

# DOB NOW: Build

For Electrical Filings  
Industry Information Session

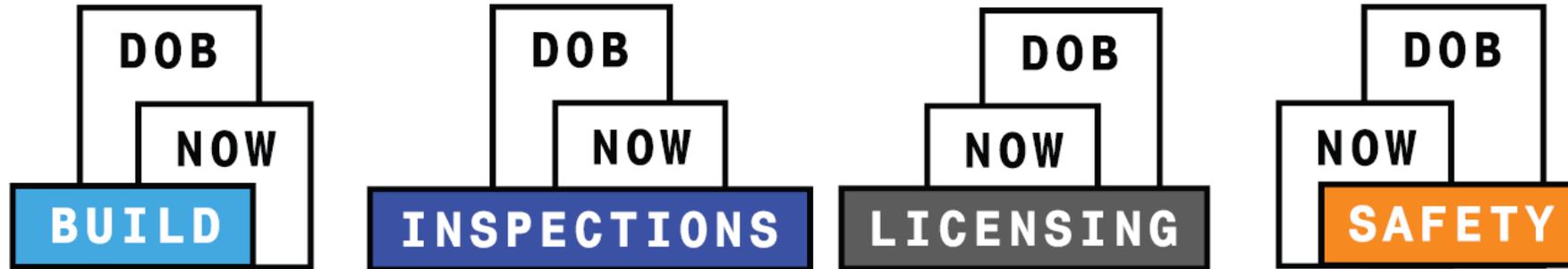
Updated: 2/14/18

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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

# DOB NOW Resources

## Department of Buildings website

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

### 1. Take advantage of training tools

- Frequently Asked Questions
- Process Manuals
- Training Presentations
- Tip Sheets
- Videos

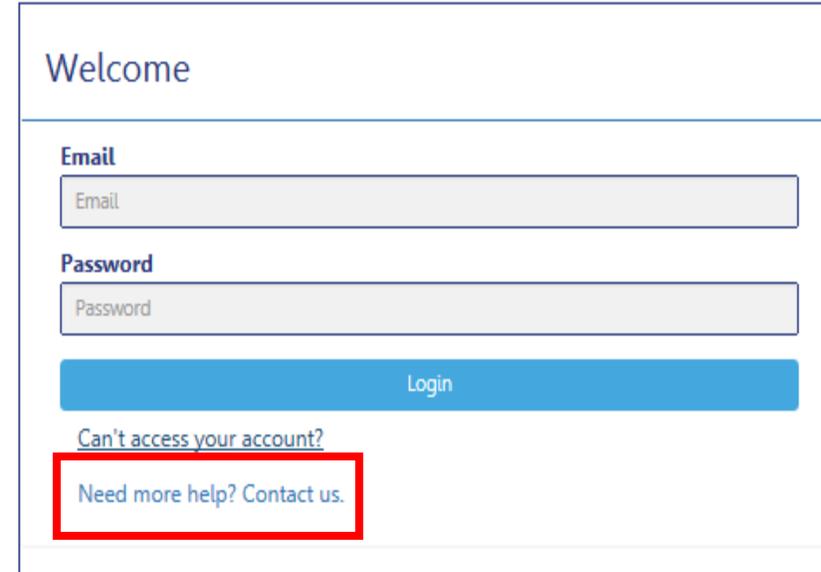


### 2. Subscribe to Buildings News



# Support

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



Welcome

Email

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 **December 4<sup>th</sup>**, the use of DOB NOW: *Build* is **mandatory** for ED16A Electrical Filings

Electrical Advisory Board filings will continue with the current process

## Electrical Job Filings to Launch in DOB NOW: *Build* on December 4, 2017

Effective December 4, 2017, all new Electrical Permit Applications (ED16A) job filings must be submitted through DOB NOW: *Build* at [www.nyc.gov/DOBNOW](http://www.nyc.gov/DOBNOW). All new ED16A filings submitted to the Electrical Unit at 280 Broadway, 1 Centre or through eFiling will be rejected. Electrical job filings that require submission to the Electrical Advisory Board will still be processed at the Electrical Advisory Board at 1 Centre, 23<sup>rd</sup> Floor, Room 2337.

Please note the following:

- All amendments to electrical job filings that currently have a BIS application number issued prior to December 4, 2017 will continue to be processed by the Electrical Unit or through eFiling.
- All Owners, Design Professionals, Licensees, and Filing Representatives need an **eFiling account** to prepare, pay, and submit filings in DOB NOW: *Build*. Please read our Registration Tips at [www.nyc.gov/dobnowtips](http://www.nyc.gov/dobnowtips) for detailed information about registering for an eFiling account.

For questions or for further information please submit your inquiry at [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp).

# Rule Review

*As of December 4, 2017*

## Use of DOB NOW: *Build* Mandatory

- Electrical EL
- Antenna AN
- Curb Cut CC
- Construction Fence FN
- Sidewalk Shed SH
- Supported Scaffold SF
- Signs SG

## Use of DOB NOW: *Build* Optional

- Plumbing PL
- Sprinkler SP
- Standpipe SD

# Rule Review

Beginning December 4<sup>th</sup>, the ED16A option will be removed from eFiling

# Rule Review

**Electrical Filings** that need to go in front of the **Advisory Board** are not included in this release. Continue to file through Electrical Advisory Board at 280 Broadway

PAGE 2

**Advisory Board Approval Required**

Is advisory board approval required?  Yes  No (If yes, complete the following)

	Approval No.	Submittal No.
<input checked="" type="checkbox"/> K 1000 KVA Service	53381	15A0611
<input type="checkbox"/> S Special Permission		
<input type="checkbox"/> N Manuf. Wiring System (article # 604 and # 605)		
<input type="checkbox"/> Z Other		

# Rule Review

All job filings that currently have a BIS job number will continue to be processed in eFiling or through the Electrical Unit

# Not Currently Available in DOB NOW

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

## Process

PW1 – Plan/ Work

Withdrawal and Superseding Requests

Required Document Waiver and Deferral Request

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

# Fees for Electrical

- Filing Fees (\$15 or \$40) need to be paid at time of Filing in DOB NOW using the City Pay Portal
- Payment for Parts Fees will continue to be deducted from your FIRM account

# 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 - EL**

Job Number + Filing Number + Permit Type

# Filing Types

Filing Type	Description	Example	Sample Job Filing Number
Initial	Original application for a job; generates the job number	Installing a new light fixture	M00289607-I1
Post Approval Amendment	Used to make adjustments after approval	Scope of work increases; significant change to the plans	M00289607-P1
Subsequent  (Once 9 Subsequent filings are made the coding will move to Z,Y,X,W,V,U,T,R,Q,O,N and M)	Link jobs at same property; add a work type or additional standalone filing	Adding multiple outlets	M00289607-S1 M00289607-S9 M00289607-Z1

# Register for DOB NOW through eFiling

# Who Needs to Register for eFiling (Electrical)

- Master Electricians
- Special Electricians
- Property Owners

**!Tip:** Owners are not required to register for eFiling for ED16A Electrical Jobs but should register if they want to receive job filing notifications

# Who Needs to Register for eFiling (For all other Filings)

- Property Owners
- Filing Representatives
- Design Professionals
  - Registered Architects
  - Registered Landscape Architects
  - Professional Engineers
- General Contractors
- Sign Hangers
- Lessee
- 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"/>

### USER ACCOUNT INFORMATION

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"/>

# Prepare to Access DOB NOW: *Build*

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

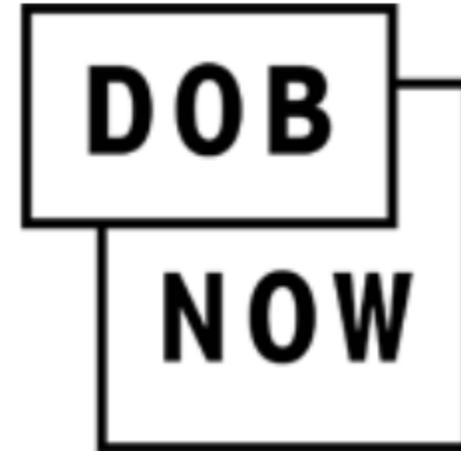
## To Turn Off Pop-Up Blockers in IE9

Go to **Settings** (the gear icon ⚙)

Select **Internet Options**

Go to the **Privacy** tab

Deselect **Turn On Pop Up Blockers**



# Sign on to DOB NOW: *Build*

Access DOB NOW: *Build*

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

# DOB NOW Login Page

NYC Buildings 311 Search all NYC.gov websites

DOB NOW

Public Portal

DOB NOW Login

Address

House Number Street Name Borough

Enter House Number Enter Street Name Select Borough

Search

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

Welcome

Email

Password

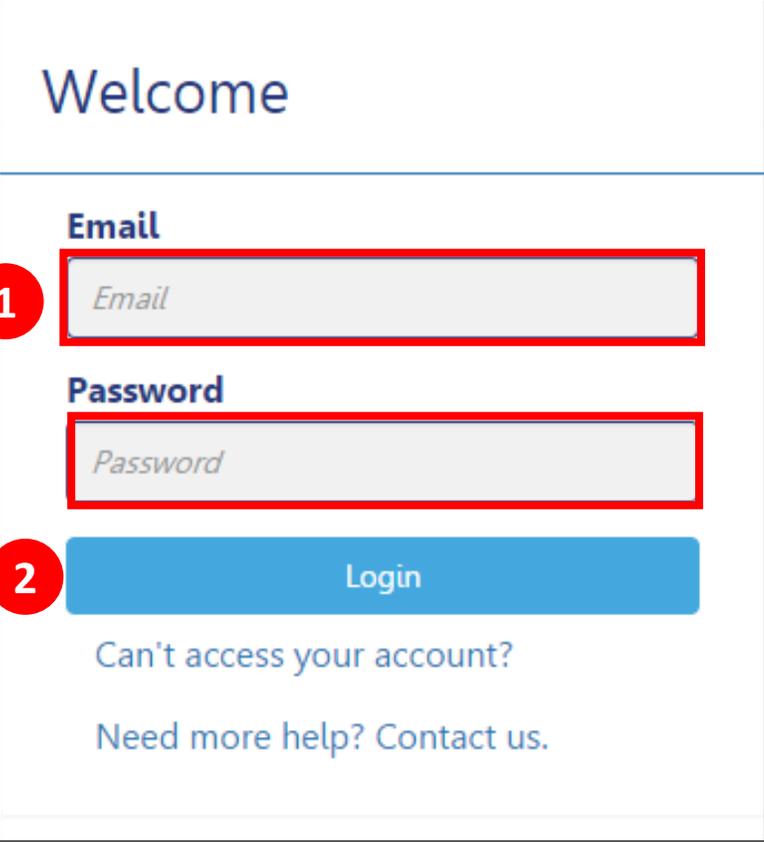
Login

Can't access your account?

Need more help? Contact us.

# Sign On to DOB NOW: *Build*

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



The screenshot shows a login interface with the following elements:

- A "Welcome" header.
- An "Email" label above a text input field containing the placeholder "Email". A red circle with the number "1" is positioned to the left of this field.
- A "Password" label above a text input field containing the placeholder "Password".
- A blue "Login" button. A red circle with the number "2" is positioned to the left of this button.
- Two links below the button: "Can't access your account?" and "Need more help? Contact us."

# Get Help

**Contact us.** – If you need assistance with eFiling Registration or forgotten passwords contact the DOB Customer Service Team

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

Enter your e-Filing account information

**Email**

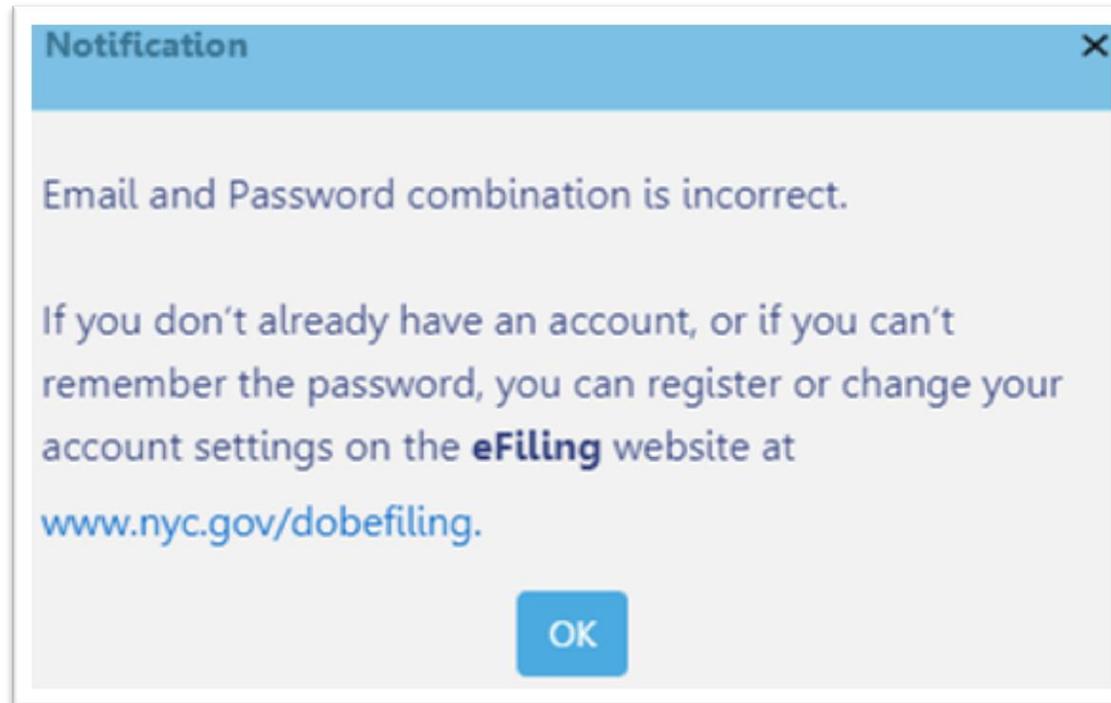
**Password**

Login

To register for an account or reset your password, go to the eFiling website.

