



# DOB NOW: *Build* Release Notes

Updated November 2024

## February 2025 – SCA Update to Local Law 154 of 2021 Banner

The On-site Fossil Fuel Combustion section on the Plans/Work (PW1) tab for New Building and Alteration-CO New Building with Existing Elements to Remain filings has been updated to remove the option for School Construction Authority filings.

**On-site Fossil Fuel Combustion (Local Law 154 of 2021)**

- ☐ Building used by a regulated utility for energy generation.
- ☐ Building operated by the NYC Department of Environmental Protection for treatment of sewage or food waste.
- ☐ ~~Filing by or on behalf of the NYC School Construction Authority.~~
- ☐ Building where 50 percent or more of the dwelling units are subject to a regulatory agreement, restrictive declaration, or similar instrument with a federal, state, or local governmental entity or instrumentality for the creation or preservation of affordable housing.
- ☒ None of the above.

If the Owner Type on the job filing is selected as School Construction Authority, then the below No Fossil Fuel banner will appear on the Property Profile in the DOB NOW public portal when the job is approved.



**No Fossil Fuel:** This building cannot use or contain any fossil fuel (Local Law 154 of 2021).



# November 2024 – Deleting Paid Filings

A stakeholder on a filing (Applicant, Owner, Filing Representative, Delegated Associate, Permit Applicant) can delete the following type of filings, even if they are paid for, if they are in Pre-Filing or Objections/QA Failed status:

- After Hours Variance Permits (AHV)
- Elevator Filings
- OP 49 Boiler Removal Notifications
- Post Approval Amendments
- Supersede Requests
- Withdrawal Requests
- Work Permit (PW2) Renewals

The screenshot shows the DOB NOW NYC Department of Buildings Self-service portal. A 'Confirm' dialog box is displayed over the main interface, asking for confirmation to delete a 'PAA' filing. The dialog text reads: 'Confirm that you want to delete this "PAA" filing. Once the filing is deleted, it cannot be restored, and you will need to create a new filing to proceed.' with 'Yes' and 'No' buttons.

The background interface includes a search bar with the text 'M00475254' and a table of filings. The table has columns: Filing Action, Job#, Filing#, Job Type, Filing Type, Filing Date, WorkType(s), and Address. The first row is highlighted, showing 'PAA' as the Filing Type.

| Filing Action                              | Job#      | Filing# | Job Type   | Filing Type    | Filing Date | WorkType(s) | Address       |               |
|--|-----------|---------|------------|----------------|-------------|-------------|---------------|---------------|
| Select Action:<br>Select Action:<br>Delete | M00475254 | P1      | Alteration | PAA            | 10/21/2024  | SF/FN/SH    | 312 EAST 53 S |               |
|  | M00475254 | I1      | Alteration | New Job Filing | Approved    | 10/21/2024  | SF/FN/SH      | 312 EAST 53 S |

# November 2024 – Associated Electrical Filings for SL and EESE

**New Sustainable Types of Sustainable Energy Installs were added to the Electrical Scope of Work:**

Work Description

Category of Work \*

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Service Work / Notify Utility  | <input type="checkbox"/> General Wiring          | <input type="checkbox"/> Lighting Work |
| <input type="checkbox"/> Temporary Construction Service | <input type="checkbox"/> Temporary Light & Power |  |
| <input type="checkbox"/> HVAC Wiring                    | <input type="checkbox"/> Boiler/ Burner Wiring   |  |

Other

Sustainable Energy Installs

Sustainable Type\*

Select One

- Select One
- Photo Voltaic (with storage system)
- Photo Voltaic (no storage system)
- Windmill (with storage system)
- Windmill (no storage system)
- Mini Turbine (with storage system)
- Mini Turbine (no storage system)
- Energy Storage Systems and Components

November 8, 2024

# November 2024 – Associated Electrical Filings for SL and EESE

**Solar filings** - a permit can only be submitted if one of the below is selected as the Sustainable Type on the associated Electrical filing:

- Photo Voltaic (with storage system)
- Photo Voltaic (with no storage system)

If the associated Electrical permit was issued before November 9, 2024, the Solar permit can be submitted if the Sustainable Type on the associated Electrical filing is Photo Voltaic.

**EESE filings** - a permit can only be submitted if one of the below is selected as the Sustainable Type on the associated Electrical filing:

- Photo Voltaic (with storage system)
- Windmill (with storage system)
- Mini Turbine (with storage system)
- Energy Storage Systems and Components

If the associated Electrical permit was issued before November 9, 2024, the EESE permit can be submitted if the Sustainable Type on the associated Electrical filing is Photo Voltaic.



# November 2024 – Legalization Description

Wording was added to explain when to select Legalization.

For the question: Are there any Work Without Permit OATH/ECB summonses related to this work?

- if Yes, no legalization fee is added to the filing.
- if No, a legalization fee is added to the filing.


M00962843-I1

Plans/Work (PW1)

Zoning Information

Energy

Cost Affidavit (PW3)

Technical Report 

Technical Report (TR1/4/5/5H)

Technical Report (TR8) - Energy Code

Documents

Filing Review Type, Work Type/Filing Includes\*

Filing Includes:\*

☐ New Work

☒ Legalization of Completed Work where No Notice of Violation for Work Without a Permit was Issued

Select Legalization of Completed Work where No Notice of Violation for Work Without a Permit was Issued if this filing is for the purpose of obtaining a work permit for work that was performed without a DOB permit and DOB has not issued an OATH summons for the unpermitted work (1 RCNY 102-04).

Are there any Work Without Permit OATH/ECB summonses related to this work?\*

☐ Yes ☒ No

The work is being done to legalize work without a permit listed as a violating condition in a Request for Corrective Action (RCA) issued by DOB ?\*

☐ Yes ☒ No

# November 2024 – Owner Type Renamed

Owner Type was renamed from Corporation to **Corporation or LLC**.

**Owner Information\***

Email\*  
AJOETEST@GMAIL.COM

Middle Initial

Business Name/Agency Name\*  
QAZ2

State\*  
NY

**Owner Type\***

Corporation or LLC

Select Type:

- Condo Unit Owner or Co-Op Tenant-Shareholder
- Corporation or LLC**
- Individual
- Non-Profit Organization Owned and Operated
- NYC Agency
- NYCHA/HHC Owned and Operated
- Other Government Owned and Operated
- Partnership
- School Construction Authority

**Filing Representative Class I/Preparer**

Email  
Registration Number

# November 2024 – PAAs, Determinations and Second Review of Objections

**CCD1 Requests, ZRD1 Requests, and Requests for Second Review of Plan Examination Objections for [Post Approval Amendments](#) for DOB NOW jobs and BIS jobs (doc 2 etc.) are required to be submitted in DOB NOW: Build.**

See the [December 2023 Service Notice](#) for additional information about requests that cannot be submitted in DOB NOW.



# November 2024 – Obsolete BINs

The same message in BIS for Obsolete BINs will display on the Property Profile In the public and industry portals.

← Back

Property Profile

🏠 Home

OBSOLETE BIN RETAINED FOR HISTORICAL PURPOSE ONLY

34-31 44 STREET | QUEENS 11101 | BIN# 4436926

New

Penalties Owed

Building Schedule of Occupancy

Certificate of Occupancy

Certificate of Compliance

Active Tenant Protection Plans

After Hour Variance

Energy Submission

Notifications

# November 2024 – Violations, Public Portal Property Profile

A Penalties Owed button has been added to the Property Profile. The DOB NOW public portal only contains compliance violations. Continue to search the Buildings Information System for OATH/ECB violations.

← Back

Property Profile

Home

280 BROADWAY | MANHATTAN 10007 | BIN# 1079215

New

Penalties Owed

Building Schedule of Occupancy

Certificate of Occupancy

Certificate of Compliance

Active Tenant Protection Plans

After Hour Variance

Energy Submission

Notifications

Selecting the Penalties Owed button will show a screen of all active compliance violations, total civil penalties due and provide a button to print this information. To pay or request to waive/challenge a violation, log into DOB NOW: *Safety* and select Violations.

274 BROADWAY | MANHATTAN | BIN# 1079215

Total Active Violations: 21 | Total Civil Penalties Due: \$63,000.00

Compliance Type

All

Violation Type

All

Total Active Violations

21

Total Civil Penalties Due

\$63,000.00

i

Print

Modify Search

# November 2024 – Violations, Public Portal Property Profile

Violations & Notices of Deficiency has been added to the Property Profile and shows details about all compliance violations, not just active ones.

Jobs/Occupancy/Compliance Filings

BIS Schedule of Occupancy

BUILD: Job Filings

Certificate of Occupancy

SAFETY: Compliance Filings

Violations & Notices of Deficiency

Total Violations 48 | Total Active Violations 21 | Total Civil Penalties Due \$63,000.00

Compliance Type

All

Violation Type

All

Total Violations

48

Total Civil Penalties Due

\$63,000.00

# August 2024 – Zoning Use Group, Schedule of Occupancy

A dropdown has been added to select the Roman Numeral Zoning Use Groups to comply with the Zoning Text Amendment effective on June 6, 2024.

The screenshot shows a web form titled "Schedule of Occupancy". The form has several fields: "Occupancy Group\*", "Description of Use\*", "Description of Use Comments", "Live Load (lbs per sq ft; OG can be entered or N/A if not applicable)\*", "Maximum Persons Permitted (enter N/A if not applicable)\*", "Zoning Use Group\*", "Zoning Use Group Other\*", and "Dwelling or Rooming Units". A dropdown menu is open for the "Zoning Use Group\*" field, showing a list of Roman numerals: I, II, III(A), III(B), IV(A), IV(B), IV(C), V, VI, VII, IX(A), IX(B), IX(C), X, and "Other". The "Other" option is highlighted in blue. To the right of the form, there is a "Select:" dropdown menu with a "Select" button below it.

Text has been added to Temporary and Final Certificates of Occupancy issued after August 26, 2024 in Borough Comments to explain the use of Roman Numerals.

**Borough Comments:**

Use Groups (UG) indicated by numerals 1 through 18 reflect Zoning Resolution Use Group Designations since 1961 but prior to June 6, 2024. UG in Roman numerals I-X reflect Zoning Resolution Use Group Designations on or after June 6, 2024, the effective date of the Zoning Text Amendment.

