

INDUSTRY PORTAL STEP-BY-STEP GUIDE

Energy Objections & Appointments

The following Step-by-Step Guide is designed to provide information regarding Delegates associated with a DOB NOW: *Build* Job Filing including Energy Submission and their role in resolving Energy Plan Examiner Objections through meetings.

HELPFUL LINKS

[YouTube.com/DOBNOW](https://www.youtube.com/DOBNOW) 

[NYC.gov/DOBNOWINFO](https://www.nyc.gov/DOBNOWINFO) 

[NYC.gov/DOBNOWHELP](https://www.nyc.gov/DOBNOWHELP) 



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Overview

- Delegates per their role in the DOB NOW: *Build* filing process will be alerted in the event that an Energy Plan Examiner (PE) makes/adds an objection(s) during their review.
- If the Energy Plan Examiner examining your Energy Submission makes an objection, you will receive an email inviting you to log into DOB NOW to resolve the issue and to schedule a meeting, if the appointment is allowed.

SYSTEM GUIDELINES

1. Fields with a red asterisk (*) are required and must be completed.
2. Grayed-out fields are Read-Only or are auto-populated by the system.
3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options or full fields.

The screenshot shows a web form with the following elements:

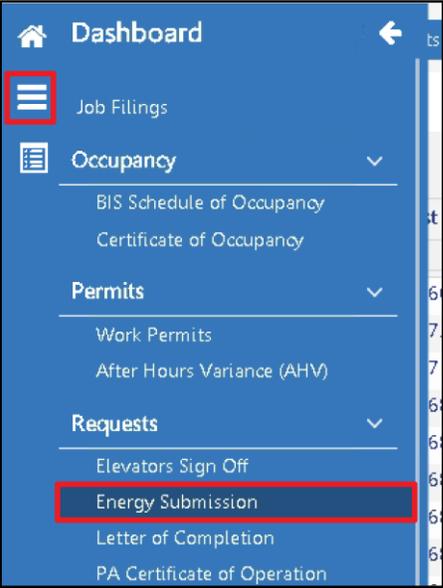
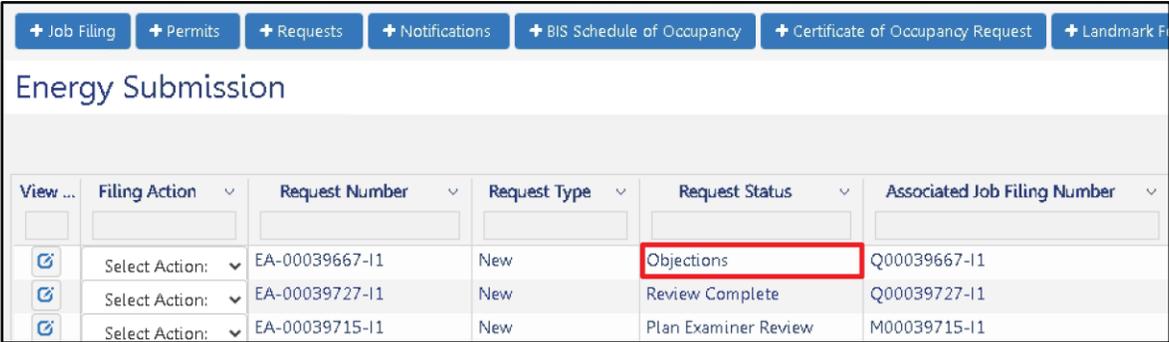
- Email***: A text input field with a red asterisk and a red box around it, labeled with a red circle containing the number 1.
- Applicant Type***: A dropdown menu with a red asterisk and a red box around it, labeled with a red circle containing the number 2.
- Last Name**: A grayed-out text input field with a red box around it, labeled with a red circle containing the number 2.
- Filing Representative Information**: A section header with a blue '+ Add Representative' button.
- Table**: A table with columns: First Name, Last Name, Email, Business Name, Business Telephone, and Action. The first row contains: ADAM, JOE2, AJOETEST2@GMAIL.COM, AJ2, (201) 222-3333, and two icons (edit and delete).
- Scrollbar**: A horizontal scrollbar below the table, labeled with a red circle containing the number 3.
- Total Items: 1**: Text below the scrollbar.
- Page Navigation**: A set of navigation buttons (back, forward, first, last) and a dropdown menu for 'Items Per Page' set to 5.
- 1 - 1 of 1 items**: Text at the bottom right of the page.

