

DOB

NOW

BUILD



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).

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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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
	<p>Only the applicant of the PW2 can submit the permit request.</p> <p>The Job Filing should be in the “Approved” or “Permit Issued” status unless the User is submitting the Job Filing in as Professional Certification.</p> <p>For Professional Certification Job Filings, the Job can be in pre-filing status when the PW2 request is initiated. The PW2 request will be submitted when the Job Filing is submitted.</p>
	<p>Prior to Submission of Permit:</p> <p>If Site Safety is triggered, Site Safety Plans or a Waiver Request must be approved for the respective Job Filing.</p> <p>If TPP is triggered, TPP must be reviewed and approved.</p> <p>If there are WWP violations that are not resolved on the Job Filing, then an L2 request must be approved for all such WWPs.</p> <p>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.</p>

DOB NOW: *Build* – WORK PERMIT (PW2) – STEP-BY-STEP GUIDES

Step	Action
	<p data-bbox="289 327 639 359">Prior to Issuance of Permit:</p> <p data-bbox="289 401 1382 510">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:</p> <ul data-bbox="337 585 1365 762" style="list-style-type: none"><li data-bbox="337 585 1365 617">• Earliest Expiration of the Applicant’s associated company’s Insurance Dates<li data-bbox="337 659 829 690">• Applicant License Expiration Date<li data-bbox="337 732 829 762">• One year from the date of issuance

Create Work Permit

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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**.

Job Filings

Filter My Jobs ▾

View	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status
<input type="checkbox"/>	Select Action: ▾	M00381519	1	Alteration	New Job Filing	Approved
<input type="checkbox"/>	Select Action:	00380822	1	Alteration	New Job Filing	Pre-filing
<input type="checkbox"/>	Subsequent Filing PAA	00380746	1	Alteration	New Job Filing	Pre-filing
<input type="checkbox"/>	Work Permit Request	00380110	1	Alteration	New Job Filing	Pre-filing
<input type="checkbox"/>	Request LZ	00380109	1	New Building	New Job Filing	Pending Prof Cert QA Assignment
<input type="checkbox"/>	Request TPP	00380107	1	Alteration	New Job Filing	Approved

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.

Confirm
✕

Confirm you want to create a work permit.

Yes

No

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

Work Permit

- General Information
- Documents
- Statements &
- Signatures

General Information

Reason for Filing *
>

Type of Permit *
>


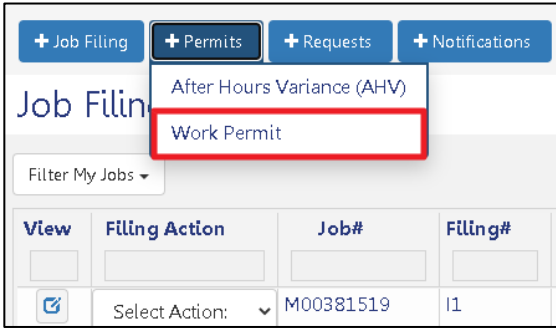

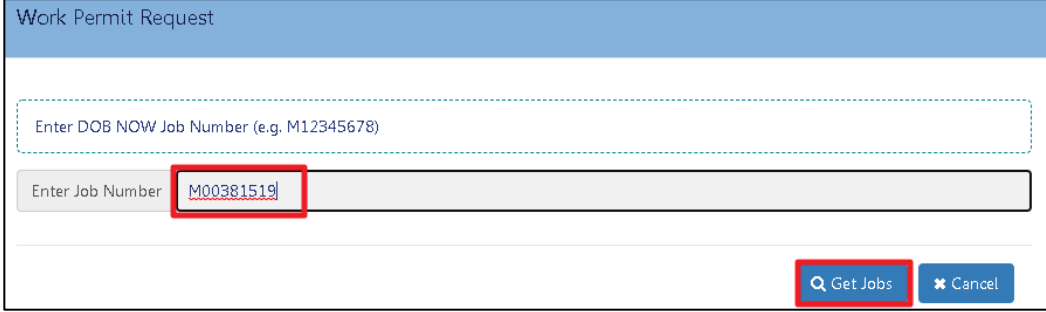
Applicant Information *
>

Filing Representative
>

Applicant's Insurance Information *
>

DOB NOW: *Build* ■ Add a Work Permit (PW2) ■ December 2020

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

7. The **Work Permit Request** window displays. The Job Filing number is displayed in the Job List.
Click **Select Action**.

Work Permit Request

Enter DOB NOW Job Number (e.g. M12345678)

Enter Job Number: M00381519

Filing Action	Job# - Filing#	Job Type	Filing Type	Current Filing Status	Created Date ...
Select Action: ▾	M00381519-11	Alteration	New Job Filing	Approved	10/26/2020

Total Items: 1

Get Jobs Cancel

8. A drop-down list displays. Click **Work Permit Request**.

Work Permit Request

Enter DOB NOW Job Number (e.g. M12345678)

Enter Job Number: M00381519

Filing Action	Job# - Filing#	Job Type	Filing Type	Current Filing Status	Created Date ...
Select Action: ▾	M00381519-11	Alteration	New Job Filing	Approved	10/26/2020
Select Action:					
Work Permit Request					

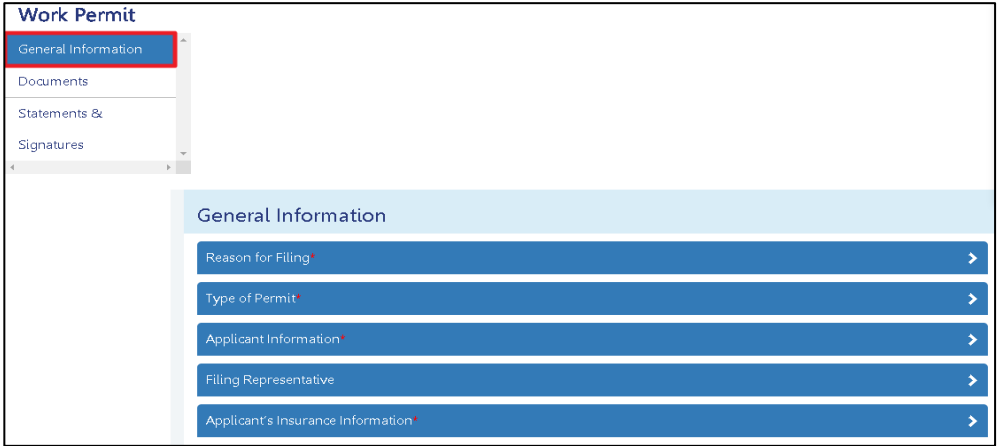
9. A Confirmation pop-up window with the message “**Confirm you want to create a work permit**” displays.
Click **Yes** to close the Notification pop-up window.

Confirm


Confirm you want to create a work permit.

Yes No

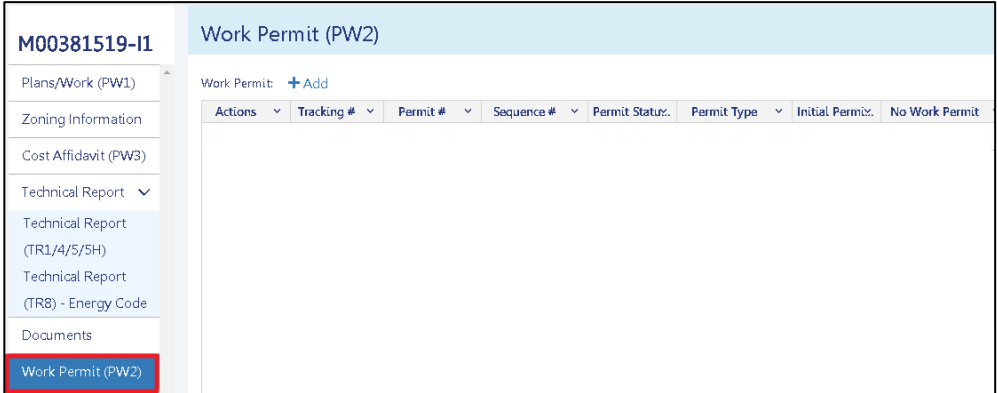
The **Work Permit** page with **General Information** drop-down lists displays.



