

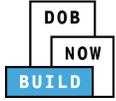
New York City Department of Buildings

DOB NOW: *Build*

Electrical (ED16A) Job Filings Industry User Manual

This user manual is a dynamic document that is continually edited and updated. Please check the New York City Department of Buildings website to download the most current user manual.

As of November 29, 2017



Introduction

DOB NOW: *Build* has been designed to allow Design Professionals, Owners, Master/Special Electricians, and Filing Representatives to interact with the Department of Buildings (DOB) in a more efficient manner. After registering for an account, you can use **DOB NOW: *Build*** to:

- File jobs and submit fees online
- View and search information related to your jobs and permits
- Upload documents
- View objections
- Schedule and review objections with a plan examiner in a virtual meeting
- Receive emails at milestones throughout the application process
- File Post Approval Amendments (PAA)
- Make Corrections
- Pull and print work permits
- Pull and print After Hour Variances (AHV)
- Receive Letters of Completion by email

DOB NOW: *Build* Manual Overview

This manual provides step-by-step instructions for industry users to create and track job filing applications through **DOB NOW: *Build***. The manual is organized into sections that correspond to the forms that users complete when they submit applications. Screenshots have been included to guide you through completing and submitting the required forms.

The manual does not represent all the filing requirements for any given application. Every effort is made to continuously update this manual. However, this manual in no way supersedes, or otherwise substitutes for, the guidance provided by the Building Code, Zoning Resolution or any other applicable rules, regulations or policies.

DOB NOW: *Build* Support Information

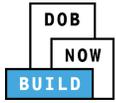
If you have any issues or questions on DOB NOW: *Build*, please visit the below link to fill out a form describing your question and submit it to DOB.

Website: <http://www.nyc.gov/dobnowhelp>

Identifying Unique User Actions

Some actions may only be performed by specific industry users. Throughout the manual, the following icons will appear in the section header if the action requires a specific user(s) to perform:

Icon	Industry User
	Design Professional
	Filing Representative
	Owner
	Master/Special Electrician

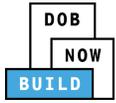


Contents

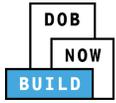
Please note: The specific user(s) required to complete a filing stage are indicated in the table of contents with the respective user icon(s). Users who are not indicated at a particular stage will have read-only access. Certain filing stages require a specific user(s) to complete.

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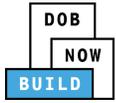
Access DOB NOW: *Build* DP FR O EL

We recommend that you use Internet Explorer 9.0 and above to access DOB NOW: *Build*.

Navigate to the DOB NOW: *Build* login page by going to the following link: www.nyc.gov/dobnow

1. **Email:** Enter the Email ID and Password created for the *eFiling* system, then click Login.
2. **Can't access your account?:** Link to e-Filing website.
3. **Need More help? Contact us.:** Click here to contact DOB NOW user assistance.

Please note: If your account information is incorrect, you will need to update your information in the eFiling system. If you enter an invalid username and password combination, you will see an error message and will be unable to login.



Please note: Without a confirmed **eFiling** account, you will be unable to login to DOB NOW: *Build*. If you don't have an eFiling account you can register for one by clicking on the following link: www.nyc.gov/dobefiling.

Contact Us

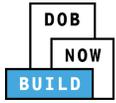
If you don't already have an account, or if you can't remember the password, you can register or change your account settings on the **eFiling** website at www.nyc.gov/dobefiling.

If you need additional assistance please contact us by email at dobnowsupport@buildings.nyc.gov.

OK

After logging in, navigate to DOB NOW: *Build* by clicking on the DOB NOW: *Build* icon.

The screenshot shows the DOB NOW website interface. At the top, there is a navigation bar with 'NYC Buildings' and a search bar. The main header area displays 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. A welcome message is visible for the user 'APPLEROME16@GMAIL.COM'. Below the header, there is a section with two icons: 'DOB NOW BUILD' (highlighted with a red border) and 'DOB NOW SAFETY'. The footer contains various links such as 'Directory of City Agencies', 'Contact NYC Government', and 'City Employees Stay Connected'.



View the DOB NOW: *Build* Dashboard DP FR O EL

After logging in, the system will display the main dashboard that is used for all DOB NOW filings. The numbers correspond to the list below that outlines the buttons and fields, explains the fields, and describes the actions that you can take. Not all tabs are applicable to all work types.

1. **NYC.gov Link:** Clicking here will take you out of DOB NOW: *Build*.
2. **Home:** Displays module selection page.
3. **Job Filing:** Creates a new job filing.
4. **Work Permit:** Creates a new work permit.
5. **AHV Permit:** Creates a new after hours variance (AHV) permit.
6. **Request LOC:** Requests a letter of completion.
7. **My Jobs:** Displays a list of all jobs that you created or are associated with.
8. **My Work Permits:** Displays all permits that are part of your existing jobs.
9. **My AHV Work Permits:** Displays all AHV permits that are part of your existing jobs.
10. **My LOC Requests:** Displays a list of all LOC requests.
11. **My SignOff Requests:** Displays a list of all SignOff requests.
12. **Job Number Search:** Searches all existing DOB NOW: *Build* jobs.
13. **Filter my jobs:** Filters grid items by work type.
14. **Grid columns:** Contains all information relevant to the selected tab.

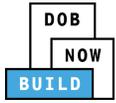
Please note: The +Work Permit, +AHV Permit, +Request LOC buttons and My Work Permits, My AHV Permits, My LOC Requests, My SignOff Requests tabs are not used for Electrical work types.

The screenshot shows the DOB NOW Build dashboard interface. At the top left is the NYC Buildings logo. The main header area contains the text 'DOB NOW' and '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. Below the tabs is a filter dropdown labeled 'Filter my jobs'. At the bottom is a table with columns for Job Number, Filing Number, Filing Status, Address, and Borough. Red circles with numbers 1 through 14 are overlaid on the interface to indicate the locations of the elements described in the list above.

- 15. **311 Link:** Links to the 311 homepage.
- 16. **Account Info:** Identifies the name and email associated with the active user account.
- 17. **Need Help?:** Links to DOB NOW Help page.
- 18. **Sign Out:** Signs out of the DOB NOW: *Build* system.
- 19. **Refresh:** Refreshes the data to display the most recent information.
- 20. **Column Editor:** Selects which columns are displayed in the grid.

The screenshot shows the top navigation bar with a '311 Search all NYC.gov websites' button (15). Below it is a blue header area containing a welcome message 'Welcome, JOE ADAM AJOETEST@GMAIL.COM' (16), a 'Need Help?' link (17), and a 'Sign Out' button (18). A 'Refresh' button (19) is located below the header. The main content area features a table with columns: 'Applicant of Record', 'Owner', and 'Created Date'. A column editor icon (20) is positioned to the right of the 'Created Date' column header. The table contains two rows of data.

Applicant of Record	Owner	Created Date
JOE ADAM	JOE ADAM	07/17/2017 09:16:44 AM
JOE ADAM	APPLE ROME	07/14/2017 05:41:21 PM

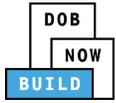


Sort and Display Columns DP FR O EL

You can search for specific jobs, sort the columns, and choose which columns appear in the dashboard grid.

1. **Filter My Jobs:** Filter displayed items by work type
2. **Column Sorter:** Click the dropdown menu arrow next to each column to sort the results by ascending or descending order.
3. **Column Search:** Type in a value in this field to search for and display only jobs that contain the searched for value. For example, if you type “Queens” in the *Borough* column, only jobs in Queens will be displayed.
4. **Column Editor:** Pick which columns are displayed or hidden on the grid. (✖ indicates hidden, ✓ indicates displayed.)

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

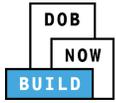


View My Jobs DP FR O EL

The default dashboard screen is the **My Jobs** tab. Under this tab the following information is displayed:

1. **Job Number:** This column contains the job and filing identification number of the associated row. The first letter indicates the borough for which the filing is associated, followed by an 8-digit ID number and filing suffix.
2. **Filing Number:** An alphanumeric code to describe the filing type (See [Appendix](#) for more details)
3. **Filing Status:** A description of the job filing status is found here. Some examples include *Permit Entire*, *Pre-Filing*, *Approved*, and *On Hold*.
4. **Address:** Contains the relevant address for the associated filing
5. **Borough:** Contains the relevant borough for the associated filing
6. **Applicant of Record:** Names the designated applicant of record for the associated filing
7. **Owner:** Names the designated owner of the associated filing address
8. **Created Date:** The date on which the filing was created
9. **Modified Date:** The time and date on which the filing was last modified
10. **Payment Status:** A description of the payment status is found here. Some examples include *Paid*, *Due*, and *Exempted*.
11. **Filing Action:** Actions which can be taken on the selected filing; see the related section below for more details
12. **View:** Provides row sorting options such as *Sort Ascending*, *Sort Descending*, or *Hide Column*

1	2	3	4	5	6	7	8	9	10	11	12
Job Number	Filing No.	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date	Modified Date	Payment St.	Filing Action	View
M00290127	P2	Pending Plan ...	280 BROAD...	MANHATT...	JOE ADAM	JOE ADAM	09/10/2017	09/10/2017	Paid	Select Action:	
M00290127	P1	Approved	280 BROAD...	MANHATT...	JOE ADAM	JOE ADAM	09/10/2017	09/10/2017	Paid	Select Action:	
M00290127	I1	Permit Entire	280 BROAD...	MANHATT...	JOE ADAM	JOE ADAM	09/10/2017	09/10/2017	Paid	Select Action:	



View My Jobs Filing Actions DP FR O EL

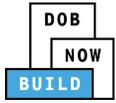
Depending on the filing status of the job filings listed under the **My Jobs** tab, you can take the following actions from the dropdown button under the **Filing Action** column:

*Please note: Options available in dropdown menus will change depending on the status of your filing. Every **Filing Action** will not always be available. All **Filing Actions** will be described in later sections.*

