

DOB NOW: *Build* – Request a Letter of Completion (PW7) Step-By-Step Guides

This Step-by-Step Guide includes instructions for entering data to create and submit Job Filings in DOB NOW: *Build* for Work Types that utilize the Letter of Completion (PW7) form. It does not represent all the filing requirements for any given application.

Work Types that utilize Letter of Completion (PW7) in DOB NOW: *Build*

- Antenna
- Construction Fence
- Curb Cut
- Mechanical Systems
- Boiler Equipment
- Plumbing
- Sidewalk Shed
- Sign
- Sprinklers
- Standpipe
- Structural
- Supported Scaffold



There are two ways to request a Letter of Completion. The following steps will outline each process.

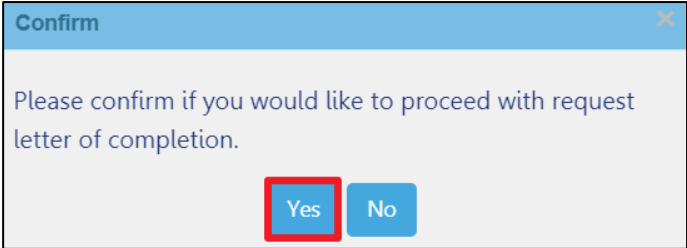

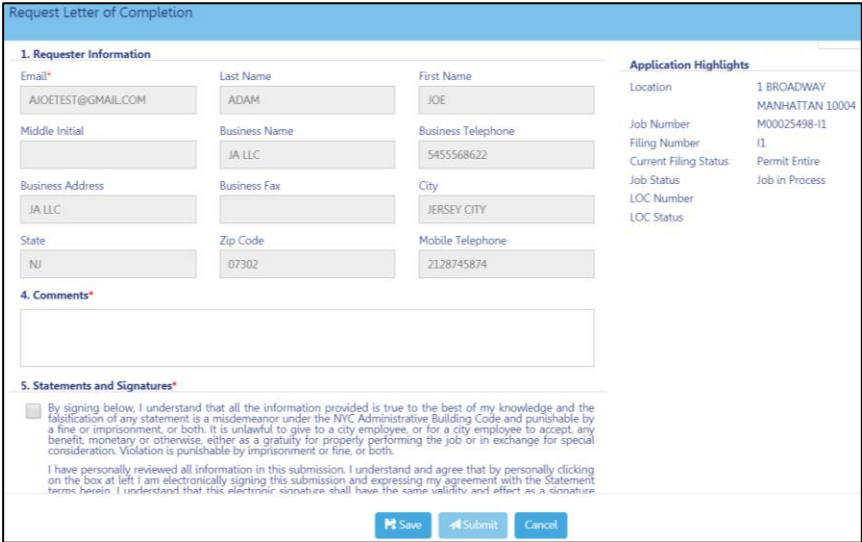

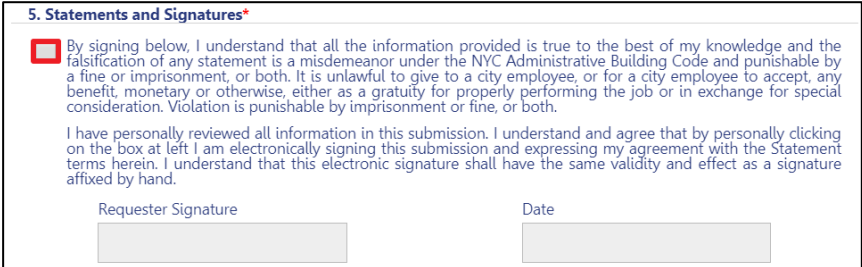
In this Step-by-Step Guide, you will learn how to:


Request a LOC from the Action Column _____	3
Request a LOC using the +Request LOC button _____	7

Request a LOC from the Action Column

Complete the following steps to request a Letter of Completion (PW7) from the Action Column:

