

DOB NOW: *Build*

For Elevators Filings

Industry Information Session

Updated: 2/15/18

Learning Objectives

- Describe DOB NOW
- Know Where to Go for Help
- Register for DOB NOW through eFiling
- Login and Navigate within DOB NOW: *Build*
- Create a New Job Filing
- How to Pay for Filings
- Schedule Appointments and Resolve Objections
- Print and Renew a Permit
- Submit a Post Approval Amendment (PAA)
- Request Sign Off
- Locate DOB NOW Filings in the Public Portal

Session Structure

- Presentation
- Scenarios performed in DOB NOW
- Knowledge Checks

Keeping Track of Key Points

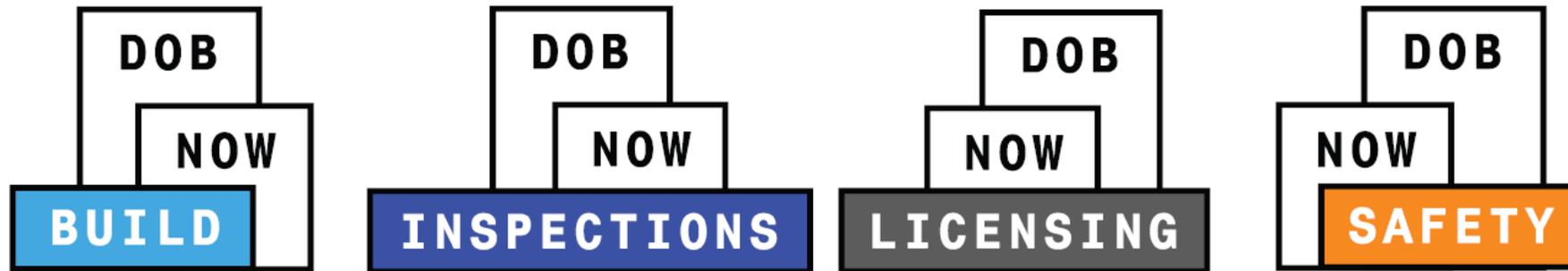
<p> DOB NOW: Build</p> <p style="text-align: right;"><small>DOB NOW: Build For Elevator Filings</small></p> <hr/> <p><u>DOB NOW: Build Information Session Highlights</u></p> <ol style="list-style-type: none">1. This presentation and other materials will be available at: _____.2. As of _____, all 2017 Elevator Filings that use the ELV1 must be filed in DOB NOW.3. _____ will continue to be submitted to the Elevators Unit.4. Filing Fees are paid in the _____ system and parts fees are deducted from _____.5. DOB NOW job numbers begin with a Borough Code. The five codes are:<ol style="list-style-type: none">a. Brooklyn _____b. Bronx _____c. Manhattan _____d. Queens _____e. Staten Island _____6. Who needs to register in eFiling? _____.7. The URL for DOB NOW is: _____. <p style="text-align: right;"><small>build safe live safe</small>  1 Page</p>	<p> DOB NOW: Build</p> <p style="text-align: right;"><small>DOB NOW: Build For Elevator Filings</small></p> <ol style="list-style-type: none">8. The _____ section of the form shows a summary of the filing, displays fee details, and includes the Pay Now button.9. For help with DOB NOW job filings, contact _____.10. To create a new job filing, I click _____ from the _____.11. Fields with marked with a _____ are required.12. True or False: To generate a job # you must complete the General Information Tab.13. If a document is needed for a filing, it will be listed in the _____ section of the filing as _____.14. Before submitting a filing, the Applicant of Record must click _____ and then advance through each page of the filing before they can add their signature and _____ the application.15. True or False: An Owner or Authorized Representative can attest and submit a filing.16. To print a work permit, I select Print Work Permit from the dropdown in the _____ column on My Jobs tab on the dashboard. <p style="text-align: right;"><small>build safe live safe</small>  2 Page</p>
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Introduction to DOB NOW

DOB NOW at-a-glance



DOB NOW is an interactive, web-based portal that will enable building owners, design professionals, filing representatives, and licensees to do all business with DOB online, including:

- Submit applications
- Make payments
- Schedule appointments
- Check the status of an application
- Pull permits
- Make renewals

DOB NOW Log In Screen

1 Search the Public Portal for Filings and Permits Submitted in 

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

Address

House Number **Street Name** **Borough**

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

Enter your e-Filing account information

Email

Password

To register for an account or reset your password, go to the eFiling website.
Need more help? Contact us.

 Public Portal FAQ and User Manual

 FAQ and Resources

 FAQ and Resources





1. Public Portal
2. Log In to DOB NOW

DOB NOW Log In Screen

The screenshot shows the DOB NOW Log In Screen. At the top left, there is a search bar for the Public Portal for Filings and Permits Submitted in DOB NOW. Below this is a search form with fields for House Number, Street Name, and Borough, and a Search button. To the right of the search form is a login section titled 'Log In to DOB NOW to Submit and Filings:'. It contains a form for entering e-filing account information with fields for Email and Password, and a Login button. Below the login form is a link to register for an account or reset a password, and a link to contact support for more help.

Numbered callouts (1-5) point to the following elements:

- 1: Public Portal FAQ and User Manual link
- 2: INSPECTIONS link
- 3: Building Information Search link
- 4: BUILD FAQ and Resources link
- 5: NYC OpenData link

1. Link to FAQs and Public Portal User Manual
2. Link to Inspections
3. Link to Build and Safety FAQs and Resources
4. Link to BIS
5. Link to NYC Open Data

DOB NOW Resources

Department of Buildings website www.nyc.gov/dobnowinfo

Here you will find helpful links to:

- Log-in and Register for DOB NOW
- Take advantage of Training Tools & Classes
- Find FAQs and Tip Sheets for DOB NOW *Build*

Click on the Links to drill down for more information in each of the categories.

Key Dates and Changes

Rule Review

As of **December 11th**, the use of DOB NOW: *Build* is **mandatory** for all Elevator (ELV1) filings.

NYC Buildings SEPTEMBER 2017

SERVICE UPDATE

Elevator Job Filings to Launch in DOB NOW: *Build* on December 11, 2017

Effective December 11, 2017, all new Elevator Application filings must be submitted through DOB NOW: *Build* at www.nyc.gov/DOBNOW. All new ELV1: Elevator Application filings submitted directly to the Elevator Unit's customer service window will be rejected.

Please note the following:

- Amendments to existing elevator application filings that have already been permitted or are currently under review for permitting, will continue to be accepted in-person and processed at the Elevator Unit customer service window.
- Owners, Design Professionals, Licensees, and Filing Representatives **must** be registered in eFiling in order to prepare, pay, and submit filings in DOB NOW: *Build*. Please read our [Registration Tips](#) for detailed information about registering for an eFiling account.

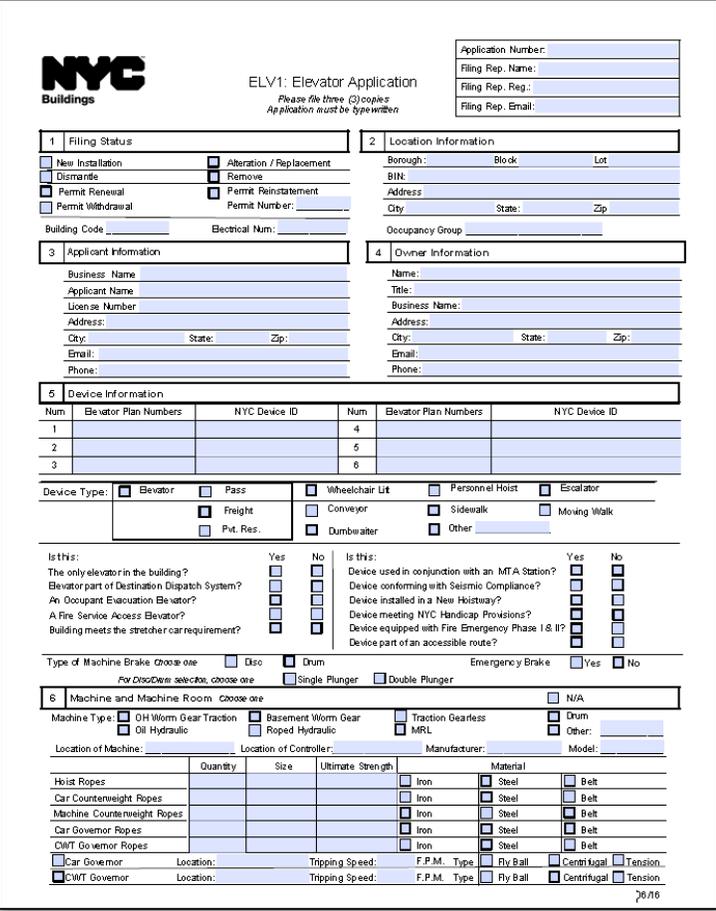
For questions or for further information please submit your inquiry to [DOB NOW Online Help](#).

POST UNTIL: June 1, 2018

Rick Chander, P.E., Commissioner
build safe | live safe nyc.gov/buildings

Rule Review

As of December 11th 2017, ELV1 paper filings will be rejected by the Elevators Unit.



NYC Buildings ELV1: Elevator Application
Please file three (3) copies. Application must be typewritten.

Application Number: _____
Filing Rep. Name: _____
Filing Rep. Reg.: _____
Filing Rep. Email: _____

1 Filing Status
 New Installation Alteration / Replacement
 Dismantle Remove
 Permit Renewal Permit Reinstatement
 Permit Withdrawal Permit Number: _____

Building Code: _____ Electrical Num: _____

2 Location Information
Borough: _____ Block: _____ Lot: _____
BIN: _____
Address: _____
City: _____ State: _____ Zip: _____
Occupancy Group: _____

3 Applicant Information
Business Name: _____
Applicant Name: _____
License Number: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____
Phone: _____

4 Owner Information
Name: _____
Title: _____
Business Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____
Phone: _____

5 Device Information

Num	Elevator Plan Numbers	NYC Device ID	Num	Elevator Plan Numbers	NYC Device ID
1			4		
2			5		
3			6		

Device Type: Elevator Pass Wheelchair Lift Personnel Hoist Escalator
 Freight Conveyor Sidewalk Moving Walk
 Pvt. Res. Dumbwaiter Other: _____

Is this:
The only elevator in the building? Yes No
Elevator part of Destination Dispatch System?
An Occupant Evacuation Elevator?
A Fire Service Access Elevator?
Building meets the stretcher car requirement?

Is this:
Device used in conjunction with an MTA Station? Yes No
Device conforming with Seismic Compliance?
Device installed in a New Hoistway?
Device meeting NYC Handicap Provisions?
Device equipped with Fire Emergency Phase I & II?
Device part of an accessible route?

Type of Machine Brake Choose one Disc Drum
Emergency Brake Yes No
For Disc/Drum select, choose one Single Plunger Double Plunger

6 Machine and Machine Room Choose one N/A
Machine Type: OH Worm Gear Traction Basement Worm Gear Traction Gearless Drum
 Oil Hydraulic Roped Hydraulic MRL Other: _____

Location of Machine: _____ Location of Controller: _____ Manufacturer: _____ Model: _____

	Quantity	Size	Ultimate Strength	Material		
Hoist Ropes				<input type="checkbox"/> Iron <input type="checkbox"/> Steel <input type="checkbox"/> Belt		
Car Counterweight Ropes				<input type="checkbox"/> Iron <input type="checkbox"/> Steel <input type="checkbox"/> Belt		
Machine Counterweight Ropes				<input type="checkbox"/> Iron <input type="checkbox"/> Steel <input type="checkbox"/> Belt		
Car Governor Ropes				<input type="checkbox"/> Iron <input type="checkbox"/> Steel <input type="checkbox"/> Belt		
CWT Governor Ropes				<input type="checkbox"/> Iron <input type="checkbox"/> Steel <input type="checkbox"/> Belt		

Car Governor Location: _____ Tripping Speed: _____ F.P.M. Type Fly Ball Centrifugal Tension.
 CWT Governor Location: _____ Tripping Speed: _____ F.P.M. Type Fly Ball Centrifugal Tension.

26/26

Rule Review

Amusement Ride Applications (ELV1A) will continue to be submitted to the Elevators unit

NYC Buildings ELV1A Amusement Ride Application

Please File 4 Copies, Must be typewritten.
2 Copies of all drawings pertaining to the amusement device must accompany this application.

Internal Use
Application Number
Date Received

1 Filing Status

New Installation Relocate
 Demolish Remove

Select One:

Electrical Application Number: _____
 No Electrical Filing Record

2 Location Information

Block: _____
Address: _____
BIN: _____
Block: _____ Lot: _____
Occupancy Group: _____

3 Application Information

Name: _____ License Number: _____
Business Name: _____
Address: _____
City: _____
State: _____ ZIP: _____ Phone: _____

4 Owner Information

Name: _____ License Number: _____
Business Name: _____
Address: _____
City: _____
State: _____ ZIP: _____ Phone: _____

5 Device Information

NYC Ride Number: _____
Name of Ride: _____
Serial Number: _____
Device Type: Adult Kiddie

6 Manufacturer

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Country: _____ Phone: _____

7 Description of Work

8 General Information

Power Supply: _____ Type of Control: _____
Speed: _____ NDT Required: _____
Total Capacity: _____ Capacity Per Car: _____ Number of Cars: _____

9 Fee Information

Estimated Cost: \$ _____ Fee Exempt (if not Required): _____

10 Statements and Signature

I hereby state that all of the above information is complete and correct to the best of my knowledge.

False information is a criminal offense under sections 205.03 (1) and 205.03 (1) of the NYC Administrative Code, punishable by up to 1 year imprisonment and/or a fine of up to \$25,000. It is also punishable with a civil penalty of up to \$25,000.

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 proper performance of his or her exchange for special consideration. Violation is punishable by imprisonment of the or both.

Name (please print): _____
Signature: _____ Date: _____

P.E./R.A. Seal (apply seal, then sign and date over seal)

1/09

Rule Review

All Elevator jobs that currently have a BIS job number will continue with the current process.

Rule Review

As of December 11th, 2017

Use of DOB NOW: *Build Mandatory*

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

Use of DOB NOW: *Build Optional*

- | | |
|-------------|----|
| • Plumbing | PL |
| • Sprinkler | SP |
| • Standpipe | SD |

Elevator Filings Are Standalone Filings

Job filing includes:

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

[Next](#) [Cancel](#)

Elevator filings cannot be combined with other work types

Job Filing Options for Elevators

Job filing includes:

- New Installation
- Alteration/Replacement
- Dismantle
- Remove

Next Cancel

Job filing includes:

- Accessibility Lift
- Conveyor
- Dumbwaiter
- Elevator
- Escalator
- Moving Walk
- Other
- Personnel Hoist

Submit Cancel

Only one Installation type and one Device type are allowed per application

Not Currently Available in DOB NOW

Process

Withdrawal and Superseding Requests

Required Document Deferral Request

PER11 - Manual Appointment Request

ZRD1 - Zoning Resolution Determination

L2 - Requests for Overrides, Reductions, or Waivers of Civil Penalties for Work Without a Permit and Stop Work Order Violations

Submit through www.nyc.gov/dobnowhelp

CCD1 - Construction Code Determination

Applicants **must** send all elevator Code determination and variation requests using the revised CCD1 form to elevdeterminations@buildings.nyc.gov.

The revised CCD1 form and instructions can be accessed at:

Form -

<http://www1.nyc.gov/assets/buildings/pdf/ccd1.pdf>

Instructions

http://www1.nyc.gov/assets/buildings/pdf/zrd1ccd1_instructions.pdf

Job Filing and Permit Numbers

9 Characters
M0000001

Borough (M,B,X,Q,S) +1 Digit

M=Manhattan B=Brooklyn,
X=Bronx, Q=Queens, S=Staten
Island

Job Number



2 Characters
I1
P1, P2, P3...

Alphabetical Character +1 Digit

I= Initial Filings, P=PAA

**Filing
Number**



13 Characters
M000000-I1-VT

Job Number + Filing Number +
Permit Type

VT= Elevator

**Permit
Number**



Knowledge Check

Question:

When is the first day Elevator filings must be submitted in DOB NOW: *Build*?

Knowledge Check

Answer:

Monday, December 11th, 2017

Knowledge Check

True or False:

Using DOB NOW for ELV1: Elevator Applications filings after December 11th, 2017 is **optional**.

Knowledge Check

Answer:

False

Using DOB NOW: *Build* for ELV1: Elevator Applications is **mandatory** beginning December 11th, 2017.

Register for DOB NOW through eFiling

Register for eFiling

Before you can file in
DOB NOW,
all Stakeholders must
register for eFiling.

Visit the **Department
of Buildings website**
to register today.

Welcome to eFiling

DOB NOW will be released in phases over the coming years. During the transition, users will create and maintain their login and password through eFiling.

<p>Email Address: <input style="width: 80%;" type="text"/></p> <p>Password: <input style="width: 80%;" type="password"/></p>	<p>Forgot your password? Click here to reset it!</p>
<p>Login</p>	
<p>Register for electronic filing.</p>	

<p>Major Construction</p> <p>Development Hub</p> <ul style="list-style-type: none">• Major Alterations• New Buildings <p>Demolitions</p>	<p>Minor Construction</p> <p>Hub Self-Service</p> <ul style="list-style-type: none">• Minor Alterations <p>Hub Full-Service</p> <ul style="list-style-type: none">• Minor Alterations <p>Signs</p>
<p>Electrical and Minor Plumbing</p> <p>All Electrical Work</p> <p>Limited Alteration Application</p>	<p>Manage Your Account</p> <p>Add License Type</p> <p>Add Sustainable Contractor Designation</p>

[Development Hub](#)[Hub Full-Service](#)[Hub Self-Service](#)

[NYC Development Hub](#)[DOB NOW](#)

Who needs to register for eFiling?

- Property Owners
- Elevator Directors/Co-Directors
- Design Professionals
 - Registered Architects
 - Professional Engineers
- Filing Representatives
- Approved Elevator Inspectors

eFiling Registration – Contact Details

NYC Development Hub Enrollment Form

Please provide the following information to enroll for NYC Buildings eFiling. Items with a (*) are required.

When you have completed the form, please click on 'submit' and follow the instructions.

Electronic Filing Account Information (required for all users)

It is important to provide a valid e-mail address you have access to. An activation email will be sent to this email address. If you forget your password the only way to gain access to your account and saved work is with your e-mail address! Your e-mail address can be updated after enrollment.

Email Address (*)	<input type="text"/>
Re-Enter Email Address (*)	<input type="text"/>
Password (*)	<input type="password"/>
Verify Password (*)	<input type="password"/>
USER ACCOUNT INFORMATION	
First Name (*)	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name (*)	<input type="text"/>
Business Address (*)	<input type="text"/>
Apt #	<input type="text"/>
City (*)	<input type="text"/>
State (*)	<input type="text"/>
Zip (*)	<input type="text"/>
Contact Phone (*)	<input type="text"/> <input type="text"/> <input type="text"/>
Mobile Phone	<input type="text"/> <input type="text"/> <input type="text"/>

eFiling – Business and License

Filing Representative DOB Issued ID #	<input type="text"/>
Business Name	<input type="text"/>
Site Safety (Manager, Coordinator) License #	<input type="text"/>
Business Name	<input type="text"/>
Elevator Inspector/Director/Co-Director License #	<input type="text"/>
Business Name	<input type="text"/>

Agreement

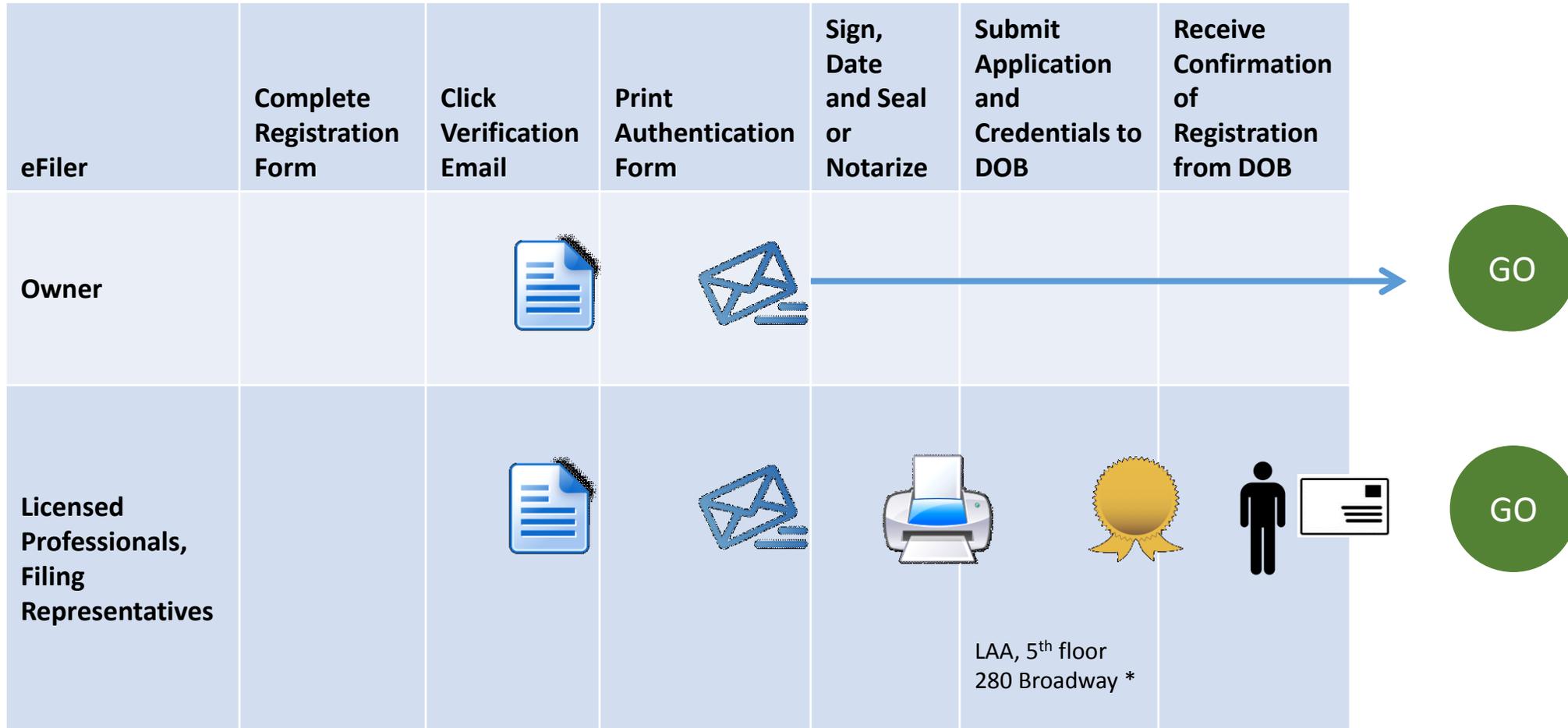
I, , hereby agree to register for eFiling with the New York City Department of Buildings (the "Department"). PENALTY FOR FALSIFICATION: Falsification on any statement made while using eFiling with intent to defraud or deceive is a misdemeanor and is punishable by a fine, imprisonment or both. I understand that if I am found guilty after a hearing to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of the laws or rules enforced by the Department or of a law and/or rule of any agency, I may be barred from filing further applications or documents with the Department. I agree that I will only submit documents related to jobs for which I am authorized by the owner and/or applicant of record to do so.

I understand and agree that by personally clicking on the button marked "Submit" below I am electronically signing this registration application and my agreement with the above terms. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand.

[Submit](#)

Enter License Number and Business Information

Register for eFiling



* Note: Licensed professionals must bring their DOB ID card when delivering the form in person or include a copy when mailing.

Prepare to Access DOB NOW: *Build*

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

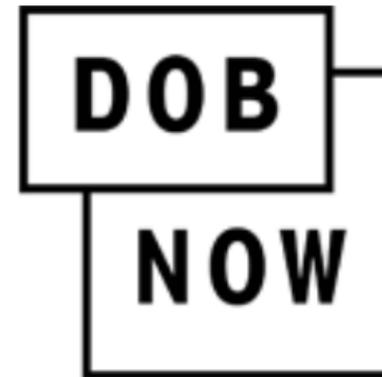
To Turn Off Pop-Up Blockers in IE9

Go to **Settings** (the gear icon⚙)

Select **Internet Options**

Go to the **Privacy** tab

Deselect **Turn On Pop Up Blockers**



Knowledge Check

True/False:

The property owner must be registered in eFiling before a filing can be submitted.

Knowledge Check

True:

- Property Owners
- Filing Representatives
- Design Professionals
 - Registered Architects
 - Registered Landscape Architects
 - Professional Engineers
- Elevator Director/Co Director
- General Contractors
- Sign Hangers
- Sign Lessees
- Licensed Professionals
- Inspectors
 - Elevator Inspectors
 - Special Inspectors
 - Progress Inspectors
- Site Safety
 - Site Safety Manager
 - Construction Superintendent
 - Site Safety Coordinator

Permissions by Role

Actions	Design Professional	Director/ Co Director	Owner	Filing Rep
Add Contacts/Delegates	Add/Edit	Add/Edit	Add/Edit	Add/Edit
ELV1	Add/Edit	Add/Edit	Add/Edit	No Access
Plans	Upload	Upload	Upload	Add/Edit
Seals and Signatures	Upload	No Access	No Access	No Access
Other Documents	Upload	Upload	Upload	Upload
Pay	Pay	Pay	Pay	Pay
Legal Statement and Signatures	Attestation	Attestation	Attestation	No Access
File: Initial/PAA/Corrections	No Access	Access	No Access	No Access
Resubmit: Incomplete, Objections, QA Failed	No Access	Access	No Access	No Access
Signoff request (ELV3)	Add/Edit	Add/Edit/File	Add/Edit	Add/Edit

Sign on to DOB NOW: *Build*

Access DOB NOW: *Build*

www.nyc.gov/dobnow

DOB NOW Log In Screen

Search the Public Portal for Filings and Permits Submitted in 

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

1

2

Address

House Number **Street Name** **Borough**

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

Enter your e-Filing account information

Email

Password

To register for an account or reset your password, go to the eFiling website.
Need more help? Contact us.

 [Public Portal FAQ and User Manual](#)

 [FAQ and Resources](#)

 [FAQ and Resources](#)





1. Public Portal
2. Log In to DOB NOW
3. Link to FAQs and Public Portal User Manual
4. Link to Build and Safety FAQs and Resources
5. Link to Inspections
6. Link to BIS
7. Link to NYC Open Data

DOB NOW Log In Screen

The screenshot shows the DOB NOW Log In Screen. At the top left, there is a search bar for the Public Portal for Filings and Permits Submitted in. Below this is a search form with fields for House Number, Street Name, and Borough, and a Search button. To the right of the search form is a login section titled "Log In to DOB NOW to Submit and Filings:". It contains fields for Email and Password, a Login button, and a link to "Need more help? Contact us." Below the search form are four blue buttons: "Building Identification Number (BIN)", "Borough, Block, Lot", and "Device Search". At the bottom of the screen, there are five red boxes with numbered callouts (1-5) pointing to various links: 1. Public Portal FAQ and User Manual; 2. DOB NOW INSPECTIONS; 3. Building Information Search; 4. DOB NOW BUILD FAQ and Resources; 5. NYC OpenData.

