

# DOB NOW: *Build*

**For Antenna and Curb Cut Filings**

**Industry Information Session**

Updated: 2/14/18

# Learning Objectives

- Describe DOB NOW
- Know Where to Go for Help
- Register for DOB NOW through eFiling
- Login and Navigate within DOB NOW: *Build*
- Create a New Job Filing
- Schedule Appointments, Resolve Objections and Resubmit
- File a PW2 and Print a Permit
- Submit Post Approval Amendments (PAA)
- Request After Hours Variance (AHV Request)
- Request a Letter of Completion (LOC Request)
- Make a Subsequent Filing

# Session Structure

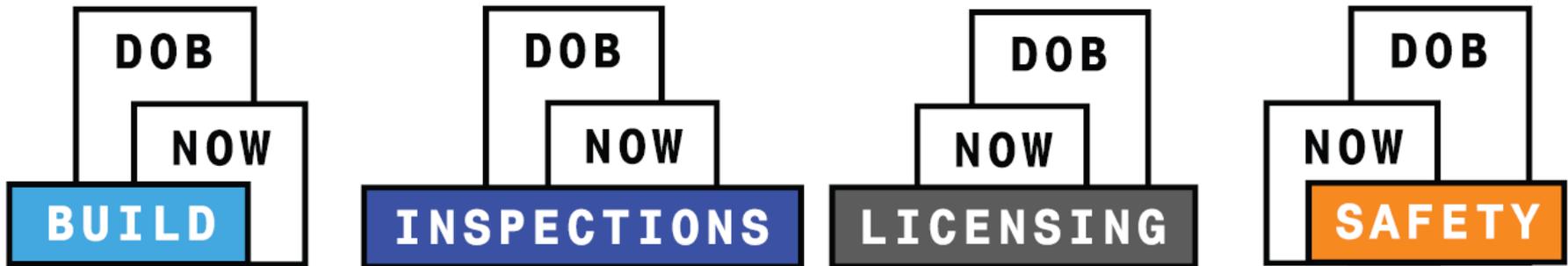
- Presentation
- Scenarios performed in DOB NOW
- Knowledge Checks and Polls

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# Introduction to DOB NOW

# DOB NOW at-a-glance



**DOB NOW** is an interactive, web-based portal that will enable building owners, design professionals, filing representatives, and licensees to do all business with DOB online, including:

- Submit applications
- Make payments
- Schedule appointments
- Check the status of an application
- Pull permits
- Make renewals

# Impact on Customers



## Better Customer Service

Customers are able to submit DOB NOW: *Build* job filings and DOB NOW: *Safety* compliance filings **online** for work types live in DOB NOW, which is more convenient than having to travel to a DOB office.



## Increased Access to Information

Customers can view real-time information on job filings and compliance filings for work types live in DOB NOW in one place online: the DOB NOW Public Portal.



## Greater Transparency

DOB NOW will make construction in the city more transparent for residents and building owners.



## Improved Processing

Moving from paper-based to digital makes it easier for DOB to review applications and process them.

# Change is Hard

## RESISTANCE TO CHANGE



"I've been doing things this way for a long time and it's always worked – I don't see the **need for change**"

"**I don't agree** with this change"

## CONFUSION AND ANXIETY



"I **don't know** what I'm meant to be doing"

"How does this change **affect me personally?**"

## LACK OF ENGAGEMENT



"I'm **not sure what to do** and **I need help**"

"I'm going to **wait this out** and see if it goes away"

# DOB NOW Resources

**Department of Buildings website**  
[www.nyc.gov/dobnowinfo](http://www.nyc.gov/dobnowinfo)

Here you will find helpful links to:

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

Click on the Links to drill down for more information in each of the categories.

# Support

Send your questions to **DOB Customer Service** by submitting a request from the DOB NOW Home Page or by visiting the link

Welcome

Email

Email

Password

Password

Login

[Can't access your account?](#)

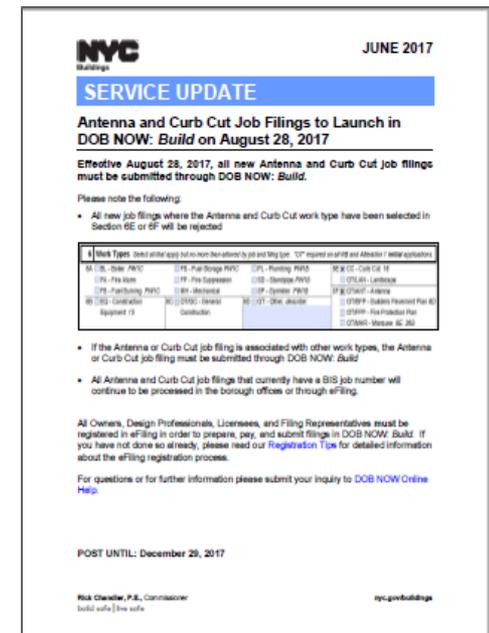
[Need more help? Contact us.](#)

[www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp)

# Key Dates and Changes

# Rule Review

- As of **August 28<sup>th</sup>**, the use of DOB NOW: *Build* for is **mandatory** for:
  - Antenna filings
  - Curb Cut filings
- If the Antenna and Curb Cut filing is associated with other work types, the Antenna and Curb Cut job filing must be submitted in DOB NOW: *Build* and the other work types may be submitted in the Borough Offices or through eFiling



# Rule Review

All Antenna and Curb Cut job filings that currently have a BIS job number will continue to be processed in the Borough Offices or through eFiling.

# Rule Review

As of August 28<sup>th</sup>, paper filings with Curb Cut or Antenna checked in Section 6 of the PW1 will be rejected by the DOB.

<b>6 Work Types</b> <i>Select all that apply but no more than allowed by job and filing type. "OT" required on all NB and Alteration 1 initial applications.</i>			
6A <input type="checkbox"/> BL - Boiler PW1C	<input type="checkbox"/> FS - Fuel Storage PW1C	<input type="checkbox"/> PL - Plumbing PW1B	<input checked="" type="checkbox"/> 6E <input checked="" type="checkbox"/> CC - Curb Cut 16
<input type="checkbox"/> FA - Fire Alarm	<input type="checkbox"/> FP - Fire Suppression	<input type="checkbox"/> SD - Standpipe PW1B	<input type="checkbox"/> OT/LAN - Landscape
<input type="checkbox"/> FB - Fuel Burning PW1C	<input type="checkbox"/> MH - Mechanical	<input type="checkbox"/> SP - Sprinkler PW1B	<input checked="" type="checkbox"/> 6F <input checked="" type="checkbox"/> OT/ANT - Antenna
6B <input type="checkbox"/> EQ - Construction Equipment 15	6C <input type="checkbox"/> OT/GC - General Construction	6D <input type="checkbox"/> OT - Other, describe:	<input type="checkbox"/> OT/BPP - Builders Pavement Plan 8D
			<input type="checkbox"/> OT/FPP - Fire Protection Plan
			<input type="checkbox"/> OT/MAR - Marquee 8E, 26B

# Not Currently Available in DOB NOW

## Process

AI1 - Additional Information Form

PER11 - Manual Appointment Request

CCD1 - Construction Code Determination

ZRD1 - Zoning Resolution Determination

L2 - Requests for Overrides, Reductions, or Waivers of Civil Penalties for Work Without a Permit and Stop Work Order Violations

Withdrawal and Superseding Requests

Required Document Waiver and Deferral Request

Submit through [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp)

# Job Filing and Permit Number

## Job Number

9 Characters

**M00000001**

Borough (M,B,X,Q,S) + 8 Digits

M = Manhattan, B = Brooklyn, X = Bronx,  
Q = Queens, S = Staten Island

## Filing Number

2 Characters

**I1**

**S1, S2, S3 ...**

**P1, P2, P3 ...**

Alphabetical Character + 1 Digit

I = Initial Filing, S = Subsequent Filing, P = PAA

## Permit Number

13 Characters

**M00000001 – I1 – AN**

Job Number + Filing Number + Permit Type

AN = Antenna, CC = Curb Cut

## After Hours Variance Number

8 Characters

**M1356789**

Borough (M,B,X,Q,S) + 7 Digits

M = Manhattan, B = Brooklyn, X = Bronx,  
Q = Queens, S = Staten Island

# Filing Types

Filing Type	Description	Example	Sample Job Filing Number
Initial	Original application for a job; generates the job number	Curb Cut job filing	M00289607-I1
Post Approval Amendment	Used to make adjustments after approval	Scope of work increases; significant change to the plans	M00289607-P1
Subsequent	Used to link jobs with different work types together	Add Standpipe to a Plumbing job filing M00289610-I1	M00289610-S1

# Knowledge Check

True or False:

Using DOB NOW for Antenna and Curb Cut Filings is optional.

# Knowledge Check

Answer:

False

Using **DOB NOW: *Build*** for Antenna and Curb Cut Filings is mandatory as of August 28<sup>th</sup>.

# Knowledge Check

## True or False:

As long as an Antenna or Curb Cut filing is associated with other work, it's OK to check the box on the paper PW1.

# Knowledge Check

Answer:

False

PW1 filings submitted in the Borough Offices with the Antenna or Curb Cut boxes checked in Section 5 will be rejected.

# Knowledge Check

## Question:

How do I submit the following for DOB NOW jobs?

Process
AI1 - Additional Information Form
PER11 - Manual Appointment Request
CCD - Construction Code Determination
ZRD1 - Zoning Resolution Determination
L2 - Requests for Overrides, Reductions, or Waivers of Civil Penalties for Work Without a Permit and Stop Work Order Violations
Withdrawal and Superseding Requests
Required Document Waiver and Deferral Request

# Knowledge Check

Answer:

Submit through [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp)

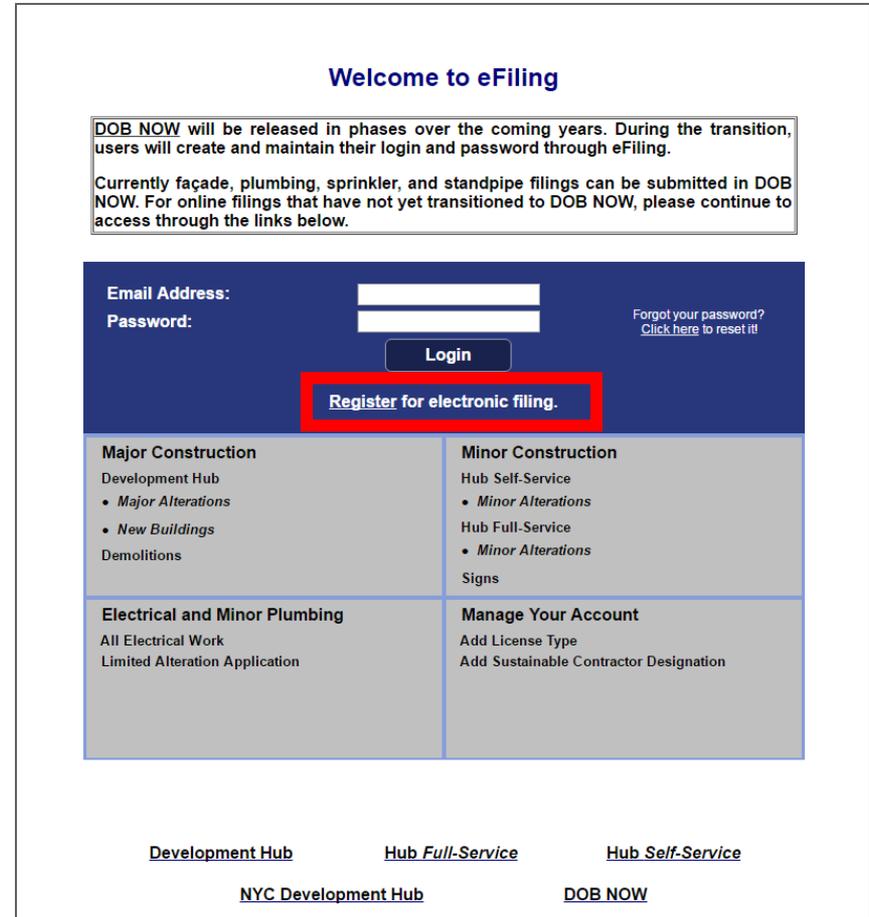
# Register for DOB NOW through eFiling

# Register for DOB NOW through eFiling

Before you can file in DOB NOW, all stakeholders associated to the filing must register for eFiling

If you are already registered in eFiling then you will use your existing eFiling username and password to access DOB NOW

Register at  
[www.nyc.gov/dobefiling](http://www.nyc.gov/dobefiling)



**Welcome to eFiling**

DOB NOW will be released in phases over the coming years. During the transition, users will create and maintain their login and password through eFiling. Currently façade, plumbing, sprinkler, and standpipe filings can be submitted in DOB NOW. For online filings that have not yet transitioned to DOB NOW, please continue to access through the links below.

Email Address:

Password:

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

**Login**

**Register for electronic filing.**

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

[Development Hub](#)      [Hub Full-Service](#)      [Hub Self-Service](#)

NYC Development Hub      DOB NOW

# Who Needs to Register for eFiling

- Property Owners
- Filing Representatives
- Design Professionals
  - Registered Architects
  - Registered Landscape Architects
  - Professional Engineers
- General Contractors
- Inspectors
  - Special Inspectors
  - Progress Inspectors
- Site Safety
  - Site Safety Manager
  - Construction Superintendent
  - Site Safety Coordinator

# eFiling Registration – Contact Details

## NYC Development Hub Enrollment Form

Please provide the following information to enroll for NYC Buildings eFiling. Items with a (\*) are required.

When you have completed the form, please click on 'submit' and follow the instructions.

### Electronic Filing Account Information (required for all users)

It is important to provide a valid e-mail address you have access to. An activation email will be sent to this email address. If you forget your password the only way to gain access to your account and saved work is with your e-mail address! Your e-mail address can be updated after enrollment.

Email Address (*)	<input type="text"/>
Re-Enter Email Address (*)	<input type="text"/>
Password (*)	<input type="password"/>
Verify Password (*)	<input type="password"/>
<b>USER ACCOUNT INFORMATION</b>	
First Name (*)	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name (*)	<input type="text"/>
Business Address (*)	<input type="text"/>
Apt #	<input type="text"/>
City (*)	<input type="text"/>
State (*)	<input type="text"/>
Zip (*)	<input type="text"/>
Contact Phone (*)	<input type="text"/> <input type="text"/> <input type="text"/>
Mobile Phone	<input type="text"/> <input type="text"/> <input type="text"/>

# eFiling - Authentication Form

**AUTHENTICATION FORM**

**Instructions:**  
In order to participate in Buildings' eFiling program, you must accurately complete this form. Please sign the form, have it notarized, and stamp it with your professional seal (if applicable). Any false or misleading statement(s) provided herein will result in the applicant's disqualification from being able to renew permits electronically and may lead to criminal prosecution.

**APPLICANT INFORMATION**

E-mail Address: shobhnat@gmail.com		Date: 12/5/2008	
Last Name: Tindwani	First Name: Shobhna		MI: C
Contact Address: 280 Broadway	Apt #:		
City: NEW YORK	State: NY	Zip: 10007	
Contact Tel: 222-333-4444	Mobile Phone: 222-555-6666		

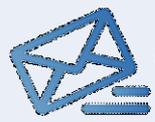
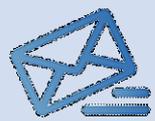
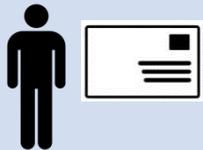
**LICENSES AND TRACKING NUMBERS**

Please list all licenses and tracking numbers issued to you by DOB and associated business information

Master Plumber	License Number:	
	Business Name 1:	
	Business Name 2:	
Fire Suppression & Piping Contractor	License Number:	
	Business Name:	
	Business Name 2:	
Oil Burner Installer	License Number:	
	Business Name:	
Sign Hanger	License Number:	
	Business Name:	
General Contractor	Tracking Number:	111111
	Business Name:	New York Pvt Ltd.
Electrical Contractor	License Number:	
	Business Name:	

Enter License Number and Business Information

# Register for eFiling

eFiler	Complete Registration Form	Click Verification Email	Print Authentication Form	Sign, Date and Seal or Notarize	Submit Application and Credentials to DOB	Receive Confirmation of Registration from DOB
Owner						
Licensed Professionals, General Contractors, Filing Representatives					 LAA, 5 <sup>th</sup> floor 280 Broadway *	

\* Note: Professional Engineers, Registered Architects, or Registered Landscape Architects must bring their DOB ID card when delivering the form in person. A representative cannot deliver in their place.

# Prepare to Access DOB NOW: *Build*

DOB recommends using DOB NOW: *Build* in Internet Explorer 9

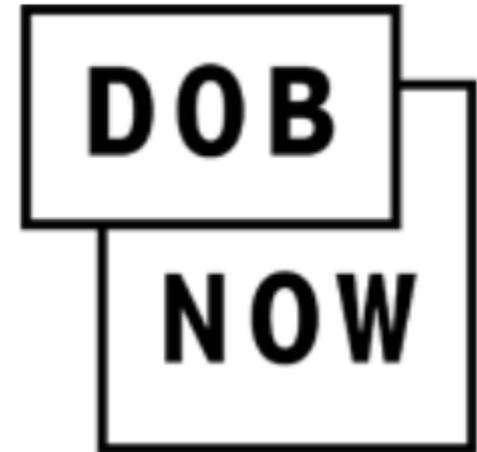
## To Turn Off Pop-Up Blockers in IE9

Go to **Settings** (the gear icon )

Select **Internet Options**

Go to the **Privacy** tab

Deselect **Turn On Pop Up Blockers**



# Knowledge Check

True/False:

The property owner must be registered in eFiling before a filing can be submitted.

# Knowledge Check

## True:

- Property Owners
- Filing Representatives
- Design Professionals
  - Registered Architects
  - Registered Landscape Architects
  - Professional Engineers
- General Contractors
- Inspectors
  - Special Inspectors
  - Progress Inspectors
- Site Safety
  - Site Safety Manager
  - Construction Superintendent
  - Site Safety Coordinator

# Roles and Responsibilities in DOB NOW

# Permissions by Role

	Design Professional	Owner	Filing Rep	General Contractor
PW1/PW3/TR1/TR8/EN2	Add/Edit	Add/Edit	Add/Edit	Read Only
DS1	Add/Edit	Add/Edit	Add/Edit	Read Only
Work Permits	Add/Edit	Add/Edit	Add/Edit	Add/Edit
Plans	Upload	Read Only	Read Only	Read Only
Other Documents	Upload	Upload	Upload	Upload
DPL1	Upload	Read Only	Read Only	Upload
Payment	Pay	Pay	Pay	Pay
Legal Statement and Signatures	Attestation	Attestation	Read Only	Attestation
Submit a Filing	Submit	No Access	No Access	No Access

# Antenna Special Permissions

	Special Inspector	Progress Inspector
PW1/PW3	Read Only	Read Only
DS1	Read Only	Read Only
Work Permits	Read Only	Read Only
TR1/TR8/EN2	Identification/ Certification	Identification/ Certification
Other Documents	Upload	Upload
DPL1	Upload	Upload
Payment	Pay	Pay
Submit a Filing	No Access	No Access

# Antenna Special Permissions

	Site Safety Manager	Site Safety Coordinator	Construction Superintendent
PW1/PW3	Read Only	Read Only	Read Only
DS1	Read Only	Read Only	Read Only
Work Permits	Add/ Acknowledge	Add/ Acknowledge	Add/ Acknowledge
TR1/TR8/EN2	Read Only	Read Only	Read Only
Other Documents	Read Only	Read Only	Read Only
DPL1	Read Only	Read Only	Read Only
Payment	Read Only	Read Only	Read Only
Submit a Filing	Read Only	Read Only	Read Only

# Knowledge Check

Question:

Who can click the File button on a Filing?

# Knowledge Check

Answer:

Only a Design Professional can click the File button.

# Sign on to DOB NOW

Access DOB NOW: *Build*

[www.nyc.gov/dobnow](http://www.nyc.gov/dobnow)

# DOB NOW Log In Screen

**1** Search the Public Portal for Filings and Permits Submitted in 

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

**Address**

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

**Building Identification Number (BIN)**

**Borough, Block, Lot**

**Device Search**

Enter your e-Filing account information

**Email**

**Password**

To register for an account or reset your password, go to the eFiling website.  
Need more help? Contact us.

 Public Portal FAQ and User Manual

 FAQ and Resources

 FAQ and Resources





1. Public Portal
2. Log In to DOB NOW

# DOB NOW Log In Screen

The screenshot shows the DOB NOW Log In Screen. At the top left, there is a search bar with the text "Search the Public Portal for Filings and Permits Submitted in" and a "DOB NOW" logo. Below this is a large blue header "Address" containing three input fields: "House Number" (with placeholder "Enter House Number"), "Street Name" (with placeholder "Enter Street Name"), and "Borough" (with a dropdown menu "Select Borough"). A blue "Search" button is positioned below these fields. Below the address section are three more blue header sections: "Building Identification Number (BIN)", "Borough, Block, Lot", and "Device Search".

On the right side, there is a "Log In to DOB NOW to Submit and Filings:" section. It contains the text "Enter your e-Filing account information" and two input fields: "Email" and "Password". A blue "Login" button is below these fields. Below the login button, there is a note: "To register for an account or reset your password, go to the eFiling website. Need more help? Contact us."

At the bottom of the page, there are five red-bordered boxes with numbered callouts (1-5) pointing to specific links:

- 1. Public Portal FAQ and User Manual
- 2. DOB NOW INSPECTIONS
- 3. Building Information Search
- 4. DOB NOW BUILD FAQ and Resources
- 5. NYC OpenData

1. Link to FAQs and Public Portal User Manual
2. Link to Inspections
3. Link to Build and Safety FAQs and Resources
4. Link to BIS
5. Link to NYC Open Data

# Sign On to DOB NOW: *Build*

1. Enter your **Email** and **Password** that you created in eFiling
2. Click **Login**

Welcome

**Email**

**Password**

Login

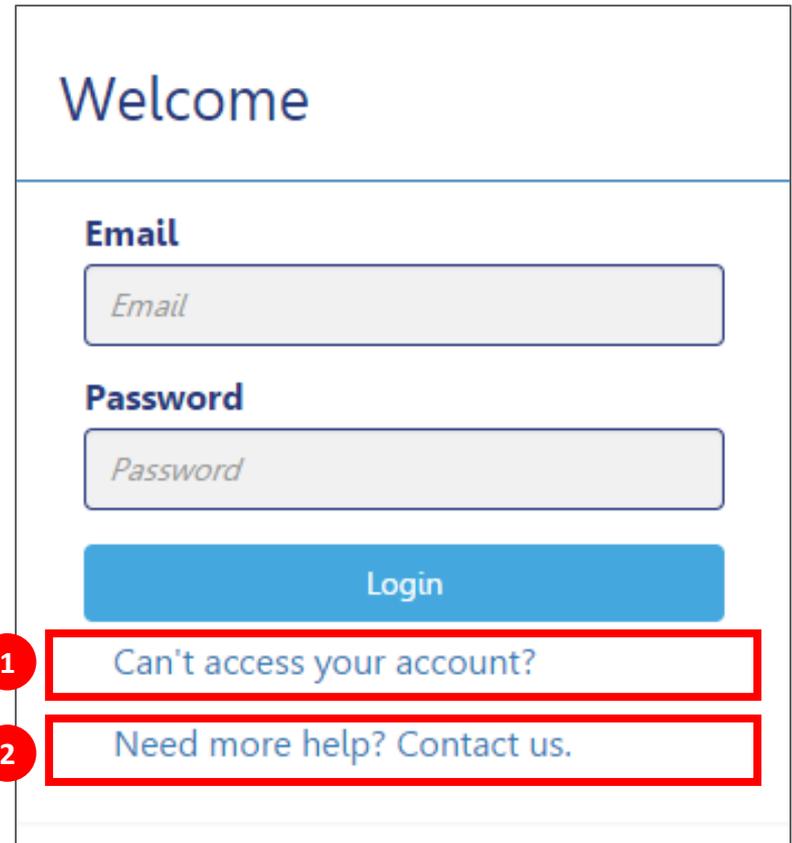
[Can't access your account?](#)

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

# Get Help

**1. Can't access your account?** – click for assistance with eFiling Registration or forgotten password

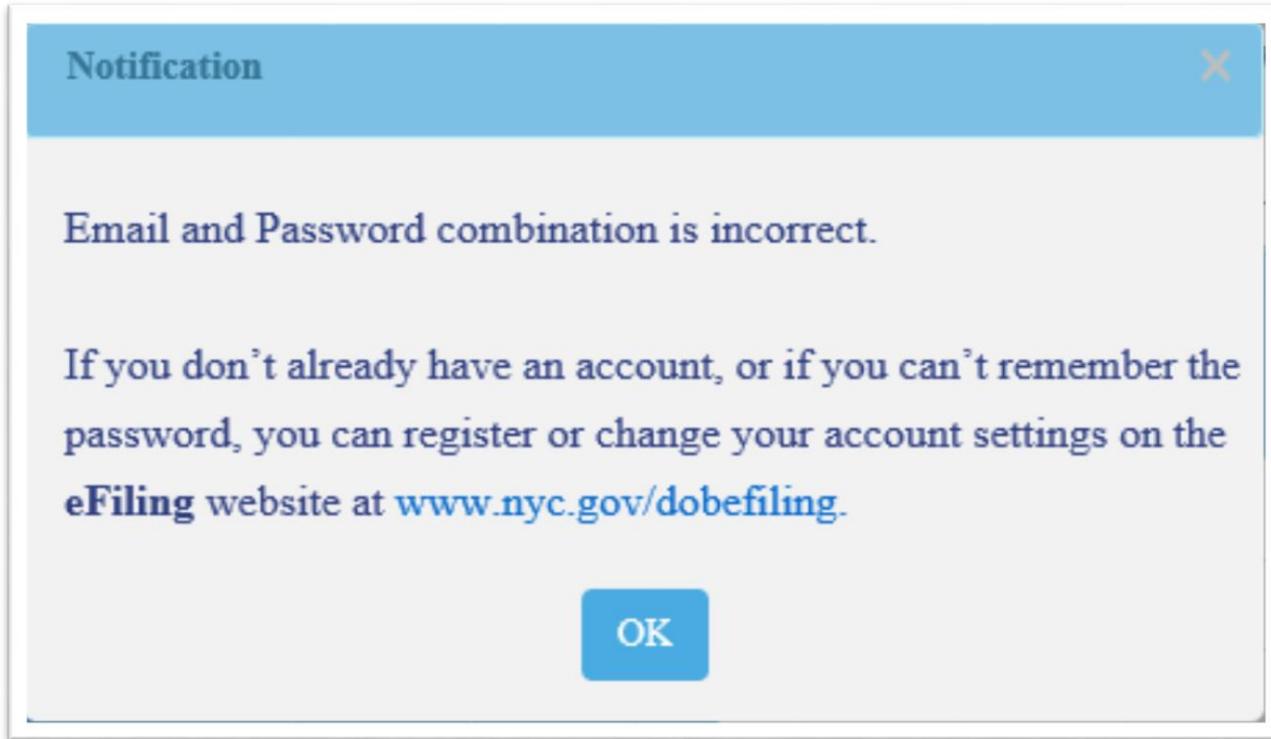
**2. Need more help? Contact us.** – to contact the DOB Customer Service Team



The image shows a login interface with the following elements:

- Welcome** header
- Email** label above a text input field containing the placeholder *Email*
- Password** label above a text input field containing the placeholder *Password*
- Login** button
- Link 1: **1** Can't access your account? (highlighted with a red box)
- Link 2: **2** Need more help? Contact us. (highlighted with a red box)

# Log In Error Message



The system will direct you to the eFiling registration site

# Navigate to DOB NOW: *Build*

DOB NOW

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

Welcome! DOB NOW provides robust online accounts, making it easier to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and make renewals.

Façade Compliance Filings are available under **DOB NOW: Safety**.

Plumbing, Sprinkler, and Standpipe Job Filings are available under **DOB NOW: Build**.

Get started by selecting a component below.