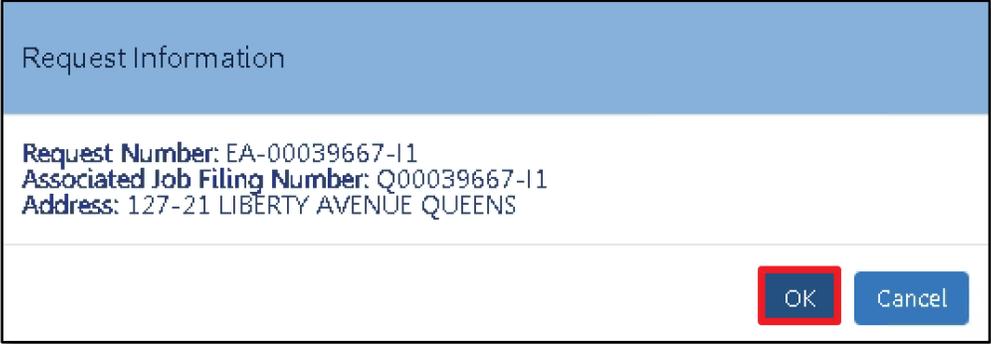
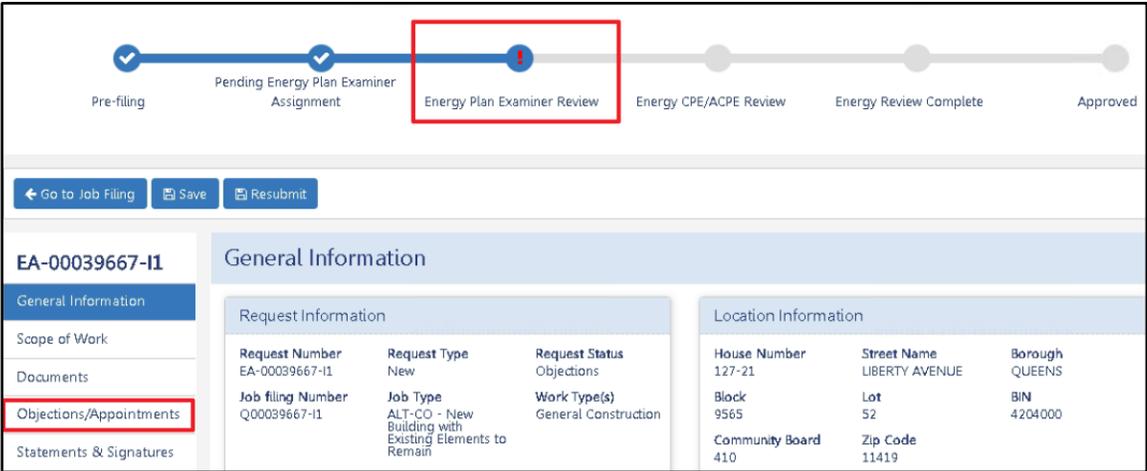
ADDITIONAL HELP & INFORMATION