The screenshot shows a sidebar menu on the left with 'General Information' highlighted in red. The main content area is titled 'General Information' and contains five blue dropdown menus: 'Reason for Filing', 'Type of Permit', 'Applicant Information', 'Filing Representative', and 'Applicant's Insurance Information'.


 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.



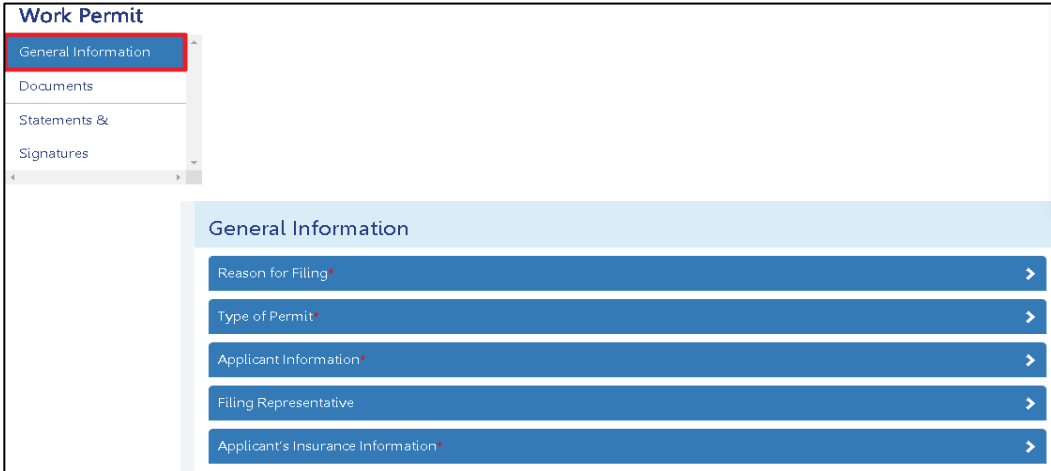
The screenshot shows a sidebar menu for job M00381519-11. The 'Work Permit (PW2)' tab is highlighted in red. The main content area shows a table with columns: Actions, Tracking #, Permit #, Sequence #, Permit Status, Permit Type, Initial Permit, and No Work Permit. A '+ Add' button is visible above the table.

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



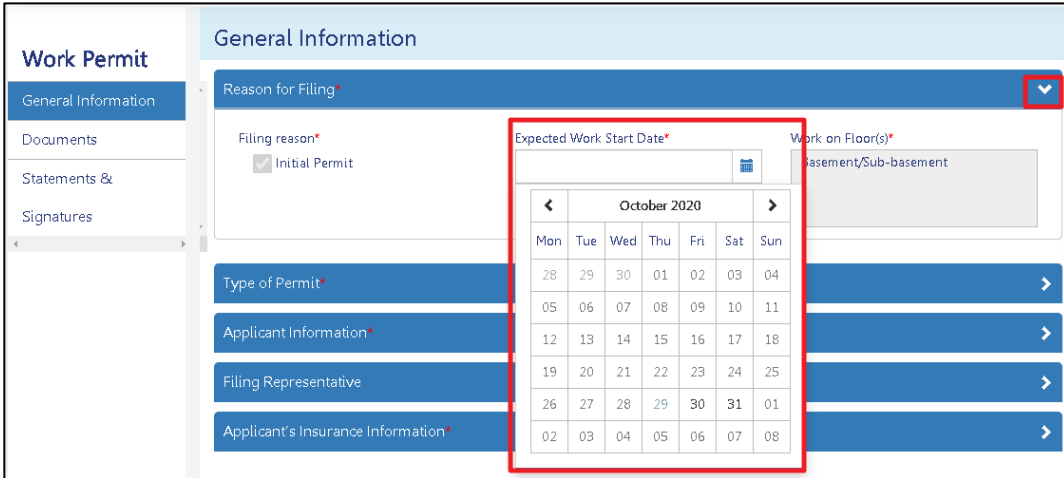
The screenshot is similar to the previous one, but the '+ Add' button in the 'Work Permit' section is highlighted with a red box.

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



The screenshot shows the 'Work Permit' application interface. On the left, a navigation menu is open to 'General Information'. The main content area is titled 'General Information' and contains five blue buttons with right-pointing chevrons: 'Reason for Filing', 'Type of Permit', 'Applicant Information', 'Filing Representative', and 'Applicant's Insurance Information'. A red box highlights the 'General Information' dropdown menu in the left sidebar.

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

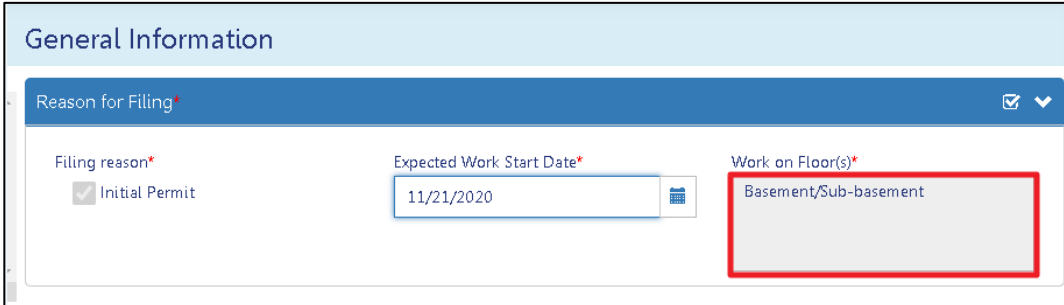


This screenshot shows the 'Reason for Filing' dropdown menu open. The 'Filing reason*' section has the 'Initial Permit' checkbox checked. The 'Expected Work Start Date*' field is active, displaying a calendar for October 2020. The 'Work on Floor(s)*' field is also visible, with 'Basement/Sub-basement' selected. A red box highlights the calendar and the 'Expected Work Start Date' field.

October 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08



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



This screenshot shows the 'General Information' section with the 'Reason for Filing' dropdown menu closed. The 'Filing reason*' field is populated with 'Initial Permit' (checkbox checked). The 'Expected Work Start Date*' field is populated with '11/21/2020'. The 'Work on Floor(s)*' field is populated with 'Basement/Sub-basement'. A red box highlights the 'Work on Floor(s)*' field.

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


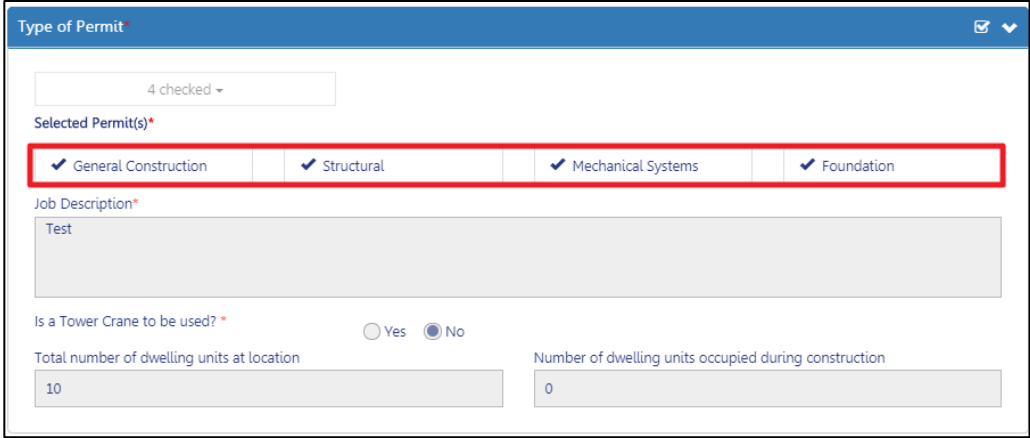


The screenshot shows a web form with the following elements:




- Reason for Filing***: A blue header bar with a checkmark icon and a right-pointing arrow.
- Type of Permit***: A blue header bar with a dropdown arrow icon, highlighted with a red box.
- 1 checked**: A small dropdown menu below the permit type header.
- Selected Permit(s)***: A section containing a button labeled "General Construction" with a checkmark, highlighted with a red box.
- Job Description***: A text input field containing the word "test".
- Is a Tower Crane to be used? ***: Radio buttons for "Yes" and "No".
- Total number of dwelling units at location**: An input field containing the number "5".
- Number of dwelling units occupied during construction**: An input field containing the number "0".