1

DOB NOW BUILD

DOB NOW SAFETY

## 1. Select DOB NOW: *Build*

# DOB NOW: *Build* Dashboard

NYC Buildings
311 Search all NYC.gov websites Dev-AN/CC Branch

**DOB NOW**

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

Welcome, JOE ADAM  
AJQETEST@GMAIL.COM

[Need Help?](#)  
[Sign Out](#)

Home
+ Job Filing
+ Work Permit
+ AHV Permit
+ Request LOC

My Jobs
My Work Permits
My AHV Work Permits
MY LOC Requests
Job Filing Search

Filter my jobs
Refresh

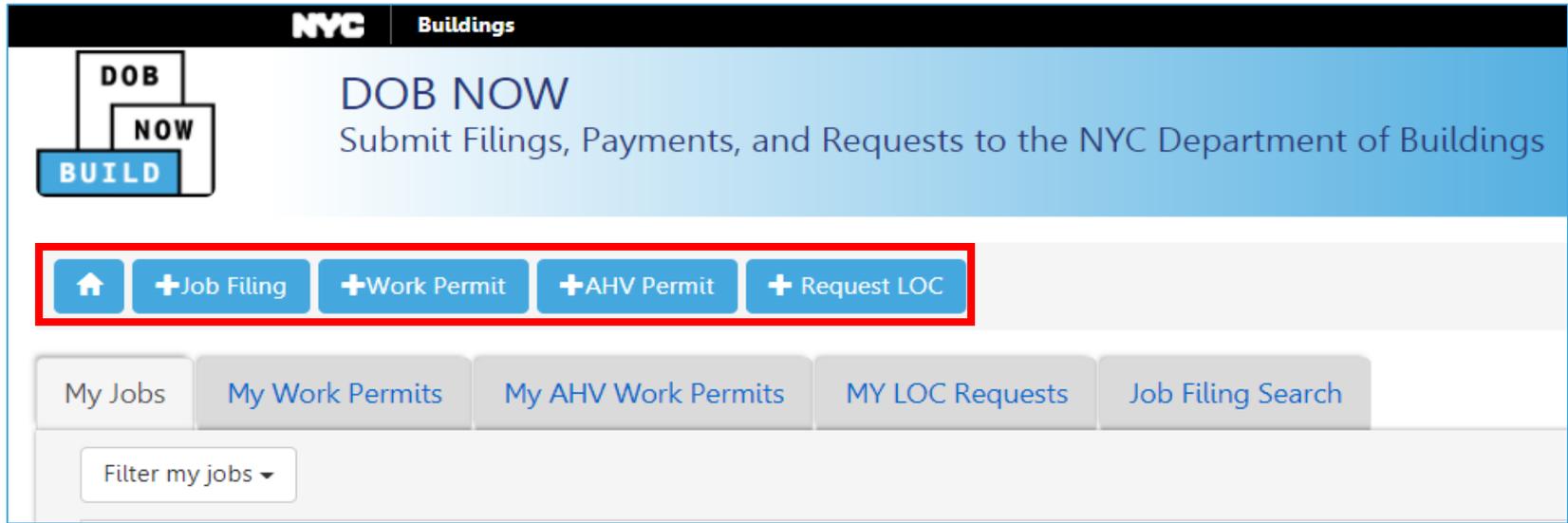
Job Number	Filing Number	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date	Modified Date	Payment Status	Filing Action
✓ M00002702	I1	Pre-Filing	280 BROADWAY	MANHATTAN	SAM FACE	SAM FACE	07/13/2017 11:12:10 AM	07/13/2017 01:27:46 PM	Paid	Select Action:
✓ M00002697	I1	Pending Plan ...	45 ROCKEFELLE...	MANHATTAN	JOE ADAM	JOE ADAM	07/13/2017 10:23:14 AM	07/13/2017 11:03:42 A...	Paid	Select Action:
✓ M00002696	I1	Pending Prof ...	45 ROCKEFELLE...	MANHATTAN	JOE ADAM	APPLE RO...	07/13/2017 10:19:07 AM	07/13/2017 01:59:50 PM	Paid	Select Action:
✓ M00002695	I1	Pending Plan ...	93 GRAND STRE...	MANHATTAN	JOE ADAM	SAM FACE	07/13/2017 10:13:00 AM	07/13/2017 02:28:10 PM	Paid	Select Action:
✓ M00002692	I1	Pending Prof ...	1 LIBERTY PLAZA	MANHATTAN	JOE ADAM	APPLE RO...	07/13/2017 09:57:11 AM	07/14/2017 10:15:03 A...	Paid	Select Action:
✓ M00002689	I1	Pending Plan ...	85 WEST STREET	MANHATTAN	JOE ADAM	APPLE RO...	07/13/2017 09:52:02 AM	07/13/2017 03:24:40 PM	Paid	Select Action:
✓ M00002688	I1	Pending Plan ...	85 WEST STREET	MANHATTAN	JOE ADAM	APPLE RO...	07/13/2017 09:45:46 AM	07/13/2017 04:01:02 PM	Paid	Select Action:
✓ M00002686	I1	Pre-Filing	64 FULTON STR...	MANHATTAN	JOE ADAM	SAM FACE	07/13/2017 09:39:03 AM	07/14/2017 10:08:55 A...	Due	Select Action:
✓ M00002685	I1	Pre-Filing	33 LIBERTY STR...	MANHATTAN	JOE ADAM		07/13/2017 09:36:26 AM	07/13/2017 09:36:27 A...	Due	Select Action:
✓ M00002682	I1	Pre-Filing	33 LIBERTY STR...	MANHATTAN	JOE ADAM		07/13/2017 09:11:24 AM	07/14/2017 09:58:40 A...	Due	Select Action:

Total Items: 1242 (Showing Items: 10)

1 2 / 125 10 Items Per Page

11 - 20 of 1242 items

# Create New Filings



NYC Buildings

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

Home + Job Filing + Work Permit + AHV Permit + Request LOC

My Jobs My Work Permits My AHV Work Permits MY LOC Requests Job Filing Search

Filter my jobs ▾

-  – Return to Dashboard
- + **Job Filing** – Create a new job filing
- + **Work Permit** – Request a work permit
- + **AHV Permit** – Request an After Hours Variance (AHV) permit
- + **Request LOC** – Request a Letter of Completion

# View Your Filings

NYC Buildings

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

Home +Job Filing +Work Permit +AHV Permit +Request LOC

My Jobs My Work Permits My AHV Work Permits My LOC Requests Job Number Search

- **My Jobs** – Your Existing Job Filings
- **My Work Permits** – Your Work Permits
- **My AHV Work Permits** – Your After Hours Variances (AHV)
- **My LOC Requests** – Your Letters of Completion
- **Job Filing Search** – Search for a Job Filing

# Customize the Dashboard

Job Number	Filing Number	Filing Status	Address	Owner
M00002751	I1	Approved	280 BROADWAY	JOE ADAM
M00002745	P1	Pre-Filing	280 BROADWAY	APPLE ROME
M00002747	I1	Pending Prof Cert QA Assignment	280 BROADWAY	APPLE ROME

1. **Filter My Jobs** – Filter the list by work type
2. **Column Search** – Search for a value in a column
3. **Column Sorter** – Click the arrow to sort in ascending or descending order
4. **Column Editor** – Chose the columns that are displayed

# Navigate from Page to Page

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

Filter my jobs Refresh

Job Number	Filing Number	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date	Modified Date	Paym
M00002153	P2	Pre-Filing	280 BROADWAY	MANHATTAN	ADAM JOE2	APPLE ROME18	07/26/2017 05:33:12 PM	07/26/2017 05:33:42 PM	Due
M00002980	I1	Pre-Filing	280 BROADWAY	MANHATTAN	ADAM JOE2		07/26/2017 05:18:22 PM	07/26/2017 05:18:25 PM	Due
B00002979	I1	Pre-Filing	150 MARINE AVENUE	BROOKLYN	ADAM JOE2		07/26/2017 04:28:25 PM	07/26/2017 04:30:36 PM	Due
M00002523	P1	Pre-Filing	280 BROADWAY	MANHATTAN	ADAM JOE2	TESTING DOB	07/26/2017 04:12:41 PM	07/26/2017 05:19:59 PM	Due
M00002972	I1	Pre-Filing	280 BROADWAY	MANHATTAN	ADAM JOE2		07/26/2017 02:38:06 PM	07/26/2017 02:38:49 PM	Due
M00002958	I1	Pending Plan Examiner Assignment	280 BROADWAY	MANHATTAN	ADAM JOE2	ADAM JOE2	07/26/2017 12:12:41 PM	07/26/2017 02:35:45 PM	Exempted
M00002952	I1	QA Failed	242 WEST 34 STREET	MANHATTAN	ADAM JOE2	APPLE ROME18	07/26/2017 11:33:06 AM	07/26/2017 02:58:24 PM	Exempted
M00002949	I1	Pre-Filing	213 WEST 35 STREET	MANHATTAN	ADAM JOE2		07/26/2017 10:47:29 AM	07/26/2017 11:58:55 AM	Exempted
M00002944	I1	Permit Entire	462 7 AVENUE	MANHATTAN	ADAM JOE2	APPLE ROME18	07/26/2017 08:32:43 AM	07/26/2017 09:52:58 AM	Paid
M00002941	I1	Pending Plan Examiner Assignment	280 BROADWAY	MANHATTAN	ADAM JOE2	ADAM JOE2	07/25/2017 05:30:07 PM	07/25/2017 05:35:15 PM	Paid

1

Total Items: 654 (Showing Items: 10)

1 / 66 10 Items Per Page

Total Items: 654 (Showing Items: 10)

1 / 66 10 Items Per Page

1. Use the navigation at the bottom of a list to move from page to page

# Filter My Jobs

The screenshot shows a user interface for managing jobs. At the top, there are navigation buttons: Home, +Job Filing, +Work Permit, +AHV Permit, and +Request LOC. Below these are tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', and 'My LOC Requests'. A dropdown menu labeled 'Filter my jobs' is open, showing a list of work types: Plumbing, Sprinkler, Standpipe, Antenna, CurbCut, and Sign. A 'Clear Filter' button is located at the bottom of this menu. Below the menu is a table with two columns: 'Filing Number' and 'Filing Status'. The table contains several rows, each with 'I1' in the 'Filing Number' column and 'Pre-Filing' in the 'Filing Status' column. A search bar with the value 'M00002990' is visible at the bottom left of the table area.

Filing Number	Filing Status
I1	Pre-Filing

1. Click the down arrow next to **Filter my jobs** and select the **work type**
2. Click **Clear Filter** to remove filters

# Search for a Filing

The screenshot shows the NYC Buildings DOB NOW website. The header includes the NYC logo and 'Buildings' text. Below the header is a blue banner with the DOB NOW logo and the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. A navigation bar contains buttons for '+Job Filing', '+Work Permit', '+AHV Permit', and '+Request LOC'. Below this is a row of tabs: 'My Jobs', 'My Work Permits', 'My AHV Work Permits', 'My LOC Requests', and 'Job Number Search'. The 'Job Number Search' tab is highlighted with a red box and a red circle with the number 1. Below the tabs is a search input field containing 'M00002190' and a 'Search' button. The 'Search' button is highlighted with a red box and a red circle with the number 2. Below the input field, it says '9 characters remaining'.

1. Enter the exact **9-digit job number**
2. Click **Search**

# View Search Results

NYC Buildings 311 Search all NYC.gov websites Dev-AN/CC Branch

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

Welcome, APPLE ROME  
APPLEROME16@GMAIL.COM  
Need Help?  
Sign Out

+ Job Filing + Work Permit + AHV Permit + Request LOC

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

M00002190 0 characters remaining Search

Job Filing Id	Filing Type	Address	Borough	Current Filing Status	Created Date	Applicant of Record	Filing Action
M00002190-I1	New Job Filing	280 BROADWAY	MANHATTAN	Signed Off	6/12/2017 8:28:10 AM	ADAM JOE2	Select Action:

1. Double-click the **Job Filing ID** to open the Filing

# View a Job Filing

**NYC** Buildings
311 Search all NYC.gov websites STAGE-AN/CC/FAB4 Branch



**DOB NOW**  
BUILD

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

Welcome, ADAM JOE2  
AJOETEST2@GMAIL.COM  
[Need Help?](#)  
[Sign Out](#)



[Save](#)
[Preview to File](#)

**Job# M00002190 Filing# I1**

[View Filing](#)
[Payment History](#)
[Trace History](#)
[Property Profile](#)
[Dashboard](#)

Plans/Work (PW1)

Demolition Submittal (DS1)

Antenna Scope of Work

Cost Affidavit (PW3)

Technical Report (TR1)

Technical Report Energy(TR8)

Documents

Work Permit (PW2)

EN2

Statements & Signatures

**1. Location Information**

House Number*	Street Name*	Borough*
<input type="text" value="280"/>	<input type="text" value="BROADWAY"/>	<input type="text" value="MANHATTAN"/>
Block*	Lot*	BIN*
<input type="text" value="153"/>	<input type="text" value="1"/>	<input type="text" value="1079215"/>
Community Board*	Apartment/Suite Number	Zip Code*
<input type="text" value="101"/>	<input type="text" value="1A"/>	<input type="text" value="10007"/>

Work on Floor(s)\* [+ Add](#)

Location	Floor From	Floor To	Description of Work
CEL Cellar	1	2	

**Application Highlights**

Location	280 BROADWAY MANHATTAN 10007
Job Number	M00002190
Filing Number	I1
Estimated Job Cost (\$)	\$22,500.00
Current Filing Status	Signed Off
Job Status	Objections to LOC
Work Without Permit Violation	No
Total Job Cost (\$)	\$22,500.00
Filing Type	New Job Filing

**Payment Summary**

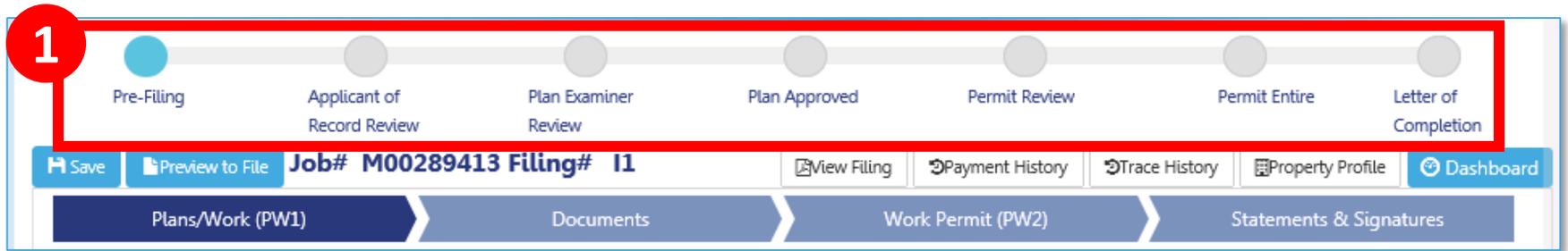
New Work Filing Fee	\$222.70
Legalization Filing Fee	\$0.00
Record Management Fee	\$45.00

# Save or Return to Dashboard

The screenshot displays a progress bar with seven steps: Pre-Filing, Applicant of Record Review, Plan Examiner Review, Plan Approved, Permit Review, Permit Entire, and of Completion. Below the progress bar, there are several buttons: Save, Preview to File, View Filing, Payment History, Trace History, Property Profile, and Dashboard. The Save button is highlighted with a red box and labeled with a red circle containing the number 1. The Dashboard button is highlighted with a red box and labeled with a red circle containing the number 2. The interface also shows job information: Job# M00289413 and Filing# 11. Below the buttons, there are four sections: Plans/Work (PW1), Documents, Work Permit (PW2), and Statements & Signatures.

1. **Save** – Save your work
2. **Dashboard** – Takes you to your dashboard

# View Job Filing Status



1. **Status Bar** displays the progress of the filing

# Primary Job Filing Statuses

- Pre-Filing
- Applicant of Record Review
- Plan Examiner Review or Prof Cert QA Review
- Plan Approved
- Permit Review
- Permit Entire
- Letter of Completion

# Notifications

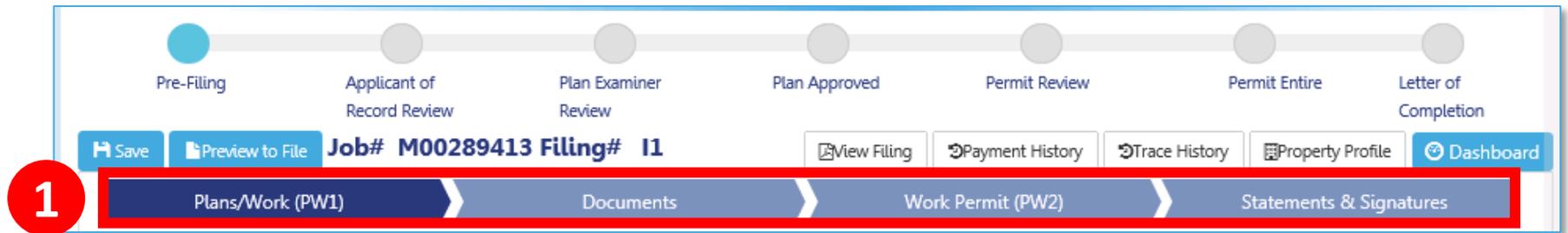
- The Owner, Design Professional and Filing Representative receive email notifications at critical stages in the filing process
- General Contractors receive Permit-related notifications
- Emails will come from:

**DOBNOW donotreply**

**[DOBNOWdonotreply@buildings.nyc.gov](mailto:DOBNOWdonotreply@buildings.nyc.gov)**

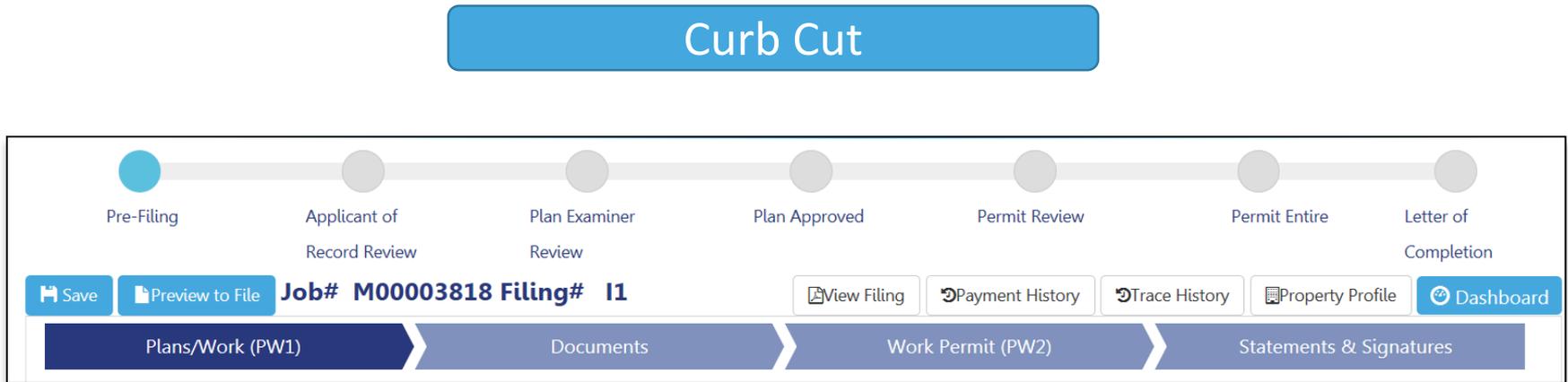
**Note: If you are not seeing notifications, check your spam filter or junk mail folder. You may want to add the email as a Safe Sender.**

# Form Navigation



1. Click the chevron to move from one section of the form to another
  - Dark blue indicates the section of the form that is active

# Sample Navigation for Curb Cut Filing



- Plans/Work (PW1)
- Documents
- Work Permit (PW2)
- Statements and Signatures

# Sample Navigation for Antenna Filing

## Antenna



- Plans/Work (PW1)
- DS1
- Scope of Work
- Cost Affidavit
- Technical Report (TR1)
- Technical Report Energy (TR8)
- Documents
- Work Permit (PW2)
- EN2
- Statements and Signatures

# Knowledge Check

Question:

What is the URL for DOB NOW?

# Knowledge Check

Answer:

[www.nyc.gov/dobnow](http://www.nyc.gov/dobnow)

# Knowledge Check

True or False:

The only way for the applicant or owner to know the status of a Job Filing is to log in to DOB NOW.

# Knowledge Check

False:

Any registered eFiling user associated with the filing will receive an email notification as the filing advances through the process.

# Navigate a Job Filing

# Navigate a Job Filing

1

1. Location Information

House No.(s)*	Street Name*	Borough*
280	BROADWAY	MANHATTAN
Block*	Lot*	BIN*
153	1	1079215
C.B. No.*	Apt./Condo. No(s)	Zip Code*
101		10007
Work on Floor(s)*		
OG - On Grade		

2. Applicant Information

E-Mail*	License Type*	License Number*
AJOETEST2@GMAIL.COM	Preparer	023107
Last Name*	First Name*	Middle Initial
JOE2	ADAM	

Application Highlights

Location	280 BROADWAY MANHATTAN 10007
Job Number	M00289413
Filing Number	I1
Estimated Job Cost*	\$3,333.00
Current Filing Status	Pre-Filing
Job Status	Job in Process
Work without Permit Violation	No
Total Job Cost (\$)	\$0.00
Filing Type	New Job Filing

Payment Summary

New Work Filing Fee	\$2,830.00
Legalization Filing Fee	\$0.00
Record Management Fee	\$45.00
PAA	\$0.00
No Good Check Fee	\$0.00

1. Once a chevron is selected, the screen displays the contents of that section

# Application Highlights

1. **Application Highlights**  
– summary of filing information and status
2. **Payment Summary** –  
summary of fees associated with the filing
3. **Pay Now** – click to pay fees electronically

**1 Application Highlights**

Location	280 BROADWAY MANHATTAN 10007
Job Number	M00002581
Filing Number	I1
Estimated Job Cost*	\$1,000.00
Current Filing Status	Pre-Filing
Job Status	Job in Process
Work without Permit Violation	No
Total Job Cost (\$)	\$1,000.00
Filing Type	New Job Filing

**2 Payment Summary**

New Work Filing Fee	\$0.00
Legalization Filing Fee	\$0.00
Record Management Fee	\$0.00
Post Approval Amendment	\$0.00
No Good Check Fee	\$0.00
In Conjunction Fee	\$0.00
<b>Total Fee</b>	<b>\$0.00</b>
Amount Paid	\$0.00
Amount Due	\$0.00

**3 Pay Now**

# Plans/Work (PW1)



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

511 Search all NYC.gov websites Stage AN-CC Branch

Welcome, ADAM JOE2  
AJOE2T2@GMAIL.COM  
[Need Help?](#)  
[Sign Out](#)

Pre-Filing
Applicant of Record Review
Prof Cert QA Review
Plan Approved
Permit Review
Permit Entry
Letter of Completion

Save
Resubmit

Job# M00289398 Filing# 11

View Filing
Payment History
Trace History
Property Profile
Dashboard

Plans/Work (PW1)
Antenna Scope of Work
Cost Affidavit (PW3)
Technical Report (TR1)
Technical Report Energy(TR8)
Documents
Work Permit (PW2)
Statements & Signatures

### 1. Location Information

House No.(s)* <input type="text" value="300"/>	Street Name* <input type="text" value="BROADWAY"/>	Borough* <input type="text" value="MANHATTAN"/>
Block* <input type="text" value="154"/>	Lot* <input type="text" value="1"/>	BIN* <input type="text" value="1083094"/>
C.B. No.* <input type="text" value="101"/>	Apt./Condo. No.(s) <input type="text" value="3"/>	Zip Code* <input type="text" value="10007"/>

Work on Floor(s)\* [+ Add](#)

Code & Description	Floor From	Floor To	Description of Work	Edit	Delete
BAS Basement	0	2	INSTALLATION		

Total Items: 1  
 / 1  Items Per Page 1 - 1 of 1 Items

### 2. Applicant Information

E-Mail* <input type="text" value="AJOE2T2@GMAIL.COM"/>	License Type* <input type="text" value="Professional Engineer"/>	License Number* <input type="text" value="515151"/>
Last Name* <input type="text" value="JOE2"/>	First Name* <input type="text" value="ADAM"/>	Middle Initial <input type="text"/>
Business Name* <input type="text" value="AJ2"/>	Business Telephone* <input type="text" value="2012223333"/>	Business Address* <input type="text" value="AJ2"/>

[Pay Now](#)

### Application Highlights

Location	300 BROADWAY
	MANHATTAN 10007
Job Number	M00289398
Filing Number	11
Estimated Job Cost*	\$100,000.00
Current Filing Status	Pending Prof Cert QA Assignment
Job Status	Job In Process
Work without Permit Violation	Yes
Total Job Cost (\$)	\$100,000.00
Filing Type	New Job Filing

### Payment Summary

New Work Filing Fee	\$619.25
Legalization Filing Fee	\$0.00
Record Management Fee	\$45.00
PAA	\$0.00
No Good Check Fee	\$0.00
Associated Jobs Fee	\$0.00
<b>Total Fee</b>	<b>\$664.25</b>
Amount Paid	\$664.25
Amount Due	\$0.00

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# DS1

Plans/Work (PW1) Demolition Submittal (DS1) Antenna Scope of Work Cost Affidavit (PW3) Technical Report (TR1) Do

**2. Applicant Information**

Is the applicant on DS1 same as the applicant on PW1?  Yes  No

**3. Demolition Description and Certification**

Submittal Type\*  Initial Submittal

3A. Demolition Type\*  Partial Demolition (Alteration)

3B. Demolition work will involve, per BC3306.5 (authorized preparers indicated in parenthesis)

Non-mechanical demolition means and methods

Use of other than hand-held mechanical equipment

Description\*  
test 10 day documentation

Work on exterior of building

Description\*  
test

I have prepared the attached demolition submittal documents in accordance with BC 3306 and certify that they are in compliance. I hereby state that all of the above information is correct and complete to the best of my knowledge. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both.

Name  
ADAM JOE2  
("Electronically Signed")

Date  
08/03/2017

# Scope of Work

Plans/Work (PW1) > **Antenna Scope of Work** > Cost Affidavit (PW3) > Technical Report (TR1) > Technical Report Energy (TR8)

> Are new Antennas, RRH and/or Arrays proposed at this location?\*  Yes  No

> Specify supporting structures for Antenna/Array/RRH systems :\*

1 Checked ▾

Façade

> What type of structural work is proposed?\*

Structural work is included in this application / plans.  Structural work is filed in a separate application / plans.

> Emergency power system\*  New  Existing

> Is associated mechanical work proposed?\*  Yes  No

> What floor is associated mechanical and/or electrical equipment located?\*

BASEMENT

# Cost Affidavit (PW3)

Plans/Work (PW1)
Antenna Scope of Work
Cost Affidavit (PW3)
Technical Report (TR1)
Technical Report Energy (TR8)
Do

---

**1. Reason For Filing:**

Initial Filing

---

**3. Cost Details**

New Work:

Category of Work\*

AN - Antenna

---

**Initial Cost Details**

[+ Add](#)

Category of Work	Description of Work	Area/Units	Unit Cost	Total Cost	Edit	Delete
AN - Antenna	AN - Installation of new antenna	1000	\$100.00	\$100,000.00		

Total Items: 1

1 / 1 5 Items Per Page 1 - 1 of 1 items

---

Work Category Total Cost	\$100,000.00
Total Job Cost(Initial)	\$100,000.00

# Technical Report (TR1)

Plans/Work (PW1)
Antenna Scope of Work
Cost Affidavit (PW3)
Technical Report (TR1)
Technical Report Energy (TR8)
Do

## 2. Applicant Information

Applicant Type:<sup>\*</sup>

Are you a Design Professional?
  Are you a Special Inspector?
  Are you a Progress Inspector?

### Special Inspection Categories for New Work

+ Add

Requirement ▲ ▼	Agency...▼	Identified...▼	Certified...▼	Withdra...▼	Special Inspector...▼	Created On...▼	Edit...▼	Delet...▼	Seal & Sign▼	
Fuel-Oil Storage and Fu...		No	No	No	ADAM JOE2	2017-08-04			Submitted	

Total Items: 1

◀
◀
1 / 1
 ▶
▶
5 ▼ Items Per Page
 1 - 1 of 1 items

### Progress Inspection Categories for New Work

+ Add

Requirement ▲ ▼	Identified...▼	Certified...▼	Withdraw...▼	Progress Inspector...▼	Created On...▼	Edit...▼	Delet...▼	Seal & Sign▼	
Final	No	No	No		2017-08-04			Required	
Fire Resistance Rated Constr...	No	No	No	ADAM JOE2	2017-08-04			Submitted	

# Technical Report Energy (TR8)

Plans/Work (PW1) > Antenna Scope of Work > Cost Affidavit (PW3) > Technical Report (TR1) > **Technical Report Energy (TR8)** > Do

## 2. Applicant Information

Applicant Type:<sup>\*</sup>

Are you a Design Professional?       Are you a Progress Inspector?