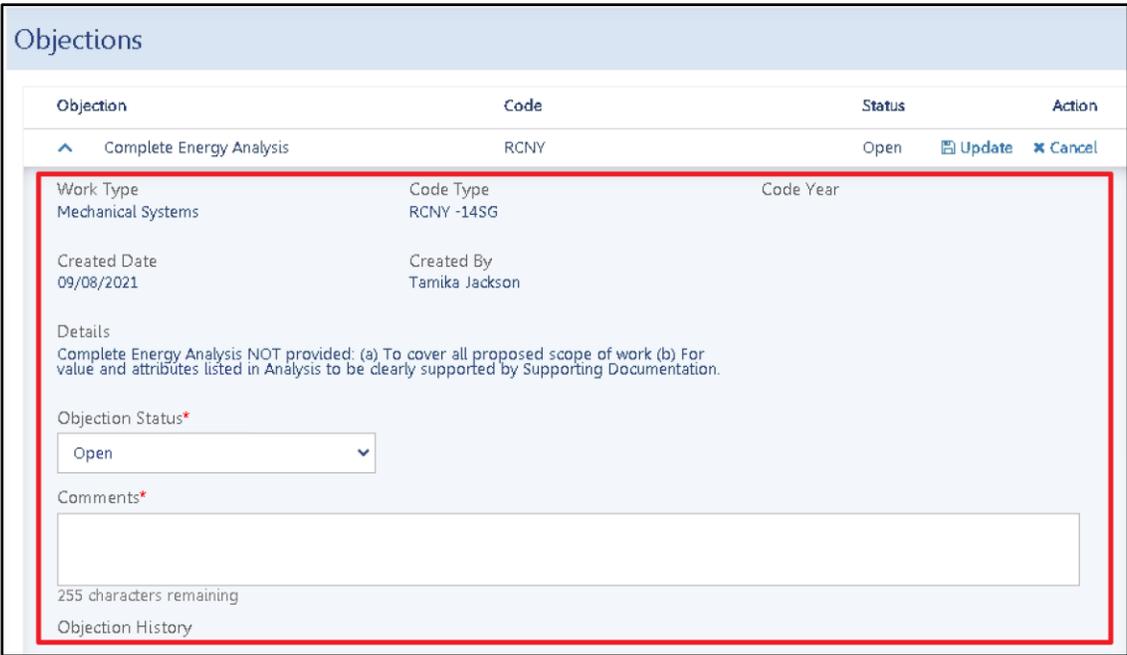
1. Video Tutorials: DOB NOW YouTube Channel: <https://www.youtube.com/user/NYCBUILDINGS>
2. Presentations & Sessions: <https://www1.nyc.gov/site/buildings/industry/dob-now-training.page>

Resolve Objection(s)

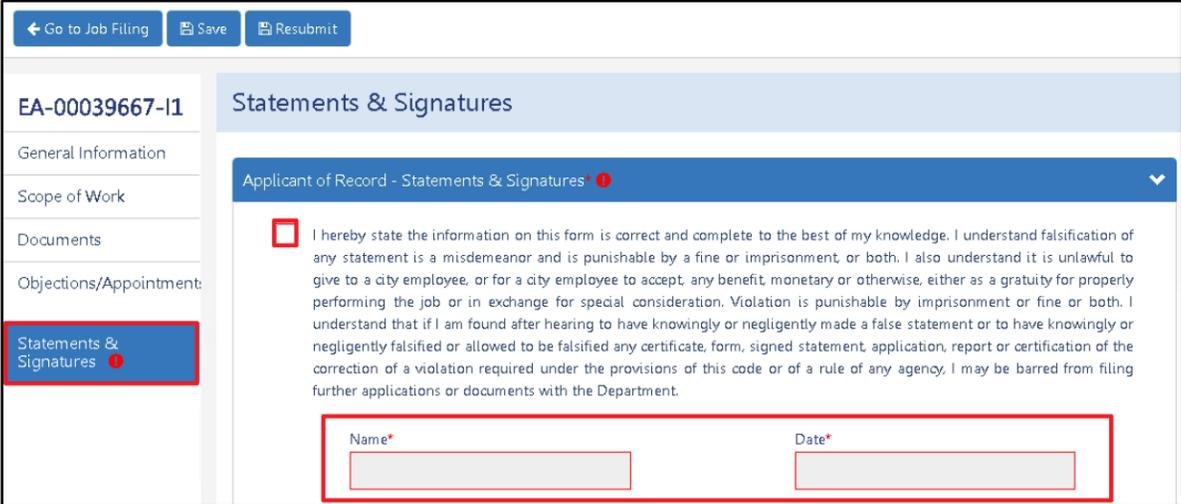
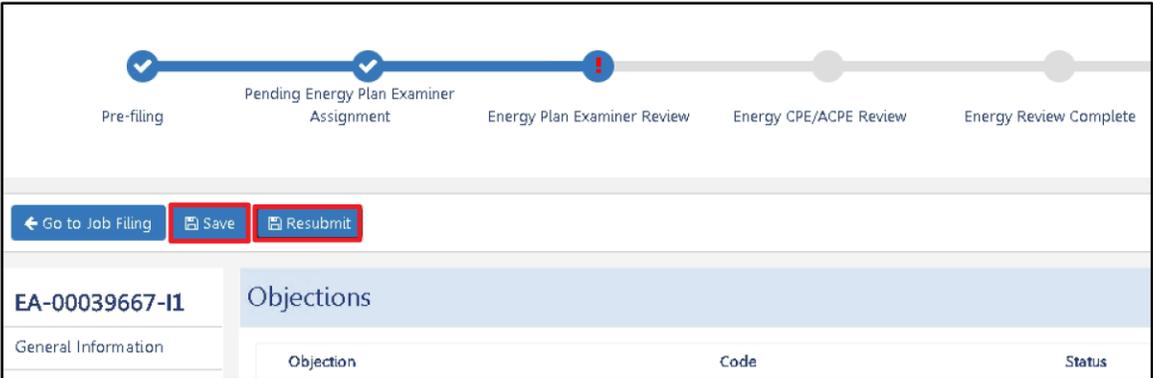
Complete the following steps to locate and resolve an objection(s).

