

DOB NOW: *Build* – Print a Certificate of Compliance (COC) Step-By-Step Guides

There are two ways to print a COC. The following steps will outline each process.

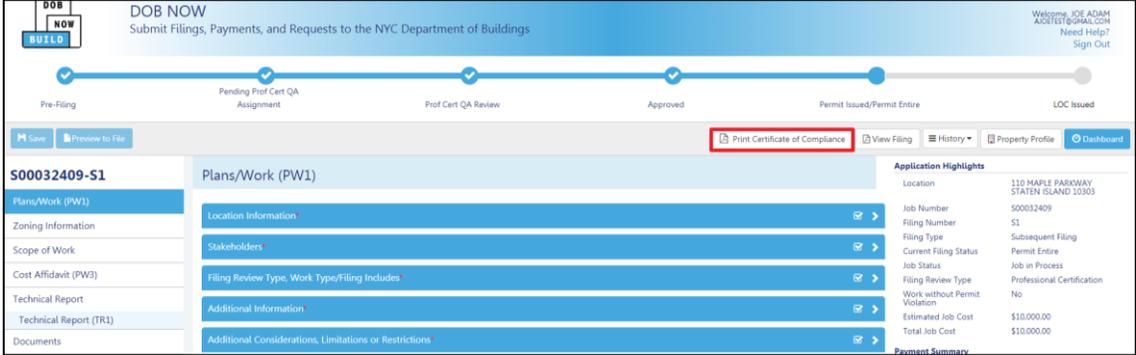
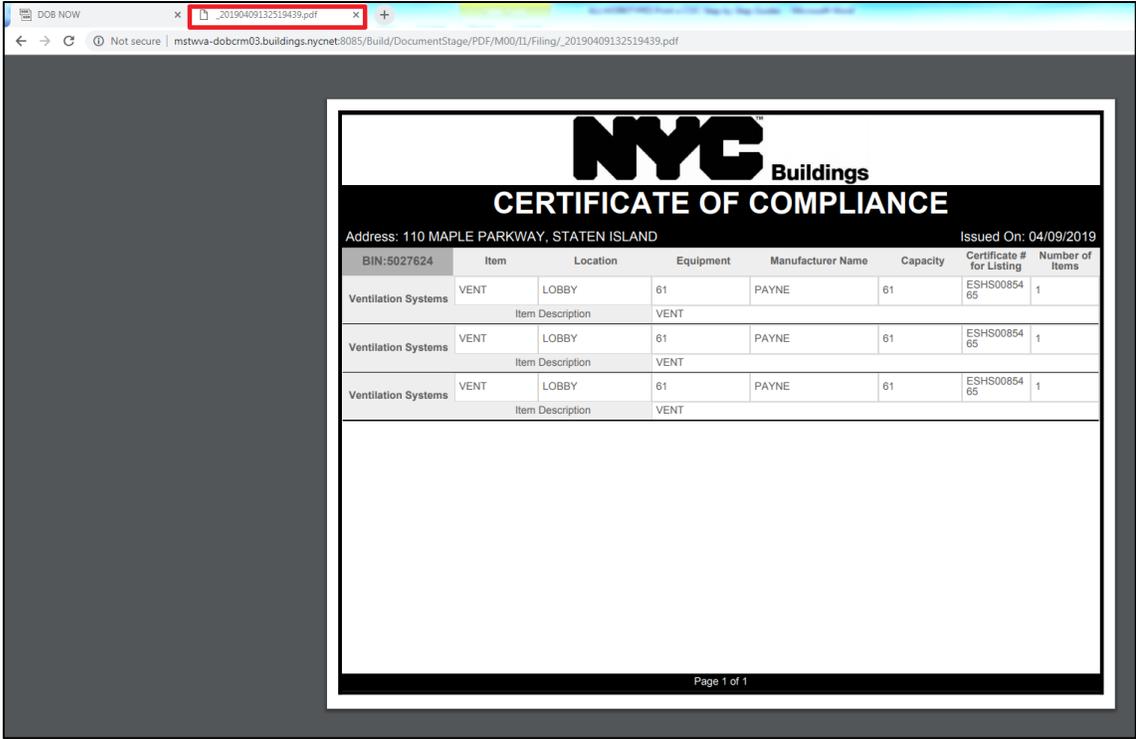
In this Step-by-Step Guide, you will learn how to:

Print a COC from within the Job Filing _____	2
Print a COC from the Public Portal _____	5

Print a COC from within the Job Filing

Complete the following steps to print a COC from within the Job Filing.