## 3. Energy Code Progress Inspection For New Work

+Add

Requirement ▲ ▼	Identified..▼	Certified ▼	Withdrawn..	Progress Inspector..▼	Created On..	Edit..▼	Delet..	Seal & Sign:	
Electrical Motors	No	No	No	ADAM JOE2	2017-08-04			Submitted	

Total Items: 1

# Documents

Plans/Work (PW1)
Antenna Scope of Work
Cost Affidavit (PW3)
Technical Report (TR1)
Technical Report Energy (TR8)
Documents
Work Permit (PW2)

Additional Supporting Documents ▾

Required Documents ▾

Created On	Document Name	Document Status	Prior To	Upload
2017-08-04	DPL-1: Design Professional Seal & Signature	Submitted	Approval	↑
2017-08-04	Plans/Sketch	Submitted	Approval	↑
2017-08-04	DEP ACP-20/ACP-21: Asbestos Project Conditional Completion Form/Asb...	Submitted	Permit Issuance	↑

Total Items: 3

⏪ ⏩ 1 / 1
10 Items Per Page
1 - 3 of 3 items

### Application Highlights

Location	300 BROADWAY
	MANHATTAN
Job Number	M00289398
Filing Number	I1
Estimated Job Cost*	\$100,000.00
Current Filing Status	Pending Pro
Job Status	Job in Proce
Work without Permit Violation	Yes
Total Job Cost (\$)	\$100,000.00
Filing Type	New Job Filing

### Payment Summary

New Work Filing Fee	\$619.25
Legalization Filing Fee	\$0.00
Record Management Fee	\$45.00
PAA	\$0.00
No Good Check Fee	\$0.00
Associated Jobs Fee	\$0.00
<b>Total Fee</b>	<b>\$664.25</b>
Amount Paid	\$664.25
Amount Due	\$0.00

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# Work Permits (PW2)

Plans/Work (PW1) > Demolition Submittal (DS1) > Antenna Scope of Work > Cost Affidavit (PW3) > Technical Report (TR1) > Documents > **Work Permit (PW2)** > Statements & Signatures

Work Permit: [+ Add](#)

Tracking No.	Work Permit No.	Work Permit Status	Permit Type	Initial Permit	No Work Permi	Created On	Permit Issued
108129682	M00289332-I1-AN	Permit Issued	Antenna	Yes	No	2017-08-03	08/03/2017

**Application Highlights**

Location: 750 7 AVENUE  
 MANHATTAN 10019

Job Number: M00289332

Filing Number: I1

Estimated Job Cost\*: \$10,000.00

Current Filing Status: Permit Entire

Job Status: Job in Process

Work without Permit Violation: No

Total Job Cost (\$): \$10,000.00

Filing Type: New Job Filing

**Payment Summary**

New Work Filing Fee: \$155.75

Legalization Filing Fee: \$0.00

Record Management Fee: \$45.00

# EN2

Plans/Work (PW1) Demolition Submittal (DS1) Antenna Scope of Work Cost Affidavit (PW3) Technical Report (TR1) Technical Report Energy (TR5) Documents Work Permit (PW2) EN2

### As Built Energy Analysis

+ Add

Filing Included	Progress Inspector Name	As Built Information 1	As Built Information 2	Edit	Delete
New Antenna	ADAM JOE2	No	Yes		

Total Items: 1

### Application Highlights

- Location
- Job Number
- Filing Number
- Estimated Job Cost (Initial) \*
- Estimated Job Cost (Final) (\$)
- Current Filing Status
- Job Status
- Work without Permit Violation
- Total Job Cost (Initial) (\$)
- Filing Type

### Payment Summary

- New Work Filing Fee
- Legalization Filing Fee
- Record Management Fee
- PAA

# Statements and Signatures

## Applicant of Record - Statements & Signatures

### Plans/Work (PW1) - Section 25. Applicant's Statements\*

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. I prepared or supervised the preparation of the construction documents and specifications herewith submitted and to the best of my knowledge and belief, the construction documents and work shown thereon comply with the provisions of the NYC Administrative Code and other applicable laws and rules, except as set forth in the accompanying documents. I acknowledge that I have read and complied with all instructions pertaining to this application and supplementary schedules submitted. Cluster Development Statement (if applicable): I hereby state that all specifications relating to this job are identical to those previously filed under the group lead job number, except as specified herein.\*

Directive 14 initial applications (if applicable) I certify that the construction documents submitted and all construction documents related to this application do not require a new or amended Certificate of Occupancy as there is no change in use, exits, or occupancy.\*

### Professional Certification (POC1) (applicable only for professionally certified jobs)

I hereby state that I have exercised a professional standard of care in certifying that the filed application is complete and in accordance with applicable laws, including the rules of the Department of Buildings, as of this date. I am aware the Commissioner will rely upon the truth and accuracy of this statement. I have notified the owner that this application has been professionally certified. If an audit or other exam discloses non-compliance, I agree to notify the owner of the remedial measures that must be taken to meet legal requirements. I further realize that any misrepresentation or falsification of facts made knowingly or negligently by me, my agents or employees, or by others with my knowledge, will render me liable for legal and disciplinary action by the Department of Buildings and other appropriate authorities, including termination of participation in the professional certification procedures at the Department of Buildings.\*

I have personally reviewed all information entered on each of the documents listed above. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents and all other statements above. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand, and I further agree that an uploaded electronic image of my signature and professional seal that is part of this application is hereby applied to this signed statement and each document and statement listed above as if I had personally signed and sealed these statements and documents by hand.\*

Name

ADAM JOE2

("Electronically Signed")

Date

08/28/2017

# Create a New Job Filing

# Create a New Job Filing

Job Filings can be initiated by:

- Design Professional
- Filing Representative
- Owner

# Create a New Job Filing

NYC Buildings

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

1

+ Job Filing + Work Permit + AHV Permit + Request LOC

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

Filter my jobs ▾

Job Number ▾	Filing Number ▾	Filing Status ▾	Address ▾	Borough ▾
<input type="text"/>				

1. Click **+ Job Filing** to initiate a new job filing

# Select Work Type - Antenna

Job filing includes:

- Plumbing
- Sprinklers
- StandPipe
- Antenna
- Curb Cut

1

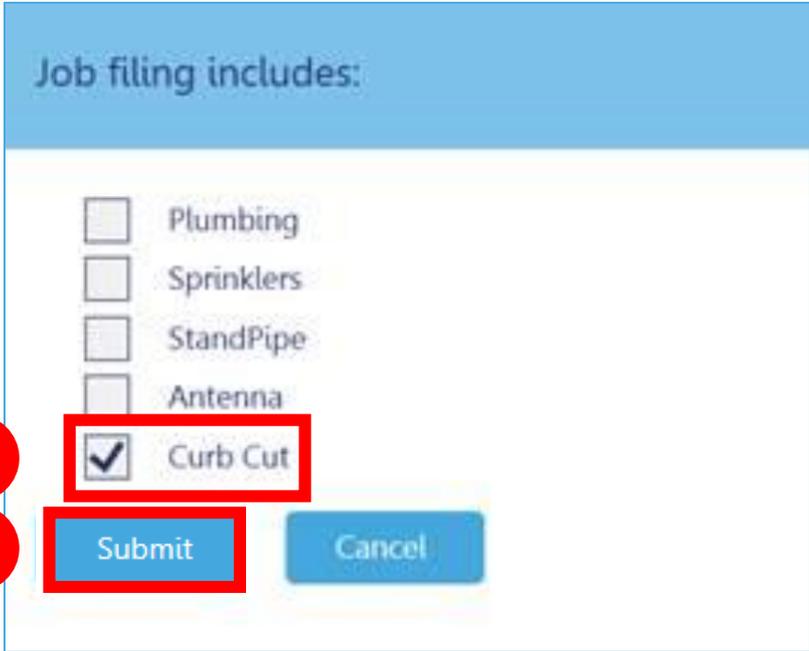
2

Submit Cancel

The screenshot shows a form titled "Job filing includes:" with a list of work types. The "Antenna" option is selected, indicated by a checkmark and a red box. A red circle with the number "1" points to the "Antenna" checkbox. Another red circle with the number "2" points to the "Submit" button, which is also highlighted with a red box. The "Cancel" button is visible to the right of the "Submit" button.

1. Select **Antenna**
2. Click **Submit**

# Select Work Type – Curb Cut



Job filing includes:

- Plumbing
- Sprinklers
- StandPipe
- Antenna
- Curb Cut

1

2

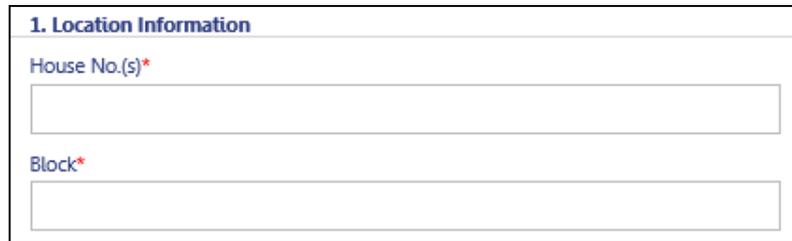
Submit Cancel

The screenshot shows a web form titled "Job filing includes:". It contains a list of five work types, each with an unchecked checkbox: Plumbing, Sprinklers, StandPipe, Antenna, and Curb Cut. The "Curb Cut" checkbox is checked and highlighted with a red box, with a red circle containing the number "1" next to it. Below the list are two buttons: "Submit" and "Cancel". The "Submit" button is highlighted with a red box, with a red circle containing the number "2" next to it.

1. Select **Curb Cut**
2. Click **Submit**

# Important Form Information

---

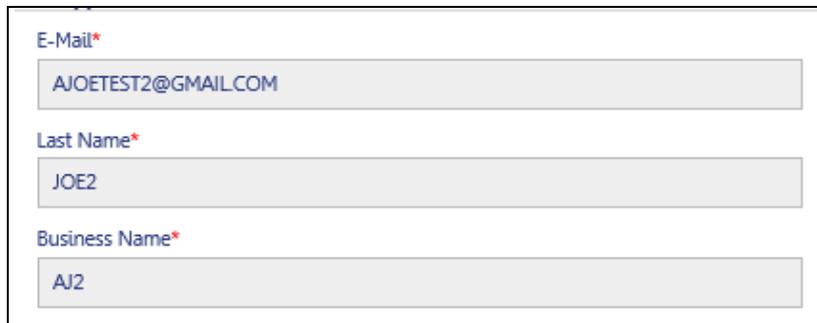


**1. Location Information**

House No.(s)\*

Block\*

- Fields with red asterisks \* are required and must be completed before submitting the filing.



E-Mail\*

Last Name\*

Business Name\*

- Gray shaded fields are read-only.
- Some gray fields populate after the first save.

# Dynamic Forms and Business Rules

- Required fields and forms will be added to the filing based on your selections
- Chevrons and red asterisks will help guide you through completing the forms

# Enter Preliminary Job Details

To **save your filing** and **generate the job number** you must complete the following Plan/Work sections:

- **Section 1:** Location Information
- **Section 2:** Applicant Information
- **Section 11:** Job Description

# Section 1: Location Information

**1. Location Information**

House Number\*  Street Name\*  Borough\*  ▼

Block\*  Lot\*  BIN\*

Community Board\*  Apartment/Suite Number  Zip Code\*

Work on Floor(s)\* [+ Add](#)

Location ▲ ▼	Floor From ▲ ▼	Floor To ▼	Description of Work
ATT Attic	7	8	

## Enter Location Information

- House Number
- Street Name
- Borough
- Block
- Lot

# Section 2: Applicant Information

**2. Applicant Information**

E-Mail*	<input type="text" value="AJOETEST@GMAIL.COM"/> 1	License Type*	<input type="text" value="Professional Engineer"/> 2
License Number*	<input type="text" value="078712"/>	Last Name*	<input type="text" value="ADAM"/>
First Name*	<input type="text" value="JOE"/>	Middle Initial	<input type="text"/>
Business Name*	<input type="text" value="test"/> 3	Business Telephone	<input type="text" value="5455568622"/>
Business Address*	<input type="text" value="JA LLC"/>	Business Fax	<input type="text"/>
City*	<input type="text" value="JERSEY CITY"/>	State*	<input type="text" value="NJ"/>
Zip Code*	<input type="text" value="07302"/>	Mobile Telephone	<input type="text" value="5455568622"/>

1. Applicant Email

2. License Type

3. Business Name

The remainder of fields populate from your eFiling registration

# Section 11: Job Description

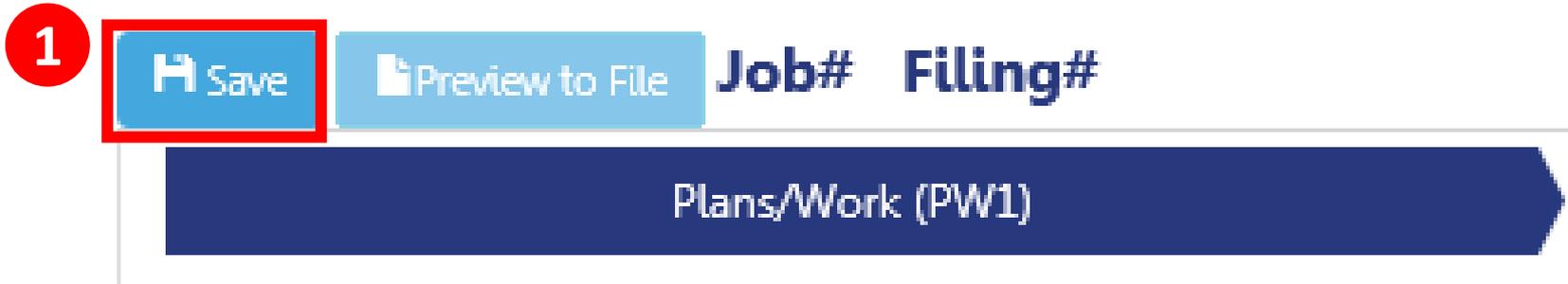
## 11. Job Description\*

1

Installation of new telecommunications antenna and RRH equipment on roof.

1. Enter a **Job Description** of 500 characters or less

# Click Save



1. Click the **Save** button in the upper left corner

# Confirm Address

Address Confirmation

Please note that the entered address cannot be changed after saving:

- **1 LIBERTY PLAZA, MANHATTAN**

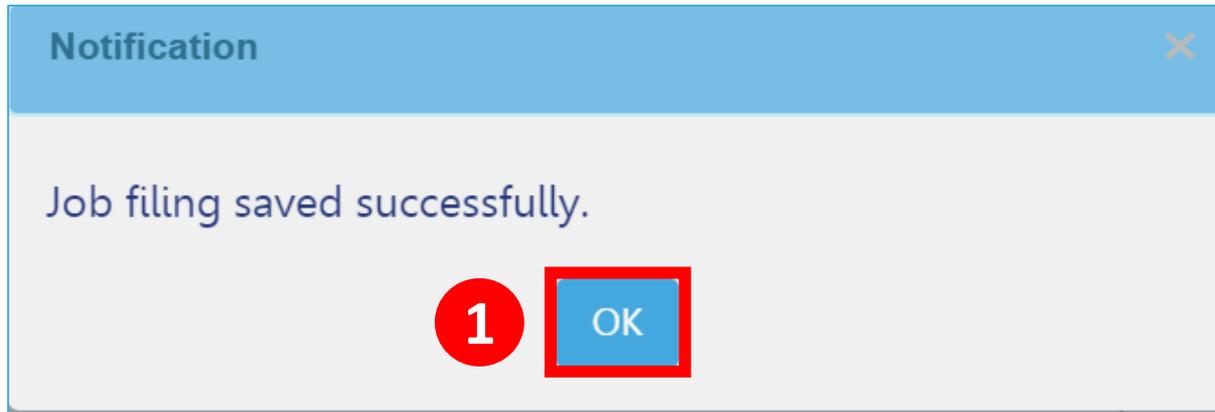
Please confirm that you want to proceed with the entered address.

**1**

1. Click **Yes** to confirm address information

Once you click **Yes**, you will not be able change the address

# Successful Job Filing Message



1. Click **OK** to confirm the successful save

# View Job Filing Number



The screenshot shows a software interface with a top navigation bar. On the left, there are two buttons: "Save" and "Preview to File". To the right of these buttons, the text "Job# M00002980 Filing# I1" is displayed and highlighted with a red rectangular box. A red circle with the number "1" is positioned above the "Job#" text. Below the navigation bar, there are two large, arrow-shaped buttons: "Plans/Work (PW1)" on the left and "Antenna Scope of Work" on the right.

1. Job Filing Number generates

# Section 3: Identify a Filing Rep

**1**

**3. Filing Representative**

<b>E-Mail</b> Enter email/username...	<b>Registration Number</b>	<b>First Name</b>
<b>Middle Initial</b>	<b>Last Name</b>	<b>Business Name</b>
<b>Business Telephone</b>	<b>Business Address</b>	<b>Business Fax</b>
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Mobile Telephone</b>		

1. Enter Filing Rep email address to populate details and associate the Filing Rep to the filing.

Filing Rep must be **registered for eFiling**

# Add Owner Information

## Statements & Signatures

Owner Type*		
<input type="text" value="Select Owner Type"/>		
Is the deed holder a non-profit organization?		
<input type="radio"/> Yes <input type="radio"/> No		
E-mail Address*	Name*	Relationship to Owner
<input type="text" value="Enter email/username..."/>	<input type="text"/>	<input type="text"/>
Business Name/Agency name	Street Address*	City*
<input type="text"/>	<input type="text"/>	<input type="text"/>
State*	Zip*	Telephone Number*
<input type="text"/>	<input type="text"/>	<input type="text"/>

The Owner's information can be found in the **Owner Statement and Signatures** section:

1. Navigate to **Statements and Signatures** tab
2. Enter **Owner's registered email**

# Section 4: Select Filing Review Type

4. Filing Review Type\*

1

Select Type:  
Standard Plan Examination  
Professional Certification

3. Job/Project Types

Directive 14 acceptance requested?  Yes  No

1. Select **Standard Plan Examination** or **Professional Certification**

# Professional Certification Program

- Must be chosen at time of the initial filing
- Enables Professional Engineers (PE) and Registered Architects (RA) to certify that plans are in compliance with all applicable laws
  - Reduces wait time for a DOB permit

# Section 5: Directive 14

- For Antenna filings, Directive 14 Acceptance is **Required.**

**5. Job/Project Types\***

Directive 14 acceptance requested?  Yes  No

- With a Directive 14 filing, the applicant assumes responsibility for the job and is authorized to perform the final inspection and request a Letter of Completion

# Section 6: Work Types

## 6. Work Types\*

Filing Included:

- New Antenna
- Existing Antenna
- Both

AN - Antenna

## 6. Work Types\*

Filing Included:

- New Installation
- Curb Restoration

CC - Curb Cut

- New Antenna
- Existing Antenna
- Both

- New Installation
- Curb Cut Restoration

# Section 8: Additional Information

1

**8. Additional Information\***

Estimated New Work Cost (Initial) \$*	Total Construction Floor Area:(Sq.Ft)	Building Type*
<input type="text" value="\$50,000"/>	<input type="text" value="12"/>	<input type="text" value="Other"/>
Is this job associated with a New Building job filed in BIS?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Associated BIS Job Number :*
		<input type="text" value="123067171"/>
<a href="#">Estimate Fees</a>	Total Fee:	\$893.50

## 1. Enter **Additional Information**

# Section 8: Enter Associated BIS Job Number

**1** Is this job associated with a NB job filed in BIS?  Yes  No

**2** Associated BIS Job Number :\*

If the job is associated with a New Building job filed in BIS

1. Select **Yes**
2. Enter **Associated BIS Job Number**

# Section 8: Estimate Fees

**8. Additional Information\***

Estimated New Work Cost (Initial) \$*	Total Construction Floor Area:(Sq,Ft)	Building Type*
<input type="text" value="\$50,000"/>	<input type="text" value="12"/>	<input style="border-bottom: none; border-top: none; border-left: none; border-right: none; padding: 2px 5px;" type="text" value="Other"/> <span style="float: right;">▼</span>
Is this job associated with a New Building job filed in BIS?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Associated BIS Job Number :*
		<input type="text" value="123067171"/>
		Total Fee: <span style="float: right;">\$893.50</span>

**1** [Estimate Fees](#)

1. Click **Estimate Fees** to generate an fee estimate

# Technical Documents

# Technical Documents

- In certain situations a special inspection is required to verify that work is being done in accordance with approved plans and specifications
- Required in association with technical sections of the filing TR1, TR8 and EN2
- Design Professional can perform the inspection or can identify a Special Inspector or Progress Inspector to conduct and certify the inspection

# Option A: Applicant of Record Assigns Inspector

1

Save Preview to File Job# M00289620 Filing# I1

Plans/Work (PW1) Antenna Scope of Work Cost Affidavit (PW3) Technical Report (TR1) Documents

2. Applicant Information

Applicant Type\*

Are you an Applicant of Record?  Are you a Special Inspector?  Are you a Progress Inspector?

1. From within a Technical section of the filing (TR1, TR8, and/or EN2 tabs), select **Applicant of Record**

# Option A: Add New Requirement

The screenshot shows two sections of a web application. The top section is titled "Special Inspection Categories for New Work" and contains a table with columns: Requirement, Agency, Identified, Certified, Withdra, Special Inspector, PAA, Created On, Edit, Delet, and Seal & Sign. A "+ Add" button is highlighted with a red box. Below the table, it says "Total Items: 0" and shows pagination controls for 1 of 1 items, 5 items per page.

The bottom section is titled "Progress Inspection Categories for New Work" and contains a table with columns: Requirement, Identified, Certified, Withdraw, Progress Inspector, PAA, Created On, Edit, Delet, and Seal & Sign. A "+ Add" button is highlighted with a red box. The table has one row with the value "Final" in the Requirement column. Below the table, it says "Total Items: 1" and shows pagination controls for 1 of 1 items, 5 items per page.

1. Click **+Add** to add new Special Inspection or Progress Inspection categories

# Option A: Select the Requirement and Assign Inspector

Special Inspection Category

1 Add Requirement  
1 selected

Selected Requirements:

Requirement Code	Requirement Descriptions
BC 1704.17	Fuel-Oil Storage and Fuel-Oil Piping Systems

Total Items: 1

2

Special Inspection Applicant's Email: DOBTSTING123@GMAIL.COM

License Type: Professional Engineer

License Number: 061496

Agency Number: 005551  
Valid

I Take the Responsibility of Identifying Requirement

Name (Print)\*: \_\_\_\_\_ Date For Identification of Responsibility: \_\_\_\_\_

3 Save Cancel

1. Select the **Requirement** from the list
2. Enter **Email, License Type** and **Agency Number** for the inspector taking responsibility for the requirement
3. Click **Save**

The filing will appear on the Inspector's dashboard

# Option B: Log In as Special or Progress Inspector

**2. Applicant Information**

Applicant Type:<sup>\*</sup>

Are you a Design Professional? 1  Are you a Special Inspector?  Are you a Progress Inspector?

Special or Progress Inspector logs in to DOB NOW and locates the Filing

1. On the TR1, TR8 and/or EN2 tabs, indicate whether you are a **Special Inspector** or **Progress Inspector**

# Option B: Add or Review Requirements

Special Inspection Categories for New Work										
Requirement	Agency	Identified	Certified	Withdra	Special Inspector	Created On	Edit	Delet	Seal & Sign	
Fuel-Oil Storage and Fu...	005551	No	No	No	TESTING123 DOB	201			Submitted	

1. Click the **Add** button to add a requirement
2. Click the **Edit** button to open the requirement

# Take Responsibility

Special Inspection Category

Add Requirement:  
Fuel-Oil Storage and Fuel-Oil Piping Systems

Code  
BC 1704.17

1  
Special Inspection Applicant's Email: DOBTTESTING123@GMAIL.COM  
License Type: Professional Engineer  
Agency Number: 005551  
License Number: 061496  
Valid

2  
 I Take the Responsibility of Identifying Requirement  
Name (Print)\*: TESTING123 DOB  
Date For Identification of Responsibility: 08/14/2017

7. Inspection Applicant's Identification of Responsibilities

I understand that my failure to file a certification of completion or to notify the Department of my withdrawal of responsibilities within one year from expiration of the last valid permit may result in the loss of my privileges to file under Directives 2 and 14 of 1975 or issuance of a violation, or both. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.

I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Inspection Applicant's Identification of Responsibilities terms of this application. 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.

For the special inspections indicated in section 3 of this application, I certify that I am the principal/director of the special inspection agency accepting responsibility for conducting the inspections. I further certify that I have read the applicable sections of the New York City Construction Codes in connection with special inspections as well as 1 RCNY 101-06 Rule, which specifies the qualifications required for each inspection and that this agency meets those qualifications for each and every special inspection for which I/we take responsibility. I agree that both I and the agency will comply with all provisions of the New York City Construction Codes and the Rule. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.

Name\*: TESTING123 DOB  
Date\*: 08/14/2017

3  
Save Cancel

1. From within the Requirement, enter **eFiling email, License Type** and **Agency Number**
2. **Check the box** to take responsibility
3. Click **Save**

# Knowledge Check

## Question:

What are the minimum sections you need to complete to generate a Job Number?

# Knowledge Check

Answer:

Section 1 – Location Information

Section 2 – Applicant Information

Section 11 – Job Description

# Knowledge Check

True or False:

Antenna and Curb Cut filings can be filed in conjunction with other work types in DOB NOW: *Build*.

# Knowledge Check

False:

Antenna filings are standalone filings in DOB NOW: *Build*.

Curb Cut filings are standalone filings in DOB NOW: *Build*.

# Upload Required Documents

# Required Documents

The screenshot shows a web application interface for document filing. At the top, there is a navigation bar with buttons for 'Save', 'Preview to File', and 'View Filings'. Below this is a progress bar with steps: 'Plans/Work (PW1)', 'Antenna Scope of Work', 'Cost Affidavit (PW3)', 'Technical Report', and 'Documents'. The 'Documents' tab is highlighted with a red box and a red circle containing the number '1'. Below the progress bar, there are sections for 'Additional Supporting Documents' and 'Required Documents'. The 'Required Documents' section contains a table with columns for 'Created On', 'Document Name', 'Document Status', and 'Prior To'. The 'Document Status' and 'Prior To' columns are highlighted with red boxes and red circles containing the numbers '2' and '3' respectively. The table lists several documents, all with a status of 'Required'.

Created On	Document Name	Document Status	Prior To
2017-08-30	DPL-1: Design Professional Seal & Signature	Required	Approval
2017-08-30	Fee Exempt Supporting Document - DOF ACRIS Report	Required	Approval
2017-08-30	Flood Hazard Area Substantial Improvement Calculation	Required	Approval
2017-08-30	Plans/Sketch	Required	Approval
2017-08-30	DEP ACP-20/ACP-21: Asbestos Project Conditional Completion Form/Asb...	Required	Permit Issuance
2017-08-30	PW3: Cost Affidavit (Before Sign Off)	Required	Sign Off

1. Click the **Documents** tab
2. Document Status will be **Required**
3. **Prior To** indicates the stage at which the document must be uploaded

# Additional Supporting Documents

Created On	Document Name	Document Status	Prior To	Upload
2017-08-05	Plans/Sketch	Required	Approval	

The applicant has the option to upload additional supporting documents

1. Click the down arrow to expand the Additional Supporting Documents section

# Click Add New Document

**Additional Supporting Documents** ▾

1 **Add New Document**

Created On ▾	Document Name ▲ ▾	Document Status ▾	Prior To ▲ ▾	Upload

1. Click **Add New Document**

# Select Additional Document

The screenshot shows a 'Document Uploader' interface. At the top, there is a blue header with the text 'Document Uploader'. Below this, the interface is divided into two main sections. On the left, there is a 'Select Document' section with a text input field containing 'Certificate of Insurance Document', a 'Browse...' button, and an 'Upload' button. On the right, there is a table with two columns: 'Document Name' and 'Prior To Status'. The table contains several rows of document names and their corresponding statuses. Red callouts are placed over the interface: '1' is over the first row of the table, '2' is over the 'Select Document' input field, and '3' is over the 'Browse...' button.

Document Name	Prior To Status
Certificate of Insurance Document	Permit Issuance
DEP V-5: DEP - V5 variance	Permit Issuance
Design Commission Approval City Owned (Exterior Work)	Approval
Design Commission Sign Off City Owned (Exterior Work)	Sign Off
DOF RP-602: Tentative Tax Lot Number Issued	Approval

1. Select the **Document Name** from the list
  2. The **Select Document** field populates
  3. Click **Browse**
- Continue with document uploading

# Upload Required Documents Demo

Hold your cursor at the bottom of the page and click the play button to watch.

