

INDUSTRY PORTAL STEP-BY-STEP GUIDE

How to Submit a Green Roof Job Filing

The following Step-by-Step Guide will outline the steps applicable to submit a Green Roof Job Filing in DOB NOW: *Build*.

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

This step-by-step guide will provide applicants with a systematic understanding of how to file a Green Roof Job Filing in DOB NOW: *Build*.

The DOB NOW: *Build* system is an all-inclusive, integrated system for Job Filings, permits, and submitting requests. DOB NOW: *Build* is a one-stop-shop (System).

Requirements

- Green Roof is a new Work Type in DOB NOW: *Build*.
- Green Roof cannot be combined with any other Work Type.
- Green Roof Job Filings may be filed as Alteration initial Job Type or as a Subsequent Job Filing for New Building and Alteration-CO Job Types.

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 the entire fields.

The screenshot shows a web form for filing representative information. At the top, there are three fields: 'Email*' (with a red asterisk and a red box around it), 'Applicant Type*' (a dropdown menu), and 'Last Name' (a grayed-out field). Below these is a section titled 'Filing Representative Information' with a '+ Add Representative' button. A table lists one representative: ADAM JOE2 with email AJOETEST2@GMAIL.COM and business name AJ2. Below the table is a horizontal scrollbar, a pagination control showing 'Total Items: 1' and '1 - 1 of 1 items', and a '5 Items Per Page' dropdown. Three red circles with numbers 1, 2, and 3 are overlaid on the image, pointing to the Email field, the Last Name field, and the scrollbar respectively.



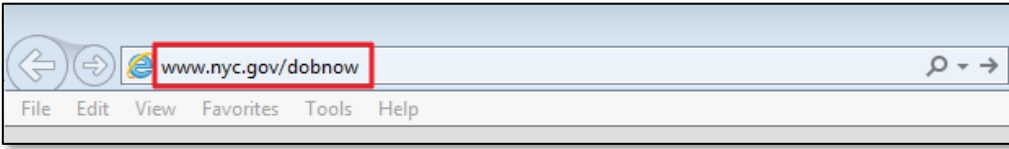
First Name	Last Name	Email	Business Name	Business Telephone	Action
ADAM	JOE2	AJOETEST2@GMAIL.COM	AJ2	(201) 222-3333	


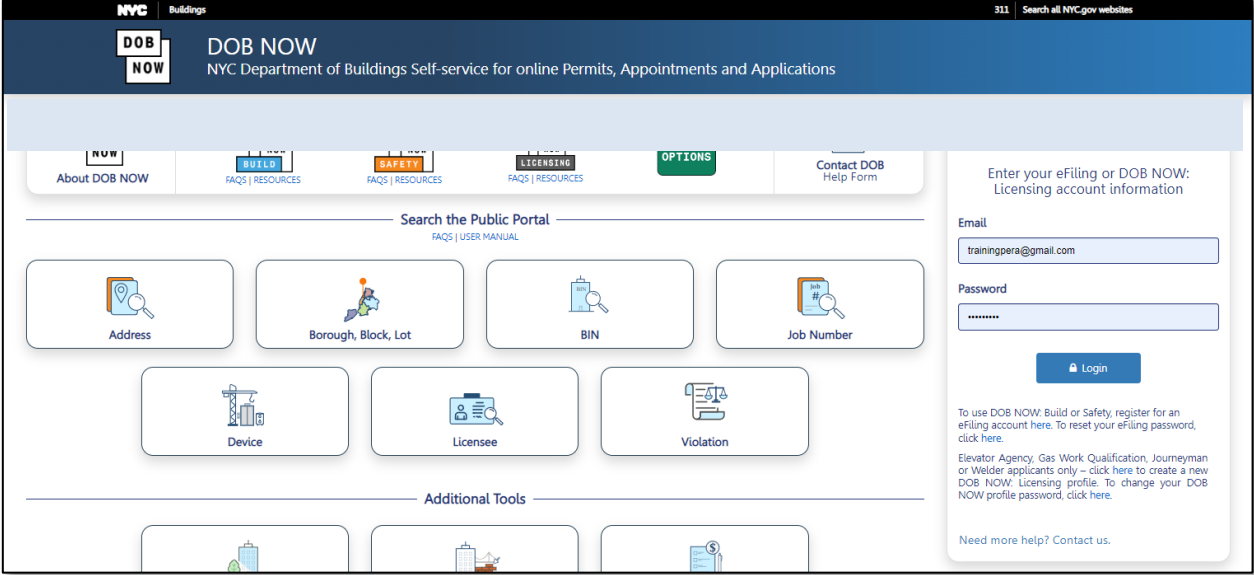
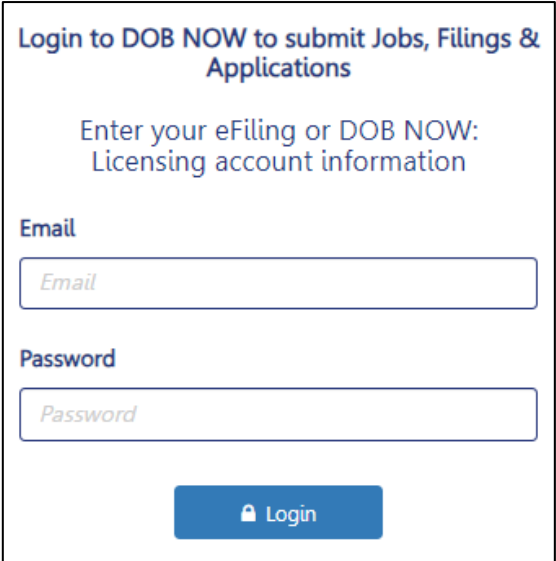
ADDITIONAL HELP & INFORMATION