Possible actions include:

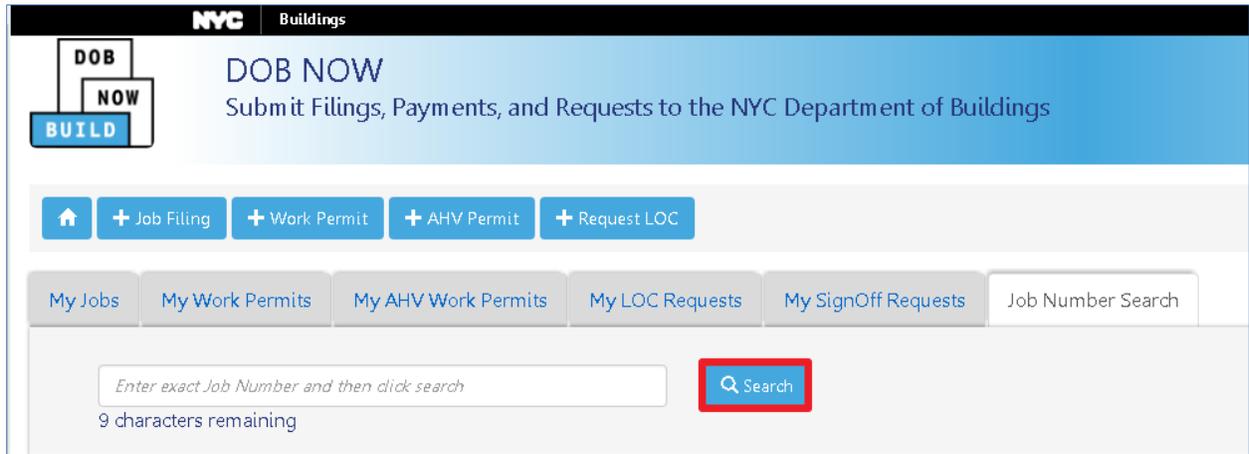
- **Subsequent Filing**
- **PAA**
- **Print Work Permit**
- **Delete**

Payment St.	Filing Action	View
Exempted	Select Action: ▾	🔄
Exempted	Select Action:	🔄
Exempted	Subsequent Filing	🔄
Paid	PAA	🔄
Paid	Print Work Permit	🔄
Exempted	Delete	🔄
Exempted	Select Action: ▾	🔄



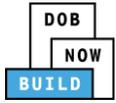
Search for a Job Filing **DP** **FR** **O** **EL**

The **Job Number Search** tab is used to search for any jobs in DOB NOW: *Build*. You must enter the exact 9-digit job number into the search field. After entering the job number, press **Enter** on your keyboard or the **Search** button as highlighted below:



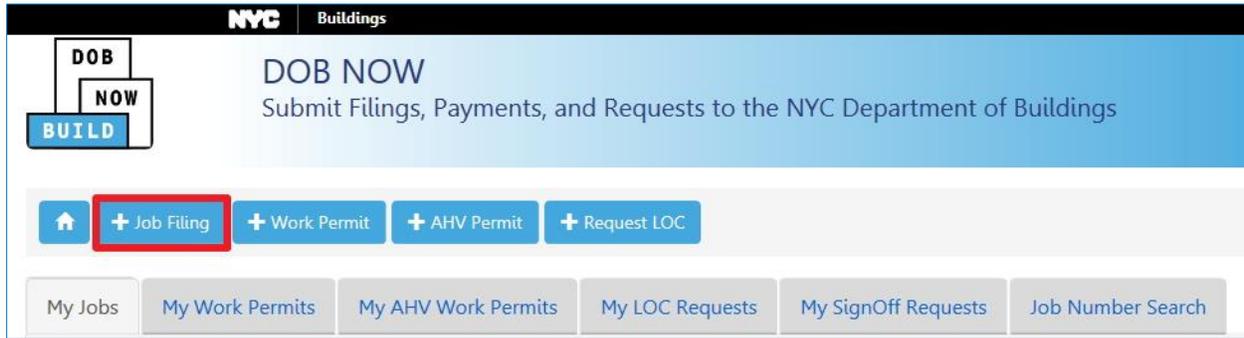
The results will be listed in the grid as shown below. To go to the job filing screen from the search results, you can double-click on the job filing and a **Job Info** window will appear.





Initiate a New Job Filing DP FR O EL

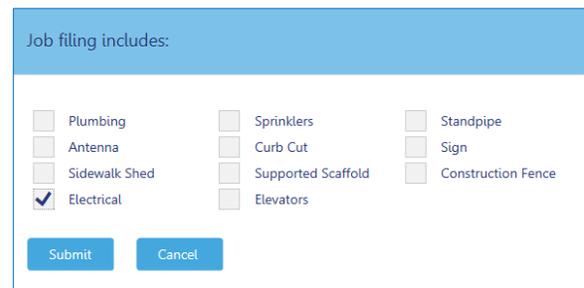
This section guides you through how to enter a new job filing from the main dashboard. To begin a new job filing, click on the **+ Job Filing** button located in the upper left on the dashboard screen.



A Dialog Box with options to select the work type(s) included in the filing will appear.

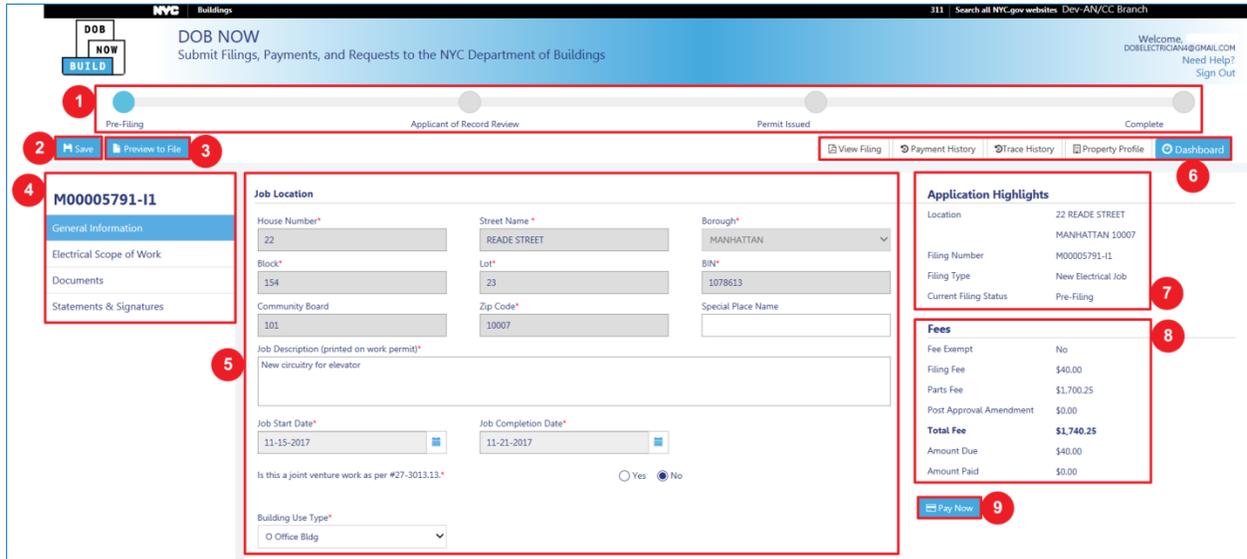
Select the work type associated with the filing and click **Submit**. Clicking on **Cancel** will return you to the dashboard.

In this case, selecting **Electrical** will allow you to create an Electrical filing

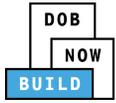


Navigate the Job Filing Screen DP FR O EL

You are able to perform a variety of actions on the Job Filing screen. This section provides a general overview of the sections that make up the Job Filing screen.

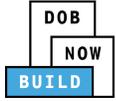


- Filing Progress Ribbon:** The current status of the job filing is displayed as a ribbon across the top of the screen. The progress of the filing is illustrated by a circle shaded in blue. A filing will always start with the status of *Pre-Filing*. The status will change as the filing moves forward.
- Save:** Click *Save* to save the information entered into the filing forms. It is important that you save your job filing any time you make changes, otherwise your changes will be lost. You must complete the **General Information** tab in order to save a new filing for the first time. After your job is saved, a job number will be generated, and your filing will appear on the DOB NOW: *Build* dashboard.
- Preview to File:** Click *Preview to File* to display a summary of the job details before filing.
Please note: Only the Applicant of Record can Preview to File and submit a job filing, and they must provide further acknowledgment before the filing can be submitted to DOB.
- Job Filing Tabs:** Displays four tabs for navigating the job filing: *General Information*, *Electrical Scope of Work*, *Documents*, and *Statements & Signatures*.
Please note: All tabs will only display after the filing is saved for the first time.
- Information Fields:** To progress through the filing, complete fields using drop down menus, radio buttons, and text entry as necessary. Fields with a red asterisk (*) are required — the filing cannot be submitted unless these fields are complete.



6. **Navigation and Tracking Buttons:** Use the View Filing, Payment History, Trace History, and Property Profile buttons to view various information about the filing. All buttons are described in detail in [Additional Actions](#). Click *Dashboard* to return to the main DOB dashboard.
7. **Application Highlights:** A summary of filing information. The *Current Filing Status* will update as you proceed.
8. **Fees:** A summary of fee information associated with the filing.
9. **Pay Now Button:** Click to pay any fees associated with the filing.

Please note: Clicking the Pay Now button will take you to a secure third-party payment screen. See the [Make Payments](#) section for more detail.



Submit an Initial Job Filing **DP** **FR** **O** **EL**

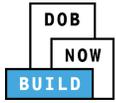
The sections below provide instructions for completing the required information needed to submit an initial job filing. Based on your type of electrical filing, you may not be required to complete each field.

The job filing process consists of four main sections:

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

Please note: Some sections may require a specific user(s) to complete, and they will be noted as such. If you are not the specified user, you may view those sections as read-only.