1. Link to FAQs and Public Portal User Manual
2. Link to Inspections
3. Link to Build and Safety FAQs and Resources
4. Link to BIS
5. Link to NYC Open Data

Sign On to DOB NOW: *Build*

- Enter your **Email** and **Password** that you created in eFiling
- Click **Login**

Welcome

Email

Email

Password

Password

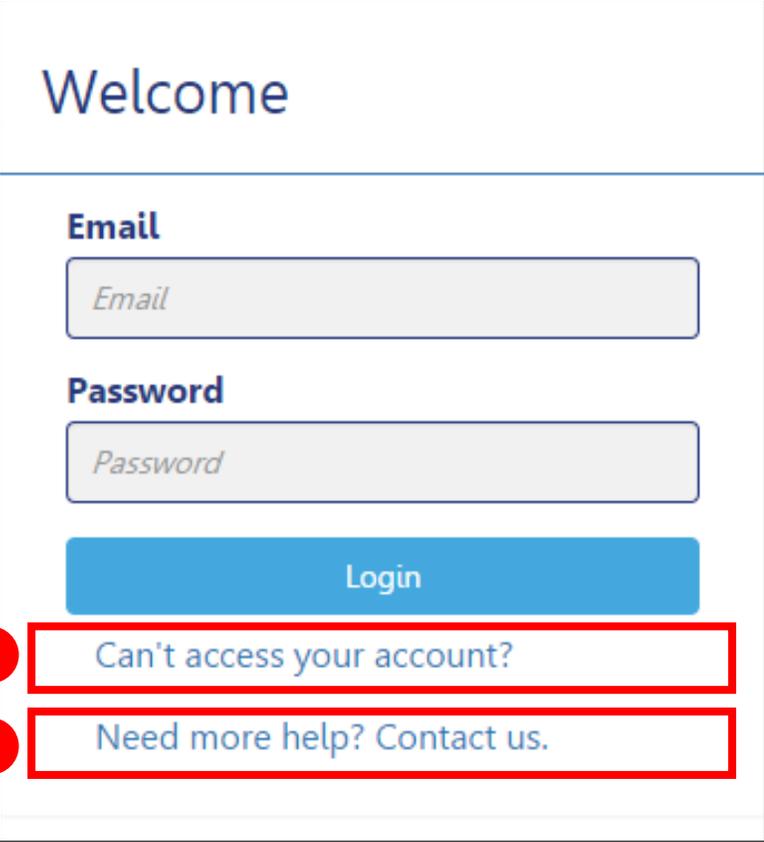
Login

[Can't access your account?](#)

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

Get Help

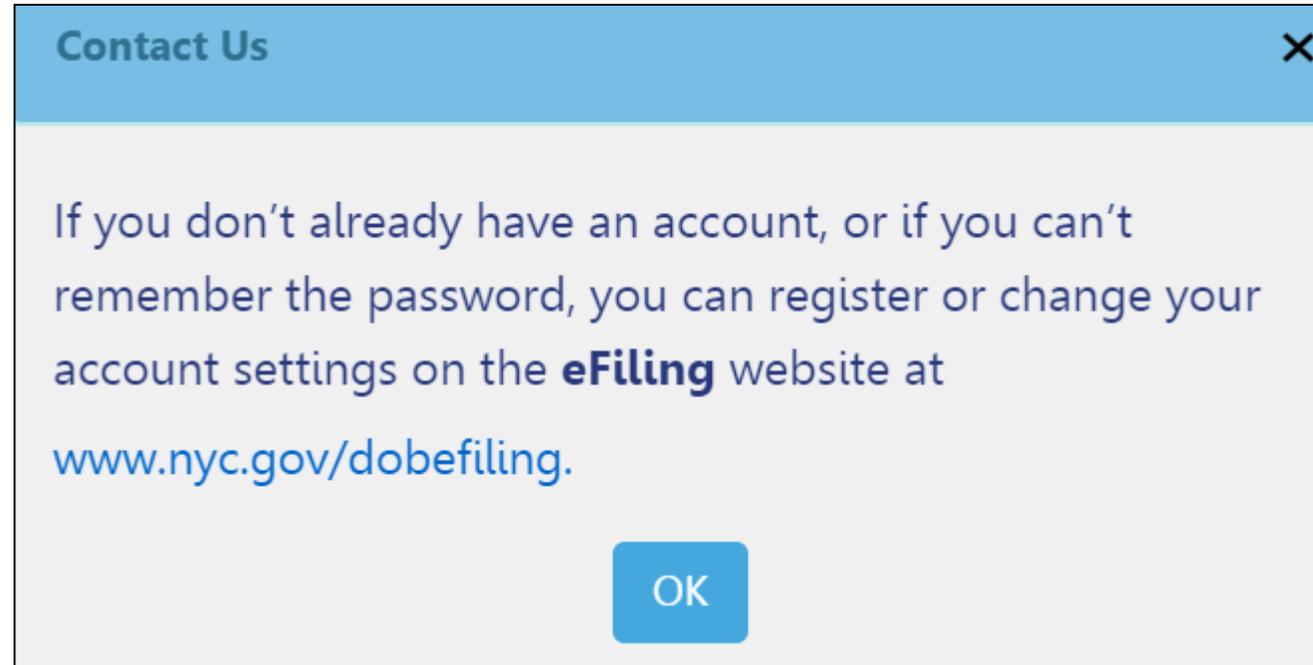
1. **Can't access your account?** – Click for assistance with eFiling Registration or forgotten password
2. **Need more help? Contact us.** – To contact the DOB Customer Service Team



The image shows a login interface with the following elements:

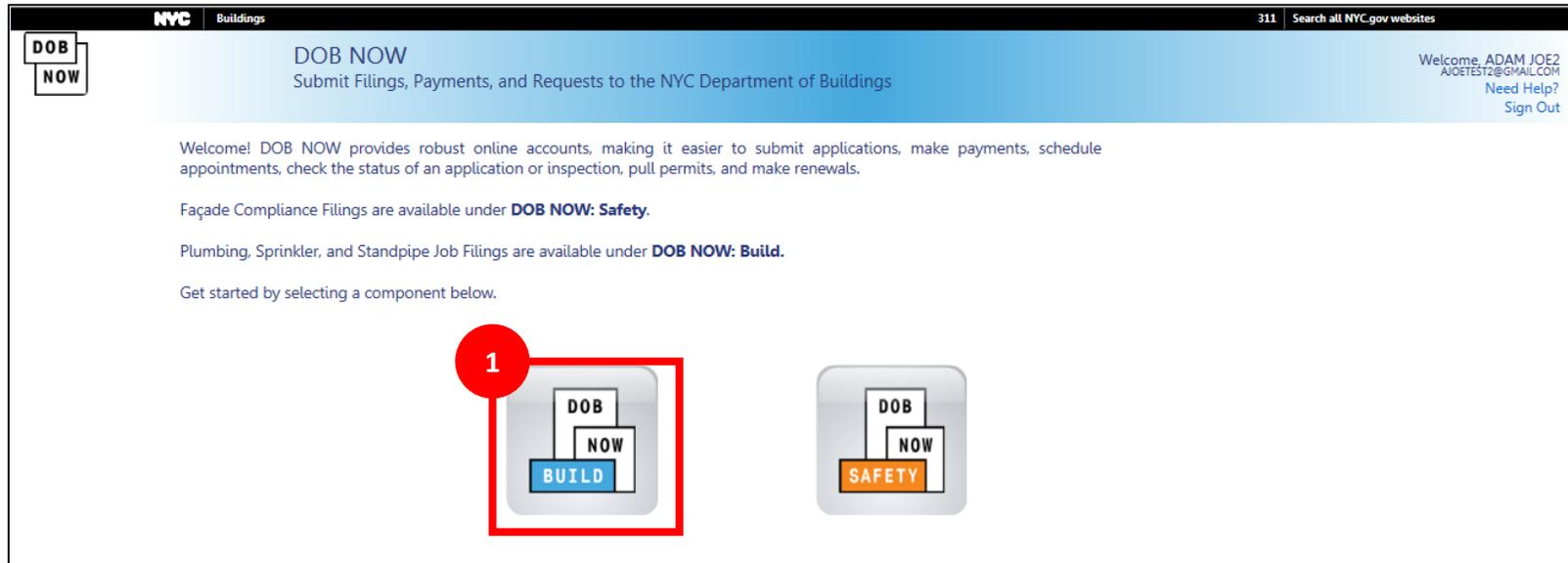
- Welcome** header
- Email** label above a text input field containing the placeholder text "Email".
- Password** label above a text input field containing the placeholder text "Password".
- A blue **Login** button.
- Two links below the login button, each enclosed in a red rectangular box:
 - Link 1: **Can't access your account?** (indicated by a red circle with the number 1 to its left)
 - Link 2: **Need more help? Contact us.** (indicated by a red circle with the number 2 to its left)

Log In Error Message



The system will direct you to the **eFiling registration** site

Select DOB NOW: *Build*



1. Select DOB NOW: *Build*

DOB NOW: *Build* Dashboard

The screenshot displays the DOB NOW 'Build' dashboard. At the top, there's a navigation bar with 'NYC Buildings' and a search function. The main header area includes the 'DOB NOW' logo and a welcome message for 'ELV DIRECTOR'. Below this, there are navigation buttons for 'Job Filing', 'Work Permit', 'AHV Permit', and 'Request LOC'. A secondary navigation bar shows tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', 'My LOC Requests', 'My SignOff Requests', and 'Job Number Search'. The 'My Jobs' tab is active, showing a table of job filings with columns for Job Number, Filing No., Filing Status, Address, Borough, Applicant of Record, Owner, Created Date, and Modified Date. A 'Filter My Jobs' dropdown and a 'Refresh' button are also visible.

Job Number	Filing No.	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date	Modified Date
M00005843	I1	Pending Signoff Review	118 EAST 60 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/10/2017	10/12/2017
M00005647	I1	Signed Off	118 EAST 60 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/04/2017	10/11/2017
Q00005637	I1	Pre-Filing	211 BEACH 117 STREET	QUEENS	ELV DIRECTOR	ROME18 APPLE	10/04/2017	10/04/2017
M00005703	I1	Pre-Filing	118 EAST 60 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/04/2017	10/04/2017
M00005705	I1	Plan Examiner Review	118 EAST 60 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/04/2017	10/05/2017
Q00005510	I1	Pre-Filing	84-51 BEVERLY ROAD	QUEENS	ELV DIRECTOR	ROME18 APPLE	09/29/2017	10/03/2017
M00005464	I1	Pending Plan Examiner Assignment	1 LIBERTY PLAZA	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	09/28/2017	09/29/2017

When you **log in** with your email, your **Dashboard** will open

Create New Filings

The screenshot shows the NYC Buildings user interface. At the top, there is a navigation bar with 'NYC Buildings' on the left, '311' in the center, and a search bar on the right containing 'Test-AN/CC/FAB4/ELEVATOR Branch'. Below the navigation bar, there is a 'DOB NOW BUILD' logo. The main header area contains the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings' and a welcome message for 'ELV DIRECTOR'. A red box highlights a row of five buttons: a home icon, '+ Job Filing', '+ Work Permit', '+ AHV Permit', and '+ Request LOC'. Below this row, there is another row of buttons: 'My Jobs', 'My Work Permits', 'My AHV Work Permits', 'My LOC Requests', 'My SignOff Requests', and 'Job Number Search'.

-  – Return to Dashboard
- + **Job Filing** – Create a new job filing
- + **Work Permit** – Request a work permit
- + **AHV Permit** – Request an After Hours Variance (N/A for Elevators)
- + **Request LOC** – Request a Letter of Completion (N/A for Elevators)

View Your Filings

The screenshot shows the top navigation bar of the DOB NOW website. The header includes the text "DOB NOW" and "Submit Filings, Payments, and Requests to the NYC Department of Buildings". On the right side of the header, it says "Welcome, ELV DIRECTOR" with the email "DOBELVTR1DIRECTOR@GMAIL.COM" and links for "Need Help?" and "Sign Out". Below the header is a row of buttons: a home icon, "+ Job Filing", "+ Work Permit", "+ AHV Permit", and "+ Request LOC". A red box highlights a second row of buttons: "My Jobs", "My Work Permits", "My AHV Work Permits", "My LOC Requests", "My SignOff Requests", and "Job Number Search".

- **My Jobs** — Your Existing Job Filings
- **My Work Permits** — Your Work Permits
- **My AHV Work Permits** — AHV Work Permits (N/A for Elevators)
- **My LOC Requests** — Requests for Letters of Completion (N/A for Elevators)
- **My Sign Off Requests** — Jobs that are Ready for Signoff
- **Job Number Search** — Search for a Job Filing

My Jobs Dashboard Special Features

Job Number	Filing No.	Filing Type	Filing Status	Address	Applicant of Record	Owner	Payment Status	
M00298031	I1	New Installation	Pending Plan Examiner A...	151 WEST 34 STREET	ELV DIRECTOR	ROME18 APPLE	Exempted	Select A
M00297810	I1	New Installation	Plan Examiner Review	151 WEST 34 STREET	ELV DIRECTOR	ROME18 APPLE	Exempted	Select A
M00297808	I1	New Installation	Objections	151 WEST 34 STREET	ELV DIRECTOR	ROME18 APPLE	Exempted	Select A
M00297802	I1	New Installation	Objections	151 WEST 34 STREET	ELV DIRECTOR	ROME18 APPLE	Exempted	Select A
M00297798	I1	New Installation	Objections	151 WEST 34 STREET	ELV DIRECTOR	ROME18 APPLE	Exempted	Select A

1. **Filter My Jobs** – Filter the list by work type
2. **Column Search** – Search for a value in a column
3. **Column Sorter** – Click the arrow to sort in ascending or descending order
4. **Column Editor** – Choose the columns that are displayed

Filter My Jobs

The screenshot shows a web application interface for managing jobs. At the top, there are navigation buttons: Home, Job Filing, Work Permit, AHV Permit, and Request LOC. Below these are tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', and 'My LOC Requests'. A 'Job Number Search' field is present. A dropdown menu labeled 'Filter My Jobs' is open, showing a list of work types: Plumbing, Sprinkler, Standpipe, Antenna, Curb Cut, Sign, Supported Scaffold, Sidewalk Shed, Construction Fence, Electrical, and Elevator. A 'Clear Filter' button is at the bottom of the dropdown. A table with columns 'Filing No.' and 'Filing Status' is visible in the background. Two red circles with numbers '1' and '2' are overlaid on the image. Circle 1 points to the 'Filter My Jobs' dropdown arrow. Circle 2 points to the 'Clear Filter' button.

Filing No.	Filing Status
I1	Pending Signoff Review
I1	Plan Examiner Review
I1	Pre-Filing
I1	Pre-Filing
I1	Signed Off
I1	Pre-Filing
I1	Pending Plan Examiner Assignment

1. Click the down arrow next to **Filter My Jobs** and select the **work type**
2. Click **Clear Filter** to remove filters

Navigate from Page to Page

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

Filter My Jobs Refresh

Job Number	Filing No.	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date..	Modified D:
M00005843	I1	Pending Signoff Review	118 EAST 60 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/10/2017	10/12/2017
M00005647	I1	Signed Off	118 EAST 60 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/04/2017	10/11/2017
Q00005637	I1	Pre-Filing	211 BEACH 117 STREET	QUEENS	ELV DIRECTOR		10/04/2017	10/04/2017
M00005703	I1	Pre-Filing	118 EAST 60 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/04/2017	10/04/2017
M00005705	I1	Plan Examiner Review	118 EAST 60 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/04/2017	10/05/2017
Q00005510	I1	Pre-Filing	84-51 BEVERLY ROAD	QUEENS	ELV DIRECTOR	ROME18 APPLE	09/29/2017	10/03/2017
M00005464	I1	Pending Plan Examiner Assignment	1 LIBERTY PLAZA	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	09/28/2017	09/29/2017

1

Total Items: 654 (Showing Items: 10)

Total Items: 7 / 1 10 Items Per Page

Navigation controls: Previous, First, Page 1, Next, Last, 10 Items Per Page

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

Search for a Filing

The screenshot shows the NYC Buildings website interface. At the top, there is a navigation bar with the NYC logo, 'Buildings', and a search bar containing '311 Search all NYC.gov websites'. Below this is a header section with 'DOB NOW BUILD' and a blue banner that reads 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. On the right side of the banner, it says 'Welcome, ELV DIRECTOR DOBELVTRIDIRECTOR@GMAIL.COM' with links for 'Need Help?' and 'Sign Out'. Below the banner is a row of buttons: '+ Job Filing', '+ Work Permit', '+ AHV Permit', and '+ Request LOC'. Underneath these are tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', 'My LOC Requests', 'My SignOff Requests', and 'Job Number Search'. The 'Job Number Search' tab is highlighted with a red box and a red circle containing the number '1'. Below the tabs is a search input field containing 'Q00005637' and a 'Search' button. The 'Search' button is highlighted with a red box and a red circle containing the number '2'. Below the input field, it says '0 characters remaining'.

1. Enter the exact **9-digit job number**
2. Click **Search**

View Search Results

NYC Buildings 311 Search all NYC.gov websites

DOB NOW BUILD

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

Welcome, ELV DIRECTOR
DOBELVTR1DIRECTOR@GMAIL.COM
Need Help?
Sign Out

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

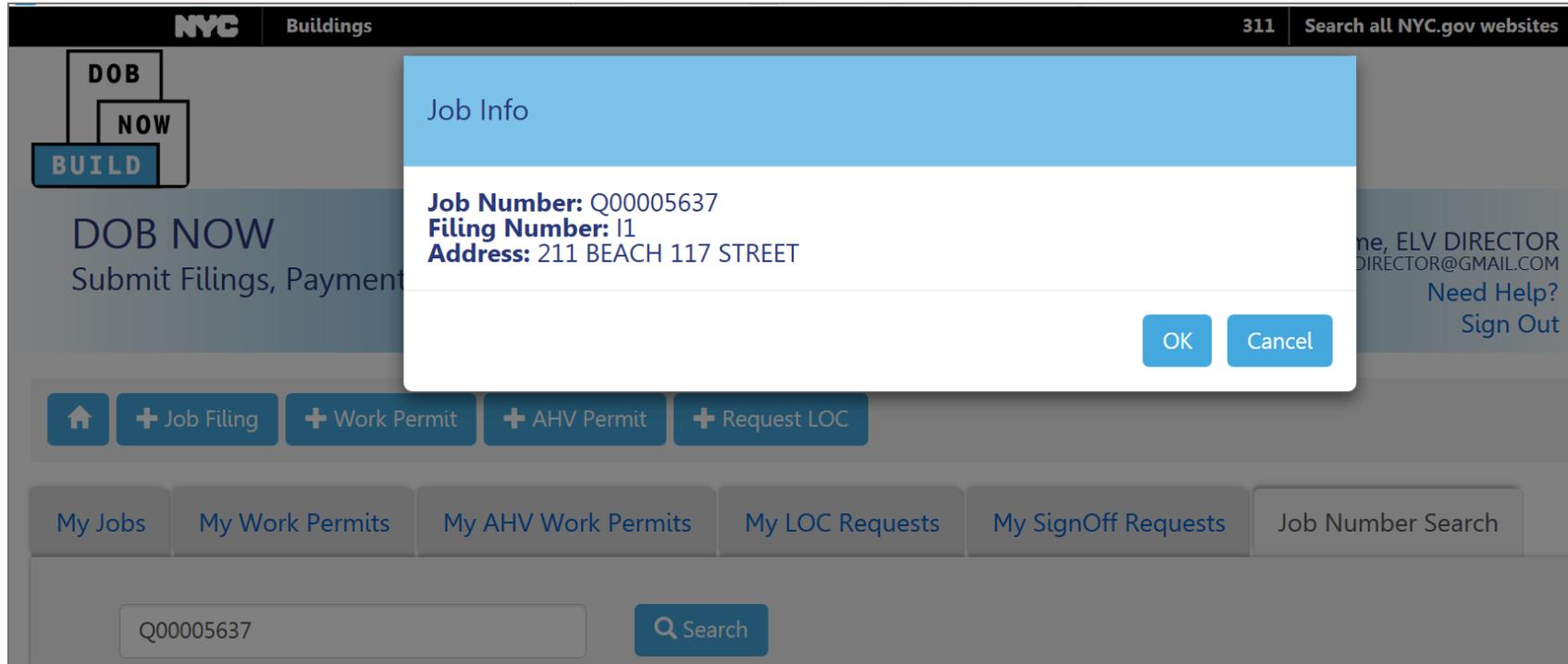
My Jobs My Work Permits My AHV Work Permits My LOC Requests My SignOff Requests Job Number Search

Q00005637
0 characters remaining Search

	Job Filing Id	Filing Type	Address	Borough	Cur
	Q00005637-11	New Installation	211 BEACH 117 STREET	QUEENS	

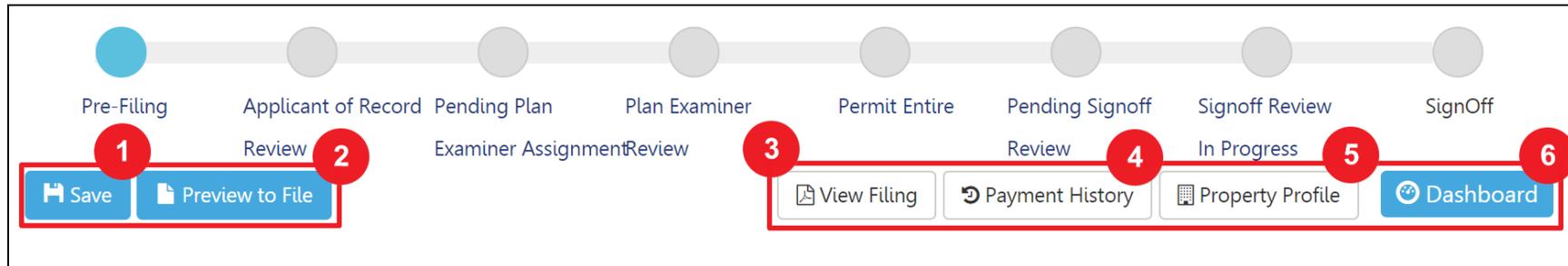
Double-click the **Job Filing ID** to open the Filing

Confirming Results



Click **OK** to confirm the **Job Number** and **Address**

Save or Return to Dashboard



1. **Save** – Save your work
2. **Preview to File** – Perform final review of the filing before submitting
3. **View Filing** – View a printable version of the application
4. **Payment History** – Payments made on the filing
5. **Property Profile** – Information about the property
6. **Dashboard** – Takes you to your dashboard

View Filing Sections

The screenshot displays the NYC DOB NOW web application interface. At the top, there is a navigation bar with the NYC logo, 'Buildings' text, and a search bar. Below this is a blue header with 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. A progress bar shows the current stage as 'Pre-Filing'. A sidebar on the left contains expandable tabs: 'General Information', 'Device Details', 'Insurance/Fee Information', 'Documents', and 'Statements & Signatures'. The 'Device Details' tab is currently selected and highlighted with a red box. The main content area shows 'Devices - Escalator' with a table of devices. The table has columns for Tracking No., NYC Device ID, Device Status, Created On, and Action. A single device is listed with Tracking No. M00298235-233 and Created On 11/20/2017. To the right of the table is an 'Application Highlights' section with key-value pairs for address, filing number, device type, and fees. A 'Payment Summary' section is also visible at the bottom right.

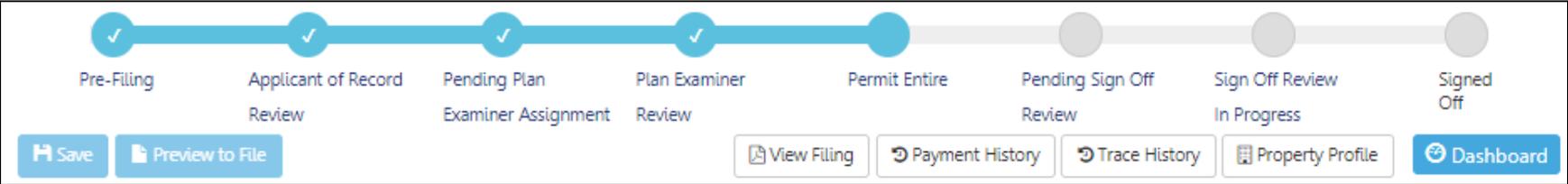
Tracking No.	NYC Device ID	Device Status	Created On	Action
M00298235-233			11/20/2017	

Application Highlights	
Primary Address	151 WEST 34 STREET MANHATTAN 10001
Job Filing Number	M00298235-I1
Device Type	Escalator
Device Count	1
Filing Includes	New Installation
Filing Type	New Filing
Current Job Filing Status	Pre-Filing

Payment Summary	
Estimated Cost	\$0.00
Fee Exempt	Yes
Filing Fee	\$0.00
PAA	\$0.00
No Good Check Fee	\$0.00
Total Fee	\$0.00
Amount Paid	\$0.00

On the left side of the screen are expandable **tabs**

View Job Filing Status



Status Bar displays the progress of the filing

Common Filing Status Definitions

Filing Status	Description
Pre-Filing	Report created but not yet filed
Applicant of Record Review	When all required information is entered and the job is ready for a final review by the applicant
Pending Plan Examiner Assignment	When the filing has been submitted and is waiting to be assigned to a PE
Plan Examiner Review	The Plan Examiner reviews the filing
Permit Entire	Upon successful review, the permit will be issued

Common Filing Status Definitions (cont.)

Filing Status	Description
Pending Sign Off Review	When the inspection status is Pass Final for all devices listed on the application
Sign Off Review In Progress	DOB reviewing sign off request
Signed Off	Complete

Notifications

- Elevator Director, Elevator Co-Director, Design Professional, Owner, and Filing Representative receive email notifications at critical stages in the filing process
- Emails will come from:

DOBNOW donotreply

DOBNOWdonotreply@buildings.nyc.gov

Note: If you are not seeing notifications, check your spam filter or junk mail folder. You may want to add the email as a Safe Sender.

Knowledge Check

Question:

What is the URL for DOB NOW?

Knowledge Check

Answer:

www.nyc.gov/dobnow

Knowledge Check

True or False:

The only way for the applicant or owner to know the status of a Job Filing is to log in to DOB NOW.

Knowledge Check

False:

Any registered eFiling user associated with the filing will receive an email notification as the filing advances through the process.

Create a New Job Filing

Create a New Job Filing

Job Filings can be initiated by:

- Director/Co-Director
- Design Professional
- Owner
- Filing Rep

7 Steps to Submit a Job Filing

1. Complete General Information
2. Enter Device Details
3. Upload Required Documents
4. Complete Statements and Signatures
5. Pay Fees
6. Preview to File
7. File

Scenario

You're a Elevator Director creating a filing to install a new elevator at 151 West 34th street.

Create a New Job Filing

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

Welcome, ELV DIRECTOR
DOBELVTR1DIRECTOR@GMAIL.COM
Need Help?
Sign Out

[+](#) Job Filing [+](#) Work Permit [+](#) AHV Permit [+](#) Request LOC

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

Click **+ Job Filing** to initiate a new job filing

Select Elevator Work Type

Job filing includes:

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

1

2

1. Select **Elevators**
2. Click **Next**

Select Type of Work – New Installation

Job filing includes:

1 New Installation

Alteration/Replacement

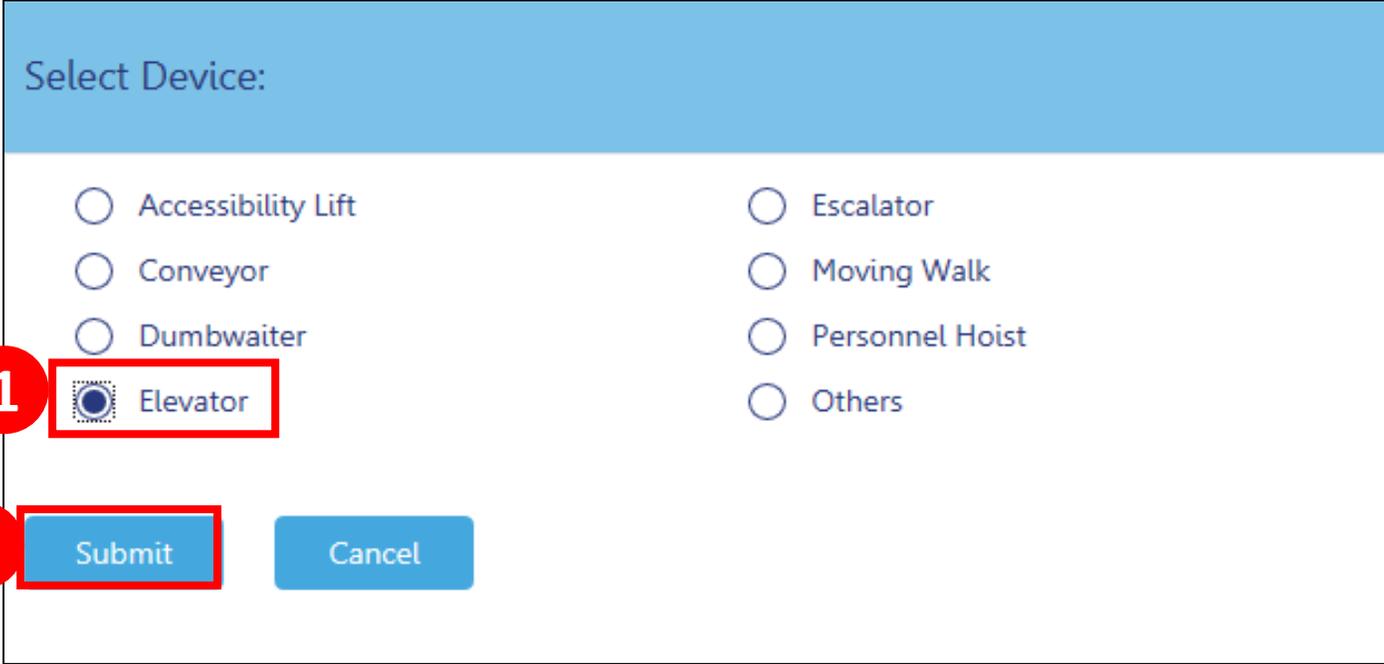
Dismantle

Remove

2

1. Select the type of work from the list. Only one can be selected.
2. Click **Next**

Select Device Type



The screenshot shows a form titled "Select Device:" with a light blue header. Below the header, there are two columns of radio button options. The first column includes "Accessibility Lift", "Conveyor", "Dumbwaiter", "Elevator", and "Others". The second column includes "Escalator", "Moving Walk", "Personnel Hoist", and "Others". The "Elevator" option is selected, indicated by a blue dot in the radio button. A red circle with the number "1" is next to the "Elevator" option, and a red box highlights the "Elevator" text. Below the options, there are two buttons: "Submit" and "Cancel". A red circle with the number "2" is next to the "Submit" button, and a red box highlights the "Submit" button.