Step	Action																																																
	<p> A Letter of Completion (PW7) can be requested by Applicant or Owner for Job Filings that are in Sign-off status.</p> <p>Note</p>																																																
	<p> Before a Letter of Completion (PW7) can be processed:</p> <p>Note</p> <ul style="list-style-type: none"> - The Special and/or Progress Inspectors must sign the Certification of Completion within each Requirement on the applicable Technical tabs (TR1/TR2/TR3/TR8). <i>See Complete TR1 & TR8: Certify an Inspection Step-by-Step Guides.</i> - The Cost Affidavit (PW3) Final Cost must be verified or updated. 																																																
1.	<p>Locate the Job Number for the Letter of Completion request on the Dashboard.</p> <table border="1"> <tbody> <tr> <td><input type="checkbox"/></td> <td>M00031008</td> <td>I1</td> <td>New Job Filing</td> <td>Permit Entire</td> </tr> <tr style="border: 2px solid red;"> <td><input checked="" type="checkbox"/></td> <td>M00031007</td> <td>I1</td> <td>New Job Filing</td> <td>Permit Entire</td> </tr> <tr> <td><input type="checkbox"/></td> <td>M00031006</td> <td>I1</td> <td>New Job Filing</td> <td>Permit Entire</td> </tr> </tbody> </table>	<input type="checkbox"/>	M00031008	I1	New Job Filing	Permit Entire	<input checked="" type="checkbox"/>	M00031007	I1	New Job Filing	Permit Entire	<input type="checkbox"/>	M00031006	I1	New Job Filing	Permit Entire																																	
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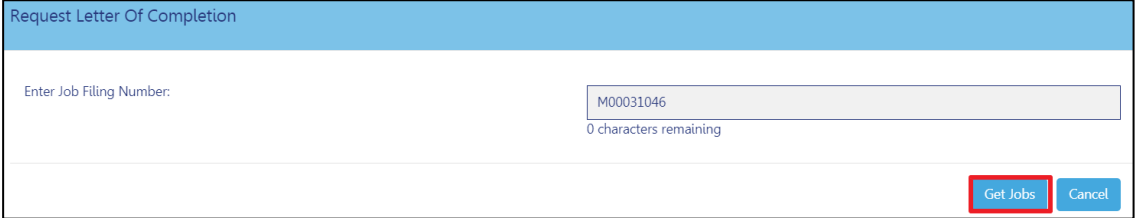

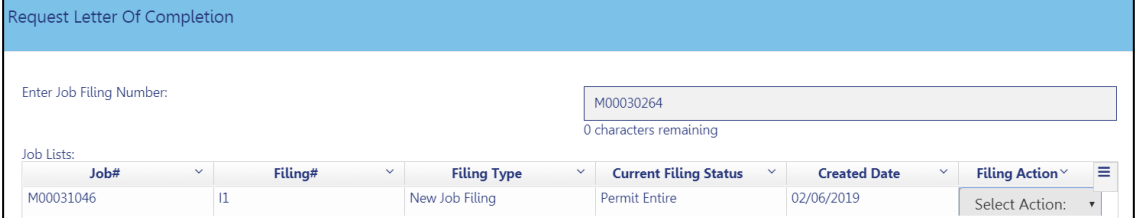
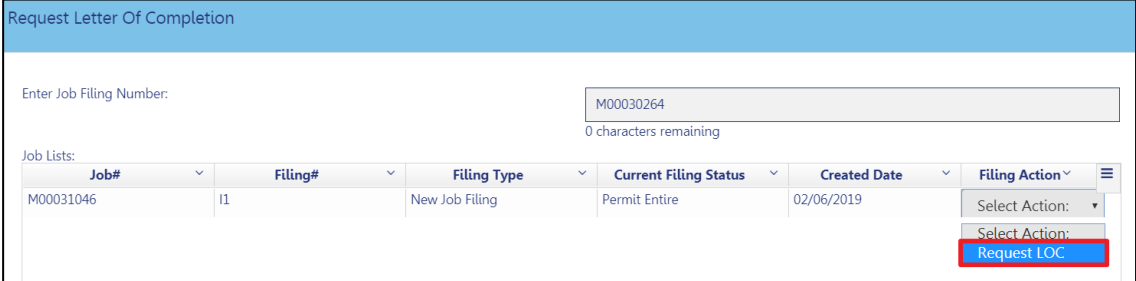
Step	Action
1.	<p>A Confirm pop-up window with the message “Please confirm if you would like to proceed with request letter of completion” displays. Click Yes to close the notification.</p> 
	<p>The Request Letter of Completion pop-up window displays.</p> 
2.	<p>Enter Comments.</p> 
3.	<p>Select the checkbox in the Statements and Signatures section.</p> 

Step	Action
	<p>The Signature and Date auto-populate.</p> <div data-bbox="277 348 1133 674"> <p>5. Statements and Signatures*</p> <p><input checked="" type="checkbox"/> By signing below, I understand that all the information provided is true to the best of my knowledge and the falsification of any statement is a misdemeanor under the NYC Administrative Building Code and 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.</p> <p>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.</p> <p>Requester Signature: <input type="text" value="JOE ADAM"/> (Electronically Signed)</p> <p>Date: <input type="text" value="02/04/2019"/></p> </div>