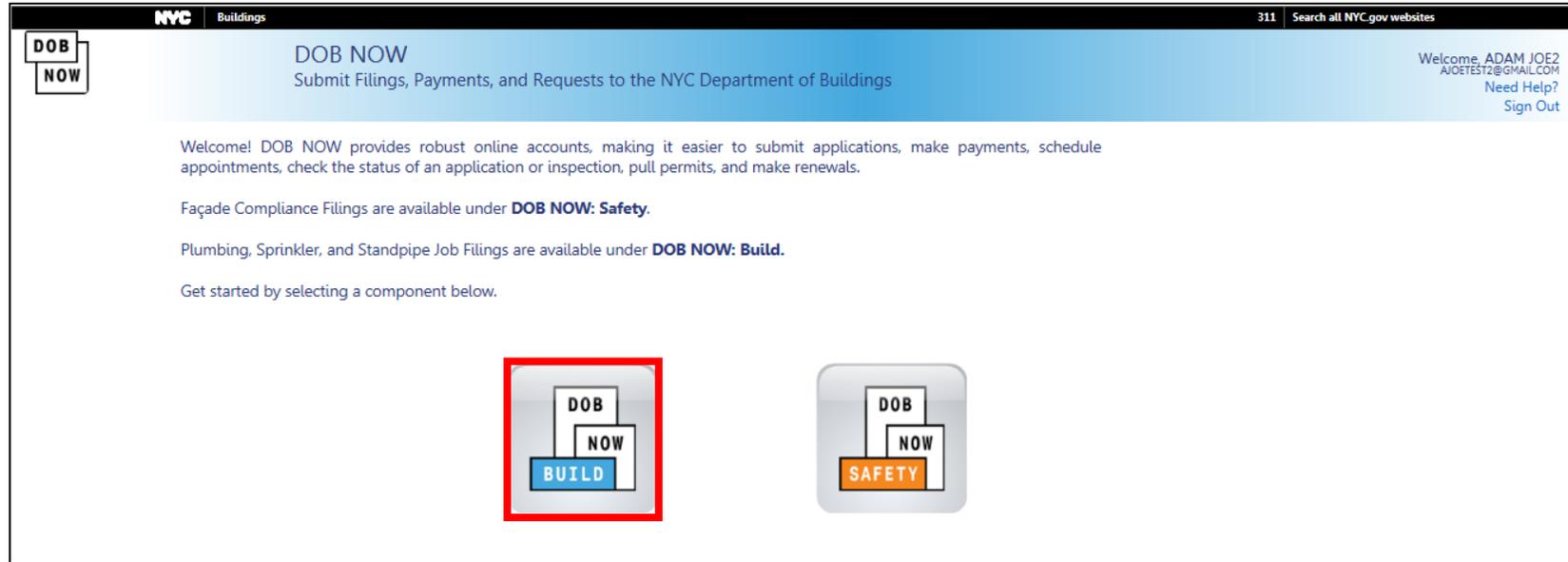
[Need more help? Contact us.](#)

# Log In Error Message



The system will direct you to the eFiling registration site

# Navigate to DOB NOW: *Build*



The screenshot shows the DOB NOW website interface. At the top, there is a navigation bar with the NYC Buildings logo on the left, the text "DOB NOW" in the center, and a search bar on the right. Below the navigation bar, there is a main content area with a blue header. The header contains the text "DOB NOW" and "Submit Filings, Payments, and Requests to the NYC Department of Buildings". On the right side of the header, there is a user profile section with the text "Welcome, ADAM JOE2" and "AJOETEST2@GMAIL.COM", along with links for "Need Help?" and "Sign Out". Below the header, there is a main content area with a white background. It contains a welcome message: "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." Below this, there are two sections: "Façade Compliance Filings are available under **DOB NOW: Safety**." and "Plumbing, Sprinkler, and Standpipe Job Filings are available under **DOB NOW: Build**." Below these sections, there is a prompt: "Get started by selecting a component below." At the bottom of the main content area, there are two icons. The first icon is a square with a red border, containing the text "DOB NOW" and "BUILD" in a blue box. The second icon is a square with a grey border, containing the text "DOB NOW" and "SAFETY" in an orange box.

Select **DOB NOW: *Build***

# Access Your Personal Dashboard

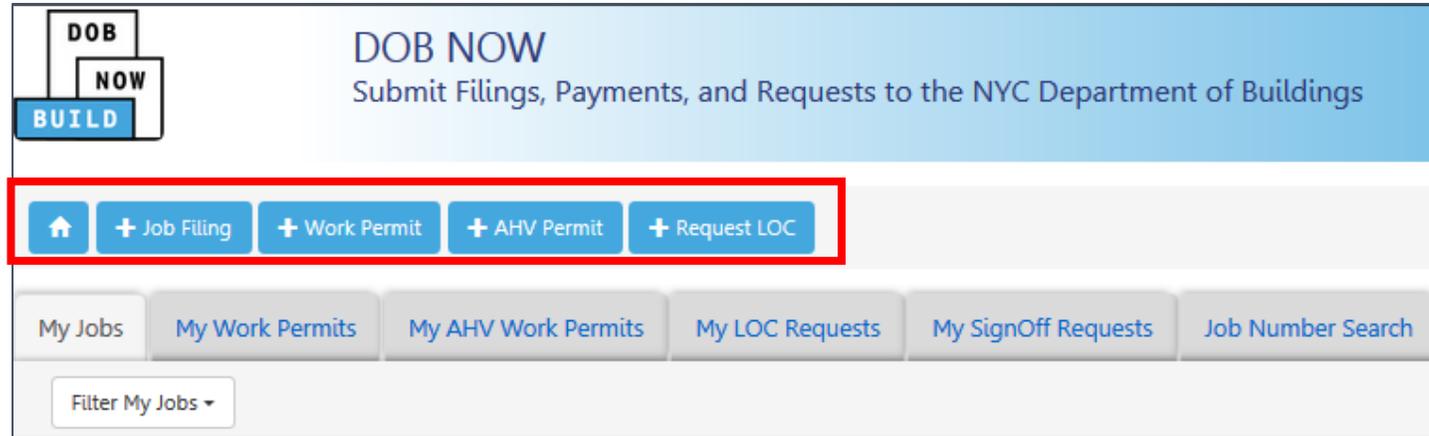
The screenshot shows the NYC DOB NOW personal dashboard. At the top, there's a navigation bar with 'NYC Buildings' and '311 Search all NYC.gov websites'. Below that, the 'DOB NOW' logo and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings' are displayed. A user greeting 'Welcome, FIRM ZERO' and contact information are on the right. A main menu includes 'Home', '+ Job Filing', '+ Work Permit', '+ AHV Permit', and '+ Request LOC'. Below this, there are tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', 'My LOC Requests', 'My SignOff Requests', and 'Job Number Search'. The 'My Jobs' tab is active, showing a table of job filings with columns for Job Number, Filing No., Filing Status, Address, Borough, Applicant of Record, Owner, Created Date, Modified Date, and Payment Status. A 'Filter My Jobs' dropdown and a 'Refresh' button are also present.

Job Number	Filing No.	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date	Modified Date	Payment Status
M00005936	I1	Pre-Filing	280 BROADWAY	MANHATTAN	FIRM ZERO		10/17/2017	10/17/2017	Due
M00005930	I1	Permit Issued	280 BROADWAY	MANHATTAN	FIRM ZERO	FIRM ZERO	10/17/2017	10/17/2017	Paid
S00005916	P1	Approved	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Joe Spark	10/13/2017	10/16/2017	Exempted
S00005916	I1	Permit Issued	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Joe Spark	10/13/2017	10/16/2017	Paid
S00005913	I1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susan Lima	10/13/2017	10/16/2017	Exempted
S00005907	I1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susan Lima	10/13/2017	10/16/2017	Due
S00005906	I1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susan Lima	10/13/2017	10/13/2017	Due
S00005883	I1	Permit Issued	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susie Lima	10/11/2017	10/16/2017	Paid
S00005875	I1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susan Lima	10/11/2017	10/12/2017	Due
S00005842	I1	Pre-Filing	2 MAPLE PARKWAY	STATEN ISL...	FIRM ZERO	Susan Lima	10/10/2017	10/10/2017	Due

Total Items: 18 (Showing Items: 10)

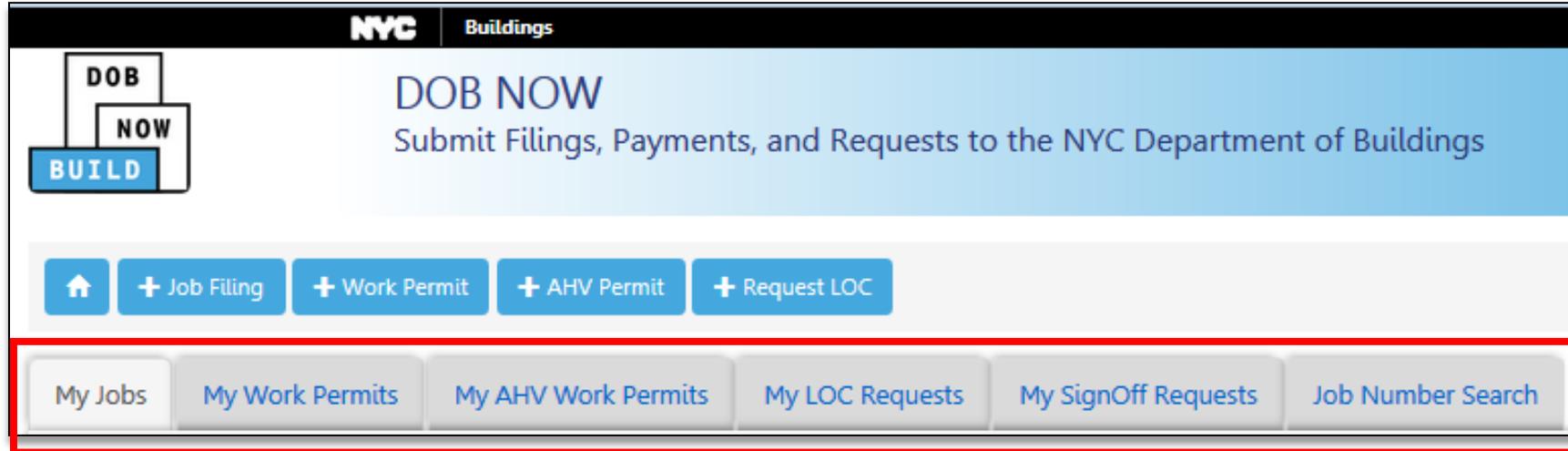
1 - 10 of 18 items

# Create New Filings



-  – Return to DOB NOW Home Page
- + **Job Filing** – Create a new job filing
- + **Work Permit** – N/A for this release; the permit is issued when the job filing is accepted
- + **AHV Permit** – N/A for this release
- + **Request LOC** – N/A for this release

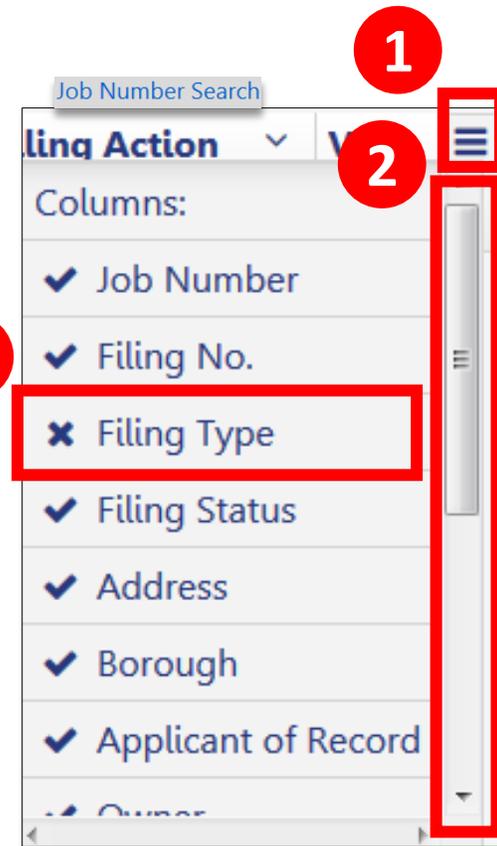
# View Your Filings



- **My Jobs** – Your Existing Job Filings
- **My Work Permits** – N/A for Electrical
- **My AHV Work Permits** – Your Existing AHV Work Permits
- **My LOC Requests** – N/A for Electrical
- **My SignOff Requests** – N/A for Electrical
- **Job Number Search** – Search for a Job Filing