1. Choose the **device type**. Only one device type can be selected per application.
2. Click **Submit**

Complete General Information Tab

The screenshot shows the DOB NOW web application interface. At the top left, there is a logo with 'DOB NOW' and 'BUILD' text, and a 'Save' button. The main header area contains the text 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this, a navigation bar has a tab labeled 'General Information' which is highlighted with a red border. The main content area is titled 'Primary Address' and contains several input fields: 'House No.*', 'Street Name*', 'Borough*' (a dropdown menu with 'Select Borough:' text), 'Block*', 'Lot*', 'BIN', 'Occupancy Group', and 'Zip'. The 'BIN' field is currently disabled and greyed out.

Begin by completing the mandatory fields on the **General Information** tab

Dynamic Forms and Business Rules

- Required fields and forms will be added to the filing based on your selections
- The navigational tabs and red asterisks will help guide you through completing the forms

Important Form Information

Filing Information

Filing Includes*

New Installation

Fields with red asterisks * are required and must be completed before submitting the filing

Primary Address

House No.*

260

Block*

135

Occupancy Group

R0-CONDOMINIUMS

Gray shaded fields are read-only and are populated from the Building Information System (BIS) or from eFiling registration

Enter Preliminary Job Details

To **save your filing** and **generate the job number** you must complete the following General Information sections:

- Primary Address
- Filing Information
- Applicant Information
- Registered Design Professional (Optional)
- Owner Information
- Asbestos Abatement Compliance
- Filing Representative (Optional)

Enter Location Information

Primary Address		
House No.* <input type="text"/>	Street Name* <input type="text"/>	Borough* <input type="text" value="Select Borough:"/>
Block* <input type="text"/>	Lot* <input type="text"/>	BIN <input type="text"/>
Occupancy Group <input type="text"/>	Zip <input type="text"/>	

Enter Location Information

- House Number
- Street Name
- Borough
- Block
- Lot

Enter Applicant Information

Applicant Information		
E-Mail*	License Type*	License Number*
<input type="text" value="DOBELVTR1DIRECTOR@GMAIL.COM"/>	<input type="text" value="Elevator Director"/>	<input type="text" value="L - 026001"/>
Business LookUp*	First Name	Last Name
<input type="text" value="CONSOLIDATED ELE. IND.INC"/>	<input type="text" value="ELV"/>	<input type="text" value="DIRECTOR"/>
Business Name	Address	City
<input type="text" value="CONSOLIDATED ELE. IND.INC"/>	<input type="text"/>	<input type="text"/>
State	Zip	Phone
<input type="text" value="NY"/>	<input type="text" value="11101-5712"/>	<input type="text" value="7187840560"/>

Required fields are:

- Applicant Email
- License Type
- Business Lookup

The remaining fields will auto populate with the information from eFiling

Filing Information

Filing Information

Filing Includes*	Building Code	Device Type
New Installation	1968 and prior	Elevator

- Confirm **Filing Includes** selected earlier
- Select **Building Code** Year from the drop down
- Confirm **Device Type** selected earlier

Enter Design Professional Information

1 Design Professional Information

E-Mail	License Type	License Number
<input type="text" value="DOBTESTING123@GMAIL.COM"/>	<input type="text" value="Professional Engineer"/>	<input type="text" value="PE - 061496"/>
Business Name	First Name	Last Name
<input type="text" value="T123 LLC"/>	<input type="text" value="TESTING123"/>	<input type="text" value="DOB"/>
Address	City	State
<input type="text" value="T123 LLC"/>	<input type="text" value="NYC"/>	<input type="text" value="NY"/>
Zip	Phone	
<input type="text" value="10007"/>	<input type="text" value="2016559888"/>	

1. Input the Design Professional eFiling email address
2. Select the License Type from the dropdown

The remainder of the information auto populates from eFiling

Enter Owner Information

1 Owner Information **2**

E-mail	Owner Type	Title
<input type="text" value="APPLEROME18@GMAIL.COM"/>	<input type="text" value="NYCHA"/>	<input type="text"/>
Business Name	First Name	Last Name
<input type="text" value="ZXCVBNMASD ZXCVBNMASD ZXCVBNMASD ZX"/>	<input type="text" value="APPLE"/>	<input type="text" value="ROME18"/>
Address	City	State
<input type="text" value="AR18"/>	<input type="text" value="NYC"/>	<input type="text" value="NY"/>
Zip	Phone	
<input type="text" value="10000"/>	<input type="text" value="2013331111"/>	

1. Enter Owner's registered eFiling email address
2. Select **Owner Type**

Asbestos Abatement Compliance

Asbestos Abatement Compliance

- The scope of work requires related asbestos abatement as defined in the regulations of the NYC DEP.
- The scope of work is not an asbestos project as defined in the regulation of the NYC DEP. DEP Control# is required.
- The scope of work is exempt from the asbestos requirement as defined in the regulation promulgated by the NYC DEP (15 RCNY 1-23(b)) or is an alteration to a building constructed pursuant to plans submitted for approval on or after April 1, 1987, in accordance with 28-106.1.

- Select **Asbestos Abatement Compliance status** by clicking the **radio button** next to the applicable statement.
- Asbestos abatement documentation is mandatory now for all elevator jobs
- Depending on your selection additional required fields may appear
- *Please Note: Directors/Co-Directors will be able to claim exemption to providing asbestos abatement documentation if there is no penetration of the building material.*

Rule Review

A Certified Asbestos Investigator (CAI) is required to submit a NYC Department of Environmental Protection (DEP) ACP5 Form prior to the issuance of an elevator permit.

http://www1.nyc.gov/assets/buildings/pdf/elevator_permit_requirements.pdf

Filing Representative

The screenshot shows a web interface for adding a filing representative. A red circle with the number '1' highlights a blue button labeled '+ Add Filing Representative' in the top left. A second red circle with the number '2' highlights the 'E-Mail*' input field in a pop-up window titled 'Filing Representative Details'. This field contains the email address 'APPLEROME17@GMAIL.COM'. Other fields in the pop-up include 'Registration Number', 'First Name' (APPLE), 'Middle Initial' (M), 'Last Name' (ROME), 'Business Name' (AR LLC), 'Business Telephone' (2013330000), 'Business Address' (AR LLC), 'Business Fax' (2125551212), 'City' (NYC), 'State' (NY), and 'Zip Code' (10000). A 'Mobile Telephone' field is also present but empty. At the bottom of the pop-up, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

1. Click + **Add Filing Representative**
2. Enter Filing Rep's eFiling email address in the pop up window
3. Click **Save**

Filing Representative

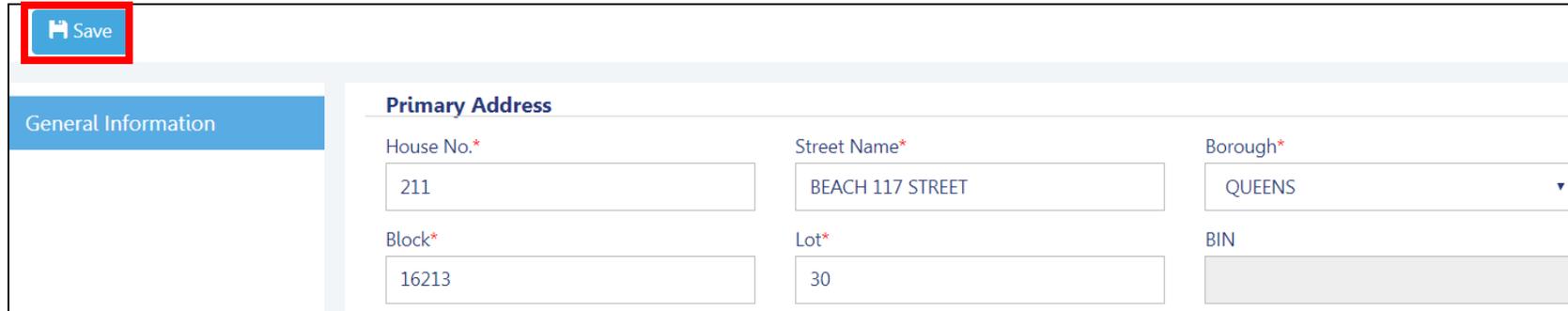
Filing Representative

[+ Add Filing Representative](#)

First Name	Last Name	E-mail	Registration No.
APPLE	ROME	APPLEROME17@GMAIL.COM	

- The Filing Representative's information is saved
- To add more filing representatives, click **+Add Filing Representative**, and repeat previous steps

Save the Filing



The screenshot shows a web form interface. At the top left, there is a blue button with a floppy disk icon and the text "Save", which is highlighted with a red rectangular border. Below this, the form is divided into two main sections. On the left is a vertical sidebar with a blue header labeled "General Information". On the right is the main content area, titled "Primary Address". This area contains several input fields: "House No.*" with the value "211", "Street Name*" with the value "BEACH 117 STREET", "Borough*" with a dropdown menu showing "QUEENS", "Block*" with the value "16213", "Lot*" with the value "30", and a "BIN" field which is currently empty and greyed out.

When General Information tab is completed, click **Save** to save your work and generate a job number

General Information - Save

The screenshot displays the NYC Buildings 'DOB NOW' application interface. The header includes the NYC logo and 'Buildings' text. The main title is 'DOB NOW' with the subtitle 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. A progress bar shows the current step as 'Pre-Filing', with other steps being 'Applicant of Record Review' and 'Pending Plan Examiner Assignment'. A 'BUILD' button is visible in the top left. Below the progress bar are 'Save' and 'Preview to File' buttons. The bottom left shows the application ID 'M00005705-11'. The bottom right section is titled 'Devices - Elevator' and includes an 'Add New Device' button. A notification dialog box is overlaid on the right side, containing the text: 'Application created successfully. Please add/update device details.' and an 'OK' button, which is highlighted with a red square.

The system will prompt with a notification of success and to add or update the device details.
Click **OK**

Job Number Generates

The screenshot shows the DOB NOW application interface. At the top left, there is a logo with 'DOB NOW' and 'BUILD' text. The main header reads 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this is a progress bar with four stages: 'Pre-Filing' (active), 'Applicant of Record Review', 'Pending Plan Examiner Assignment', and 'Plan Examiner Review'. There are 'Save' and 'Preview to File' buttons. On the left, a sidebar menu shows 'M00005705-I1' (highlighted in red), 'General Information', 'Device Details', 'Insurance/Fee Information', 'Documents', and 'Statements & Signatures'. The main content area is titled 'Devices - Elevator' and includes an 'Add New Device' button and a table with columns 'Tracking No.', 'NYC Device ID', and 'Device Status'.

Device Details

The screenshot displays the 'DOB NOW' portal interface. At the top, there is a blue header with the 'DOB NOW' logo and the text 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below the header is a progress bar with four stages: 'Pre-Filing', 'Applicant of Record Review', 'Pending Plan Examiner Assignment', and 'Plan Examiner Review'. The first stage, 'Pre-Filing', is currently active. Below the progress bar are two buttons: 'Save' and 'Preview to File'. On the left side, there is a sidebar menu with the identifier 'M00005705-I1' and four menu items: 'General Information', 'Device Details', 'Insurance/Fee Information', and 'Documents'. The main content area is titled 'Devices - Elevator' and contains a table with columns 'Tracking No.', 'NYC Device ID', and 'Device Status'. A red rectangular box highlights the '+ Add New Device' button located above the table.

Click **+Add New Device** to generate a new device application. 8 is the maximum number of devices

Device Details

The screenshot shows the 'DOB NOW' interface for the NYC Department of Buildings. The main header includes the NYC logo and 'Buildings'. Below this, the 'DOB NOW' logo is displayed, along with the text 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. A progress bar indicates the current stage is 'Pre-Filing', with other stages being 'Applicant of Record Review' and 'Pending Plan Examiner Assignment'. A 'Save' button and a 'Preview to File' button are visible. A confirmation dialog box is open, asking 'Device successfully added. Do you want to proceed updating device details?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box. Below the dialog, the 'Devices - Elevator' section shows a table with one device entry.

Tracking No.	NYC Device ID	Device Status	Created On
M00005705-332			10/4/2017 4:43:44 P

1. A tracking number will be assigned
2. Click **Yes** to add the device to your filing and be taken to the Device Details tab

Navigating Devices

Navigating the Device Details tabs

M00005705-11	Device ID : M00005705-332	Save Device
General Information	Data Entry : In Progress	
Device Details	Device Information	<input checked="" type="checkbox"/> >
M00005705-332	Machine and Machine Room	<input checked="" type="checkbox"/> >
Insurance/Fee Information	General Information	<input checked="" type="checkbox"/> >
Documents	Cars and Counterweight	<input checked="" type="checkbox"/> >
Statements & Signatures	Hoistway Opening	>
	Pit and Buffers	>

Expand each tab to enter details about the new device

To save your information, click **Save Device**

Device Information

M00005705-11

General Information

Device Details ^

M00005705-332 ✓

Insurance/Fee Information

Documents

Statements & Signatures

Device ID : M00005705-332
Data Entry : Completed Save Device

Device Information ✉

Building Elevator Numbers: Elevator Type*: Elevator sub-type*:

Physical Address (Please provide the physical location of the device)

80 characters remaining

Is this:

The Only Elevator In The Building?*	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Elevator Part Of Destination Dispatch System*	<input type="radio"/> Yes	<input checked="" type="radio"/> No
An Occupant Evacuation Elevator?*	<input checked="" type="radio"/> Yes	<input type="radio"/> No	A Fire Service Access Elevator?*	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Building Meets The Stretcher Car Requirement ?*	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Device Used In Conjunction With An MTA Station?*	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Device Conforming With Seismic Compliance?*	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Device Installed In A New Hoistway?*	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Device Equipped With Fire Emergency Phase I & II?*	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Is This A Loft Law Building?*	<input type="radio"/> Yes	<input checked="" type="radio"/> No

Device Job Description*

948 characters remaining

Click **Device Details**
The Device Information tab will expand

Machine and Machine Room

Machine and Machine Room

Machine Type*
Select Type: ▾

Type of Machine Brake*
Select Type: ▾

Type of Plunger*
Select Type: ▾

Machine Location*

Machine Manufacturer*

Machine Model*

Controller Location*

Controller Manufacturer*

Controller Model*

	Quantity	Size	Ultimate Strength	Material
Hoist Ropes	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Type: ▾
Car Counterweight Ropes	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Type: ▾
Car Governor Ropes	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Type: ▾
CWT Governor Ropes	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Type: ▾

	Location	Tripping Speed	Type
Car Governor	<input type="text"/>	<input type="text"/>	Select Type: ▾
CWT Governor	<input type="text"/>	<input type="text"/>	Select Type: ▾

General Information >

Cars and Counterweight >

Hoistway Opening >

Pit and Buffers >

General Information

Device Information*

Building Elevator Numbers:

Elevator Type*:

Elevator sub-type*:

Physical Address (Please provide the physical location of the device)

100 characters remaining

Is this:

The Only Elevator In The Building?*	<input type="radio"/>	<input checked="" type="radio"/>	Elevator Part Of Destination Dispatch System*	<input type="radio"/>	<input checked="" type="radio"/>
An Occupant Evacuation Elevator?*	<input checked="" type="radio"/>	<input type="radio"/>	A Fire Service Access Elevator?*	<input checked="" type="radio"/>	<input type="radio"/>
Building Meets The Stretcher Car Requirement ?*	<input type="radio"/>	<input checked="" type="radio"/>	Device used In Conjunction With an MTA Station?*	<input type="radio"/>	<input checked="" type="radio"/>
Device Conforming With Seismic Compliance?*	<input type="radio"/>	<input checked="" type="radio"/>	Device Installed In A New Hoistway?*	<input type="radio"/>	<input checked="" type="radio"/>
Device Equipped With Fire Emergency Phase I & II?*	<input type="radio"/>	<input checked="" type="radio"/>	Is This A Loft Law Building?*	<input type="radio"/>	<input checked="" type="radio"/>

Device Job Description*

970 characters remaining

Machine and Machine Room*

Device General Information*

Cars and Counterweight*

Hoistway Opening*

Pit and Buffers*

Cars and Counterweight

Cars and Counterweight* ☑ ▾

Car Safety Type* Instantaneous ▾	Counterweight Safety Type* Gradual WC ▾	Car Opening* Door ▾
Car Opening Direction* Horizontal ▾	Car Gate/Door Operation* Power ▾	Contact Type* AUTOMATED
Manufacturer* DELTA	Car To Counterweight Ratio(%) 20	Top Emergency Exit Min Area* 40
Top Emergency Exit Min Side* 10		
Car Inside Dimensions-Width* 15 ft. 12 in.	Car Inside Dimensions-Depth* 20 ft. 4 in.	Car Inside Area 325.33 sq. ft.(units)
Sized For Stretcher Requirement?* <input type="radio"/> Yes <input checked="" type="radio"/> No	Glass Car* <input checked="" type="radio"/> Yes <input type="radio"/> No	
Multi Compartment Elevators* <input type="radio"/> Yes <input checked="" type="radio"/> No		

Hoistway Opening* ☑ ➤

Pit and Buffers* ☑ ➤

Hoistway Opening

Hoistway Opening

Hoist Opening*
Door

Hoist Opening Direction*
Horizontal

Hoistway Operation*
Power

Hoistway Door Features*
Vision Panel

Landing on Floors*
1-9

Number of Openings *	Front	Side	Rear	Total
	1			1

Door Monitoring Circuits*
 Yes No

1 1/2 Hr. Fire Rated Construction Type*
 Yes No

Self Closing Emergency Doors in Blind Hoistway*
 Yes No

Interlock in Blind Hoistway*
 Yes No

Pit and Buffers

Pit and Buffers

Car Buffer

Car Buffer* Type* Manufacturer*

Engagement Speed (F.P.M)* Stroke*

Reduced Stroke?* Yes No

Counterweight Buffer

Counterweight Buffer Type

Engagement Speed (F.P.M) Stroke

Compensation Means*

Length*

Reduced Stroke? Yes No Occupied Space Below* Yes No

Compensation Tie Down* Yes No Counterweight Guard* Yes No

Save Device Details

Device ID : **1P00796**
Data Entry : Completed

[Save Device](#)

- Device Information* >
- Machine and Machine Room* >
- Device General Information* >
- Cars and Counterweight* >
- Hoistway Opening* >
- Pit and Buffers* >

To save your information, click **Save Device**

Upload Required Documents

Required Documents

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar has a 'Documents' tab selected. The main content area is titled 'Required Documents' and contains a table with the following data:

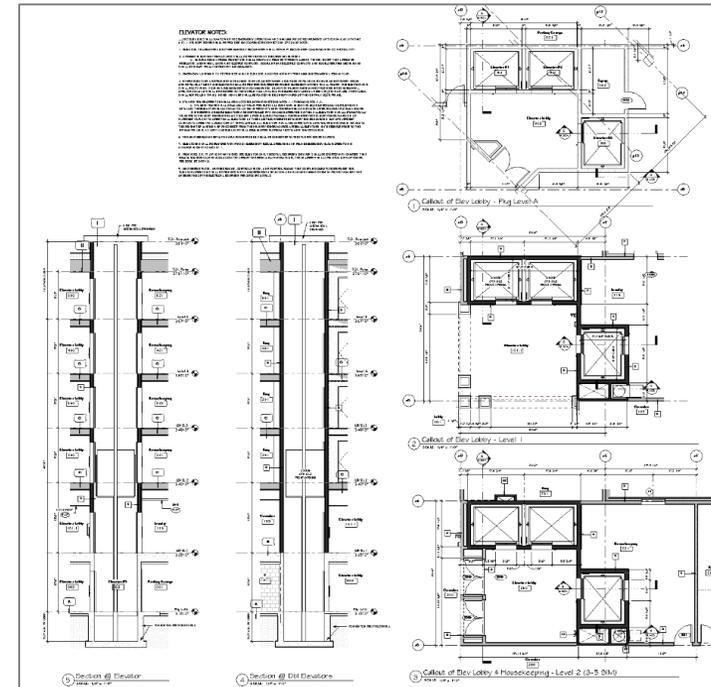
Created On	Document Name	Document Status	Upload
2017-10-31	DPL-1:Design Professional Seal & Signatures	Pending	
2017-10-31	Drawings Including Plans	Pending	
2017-10-31	Fee Exempt Supporting Document - DOF ACRIIS Report	Pending	
2017-10-31	Notarized letter from the Owner for Accessibility required by BC	Pending	
2017-10-31	Plot Plans for Removal/Dismantle of Device	Pending	

At the bottom of the table, there is a pagination control showing 'Total Items: 5', a page number '1' in a box, a slash and '1', and a dropdown menu set to '10' with the text 'Items Per Page'. On the far right, it says '1 - 5 of 5 items'.

1. Click the **Documents** tab
2. Document Status will be **Required**

Rule Review

- Drawings must be sealed before uploading.
- Please write the **DOB NOW Job Number** to the plan set/drawings before uploading



DPL-1 Signature and Seal Form

Applies to Licensees with a Seal

Professional Engineers
Registered Architect
Registered Landscape Architect
Master Plumber
Oil Burner Installer
Electrical Contractor
Master Fire Suppression Contractor

- Upload a scanned version of your **Signature and Seal** with each filing
- Use the **DPL-1** form available from the **Forms** section of the **DOB website**
- Good for 1 year from signature date

Fee-Exempt Filings

- **Owner Type** determines fee-exempt status
- Selecting a fee-exempt status will add **Fee Exempt Supporting Document – DOF ACRIS Report** as a Required Document
- Download a valid ACRIS report from the Dept. of Finance ACRIS system – link available on DOB home page under Related Links

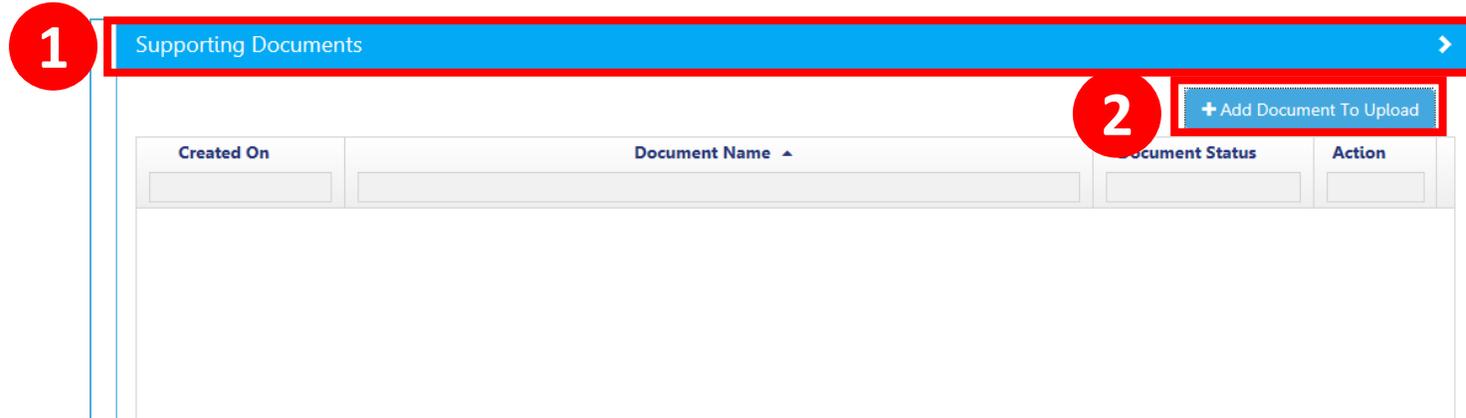
Related Links



ACRIS

The Dept of Finance's ACRIS system allows you to search for all property records and to view document images for Manhattan, Queens, Bronx, and Brooklyn from 1966 to the present.

Additional Supporting Documents



The applicant has the option to upload additional supporting documents

1. Expand Supporting Documents tab
2. Click **+Add Document to Upload**

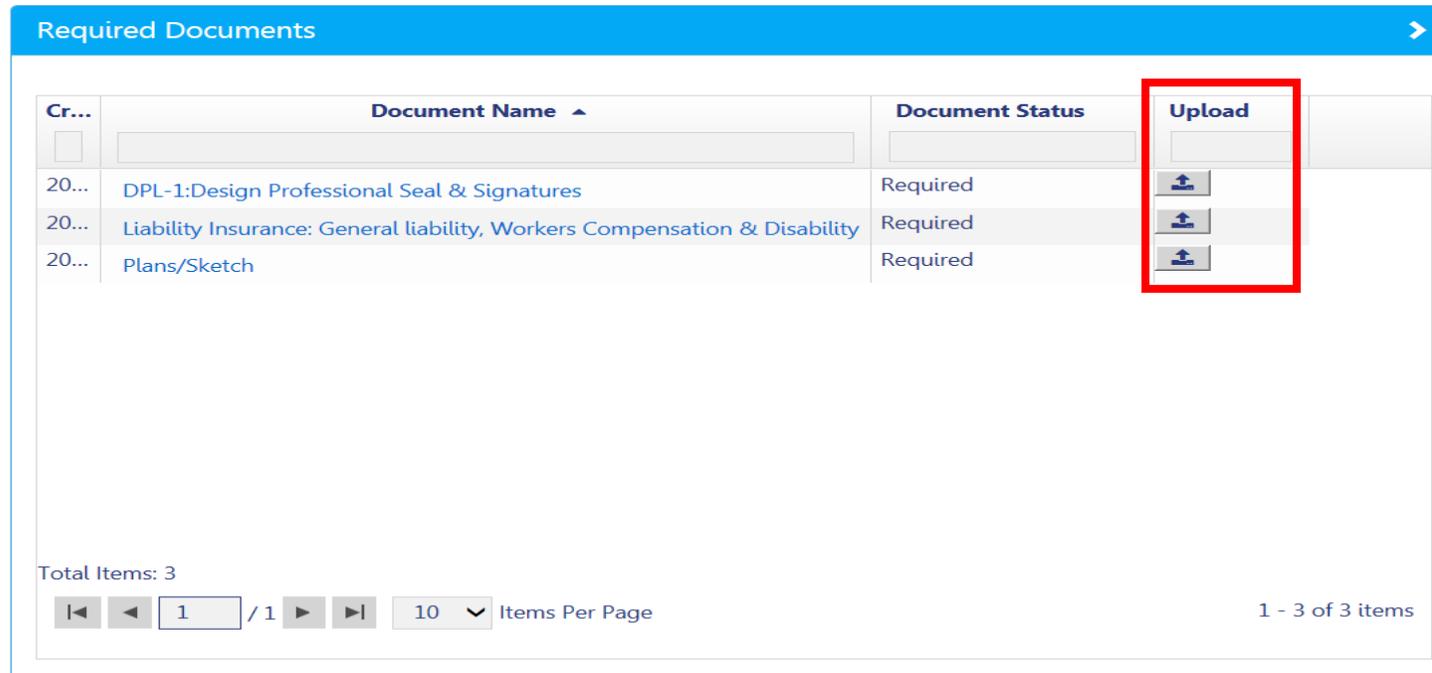
Select Additional Document

The screenshot shows a 'Document Uploader' interface. At the top, there is a blue header with the text 'Document Uploader'. Below the header, there is a 'Select Document' section. A red box highlights the text '/DEP/Con-ED/Amtrak/Other Jurisdiction for Hoist Structure' in the 'Select Document' field, with a red circle containing the number '2' next to it. To the right of this field is a 'File name:' label and a 'Browse...' button, with a red circle containing the number '3' next to it. Below the 'Browse...' button is an 'Upload' button. To the right of the 'Select Document' field is a list of documents under the heading 'Document Name'. The list contains several items, including 'AIA Contract to Support Cost Estimate', 'Any permits issued by the Elevator Division after approval of application', 'Approval form MTA/Port Authority/DEP/Con-ED/Amtrak/Other Jurisdiction for Hoist Structure', 'Approval Letter From the Owner If Changing "Applicant"', and 'B Form 10 Elevator Amendment Form'. A red circle containing the number '1' is positioned above the list. At the bottom of the list, there are navigation controls: a left arrow, a right arrow, a page number '4', a dropdown menu for 'Items Per Page' set to '5', and the text '1 - 5 of 17 items'.