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

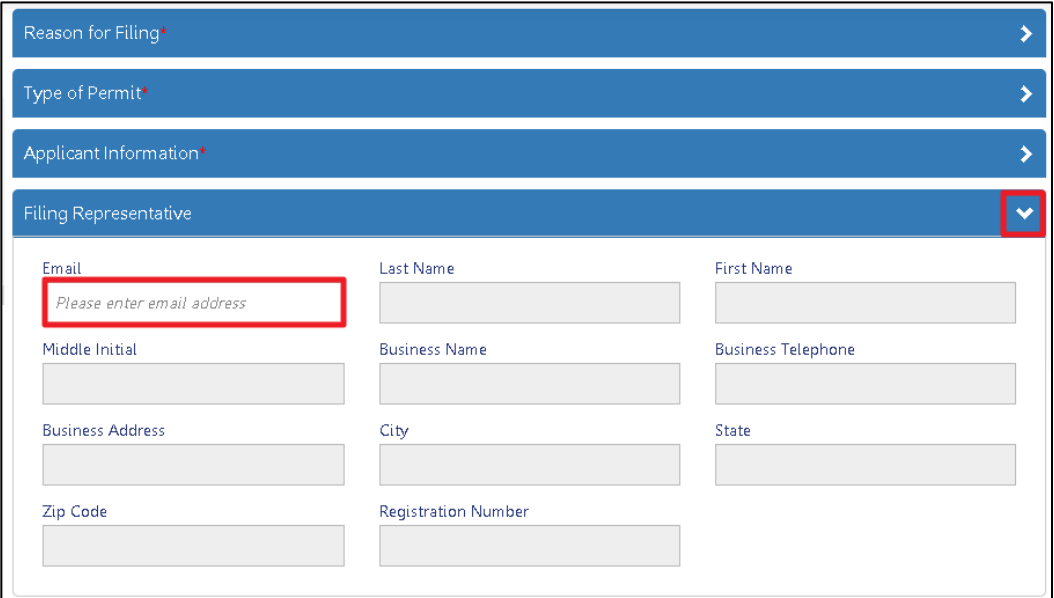
This screenshot is similar to the previous one but highlights the **Job Description*** field with a red box, indicating it is auto-populated and read-only. The other elements of the form are the same as in the previous screenshot.

Composite Permit

	<p>One permit request can be submitted for multiple work types by the same authorized applicant of record.</p> 
	<p>FO and EA permits can be pulled on a composite permit together.</p> <p>PMM and SOE permits can be pulled on a composite permit together.</p> <p>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.</p> <p>GC+ST is the only composite permit that can be pulled by the Owner.</p> <p>A GC permit can be pulled by a General Contractor, Professional Engineer, Registered Architect, or Homeowner.</p>
	<p>If the Job Filing is approved for GC, FO, EA, MS and ST, one permit request can be submitted by the same General Contractor.</p> <p>When the permit request is approved, one permit will be issued for all these work types.</p>

<p>14.</p>	<p>Select Applicant Information () drop-down and complete the following required fields:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Email <input type="checkbox"/> License Type (e.g., General Contractor) <input type="checkbox"/> Business Name <input type="checkbox"/> Taxpayer ID <input type="checkbox"/> Provide Registration or Tracking Number <div data-bbox="289 506 1253 936" style="border: 1px solid black; padding: 5px;"> <p>Applicant Information </p> <p><small>Applicants are required to have liability, worker's compensation and disability insurance to submit a permit in DOB NOW as per Section 28-403.9 of the NYC Construction Code.</small></p> <table border="0"> <tr> <td>Email* <input type="text" value="Please enter email address"/></td> <td>License Type* <input type="text" value="Select Type:"/></td> <td>License Number <input type="text"/></td> </tr> <tr> <td>First Name <input type="text"/></td> <td>Middle Initial <input type="text"/></td> <td>Last Name <input type="text"/></td> </tr> <tr> <td>Business Name* <input type="text" value="Select Type:"/></td> <td>Business Address <input type="text"/></td> <td>City <input type="text"/></td> </tr> <tr> <td>State <input type="text"/></td> <td>Zip Code <input type="text"/></td> <td>Business Telephone <input type="text"/></td> </tr> <tr> <td>Taxpayer ID* <input type="text"/></td> <td></td> <td></td> </tr> <tr> <td>Provide Registration or Tracking Number* <input type="text"/></td> <td></td> <td></td> </tr> </table> </div>	Email* <input type="text" value="Please enter email address"/>	License Type* <input type="text" value="Select Type:"/>	License Number <input type="text"/>	First Name <input type="text"/>	Middle Initial <input type="text"/>	Last Name <input type="text"/>	Business Name* <input type="text" value="Select Type:"/>	Business Address <input type="text"/>	City <input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>	Business Telephone <input type="text"/>	Taxpayer ID* <input type="text"/>			Provide Registration or Tracking Number* <input type="text"/>		
Email* <input type="text" value="Please enter email address"/>	License Type* <input type="text" value="Select Type:"/>	License Number <input type="text"/>																	
First Name <input type="text"/>	Middle Initial <input type="text"/>	Last Name <input type="text"/>																	
Business Name* <input type="text" value="Select Type:"/>	Business Address <input type="text"/>	City <input type="text"/>																	
State <input type="text"/>	Zip Code <input type="text"/>	Business Telephone <input type="text"/>																	
Taxpayer ID* <input type="text"/>																			
Provide Registration or Tracking Number* <input type="text"/>																			
<p></p>	<p>The following fields are auto populated and are read only:</p> <ul style="list-style-type: none"> <input type="checkbox"/> License Number* <input type="checkbox"/> First Name <input type="checkbox"/> Middle Name <input type="checkbox"/> Last Name <input type="checkbox"/> Business Address <input type="checkbox"/> City <input type="checkbox"/> State <input type="checkbox"/> Zip Code <input type="checkbox"/> Business Telephone 																		


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



Reason for Filing*

Type of Permit*

Applicant Information*

Filing Representative 

Email
Please enter email address

Last Name

First Name

Middle Initial

Business Name

Business Telephone

Business Address

City

State

Zip Code

Registration Number

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***

The screenshot shows a form titled "Applicant's Insurance Information" with a blue header and a dropdown arrow. Below the header, there are three columns, each representing a different type of insurance. Each column has a title, a large text input field, and an "Expiration Date" field with a calendar icon. The columns are: "Liability Insurance*", "Worker's Compensation Insurance*", and "Disability Insurance*". A red border highlights the entire form area.

Concrete Information

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Structural Work Job Filings Only

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

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

General Information

Reason for Filing* ☑ >

Type of Permit* ☑ >

Applicant Information* ☑ >

Additional Information* ☑ >

Filing Representative >

Applicant's Insurance Information* >

Concrete Information* ☑ v

Does your approved work include 2,000 cubic yards or more of concrete?*

Yes No

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If ‘Yes’ is selected for “Does your approved work include 2, 000 cubic yards or more of concrete?”, additional drop-down menus display.

