

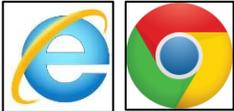
DOB NOW: *Build* – Plans/Work (PW1) Step-By-Step Guides

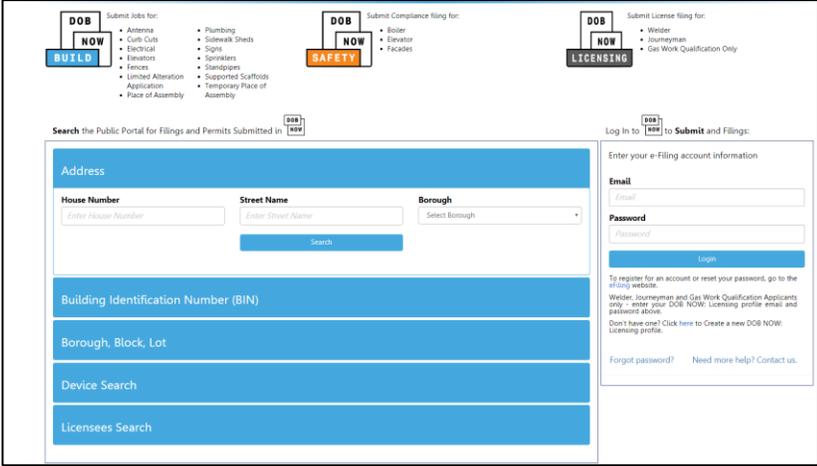
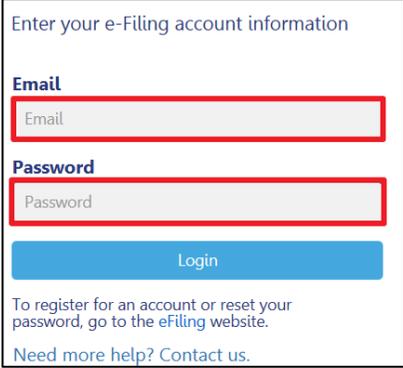
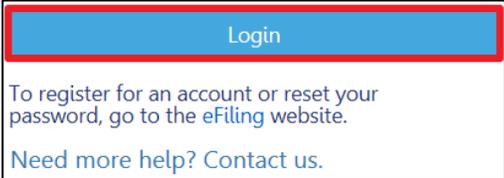
In these Step-by-Step Guides, you will learn how to:

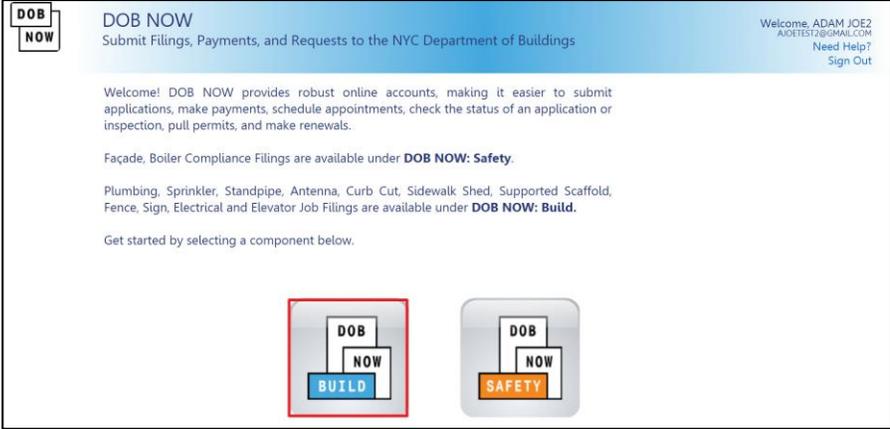
DOB NOW: <i>Build</i> – Plans/Work (PW1) Step-By-Step Guides	1
Log in to DOB NOW	2
Create a Job Filing	5
Enter Plans/Work (PW1) Details	10
Add Delegated Associates in the Stakeholders Section- Step-By-Step Guide	25

Login to DOB NOW

Complete the following steps to log in to DOB NOW: Plans/Work (PW1):

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"> ■ <i>How to Register for eFiling:</i> https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf ■ <i>How to Turn Off Pop-up Blockers:</i> https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf
1.	<p>Access the Internet.</p> 
2.	<p>Enter www.nyc.gov/dobnow in the URL field at the top of the browser window.</p> 
3.	<p>Press Enter on your keyboard.</p>

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

Step	Action																											
6.	<p>The DOB NOW Welcome page displays. Click DOB NOW: <i>Build</i>.</p>  <p>DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings</p> <p>Welcome! DOB NOW provides robust online accounts, making it easier to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and make renewals.</p> <p>Façade, Boiler Compliance Filings are available under DOB NOW: Safety.</p> <p>Plumbing, Sprinkler, Standpipe, Antenna, Curb Cut, Sidewalk Shed, Supported Scaffold, Fence, Sign, Electrical and Elevator Job Filings are available under DOB NOW: Build.</p> <p>Get started by selecting a component below.</p> <p>DOB NOW BUILD DOB NOW SAFETY</p>																											
	<p>The DOB NOW Dashboard displays. The My Jobs tab displays by default.</p>  <p>DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings</p> <p>My Jobs My Work Permits My AHV Work Permits My LOC Requests My Sign Off Requests Emergency Work Notifications Certificate of Operation My OP49 Requests</p> <table border="1"> <thead> <tr> <th>Job Number</th> <th>Filing ..:</th> <th>Filing Type</th> <th>Filing Status</th> <th>Address</th> <th>Borough</th> <th>Applicant of Record</th> <th>Owner</th> <th>Modified</th> </tr> </thead> <tbody> <tr> <td>M00029034</td> <td>I1</td> <td>New Job Filing</td> <td>Pre-filing</td> <td>250 BROADWAY</td> <td>MANHATTAN</td> <td>TESTING DOB</td> <td></td> <td>01/16/2019</td> </tr> <tr> <td>M00029023</td> <td>I1</td> <td>New Job Filing</td> <td>Pre-filing</td> <td>274 BROADWAY</td> <td>MANHATTAN</td> <td>TESTING DOB</td> <td></td> <td>01/16/2019</td> </tr> </tbody> </table>	Job Number	Filing ..:	Filing Type	Filing Status	Address	Borough	Applicant of Record	Owner	Modified	M00029034	I1	New Job Filing	Pre-filing	250 BROADWAY	MANHATTAN	TESTING DOB		01/16/2019	M00029023	I1	New Job Filing	Pre-filing	274 BROADWAY	MANHATTAN	TESTING DOB		01/16/2019
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<p>You are now logged into DOB NOW and dashboard. Continue to the Create a Job Filing Step-by-Step Guide.</p>																												

Create a Job Filing

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 Plans Work (PW1) form. It does not represent all the filing requirements for any given application.

