# INDUSTRY PORTAL STEP-BY-STEP GUIDE

## WORK PERMIT (PW2)

## FOR ALL WORK TYPES

The following Step-by-Step Guide will outline the steps applicable to complete the Work Permit (PW2) in DOB NOW: *Build.*

The examples shown and used in this Step-by-Step Guide are specific to Work Permit (PW2).

# Guidelines

**WORK PERMIT (PW2)**

1. Work Permits are usually requested once the initial Job Filing is approved by the DOB. For Professional Certification Job Filings, the Work Permit request can be made at the same time as the Job Filing.
2. A unique Permit Number is generated upon Permit Issuance.
3. For each work type, a unique permit request must be submitted by the authorized applicant of record.

**COMPOSITE PERMITS**

1. A Combined Job Filing is the grouping of two or more Work Types included on a single Job Filing.
2. Only certain Work Types can be combined in specific configurations.

**ROLES & RESPONSIBILITIES**

1. The Applicant of Record can be a Professional Engineer or a Registered Architect but does not have to be the same Applicant of Record as appears on the Job Filing.
2. The Applicant of Record must attest to the created Job Filing.
3. The Owner must attest to the created Job Filing.
4. The Applicant of Record and the Owner can be the same person.

**For FILING REPRESENTATIVES only**

1. Filing Representatives cannot be Applicants of Record (i.e. they cannot submit the Job Filing Requests). However, they can perform data-entry functions to provide information and upload documents.
2. Filing Representative cannot attest.

# DOB NOW: *Build* – Add a Work Permit (PW2) Step-By-Step Guides

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

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# PW2 Request

To complete the following steps to enter the Work Permit (PW2) tab:

| Step | Action |
|---|---|
| | Only the applicant of the PW2 can submit the permit request.<br><br>The Job Filing should be in the "Approved" or "Permit Issued" status unless the User is submitting the Job Filing in as Professional Certification.<br><br>For Professional Certification Job Filings, the Job can be in prefiling status when the PW2 request is initiated. The PW2 request will be submitted when the Job Filing is submitted. |
| | Prior to Submission of Permit:<br><br>If Site Safety is triggered, Site Safety Plans or a Waiver Request must be approved for the respective Job Filing.<br><br>If TPP is triggered, TPP must be reviewed and approved.<br><br>If there are WWP violations that are not resolved on the Job Filing, then an L2 request must be approved for all such WWPs.<br><br>All the Special and Progress Inspectors must be associated to the respective Special and Progress Inspections added to the job filing and they must complete their respective attestation. |

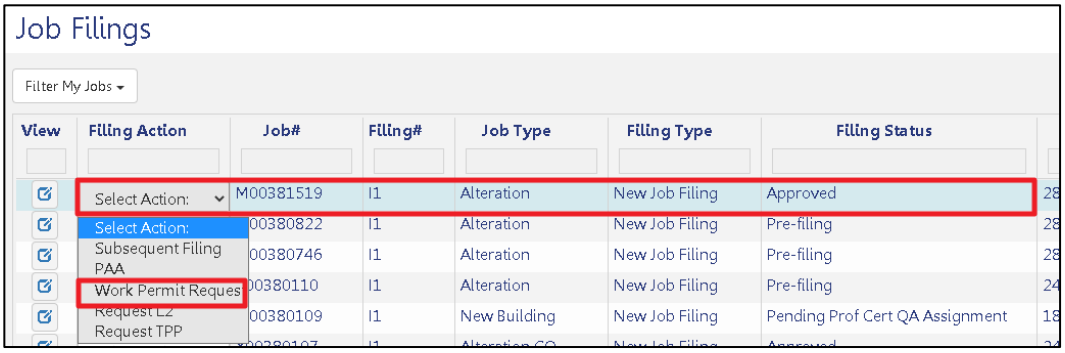
| Step | Action |
|---|---|
| | Prior to Issuance of Permit:<br><br>Upon issuance of the permit, the permit issuance date will be the date the permit has been issued. The permit expiration date will be one of the following, whichever is earliest:<br><br>• Earliest Expiration of the Applicant's associated company's Insurance Dates<br>• Applicant License Expiration Date<br>• One year from the date of issuance |

# Create Work Permit

There are 3 ways to request a Work Permit from the DOB dashboard.

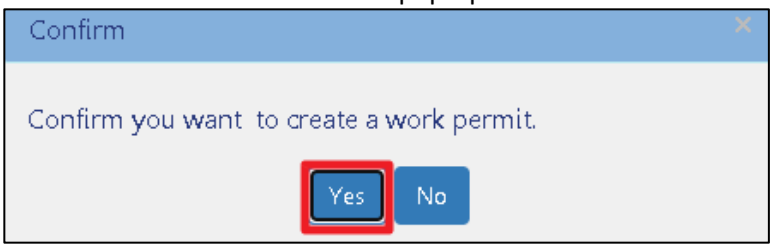
1. From the Dashboard select the Job Filing then click the **Select Action** dropdown.

   Click **Work Permit Request.**

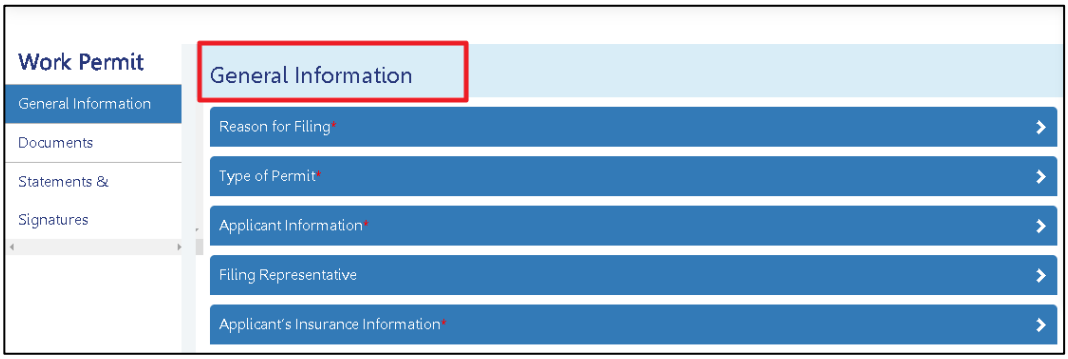


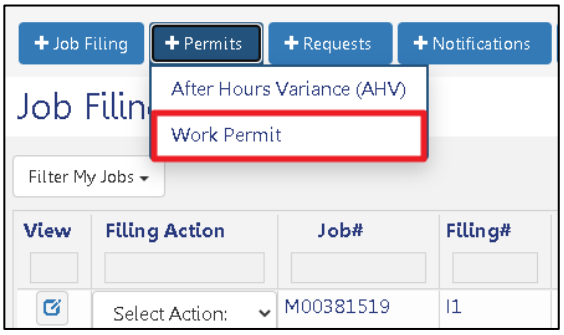
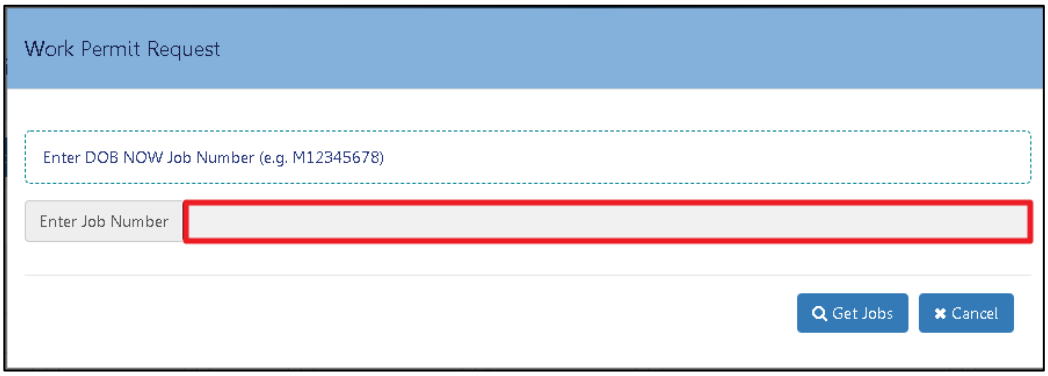
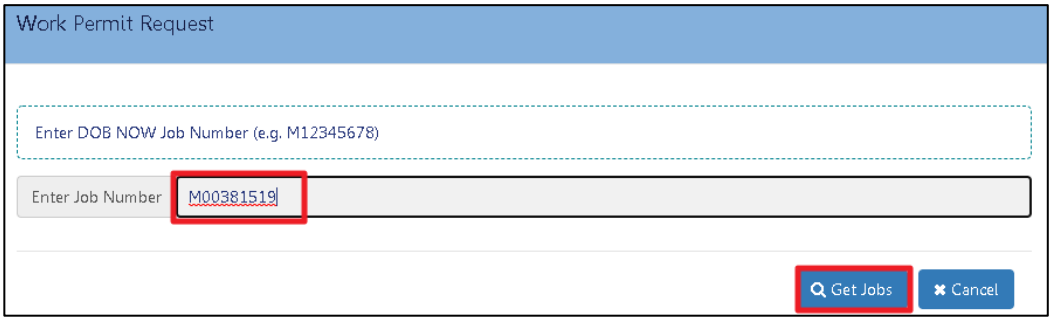