Step	Action
1.	<p>Click the Dashboard Menu to select the Energy Submission Dashboard within the Requests section.</p> 
2.	<p>The Energy Submission Dashboard displays. The Energy Submission with the objection(s) displays a Request Status of Objections. Click the Energy Submission to view the details.</p> 

Step	Action																																				
3.	<p>A Request Information confirmation pop-up displays. Click OK to proceed.</p> 																																				
4.	<p>The system refreshes to display the Energy Submission. The system displays a red exclamation mark (!) within the status bar and a new Objections/Appointments tab. To view the Objection(s), click on the Objections/Appointments tab.</p>  <table border="1" data-bbox="544 1199 990 1360"> <thead> <tr> <th colspan="3">Request Information</th> </tr> </thead> <tbody> <tr> <td>Request Number</td> <td>Request Type</td> <td>Request Status</td> </tr> <tr> <td>EA-00039667-11</td> <td>New</td> <td>Objections</td> </tr> <tr> <td>Job filing Number</td> <td>Job Type</td> <td>Work Type(s)</td> </tr> <tr> <td>Q00039667-11</td> <td>ALT-CO - New Building with Existing Elements to Remain</td> <td>General Construction</td> </tr> </tbody> </table> <table border="1" data-bbox="1019 1199 1459 1360"> <thead> <tr> <th colspan="3">Location Information</th> </tr> </thead> <tbody> <tr> <td>House Number</td> <td>Street Name</td> <td>Borough</td> </tr> <tr> <td>127-21</td> <td>LIBERTY AVENUE</td> <td>QUEENS</td> </tr> <tr> <td>Block</td> <td>Lot</td> <td>BIN</td> </tr> <tr> <td>9565</td> <td>52</td> <td>4204000</td> </tr> <tr> <td>Community Board</td> <td>Zip Code</td> <td></td> </tr> <tr> <td>410</td> <td>11419</td> <td></td> </tr> </tbody> </table>	Request Information			Request Number	Request Type	Request Status	EA-00039667-11	New	Objections	Job filing Number	Job Type	Work Type(s)	Q00039667-11	ALT-CO - New Building with Existing Elements to Remain	General Construction	Location Information			House Number	Street Name	Borough	127-21	LIBERTY AVENUE	QUEENS	Block	Lot	BIN	9565	52	4204000	Community Board	Zip Code		410	11419	
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Step	Action
5.	<p>To view the details of the Objection, click the drop-down arrow or click the Edit icon.</p>  <p>The screenshot shows a table titled 'Objections' with columns: Objection, Code, Status, and Action. A red box highlights the row for 'Complete Energy Analysis' with code 'RCNY' and status 'Open'. The 'Action' column for this row contains an 'Edit' icon.</p>
6.	<p>The Objection details display with the required fields:</p> <ul style="list-style-type: none"> ■ Objection Status ■ Comments <p>Here you can view the Objection made by the Energy Plan Examiner, the Objection Detail, information regarding this objection as in reference to Building Codes, the Status of the objection – whether it is open or resolved – and you have an opportunity to make a Comment back to the Energy Plan Examiner.</p>  <p>The screenshot shows the 'Objection Details' form. It includes fields for Work Type (Mechanical Systems), Code Type (RCNY -145G), Code Year, Created Date (09/08/2021), and Created By (Tamika Jackson). The 'Objection Status' is set to 'Open'. There is a 'Comments' text area with a note: 'Complete Energy Analysis NOT provided: (a) To cover all proposed scope of work (b) For value and attributes listed in Analysis to be clearly supported by Supporting Documentation.' The status is 'Open' and there are 'Update' and 'Cancel' buttons.</p>