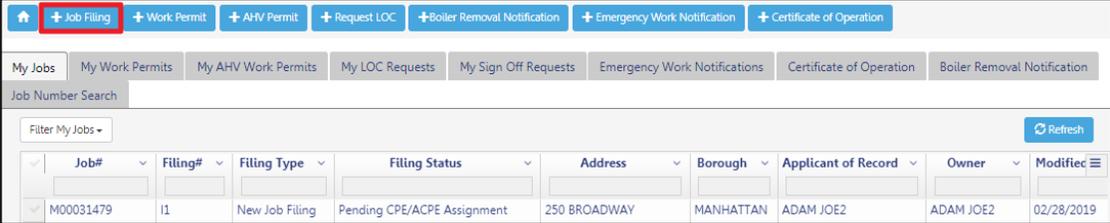
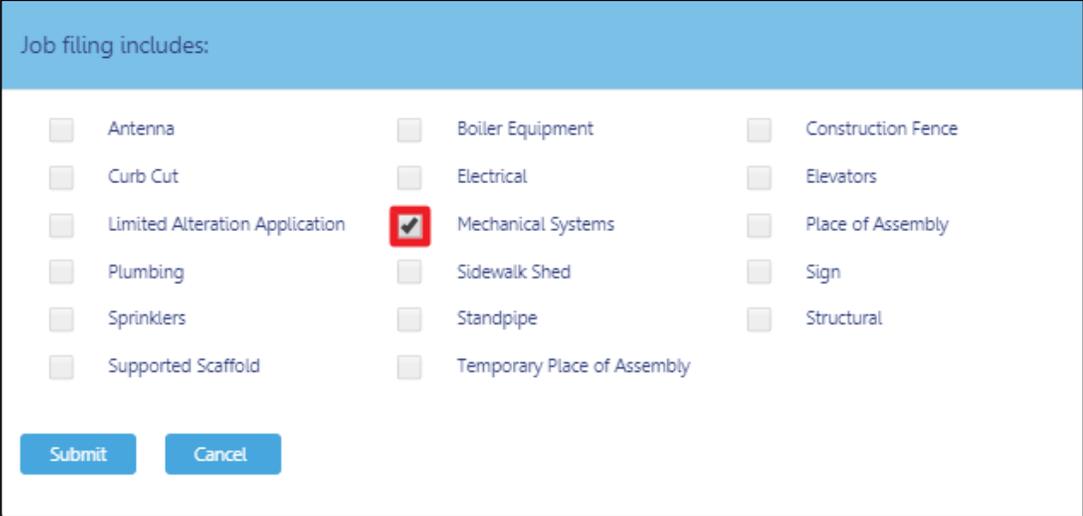
Work Types that utilize PW1 in DOB NOW: *Build*

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

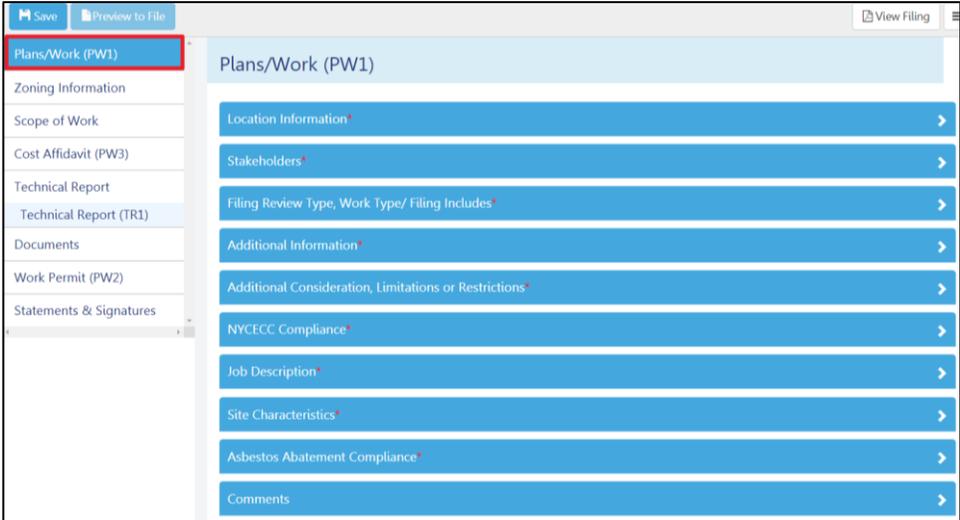
Job filing includes:

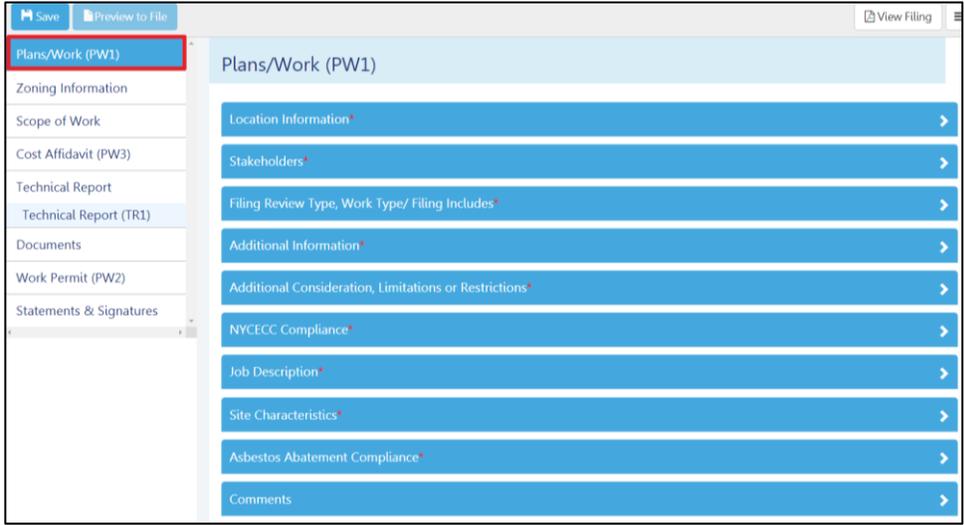
<input type="checkbox"/> Antenna	<input type="checkbox"/> Boiler Equipment	<input type="checkbox"/> Construction Fence
<input type="checkbox"/> Curb Cut	<input type="checkbox"/> Electrical	<input type="checkbox"/> Elevators
<input type="checkbox"/> Limited Alteration Application	<input type="checkbox"/> Mechanical Systems	<input type="checkbox"/> Place of Assembly
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Sidewalk Shed	<input type="checkbox"/> Sign
<input type="checkbox"/> Sprinklers	<input type="checkbox"/> Standpipe	<input type="checkbox"/> Structural
<input type="checkbox"/> Supported Scaffold	<input type="checkbox"/> Temporary Place of Assembly	

Complete the following steps to create a Job Filing:

Step	Action
1.	<p>Click + Job Filing.</p> 
2.	<p>The Job Filing includes: pop-up window displays.</p> <p>Select the checkbox for the Work Type(s) (e.g. Mechanical Systems) included in this Job Filing.</p> 

