profile indicates it is a Landmark.

Review is requested under which Building Code. Indicate under which building code the review is being requested—2022, 2014, 2008, 1968, or prior to 1968. See the [2022 Construction Codes Updates to DOB NOW guide](#), pages 4-6, for code review selection options based on job type, filing date and work type.

The below job types are selected when creating the job and cannot be changed in this section.

- **Alteration required to meet New Building requirements**
- **Alteration is a major change in exits**
- **Alteration in occupancy or use**
- **Alteration is inconsistent with current certificate of occupancy**
- **Alteration in number of stories**

Loft Board: A Loft Board Certificate is a Required Document for alteration of a registered Interim Multiple Dwelling (IMD) building. If the BIS property profile indicates the LOFT designation, 'Yes' is auto-populated.

Façade Alteration: If the proposed work involves façade modification.

Adult Establishment: If the proposed work contains an adult establishment as defined in 12-10 of the Zoning Resolution. Provide a plot diagram (PD-1 form). If the property profile indicates that the property is not an adult establishment and the question is answered as 'Yes' then the application cannot be professionally certified.

Compensated Development: To preserve affordable housing, a building permit will not be issued for a Compensated Development (jobs that increase floor area ratio) until an acceptable Lower Income Housing Plan is filed, approved and certified by the NYC Department of Housing Preservation & Development (HPD).

Low Income Housing: The inclusionary housing program permits an increase in the floor area of residential development in exchange for the provision of below-market-rate housing for low-, moderate- and middle-income households. The program is available in R-10 and R-10 equivalent commercial districts and other medium and high-density districts. If the premises where the proposed work is to take place is part of the HPD Inclusionary Housing program both as a compensated development and low-income housing, select 'yes' for both.

Single Room Occupancy (SRO) Multiple Dwelling: Single room occupancy multiple dwelling is defined in 28-107.2. If answered 'Yes,' a [HPD-3 Single Room Occupancy Multiple Dwelling \(SRO, MO\) Anti-Harassment Checklist](#) is a Required Document.

Quality Housing: The Quality Housing Program encourages the development of consistent characteristics established by neighborhood. This program is mandatory in R6 through R10 residential districts and is optional in non-contextual districts. Quality Housing buildings must also have amenities relating to the planting of trees, landscaping, and recreation space.

Little 'E' or RD Site: Anytime there is an environmental cleanup in the City of New York, the location is identified as 'E' on the NYC zoning and land use map (ZoLa). The Department of Environmental Protection must approve proposed work to ensure that the work satisfies environmental requirements. See the Document section below and the [NYC Planning website](#) for more information. If the BIS property profile indicates Environmental Restrictions, 'yes' is auto-populated.

Unmapped/Corporation Counsel Opinion (CCO) Street: The construction of a large development may include the creation of private unmapped streets, which should be laid out in the plans for emergency vehicles.

Restrictive Declaration/Easement: CRFN is the City File Number which takes the place of the old reel and page numbers in all boroughs except Staten Island. Any new exhibits, easements, and restrictive declaration must be indicated on the Schedule of Occupancy to appear on the Certificate of Occupancy. If there are more than four CRFNs, add the numbers in the comments section. Also provide the Applicable Statutory Section and Name of easement agreement or restrictive declaration form.

Filing to comply with Local Laws: Enter any applicable local law number and corresponding year.

Filing to Address Violations: Enter a DOB Violation Number and/or OATH/ECB summons number for work without permit that is on the same BIN as the filing. When an OATH/ECB summons number is entered, a civil penalty for work without permit is calculated as an L2 fee. When the L2 is created, the civil penalty fee must be paid or an L2 waiver approved before the permit is issued. An L2 is a request for override, reduction or waiver of civil penalties for work without a permit violations. When the L2 request is created, the civil penalty fee has to be paid before the permit is issued.

BSA Calendar Numbers: If the proposed work requires a special permit or authorization, a permit may be issued if the Board of Standard Appeals (BSA) approves the work. Indicate any associated BSA calendar numbers by BSA Application Type: Variance, Special Permit, General City Law Waiver or Other.

CPC Calendar Numbers: If the proposed work requires a special permit or authorization, a permit may be issued if the City Planning Commission (CPC) approves the work. Indicate any associated CPC calendar numbers by CPC Application Type: Special Permit, Authorization, Certification or Other.

Work includes modular construction under New York State jurisdiction: If the proposed scope of modular construction falls under New York State jurisdiction (NYS Executive Law Article 18 Section 383.C).

Work includes modular construction under New York City jurisdiction: If the proposed scope of work does not fall under New York State jurisdiction (NYS Executive Law Article 18 Section 383.C).