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>


Log into DOB NOW: Build

Follow the steps below to access DOB NOW: *Build* and initiate a Green Roof Job Filing.

Step	Action
	<p>Note In order to log in to DOB NOW, you must be registered for eFiling.</p> <p>Additionally, DOB recommends that you turn off pop-up blockers to successfully navigate within DOB NOW.</p> <p>For Step-by-Step instructions, please submit a question to www.nyc.gov/dobnowhelp or refer to the following links:</p> <ul style="list-style-type: none"> ■ How to Register for eFiling: https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf ■ How to Turn Off Pop-up Blockers: https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf
<p>1.</p>	<p>Access the Internet.</p> 
<p>2.</p>	<p>Enter www.nyc.gov/dobnow in the URL field at the top of the browser window.</p> 
<p>3.</p>	<p>Press Enter on your keyboard.</p>


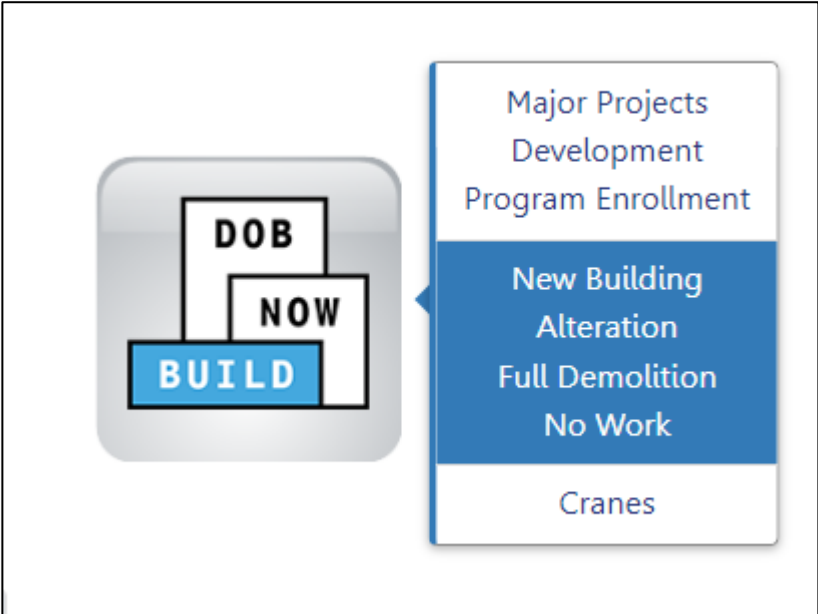
Step	Action
	<p>The DOB Login page displays.</p> 
<p>4.</p>	<p>Enter your Email and Password.</p> 