2. A Confirmation pop-up window with the message **"Confirm you want to create a work permit"** displays.

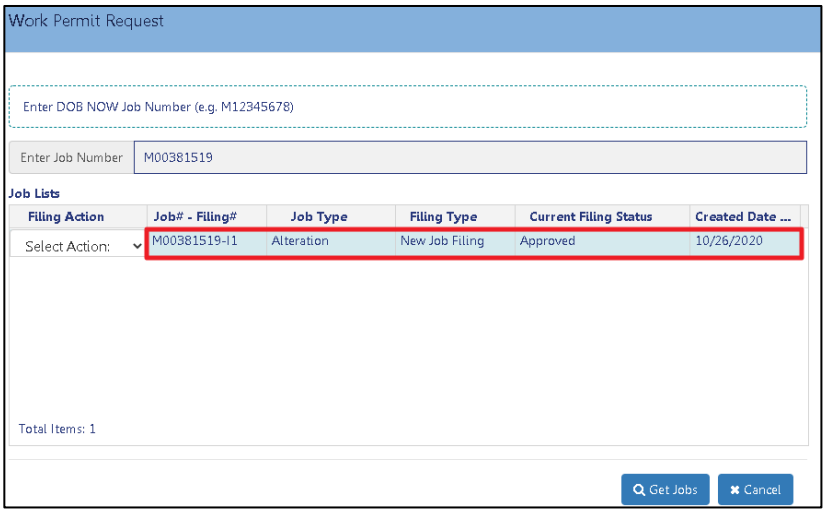
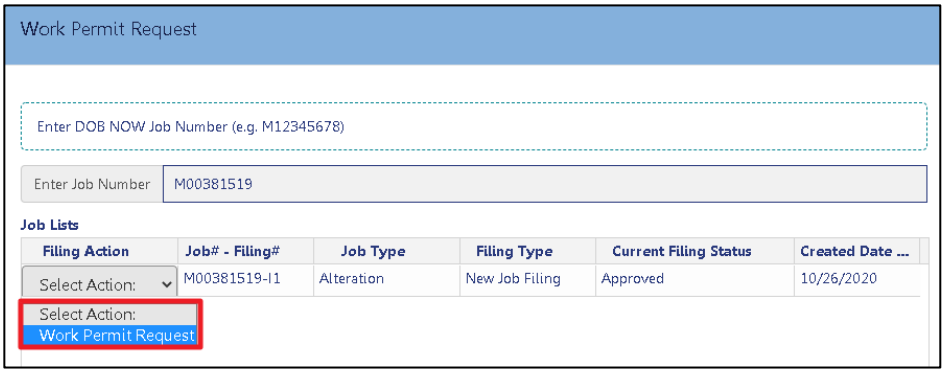
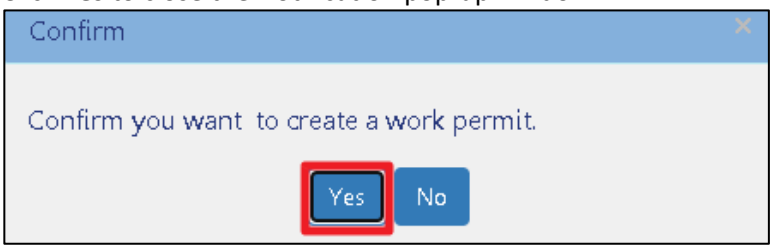
   Click **OK** to close the Notification pop-up window.



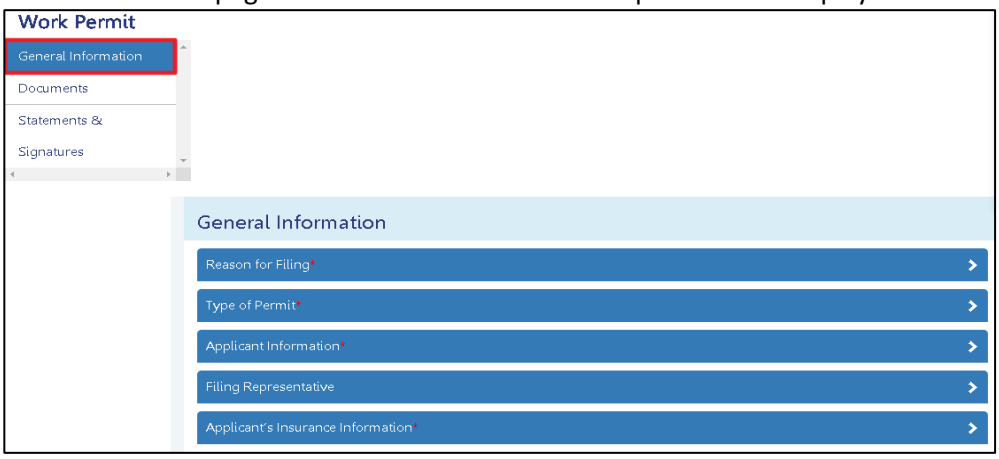

3. The **Work Permit (PW2)** window displays.



| | |
|---|---|
| | Proceed with completing the General Information, Documents, and Statements & Signatures for the Work Permit. |
| 4. | From the Dashboard click +**Permits** for the dropdown menu with **Work Permit.**<br>Click **Work Permit**.<br>  |
| 5. | A Work Permit Request window displays.<br>**Enter the Job Number**.<br>  |
| 6. | Once the Job Number is entered click the **Get Jobs** button.<br>  |

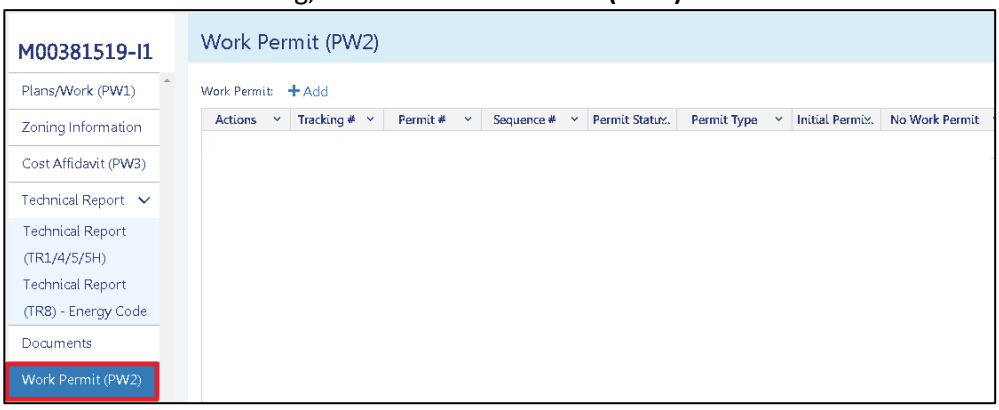
| | |
|---|---|
| 7. | The **Work Permit Request** window displays. The Job Filing number is displayed in the Job List.<br>Click **Select Action.**<br>  |
| 8. | A drop-down list displays. Click **Work Permit Request**.<br>  |
| 9. | A Confirmation pop-up window with the message **"Confirm you want to create a work permit"** displays.<br>Click **Yes** to close the Notification pop-up window.<br>  |

The **Work Permit** page with **General Information** drop-down lists displays.

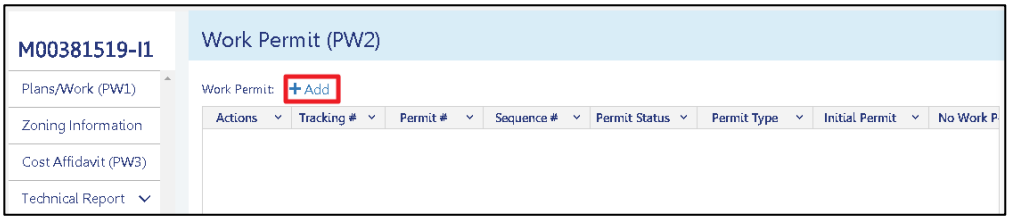



Proceed with completing the General Information, Documents, and Statements & Signatures for the Work Permit.

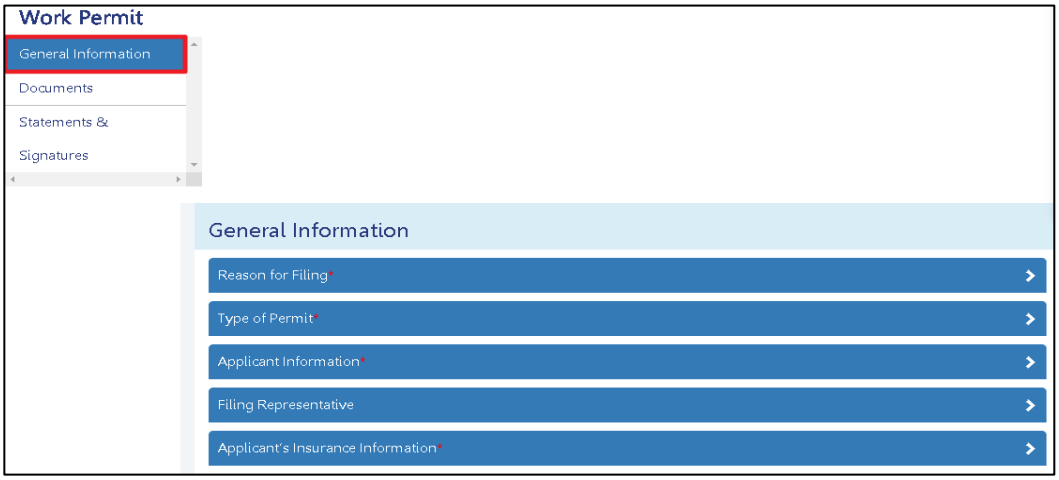
10. From within the Job Filing, select the **Work Permit (PW2)** tab.



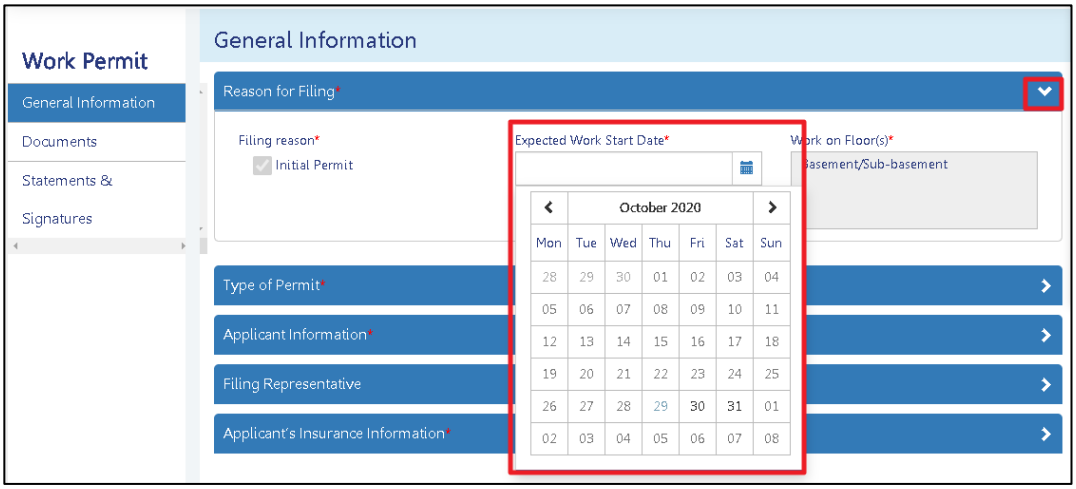

11. Click **+ Add** to enter the Work Permit details.



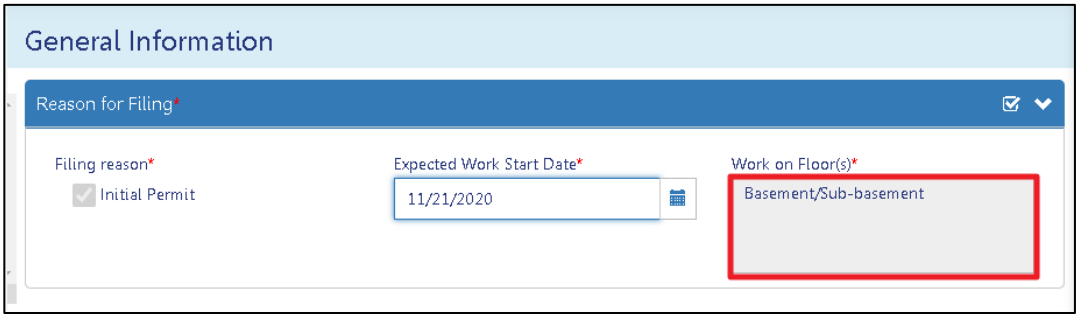
The **Work Permit** page with **General Information** drop-down lists displays.