Step	Action																																				
	<p>Note Multiple Work Types in the Same Initial Job Filing</p> <p>In the following cases, more than one Work Type can be included in the same initial Job Filing. This includes the following combinations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Construction Fence <input type="checkbox"/> Sidewalk Shed <input type="checkbox"/> Supported Scaffold <div data-bbox="420 680 1333 1083" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Job filing includes:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Antenna</td> <td><input type="checkbox"/> Boiler Equipment</td> <td><input checked="" type="checkbox"/> Construction Fence</td> </tr> <tr> <td><input type="checkbox"/> Curb Cut</td> <td><input type="checkbox"/> Electrical</td> <td><input type="checkbox"/> Elevators</td> </tr> <tr> <td><input type="checkbox"/> Limited Alteration Application</td> <td><input type="checkbox"/> Mechanical Systems</td> <td><input type="checkbox"/> Place of Assembly</td> </tr> <tr> <td><input type="checkbox"/> Plumbing</td> <td><input checked="" type="checkbox"/> Sidewalk Shed</td> <td><input type="checkbox"/> Sign</td> </tr> <tr> <td><input type="checkbox"/> Sprinklers</td> <td><input type="checkbox"/> Standpipe</td> <td><input type="checkbox"/> Structural</td> </tr> <tr> <td><input checked="" type="checkbox"/> Supported Scaffold</td> <td><input type="checkbox"/> Temporary Place of Assembly</td> <td></td> </tr> </table> <p style="text-align: left;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </p> </div> <ul style="list-style-type: none"> <input type="checkbox"/> Plumbing <input type="checkbox"/> Sprinklers <input type="checkbox"/> Standpipe <div data-bbox="420 1283 1341 1724" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Job filing includes:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Antenna</td> <td><input type="checkbox"/> Boiler Equipment</td> <td><input type="checkbox"/> Construction Fence</td> </tr> <tr> <td><input type="checkbox"/> Curb Cut</td> <td><input type="checkbox"/> Electrical</td> <td><input type="checkbox"/> Elevators</td> </tr> <tr> <td><input type="checkbox"/> Limited Alteration Application</td> <td><input type="checkbox"/> Mechanical Systems</td> <td><input type="checkbox"/> Place of Assembly</td> </tr> <tr> <td><input checked="" type="checkbox"/> Plumbing</td> <td><input type="checkbox"/> Sidewalk Shed</td> <td><input type="checkbox"/> Sign</td> </tr> <tr> <td><input checked="" type="checkbox"/> Sprinklers</td> <td><input checked="" type="checkbox"/> Standpipe</td> <td><input type="checkbox"/> Structural</td> </tr> <tr> <td><input type="checkbox"/> Supported Scaffold</td> <td><input type="checkbox"/> Temporary Place of Assembly</td> <td></td> </tr> </table> <p style="text-align: left;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </p> </div>	<input type="checkbox"/> Antenna	<input type="checkbox"/> Boiler Equipment	<input checked="" type="checkbox"/> Construction Fence	<input type="checkbox"/> Curb Cut	<input type="checkbox"/> Electrical	<input type="checkbox"/> Elevators	<input type="checkbox"/> Limited Alteration Application	<input type="checkbox"/> Mechanical Systems	<input type="checkbox"/> Place of Assembly	<input type="checkbox"/> Plumbing	<input checked="" type="checkbox"/> Sidewalk Shed	<input type="checkbox"/> Sign	<input type="checkbox"/> Sprinklers	<input type="checkbox"/> Standpipe	<input type="checkbox"/> Structural	<input checked="" type="checkbox"/> Supported Scaffold	<input type="checkbox"/> Temporary Place of Assembly		<input type="checkbox"/> Antenna	<input type="checkbox"/> Boiler Equipment	<input type="checkbox"/> Construction Fence	<input type="checkbox"/> Curb Cut	<input type="checkbox"/> Electrical	<input type="checkbox"/> Elevators	<input type="checkbox"/> Limited Alteration Application	<input type="checkbox"/> Mechanical Systems	<input type="checkbox"/> Place of Assembly	<input checked="" type="checkbox"/> Plumbing	<input type="checkbox"/> Sidewalk Shed	<input type="checkbox"/> Sign	<input checked="" type="checkbox"/> Sprinklers	<input checked="" type="checkbox"/> Standpipe	<input type="checkbox"/> Structural	<input type="checkbox"/> Supported Scaffold	<input type="checkbox"/> Temporary Place of Assembly	
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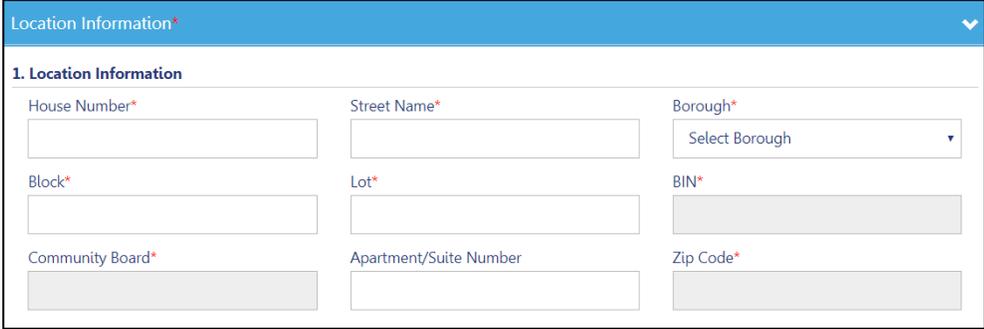
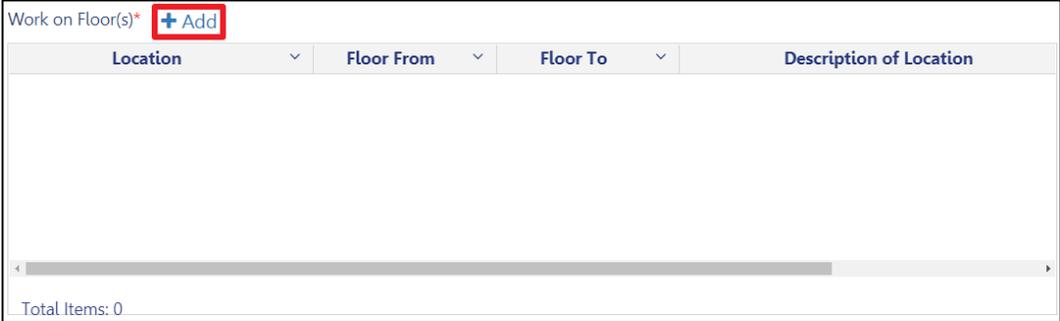
Step	Action
3.	<p>Click Submit.</p> 
	<p>Note Mechanical Work Job Filings Only</p> <p>If Mechanical Work was selected as the initial Work Type, the Job Filing displays.</p> <p>The Plans/Work (PW1) tab is selected and must be completed before the Job Filing can be saved.</p> 