# Customize the Dashboard

1. Click on the icon in the upper right corner to open the list
2. Scroll down – To see more selections
3. Select Columns to display – Click on the column title to add or delete the column from your dashboard
4. Click off of the list



**!Tip:** If you choose to show the **Filing Type** column, no information will display

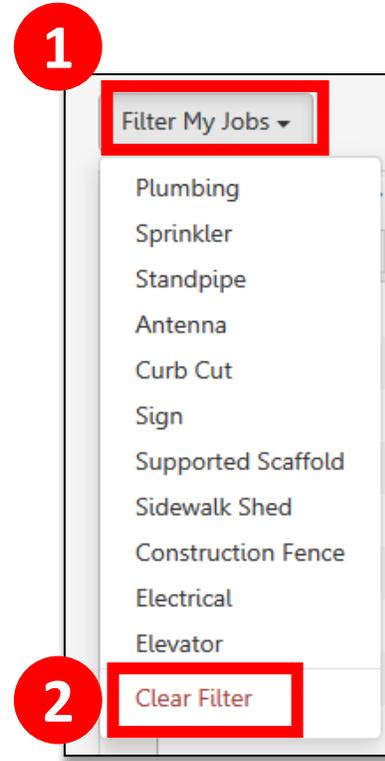
# Navigate from Page to Page

The screenshot shows the NYC DOB NOW website interface. At the top, there's a navigation bar with 'DOB NOW BUILD' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this, there are tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', 'My LOC Requests', 'My SignOff Requests', and 'Job Number Search'. A table of jobs is displayed with columns for Job Number, Filing No., Filing Status, Address, Borough, Applicant of Record, Owner, Created Date, Modified Date, Payment St., Filing Action, and View. The table shows 14 items, with 10 items displayed on the current page. Navigation controls are highlighted in red, showing 'Total Items: 14 (Showing Items: 10)' and 'Total Items: 654 (Showing Items: 10)'. The navigation controls include arrows for previous and next page, a page number input field (currently '1'), a total page count ('/ 66'), and an 'Items Per Page' dropdown menu (currently '10').

Job Number	Filing No.	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date	Modified Date	Payment St.	Filing Action	View
S00005913	I1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susan Lima	10/13/2017	10/13/2017	Due	Select Action:	
S00005907	I1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susan Lima	10/13/2017	10/13/2017	Due	Select Action:	
S00005906	I1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susan Lima	10/13/2017	10/13/2017	Due	Select Action:	
S00005883	I1	Permit Issued	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susie Lima	10/11/2017	10/13/2017	Paid	Select Action:	
S00005875	I1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susan Lima	10/11/2017	10/12/2017	Due	Select Action:	
S00005842	I1	Pre-Filing	2 MAPLE PARKWAY	STATEN ISL...	FIRM ZERO	Susan Lima	10/10/2017	10/10/2017	Due	Select Action:	
S00005840	I1	Permit Issued	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susan Lima	10/10/2017	10/13/2017	Paid	Select Action:	
S00005823	P1	Approved	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	FIRM ZERO	10/10/2017	10/10/2017	Paid	Select Action:	
S00005832	I1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susan Lima	10/10/2017	10/12/2017	Due	Select Action:	
S00005823	I1	Permit Issued	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	FIRM ZERO	10/10/2017	10/13/2017	Paid	Select Action:	

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

# Filter My Jobs



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 DOB NOW website interface. At the top left is the DOB NOW BUILD logo. The main header reads "DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings". Below this is a navigation bar with buttons for "Home", "Job Filing", "Work Permit", "AHV Permit", and "Request LOC". A secondary navigation bar contains tabs for "My Jobs", "My Work Permits", "My AHV Work Permits", "My LOC Requests", "My SignOff Requests", and "Job Number Search". The "Job Number Search" tab is highlighted with a red box and a red circle containing the number "1". Below the tabs is a search input field with the placeholder text "Enter exact Job Number and then click search" and "9 characters remaining". The input field is highlighted with a red box and a red circle containing the number "2". To the right of the input field is a "Search" button, also highlighted with a red box and a red circle containing the number "3".

1. Click on the **Job Number Search** tab
2. Enter the **9-digit job number**
3. Click **Search**

# View Search Results

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

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

Filter My Jobs ▾

Job Number ▾	Filing No. ▾	Filing Status ▾	Address ▾	Borough ▾	Applicant of Record ▾	Owner ▾	Created Date ∞	Modified Date ▾
S00005913	I1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susan Lima	10/13/2017	10/13/2017
S00005907	I1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susan Lima	10/13/2017	10/13/2017
S00005906	I1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susan Lima	10/13/2017	10/13/2017
S00005883	I1	Permit Issued	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susie Lima	10/11/2017	10/13/2017
S00005875	I1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susan Lima	10/11/2017	10/12/2017
S00005842	I1	Pre-Filing	2 MAPLE PARKWAY	STATEN ISL...	FIRM ZERO	Susan Lima	10/10/2017	10/10/2017
S00005840	I1	Permit Issued	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susan Lima	10/10/2017	10/13/2017

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

# Navigate a Job Filing

# View a Job Filing

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

Welcome, FIRM ZERO  
DOBELECTRICIAN4@GMAIL.COM  
Need Help?  
Sign Out

Pre-Filing      Applicant of Record Review      Approved

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

### S00005916-P1

- General Information
- Electrical Scope of Work
- Documents
- Statements & Signatures

#### Job Location

House Number*	Street Name *	Borough*
24	CLINTON ROAD	STATEN ISLAND
Block*	Lot*	BIN*
5132	31	5105392
Community Board	Zip Code*	Special Place Name
503	10308	

Job Description (printed on work permit)\*  
Install Outlets

Job Start Date*	Job Completion Date*
10-18-2017	10-27-2017

Is this a joint venture work as per #27-3013.13.\*       Yes    No

Building Use Type\*  
B Two Family

#### Application Highlights

Location	24 CLINTON ROAD STATEN ISLAND 10308
Filing Number	S00005916-P1
Filing Type	PAA
Current Filing Status	Pre-Filing

#### Fees

Fee Exempt	No
Filing Fee	\$0.00
Parts Fee	\$0.00
Post Approval Amendment	\$0.00
<b>Total Fee</b>	<b>\$0.00</b>
Amount Due	\$0.00
Amount Paid	\$40.00

[Pay Now](#)

# Locate the Save Button

Pre-Filing      Applicant of Record Review      Permit Issued

**Save**    Preview to File    View Filing

**S00005941-11**

General Information  
Electrical Scope of Work  
Documents  
Statements & Signatures

**Job Location**

House Number*	Street Name *	Borough*
44	RICHMOND TERRACE	STATEN ISLAND
Block*	Lot*	BIN*
7	80	5000070
Community Board	Zip Code*	Special Place Name
501	10301	

Job Description (printed on work permit)\*

# Return to Dashboard



Click on the **Dashboard** icon to return to your Dashboard

# View Job Filing Status



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

# Notifications

- Applicant receives an email notification when the filing is approved
- Emails will come from:

**DOBNOW donotreply**  
**DOBNOWdonotreply@buildings.nyc.gov**

**!Tip:** 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

Click the **Tab** to move from one section of the form to another

- **Blue** indicates the section that is active

<b>S00005916-I1-EL</b>
General Information
Electrical Scope of Work
Documents
Statements & Signatures

# Understanding the Tabs

**General Information:** Property information and individuals linked to the filing

**Electrical Scope of Work:** Add electrical details and your costs will be calculated

**Documents:** Upload required documents here

**Statements & Signatures:** All sign-offs in one page

**!Tip:** **Blue** indicates the section that is active

<b>S00005916-I1-EL</b>
General Information
Electrical Scope of Work
Documents
Statements & Signatures

# 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	24 CLINTON ROAD STATEN ISLAND 10308
Filing Number	S00005913-I1
Filing Type	New Electrical Job
Current Filing Status	Pre-Filing

2

## Fees

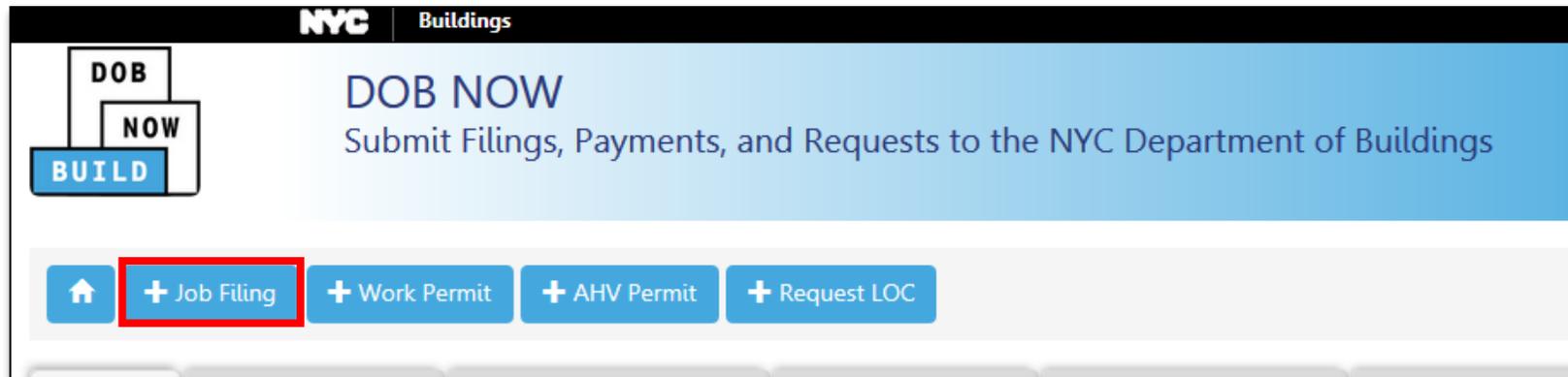
Fee Exempt	No
Filing Fee	\$40.00
Parts Fee	\$0.00
Post Approval Amendment	\$0.00
<b>Total Fee</b>	<b>\$40.00</b>
Amount Due	\$40.00
Amount Paid	\$0.00

3

 Pay Now

# Create a New Job Filing

# Create a Job



Click on + **Job Filing** to create a new job filing

# Job Filing Type (Electrical)

The screenshot shows a web form titled "Job filing includes:". It contains a list of job types with checkboxes. The "Electrical" checkbox is checked and highlighted with a red box, with a red circle containing the number "1" next to it. Below the list, the "Submit" button is highlighted with a red box, with a red circle containing the number "2" next to it. The "Cancel" button is also visible.

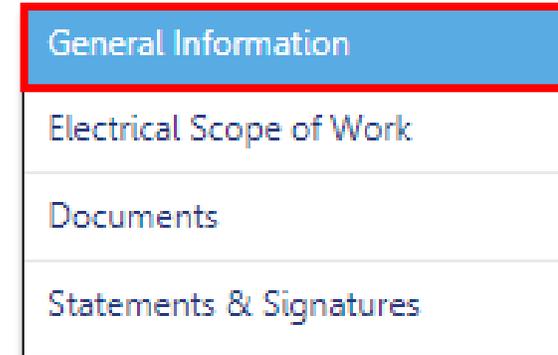
Job filing includes:

<input type="checkbox"/> Plumbing	<input type="checkbox"/> Sprinklers	<input type="checkbox"/> Standpipe
<input type="checkbox"/> Antenna	<input type="checkbox"/> Curb Cut	<input type="checkbox"/> Sign
<input type="checkbox"/> Sidewalk Shed	<input type="checkbox"/> Supported Scaffold	<input type="checkbox"/> Construction Fence
<input checked="" type="checkbox"/> Electrical	<input type="checkbox"/> Elevators	

1. Check **Electrical**
2. Click **Submit**

# Enter Minimum Required Information

To Save your filing and generate the job number, you must complete all sections on the **General Information** tab



**!Tip:** Fields with a red asterisk (\*) are mandatory.

# Job Location

Job Location			Application Highlights
House Number*	Street Name *	Borough*	Location
<input type="text"/>	<input type="text"/>	<input type="text" value="SELECT BOROUGH"/>	Filing Number
Block*	Lot*	BIN*	Filing Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	Current Filing Status
Community Board	Zip Code*	Special Place Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Job Description (printed on work permit)*			
<input type="text"/>			
Job Start Date*	Job Completion Date*		
<input type="text"/>	<input type="text"/>		
Is this a joint venture work as per #27-3013.13.* <input type="radio"/> Yes <input type="radio"/> No			
Building Use Type*			
<input type="text" value="Select"/>			

Fill out all information pertaining to the **Job Location**

# Applicant Information

### Applicant Information

Email*	License Type*	License Number*
<input type="text" value="Enter email/username..."/>	<input type="text"/>	<input type="text"/>
Last Name*	First Name*	Middle Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>
Firm Name*	Firm Number*	Firm Address*
<input type="text"/>	<input type="text"/>	<input type="text"/>
City*	State*	Zip Code*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Mobile	
<input type="text"/>	<input type="text"/>	

1. Enter the Applicant's eFiling **Email Address**
2. Select **License Type**

# Applicant Information Tips

**!Tip:** Type the applicant email address into the field – do not use Copy and Paste

**!Tip:** Use the **Tab** key to move to the next field instead of using your mouse. This will make the call to eFiling and bring over the applicant's contact details and insurance information

# Owner Information

### Owner Information

E-Mail*	Owner Type*	Last Name*
<input type="text" value="Enter email"/>	<input type="text" value="Select Owner Type"/>	<input type="text"/>
First Name*	Title	Business Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Address	City*	State*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Zip Code*	Phone	
<input type="text"/>	<input type="text"/>	

Fill out all information pertaining to the **Owner Information**

**!Tip:** If the Owner is registered in eFiling the information will auto populate upon email entry. **Owner Type** needs to be entered manually

# Authorized Representative Information

Authorized Representative Information		
Last Name	First Name	State Relationship to Owner
<input type="text"/>	<input type="text"/>	<input type="text"/>

Optional: Fill out all information pertaining to the Authorized Representative

**!Tip:** An Authorized Representative can be anyone that is filling out the **General Information Tab**. Only a licensed Electrician can complete the rest of the form.