Follow the below steps to complete Post Approval Amendments (PAAs) and Subsequent Filings. See [Complete Post Approval Amendment \(PAA\)](#) and [Complete Subsequent Filing](#) for more information.



General Information DP FR O EL

The **General Information** tab must be completed to begin the application process. This section of the manual provides details on the **General Information** tab with instructions on how to complete each section.

Add Job Location Information DP FR O EL

Enter the information in the following required fields:

1. **House Number:** Enter the house number of the job location.
2. **Street Name:** Enter the street name of the job location.
3. **Borough:** Select the borough of the job location from the dropdown menu.
4. **Block:** Enter the block number of the job location.
5. **Lot:** Enter the size of the lot associated with the job location.
6. **Special Place Name:** Enter description if the electrical work will be performed at a location that does not have an address. Provide latitude and longitude coordinates.

After the first time you save the filing, the gray shaded boxes for **BIN**, **Community Board**, and **Zip Code** number will be automatically filled in based on the data entered in the required fields.

The screenshot shows the 'Job Location' form with the following fields and callouts:

- 1:** House Number* (text input)
- 2:** Street Name* (text input)
- 3:** Borough* (dropdown menu with 'SELECT BOROUGH' and a downward arrow)
- 4:** Block* (text input)
- 5:** Lot* (text input)
- 6:** Special Place Name (text input)

Fields for 'Community Board' and 'BIN*' are shown as gray shaded boxes, indicating they are auto-filled.

- Job Description.** Complete the Job Description field with information printed on your work permit. There is a 500-character limit.
- Job Start Date and Job Completion Date.** Click on the calendar icon next to the date fields to select the dates that you plan to **start** and **complete** your job (it can be the same date).
- Joint Venture work.** Indicate if the job is a joint venture work.
- Building Use Type.** Open the dropdown menu to select the Building Use Type.

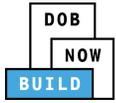
The screenshot shows a form with four main sections highlighted by red boxes and numbered callouts:

- 7:** A large text input field labeled "Job Description (printed on work permit)*".
- 8:** Two date input fields labeled "Job Start Date*" and "Job Completion Date*", each with a calendar icon to its right.
- 9:** A radio button selection area labeled "Is this a joint venture work as per #27-3013.13.*" with "Yes" and "No" options.
- 10:** A dropdown menu labeled "Building Use Type*" with "Select" as the current option.

Select an option for Building Use Type from the dropdown menu.

The dropdown menu for "Building Use Type*" is open, showing the following options:

- Select
- A One Family
- B Two Family
- C Three Family
- E Four Family
- F Factory
- G Garage
- O Office Bldg
- H Hotel
- L Five or more Family
- W School
- J Theater
- I Hospital or Health facility
- K Commercial
- Z Other
- Commercial/Residential



Applicant Information **DP** **FR** **O** **EL**

Enter information associated with the applicant of record. The remaining fields will autopopulate once a valid email and license type are provided.

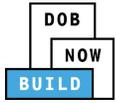
1. **Email:** Provide the email of the Applicant of Record for the job filing.
Please note: The email address must match the email address associated with a confirmed eFiling account.
2. **License Type:** Select the applicant’s license type from the dropdown menu.

The screenshot shows a form titled "Applicant Information" with several input fields. Two fields are highlighted with red boxes and numbered: "Email*" (with a red circle containing the number 1) and "License Type*" (with a red circle containing the number 2). The "Email*" field contains the placeholder text "Enter email/username...". The "License Type*" field is a dropdown menu. Other fields include Last Name*, First Name*, License Number*, Middle Initial, Firm Name*, Firm Number*, Firm Address*, City*, State*, Zip Code*, Phone, and Mobile.

Insurance Information **DP** **FR** **O** **EL**

The Insurance Information fields will autopopulate based upon the applicant’s license information.

Insurance Information			
Insurance Type	Name of the Insurer	Certificate/Policy No.	Expiration Date
General Liability			
Workers Compensation			
Disability			



Owner Information **DP** **FR** **O** **EL**

Enter information associated with the owner of the building. The remaining fields will autopopulate once a valid email and owner type are provided.

1. **Email:** Provide the email of the Owner of the building.
2. **Owner Type:** Select the Owner Type from the dropdown menu.

Owner Information

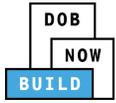
1 E-Mail* <input type="text" value="Enter email"/>	2 Owner Type* <input type="text" value="Select Owner Type"/>	Last Name* <input type="text"/>
First Name* <input type="text"/>	Business Name <input type="text"/>	Business Address <input type="text"/>
City* <input type="text"/>	State* <input type="text"/>	Zip Code* <input type="text"/>
Phone <input type="text"/>		

Authorized Representative Information **DP** **FR** **O** **EL**

This section is optional. If you are using a Filing Representative, enter their Last Name, First Name, and their relationship to the Owner of the building.

Authorized Representative Information

Last Name <input type="text"/>	First Name <input type="text"/>	State Relationship to Owner <input type="text"/>
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Additional Information **DP** **FR** **O** **EL**

Select **Yes** or **No** to specify the scope of the job.

1. **Is this a Build it Back Job?**
2. **Has a violation been issued?**
3. **Is this job Certification of Occupancy related?**
4. If any of the above answers were **Yes**, enter the **DOB Construction / BIS Associated Job Numbers**.

Please note: An additional field will appear to enter a second job number if Yes is selected for question 3.

5. Check this box if the job is for **Removal of Violation or Owner / Occupant Objection**. If this box is checked, be sure to check Save.

Additional Information

Electrical Scope of Work

All other electrical work

Is this a Build it Back Job?* Yes No **1**

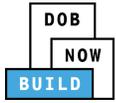
Has a violation been issued for failure to obtain prior Electrical Advisory Board review and approval for work related to this application?* Yes No **2**

Is this Job C of O (Certification of Occupancy) related?* Yes No **3**

DOB Construction/ BIS Associated Job Numbers **4**

Removal of Violation or Owner/ Occupant Objection **5**

Be sure to check **Save** after completing Additional Information. A job number will then be generated.



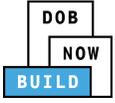
Electrical Scope of Work **DP** **FR** **O** **EL**

After completing the General Information tab and saving the filing, expand the Electrical Scope of Work section by clicking on the corresponding tab. The Electrical Scope of Work section contains up to nine tabs. Open and close each by clicking anywhere on the tab.

1. **Category of Work:** Select the type of electric work performed.
2. **Electric Sign Description:** Only appears when selecting **Field Sign Inspection** or **Sign Shop Inspection** from the **Other** dropdown menu in **Category of Work**.
3. **Service Switches:** Enter information for categories of amps.
4. **Ser. Ent. & FDr Cond. (Each Set):** Enter information for service entrance and conductors.
5. **Panels:** Enter information for pole breakers and amps.
6. **Elevators, Escalators, Material Lifts:** Enter information for Elevators, Escalators, and Material Lifts.
7. **Boiler Controls:** Enter the quantity and indicate the number and size of Boiler Controls.
8. **Floor Descriptions:** Open the *Add Floor Description* window to complete required fields in the Floor Work Description section.
9. **Service/Meter Equipment:** Indicate any changes to meter equipment.

Click **Save** after entering information into the relevant tabs. Fees will be automatically calculated based upon the information provided.

Work Description	
Category of Work	>
Electric Sign Description	>
Service Switches	>
Ser. ent. & FDr Cond. (Each Set)	>
Panels	>
Elevators, Escalators, Material Lifts	>
Boiler Controls	>
Floor Descriptions	>
Service/Meter Equipment	>

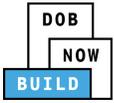


Category of Work **DP** **FR** **O** **EL**

Select the category of work. You may choose multiple categories in the same row. After your selection, the other options will be shaded in gray. If you decide to change your selection, use the Clear button.

1. **Service Work / Notify Utility**
2. **General Wiring.**
3. **Lighting Work:** If selected, select a Lighting Work from the dropdown menu
4. **Temporary Construction Service**
5. **Temporary Light & Power**
6. **HVAC Wiring**
7. **Boiler / Burner Wiring:** If selected, select a Boiler / Burner Wiring from the dropdown menu.
8. **Other:** Select one option from the dropdown menu.

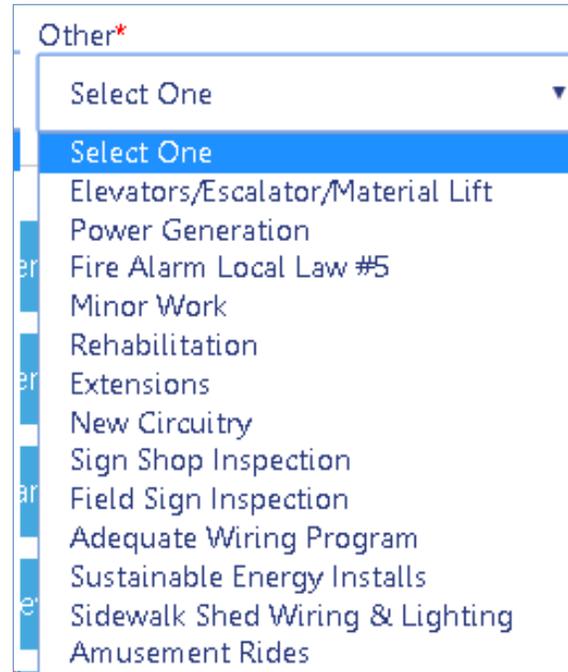
The screenshot shows a form titled "Work Description" with a "Category of Work" dropdown menu. Below the dropdown are several input fields, each with a red box and a red circle containing a number from 1 to 8. The fields are: "Service Work / Notify Utility" (1), "General Wiring" (2), "Lighting Work" (3), "Temporary Construction Service" (4), "Temporary Light & Power" (5), "HVAC Wiring" (6), "Boiler/ Burner Wiring" (7), and "Other*" (8). The "Other*" field is a dropdown menu with "Select One" as the selected option. A "Clear" button is located at the bottom right of the form.