Filing Representative >

Applicant's Insurance Information* >







Concrete Information* ☑ v

Does your approved work include 2,000 cubic yards or more of concrete?*

Yes No

Concrete Subcontractor* >

Concrete Safety Manager* >

	<p>Select Concrete Subcontractor () drop-down list.</p> <div data-bbox="289 283 1347 714"> <p>Filing Representative ></p> <p>Applicant's Insurance Information*</p> <p>Concrete Information* <input checked="" type="checkbox"/> ></p> <p>Concrete Subcontractor* </p> <p>Is the applicant/contractor in section 4 performing the concrete work for this permit?* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Concrete Safety Manager* ></p> </div>
	<p>Select the applicable radio-button for “Is the applicant/contractor in section 4 performing the concrete work for this permit?”</p> <div data-bbox="289 850 1328 1270"> <p>Filing Representative ></p> <p>Applicant's Insurance Information*</p> <p>Concrete Information* <input checked="" type="checkbox"/> ></p> <p>Concrete Subcontractor* </p> <p>Is the applicant/contractor in section 4 performing the concrete work for this permit?* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Concrete Safety Manager* ></p> </div>
	<p>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.</p>

Complete the following required fields:

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

Concrete Subcontractor*
▼

Is the applicant/contractor in section 4 performing the concrete work for this permit?*

Yes No

Email* <input style="width: 90%; border: 1px solid red;" type="text" value="Please enter email address"/>	License Type* <input style="width: 90%; border: 1px solid red;" type="text" value="Select Type: ▼"/>	Last Name <input style="width: 90%;" type="text"/>
First Name <input style="width: 90%;" type="text"/>	Middle Initial <input style="width: 90%;" type="text"/>	Business Name <input style="width: 90%; border: 1px solid red;" type="text" value="Select Type: ▼"/>
Business Telephone <input style="width: 90%;" type="text"/>	Business Address <input style="width: 90%;" type="text"/>	City <input style="width: 90%;" type="text"/>
State <input style="width: 90%;" type="text"/>	Zip Code <input style="width: 90%;" type="text"/>	Registration Number <input style="width: 90%;" type="text"/>

I, the undersigned, will perform, on behalf of the Contractor, all of the functions required of a Concrete Subcontractor as set forth in the Department of Buildings Rules and regulations.

Falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment, or both. I am aware of the additional sanctions imposed on false filing by § 28-211.1.2 of the NYC Administrative Code.

I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name <input style="width: 90%;" type="text"/>	Date <input style="width: 90%;" type="text"/>
--	--

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**

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

Concrete Subcontractor*
▼

Is the applicant/contractor in section 4 performing the concrete work for this permit?*

Yes No

<p>Email*</p> <input style="width: 90%;" type="text" value="Please enter email address"/>	<p>License Type*</p> <input style="width: 90%;" type="text" value="Select Type:"/>	<p>Last Name</p> <input style="width: 90%;" type="text"/>
<p>First Name</p> <input style="width: 90%;" type="text"/>	<p>Middle Initial</p> <input style="width: 90%;" type="text"/>	<p>Business Name</p> <input style="width: 90%;" type="text" value="Select Type:"/>
<p>Business Telephone</p> <input style="width: 90%;" type="text"/>	<p>Business Address</p> <input style="width: 90%;" type="text"/>	<p>City</p> <input style="width: 90%;" type="text"/>
<p>State</p> <input style="width: 90%;" type="text"/>	<p>Zip Code</p> <input style="width: 90%;" type="text"/>	<p>Registration Number</p> <input style="width: 90%;" type="text"/>

I, the undersigned, will perform, on behalf of the Contractor, all of the functions required of a Concrete Subcontractor as set forth in the Department of Buildings Rules and regulations.

Falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment or both. I am aware of the additional sanctions imposed on false filing by § 28-211.1.2 of the NYC Administrative Code.

I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

<div style="border: 2px solid red; padding: 2px;"> <p>Name</p> <input style="width: 95%;" type="text"/> </div>	<div style="border: 2px solid red; padding: 2px;"> <p>Date</p> <input style="width: 95%;" type="text"/> </div>
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The **Name** and the **Date** fields auto-populate after the checkbox is clicked.

Complete the following required fields:

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

Concrete Safety Manager*
▼

Email* <input style="width: 90%; border: 1px solid gray; border-bottom: 2px solid red;" type="text" value="Please enter email address"/>	License Type* <input style="width: 90%; border: 1px solid gray; border-bottom: 2px solid red;" type="text" value="Select Type: ▼"/>	Last Name <input style="width: 90%; border: 1px solid gray;" type="text"/>
First Name <input style="width: 90%; border: 1px solid gray;" type="text"/>	Middle Initial <input style="width: 90%; border: 1px solid gray;" type="text"/>	Business Name <input style="width: 90%; border: 1px solid gray; border-bottom: 2px solid red;" type="text" value="▼"/>
Business Telephone <input style="width: 90%; border: 1px solid gray;" type="text"/>	Business Address <input style="width: 90%; border: 1px solid gray;" type="text"/>	City <input style="width: 90%; border: 1px solid gray;" type="text"/>
State <input style="width: 90%; border: 1px solid gray;" type="text"/>	Zip Code <input style="width: 90%; border: 1px solid gray;" type="text"/>	Registration Number <input style="width: 90%; border: 1px solid gray;" type="text"/>

I, the undersigned, will perform, on behalf of the Contractor, all the functions of a Concrete Safety Manger as set forth in the Department of Buildings Rules and regulations.
 Falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment or both. I am aware of the additional sanctions imposed on false filing by § 28-211.1.2 of the NYC Administrative Code.
 I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name <input style="width: 90%; border: 1px solid gray;" type="text"/>	Date <input style="width: 90%; border: 1px solid gray;" type="text"/>
--	--

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**

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

Concrete Safety Manager* ▼

Email* <input type="text" value="Please enter email address"/>	License Type* <input type="text" value="Select Type:"/>	Last Name <input type="text"/>
First Name <input type="text"/>	Middle Initial <input type="text"/>	Business Name <input type="text"/>
Business Telephone <input type="text"/>	Business Address <input type="text"/>	City <input type="text"/>
State <input type="text"/>	Zip Code <input type="text"/>	Registration Number <input type="text"/>

I, the undersigned, will perform, on behalf of the Contractor, all the functions of a Concrete Safety Manger as set forth in the Department of Buildings Rules and regulations.

Falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment, or both. I am aware of the additional sanctions imposed on false filing by § 28-211.1.2 of the NYC Administrative Code.

I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name

Date

i

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**.

← Back to Filing
Save
Submit

Tracking #
771530485

General Information

Documents

Statements &

Signatures

Reason for Filing* ☑ >

Type of Permit ☑ >

Applicant Information* ☑ >

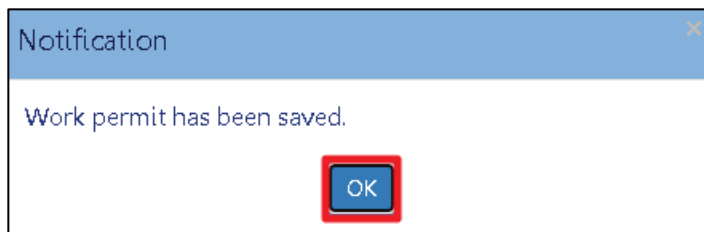
Filing Representative >

Applicant's Insurance Information* ☑ >

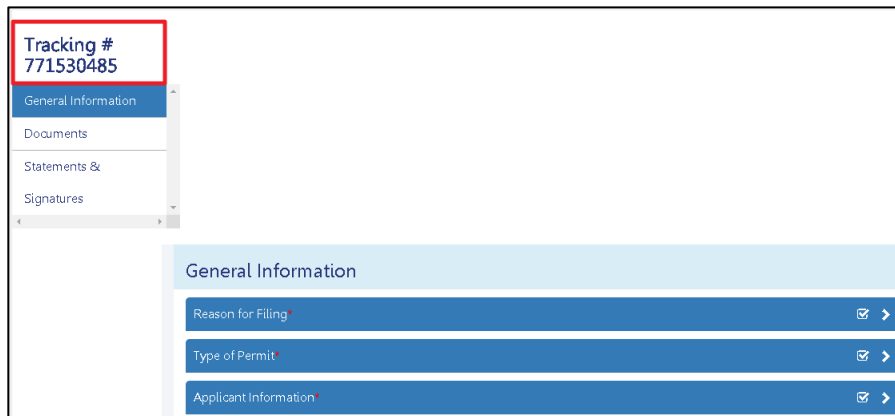
DOB NOW: *Build* ■ Add a Work Permit (PW2) ■ December 2020

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18. A Notification pop-up window with the message “**Work permit has been saved.**” displays. Click **OK** to close the Notification pop-up window.