The below questions apply to Earthwork, Foundation, Support of Excavation, Structural work types only:

Does the building qualify for an exception to the Geotechnical Report requirement pursuant to BC 1803.6?: If 'No' is selected, Geotechnical Report is a Required Document prior to approval. The 2022 Construction Codes requires a Geotechnical Peer Review on all construction sites except those exempted under BC 1803.6. This question only applies to 1-2 family buildings that are 3 stories or less in height.

Is a Geotechnical Peer Review required? (BC 1818.2): If 'Yes' is selected, Geotechnical Peer Review Report is a Required Document. This question only applies to New Buildings constructed under the 2022 Construction Codes.

Has a geotechnical peer review been requested by the Commissioner?: If 'Yes' is selected, Geotechnical Peer Review Report is a Required Document prior to approval if required under the 2022 Construction Codes. This question only applies to Alterations.

Has a structural peer review been requested by the Commissioner?: Indicate if the application is subject to the structural peer review provisions of the 2014 Building §1617. If the application is subject to the provisions, the license number of the qualified NYS professional engineer who served as the structural peer reviewer must be indicated.

The below questions apply to Earthwork, Foundation, General Construction (Façade only), Structural work types only:

Is the structure design based on a Wind Tunnel Test?: If 'Yes' is selected, Wind Tunnel Test Report is a Required Document prior to Approval. The 2022 Construction Codes requires a Wind Tunnel Test on certain sites to conform with updates to National Standards.

Does the wind tunnel test require a peer review per 1609.1.6?: If 'Yes' is selected, Wind Tunnel Test Peer Review Report is a Required Document prior to Approval. The 2022 Construction Codes requires peer review on a Wind Tunnel Test on certain sites to conform with updates to National Standards.

Earthwork, Full Demolition, Foundation

Does the work require excavation that is greater than 12 feet deep?

Fill (Select Type): On-Site, Off-Site, Under 300 cubic yards, Not Applicable

Plumbing

Does the PL work impact the water supply to the Sprinkler and/or Standpipe system?: If 'Yes' is selected, FDNY: Letter of No Objection is a Required Document prior to Approval.

Standpipe

Does the scope of work require the standpipe service to be taken out of service for more than 24 hours? If 'Yes' is selected, FDNY: Letter of No Objection is a Required Document prior to Approval.

Work includes partial demolition as defined in AC § 28-101.5: Partial Demolition must also be selected on the Scope of Work tab for the Structural (ST) work type. If the ST work type is not included on this application, create a subsequent ST filing.

Work includes the raising/moving of a building: Raising and Moving of Building is required as part of the Structural Scope of Work. If the Structural (ST) work type is not included on this application, create a subsequent ST filing.

Structural stability affected by proposed work: Temporary Structural Bracing is required as part of the Structural Scope of Work. If the Structural (ST) work type is not included on this application, create a subsequent ST filing.

Work on interior of building: Indicate if work is on the interior of the building.

Work on exterior of building: Indicate if work is on the exterior of the building.

Are you altering more than 50% of the gross floor area of the building?: If 'Yes' is selected, a Site Safety Plan is required.

Are you altering 10% of more of the existing floor surface area?: Local Law 188 of 2017 requires identifying if a job on occupied multiple dwellings will alter 10% or more of the existing floor surface area.

Are you performing a vertical or horizontal enlargement adding more than 25% of the area of the building?: This question is only asked on General Construction filings that include Enlargement.

Are you removing one or more floors?: If 'Yes' is selected, a Site Safety Plan is required.

Are you demolishing more than 50% of the gross floor area of the building?: If 'Yes' is selected, a Site Safety Plan is required.

Are you using alternative materials that require an OTCR review and approval?: If 'Yes' is selected, provide the Buildings Bulletin No.

Partial Demolition work is limited to the interior components of the building and no mechanical demolition equipment, other than handheld devices, is used?: If 'Yes' is selected, a Site Safety Plan is required.

Does the work require excavation that is greater than 12 feet deep?: If 'Yes' is selected, this will determine if or how much PGL insurance is required.

Soil Disturbance: Local Law 91 of 2020 requires construction sites obtain DEP permits before disturbing 20,000 square feet or more in soil. The following questions only apply if New Building, Alteration CO, and Alterations with Enlargement are selected.

Work involves or will result in: 1) an amount of soil disturbance greater than or equal to 20,000 square feet; or 2) the creation of 5,000 square feet or more of impervious surface:

Work is part of a larger common plan or development or sale that involves or will result in: 1) an amount of soil disturbance greater than or equal to 20,000 square feet; or 2) the creation of 5,000 square feet or more of impervious surface:

If 'Yes' is selected to either question, DEP Stormwater Construction Permit is a Required Document prior to approval and DEP Stormwater Maintenance Permit/Notice of Termination is a Required Document prior to sign off.