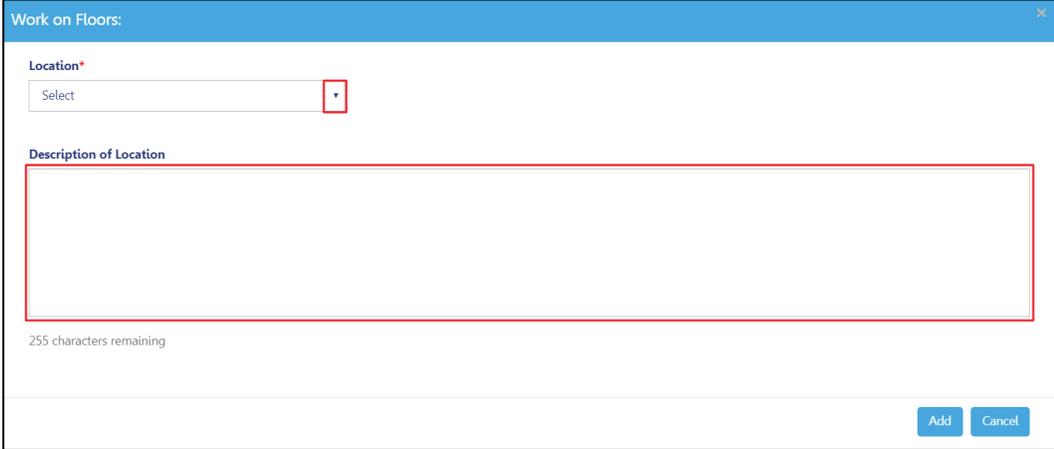
Step	Action
	<p>Note The Job Filing displays. The Plans/Work (PW1) tab is selected, and must be completed before the Job Filing can be saved.</p> 
<p>You have completed the Create a Job Filing Step-by-Step Guide. Continue to the Enter Plans/Work (PW1) Details Step-by-Step Guide.</p>	

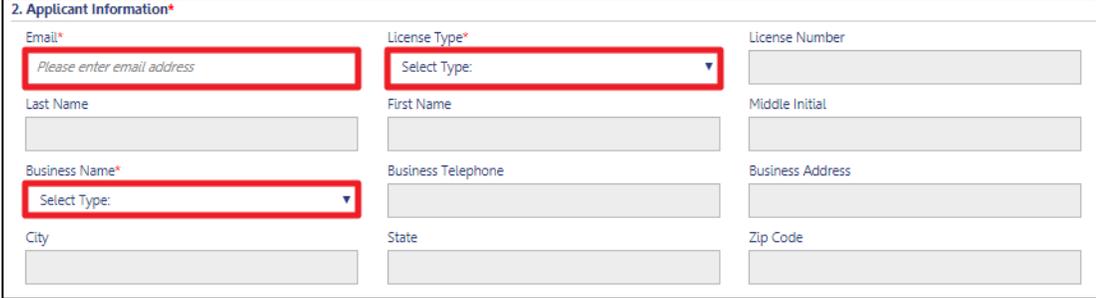
Enter Plans/Work (PW1) Details

Complete the following steps enter the Plans/Work (PW1) information:

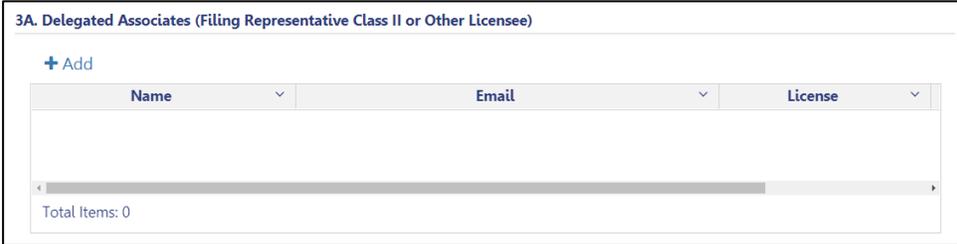
Step	Action
1.	<p>Click the Location Information heading to expand the section.</p> 
	<p>Note Important Form Information – required sections, fields, and read-only fields</p> <p>DOB NOW: <i>Build</i> displays only the sections and fields that are relevant to the Work Type(s) selected when the Job Filing is created.</p> <p>All fields marked with a red asterisk (*) are required and must be completed before submitting a filing.</p>  <p>Fields shaded gray are read-only. Information cannot be entered in these fields.</p>  <p>A check-mark icon (☑) displayed in a section heading indicates all required fields in that section have been completed.</p>  <p>A red circle with an exclamation mark (ⓘ) displayed in a section heading indicates there are required fields in that section that have not been completed.</p> 

Step	Action
2.	<p>Enter the Location Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> House Number <input type="checkbox"/> Street Name <input type="checkbox"/> Borough <input type="checkbox"/> Block <input type="checkbox"/> Lot <input type="checkbox"/> Apartment/Suite Number 
	<hr/> <p>BIN, Community Board, and Zip Code are read-only fields and auto-populate. Apartment/Suite Number is optional.</p> <hr/>
3.	<p>Click +Add to enter the Work on Floor(s) information.</p> 

Step	Action
4.	<p>Enter the required fields in the Work on Floors pop-up window:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location <input type="checkbox"/> Description of Location 
	<p>Note If Floors Number(s) is selected from the Location drop-down list, additional fields display to enter the From and To floor numbers.</p> 
	<p>Note Use the Description of Location field to enter details about the specific location the work will take place in (e.g., North Auditorium).</p> 

Step	Action
5.	<p>Click Add.</p> 
	<p>Note The check-mark icon (<input checked="" type="checkbox"/>) displayed in the Location Information section heading indicates all required fields in that section have been completed.</p> 
6.	<p>Click the Stakeholders heading to expand the section.</p> 
7.	<p>Enter the required fields in the Applicant Information section:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Email (Email address used during eFiling registration) <input type="checkbox"/> License Type <input type="checkbox"/> Business Name 