# August 2024 – Site Safety Requests Grid

The Site Safety Requests table was updated to say “Satisfied by GC license” instead of “Required” for Construction Superintendent for filings with Building Type 1-2 family home. A CS is not required because the permit holder is a registered General Contractor.

| Site Safety Requests                      |                             |                         |                     |
|---|-----------------------------|-------------------------|---------------------|
|   | Construction Superintendent | Site Safety Coordinator | Site Safety Manager |
| Job Site Safety Requirement Waiver Status | No                          | Not Applicable          | Not Applicable      |
| Job Site Safety Licensee Requirement      | Satisfied by GC license     | Not Required            | Not Required        |
| Job Site Safety Licensee Release Status   | No                          | Not Applicable          | Not Applicable      |

# August 2024 – Special Inspections for Temporary Construction/Solar Filings

**On the Technical Report tab, optional Special Inspections (TR1) can be added on Construction Fence, Sidewalk Shed, Supported Scaffold and Solar job filings.**

## **Solar Filings:**

- Maintenance Information (TR8)
- Post-Installed Anchors
- Structural Steel – Details
- Structural Steel – High Strength Bolting

## **Construction Fence, Sidewalk Shed, Supported Scaffold Filings:**

- Alternative Materials – OTCR Buildings Bulletin No.
- Aluminum Construction
- Flood Zone Compliance
- Post-installed Anchors
- Structural Steel – Details
- Structural Steel – High Strength Bolting
- Structural Steel - Welding



# August 2024 – Artwork on Temporary Protective Structures

**On the Owner's Attestation for Construction Fence, Sidewalk Shed, and Supported Scaffold filings, the options for opting out of Artwork on Temporary Protective Structures were updated to remove that the DCLA City Canvas art program has not been implemented and to add a selection for privately owned property.**

## Artwork on Temporary Protective Structures

11. Are you opting out of the requirement to install artwork on temporary protective structures (sidewalk sheds, construction fences, and supported scaffolds that have been installed for at least 90 days)? If no is selected, an approval letter from the NYC Department of Cultural Affairs (DCLA) will be a Required Document. (NYC Building Code 3307.11)\*

☒ Yes ☐ No

12. Reason: (select one)\*

- ☐ Property is City-owned and funding has not been appropriated for the display of artwork.
- ☐ Project receives capital funding from New York City and funding has not been appropriated for the display of artwork.
- ☐ The proposed alternative artwork has not yet been approved by DCLA.
- ☐ Property is privately owned, does not receive capital funding from New York City, and owner is opting out.
- ☒ Other

Explain Other\*

255 characters remaining

# August 2024 – Documents, OTCR Parking Lift Approval and OER Notice to Proceed

OTCR Parking Lift Approval is a new Document Name under Additional Supporting Documents.

Documents

Additional Supporting Documents

+ Add New Document

| Document Name ▴ ▾          | Document Status ▾ | Prior To ▴ ▾ | Upload ▾ | Delete ▾ |
|----------------------------|-------------------|--------------|----------|----------|
| OTCR Parking Lift Approval | Pending           | Approval     |          |          |

OER: Notice to Proceed updated to Prior to Permit and cannot be deferred. It was also removed as an Additional Supporting Document.

| Document Name   | Applicable Work Type(s)  | Prior toStage   | Waiver | Deferral |
|---|--|-----------------|--------|----------|
| OER: Notice to Proceed (properties with “Environmental Restriction” flag on Property Profile) | GC, BE, ST, FO, SE, EA, PL (except PL-SP subcategory), MS (except Refrigeration, Cooling Towers, and Generators subcategories) | Permit Issuance | Yes    | No       |

# June 2024 – Site Safety Plan Review Fees

When site safety plan review fees were launched in DOB NOW on June 2, 2023, DOB NOW required payment of the fees only if the associated New Building or Alteration-CO was filed on or after June 2, 2023. Beginning June 14, 2024, DOB NOW will require site safety plan review fees regardless of when the associated job was filed.

If a site safety plan review is in progress, fees will be required before the review request can be submitted again for approval.

Site safety plan review fees:

|                |       |
|----------------|-------|
| Initial filing | \$610 |
| Amended filing | \$545 |

# June 2024 – NYC.ID Integration

Beginning June 3, 2024, all existing and new DOB NOW users are required to have a NYC.ID account.

- Visit [www.nyc.gov/dobnowtips](https://www.nyc.gov/dobnowtips) for more information.
- Users will complete a one-time process of creating an NYC.ID account.
- An NYC.ID account is required to access DOB NOW: Build, Safety, BIS Options, and Licensing.
- DOB NOW: Inspections and eFiling account registration is not changing and will not require an NYC.ID account

Log into DOB NOW to view, sign and submit jobs, filings, and applications.

Enter your NYC.ID email address:

Email

*Email*

Login

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If you need an NYC.ID:

Create Account




New login process as of June 3, 2024. Visit [www.nyc.gov/dobnowtips](https://www.nyc.gov/dobnowtips) for more information.

If you are a returning DOB NOW user who does not have a NYC.ID, select Create Account above and **use the same email address** as your eFiling account or DOB NOW profile to access your DOB NOW records.

Need more help? Contact us.

# May 2024 – AHV Updates

- As part of the review of an AHV request, DOB staff can modify the **date/time** and **description** of the request.
- After an AHV is issued, DOB staff can change the status of the AHV from **Approved to Denied or Cancelled**.
  - An **email notification** will be sent to the requestor of the AHV request when the status changes and the new status will appear in the industry portal.

| After Hours Variance (AHV)  |                      |                      |                      |                      |
|---|----------------------|----------------------|----------------------|----------------------|
| View...   | Filing Action        | AHV Permit#          | Variance Type        | AHV Permit Status    |
| <input type="text"/>  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|    | Select Action: ▼     | S4046117             | Initial              | Approved             |
|   | Select Action: ▼     | S6315775             | Initial              | AHV Permit Cancelled |
|  | Select Action: ▼     | S3314924             | Initial              | Denied               |

# May 2024 – Appointments

While an appointment is **in progress**, the plan examiner can do the following:

- **Approve** the filing
- Open **new objections**
- **Change objection status** from resolved to open or addressed

The plan examiner also can **dispose the appointment** after the appointment has ended.

Schedule Appointment

+ Appointment

| Subject   | Time                                    | Status                                 | Action                       |
|---|---|--|------------------------------|
| <div><div>^</div><div></div></div>                | 06/11/2024 10:40 AM                     | Scheduled                              | <div><div></div>Cancel</div> |
| <div>Attendees<div></div></div>                   | <div>End Time</div> 06/11/2024 11:20 AM | <div>Duration</div> 40                 | <div><div></div>Join</div>   |
| <div>Meeting Intent</div> address open objections | <div>Plan Examiner Borough</div> QUEENS | <div>Appointment Location</div> Online |                              |



# May 2024 – Document Updates

A waiver can no longer be requested for the **Preliminary Commissioning Report Certification** as a Required Document.

- The Preliminary Commissioning Report is triggered by the values entered on the **energy submission** of the filing, energy scope of work, HVAC-R Heating and Cooling tabs. If it is indicated that the BTU is greater than or equal to 480,000 for cooling equipment or if the BTU is greater than or equal to 600,000 for heating equipment, the commissioning question on the energy submission automatically updates to yes.
- To remove commissioning, **update the BTU values** to a lower BTU, which may require submitting a PAA to the energy scope of work by selecting PAA under the filing action of the energy submission.

**Reinstatement Document** is a new Additional Supporting Document option.

- See the [May 2024 Service Notice](#) about paying fees for reinstated filings. Use this document to upload the receipt of payment.

**House Number Verification: TOPO Stamp** document updated to Required Prior to Approval.

# May 2024 – Conditional TR8s for Energy Submissions

The following TR8s will auto-populate on the main application if the building type is **New Building** or **Alteration-CO – New Building with Existing Elements to Remain** **and**:

Work Type is **General Construction (GC)**:

- Insulation placement and R values
- Fenestration u-factor and product rating
- Fenestration air leakage
- Fenestration areas
- Air sealing and insulation – visual

Work Type is **General Construction (GC) filing** and the Building Energy Classification is **Residential**:

- Air sealing and insulation – testing
- Permanent certificate

## Energy Classification\*

### Building Energy Classification\*

- ☒ Low Rise Residential (3 stories or less – residential only)
- ☐ Low Rise Mixed Use (3 stories or less – combination of commercial & residential)
- ☐ Commercial / All Other (commercial only OR any building 4 stories or greater)

# May 2024 – Conditional TR8s for Energy Submissions

The following TR8s will auto-populate on the main application if the building type is **New Building** or **Alteration-CO – New Building with Existing Elements to Remain** **and**:

Work Type is **Mechanical Systems (MS)** and the Building Energy Classification is **Commercial**:

- Shutoff dampers

Work Type is **Mechanical Systems (MS)** and the Building Energy Classification is **Residential**:

- Ventilation and air distribution system

The following TR8s will auto-populate on the main application for **ALL building types** **and**:

Work Type is **Boiler Equipment (BE)**:

- HVAC-R and service water heating equipment
- HVAC-R and service water heating system controls
- HVAC-R and service water piping design and insulation

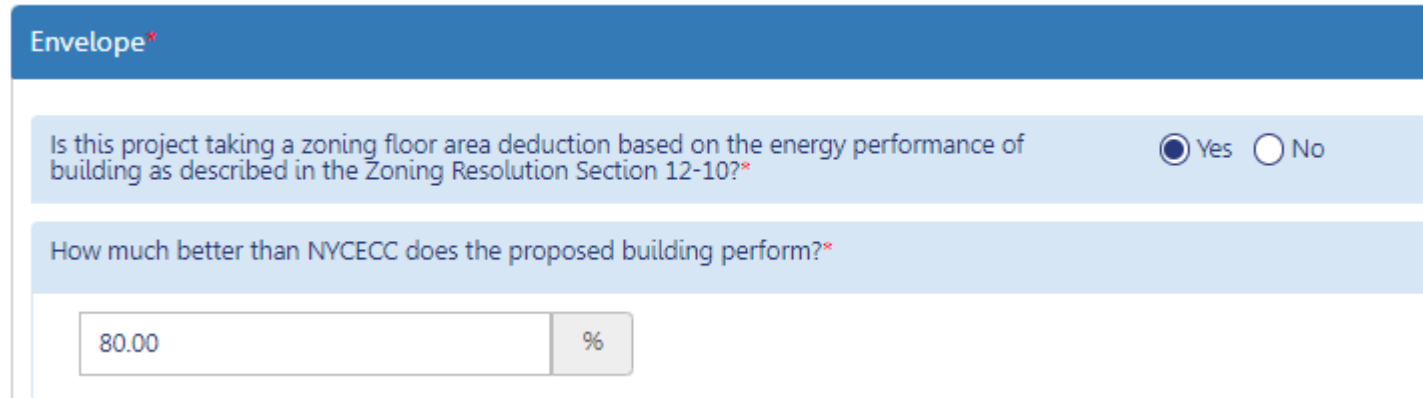
If a filing is in Plan Examiner Review status, the TR8 section on the main application will show any updates and allow for changes to be made to optional TRs while the energy submission is in process.