NYCECC Compliance

This section is applicable for General Construction, Foundation, Boiler Equipment, Mechanical Systems and Plumbing applications with differing criteria based on job type. Compliance with the [2020 New York City Energy Conservation Code \(NYCECC\)](#) requires an energy submission. See the [DOB NOW: Build Energy Training Presentation](#) and [How-to Guide](#) for more information.

- Does the work involve the alteration of a historic building (Note: NYC Landmarked buildings may not be considered historic)?
- Does the work alter the façade or the roof?
- Will any unconditioned space become conditioned space?
- Is this a roof re-cover?
- Have existing roof, wall or floor cavities been exposed?
- Is any fenestration being replaced with new units?
- Does this work alter the Mechanical or Service Hot Water systems or associated ducts and plumbing?
- Does this work alter the Interior or Exterior Lighting?
- Does the work require Commissioning?

Job Description

Provide the basic and central specifications of the job(s) being proposed. The job description is printed on the work permit.

Site Characteristics

Fire Alarm

The installation of a fire alarm system. A letter of approval from the FDNY Bureau of Fire Prevention is required.

Fire Suppression

The installation, alteration, repair or removal of any system including all equipment and materials having the purpose of controlling, containing, suppressing, or extinguishing fire.

Standpipe

A system of piping, for firefighting purposes, consisting of connections to one or more sources of water supply, and serving one or more hose outlets.

Sprinkler

The installation, modification, repair, or removal of the system of piping and sprinkler heads connected to one or more sources of water supply.

Tidal Wetlands

Areas of land as identified on the tidal wetland inventory issued by the New York State Department of Environmental Conservation in accordance with Section 25-0201 of the New York State Environmental Conservation Law, as well as any adjacent areas as such term is defined in Section 661.4 of title six of the New York code of Rules and Regulations.

Coastal Erosion Hazard Area

Areas of land as identified on the final map issued by the New York State Department of Environmental Conservation in accordance with Section 34-0104 of the New York State Environmental Conservation Law.

Fire District

Per § 28-102.4.5 the boundaries of fire districts shall be in accordance with the maps set forth in Appendix D of the New York City Building Code.

Freshwater Wetlands

Areas of land on the final map issued by the New York State Department of Environmental Conservation in accordance with Section 24-0301 of the New York State Environmental Conservation Law, as well as any adjacent areas as such term is defined in Section 662.1 of title six of the New York code of Rules and Regulations.

Urban Renewal

Areas of land identified as approved urban renewal projects.

Flood Hazard Area

Areas of land as identified on the flood insurance rate maps referenced in New York City Building Code Section G402 pursuant to article 36 of the New York State Environmental Conservation Law.

- **Substantial improvement.** The cost to repair to pre-storm condition exceeds 50% of the market value of the structure.
- **Substantially damaged.** The work performed to a structure that has sustained substantial damage.
- **Flood shields part of proposed work.** Flood shields or other flood control devices are installed as a part of a dry floodproofing system in buildings and structures that are nonresidential (for flood zone purposes).

Asbestos Abatement Compliance

This section is required for all Alterations, Sign, and Demolition applications to indicate if related asbestos abatement is to be performed in conjunction with the application.

- The asbestos-related compliance is addressed in an associated NB job.
 - o Provide New Building Job Number
- The scope of work requires related asbestos abatement as defined in the regulations of the NYC Department of Environmental Protection (DEP).
 - o Specify the document that will be provided before filing for a work permit: DEP Variance (V5) letter or DEP ACP-20/ACP-21: Asbestos Project Conditional Completion Form/Asbestos Project Completion Form
- The scope of work is not an asbestos project as defined in the regulation of the NYC DEP. DEP Control Number is required.
 - o DEP ACP-5 Control Number OR ACP20/21 and Certificate Number of the Investigator are required.
- The scope of work is exempt from the asbestos requirement as defined in the regulation promulgated by the NYC DEP (15 RCNY 1-23(b)) or is an alteration to a building constructed pursuant to plans submitted for approval on or after April 1, 1987, in accordance with 28-106.1.

Comments

Enter any additional information in the Comments section.

ZONING INFORMATION

To ensure the proposed development is in compliance with the NYC Zoning Resolution, provide complete zoning information (zoning districts, overlays, special districts and map number). [Zoning information](#) is available at the NYC Department of City Planning (DCP) website through ZoLa.

Zoning Lot Details

For all initial New Building, Alteration CO and any application proposing an enlargement, additional zoning information is required. Most of the information in this section will auto-populate on subsequent filings and cannot be changed. In the **districts**, **overlays**, and **special districts** table, provide the DCP codes (R1, R2-A, etc.) for all districts affecting the tax block and tax lot, including districts that may not be directly relevant to the application.