# Click the Upload Icon

Created On	Document Name	Document Status	Prior To	Upload	
2017-07-14	DPL-1: Design Professional Seal & Signature	Required	Approval		1
2017-07-14	Plans/Sketch	Required	Approval		

1. From the row of the document you want to upload, click the **Upload** icon

# Click Choose File

Document Uploader

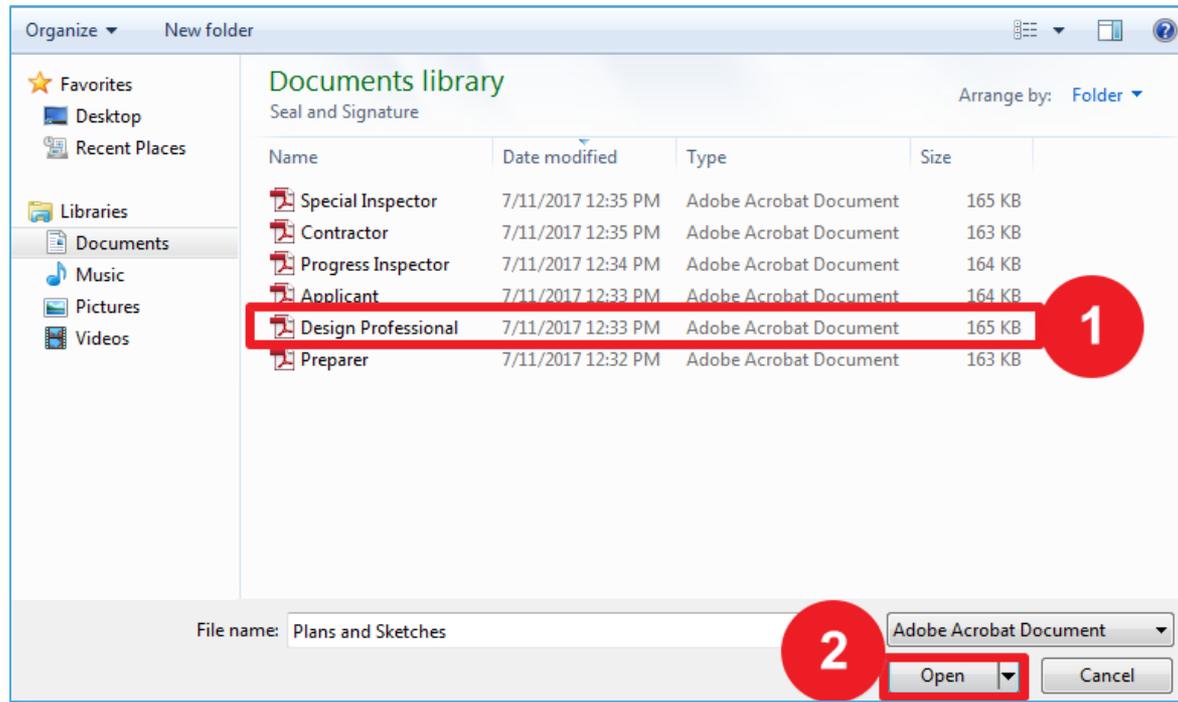
File name: DPL-1: Design Professional Seal & Signature

1 Choose File No file chosen

Upload

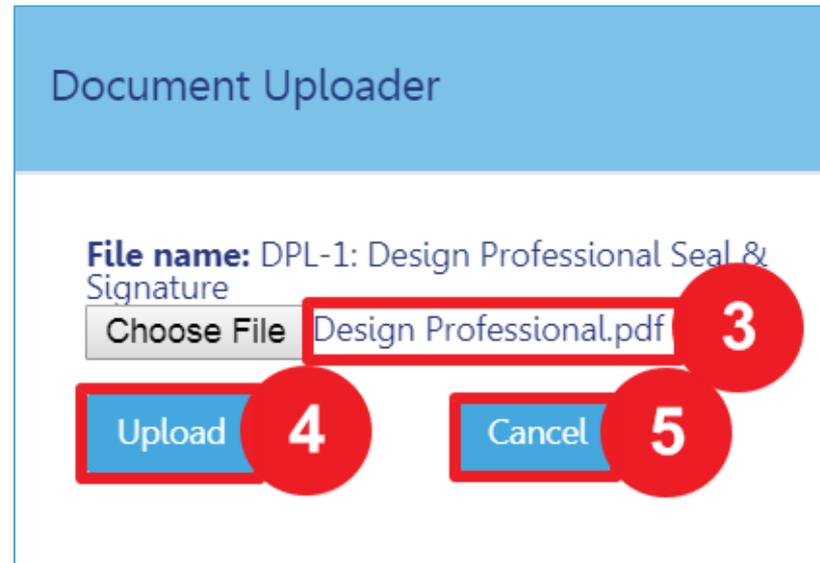
## 1. Click **Choose File**

# Select File



1. Highlight document to be uploaded
2. Click **Open**

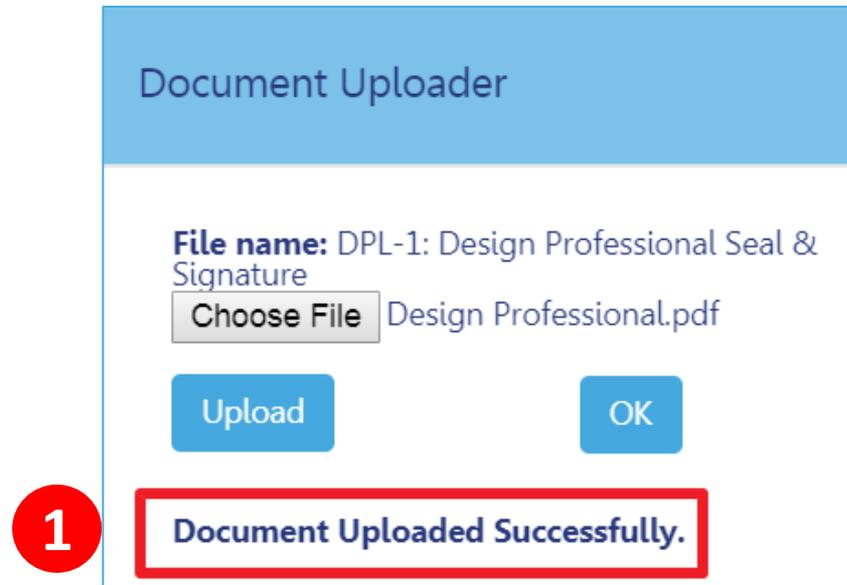
# Upload Document



The screenshot shows a 'Document Uploader' dialog box. At the top, it says 'Document Uploader'. Below that, it displays 'File name: DPL-1: Design Professional Seal & Signature'. There is a 'Choose File' button and a text input field containing 'Design Professional.pdf'. Below the input field are two buttons: 'Upload' and 'Cancel'. Red circles with numbers 3, 4, and 5 are overlaid on the interface to indicate steps: 3 is on the file name, 4 is on the 'Upload' button, and 5 is on the 'Cancel' button.

3. The **Document Uploader** will display the file to be attached
4. Select **Upload** or
5. Click **Cancel** to cancel the upload

# Confirm Successful Upload



1. The system will display a confirmation message, **Document Uploaded Successfully**

# Save Documents

The screenshot shows a web interface titled "Required Documents" with a dropdown arrow. Below the title is a table with the following columns: "Created On", "Document Name", "Document Status", "Prior To", and "Upload". A red circle with the number "1" is positioned over the "Document Name" column header. The table contains two rows, both of which are highlighted with a red border:

Created On	Document Name	Document Status	Prior To	Upload
2017-07-14	DPL-1: Design Professional Seal & Signature	Pending	Approval	
2017-07-14	Plans/Sketch	Pending	Approval	

Below the table, it says "Total Items: 2". At the bottom left, there is a red circle with the number "2" above a "Save" button, which is highlighted with a red border. Next to it is a "Preview to File" button. At the bottom right of the table area, it says "1 - 2 of 2 items".

1. Document will appear in the **Documents** section with a status of **Pending**
2. Click **Save**

# Document Status

## Required

- Document must be uploaded before filing can be accepted

## Pending

- Document successfully uploaded but filing has not been submitted

## Submitted

- Document has been submitted and is under DOB review

## Accepted

- Document has been reviewed and accepted by DOB

## Rejected

- Document has been rejected by DOB and must be corrected and resubmitted

# Rule Review

- Acceptable document formats
  - .PDF
  - .JPEG
- File names cannot contain special characters
- Files can be no larger than 250 MBs

# Knowledge Check

## Question:

When I first upload a document, what is the Document Status?

# Knowledge Check

## Answer:

Pending. It does not change to Submitted until the filing has been Submitted to the DOB for review.

# Pay Filing Fees

# Rule Review

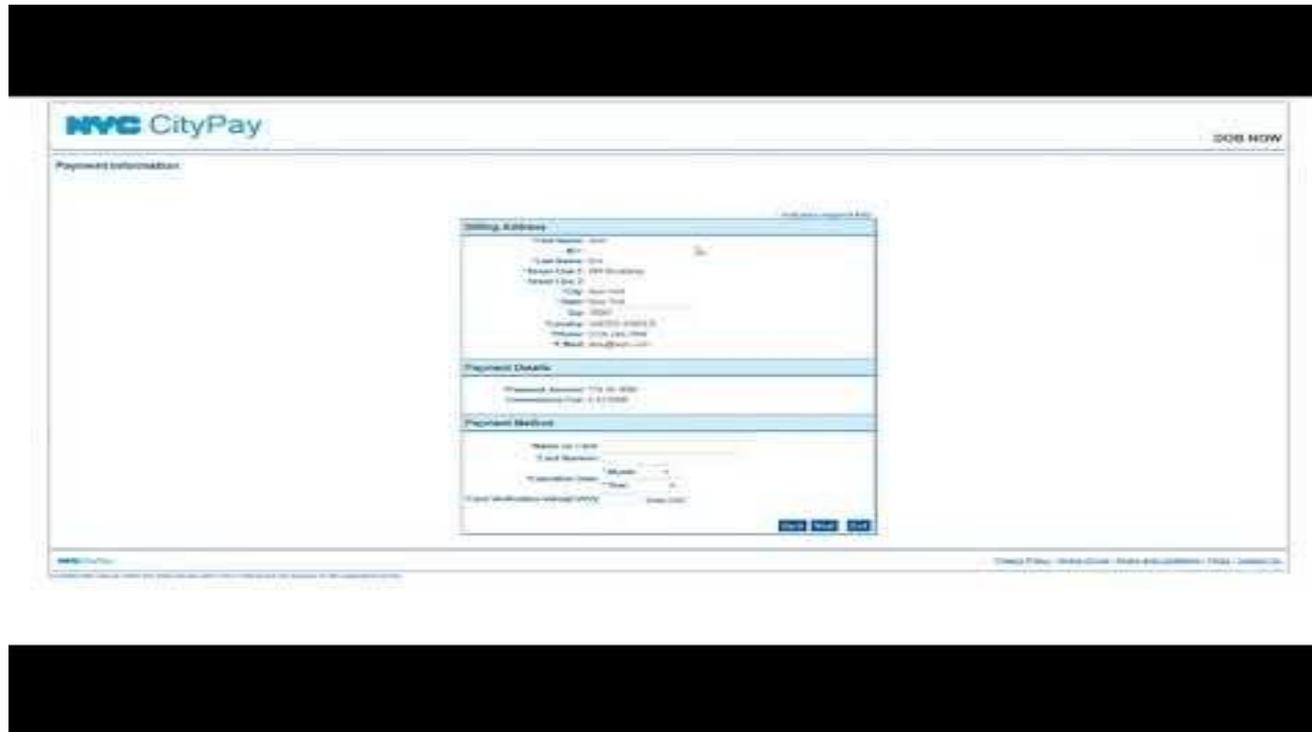
- Fees must be paid before a filing can be submitted
- The following registered eFilers associated with a filing can submit payments:
  - Owner
  - Filing Representative
  - Design Professional
  - General Contractor
  - Progress/Special Inspector
  - Site Safety Team

# Rule Review

- You can pay by:
  - eCheck
  - Credit Card
  - Debit Card
- Credit and Debit Card payments are subject to a 2.49% convenience fee

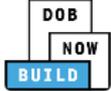
# Pay Filing Fees Video

Click to play



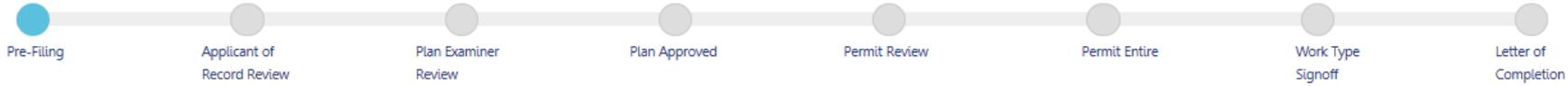
# Payments Blocked

- If you click **Pay Now** and the system seems to stall, it is probably because your browser is blocking the Payment Portal
- You will need to update the Settings of your internet browser to turn off pop-up blockers and/or add DOB NOW to your Trusted Sites



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

Welcome, ADAM JOE2  
AJOETEST2@GMAIL.COM  
Need Help?  
Sign Out



[Save](#)
[Preview to File](#)
**Job# S00002054 Filing# I1**
[View Filing](#)
[Payment History](#)
[Trace History](#)
[Property Profile](#)
[Dashboard](#)

[Plans/Work \(PW1\)](#)
[Demolition Submittal \(DS1\)](#)
[Antenna Scope of Work](#)
[Cost Affidavit \(PW3\)](#)
[Technical Report \(TR1\)](#)
[Documents](#)
[Work Permit \(PW2\)](#)
[Statements & Signatures](#)

**1. Location Information**

House No.(s)* 20	Street Name* DONGAN HILLS AVENUE	Borough* STATEN ISLAND
Block* 3532	Lot* 500	BIN* 5109567
C.B. No.* 502	Apt./Condo. No.(s) 1AAAA-222	Zip Code* 10306

**Application Highlights**

Location	20 DONGAN HILLS AVENUE STATEN ISLAND 10306
Job Number	S00002054
Filing Number	I1
Estimated Job Cost*	\$40,500.00
Current Filing Status	Pre-Filing
Job Status	Job in Process
Work without Permit Violation	No
Total Job Cost (\$)	\$44,444.00
Filing Type	New Job Filing

Work on Floor(s)\* [+ Add](#)

Code & Description	Floor From	Floor To	Description of Work	Edit...	Delete
BAL Balcony	1	2	111111111111		

Total Items: 1  
 1 / 1 Items Per Page 1 - 1 of 1 items

**Payment Summary**

New Work Filing Fee	\$635.80
Legalization Filing Fee	\$0.00
Record Management Fee	\$165.00
PAA	\$0.00
No Good Check Fee	\$0.00
Associated Jobs Fee	\$0.00
<b>Total Fee</b>	<b>\$800.80</b>
Amount Paid	\$0.00
Amount Due	\$800.80

[Pay Now](#)

**2. Applicant Information**

E-Mail* AJOETEST2@GMAIL.COM	License Type* Insurance Agency	License Number* 909090
--------------------------------	-----------------------------------	---------------------------



# DOB NOW

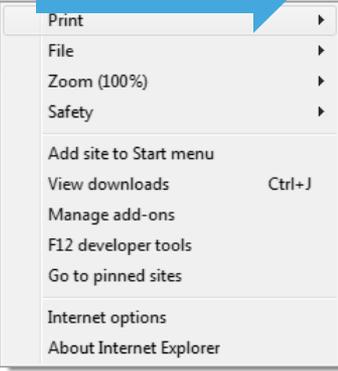
Submit Filings, Payments, and Requests to the NYC Department of Buildings

## Boiler Inspection Reports Payment Summary - Tracking # 2017-10000012345Y0004-1411

Boiler ID	Tracking Number	Filing Fee
10000012345Y0004	2017-10000012345Y0004-1411	\$30.00

**Total Amount Due: \$30.00**

[Return to Filing](#) [Pay Now](#)



- Print
- File
- Zoom (100%)
- Safety
- Add site to Start menu
- View downloads Ctrl+J
- Manage add-ons
- F12 developer tools
- Go to pinned sites
- Internet options
- About Internet Explorer

Click the Gear Icon

# DOB NOW

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

## Boiler Inspection Reports Payment Summary -Tracking # 2017-10000012345Y0004-1411

Boiler ID	Tracking Number	Filing Fee
10000012345Y0004	2017-10000012345Y0004-1411	\$30.00

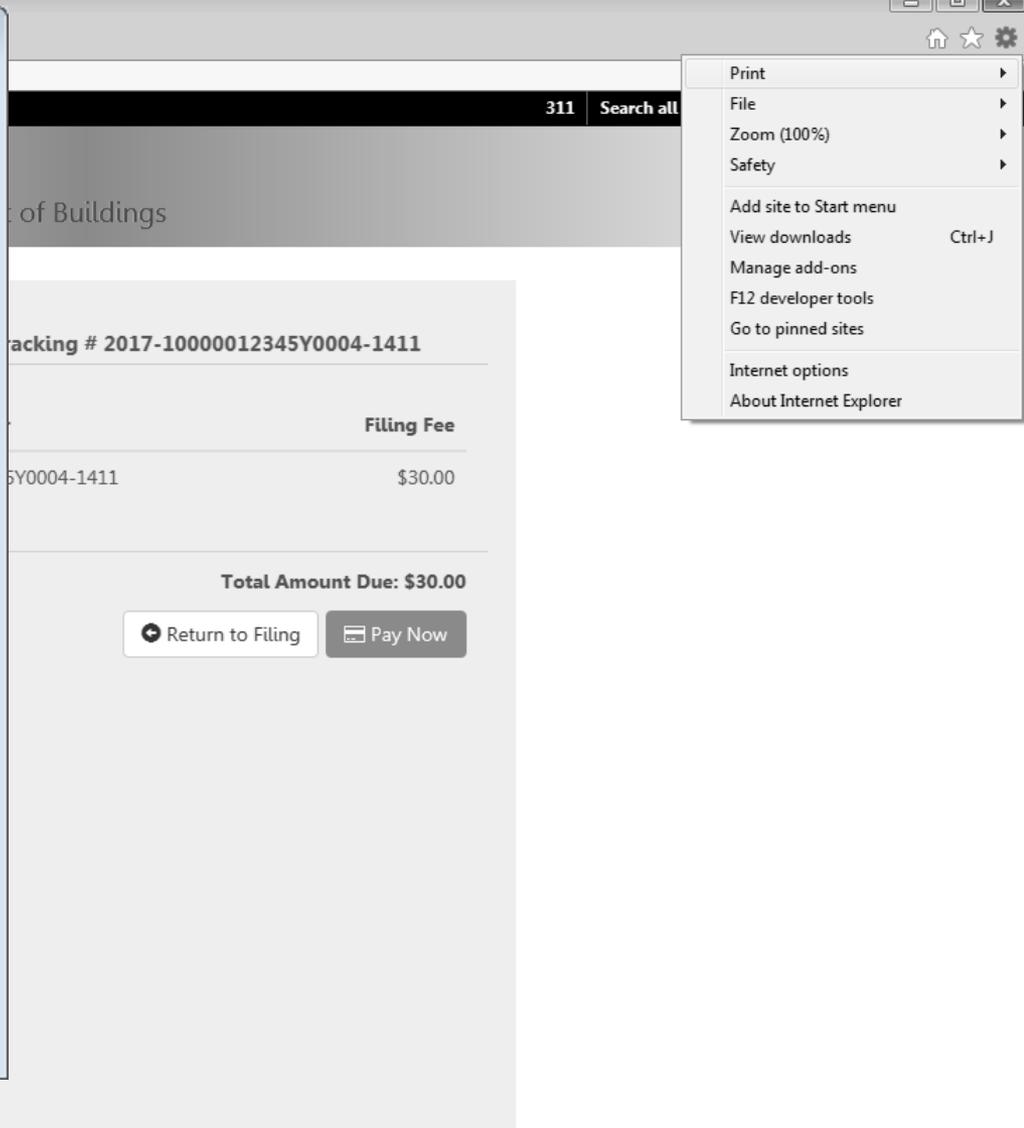
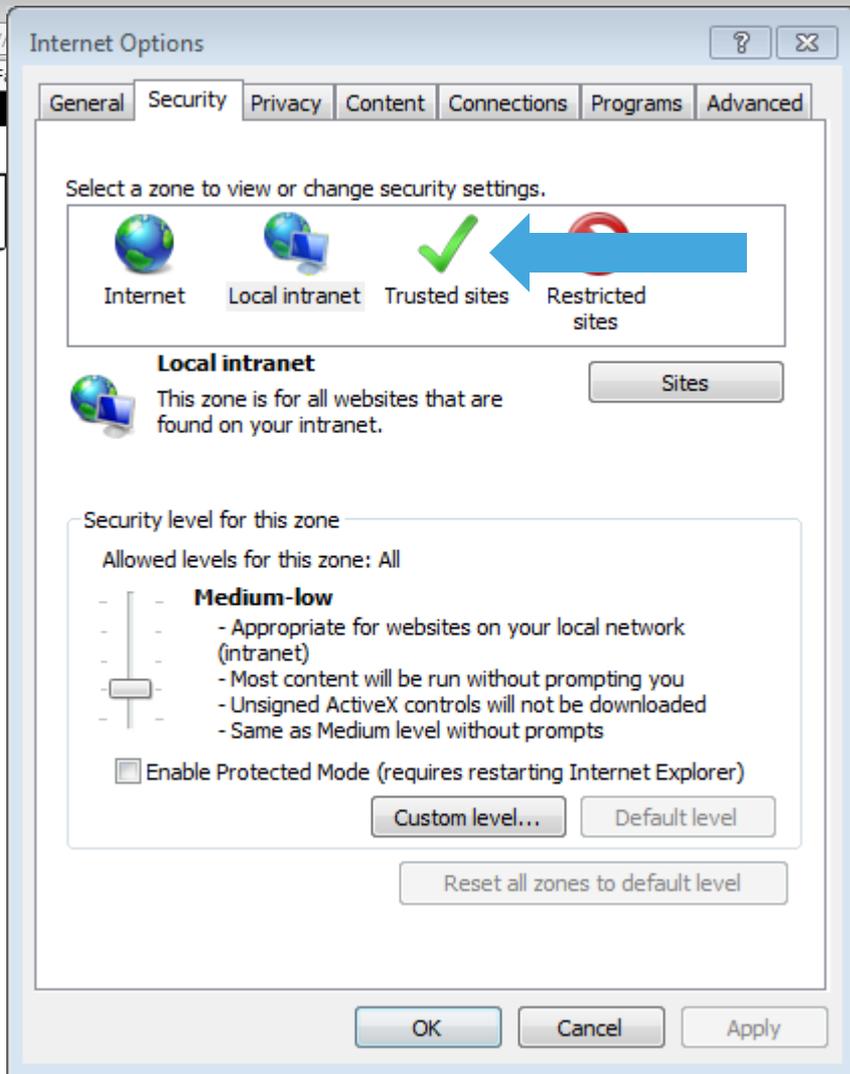
**Total Amount Due: \$30.00**

[Return to Filing](#)
[Pay Now](#)

- Print
- File
- Zoom (100%)
- Safety
- Add site to Start menu
- View downloads Ctrl+J
- Manage add-ons
- F12 developer tools
- Go to pinned sites
- Internet options
- About Internet Explorer



# Click Internet Options



Click Trusted Sites

Internet Options

General Security Privacy Content Connections Programs Advanced

Select a zone to view or change security settings.






Internet Local intranet **Trusted sites** Restricted sites

**Trusted sites**

 This zone contains websites that you trust not to damage your computer or your files.

**Sites**

Security level for this zone

Allowed levels for this zone: All

**Medium**

- Prompts before downloading potentially unsafe content
- Unsigned ActiveX controls will not be downloaded

Enable Protected Mode (requires restarting Internet Explorer)

Custom level... Default level

Reset all zones to default level

OK Cancel Apply

311 Search all

of Buildings

Tracking # 2017-10000012345Y0004-1411

	Filing Fee
5Y0004-1411	\$30.00

**Total Amount Due: \$30.00**

Return to Filing Pay Now

Print

File

Zoom (100%)

Safety

Add site to Start menu

View downloads Ctrl+J

Manage add-ons

F12 developer tools

Go to pinned sites

Internet options

About Internet Explorer

Click Sites

Internet Options

General Security Privacy Content Connections Programs Advanced

Trusted sites

 You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.

Add this website to the zone:

Websites:

Require server verification (https:) for all sites in this zone

311 Search all

of Buildings

Tracking # 2017-10000012345Y0004-1411

	Filing Fee
5Y0004-1411	\$30.00

**Total Amount Due: \$30.00**

- Print
- File
- Zoom (100%)
- Safety
- Add site to Start menu
- View downloads Ctrl+J
- Manage add-ons
- F12 developer tools
- Go to pinned sites
- Internet options
- About Internet Explorer

Click Add

Internet Options

General Security Privacy Content Connections Programs Advanced

Trusted sites

 You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.

Add this website to the zone:

Add

Websites:

Remove

Require server verification (https:) for all sites in this zone

Close

Reset all zones to default level

OK Cancel Apply

311 Search all

of Buildings

Tracking # 2017-10000012345Y0004-1411

	Filing Fee
5Y0004-1411	\$30.00

**Total Amount Due: \$30.00**

[Return to Filing](#) [Pay Now](#)

- Print
- File
- Zoom (100%)
- Safety
- Add site to Start menu
- View downloads Ctrl+J
- Manage add-ons
- F12 developer tools
- Go to pinned sites
- Internet options
- About Internet Explorer

Click Close

Internet Options

General Security Privacy Content Connections Programs Advanced

Select a zone to view or change security settings.

Internet Local intranet **Trusted sites** Restricted sites

**Trusted sites**

 This zone contains websites that you trust not to damage your computer or your files.

Sites

Security level for this zone

Allowed levels for this zone: All

**Medium**

- Prompts before downloading potentially unsafe content
- Unsigned ActiveX controls will not be downloaded

Enable Protected Mode (requires restarting Internet Explorer)

Custom level... Default level

Reset all zones to default level

OK

311 Search all

of Buildings

Tracking # 2017-10000012345Y0004-1411

	Filing Fee
5Y0004-1411	\$30.00

**Total Amount Due: \$30.00**

Return to Filing Pay Now

Print  
File  
Zoom (100%)  
Safety  
Add site to Start menu  
View downloads Ctrl+J  
Manage add-ons  
F12 developer tools  
Go to pinned sites  
Internet options  
About Internet Explorer

Click OK

# Complete Statements and Signatures

# Rule Review

- DOB NOW aggregates the statements from all forms and documents in one section so the Applicant and Owner can review and electronically sign the complete filing at once
- Licensees are **required** to submit their **Signature and Seal** on the DPL-1 form in conjunction with their Statements and Electronic Signatures
- **Owners** are required to log in and complete their Statements and Signatures

# DPL-1 Signature and Seal Form

## Applies to

Professional Engineers  
Registered Architect  
Registered Landscape Architect  
Master Plumber  
Oil Burner Installer  
Electrical Contractor  
Master Fire Suppression Contractor

- Upload a scanned version of your **Signature and Seal** with each filing
- Use the **DPL-1** form available from the **Forms** section of the **DOB website**
- Good for 1 year from signature date

**NYC Buildings** Design Professional / Licensee Seal and Signature Form For DOB NOW (DPL-1 Form)

1 Design Professional/Licensee Information

Last Name	First Name	Middle Initial
Business Name	Business Telephone	
Business Address	Business Fax	
City	State	Zip
E-Mail		Mobile Telephone
License Number		

Choose one:  Professional Engineer  Registered Architect  Special Inspector  Progress Inspector  
 Master Plumber  Oil Burner Installer  Fire Suppression Contractor

2 Design Professional/Licensee Seal and Signature Statement

By electronically sealing and signing this document and then submitting a scanned copy to the Department of Buildings, I intend for the image of the seal and signature to be used as my official professional seal and signature where I so indicate. I understand that documents to be submitted to the Department of Buildings.

Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

After seal and signature in accordance with all regulations applicable when applying signature and seal to official documents filed with the Department of Buildings.

# Complete Statements & Signatures

Plans/Work (PW1) Documents Work Permit (PW2) **1** Statements & Signatures

## Design Professional - Statements & Signatures

**Plans/Work (PW1) - Section 25. Applicant's Statements\***

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine

### Application Highlights

Location	280 BROADWAY MANHATTAN 10007
Job Number	M00289416
Filing Number	P2
Estimated Job Cost*	\$677,888.00
Current Filing Status	Pre-Filing
Job Status	Job in Process

## 1. Navigate to **Statements & Signatures**

# Electronically Sign as Applicant of Record

After uploading your supporting **DPL1 Form**:

1. **Check the box** to acknowledge the statements
2. **Electronic signature** and **date** automatically added to filing

### Applicant - Statements & Signatures

**Plans/Work (PW1) - Section 25. Applicant's Statements\***

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. I prepared or supervised the preparation of the construction documents and specifications herewith submitted and to the best of my knowledge and belief, the construction documents and work shown thereon comply with the provisions of the NYC Administrative Code and other applicable laws and rules, except as set forth in the accompanying documents. I acknowledge that I have read and complied with all instructions pertaining to this application and supplementary schedules submitted. Cluster Development Statement (if applicable): I hereby state that all specifications relating to this job are identical to those previously filed under the group lead job number, except as specified herein.\*

**Technical Report (TR1) - Section 5. Design Applicant's Statements**

I have identified all of the special inspections, progress inspections and tests required for compliance.\*

I certify that the Special Inspection and Approved Agencies engaged by the owner to supervise the work specified herein are acceptable. (BC 1704.1)\*

I have personally reviewed all information entered on each of the documents listed above. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this application, I am applying such signature and seal to this signed statement and each document listed above as if I had personally signed and sealed these statements and documents by hand.\*

Name	Date
ADAM JOE2 ("Electronically Signed")	07/31/2017

# Owner Completes Owner's Statements

- Read the Property Owner's Statements and acknowledge with a **Yes** or **No** response

**Plans/Work (PW1) - Section 26. Property Owner's Statements\***

Fee Exemption Request (Non-Profit Owned and Operated) In accordance with Administrative Code §28-112.1, Exception 1, I certify that the deed holder is a corporation or association organized and operated exclusively for the purposes indicated in such section, and that the property is used exclusively by such entity for such purposes\*

Yes  No

Fee Exemption Request (NYCHA/HHC, NYC Agency, or Other Government Owned and Operated) The building or any part thereof to be constructed, renovated, altered or demolished is owned and operated exclusively for the purposes of the NYC Agency, NYC Authority, NYS Agency, Federal Government or any other government entity\*

Yes  No

Owner's Certifications Regarding Occupied Housing. The site of the building to be altered or demolished, or the site of the new building to be constructed, contains one or more occupied dwelling units that will remain occupied during construction. These occupied dwelling units have been clearly identified on the submitted construction documents.\*

Yes  No

The site of the building to be altered or demolished, or the site of the new building to be constructed, contains occupied housing accommodations subject to rent control or rent stabilization under Chapters 3 and 4 of Title 26 of the New York City Administrative Code. If yes, select one of the following:\*

Yes  No

The owner is not required to notify the New York State Homes and Community Renewal (NYSHCR) of the owner's intention to file because the nature and scope of the work proposed, pursuant to NYSHCR regulations, does not require notification.

Yes  No

The owner has notified the New York State Homes and Community Renewal (NYSHCR) of its intention to file such construction documents/apply for such permit and has complied with all requirements imposed by the regulations of such agency as preconditions for such [filing/application].