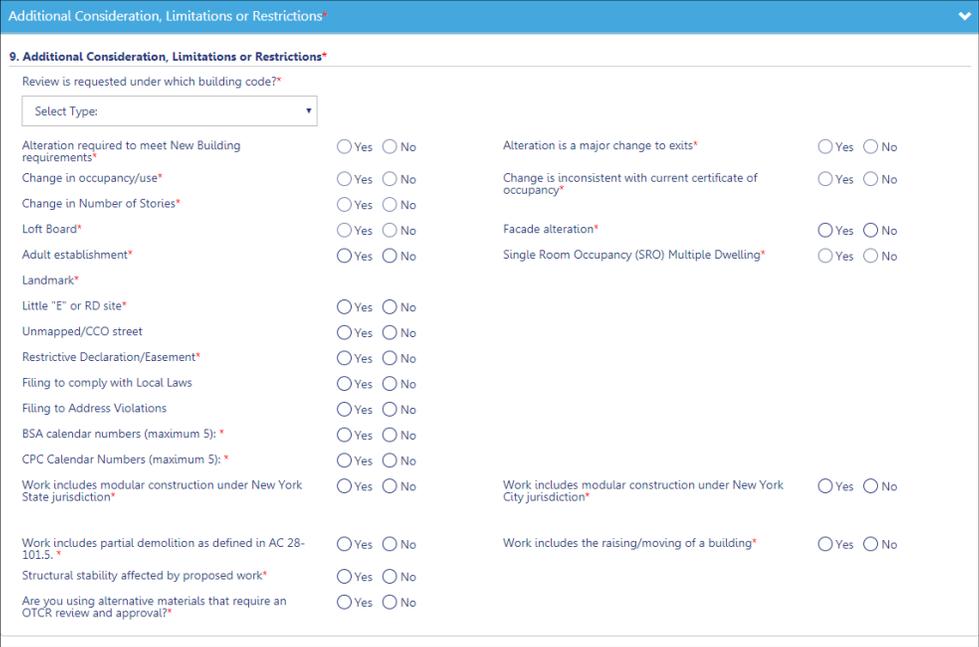
Step	Action																								
	<p>Note The Email address selected is linked to eFiling.</p> <div data-bbox="420 365 906 562" style="border: 1px solid black; padding: 5px;"> <p>Email*</p> <p>DOBTESTING456@GMAIL.COM</p> <p>DOBTESTING456@GMAIL.COM</p> </div> <p>Selection of the linked Email address determines the License Type(s) displayed. The Business Name selected auto-populates the remaining read-only (gray) fields with applicable information from eFiling.</p>																								
<p>8.</p>	<p>Enter the Filing Representative Class I / Preparer, eFiling Email address (this section is optional).</p> <div data-bbox="313 858 1380 1234" style="border: 1px solid black; padding: 5px;"> <p>3. Filing Representative Class I / Preparer</p> <table border="0"> <tr> <td>Email</td> <td>Registration Number</td> <td>First Name</td> </tr> <tr> <td><input type="text" value="Please enter email address"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Middle Initial</td> <td>Last Name</td> <td>Business Name</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Business Telephone</td> <td>Business Address</td> <td>City</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>State</td> <td>Zip Code</td> <td></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> </tr> </table> </div>	Email	Registration Number	First Name	<input type="text" value="Please enter email address"/>	<input type="text"/>	<input type="text"/>	Middle Initial	Last Name	Business Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	Business Telephone	Business Address	City	<input type="text"/>	<input type="text"/>	<input type="text"/>	State	Zip Code		<input type="text"/>	<input type="text"/>	
Email	Registration Number	First Name																							
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Business Telephone	Business Address	City																							
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State	Zip Code																								
<input type="text"/>	<input type="text"/>																								
	<p>Note Filing Representative Class I / Preparer</p> <p>A Filing Representative Class I or Preparer can complete all data entry in a Job Filing. They cannot upload the signed and sealed DPL1 Form, complete the Statements & Signature section, or submit the Job Filing to the Department of <i>Buildings</i> on behalf of the Applicant of Record.</p>																								

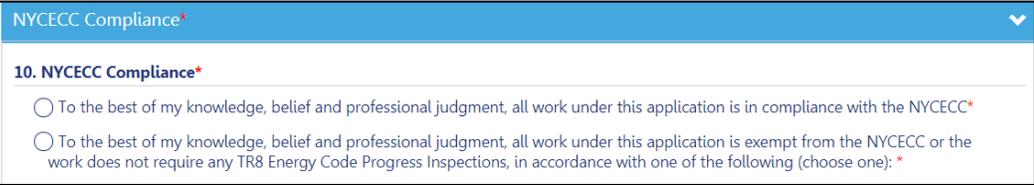
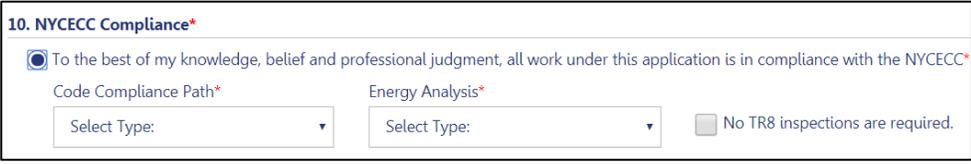
Step	Action
	<p>Note After the initial save, Delegated Associates (Filing Representative Class II or Other Licensee) can be added to the Job Filing to act on behalf of the Applicant of Record.</p>   <p>Refer to the Add Delegated Associates in the Stakeholders Section- Step-By-Step Guide for instructions on adding a Delegated Associate.</p>
	<p>Note To save the Job Filing and generate the Job Number, all required fields in the following sections must be complete.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location Information <input type="checkbox"/> Stakeholders <input type="checkbox"/> Filing Review Type, Work Type/ Filing Includes <input type="checkbox"/> Job Description
<p>9.</p>	<p>Click the Filing Review Type, Work Type / Filing Includes heading to expand the section.</p> 

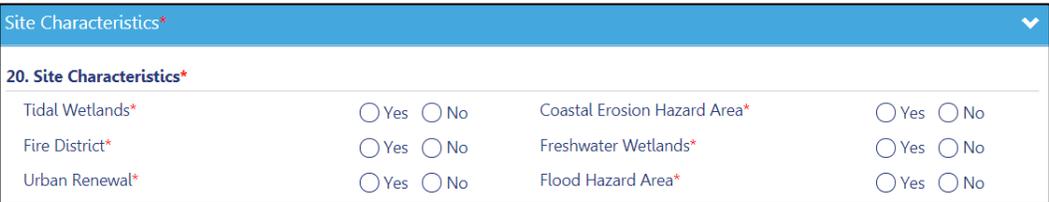
Step	Action
	<p>Note The Filing Review Type, Work Type/Filing Includes section may include additional questions that are specific to the Work Type selected earlier.</p> <p>The Filing Review Type (e.g., Standard Plan Examination or Review) selected cannot be changed after the filing has been saved.</p> 
<p>10.</p>	<p>Select the applicable radio button for Filing Includes (e.g., New Work):</p> <ul style="list-style-type: none"> <input type="checkbox"/> New Work <input type="checkbox"/> Legalization 

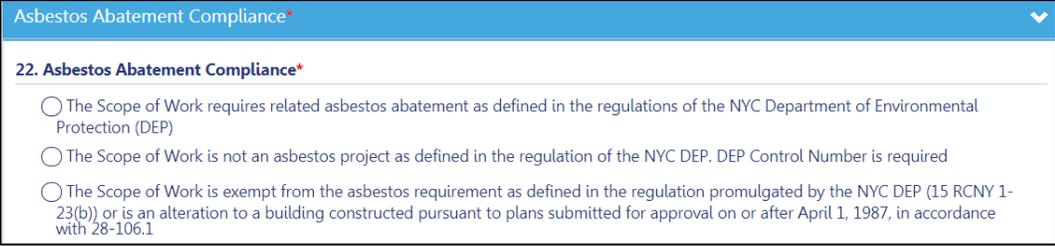
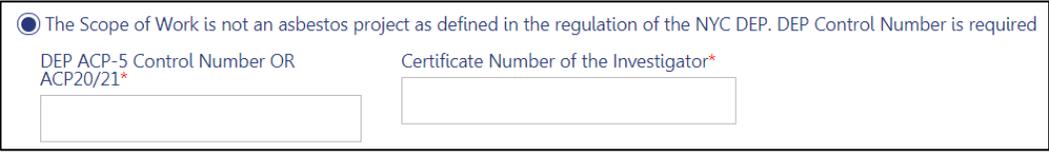
Step	Action
	<p>Note If Legalization is selected, an additional field displays.</p> <p>Select the applicable radio button for the question “Are there any existing DOB Violation Numbers related to this work?”</p> <div data-bbox="420 522 1252 667" style="border: 1px solid black; padding: 5px;"> <p>Filing Includes:*</p> <p><input type="radio"/> New Work <input checked="" type="radio"/> Legalization</p> <p>Are there any existing DOB Violation Numbers related to this work? <input type="radio"/> Yes <input type="radio"/> No</p> </div> <p>If Yes is selected, an additional field displays. Enter the Violation Number(s).</p> <div data-bbox="420 791 1338 980" style="border: 1px solid black; padding: 5px;"> <p>Are there any existing DOB Violation Numbers related to this work? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Enter Violation Number*</p> <input type="text"/> <p>150 characters remaining</p> </div> <p>Up to five Violation Numbers can be entered separated by a comma (,). The Violation Number(s) entered are validated by DOB NOW.</p> <p>Open violations must be resolved before applying for a Work Permit.</p>
<p>11.</p>	<p>Click the Additional Information heading to expand the section.</p> <div data-bbox="315 1318 1365 1375" style="border: 2px solid red; padding: 2px;"> <p>Additional Information* ></p> </div>
<p>12.</p>	<p>Enter the following required fields in the Additional Information section:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Estimated Job Cost \$* <input type="checkbox"/> Total Construction Floor Area (Square Feet)* <div data-bbox="315 1581 1313 1719" style="border: 1px solid black; padding: 5px;"> <p>8. Additional Information*</p> <p>Estimated Job Cost \$* <input type="text"/> Total Construction Floor Area(Square Feet)* <input type="text"/></p> </div>