Lot existed prior to December 15, 1961?: The date the 1961 Zoning Resolution became effective.

Tax lot(s): A zoning lot is a tract of land comprising a single tax lot or two or more adjacent tax lots within a block. The zoning lot is the base unit for zoning regulations and may be subdivided into two more zoning lots.

Zoning District(s): Select type. See the [NYC Department of Planning Districts Guide](#). Provide Area in square feet.

Overlay(s) and Special District(s): Select N/A if not applicable.

Map Number: Provide zoning map number to help facilitate quick verification of zoning information.

Is Zoning Lot Certification (Zoning Exhibits) required?: To obtain the Zoning Exhibit data, file with the County Clerk's office or City Register to obtain a CRFN (City File Number), which is the equivalent of a reel/page number. Enter the CRFN number in this field. If required, enter data in Zoning Exhibit 1. If data also needs to be entered in the field for Zoning Exhibit 3, enter N/A in Zoning Exhibit 2.

Lot Area Total and Lot Width (Feet): Used in Proposed Density Calculation.

Lot Type: Corner, Interior, Through

Lot Coverage: Not Applicable, Percentage (provide Lot Coverage Percentage), Governed by yards

Open Space: Not Applicable, Percentage (provide Open Space Percentage), Square Feet (provide Open Space Numeric Square Feet)

Open Space Ratio: Not Applicable, Percentage (provide Open Space Ratio Percentage), Ratio (provide Open Space Ratio)

Street Details

Street Legal Width (ft.): A street refers to the entire public right-of-way (including public sidewalks). If the street is 75 feet or more, certain bulk regulations are applicable to all intersecting streets within 100 feet of the wide street.

Street Status: Select if the street where the structure is located is a public or private street. All public streets are indicated on the ZoLa map. If it is a private street, indicate if it is a new private street.

Yard Details

Is there one or more yards or rear yard equivalents?: If yes, is indicated, provide the depth of all yards: front yard(s), side yard(s), and rear yard(s) in feet. Provide the rear yard equivalent:

- Open area of 60 feet midway or within 5 feet of being midway between the two street lines.
- Two open areas adjoin the street line and extend the full length for a minimum of 30 feet each.
- An open area adjoining and extending along the full length of each side lot line with a minimum of 30 feet each.
- Not applicable.

Height & Setback

Perimeter Wall Height, Height of the Sky Exposure Plane, Initial Setback Distance, Zoning: Total Building Height, Zoning: Total Building Stories: Indicate if applicable and provide the value in feet or stories.

Building Characteristics

Primary Structural System: For all new buildings, indicate the primary structural system of the proposed building. Select concrete, masonry, steel, wood or not applicable and the Site Class A-F or not applicable. If Site Class = F, Geotechnical Peer Review is a Required Document.

Risk Category:

Category	Short Description
I	Low Hazard to Human Life
II	Other than I, III or IV

III	Substantial Hazard to Human Life
IV	Essential Facility

Seismic Design Category:

Category	Short Description
A	Category A
B	Category B
C	Category C
D	Category D

Do the 2022 Code designations apply to Occupancy Classification?: If no is selected, 2014 and prior to 2008 selections will be available. See [Building Code Chapter 3](#) for 2022 code details. Specify the designation for dominant occupancy classification of the building, construction classification and multiple dwelling classifications (if applicable). Existing and proposed are required for all jobs except new buildings where only a proposed value is required. For proposed occupancy classification, only 2022 Code designations are accepted, even if the application is not being filed under the 2022 Code.

2014 Occupancy Classification

2014 Class	Short Description	1968 Class Equivalents(s)
A-1	Assembly (Theaters, Concert Halls): With fixed seating, intended for production and viewing of the performance arts or motion pictures.	F-1a
A-2	Assembly (Eating and Drinking – Cabaret): Where persons assemble for the consumption of food or drink in any room, place or space in which any musical entertainment, singing, dancing or other similar amusement is permitted.	F-4
	Assembly (Eating and Drinking – Not a Cabaret): Where persons assemble for the consumption of food or drink in any room, place or space in which any musical entertainment, singing, dancing or other similar amusement is not permitted.	
A-3	Assembly (Other): Worship, recreation or amusement (physically active), and other assembly uses not classified elsewhere in Group A.	F-3, F-1b, F-4
A-4	Assembly (Indoor Sporting Events with Spectators): Indoorsporting events with spectator seating.	F-1b
A-5	Assembly (Outdoors): Participation in or viewing outdooractivities.	F-2
B	Business: Occupied for transacting business; for renderingprofessional services; or for performing other commercial services that may incidentally involve the storage of limited quantities of stock of goods for office use or purposes.	E