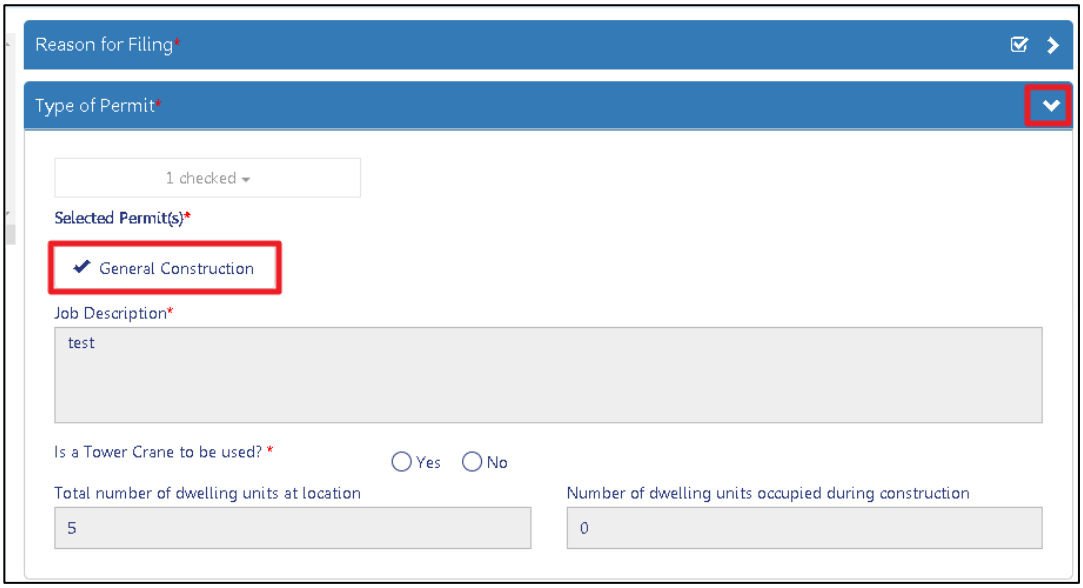

12. Select **Reason for Filing** ( ) drop-down list to select the **Expected Work Start Date**.



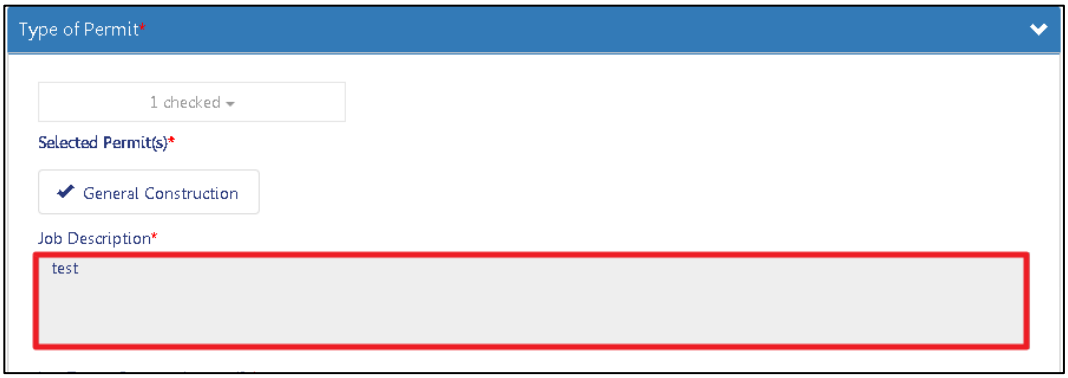

The **Filing reason** and **Work on Floor(s)** fields are auto populated and read only.



13. Select **Type of Permit** ( ) drop-down list to select the Permit.

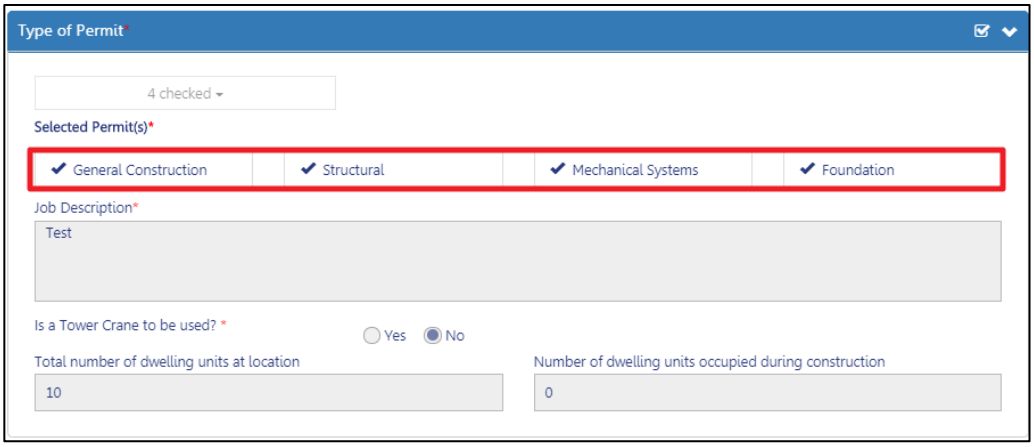



The **Job Description** auto-populates and is read only.



# Composite Permit

One permit request can be submitted for multiple work types by the same authorized applicant of record.




FO and EA permits can be pulled on a composite permit together.

PMM and SOE permits can be pulled on a composite permit together.

Any combination of the following work types can be filed together and can be pulled on a composite permit together with GC: ST, MS, FO, EA.

GC+ST is the only composite permit that can be pulled by the Owner.

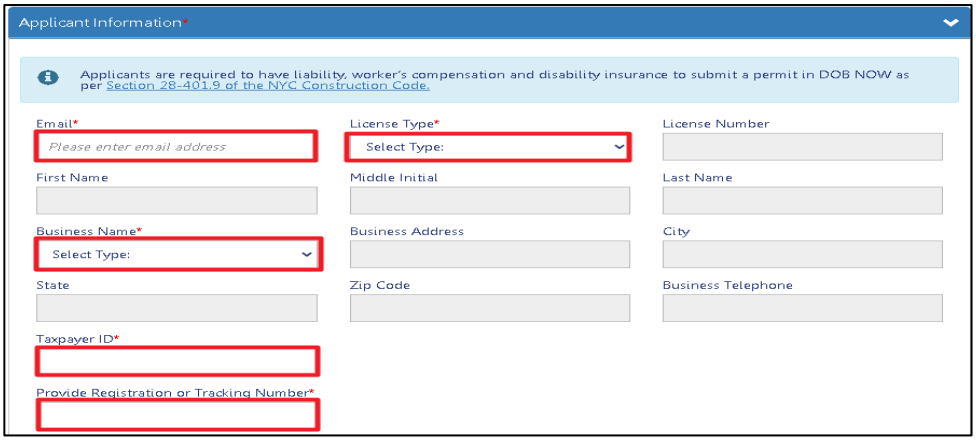
A GC permit can be pulled by a General Contractor, Professional Engineer, Registered Architect, or Homeowner.

If the Job Filing is approved for GC, FO, EA, MS and ST, one permit request can be submitted by the same General Contractor.

When the permit request is approved, one permit will be issued for all these work types.

14. Select **Applicant Information** ( ) drop-down and complete the following required fields:

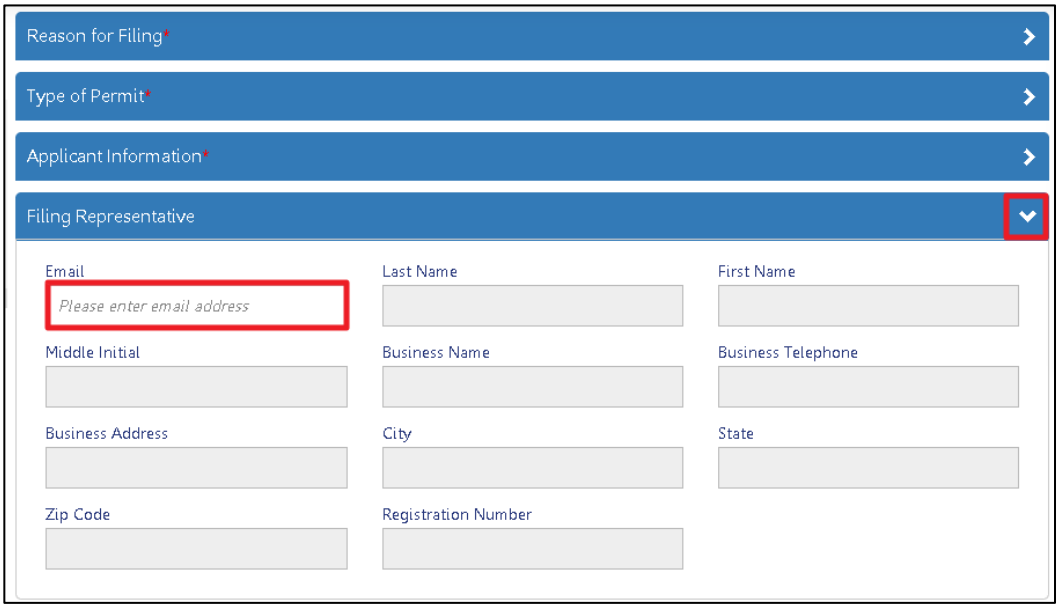
- ☐ **Email**
- ☐ **License Type** (e.g., **General Contractor**)
- ☐ **Business Name**
- ☐ **Taxpayer ID**
- ☐ **Provide Registration or Tracking Number**