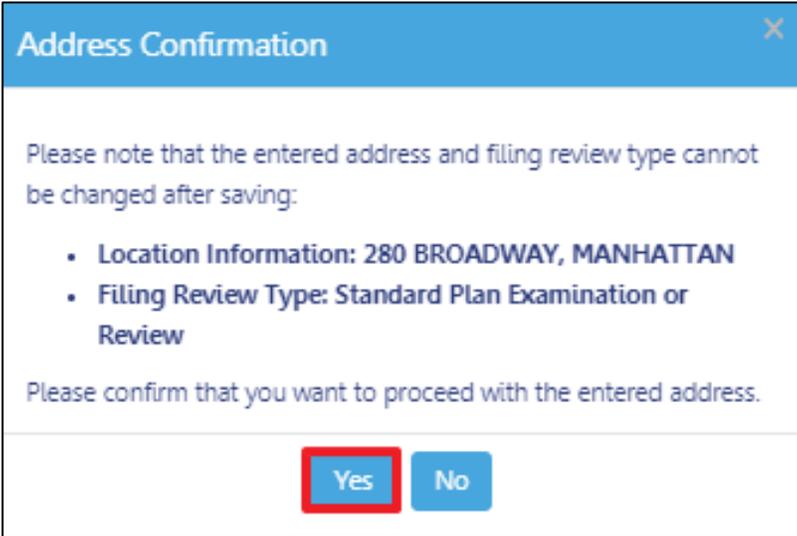
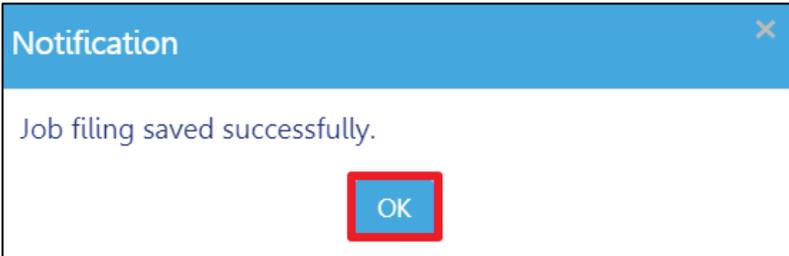
Step	Action
13.	<p>Select the applicable radio button for the question “Is this job associated with a New Building job filed in BIS?*”</p> <div data-bbox="315 390 956 493" style="border: 1px solid black; padding: 5px;"> <p>Related DOB Job Numbers:</p> <p>Is this job associated with a New Building filed in BIS?*</p> <p style="text-align: right;"><input type="radio"/> Yes <input type="radio"/> No</p> </div>
	<p>Note If Yes is selected for “Is this job associated with a New Building job filed in BIS?*” enter in the Associated New Building BIS Job Number:*</p> <div data-bbox="420 695 1044 940" style="border: 1px solid black; padding: 5px;"> <p>Related DOB Job Numbers:</p> <p>Is this job associated with a New Building filed in BIS?*</p> <p style="text-align: right;"><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Associated New Building BIS Job Number :*</p> <div style="border: 1px solid gray; width: 250px; height: 20px; margin-bottom: 5px;"></div> <p>75 characters remaining</p> </div>
14.	<p>Select the applicable radio button for the question “Is this job associated with any other jobs filed in BIS/DOB NOW?*”</p> <div data-bbox="315 1100 1078 1236" style="border: 1px solid black; padding: 5px;"> <p>Related DOB Now/BIS Job Numbers:</p> <p>Is this job associated with any other jobs filed in BIS/DOB NOW?*</p> <p style="text-align: right;"><input type="radio"/> Yes <input type="radio"/> No</p> </div>
	<p>Note If ‘Yes’ is selected for “Is this job associated with any other jobs filed in BIS/DOB NOW?*” enter the Associated BIS/DOB Job Number.</p> <div data-bbox="420 1434 1140 1644" style="border: 1px solid black; padding: 5px;"> <p>Related DOB Now/BIS Job Numbers:</p> <p>Is this job associated with any other jobs filed in BIS/DOB NOW?*</p> <p style="text-align: right;"><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Associated BIS/DOB Job Number :*</p> <div style="border: 1px solid gray; width: 300px; height: 20px; margin-bottom: 5px;"></div> <p>125 characters remaining</p> </div>