# May 2024 – Energy Submission Updates

The logic was fixed on all energy submissions to **enter BTUs for cooling and heating equipment** on the energy scope of work, HVAC-R Heating and Cooling tabs (not KBTUs).

- The BTUs entered auto-populates the commissioning section on the energy scope of work and triggers a Preliminary Commissioning Report as a Required Document if it is indicated that commissioning is required (based on the BTUs entered).

The Envelope section under Scope of Work includes two new questions:



The screenshot shows a software interface for the 'Envelope' section. It contains two questions:

Envelope\*

Is this project taking a zoning floor area deduction based on the energy performance of building as described in the Zoning Resolution Section 12-10?\*

☒ Yes ☐ No

How much better than NYCECC does the proposed building perform?\*

80.00 %

This question has been removed:

Enter the percentage of the proposed area-weighted U-factor of all proposed opaque above-grade exterior wall assemblies, including vertical fenestration, compared to the prescribed requirements of the current NYCECC.

# May 2024 – Energy Submission Updates

For **Plumbing (PL)** filings only, there is a new question in the **NYCECC section** that if **yes** is selected, an **energy submission is not required**.

On **Alteration** filings, **Other** was added as a checkbox with a field to describe that selection. The wording on the **total conditioned floor area** question was also updated.

## NYCECC Energy Compliance\*

Does the work involve the alteration of a historic building as defined in 2020 NYCECC Sections R202 and C202?\*

☐ Yes ☒ No

Is the work exclusively underground plumbing or site drainage?\*

☒ Yes ☐ No

## Scope\*

Which building systems are impacted by this alteration?\*

☐ Service Water Heating

☐ Lighting

☐ HVAC-R.

☒ Other

Explain Other\*

testing

243 characters remaining

Enter total conditioned floor area of the building or alteration work scope (sqft).\*

123

Square Feet

# May 2024 – Applicant/Contractor Statement

The below text was added to the Applicant/Contractor Statement on all work permit applications.

## Applicant/Contractor Statement\*



- ☐ 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.

I will comply with all applicable laws, rules and regulations.

I hereby attest that I have obtained all required insurance coverage with policy limits appropriate for the specific scope of work for which I am licensed or authorized as a permit applicant. I further attest that I will maintain such insurances as required by applicable law or rule. I understand that it is unlawful to make a false statement to the Department and that knowingly or negligently making a false statement could subject me to a fine, license revocation, imprisonment, or being prohibited from filing with the Department.

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.

In accordance with §28-104.8 of the Administrative Code, I hereby declare I am authorized by the owner of the premises to which this application pertains to make this application for a permit to perform the work described herein. In accordance with Rule 101-16, I will post the permit in a conspicuous and visible location.

In accordance with §28-120.3 of the Administrative Code, I certify that, if applicable, any tenant protection plan submitted for this work coordinates with the scope of work intended.

I hereby state that if the work involves disturbance of lead-based paint or paint of unknown lead content, the work complies with §27-2056.11 of the Administrative Code and, where applicable, subpart E or subpart L of part 745 of title 40 of the code of federal regulations and the firm performing the work has filed or will file with the NYC Department of Health and Mental Hygiene a notice of commencement required by §27-2056.11(a)(2).

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.

Name

Date



# March 2024 – Year Filter on Job Filings Dashboard

A year filter has been added to the Job Filings Dashboard. To improve system performance, all filings associated with the logged in user will not load when navigating to this dashboard. Once a year is selected, all filings from that year will appear. If the year option is empty, refresh the browser window.

The screenshot displays the DOB NOW Job Filings Dashboard. At the top, the header includes the DOB NOW BUILD logo and the text "DOB NOW NYC Department of Buildings Self-service for online Permits, Appointments and Applications". Below the header is a navigation bar with buttons for "Major Projects Development Program Enrollment/Project", "Job Filing", "Permits", "Requests", "Notifications", "Occupancy", "Landmark Fee Payment", "Determinations", and a "Search" button. The "Job Filings" section shows a summary of filings with filters for "All Jobs" (508), "Alteration" (394), "Alteration CO" (50), "ALT-CO - New Building with Existing Elements to Remain" (10), "New Building" (36), "No Work" (5), and "Full Demolition". A "Filter My Jobs" dropdown is visible. The "Year" filter is highlighted with a red box, showing a dropdown menu with options: "2024-2023", "2023-2022", "2022-2021", "2021-2020", "2020-2019", "2019-2018", "2018-2017", "2017-2016", "2016-2015", and "All". The table below shows a list of filings with columns for View, Filing Action, Job#, Filing#, Job Type, Filing Type, Filing Status, Filing Status Date, Date, and Work.

| View... | Filing Action    | Job#      | Filing# | Job Type   | Filing Type       | Filing Status | Filing Status Date | Date | Work |
|---------|------------------|-----------|---------|------------|-------------------|---------------|--------------------|------|------|
|         | Select Action: ▼ | M01024779 | I1      | Alteration | New Job Filing    | Pre-filing    | 03/22/2024         |      |      |
|         | Select Action: ▼ | M01014542 | I1      | Alteration | New Job Filing    | Pre-filing    | 03/04/2024         |      |      |
|         | Select Action: ▼ | M08019486 | S1      | Alteration | Subsequent Filing | Permit Issued | 10/28/2022         |      |      |
|         | Select Action: ▼ | M00977054 | I1      | Alteration | New Job Filing    | Pre-filing    | 12/14/2023         |      |      |

# January 2024 – On-Site Fossil Fuel Combustion Limitations (Local Law 154 of 2021)

A banner will appear on the **DOB NOW Property Profile** when a New Building (NB) or Alteration-CO New Building with Existing Elements to Remain job is submitted in DOB NOW and the **building is subject to the restrictions in Local Law 154 of 2021**. No banner will appear on the Property Profile if a selection is made in the On-Site Fossil Fuel Combustion section on the PW1.

New questions on the Plans/Work (PW1) tab and the Schedule of Occupancy related to Local Law 154 of 2021:

## Plans/Work (PW1)

### On-site Fossil Fuel Combustion (Local Law 154 of 2021) \*

- ☐ Building used by a regulated utility for energy generation.
- ☐ Building operated by the NYC Department of Environmental Protection for treatment of sewage or food waste.
- ☐ Filing by or on behalf of the NYC School Construction Authority.
- ☐ Building where 50 percent or more of the dwelling units are subject to a regulatory agreement, restrictive declaration, or similar instrument with a federal, state, or local governmental entity or instrumentality for the creation or preservation of affordable housing.
- ☒ None of the above.

## Schedule of Occupancy

Is the use of fossil fuel necessary for any of the following uses or purposes?\*

☒ Yes ☐ No



Specific Use (check all that apply) \*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Laboratory   | <input type="checkbox"/> Laundromat              | <input type="checkbox"/> Hospital                     |
| <input type="checkbox"/> Crematorium  | <input type="checkbox"/> Emergency Standby power | <input type="checkbox"/> Manufacturing use or Purpose |
| <input type="checkbox"/> Commercial Kitchen (As defined in Fire Code Section 602) |  |   |

# January 2024 – On-Site Fossil Fuel Combustion Limitations (Local Law 154 of 2021)



Based on the answers to the PW1 and SO questions in the previous slide, as well as the Occupancy Classification and number of Building Stories entered on the Zoning Information tab, **a banner will appear on the job filing and on the Property Profile in the DOB NOW public portal when the job is approved.**

Proposed Occupancy Classification selected is R-3:

 **No Fossil Fuel:** This building cannot use or contain any fossil fuel (Local Law 154 of 2021). 



| Job Filing Number | Proposed Occupancy Classification       | Proposed Building Stories as defined in the Building Code |
|-------------------|---|---|
| B00000000-I1      | R-3-Residential (1 and 2 Family Houses) | 3   |



Proposed Occupancy Classification selected is other than R-3; the number of Building Stories is less than 7; and selection under On-Site Fossil Fuel Combustion on the PW1.

 **Partial Fossil Fuel:** This building has been approved for fossil fuel for service hot water (Local Law 154 of 2021). 

| Job Filing Number | Proposed Occupancy Classification  | Proposed Building Stories as defined in the Building Code |
|-------------------|------------------------------------|---|
| B00000000-I1      | R-2-Residential (Apartment Houses) | 5   |

Same as above; the answer to the question on the Schedule of Occupancy “Is the use of fossil fuel necessary for any of the following uses or purposes” is Yes; and one or more Specific Use is selected for a specific floor:

 **Partial Fossil Fuel:** This building has been approved for fossil fuel for service hot water (Local Law 154 of 2021). 

 **Partial Fossil Fuel Exemption:** This building has been approved for fossil fuel for a specific floor/use(s) (Local Law 154 of 2021). 

| Job Filing Number | Proposed Occupancy Classification            | Proposed Building Stories as defined in the Building Code |
|-------------------|--|---|
| Q00000000-I1      | F-1-Factory and Industrial (Moderate Hazard) | 2   |

| Floor Number        | Specific Use                 |
|---------------------|------------------------------|
| Floor Number(s) - 1 | Manufacturing use or purpose |
| Floor Number(s) - 2 | Manufacturing use or purpose |

# December 2023 – Building Schedule of Occupancy

**Building Schedule of Occupancy** in the DOB NOW public portal has added features to **Print to PDF**, Export to excel and filters for the columns.