Yes  No

# Complete Owner Details

**1** Owner's Certification for Directive 14 (if applicable)  
I have read and am fully aware of the applicant's statement that the construction documents submitted and all construction documents related to this application will not require a new or amended Certificate of Occupancy as there is no change in use, exits, or occupancy and the work is not inconsistent with the current certificate of occupancy. Furthermore, I understand that I am responsible for retaining a qualified design professional to perform a final inspection when the permitted work is complete and this professional must submit a satisfactory final inspection report to the NYC Department of Buildings within the time following inspection prescribed by Department rule.\*  
 Yes  No

**2** Owner Type  
NYCHA/HHC

**3** E-mail Address\*  
APPLEROME18@GMAIL.COM

Name\*  
APPLE ROME18

Relationship to Owner

Business Name/Agency name  
AR18

Street Address\*  
AR18

City\*  
NYC

State\*  
NY

Zip\*  
10000

Telephone Number\*  
2013331111

If I am a condo unit owner or co-op tenant-shareholder, I further represent that I am authorized by the condo or co-op board to sign this application on behalf of such board, and if applicable, acknowledge that construction and related documents will be accepted with less than full examination by the department based on the professional certification of the applicant.\*

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. Furthermore, I understand that I am responsible for insuring that a final inspection be performed when the permitted work is complete, and that a satisfactory report of final inspection be submitted, along with all required submittal documents, so that the NYC Department of Buildings may issue a letter of completion or certificate of occupancy within the time prescribed by law.\*

I have authorized the applicant to file this application for the work specified herein and all future amendments. I will not knowingly authorize any work that is not in compliance with all applicable laws, rules, and regulations.

1. Acknowledge Owner Certification of Directive 14, if applicable
  2. Select **Owner Type**
  3. Enter **Owner Email Address**
- Other owner fields populate from eFiling registration

# Electronically Sign as Owner

**Cost Affidavit (PW3) - Section 7. Owner's/Lease Holder's Statement**

I hereby state the information on this form is correct and complete to the best of my knowledge. I understand falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I also understand it is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.

**Technical Report (TR1) - Section 6. Owner Statements for Progress/Special Inspector**

I have reviewed the information provided herein and, to the best of my knowledge and belief, attest to its accuracy. I approve the identification of the responsible inspector. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by a fine or imprisonment, or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.\*

**1**  I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand.\*

Name  
APPLE ROME18  
("Electronically Signed")

Date  
07/03/2017

1. **Check the box** to electronically sign and date the filing

# Knowledge Check

True or False:

The Owner plays no role in a filing before it is submitted to the DOB.

# Knowledge Check

False:

The Property Owner is required to log in, review the filing and complete the Owner Statement and Signatures each time a filing is submitted to the DOB.

# Preview and File a Job

# Rule Review

- Only the **Applicant of Record** can **File** a completed filing
  - **Antenna** – Professional Engineer, Registered Architect
  - **Curb Cut** – Professional Engineer, Registered Architect or Registered Landscape Architect
- Before the Applicant of Record can **File**, they must **Preview** and **Electronically Sign** the filing

# Preview to File Demo

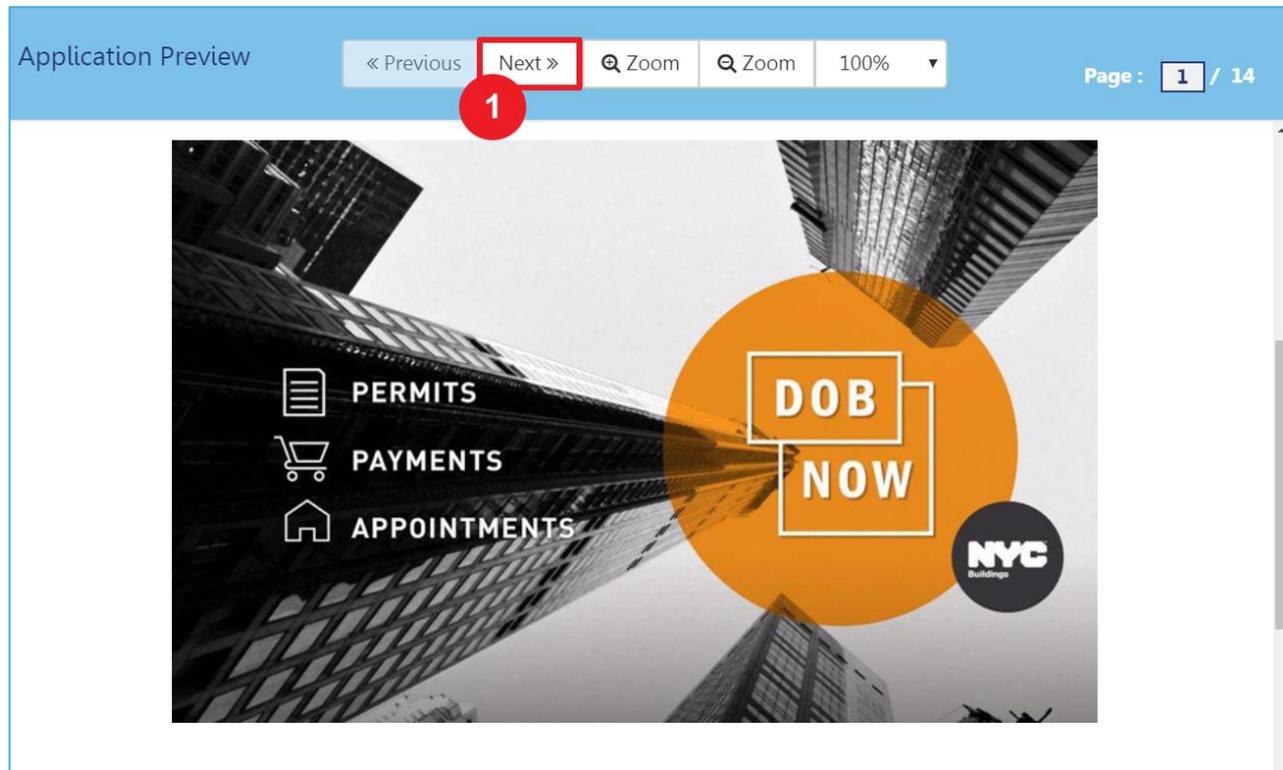
Hold your cursor at the bottom of the page and click the play button to watch.

# Click Preview to File

The screenshot displays a workflow progress bar at the top with four stages: Pre-Filing (marked with a checkmark), Applicant of Record Review, Plan Examiner Review, and Plan Approved. Below the progress bar is a toolbar containing a 'Save' button and a 'Preview to File' button, which is highlighted with a red box and a red circle containing the number '1'. To the right of the toolbar, the text 'Job# M00002743 Filing# I1' is visible. Below the toolbar is a horizontal flow diagram with four steps: Plans/Work (PW1), Demolition Submittal (DS1), Antenna Scope of Work, and Cost Affidavit (PW3).

1. Click **Preview to File** button in the upper left of a filing

# Click Through the Application Preview



1. Click **Next** to review all pages of the filing
  - Be sure to scroll to the bottom of each page

# Electronically Sign and File

Page 14 of 14

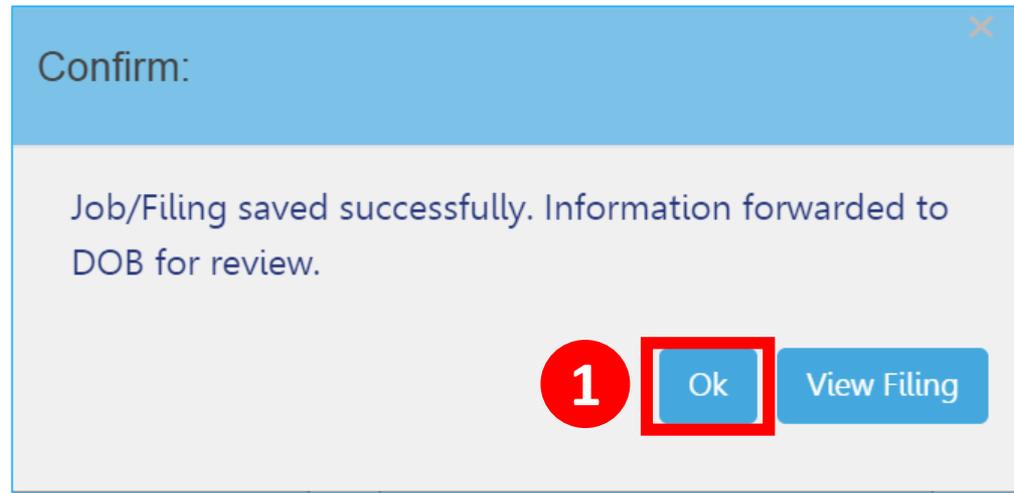
**1** "I have personally reviewed all information entered on this application."

Name  Date   
("Electronically Signed")

**2**

1. Select the **check box** to electronically sign
2. Select **File**

# View Job Filing Confirmation



A successful filing confirmation will appear

1. Click **OK**

# View Confirmation Email

**Filing Submitted for M00002986/I1/280 BROADWAY CRM:0001184** Inbox x  

 **CRM Buildings NYC DEV** <CRMBuildNYCDev@buildings.nyc.gov> 1:06 PM (2 hours ago) ☆  

to APPLE, me ▾

This email references **M00002986/I1/280 BROADWAY**.

This **filing** has been received by DOB and is awaiting assignment to a DOB Quality Analyst for review.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at [doznosupport@buildings.nyc.gov](mailto:doznosupport@buildings.nyc.gov).

Sincerely,

NYC Department of Buildings.



# Plan Examiner Assignment

Filing Assigned to Plan Examiner for M00289232/I1/280 BROADWAY Inbox x

 CRM Buildings NYC DEV <CRMBuildNYCDev@buildings.nyc.gov> 10:31 AM (5 hours ago) ☆  

to me, APPLE ▾

This email references **M00289232/I1/280 BROADWAY** .

This filing has been assigned to a **plan examiner**.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at [dobnowsupport@buildings.nyc.gov](mailto:dobnowsupport@buildings.nyc.gov).

Sincerely,

NYC Department of Buildings

**NYC** Buildings

# QA Analyst Assignment

Filing Submitted for M00289238/I1/280 BROADWAY Inbox x   

 **CRM Buildings NYC DEV** <CRMBuildNYCDev@buildings.nyc.gov> 12:04 PM (3 hours ago) ☆  

to APPLE, me 

This email references **M00289238/I1/280 BROADWAY**.

This filing has been received by DOB and is awaiting assignment to a DOB Quality Analyst for review.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at [doznosupport@buildings.nyc.gov](mailto:doznosupport@buildings.nyc.gov).

Sincerely,

NYC Department of Buildings.

**NYC** Buildings

# Knowledge Check

## Question:

Who is required to click the **Preview to File** button, review and sign the filing before submitting a filing to the DOB.

# Knowledge Check

## Answer:

The Applicant of Record, a Design Professional, is required to click **Preview to File**, review the application page by page, and affix his/her electronic signature by checking the box. Only then will the **File** button become active.

# Make Corrections

# Rule Review

- Corrections can be made on the filing after you have submitted but before the filing has been assigned to a Plan Examiner or QA Analyst for Review
- Corrections are allowed for filings with status of:
  - **Pending Plan Examiner Assignment**
  - **Pending Prof Cert QA Review**
- If corrections result in additional fees, those fees must be paid before the filing can be resubmitted

# Rule Review

The following fields will be **greyed out** and are **not** editable once the filing has been filed:

- Location Information
- Applicant Information
- Filing Review Type
- Building Type
- Property Owner's Information

# Scenario

- While reviewing the submitted filing, the Design Professional realizes they checked the wrong box in **Section 8 of the PW1 – Additional Information**.
- Since the filing is in the **Pending Plan Examiner Assignment** stage, a correction is permitted

# Locate the Filing

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

+ Job Filing + Work Permit + AHV Permit + Request LOC

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

Filter my jobs ▾

Job Number	Filing Number	Filing Status	Address	Borough	Applicant of Record
M00002153	P2	Pre-Filing	280 BROADWAY	MANHATTAN	ADAM JOE2
M00002980	I1	Pre-Filing	280 BROADWAY	MANHATTAN	ADAM JOE2
B00002979	I1	Pre-Filing	150 MARINE AVENUE	BROOKLYN	ADAM JOE2
M00002523	P1	Pre-Filing	280 BROADWAY	MANHATTAN	ADAM JOE2
M00002972	I1	Pre-Filing	280 BROADWAY	MANHATTAN	ADAM JOE2
<b>M00002958</b>	<b>I1</b>	<b>Pending Plan Examiner Assignment</b>	<b>280 BROADWAY</b>	<b>MANHATTAN</b>	<b>ADAM JOE2</b>
M00002952	I1	QA Failed	242 WEST 34 STREET	MANHATTAN	ADAM JOE2

1. From the **My Jobs** tab on the Dashboard, locate the filing

# Select Corrections from Filing Actions

M00002523	P1	Pre-Filing	280 BROADWAY	07/26/2017 05:19:59 PM	Due	Select Action: ▾
M00002972	I1	Pre-Filing	280 BROADWAY	07/26/2017 02:38:49 PM	Due	Select Action: ▾
M00002958	I1	Pending Plan Examiner Assignment	280 BROADWAY	07/26/2017 02:35:45 PM	Exempted	Select Action: ▾ Correction
M00002952	I1	QA Failed	242 WEST 34 STREET	07/26/2017 02:58:24 PM	Exempted	Select Action: ▾
M00002949	I1	Pre-Filing	213 WEST 35 STREET	07/26/2017 11:58:55 AM	Exempted	Select Action: ▾
M00002944	I1	Permit Entire	462 7 AVENUE	07/26/2017 09:52:58 AM	Paid	Select Action: ▾

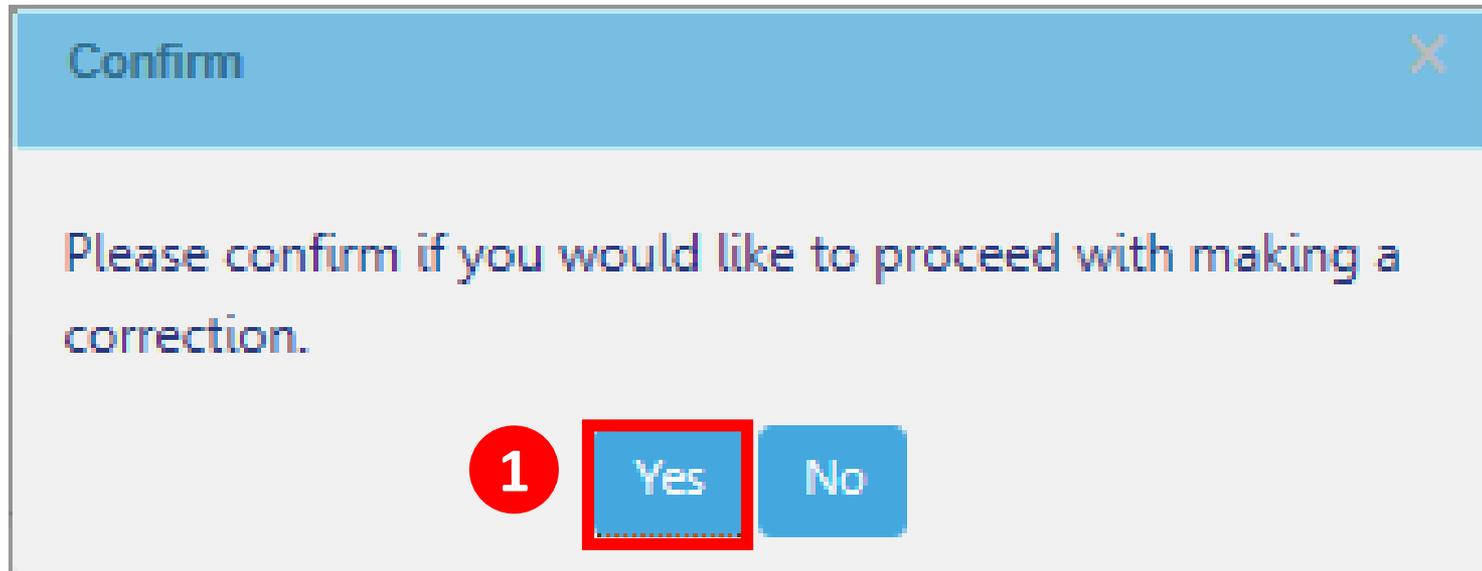
1



1. In the **Filing Actions** column, select **Correction**

If a filing is not eligible for a correction, the option will not appear in the list

# Confirm to Proceed with Correction



1. Click **Yes** to proceed with making a correction

# Correction in Progress Message



1. The system will notify all users that a correction is in progress

# Make Correction

**8. Additional Information\***

Estimated New Work Cost (Initial) \$\* **1**

Total Construction Floor Area:(Sq.Ft) **2**

Building Type\* **3**

Is this job associated with a NB job filed in BIS?  Yes  No **4**

Is this job associated with an Alt job filed in BIS?  Yes  No

Associated BIS Job Number :\* **5**

**Estimate Fees** **6**

## 1. Make corrections

# Submit the Corrected Filing

1

2



Save Resubmit Job# B00002366 Filing# I1 Correction in Progress!!!

1. Click **Save**
2. Complete **Statements & Signatures**
3. Click **Resubmit**

# Knowledge Check

## True or False:

Corrections are still allowed once a filing has been assigned to a Plan Examiner or a QA Analyst as long as the Plan Examiner or QA Analyst has not started the review.

# Knowledge Check

False:

Corrections are only allowed while the filing is still awaiting assignment to a Plan Examiner or QA Analyst

# Review Objections and Schedule Appointments

# Scenario

You are a Design Professional and you receive an email notification that the DOB has raised objections with your filing and has requested an appointment

# Notification of Objections

**Objections Are Raised for M00289179/I1/280 BROADWAY** Inbox x  

 **CRM Buildings NYC DEV** <CRMBuildNYCDev@buildings.nyc.gov> Jul 24 (3 days ago) ☆  

to me ▾

This email references **M00289179/I1/280 BROADWAY** .

During the review of your filing, the Plan Examiner and/or Chief Plan Examiner raised **objections**. To review and address the **objections**, please log into DOB NOW: Build.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at [dobnowsupport@buildings.nyc.gov](mailto:dobnowsupport@buildings.nyc.gov).

Sincerely,  
NYC Department of Buildings

**NYC** Buildings

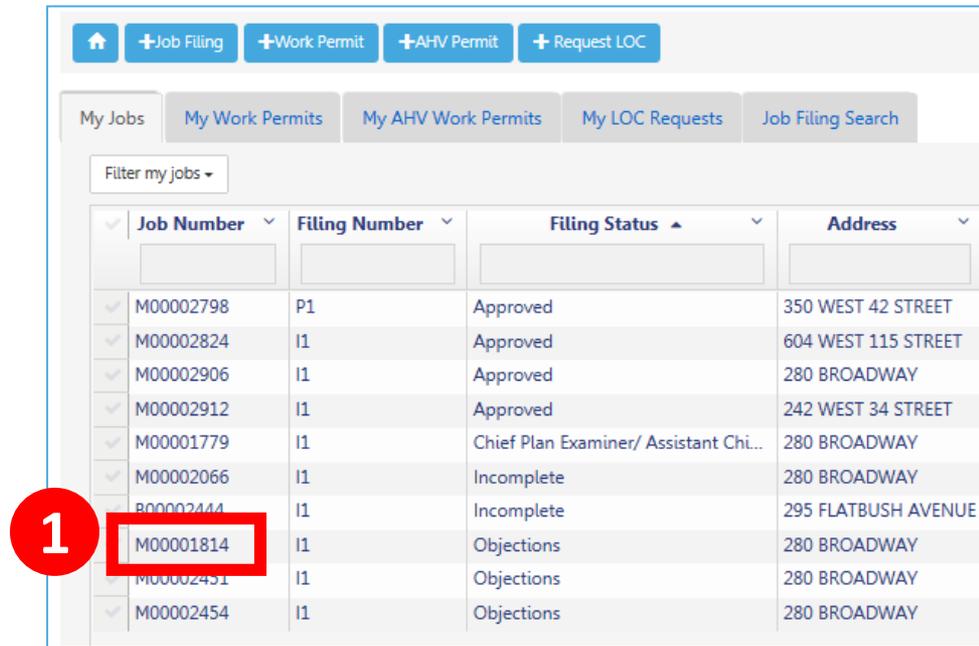
# Locate the Filing

The screenshot shows a web application interface with a navigation bar at the top containing buttons for '+Job Filing', '+Work Permit', '+AHV Permit', and '+Request LOC'. Below the navigation bar are tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', 'My LOC Requests', and 'Job Filing Search'. The 'Job Filing Search' tab is highlighted with a red box and a '2' in a red circle. Below the tabs is a search filter 'Filter my jobs -'. A table displays a list of job filings with the following columns: Job Number, Filing Number, Filing Status, and Address. The row for Job Number M00001814 and Filing Number I1 is highlighted with a red box and a '1' in a red circle. The Filing Status for this row is 'Objections'.

Job Number	Filing Number	Filing Status	Address
M00002798	P1	Approved	350 WEST 42 STREET
M00002824	I1	Approved	604 WEST 115 STREET
M00002906	I1	Approved	280 BROADWAY
M00002912	I1	Approved	242 WEST 34 STREET
M00001779	I1	Chief Plan Examiner/ Assistant Chi...	280 BROADWAY
M00002066	I1	Incomplete	280 BROADWAY
M00002444	I1	Incomplete	295 ELATRUSH AVENUE
M00001814	I1	Objections	280 BROADWAY
M00002451	I1	Objections	280 BROADWAY
M00002454	I1	Objections	280 BROADWAY

1. Search by **Job Filing Number** or
2. Go to **My Jobs** and look for **Filing Status** equal to **Objections**

# Open the Filing



The screenshot shows a web application interface with a navigation bar at the top containing buttons for '+Job Filing', '+Work Permit', '+AHV Permit', and '+Request LOC'. Below the navigation bar are tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', 'My LOC Requests', and 'Job Filing Search'. A 'Filter my jobs' dropdown is present above a table. The table has four columns: 'Job Number', 'Filing Number', 'Filing Status', and 'Address'. The row with 'Job Number' M00001814 is highlighted with a red box and a red circle containing the number '1'.

Job Number	Filing Number	Filing Status	Address
M00002798	P1	Approved	350 WEST 42 STREET
M00002824	I1	Approved	604 WEST 115 STREET
M00002906	I1	Approved	280 BROADWAY
M00002912	I1	Approved	242 WEST 34 STREET
M00001779	I1	Chief Plan Examiner/ Assistant Chi...	280 BROADWAY
M00002066	I1	Incomplete	280 BROADWAY
M00002444	I1	Incomplete	295 FLATBUSH AVENUE
M00001814	I1	Objections	280 BROADWAY
M00002451	I1	Objections	280 BROADWAY
M00002454	I1	Objections	280 BROADWAY

1. Double-click the **Job Filing Number** to open the filing

# Progress Bar Indicates Objections



1. A **red exclamation point !** in the Plan Examiner Review Stage is an indicator that **Objections** have been raised

# Locate Objections

Within the filing under **Application Highlights** two new sections will display:

1. Objections
2. DOB Appointments

The screenshot displays the 'Application Highlights' page. The top section, 'Application Highlights', contains the following information:

Location	23-44 27 STREET
Job Number	QUEENS 11105
Filing Number	Q00002470
Filing Number	11
Estimated Job Cost (\$)	\$5,500.00
Current Filing Status	Objections
Job Status	Job In Process
Work Without Permit Violation	No
Total Job Cost (\$)	\$5,500.00
Filing Type	New Job Filing

Below this is the 'Payment Summary' section:

New Work Filing Fee	\$0.00
Legalization Filing Fee	\$0.00
Record Management Fee	\$0.00
Post Approval Amendment	\$0.00
NoGood Check Fee	\$0.00
Associated Jobs Fee	\$0.00
<b>Total Fee</b>	<b>\$0.00</b>
Amount Paid	\$0.00
Amount Due	\$0.00

A 'Pay Now' button is located below the payment summary.

The 'Objections' section (marked with a red circle and the number 1) is a table with the following data:

Object	Object Detail	Status	View...
Antenna Test O...	This is test objection for Antenna	Open	Details

The 'DOB Appointments' section (marked with a red circle and the number 2) is a table with the following data:

Subject	Start Time	Dur...	Status...	View...	Action...
---------	------------	--------	-----------	---------	-----------

# Review List of Objections

Objection	Objection Detail	Status	View
1968 BC 27-280...	Proposed Curb Cuts do not comply with ...	Open	<a href="#">Details</a>

Total Items: 1

1 / 1 25 Items Per Page 1 - 1 of 1 items

1. In the **Application Highlights** section of the filing, review **Objections**
2. Click **Details** to open the Objection

# Review Objection Details

## Objection Details

Objection	Antenna Test Objection 1
Objection Detail	This is test objection for Antenna
Code	AN 2017 Code
Reference	Test Reference
Code Type	Antenna - 17AN
Code Year	2017
Work Type	AN - Antenna
Objection Status	<input type="text" value="Open"/>
Comments	<input type="text"/>
Objection History	On 6/27/2017 8:37 AM BUILD005 Plan Examiner: Test Objection for Antenna On 6/27/2017 8:44 AM SVC CRMPROXYADMTST: test objections

# Rule Review

- If the DOB has requested an appointment, the **Design Professional, Filing Rep** or **Owner** can schedule the appointment
- The **Design Professional** is a **mandatory** attendee
- Others associated with the filing can be added as **Optional Attendees**
- Only one scheduled appointment is allowed at one time

# Schedule an Appointment Demo

Hold your cursor at the bottom of the page and click the play button to watch.

# Schedule an Appointment

**1** +Add Appointment

Subject	Start Time	Dur...	Status	View...	Action...	
Q00002470	7/3/2017 4:20:00 PM	20	Cancelled	View		

1. Navigate to the **Application Highlights** section of the filing
2. Click **+Add Appointment**

# Create an Appointment



New Appointment

Required Attendees*	DP - JOE ADAM
Optional Attendees	<a href="#">Click Here to Add person...</a>
Plan Examiner	JAN ZIZKA
Job No.	M00001168-I1

- **Required Attendees** – Defaults to Design Professional
- **Optional Attendees** – Add others associated with the filing
- **Plan Examiner** – Defaults to DOB Plan Examiner that raised the objections
- **Job No.** – Auto-populates the Job Filing Number

# Add Optional Attendees



Optional Attendees **1**

Plan Examiner

FR - SAM FACE

OWNER - APPLE ROME

1. Click **Optional Attendees** field and select from individuals associated with the filing

# Select Appointment Date and Time

Select Appointment Date\*

**1**

July 2017

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	26	27	28	29	30	01	02
27	03	04	05	06	07	08	09
28	10	11	12	13	14	15	16
29	17	18	19	20	21	22	23
30	24	25	26	27	28	29	30
31	31	01	02	03	04	05	06

Holidays  Fully Booked Dates

Available Hours

**2**

Select Appointment Time :\*

8:00 AM To 8:20 AM
8:20 AM To 8:40 AM
8:40 AM To 9:00 AM
9:00 AM To 9:20 AM
9:20 AM To 9:40 AM
9:40 AM To 10:00 AM
10:00 AM To 10:20 AM

1. Select a future **Date**
2. Select an **Appointment Time**

# Confirm Date and Time

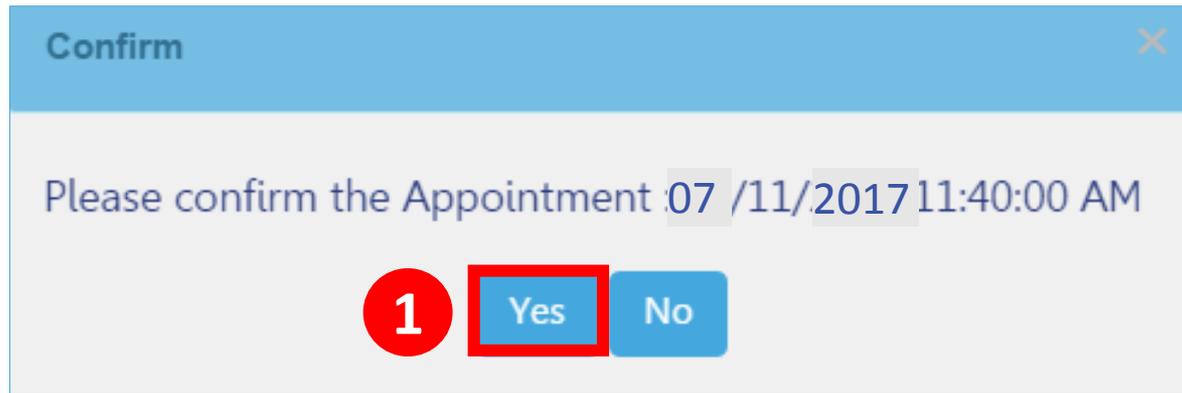
Select Appointment Time \*

11:40 AM To 12:00 PM

1 Submit Cancel

1. Once you select date and time, click **Submit**

# Confirm Appointment



1. Click **Yes** to confirm appointment date and time

# Appointment Scheduling Process

- Requested appointment slot is sent to DOB Scheduling Coordinator
- Scheduling Coordinator creates the GoToMeeting session and sends a calendar appointment to all attendees containing the GoToMeeting link

# GoToMeeting Plan Review

- You will need:
  - PC or mobile device for screen sharing
  - Web cam
  - Phone for audio
  
- Tips:
  - Log in early
  - Set your audio preferences – dial in versus audio through your PC
  - Have the access code and audio pin handy

# Scenario

The date for your appointment with the Plan Examiner is approaching but you now have a scheduling conflict. You need to cancel and reschedule the appointment.