Other **DP** **FR** **O** **EL**

The **Other** dropdown menu contains other electrical work categories. The following work categories will require entering additional information:

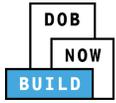
- **Elevators/Escalator/Material Lift**
- **Power Generation**
- **Minor Work**
- **Sign Shop Inspection**
- **Field Sign Inspection**
- **Sustainable Energy Installs**
- **Amusement Rides**



Elevators/Escalator/Material Lift **DP** **FR** **O** **EL**

Enter the associated **Elevator Job Application Number**.

Other* Enter Elevator Job Application Number*



Power Generation DP FR O EL

Select all applicable **Power Generation** types.

Other*

Power Generation ▼

Co. Gen

Emergency Generator

Stand-by Generator

Turbine

Micro Turbine

✖ Clear

Minor Work DP FR O EL

If **Minor Work** is selected from the **Other** dropdown menu, the Work Description tabs will be replaced with the **Minor Work Description** tab.

Other* ✖ Clear

Minor Work ▼

Minor Work Description >

Clicking the **Minor Work Description** tab will display the following grid. Click **+Add** to add a Minor Work Description.

The **Minor Work Description** window will open.

1. **Minor Work Options:** Select the type of Minor Work from the dropdown menu.
Please note: If (C) Replacement of Minor Elevator Parts is selected, you must enter a corresponding Device Number.
2. **Location:** Select the location of the work to be performed.
3. **Description of the Location:** Enter a specific description of the work location.
4. **Quantity:** Enter the quantity of work to be performed.
5. **Description:** Enter a description of the minor work to be performed.
6. **Save:** Click **Save** to add the Minor Work.
7. **Cancel:** Click **Cancel** to return to the previous screen.

The Minor Work is added to the job filing. You may repeat this step to add as many Minor Work Descriptions as needed.

1. **+Add button.** Click to add Minor Work Descriptions.
2. **Edit icon.** Select an item and click on this icon to view.
3. **Delete (trashcan) icon.** Select an item and click on this icon to delete.

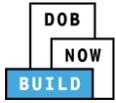
The screenshot shows a table titled "Minor Work Description" with the following columns: Minor Work Type, Floor, Device, Quantity, Description, and Actions. A red box labeled "1" highlights the "+ Add" button. A row in the table contains the text "E - Repair of defective fixtures", "Cellar", an empty "Device" field, "2", "Quick breaker fix", and two icons: a pencil (labeled "2") and a trash can (labeled "3"). At the bottom, it shows "Total Items: 1" and "1 - 1 of 1 items".

Minor Work Type	Floor	Device	Quantity	Description	Actions
E - Repair of defective fixtures	Cellar		2	Quick breaker fix	[Edit] [Delete]

Sign Shop Inspection **DP** **FR** **O** **EL**

If **Sign Shop Inspection** is selected from the **Other** dropdown menu, the **Electric Sign Description** tab will appear above the rest of the Category of Work tabs. See [Electric Sign Description](#) on how to complete this tab.

The screenshot shows a dropdown menu labeled "Other*" with "Sign Shop Inspection" selected. Below it are three tabs: "Electric Sign Description" (highlighted with a red border), "Service Switches", and a partially visible "..." tab. A "Clear" button is in the top right corner.



Field Sign Inspection **DP** **FR** **O** **EL**

If **Field Sign Inspection** is selected from the **Other** dropdown menu, enter the Job Number associated with the Field Sign Inspection. The **Electric Sign Description** tab will also appear above the rest of the Category of Work tabs. See [Electric Sign Description](#) on how to complete this tab.

Other*
Field Sign Inspection

Job Number*
[Empty field]

Clear

Electric Sign Description

Service Switches

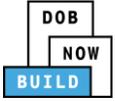
Sustainable Energy Installs **DP** **FR** **O** **EL**

If **Sustainable Energy Installs** is selected from the **Other** dropdown menu, a dropdown menu will appear. Select the sustainable energy type from the dropdown menu.

Other*
Sustainable Energy Installs

Sustainable Type*
Select One

Clear



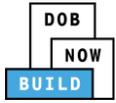
Amusement Rides DP FR O EL

If **Amusement Rides** is selected from the **Other** dropdown menu, complete the following required fields:

1. **Ride Type:** Select the type of ride from the dropdown menu.
2. **DCA Approval Number:** Enter the DCA approval number for the ride.
3. **Ride Name:** Enter the ride name.
4. **Ride Serial Number:** Enter the serial number for the ride.

The screenshot shows a form with the following fields and annotations:

- Other*** dropdown menu: Contains "Amusement Rides".
- Ride Type*** dropdown menu: Contains "SELECT TYPE". A red box with a circled "1" highlights this field.
- DCA Approval number*** text input field: Empty. A red box with a circled "2" highlights this field.
- Ride Name*** text input field: Empty. A red box with a circled "3" highlights this field.
- Ride Serial Number*** text input field: Empty. A red box with a circled "4" highlights this field.
- Clear** button: Located to the right of the Ride Serial Number field.



Electric Sign Description DP FR O EL

If Sign Shop Inspection or Field Sign Inspection is selected from the **Other** dropdown menu, the **Electric Sign Description** window will open. Click the **+Add Sign Description** button to add a sign.

Electric Sign Description ▼

+ Add Sign Description

Sign Dimensions (feet) ▼	Total Sq. feet of sign ▼	Make of Sign ▼	Manufacturer of Sign ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Items: 0

◀ ◀ 1 / 1 ▶ ▶ 5 Items Per Page

Item	Quantity	Cost	Fee amount
Shop Inspection	0	\$15.00	\$0.00

The **Electric Sign Description** window will open to enter detailed information for the electric sign.

1. **Sign Dimensions (feet):** Enter the sign dimensions in feet.
2. **Total square feet of sign:** Enter the total square footage of the sign.
3. **Total circuits in sign:** Enter the total number of circuits in the sign.
4. **Total lamps:** Enter the total lamps for the sign.
5. **Watts (lamps):** Enter the wattage of the lamps.
6. **Number of transformer(s):** Enter the number of transformers used.
7. **V.A (Volt Ampere) of each transformer:** Enter the volt ampere for each transformer used.
8. **Total watts or V.A. (Volt Ampere):** Enter the total watts or total voltage ampere.
9. **AWG (American Wire) gauge of wire:** Enter the gauge of the wire.
10. **Number of sockets per circuit:** Enter the number of sockets per circuit.
11. **Material and gauge used in sign construction (give details):** Enter details on the material and gauge used for the sign construction.
12. **Make of sign:** Enter the make of the sign.
13. **Manufacturer of sign:** Enter the manufacturer of the sign.
14. **Manufacturer address:** Enter the address of the manufacturer.
15. **Save:** Click Save to add the Electric Sign Description.
16. **Cancel:** Click Cancel to return to the previous screen.

The screenshot shows the 'Electric Sign Description' form with the following fields and callouts:

- 1: Sign Dimensions (feet)
- 2: Total Sq. feet of sign
- 3: Total circuits in sign
- 4: Total lamps
- 5: Watts (lamps)
- 6: Number of transformer(s)
- 7: V.A. of each transformer
- 8: Total watts or V.A. (Volt Ampere)
- 9: (American wire) AWG gauge of wire
- 10: Number of sockets per circuit
- 11: Material and gauge used in sign construction (give details)
- 12: Make of sign
- 13: Manufacturer of sign
- 14: Manufacturer address
- 15: Save button
- 16: Cancel button

The sign is added to the grid. The total number of signs and total fees will automatically be calculated.

Electric Sign Description
▼

+ Add Sign Description

Sign Dimensions (feet) ▼	Total Sq. feet of sign ▼	Make of Sign ▼	Manufacturer of Sign ▼
24	24	24	24

Total Items: 1

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

Item	Quantity	Cost	Fee amount
Shop Inspection	1	\$15.00	\$15.00

Enter the **Shop Location** information for the sign(s).

1. **House Number:** Enter the house number of the job location.
2. **Street Name:** Enter the street name of the job location.
3. **Borough:** Select the borough of the job location from the dropdown menu.
4. **Block:** Enter the block number of the job location.
5. **Lot:** Enter the size of the lot associated with the job location.
6. **Location Comments:** Enter any comments regarding the sign(s) location.

Shop Location

House Number* 1

Street Name* 2

Borough* 3

SELECT BOROUGH
▼

Block* 4

Lot* 5

BIN*

Community Board

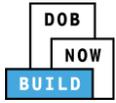
Zip Code*

Mobile

Location Comments* 6

build safe | live safe

Page | 33

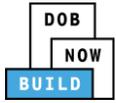


Service Switches **DP** **FR** **O** **EL**

Enter information associated with any service switches.

1. **Item:** Lists five categories of amps. You may enter information for more than one.
2. **Quantity:** Enter the number of amps in each category to describe the job.
3. **Cost:** The cost will be calculated for you.
4. **Fee amount:** The fee amount will be calculated for you.
5. **Indicate number and size:** Enter number and size of service switches.

Item 1	Quantity 2	Cost 3	Fee amount 4	Indicate number and size 5
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"/>

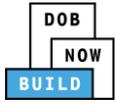


Ser. Ent. & FDr Cond. (Each Set) **DP** **FR** **O** **EL**

Enter information associated with any service entrances or conductors.

1. **Item:** Select among four choices. You may choose more than one.
2. **Quantity:** Enter the quantity in each category to describe the job.
3. **Cost:** The cost will be calculated for you.
4. **Fee amount:** The fee amount will be calculated for you.
5. **Indicate number and size:** Complete this information to describe each item.

Item 1	Quantity 2	Cost 3	Fee amount 4	Indicate number and size 5
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"/>

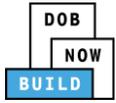


Panels **DP** **FR** **O** **EL**

Enter information associated with any panels.