# Additional Information

**1** **Additional Information**

**Electrical Scope of Work**

Is this a Build it Back Job?\*

Yes  No

Has a violation been issued for failure to obtain prior Electrical Advisory Board review and approval for work related to this application?\*

Yes  No

Is this Job C of O (Certification of Occupancy) related?\*

Yes  No

**2**

DOB Construction/ BIS Associated Job Numbers

Removal of Violation or Owner/ Occupant Objection

1. Enter **Electrical Scope of Work**
2. Indicate **Associated BIS Job Numbers** (if applicable)

# Save and Generate Job Number

Once the **General Information** tab is complete:

1. Click **Save**
2. A **Job #** will be generated

The screenshot shows a software interface with a 'Pre-Filing' toggle switch at the top. Below it, there are two buttons: 'Save' and 'Preview to File'. A red circle with the number '1' is next to the 'Save' button, which is highlighted with a red box. Below the buttons, there is a text field containing the job number 'S00005939-I1', which is also highlighted with a red box and has a red circle with the number '2' next to it. Below the text field, there is a navigation menu with four items: 'General Information' (highlighted in blue), 'Electrical Scope of Work', 'Documents', and 'Statements & Signatures'.

# Complete Electrical Scope Of Work

Upon **Save**, the Electrical Scope of Work tab will display

Click on the **Electrical Scope of Work** tab

<b>S00005916-I1</b>
General Information
<b>Electrical Scope of Work</b>
Documents
Statements & Signatures

# Electrical Scope of Work/ Work Description

Work Description		Application Highlights	
Category of Work	>	Location	24 CLINTON ROAD STATEN ISLAND 10308
Service Switches	>	Filing Number	S00005916-11
Ser. ent. & FDr Cond. (Each Set)	>	Filing Type	New Electrical Job
Panels	>	Current Filing Status	Pre-Filing
Elevators, Escalators, Material Lifts	>	<b>Fees</b>	
Boiler Controls	>	Fee Exempt	No
Floor Descriptions	>	Filing Fee	\$0.00
Service/Meter Equipment	>	Parts Fee	\$0.00
		Post Approval Amendment	\$0.00
		<b>Total Fee</b>	<b>\$0.00</b>
		Amount Due	\$0.00
		Amount Paid	\$0.00
		<a href="#">Pay Now</a>	

1. Click on each category to open
2. Complete all necessary information for your job

**!Tip:** Fields with a red asterisk (\*) are mandatory

# Category of Work

Category of Work ▼

<input type="checkbox"/> Service Work / Notify Utility	<input type="checkbox"/> General Wiring	<input type="checkbox"/> Lighting Work
<input type="checkbox"/> Temporary Construction Service	<input type="checkbox"/> Temporary Light & Power	
<input type="checkbox"/> HVAC Wiring	<input type="checkbox"/> Boiler/ Burner Wiring	

Other\*

## Select the **Category of Work**

**!Tip:** Additional fields may appear or become required based on your selection

# Category of Work

The screenshot shows a form titled "Category of Work" with a blue header bar. Below the header, there are three rows of checkboxes. The first row contains three checkboxes: "Service Work / Notify Utility" (checked), "General Wiring" (checked), and "Lighting Work" (unchecked). The second row contains two checkboxes: "Temporary Construction Service" (unchecked) and "Temporary Light & Power" (unchecked). The third row contains two checkboxes: "HVAC Wiring" (unchecked) and "Boiler/ Burner Wiring" (unchecked). Below the checkboxes, there is a dropdown menu labeled "Other\*" with the text "Select One" and a downward arrow. To the right of the dropdown menu is a blue button labeled "Clear".

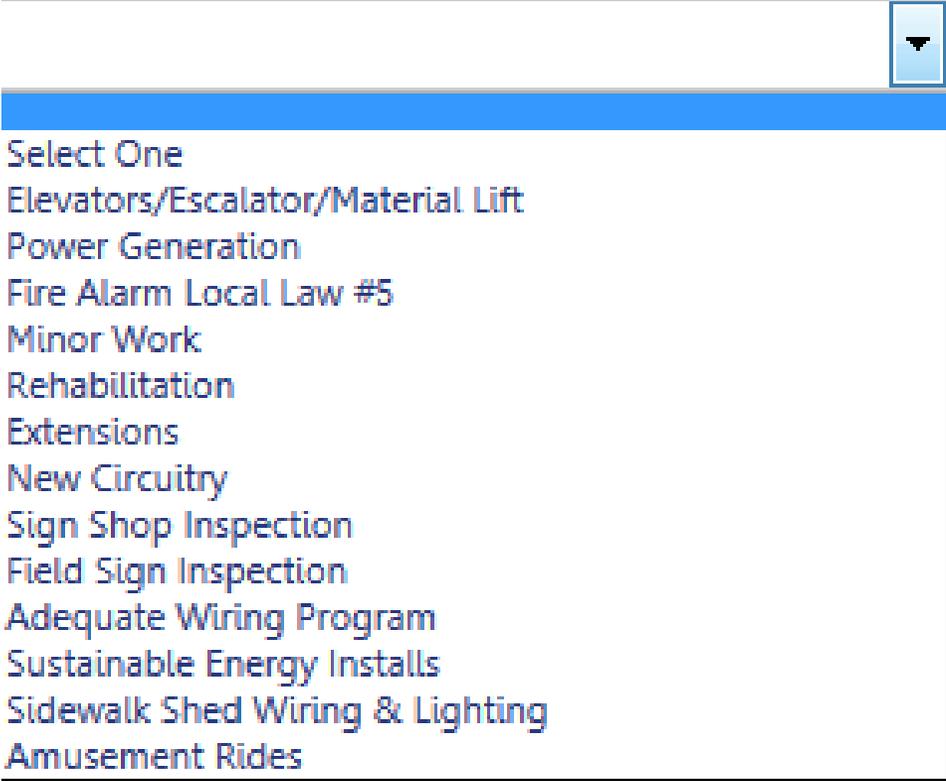
You can have multiple selections on 1 row, but the other rows/categories become greyed out once a selection is made

# Category of Work Options - Other

Select a category from **Other** if none of the previous work types apply

**!Tip:** If Power Generation or Sign Shop Inspection are selected additional documents will be required.

Other\*



A dropdown menu is shown with a blue header bar. The menu is open, displaying a list of options. The first option is 'Select One'. The other options are: 'Elevators/Escalator/Material Lift', 'Power Generation', 'Fire Alarm Local Law #5', 'Minor Work', 'Rehabilitation', 'Extensions', 'New Circuitry', 'Sign Shop Inspection', 'Field Sign Inspection', 'Adequate Wiring Program', 'Sustainable Energy Installs', 'Sidewalk Shed Wiring & Lighting', and 'Amusement Rides'.

- Select One
- Elevators/Escalator/Material Lift
- Power Generation
- Fire Alarm Local Law #5
- Minor Work
- Rehabilitation
- Extensions
- New Circuitry
- Sign Shop Inspection
- Field Sign Inspection
- Adequate Wiring Program
- Sustainable Energy Installs
- Sidewalk Shed Wiring & Lighting
- Amusement Rides

# Service Switches

Service Switches				
Item	Quantity	Cost	Fee amount	Indicate number and size
Up to 100 amps	<input type="text"/>	\$8.00	\$0.00	<input type="text"/>
101 to 200 amps	<input type="text"/>	\$30.00	\$0.00	<input type="text"/>
201 to 600 amps	<input type="text"/>	\$105.00	\$0.00	<input type="text"/>
601 to 1200 amps	<input type="text"/>	\$225.00	\$0.00	<input type="text"/>
Over 1200 amps	<input type="text"/>	\$375.00	\$0.00	<input type="text"/>

Fill out all information pertaining to the **Service Switches**

# Conductor Information

Ser. ent. & FDr Cond. (Each Set) <span>▼</span>				
Item	Quantity	Cost	Fee amount	Indicate number and size
Up to #2 conductor	<input type="text"/>	\$15.00	\$0.00	<input type="text"/>
Over #2 to 1/0	<input type="text"/>	\$30.00	\$0.00	<input type="text"/>
Over 1/0 to 250MCM	<input type="text"/>	\$45.00	\$0.00	<input type="text"/>
Over 250 MCM	<input type="text"/>	\$75.00	\$0.00	<input type="text"/>

Fill out all information pertaining to the **Ser. Ent. & FDr Cond.**

**!Tip:** In the **Indicate number and size** column specify the size and amps

# Panels

Panels				
Item	Quantity	Cost	Fee amount	Indicate number and size
1 up to 20-1 or 10-2 pole brkrs	<input type="text"/>	\$15.00	\$0.00	<input type="text"/>
1 over 20-1 or 10-2 pole brkrs	<input type="text"/>	\$37.50	\$0.00	<input type="text"/>
3 up to 225 amps	<input type="text"/>	\$50.00	\$0.00	<input type="text"/>
3 over 225 amps	<input type="text"/>	\$75.00	\$0.00	<input type="text"/>

Fill out all information pertaining to the **Panels**

# Elevators, Escalators, Material Lifts

Elevators, Escalators, Material Lifts				
Item	Quantity	Cost	Fee amount	Indicate number and size
Each additional 10 floors or less	<input type="text"/>	\$83.00	\$0.00	<input type="text"/>
Total no.of Elevators, etc	<input type="text"/>	\$125.00	\$0.00	<input type="text"/>

Fill out all information pertaining to **Elevators, Escalators, Material Lifts**

# Boiler Controls

Boiler Controls				
Item	Quantity	Cost	Fee amount	Indicate number and size
Boiler Controls	<input type="text"/>	\$12.00	\$0.00	<input type="text"/>

Fill out all information pertaining to **Boilers**

# Floor Descriptions

Floor Descriptions

+ Add Floor Description

Total Units : 0    Total Units in excess of 10 : 0 x \$0.25

Floor	No. of Outlets	No. of Motors/Generators	No. of Heaters	No. of Transformers	Actions
-------	----------------	--------------------------	----------------	---------------------	---------

1. Fill out all information pertaining to **Floors**
2. Click on + **Add Floor Description** for additional fields for the current floor and/ or to add more floors

# Floor Work Description

1. Choose the floor **Location** from the drop down
2. Fill out any other pertinent information
3. **Save**

The screenshot shows a web form titled "Floor Work Description". It contains several sections with input fields:

- Location\***: A dropdown menu highlighted with a red box and a red circle containing the number "1".
- Description of the Location**: A text area with a "250 characters remaining" indicator, highlighted with a red circle containing the number "2".
- Outlets**: A section with input fields for "Fixtures", "Switch", "Receptacles AT", "Number of Outlets", and "Receptacles A/C".
- Motors/Generators**: A section with input fields for "Quantity" and "Total HP KW".
- Heaters**: A section with input fields for "Quantity" and "Total KW".
- Transformers**: A section with an input field for "Quantity".

At the bottom right, there are "Save" and "Cancel" buttons. The "Save" button is highlighted with a red box and a red circle containing the number "3".