1. Select the **Document Name** from the list
 2. The **Select Document** field populates
 3. Click **Browse**
- Continue with document uploading

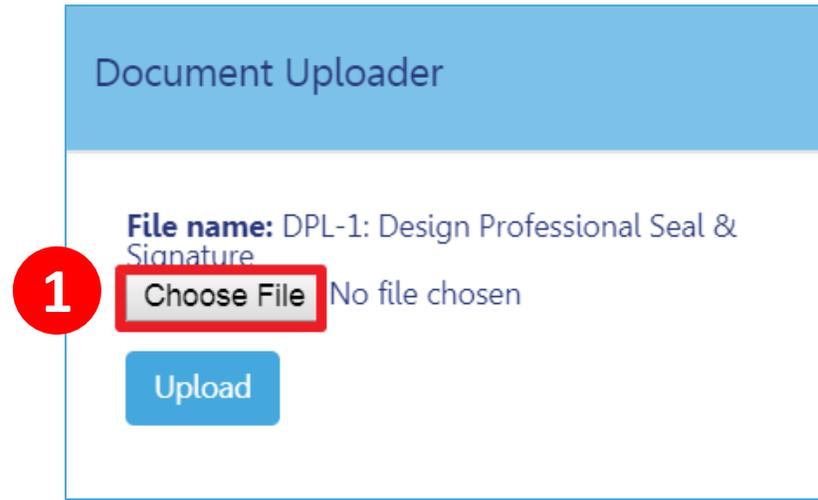
Upload Required Documents Demo

Click the Upload Icon



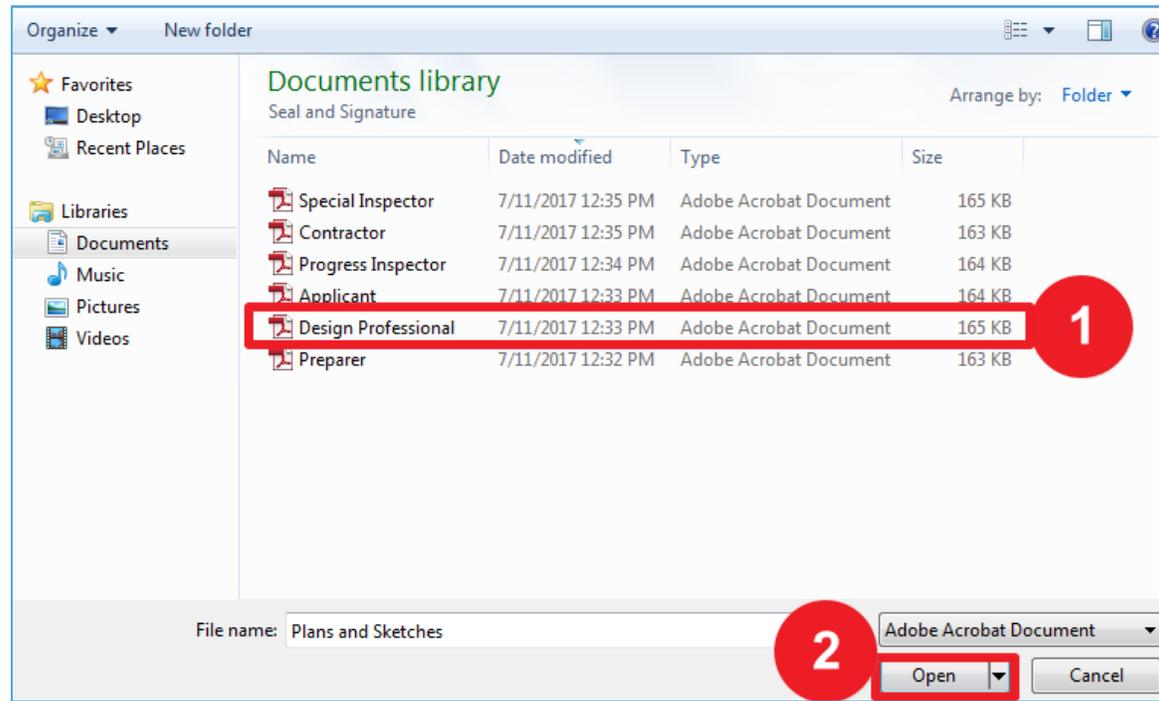
1. From the row of the document you want to upload, click the **Upload** icon

Click Choose File



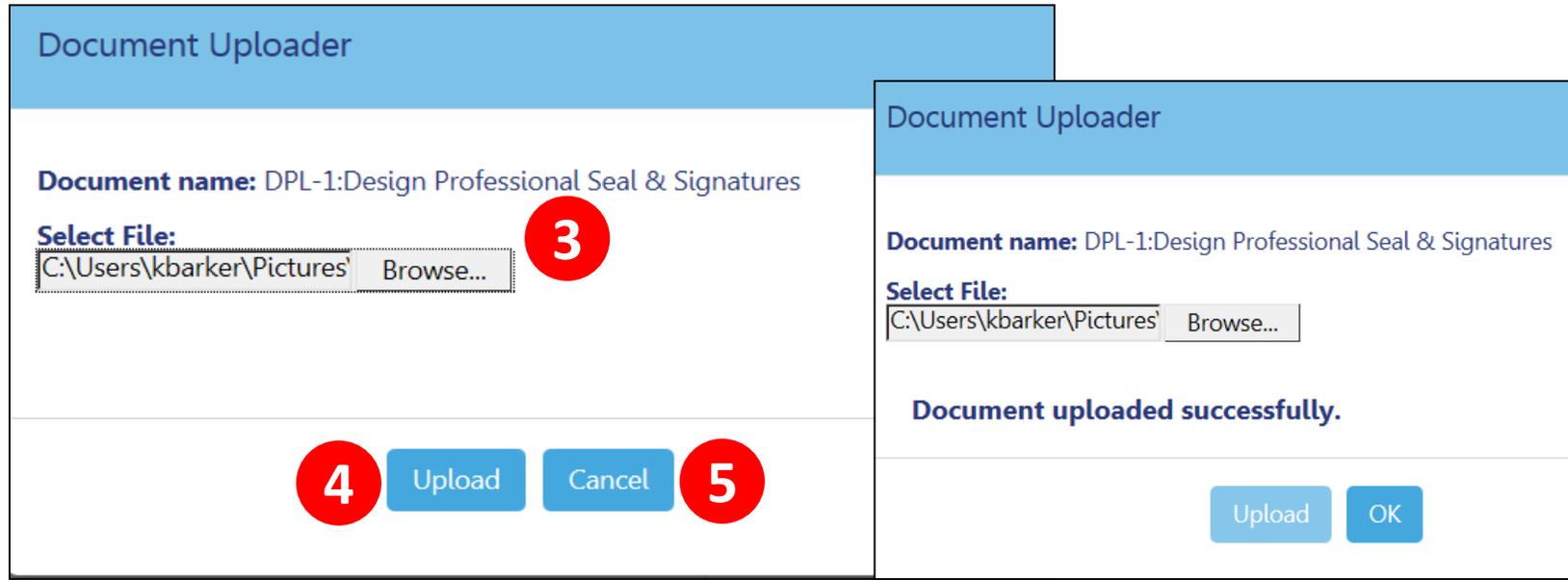
1. Click **Choose File**

Select File



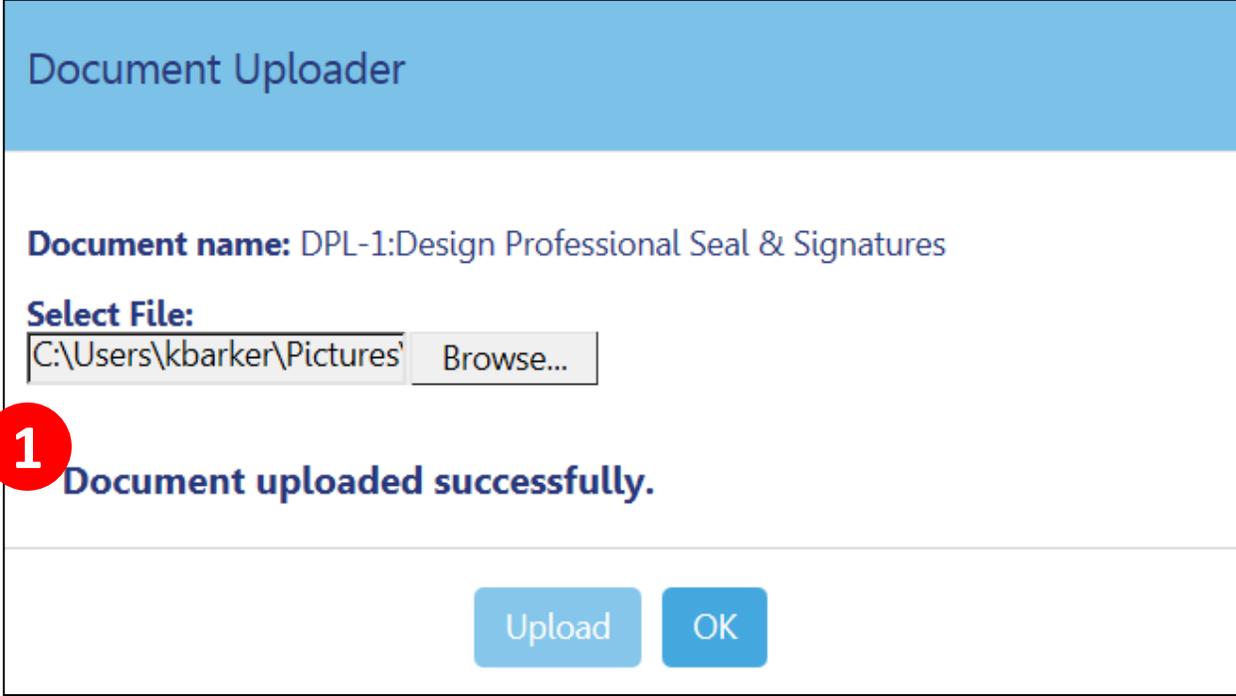
1. Highlight document to be uploaded
2. Click **Open**

Upload Document



3. The **Document Uploader** will display the file to be attached
4. Select **Upload** or
5. Click **Cancel** to cancel the upload

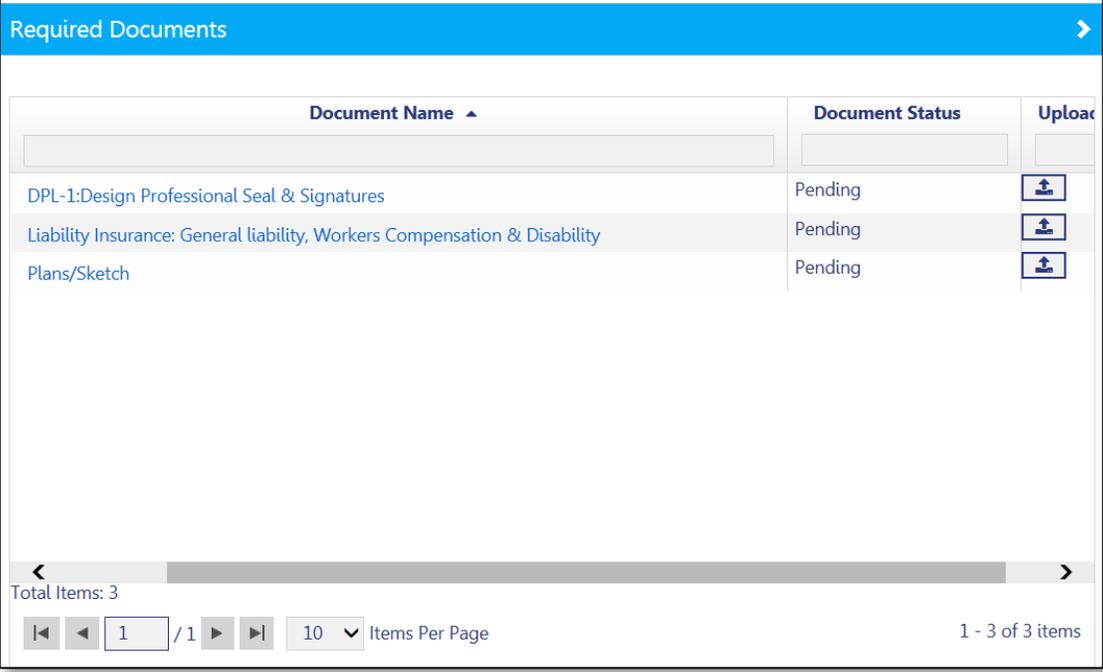
Confirm Successful Upload



The screenshot shows a web interface titled "Document Uploader". It displays the document name "DPL-1:Design Professional Seal & Signatures" and a file selection field with the path "C:\Users\kbarker\Pictures" and a "Browse..." button. A red circle with the number "1" highlights a blue confirmation message: "Document uploaded successfully.". At the bottom of the interface are two buttons: "Upload" and "OK".

1. The system will display a confirmation message, **Document Uploaded Successfully**

Save Documents



The screenshot shows a web interface titled "Required Documents" with a table containing three rows of document information. Each row has an "Upload" button. The table is as follows:

Document Name	Document Status	Upload
DPL-1:Design Professional Seal & Signatures	Pending	
Liability Insurance: General liability, Workers Compensation & Disability	Pending	
Plans/Sketch	Pending	

At the bottom of the table, there is a pagination control showing "Total Items: 3", a page number "1 / 1", a dropdown menu set to "10 Items Per Page", and a status "1 - 3 of 3 items".

1. Document will appear in the **Documents** section with a status of **Pending**
2. Click **Save**

Document Status

Required

- Document must be uploaded before filing can be accepted

Pending

- Document successfully uploaded but filing has not been submitted

Submitted

- Document has been submitted and is under DOB review

Accepted

- Document has been reviewed and accepted by DOB

Rejected

- Document has been rejected by DOB and must be corrected and resubmitted

Rule Review

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

Knowledge Check

Question:

When I first upload a document, what is the Document Status?

Knowledge Check

Answer:

Pending. It does not change to Submitted until the filing has been Submitted to the DOB for review.

Complete Statements and Signatures

Statements and Signatures

The following stakeholders must sign in to DOB NOW and complete their statements and signatures

- Applicant of Record (Elevator Director or Co-Director)
- Design Professional
- Property Owner

Applicant's Statement

M00006027-I1

General Information

Device Details ^

1E1707

Insurance/Fee Information

Documents

Statements & Signatures

Applicant's Statements*

The information in this application is correct and complete to the best of my knowledge and I assume responsibility for all statements in this submission. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to 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, 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 prepared or supervised the preparation of the construction documents and specifications herewith submitted and to the best of my knowledge and belief, the construction documents and work shown thereon comply with the provisions of the NYC Administrative Code and other applicable laws and rules, except as set forth in the accompanying documents. I acknowledge that I have read and complied with all instructions pertaining to this application and supplementary schedules submitted.

I will comply with all applicable laws, rules and regulations including all insurance requirements.

In accordance with 528-104.8 of the Administrative Code, I hereby declare I am authorized by the owner of the premises to which this application pertains to make this application for a permit to perform the work described herein. In accordance with Rule 101-16, I will post the permit in a conspicuous and visible location.

Replacement/Modification Statements

I am filing this Replacement/Modification Application for consideration under Operations Policy and Procedures Notice # 26/90. I certify that no electrical or mechanical safety load tests need to be performed in conjunction with this work.

I have assumed responsibility for making inspections during the progress and upon completion of the indicated work. Upon completion I will sign off on the completed work and remove all applicable violations.

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.

Applicant Name Date

The applicant must electronically sign by clicking the box

Design Professional's Statements and Signatures

Design Professional's Statements*

The information in this application is correct and complete to the best of my knowledge and I assume responsibility for all statements in this submission. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to 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, 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 prepared or supervised the preparation of the construction documents and specifications herewith submitted and to the best of my knowledge and belief, the construction documents and work shown thereon comply with the provisions of the NYC Administrative Code and other applicable laws and rules, except as set forth in the accompanying documents. I acknowledge that I have read and complied with all instructions pertaining to this application and supplementary schedules submitted.

I will comply with all applicable laws, rules and regulations including all insurance requirements.

In accordance with §28-104.8 of the Administrative Code, I hereby declare I am authorized by the owner of the premises to which this application pertains to make this application for a permit to perform the work described herein. In accordance with Rule 101-16, I will post the permit in a conspicuous and visible location.

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.

Design Professional Name

Date

Design Professional must log in, upload DPL-1, affirm statements, and electronically sign the filing by checking the box

Owner Statements and Signatures

Owner's Statements*

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to 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, 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. Furthermore, I understand that I am responsible for insuring that a final inspection be performed when the permitted work is complete. When work is performed pursuant to Operations Policy and Procedure Notice # 26/90 I also understand that I am responsible for insuring that a satisfactory report of final inspection be submitted, along with all required submittal documents, so that the NYC Department of Buildings may issue a certificate of compliance or certificate of occupancy within the time prescribed by law.

I have authorized the applicant to file this application for the work specified herein and all future amendments. I will not knowingly authorize any work that is not in compliance with all applicable laws, rules, and regulations.

Fee Exemption Request (Non-Profit Owned and Operated) In accordance with Administrative Code §28-112.1, Exception 1, I certify that the deed holder is a corporation or association organized and operated exclusively for the purposes indicated in such section, and that the property is used exclusively by such entity for such purpose.*

Yes No

Fee Exemption Request (NYCHA/HHC, NYC Agency, or Other Government Owned and Operated) The building or any part thereof to be constructed, renovated, altered or demolished is owned and operated exclusively for the purposes of the NYC Agency, NYC Authority, NYS Agency, Federal Government or any other government entity.*

Yes No

If I am a condo unit owner or co-op tenant-shareholder, I further represent that I am authorized by the condo or co-op board to sign this application on behalf of such board, and if applicable, acknowledge that construction and related documents will be accepted with less than full examination by the department based on the professional certification of the applicant.

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.

Owner Name Date

Owner must log in and complete **Owner Statements**

Owner Statements and Signatures

1 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.

Owner Name
("Electronically Signed")

Date

1. Owner must **check the box** to affix electronic signature to the filing

Pay Filing Fees

Rule Review

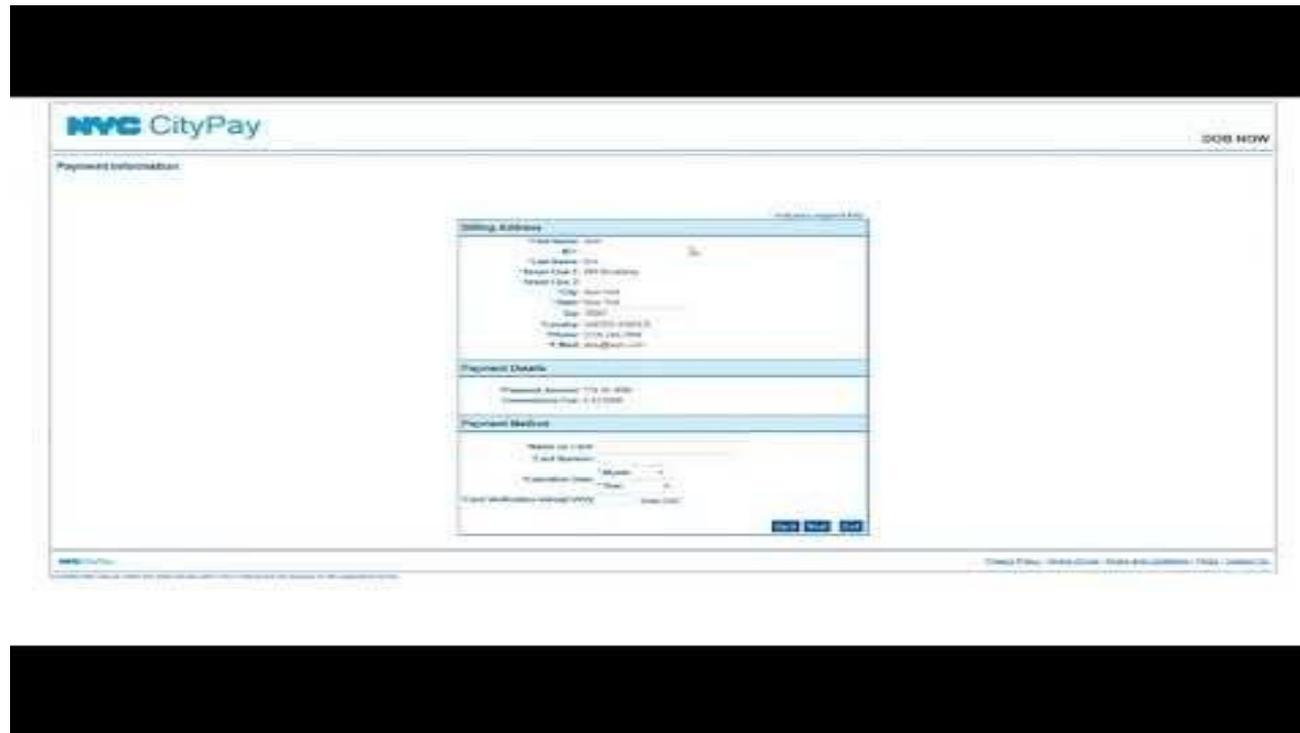
- Fees must be paid before a filing can be submitted
- The following registered eFilers associated with a filing can submit payments:
 - Director/Co-Director
 - Design Professional
 - Owner
 - Filing Representative

Rule Review

- You can pay by:
 - eCheck
 - Credit Card
 - Debit Card
- Credit and Debit Card payments are subject to a 2.49% convenience fee

Payment Video

Click on the picture to watch the video

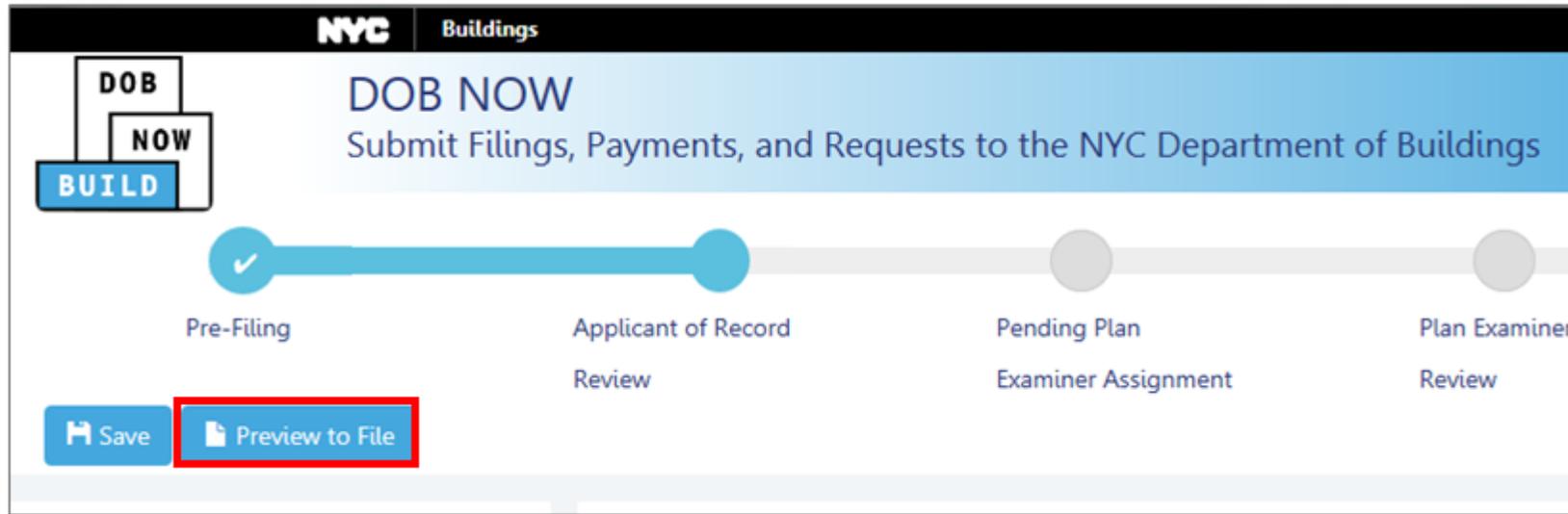


Payments Blocked

- If you click **Pay Now** and the system seems to stall, it is probably because your browser is blocking the Payment Portal
- You will need to update the Settings of your internet browser to turn off pop-up blockers and/or add DOB NOW to your Trusted Sites

Preview to File

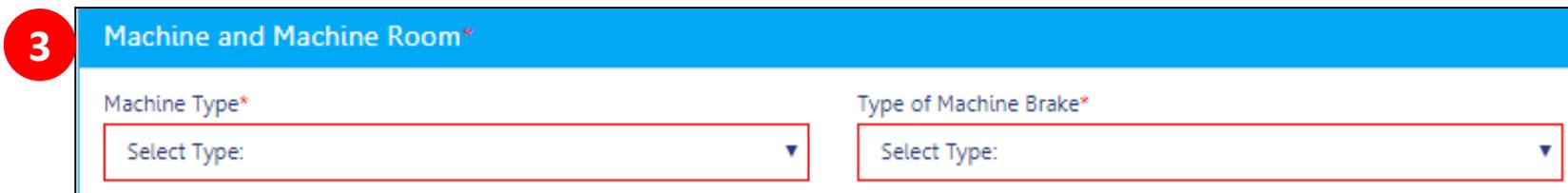
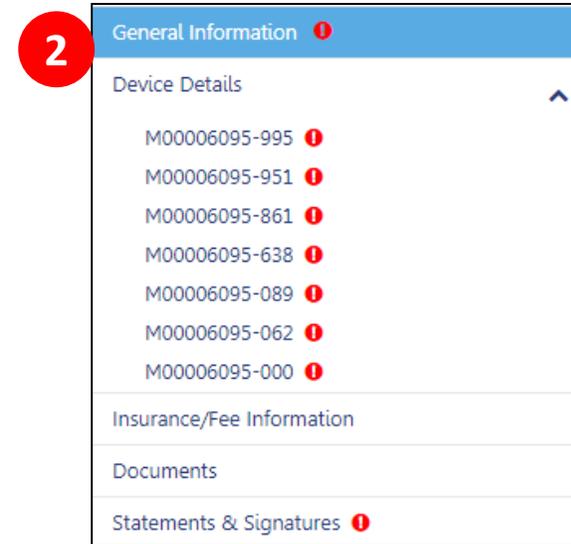
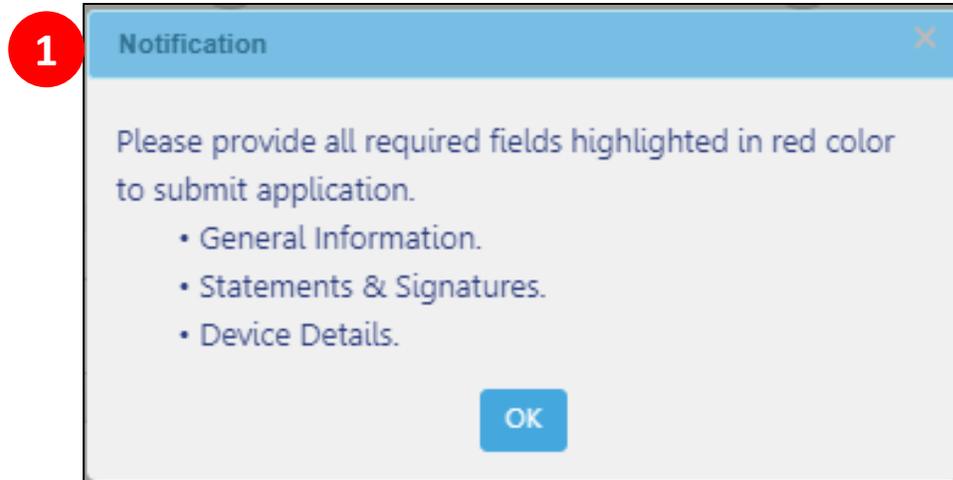
Preview the Application



Before submitting an application to the DOB, the Elevator Director/Co-Director must perform a final review of the filing

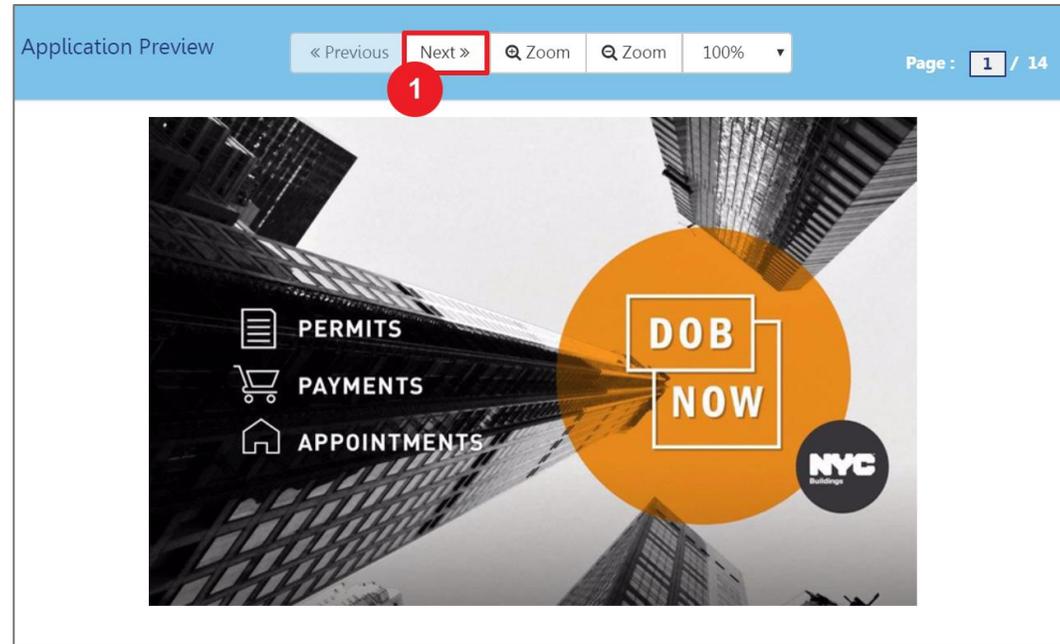
Click **Preview to File** button in the upper left of a filing

Notification of Missing Information



1. Pop-up notification indicating missing information
2. Red exclamation point (!) will display in the section missing information
3. Missing fields will be highlighted with a red outline

Complete Application Preview



1. Click **Next** to review all pages of the filing
2. Scroll to the bottom of each page to review the entire page

Electronically Sign and File

Page 14 of 14

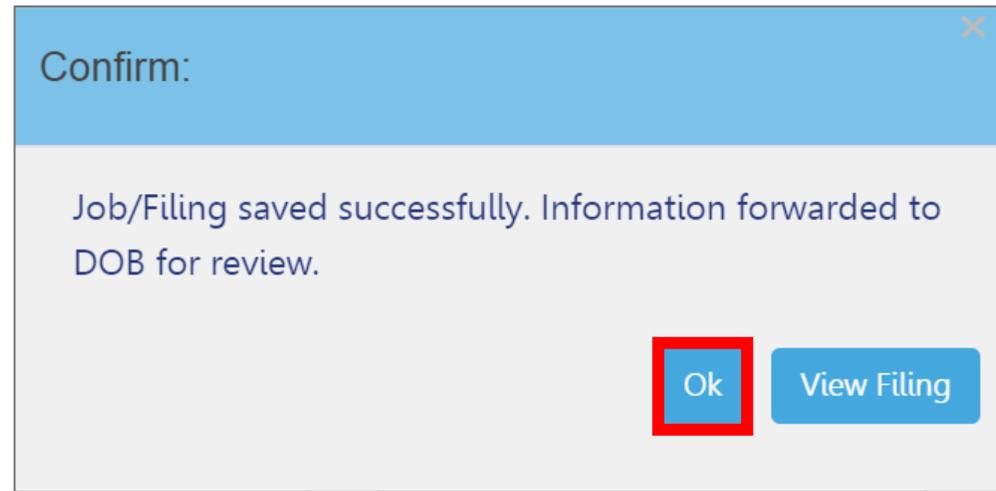
1 "I have personally reviewed all information entered on this application."

