DOB NOW: *Build* for Electrical filings

How to Submit a Filing

After you pay your fees, the last step is to submit the filing so that your status bar moves from **Applicant of Record** to **Permit Issued**.

To submit the filing, click **Preview to File** on the upper left, next to the Save button.


If you have any outstanding issues with the filing (such as a past Job Start Date or issues with your Scope of Work) a red exclamation point will appear on the area with the issue:
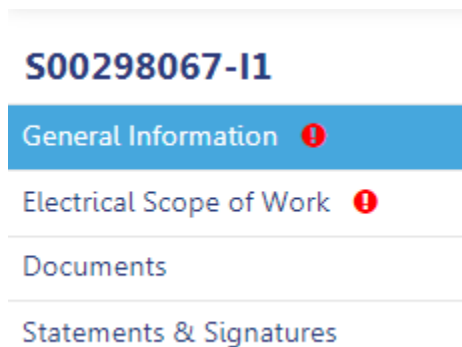
Return to the filing to address the issues.

Click **Preview to File** again to review the filing, and click **Next** to advance through all eight pages while making sure your application is up to date and has the correct information.
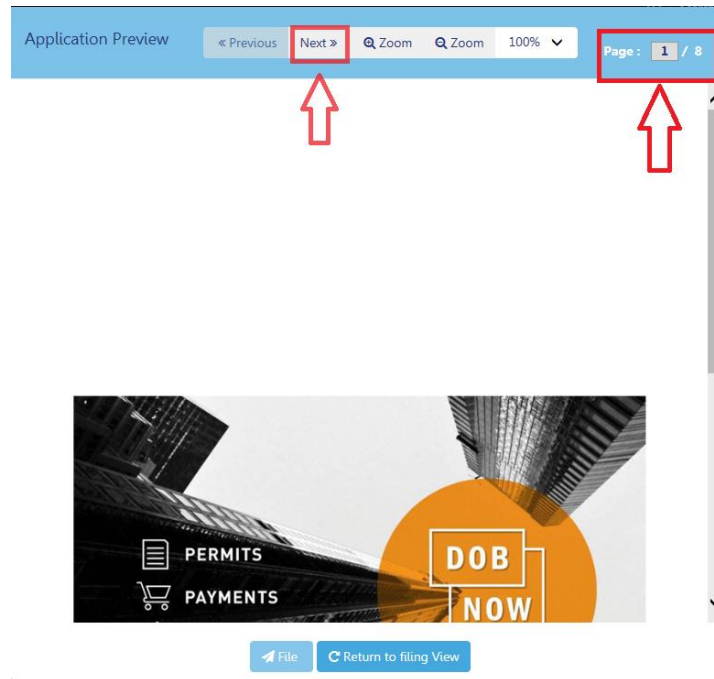
On the last page, click on the check box to confirm the application "I have personally reviewed all information entered on this application." Then click **File** to submit your filing.
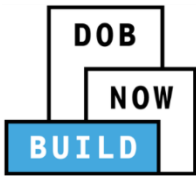

Once filed, your status will move from Applicant of Record to Permit Issued.

For more information about DOB NOW: *Build* for Electrical Filings, visit the resources page at www1.nyc.gov/site/buildings/industry/dob-now-build-resources-electrical.page. If you have any questions, please submit an inquiry at www.nyc.gov/dobnowhelp.

DOB NOW: *Build* for Electrical filings

<u>How to Print an Electrical Permit</u>

Log into DOB NOW: *Build* and find the permit you want to print (if you have multiple permits, check the box next to the job filing number to highlight that particular permit).

|	Job Number ⌄	Filin⋮.	Filing Type ⌄	Filing Status ⌄	Address ⌄	Borou ≡
✓	S00296537	P1	PAA	Pre-Filing	73 BROOK STREET	STATEN ISI
✓	S00296537	I1	New Job Filing	Permit Issued	73 BROOK STREET	STATEN ISI
✓	S00296494	I1	New Job Filing	Pre-Filing	24 CLINTON ROAD	STATEN ISI
✓	S00296486	I1	New Job Filing	Permit Issued	24 CLINTON ROAD	STATEN ISI