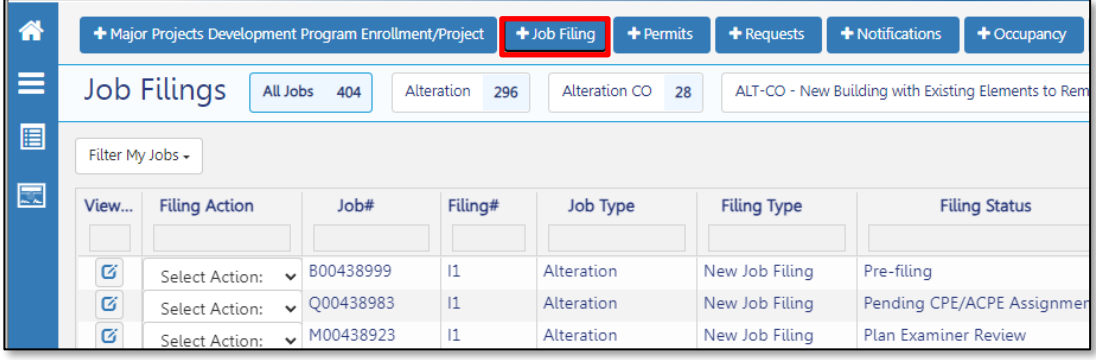
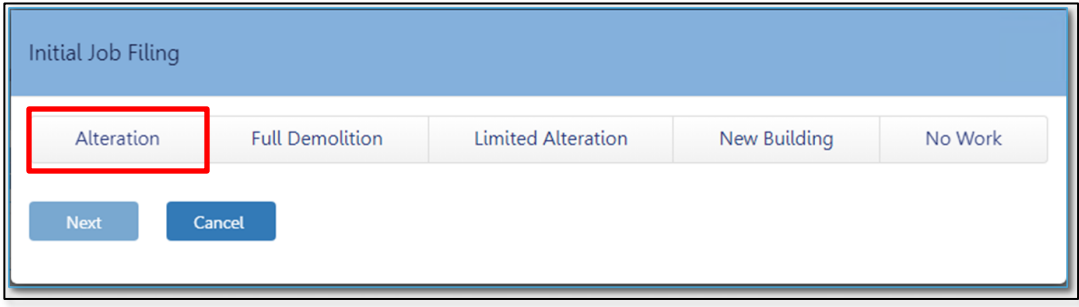
DOB NOW: *Build* – GREEN ROOF JOB FILING SUBMISSION

Step	Action
5.	<p>Click Login.</p> <div data-bbox="284 363 850 606"><p>To use DOB NOW: <i>Build</i> or <i>Safety</i>, register for an eFiling account here. To reset your eFiling password, click here.</p></div>
6.	<p>The DOB NOW Welcome page displays.</p> <div data-bbox="284 732 1500 1234"></div>
<p>You are now logged into DOB NOW. Continue to How to File a Green Roof Job Filing step by step.</p>	

How to File a Green Roof Job Filing in DOB NOW: *Build*.

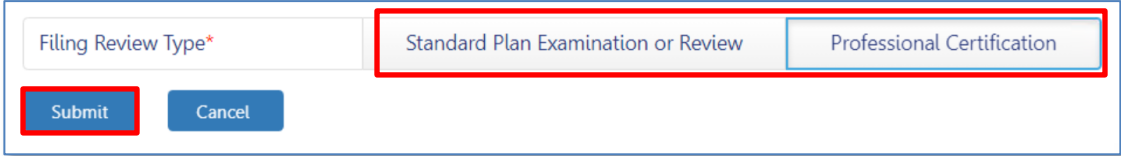
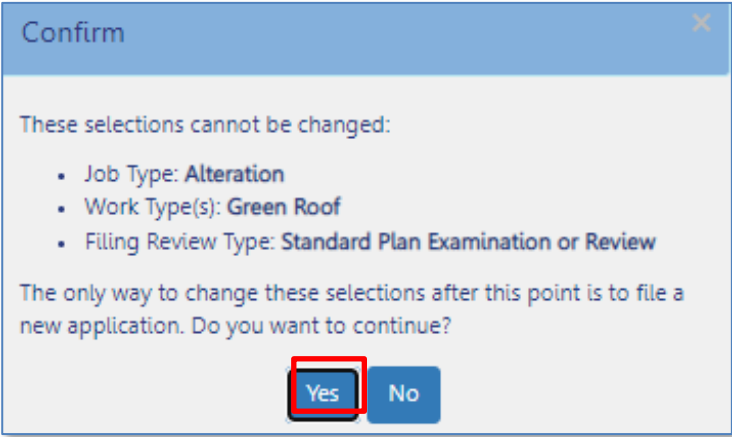
Follow the steps below to create and submit a Green Roof Job Filing.