1. **Item:** Select among four items. You may choose more than one.
2. **Quantity:** Enter the quantity of each to describe the job.
3. **Cost:** The cost will be calculated for you.
4. **Fee amount:** The fee amount will be calculated for you.
5. **Indicate number and size:** Complete this information to describe each item.

Item 1	Quantity 2	Cost 3	Fee amount 4	Indicate number and size 5
1Ø up to 20-1 or 10-2 pole breakers	<input type="text"/>	\$15.00	\$0.00	<input type="text"/>
1Ø over 20-1 or 10-2 pole breakers	<input type="text"/>	\$37.50	\$0.00	<input type="text"/>
3Ø up to 225 amps	<input type="text"/>	\$50.00	\$0.00	<input type="text"/>
3Ø over 225 amps	<input type="text"/>	\$75.00	\$0.00	<input type="text"/>



Elevators, Escalators, Material Lifts DP FR O EL

Enter information associated with any elevators, escalators, and material lifts.

1. **Item.** Select items to enter information for Elevators, Escalators, and Material Lifts
2. **Quantity.** Enter the quantity in each category to describe the job.
3. **Cost.** The cost will be calculated for you.
4. **Fee amount.** The fee amount will be calculated for you.
5. **Indicate number and size.** Complete this information to describe each item.

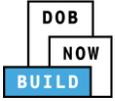
Item 1	Quantity 2	Cost 3	Fee amount	Indicate number and size 5
Each additional 10 floors or less	<input type="text"/>	\$83.00	\$0.00 4	<input type="text"/>
Total number of Elevators, etc	<input type="text"/>	\$125.00	\$0.00	<input type="text"/>

Boiler Controls DP FR O EL

Enter information associated with any boiler controls.

1. **Item.** Enter information for Boiler Controls.
2. **Quantity.** Enter the quantity to describe the job.
3. **Cost.** The cost will be calculated for you.
4. **Fee amount.** The fee amount will be calculated for you.
5. **Indicate number and size.** Complete this information to describe each item.

Item 1	Quantity 2	Cost 3	Fee amount	Indicate number and size 5
Boiler Controls	<input type="text"/>	\$12.00	\$0.00 4	<input type="text"/>



Floor Descriptions DP FR O EL

To add a floor description, click the **+Add Floor Description** button.

Floor Descriptions ▼

+ Add Floor Description Total Units : 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 ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Items: 0

◀◀ ◀ / 1 ▶ ▶▶ ▼ Items Per Page

This will open the **Floor Work Description** window. Complete the following required fields:

1. **Location:** Select the location from the dropdown menu.
2. **Description of the Location:** Enter a description of the location.
3. **Outlets:** Enter information in fields to describe --
 - a. Fixtures
 - b. Switch
 - c. Receptacles AT
 - d. Receptacles A/C
4. **Motors/Generators:** Enter Quantity of Motors/Generators and Total HP KW.
5. **Heaters:** Enter Quantity of Heaters and Total KW.
6. **Transformers:** Enter Quantity of Transformers and Total KVA.
7. **Save:** Click **Save** to add the floor work description.
8. **Cancel:** Click **Cancel** to return to the previous screen.

Repeat these steps to add additional floor work descriptions and save each entry.

The screenshot shows the 'Floor Work Description' window with the following fields and callouts:

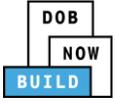
- 1:** Location* dropdown menu.
- 2:** Description of the Location text input field (250 characters remaining).
- 3:** Outlets section containing:
 - Fixtures
 - Switch
 - Receptacles AT
 - Number of Outlets
 - Receptacles A/C
- 4:** Motors/Generators section containing:
 - Quantity
 - Total HP KW
- 5:** Heaters section containing:
 - Quantity
 - Total KW
- 6:** Transformers section containing:
 - Quantity
 - Total KVA
- 7:** Save button.
- 8:** Cancel button.

After information has been entered in the Floor Work Description field, it will be displayed under Floor Descriptions.

1. **+Add Floor Description button.** Select to complete job descriptions on additional floors
2. **Floor.** This field displays the floors on which work is planned. It is view-only.
3. **Edit icon.** Select an item and click on this icon to view.
4. **Delete (trashcan) icon.** Select an item and click on this icon to delete.

The screenshot shows the 'Floor Descriptions' interface. At the top left is a '+ Add Floor Description' button (callout 1). Below it is a table with columns: 'Floor', 'No. of Outlets', 'No. of Motors/Generators', 'No. of Heaters', 'No. of Transformers', and 'Actions'. The table contains two rows: 'Basement' and 'Sub-Cellar #1'. The 'Floor' column is highlighted with a red box and callout 2. The 'Actions' column for 'Sub-Cellar #1' has two icons (edit and delete) highlighted with red boxes and callouts 3 and 4 respectively. At the bottom left, there is a pagination control showing 'Total Items: 2', '1 / 1', and '5 Items Per Page'. At the bottom right, it says '1 - 2 of 2 items'.

Floor	No. of Outlets	No. of Motors/Generators	No. of Heaters	No. of Transformers	Actions
Basement	5	1	1	1	
Sub-Cellar #1	4	2	1	2	

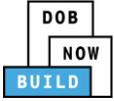


Service / Meter Equipment **DP** **FR** **O** **EL**

Enter information associated with any service/meter equipment.

1. **Number of 3 Wire:** Enter the number of 3 wires.
2. **Number of 4 Wire:** Enter the number of 4 wires.
3. **Number of 10 Point:** Enter the number of 10 points.
4. **Number of Existing Meters:** Enter the number of existing meters.
5. **Number of New Meters:** Enter the number of new meters.
6. **Number of Removed Meters:** Enter the number of removed meters.
7. **Total Number of Meters:** This field will be autopopulated based upon the input information.

The screenshot shows a form titled "Service/Meter Equipment" with a dropdown arrow in the top right corner. The form contains seven input fields arranged in three rows. Red circles with numbers 1 through 7 are placed next to each field to indicate the order of input. The fields are: "Number of 3 wire" (1), "Number of 4 wire" (2), "Number of 10 pt" (3), "Number of Existing meters" (4), "Number of New meters" (5), "Number of Removed meters" (6), and "Total number of meters" (7). The "Total number of meters" field is pre-filled with the value "0".



Documents **DP** **FR** **O** **EL**

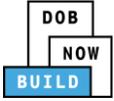
This section displays a list of required documents that need to be uploaded. The required documents are determined based on the content of each specific job filing.

Please note: If you believe Required Documents are listed that are not required, please contact DOB at www.nyc.gov/dobnowhelp and request a document waiver or deferral.

View Required Documents Tab **DP** **FR** **O** **EL**

1. **Created On:** Indicates the date the document was created.
2. **Document Name:** Lists the document name.
3. **Document Status:** Specifies the status of the required document. Possible statuses are: *Required, Pending, Submitted, Rejected, and Accepted.*
4. **Prior To:** Specifies the stage by which the document must be uploaded. Options include *Permit Issued* or *Approval*.
 - a. Documents that are required prior to Permit Issued must be uploaded before the filing can be submitted to the DOB.
 - b. Documents that are required prior to Approval must be uploaded before an application can be approved by DOB Inspections.
5. **Upload:** Allows you to upload the document by clicking on the button.

Created On	Document Name	Document Status	Prior To	Upload
2017-10-06	Seal and Signature (DPL-1)	Required	Permit Issued	



Upload Required Documents DP FR O EL

To upload a document, click on the **Upload** button in the **Required Documents** table.

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

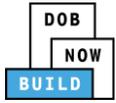
A sub-window opens as shown below. Click on **Choose File** to locate the document. Click **Cancel** to return to the previous screen.

Document Uploader

File Name: Plans/Sketch
Choose File No file chosen

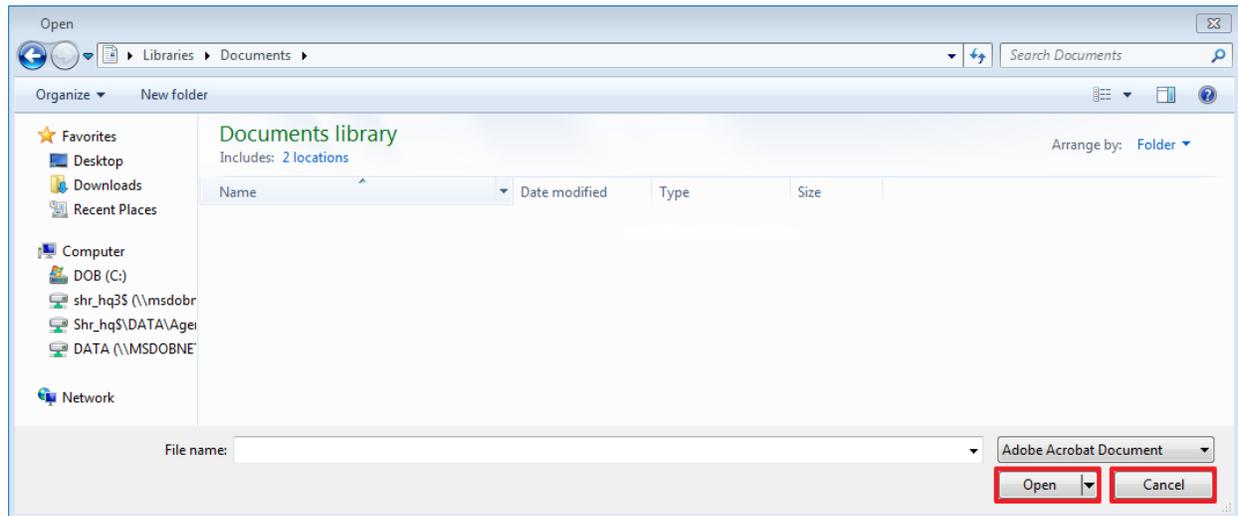
Upload

Cancel

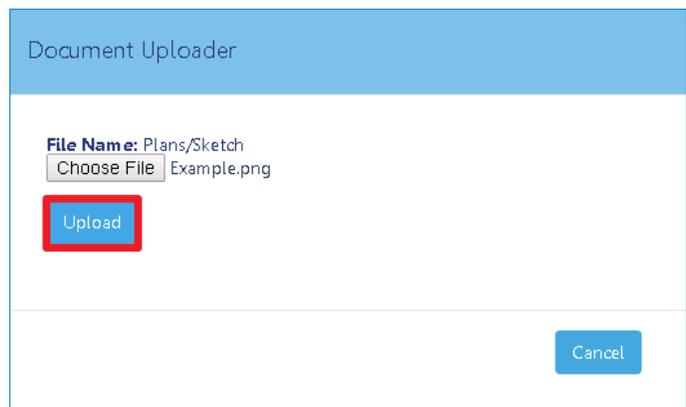


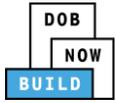
A new file browser window will open to locate the file. After locating the document, select it and click **Open**. Click **Cancel** to return to the previous screen.