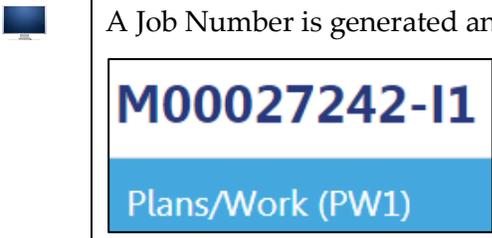
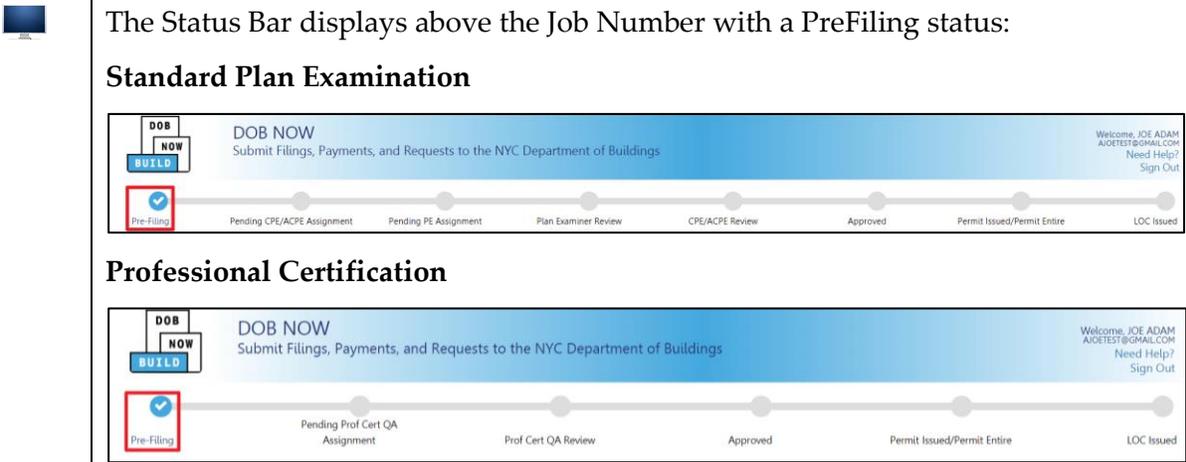
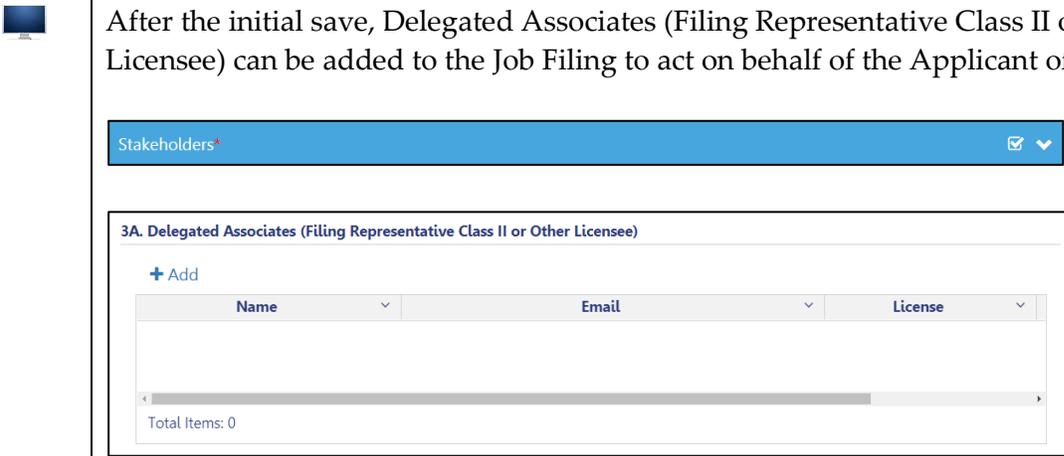
Step	Action
15.	<p>Click the Additional Considerations, Limitations or Restrictions* heading to expand the section.</p> 
16.	<p>Select the applicable option from the “Review is requested under which Building code?” drop-down list (e.g., 1968).</p> 
17.	<p>Select the applicable radio button for each required question in the Additional Consideration, Limitations or Restrictions* section.</p> 
	<p>Note For some conditions in the Additional Consideration, Limitations or Restrictions section, additional required fields may display when ‘Yes’ is selected.</p> <p>Complete all required fields that display in the Additional Consideration, Limitations or Restrictions section to continue.</p>

Step	Action
18.	<p>Click the NYCECC Compliance heading to expand the section.</p> 
	<p>Note NYCECC Compliance Section only applies to: Antenna, Mechanical Work, Sidewalk Shed, and Plumbing.</p>
19.	<p>Select the applicable radio button for NYCECC Compliance.</p> 
	<p>Note For NYCECC Compliance only one radio button can be selected.</p>
	<p>Note If “To the best of my knowledge, belief and professional judgment, all work under this application is in compliance with the NYCECC*” is selected, additional fields are displayed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Code Compliance Path <input type="checkbox"/> Energy Analysis <input type="checkbox"/> No TR8 inspections are required 

Step	Action
20.	<p>Click the Job Description heading to expand the section.</p> 
21.	<p>Enter the Job Description*.</p> 
22.	<p>Click the Site Characteristics* heading to expand the section.</p> 
23.	<p>Select the applicable radio button (s) for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tidal Wetlands* <input type="checkbox"/> Fire District* <input type="checkbox"/> Urban Renewal* <input type="checkbox"/> Coastal Erosion Hazard Area* <input type="checkbox"/> Freshwater Wetlands* <input type="checkbox"/> Flood Hazard Area* 
24.	<p>Click the Asbestos Abatement Compliance heading to expand the section.</p> 

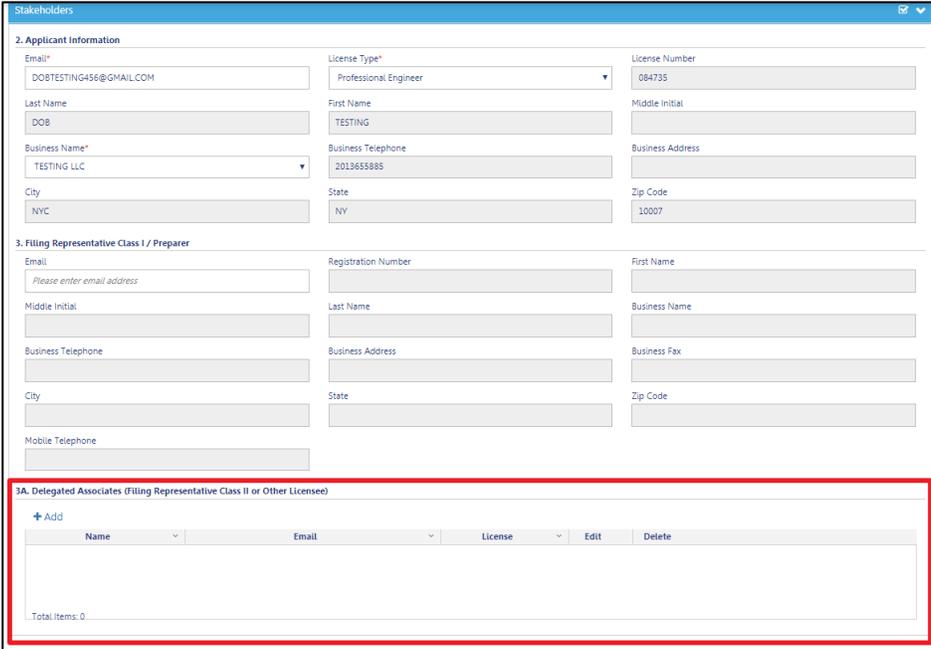
Step	Action
25.	<p>Select the applicable radio button for Asbestos Abatement Compliance.</p> 
	<p>Note If “The scope of work is not an asbestos project as defined in the regulation of the NYC DEP. DEP Control number is required” is selected, additional fields are displayed:</p> <p>Enter the DEP ACP-5 Control Number OR ACP20/21. Enter the Certificate Number of the Investigator.</p> 
26.	<p>Click the Comments heading to expand the section.</p> 
27.	<p>Enter any additional information in Comments.</p> 