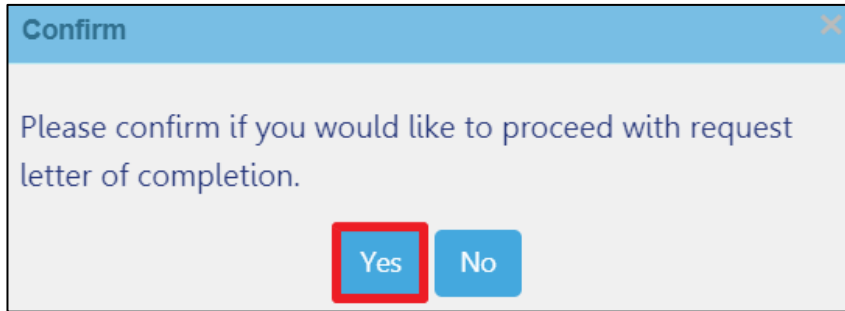
Step	Action
6.	<p>Click Submit.</p> <div data-bbox="277 348 1133 751"> <p>5. Statements and Signatures*</p> <p><input checked="" type="checkbox"/> By signing below, I understand that all the information provided is true to the best of my knowledge and the falsification of any statement is a misdemeanor under the NYC Administrative Building Code and 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.</p> <p>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.</p> <p>Requester Signature: <input type="text" value="JOE ADAM"/> (Electronically Signed)</p> <p>Date: <input type="text" value="02/04/2019"/></p> <p><input type="button" value="Save"/> <input checked="" type="button" value="Submit"/> <input type="button" value="Cancel"/></p> </div>

Request a LOC Using the +Request LOC Button

Complete the following steps to request a LOC (PW7) using the +Request LOC button:

 <p>Note</p>	<p>To Request a Letter of Completion is also accessible on the Dashboard Request LOC tab.</p>
<p>1.</p>	<p>Click the + Request LOC button.</p> 
<p>2.</p>	<p>Enter the Job Filing Number. Click Get Jobs.</p> 
	<p>The Request Letter Of Completion pop-up window displays.</p> 
<p>3.</p>	<p>Select Request LOC from Filing Action drop-down list.</p> 

4. A Confirm pop-up window with the message “Please confirm if you would like to proceed with request letter of completion” displays.
Click **Yes** to close the notification.




- The Request Letter of Completion pop-up window displays.



5. Enter **Comments**.

6. Select the **Statements and Signatures** checkbox.

	<p>The Signature and Date auto-populate.</p> <div data-bbox="279 247 1226 609"> <p>5. Statements and Signatures*</p> <p><input checked="" type="checkbox"/> By signing below, I understand that all the information provided is true to the best of my knowledge and the falsification of any statement is a misdemeanor under the NYC Administrative Building Code and 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.</p> <p>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.</p> <p>Requester Signature: <input type="text" value="JOE ADAM"/> (Electronically Signed)</p> <p>Date: <input type="text" value="02/04/2019"/></p> </div>
<p>7.</p>	<p>Click Save.</p> <div data-bbox="279 667 1247 1129"> <p>5. Statements and Signatures*</p> <p><input checked="" type="checkbox"/> By signing below, I understand that all the information provided is true to the best of my knowledge and the falsification of any statement is a misdemeanor under the NYC Administrative Building Code and 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.</p> <p>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.</p> <p>Requester Signature: <input type="text" value="JOE ADAM"/> (Electronically Signed)</p> <p>Date: <input type="text" value="02/04/2019"/></p> <p><input checked="" type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/></p> </div>
<p>8.</p>	<p>A Notification pop-up window with the message “LOC saved successfully” displays. Click OK to close the notification.</p> <div data-bbox="279 1234 961 1444"> <p>Notification</p> <p>LOC saved successfully.</p> <p><input checked="" type="button" value="OK"/></p> </div>

9.

Click Submit.

5. Statements and Signatures*

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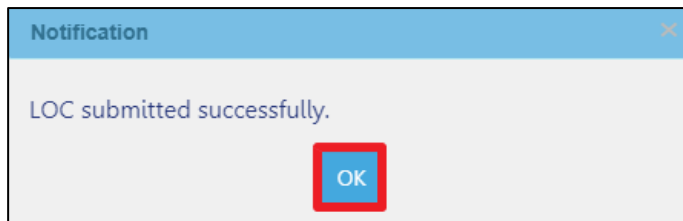
Requester Signature:
(Electronically Signed)

Date:



A Notification pop-up window with the message **“LOC submitted successfully”** displays.

Click **OK** to close the notification.



For Standard Plan Examination or Review the Status Bar updates to **LOC Issued**.



For Professional Certification the Status Bar updates to **LOC Issued**.



You have completed the Request a Letter of Completion (PW7) Step-by-Step Guides.