Name Date
("Electronically Signed")

2

1. Select the **check box** to electronically sign
2. Select **File**

View Job Filing Confirmation



A successful filing confirmation will appear
Click **OK**

View Confirmation Email

Filing Submitted for M00006084/11/340 WEST 31 STREET Inbox x

 **CRM Buildings NYC DEV** <CRMBuildNYCDev@buildings.nyc.gov> 10:44 AM (3 hours ago)
to me, MRC, SAM ▾

This email references [M00006084/11/340 WEST 31 STREET](#) .

This filing has been submitted and is awaiting assignment to a plan examiner.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at doznosupport@buildings.nyc.gov.

Sincerely,
NYC Department of Buildings



Plan Examiner Assignment

Filing Assigned to **Plan Examiner** for M00006093/I1/888 FIFTH AVENUE Inbox x



CRM Buildings NYC DEV <CRMBuildNYCDev@buildings.nyc.gov>

1:32 PM (39 minutes ago)

to ADAM, me

This email references [M00006093/I1/888 FIFTH AVENUE](#) .

This filing has been assigned to a **plan examiner**.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at dobnowsupport@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings



Knowledge Check

Question:

Who is required to click the **Preview to File** button, review and confirm before submitting a filing to the DOB?

Knowledge Check

Answer:

The Applicant of Record is required to click **Preview to File**, review the application page by page, and affix his/her electronic signature by checking the box. Only then will the **File** button become active.

Alteration/Replacement Application

Scenario

You're a Licensed Professional filing a Dumbwaiter Alteration/Replacement

Work Type-Elevators: Alteration/Replacement

Job filing includes:

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

[Next](#) [Cancel](#)

Work Type-Alteration/Replacement

Job filing includes:

- New Installation
- Alteration/Replacement
- Dismantle
- Remove

[Next](#) [Cancel](#)

Work Type - Dumbwaiter

Job filing includes:

- Accessibility Lift
- Escalator
- Conveyor
- Moving Walk
- Dumbwaiter
- Elevator

[Submit](#) [Cancel](#)

Device Search by BIN NUMBER

The screenshot shows the 'DOB NOW' interface for submitting filings, payments, and requests to the NYC Department of Buildings. The 'BUILD' section is active, and the 'Device Search' form is visible. The form has three search options: 'Device #', 'Address', and 'BIN'. The 'BIN' option is selected, indicated by a red circle '1' and a red box around the radio button. The 'BIN Number' field is highlighted with a red box and a red circle '2', containing the value '1015219'. The 'Search & Add' button is highlighted with a red box and a red circle '3'.

You can search by Device #, Address or BIN

1. Click **BIN radio button**
The BIN Number field will appear
2. Type in the **BIN Number**
3. Click **Search & Add**

Device Status-Color Coded

Color Coding for Device Status – DOB NOW BUILD	
Device ID	Status
1P12345	R -Removed
1P12345	A -Active
1P12345	J -No Jurisdiction
1P12345	W -Work in progress
1P12345	L -Deleted
1P12345	D -Dismantled
1P12345	N -Withdrawn/Unknown
1P12345	H -Housing Authorized
1P12345	S -Sealed

Device List-Active

Device Result

Search Result [View All Devices](#)

Device Details:
1F3030

Device List

- 1F3030 ●
- 1P13059 ●
- 1P19170 ●
- 1P17343 ●
- 1S1799 ●
- 1P6349 ●
- 1P00855 ●
- 1P00858 ●
- 1F3023 ●
- 1F3035 ●

Total Selected Devices : 1

1/8 [+ Add](#) [x Cancel](#)

Premises : 105 WEST 34 STREET MANHATTAN **Address :** 441 7 AVENUE MANHATTAN
BIN : 1015219 **Block :** 810 **Lot :** 1
Device Type : Elevator **Device Number :** 1F3030 **Stat Comm :**
Device Status : Removed **Status Date :** 06/08/2012 **Approval Date :** 06/01/2012
Record : **Alteration :**

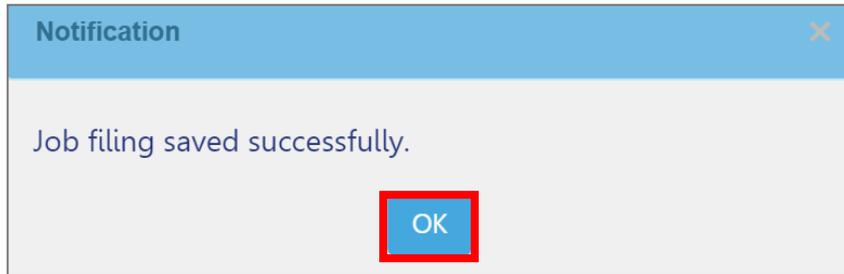
Floor From : B **Floor To :** 10 **Travel Distance :**
Car Entrances : **Capacity - Lbs. :** 2,500 **Speed - F.P.M. :**

Quantity	Size	Kind
Hoist Ropes		
Car Cntwt Ropes		
Machn Cntwt Ropes		
Backdrum Ropes		
Governor Ropes		

Machine Type : **Governor Type :**
Car Buffer Type : **Mode Operation :**
Safety Type : **Fireman's Service :**
Working Pressure : **Manufacturer :**

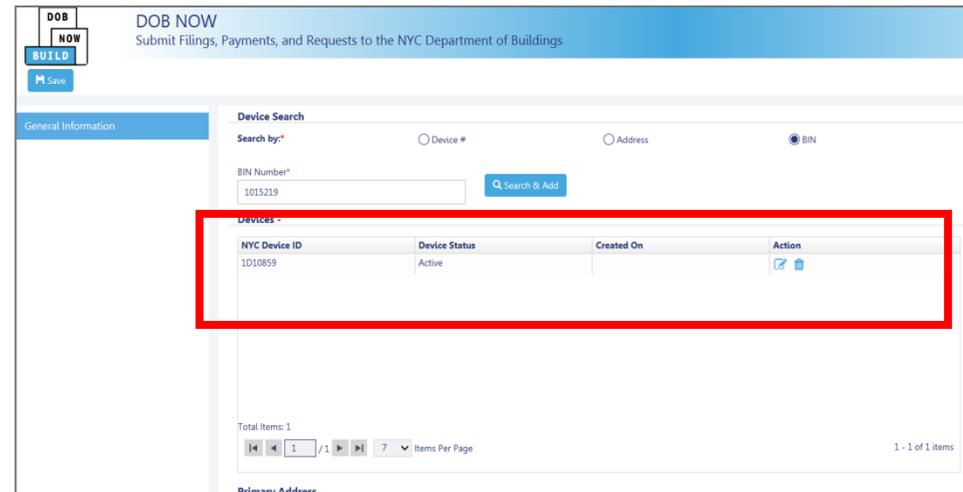
Active devices, flagged with a green dot, can be added to an alternation/replacement filing

Device



Click **OK** to save the filing.

A **Notification** window will appear.



Device List – Remove not available

The image displays two screenshots of a web application interface, likely for managing building devices. The interface is titled "Device Result" and includes a search bar and a "View All Devices" link.

Left Screenshot: Shows a "Selected Device" pop-up for device 1E20337. The pop-up displays details for the device, including Premises (105 WEST 34 STREET MANHATTAN), Address (441 7 AV MANHATTAN), BIN (1015219), Block (810), Lot (1), Device Type (Escalator), Device Number (1E20337), Status Date (01/16/2013), Approval Date (01/03/2013), and Record (Removed). It also shows a "Device List" on the left with various device types and their status (e.g., 1E131, 1E117, 1E130, 1E160, 1E93, 1E97, 1E20939, 1E150, 1E91, 1E116). The "Total Selected Devices" is 0.

Right Screenshot: Shows the same interface, but with a "Notification" dialog box overlaid. The notification states: "You cannot select the device since another application is already in progress." The "Total Selected Devices" is now 4.

The system will prompt you if a device is unavailable to select for filing

General Information - Save



The screenshot shows a web interface for entering general information. At the top, there are two buttons: 'Save' (highlighted with a red border) and 'Preview to File'. Below these is a sidebar with a 'General Information' button. The main content area is titled 'Primary Address' and contains several input fields:

Primary Address	
House No.*	Street Name*
<input type="text" value="211"/>	<input type="text" value="BEACH 117 STREET"/>
Block*	Lot*
<input type="text" value="16213"/>	<input type="text" value="30"/>
Occupancy Group	Zip
<input type="text" value="B3-2 FAMILY DWELLING"/>	<input type="text" value="11694"/>

When all of the **General Information** is complete, click **Save**.

Filing Number Generated

The screenshot displays the 'DOB NOW' application interface. At the top, the text 'DOB NOW' is followed by the subtitle 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. A 'BUILD' button is visible in the top left. Below the header, a progress bar shows several steps, with 'Pre-Filing' being the active step. A notification dialog box is overlaid on the screen, containing the text: 'Application created successfully. Please add/update device details.' and an 'OK' button. In the bottom left corner of the interface, the filing number 'S00005993-I1' is displayed.

Sample-Device Details-Escalators

Device Information* >

Escalator/Moving Walk Information* v

Manufacturer*

Model Number*

Speed* FPM,(units)

Rise* ft. in.

Step Width* ft. in.

Angle of Inclination* Degree(units)

Capacity* People/Hr.(units)

Number of flat steps*

Brake Torque*

Tandem Operation* Yes No

Flame/Heat/Smoke Protection Provided?* Yes No

Outdoor Escalator* Yes No

Regenerative Drive* Yes No

Energy Saving Function (Sleep mode)* Yes No

Sample-Device Details-Elevators

Device ID : **M00006198-759**
Data Entry : Completed [Save Device](#)

- Device Information* ☑ >
- Machine and Machine Room* ☑ >
- Device General Information* ☑ >
- Cars and Counterweight* ☑ >
- Hoistway Opening* ☑ >
- Pit and Buffers* ☑ >

Device - Device Information

Device Information*

Building Elevator Numbers:

Elevator Type*:

Elevator sub-type*:

Physical Address (Please provide the physical location of the device)

84 characters remaining

Is this:

	Yes	No		Yes	No
The Only Elevator In The Building?*	<input type="radio"/>	<input checked="" type="radio"/>	Elevator Part Of Destination Dispatch System*	<input type="radio"/>	<input checked="" type="radio"/>
An Occupant Evacuation Elevator?*	<input type="radio"/>	<input checked="" type="radio"/>	A Fire Service Access Elevator?*	<input type="radio"/>	<input checked="" type="radio"/>
Building Meets The Stretcher Car Requirement ?*	<input type="radio"/>	<input checked="" type="radio"/>	Device used In Conjunction With an MTA Station?*	<input type="radio"/>	<input checked="" type="radio"/>
Device Conforming With Seismic Compliance?*	<input type="radio"/>	<input checked="" type="radio"/>	Device Installed In A New Hoistway?*	<input type="radio"/>	<input checked="" type="radio"/>
Device Equipped With Fire Emergency Phase I & II?*	<input type="radio"/>	<input checked="" type="radio"/>	Is This A Loft Law Building?*	<input type="radio"/>	<input checked="" type="radio"/>

Device Job Description*

989 characters remaining

Machine and Machine Room

Machine and Machine Room*
📧

Machine Type*
Drum

Type of Machine Brake*
Disc

Type of Plunger*
Single Plunger

Machine Location*
basement

Machine Manufacturer*
gal

Machine Model*
gal

Controller Location*
basement

Controller Manufacturer*
gal

Controller Model*
gal

	Quantity	Size	Ultimate Strength	Material
Hoist Ropes	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Type: ▼
Car Counterweight Ropes	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Type: ▼
Machine Counterweight Ropes	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Type: ▼
Car Governor Ropes	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Type: ▼
CWT Governor Ropes	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Type: ▼

	Location	Tripping Speed (F.P.M)	Type
Car Governor	<input type="text"/>	<input type="text"/>	Select Type: ▼
CWT Governor	<input type="text"/>	<input type="text"/>	Select Type: ▼

Device General Information-Elevators

Device General Information*

Elevator - Motive Power* AC
Main Supply - Motive Power* AC
Travel From Floor* 1
Travel To Floor* 15
Total Travel (ft.)* 15
Number of Stops* 15
Capacity (lbs.)* 2000
Speed (FPM)* 25
Elevator Control* Multi-Voltage
Mode of Operation* Automatic P.B.
Load Weighing Device* Yes No
Glass Hoistway* Yes No
Atrium Elevator* Yes No
Regenerative Drive* Yes No

Cars and Counterweight*
Hoistway Opening*
Pit and Buffers*

Cars and Counterweight

Cars and Counterweight*

Instantaneous

Gradual WC

Door

Horizontal

Power

AUTOMATED

DELTA

20

40

10

15 ft. 12 in.

20 ft. 4 in.

325.33 sq. ft.(units)

Sized For Stretcher Requirement? Yes No

Glass Car Yes No

Multi Compartment Elevators Yes No

Hoistway Opening*

Pit and Buffers*

Hoistway Opening

Hoistway Opening

Hoist Opening*
Door

Hoist Opening Direction*
Horizontal

Hoistway Operation*
Power

Hoistway Door Features*
Vision Panel

Landing on Floors*
1-9

Number of Openings *	Front	Side	Rear	Total
	1			1

Door Monitoring Circuits*
 Yes No

1 1/2 Hr. Fire Rated Construction Type*
 Yes No

Self Closing Emergency Doors in Blind Hoistway*
 Yes No

Interlock in Blind Hoistway*
 Yes No

Pit and Buffers

Pit and Buffers

Car Buffer

Car Buffer*

Type*

Manufacturer*

Engagement Speed (F.P.M)*

Stroke*

Reduced Stroke?* Yes No

Counterweight Buffer

Counterweight Buffer

Type

Manufacturer

Engagement Speed (F.P.M)

Stroke

Compensation Means*

Length*

Reduced Stroke? Yes No

Occupied Space Below* Yes No

Compensation Tie Down* Yes No

Counterweight Guard* Yes No

Complete the Filing Process

1. Complete General Information
2. Enter Device Details
3. Upload Required Documents
4. Complete Statements and Signatures
5. Pay Fees
6. Preview to File
7. File

Make Corrections

Ways to Correct/Update a Filing

Method	Details	Submitted
Correction	Allowed once a filing has been submitted but before being assigned to a Plan Examiner	DOB NOW
Post Approval Amendment	Use when changes are needed when the filing is in the Approved or Permit Entire Stage	DOB NOW

Rule Review

- Corrections can be made on the filing after you have submitted but before the filing has been assigned to a Plan Examiner
- Corrections are allowed for filings with status of:
 - **Pending Plan Examiner Assignment**
- If corrections result in additional fees, those fees must be paid before the filing can be resubmitted

Rule Review

The following fields will be **greyed out** and are **not** editable once the application has been filed:

- Location Information
- Applicant Information
- Filing Review Type
- Building Type
- Property Owner's Information

Scenario

- While reviewing the submitted filing, the Design Professional realizes she/he needs to update the Building Dumbwaiter Car Inside Dimensions-Width from 4 feet 1 inches to 5 feet 1 inches.
- Since the filing is in the **Pending Plan Examiner Assignment** stage, a correction is permitted

Locate the Filing

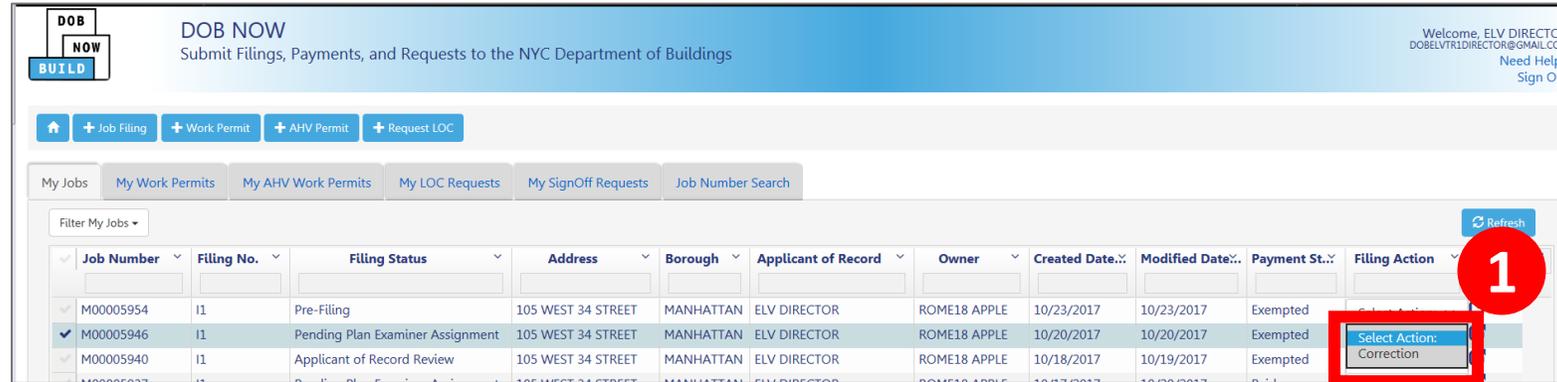
The screenshot shows the NYC Buildings 'DOB NOW' dashboard. The 'My Jobs' tab is selected. A table of filings is displayed with the following columns: Job Number, Filing No., Filing Status, Address, Borough, Applicant of Record, Owner, Created Date, Modified Date, Payment St., Filing Action, and View... The row for filing number M00005946 is highlighted with a red box, showing a status of 'Pending Plan Examiner Assignment'.

Job Number	Filing No.	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date	Modified Date	Payment St.	Filing Action	View...
M00005954	I1	Pre-Filing	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/23/2017	10/23/2017	Exempted	Select Action: ▾	🔗
✓ M00005946	I1	Pending Plan Examiner Assignment	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/20/2017	10/23/2017	Exempted	Select Action: ▾	🔗

1. From the **My Jobs** tab on the Dashboard, locate the filing

Notice Filing Status is **Pending Plan Examiner Assignment**

Select Corrections from Filing Actions



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

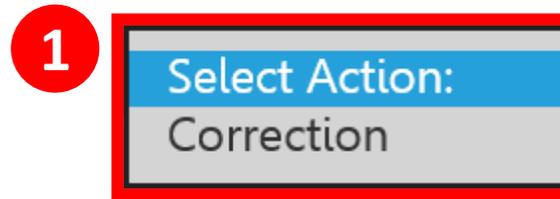
Welcome, ELV DIRECTOR
DOBELVTRLDIRECTOR@GMAIL.COM
Need Help?
Sign Out

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

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

Filter My Jobs

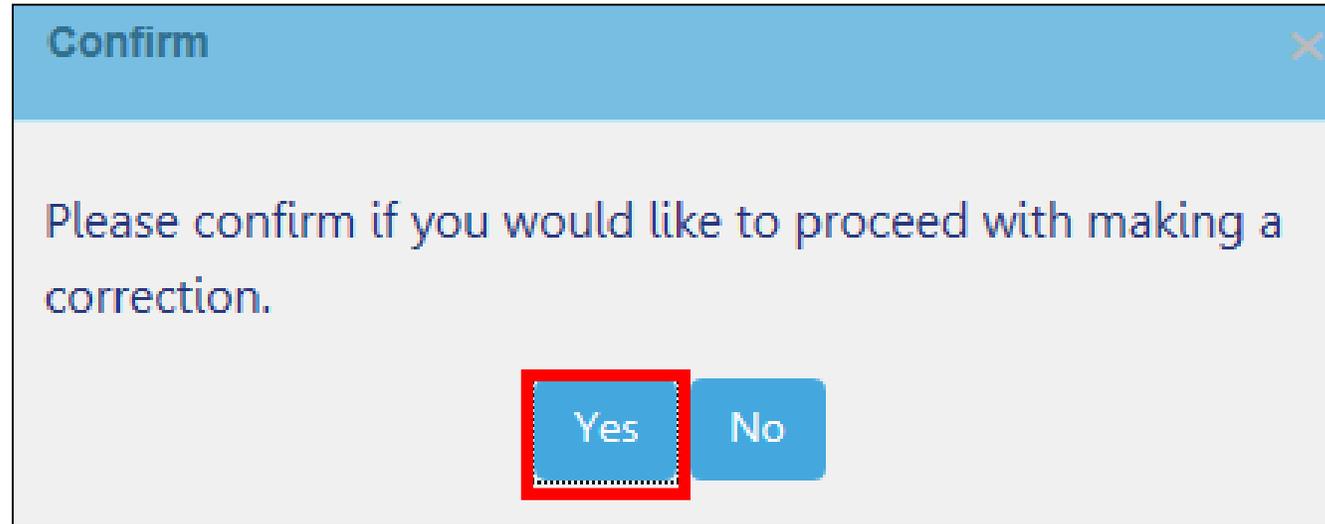
Job Number	Filing No.	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date..	Modified Date..	Payment St..	Filing Action
M00005954	I1	Pre-Filing	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/23/2017	10/23/2017	Exempted	Select Action: Correction
M00005946	I1	Pending Plan Examiner Assignment	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/20/2017	10/20/2017	Exempted	Select Action: Correction
M00005940	I1	Applicant of Record Review	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/18/2017	10/19/2017	Exempted	Select Action: Correction



1. In the **Filing Actions** column, select **Correction**

If a filing is not eligible for a correction, the option will not appear in the list

Confirm to Proceed with Correction



Click **Yes** to proceed with making a correction

Correction in Progress Message

The screenshot displays the 'DOB NOW' application interface for the NYC Department of Buildings. The top navigation bar includes the NYC Buildings logo, the text 'DOB NOW BUILD', and a search bar with '311 Search all NYC.gov websites'. The main header area contains the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings' and a user greeting: 'Welcome, ELV DIRECTOR DOBELVTR1DIRECTOR@GMAIL.COM Sign Out'. Below the header is a progress bar with eight stages: Pre-Filing, Applicant of Record Review, Pending Plan Examiner Assignment, Plan Examiner Review, Permit Entire, Pending Signoff Review, Signoff Review In Progress, and SignOff. A red box highlights the 'Correction in Progress' message, which is positioned between the 'Re-Submit' and 'Save' buttons. At the bottom of the interface, there are several utility buttons: 'View Filing', 'Payment History', 'Trace History', 'Property Profile', and 'Dashboard'.

The system will notify all users that a correction is in progress

Make Correction

M00005946-I1

Device ID : **1D10859**
Data Entry : Completed

save application to modify the device details. Save Device

Device Information* ☑ >

Machine and Machine Room* ☑ >

Device General Information* ☑ >

Cars and Counterweight* ☑ v

Car Safety Type*
Instantaneous v

Counterweight Safety Type
Instantaneous v

Car Opening
Door v

Car Opening Direction
Horizontal v

Car Gate/Door Operation
Manual v

Contact Type
gal

Manufacturer
gal

Car Inside Dimensions-Width*
5 ft. 1 in.

Car Inside Dimensions-Depth*
5 ft. 1 in.

Car Inside Area
25.84 sq. ft.(units)

Hoistway Opening* ☑ >

Pit and Buffers* ☑ >

Make corrections

Corrections completed

The screenshot displays the 'DOB NOW' application interface for the NYC Department of Buildings. The header includes the NYC logo and 'Buildings' text. The main title is 'DOB NOW' with the subtitle 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. A progress bar shows four stages: 'Pre-Filing' (completed), 'Applicant of Record Review' (completed), 'Pending Plan Examiner Assignment' (in progress), and an unlabeled stage (pending). Below the progress bar are 'Save' and 'Re-Submit' buttons, and a 'Correction in Progress' status indicator. A notification box on the right states 'Job filing saved successfully.' with an 'OK' button. The bottom left shows the ID 'M00005946-I1' and the bottom right shows 'Device ID : 1D10859' and 'Data Entry : Completed'.

Correction - Applicant's Signature

NYC Buildings

DOB NOW BUILD

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

Pre-Filing Applicant of Record Review Pending Plan Examiner Assignment Plan Examiner Review Permit Entire

Save Re-Submit Correction in Progress View Filing Payment History

M00005946-I1

General Information

Device Details 1D10859

Insurance/Fee Information

Documents

Statements & Signatures

Statements & Signatures

Applicant's Statements*

The information in this application is correct and complete to the best of my knowledge and I assume responsibility for all statements in this submission. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to 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, report or certification of the correction of a violation required under the provisions of this code or of a

I prepared or construction in the account submitted.

I will comply

In accordance this applicat

Replacement/Modification Statements

I am filing this Replacement/Modification Application for consideration under Operations Policy and Procedures Notice # 26/90. I certify that no electrical or mechanical safety load tests need to be performed in conjunction with this work.

I have assumed responsibility for making inspections during the progress and upon completion of the indicated work. Upon completion I will sign off on the completed work and remove all applicable violations.

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.

