



DOB NOW: *Build* for Elevator Filings

A major expansion of DOB NOW on March 1, 2021 includes changes for the addition of [New Building and Alteration-CO \(formerly Alt-1\) job types](#). The elevator application has not changed. However, there are new steps to create an initial filing. The below instructions provide step-by-step instructions.

How to create an initial filing:

1. Once you log into DOB NOW, the Welcome page displays. Click the **DOB NOW: Build** icon and then select **New Building, Alteration, No Work**.



2. The DOB NOW dashboard displays. The **Job Filings** tab displays by default. Select **+ Job Filing**.



- To add an Elevator filing, select the **Alteration** tab and answer **No** to the prompted question. Click **Next** to proceed.

Initial Job Filing

Alteration

Limited Alteration

New Building

No Work

Alteration required to meet New Building requirements*
Yes
No

Next

Cancel

- Several questions about the Alteration will appear. Select **No** to all the questions and click on the **Elevators** work type. Click **Next** to create an initial job filing.

Initial Job Filing

Alteration

Limited Alteration

New Building

No Work

Alteration required to meet New Building requirements*
Yes
No

Alteration is inconsistent with the current certificate of occupancy*
Yes
No

Alteration in occupancy or use*
Yes
No

Alteration is a major change to exits*
Yes
No

Alteration in number of stories*
Yes
No

Select Work Type(s):*
Job Type: **Alteration**

Antenna	Boiler Equipment	Construction Fence
Curb Cut	Earthwork	Electrical
Elevators	Foundation	General Construction
Mechanical Systems	Plumbing	Protection and Mechanical Methods
Sidewalk Shed	Sign	Sprinklers
Standpipe	Structural	Support of Excavation
Supported Scaffold		

Next

Cancel

For more information about DOB NOW: *Build* for Elevator Filings, visit the [Resources Page](#). If you have any questions, submit an inquiry at www.nyc.gov/dobnowhelp.