The following fields are auto populated and are read only:

- ☐ **License Number***
- ☐ **First Name**
- ☐ **Middle Name**
- ☐ **Last Name**
- ☐ **Business Address**
- ☐ **City**
- ☐ **State**
- ☐ **Zip Code**
- ☐ **Business Telephone**

15. If applicable, select **Filing Representative** ( ) drop-down and enter the **Email**.

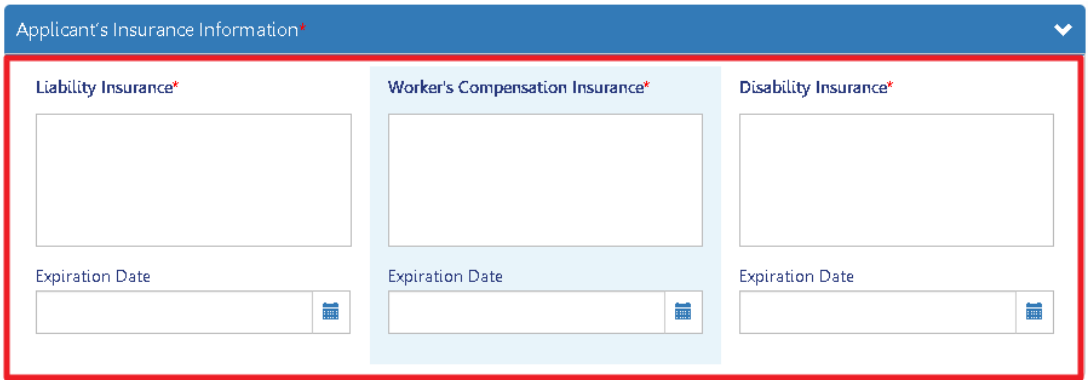



The following fields are auto populated and are read only:

- ☐ **Last Name**
- ☐ **First Name**
- ☐ **Middle Initial**
- ☐ **Business Name**
- ☐ **Business Telephone**
- ☐ **Business Address**
- ☐ **City**
- ☐ **State**
- ☐ **Zip Code**
- ☐ **Registration Number**

16. Select **Insurance (P.E./R.A. Only)** ( ) drop-down and complete the following required fields:

- ☐ **Liability Insurance***
- ☐ **Worker's Compensation Insurance***
- ☐ **Disability Insurance***

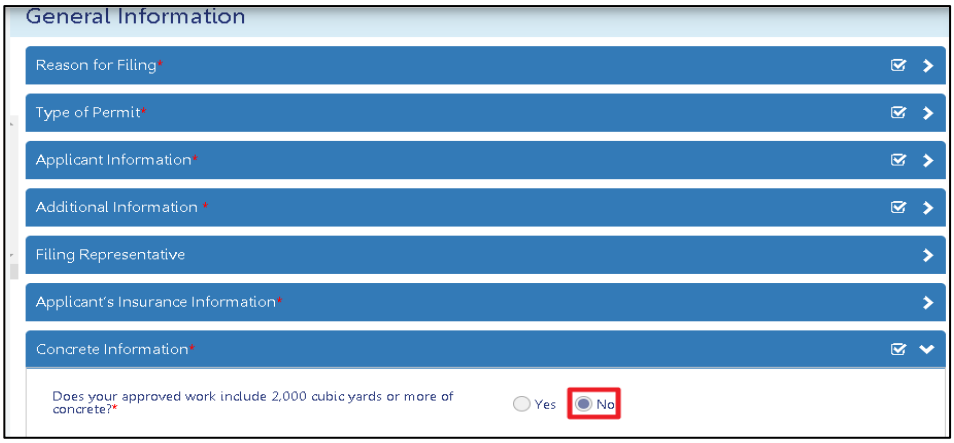


# Concrete Information

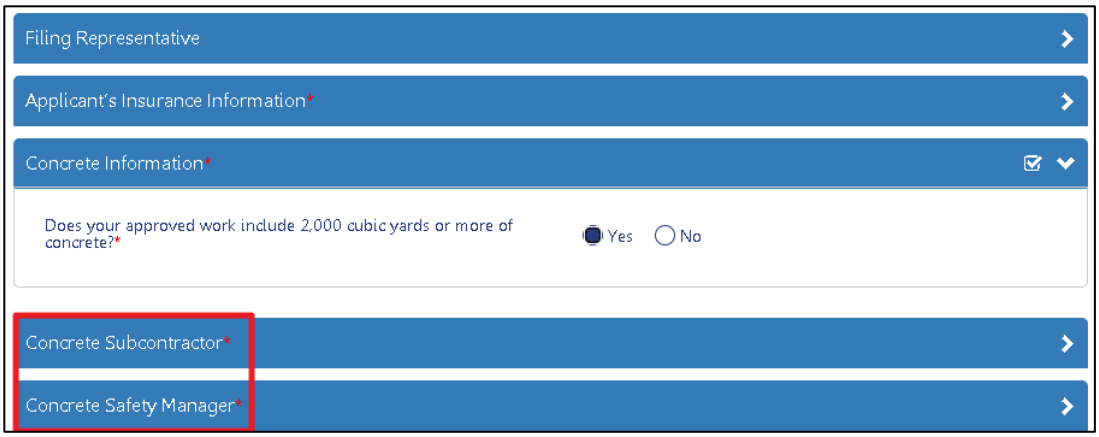
### Structural Work Job Filings Only

If Structural Work was selected as the initial Work Type with the scope of concrete, the **Concrete Information** ( ) drop-down menu the displays.

Select the applicable radio-button for **"Does your approved work include 2, 000 cubic yards or more of concrete?"**

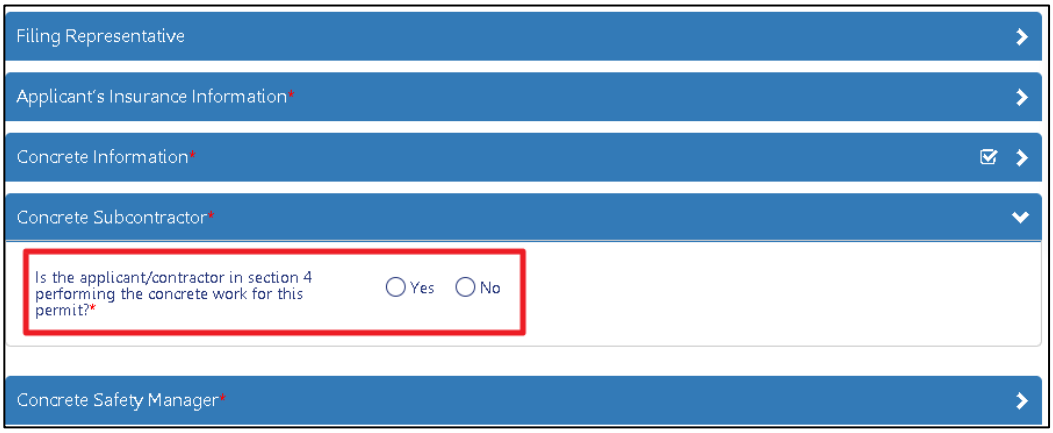



If **'Yes'** is selected for **"Does your approved work include 2, 000 cubic yards or more of concrete?"**, additional drop-down menus display.



Select **Concrete Subcontractor** ( ) drop-down list.

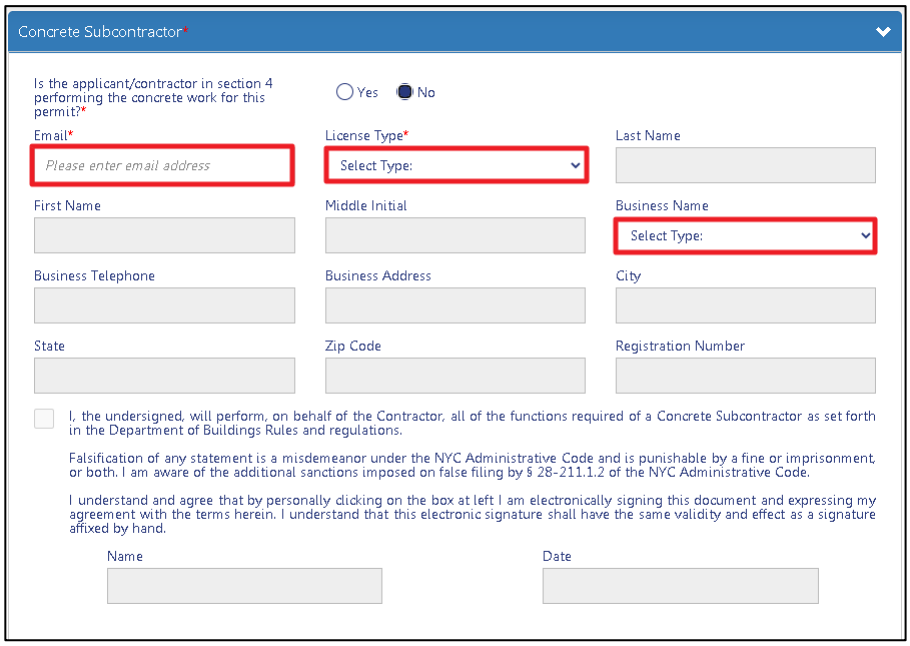
Select the applicable radio-button for **"Is the applicant/contractor in section 4 performing the concrete work for this permit?"**




If the radio-button '**No**' is selected for **"Is the applicant/contractor in section 4 performing the concrete work for this permit?"**, additional fields of entry display.