Please note: All files must be in PDF or JPEG format, and must be less than 250 MB in size.



The document name will appear in the **Document Uploader** window. Click on **Upload** to submit the selected document. Click **Cancel** to return to the previous screen.





A message will appear confirming the document upload was successful. Click **OK** to return to the previous screen.

Document Uploader

File Name: Plans/Sketch
Choose File Example.png

Upload

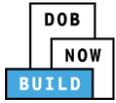
Document uploaded successfully.

OK

Status for that document will change to **Pending**. Once this document has been reviewed and accepted by the Department of Buildings, the document status will be updated to **Accepted**.

Created On	Document Name	Document Status	Prior To	Upload
2017-10-18	Seal and Signature (DPL-1)	Pending	Permit Issued	

If you upload a document in error, simply replace the document with the correct document by clicking the upload button and uploading the correct document.



Make Payments DP FR O EL

To submit a filing, you must pay the required fees associated with the filing. Fees are calculated while completing fields throughout the filing process. Filing fees are paid through the City Pay Portal by following the steps below. Parts fees will continue to be deducted from the Applicant’s Firm Account.

Please note that you must allow popups in order to proceed with making a payment.

From the **Dashboard** under the **My Jobs** tab, double-click the filing to be paid. This will open the job filing screen. Click the **Pay Now** button in the **Payment Summary** section.

Payment Summary	
New Work Filing Fee	\$330.90
Legalization Filing Fee	\$0.00
Landmark Fee	\$0.00
Record Management Fee	\$165.00
Post Approval Amendment	\$0.00
No Good Check Fee	\$0.00
Associated Job Fee	\$0.00
Total Fee	\$495.90
Amount Paid	\$495.90
Amount Due	\$0.00

Pay Now

The **Payment Confirmation** window will appear.

1. Select **Confirm** to proceed with payment.
2. Select **Cancel** to cancel.

Payment Confirmation

Please note that the following data cannot be changed after the payment has been made on this filing:

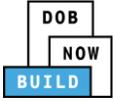
- Owner Information
- Category of Work
- Is this a Build it Back Job

Are you sure you want to make a payment now for **\$40.00** ?

1
CONFIRM
CANCEL
2

You will be redirected to a secure third-party site. If you need assistance with how to enter the payment details, please see the **Payment Portal Manual**, which you can find on DOB’s website using the link below.

www.nyc.gov/dobnowinfo



Statements & Signatures DP FR O EL

The Statements & Signatures section requires the Applicant of Record to complete before a filing can be submitted.

Applicant's Statements & Signatures DP FR O EL

After reading the terms, the Applicant of Record must click the check box to sign each section. The Applicant of Record's name and current date will autopopulate once the check box is clicked.

Applicant's - Statements & Signatures

I hereby state that all statements in this submission are correct and complete to the best of my knowledge. Falsification of any statement is a misdemeanor and punishable by a fine, imprisonment, or both. It is unlawful to give 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, or 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.

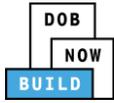
I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this submission, I am applying such signature and seal to this submission and signed statement as if I had personally signed and sealed this submission by hand.

I, 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

The Applicant of Record may select **Yes** or **No** for the following question: **Does the application involve authorization to power or energize a meter?**

If **Yes** and upon agreement of terms, the Owner must click the check box to sign. The Owner’s name and current date will autopopulate once the check box is clicked.

Does the application involve a new or amended Certificate of Occupancy and/or service or meter work?
Select Yes or No.

Certification of Owner Authorization for Electrical Work*

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

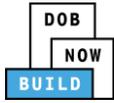
Yes No

I hereby state that all statements in this submission are correct and complete to the best of my knowledge. Falsification of any statement is a misdemeanor and punishable by a fine, imprisonment, or both. It is unlawful to give 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, or 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 have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this submission, I am applying such signature and seal to this submission and signed statement as if I had personally signed and sealed this submission by hand.

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



If **Yes**, read the section Certification section. **Check the box** before the section to confirm your acknowledgement. **The applicants name and date will autopopulate.**

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

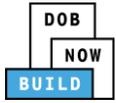
Yes No

I hereby state that all statements in this submission are correct and complete to the best of my knowledge. Falsification of any statement is a misdemeanor and punishable by a fine, imprisonment, or both. It is unlawful to give 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, or 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 have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this submission, I am applying such signature and seal to this submission and signed statement as if I had personally signed and sealed this submission by hand.

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



File a Job/Preview to File EL

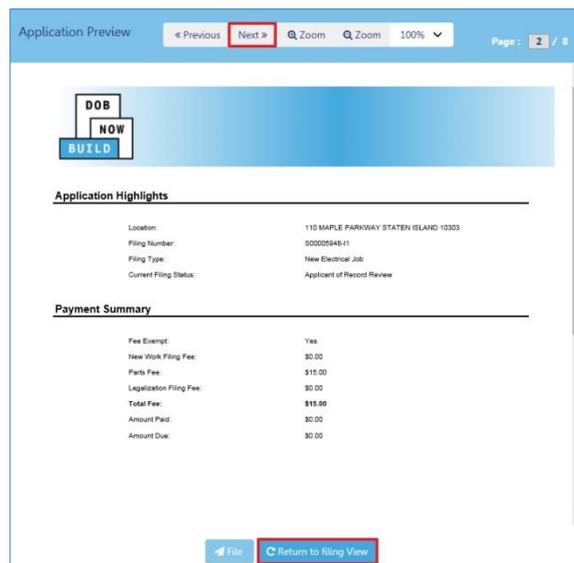
When the applicant is ready to submit the job filing to DOB, the Master/Special Electrician must click the **Preview to File** button found at the top of any section and at the bottom of the **Statements and Signatures** section.

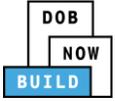
Please note: Only a Master or Special Electrician can file an Electrical (ED16A) filing.



After clicking the **Preview to File**, a summary screen window will appear. The **Preview to File** button may be clicked at any time to identify missing information that will be highlighted in red. The Applicant of Record is required to review all information that has been entered before submitting the job filing.

Click **Next** to proceed to the next section(s). If you need to make any changes, click **Return to Filing View** to return to the job filing screen.



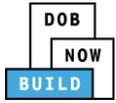


On the last page of the summary screen, check the box to confirm and acknowledge the accuracy of the application being submitted. Once checked, the Master/Special Electrician’s name and current date will automatically appear and the File button will activate.

Click **File** once the box is checked to submit the final application.

The screenshot shows the 'Application Preview' interface. At the top, there are navigation buttons: '<< Previous', 'Next >>', 'Zoom', and a zoom level dropdown set to '125%'. On the right, it says 'Page : 1 /'. Below this, there is a confirmation step with a checked checkbox and the text: "I have personally reviewed all information entered on this application." Below the text, there are two input fields: 'Name' containing 'JOE ADAM' and 'Date' containing '07/18/2017'. The name field has a sub-label: ("Electronically Signed"). At the bottom, there are two buttons: 'File' and 'Return to filing'. The 'File' button is highlighted with a red box.

Once the filing is submitted, it is automatically accepted by the DOB. To print the permit, see the [Print Work Permit](#) section of this document for details.



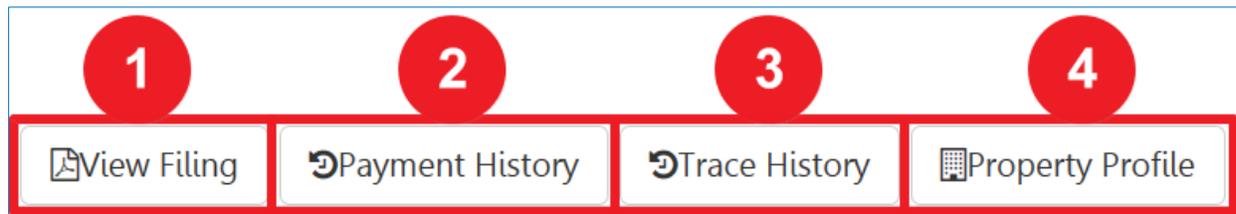
Additional Actions DP FR O EL

View Filing/ Payment History/ Trace History/ Property Profile

DP FR O EL

The following actions can be accessed from the job filing screen:

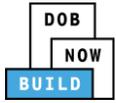
1. **View Filing:** View a PDF summary of the job filing details.
2. **Payment History:** View a tabulated history of all payments made on the filing.
3. **Trace History:** View a tabulated history of actions taken on the filing.
4. **Property Profile:** View information about the property.



View Filing DP FR O EL

The **View Filing** button will provide a multi-page PDF export of the job filing details. This will enable you to see all the information you entered on one printable document. The information is grouped by section.