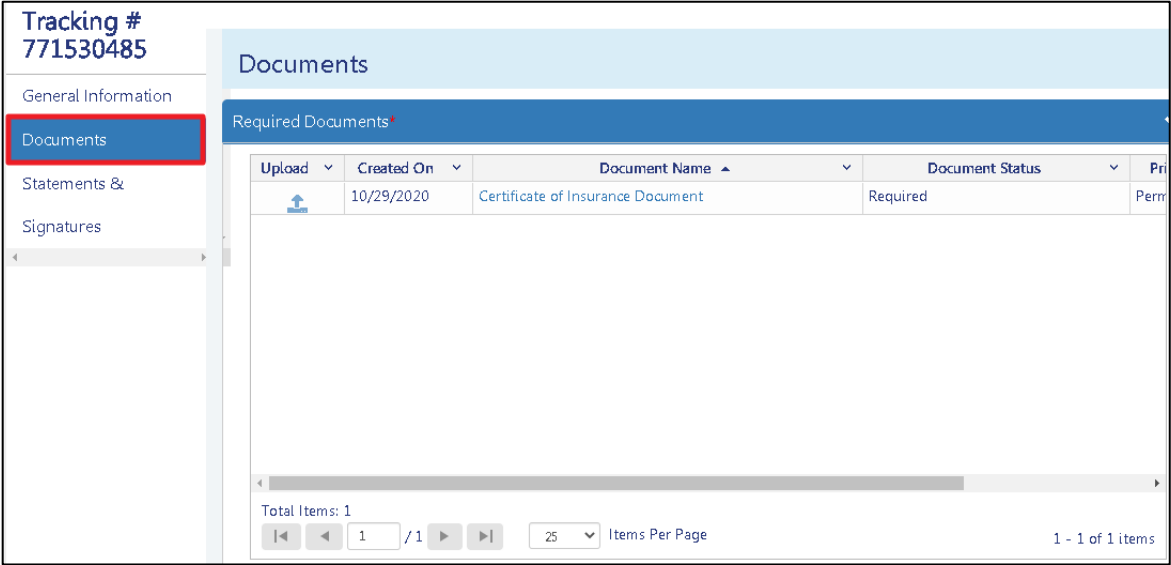

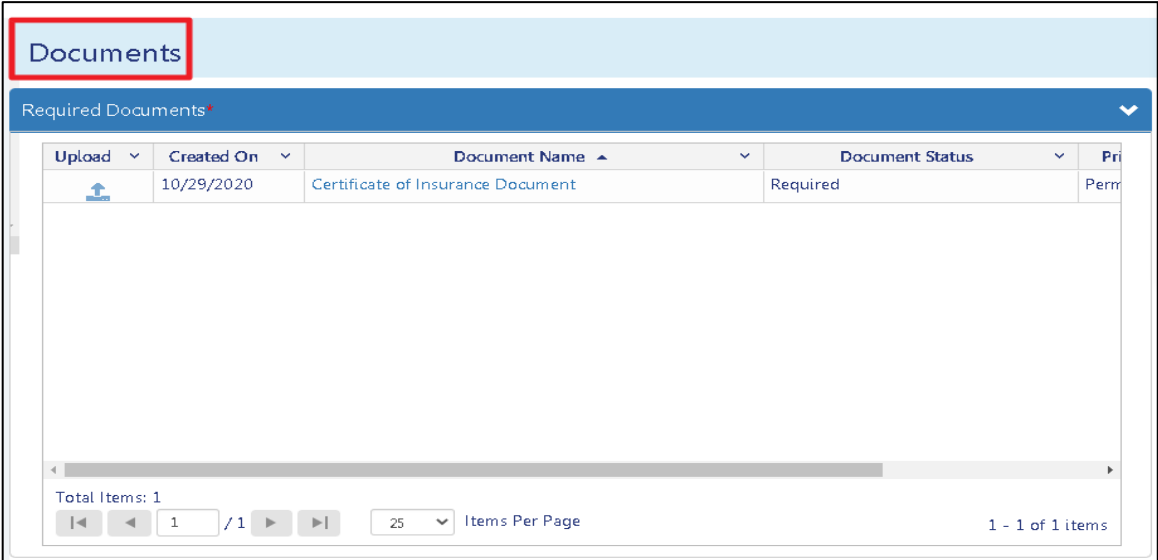
The **Tracking #** displays in the top left.