# Cancel and Reschedule an Appointment

## DOB Appointments

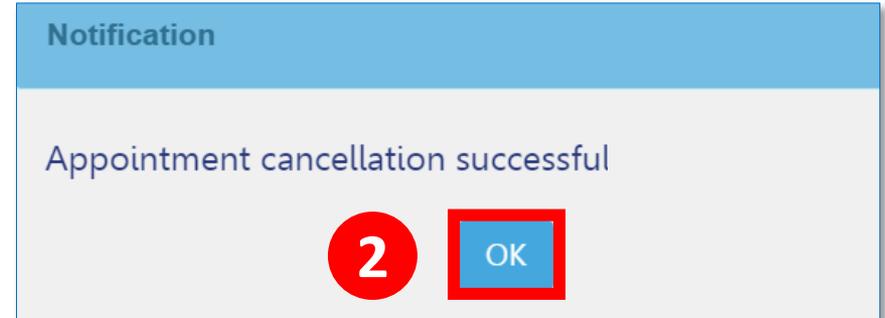
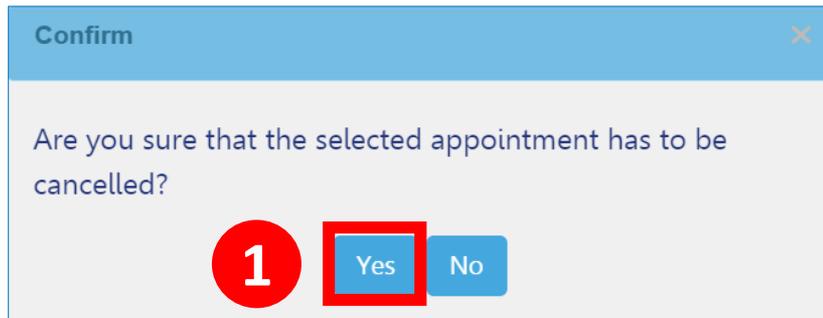
[+Add Appointment](#)

Subject 	Start Time 	Dur... 	Status 	View... 	
Q00002470	7/3/2017 11:00:00 AM	20	Scheduled	<a href="#">View</a>	

1

1. Under **Application Highlights** in the **DOB Appointments** section, click the **trash can** icon

# Confirm Cancellation



1. Click **Yes** to confirm cancellation
2. Click **OK** at cancellation window

# Schedule a New Appointment

**1** +Add Appointment

Subject	Start Time	Dur...	Status	View...	Action...	
Q00002470	7/3/2017 4:20:00 PM	20	Cancelled	View		

1. Click **+Add Appointment** to schedule a new appointment
- Follow the previous steps to create an appointment

# Cancellations Initiated by DOB

If there are technical issues with the meeting or the DOB needs to cancel, a Scheduling Coordinator will reach out to you via email with upcoming availability to reschedule your appointment.

# Knowledge Check

## Question:

Besides the DOB Plan Examiner, who is required to attend an Appointment?

# Knowledge Check

Answer:

The Design Professional

# Address Objections

# Replace Rejected Documents

Required Documents ▾				
Created On ▾	Document Name ▲	Document Status ▾	Prior To ▲ ▾	Upload
2017-08-18	DEP ACP-5: Asbestos Assessment Report	Submitted	Approval	
2017-08-18	DPL-1: Design Professional Seal & Signature	Submitted	Approval	
2017-08-18	Plans/Sketch	Rejected	Approval	

1. Look for Document Status of **Rejected**
2. Click **Upload icon** to add the revised document

# Upload New Required Documents

The Plan Examiner may request additional documents. If so, an objection will be issued.

Required Documents ▾				
Created On ▾	Document Name ▲ ▾	Document Status ▾	Prior To ▲ ▾	Upload
2017-08-18	DEP ACP-5: Asbestos Assessment Report	Submitted	Approval	
2017-08-18	DPL-1: Design Professional Seal & Signature	Submitted	Approval	
2017-08-29	Other Documents - Prior to Approval	Required	Approval	
2017-08-18	Plans/Sketch	Accepted	Approval	

1. The new required document will display in the Required Documents section
2. Click Upload icon to upload the document

# Review List of Objections

Objection	Objection Detail	Status	View...	☰
Antenna Test O...	This is test objection for Antenna	Open	<a href="#">Details</a>	

Total Items: 1

|◀ ◁ 1 / 1 ▷ ▶| 4 ▾ Items Per Page 1 - 1 of 1 items

1. In the **Objections** section of the filing, open the Objection by clicking **Details**

# Address Objections

Objection Details

Objection	Antenna Test Objection 1
Objection Detail	This is test objection for Antenna
Code	AN 2017 Code
Reference	Test Reference
Code Type	Antenna - 17AN
Code Year	2017
Work Type	AN - Antenna
Objection Status	Resolved
Comments	Objection has been address by updating the plans to be in compliance with the listed Code.
Objection History	On 6/27/2017 8:37 AM BUILD005 Plan Examiner: Test Objection for Antenna On 6/27/2017 8:44 AM SVC CRMPROXYADMTST: test objections

Save Cancel

1. Change the Objection Status to **Resolved**
2. Add **Comments**
3. Click **Save**

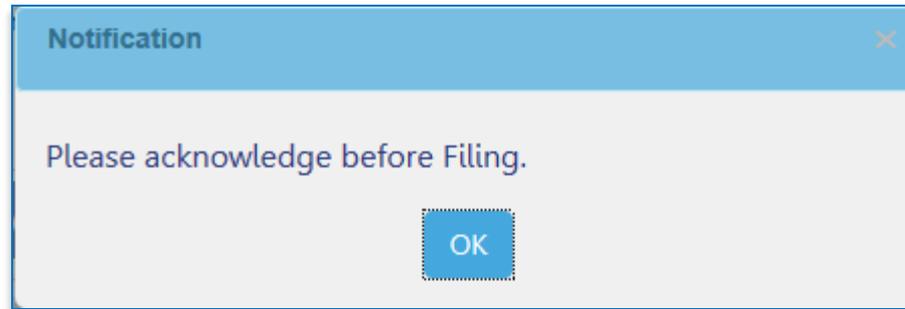
# Resubmit Filing



- Applicant must make Statements and Signatures
- Owner must log in and make Statements and Signatures

1. Click **Save**
2. Click **Resubmit** button

# Error Message – Please Acknowledge



An error message will display if you **Resubmit** before the applicant and owner complete **Statements and Signatures**

# Scenario

The Design Professional filed a Professional Certification filing. You receive notification that filing failed QA Review.

# QA Failed

QA Failed for M00002986/I1/280 BROADWAY CRM:0001194 Inbox x



CRM Buildings NYC DEV <CRMBuildNYCDev@buildings.nyc.gov>

to me, APPLE ▾

This email references **M00002986/I1/280 BROADWAY** .

While reviewing your filing, errors were identified that you need to correct. To review and correct the errors, please log into DOB NOW: Build.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at [dobnowsupport@buildings.nyc.gov](mailto:dobnowsupport@buildings.nyc.gov).

Sincerely,

NYC Department of Buildings



# QA Failed

The screenshot shows a web application interface with a navigation bar at the top containing buttons for '+Job Filing', '+Work Permit', '+AHV Permit', and '+Request LOC'. Below the navigation bar are tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', 'My LOC Requests', and 'Job Number Search'. A 'Filter My Jobs' dropdown and a 'Refresh' button are also present. The main content area is a table with the following columns: Job Number, Filing No., Filing Status, Address, Applicant of Record, Filing Action, and View... The table contains one row with the following data: Job Number: M00289716 (highlighted with a red circle and '2'), Filing No.: I1, Filing Status: QA Failed (highlighted with a red box and a red circle with '1'), Address: DE STREET, Applicant of Record: ADAM JOE2, Filing Action: Select Action: (dropdown), and View... (icon). A red circle with '2' is also placed next to the '289716' job number in the table's header row.

Job Number	Filing No.	Filing Status	Address	Applicant of Record	Filing Action	View...
289716						
M00289716	I1	QA Failed	DE STREET	ADAM JOE2	Select Action: (dropdown)	(icon)

1. View **Filing Status** of **QA Failed**
2. Click the **Job Number** to open the filing

# View Failure Reasons

1. In the **Application Highlights** section of the filing, review **Failure Reasons**

Application Highlights	
Location	77 READE STREET MANHATTAN 10007
Job Number	M00289716
Filing Number	I1
Estimated Job Cost*	\$50,000.00
Current Filing Status	QA Failed
Job Status	Job in Process
Work Without Permit Violation	No
Total Job Cost (\$)	\$0.00
Filing Type	New Job Filing

Payment Summary	
New Work Filing Fee	\$286.00
Legalization Filing Fee	\$0.00
Record Management Fee	\$45.00
Post Approval Amendment	\$0.00
NoGood Check Fee	\$0.00
Associated Jobs Fee	\$0.00
<b>Total Fee</b>	<b>\$331.00</b>
Amount Paid	\$331.00
Amount Due	\$0.00

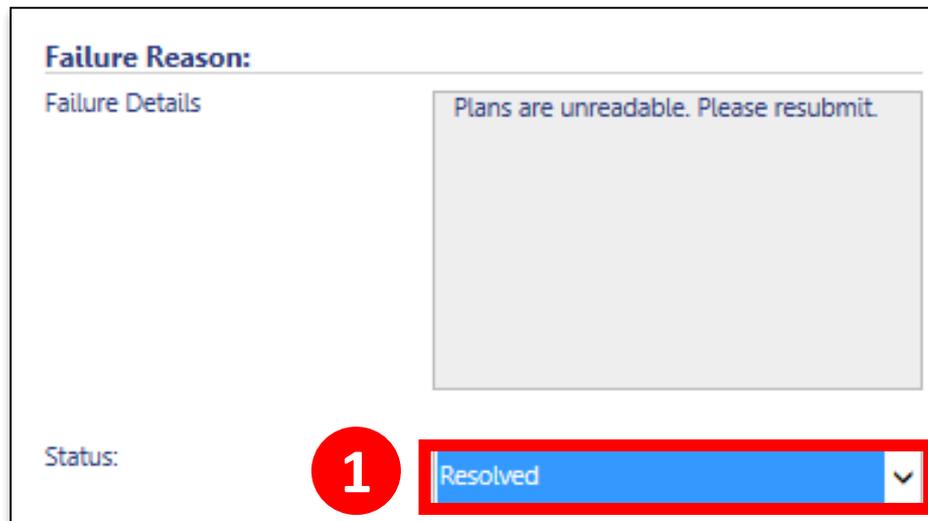
[Pay Now](#)

Failure Reason:	
Failure Details	Plans are unreadable. Please resubmit.
Status:	Open

1

# Mark Resolved



The screenshot shows a web form with the following elements:

- Failure Reason:** A section header.
- Failure Details:** A text area containing the message "Plans are unreadable. Please resubmit."
- Status:** A label next to a dropdown menu.
- 1:** A red circle with the number 1, highlighting the dropdown menu.
- Resolved:** The selected option in the dropdown menu, highlighted with a red border.

1. Once failure reason has been addressed, click the drop-down in the **Status** field and select **Resolved**

# Save and Resubmit Filing



1 Save Resubmit 2 100289716 Filing# I1

Plans/Work (PW1) Documents

Additional Supporting Documents ▾

Required Documents ▾

Created On ▾	Document Name ▾	Document Status ▾	Prior To ▾	Upload
2017-08-18	DEP ACP-5: Asbestos Assessment Report	Accepted	Approval	↑
2017-08-18	DPL-1: Design Professional Seal & Signature	Accepted	Approval	↑
2017-08-18	Plans/Sketch	Submitted	Approval	↑

1. Click **Save** to save the Filing

Applicant and Owner must complete **Statements and Signatures**

2. Applicant clicks **Resubmit**

# Create a Work Permit

# Rule Review

Work Permit (PW2) Filings can be submitted

- With the initial Professional Certification filing
- When the Professional Certification filing has a status of Approved
- When the Standard Plan filing has a status of Approved

# Scenario

You are the General Contractor for a Curb Cut project. The Property Owner has notified you that the DOB has approved the application and you can apply for the permit.

# Log In to DOB NOW

**1**

Welcome

**Email**

**Password**

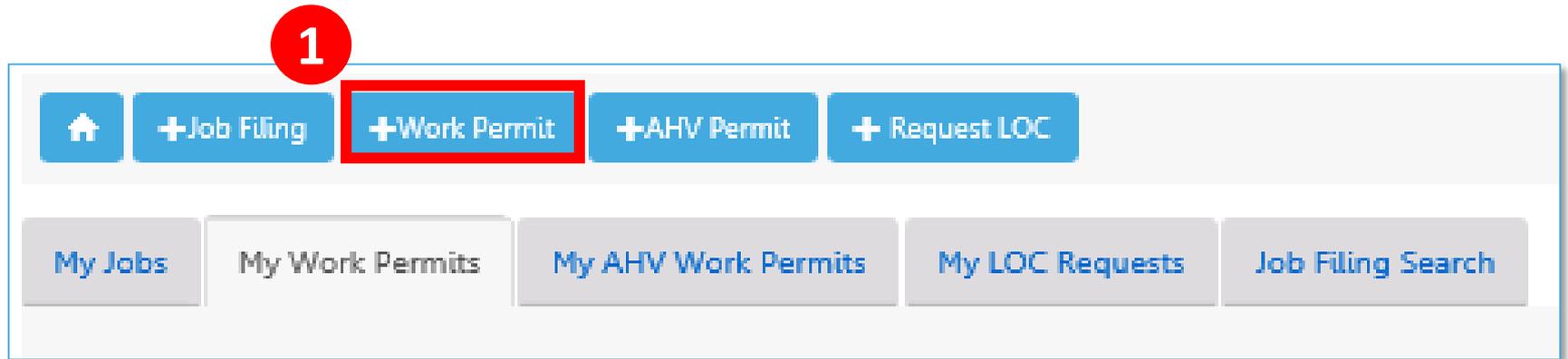
Login

[Can't access your account?](#)

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

1. Log In with your eFiling account

# Create a New Work Permit



1. From your Dashboard, click **+Work Permit**

# Search for the Job Filing

The screenshot shows a web interface titled "Create Work Permit". Below the title, there is a label "Enter Job Filing Number:" followed by a text input field. The input field contains the text "M00001773" and is highlighted with a red border. A red circle with the number "1" is positioned to the left of the input field. Below the input field, there is a horizontal line. To the right of the line, there are two buttons: "Get Jobs" and "Cancel". The "Get Jobs" button is highlighted with a red border, and a red circle with the number "2" is positioned to its left.

1. Enter the **Job Number**
2. Click **Get Jobs**

# Create Work Permit

Create Work Permit

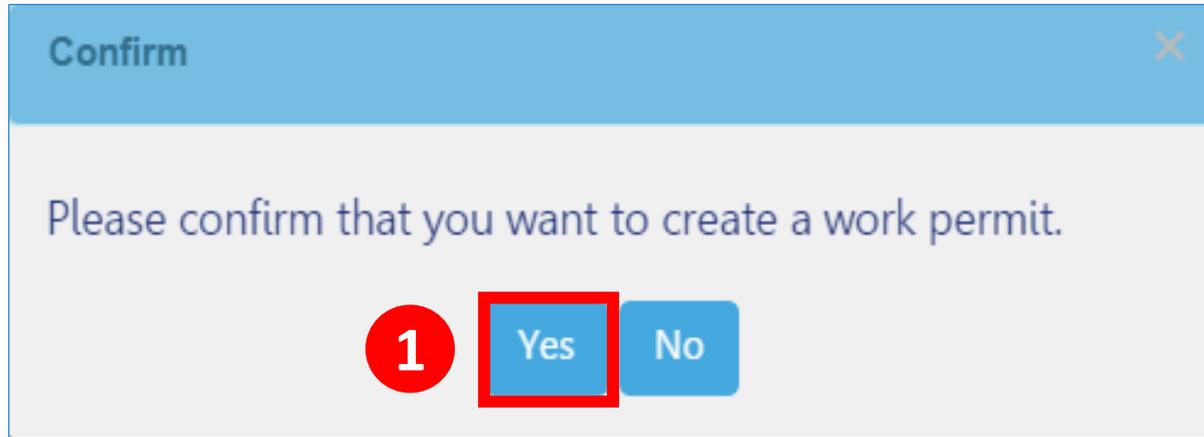
Enter Job Filing Number:  0 characters remaining

Job Lists:

Job No.	Filing No.	Filing Type	Current Filing Status	Created Date	Filing Action
M00001773	11	New Job Filing	Approved	3/16/2017 2:47:35 PM	Select Action: Create Work Permit

1. From the **Filing Action** column, select **Create Work Permit**

# Confirm Create Work Permit



1. Click **Yes** to confirm that you would like to create a work permit

# Complete the Work Permit Form

1

**1. Reason for Filing**

Filing reason\*  Initial Permit Expected Work Start Date\*  
08/23/2017

**3. Type of Permit**

Type of Permit\* Job Description\*

Curb Cut test

**3A. Electrical Application no.** **3B. Associated Job no.**

1. Enter **Work Permit** details by completing all **Required Fields** (\*)

# Enter Applicant Information

**4. Applicant/ Contractor**

**1** E-Mail\*  
Enter email/username...

**2** License Type\*  
▼

**3** Business LookUp  
▼

Number\*

First Name  
Middle Name  
Last Name

Business Name\*  
Business Address\*

City  
State  
Zip

Business Telephone  
Business Fax  
Mobile Telephone

TaxPayer ID  
Liability Insurance Expiry Date\*

Save File Cancel

1. Enter your **registered eFiling email**

2. Select **License Type**

3. Select Your **Business**

All other fields are populated from your eFiling registration

# Design Professional as Contractor

Work Permit is not yet issued

1. Reason for Filing  
Filing reason\*  Initial Permit Expected Work Start Date\* 09/08/2017

3. Type of Permit  
Type of Permit\* Curb Cut Job Description\* test

3A. Electrical Application no. 3B. Associated Job no.

4. Applicant/ Contractor  
E-Mail\* AJOETEST12@GMAIL.COM License Type\* Professional Engineer License Number 515151  
First Name ADAM Middle Name Last Name JOE2  
Business LookUp Business Name Business Address  
City State Zip  
Business Telephone Business Fax Mobile Telephone  
TaxPayer ID Liability Insurance Expiry Date

Application Highlights  
Location 280 BROADWAY  
MANHATTAN

Work Permit Status  
Tracking Number 820205267  
Work Permit Status Pre-Filing  
Work Permit Number# Permit is not yet issued  
Sequence Number  
Permit Submitted Date  
Permit Issued Date  
Permit Expiration Date  
Plan Approved Date

Fees  
Amount Paid \$0.00  
Amount Due \$0.00  
[Pay Now](#)

Required Documents

Upload	Document Name	Document Status
	Certificate of Insurance Docume...	Pending

Total Items: 1

[Save](#) [File](#) [Cancel](#)

If a Design Professional is the Applicant of Record for a Work Permit:

- Required to manually enter **insurance information**
- **Certificate of Insurance** is a **Required Document** on the work permit tab

# Designate a Filing Rep, if different

**5. Filing Representative\***

If different from applicant specified in section 4  Yes  No

**1** E-Mail\*

Middle Initial

Business Address

State

Registration Number

Last Name

Business Name

Business Fax

Zip

First Name

Business Telephone

City

Mobile Telephone

1. If different from applicant specified in section 4, click **Yes**
2. Enter **registered eFiling email of filing rep**

# Antenna Site Safety Manager Requirements

A **Site Safety Manager** must be designated and the **Site Safety Program** must have **BEST** (Building Enforcement Safety Team ) approval if the Antenna filing has the following met:

- Section 8 - Building type selected is 1 - 3 Family or Other  
AND
- Section 13E - Existing or proposed stories is  $\geq 15$  OR  
building height  $\geq 200$  feet  
AND
- Section 9C of the PW1 - Façade Alteration work has been selected

# Site Safety Requirement for Antenna

**8. Additional Information\***

Estimated New Work Cost (Initial) \$*	Total Construction Floor Area:(Sq.Ft)	Building Type*
<input type="text" value="\$100,000"/>	<input type="text" value="1000"/>	<input type="text" value="3 Family"/>

9C. Facade Alteration\*  Yes  No

13E. Building Classification\*

	Existing	Proposed
Building Height (ft.)*	<input type="text" value="400"/>	<input type="text" value="400"/>
Building Stories*	<input type="text" value="30"/>	<input type="text" value="30"/>
Building Dwelling Units*	<input type="text" value="0"/>	<input type="text" value="0"/>

Site Safety Manager required if:

1. Building Type is **1-3 Family or Other**
2. Façade Alteration is **Yes**; and
3. Current or Proposed Building Height  $\geq$  **200 feet** or Current or Proposed Building Stories  $\geq$  **15**

# Site Safety Professional, if required

7. Construction Superintendent, Site Safety Coordinator, Site Safety Manager\*

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

Construction Superintendent     Site Safety Coordinator     Site Safety Manager

**1**

**2**

E-Mail\*    License Type    Last Name

DOBTSTING123@GMAIL.COM    Site Safety Manager    DOB

First Name    Middle Initial    Business Name

TESTING123    X    T123 LLC

Business Telephone    Business Address    Business Fax

2016559888    T123 LLC

City    State    Zip

NYC    NY    10007

Mobile Telephone    Registration Number

022663

1. In Section 7 of the Work Permit, select **radio button** for the Site Safety role
2. Enter **Registered Email Address**

# Site Safety Program – BEST Approval Letter

Required Documents		
Upload	Document Name	Document Status
	Site Safety Program - BEST App...	Pending

Total Items: 1

If the Site Safety Program is required, a **BEST Approval Letter** must be uploaded on the Work Permit tab

# Provide Statements and Signatures

1

**12. Applicant/ Contractor Statement\***

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

The information in this application is correct and complete to the best of my knowledge and I assume responsibility for all statements in such application. I understand that if I am found after hearing to have knowingly or negligently made a false statement on this or any other document submitted to the Department, I may be subject to fine, imprisonment, and/or 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\*  Date\*

2

Each required signer will need to log in, locate the filing and go to the **Statements and Signature** section

1. **Check the box.** Your electronic signature and the date will auto-populate.
2. Click **Save**

# File Work Permit



Once all required fields are complete, documents uploaded, fees paid, Statements and Signatures complete, the **File** button will become activated for the Applicant/General Contractor

1. Click **File** to submit the Work Permit Request

# Permit Submitted Notification

Work Permit Request with Tracking# 875971771 Submitted Successfully for  
**M00289149/I1/280 BROADWAY** Inbox x  

 **CRM Buildings NYC DEV** <CRMBuildNYCDev@buildings.nyc.gov> Jul 20 (10 days ago)   

to MRC, ADAM, me, APPLE 

This email references Permit with Tracking# 875971771 for **M00289149/I1/280 BROADWAY** .

Your application for a permit on this job has been received.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at [doznosupport@buildings.nyc.gov](mailto:doznosupport@buildings.nyc.gov).

Sincerely,

NYC Department of Buildings



# Permit Under Review Notification

Assigned for QA Review for Permit with Tracking# 875971771 for M00289149/I1/280 BROADWAY Inbox x  

---

 **CRM Buildings NYC DEV** <CRMBuildNYCDev@buildings.nyc.gov> Jul 20 (10 days ago) ☆  

to MRC, ADAM, me, APPLE ▾

This email references Permit with Tracking# 875971771 for M00289149/I1/280 BROADWAY .

A permit request on this job has been assigned to DOB QA for review.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at [dobnowsupport@buildings.nyc.gov](mailto:dobnowsupport@buildings.nyc.gov).

Sincerely,

NYC Department of Buildings



# Permit Issued Notification

Permit Issued for Permit # M00289149-I1-AN for M00289149/I1 /280 BROADWAY Inbox x  

 **CRM Buildings NYC DEV** <CRMBuildNYCDev@buildings.nyc.gov> Jul 20 (10 days ago)   

to MRC, ADAM, me, APPLE 

This email references **Permit # M00289149-I1-AN** for **M00289149/I1/280 BROADWAY** .

A **permit** has been issued on this job.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at [dobnowsupport@buildings.nyc.gov](mailto:dobnowsupport@buildings.nyc.gov).

Sincerely,

NYC Department of Buildings



# Scenario

You are the General Contractor and you have received notification that the Work Permit has been approved. You log in to DOB NOW: *Build* to print the permit.

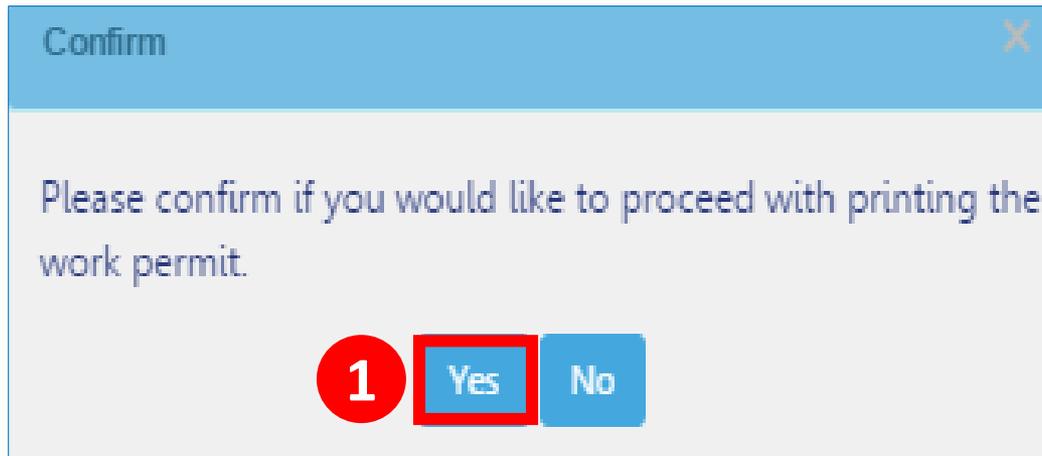
# Print a Work Permit

The screenshot shows the NYC Buildings portal interface. At the top, there is a header with 'NYC Buildings' and 'DOB NOW' (Submit Filings, Payments, and Requests to the NYC Department of Buildings). Below the header, there are navigation buttons: '+Job Filing', '+Work Permit', '+AHV Permit', and '+Request LOC'. A red circle with the number '1' highlights the 'My Work Permits' tab. Below the tabs, there is a table with columns: Job No. - Filing N.., Tracking No., Work Permit No., Sequence No..., Work Permit Status, and a partial column for Contractor. The table contains two rows of data. A dropdown menu is open over the table, showing 'Contractor' and 'Filing Action' fields. The 'Filing Action' dropdown is open, showing options: 'Select action:', 'Select action:', 'Create AHV', 'Print Work Permit', and 'Renew Work Permit'. A red circle with the number '2' highlights the 'Print Work Permit' option.

Job No. - Filing N..	Tracking No.	Work Permit No.	Sequence No...	Work Permit Status	
M00002877 - I1	875239133	Permit is not yet issued		Pending QA Assignment	280
M00002860 - I1	948035203	M00002860-I1-FN	1	Permit Issued	280

1. From the **My Work Permits** tab, locate the **work permit**
2. From **Filing Action** field, select **Print Work Permit**

# Confirm Print



1. Click **Yes** to proceed with printing

# Print or Download Permit



1. Print from your browser (**Ctrl+P**)
2. Select **Print to PDF** to save the file

# Scenario

An antenna permit is scheduled to expire before the work will be completed. The General Contractor requests a permit renewal.

# Renew a Work Permit

The screenshot shows the NYC Buildings 'DOB NOW' portal. The top navigation bar includes 'DOB NOW' and 'BUILD'. Below the navigation bar are buttons for '+Job Filing', '+Work Permit', '+AHV Permit', and '+Request LOC'. The 'My Work Permits' tab is highlighted with a red box and a red circle containing the number '1'. Below the tabs is a table with columns: Job No. - Filing No., Tracking No., Work Permit No., Sequence No., Work Permit Status, and a numeric column. Two rows are visible: one with status 'Pending QA Assignment' and another with status 'Permit Issued'. A dropdown menu for 'Filing Action' is open over the 'Permit Issued' row, with 'Renew Work Permit' selected and highlighted with a red box and a red circle containing the number '2'. Other options in the dropdown include 'Create AHV', 'Print Work Permit', and 'Select action:'.