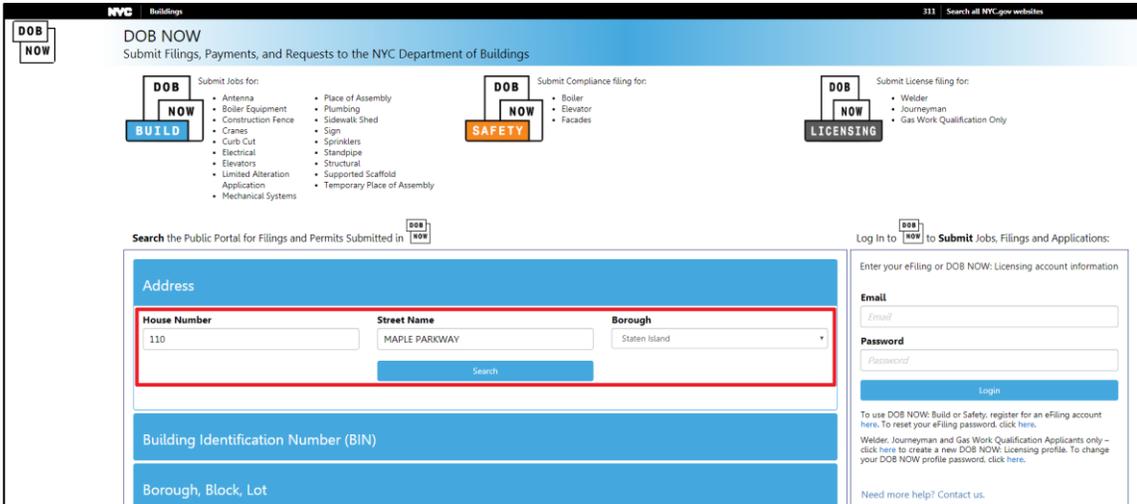
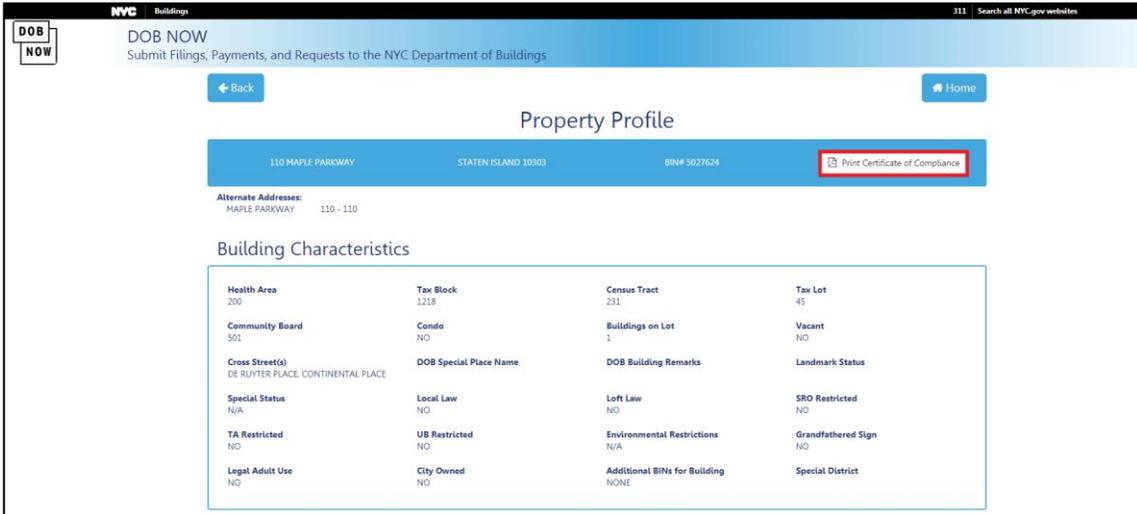
Step	Action																																			
	<p>Note The system issues the Certificate of Compliance after the TR Final inspection is certified by the Progress Inspector.</p> <p>The equipment identified in the Equipment Specification Table appear on the Certificate of Compliance.</p>																																			
1.	<p>Locate the Job Number for the Certificate of Compliance to print.</p>  <table border="1" data-bbox="267 856 1409 1203"> <thead> <tr> <th>Job#</th> <th>Filing#</th> <th>Filing Type</th> <th>Filing Status</th> <th>Address</th> <th>Borough</th> <th>Applicant of Record</th> </tr> </thead> <tbody> <tr> <td>M00032410</td> <td>I1</td> <td>New Job Filing</td> <td>Permit Entire</td> <td>1 BROADWAY</td> <td>MANHATTAN</td> <td>JOE ADAM</td> </tr> <tr style="border: 2px solid red;"> <td>S00032409</td> <td>S1</td> <td>Subsequent Filing</td> <td>Permit Entire</td> <td>110 MAPLE PARKWAY</td> <td>STATEN ISLAND</td> <td>ADAM JOE2</td> </tr> <tr> <td>M00032105</td> <td>S3</td> <td>Subsequent Filing</td> <td>Approved</td> <td>250 BROADWAY</td> <td>MANHATTAN</td> <td>ADAM JOE2</td> </tr> <tr> <td>M00032405</td> <td>I1</td> <td>New Job Filing</td> <td>LOC Issued</td> <td>1 BROADWAY</td> <td>MANHATTAN</td> <td>JOE ADAM</td> </tr> </tbody> </table>	Job#	Filing#	Filing Type	Filing Status	Address	Borough	Applicant of Record	M00032410	I1	New Job Filing	Permit Entire	1 BROADWAY	MANHATTAN	JOE ADAM	S00032409	S1	Subsequent Filing	Permit Entire	110 MAPLE PARKWAY	STATEN ISLAND	ADAM JOE2	M00032105	S3	Subsequent Filing	Approved	250 BROADWAY	MANHATTAN	ADAM JOE2	M00032405	I1	New Job Filing	LOC Issued	1 BROADWAY	MANHATTAN	JOE ADAM
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2.	<p>Double-click to open the Job Filing.</p>																																			
3.	<p>The Job Info pop-up window displays.</p> <p>Click OK to close the pop-up window.</p> 																																			