Applicant Name: ELV DIRECTOR ("Electronically Signed")

Date: 10/23/2017

Correction - Design Professional's Signature

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

BUILD
Save Re-Submit Correction in Progress View Filing Payment History

M00005946-I1

General Information

Device Details ^
1D10859

Insurance/Fee Information

Documents

Statements & Signatures

Design Professional's Statements*

The information in this application is correct and complete to the best of my knowledge and I assume responsibility for all statements in this submission. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to 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, 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 prepared or supervised the preparation of the construction documents and specifications herewith submitted and to the best of my knowledge and belief, the construction documents and work shown thereon comply with the provisions of the NYC Administrative Code and other applicable laws and rules, except as set forth in the accompanying documents. I acknowledge that I have read and complied with all instructions pertaining to this application and supplementary schedules submitted.

I will comply with all applicable laws, rules and regulations including all insurance requirements.

In accordance with §28-104.8 of the Administrative Code, I hereby declare I am authorized by the owner of the premises to which this application pertains to make this application for a permit to perform the work described herein. In accordance with Rule 101-16, I will post the permit in a conspicuous and visible location.

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.

Design Professional Name
("Electronically Signed")

Date

Correction - Owner's Statements

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

BUILD

Save Re-Submit **Correction in Progress** View Filing Payment History Trace History

M00005946-11

General Information

Device Details **1D10859**

Insurance/Fee Information

Documents

Statements & Signatures

Owner's Statements*

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to 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, 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. Furthermore, I understand that I am responsible for insuring that a final inspection be performed when the permitted work is complete. When work is performed pursuant to Operations Policy and Procedure Notice # 26/90 I also understand that I am responsible for insuring that a satisfactory report of final inspection be submitted, along with all required submittal documents, so that the NYC Department of Buildings may issue a certificate of compliance or certificate of occupancy within the time prescribed by law.

I have authorized the applicant to file this application for the work specified herein and all future amendments. I will not knowingly authorize any work that is not in compliance with all applicable laws, rules, and regulations.

Fee Exemption Request (Non-Profit Owned and Operated) In accordance with Administrative Code §28-112.1, Exception 1, I certify that the deed holder is a corporation or association organized and operated exclusively for the purposes indicated in such section, and that the property is used exclusively by such entity for such purpose.*

Yes No

Fee Exemption Request (NYCHA/HHC, NYC Agency, or Other Government Owned and Operated) The building or any part thereof to be constructed, renovated, altered or demolished is owned and operated exclusively for the purposes of the NYC Agency, NYC Authority, NYS Agency, Federal Government or any other government entity.*

Yes No

If I am a condo unit owner or co-op tenant-shareholder, I further represent that I am authorized by the condo or co-op board to sign this application on behalf of such board, and if applicable, acknowledge that construction and related documents will be accepted with less than full examination by the department based on the professional certification of the applicant.

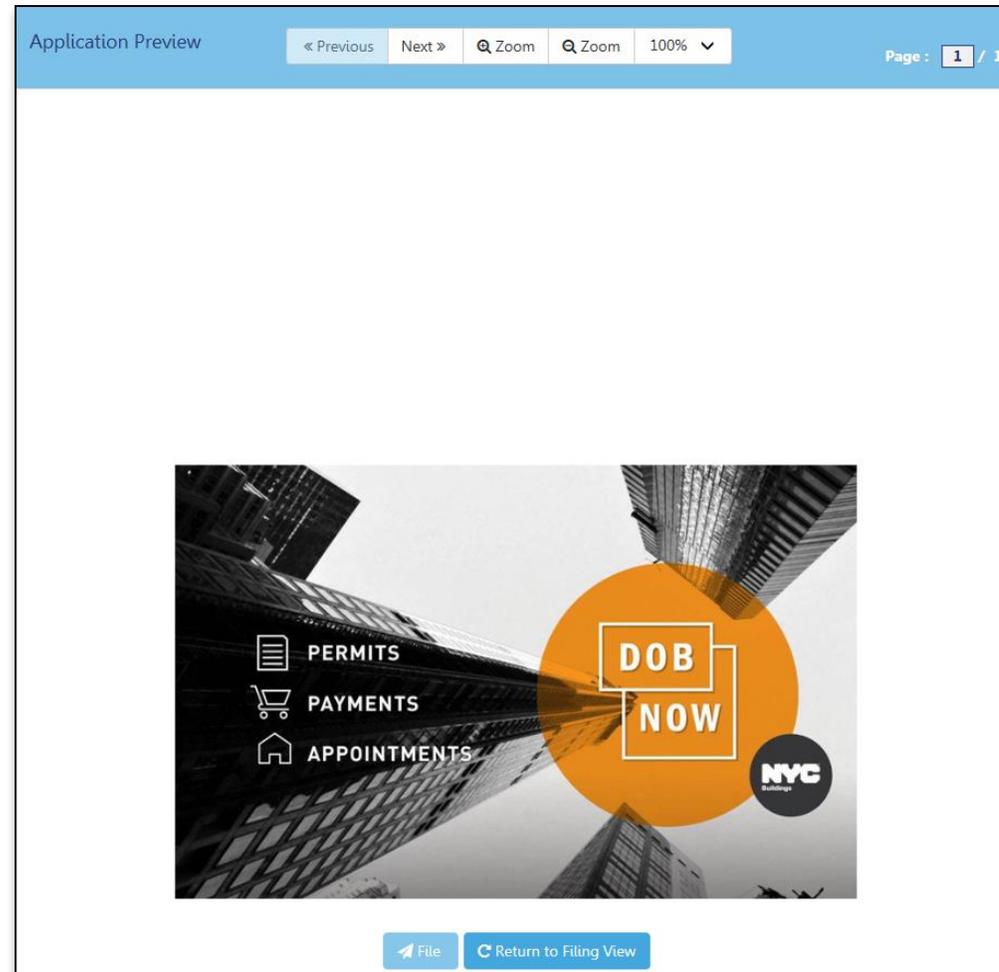
I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Owner Name: APPLE ROME18 ("Electronically Signed")

Date: 10/23/2017

Preview to File

1. The system will ask you to **preview the application** again
2. Review each page of the filing by clicking **Next**



Sign the Filing

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

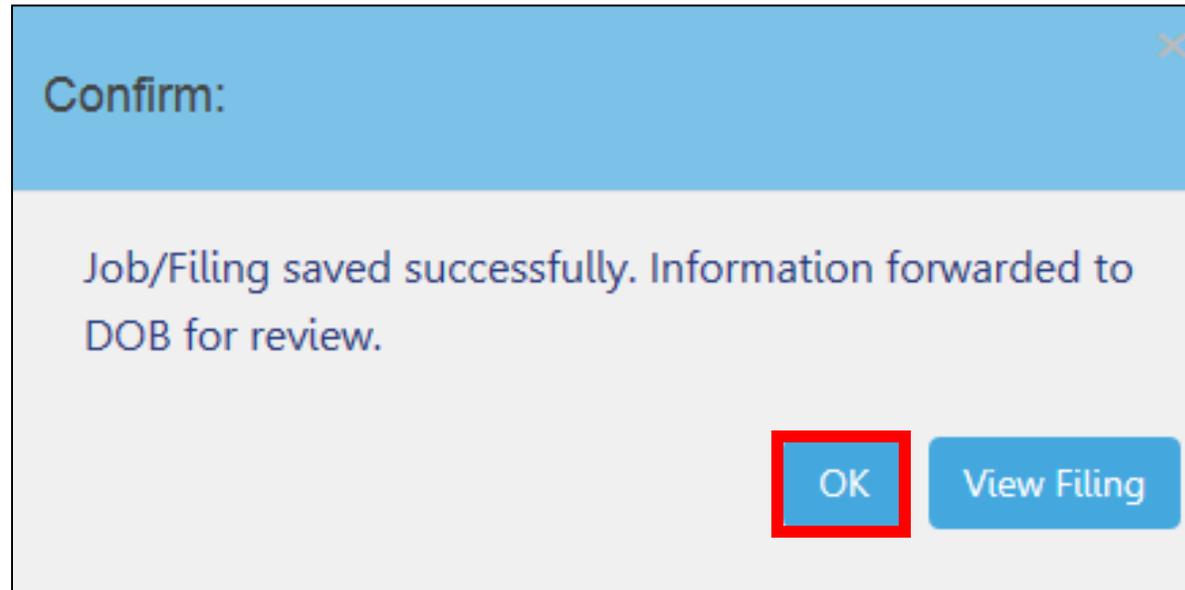
Name
("Electronically Signed")

Date

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

1. Add your digital signature by **checking the box**
2. Click **File** to submit the filing

Correction-Confirmation



Knowledge Check

True or False:

Corrections are still allowed once a filing has been assigned to a Plan Examiner as the Plan Examiner has not started the review.

Knowledge Check

False:

Corrections are only allowed while the filing is still awaiting assignment to a Plan Examiner

Review Objections and Schedule Appointments

Appointments Conducted Virtually

Plan Examiner appointments for DOB NOW jobs are conducted virtually using GoToMeeting.



Scenario

You are an Applicant of Record and you receive an email notification that the DOB has raised objections with your filing and has requested an appointment

Notification of Objections

Objections Are Raised for M00290366/I1/6 EAST 15 STREET Inbox x

 **CRM Buildings NYC DEV** <CRMBuildNYCDev@buildings.nyc.gov>
to me, APPLE ▾

This email references [M00290366/I1/6 EAST 15 STREET](#) .

During the review of your filing, the Plan Examiner and/or Chief Plan Examiner raised **objections**. To review and address the **objections**, please log into DOB NOW: Build.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at dobnowsupport@buildings.nyc.gov.

Sincerely,
NYC Department of Buildings



Locate and Open the Filing

Job Number	Filing No.	Filing Status	Address	Borough	Applicant of Record	Owner
M00005954	1	Objections	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE
M00005946	11	Pending Plan Examiner Assignment	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE

1. Go to **My Jobs** and look for **Filing Status** equal to **Objections**
2. Double-click the **Job Number** to open the filing

Progress Bar Indicates Objections



A **red exclamation point !** in the Plan Examiner Review Stage is an indicator that **Objections** have been raised

Locate Objections

The screenshot shows the DOB NOW application interface. At the top, there is a blue header with the text "DOB NOW" and "Submit Filings, Payments, and Requests to the NYC Department of Buildings". Below the header is a progress bar with six stages: Pre-Filing, Applicant of Record Review, Pending Plan Examiner Assignment, Plan Examiner Review, Permit Entire, and Pending Sign Off Review. The "Plan Examiner Review" stage is highlighted with a red exclamation mark. Below the progress bar are buttons for "Save", "Re-Submit", "View Filing", and "Payment History".

On the left side, there is a sidebar menu with the following items: "M00006198-11", "General Information", "Device Details", "Insurance/Fee Information", "Documents", "Objections/Appointments", and "Statements & Signatures". The "Objections/Appointments" item is highlighted in blue and has a red exclamation mark next to it.

The main content area is divided into two sections: "Objections" and "Appointments".

Objections Table:

Objction	Review Item	Status	Action
▼ ELOB-00000079	Construction Documents	Resolved	Edit
▼ ELOB-00000080	ELV1: Elevator Application Section #11	Open	Edit

Appointments Section:

A red box highlights the "+ Schedule Appointment" button in the "Appointments" section.

Appointments Table:

Subject	Time	Status	Action
---------	------	--------	--------

Note: DOB Appointments section will only appear if an appointment as been requested

Rule Review

- If the DOB has requested an appointment, the **Applicant of Record, Filing Rep** or **Owner** can schedule the appointment
- The **Applicant of Record** is a **mandatory** attendee
- Others associated with the filing can be added as **Optional Attendees**
- Only **one** scheduled appointment is allowed at one time

Schedule an Appointment

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

BUILD

Pre-Filing ✓ Applicant of Record Review ✓ Pending Plan Examiner Assignment ✓ Plan Examiner Review ! Permit Entire Pending Sign Off Review

Save Re-Submit View Filing Payment History

M00006198-I1

General Information

Device Details ^
M00006198-759 ✓

Insurance/Fee Information

Documents

Objections/Appointments !

Statements & Signatures

Objections

Objction	Review Item	Status	Action
▼ ELOB-00000079	Construction Documents	Resolved	✎ Edit
▼ ELOB-00000080	ELV1: Elevator Application Section #11	Open	✎ Edit

Appointments

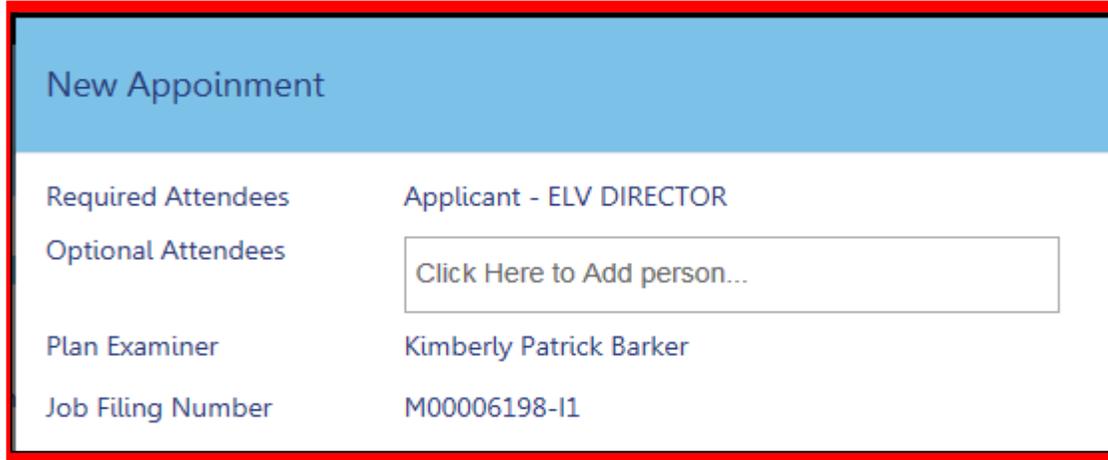
+ Schedule Appointment

Subject	Time	Status	Action
---------	------	--------	--------

Navigate to the **DOB Appointments** section of the filing

- Click **+Schedule Appointment**

Create an Appointment



The screenshot shows a web form titled "New Appointment" with a light blue header. Below the header, there are four rows of information:

Required Attendees	Applicant - ELV DIRECTOR
Optional Attendees	<input type="text" value="Click Here to Add person..."/>
Plan Examiner	Kimberly Patrick Barker
Job Filing Number	M00006198-11

- **Required Attendees** – Defaults to Design Professional
- **Optional Attendees** – Add others associated with the filing
- **Plan Examiner** – Defaults to DOB Plan Examiner that raised the objections
- **Job Filing Number** – Auto-populates the Job Filing Number

Add Optional Attendees

Required Attendees

Optional Attendees

Plan Examiner

Applicant - ELV DIRECTOR

DP - TESTING123 DOB

OWNER - APPLE ROME18

Click **Optional Attendees** field and select from individuals associated with the filing

Select Appointment Date and Time

Selected Date 11-15-2017 (MM-DD-YYYY)

Appointment Date :*

1

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	01	02
03	04	05	06	07	08	09

Holidays Fully Booked Dates

Appointment Date :*

2

Appointment Time :*

2:20 PM To 2:40 PM

9:20 AM To 9:40 AM
9:40 AM To 10:00 AM
10:00 AM To 10:20 AM
10:20 AM To 10:40 AM
10:40 AM To 11:00 AM
11:00 AM To 11:20 AM
11:20 AM To 11:40 AM
11:40 AM To 12:00 PM
12:00 PM To 12:20 PM
12:20 PM To 12:40 PM
12:40 PM To 1:00 PM
1:00 PM To 1:20 PM
1:20 PM To 1:40 PM
1:40 PM To 2:00 PM
2:00 PM To 2:20 PM
2:20 PM To 2:40 PM
2:40 PM To 3:00 PM
3:00 PM To 3:20 PM
3:20 PM To 3:40 PM
3:40 PM To 4:00 PM
4:00 PM To 4:20 PM
4:20 PM To 4:40 PM
4:40 PM To 5:00 PM
5:00 PM To 5:20 PM
5:20 PM To 5:40 PM
5:40 PM To 6:00 PM
6:00 PM To 6:20 PM
6:20 PM To 6:40 PM
6:40 PM To 7:00 PM
7:00 PM To 7:20 PM

1. Select a future **Date**
2. Select an **Appointment Time**

Confirm Date and Time

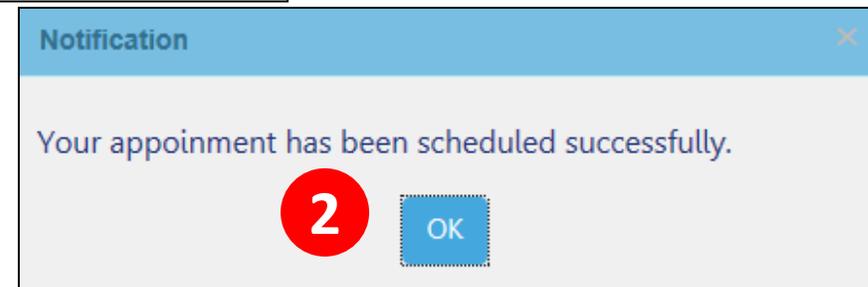
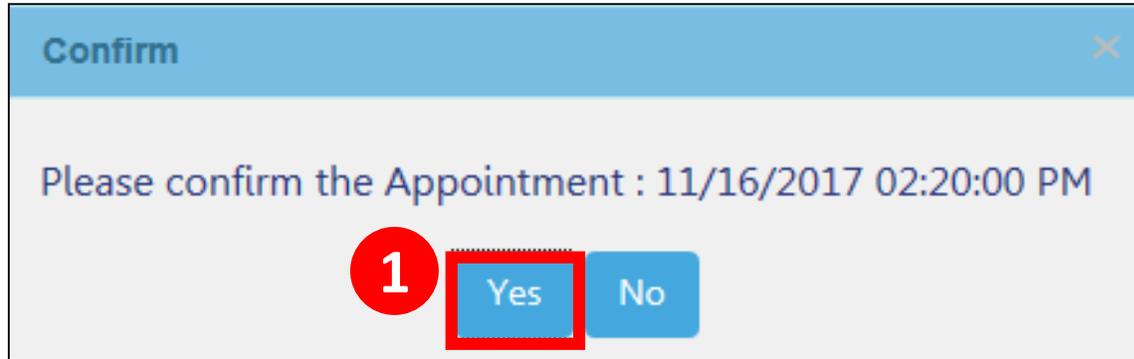
Appointment Time :*

2:20 PM To 2:40 PM

 Schedule  Cancel

Once you select date and time, click **Schedule**

Confirm Appointment



1. Click **Yes** to confirm appointment date and time
2. Click **Yes** to confirm success

Appointment Scheduling Process

- Requested appointment slot is sent to DOB Scheduling Coordinator
- Scheduling Coordinator creates the GoToMeeting session and sends a calendar appointment to all attendees containing the GoToMeeting link

GoToMeeting Plan Review

- You will need:
 - PC or mobile device for screen sharing
 - Web cam
 - Phone or activated headset/microphone for audio

- Tips:
 - Log in early
 - Set your audio preferences – dial in versus audio through your PC
 - Have the access code and audio pin handy

Scenario

The date for your appointment with the Plan Examiner is approaching but you now have a scheduling conflict. You need to cancel and reschedule the appointment.

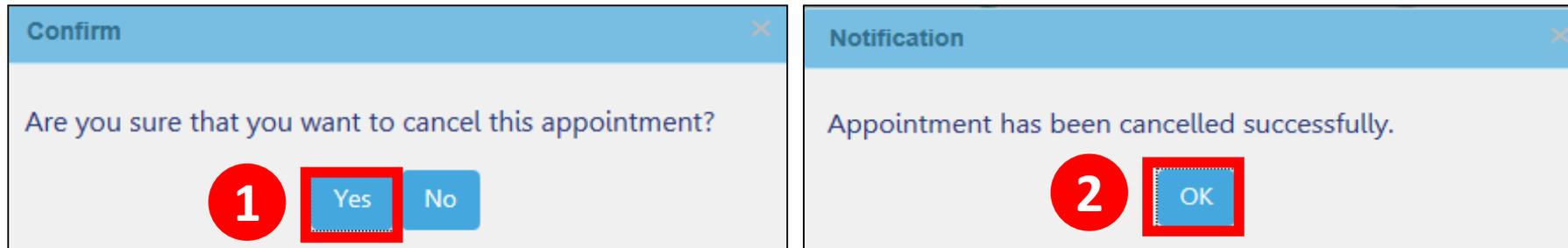
Cancel and Reschedule an Appointment

Appointments

[+ Schedule Appointment](#)

Subject	Time	Status	Action
	11/16/2017 2:20:00 PM	Scheduled	 Cancel
Attendees ELV DIRECTOR	Start Time 11/16/2017 2:20:00 PM	End Time 11/16/2017 2:40:00 PM	Duration 20

Confirm Cancellation



1. Click **Yes** to confirm cancellation
2. Click **OK** at cancellation window

Schedule a New Appointment

Appointments			
Subject	Time	Status	Action
+ Schedule Appointment			
▼	11/16/2017 2:20:00 PM	Cancelled	Cancel

Click **+Schedule Appointment** to schedule a new appointment

Follow the previous steps to create an appointment

Cancellations Initiated by DOB

If there are technical issues with the meeting or the DOB needs to cancel, a Scheduling Coordinator will reach out to you via email with upcoming availability to reschedule your appointment.

Knowledge Check

Question:

Besides the DOB Plan Examiner, who is required to attend an Appointment?

Knowledge Check

Answer:

The Applicant of Record

Address Objections

Objections

The screenshot shows the 'DOB NOW' portal interface. At the top, there's a blue header with 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this is a progress bar with six stages: Pre-Filing, Applicant of Record Review, Pending Plan Examiner Assignment, Plan Examiner Review, Permit Entire, and Pending Sign Off Review. The 'Plan Examiner Review' stage is currently active, indicated by a red exclamation mark. To the left, there's a sidebar menu with tabs: 'General Information', 'Device Details', 'Insurance/Fee Information', 'Documents', 'Objections/Appointments', and 'Statements & Signatures'. The 'Objections/Appointments' tab is highlighted with a red border. The main content area shows a table titled 'Devices - Elevator' with one row of data for tracking number M00006198-759. The table has columns for Tracking No., NYC Device ID, Device Status, Created On, and Action. Below the table, there's a pagination control showing 'Total Items: 1' and '1 - 1 of 1 items'.

Click the **Objections/Appointment** tab
The objection page will open

Reviewing the Objection

M00006198-11

General Information

Device Details

M00006198-759

Insurance/Fee Information

Documents

Objections/Appointments

Statements & Signatures

Objections

Objection	Review Item	Status	Action
ELOB-00000079	Construction Documents	Open	Update

Work Type
VT - Elevators

Code Type
Building Code

Created Date
11/14/2017 12:37:35 PM

Code Year
2014-ELV

Code Section
BC 107

Created By
Kimberly Patrick Barker

Objection Status
Open

Comments

500 characters remaining

Objection History
On 11/14/2017 12:38 PM Applicant of Record : please resubmit plans

Click the arrow for the pane to expand

Replace Rejected Documents

The screenshot shows the DOB NOW application interface. At the top, there is a progress bar with six steps: Pre-Filing, Applicant of Record Review, Pending Plan Examiner Assignment, Plan Examiner Review, Permit Entire, and Pending Sign Off Review. The 'Plan Examiner Review' step is currently active, indicated by a red exclamation mark. Below the progress bar, there are buttons for 'Save' and 'Re-Submit'. The main content area is divided into two sections: 'Additional Supporting Documents' and 'Required Documents'. The 'Required Documents' section contains a table with the following data:

Created On	Document Name	Document Status	Upload
2017-11-14	DPL-1:Design Professional Seal & Signatures	Rejected	
2017-11-14	Electrical Permit	Submitted	
2017-11-14	Fee Exempt Supporting Document - DOF ACRIS Report	Submitted	
2017-11-14	Liability Insurance: General liability, Workers Compensation & Disability	Submitted	

The 'Rejected' status and the 'Upload' icon for the first document are highlighted with a red box. At the bottom of the table, there is a pagination control showing 'Total Items: 4' and '1 - 4 of 4 items'.

1. Look for Document Status of **Rejected**
2. Click **Upload icon** to add the revised document

Address Objections

The screenshot shows the 'Address Objections' interface for a specific filing (M00006198-I1). The interface includes a sidebar with navigation options like 'General Information', 'Device Details', and 'Objections/Appointments'. The main area displays a table of objections with columns for 'Objection', 'Review Item', 'Status', and 'Action'. The first objection is for 'ELOB-00000079' with a status of 'Resolved'. Below the table, there is a 'Comments' section with a text area containing 'the Plans have been uploaded' and a '472 characters remaining' indicator. The 'Objection Status' dropdown menu is set to 'Resolved'. The 'Save' button in the top left corner is highlighted in red.

Objection	Review Item	Status	Action
ELOB-00000079	Construction Documents	Resolved	Update

Work Type: VT - Elevators
Details: Plans must be legible.

Code Type: Building Code
Code Year: 2014-ELV
Code Section: BC 107

Created Date: 11/14/2017 12:37:35 PM
Created By: Kimberly Patrick Barker
Objection Status: Resolved

Comments: the Plans have been uploaded
472 characters remaining

Objection History: On 11/14/2017 12:38 PM Applicant of Record : please resubmit plans

1. Change the Objection Status to **Resolved**
2. Add **Comments**
3. Click **Save**

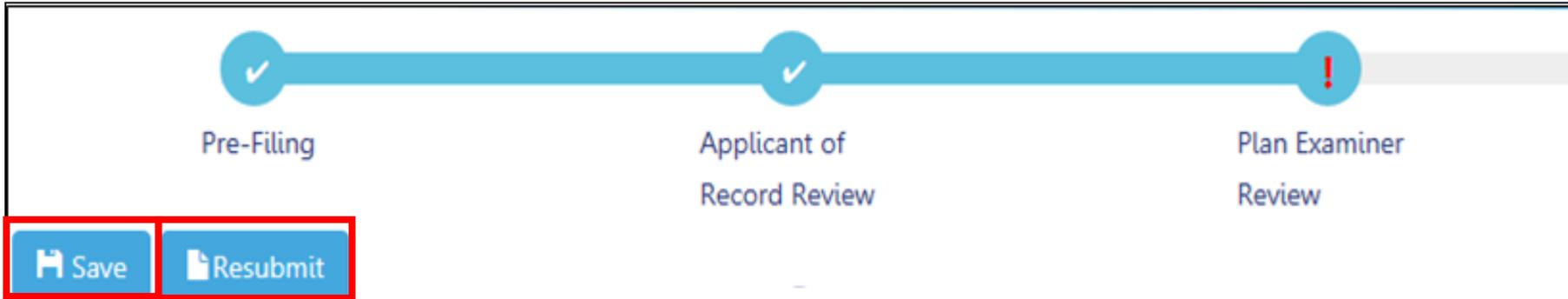
Upload New Required Documents

The Plan Examiner may request additional documents.
If so, an objection will be issued.

Created On	Document Name	Document Status	Prior To	Upload
2017-08-18	DEP ACP-5: Asbestos Assessment Report	Submitted	Approval	
2017-08-18	DPL-1: Design Professional Seal & Signature	Submitted	Approval	
2017-08-29	Other Documents - Prior to Approval	Required	Approval	
2017-08-18	Plans/Sketch	Accepted	Approval	

1. The new required document will display in the **Required Documents** section
2. Click **Upload** icon to upload the document

Resubmit Filing



1. Click **Save**
2. Click **Resubmit** button

Complete Steps to Resubmit Filing

- Complete Statements and Signatures
- Pay Fees
- Preview to File
- File

Work Permits

Rule Review

- Work Permit will be automatically issued upon review, by the Plan Examiner if there are no issues with the filing.
- The system will issue a permit listing all the devices in the application and the status of the filing will be set to Permit Entire.
- Permits will not be issued if the elevator director's/co-director's insurance has expired.

Work Permit Issued

The screenshot displays a software interface for managing work permits. At the top, a progress bar shows five stages: Pre-Filing, Applicant of Record Review, Pending Plan Examiner Assignment, Plan Examiner Review, and Permit Entire. Below the progress bar are buttons for 'Save', 'Preview to File', 'View Filing', and 'Payment History'. The main content area is titled 'Work Permits' and includes buttons for 'Renew Permit' and 'Print Permit'. A table lists work permits with columns for 'Work Permit No.', 'Work Permit Status', 'Sequence No.', 'Permit Issued On', 'Permit Expires On', and 'Created On'. The first row shows permit number M00005946-I1-VT with a status of 'Permit Issued', which is highlighted with a red box. The left navigation menu includes 'General Information', 'Device Details', 'Insurance/Fee Information', 'Documents', and 'Work Permits', with the 'Work Permits' tab highlighted in blue and also with a red box.