Job No. - Filing No.	Tracking No.	Work Permit No.	Sequence No.	Work Permit Status	
M00002877 - I1	875239133	Permit is not yet issued		Pending QA Assignment	280
M00002860 - I1	948035203	M00002860-I1-FN	1	Permit Issued	280

1. From the **My Work Permits** tab, locate the **work permit**
2. From **Filing Action** field, select **Renew Work Permit**

# Complete Renewal Form

Work Permit M00002865-I1-SG

**1. Reason for Filing**

Filing reason\*

Renewal Permit with changes  Renewal Permit without changes

Expected Start Date\*

**2. Type of Permit**

Type of Permit\*

Sign

Job Description\*

test

**3A. Associated Electrical Application No. \***

123344556666

**4. Applicant Information**

## 1. Select **Reason for Filing**

- Renewal Permit with Changes
- Renewal Permit without Changes

# Pay Fees

<b>Application Highlights</b>	
Location	280 BROADWAY MANHATTAN 0
<b>Work Permit Status</b>	
Tracking Number	321466474
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	
<b>Fees</b>	
Amount Paid	\$0.00
Amount Due	\$100.00
<a href="#">Pay Now</a>	

1. Click **Pay Now** to pay filing fees

# Electronically Sign and Save Renewal

**1**

**12. Applicant/ Contractor Statement\***

Check here if the work authorized by this permit does not require adjacent property insurance  Yes  No

The information in this application is correct and complete to the best of my knowledge and I assume responsibility for all statements in such application. I understand that if I am found after hearing to have knowingly or negligently made a false statement on this or any other document submitted to the Department, I may be subject to fine, imprisonment, and/or 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 above-referenced premises 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\*   
("Electronically Signed")

Date\*

**2**   **3**

1. Click the **check box** to electronically sign
2. Click **Save**
3. Then click **Resubmit**

# Submit Post Approval Amendments (PAA)

# Rule Review

- The DOB requires applicants to maintain **current and accurate** records of their jobs
- File a **Post Approval Amendment (PAA)** when you need to make updates including changes to the Scope of Work, plans, or correct an Environment Control Board (ECB) violation
- Allowed when filing status is
  - **Approved**
  - **Permit Entire**

# Rule Review

- Provide description of the changes in **Section 24** of the PW1 – Comments.
- Post Approval Amendments can only be filed by a **Design Professional**
- Post Approval Amendments (PAA) must be filed by the **same Applicant of Record** as the PW1

# Rule Review

When a PAA is filed, the following fields will be greyed out and are not editable

- Filing Status
- Primary Address
- Applicant Information
- Owner Information
- Building Type

# Scenario

As work gets underway, the Registered Landscape Architect (RLA) determines that the Curb Cut needs to be extended. The RLA initiates the Post Approval Amendment. Because the estimated cost of work increases, the RLA pays the additional filing fees and submits the PAA.

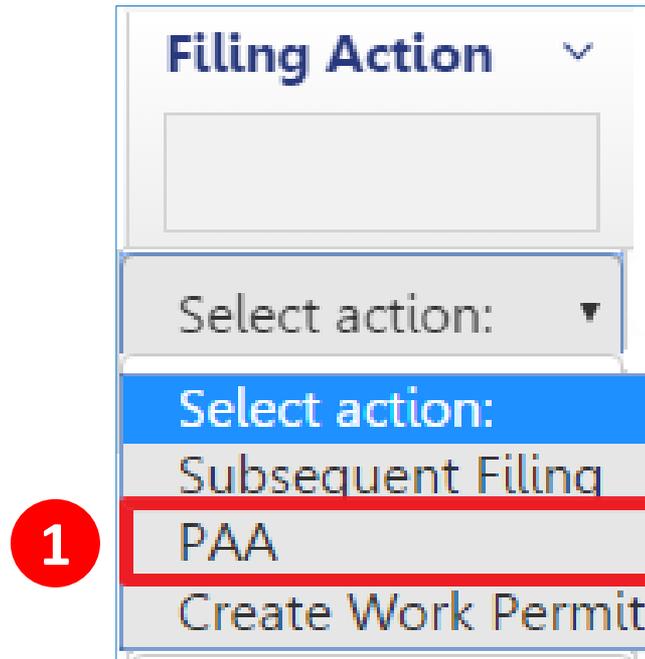
# Navigate to a Job Filing

The screenshot shows the NYC Buildings portal interface. At the top, there are navigation buttons: '+ Work Permit', '+ AHV Permit', and '+ Request LOC'. Below these, a tabbed menu includes 'My Jobs', 'My Work Permits', 'My AHV Work Permits', 'My LOC Requests', and 'Job Filing Search'. The 'My Jobs' tab is selected and highlighted with a red box and a red circle containing the number '1'. Below the tabs is a 'Filter my jobs -' dropdown. The main content is a table with columns: Job Number, Filing Number, Filing Status, Address, Applicant of Record, Owner, Created Date, Payment Status, Filing Action, and View. The table contains several rows of job filings. The row with Job Number M00002275 is highlighted with a red box and a red circle containing the number '2'. This row shows a 'Permit Entire' filing for '280 BROADWAY' by 'ADAM JOE2' and 'APPLE ROME18', with a 'Paid' status.

Job Number	Filing Number	Filing Status	Address	Applicant of Record	Owner	Created Date	Payment Status	Filing Action	View
M00002085	I1	Permit Entire	280 BROADWAY	ADAM JOE2	APPLE ROME18	06/02/2017 08:34:20 AM	Paid	Select Action: ▾	🔍
M00002120	I1	Permit Entire	280 BROADWAY	ADAM JOE2	APPLE ROME18	06/07/2017 08:16:40 AM	Exempted	Select Action: ▾	🔍
M00002121	I1	Permit Entire	280 BROADWAY	ADAM JOE2	APPLE ROME18	06/07/2017 08:34:45 AM	Exempted	Select Action: ▾	🔍
M00002207	I1	Permit Entire	280 BROADWAY	ADAM JOE2	APPLE ROME18	06/12/2017 03:19:45 PM	Exempted	Select Action: ▾	🔍
M00002275	I1	Permit Entire	280 BROADWAY	ADAM JOE2	APPLE ROME18	06/16/2017 07:37:52 AM	Paid	Select Action: ▾	🔍
M00002296	I1	Permit Entire	259 PERTHURST AVENUE	ADAM JOE2	APPLE ROME18	06/18/2017 01:33:03 PM	Exempted	Select Action: ▾	🔍
M00002365	I1	Permit Entire	101 WEST 24 STREET	JOE ADAM	ADAM JOE2	06/21/2017 03:04:23 PM	Exempted	Select Action: ▾	🔍
M00002345	I1	Permit Entire	280 BROADWAY	ADAM JOE2	APPLE ROME18	06/21/2017 07:57:08 AM	Due	Select Action: ▾	🔍
M00002346	I1	Permit Entire	280 BROADWAY	ADAM JOE2	APPLE ROME18	06/21/2017 08:05:06 AM	Paid	Select Action: ▾	🔍

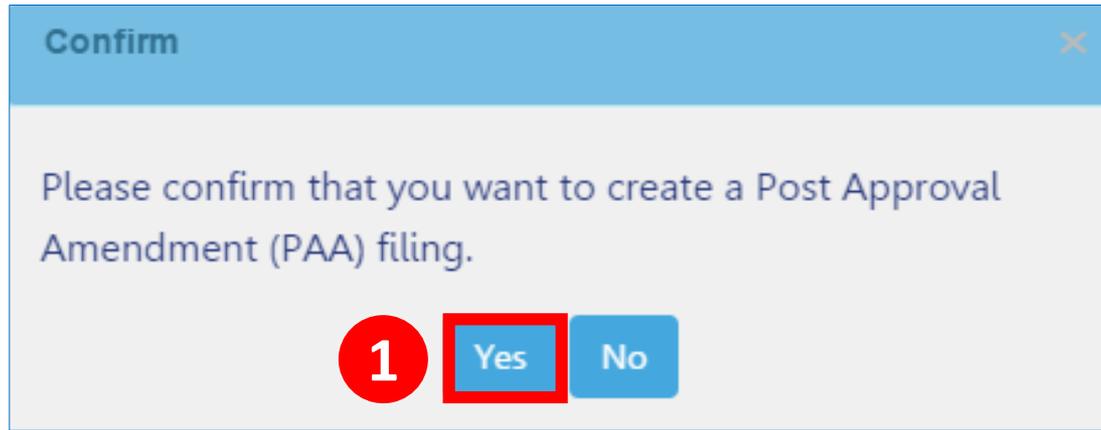
1. Go to **My Jobs** tab
2. Locate the **Job Filing**

# Select Filing Action



1. Select **PAA** from the Filing Actions field

# Confirm Creation of PAA



1. Click **Yes** to create PAA

# Update and Save Job Filing

**1** [Save](#) [Preview to File](#) **Job# M00002300 Filing# P1**

Plans/Work (PW1) Demolition Submittal (DS1) Antenna Scope of Work Cost Affidavit (PW3)

### 1. Location Information

House No.(s)* 559	Street Name* WEST 23 STREET
Block* 695	Lot* 6
C.B. No.* 104	Apt./Condo. No.(s)

Make necessary updates to the filing

1. Click **Save** in the upper left corner

# Pay Additional Filing Fees, if required

- **Total Job Cost** impacts filing fees
- If Total Job Cost increases, additional filing fees may be due
- Filing fees must be paid **before submitting PAA**

Application Highlights	
Location	559 WEST 23 STREET MANHATTAN 10011
Job Number	M00002300
Filing Number	P1
Estimated Job Cost*	\$120,000.00
Current Filing Status	Pre-Filing
Job Status	Job in Process
Work without Permit Violation	No
Total Job Cost (\$)	\$120,000.00
Filing Type	PAA
Payment Summary	
New Work Filing Fee	\$722.25
Legalization Filing Fee	\$0.00
Record Management Fee	\$45.00
PAA	\$100.00
No Good Check Fee	\$0.00
Associated Jobs Fee	\$0.00
<b>Total Fee</b>	<b>\$867.25</b>
Amount Paid	\$712.75
<b>Amount Due</b>	<b>\$154.50</b>
<a href="#">Pay Now</a>	

# Upload Required Documents

Required Documents				
Created On	Document Name	Document Status	Prior To	Upload
2017-07-25	DPL-1: Design Professional Seal & Signature	Required	Approval	
2017-07-25	HPD-1: Anti-Harassment Area Checklist	Required	Approval	
2017-07-25	Plans/Sketch	Required	Approval	
2017-07-25	DEP ACP-20/ACP-21: Asbestos Project Conditional Compl...	Required	Permit Issuance	
2017-07-25	PW3: Cost Affidavit (Before Sign Off)	Required	Sign Off	

1. Click **Upload** to add documents

# Applicant Statements and Signatures

## Design Professional - Statements & Signatures

**Plans/Work (PW1) - Section 25. Applicant's Statements\***

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. I prepared or supervised the preparation of the construction documents and specifications herewith submitted and to the best of my knowledge and belief, the construction documents and work shown thereon comply with the provisions of the NYC Administrative Code and other applicable laws and rules, except as set forth in the accompanying documents. I acknowledge that I have read and complied with all instructions pertaining to this application and supplementary schedules submitted. Cluster Development Statement (If Applicable): I hereby state that all specifications relating to this job are identical to those previously filed under the group lead job number, except as specified herein. \*

I certify that the construction document submitted and all construction documents related to this application do not require a new or amended Certificate of Occupancy as there is no change in use, exits, or occupancy. \*

**Cost Affidavit (PW3) - Section 6. Design Applicant's Statements**

I hereby state the information on this form is correct and complete to the best of my knowledge. I understand falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I also understand that it is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. \*

**Technical Report (TR1) - Section 5. Design Applicant's Statements**

I have identified all of the special inspections, progress inspections and tests required for compliance. \*

I certify that the Special Inspection and Approved Agencies engaged by the owner to supervise the work specified herein are acceptable. (BC 1704.1)\*

**Technical Report Energy (TRB) - Section 4. Design Applicant's Statements**

I have identified herein all of the progress inspections, and commissioning required for compliance and determined whether commissioning is required. Commissioning is required for applications where C408 or ASHRAE 90.1 Section 6.7.2.4 requires commissioning. Check one: \*

This project requires commissioning and a preliminary report certification will be provided prior to sign off \*

This project does not require commissioning \*

I have personally reviewed all information entered on each of the documents listed above. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this application, I am applying such signature and seal to this signed statement and each document listed above as if I had personally signed and sealed these statements and documents by hand. \*

Name

Date

- Design Professional must log in, upload DPL-1, affirm statements, and electronically sign the filing by checking the box

# Owner Statements and Signatures

## Owner - Statements & Signatures

**Section 26. Property Owner's Statements\***

Fee Exemption Request (Non-Profit Owned and Operated) In accordance with Administrative Code §28-112.1, Exception 1, I certify that the deed holder is a corporation or association organized and operated exclusively for the purposes indicated in such section, and that the property is used exclusively by such entity for such purposes\*

Yes  No

Fee Exemption Request (NYCHA/HHC, NYC Agency, or Other Government Owned and Operated) The building or any part thereof to be constructed, renovated, altered or demolished is owned and operated exclusively for the purposes of the NYC Agency, NYC Authority, NYS Agency, Federal Government or any other government entity\*

Yes  No

Owner's Certifications Regarding Occupied Housing. The site of the building to be altered or demolished, or the site of the new building to be constructed, contains one or more occupied dwelling units that will remain occupied during construction. These occupied dwelling units have been clearly identified on the submitted construction documents.\*

Yes  No

The site of the building to be altered or demolished, or the site of the new building to be constructed, contains occupied housing accommodations subject to rent control or rent stabilization under Chapters 3 and 4 of Title 26 of the New York City Administrative Code. If yes, select one of the following:\*

Yes  No

The owner is not required to notify the New York State Homes and Community Renewal (NYSHCR) of the owner's intention to file because the nature and scope of the work proposed, pursuant to NYSHCR regulations, does not require notification.

Yes  No

The owner has notified the New York State Homes and Community Renewal (NYSHCR) of its intention to file such construction documents/apply for such permit and has complied with all requirements imposed by the regulations of such agency as preconditions for such [filing/application].

Yes  No

Owner's Certification for Directive 14 (if applicable)  
I have read and am fully aware of the applicant's statement that the construction documents submitted and all construction documents related to this application will not require a new or amended Certificate of Occupancy as there is no change in use, exits, or occupancy and the work is not inconsistent with the current certificate of occupancy. Furthermore, I understand that I am responsible for retaining a qualified design professional to perform a final inspection when the permitted work is complete and this professional must submit a satisfactory final inspection report to the NYC Department of Buildings within the time following inspection prescribed by Department rule.\*

Yes  No

## 1. Owner must log in and complete **Owner Statements and Signatures**

# Owner Statements and Signatures

Owner Type		
Individual		
Is the deed holder a non-profit organization?		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
E-mail Address*	Name*	Relationship to Owner
APPLEROME18@GMAIL.COM	APPLE ROME18	
Business Name/Agency name	Street Address*	City*
AR18	AR18	NYC
State*	Zip*	Telephone Number*
NY	10000	2013331111

1. Select **Owner Type**
2. Enter **Owner Email Address**

# Owner Statements and Signatures

If I am a condo unit owner or co-op tenant-shareholder, I further represent that I am authorized by the condo or co-op board to sign this application on behalf of such board, and if applicable, acknowledge that construction and related documents will be accepted with less than full examination by the department based on the professional certification of the applicant.\*

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. Furthermore, I understand that I am responsible for insuring that a final inspection be performed when the permitted work is complete, and that a satisfactory report of final inspection be submitted, along with all required submittal documents, so that the NYC Department of Buildings may issue a letter of completion or certificate of occupancy within the time prescribed by law.\*

I have authorized the applicant to file this application for the work specified herein and all future amendments. I will not knowingly authorize any work that is not in compliance with all applicable laws, rules, and regulations.

## **Cost Affidavit (PW3) - Section 7. Owner's/Lease Holder's Statement**

I hereby state the information on this form is correct and complete to the best of my knowledge. I understand falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I also understand it is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.

## **Technical Report (TR1) - Section 6. Owner Statements for Progress/Special Inspector**

I have reviewed the information provided herein and, to the best of my knowledge and belief, attest to its accuracy. I approve the identification of the responsible inspector. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by a fine or imprisonment, or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.\*

## 1. Review the Owner Statements

# Owner Statements and Signatures

**1**  I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand. \*

Name: APPLE ROME18  
Date: 07/31/2017  
("Electronically Signed")

**2**

1. **Check to box** to affix your electronic signature to the filing
2. Click **Save**

# Preview the Application

I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand. \*

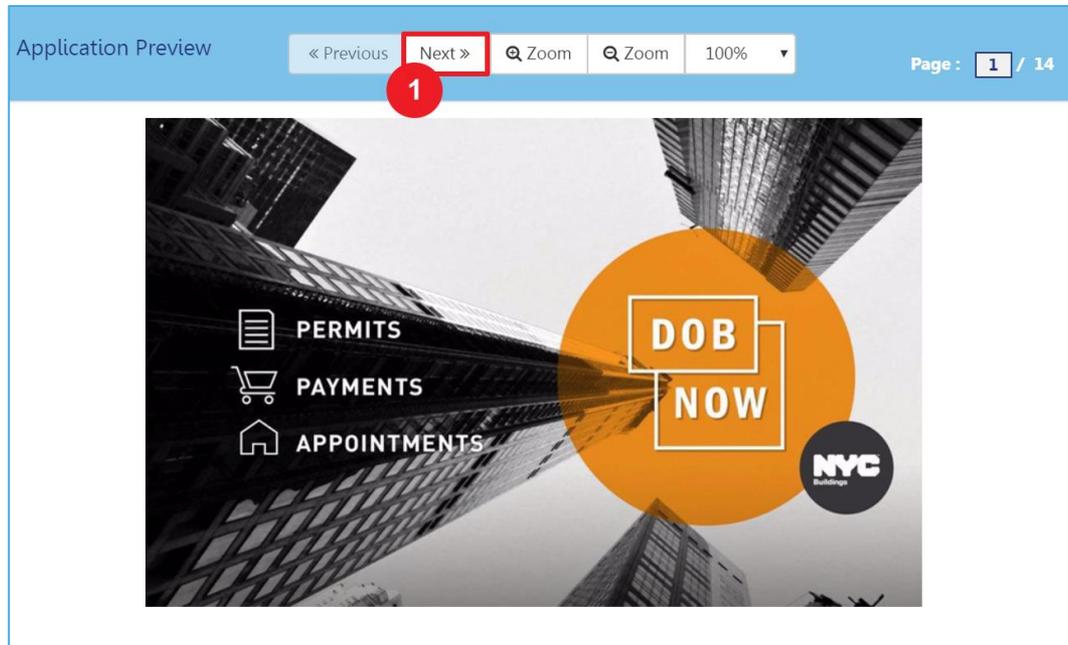
Name  
APPLE ROME18  
("Electronically Signed")

Date  
07/31/2017

[Save](#) [Preview to File](#) **1**

1. Click **Preview to File** button in the upper left of a filing

# Complete Application Preview



1. Click **Next** to review all pages of the filing  
Be sure to scroll to the bottom of each page to review the complete page

# Electronically Sign and File

Page 14 of 14

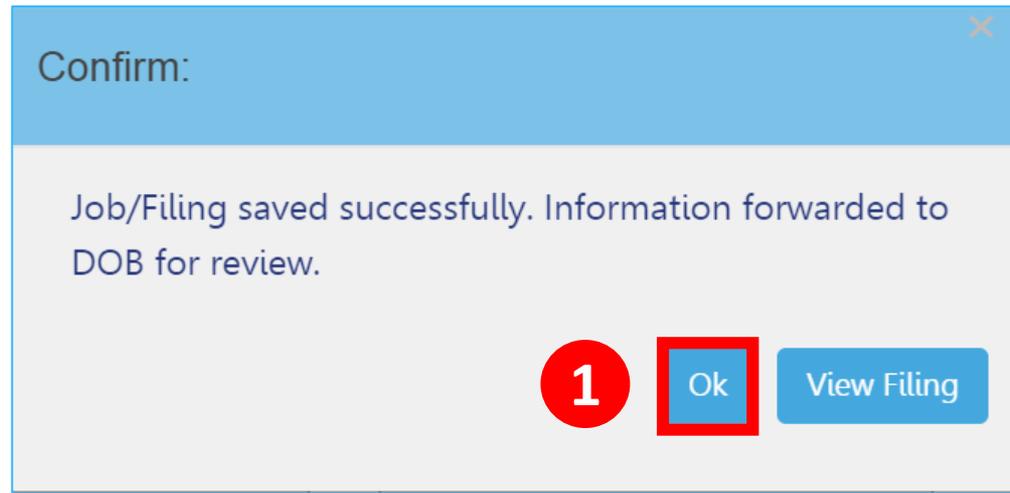
**1** "I have personally reviewed all information entered on this application."

Name  Date   
("Electronically Signed")

**2**

1. Select the **check box** to electronically sign
2. Select **File**

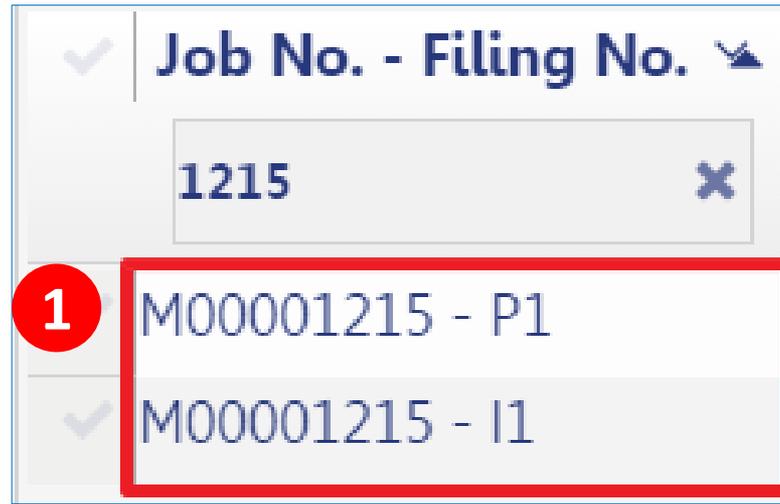
# View Job Filing Confirmation



A successful filing confirmation will appear

1. Click **OK**

# View New Job Filing No.



Job No. - Filing No. ▾

1215 ✕

1 M00001215 - P1

✓ M00001215 - I1

1. New **Job Filing Number** is generated with suffix of **P1**

# PAA Submittal Confirmation

PAA Filing Received for M00289227/P1/280 BROADWAY Inbox x

 CRM Buildings NYC DEV <CRMBuildNYCDev@buildings.nyc.gov> 9:31 PM (19 hours ago) ☆  

to me, APPLE ▾

This email references **M00289227/P1/280 BROADWAY** .

This Post Approval Amendment (PAA) filing has been **submitted** and is awaiting assignment to a plan examiner.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at [dobnowsupport@buildings.nyc.gov](mailto:dobnowsupport@buildings.nyc.gov).

Sincerely,

NYC Department of Buildings

**NYC** Buildings

# Knowledge Check

True or False:

The process to submit a PAA is similar to submitting the Initial job filing.

# Knowledge Check

True:

Before a Design Professional can submit a Post Approval Amendment (PAA), the application must be completed, documents upload, fees paid, Statements and Signatures completed, Preview to File, sign the filing and click Submit.

# Request a Letter of Completion (LOC)

# Rule Review

- **Special and/or Progress Inspector certifications** must be complete prior to requesting an LOC
- DOB NOW Inspections sign off must be **complete on all work permits** associated with the filing including in conjunction jobs filed in BIS
- Can be requested by **Design Professional** or **Property Owner**

# Inspector Certification of Completion

Before LOC can be processed, Special and/or Progress Inspectors must sign the **Certification of Completion** within each **Requirement** on the applicable Technical tabs (TR1/TR8/EN2)

# Edit the Requirement

**2. Applicant Information**

Applicant Type:  
 Are you a Design Professional?  Are you a Progress Inspector?

**3. Energy Code Progress Inspection For New Work**

+Add

Requirement ▲ ▼	Identified...▼	Certified ▼	Withdrawn...▼	Progress Inspector...▼	Created On...▼	Edit...▼	Delet...▼	Seal & Sign▼
Electrical Energy Consum...	Yes	Yes	No	ADAM JOE2	2017	<b>1</b> 		 Submitted

1. Click **Edit** to open the Requirement

# Sign the Certification of Completion

**6. Inspection Applicant's Certification of Completion**

I have completed the items specified herein and certify the following:

All work performed substantially conforms to approved construction documents and has been performed in accordance with applicable provisions of the New York City Construction Codes and other designated rules and regulations.\*

All work performed substantially conforms to approved construction documents and has been performed in accordance with applicable provisions of the New York City Construction Codes and other designated rules and regulations, except as indicated in the attached report.\*

I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.

I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Certification of Completion 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 (Print)\*  Date\*

("Electronically Signed")

**3**

1. **Select** the appropriate statement
2. **Check the box** to affix your electronic signature
3. Click **Save**

Repeat on all Requirements for which you are signing the Certification of Completion

# Upload DPL-1 Seal and Signature

Special Inspection Categories for New Work

+ Add

Requirement ▲ ▼	Agency..▼	Identified..▼	Certified..▼	Withdra..▼	Special Inspector...▼	Created On..▼	Edit...▼	Delet..▼	Seal & Sign▼
Fuel-Oil Storage and Fu...	005551	No	No	No	TESTING123 DOB	2017-08-14			Submitted

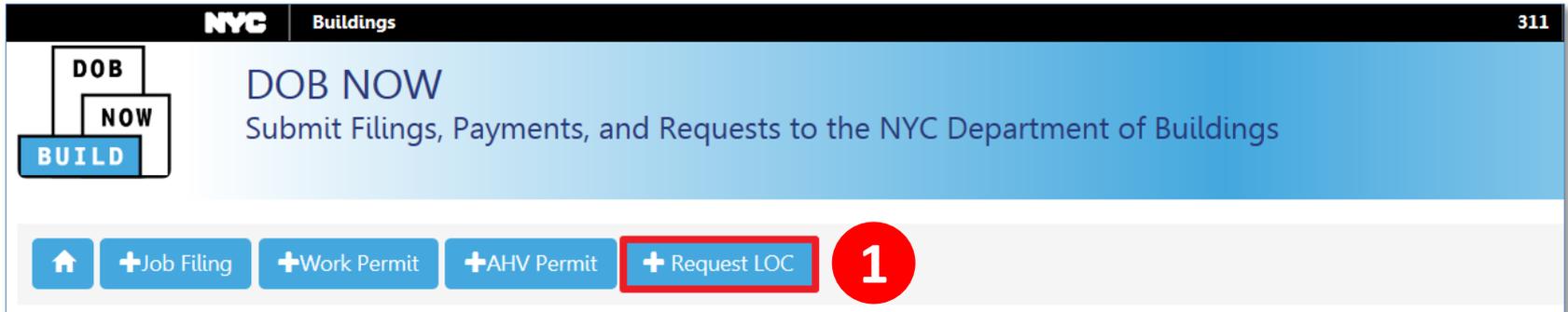
1

1. Upload **Seal and Signature** using the DPL-1 form

# Scenario

Your project is complete and you have received sign-off from DOB NOW: *Inspections*. You request a **Letter of Completion (LOC)**.

# Request Letter of Completion



1. From the Dashboard, click **+ Request LOC**

# Search for Job Filing

The screenshot shows a web form titled "Request Letter Of Completion". It has a light blue header. Below the header, there is a label "Enter Job Filing Number:" followed by a text input field. The input field contains the text "M00002830" and has a red border. A red circle with the number "1" is positioned to the left of the input field. Below the input field, there is a "0 characters remaining" label. At the bottom of the form, there are two buttons: "Get Jobs" and "Cancel". The "Get Jobs" button is highlighted with a red border, and a red circle with the number "2" is positioned to its left.

1. Enter **Job Number**

2. Click **Get Jobs**

# Request LOC

Request Letter Of Completion

Enter Job Filing Number:  0 characters remaining

Job Lists:

Job No.	Filing No.	Filing Type	Current Filing Status	Created Date	Filing Action
M00002537	I1	New Job Filing	Permit Entire	7/1/2017 12:25:33 PM	<div style="border: 1px solid black; padding: 2px;">Select Action: Request LOC</div>

1. From the Filing Action column, select **Request LOC**

# Complete the LOC Request

Request Letter Of Completion

**1. Requestor Information\***

E-Mail*	Last Name	First Name
APPLEROME16@GMAIL.COM	ROME	APPLE
Middle Initial	Business Name	Business Telephone
	ROME LLC	4584664485
Business Address	Business Fax	City
ROME LLC		NYC
State	Zip	Mobile Telephone
NY	10001	

**Application Highlights**

Location	280 BROADWAY MANHATTAN 10007
Job Number	M00002749
Filing Number	I1
Current Filing Status	Permit Entire
Job Status	Job in Process
LOC Number	M00002749-I1-LOC
LOC Status	Pre-Filing

**2. Comments\***

Comment is required.

**3. Statements and Signatures\***

By signing below, I understand that all the information provided is true to the best of my knowledge and the falsification of any statement is a misdemeanor under §26-124 of the NYC Administrative Building Code and punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine, or both.

Requester Signature	Date
APPLE ROME ("Electronically Signed")	07/15/2017

**5** Save Submit Resubmit Cancel

1. Requestor Information
2. Comments
3. Statements and Signatures
4. Application Highlights
5. Save and Submit

# Knowledge Check

Question:

Who can request a Letter of Completion?

# Knowledge Check

Answer:

The Applicant or the Owner.