Complete the following required fields:

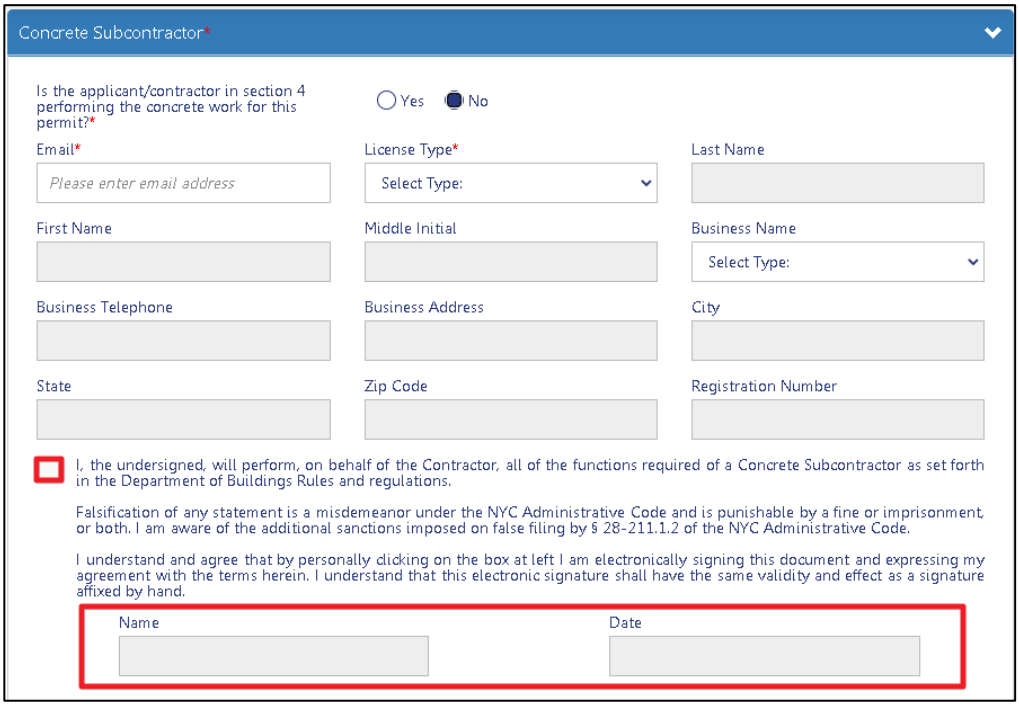
- ☐ **Email**
- ☐ **License Type**
- ☐ **Business Name**




The following fields are auto populated and are read only:

- ☐ **Last Name**
- ☐ **First Name**
- ☐ **Middle Initial**
- ☐ **Business Telephone**
- ☐ **Business Address**
- ☐ **City**
- ☐ **State**
- ☐ **Zip Code**
- ☐ **Registration Number**

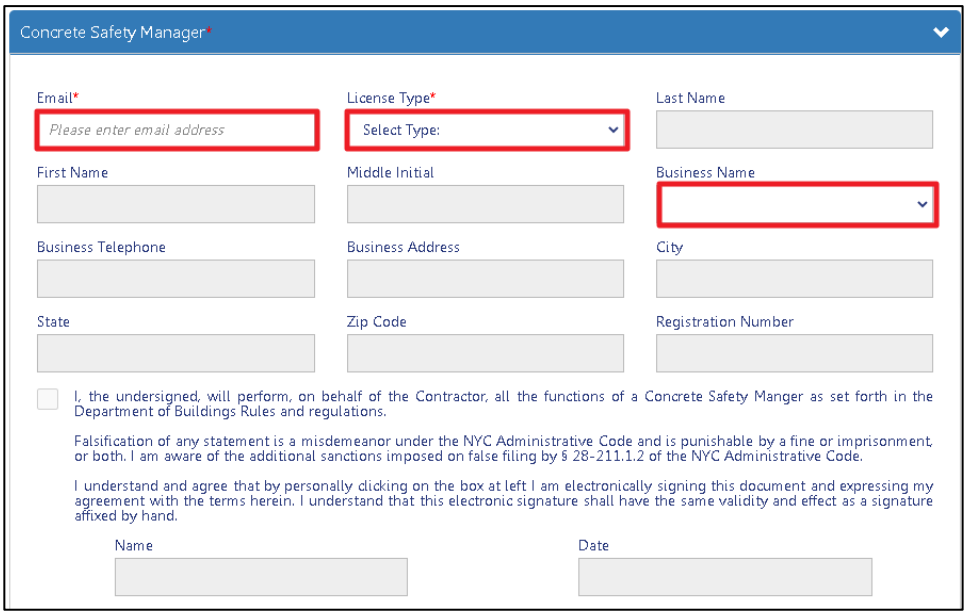
The Applicant of Record identified must select the following checkbox to electronically sign:




The **Name** and the **Date** fields auto-populate after the checkbox is clicked.

Complete the following required fields:

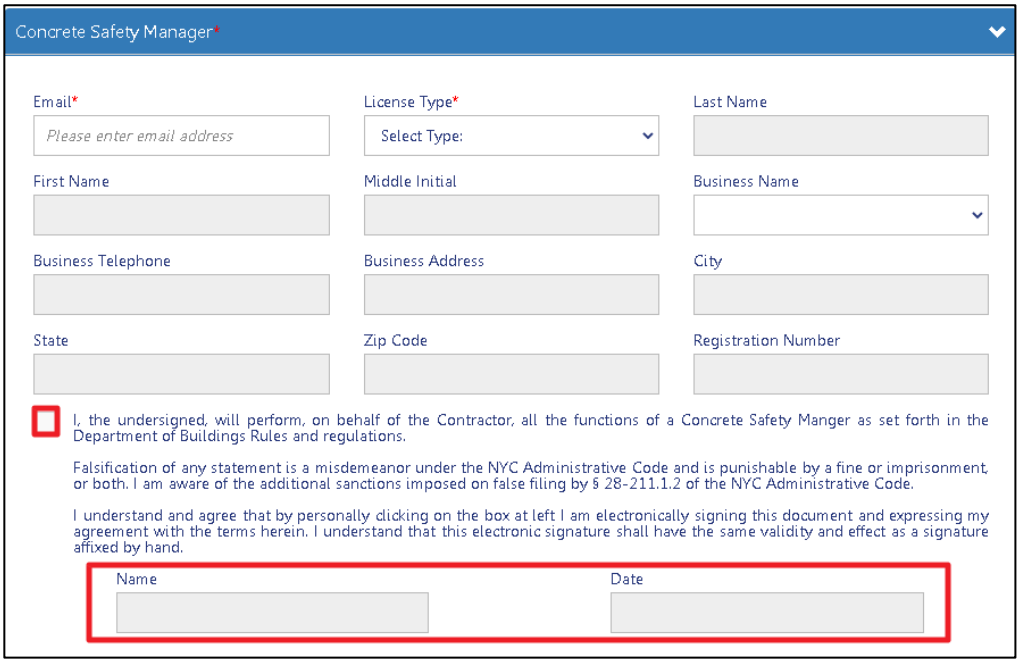
- ☐ **Email**
- ☐ **License Type**
- ☐ **Business Name**




The following fields are auto populated and are read only:

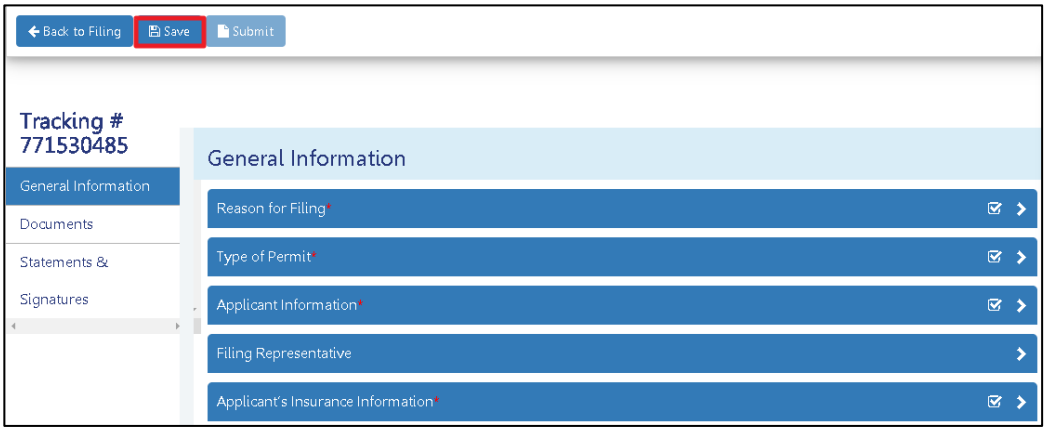
- ☐ **Last Name**
- ☐ **First Name**
- ☐ **Middle Initial**
- ☐ **Business Telephone**
- ☐ **Business Address**
- ☐ **City**
- ☐ **State**
- ☐ **Zip Code**
- ☐ **Registration Number**

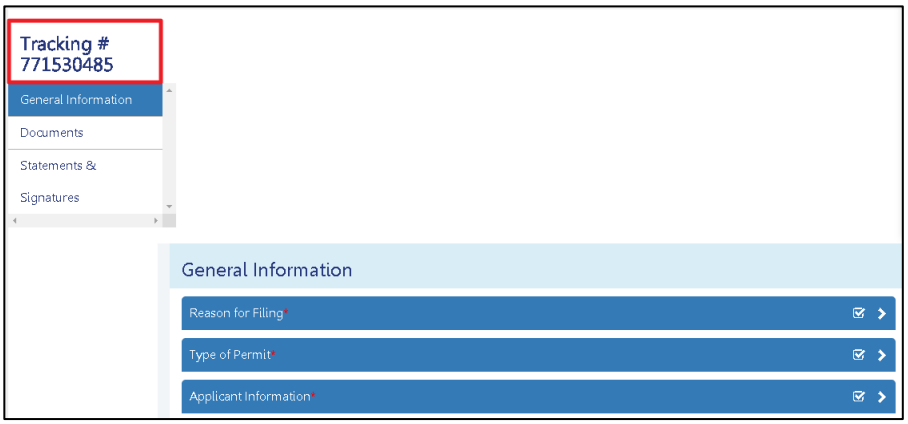
Click the checkbox ( ☐ ) to electronically sign the **Concrete Safety Manager.**




The **Name** and the **Date** fields auto-populate after the checkbox is clicked.