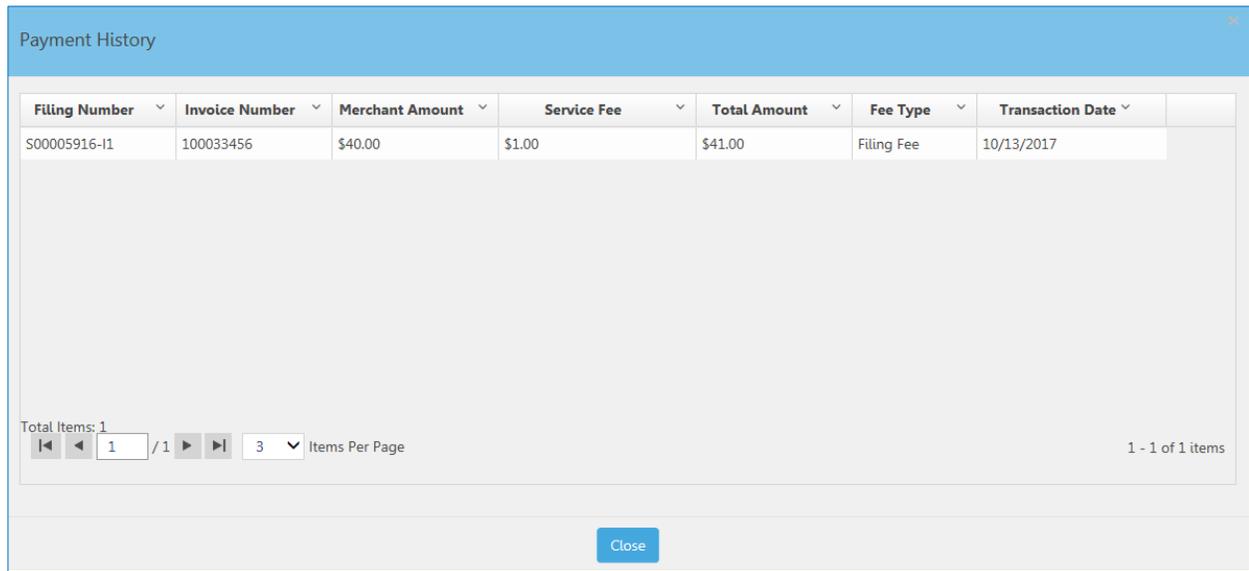


View Payment History DP FR O EL

To view the payment history, click the **Payment History** button on the job filing screen.



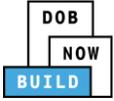
A new window will open with payment history details for that filing.



The payment history details can be sorted according to the following column headers:

1. **Filing Number:** Indicates the filing number.
2. **Invoice Number:** Unique invoice number generated for a payment.
3. **Merchant Amount:** Fees paid minus any service fees.
4. **Service Fee:** Service fee if there is one associated with payment.
5. **Total Amount:** Total amount paid.
6. **Fee Type:** Indicates fee type.
7. **Transaction Date:** Date of the transaction.





View Trace History DP FR O EL

Click the **Trace History** button on the job filing screen to view all actions taken on a job filing.



A new window will open showing actions taken for the job filing.

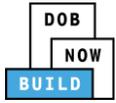
History Trace

Created On	Current Filing Status	Person
10/30/2017	Status : Permit Issued	DOB

Total Items: 1

Navigation: 1 / 1, 3 Items Per Page, 1 - 1 of 1 items

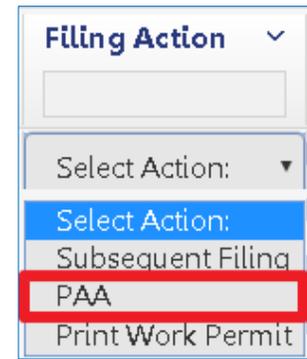
Close



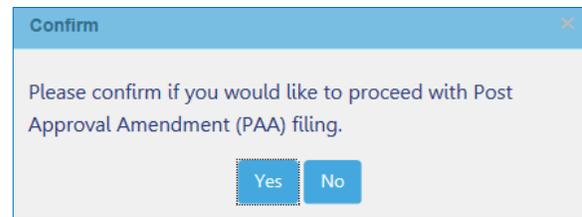
Complete Post Approval Amendment (PAA) DP FR O EL

The steps below outline how to file a Post Approval Amendment (PAA). When filing a PAA, the Applicant of Record cannot be changed. Use steps listed under [Submit an Initial Job Filing](#) to change the filing

From the **Dashboard** select **PAA** from the **Filing Action** column.

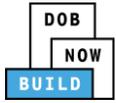


A confirmation window will appear asking you to confirm the PAA – click **Yes**.



This will direct you to the job filing window where you can enter the information you want to change.





After clicking **Save**, a new filing number will be generated with a suffix that begins with a “P”, indicating **PAA**.

Please note: “I1” will remain on the dashboard for record purposes but will become inactive upon the creation of a PAA filing.

Job No. - Filing No. ▾
1215 ✕
M00001215 - P1
M00001215 - I1

If your filing is not fee-exempt, the Parts Fee will be displayed in the **Payment Summary** section of **Application Highlights**. This fee will be deducted from the Firm Account.

Application Highlights

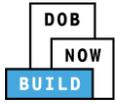
Location	280 BROADWAY MANHATTAN 10007
Filing Number	M00005930-P1
Filing Type	PAA
Current Filing Status	Applicant of Record Review

Payment Summary

Fee Exempt	No
New Work Filing Fee	\$40.00
Parts Fee	\$3,284.00
Legalization Filing Fee	\$0.00
Total Fee	\$3,284.00
Amount Paid	\$40.00
Amount Due	\$0.00

Before submitting the PAA, ensure that all required documents are uploaded, the Statements & Signatures section is complete, and associated fees are paid. Click the **Preview to File** button at the top of the dashboard, agree to the accuracy of the filing by checking the box, and click **File**.

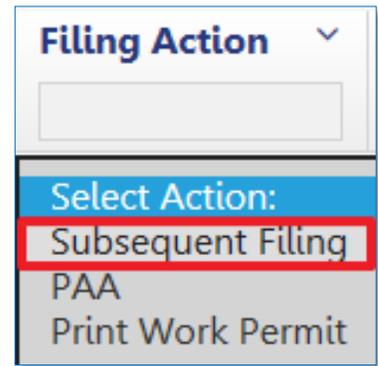
Save Preview to File



Complete Subsequent Filing **DP** **FR** **O** **EL**

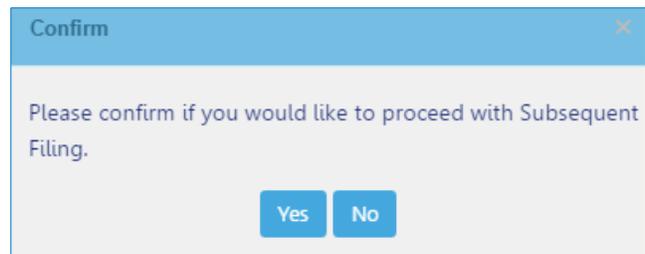
A subsequent filing can only be initiated after the initial filing has been approved. To begin a subsequent filing, go to your **Dashboard** and locate the initial job filing under the **My Jobs** tab.

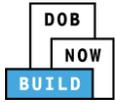
From the **Filing Action** column associated with that job filing, click on the dropdown menu and select **Subsequent Filing**.



After making the selection, a popup box will appear asking you to confirm that you want to proceed with a subsequent filing. Select **Yes**.

Subsequent filings can be filed for the same work type or other work types.





You will be redirected to the job filing screen where you will now be able to complete the required forms on each of the tabs, upload required documents, make payments, complete Statements and Signatures, Preview to File, and File.

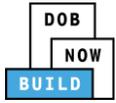
To complete the subsequent filing for a job, follow the same steps as previously used to complete the initial filing. After the first time you save the filing, the Filing Type under **Application Highlights** will appear as Subsequent Filing.

Application Highlights	
Location	2 MAPLE PARKWAY STATEN ISLAND 10303
Filing Number	S00005947-S1
Filing Type	Subsequent Filing
Current Filing Status	Pre-Filing

*Please note: The **Job No.** will be the same for both initial and subsequent filings. The **Filing No.** will be unique to differentiate between the separate filings. Initial filing numbers begin with an “I,” and subsequent filing numbers begin with an “S.”*

Job No. - Filing No.

- M00000875 - S1
- M00000875 - I1

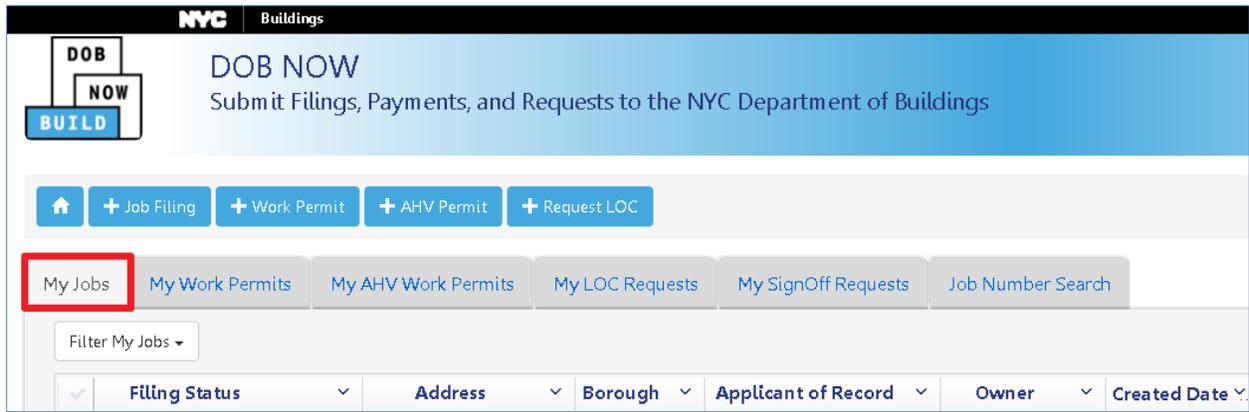


Print Work Permit DP FR O EL

Work permits for Electrical filings will not appear on the My Work Permits tab. There are two ways to print **Work Permits** using the **My Jobs** or **Job Number Search** tabs. This section will provide steps for printing permits using these tabs.