# Submit an After Hours Variance (AHV) Request

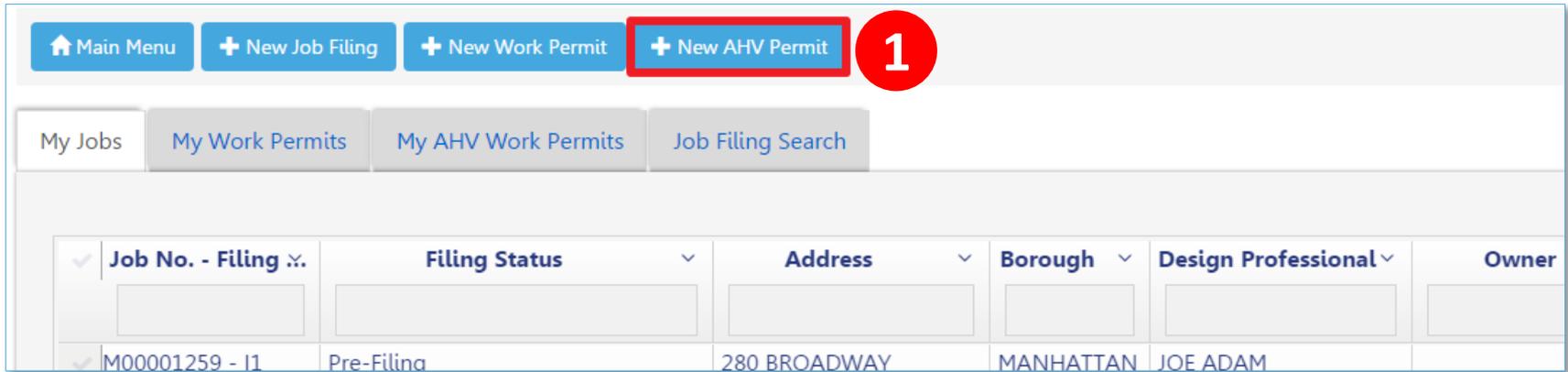
# Rule Review

- An After Hours Variance is required if you are seeking to perform construction activity before 7:00 am, after 6:00 pm, or on the Weekend
- Only filings that have been approved by DOB and have a permit issued are eligible for After Hours Variance permit requests
- May only be requested in DOB NOW: *Build* by the General Contractor that was listed on the initial permit

# Scenario

You are a General Contractor. Antenna installation work will need to be performed after hours for 4 days. You file an AHV Permit request.

# Request an AHV Work Permit



The screenshot shows the top navigation bar of the NYC Buildings web application. The navigation bar contains several buttons: 'Main Menu', '+ New Job Filing', '+ New Work Permit', and '+ New AHV Permit'. The '+ New AHV Permit' button is highlighted with a red box, and a red circle with the number '1' is placed to its right. Below the navigation bar, there are tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', and 'Job Filing Search'. Below the tabs, there is a table with the following columns: 'Job No. - Filing', 'Filing Status', 'Address', 'Borough', 'Design Professional', and 'Owner'. The table contains one row of data: 'M00001259 - I1', 'Pre-Filing', '280 BROADWAY', 'MANHATTAN', 'JOE ADAM', and an empty cell.

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

## 1. Click + **New AHV Permit**

# Complete the AHV Request

After Hours Variance

Enter Work Permit Number:

**1**

**2**

1. Enter **Work Permit Number**
2. Click **Submit**

# Complete AHV Permit Form

**After Hours Variance Permit Form**

**1. Initial Filing Status Information**

Variance Type \* Initial

**3. Contractor**

E-Mail*	License Type*	License Number*
<input type="text" value="MRCTEST003@GMAIL.COM"/>	<input type="text" value="General Contractor"/>	<input type="text" value="608484"/>
Last Name*	First Name*	Middle Name
<input type="text" value="TEST"/>	<input type="text" value="MRC"/>	<input type="text"/>
Business LookUp	Business Name	Business Address
<input type="text" value="A&amp;B CONSERVATION CORP"/>	<input type="text" value="A&amp;B CONSERVATION CORP"/>	<input type="text"/>
City	State	Zip
<input type="text"/>	<input type="text" value="NY"/>	<input type="text" value="11218"/>
Business Telephone	Business Fax	Mobile Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>
TaxPayer ID	Liability Insurance Expiration Date	
<input type="text"/>	<input type="text" value="12/31/2025"/>	

## 1. Contractor details populate

# Enter Variance Information

**5. Variance Information**

1 Reason for Variance  
Public Safety

2 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

## 1. Select Reason for Variance

- City Construction Project
- Undue Hardship
- Construction Activities with Minimal Noise Impact
- Emergency Work
- Public Safety

## 2. Respond to questions about variance request

# Enter Variance Dates and Hours

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)\*

From:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			07:00PM	07:00PM	07:00PM	07:00PM	
To:			11:00PM	11:00PM	11:00PM	11:00PM	

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2

Description of work\*  
Curb cut installation including pouring on concrete

1. Select **Dates** and **Times**
2. Enter **Description of Work**

# Save the AHV



1. Click **Save** at the bottom of the form to save the permit request

# Pay Filing Fee

1. Click **Pay Now** to pay filing fee

### Application Highlights

Location	295 FLATBUSH AVENUE BROOKLYN
Job Number	B00002475-I1
Work Permit Number	B00002475-I1-CC
AHV Permit Status	Pre-Filing
Reason of Approval	
Initial Fee/Renewal Fee	\$200.00
Daily Fee	\$0.00

### Fees

[Calculate Fees](#)

AHV Filing Fee	\$200.00
AHV Daily Fee	\$0.00
Amount Paid	\$0.00
Amount Due	\$200.00

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

# Complete Statements and Signatures

1

## 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 to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both.
- I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.
- I hereby certify as the 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 is in compliance with the Department of Environmental Protection's noise mitigation rules.
- I further affirm and attest that the afterhours and/or weekend construction work defined in the work scope of this application is submitted for the purpose and consideration indicated in section 5 of this application, "Reason for Variance"  
I understand and agree that by personally clicking the box at the left I am electronically signing and submitting my application with the Department of Buildings. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand.

Contractor Name(print)\*

MRC TEST

("Electronically Signed")

Date\*

08/01/2017

1. Contractor **checks the box** to acknowledge statements and add electronic signature

# Save and Submit AHV Request

**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 to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both.

• I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.

• I hereby certify as the 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 is in compliance with the Department of Environmental Protection's noise mitigation rules.

• I further affirm and attest that the afterhours and/or weekend construction work defined in the work scope of this application is submitted for the purpose and consideration indicated in section 5 of this application, "Reason for Variance"  
I understand and agree that by personally clicking the box at the left I am electronically signing and submitting my application with the Department of Buildings. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand.

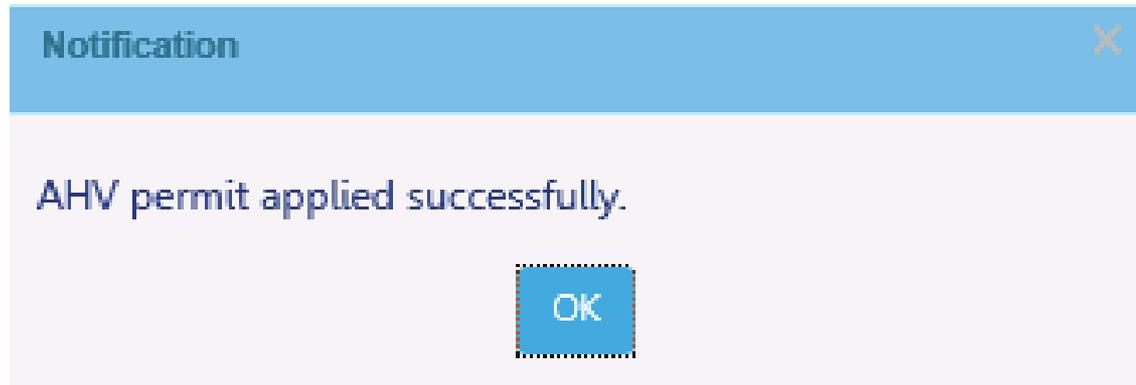
Contractor Name(print)\*   
("Electronically Signed")

Date\*

[Save](#) [Submit](#) [Cancel](#)

1. Click **Save**
2. Click **Submit**

# Confirm AHV Request Success



1. Click **OK**

# View Notification

AHV Permit Approved for AHV #M5082451 for M00003655/11/280 BROADWAY  
CRM:0008951 Inbox x  

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 **CRM Buildings NYC DEV** <CRMBuildNYCDev@buildings.nyc.gov> Jul 15   

to me 

This email references **M00003655/11/280 BROADWAY** .

Your request for an AHV Permit has been approved. Please log into DOB NOW: Build to pay the daily fee and obtain the permit.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at [dobnowsupport@buildings.nyc.gov](mailto:dobnowsupport@buildings.nyc.gov).

Sincerely,  
NYC Department of Buildings



# Open the Approved AHV

The screenshot shows the NYC Buildings dashboard with the following elements:

- Navigation buttons: Home, +Job Filing, +Work Permit, +AHV Permit, +Request LOC.
- Dashboard tabs: My Jobs, My Work Permits, My AHV Work Permits (highlighted with a red circle and '1'), My LOC Requests, Job Filing Search.
- Table with columns: Job No. - Filing No., AHV Permit No., Work Permit ID, AHV Permit Status, Created Date.
- Table data:

Job No. - Filing No.	AHV Permit No.	Work Permit ID	AHV Permit Status	Created Date
			approved	
✓ M00289174 - I1	M7026531	M7026531	Approved	07/25/2017 08:53:31 AM
✓ M00289148 - I1	M3217965	M3217965	Approved	07/24/2017 11:35:22 AM
✓ M00289137 - I1	M1729032	M1729032	Approved	07/21/2017 03:12:39 PM
✓ M00288996 - I1	M2081700	M2081700	Approved	07/19/2017 12:44:01 PM
✓ M00287087 - I1	M9698151	M9698151	Approved	05/18/2017 12:32:20 PM
✓ M00288846 - I1	M7092709	M7092709	Approved	05/18/2017 10:30:53 AM

1. After receiving approval notification, open the AHV permit from **My AHV Permits** tab on Dashboard

# Pay Daily AHV Fee

1. Click **Pay Now** to pay daily AHV Daily Fee

### Application Highlights

Location	280 BROADWAY MANHATTAN
Job Number	M00002060-I1
Work Permit Number	M00002060-I1-AN
AHV Permit Status	Approved
Reason of Approval	Approval
Initial Fee/Renewal Fee	\$100.00
Daily Fee	\$80.00

### Fees

[Calculate Fees](#)

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

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

# Print an 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	Print AHV Permit
M8670681	AHV Permit Issued	Renew AHV Permit
M5577847	AHV Permit Issued	Select action:

1. From **My AHV Work Permits tab**, select a permit with the status of **AHV Permit Issued**
2. From the Filing Action drop down, select **Print an AHV Permit**

# Subsequent Filing

# Scenario

You're a Filing Rep and the Registered Architect has a project that consists of 3 curb cuts. Since each curb cut needs its own filing, you create an Initial Filing for the first curb cut and then initiate Subsequent Filings for the two additional curb cuts.

# Locate Job Filing

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

Welcome, ADAM JOE2  
AJOETEST2@GMAIL.COM  
Need Help?  
Sign Out

+Job Filing +Work Permit +AHV Permit +Request LOC

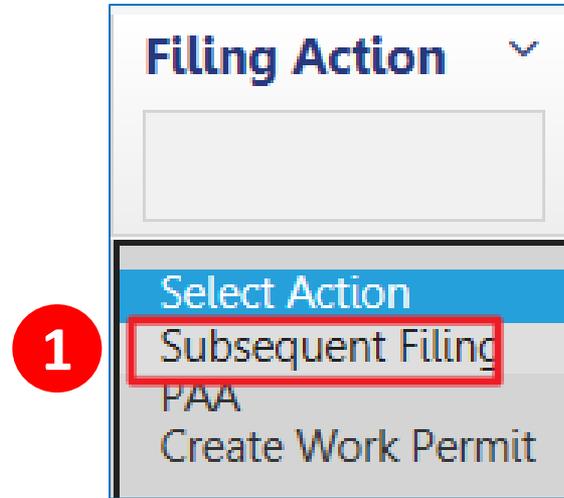
1 My Jobs My Work Permits My AHV Work Permits My LOC Requests Job Number Search

Filter My Jobs Refresh

Job Number	Filing No.	Filing Status	Address	Owner	Created Date	Modified Date	Payment Sta	Filing Action
	I1	Approved						
M00004309	I1	Approved	280 BROADWAY	APPLE ROME	08/31/2017	09/11/2017	Paid	Select Action: v
M00004285	I1	Approved	280 BROADWAY	ADAM JOE2	08/30/2017	08/30/2017	Paid	Select Action: v
B00004146	I1	Approved	8 METROTECH CENTER	APPLE ROME18	08/25/2017	09/08/2017	Exempted	Select Action: v
M00004122	I1	Approved	280 BROADWAY	APPLE ROME	08/24/2017	08/24/2017	Paid	Select Action: v
S00004119	I1	Approved	518 KISSEL AVENUE	APPLE ROME18	08/24/2017	08/24/2017	Exempted	Select Action: v
B00004100	I1	Approved	90 LAWRENCE STREET	APPLE ROME18	08/24/2017	08/25/2017	Exempted	Select Action: v
B00004097	I1	Approved	90 LAWRENCE STREET	APPLE ROME18	08/24/2017	08/24/2017	Exempted	Select Action: v

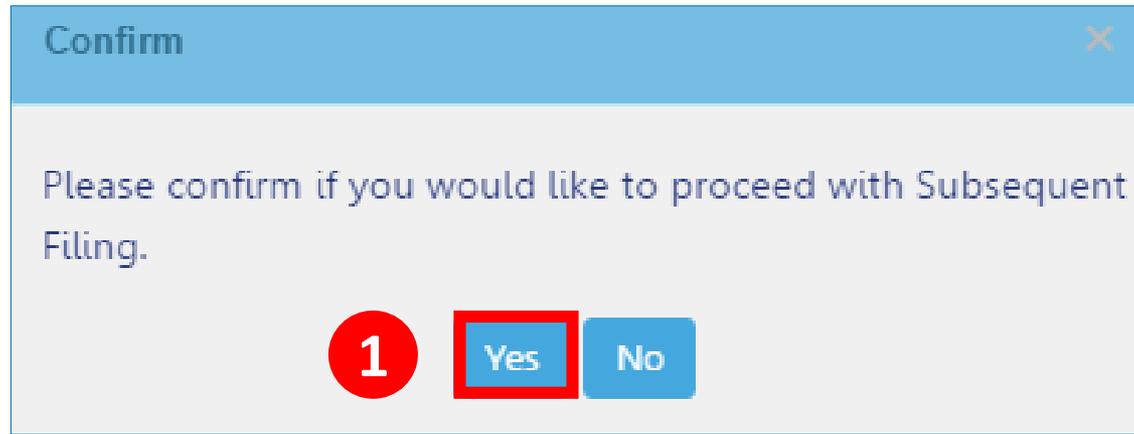
1. Navigate to **My Jobs** tab on your Dashboard
2. Go to the **Filing Actions** column

# Select Subsequent Filing



1. From the **Filing Actions** column, select **Subsequent Filing**

# Confirm Subsequent Filing



1. Click **Yes** to confirm

# Complete Filing

- Update Filing
- Upload Documents
- Pay Filing Fees
- Sign Attestations
- Preview to File
- File

# Email Notification

**Subsequent Filing Received for B00002956/S1/55 MARINE AVENUE CRM:0001218**  

Inbox x

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 **CRM Buildings NYC DEV** <CRMBuildNYCDev@buildings.nyc.gov> Jul 27 (3 days ago)   

to me, JOE 

This email references **B00002956/S1/55 MARINE AVENUE** .

This **Subsequent** filing has been submitted and is awaiting assignment to a plan examiner.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at [doznosupport@buildings.nyc.gov](mailto:doznosupport@buildings.nyc.gov).

Sincerely,

NYC Department of Buildings



# View Filings in the DOB NOW Public Portal

# DOB NOW Home Page

The screenshot displays the DOB NOW Home Page. At the top, there is a navigation bar with the NYC logo, 'Buildings', and the page number '311'. A search bar is located in the top right corner with the text 'Search all NYC.gov websites'. Below the navigation bar, the page title 'DOB NOW' is centered. On the left, there is a 'DOB NOW' logo. The main content area is divided into two primary sections: a 'Public Portal' on the left and a 'DOB NOW Login' on the right. The 'Public Portal' section contains a search form with the following fields: 'Address' (with sub-fields for 'House Number', 'Street Name', and 'Borough'), a 'Search' button, 'Building Identification Number (BIN)', 'Borough, Block, Lot', and 'Device Search'. The 'DOB NOW Login' section includes a 'Welcome' message, 'Email' and 'Password' input fields, a 'Login' button, and links for 'Can't access your account?' and 'Need more help? Contact us.'.

NYC Buildings 311 Search all NYC.gov websites

DOB NOW

DOB NOW

## Public Portal

and Requests to the NYC Department of Buildings

coming years. Currently only façade, plumbing, sprinkler and stand

Select a search category and enter location information into the required fields.

### DOB NOW Login

#### Address

**House Number**  
Enter House Number

**Street Name**  
Enter Street Name

**Borough**  
Select Borough

Search

#### Building Identification Number (BIN)

#### Borough, Block, Lot

#### Device Search

#### Welcome

**Email**  
Email

**Password**  
Password

Login

Can't access your account?  
Need more help? Contact us.

# Public Portal Demo

Play Public Portal Demo

# Research Using the Public Portal

NYC Buildings 311 Search all NYC.gov websites

**DOB NOW**

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

Search

DOB NOW will be released in phases over the coming years. Currently only façade, plumbing, sprinkler and standpipe filings are available in DOB NOW.  
Select a search category and enter location information into the required fields.

**Address**

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

**Building Identification Number (BIN)**

**Borough, Block, Lot**

**Device Search**

**Welcome**

**Email**

**Password**

Can't access your account?  
Need more help? [Contact us.](#)

- Unregistered users can access **DOB NOW filings** on the public portal
- Search by
  - Address
  - Building Identification Number (BIN)
  - Borough, Block, Lot
  - Device

# Enter Search Criteria and Click Search

Address

**House Number**  
280

**Street Name**  
Broadway

**Borough**  
Manhattan

Search

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

# View Property Profile and Filing History

280 BROADWAY

MANHATTAN 10007

BIN# 1079215

**Alternate Addresses:**

BROADWAY	274 - 286
CHAMBERS STREET	53 - 63
READE STREET	31 - 41

## Building Characteristics

<b>Health Area</b> 7700	<b>Tax Block</b> 153	<b>Census Tract</b> 31	<b>Tax Lot</b> 1
<b>Community Board</b> 101	<b>Condo</b> NO	<b>Buildings on Lot</b> 1	<b>Vacant</b> NO
<b>Cross Street(s)</b> CHAMBERS STREET, READE STREET	<b>DOB Special Place Name</b>	<b>DOB Building Remarks</b>	<b>Landmark Status</b> L - LANDMARK
<b>Special Status</b> N/A	<b>Local Law</b> NO	<b>Loft Law</b> NO	<b>SRO Restricted</b> NO
<b>TA Restricted</b> NO	<b>UB Restricted</b> NO	<b>Environmental Restrictions</b> N/A	<b>Grandfathered Sign</b> NO
<b>Legal Adult Use</b> NO	<b>City Owned</b> YES	<b>Additional BINs for Building</b> NONE	<b>Special District</b>

This property is located in an area that may be affected by the following:

Tidal Wetlands Map Check:	Yes
Freshwater Wetlands Map Check:	Yes
Coastal Erosion Hazard Area Map Check:	Yes
Special Flood Hazard Area Check:	Yes

Department of Finance Building Classification: O3-OFFICE BUILDINGS

**Please Note:** The Department of Finance's building classification information shows a building's tax status, which may not be the same as the legal use of the structure. To determine the legal use of a structure, research the records of the Department of Buildings.

## Filings

BUILD: Job Filings

SAFETY: Compliance Filings

# View Property Profile

Property Notifications

Building Information

Build and Safety Filings

ments, and Requests to the NYC Department of Buildings

← Back Home

## Property Profile

STOP WORK ORDER EXISTS ON THIS PROPERTY

FULL VACATE EXISTS ON THIS PROPERTY

CLOSURE/PADLOCK ORDER EXISTS ON THIS PROPERTY

280 BROADWAY MANHATTAN 10007 BIN# 1079215

Alternate Addresses:  
 BROADWAY 274 - 286  
 CHAMBERS STREET 53 - 63  
 READE STREET 33 - 41

### Building Characteristics

Health Area 7700	Tax Block 153	Census Tract 21	Tax Lot 1
Community Board 101	Condo NO	Buildings on Lot 1	Vacant NO
Cross Street(s) CHAMBERS STREET, READE STREET	DOB Special Place Name	DOB Building Remarks	Landmark Status L - LANDMARK
Special Status N/A	Local Law NO	Left Law NO	SRO Restricted NO
TA Restricted NO	UB Restricted NO	Environmental Restrictions N/A	Grandfathered Sign NO
Legal Adult Use NO	City Owned YES	Additional BINs for Building NONE	Special District

This property is located in an area that may be affected by the following:

Tidal Wetlands Map Check:	Yes
Freshwater Wetlands Map Check:	Yes
Coastal Erosion Hazard Area Map Check:	Yes
Special Flood Hazard Area Check:	Yes

Department of Finance Building Classification: OO-OFFICE BUILDINGS

Please Note: The Department of Finance's building classification information shows a building's tax status, which may not be the same as the legal use of the structure. To determine the legal use of a structure, research the records of the Department of Buildings.

### Filings

BUILD: Job Filings

SAFETY: Compliance Filings

Main and Alternative Addresses

Environmental Issues

Tax Status

# View Job Filings

The screenshot shows the 'BUILD: Job Filings' interface. A red box labeled '1' highlights the 'BUILD: Job Filings' tab. A red box labeled '2' highlights the 'Job No. - Filing No.' column in the table, with a red arrow pointing to the details panel on the right. The details panel shows a list of filing types: Plans/Work (PW1), Scope of Work, Cost Affidavit (PW3), Technical Report (TR1), Technical Report Energy (TR8), EN2, Work Permit (PW2), AHV Permit, Documents, and Payment History.

View	Job No. - Filing No.	Borough	Address	Filing Status	Created Date
	M00289021-S1				
	M00289021-I1	MANHATTAN	280 BROADWAY	Signed Off	07/12/2017
	M00289017-I1	MANHATTAN	280 BROADWAY	Objections	07/12/2017
	M00289009-I1	MANHATTAN	280 BROADWAY	Plan Examiner Review in Process	07/12/2017
	M00289000-I1	MANHATTAN	53 CHAMBERS STREET	Signed Off	07/12/2017
	M00288997-I1	MANHATTAN	280 BROADWAY	Permit Entire	07/12/2017
	M00288996-I1	MANHATTAN	280 BROADWAY	Permit Entire	07/12/2017
	M00288994-I1	MANHATTAN	280 BROADWAY	Permit Entire	07/12/2017
	M00288992-I1	MANHATTAN	280 BROADWAY	Permit Entire	07/11/2017
	M00288991-I1	MANHATTAN	280 BROADWAY	Permit Entire	07/11/2017
	M00288981-I1	MANHATTAN	280 BROADWAY	Approved	07/11/2017
	M00288980-I1	MANHATTAN	280 BROADWAY	Plan Examiner Review in Process	07/11/2017

Total Items: 321 (Showing Items: 25)

SAFETY: Compliance Filings

1. Expand the **Build: Job Filings** tab to view list of filings for a specific property
2. Double click on a **Job No. – Filing No.** to see details

# Click Tabs to Expand Details

Filing details: Job# M00289009 Filing# I1

- Plans/Work (PW1)
- Scope of Work
- Cost Affidavit (PW3)
- Technical Report (TR1)
- Technical Report Energy (TR8)
- EN2
- Work Permit (PW2)
- AHV Permit
- Documents
- Payment History

Filing details: Job# M00289009 Filing# I1

Plans/Work (PW1)

Scope of Work

Cost Affidavit (PW3)

Technical Report (TR1)

Technical Report (TR1) - Job# M00289009 Filing# I1

3. Special Inspection Categories For New Work

Requirement	Agency No.	Identified	Certified	Withdrawn
No records to display.				

4. Progress Inspection Categories

Requirement	Identified	Certified	Withdrawn	Progress
No records to display.				

Filing details: Job# M00289009 Filing# I1

Plans/Work (PW1)

Scope of Work

Cost Affidavit (PW3)

Cost Affidavit (PW3) - Job# M00289009 Filing# I1

1. Reason for Filing  
Initial Filing

Technical Report (TR1)

Technical Report Energy (TR8)

EN2

Work Permit (PW2)

AHV Permit

Documents

Payment History

Filing details: Job# M00289009 Filing# I1

Plans/Work (PW1)

Scope of Work

Cost Affidavit (PW3)

Technical Report (TR1)

Technical Report Energy (TR8)

EN2

Work Permit (PW2)

AHV Permit

Documents

Documents - Job# M00289009 Filing# I1

Created On	Document Name	Document Status
2017-07-12	Plans/Sketch	Submitted
2017-07-12	DEP ACP-20/ACP-21: Asbestos Project Conditional Completion Form/Asbestos Project Completion Form	Submitted
2017-07-12	Fee Exempt Supporting Document - DDP ACRIS Report	Submitted
2017-07-12	DPL-1: Design Professional Seal & Signature	Submitted

Payment History

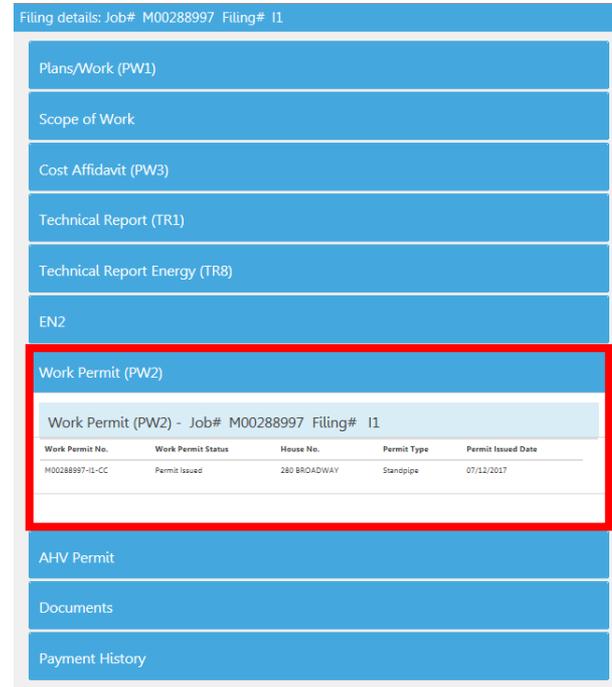
# View Plans/Work (PW1)

1. Expand the **Plans/Work (PW1)** tab to view details

Plans/Work (PW1)			
Plans/Work (PW1) - Job# M00289009 Filing# I1			
<b>1. Location Information</b>			
House No(s)	280	Street Name	BROADWAY
Borough	MANHATTAN	Block	153
Lot	1	BIN	1079215
C.B. No.	101	Zip Code	10007
Apartment/Suite Number		Work on Floor(s)	OG - On Grade
<b>2. Applicant Information</b>			
First Name	ADAM	Middle Initial	
Last Name	JOE2	License Type	Professional Engineer
License Number	515151	Business Name	AJ2
Business Address	AJ2	City	NYC
State	NY	Zip Code	10000

# See Related Work Permits

1. Expand the **Work Permit** tab to view a list of permits and status
2. Click the **Work Permit #** to view a work permit



Filing details: Job# M00288997 Filing# I1

- Plans/Work (PW1)
- Scope of Work
- Cost Affidavit (PW3)
- Technical Report (TR1)
- Technical Report Energy (TR8)
- EN2
- Work Permit (PW2)**
- AHV Permit
- Documents
- Payment History

Work Permit (PW2) - Job# M00288997 Filing# I1

Work Permit No.	Work Permit Status	House No.	Permit Type	Permit Issued Date
M00288997-IL-CC	Permit Issued	280 BROADWAY	Standpipe	07/12/2017

# Knowledge Check

## True or False

A user ID and login are required to access the DOB NOW Public Portal

# Knowledge Check

False

Anyone can access the DOW NOW Public Portal at [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow)

# Wrap Up

# Learning Objectives Met

- ✓ Describe DOB NOW
- ✓ Know Where to Go for Help
- ✓ Register for DOB NOW through eFiling
- ✓ Login and Navigate within DOB NOW: *Build*
- ✓ Create a New Job Filing
- ✓ Schedule Appointments, Resolve Objections and Resubmit
- ✓ File a PW2 and Print a Permit
- ✓ Submit Post Approval Amendments (PAA)
- ✓ Request After Hours Variance (AHV Request)
- ✓ Request a Letter of Completion (LOC Request)
- ✓ Make a Subsequent Filing

# Support

Send your questions to **DOB Customer Service** by submitting a request from the DOB NOW Home Page or by visiting the link

Welcome

Email

Email

Password

Password

Login

[Can't access your account?](#)

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

[www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp)

# DOB NOW Resources

## Department of Buildings website [www.nyc.gov/dobnowinfo](http://www.nyc.gov/dobnowinfo)

Here you will find helpful links to:

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

Click on the Links to drill down for more information in each of the categories.

# Thank You!