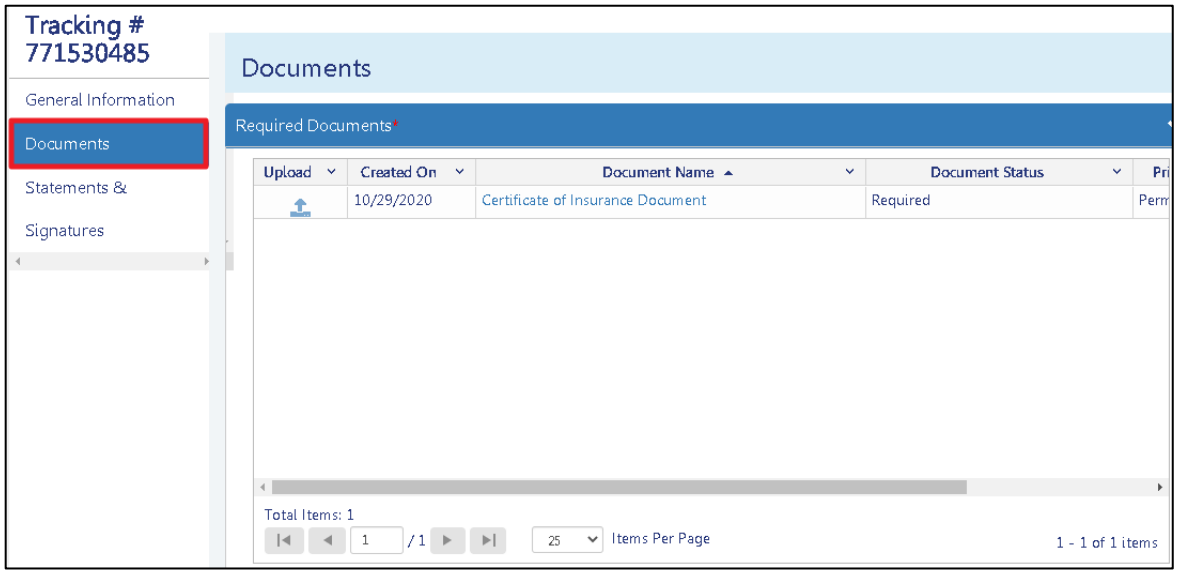
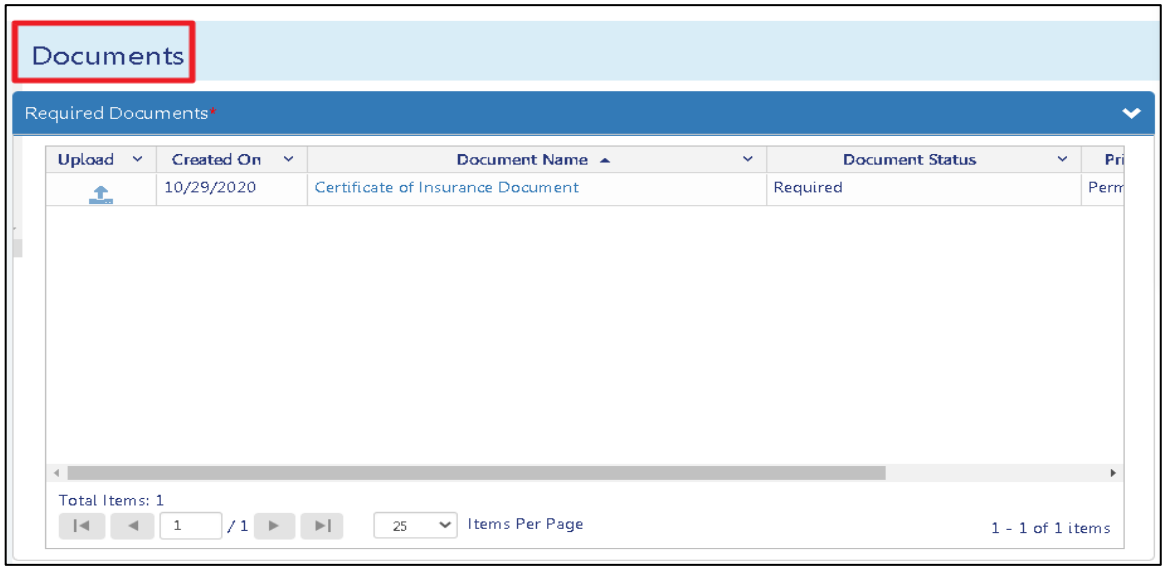
17. Located in the upper left-hand corner of the page, click **Save**.

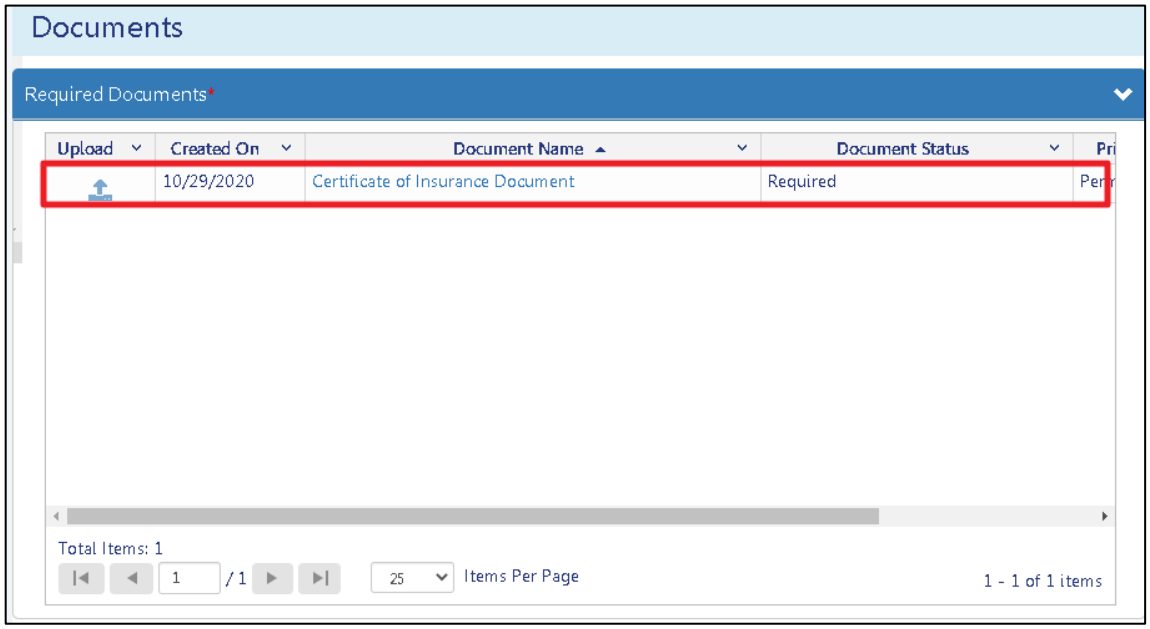
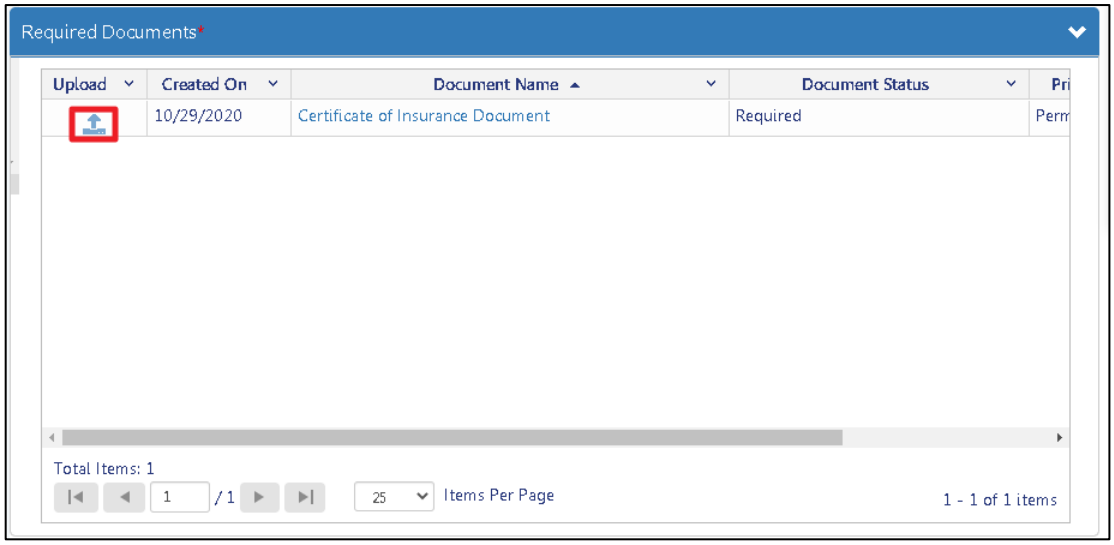