Print Permit (Using My Jobs Tab) DP FR O EL

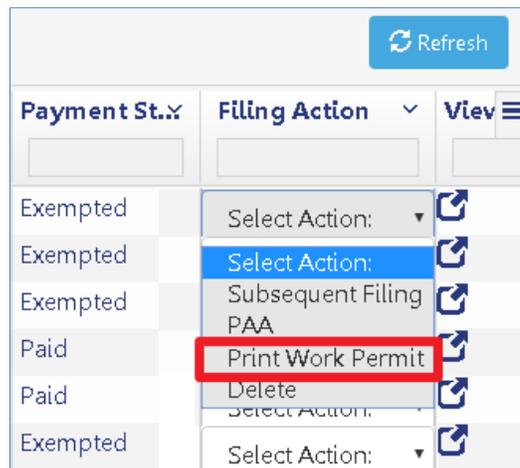
Locate the electrical filing on the **My Jobs** tab.

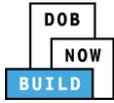


You will be able to print permits after DOB approval, as indicated by a **Permit Issued** status.

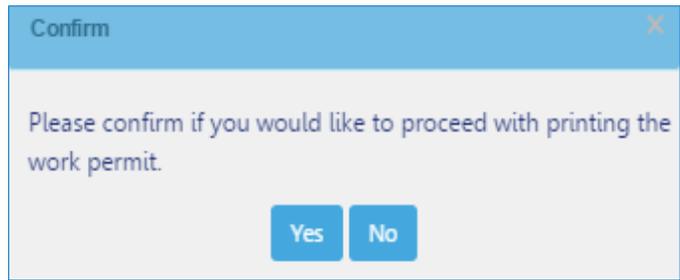
Filing No.	Filing Status
I1	Applicant of Record Review
I1	Pre-Filing
I1	Applicant of Record Review
I1	Permit Issued

Click on the **Select Action** dropdown menu and select **Print Work Permit**.





Click **Yes** on the confirmation window. To proceed with printing the work permit.



The permit will open in a new web browser tab. Print the permit using the print function (**Ctrl+P**) in the Internet Explorer web browser. You can also click on the **Print To PDF** button underneath the permit to export the permit to a PDF document and print it.

*Please note: Be sure to change your print preferences to print with **Landscape** orientation.*



Work Permit Department Of Buildings

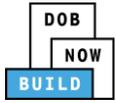
Permit Number: M00001234-I1-PL	Issued: 08/29/2016	Expires: 08/29/2017
Address: MANHATTAN 498 SEVENTH AVE		Issued To: MRC TEST
Work on Floor(s): 1		Business: A&B CONSERVATION CORP
Description: TEST		License No: P-000330

For detailed information regarding this permit, please log on to DOB NOW at www.nyc.gov/buildings.
Call 311 with any questions or complaints.

Borough Commissioner:  Commissioner Of Buildings: 

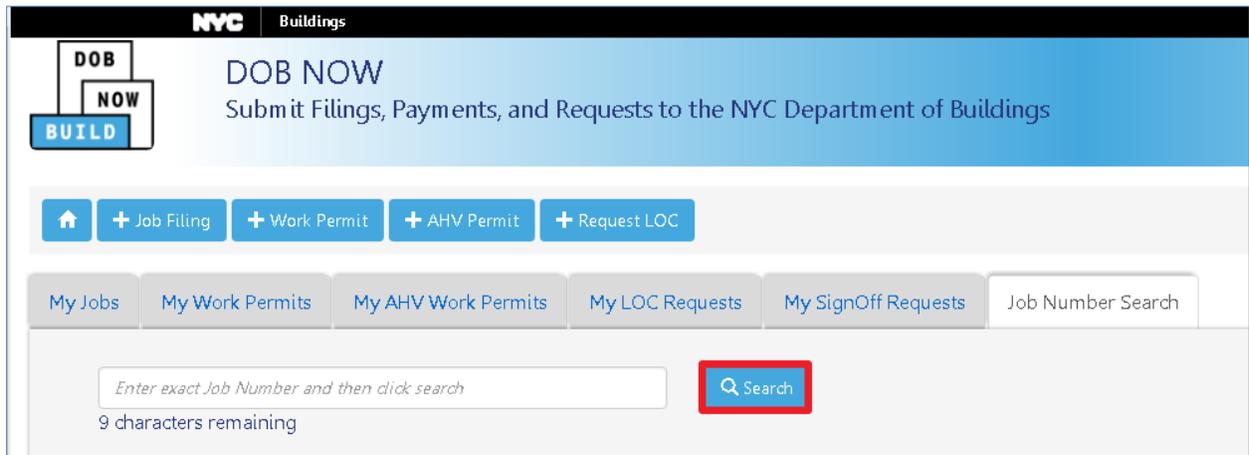
Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.

[Print To PDF](#)



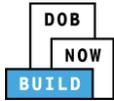
Print Permit (Using Job Number Search Tab) **DP** **FR** **O** **EL**

The **Job Number Search** tab is used to search for any jobs in DOB NOW: *Build*. You must enter the exact 9-digit job number into the search field. After entering the job number, press **Enter** on your keyboard or the **Search** button as highlighted below:

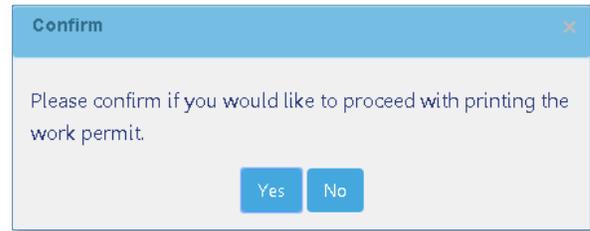


After performing a search, in the results, go to the **Filing Action** column. Click on **Print Work Permit** option from the **Select Action** dropdown menu.





Choose **Yes** on the confirmation window.



The permit will open in a new web browser tab. Print the permit using the print function (**Ctrl+P**) in the Internet Explorer web browser. You can also click on the **Print To PDF** button underneath the permit to export the permit to a PDF document and print it.

*Please note: Be sure to change your print preferences to print with **Landscape** orientation.*

NYCTM Buildings



Work Permit Department Of Buildings

Permit Number: **M00253814-I1-PL**

Issued: **02/23/2017**

Expires: **02/23/2018**

Address: **MANHATTAN 280 BROADWAY**



Issued To: **MRC TEST**

Work on Floor(s): **1**

Business: **A&B CONSERVATION CORP**

License No: **P-000330**

Description: **JOB DESCRIPTION**

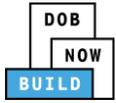
For detailed information regarding this permit, please log on to DOB NOW at www.nyc.gov/buildings.
Call 311 with any questions or complaints.

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



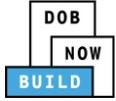
Appendix

Job Filing Number Format

ID Number	Description	Example
Job Number	Borough code letter followed by an 8-digit number	Bronx: X00000001 Queens: Q00000001 Brooklyn: B00000001 Manhattan: M00000001 Staten Island: S00000001
Filing Number	Filing code letter followed by a 1-digit number	Initial Filing: I1 Subsequent Filing: S1 Post Approval Amendment: P1
Job Filing Number	Job Number hyphenated with Filing Number	Initial Filing: M00000001-I1 Post Approval Amendment: M00000001-P1 Subsequent Filing: M00000001-S1
Permit Number	Job Filing Number hyphenated with Work type code	Antenna Work Permit Number: M00000001-I1-EL

In-Conjunction Work Types

Work Types That Can Be Filed Together	Work Types That Must Be Standalone Filings
Sidewalk Shed Supported Scaffold Construction Fence	Antenna Curb Cut Signs Electrical Elevators
Plumbing Sprinkler Standpipe	



List of Acronyms

Work Type Acronyms

- **AN:** Antenna
- **BL:** Boiler
- **CC:** Curb Cut
- **CH:** Chute
- **DM:** Demolition and Removal
- **EL:** Electrical
- **EQ:** Construction Equipment
- **EW:** Equipment Work
- **FA:** Fire Alarm
- **FB:** Fuel Burning
- **FN:** Construction Fence
- **FP:** Fire Suppression
- **FS:** Fuel Storage
- **MH:** Mechanical/HVAC
- **OT:** Other
- **PL:** Plumbing
- **SD:** Standpipe
- **SF:** Supported Scaffold
- **SG:** Sign
- **SH:** Sidewalk Shed
- **SP:** Sprinkler
- **VT:** Elevator

Legal Acronyms

- **AC:** Administrative Code
- **APPN:** Administrative Policy and Procedure Notice
- **BC:** Building Code
- **HPD:** Housing Preservation and Development
- **LL:** Local Law
- **LPPN:** Legal Policy and Procedures Notice
- **MDL:** Multiple Dwelling Law
- **NYC DEP:** New York City Department of Environmental Protection
- **NYC RR:** New York City Report Recommendations
- **NYS DOH:** NYS Department of Health

- **NYS ECL:** Environmental Conservation Law
- **OPPN:** Operations Policy and Procedure Notice
- **PPN:** Policy and Procedure Notice
- **RCNY:** Rules of the City of New York
- **RS:** Reference Standard

- **TPPN:** Technical Policy and Procedure Notice
- **ZR:** Zoning Regulations

Permit Type Acronyms

- **AR:** Architectural
- **EA:** Earthwork
- **FO:** Foundation
- **ME:** Mechanical
- **NP:** No Plans
- **ST:** Structural
- **ZO:** Zoning

Building Type Acronyms

- **NB:** New Building
- **Alt 1:** Alteration
- **Alt 2:** Alteration
- **Alt 3:** Alteration

Professional Acronyms

- **PE:** Professional Engineer
- **RA:** Registered Architect
- **RLA:** Registered Landscape Architect
- **GC:** General Contractor
- **DP:** Design Professional
- **FR:** Filing Representative
- **QEWI:** Qualified Exterior Wall Inspector (PE/RA)
- **QRWI:** Qualified Retaining Wall Inspector
- **MP:** Master Plumber
- **OBI:** Oil Burner Installer
- **LP:** Licensed Professional