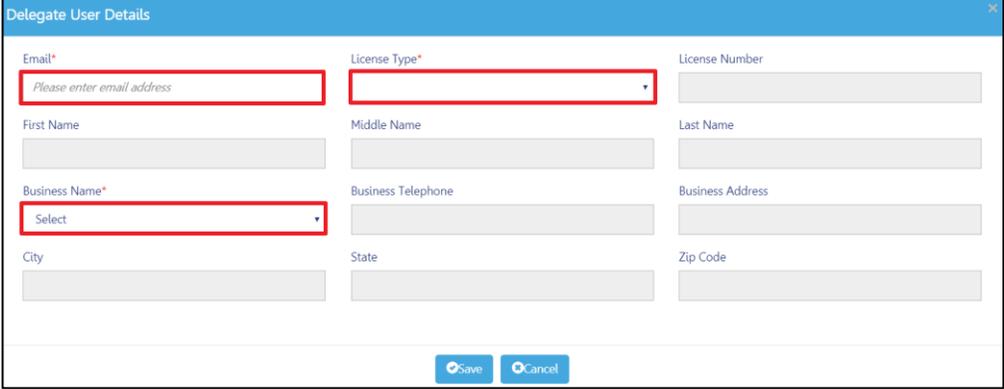
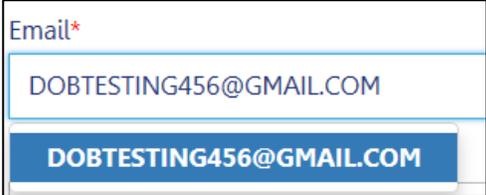
Step	Action
28.	<p>Located in the upper left hand corner, click Save.</p> 
29.	<p>An Address Confirmation pop-up window with the message “Please note that the entered address and filing review type cannot be changed after saving:</p> <ul style="list-style-type: none"> • 289 BROADWAY, MANHATTAN • Filing Review Type: Standard Plan Examination or Review <p>Please confirm that you want to proceed with the entered address:” displays.</p> <p>Click Yes to close the Address Confirmation pop-up window.</p> 
30.	<p>A Notification pop-up window with the message “Job Filing saved successfully” displays.</p> <p>Click OK to close the Notification pop-up window.</p> 

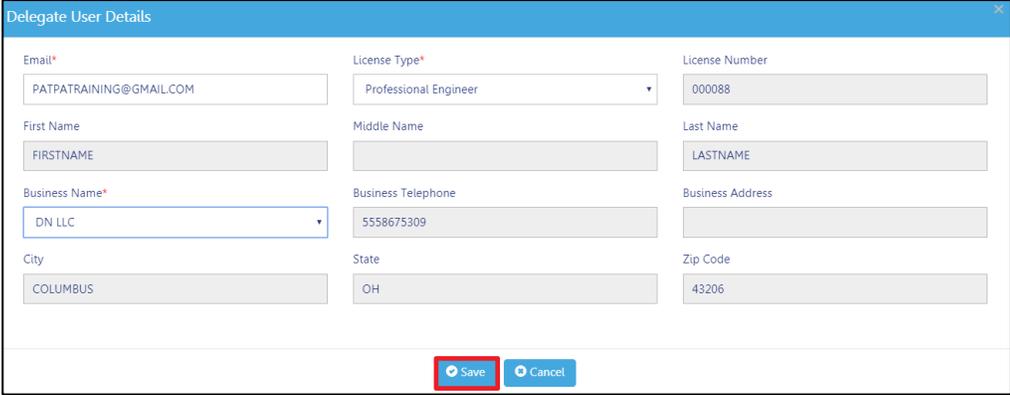
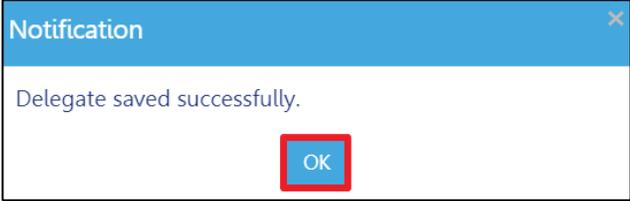
Step	Action
	<p>A Job Number is generated and displays above the Plans/Work (PW1) tab.</p>
	<p>The Status Bar displays above the Job Number with a PreFiling status:</p> <p>Standard Plan Examination</p> <p>Professional Certification</p>
	<p>After the initial save, Delegated Associates (Filing Representative Class II or Other Licensee) can be added to the Job Filing to act on behalf of the Applicant of Record.</p> <p>Refer to the Add Delegated Associates in the Stakeholders Section- Step-By-Step Guide for instructions on adding a Delegated Associate.</p>
<p>You have completed Enter Plans/Work (PW1) Details Step-by-Step Guide. Continue to the Add Delegated Associates in the Stakeholders Section- Step-By-Step Guide (if applicable).</p>	

Add Delegated Associates in the Stakeholders Section- Step-By-Step Guide

Complete the following steps DOB NOW: *Build* - Delegated Associates.

Step	Action
	<p>Note After a Job Filing is saved, the Delegated Associates (Filing Representative Class II or Other Licensee) section displays. A Delegated Associate can be added to the Job Filing, and can act on behalf of the Applicant of Record.</p>
<p>1.</p>	<p>Click the Stakeholders heading to expand the section.</p> 
	<p>In the Stakeholders section of the Plans/Work (PW1) tab, the Delegated Associates (Filing Representative Class II or Other Licensee) sub-section displays.</p> 

Step	Action
2.	<p>Click + Add to enter the Delegate information in the Delegate User Details pop-up window.</p> 
3.	<p>Enter the required fields in the Delegate User Details pop-up window:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Email (Email address used during eFiling registration) <input type="checkbox"/> License Type <input type="checkbox"/> Business Name 
	<p>Note The Email address selected is linked to eFiling.</p>  <p>The Business Name selected auto-populates the remaining read-only (gray) fields in the Delegate User Details with applicable information from eFiling.</p>

Step	Action
4.	<p>Click Save.</p>  <p>The screenshot shows a form titled "Delegate User Details" with the following fields: Email (PATPATRAINING@GMAIL.COM), License Type (Professional Engineer), License Number (000088), First Name (FIRSTNAME), Middle Name, Last Name (LASTNAME), Business Name (DN LLC), Business Telephone (5558675309), Business Address, City (COLUMBUS), State (OH), and Zip Code (43206). At the bottom, there are "Save" and "Cancel" buttons, with the "Save" button highlighted by a red box.</p>
5.	<p>A Notification pop-up window with the message “Delegate saved successfully” displays.</p> <p>Click OK to close the Notification pop-up window.</p>  <p>The screenshot shows a "Notification" pop-up window with a blue header and a white body. The message "Delegate saved successfully." is displayed in the body. At the bottom center, there is a blue "OK" button, which is highlighted with a red box.</p>
	<p>The Delegated Associates (Filing Representative Class II or Other Licensee) information displays.</p>  <p>The screenshot shows a table titled "3A. Delegated Associates (Filing Representative Class II or Other Licensee)". There is an "+Add" button at the top left. The table has columns for Name, Email, License, Edit, and Del. One entry is shown with Name: FIRSTNAME LASTNAME, Email: PATPATRAINING@GMAIL.COM, License: PE - 000088, Edit: (pencil icon), and Del: (trash icon). Below the table, it says "Total Items: 1".</p>
	<p>Note Each Filing is permitted two Delegates who are the following: Registered Architect, Professional Engineer, or Class II Filing Representative.</p>

DOB NOW: *Build* – PLANS/WORK (PW1) STEP-BY-STEP GUIDES

Step	Action
	<p>Note Delegates cannot place their seal on the plans, sign the Seal and Signature: DPL1 Form, or complete the Statements & Signature section of the PW1 (Attestation), or submit the final application to the Department of Buildings.</p>
You have completed the Add Delegated Associates Step-by-Step Guide.	