E	Educational: When persons occupy them for instruction or other educational purposes.	G
F-1	Factory and Industrial (Moderate Hazard): Used for fabricating, assembling, manufacturing, or processing products, materials, or energy and representing a moderated hazard due to the extent and nature of such operations, or to the materials involved.	D-1
F-2	Factory and Industrial (Low Hazard): Used for fabricating, assembling, manufacturing, or processing products, materials, or energy and representing a low hazard due to the extent and nature of such operations, or to the materials involved.	D-2
H-1	High Hazard (Explosive Detonation): Used for storing, manufacturing, or processing materials or energy that present a detonation hazard.	A
H-2	High Hazard (Accelerated Burning): Used for storing, manufacturing, or processing materials or energy where use presents a deflagration hazard or a hazard from accelerated burning.	A
H-3	High Hazard (Readily Supports Combustion): Used for storing, manufacturing, or energy that readily support combustion or present a physical hazard.	A
H-4	High Hazard (Health): Used for storing, manufacturing, or processing materials or energy that are health hazards.	None
H-5	High Hazard (Semiconductors): Used for storing, manufacturing, or processing semiconductor fabrication facilities using hazardous production materials (HPM) in excess of the permitted aggregate quantity.	D-1
I-1	Institutional (Assisted Living): Housing persons, on 24-hour basis, capable of self-preservation and responding to an emergency situation without physical assistance from staff.	J-2
I-2	Institutional (Incapacitated): Medical, surgical, nursing or custodial care, on a 24-hour basis, of more than 3 persons, who are not capable of self-preservation or responding to an emergency situation without physical assistance from staff.	H-2
I-3	Institutional (Restrained): More than 5 persons who are detained under restraint or security reasons.	H-1
I-4	Institutional (Daytime Custodial Care): Day care facilities, occupied by persons of any age who receive custodial care (without overnight) by individuals other than parents, guardians, or relatives in a place other than at the home.	H-2
M	Mercantile: Used for display and sales of goods accessible to public inspection.	C
R-1	Residential (Hotels, Dormitories, Congregate Living): Occupied transiently (for less than one month).	J-1
R-2	Residential (Apartment Houses): More than 2 dwelling units on a long-term basis (for a month or more).	J-2
R-3	Residential (1 and 2 Family Houses): Not more than 2 apartments on a long-term basis (for a month or more).	J-3
S-1	Storage (Moderate Hazard): Moderate-hazard storage occupancy for any flammable or combustible materials.	B-1

S-2	Storage (Low Hazard): Low-hazard storage occupancy for non-combustible materials.	B-2
U	Utility and Miscellaneous: Structures of an accessory character, or not classified in any specific occupancy.	K

Prior to 2008 Code Building Occupancy Designations

Class	Short Description
A	High Hazard: Used for storing, manufacturing, or processing potentially explosive products or materials, or highly combustible or highly flammable products or materials that is likely to burn with extreme rapidity.
B-1	Storage (Moderate Hazard): Used primarily for storing any flammable or combustible material that is likely to permit the development and propagation of fire with moderate rapidity.
B-2	Storage (Low Hazard): Used for storing noncombustible materials and materials that does not ordinarily burn rapidly.
C	Mercantile: Used for display and sales of goods accessible to public inspection.
D-1	Industrials (Moderate Hazard): Used for fabricating, assembling, manufacturing, or processing products, materials, or energy and representing a moderate hazard due to the extent and nature of such operations, or to the materials involved.
D-2	Industrials (Low Hazard): Used for fabricating, assembling, manufacturing, or processing products, materials, or energy and representing a low hazard due to the extent and nature of such operations, or to the materials involved.
E	Business: Occupied for transacting business; for rendering professional services; or for performing other commercial services that may incidentally involve the storage of limited quantities of stocks of goods for office use or purposes.
F-1a	Assembly (Theaters): Buildings in which the person assembled comprise a seated or otherwise passive audience to a performance or presentation, and have their attention focused in a common direction or at a common subject, and in which scenery and scenic elements are used.
F-1b	Assembly (Churches, Concert Halls): Buildings in which the persons assembled comprise a seated or otherwise passive audience to a performance or presentation, and have their attention focused in a common direction or at a common subject, and in which scenery and scenic elements are not used.
F-2	Assembly (Outdoors): Includes all outdoor structures and spaces.
F-3	Assembly (Museums): Where the persons assembled are physically active and do not have a common center of attention.
F-4	Assembly (Eating and Drinking - Cabaret): Any room, place or space in which any musical entertainment, singing, dancing or other similar amusement is permitted.
	Assembly (Eating and Drinking - Not a Cabaret): Where persons assemble for the consumption of food or drink
G	Education: When persons occupy them for instruction or other educational purposes.
H-1	Institutional (Restrained): Used for the detention of persons under restraint.
H-2	Institutional (Incapacitated): Used for the care or treatment persons with physical limitations because of health or age.
J-1	Residential (Hotels): Primarily occupied for the shelter and sleeping accommodation of individuals on a day-to-day or week-to-week basis (e.g. hotels, motels, lodging houses, rooming houses.)