# Service/Meter Equipment

Service/Meter Equipment

Number of 3 Wire	Number of 4 Wire	Number of 10 Point
<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Existing Meters	Number of New Meters	Number of Removed Meters
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Number of Meters		
<input type="text" value="0"/>		

Fill out all information pertaining to **Service/Meter Equipment**

# Upload Required Documents

# Rule Review

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

# DPL-1 Signature and Seal Form

## Applies to

Electrical Contractor  
Professional Engineer  
Registered Architect  
Registered Landscape Architect  
Master Plumber  
Oil Burner Installer  
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
Mobile Telephone		License Number

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

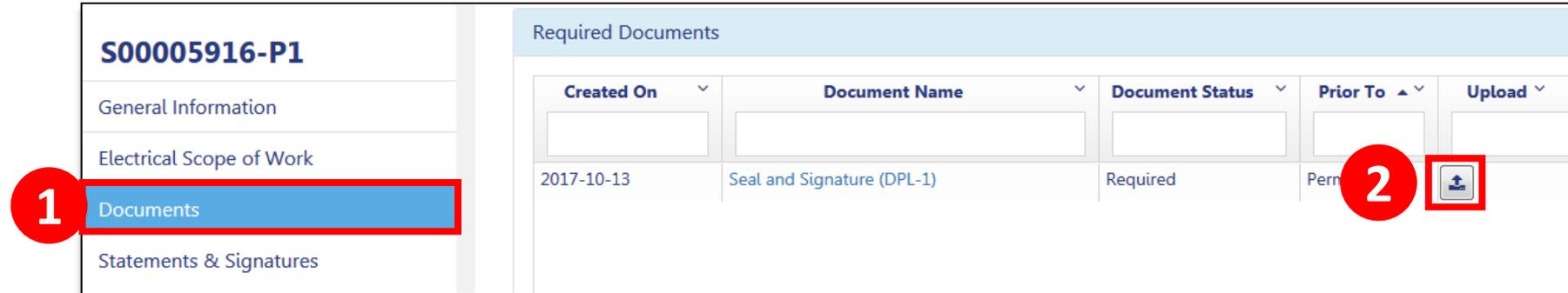
2 Design Professional/Licensee Seal and Signature Statement

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 sealed signature to be used as my official professional seal and signature where I so indicate in electronic documents to be submitted to the Department of Buildings.

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

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

# Documents

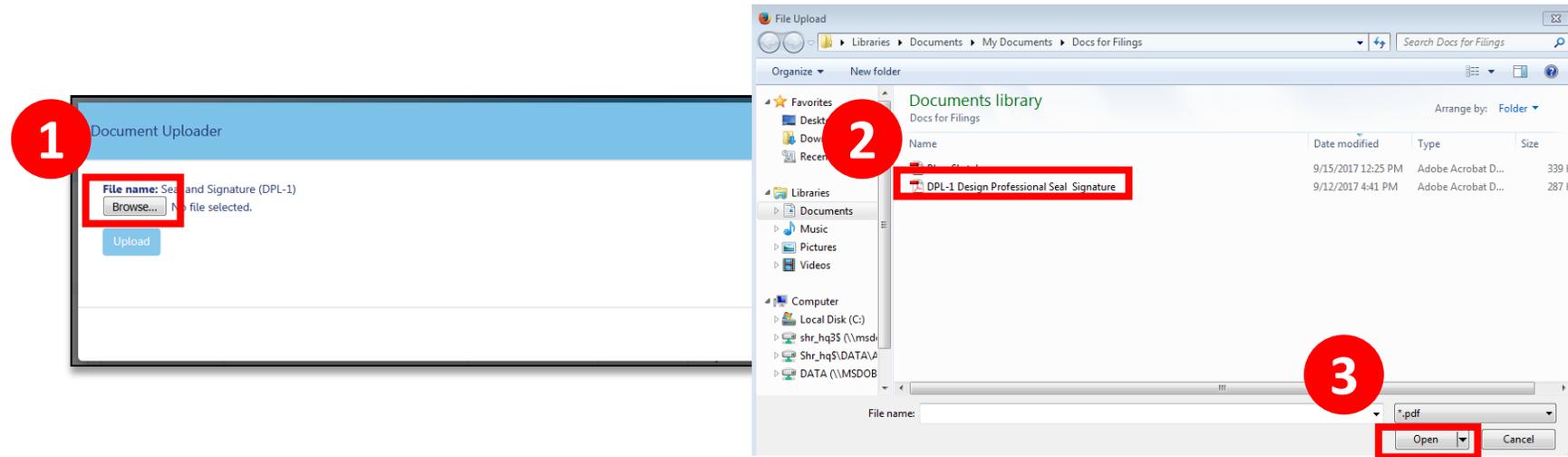


The screenshot shows a web application interface for document management. On the left is a sidebar with a navigation menu containing 'General Information', 'Electrical Scope of Work', 'Documents', and 'Statements & Signatures'. The 'Documents' tab is highlighted with a red box and a red circle containing the number '1'. The main content area is titled 'Required Documents' and contains a table with the following columns: 'Created On', 'Document Name', 'Document Status', 'Prior To', and 'Upload'. The first row of data shows a document created on '2017-10-13' with the name 'Seal and Signature (DPL-1)', a status of 'Required', and a 'Prior To' value of 'Perm'. The 'Upload' column for this row contains an upload icon, which is highlighted with a red box and a red circle containing the number '2'.

Created On	Document Name	Document Status	Prior To	Upload
2017-10-13	Seal and Signature (DPL-1)	Required	Perm	

1. Click on the **Documents** tab to view required Documents
2. Click on the **Document uploader** icon to retrieve and upload your document

# Upload Your Seal and Signature Document



1. Click on the **Browse** button
2. From the **Documents library** on your computer select the appropriate document
3. **Click Open**

# Upload Your Seal and Signature Document



1. The document will appear on the Document uploader screen
2. Select **Upload** (You can cancel by clicking on the **cancel** icon)
3. The **Cancel** button will turn to **OK**; Click **OK**

# Complete Statements and Signatures

# Applicant's Statements & Signatures

Save Preview to File

S00005916-P1

General Information

Electrical Scope of Work

1 Documents

Statements & Signatures

2 Applicant's - Statements & Signatures

the undersigned Responsible Representative (or License associated with such business acting pursuant to an accepted written delegation), or Special Electrician, submit this Electrical Permit Application to the Commissioner of the NYC Department of Buildings for issuance of a permit to perform electrical work as described herein and in so doing acknowledge that all electrical work to be performed as described under this application will be done under my supervision and in complete accordance with all applicable codes and regulations, including but not limited to, the NYC Energy Conservation Code. I further acknowledge that I have received Electrical Advisory Board approval for all electrical work described herein where such approval is required under the Department's code and regulations.  
**PENALTY FOR FALSIFICATION:** Falsification on any statement made herein with intent to defraud or deceive is a misdemeanor (Sec. 27-3017 (b), (c) of NYC Adm. Code) SUBSTANTIAL REVISIONS to this application will require the filing of a new application, with the appropriate fee.\*

Name  Date

**Certification of Owner Authorization for Electrical Work\***

Does the application involve authorization to power or energize a meter?\*

Yes  No

This Electrical Permit Application involves the energizing of a meter. I certify that I have obtained a signed certification from the building owner, or his or her authorized representative, affirming that the intended use or purpose of the new, additional or existing meter(s) indicated in the Service/Meter Equipment section of this application will be in compliance with Section 27-3018 of the NYC Electrical Code and acknowledging that the energizing of electrical work without a valid permit, or other required authorization set forth by Department of Buildings ("Department") Rules, is a violation of Section 27-3020 of the NYC Electrical Code. I also certify that this signed certification is available upon request by the Department.\*

Name  Date

(Electronically Signed)

Does the application involve a new or amended Certificate of Occupancy and/or service or meter work? \*

Yes  No

This Electrical Permit Application includes Service/Meter Work and/or work that will result in the issuance of a new or amended Certificate of Occupancy. I certify that I have obtained a signed authorization from the building owner, or his or her authorized representative, who has authorized the work to be performed as indicated herein, and has acknowledged that upon completion of such electrical work (including any minor amendment of the work indicated herein), pursuant to Section 27-3018(b) of the NYC Electrical Code, the Department of Buildings ("Department"), or its certified representative, will be allowed access to inspect such work. I also certify that this signed authorization is available upon request by the Department.\*

Name  Date

(Electronically Signed)

1. Click on the **Statements & Signatures** tab
2. Read and check the box to the left of each attestation

Your signature will auto-populate

# Applicant's Statements & Signatures

 Save  Preview to File

---

**S00005916-P1**

---

General Information

---

Electrical Scope of Work

---

Documents

Statements & Signatures

Choose **Save**

# Pay Filing Fees

# 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 Now

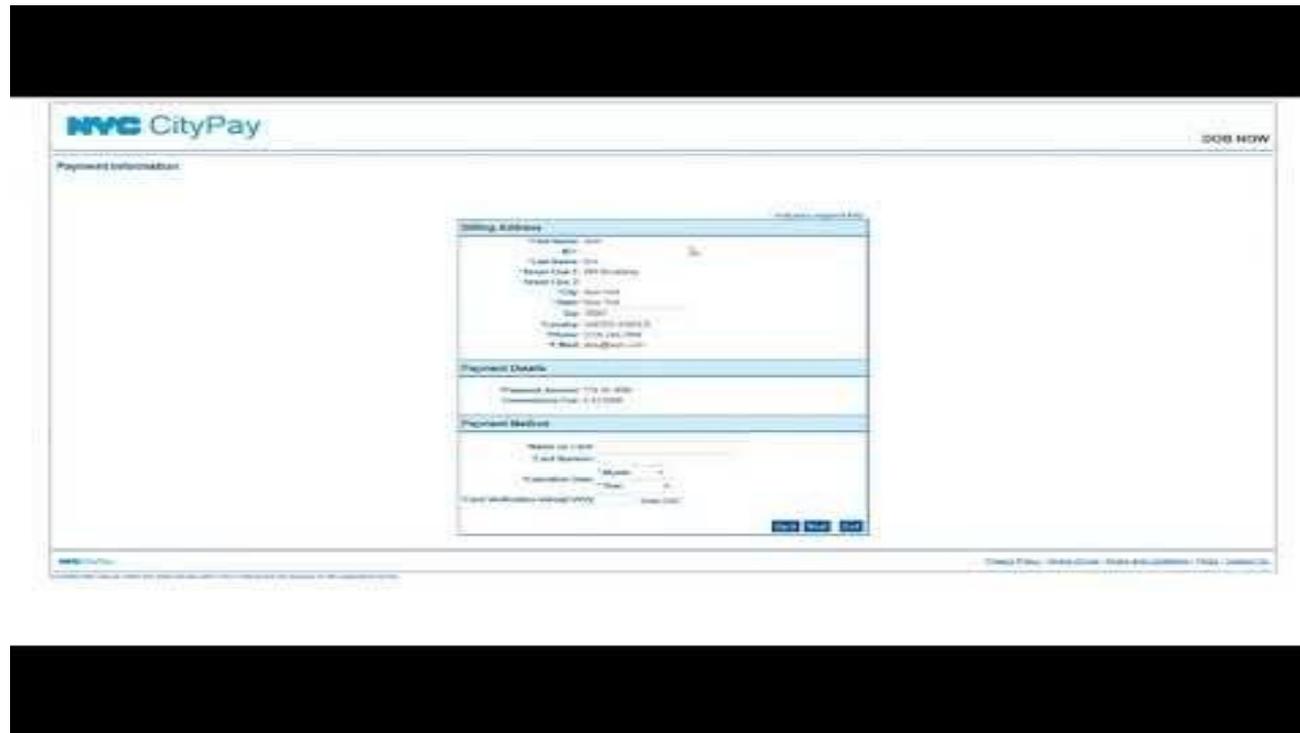
- Click **Pay Now** to be brought to **City Pay** portal to pay your filing fee
- Payment for Parts Fees will continue to be deducted from your FIRM account

Application Highlights	
Location	24 CLINTON ROAD STATEN ISLAND 10308
Filing Number	S00296932-11
Filing Type	New Electrical Job
Current Filing Status	Pre-Filing
Payment Summary	
Fee Exempt	No
New Work Filing Fee	\$40.00
Parts Fee	\$295.00
Legalization Filing Fee	\$0.00
<b>Total Fee</b>	<b>\$335.00</b>
Amount Paid	\$0.00
Amount Due	\$40.00
<a href="#">Pay Now</a>	

Please confirm that your pop-up blocker is turned off before clicking on the Pay Now button.