Step	Action
1.	<p>From within the DOB NOW Public Portal main dashboard, click on DOB NOW BUILD.</p> 
2.	<p>Then click on the New Building / Alteration / Full Demolition / No Work option.</p> 

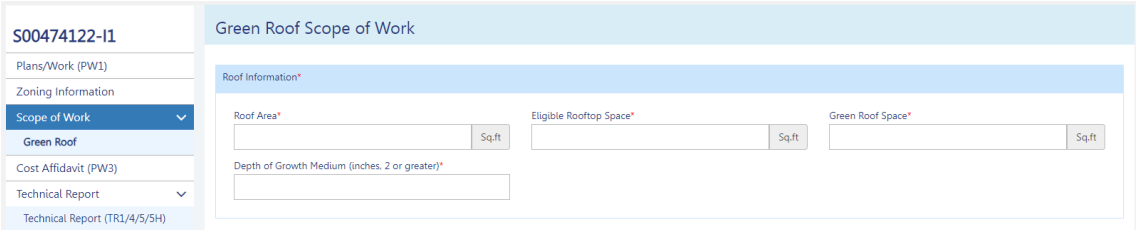
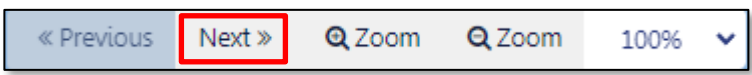
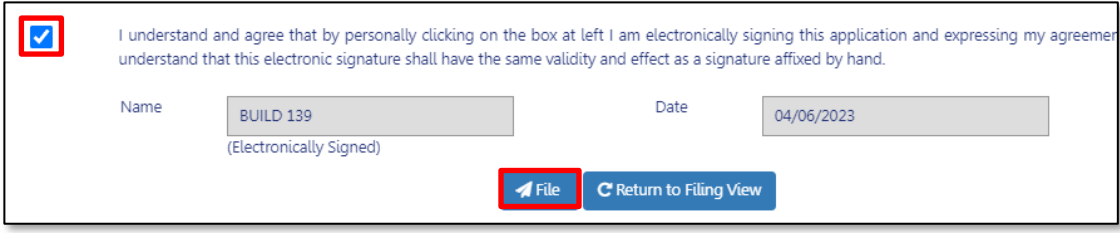
Step	Action
3.	<p>Click the + Job Filing button.</p>  <p>The screenshot shows a dashboard with a navigation bar containing buttons for '+ Major Projects Development Program Enrollment/Project', '+ Job Filing' (highlighted in red), '+ Permits', '+ Requests', '+ Notifications', and '+ Occupancy'. Below the navigation bar, there are filters for 'All Jobs 404', 'Alteration 296', and 'Alteration CO 28'. A table titled 'Job Filings' is visible with columns: View..., Filing Action, Job#, Filing#, Job Type, Filing Type, and Filing Status. The table contains three rows of data, each with a 'Select Action:' dropdown menu.</p>
4.	<p>The Initial Job Filing screen will now open.</p> <p>Select Alteration from within the Initial Job Filing screen. After selecting Alteration, additional questions will appear below.</p>  <p>The screenshot shows the 'Initial Job Filing' screen with five buttons: 'Alteration' (highlighted in red), 'Full Demolition', 'Limited Alteration', 'New Building', and 'No Work'. Below these buttons are 'Next' and 'Cancel' buttons.</p>