J-2	Residential (Apartment Houses): Having three or more dwelling units that are primarily occupied for the shelter and sleeping accommodation of individuals on a month-to-month or longer-term basis (e.g. apartment houses, apartment hotels, rooming houses).
J-2	Three Family Dwelling: Having more dwellings that are primarily occupied for shelter and sleeping accommodation of individuals.
J-3	Residential (1 & 2 Family House): Occupied as one-family or two-family dwellings, or as convents or rectories.
K	Miscellaneous: Having a temporary character, and minor occupancies not classified in any other specific occupancy group (e.g. sheds, fences, signs).
PUB	Old Code – Public Buildings: Only applicable to buildings built before 1968. Structures in which persons congregate for civic, political, educational, religious or recreational purposes, or in which are harbored to receive medical treatment, or are detained by reason of public duty.
RES	Old Code – Residence Buildings: Only applicable buildings built before 1968. Structures in which sleeping accommodations are provided, except such as may for other reasons be classed as public buildings.
COM	Old Code – Commercial Buildings: Only applicable to buildings built before 1968. Structures which are not public buildings or residence buildings, including among others, office buildings, salesrooms (stores), markets, warehouses, and restaurants.

Do the 2022 Code designations apply to Construction Classification?: If no is selected, prior to 2022 selections will be available. See [Building Code Chapter 6](#) for 2022 code details.

Prior to 2022 Code Construction Classifications:

Class	Short Description
I-A	4-Hour Protected (Non-Combustible)
I-B	3-Hour Protected (Non-Combustible)
I-C	2-Hour Protected (Non-Combustible)
I-D	1-Hour Protected (Non-Combustible)
I-E	Unprotected (Non-Combustible)
II-A	Heavy Timber (Combustible)
II-B	Protected Wood Joist (Combustible)
II-C	Unprotected Wood Joist (Combustible)
II-D	Protected Wood Frame (Combustible)
II-E	Unprotected (Combustible)
1	Fireproof Structures (Old Code)
2	Fire-protected Structures (Old Code)
3	Non-fireproofed Structures (Old Code)
4	Wood Frame Structures (Old Code)

5	Metal Structures (Old Code)
6	Heavy Timber Structures (Old Code)

Multiple Dwelling Classification:

Class	Class B	Description
OL		Old Law Tenement – Originally erected as a multiple dwelling in accordance with the laws in effect prior to April 12, 1901 and recorded as OL in the Tenement House Department (now Department of Housing Preservation and Development) before April 18, 1929. OLs comply with MDL Article 7.
OLSR		Old Law Tenement, Single Room – Old law tenements that contain units converted to single room occupancy pursuant to MDL § 248.
JAR		Joint Artist In Residence – Containing DUs that are classified as a ‘joint living work quarters for artists’ under Zoning Resolution § 12-10.
HAEA	HAEB	Hereafter Erected – Originally erected as a multiple dwelling in accordance with the laws in effect after January 1, 1929, whether old code (pre-1968) or new code (post 1968). <u>This includes all newly constructed multiple dwellings</u> (3 dwelling units (DUs) or more). <ul style="list-style-type: none"> • Also included are buildings originally erected as other than HAEA/HAEB, subsequently altered under the old code to comply with NYS Multiple Dwelling Law (MDL) Article 3 and Article 4 or 5. • Also included are buildings originally erected as other than HAEA/HAEB, subsequently altered under the new code to comply with all new code requirements for J-2.
HCA	HCB	Heretofore Converted – Originally erected as a one- or two-family dwelling, and converted prior to April 18, 1929 to a multiple dwelling, and classified as a converted dwelling as per MDL § 4.10. HCAs and HCBs comply with MDL Article 6.
HACA	HACB	Hereafter Converted – Originally erected as a one- or two-family dwelling in accordance with the laws in effect prior to December 6, 1968, and converted after April 18, 1929 to a multiple dwelling in accordance with such laws, and classified as a converted dwelling as per MDL § 4.10. HACAs and HACBs comply with MDL Article 6. If the original date of construction of the building is prior to April 18, 1929, then the stringent provisions of MDL § 170-a do not apply. If the original date of construction of the building is after April 18, 1929, then the stringent provisions of MDL § 170-A apply.
CAA		Commercial Altered – Originally erected as a nonresidential building in accordance with the laws in effect prior to December 6, 1968, and used for one or more of the nonresidential purposes enumerated in MDL § 277 prior to January 1, 1977, and subsequently converted to a multiple dwelling in compliance with the old code and MDL Article 7-B.
COL		Converted Old Law – A tenement recorded as such in the Department of Housing Preservation and Development.
CNL		Converted New Law – A tenement recorded as such in the Department of Housing Preservation and Development.
NLSR		New Law Tenement, Single Room – New law tenements that contain units converted to single room occupancy pursuant to MDL § 248.