# Payment Video

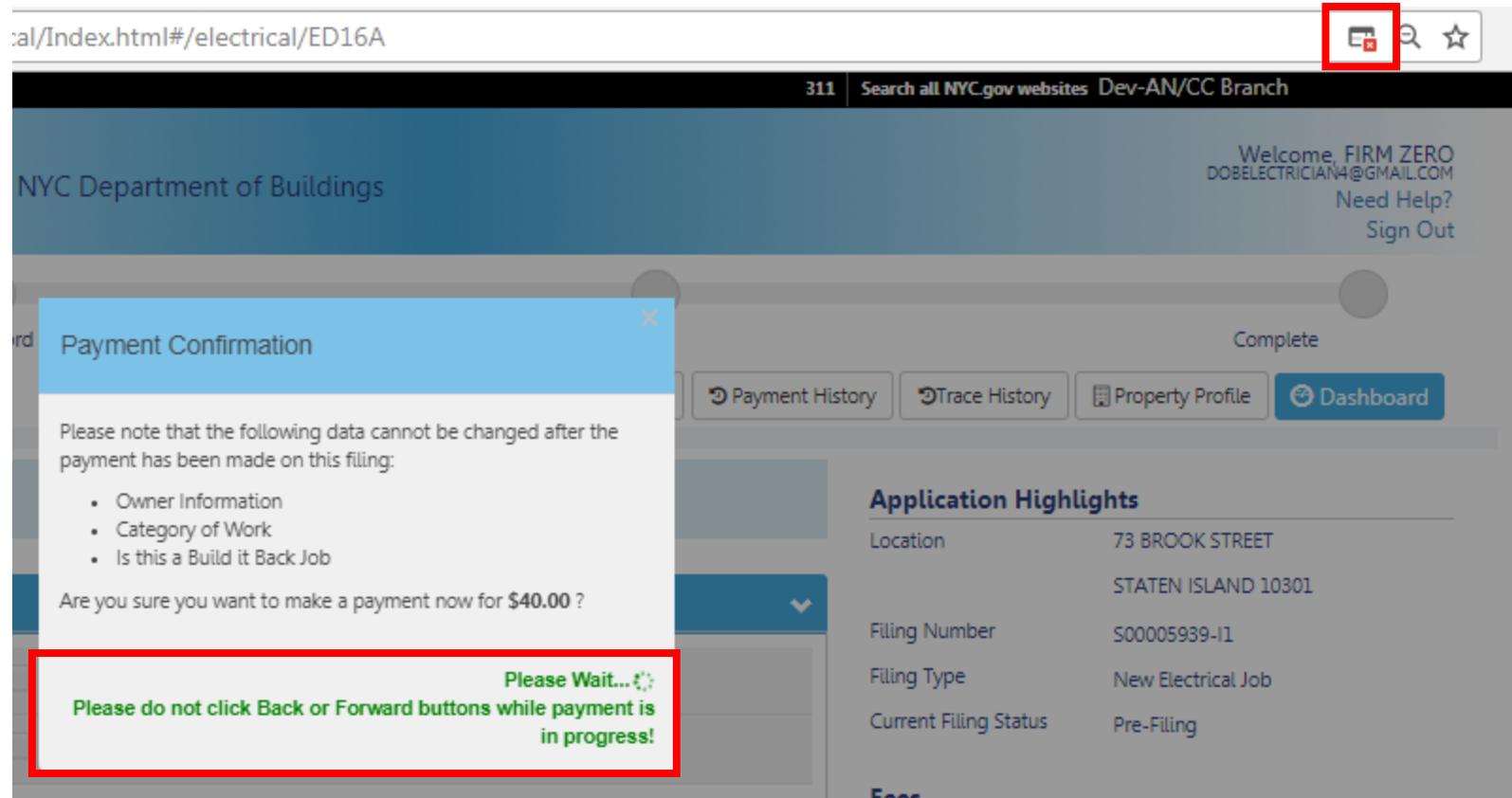
Click on the picture to watch the video



# 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

# Pop Up Blocker Indicator



This process could take a minute. Make sure not to hit the forward or back buttons.

# Parts Fees

Service Switches				
Item	Quantity	Cost	Fee amount	Indicate number and size
Up to 100 amps	<input type="text" value="2"/>	\$8.00	\$16.00	<input type="text" value="2"/>
101 to 200 amps	<input type="text" value="2"/>	\$30.00	\$60.00	<input type="text" value="2"/>
201 to 600 amps	<input type="text" value="2"/>	\$105.00	\$210.00	<input type="text" value="2"/>
601 to 1200 amps	<input type="text"/>	\$225.00	\$0.00	<input type="text"/>
Over 1200 amps	<input type="text"/>	\$375.00	\$0.00	<input type="text"/>

## Application Highlights

Location	44 RICHMOND TERRACE STATEN ISLAND 10301
Filing Number	S00005941-11
Filing Type	New Electrical Job
Current Filing Status	Pre-Filing

## Fees

Fee Exempt	No
Filing Fee	\$40.00
Parts Fee	\$331.00
Post Approval Amendment	\$0.00
<b>Total Fee</b>	<b>\$371.00</b>
Amount Due	\$40.00
Amount Paid	\$0.00

[Pay Now](#)

Fees are calculated based on the parts entered under the **Work Description**

# Fee-Exempt Filings

# Fee Exempt/ Build it Back Jobs

1

2

General Information

Electrical Scope of Work

Documents

Statements & Signatures

**Additional Information**

Electrical Scope of Work

Is this a Build it Back Job?\*  Yes  No

Has a violation been issued for failure to obtain prior Electrical Advisory Board review and approval for work related to this application?\*  Yes  No

Is this Job C of O (Certification of Occupancy) related?\*  Yes  No

DOB Construction/ BIS Associated Job Numbers

Removal of Violation or Owner/ Occupant Objection

1. Select the **General Information** tab
2. Scroll down to the **Additional Information** section and select **Yes** next to **Is this a Build it Back Job?**

# Fee-Exempt/ NYCHA

**1** M00298050-I1

General Information

Electrical Scope of Work

Documents

Statements & Signatures

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

**Insurance Information**

Insurance Type	Name of the Insurer	Certificate/Policy No.	Expiration Date
General Liability	TRAVELERS INS	680543K7681	05/01/2026
Workers Compensation	NEW YORK STATE INS. FUND	L 871 594 8	08/29/2025
Disability	WESCO INSURANCE COMPANY	0093390	12/31/2026

**Owner Information**

E-Mail\* APPLEROME18@GMAIL.COM

First Name\* APPLE

City\* NYC

Phone \_\_\_\_\_

Owner Type\*  
Individual  
Select Owner Type  
Individual  
Partnership  
**NYCHA**  
LLC  
Corporation  
Other Government  
NYC Agency  
Condo Unit Owner or Co-Op Tenant-Shareholder

Last Name\* ROME18

Business Address AR18

Zip Code\* 10000

**2**

1. On the **General information** Tab
2. Choose **NYCH** from the **Owner Type** drop down

# ACRIS Report Becomes Required

Required Documents

Created On	Document Name	Document Status	Prior To	Upload
2017-10-17	ACRIS report	Required	Permit Issued	
2017-10-17	Seal and Signature (DPL-1)	Required	Permit Issued	

1. Upload a PDF version of the ACRIS report

# View Payment Summary

1. **Amount Due** will be \$0.00
2. **Pay Now** button will be disabled

<b>Application Highlights</b>	
Location	110 MAPLE PARKWAY STATEN ISLAND
Filing Number	S00005989-I1
Filing Type	New Electrical Job
Current Filing Status	Applicant Review
<b>Payment Summary</b>	
Fee Exempt	Yes
Filing Fee	\$0.00
Parts Fee	\$0.00
<b>Total Fee</b>	<b>\$0.00</b>
Amount Due	\$0.00
Amount Paid	\$0.00
<input type="button" value="Pay Now"/>	

1

2

# Download the ACRIS Report

Visit the **Finance Property Information** site at <http://nycprop.nyc.gov/nycproperty/nynav/jsp/selectbbl.jsp>

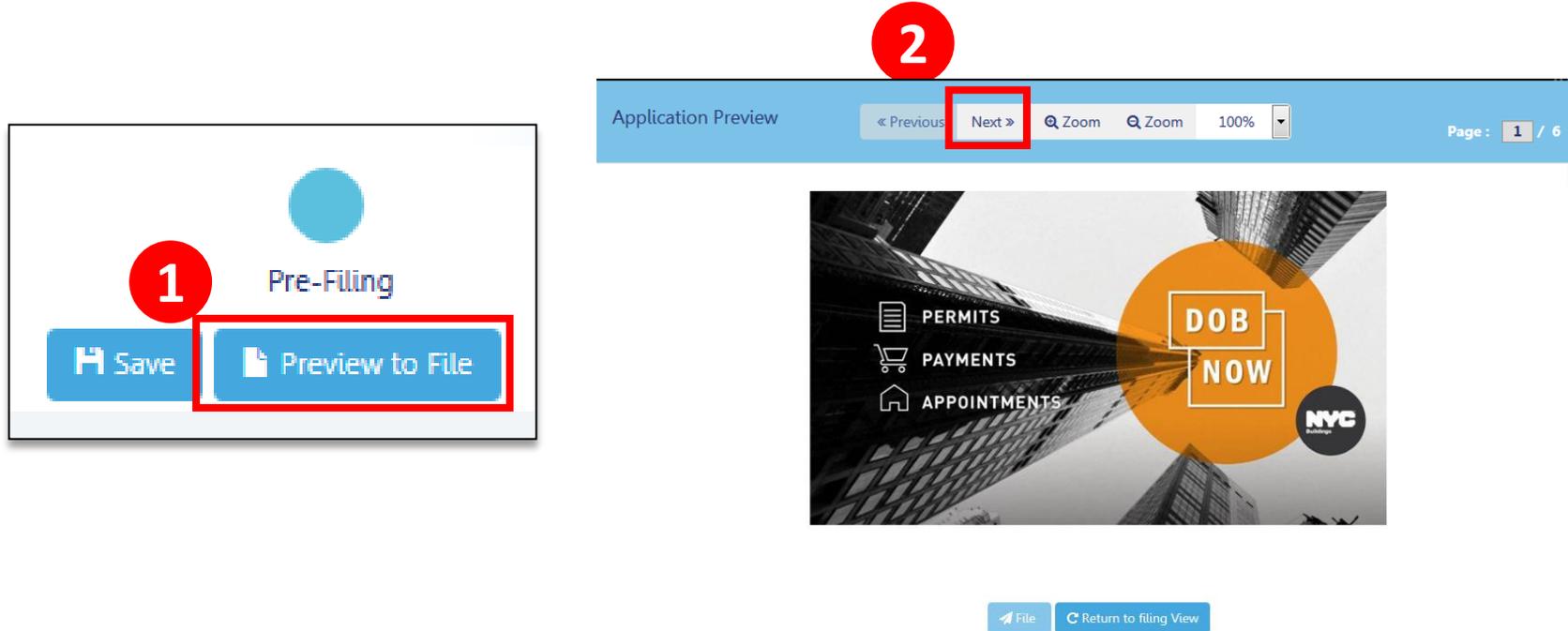
- Enter the **Borough, House Number, and Street Name**
- Click **Search**
- Click on the most recent **Tentative** or **Final Assessment Roll**
- Find the Taxable/Billable Assessed Value section near the bottom
- If the Assessed Value is zero, your building is tax exempt
- Print this webpage showing the Assessed Value and save as a PDF and upload in DOB NOW



The screenshot shows the 'YOUR PROPERTY INFORMATION' page on the NYC.gov website. The page title is 'YOUR PROPERTY INFORMATION' with the subtitle 'A Business & Taxpayer Resource'. The main content area is titled 'Select a Borough-Block-Lot' and contains a form with the following fields: Borough (a dropdown menu currently showing '1-Manhattan'), Block (a text input field), Lot (a text input field), and Easement (a text input field with '(Optional)' next to it). Below the form are 'View' and 'Clear' buttons. The page also features a navigation menu at the top with links for Residents, Business, Visitors, Government, and Office of the Mayor. A sidebar on the right contains links for 'Need Help?', 'Select a BBL', 'Search by REUC Ident', 'NYCProperty Home Page', 'Pay Online', 'Change Mail Address', and 'Tax Reduction'. The footer includes copyright information for 2017 The City of New York and links to various city services.

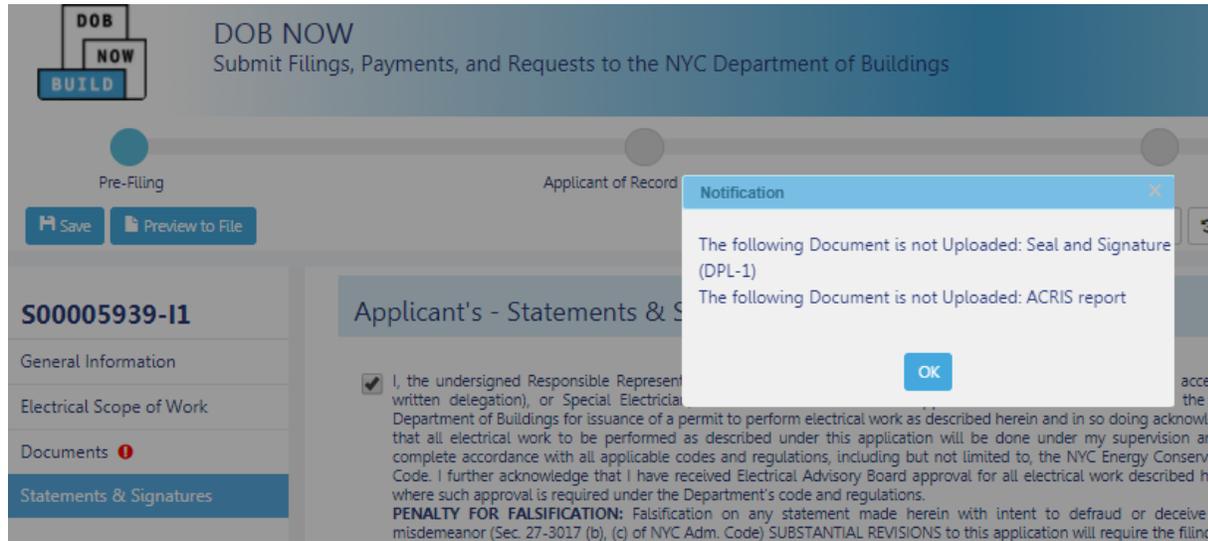
# Preview to File

# Click Preview to File



1. Click on the **Preview to File** icon to review your filing
2. Click through the Application Preview, using the **Next** icon, to review

# Sample Error Notification



When you click Preview to File, if required information is missing the system will provide a notification

# Missing Information

**S00298067-I1**

**General Information** !

Electrical Scope of Work !