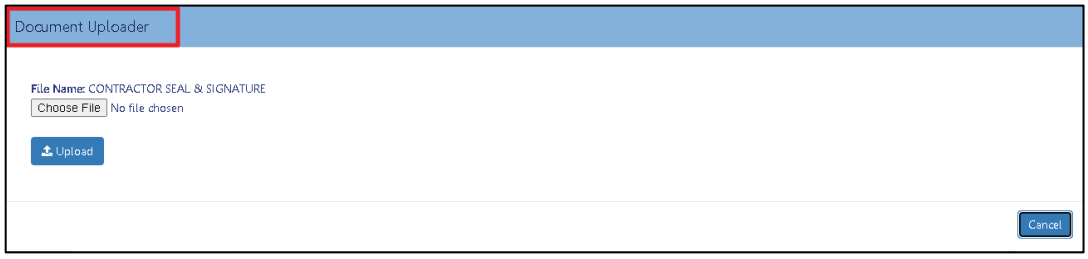
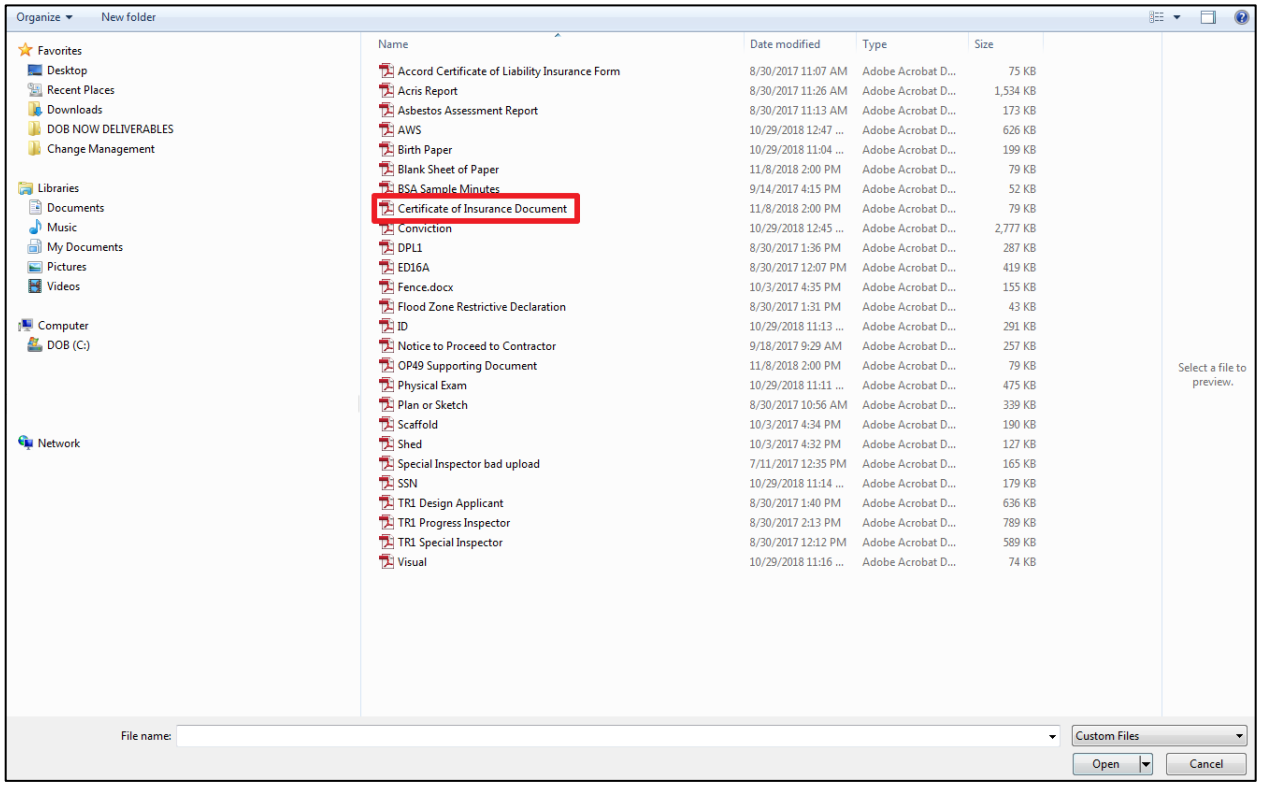
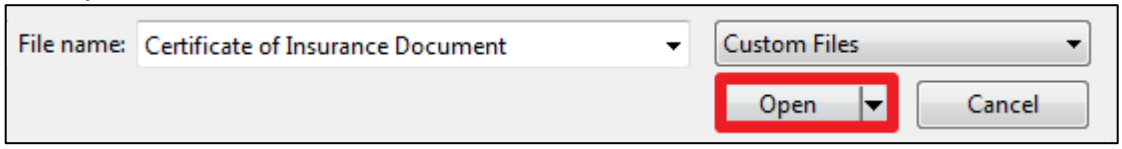
| | |
|---|---|
| 18. | A Notification pop-up window with the message **"Work permit has been saved."** displays.<br>Click **OK** to close the Notification pop-up window.<br> |
| | The **Tracking #** displays in the top left.<br>  |
| You have completed the **Work Permit (PW2): General Section** Step-by-Step Guide. | |

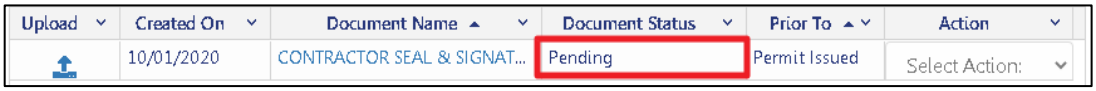
# Upload Documents

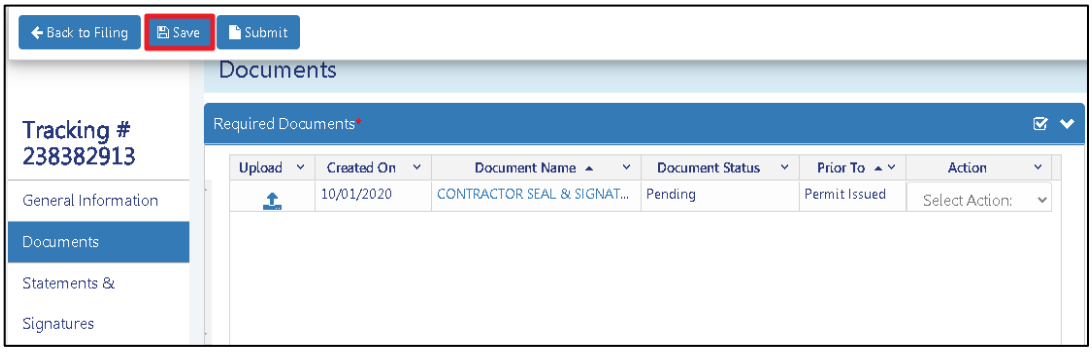
Complete the following steps to complete the Documents tab:

| Step | Action |
|---|---|
| | It is mandatory to complete the General Information section before completing the Documents tab. |
| 1. | From within the Work Permit, select the **Document** tab.   |
| | The **Documents** section displays.   |

| Step | Action |
|---|---|
| | The system auto-populates the Required Documents section with the list of documents to be uploaded.<br>  |
| 2. | Click the **Upload (** **)** icon.<br>  |

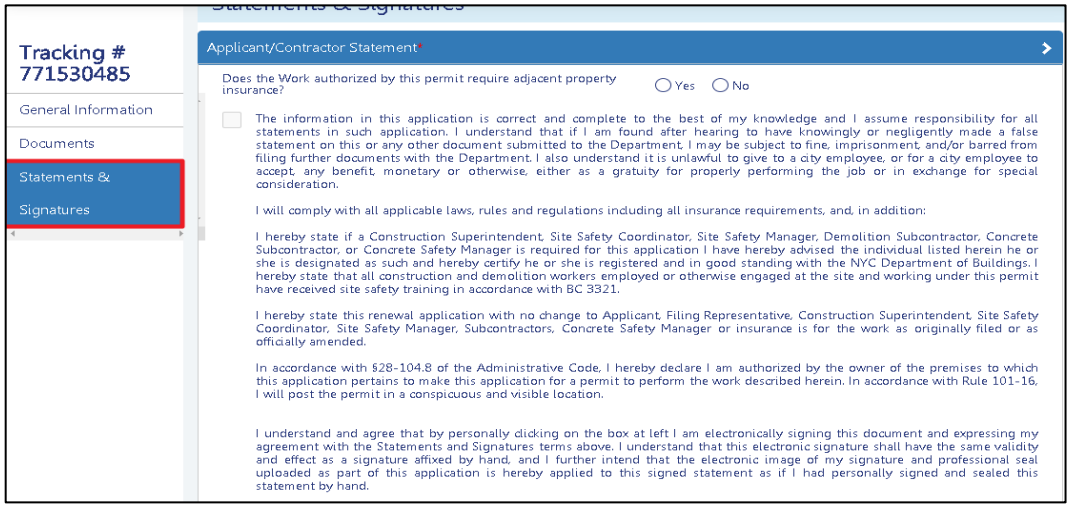
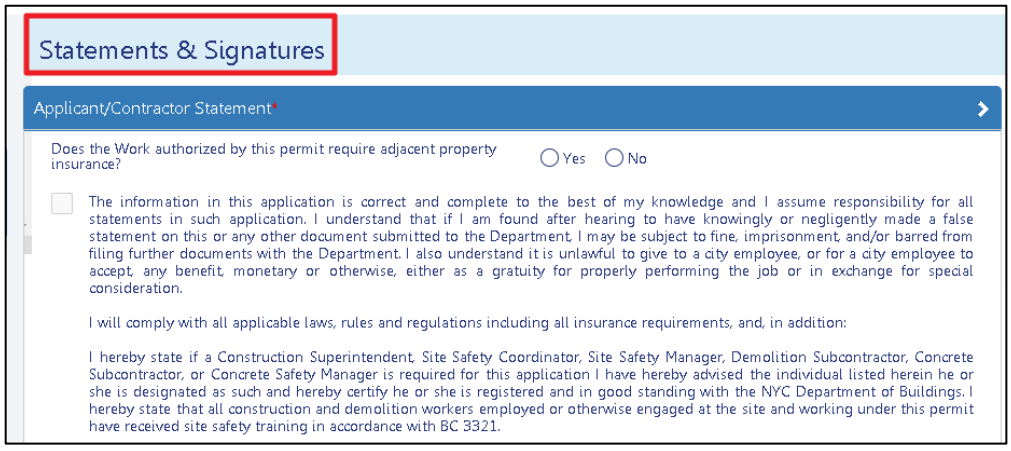
| Step | Action |
|---|---|
| | The **Document Uploader** pop-up notification displays.<br>  |
| | The **Documents Library** window opens. |
| 3. | Browse to the folder where you have saved the document, if necessary, to locate the file to upload.<br>  |
| 4. | Click the **Document's Name** (e.g., **Certificate of Insurance Document**) to select the file. |
| 5. | Click **Open**.<br>  |