Step	Action																																																																					
	<p>The Job Filing details display with the Print Certificate of Compliance button at the top-right of the page.</p>  <p>The screenshot shows the DOB NOW interface with a progress bar at the top. The 'Print Certificate of Compliance' button is located in the top right area of the main content, highlighted with a red box. Below the button, there are sections for 'Plans/Work (PW1)', 'Application Highlights', and a 'Payment Summary' table.</p>																																																																					
<p>4.</p>	<p>Select Print Certificate of Compliance.</p>																																																																					
	<p>The COC displays in a new tab.</p>  <p>The screenshot shows a browser window with a new tab open. The URL is https://mstwva-dobcrm03.buildings.nycnet:8085/Build/DocumentStage/PDF/M00/11/Filing/_20190409132519439.pdf. The PDF content is a Certificate of Compliance from NYC Buildings for 110 Maple Parkway, Staten Island, issued on 04/09/2019. It includes a table of ventilation systems.</p> <table border="1" data-bbox="602 1136 1377 1738"> <thead> <tr> <th colspan="8">NYC Buildings CERTIFICATE OF COMPLIANCE</th> </tr> <tr> <td colspan="6">Address: 110 MAPLE PARKWAY, STATEN ISLAND</td> <td colspan="2">Issued On: 04/09/2019</td> </tr> <tr> <th>BIN:5027624</th> <th>Item</th> <th>Location</th> <th>Equipment</th> <th>Manufacturer Name</th> <th>Capacity</th> <th>Certificate # for Listing</th> <th>Number of Items</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Ventilation Systems</td> <td>VENT</td> <td>LOBBY</td> <td>61</td> <td>PAYNE</td> <td>61</td> <td>ESHS0085465</td> <td>1</td> </tr> <tr> <td colspan="2">Item Description</td> <td colspan="5">VENT</td> </tr> <tr> <td rowspan="2">Ventilation Systems</td> <td>VENT</td> <td>LOBBY</td> <td>61</td> <td>PAYNE</td> <td>61</td> <td>ESHS0085465</td> <td>1</td> </tr> <tr> <td