NL		New Law Tenement – Originally erected as a multiple dwelling in accordance with the law Department of Housing Preservation and Development) before April 18, 1929. NLS comply with MDL Article 7.s in effect after April 12, 1901 and prior to April18, 1929, and recorded as NL in the Tenement House Department (now
	LH	Lodging House – Erected in accordance with the laws in effect prior to December 6,1968 as a lodging house, and subsequently maintained or altered in accordance with MDL § 66. These buildings typically have open plan rooms with many beds serving a transient population.
HEXA	HEXB	Heretofore Erected Existing – Erected in accordance with the laws in effect prior to January 1, 1929 as an apartment hotel or a hotel, and subsequently maintained or altered in accordance with MDL § 67. At the time of construction they were exempt from the Tenement House Act (now found in MDL Article 7), at that time needing to comply only with the less stringent Building Code. However, in 1929, the MDL classified them as multiple dwellings.
	Y	Y-Type – A class B multiple dwelling recorded as such in the Department of Housing Preservation and Development.

Building Height as defined in the Building Code: Used to determine site safety requirements.

Building Stories as defined in the Building Code: Used to determine site safety requirements.

Building Footprint (Sq. Ft.): Not required for Structural filings.

Building Type: Select either ‘1, 2, or 3 Family’ for buildings categorized as such with no more than 3 dwelling units or ‘Other’ for all other building types. For an Alteration filing that is changing from a 1, 2, or 3-family building to another type of building (or vice versa), make a selection based on what the building type will be at the end of the application after the completion of the proposed work. Used to determine site safety requirements.

Mixed Use Building: Select ‘yes’ when the building includes residential use as well as another type of use, such as commercial, mechanical or community facility. For an Alteration filing that is changing from a single use to a mixed use (or vice versa), make a selection based on what the use will be at the end of the application after the completion of the proposed work.

Building was originally erected pursuant to which Building Code. The applicant must identify whether the building was originally constructed under the 2014, 2008, 1968 Building Code or an earlier Building Code. For example, where a building was originally constructed in 1942 using the 1938 Building Code, the applicant will check the box ‘Prior to 1968’.

The earliest Code with which this building or any part of it is required to comply: In most cases, the answer will be the same as the previous question. However, where an entire building has undergone or is undergoing alterations so that it fully complies with a later Building Code, the applicant must indicate the later Building Code. For example, a building was originally constructed in 1942 using the 1938 Building Code, the entire building was later renovated in 1972 to fully comply with the 1968 Building Code. In this example, the applicant will check the box ‘1968’. If, for the same example, the building was only partially renovated in 1972 to comply with the 1968 Building Code, and the remaining that was constructed

under the 1938 Building Code was left intact, the applicant must then check the box 'Prior to 1968'.

Number of stories of tallest adjacent building: Less than 7, From 7-14, More than 14

Height of tallest adjacent building: Less than 35 ft, From 35-75 ft, From 76-150 ft, More than 150 ft

Is the proposed construction on the lot line with an existing structure?: Used to determine PGL insurance requirements.

Are you using Mandatory and/or Optional Zoning Provision?: If yes, provide optional provision(s) and other comments (e.g. Plaza, POPS, Quality Housing, Voluntary Inclusionary Housing, etc.).

Building Characteristics: Include all Zoning Floor Area for the proposed building(s)/building segments and any existing building(s)/building segments on the zoning lot with associated FAR *by use* (this is a total of the completed building(s)/building segments and is *not* floor by floor). Use can be: Residential, Quality Housing, Commercial, Manufacturing, or Community facility. If the application is for a site with multiple zoning districts, state the proposed development by use, by district, on separate lines. If there is no enlargement, and the job is just a change of use, the existing total and proposed total should be the same.

Dwelling Units/Density

Dwelling Units (Building): Populates the Number of Dwelling Units field on the Certificate of Occupancy request.

Dwelling Units (Lot): Used to calculate proposed density.

Proposed Density Calculation: Automatically calculated based on the Lot Area Total and proposed Dwelling Units (lot). If there are zero dwelling units, the field populates as N/A.

Non-Conforming/Non-Complying

Continuation of Non-Conforming Use?: If yes, enter comments.