Step	Action																
7.	<p>Select an Objection Status (e.g., Open).</p> <div data-bbox="321 365 1469 732" style="border: 1px solid black; padding: 10px;"> <p>Details</p> <p>Complete Energy Analysis NOT provided: (a) To cover all proposed scope of work (b) For value and attributes listed in Analysis to be clearly supported by Supporting Documentation.</p> <p>Objection Status*</p> <div style="border: 1px solid red; padding: 5px;"> <p>Open</p> <p style="background-color: #007bff; color: white;">Open</p> <p>Resolved</p> </div> </div>																
8.	<p>Enter Comments.</p> <div data-bbox="321 856 1476 1131" style="border: 1px solid black; padding: 10px;"> <p>Objection Status*</p> <p>Open</p> <p>Comments*</p> <div style="border: 1px solid red; height: 40px; width: 100%;"></div> <p>255 characters remaining</p> <p>Objection History</p> </div>																
9.	<p>To the top-right of the objection click Update to save your changes.</p> <div data-bbox="321 1255 1476 1566" style="border: 1px solid black; padding: 10px;"> <p>Objections</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Objection</th> <th>Code</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Complete Energy Analysis</td> <td>RCNY</td> <td>Open</td> <td> <div style="border: 1px solid red; padding: 2px;">Update</div> Cancel </td> </tr> <tr> <td>Work Type Mechanical Systems</td> <td>Code Type RCNY -14SG</td> <td>Code Year</td> <td></td> </tr> <tr> <td>Created Date 09/08/2021</td> <td>Created By Tamika Jackson</td> <td></td> <td></td> </tr> </tbody> </table> </div>	Objection	Code	Status	Action	Complete Energy Analysis	RCNY	Open	<div style="border: 1px solid red; padding: 2px;">Update</div> Cancel	Work Type Mechanical Systems	Code Type RCNY -14SG	Code Year		Created Date 09/08/2021	Created By Tamika Jackson		
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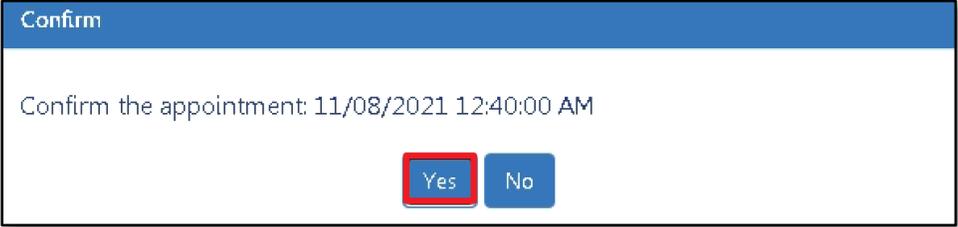
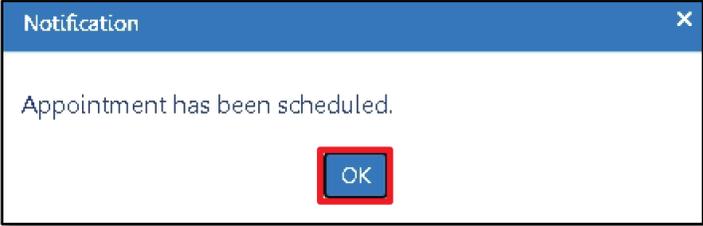
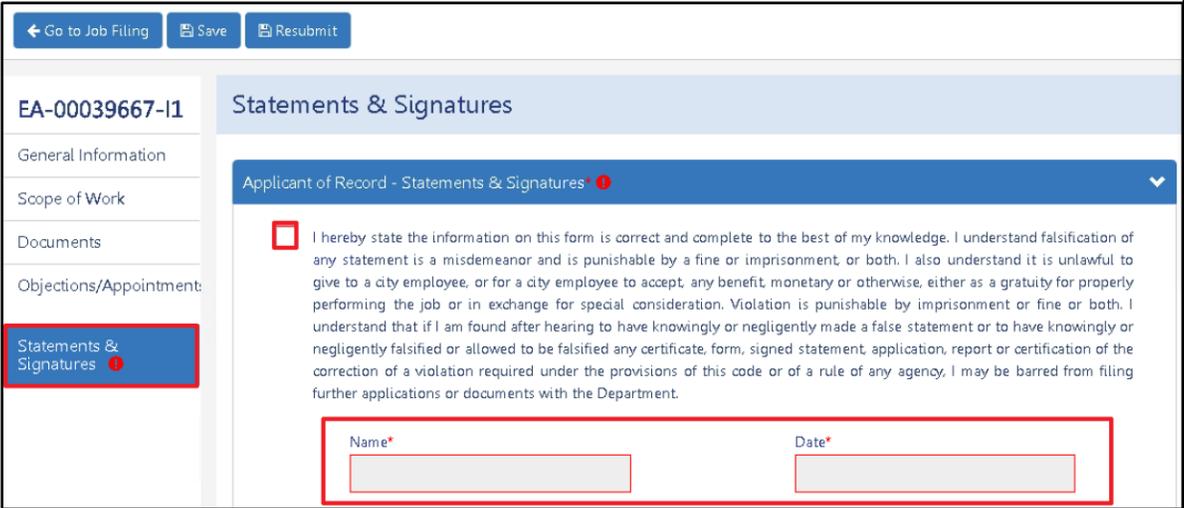
Step	Action
10.	<p>The Applicant of Record is required to re-attest before Resubmitting. Click the Statements & Signatures tab and click the checkbox. The Name and Date fields are auto populated.</p> 
11.	<p>If an appointment is not allowed or you choose not to schedule an appointment, click Save and then Resubmit to complete resolving the objection.</p> 
<p>You have completed Locate the Energy Submission Step-by-Step Guide.</p> <p>Continue to the Schedule an Appointment section, if an appointment is mandatory or you choose to schedule an appointment.</p>	