colspan="2">Item Description</td> <td colspan="5">VENT</td> </tr> <tr> <td rowspan="2">Ventilation Systems</td> <td>VENT</td> <td>LOBBY</td> <td>61</td> <td>PAYNE</td> <td>61</td> <td>ESHS0085465</td> <td>1</td> </tr> <tr> <td colspan="2">Item Description</td> <td colspan="5">VENT</td> </tr> </tbody> </table> <p>Page 1 of 1</p>	NYC Buildings CERTIFICATE OF COMPLIANCE								Address: 110 MAPLE PARKWAY, STATEN ISLAND						Issued On: 04/09/2019		BIN:5027624	Item	Location	Equipment	Manufacturer Name	Capacity	Certificate # for Listing	Number of Items	Ventilation Systems	VENT	LOBBY	61	PAYNE	61	ESHS0085465	1	Item Description		VENT					Ventilation Systems	VENT	LOBBY	61	PAYNE	61	ESHS0085465	1	Item Description		VENT					Ventilation Systems	VENT	LOBBY	61	PAYNE	61	ESHS0085465	1	Item Description		VENT				
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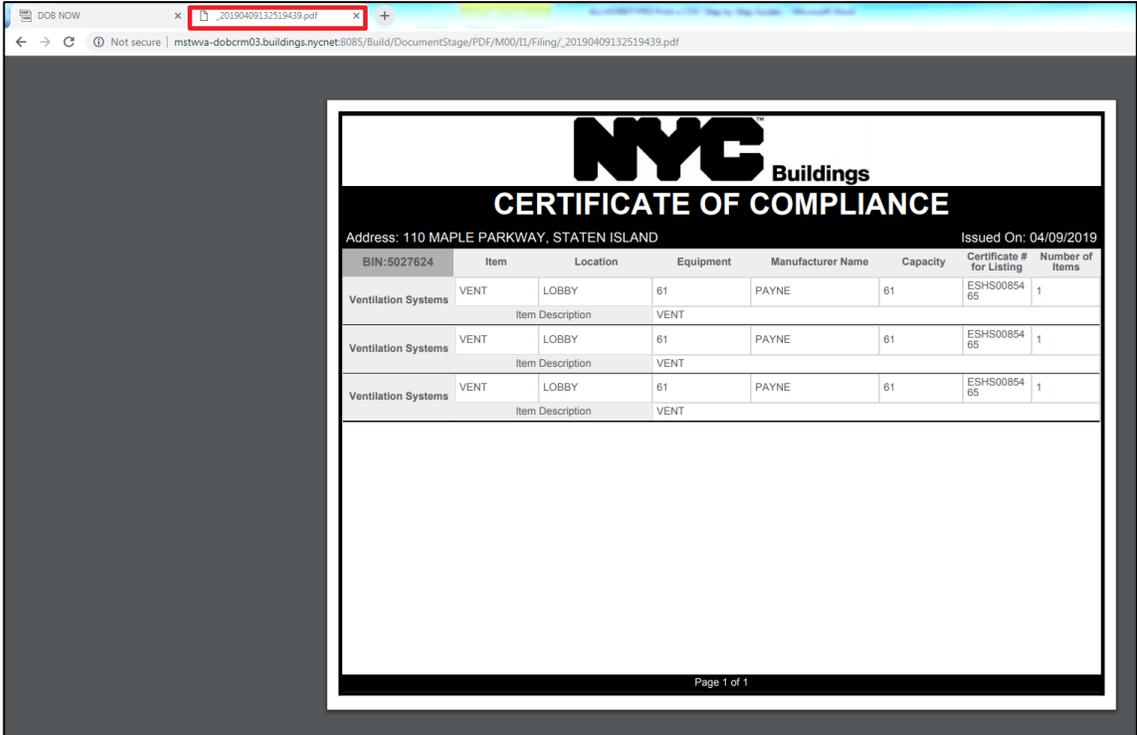
Step	Action
5.	<p>Select Print or the Print icon in the browser.</p> 
	<p>Note The COC is also accessible from the Public Portal.</p>
<p>You have completed the Print a COC from within a Job Filing Step-by-Step Guide.</p>	

Print a COC from the Public Portal

Complete the following steps to print a COC from the Public Portal:

Step	Action
1.	<p>Use the Locate the Certificate of Compliance associated with the Job Filing to print using the various search options (e.g. Search by Address).</p> 
	<p>The Job Filing’s Property Profile displays with the Print Certificate of Compliance button.</p> 
5.	<p>Select Print Certificate of Compliance.</p>

DOB NOW: *Build* – PRINT A COC STEP-BY-STEP GUIDES

Step	Action
	<p>The COC displays in a new tab.</p>
6.	<p>Select Print or the Print icon in the browser.</p> 
	<p>Note The Certificate of Compliance is also accessible from within the Industry Portal in Job Filing.</p>
<p>You have completed the Print a Certificate of Compliance (COC) Step-By-Step Guides.</p>	