Continuation of Non-Complying Building? If yes, enter comments.

Parking & Loading

Existing Parking: If yes, enter Number of Open Parking Spaces and Number of Enclosed Parking Spaces.

Will there be a change to the number of parking spaces?: If yes, enter Total number of Open Parking Spaces upon completion of

proposed work and Total number of Enclosed Parking Spaces upon completion of proposed work.

Is there any existing Loading Berth?: If yes, enter Number of Existing Berths.

Will the number of Loading Berths be changing as a result of the proposed work?: If yes, enter Total Number of Berths upon completion of proposed work.

COST AFFIDAVIT (PW3)

Initial Cost Details. A cost affidavit indicating estimated costs of construction is required to ensure appropriate assessment of DOB fees. Enter the Area/Units, Unit Cost and Description of Work.

Final Cost Details. A cost affidavit indicating actual costs is required to ensure appropriate assessment of DOB fees and is entered before requesting a Letter of Completion.

Is Estimated Job Cost same as Final Cost?: If Yes, select +Add to update the final cost. If No, select +Add and enter the cost details. Select Update and then Save for the Final Estimated Cost to display.

TECHNICAL REPORTS

See the [Technical Reports Guide](#) for more information.

DOCUMENTS

See the [Waiver and Deferral Document Request List](#) for more information.

LETTER OF COMPLETION

If an initial or amended Certificate of Occupancy is not required for the filing, a Letter of Completion (LOC) can be obtained. The following is required to request an LOC:

- The application is in Permit Entire status.
- Cost Affidavit (PW3): Final Cost Details are verified.
- All Required Documents are submitted.
- Final Technical Report (if applicable) has been certified.
- All permits have been inspected and are in Signed-Off status.
- All AHV permits are in an approved status.

The owner or applicant of record can request an LOC by selecting **Request LOC** from the Filing Action column for the job filing on the dashboard. Once approved the LOC is emailed to the stakeholders on the filing and can be printed from the job filing or the public portal.

A final inspection technical report is not required for temporary construction equipment (construction fence, sidewalk shed, support of excavation, supported scaffold, and protection and mechanical methods) job filings. To sign off the permit and receive a Letter of Completion (LOC) for FN, SH, SE, SF and PMM work types, submit a removal notification by selecting **+Notification** from the dashboard. Any stakeholder on the filing can submit the removal notification. Upon submission of the removal notification, the permit status will be updated to Signed Off and the job status will be updated to LOC Issued once all the permits on the filing are signed off. ([Local Law 146 of 2021](#))

CERTIFICATE OF OCCUPANCY

See the [DOB NOW: Build – Job Types Training Presentation](#) for more information on Certificate of Occupancy.

STATEMENTS & SIGNATURES

Applicant of Record's Attestation

The applicant completes the section to provide an electronic signature before the application can be submitted. The applicant also uploads a [Design Professional/Licensee Seal and Signature Form \(DPL-1\)](#) as a Required Document. The date on the form cannot be more than one year from the date of submission.

Owner's Attestation

All job filings in DOB NOW require confirmation from the Owner authorizing the applicant to submit the filing and acknowledging that the information in the application has been reviewed. An Owner provides confirmation by completing the Owner's Attestation section of the Statements & Signatures tab.

Occupied Dwelling Units (Questions 1-4)

If the owner selects **Yes** to Question 1, **occupied dwelling units during construction**, a Tenant Protection Plan (TPP) is required. A TPP is required if residential units will be occupied any time before the permit is signed off by DOB. Questions 3-4 determine compliance requirements with tenant protection laws based on whether residential units are occupied at the time of application.

Rent Controlled or Rent Stabilized Housing (Questions 5-6)

This information is checked with data provided by NYS Homes and Community Renewal (DHCR) if at least one rent-regulated unit is in the building. If there is at least one rent-regulated unit in the building and the owner checks **No** to Question 5, a document is required confirming the building contains 0 rent controlled/stabilized units and explaining why the DHCR records are inaccurate. Otherwise, owners must check **Yes** to Question 5.

Loft Board Notification (Question 7)

Owners proposing work to convert their loft buildings into legal residences are required to notify the NYC Loft Board at (212) 393-2603 and ask for the Public Information Officer.

Interior Work (Questions 8-10)

If the proposed work requires a TPP and the owner checks **Yes** to Questions 8, 9, or 10, a Tenant Protection Plan Compliance special inspection will not be required.

Owner Arrears (Questions 11-12)

This section appears on New Building, Alteration-CO, and Full Demolition filings to comply with **Local Law 160 of 2017**. If the owner answers **Yes** to either question, a list of exceptions will appear as Question 13. If an exception is not selected, a permit cannot be obtained.