Work Permit No.	Work Permit Status	Sequence No.	Permit Issued On	Permit Expires On	Created On
M00005946-I1-VT	Permit Issued	1	10/31/2017	10/30/2018	10/31/2017

Once the filing is approved, status will change to **Permit Issued** and a **Work Permits** tab will appear in the left navigation

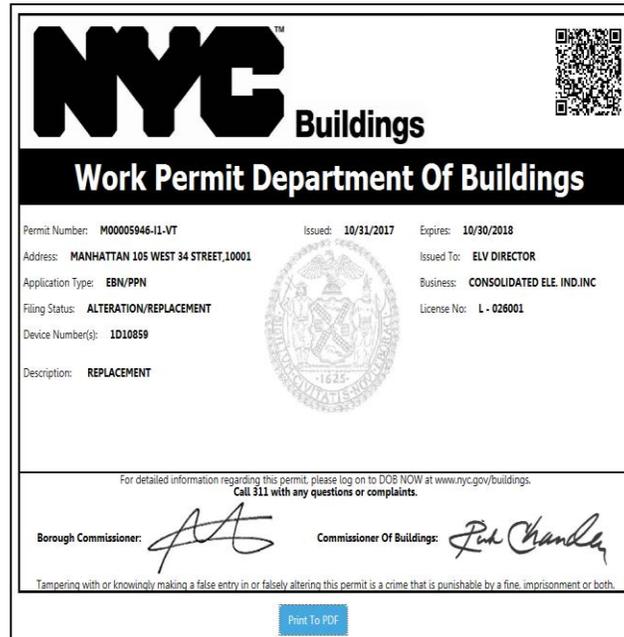
Print a Work Permit

The screenshot displays a workflow for a work permit. At the top, a progress bar shows five steps: Pre-Filing, Applicant of Record Review, Pending Plan Examiner Assignment, Plan Examiner Review, and Permit Entire. Below the progress bar are buttons for 'Save', 'Preview to File', 'View Filing', and 'Payment History'. On the left, a sidebar lists navigation options: 'M00005946-I1', 'General Information', 'Device Details' (with '1D10859' and a checkmark), 'Insurance/Fee Information', 'Documents', and 'Work Permits' (highlighted in blue). The main content area, titled 'Work Permits', contains a table with one row of data. Above the table are buttons for 'Renew Permit' and 'Print Permit', with the latter highlighted by a red box.

Work Permit No.	Work Permit Status	Sequence No.	Permit Issued On	Permit Expires On	Created On
M00005946-I1-VT	Permit Issued	1	10/31/2017	10/30/2018	10/31/2017

Click **Print Permit** from within the Work Permits tab to print the work permit

Print Work Permit



NYC Buildings

Work Permit Department Of Buildings

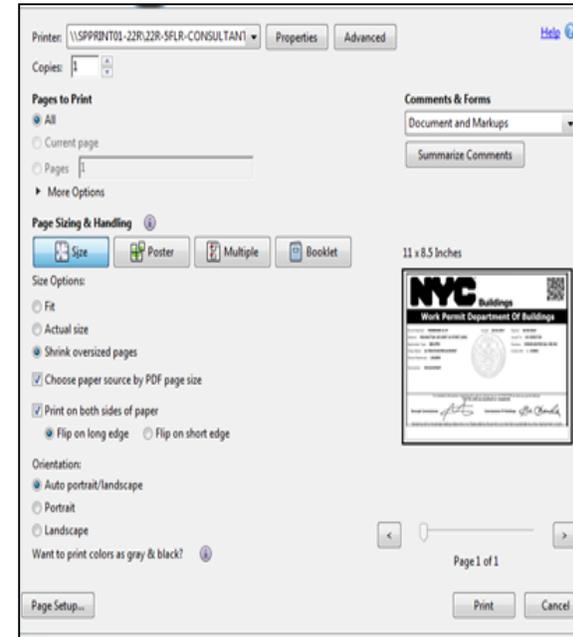
Permit Number: M00005946-11-VT Issued: 10/31/2017 Expires: 10/30/2018
Address: MANHATTAN 105 WEST 34 STREET,10001 Issued To: ELV DIRECTOR
Application Type: EBN/PPN Business: CONSOLIDATED ELE. IND. INC
Filing Status: ALTERATION/REPLACEMENT License No: L - 026001
Device Number(s): 1D10859
Description: REPLACEMENT

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: *[Signature]* Commissioner Of Buildings: *[Signature]*

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](#)



Printer: \\SPPRINT01-22R\22R-SFLR-CONSULTANT1 Properties Advanced Help

Copies: 1

Pages to Print
 All
 Current page
 Pages:
More Options

Comments & Forms
Document and Markups
[Summarize Comments](#)

Page Sizing & Handling
[Size](#) [Poster](#) [Multiple](#) [Booklet](#) 11 x 8.5 Inches

Size Options:
 Fit
 Actual size
 Shrink oversized pages
 Choose paper source by PDF page size
 Print on both sides of paper
 Flip on long edge Flip on short edge

Orientation:
 Auto portrait/landscape
 Portrait
 Landscape

Want to print colors as gray & black? ⓘ

Page 1 of 1

[Page Setup...](#) [Print](#) [Cancel](#)

1. Print from your browser (**Ctrl+P**)
 2. Select **Print to PDF** to save the file
- !Tip:** Set to print orientation to landscape

Renew Work Permit

Rule Review

DOB NOW Permits must be renewed prior to expiration

Rule Review

- The issued permit is valid for one year from the date of issuance provided the insurance is in good standing.
- 60 days prior to the expiration date on the permit, the first reminder email for renewal will be sent out to the industry users associated with the application.
- If the permit is still not renewed, a second reminder will be sent out 30 days prior to the expiration date on the permit.

Initiate Permit Renewal

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

Pre-Filing Applicant of Record Review Pending Plan Examiner Assignment Plan Examiner Review Permit Entire

Save Preview to File View Filing Payment History

M00005946-I1

General Information

Device Details
1D10859 ✓

1 Finance/Fee Information

2 Work Permits

Statements & Signatures

Work Permits

Work Permit No.	Work Permit Status	Sequence No	Permit Issued On	Permit Expires On	Created On
M00005946-I1-VT	Permit Issued	1	10/31/2017	10/30/2018	10/31/2017

1 / 1 5 Items Per Page 1 - 1 of 1 items

1. Navigate to the Work Permits tab within the filing
2. Select **Renew Permit**

Complete Renewal Form

Permit information auto-populates

1. Elevator Director or Co-Director completes **Statements & Signatures**

2. Click **Save**

The screenshot shows a web form titled "Renew Work Permit". The form is divided into several sections:

- Permit Information**: A header section containing three columns of data:
 - Job Filing Number**: M00005946-11
 - Application Type**: EBN/PPN
 - Filing Status**: Alteration/Replacement
 - Issued To**: ELV DIRECTOR
 - Business**: CONSOLIDATED ELE. IND.INC
 - License Number**: L - 026001
- Device Number(s)**: 1D10859
- Description of Work**: Replacement
- Statements & Signatures***: A section with a paragraph of text and a checkbox. A red circle with the number "1" is placed over the checkbox. The text reads: "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. *"
- Form Fields**: Below the text are two input fields labeled "Name*" and "Date*".
- Buttons**: At the bottom right, there are three buttons: "Save" (highlighted with a red box and a red circle with the number "2"), "Submit", and "Cancel".

Pay Permit Renewal Fee

Renew Work Permit

Job Filing Number M00005946-11	Application Type EBN/PPN	Filing Status Alteration/Replacement	Primary Address MANHATTAN 105 WEST 34 STREET,10001
Issued To ELV DIRECTOR	Business CONSOLIDATED ELE.IND,INC	License Number L-026001	Work Permit Status Pre-Filing
Device Number(s) 1D10859			Work Permit Number Permit is not yet issued
Description of Work Replacement			Sequence Number 2
			Payment Summary
			Amount Paid \$0.00
			Amount Due \$100.00

1 Pay Now

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

Statements & Signatures*

The information in this application is correct and complete to the best of my knowledge and I assume responsibility for all statements ion this submission. I understand that if I am found after hearing to have knowingly or negligently made a false statement on this or any other document submitted to the Department, I may be subject to fine, imprisonment, and/or barred from filing further documents with the Department. I also understand it is unlawful to give to 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.

I will comply with all applicable laws, rules and regulations including all insurance requirements, and, in addition:

I hereby state this renewal application with no change to Applicant, Filing Representative, Construction Superintendent, Site Safety Coordinator, Site Safety Manager, Subcontractors, Concrete Safety Manager or insurance is for the work as originally filed or as officially amended.

In accordance with §26-104.8 of the Administrative Code, I hereby declare I am authorized by the owner of the premises to which this application pertains to make this application for a permit to perform the work described herein. In accordance with Rule 201-25, I will post the permit in a conspicuous and visible location.

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.*

Name*
ELV DIRECTOR

Date*
11/01/2017

Save Submit Cancel

Filing Status
Alteration/Replacement

Confirm

Are you sure you want to proceed with payment?

2 Yes No

1. Click **Pay Now**

2. Click **Yes**

Continue with payment process

Submit Renewal Form

Elevator Director
or Co-Director
clicks the
Submit button

Renew Work Permit

Permit Information

Job Filing Number M00005946-11	Application Type EBN/PPN	Filing Status Alteration/Replacement
Issued To ELV DIRECTOR	Business CONSOLIDATED ELE. IND. INC	License Number L - 026001

Device Number(s)
1D10859

Description of Work
Replacement

Statements & Signatures*

The information in this application is correct and complete to the best of my knowledge and I assume responsibility for all statements on this submission. I understand that if I am found after hearing to have knowingly or negligently made a false statement on this or any other document submitted to the Department, I may be subject to fine, imprisonment, and/or barred from filing further documents with the Department. I also understand it is unlawful to give to 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.

I will comply with all applicable laws, rules and regulations including all insurance requirements, and, in addition:

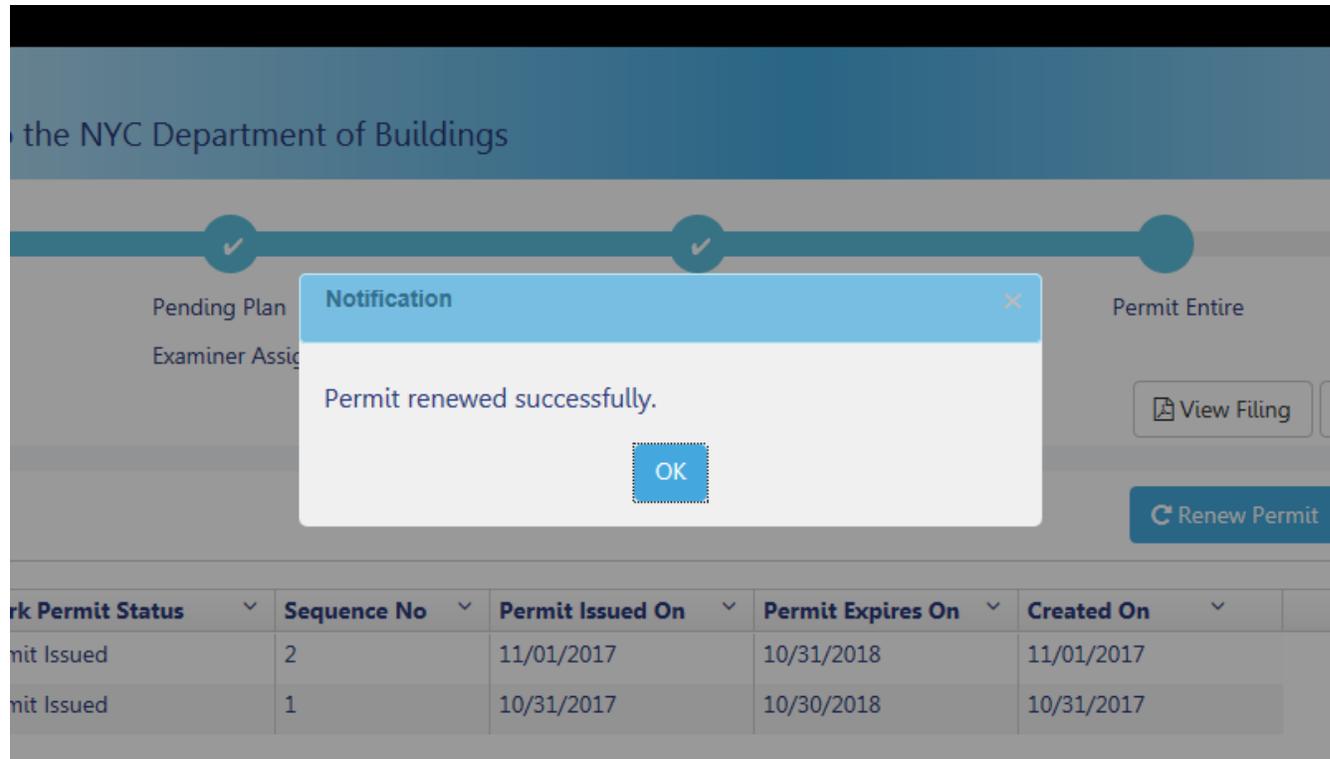
I hereby state this renewal application with no change to Applicant, Filing Representative, Construction Superintendent, Site Safety Coordinator, Site Safety Manager, Subcontractors, Concrete Safety Manager or insurance is for the work as originally filed or as officially amended.

In accordance with §28-104.8 of the Administrative Code, I hereby declare I am authorized by the owner of the premises to which this application pertains to make this application for a permit to perform the work described herein. In accordance with Rule 101-16, I will post the permit in a conspicuous and visible location.

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. *

Name*	Date*
<input type="text"/>	<input type="text"/>

Permit Renewed



The screenshot shows a notification dialog box titled "Notification" with the message "Permit renewed successfully." and an "OK" button. The background is a blurred view of a permit management interface with a progress bar and a table of permit records.

Permit Status	Sequence No	Permit Issued On	Permit Expires On	Created On
Permit Issued	2	11/01/2017	10/31/2018	11/01/2017
Permit Issued	1	10/31/2017	10/30/2018	10/31/2017

Click **OK**

Permit Renewed

M00005946-I1

General Information

Device Details ^

1D10859 ✓

Insurance/Fee Information

Documents

Work Permits

Statements & Signatures

Work Permits Renew Permit Print Permit

Work Permit No.	Work Permit Status	Sequence No.	Permit Issued On	Permit Expires On	Created On
M00005946-I1-VT	Permit Issued	2	11/01/2017	10/31/2018	11/01/2017
M00005946-I1-VT	Permit Issued	1	10/31/2017	10/30/2018	10/31/2017

1 - 2 of 2 items

1 / 1 5 Items Per Page

Submit Post Approval Amendments (PAA)

Rule Review

- The DOB requires applicants to maintain **current and accurate** records of their jobs
- File a **Post Approval Amendment (PAA)** when you need to make updates including changes to the Scope of Work, plans, or correct an Environment Control Board (ECB) violation
- PAAs can be initiated while the status of the filing is the following:
 - **Permit Entire**

Rule Review

While making an amendment, the following fields are **not editable**:

- Filing status
- Primary Address
- Applicant information
- Design Professional Information
- Owner Information
- Devices (No device can be deleted or added, but device information can be revised)
- Section 17 – Replacement/Modification statement
- Building Type

Rule Review

PAAs **will not** be allowed on the following:

- When Section 17 – **Replacement and Modification** statement is checked.
- If the device is Pass-Final with the disposition "Final-Issued" and no Objections
- Any device with an open inspection
- Inspections will not be allowed for any open PAA (An open PAA is defined as PAA filed to DOB and permit not yet issued).

Rule Review

After the PAA is approved the updated permit will be available automatically for the user to print. The only change in the permit would be the scope of work if it was updated while doing the PAA. The issuance and expiration dates on the permit will remain the same as the initial permit.

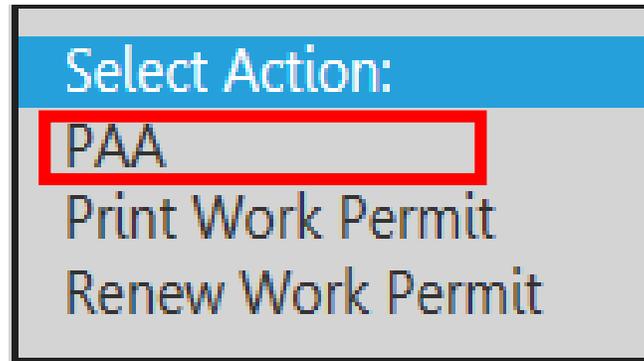
Navigate to a Job Filing

The screenshot shows the NYC Buildings 'DOB NOW' interface. At the top, there's a navigation bar with 'DOB NOW' and 'BUILD' buttons. Below that, a header area contains 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. A navigation menu includes 'My Jobs', 'My Work Permits', 'My AHV Work Permits', 'My LOC Requests', 'My Sign Off Requests', and 'Job Number Search'. The 'My Jobs' tab is selected and highlighted with a red box and a red circle containing the number '1'. Below the navigation menu is a table of job filings. The table has columns for Job Number, Filing No., Filing Status, Address, Borough, Applicant of Record, Owner, Created Date, Modified Date, Payment Status, and Filing Action. The row for job filing M00005955 is highlighted with a red box and a red circle containing the number '2'. The 'Filing Status' for this row is 'Permit Entire'. The 'Payment Status' is 'Exempted'. The 'Filing Action' column for this row shows a dropdown menu with options: 'PAA', 'Print Work Permit', and 'Renew Work Permit'.

Job Number	Filing No.	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date	Modified Date	Payment St.	Filing Action	View...
M00006027	11	Pre-Filing	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	11/01/2017	11/01/2017	Exempted	Select Action: ▼	🔗
M00005998	11	Pre-Filing	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/31/2017	10/31/2017	Exempted	Select Action: ▼	🔗
M00006001	11	Pre-Filing	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/31/2017	10/31/2017	Exempted	Select Action: ▼	🔗
M00005997	11	Sign Off Request Initiated	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/31/2017	11/01/2017	Exempted	Select Action: ▼	🔗
M00005978	11	Pre-Filing	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/26/2017	10/27/2017	Due	Select Action: ▼	🔗
M00005969	11	Incomplete	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/25/2017	11/02/2017	Exempted	Select Action: ▼	🔗
M00005955	11	Permit Entire	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/23/2017	11/02/2017	Exempted	Select Action: ▼	🔗
M00005954	11	Signed Off	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/23/2017	11/02/2017	Exempted	Select Action: ▼	🔗
M00005946	11	Sign Off Request Initiated	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/20/2017	11/01/2017	Exempted	Select Action: ▼	🔗
M00005940	11	Applicant of Record Review	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/18/2017	10/19/2017	Exempted	Select Action: ▼	🔗

1. Go to **My Jobs** tab
2. Locate the **Job Filing**

Select Filing Action



Select Action:
PAA
Print Work Permit
Renew Work Permit

Select **PAA** from the Filing Actions field

Confirm Creation of PAA



Click **Yes** to create PAA

PAA Device

PAA device selection

Please select device(s) to initiate PAA

1 1F3023

2

1. Select the **check box** to select the device
2. Click **OK**

PAA Generated

The screenshot shows the DOB NOW application interface. At the top, there is a blue header with the text "DOB NOW" and "Submit Filings, Payments, and Requests to the NYC Department of Buildings". On the right side of the header, it says "Welcome, ELV DIRECTOR" and "DOBELVTR1DIRECTOR@GMAIL.COM" with a "Sign Out" link. Below the header is a progress bar with five stages: "Pre-Filing", "Applicant of Record", "Pending Plan", "Plan Examiner", and "Approved". The "Pre-Filing" stage is highlighted with a red box. Below the progress bar are buttons for "Save", "Preview to File", "View Filing", "Payment History", "Property Profile", and "Dashboard". The main content area is divided into three sections: "Device Search", "Application Highlights", and "Payment Summary". The "Device Search" section has a search bar and a "Search & Add" button. The "Application Highlights" section lists details like "Primary Address", "Job Filing Number", "Device Type", "Device Count", "Filing Includes", and "Current Job Filing Status". The "Payment Summary" section lists "Estimated Cost", "Fee Exempt", "Filing Fee", "PAA", "No Good Check Fee", "Total Fee", "Amount Paid", and "Amount Due".

Device Search

Search by: Device # Address BIN

Device Number*

Devices - Elevator

NYC Device ID	Device Status	PAA	Created On	Action
1F3023	Active	<input checked="" type="checkbox"/>	11/02/2017	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Application Highlights

Primary Address 105 WEST 34 STREET
MANHATTAN 10001

Job Filing Number -
Device Type Elevator
Device Count 1
Filing Includes Dismantle
Current Job Filing Status Pre-Filing

Payment Summary

Estimated Cost \$1,000.00
Fee Exempt Yes
Filing Fee \$0.00
PAA \$100.00
No Good Check Fee \$0.00
Total Fee \$0.00
Amount Paid \$0.00
Amount Due \$100.00

A copy of the Initial filing is created and is in the Pre-Filing Status

Update and Save Job Filing

The screenshot displays the NYC Buildings job filing interface. At the top, there are four progress indicators: Pre-Filing (active), Applicant of Record Review, Pending Plan Examiner Assignment, and Plan Examiner Review. Below these are buttons for 'Save' (highlighted with a red box), 'Preview to File', and 'View Filing'. The main content area is divided into a left sidebar and a main panel. The sidebar shows the job ID 'M00005955-P1' and a menu with 'General Information' selected, along with other sections like 'Device Details', 'Insurance/Fee Information', 'Documents', and 'Statements & Signatures'. The main panel features a 'Device Search' section with a search bar and a 'Search & Add' button. Below this is a table titled 'Devices - Elevator' with one row of data. At the bottom, there is a 'Primary Address' section with input fields for House No., Street Name, Borough, Block, Lot, and BIN.

NYC Device ID	Device Status	PAA	Created On	Action
1F3023	Active	<input checked="" type="checkbox"/>	11/02/2017	Edit Delete

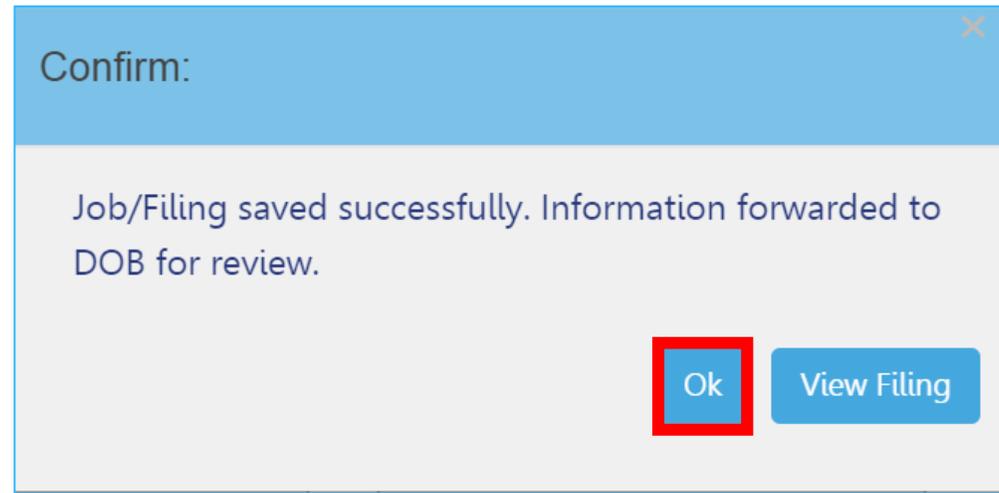
Make necessary updates to the filing

- Click **Save** in the upper left corner

Complete the Filing Process

1. Complete General Information
2. Enter Device Details
3. Upload Required Documents
4. Complete Statements and Signatures
5. Pay Fees
6. Preview to File
7. File

View Job Filing Confirmation



A successful filing confirmation will appear

- Click **OK**

View New Job Filing No.

✓	Job Number	Filing No.
	<input type="text"/>	<input type="text"/>
✓	M00005937	I1
✓	M00005955	I1
✓	M00005954	I1
✓	M00005955	I1
✓	M00005955	P1

New **Job Filing Number** is generated with suffix of **P1**

Knowledge Check

True or False:

The process to submit a PAA is similar to submitting the Initial job filing.

Knowledge Check

True:

Before a Design Professional can submit a Post Approval Amendment (PAA), the application must be completed, documents upload, fees paid, Statements and Signatures completed, Preview to File, sign the filing and click Submit.

Request Sign-Off

Rule Review

Sign Off – For self-certified filings

- Only allowed for Replacement/Modification filings
- Sign Off requests for self-certified filings must be submitted in DOB NOW: *Build*
- Only Applicant (Elevator Director / Elevator Co-Director) can request application sign off for self-certification jobs.

Rule Review

Sign Off for non-self-certified filings

- When the inspection status is **Pass-Final** for all devices listed in application, the system will change the filing status to Pending Sign Off Review
- DOB will review the Sign Off Request
- Once approved, the application status will change to **Signed Off**

Rule Review

For Personal Hoist removal, when the inspections are **Pass-Final** then the status of the device will be changed from W (Work in progress) to R (Removed).

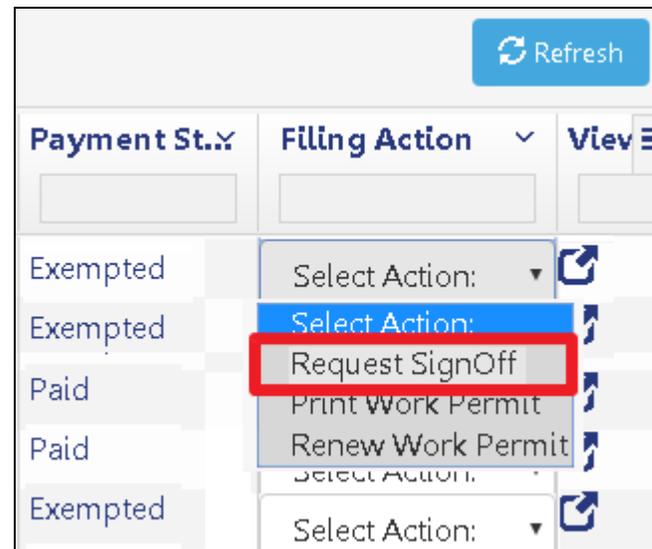
Status Will Change to Signed Off

The screenshot shows the DOB NOW web application interface. At the top, there is a header with the DOB NOW logo and the text "DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings". On the right side of the header, it says "Welcome, ELV DIRECTOR DOBELVTR1DIRECTOR@GMAIL.COM" and "Need Help? Sign Out". Below the header, there are navigation buttons for "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 Sign Off Requests", and "Job Number Search". A "Filter My Jobs" dropdown and a "Refresh" button are also present. The main content area is a table with the following columns: Job Number, Filing No., Filing Type, Filing Status, Address, Applicant of Record, Owner, Payment Status, Filing Action, and View. The first row of the table has the following data: Job Number M00005647, Filing No. I1, Filing Type New Installation, Filing Status Signed Off (highlighted with a red box), Address 118 EAST 60 STREET, Applicant of Record ELV DIRECTOR, Owner ROME18 APPLE, Payment Status Paid, and Filing Action Select Action: [dropdown].

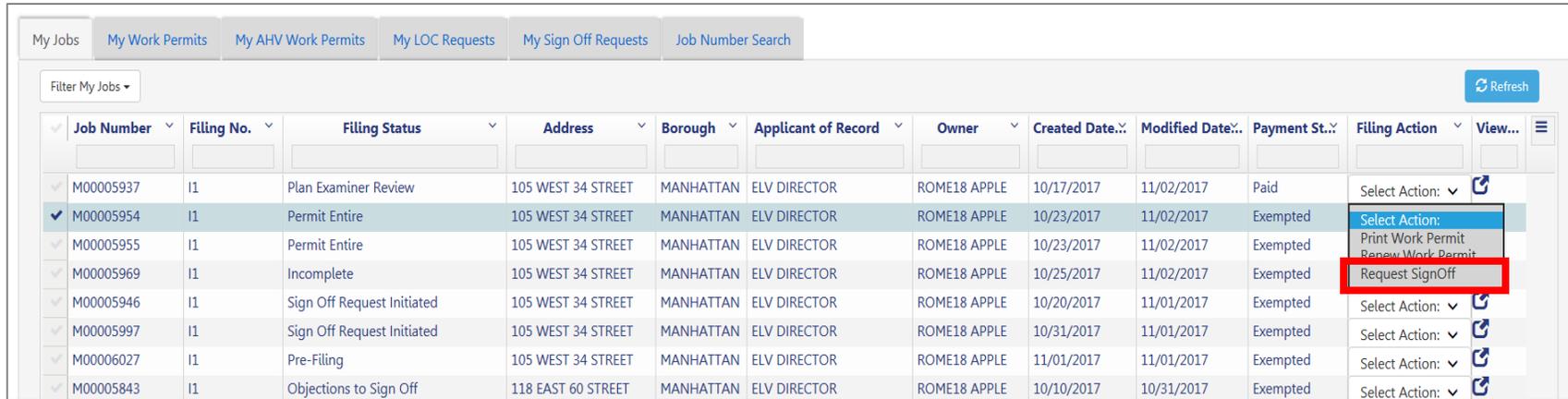
Job Number	Filing No.	Filing Type	Filing Status	Address	Applicant of Record	Owner	Payment Status	Filing Action	View
M00005647	I1	New Installation	Signed Off	118 EAST 60 STREET	ELV DIRECTOR	ROME18 APPLE	Paid	Select Action: [dropdown]	[icon]

Request Sign Off

When work is completed and DOB Inspections assign a Pass-Final status to each device included on the permit. You may request Sign-off for the job filing.