Scroll to the far right of your screen and the last column will be Filing Action (under Refresh).
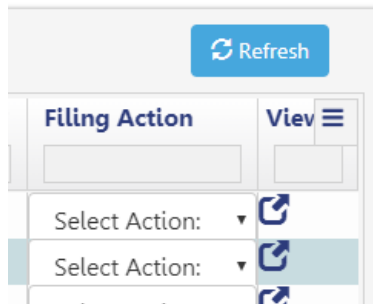
Click on the **Select Action** drop down and select **Print Work Permit.**
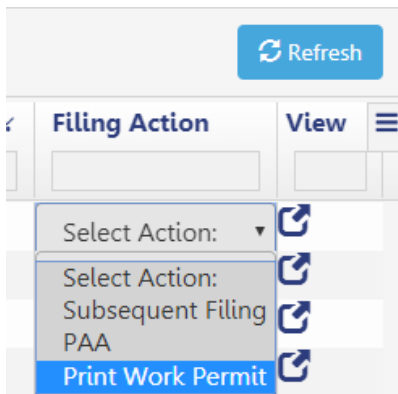
On the confirm screen, click **Yes**.
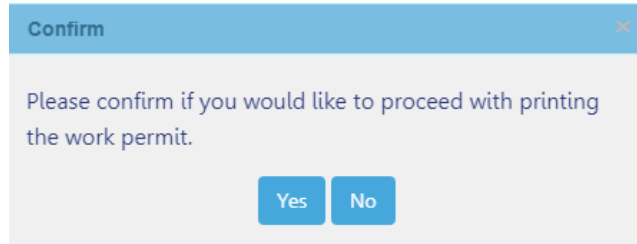
The permit will open in a new tab and you can click **Print To PDF**, which will download the file and allow you to print it directly.

For more information about DOB NOW: *Build* for Electrical Filings, visit the resources page at www1.nyc.gov/site/buildings/industry/dob-now-build-resources-electrical.page. If you have any questions, please submit an inquiry at www.nyc.gov/dobnowhelp.

DOB NOW: *Build* Electrical Job Filing FAQs

1. **Question:** Many of the fields are grayed out. Why can't I enter the information?

Community Board

Answer: The fields with a red asterisk are required. If the field is grayed out, it will auto-populate after you **Save** the filing.

House Number*

Street Name *

Block*

Lot*

Below are the required fields to **Save** the filing and get a **Job Number**:

Job Location
House Number
Street Name
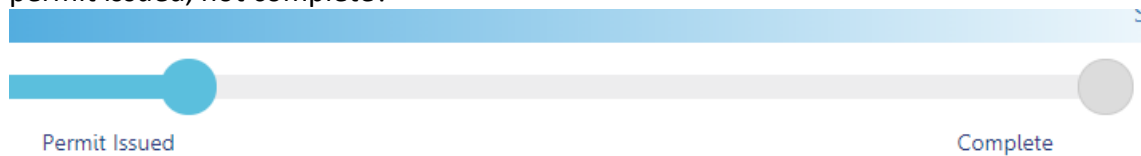Borough (dropdown and select)
Block
Lot
Job Description
Building Use Type (dropdown and select)

Application Information
Email Address (an address that has been activated in eFiling)
License Type (dropdown and select)

2. **Question:** I have submitted my filing and printed my permit, however my status still says permit issued, not complete?

Permit Issued   Complete

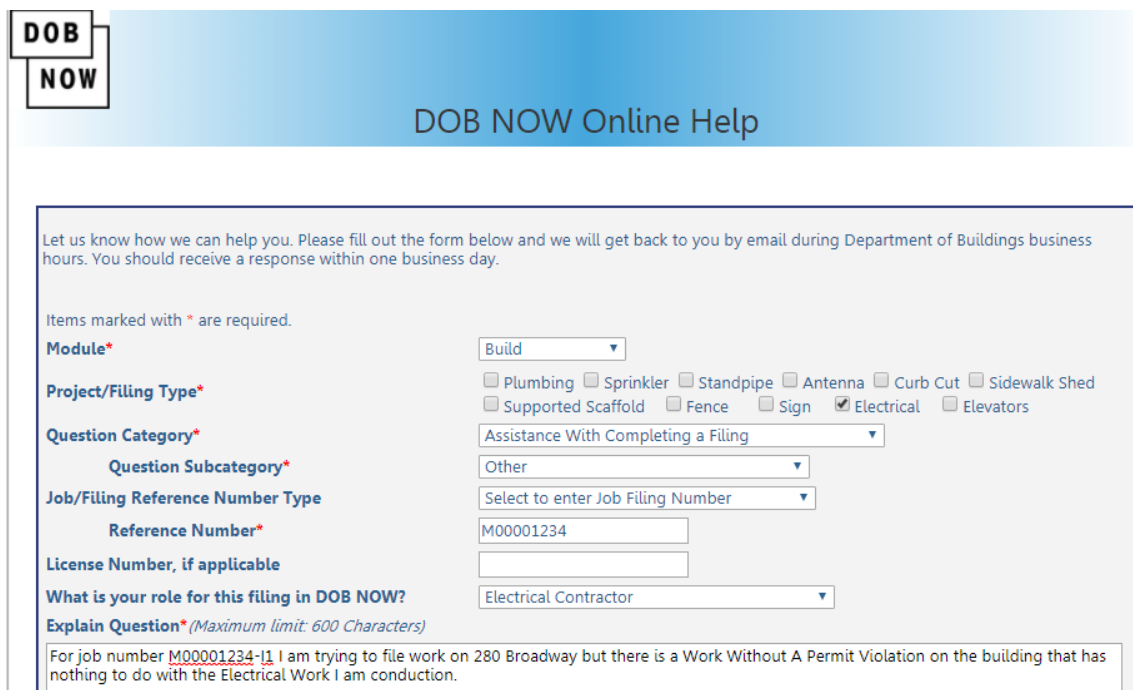**Answer:** Your filing status will move to complete after your job has passed inspection.