Building Schedule of Occupancy

Existing Proposed

| Floor | Status ... | Occupancy Type | Building Code | Building Code | Occupancy Classificatio... | Occupancy Classificatio... | Occupancy Group | Occupancy Group | Description of Use | Description of Use |
|-------|------------|----------------|---------------|---------------|----------------------------|----------------------------|-----------------|-----------------|--------------------|--------------------|
| Attic | Active     |                |               | 2022          |                            | Educational                |                 | F               |                    |                    |

Clear all filters

Export all data as excel

Export visible data as excel

Columns:

- ✓ Floor
- ✓ Status
- ✓ Occupancy Type
- ✓ Building Code
- ✓ Building Code
- ✓ Occupancy Classification
- ✓ Occupancy Classification
- ✓ Occupancy Group
- ✓ Occupancy Group
- ✓ Description of Use
- ✓ Description of Use

1 / 1 15 items per page

Print to PDF

# December 2023 – Notifications on the Public Portal

A tab has been added to the **DOB NOW Public Portal Property Profile** page to view all **Notifications** submitted on that property.

[← Back](#)[Home](#)

Property Profile

1 BROADWAY | MANHATTAN 10004 | BIN# 1000043

[Building Schedule of Occupancy](#)[Certificate of Occupancy](#)[Certificate of Compliance](#)[Active Tenant Protection Plans](#)[After Hour Variance](#)[Energy Submission](#)[Notifications](#)

Notifications

| Action | Notification Number | Notification Type  | Notification Status | Associated Job # | Notified By | Created Date |
|--------|---------------------|--------------------|---------------------|------------------|-------------|--------------|
|        |                     | All                |                     |                  |             |              |
|        | M00468971-I1 - 6880 | Suspended Scaffold | Received            | M00468971-I1     | BUILD 138   | 11/29/2023   |
|        | M00468971-I1 - 5543 | Suspended Scaffold | Received            | M00468971-I1     | BUILD 138   | 11/21/2023   |

# December 2023 – Vacate Order

When DOB has issued violations for failure to obey a vacate order to a property with a Full or Partial Vacate Order, the **Vacate Order banner on the DOB NOW Property Profile will include the civil penalty amount due.** (The civil penalty is paid at the borough office where the property is located.)

[← Back](#)

Property Profile

[Home](#)

395 SMITH STREET | BROOKLYN 11231 | BIN# 3007961

[Building Schedule of Occupancy](#)[Certificate of Occupancy](#)[Certificate of Compliance](#)[Active Tenant Protection Plans](#)[After Hour Variance](#)[Energy Submission](#)[Notifications](#)

 Energy Efficiency Rating (Local Law 33 of 2018)[View](#)

STOP WORK ORDER EXISTS ON THIS PROPERTY

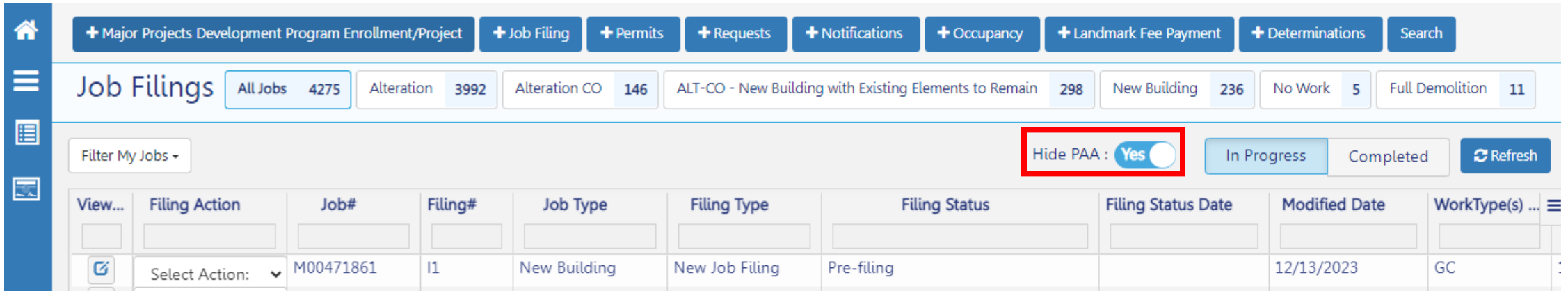
PARTIAL VACATE EXISTS ON THIS PROPERTY - DOB Civil Penalties of \$6,000.00 for Failure to Obey a Vacate Order violation must be paid to lift the Vacate Order.

VIOLATION FOR FAILURE TO CERTIFY CORRECTION OF CLASS 1 VIOLATION EXISTS ON THIS PROPERTY - DOB CIVIL PENALTIES DUE



# December 2023 – PAA Filter

On the Job Filings Dashboard, a **filter** has been added to Hide **PAA filings**.



The screenshot displays the Job Filings Dashboard interface. At the top, there is a navigation bar with various menu items: Major Projects Development Program Enrollment/Project, Job Filing, Permits, Requests, Notifications, Occupancy, Landmark Fee Payment, Determinations, and a Search button. Below this, the 'Job Filings' section is active, showing a list of filters with counts: All Jobs (4275), Alteration (3992), Alteration CO (146), ALT-CO - New Building with Existing Elements to Remain (298), New Building (236), No Work (5), and Full Demolition (11). A 'Filter My Jobs' dropdown is present. The 'Hide PAA' toggle switch is highlighted with a red box and is currently set to 'Yes'. Below the filters, there are buttons for 'In Progress', 'Completed', and a 'Refresh' button. The main table displays job filing details with columns: View..., Filing Action, Job#, Filing#, Job Type, Filing Type, Filing Status, Filing Status Date, Modified Date, and WorkType(s) ... The first row shows a job with Job# M00471861, Filing# I1, Job Type New Building, Filing Type New Job Filing, Filing Status Pre-filing, Filing Status Date 12/13/2023, and WorkType(s) GC.

| View... | Filing Action    | Job#      | Filing# | Job Type     | Filing Type    | Filing Status | Filing Status Date | Modified Date | WorkType(s) ... |
|---------|------------------|-----------|---------|--------------|----------------|---------------|--------------------|---------------|-----------------|
|         | Select Action: ▼ | M00471861 | I1      | New Building | New Job Filing | Pre-filing    |                    | 12/13/2023    | GC              |

# December 2023 – Mechanical Scope of Work

For Mechanical System filings, if **Associated Ducts and Piping** is selected as a subcategory, information no longer needs to be added for this subcategory to the **Equipment Specification Table**. Associated Ducts and Piping will not appear on the Certificate of Compliance.

Mechanical Information

If a Certificate of Compliance (Equipment Use Permit) is required, you must select Yes to the question below.

Subcategory\*

Select:

Select:

Air Conditioning Systems

Cooling Towers

Generators

Heating Systems

Heating and Air Conditioning Systems

Refrigeration Systems

Ventilation Systems

Item Name\*

Item Description\*

Number of Items\*

Capacity Number\*

Equipment Efficiency\*

Efficiency Units\*

Select:

Manufacturer Name

Is a Certificate of Compliance Needed?\*

Yes

No

Model Name and Number

200 characters remaining

Serial Number

200 characters remaining

Add

Cancel

# December 2023 – Worker/Contractor Shed Subcategory

**Worker/Contractor Shed** is a new subcategory for **Protection and Mechanical Methods (PMM)** filings.

A Department of Buildings permit is required to install a worker shed, contractor shed, contractor office, or similar structure. A permit is not required if the structure does not exceed 1 story in height and 120 square feet in area and is located more than 30 feet from another similar structure. Review [BC3303.16](#) for the specific requirements.

Protection and Mechanical Methods (check all subcategories that apply)\*

|  |  |   |
|--|--|---|
| <input type="checkbox"/> Chute   | <input type="checkbox"/> Hoisting Equipment              | <input type="checkbox"/> Roof Overhead Protection |
| <input type="checkbox"/> Cocoon  | <input type="checkbox"/> Mechanical Demolition Equipment | <input type="checkbox"/> Roof Protection          |
| <input type="checkbox"/> Engineered Enclosure System                   | <input type="checkbox"/> Platform                        | <input type="checkbox"/> Netting                  |
| <input checked="" type="checkbox"/> Worker/Contractor Shed (BC3303.16) | <input type="checkbox"/> Other                           |   |

# December 2023 – ZD1 Validation for Subsequent Filings

For **subsequent filings** with the work types **Foundation, Structural, Support of Excavation and/or Earthwork**, a permit cannot be created until the **ZD1 is approved on the initial (I1) filing**.

B00812260-I1

Plans/Work (PW1)

Zoning Information

Energy

Scope of Work

Schedule of Occupancy

Technical Report

Technical Report (TR1/4/5/5H)

Technical Report (TR8) - Energy Code

Documents

Incomplete/Objections/ Appointments

Work Permit (PW2)

Site Safety

Statements & Signatures

Additional Supporting Documents

Zoning Documents

ZD1 Required/Review In progress

| Document Name                  | Document Status | Prior To | Upload | Action |
|--------------------------------|-----------------|----------|--------|--------|
| No Document Review in Progress |                 |          |        |        |

ZD1 Document Accepted

| Document Name           | Document Status | Prior To | Upload | History       |
|-------------------------|-----------------|----------|--------|---------------|
| ZD1: DOB Zoning Diagram | Accepted        | Filing   |        | Trace History |

ZD1 Documents History

| Document Name           | Document Status | Uploaded date          | History                         |
|-------------------------|-----------------|------------------------|---------------------------------|
| ZD1: DOB Zoning Diagram | Submitted       | 06/29/2023 04:30:13 PM | Comment History   Trace History |

# December 2023 – Email Notification TR1/TR8

After a **progress/special inspector** on a TR1/TR8 inspection **completes the Identification of Responsibilities section**, the applicant of record, owner, filing representative, and delegated associates will receive an **email notification**.