Documents

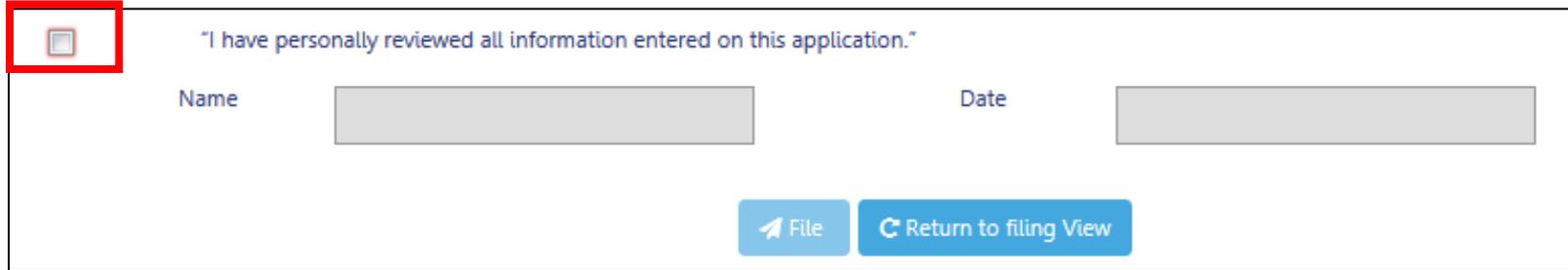
Statements & Signatures

**Owner Information**

E-Mail*	Owner Type*	Last Name*
<input type="text" value="joespark@gmail.com"/>	<input type="text" value="Individual"/>	<input type="text" value="Spark"/>
First Name*	Business Name	Business Address
<input type="text" value="Joe"/>	<input type="text"/>	<input type="text"/>
City*	State*	Zip Code*
<input type="text" value="Brooklyn"/>	<input type="text" value="NY"/>	<input style="border: 2px solid red;" type="text"/>
Phone		
<input type="text"/>		

- A red exclamation point (!) will appear on the tab that is missing information
- A red line will appear around any missing required fields

# Confirm the Application



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

Name

Date

[File](#) [Return to filing View](#)

Click on the check box to the left of the attestation to show you have reviewed the application and that the information is correct

**!Tip:** Only a licensed electrician can attest and file

# Submit the Filing

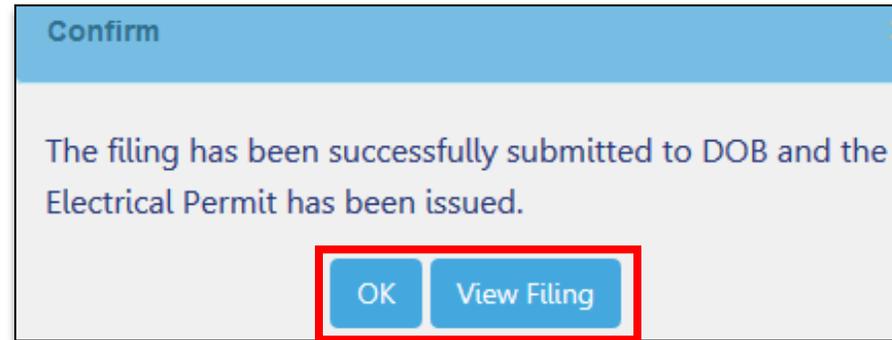
"I have personally reviewed all information entered on this application."

Name	<input type="text" value="FIRM ZERO"/> ("Electronically Signed")	Date	<input type="text" value="10/17/2017"/>
------	---	------	---

[File](#) [Return to filing View](#)

Click **File** to submit the filing

# Successful Submission Confirmation



Click on **OK** or **View Filing** if you want to return to your filing and make changes

# Status Becomes Permit Issued

The screenshot displays the 'DOB NOW' portal interface. At the top, the header reads 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. A progress bar indicates the current status is 'Permit Issued', with previous steps 'Pre-Filing' and 'Applicant of Record Review' marked as complete. Below the progress bar are buttons for 'Save', 'Preview to File', 'View Filing', and 'Payment History'. The main content area shows a sidebar with navigation options: 'General Information', 'Electrical Scope of Work', 'Documents', and 'Statements & Signatures'. The 'General Information' section is active, displaying the filing ID 'S00005939-I1-EL'. The 'Job Location' section contains the following fields:

Job Location		
House Number*	Street Name *	Borough*
73	BROOK STREET	STATEN ISLAND
Block*	Lot*	BIN*
35	90	5000709
Community Board	Zip Code*	Special Place Name
501	10301	

Once submitted, the status of the filing becomes Permit Issued

# Delete a Filing

1

Job Number	Filing No.	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date	Modified Date	Payment St.	Filing Action	View
S00005916	P1	Approved	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Joe Spark	10/13/2017	10/16/2017	Paid	Select Action: [dropdown]	[icon]
S00005916	I1	Permit Issued	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Joe Spark	10/13/2017	10/16/2017	Paid	Select Action: [dropdown]	[icon]
S00005913	I1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susan Lima	10/13/2017	10/16/2017		Select Action: [dropdown]	[icon]
S00005907	I1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susan Lima	10/13/2017	10/16/2017		Select Action: [dropdown]	[icon]
S00005906	I1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susan Lima	10/13/2017	10/13/2017		Select Action: [dropdown]	[icon]
S00005883	I1	Permit Issued	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susan Lima	10/11/2017	10/16/2017	Paid	Select Action: [dropdown]	[icon]

After saving, you can delete a job while in Pre-Filing status

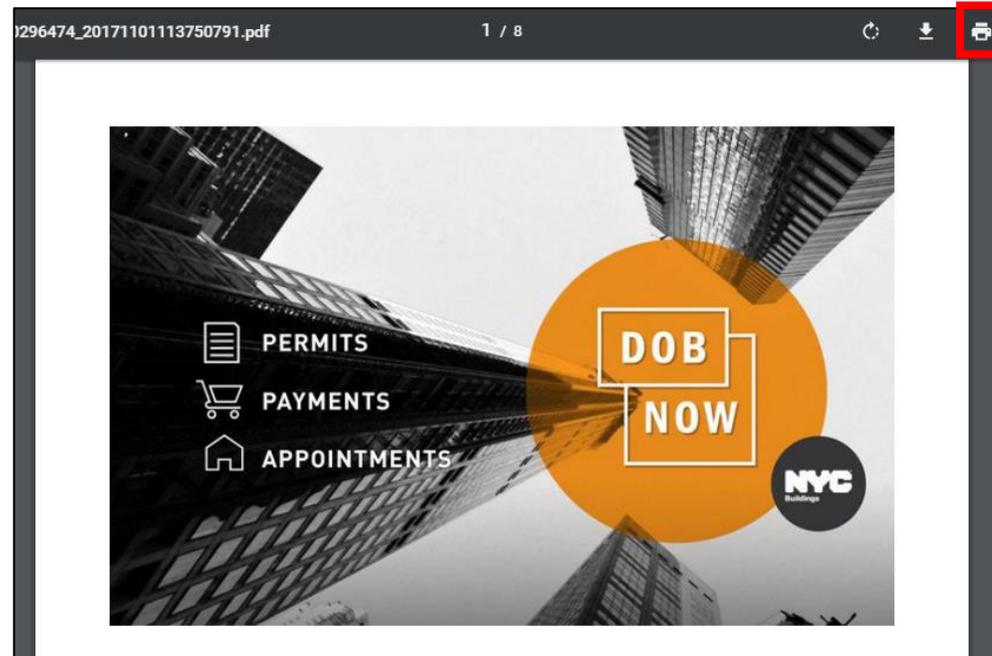
1. Navigate to the **My Jobs** tab
2. In the Filing Action column, click the drop down and select **Delete**

# Printing a Filing



Click **View Filing** to open the filing in document form

# Printing a Filing

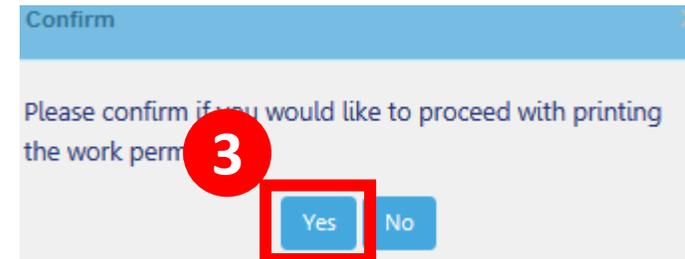


Click the print Icon to print the filing

# Print a Work Permit

# Print a Work Permit

Created Date	Modified Date	Payment St.	Filing Action	View
10/13/2017	10/16/2017	Paid	Select Action:	
10/13/2017	10/16/2017	Paid	Select Action:	
10/13/2017	10/16/2017	Exempt	Select Action:	
10/13/2017	10/16/2017	Due	Select Action:	
10/13/2017	10/13/2017	Due	Select Action:	
10/11/2017	10/16/2017	Paid	Select Action:	
10/11/2017	10/12/2017	Due	Select Action:	
10/10/2017	10/10/2017	Due	Select Action:	
10/10/2017	10/16/2017	Paid	Select Action:	
10/10/2017	10/16/2017	Paid	Select Action:	



1. From your Dashboard, click the drop down under **Filing Action** for your filing
2. Select **Print Work Permit**
3. Choose **Yes**

# Work Permit

<b>NYC</b> <sup>TM</sup>		
<b>Buildings</b>		
<b>Work Permit Department Of Buildings</b>		
Permit Number: <b>S00005939-I1-EL</b>	Issued: <b>10/18/2017</b>	Expires: <b>08/30/2025</b>
Address: <b>STATEN ISLAND 73 BROOK STREET 10301</b>		Issued To: <b>FIRM ZERO</b>
Description of Work:		Business: <b>TRINCE ELECTRIC INC.</b>
<b>Minor electrical wiring work</b>		License No: <b>012347</b>
For detailed information regarding this permit, please log on to DOB NOW at <a href="http://www.nyc.gov/buildings">www.nyc.gov/buildings</a> . Call 311 with any questions or complaints.		
Borough Commissioner: 	Commissioner Of Buildings: 	
Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.		

Print To PDF

# Post Approval Amendment

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 this is a secondary navigation bar with tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', 'My LOC Requests', 'My Sign Off Requests', and 'Job Number Search'. A 'Filter My Jobs' dropdown and a 'Refresh' button are also present. The main content is a table with the following columns: Job Number, Filing No., Filing Status, Address, Borough, Applicant of Record, Owner, Created Date, Modified Date, Payment St., Filing Action, and View. The table contains six rows of data. The 'Filing Action' column for the last row is open, showing a dropdown menu with the option 'Subsequent Filing PAA' highlighted in a red box.