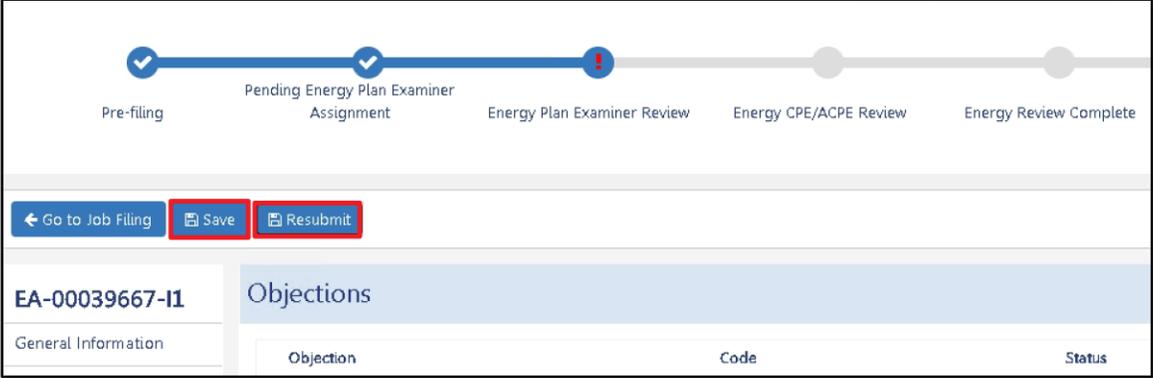
Schedule an Appointment

Complete the following steps to schedule an Appointment. **NOTE:** If the Energy Plan Examiner did not indicate an Appointment is allowed, the Appointment button will be disabled.

Step	Action
1.	<p>Directly below the Objections box is the DOB Appointments window. Click the + Add Appointment button to begin the scheduling process.</p>  <p>The screenshot shows a web interface for project EA-00039667-I1. On the left is a navigation menu with options: General Information, Scope of Work, Documents, Objections/Appointments (highlighted), and Statements & Signatures. The main content area is titled 'Objections' and contains a table with two columns: 'Objection' and 'Code'. The table has one row with a dropdown arrow next to 'Complete Energy Analysis' and the code 'RCNY'. Below the table is a section titled 'Schedule Appointment' which contains a red button labeled '+ Appointment'.</p>