Recipient: Applicant of Record, Owner, Filing Rep, Delegated Associates,  
Progress/Special Inspector

Subject: Progress/Special Inspector Identified for Job/Filing/Address

This email references Job/Filing/Address.

<Special/Progress Inspector's Name> License Number <License  
Number> has completed the Identification of Responsibility section for  
the <Name of Technical Report> Technical Report on this filing.

This is an automated message. Please do not reply. If you have any  
questions, submit an inquiry at [www.nyc.gov/dobhelp](http://www.nyc.gov/dobhelp).

DOB NOW Support  
NYC Department of Buildings

# December 2023 – Supersede Applicant and Delete Filings

When a request to **Supersede an Applicant of Record** is processed, the new applicant's information will also **populate on the Design Applicant sections on the TR2 and TR3 tabs**.

Concrete Sampling & Testing (TR2)

Concrete Design Mix (TR3)

Technical Report (TR8) – Energy Code

Documents

QA Failed Reasons

Incomplete/Objections/  
Appointments

Work Permit (PW2)

Letter of Completion (PW7)

Design Applicant's Statement and Signature\*

☒ I certify that I will ensure that the licensed concrete testing laboratory to be identified in the TR2 associated with this job filing and engaged by the owner to perform tests on the work at the location specified in this job filing is acceptable. I further certify that if the licensed concrete testing laboratory identified in the associated TR2 is not acceptable, I will so notify the Department of Buildings (BC 1704.1).

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 have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Certification terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that an uploaded electronic image of my signature and professional seal that is part of this job filing is hereby applied to this signed statement and each document and statement listed above as if I had personally signed and sealed these statements and documents by hand.

Name

Date

A **filing representative** associated with a filing has the ability now to **delete a filing**. (if the filing is in pre-filing status and has not been paid for)

| View... | Filing Action             | Job#      | Filing# | Job Type      | Filing Type       | Filing Sta |
|---------|---------------------------|-----------|---------|---------------|-------------------|------------|
|         |                           |           |         | a ✕           |                   | pre-filing |
|         | Select Action: ▼          | M00972095 | I1      | Alteration CO | New Job Filing    | Pre-filing |
|         | Select Action:            | 969566    | I1      | Alteration    | New Job Filing    | Pre-filing |
|         | Copy Job Filing           | 962843    | I1      | Alteration    | New Job Filing    | Pre-filing |
|         | Delete                    | 921923    | I1      | Alteration    | New Job Filing    | Pre-filing |
|         | L2 (Civil Penalty Review) | 954157    | I1      | Alteration    | New Job Filing    | Pre-filing |
|         | Subsequent Filing         |           |         |               |                   |            |
|         | Select Action:            |           |         |               |                   |            |
|         | Select Action: ▼          | Q00928228 | S1      | Alteration    | Subsequent Filing | Pre-filing |

# December 2023 – Code Year, Timeout and On Hold Message

- A system fix was made so that the “**Review is requested under which building code**” field on a **subsequent filing** does not get updated with the code year from the initial (I1) filing when the **I1 is resubmitted**.
- **DOB NOW sessions** will now timeout after **30 minutes of inactivity** rather than 15 minutes of inactivity.

- New system message:

## **Current message**

There is a hold on the property associated with this filing. Contact the Borough Commissioner’s Office for assistance.

## **New message**

The address information (street, BIN, and/or lot) has been modified since this filing was submitted. Search in the DOB NOW public portal for the new address information and submit a help ticket at [www.nyc.gov/dobhelp](http://www.nyc.gov/dobhelp) requesting to update the address information on the filing. You will be able to proceed with the filing once the information has been updated.

# October 2023 – Artwork on Temporary Structures

**Additional questions** added to the **Artwork on Temporary Protective Structures section** on the Owner's Attestation under Statements & Signatures. This expands on the question that was added to Owner's Attestation on September 1, 2023 for Local Law 163 of 2021.

## Artwork on Temporary Protective Structures

11. Are you opting out of the requirement to install artwork on temporary protective structures (sidewalk sheds, construction fences, and supported scaffolds that have been installed for at least 90 days)? If no is selected, an approval letter from the NYC Department of Cultural Affairs (DCLA) will be a Required Document. (NYC Building Code 3307.11)\*

☒ Yes ☐ No

12. Reason: (select one)\*

- ☐ Property is City-owned and funding has not been appropriated for the display of artwork.
- ☐ Project receives capital funding from New York City and funding has not been appropriated for the display of artwork.
- ☐ The DCLA City Canvas art program has not yet been implemented.
- ☐ The proposed alternative artwork has not yet been approved by DCLA.
- ☐ Other



# October 2023 – Sidewalk Shed Scope of Work, Parapets

A **new question** added to the **Sidewalk Shed Scope of Work** to indicate if the work is related to the required periodic observation of the building's **parapet** (1 RCNY 103-15).

The screenshot shows a web form titled "Sidewalk Shed Scope of Work". It contains a dropdown menu for "Shed Type:" with "Light" selected. Below this is a new question: "Is the sidewalk shed related to the required periodic observation of the building's parapet (1 RCNY §103-15)?". To the right of the question are two radio buttons, "Yes" (which is selected) and "No".

Sidewalk Shed Scope of Work

Shed Type:\*

Light

Is the sidewalk shed related to the required periodic observation of the building's parapet (1 RCNY §103-15)?\*

☒ Yes ☐ No

[Parapet information on the DOB website](#)  
[Parapet FAQs](#)

# October 2023 – CCD1 Requests, ZRD1 Requests and Requests for Second Review of Plan Examination Objections

Beginning on October 30, 2023, CCD1, ZRD1, and requests for Second Review of Plan Exam Objections for both BIS and DOB NOW jobs will be submitted in DOB NOW: Build. Electrical Special Permission requests will continue to use the current paper CCD1 process.

The screenshot shows the 'Job Filings' section of the DOB NOW: Build interface. The top navigation bar includes tabs for 'Major Projects Development Program Enrollment/Project', 'Job Filing', 'Permits', 'Requests', 'Notifications', and 'Occupancy'. The 'Job Filings' section displays a table with columns: 'View...', 'Filing Action', 'Job#', 'Filing#', and 'Job Type'. The table lists several jobs, each with a 'Select Action:' dropdown menu. The 'Requests' dropdown menu is open, showing a list of request types: 'Energy', 'Letter of Completion', 'PA Certificate of Operation', 'Site Safety', 'Temporary BIN', 'Tenant Protection Plan', 'Refile - Full Demolition', 'Second Review of Objection' (highlighted with a red box), 'Board of Standards and Appeals', and 'CD5 Application Amendment'.

| View... | Filing Action    | Job#      | Filing# | Job Type      |
|---------|------------------|-----------|---------|---------------|
|         | Select Action: ▼ | S00459861 | I1      | Alteration    |
|         | Select Action: ▼ | X00459856 | I1      | Alteration    |
|         | Select Action: ▼ | M00457801 | I1      | Alteration    |
|         | Select Action: ▼ | M00452192 | I1      | Alteration    |
|         | Select Action: ▼ | M00450369 | I1      | Alteration    |
|         | Select Action: ▼ | M00398551 | S1      | Alteration CO |
|         | Select Action: ▼ | X00459823 | I1      | Alteration    |

The screenshot shows the 'Determinations' dropdown menu in the DOB NOW: Build interface. The menu is open, displaying three options: 'Pre-Determination', 'Determination', and 'Appeal'. The 'Determinations' button is highlighted with a black box.

# September 2023 – Print Objections

**Print to PDF** and **Export to Excel** options added to the Objections section of all filings: Schedule of Occupancy, Certificate of Occupancy, Energy submissions, Site Safety Plan requests, and TBIN requests.

← Go to Job Filing

Save

Resubmit

2096430-000001

General Information

Certificate of Occupancy

Documents

Objections

Statements & Signatures

Objections


Export to Excel

Print to PDF

| Objection                     | Status | Action |
|-------------------------------|--------|--------|
| ▼ Administrative Requirements | Open   | Edit   |

# September 2023 – Appointments for Reassigned Job Filings

When a job filing is **reassigned** to another plan examiner, any **open appointments will be cancelled**, and an email notification will be sent to the stakeholders on the appointment.

|  |
|--|
| Plans/Work (PW1)   |
| Zoning Information   |
| Cost Affidavit (PW3)   |
| Technical Report  |
| Technical Report (TR1/4/5/5H)  |
| Documents  |
| Incomplete/Objections/<br>Appointments   |
| Statements & Signatures  |

# September 2023 – Artwork on Temporary Protective Structures

The Owner's Attestation for Sidewalk Shed, Construction Fence, and Supported Scaffold work types will include the following question:

## Artwork on Temporary Protective Structures

11. Are you opting out of the requirement to install artwork on temporary protective structures (sidewalk sheds, construction fences, and supported scaffolds that have been installed for at least 90 days)? If no is selected, an approval letter from the NYC Department of Cultural Affairs (DCLA) will be a Required Document. (NYC Building Code 3307.11)\*

☒ Yes ☐ No

Owners who do not opt out of the requirement (i.e. answer 'No' to this question) will be required to display artwork approved by the NYC Department of Cultural Affairs (DCLA) on the temporary protective structure and upload a DCLA Approval of Artwork Required Document. Owners who do not want to opt out of the requirement but do not yet have DCLA approval of the artwork will be required to opt out. A post approval amendment will be required to change the option once DCLA approval is obtained.