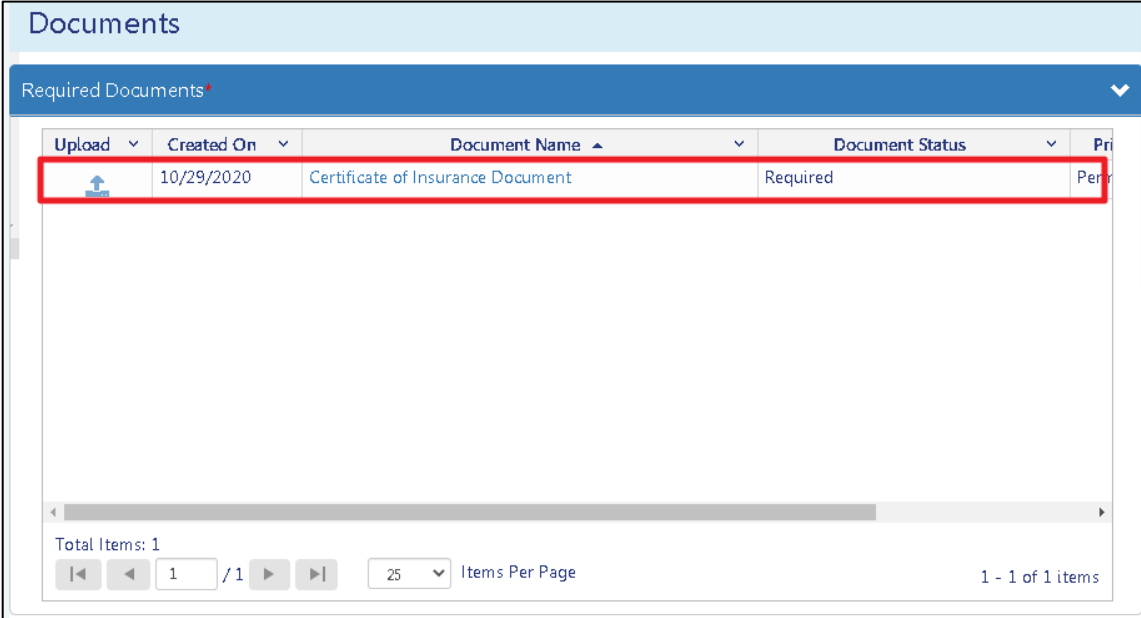

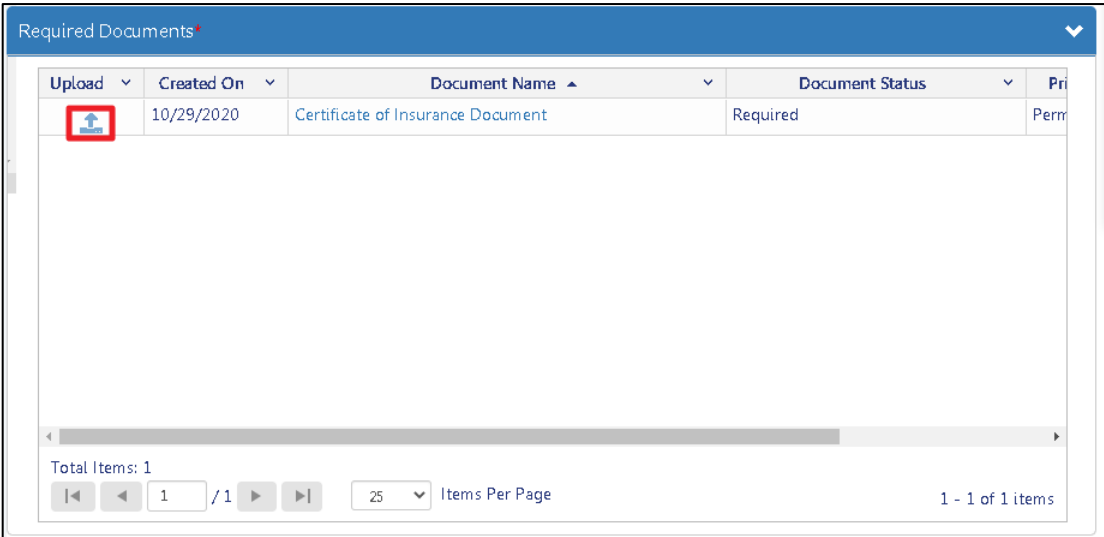


You have completed the **Work Permit (PW2): General Section** Step-by-Step Guide.


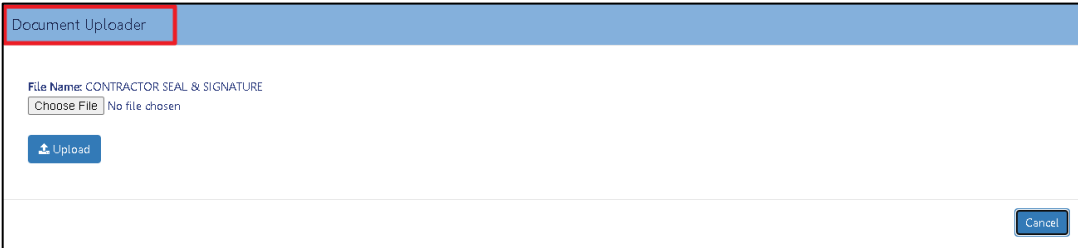

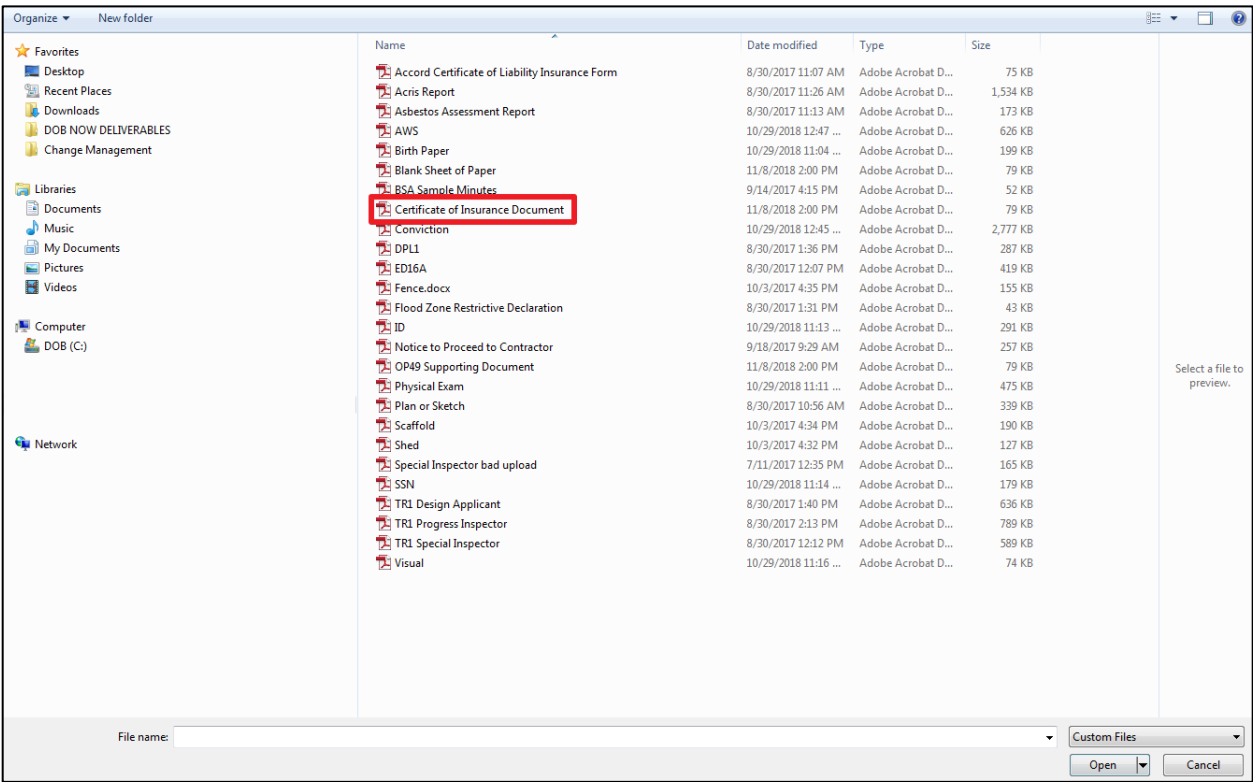
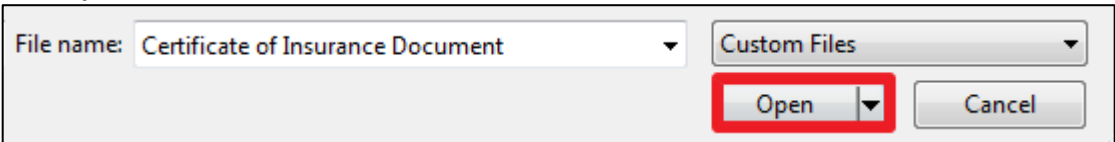
Upload Documents

Complete the following steps to complete the Documents tab:

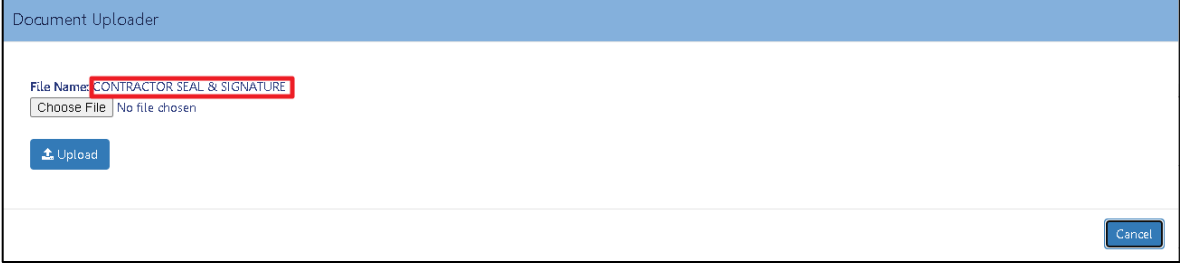
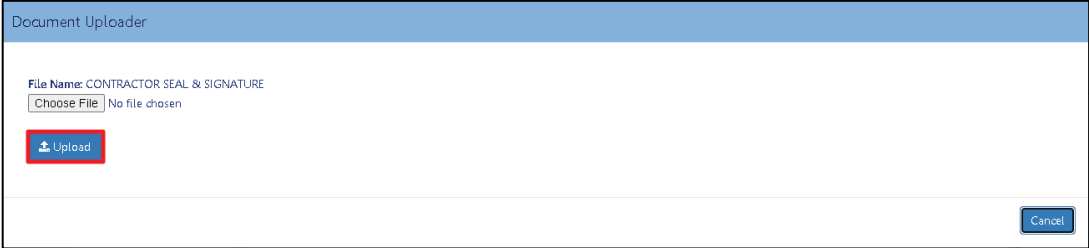
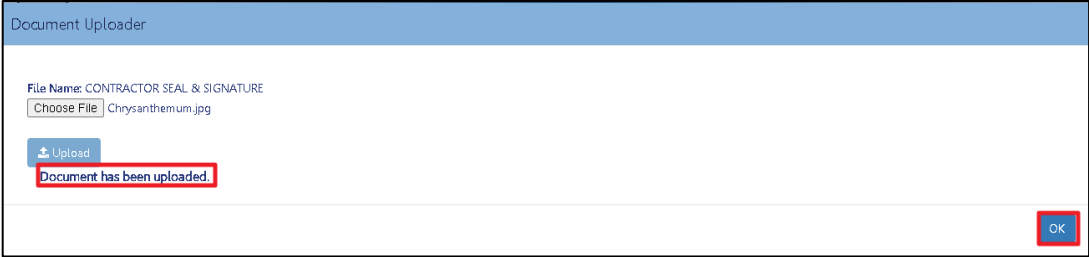
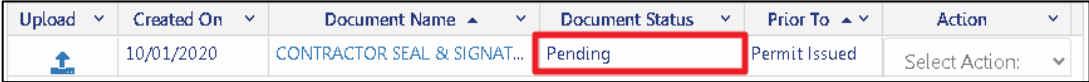