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Step	Action																								
5.	<p>Select appropriate answers for each question to file as Alteration job filing. For this exercise, please answer No to each of the questions.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Initial Job Filing</p> <div style="display: flex; justify-content: space-around; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> Alteration Full Demolition Limited Alteration New Building No Work </div> <div style="border: 1px dashed #ccc; padding: 5px; margin-bottom: 10px;"> <p>If this filing is related to another DOB NOW filing, create a subsequent instead of a new job. To create a subsequent filing, select Cancel; then Search by BIN or job number for the related I1 filing (in any status except LOC or CO Issued). From the Filing Action column, select Subsequent.</p> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Alteration required to meet New Building requirements?*</td> <td style="text-align: center; padding: 5px;">Yes</td> <td style="text-align: center; padding: 5px;">No</td> </tr> <tr> <td style="padding: 5px;">Alteration is inconsistent with the current Certificate of Occupancy?*</td> <td style="text-align: center; padding: 5px;">Yes</td> <td style="text-align: center; padding: 5px;">No</td> </tr> <tr> <td style="padding: 5px;">Alteration in occupancy or use?*</td> <td style="text-align: center; padding: 5px;">Yes</td> <td style="text-align: center; padding: 5px;">No</td> </tr> <tr> <td style="padding: 5px;">Alteration is a major change to exits?*</td> <td style="text-align: center; padding: 5px;">Yes</td> <td style="text-align: center; padding: 5px;">No</td> </tr> <tr> <td style="padding: 5px;">Alteration in number of stories?*</td> <td style="text-align: center; padding: 5px;">Yes</td> <td style="text-align: center; padding: 5px;">No</td> </tr> <tr> <td style="padding: 5px;">Is this an application for a Small Business (employs fewer than 100 persons)?*</td> <td style="text-align: center; padding: 5px;">Yes</td> <td style="text-align: center; padding: 5px;">No</td> </tr> <tr> <td style="padding: 5px;">Is this an application for an approved project under the Major Projects Development Program (MPP)?*</td> <td style="text-align: center; padding: 5px;">Yes</td> <td style="text-align: center; padding: 5px;">No</td> </tr> </table> </div>	Alteration required to meet New Building requirements?*	Yes	No	Alteration is inconsistent with the current Certificate of Occupancy?*	Yes	No	Alteration in occupancy or use?*	Yes	No	Alteration is a major change to exits?*	Yes	No	Alteration in number of stories?*	Yes	No	Is this an application for a Small Business (employs fewer than 100 persons)?*	Yes	No	Is this an application for an approved project under the Major Projects Development Program (MPP)?*	Yes	No			
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6.	<p>Scroll down to the Work Types section and select Green Roof.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Select Work Type(s):* Job Type: Alteration</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Antenna</td> <td style="padding: 5px;">Boiler Equipment</td> <td style="padding: 5px;">Construction Fence</td> </tr> <tr> <td style="padding: 5px;">Curb Cut</td> <td style="padding: 5px;">Earthwork</td> <td style="padding: 5px;">Electrical</td> </tr> <tr> <td style="padding: 5px;">Elevators</td> <td style="padding: 5px;">Foundation</td> <td style="padding: 5px;">General Construction</td> </tr> <tr> <td style="padding: 5px; border: 2px solid red;">Green Roof</td> <td style="padding: 5px;">Mechanical Systems</td> <td style="padding: 5px;">Plumbing</td> </tr> <tr> <td style="padding: 5px;">Protection and Mechanical Methods</td> <td style="padding: 5px;">Sidewalk Shed</td> <td style="padding: 5px;">Sign</td> </tr> <tr> <td style="padding: 5px;">Solar</td> <td style="padding: 5px;">Sprinklers</td> <td style="padding: 5px;">Standpipe</td> </tr> <tr> <td style="padding: 5px;">Structural</td> <td style="padding: 5px;">Support of Excavation</td> <td style="padding: 5px;">Supported Scaffold</td> </tr> <tr> <td style="padding: 5px;">Suspended Scaffold</td> <td></td> <td></td> </tr> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Next Cancel </div> </div>	Antenna	Boiler Equipment	Construction Fence	Curb Cut	Earthwork	Electrical	Elevators	Foundation	General Construction	Green Roof	Mechanical Systems	Plumbing	Protection and Mechanical Methods	Sidewalk Shed	Sign	Solar	Sprinklers	Standpipe	Structural	Support of Excavation	Supported Scaffold	Suspended Scaffold		
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Step	Action
7.	<p>Select the Filing Review Type, and then click Submit.</p> 
8.	<p>After clicking Submit, you will be presented with a confirmation dialogue.</p> <p>This confirmation dialogue will provide an opportunity to review the Job Type, Work Type, and Filing Review Type prior to submission.</p> <p>Review the selections within the dialogue and click Yes to proceed.</p> <p><i>Note: You may select No to go back and make any necessary corrections.</i></p> 
9.	<p>The majority of the PW1 tab is identical to all other Job Filings. Enter all required information.</p>

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Step	Action
10.	<p>For Green Roof Work Type there is a new Green Roof Tab under Scope of Work. Fill in the required information:</p> <ul style="list-style-type: none"> ▪ Roof Area (sq.ft.) – Enter in the entire square footage of the total roof area. ▪ Eligible Rooftop space (sq.ft.) – Enter in the square footage area of what is eligible to be used for a green roof. ▪ Green Roof Space (sq.ft.) – How much of the roof will become a Green Roof. ▪ Depth of Growth Medium (inch) – How deep will the growth medium be for the Green Roof. <i>A growth medium is typically soil, or various other growth substrates, such as, coconut husks, mulch or rockwool, just to name a few.</i> 
11.	The rest of the Job Filing is unchanged. Fill out all required information and upload all documents. Click Save and then Preview to File .
12.	Using the navigation bar at the top of the window click the Next button to go to the last page. 
13.	At the bottom of the last page, click the checkbox and then click the File button to complete the process. 
You have now completed the How to File a Green Roof Job Filing step by step.	