[August 2023 Service Notice](#)

# September 2023 – Fee Changes

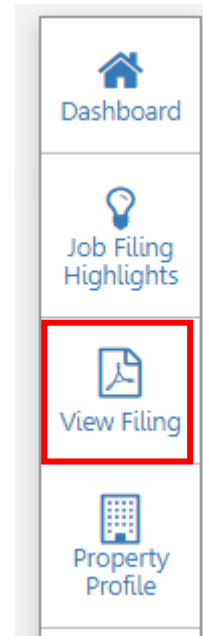
**The following fees increased from \$100 to \$130 on September 1, 2023:**

- The initial and renewal application fees for AHV permits. The daily fee remains \$80.
- Permit Renewals
- Supersede Requests for applicant of record, owner, or special/progress inspector
- Initial Certificate of Occupancy
- Temporary Certificate of Occupancy renewal without change

# August 2023 – Filing PDF Update - Removed by User Lines

Schedule of Occupancy lines with **Removed by User** Status will not print on the PDF generated when selecting **View Filing** on the job filing.

| Building Schedule of Occupancy |                 |                |               |
|--------------------------------|-----------------|----------------|---------------|
| Floor                          | Status          | Occupancy Type | Building Code |
| Cellar                         | Verified        | Final          | 2014          |
| Floor Number(s) - 1            | Active          | Final          | 2014          |
| Floor Number(s) - 2            | Verified        | Final          | 2014          |
| Floor Number(s) - 3            | Verified        | Final          | 2014          |
| Floor Number(s) - 4            | Verified        | Final          | 2014          |
| Floor Number(s) - 5            | Verified        | Final          | 2014          |
| Floor Number(s) - 6            | Verified        | Final          | 2014          |
| Roof - 7                       | Removed By User | Temporary      | 2014          |
| Roof - 7                       | Verified        | Final          | 2014          |



| Floor: Floor Number(s) - 6  |             |   |                 |     |    |   |   |                |
|-----------------------------|-------------|---|-----------------|-----|----|---|---|----------------|
| Existing                    | Residential | R-2   | Apartment House | 40  | 4  | 2 | 1 | Final          |
| Proposed                    |             |   |                 |     |    |   |   | Not Applicable |
| Description Of Use Comments |             | Existing: (1) CLASS A APARTMENT<br>Proposed:                |                 |     |    |   |   |                |
| Floor: Roof - 7             |             |   |                 |     |    |   |   |                |
| Existing                    | Residential | R-2   | Apartment House | 100 | 34 | 2 |   | Final          |
| Proposed                    |             |   |                 |     |    |   |   | Not Applicable |
| Description Of Use Comments |             | Existing: MECHANICAL ROOM. RESIDENTIAL TERRACE<br>Proposed: |                 |     |    |   |   |                |

Additional update on September 29, 2023 – if a floor is removed on a PAA, once the PAA is approved the floor will not display on the Building Schedule of Occupancy.

# August 2023 – Plan Examiner Location

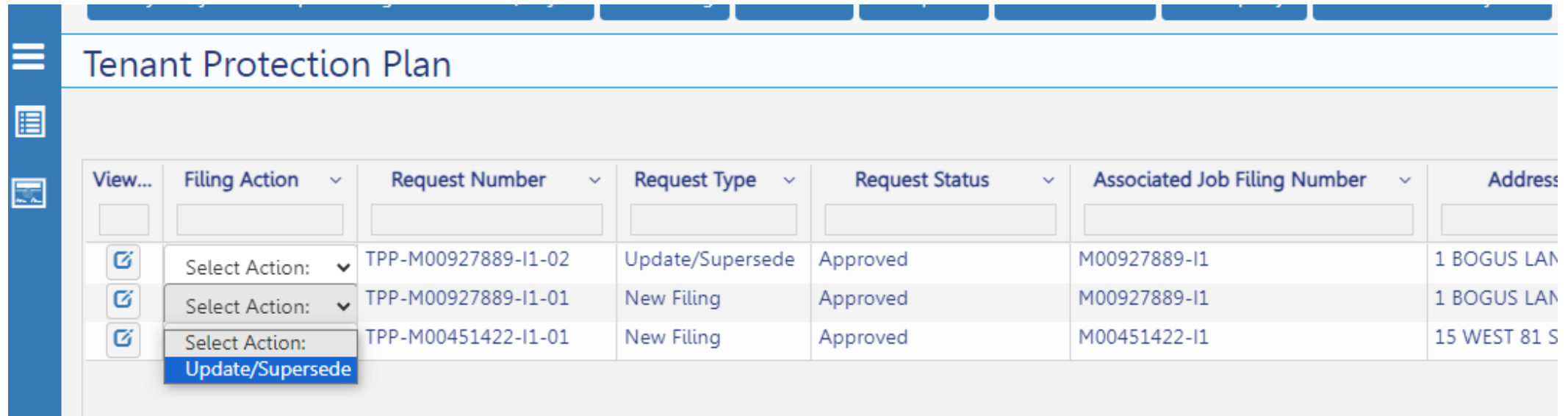
When a job filing is in Objections status a new field was added to the Job Filing Highlights section to indicate **Plan Examiner Borough**.

| Job Filing Highlights         |  | ✕ |
|-------------------------------|--|---|
| Location                      | 2800 NOSTRAND AVENUE<br>BROOKLYN 11210 |   |
| BIN                           | 3429444                                |   |
| Job Number                    | B00651958-P9                           |   |
| Filing Type                   | Post Approval Amendment                |   |
| Job Type                      | New Building                           |   |
| Job Status                    | Job in Process                         |   |
| Current Filing Status         | Objections                             |   |
| Work Type(s)                  | Curb Cut                               |   |
| Job Filing Review Type        | Standard Plan Examination or Review    |   |
| Created On                    | 08/23/2023                             |   |
| Parent Job Filing Number      | B00651958-Z2                           |   |
| Work Without Permit Violation | No                                     |   |
| Estimated Job Cost            | \$1,000.00                             |   |
| Owner Type                    | Corporation                            |   |
| Building Type                 | Other                                  |   |
| Project Number                |  |   |
| Plan Examiner Borough         | BROOKLYN                               |   |



# August 2023 – Supersede Applicant on a TPP request

The Applicant on a Tenant Protection Plan Request can be superseded by selecting the Update/Supersede option. Previously this option only allowed updates to the TPP.



The screenshot shows a web application interface for 'Tenant Protection Plan'. It features a table with columns: View..., Filing Action, Request Number, Request Type, Request Status, Associated Job Filing Number, and Address. A dropdown menu is open for the 'Filing Action' column of the first row, showing options: Select Action: (with a dropdown arrow), Update/Supersede (highlighted in blue), and another Select Action: (with a dropdown arrow). The table contains three rows of data.

| View... | Filing Action                        | Request Number      | Request Type     | Request Status | Associated Job Filing Number | Address      |
|---------|--------------------------------------|---------------------|------------------|----------------|------------------------------|--------------|
|         | Select Action: ▼                     | TPP-M00927889-I1-02 | Update/Supersede | Approved       | M00927889-I1                 | 1 BOGUS LAN  |
|         | Select Action: ▼                     | TPP-M00927889-I1-01 | New Filing       | Approved       | M00927889-I1                 | 1 BOGUS LAN  |
|         | Select Action: ▼<br>Update/Supersede | TPP-M00451422-I1-01 | New Filing       | Approved       | M00451422-I1                 | 15 WEST 81 S |

# August 2023 – Renamed Documents PL/SP/SD Filings

Hydro Flow Test letter renamed to **Hydrostatic Pressure Test** (required prior to LOC, BC 1074.24.1).

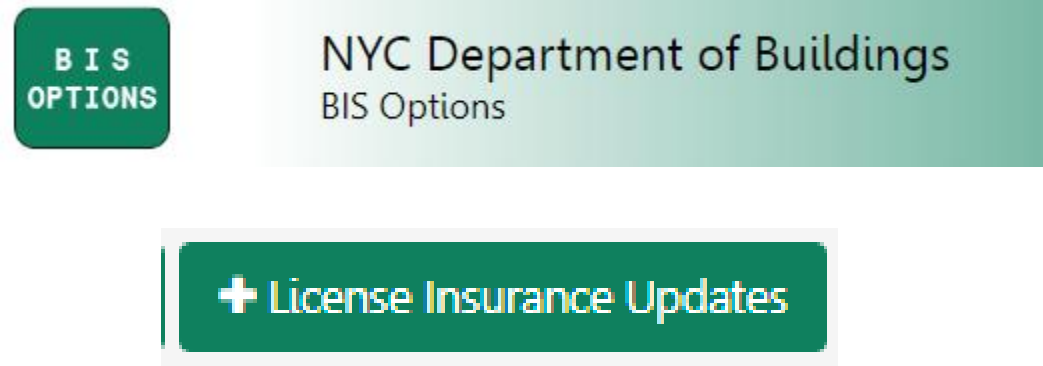
Hydrant Flow Letter renamed to **Hydrant Flow Test Letter** (also now required prior to filing rather than prior to approval to justify Hydraulic Calculations.)

| Document Name   | Applicable Work Type(s) | Prior to Stage | Waiver | Deferral |
|---|-------------------------|----------------|--------|----------|
| <b>Hydrant Flow Test Letter</b> (Hydrant Flow Letter)     | PL, SP, SD              | Filing         | Yes    | No       |
| <b>Hydraulic Flow Calculations</b>                        | PL, SP, SD              | Approval       | Yes    | No       |
| <b>Hydrostatic Pressure Test</b> (Hydro Flow Test Letter) | SP, SD                  | Sign Off       | No     | No       |

# August 2023 – License Insurance Updates



**Updated insurance information will be available in real-time in DOB NOW: *Build***

When a licensee or registrant updates insurance information in DOB NOW: *BIS Options*, the new information will be available immediately in DOB NOW: *Build* for creating and submitted a permit. Prior to this update, the licensee/registrant had to wait until the next day to apply the new information to a permit.



# August 2023 – New Building permit update


The **Work on Floors** field has been removed from the PDF of the work permit for New Building filings.



**NYC Buildings**

**Work Permit Department Of Buildings**

|  |  |             |            |
|--|--|-------------|------------|
| Permit Number:   | X00723461-S5-FO  | Issued:     | 02/27/2023 |
| Permit Classification:                                 | FOUNDATION   | Expires:    | 01/18/2024 |
| Address:   | BRONX 306 WEST 232 STREET  | Issued To:  |            |
|  |  | Business:   |            |
| Total number of dwelling units at location:            | 0  | License No: |            |
| Number of dwelling units occupied during construction: | 0  | CS:         |            |
| Description:   | PROPOSE SUBSEQUENT FOUNDATION WORK FOR NEW 7-STORY MIDDLE SCHOOL BUILDING IN CONJUNCTION WITH NB # X00723461-I1. |             |            |



# August 2023 – Hurricane Ida Question Removal

**The option to select that the work is to address damage caused by remnants of Hurricane Ida will be removed on August 31, 2023.**

Fees can no longer be waived, and permit restrictions can be waived using other exceptions on permit applications about protecting public health and safety.