Step	Action
	<p>It is mandatory to complete the General Information section before completing the Documents tab.</p>
<p>1.</p>	<p>From within the Work Permit, select the Document tab.</p> 
	<p>The Documents section displays.</p> 

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

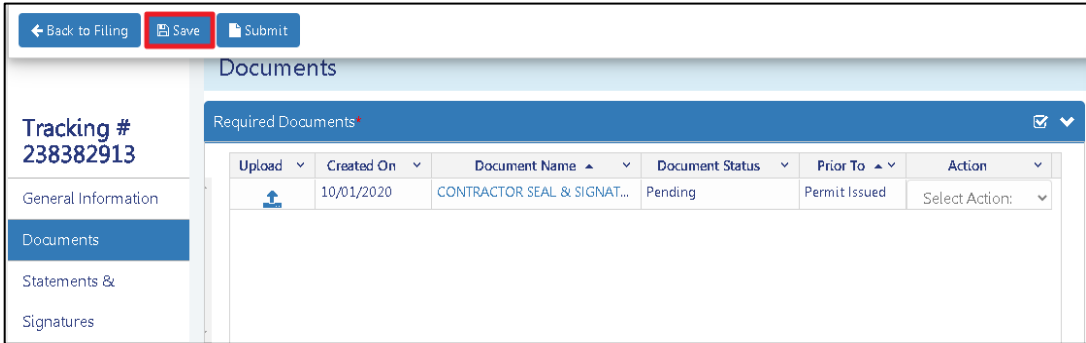
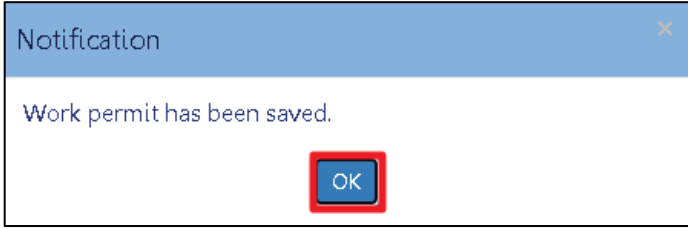
DOB NOW: *Build* – WORK PERMIT (PW2) – STEP-BY-STEP GUIDES

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

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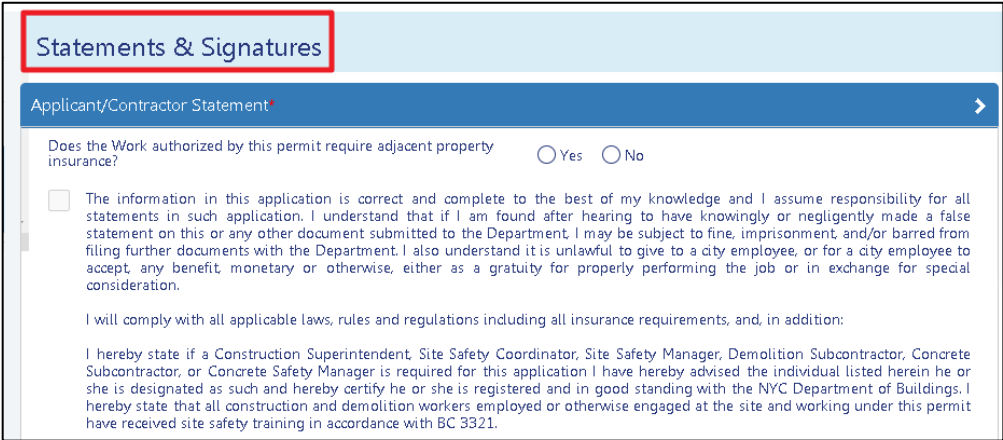
Step	Action
6.	<p>The Document Uploader pop-up window with the File Name (e.g., DPL1.pdf) to the right of Choose File displays.</p> 
7.	<p>Click Upload.</p> 
8.	<p>Once uploaded, the message “Document has been uploaded” displays. Click OK to close the Document Uploader pop-up window.</p> 
9.	<p>The Document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


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Step	Action
10.	<p>From the upper left-hand corner of the page, click Save.</p>  <p>The screenshot shows a web interface for document management. At the top left, there are three buttons: 'Back to Filing', 'Save', and 'Submit'. The 'Save' button is highlighted with a red box. Below the buttons is a 'Documents' section with a sidebar on the left containing 'Tracking # 238382913', 'General Information', 'Documents', 'Statements &', and 'Signatures'. The main area shows a table of 'Required Documents' with columns for 'Upload', 'Created On', 'Document Name', 'Document Status', 'Prior To', and 'Action'. A single document is listed with a status of 'Pending' and a name 'CONTRACTOR SEAL & SIGNAT...'. The 'Action' column for this document has a dropdown menu with 'Select Action:'.</p>
11.	<p>A Notification pop-up window with the message “Work Permit has been saved.” displays. Click OK to close the Notification pop-up window.</p>  <p>The screenshot shows a notification pop-up window titled 'Notification'. The message inside reads 'Work permit has been saved.' Below the message is a blue button with the text 'OK', which is highlighted with a red box.</p>
<p>You have completed the Add a Work Permit (PW2): Upload a Document Step-by-Step Guide.</p>	