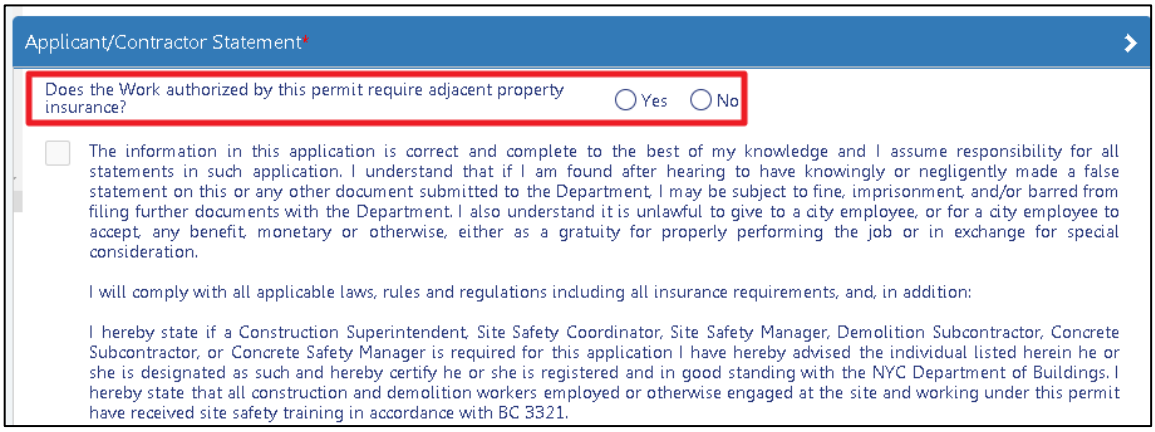
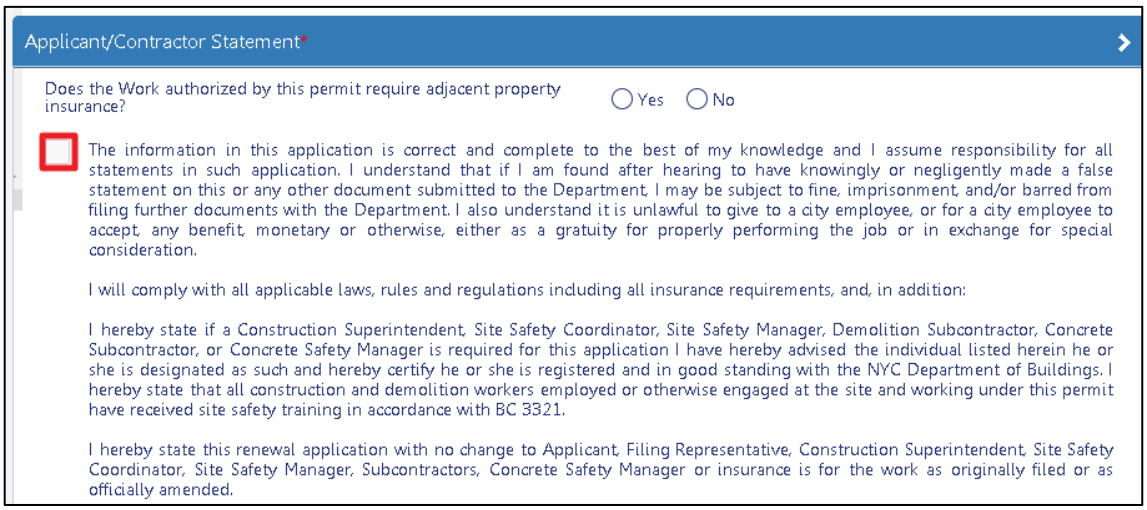
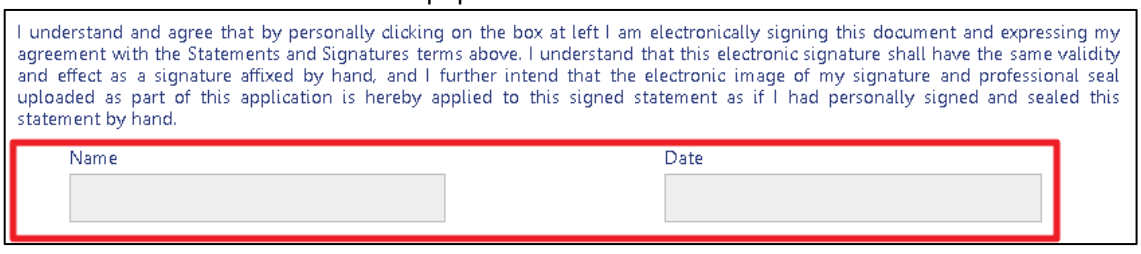
| Step | Action |
|---|---|
| 6. | The Document Uploader pop-up window with the **File Name** (e.g., **DPL1.pdf)** to the right of **Choose File** displays.<br> |
| 7. | Click **Upload**.<br> |
| 8. | Once uploaded, the message **"Document has been uploaded"** displays.<br>Click **OK** to close the **Document Uploader** pop-up window.<br> |
| 9. | The Document Status of the Document changes from Required to **Pending** after the file is uploaded.<br>  |
| | Repeat Steps 2 - 9 above for each required document listed in the Required Documents section. |

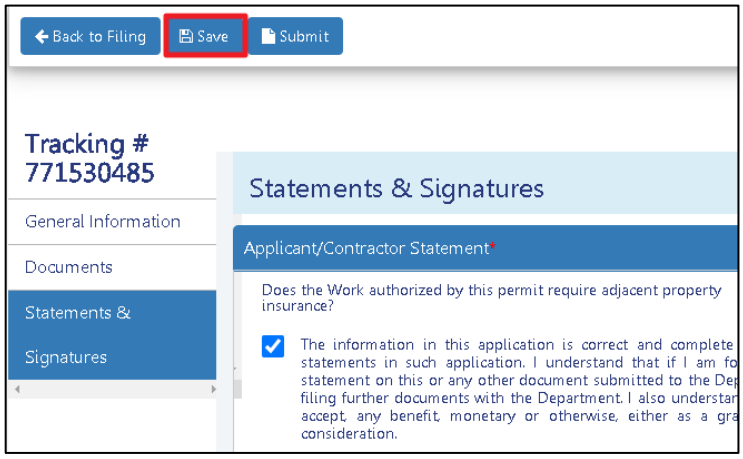
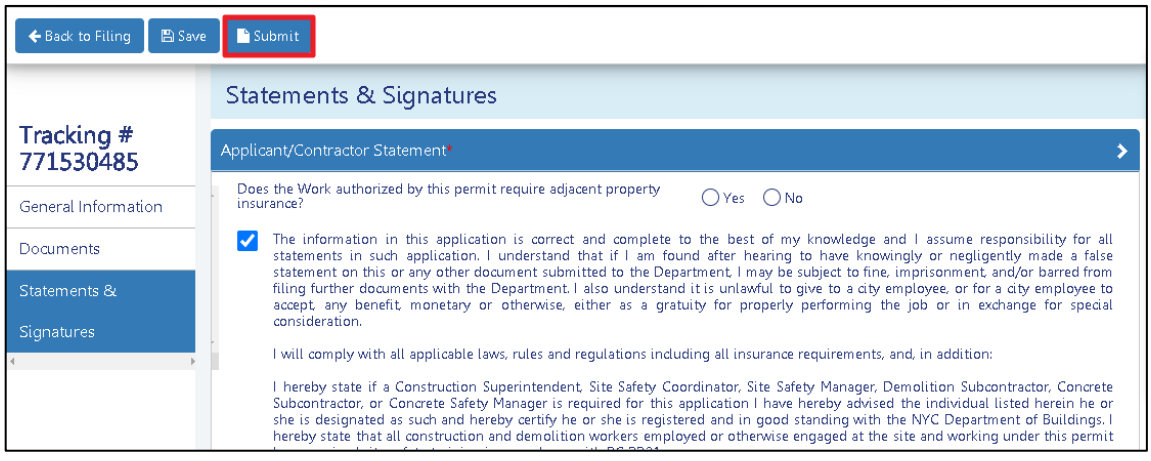
| Step | Action |
|---|---|
| 10. | From the upper left-hand corner of the page, click **Save**.<br>  |
| 11. | A Notification pop-up window with the message **"Work Permit has been saved."** displays.<br>Click **OK** to close the Notification pop-up window.<br> |
| You have completed the **Add a Work Permit (PW2): Upload a Document** Step-by-Step Guide. | |

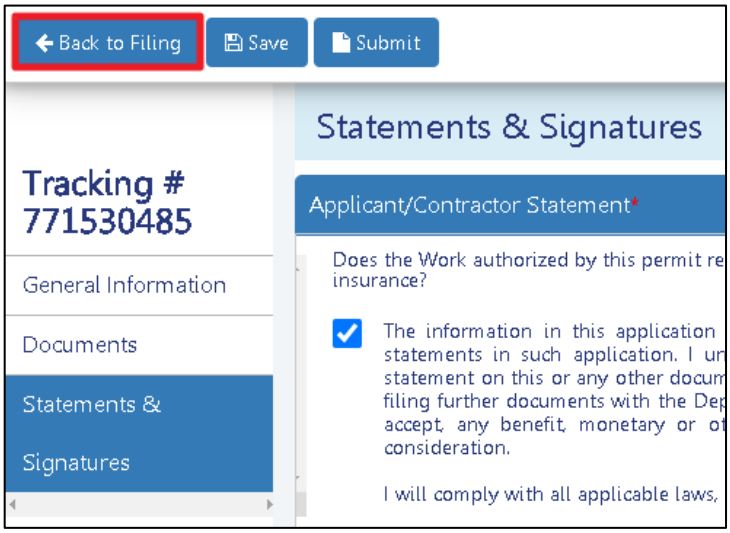
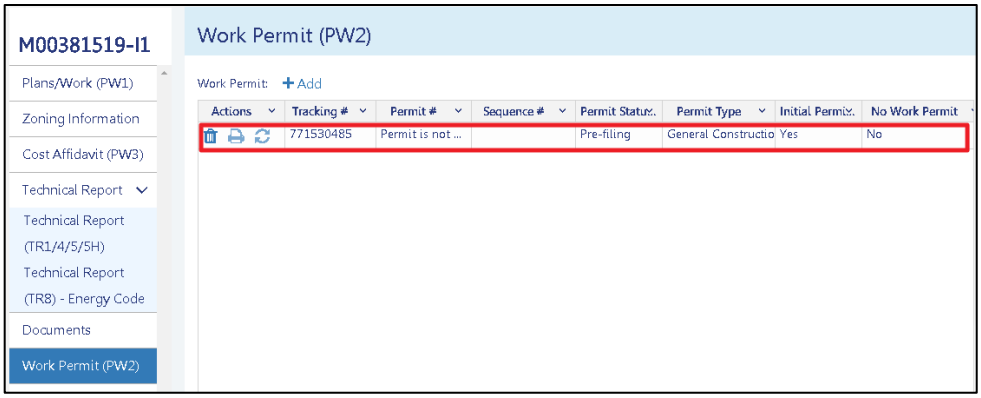
# Complete Statements and Signatures

Complete the following steps to complete the Statements & Signatures tab:

| Step | Action |
|---|---|
| | It is advised to complete the entire job filing before completing the Statements & Signatures. Changes to the job filing may reset the Statements & Signatures and the associated parties will have to log-in and re-attest. |
| 1. | From within the Job Filing, select the **Statements & Signatures** tab.   |
| | The **Statements & Signatures** displays.   |

| Step | Action |
|---|---|
| 2. | Select the applicable radio-button (e.g. **No**) for **"Does the Work authorized by this permit require adjacent property insurance."**   |
| 3. | Click the **checkbox** ( ☐ ) to electronically sign the **Applicant / Contractor Statement.**   |
| | The Name and the Date fields auto-populate after the checkbox is clicked.   |

| Step | Action |
|---|---|
| 4. | From the upper left-hand corner of the page, click **Save**.<br>  |
| 5. | A Notification pop-up window with the message **"Work Permit has been saved."** displays.<br>Click **OK** to close the Notification pop-up window.<br> |
| 6. | Click Submit.<br>  |

| Step | Action |
|---|---|
| 7. | Click ←**Back to Filing** to return to the job filing.<br>  |
| | The Work Permit is listed in the Work Permit section.<br>  |
| You have completed the **Work Permit (PW2): Complete Statements and Signatures** Step-by-Step Guide. | |