 **Hurricane Ida** - Emergency Executive Order No. 235

I certify that the work described in this application is due to damage caused by the remnants of Hurricane Ida.

☐ Yes ☒ No

<https://www.nyc.gov/assets/buildings/pdf/waiverexpiration-sn.pdf>

# August 2023 – Search Screen Update

**Sticky Search Screen** – when searching for a job number, open one job filing and then select the back button on the web browser. This will return you to the search screen with the search results maintained.

## Search

Job Number Search

Certificate of Occupancy Search

BIS Schedule of Occupancy Search

BIN Search

M00426768

Q Search

9 characters remaining

| Filing Action    | Job#      | Filing# | Job Type        | Filing Type       | Filing Status        | Modified Date | WorkType(s) |
|------------------|-----------|---------|-----------------|-------------------|----------------------|---------------|-------------|
| Select Action: ▼ | M00426768 | S3      | Full Demolition | Subsequent Filing | Pre-filing           | 12/12/2022    | ST          |
| Select Action: ▼ | M00426768 | P1      | Full Demolition | PAA               | Approved             | 12/12/2022    | SE          |
| Select Action: ▼ | M00426768 | S2      | Full Demolition | Subsequent Filing | Approved             | 12/12/2022    | SE          |
| Select Action: ▼ | M00426768 | S1      | Full Demolition | Subsequent Filing | Pre-filing           | 07/27/2023    | PL/SP/SD    |
| Select Action: ▼ | M00426768 | I1      | Full Demolition | New Job Filing    | Plan Examiner Review | 02/13/2023    | FD          |

# August 2023 – Filing System Update

**Copy functionality** – select **Copy Job Filing** from the Filing Action column on any job filing to create a new filing with the same information. An option is provided to add additional work types to the new filing.



The screenshot shows the 'Job Filings' section of the system. At the top, there are navigation buttons for various project types: Major Projects Development Program Enrollment/Project, Job Filing, Permits, Requests, Notifications, Occupancy, Landmark Fee Payment, Determinations, and a Search button. Below these are filters for 'Job Filings' with counts: All Jobs (10704), Alteration (6784), Alteration CO (129), ALT-CO - New Building with Existing Elements to Remain (96), New Building (1542), No Work (34), and Full Demolition (2119). A 'Filter My Jobs' dropdown is also present. The main table has columns: View..., Filing Action, Job#, Filing#, Job Type, Filing Type, Filing Status, Modified Date, WorkType(s) ..., Address, and Boro. A dropdown menu is open for the 'Filing Action' column, showing options: Select Action:, Copy Job Filing, Create Work Permit, Request Energy Review, L2 (Civil Penalty Review), PAA (Post Approval Amendment), Request LOC, Subsequent Filing, Supersede, View Work Permits, Withdrawal, and Select Action:.

| View... | Filing Action                 | Job#      | Filing# | Job Type        | Filing Type    | Filing Status                    | Modified Date | WorkType(s) ... | Address              | Boro      |
|---------|-------------------------------|-----------|---------|-----------------|----------------|----------------------------------|---------------|-----------------|----------------------|-----------|
|         | Select Action: ▼              | Q00446651 | I1      | Alteration      | New Filing     | Pre-filing                       | 08/03/2023    | VT              | 50-40 JACOBUS STREET | QUEENS    |
|         | Select Action: ▼              | M00446635 | I1      | Alteration      | New Job Filing | Permit Entire                    | 08/03/2023    | BE              | 105 EAST BROADWAY    | MANHATT   |
|         | Select Action:                |           | I1      | Alteration      | New Filing     | Applicant of Record Review       | 08/03/2023    | VT              | 398 5 AVENUE         | MANHATT   |
|         | Copy Job Filing               |           | I1      | Alteration      | New Filing     | Plan Examiner Review             | 08/03/2023    | VT              | 50-40 JACOBUS STREET | QUEENS    |
|         | Create Work Permit            |           | I1      | Alteration      | New Filing     | Plan Examiner Review             | 08/03/2023    | VT              | 70 NICHOLS AVENUE    | BROOKLYN  |
|         | Request Energy Review         |           | I1      | Full Demolition | New Job Filing | Pending Plan Examiner Assignment | 08/03/2023    | FD              | 10 BELLAVISTA COURT  | STATEN IS |
|         | L2 (Civil Penalty Review)     |           | I1      | Alteration      | New Job Filing | Objections                       | 08/03/2023    | ST              | 312 EAST 53 STREET   | MANHATT   |
|         | PAA (Post Approval Amendment) |           | I1      | Alteration      | New Job Filing | Objections                       | 08/03/2023    | GC              | 1 BROADWAY           | MANHATT   |
|         | Request LOC                   |           | I1      | Alteration      | New Job Filing | Pre-filing                       | 08/02/2023    | BE              | 1 BROADWAY           | MANHATT   |
|         | Subsequent Filing             |           | I1      | Alteration      | New Job Filing | Pre-filing                       | 08/02/2023    | BE              | 1 BOGUS LANE         | MANHATT   |
|         | Supersede                     |           |         |                 |                |                                  |               |                 |                      |           |
|         | View Work Permits             |           |         |                 |                |                                  |               |                 |                      |           |
|         | Withdrawal                    |           |         |                 |                |                                  |               |                 |                      |           |
|         | Select Action: ▼              |           |         |                 |                |                                  |               |                 |                      |           |

## Copy Job Filing:

Copy Data from: M00436484-I1  
Job Type: Alteration  
Address: 1 BROADWAY, MANHATTAN  
Work Type(s): General Construction

Do you want to add Work Type(s)?\*

Yes

No

Confirm

Cancel

August 7, 2023

# July 2023 – Energy Submissions

**Energy submissions from Alteration CO filings will be reviewed by the energy team.**

Energy Conservation Code Resources ([nyc.gov/codes](https://nyc.gov/codes), select Energy Conservation Code):

## Reference Guides

### 2020 NYCECC

- [Comparison of Mechanical Sections: 2016 NYCECC vs. 2020 NYCECC](#)
- [2016 - 2020 NYC Energy Conservation Code Progress Inspections Comparison Table](#)
- Wall UA Template
  - [Wall UA Template](#)
  - [Instructions for Wall UA Template](#)
  - [Wall UA Template Example](#)
- [Energy Code Tabular Analysis \(May 2020 Version\)](#)
  - [2020 NYCECC Residential Tabular Analysis](#)
  - [2020 NYCECC Commercial Tabular Analysis](#)
  - [2020 NYCECC Appendix CA \(Amendment to ASHRAE 90.1-2016\) Tabular Analysis](#)
- **UPDATED - Energy Code: Supporting Documents How to Guides – May 2020**
  - [General](#)
  - [Building Envelope](#)
  - [Mechanical Systems](#)
  - [Lighting & Electrical Power](#)
  - [Other Requirements](#)

## Helpful Links

- [Frequently Asked Questions](#) *(including DOB NOW FAQs)*
- [Energy Code Forms](#)
- [Information for Homeowners](#)
- [Professional Statement](#)





# July 2023 – Public Portal Permit Search


## Search for DOB NOW permits by applicant


Search the Public Portal


[FAQS](#) | [USER MANUAL](#)

  
Address

  
Borough, Block, Lot


  
BIN


  
Job Number

  
Device


New!

Includes BIS Records

  
Licensee

  
Violation

New!

  
Application Search

Application Search

Search by \*

☒ DOB NOW Permits by Applicant

Permits by Applicant \*

Select Applicant Type ▼

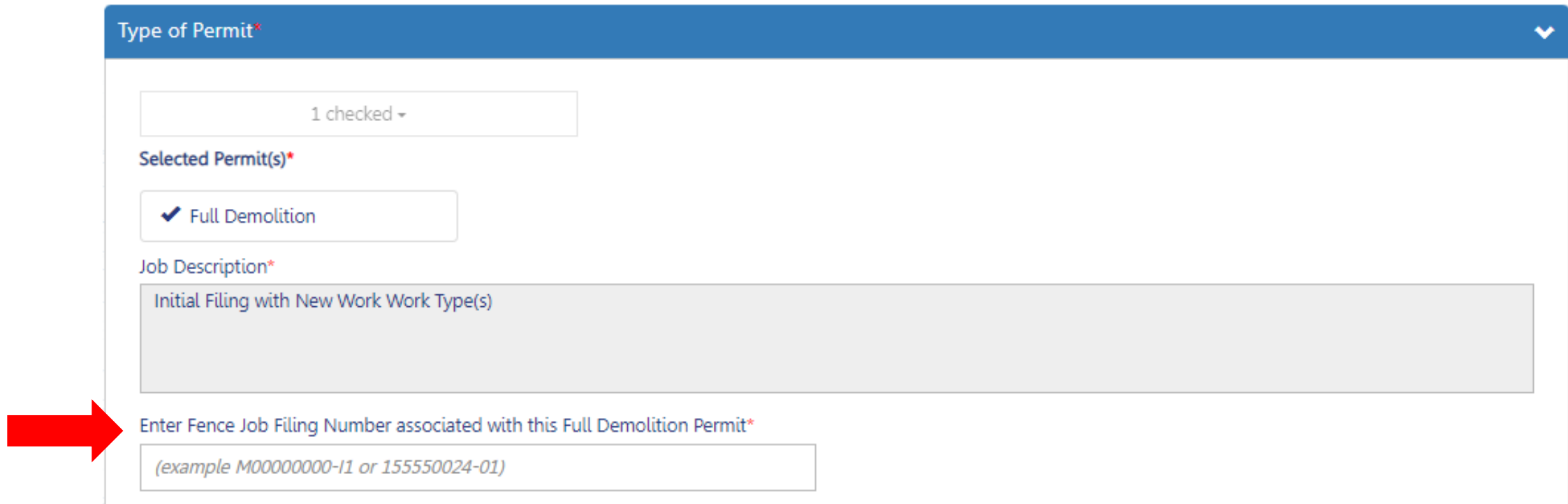
License/Tracking Number\*

Enter License Number e.g. 123456

Search

# July 2023 – Demolition Permits

**Full Demolition Permits require an associated Fence Permit** – a question was added on the PW2 to enter a fence job filing number with an active permit that is on the same BIN as the demolition filing.