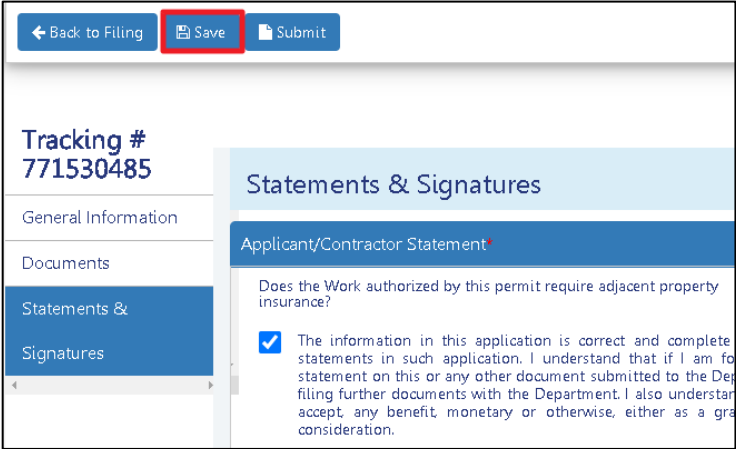


Complete Statements and Signatures

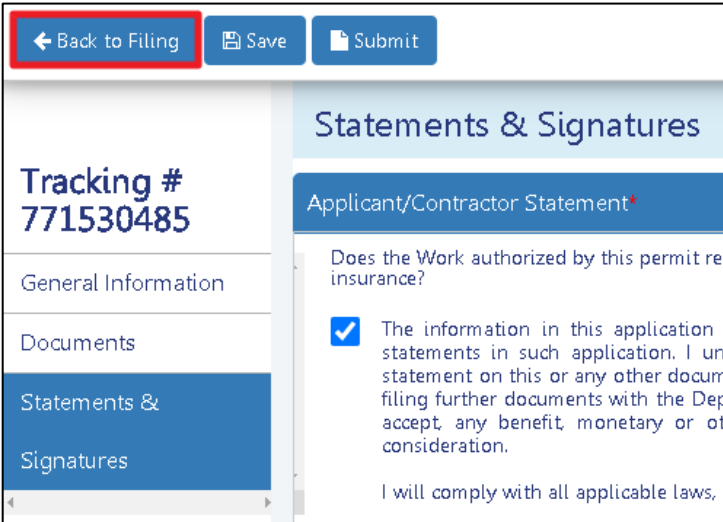

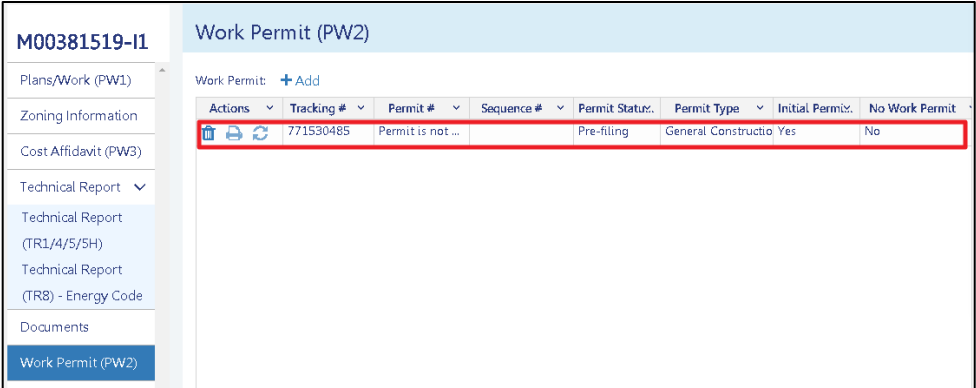
Complete the following steps to complete the Statements & Signatures tab:

Step	Action
	<p>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.</p>
1.	<p>From within the Job Filing, select the Statements & Signatures tab.</p> 
	<p>The Statements & Signatures displays.</p> 

Step	Action
2.	<p>Select the applicable radio-button (e.g. No) for “Does the Work authorized by this permit require adjacent property insurance.”</p> <div data-bbox="282 375 1424 793" style="border: 1px solid black; padding: 10px;"> <p>Applicant/Contractor Statement ></p> <p>Does the Work authorized by this permit require adjacent property insurance? <input type="radio"/> Yes <input type="radio"/> No</p> <p><input type="checkbox"/> The information in this application is correct and complete to the best of my knowledge and I assume responsibility for all statements in such application. I understand that if I am found after hearing to have knowingly or negligently made a false statement on this or any other document submitted to the Department, I may be subject to fine, imprisonment, and/or barred from filing further documents with the Department. I also understand 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.</p> <p>I will comply with all applicable laws, rules and regulations including all insurance requirements, and, in addition:</p> <p>I hereby state if a Construction Superintendent, Site Safety Coordinator, Site Safety Manager, Demolition Subcontractor, Concrete Subcontractor, or Concrete Safety Manager is required for this application I have hereby advised the individual listed herein he or she is designated as such and hereby certify he or she is registered and in good standing with the NYC Department of Buildings. I hereby state that all construction and demolition workers employed or otherwise engaged at the site and working under this permit have received site safety training in accordance with BC 3321.</p> </div>
3.	<p>Click the checkbox (<input type="checkbox"/>) to electronically sign the Applicant / Contractor Statement.</p> <div data-bbox="282 900 1414 1396" style="border: 1px solid black; padding: 10px;"> <p>Applicant/Contractor Statement ></p> <p>Does the Work authorized by this permit require adjacent property insurance? <input type="radio"/> Yes <input type="radio"/> No</p> <p><input checked="" type="checkbox"/> The information in this application is correct and complete to the best of my knowledge and I assume responsibility for all statements in such application. I understand that if I am found after hearing to have knowingly or negligently made a false statement on this or any other document submitted to the Department, I may be subject to fine, imprisonment, and/or barred from filing further documents with the Department. I also understand 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.</p> <p>I will comply with all applicable laws, rules and regulations including all insurance requirements, and, in addition:</p> <p>I hereby state if a Construction Superintendent, Site Safety Coordinator, Site Safety Manager, Demolition Subcontractor, Concrete Subcontractor, or Concrete Safety Manager is required for this application I have hereby advised the individual listed herein he or she is designated as such and hereby certify he or she is registered and in good standing with the NYC Department of Buildings. I hereby state that all construction and demolition workers employed or otherwise engaged at the site and working under this permit have received site safety training in accordance with BC 3321.</p> <p>I hereby state this renewal application with no change to Applicant, Filing Representative, Construction Superintendent, Site Safety Coordinator, Site Safety Manager, Subcontractors, Concrete Safety Manager or insurance is for the work as originally filed or as officially amended.</p> </div>
	<p>The Name and the Date fields auto-populate after the checkbox is clicked.</p> <div data-bbox="282 1518 1409 1751" style="border: 1px solid black; padding: 10px;"> <p>I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Statements and Signatures terms above. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand.</p> <p style="text-align: center;"> <input style="width: 150px;" type="text"/> <input style="width: 150px;" type="text"/> </p> </div>

DOB NOW: *Build* – WORK PERMIT (PW2) – STEP-BY-STEP GUIDES

Step	Action
4.	<p>From the upper left-hand corner of the page, click Save.</p>  <p>The screenshot shows a web interface with a top navigation bar containing three buttons: 'Back to Filing', 'Save', and 'Submit'. The 'Save' button is highlighted with a red rectangular box. Below the navigation bar, the page displays 'Tracking # 771530485' and a sidebar menu with options like 'General Information', 'Documents', 'Statements & Signatures', and 'Signatures'. The main content area is titled 'Statements & Signatures' and contains an 'Applicant/Contractor Statement' section with a question about adjacent property insurance and a checked checkbox for a statement of accuracy.</p>
5.	<p>A Notification pop-up window with the message “Work Permit has been saved.” displays. 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 'Work permit has been saved.' is displayed in blue text. At the bottom center of the window, there is a blue 'OK' button, which is highlighted with a red rectangular box.</p>
6.	<p>Click Submit.</p>  <p>The screenshot shows the same web interface as in step 4, but now the 'Submit' button in the top navigation bar is highlighted with a red rectangular box. The rest of the page content, including the sidebar and the 'Applicant/Contractor Statement' section, remains the same.</p>

Step	Action																
7.	<p>Click ←Back to Filing to return to the job filing.</p> 																
	<p>The Work Permit is listed in the Work Permit section.</p>  <table border="1" data-bbox="472 1031 1247 1108"> <thead> <tr> <th>Actions</th> <th>Tracking #</th> <th>Permit #</th> <th>Sequence #</th> <th>Permit Status</th> <th>Permit Type</th> <th>Initial Permit</th> <th>No Work Permit</th> </tr> </thead> <tbody> <tr> <td> </td> <td>771530485</td> <td>Permit is not ...</td> <td></td> <td>Pre-filing</td> <td>General Constructio</td> <td>Yes</td> <td>No</td> </tr> </tbody> </table>	Actions	Tracking #	Permit #	Sequence #	Permit Status	Permit Type	Initial Permit	No Work Permit		771530485	Permit is not ...		Pre-filing	General Constructio	Yes	No
Actions	Tracking #	Permit #	Sequence #	Permit Status	Permit Type	Initial Permit	No Work Permit										
	771530485	Permit is not ...		Pre-filing	General Constructio	Yes	No										
<p>You have completed the Work Permit (PW2): Complete Statements and Signatures Step-by-Step Guide.</p>																	