Job Number	Filing No.	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date	Modified Date	Payment St.	Filing Action	View
S00296474	P1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Joe Spark	11/01/2017	11/01/2017	No Fee	Select Action: ▼	🔗
S00296537	P1	Pre-Filing	73 BROOK STREET	STATEN ISL...	FIRM ZERO	APPLE ROME18	10/30/2017	10/30/2017	No Fee	Select Action: ▼	🔗
S00296537	I1	Permit Issued	73 BROOK STREET	STATEN ISL...	FIRM ZERO	APPLE ROME18	10/30/2017	11/01/2017	Exempted	Select Action: ▼	🔗
S00296494	I1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Joe Spark	10/30/2017	10/30/2017	Exempted	Select Action: ▼	🔗
S00296486	I1	Permit Issued	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Joe Spark	10/30/2017	10/31/2017	Paid	Select Action: ▼	🔗
S00296474	I1	Permit Issued	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Joe Spark	10/30/2017	11/01/2017	Paid	Select Action: ▼ Subsequent Filing PAA	🔗

To make changes after the Permit has been issued click on the drop down arrow next to the filing in the **Filing Action** column and select **PAA**

# Post Approval Amendment

Save Preview to File View Filing

**S00296474-P1**

General Information  
Electrical Scope of Work  
Documents  
Statements & Signatures

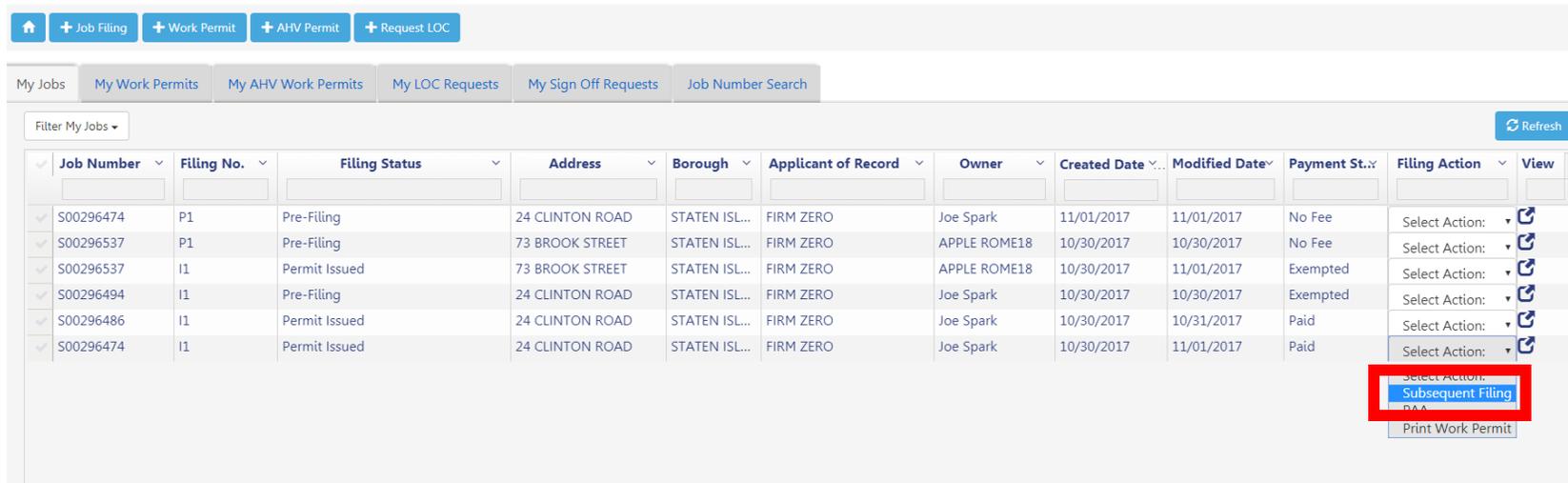
**Job Location**

House Number*	Street Name *	Borough*
24	CLINTON ROAD	STATEN ISLAND
Block*	Lot*	BIN*
5132	31	5105392
Community Board	Zip Code*	Special Place Name
503	10308	

Job Description (printed on work permit)\*  
HVAC

A duplicate filing will be created where you can make your changes. All parts fees will be calculated and withdrawn from your **Firm** account

# Subsequent 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 this is a tabbed interface with tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', 'My LOC Requests', 'My Sign Off Requests', and 'Job Number Search'. A 'Filter My Jobs' dropdown and a 'Refresh' button are also present. The main content is a table with the following columns: Job Number, Filing No., Filing Status, Address, Borough, Applicant of Record, Owner, Created Date, Modified Date, Payment St., Filing Action, and View. The table contains six rows of data. The 'Filing Action' column for the last row has a dropdown menu open, and the 'Subsequent Filing' option is highlighted in a red box.

Job Number	Filing No.	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date	Modified Date	Payment St.:	Filing Action	View
S00296474	P1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Joe Spark	11/01/2017	11/01/2017	No Fee	Select Action: ▼	
S00296537	P1	Pre-Filing	73 BROOK STREET	STATEN ISL...	FIRM ZERO	APPLE ROME18	10/30/2017	10/30/2017	No Fee	Select Action: ▼	
S00296537	I1	Permit Issued	73 BROOK STREET	STATEN ISL...	FIRM ZERO	APPLE ROME18	10/30/2017	11/01/2017	Exempted	Select Action: ▼	
S00296494	I1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Joe Spark	10/30/2017	10/30/2017	Exempted	Select Action: ▼	
S00296486	I1	Permit Issued	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Joe Spark	10/30/2017	10/31/2017	Paid	Select Action: ▼	
S00296474	I1	Permit Issued	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Joe Spark	10/30/2017	11/01/2017	Paid	Select Action: ▼	

To add more applications to your filing click on the drop down arrow next to the filing in the **Filing Action** column and select **Subsequent Filing**

# Subsequent Filing

**Confirm**

Please confirm if you would like to proceed with Subsequent Filing.

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

**Subsequent Filing**

**Job Number:** S00296486-I1-EL  
**Address:** 24 CLINTON ROAD

<input type="checkbox"/> Plumbing	<input type="checkbox"/> Sprinklers	<input type="checkbox"/> Standpipe
<input type="checkbox"/> Antenna	<input type="checkbox"/> Curb Cut	<input type="checkbox"/> Sign
<input type="checkbox"/> Sidewalk Shed	<input type="checkbox"/> Supported Scaffold	<input type="checkbox"/> Construction Fence
<input type="checkbox"/> Electrical		

[Create Subsequent](#) [Cancel](#)

Confirm you want to move forward with a **Subsequent Filing** and check the box next to the job type you are adding.

# Subsequent Filing

Filter My Jobs Refresh

Job Number	Filing No.	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date	Modified Date	Payment St.	Filing Action	View
S00296474	P1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Joe Spark	11/01/2017	11/01/2017	No Fee	Select Action:	
S00296537	P1	Pre-Filing	73 BROOK STREET	STATEN ISL...	FIRM ZERO	APPLE ROME18	10/30/2017	10/30/2017	No Fee	Select Action:	
S00296537	I1	Permit Issued	73 BROOK STREET	STATEN ISL...	FIRM ZERO	APPLE ROME18	10/30/2017	11/01/2017	Exempted	Select Action:	
S00296494	I1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Joe Spark	10/30/2017	10/30/2017	Exempted	Select Action:	
S00296486	I1	Permit Issued	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Joe Spark	10/30/2017	10/31/2017	Paid	Select Action:	
S00296474	I1	Permit Issued	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Joe Spark	10/30/2017	11/01/2017	Paid	Select Action:	

Subsequent Filing  
PAA

A new filing will be created with the same job number followed by an S1.

# DOB NOW Public Portal

# Search the Public Portal

You can search the Public Portal by Address, BIN, Borough, Block, Lot

**Device** is not applicable for Electrical

## 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, boiler, plumbing, sprinkler, standpipe, antenna, curb cut, sidewalk shed, supported scaffold, fence and sign filings are available in DOB NOW.

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

Address

House Number	Street Name	Borough
<input type="text" value="24"/>	<input type="text" value="CLINTON ROAD"/>	<input type="text" value="Staten Island"/>

Search

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

# Search for Job Filings

To search for a specific filing on an address, click on the blue bar titled **Build: Job Filings**

## Building Characteristics

<b>Health Area</b> 920	<b>Tax Block</b> 5132	<b>Census Tract</b> 13203	<b>Tax Lot</b> 31
<b>Community Board</b> 503	<b>Condo</b> NO	<b>Buildings on Lot</b> 1	<b>Vacant</b> NO
<b>Cross Street(s)</b> MIDLAND ROAD, DEAD END	<b>DOB Special Place Name</b> SUBDIVISION OT LOT 29	<b>DOB Building Remarks</b> BLOCK/TENT LOT # 5132/29	<b>Landmark Status</b>
<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> NO	<b>Additional BINs for Building</b> NONE	<b>Special District</b> SRD - SOUTH RICHMOND DEVELOPMENT

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

<b>Tidal Wetlands Map Check:</b>	No
<b>Freshwater Wetlands Map Check:</b>	Yes
<b>Coastal Erosion Hazard Area Map Check:</b>	No
<b>Special Flood Hazard Area Check:</b>	No

**Department of Finance Building Classification:** B2-2 FAMILY DWELLING

**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**

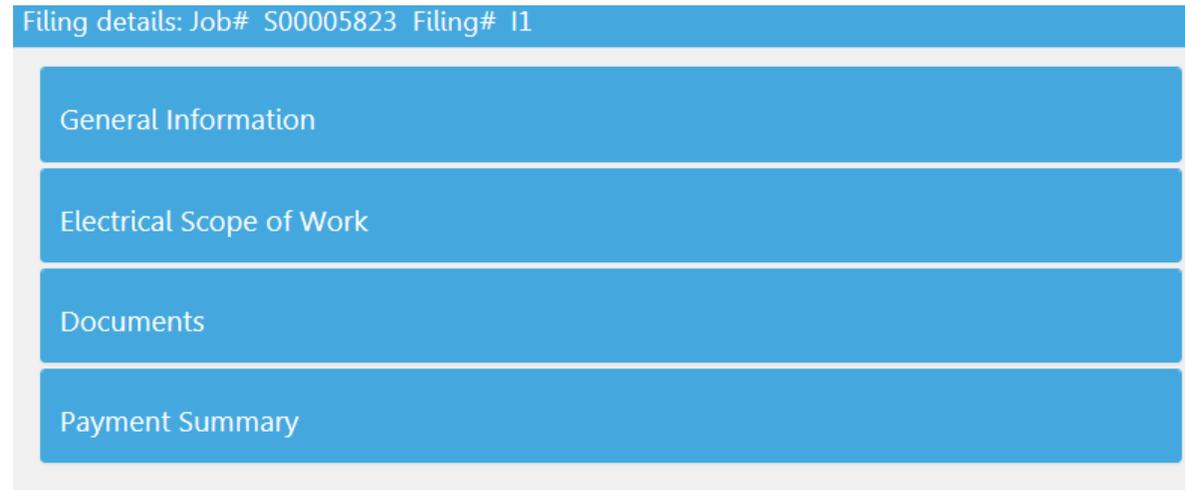
# View Job Filings

BUILD: Job Filings

View	Job No. - Filing No.	Borough	Address	Filing Status	Created Date
	EL				
	S00005823-I1-EL	STATEN ISLAND	24 CLINTON ROAD	Permit Issued	10/10/2017
	S00005840-I1-EL	STATEN ISLAND	24 CLINTON ROAD	Permit Issued	10/10/2017
	S00005883-I1-EL	STATEN ISLAND	24 CLINTON ROAD	Permit Issued	10/11/2017
	S00005916-I1-EL	STATEN ISLAND	24 CLINTON ROAD	Permit Issued	10/13/2017

1. Search for an Electrical Filing by typing **EL** in the search box below the header **Job No. – Filing No.**
2. Click on the **View** button to see details

# Explore a Job Filing



Click on each of the blue bars to expand for more information



# See General Information

Expand the **General Information** tab to view the job information

Filing details: Job# S00005840 Filing# I1

### General Information

General Information Job# S00005840 Filing# I1

**Location Information**

House Number	24	Street Name	CLINTON ROAD
Borough	STATEN ISLAND	Block	5132
Lot	31	BIN	5105392
Community Board	503	Zip Code	10308
Special Place Name			
Job Description (printed on work permit)	1000 KVA Service	Job Start Date	10/11/2017
Job Completion Date	10/18/2017		
Is this a joint venture work as per #27-3013.13.		<input type="radio"/> Yes <input checked="" type="radio"/> No	
Building Use Type	G Garage		

**Applicant Information**

First Name	FIRM	Middle Initial	
Last Name	ZERO	License Type	Electrician

# See Electrical Scope of Work

Expand the **Electrical Scope of Work** tab to view details of the electrical work

Electrical Scope of Work Job# S00005840 Filing# I1

Category of work

Service Work / Notify Utility  General Wiring  Lighting Work

Lighting Work Type: Retroactive upgrade for local law 88 Compliance

Service Switches

No entries.

Ser. ent. & FDr Cond. (Each Set)

No entries.

Panels

No entries.

Elevators, Escalators, Material Lifts

No entries.

Boiler Controls

No entries.

Floor Descriptions

Floor	No. of Outlets	No. of Motors/Generators	No. of Heaters	No. of Transformers

Service/Meter Equipment

No. of 3 wire-1	No. of 4 wire
No. of 10 pt	No. of Existing meters
No. of New meters	No. of Removed meters
Total No. of meters	0

# Documents

Documents		
Documents Job# S00005840 Filing# 11		
Created On	Document Name	Document Status

All non-proprietary documents will be displayed

# See Payment Summary

## Filing Fee

Filing Fee:	\$40.00
Legalization Fee:	\$0.00
No Good Check Fee:	\$0.00

## Payment History

Filing Number	Invoice Number	Merchant Amount	Service Fee	Total Amount	Fee Type	Transaction Date
S00296486-I1	10100119054	\$40.00	\$1.00	\$41.00	Filing Fee	10-30-2017

Expand the **Payment Summary** tab to view the Fees and date of Transaction

Only the filing Fee will display

# Bringing it all Together

# 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
- Print a Filing
- Print a Permit
- Search the Public Portal

# Thank You!