3. **Question:** How do I renew my Electrical Permit?

Answer: Electrical permits renew automatically. If a permit expired due to lapsed insurance, update your insurance with our Licensing Unit by emailing a scanned PDF of your insurance certificate to electricianinsurance@buildings.nyc.gov. Every night the DOB NOW system checks the job end date and the insurance expiration dates. If the job is still ongoing and the insurance has not expired, the status of the permit will remain Permit Issued.

4. **Question:** I am seeing a message that says "THERE IS A WORK WITHOUT A PERMIT VIOLATION ON THIS BIN" but that violation has nothing to do with my electrical filing.
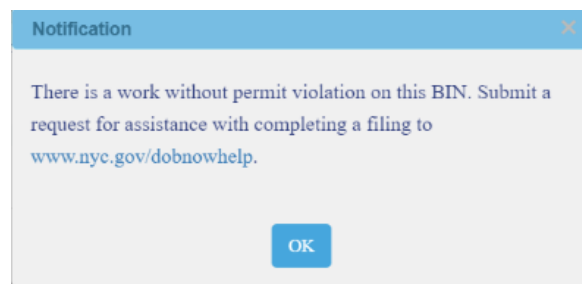
Answer: Submit a request through DOB NOW Online Help. In Question Category select "Assistance with Completing a Filing" and provide the full job number and the details regarding this request.

We will process your request and notify you when you are able to continue with the filing.

5. **Question:** I have a job that needs to be approved by the Electrical Advisory Board, what has changed?

Answer: Electrical drawings are still submitted to the [Electrical Advisory Board](#). Once a filing has been approved by the Board, submit an Electrical Permit Application via [DOB NOW](#) and enter the EAB approval number in the Job Description field.


6. **Question:** How do I add new floors or new categories of work to my electrical application?

Answer: Submit a **Subsequent** filing to make changes to the Scope of Work that includes working on new floors, changing your category of work, etc.

On your dashboard, find the job you want to add a Subsequent filing to and in the far right column titled Filing Action, select **Subsequent Filing**.
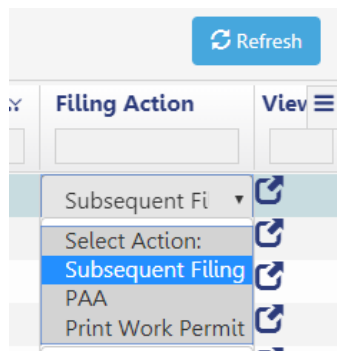
You will be prompted to make sure you want to proceed before filing. Click **Yes** to get started.
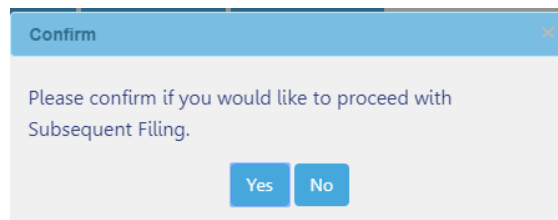
7. **Question:** How do I withdraw an electrical permit once it's been issued?

Answer: You first need to log into DOB NOW: *Inspections* and request a withdrawal inspection. Once the inspection is in pass-final status, the job will be withdrawn in DOB NOW: *Build*.

8. **Question:** The inspector failed my electrical filing and I need to update the Scope of Work. How do I do this?

Answer: If you are working on the same floor, increasing/decreasing materials, etc. you can file a **PAA** on the job in DOB NOW: *Build*.

On your dashboard, find the job you want to file a PAA on and in the far right column titled Filing Action, select **PAA**.
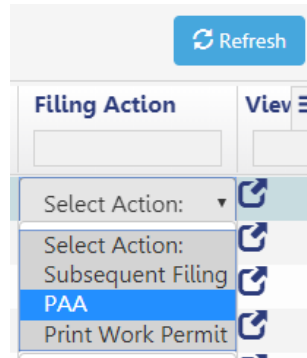
You will be prompted to make sure you want to proceed before filing. Click **Yes** to get started.
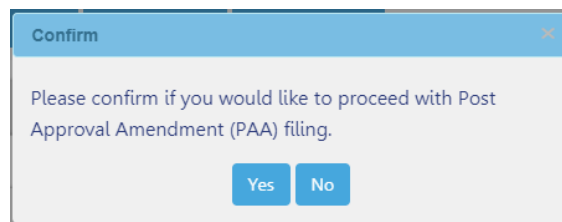
Once the PAA is filed correctly, login to DOB NOW: *Inspections* and request an inspection.

For more information about DOB NOW: *Build* for Electrical Filings, visit the resources page at www1.nyc.gov/site/buildings/industry/dob-now-build-resources-electrical.page. If you have any questions, please submit an inquiry at www.nyc.gov/dobnowhelp.