Request for Signoff for Self-Certified Filings



Job Number	Filing No.	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date	Modified Date	Payment St.	Filing Action	View...
M00005937	11	Plan Examiner Review	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/17/2017	11/02/2017	Paid	Select Action: ▾	
✓ M00005954	11	Permit Entire	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/23/2017	11/02/2017	Exempted	Select Action: ▾ Print Work Permit Renew Work Permit Request SignOff	
M00005955	11	Permit Entire	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/23/2017	11/02/2017	Exempted	Select Action: ▾	
M00005969	11	Incomplete	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/25/2017	11/02/2017	Exempted	Select Action: ▾	
M00005946	11	Sign Off Request Initiated	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/20/2017	11/01/2017	Exempted	Select Action: ▾	
M00005997	11	Sign Off Request Initiated	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/31/2017	11/01/2017	Exempted	Select Action: ▾	
M00006027	11	Pre-Filing	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	11/01/2017	11/01/2017	Exempted	Select Action: ▾	
M00005843	11	Objections to Sign Off	118 EAST 60 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/10/2017	10/31/2017	Exempted	Select Action: ▾	

For self-certified filings, the Elevator Director/Co-Director must request Sign Off

1. From the **My Jobs** tab on your Dashboard, go to the filing column **Filing Actions**, click **Select Action** dropdown arrow
2. Click **Request Signoff**

Confirm Signoff Request

requests to the NYC Department of Buildings

est LOC

My Sign Off Rec

Please confirm if you would like to proceed with Initiating a signoff request.

Yes No

us	Address				Created Date..	Modified Date..	Payment
w	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/17/2017	11/02/2017	Paid
	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/23/2017	11/02/2017	Exempted
	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/23/2017	11/02/2017	Exempted
	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/25/2017	11/02/2017	Exempted
iated	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/20/2017	11/01/2017	Exempted
iated	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/31/2017	11/01/2017	Exempted
	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	11/01/2017	11/01/2017	Exempted
off	118 EAST 60 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/10/2017	10/31/2017	Exempted
	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/31/2017	10/31/2017	Exempted
	105 WEST 34 STREET	MANHATTAN	ELV DIRECTOR	ROME18 APPLE	10/31/2017	10/31/2017	Exempted

Click **Yes** to confirm

Self-Certified Sign Off Request

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

BUILD

Save Submit

Alteration/Replacement Sign Off Request

Inspecting Agency Information*

Director Information

E-Mail* License Type* License Number*

Business Name First Name Last Name

Address City State

Zip Phone

Did Agency Director/Co-Director perform the inspection ?* Yes No

Witnessing Agency Information

Owner Contacts Information

General Information

Test Information

Statements & Signatures

- General Information
- Test Information
- Statements and Signatures

Test Information-Inspection Results

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

BUILD

Save Submit

Alteration/Replacement Sign Off Request

M00005954-I1

General Information

Test Information

Statements & Signatures

Test Information*

Device Number	Device Type	Inspection/Test Date	Inspection Result
1P19171	Elevator	11/02/2017	Satisfactory <input checked="" type="radio"/> Yes

- The inspection results have to be **Satisfactory** before the request can be submitted.
- The user can enter any Inspection date from the date the permit was issued and the current date. The system will not allow the user to enter any date before the permit issuance date and any future date.

Sign Off Request – General Information

The screenshot shows a web application interface for a sign-off request. On the left is a navigation menu with three items: 'General Information' (highlighted in blue), 'Test Information', and 'Statements & Signatures'. The main content area is titled 'Inspecting Agency Information' and is enclosed in a red border. Below this title are three expandable sections: 'Director Information' (expanded), 'Witnessing Agency Information', and 'Owner Contacts Information'. The 'Director Information' section contains the following fields:

- E-Mail***: Text input field with placeholder 'Enter email/username...'
- License Type***: Dropdown menu with 'Select Type:'
- License Number***: Text input field
- Business Name**: Text input field with 'CONSOLIDATED ELE. IND. INC'
- First Name**: Text input field
- Last Name**: Text input field
- Address**: Text input field
- City**: Text input field
- State**: Text input field with 'NY'
- Zip**: Text input field with '11101-5712'
- Phone**: Text input field with '7187840560'

At the bottom of the 'Director Information' section is a confirmation question: 'Did Agency Director/Co-Director perform the inspection ?*' with radio buttons for 'Yes' and 'No'.

Complete **Inspecting Agency Information**

1. Enter **Email Address**
2. Select **License Type**
3. Complete **Inspection Confirmation**

Sign Off Request – General Information

Witnessing Agency Information

Director Information

E-Mail <input type="text" value="Enter email/username..."/>	License Type <input type="text" value="Select Type:"/>	License Number <input type="text"/>
Business LookUp <input type="text" value="Select Type:"/>	First Name <input type="text"/>	Last Name <input type="text"/>
Address <input type="text"/>	City <input type="text"/>	State <input type="text"/>
Zip <input type="text"/>	Phone <input type="text"/>	

Did Agency Director/Co-Director witness the inspection ? Yes No

Complete **Witnessing Agency Information**

1. Enter **Email Address**
2. Select **License Type**
3. Select Business from **Business LookUp field**

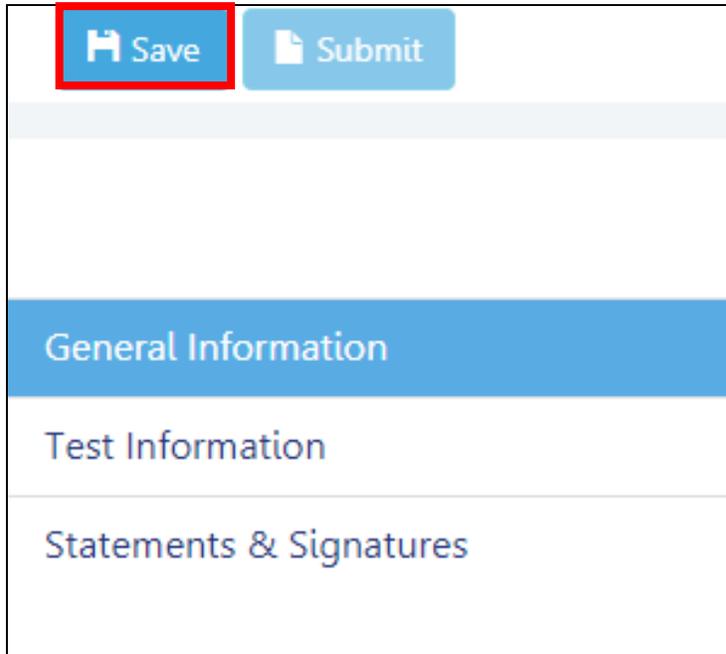
Sign Off Request – General Information

Owner Contacts Information >

E-mail	First Name	Last Name
APPLEROME18@GMAIL.COM	APPLE	ROME18
Business Name/Agency name	Street Address	City
ZXCVCBNMASD ZXCVCBNMASD ZXCVCBNMASD ZX	AR18	NYC
State	Zip	Telephone Number
NY	10000	2013331111

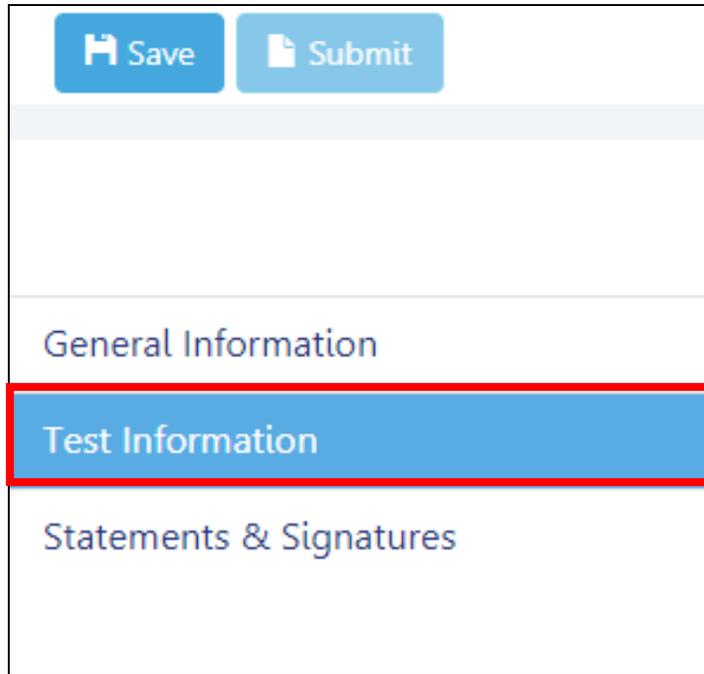
Owner Contact information auto-populates

Save General Information



Click **Save** to save your work

Navigate to Test Information Tab



Click on **Test Information** to expand the tab

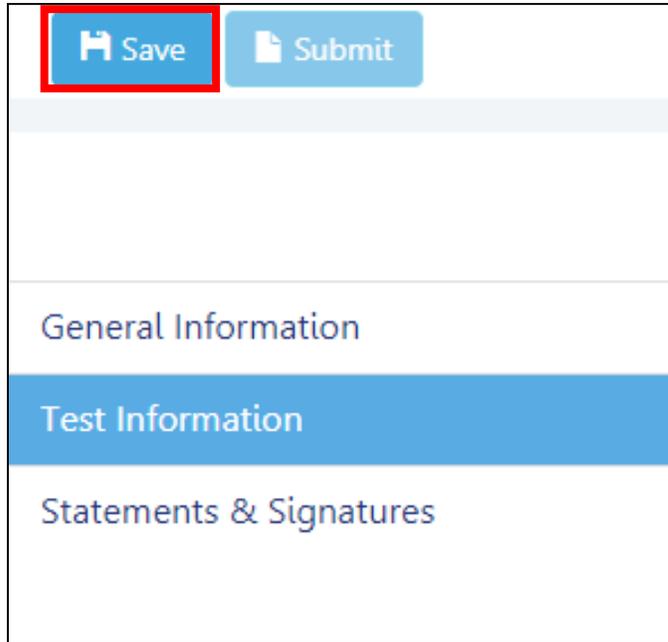
Enter Test Information

Test Information*			
Device Number	Device Type	Inspection/Test Date	Inspection Result
1E1707	Escalator	<input type="text"/> 	Satisfactory <input type="radio"/> No <input type="radio"/>

Complete **Test Information**

- Enter **Inspection/Test Date**
- Select **Inspection Result**

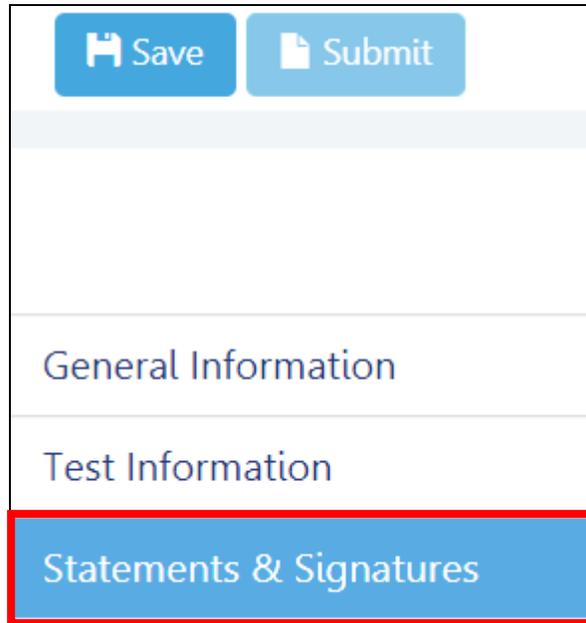
Save Test Information



The image shows a screenshot of a web form interface. At the top, there are two buttons: a blue 'Save' button with a floppy disk icon and a light blue 'Submit' button with a document icon. The 'Save' button is highlighted with a red rectangular border. Below the buttons is a vertical navigation menu with three items: 'General Information', 'Test Information', and 'Statements & Signatures'. The 'Test Information' item is highlighted with a blue background, indicating it is the current section.

Click **Save** to save your work

Expand Statements and Signatures



The image shows a screenshot of a web form interface. At the top, there are two blue buttons: 'Save' with a floppy disk icon and 'Submit' with a document icon. Below these buttons is a light gray horizontal bar. Underneath, there are three tabs: 'General Information', 'Test Information', and 'Statements & Signatures'. The 'Statements & Signatures' tab is highlighted with a red border, indicating it is the target for the instruction.

Click on Statements and Signatures to expand the tab

Complete Statements and Signatures

Complete Statements and Signatures

- Inspecting Agency
- Owner

Inspecting Agency - Statements & Signatures

Inspecting Agency Director Statements*

As Director of the Approved Elevator Inspection Agency listed in this submission, I certify that someone under my supervision has performed all required inspections/tests of the elevator(s) described in this submission and confirmed that that the work permitted by the application associated with this submission has been completed in accordance with the requirements of the NYC Administrative Code and other applicable laws, rules, and bulletins. The results of these inspections/tests are indicated in this submission. I also certify that all statements herein 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.

Director Name Date

Owner - Statements & Signatures

Owner Statements*

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to 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, 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. Furthermore, I understand that I am responsible for insuring that a final inspection be performed when the permitted work is complete. When work is performed pursuant to Operations Policy and Procedure Notice # 26/90 I also understand that I am responsible for insuring that a satisfactory report of final inspection be submitted, along with all required submittal documents, so that the NYC Department of Buildings may issue a certificate of compliance or certificate of occupancy within the time prescribed by law.

I have authorized the applicant to file this application for the work specified herein and all future amendments. I will not knowingly authorize any work that is not in compliance with all applicable laws, rules, and regulations.

If I am a condo unit owner or co-op tenant-shareholder, I further represent that I am authorized by the condo or co-op board to sign this application on behalf of such board, and if applicable, acknowledge that construction and related documents will be accepted with less than full examination by the department based on the professional certification of the applicant.

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.

Owner Name Date

Request for Signoff-Save

The image displays two screenshots of the 'Alteration/Replacement Sign Off Request' form. The left screenshot shows the 'Save' button highlighted with a red box. The right screenshot shows a notification dialog box with the message 'Sign Off request saved successfully.' and an 'OK' button.

When the Sign Off Request is complete, the Elevator Director can click the Submit button
Enter the information and Click **Save**

Sign Off Request Initiated

The screenshot displays the NYC Buildings DOB NOW interface. On the left, a table lists various filings with their statuses. A red arrow points to the row for filing M00005946, which has a status of 'Sign Off Request Initiated'. On the right, a detailed view of this filing shows a progress bar with seven stages: Pre-Filing, Applicant of Record Review, Pending Plan Examiner Assignment, Plan Examiner Review, Permit Entire, Sign Off Request Initiated, and Signed Off. A red arrow points to the 'Sign Off Request Initiated' stage, which is currently active. Below the progress bar, there are sections for 'Device Search', 'General Information', 'Device Details', 'Insurance/Fee Information', and 'Documents'. The 'Device Details' section shows '1D10859' and 'Dumbwaiter'. The 'Application Highlights' section provides key details about the filing, including the address, filing number, and estimated cost.

Job Number	Filing No.	Filing Status	Address
M00006027	11	Pre-Filing	105 W...
M00005998	11	Pre-Filing	105 W...
M00006001	11	Pre-Filing	105 W...
M00005997	11	Sign Off Request Initiated	105 W...
M00005978	11	Pre-Filing	105 W...
M00005969	11	Plan Examiner Review	105 W...
M00005954	11	Plan Examiner Review	105 W...
M00005955	11	Plan Examiner Review	105 W...
M00005946	11	Sign Off Request Initiated	105 W...
M00005940	11	Applicant of Record Review	105 W...

NYC Device ID	Device Status	Old Device ID	Created On	Action
1D10859	Active	1D10859	10/20/2017	[Edit] [Delete]

The status of filing is set to "Signoff Request Initiated"

My Sign Off Requests Tab

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

Welcome, ELV DIRECTOR
DOBELVTR1DIRECTOR@GMAIL.COM
Need Help?
Sign Out

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

My Jobs My Work Permits My AHV Work Permits My LOC Requests **My Sign Off Requests** Job Number Search

Refresh

Job Number	Filing Number	Sign Off Number	Sign Off Status	Address	Borough
M00005954	I1	SignOff Request	Request Submitted	105 WEST 34 STREET	MANHATTAN
M00005946	I1	SignOff Request	Pre-Filing	105 WEST 34 STREET	MANHATTAN
M00005997	I1	SignOff Request	Pre-Filing	105 WEST 34 STREET	MANHATTAN

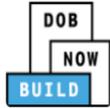
- Sign Off Requests will appear on the **My Sign Off Requests Dashboard**
- Email notifications will be sent when Sign Off is complete

View Filings in the DOB NOW Public Portal

DOB NOW Home Page

DOB NOW

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



Submit Jobs for:

- Antenna
- Curb Cuts
- Electrical
- Elevators
- Fences
- Plumbing
- Sidewalk Sheds
- Signs
- Sprinklers
- Standpipes
- Supported Scaffolds



Submit Compliance Filing for:

- Facades
- Bollers

Search the Public Portal for Filings and Permits Submitted in 

Address

House Number <input type="text" value="Enter House Number"/>	Street Name <input type="text" value="Enter Street Name"/>	Borough <input type="text" value="Select Borough"/>
--	--	---

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

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

Enter your e-Filing account information

Email

Password

To register for an account or reset your password, go to the eFiling website.
Need more help? [Contact us.](#)

Research Using the Public Portal

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

DOB NOW BUILD

Submit Jobs for:

- Antenna
- Curb Cuts
- Electrical
- Elevators
- Fences
- Plumbing
- Sidewalk Sheds
- Signs
- Sprinklers
- Standpipes
- Supported Scaffolds

DOB NOW SAFETY

Submit Compliance Filing for:

- Facades
- Boilers

Search the Public Portal for Filings and Permits Submitted in **DOB NOW**

Log In to **DOB NOW** to Submit and Filings:

Enter your e-Filing account information

Email

Password

To register for an account or reset your password, go to the eFiling website.
Need more help? [Contact us.](#)

Address

House Number

Street Name

Borough

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

- Unregistered users can access **DOB NOW filings** on the public portal
- Search by
 - Address
 - Building Identification Number (BIN)
 - Borough, Block, Lot
 - Device

Enter Search Criteria and Click Search

Address

House Number <input type="text" value="151"/>	Street Name <input type="text" value="WEST 34 STREET"/>	Borough <input type="text" value="Manhattan"/>
---	---	--

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

View Property Profile and Filing History

151 WEST 34 STREET
MANHATTAN 10001
BIN# 1015219

Alternate Addresses:

7 AVENUE	441 - 459
BROADWAY	1317 - 1329
WEST 34 STREET	105 - 173
WEST 35 STREET	108 - 168

Building Characteristics

Health Area 5200	Tax Block 810	Census Tract 109	Tax Lot 1
Community Board 105	Condo NO	Buildings on Lot 1	Vacant NO
Cross Street(s) BROADWAY, 7 AVENUE	DOB Special Place Name	DOB Building Remarks	Landmark Status
Special Status N/A	Local Law NO	Loft Law NO	SRO Restricted NO
TA Restricted YES	UB Restricted NO	Environmental Restrictions N/A	Grandfathered Sign NO
Legal Adult Use NO	City Owned NO	Additional BINs for Building NONE	Special District MID - MIDTOWN

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

Tidal Wetlands Map Check:	No
Freshwater Wetlands Map Check:	No
Coastal Erosion Hazard Area Map Check:	No
Special Flood Hazard Area Check:	No

Department of Finance Building Classification: K3-STORE BUILDING

Please Note: The Department of Finance's building classification information shows a building's tax status, which may not be the same as the legal use of the structure. To determine the legal use of a structure, research the records of the Department of Buildings.

Filings

BUILD: Job Filings

SAFETY: Compliance Filings

View Property Profile

The screenshot shows the 'Property Profile' page for a property at 151 WEST 34 STREET, MANHATTAN 10001, BIN# 1013219. The page includes a navigation bar with 'Back' and 'Home' buttons, a warning banner about a class 1 violation, and several sections of information. Red brackets on the left and right sides of the screenshot point to callout boxes that categorize different parts of the page.

Property Profile

VIOLATION FOR FAILURE TO CERTIFY CORRECTION OF CLASS 1 VIOLATION EXISTS ON THIS PROPERTY - DOB CIVIL PENALTIES DUE

151 WEST 34 STREET MANHATTAN 10001 BIN# 1013219

Alternate Addresses:

7 AVENUE	441 - 459
BROADWAY	1317 - 1329
WEST 34 STREET	105 - 173
WEST 35 STREET	108 - 168

Building Characteristics

Health Area 5200	Tax Block 810	Census Tract 109	Tax Lot 1
Community Board 105	Condo NO	Buildings on Lot 1	Vacant NO
Cross Street(s) BROADWAY, 7 AVENUE	DOB Special Place Name	DOB Building Remarks	Landmark Status
Special Status N/A	Local Law NO	Loft Law NO	SRO Restricted NO
TA Restricted YES	UB Restricted NO	Environmental Restrictions N/A	Grandfathered Sign NO
Legal Adult Use NO	City Owned NO	Additional BINs for Building NONE	Special District MID - MIDTOWN

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

Tidal Wetlands Map Check:	No
Freshwater Wetlands Map Check:	No
Coastal Erosion Hazard Area Map Check:	No
Special Flood Hazard Area Check:	No

Department of Finance Building Classification: K3-STORE BUILDING

Please Note: The Department of Finance's building classification information shows a building's tax status, which may not be the same as the legal use of the structure. To determine the legal use of a structure, research the records of the Department of Buildings.

Filings

- BUILD: Job Filings
- SAFETY: Compliance Filings

Job Filings-Elevators

BUILD: Job Filings

Filter My Jobs ▾

View ▾	Job No. - Filing No. ▾	Borough ▾	Address ▾	Filing Status ▾	Created Date ▾ ▾
	M00298031-11	MANHATTAN	151 WEST 34 STREET	Pending Plan Examiner Assignment	11/14/2017
	M00297745-11	MANHATTAN	105 WEST 34 STREET	Incomplete	11/09/2017
	M00297747-11	MANHATTAN	105 WEST 34 STREET	Incomplete	11/09/2017
	M00297749-11	MANHATTAN	105 WEST 34 STREET	Pending Plan Examiner Assignment	11/09/2017
	M00297753-11	MANHATTAN	105 WEST 34 STREET	Pending Plan Examiner Assignment	11/09/2017
	M00297757-11	MANHATTAN	105 WEST 34 STREET	Pending Plan Examiner Assignment	11/09/2017
	M00297760-11	MANHATTAN	105 WEST 34 STREET	Objections	11/09/2017
	M00297771-11	MANHATTAN	151 WEST 34 STREET	Objections	11/09/2017
	M00297773-11	MANHATTAN	151 WEST 34 STREET	Objections	11/09/2017
	M00297775-11	MANHATTAN	151 WEST 34 STREET	Permit Entire	11/09/2017
	M00297778-11	MANHATTAN	151 WEST 34 STREET	Plan Examiner Review	11/09/2017
	M00297781-11	MANHATTAN	151 WEST 34 STREET	Permit Entire	11/09/2017

Total Items: 80 (Showing Items: 25)

◀ ◁ 1 / 4 ▶ ▷ 25 ▾ Items per page 1 - 25 of 80 Items

Click Tabs to Expand Details

Filing Details: Job# M00298031 Filing# I1

General Information

Device Details

Fee Information

Documents

Payment History

Work Permit

Filing Details: Job# M00298031 Filing# I1

General Information

Device Details

Fee Information

Documents

Documents - Job# M00298031 Filing# I1

Created On	Document Name	Document Status
2017-11-14	Fee Exempt Supporting Document - DOF ACRIS Report	Submitted
2017-11-14	Liability Insurance: General liability, Workers Compensation & Disability	Submitted
2017-11-14	Electrical Permit	Submitted

Knowledge Check

True or False

A user ID and login are required to access the DOB NOW Public Portal

Knowledge Check

False

Anyone can access the DOW NOW Public Portal at www.nyc.gov/dobnow

Wrap Up

Learning Objectives Met

- ✓ Describe DOB NOW
- ✓ Know Where to Go for Help
- ✓ Register for DOB NOW through eFiling
- ✓ Login and Navigate within DOB NOW: *Build*
- ✓ Create a New Job Filing
- ✓ Schedule Appointments and Resolve Objections
- ✓ Print and Renew a Permit
- ✓ Submit a Post Approval Amendment (PAA)
- ✓ Request Sign Off
- ✓ Locate DOB NOW Filings in the Public Portal

Review of Key Points

<p> DOB NOW: Build</p> <p style="text-align: right;"><small>DOB NOW: Build For Elevator Filings</small></p> <hr/> <p><u>DOB NOW: Build Information Session Highlights</u></p> <ol style="list-style-type: none">1. This presentation and other materials will be available at: _____.2. As of _____, all 2017 Elevator Filings that use the ELV1 must be filed in DOB NOW.3. _____ will continue to be submitted to the Elevators Unit.4. Filing Fees are paid in the _____ system and parts fees are deducted from _____.5. DOB NOW job numbers begin with a Borough Code. The five codes are:<ol style="list-style-type: none">a. Brooklyn _____b. Bronx _____c. Manhattan _____d. Queens _____e. Staten Island _____6. Who needs to register in eFiling? _____.7. The URL for DOB NOW is: _____. <p style="text-align: right;"><small>build safe live safe</small>  1 Page</p>	<p> DOB NOW: Build</p> <p style="text-align: right;"><small>DOB NOW: Build For Elevator Filings</small></p> <ol style="list-style-type: none">8. The _____ section of the form shows a summary of the filing, displays fee details, and includes the Pay Now button.9. For help with DOB NOW job filings, contact _____.10. To create a new job filing, I click _____ from the _____.11. Fields with marked with a _____ are required.12. True or False: To generate a job # you must complete the General Information Tab.13. If a document is needed for a filing, it will be listed in the _____ section of the filing as _____.14. Before submitting a filing, the Applicant of Record must click _____ and then advance through each page of the filing before they can add their signature and _____ the application.15. True or False: An Owner or Authorized Representative can attest and submit a filing.16. To print a work permit, I select Print Work Permit from the dropdown in the _____ column on My Jobs tab on the dashboard. <p style="text-align: right;"><small>build safe live safe</small>  2 Page</p>
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DOB NOW Log In Screen

1 Search the Public Portal for Filings and Permits Submitted in 

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

Address

House Number **Street Name** **Borough**

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

Enter your e-Filing account information

Email

Password

To register for an account or reset your password, go to the eFiling website.
Need more help? Contact us.

 Public Portal FAQ and User Manual

 FAQ and Resources

 FAQ and Resources





1. Public Portal
2. Log In to DOB NOW

DOB NOW Log In Screen

The screenshot shows the DOB NOW Log In Screen. At the top left, there is a search bar for the Public Portal for Filings and Permits Submitted in. Below this is a search form with fields for House Number, Street Name, and Borough, and a Search button. To the right of the search form is a login section titled 'Log In to DOB NOW to Submit and Filings:'. It contains fields for Email and Password, a Login button, and a link to 'Need more help? Contact us.' Below the search form are four blue buttons: Building Identification Number (BIN), Borough, Block, Lot, and Device Search. At the bottom of the screen, there are five red boxes with numbered callouts (1-5) pointing to various links: 1. Public Portal FAQ and User Manual, 2. DOB NOW INSPECTIONS, 3. Building Information Search, 4. DOB NOW BUILD FAQ and Resources, and 5. NYC OpenData.

1. Link to FAQs and Public Portal User Manual
2. Link to Inspections
3. Link to Build and Safety FAQs and Resources
4. Link to BIS
5. Link to NYC Open Data

Thank You!