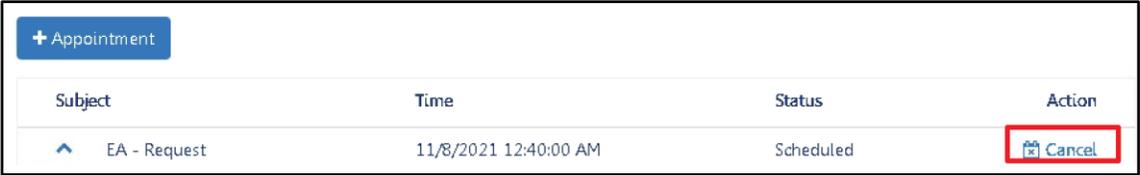
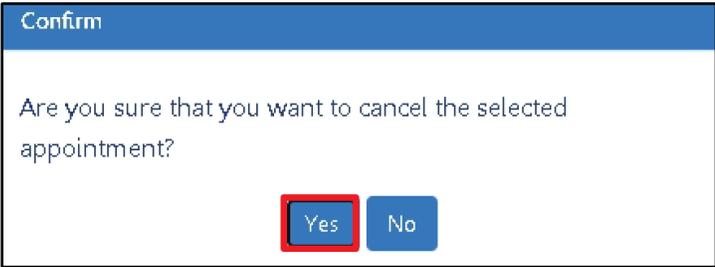
Step	Action
2.	<p>The New Appointment pop-up window displays to complete the following required fields:</p> <ul style="list-style-type: none"> ■ Add the applicable attendee(s) in the Required Attendees box ■ Select your preferred Appointment Date and Time ■ Work Type (if applicable), ■ Provide the Meeting Intent (i.e., why you would like to meet to resolve this objection).
3.	<p>Click Schedule to save the information entered.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Meeting Intent*</p> <div style="border: 1px solid gray; height: 80px; width: 100%;"></div> <p>255 characters remaining</p> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> <div style="border: 2px solid red; padding: 5px;">Schedule</div> <div style="padding: 5px;">Cancel</div> </div> </div>

Step	Action
4.	<p>The system displays a Confirm pop-up window with the details of the appointment. Click Yes to proceed.</p> 
5.	<p>A notification pop-up window displayed confirming the Appointment has been scheduled. Click OK to close the window.</p> 
6.	<p>After your appointment and/or you've resolved the Objection, the Applicant of Record is required to re-attest before Resubmitting. Click the Statements & Signatures tab and click the checkbox. The Name and Date fields are auto populated.</p> 

Step	Action
7.	<p>Click Save and then Resubmit to complete resolving the objection.</p>  <p>The screenshot displays a progress bar with five stages: 'Pre-filing' (completed), 'Pending Energy Plan Examiner Assignment' (completed), 'Energy Plan Examiner Review' (current step, indicated by a red exclamation mark), 'Energy CPE/ACPE Review', and 'Energy Review Complete'. Below the progress bar, there are three buttons: 'Go to Job Filing', 'Save', and 'Resubmit'. The 'Save' and 'Resubmit' buttons are highlighted with red boxes. Below the buttons, the interface shows the job ID 'EA-00039667-I1' and the title 'Objections'. A table header is visible with columns for 'Objection', 'Code', and 'Status'.</p>
	<p>You have completed Locate the Energy Submission Step-by-Step Guide. Continue to the Cancel an Appointment Step-by-Step Guide, if applicable.</p>

Cancel an Appointment

Complete the following steps to cancel an appointment.

Step	Action
1.	<p>From within the Appointment Grid, find the applicable appointment and click Cancel.</p>  <p>The screenshot shows a table with columns: Subject, Time, Status, and Action. The row for 'EA - Request' has a 'Cancel' button in the Action column, which is highlighted with a red box.</p>
2.	<p>The Confirm pop-up window displays to confirm. Click Yes to proceed.</p>  <p>The screenshot shows a 'Confirm' dialog box with the text: 'Are you sure that you want to cancel the selected appointment?'. Below the text are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box.</p>
3.	<p>The system displays the Appointment Status as Cancelled within the appointment grid.</p>  <p>The screenshot shows the 'Schedule Appointment' page with the same table as in step 1. The 'Status' column for the 'EA - Request' row now shows 'Cancelled', which is highlighted with a red box.</p>
<p>You have completed Cancel an Appointment Step-by-Step Guide.</p>	