The screenshot shows a web form titled "Type of Permit\*" with a dropdown arrow. Below the title is a summary box showing "1 checked". Under "Selected Permit(s)\*", "Full Demolition" is selected with a checkmark. The "Job Description\*" section contains the text "Initial Filing with New Work Work Type(s)". Below this is a required field labeled "Enter Fence Job Filing Number associated with this Full Demolition Permit\*" with a red asterisk. A red arrow points to this field, which contains the example text "(example M00000000-11 or 155550024-01)".

Type of Permit\*

1 checked ▾

Selected Permit(s)\*

✓ Full Demolition

Job Description\*

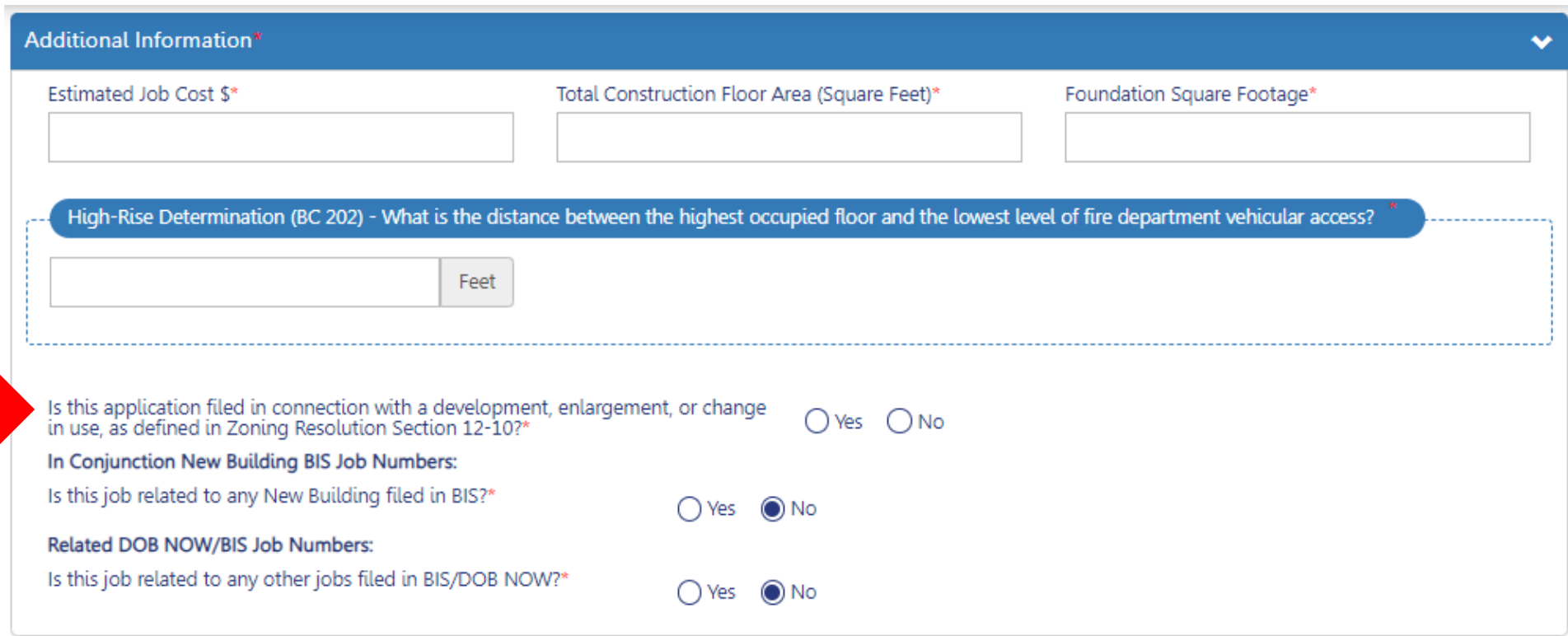
Initial Filing with New Work Work Type(s)

Enter Fence Job Filing Number associated with this Full Demolition Permit\*

(example M00000000-11 or 155550024-01)

# July 2023 – Alteration ZD1 Validation

**Approved ZD1 validation for Alteration jobs with the Foundation, Structural, Support of Excavation and Earthwork work types** – a new question on the PW1 will require entering a related New Building, Alteration CO or Alteration with enlargement job filing number. DOB NOW will check if there is an approved ZD1 and site safety plan on the related job when the permit is created.



**Additional Information\***

Estimated Job Cost \$\*

Total Construction Floor Area (Square Feet)\*

Foundation Square Footage\*

High-Rise Determination (BC 202) - What is the distance between the highest occupied floor and the lowest level of fire department vehicular access? \*

Feet

Is this application filed in connection with a development, enlargement, or change in use, as defined in Zoning Resolution Section 12-10? \* ☐ Yes ☐ No

**In Conjunction New Building BIS Job Numbers:**

Is this job related to any New Building filed in BIS? \* ☐ Yes ☒ No

**Related DOB NOW/BIS Job Numbers:**

Is this job related to any other jobs filed in BIS/DOB NOW? \* ☐ Yes ☒ No

# July 2023 – System Updates

**Protection and Mechanical Methods** – Netting was added as a subcategory. A Buildings Bulletin will be posted soon with guidelines on when to use Netting instead of a Sidewalk Shed.

## Protection and Mechanical Methods (check all subcategories that apply)\*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Chute                       | <input type="checkbox"/> Hoisting Equipment              | <input type="checkbox"/> Roof Overhead Protection |
| <input type="checkbox"/> Cocoon                      | <input type="checkbox"/> Mechanical Demolition Equipment | <input type="checkbox"/> Roof Protection          |
| <input type="checkbox"/> Engineered Enclosure System | <input type="checkbox"/> Platform                        | <input checked="" type="checkbox"/> Netting       |
| <input type="checkbox"/> Other                       |  |   |

### Email notification updates:

- Applicant withdrawal – all stakeholders on the permit added as email recipients
- Elevator Sign Off CO Requests – all stakeholders on the filing added as email recipients

# July 2023 – Supersede & Withdrawal Updates

**Supersede Owner requests** – a question was added to indicate if the request to supersede the owner is being submitted with the current applicant of record. If no is selected, only the Owner will need to complete the Statements & Signature section and the filing will be put on hold until a new applicant submits a supersede request.

SR000003798

General Information

Documents

Statements & Signature

308

11216

Superseding Owner Information \*

Email\*

Owner Type\*

First Name

BUILD109@BUILDINGS.NYC.GOV

NYCHA/HHC

BUILD

Last Name

Business Name

Business Telephone

109

BUILD109 LLC

2123932481

Business Address

City

State

280 BROADWAY

NEW YORK

NY

Zip Code

10007

Are you submitting this supersede request with the current applicant of record?\*

☒ Yes

☐ No

(If No is selected, only the Owner will need to complete the Statements & Signature section and the filing will be put on hold until a new applicant submits a supersede request.)

# July 2023 – Sprinkler Scope of Work Updates

**Sprinkler Scope of Work** – if Dry Pipe is selected, the Reference Standard defaults to NFPA13 but Design Criteria can be Pipe Schedule or Hydraulic Design. If the Design Criteria is Pipe Schedule, a new section was added with four selections.

Specify Type of Sprinkler System\*

|                                     |  |  |
|-------------------------------------|--|--|
| <input type="checkbox"/> Antifreeze | <input type="checkbox"/> Circulating Closed-Loop | <input type="checkbox"/> Combined Dry Pipe-Preaction |
| <input type="checkbox"/> Deluge     | <input checked="" type="checkbox"/> Dry Pipe     | <input type="checkbox"/> Gridded                     |
| <input type="checkbox"/> Looped     | <input type="checkbox"/> Multi-Cycle             | <input type="checkbox"/> Preaction                   |
| <input type="checkbox"/> Wet Pipe   |  |  |

Specify Reference Standard\*

|  |                                  |                                  |
|--|----------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> NFPA13 | <input type="checkbox"/> NFPA13R | <input type="checkbox"/> NFPA13D |
| <input type="checkbox"/> NFPA20            |                                  |                                  |

Specify Design Criteria\*

Pipe Schedule ▼

Select one of the below:

- ☒ Addition or modification of an existing Pipe Schedule system according to NFPA 13 Sec. 23.7.
- ☐ Addition or modification of an existing Extra Hazard Pipe Schedule system.
- ☐ A new system covering 5000 sq. ft. or less.
- ☐ A new system covering more than 5000 sq. ft. where the required water flow of Table 11.2.2.1 is available and there is a minimum residual pressure of 50 PSI at the highest elevation of sprinkler.

# July 2023 – System Updates, Energy

**Energy Consolidated View** - a job level view of all energy submission questions for each filing on one screen.  
Feedback welcome!

The screenshot displays the 'Energy Consolidated View' interface. At the top, a progress bar shows the workflow stages: Pre-filing, Pending CPE/ACPE Assignment, Pending PE Assignment, Plan Examiner Review (current stage, marked with a red exclamation icon), CPE/ACPE Review, Approved, Permit Issued/Permit Entire, and CO Issued. Below the progress bar, there are 'Save' and 'Resubmit' buttons, and a notification banner stating 'This application includes an Energy submission. The Energy' with a '1 Alerts' button. The left sidebar contains a navigation menu with items: M00647624-I1, Plans/Work (PW1), Zoning Information, Energy (selected), Scope of Work, Schedule of Occupancy, Technical Report, Technical Report (TR1/4/5/5H), Technical Report (TR8) - Energy Code, Documents, and Incomplete/Objections/. The main content area is titled 'Energy' and features a yellow 'Energy Consolidated View' button. Below this, there are sections for 'Energy Requirement Summary' and 'Energy Submissions'. The 'Energy Submissions' section includes a '+ Add' button and a table with columns: View, Filing Action, Request Number, Request Type, Request Status, Applicant of Record, Payment Status, and a date column. The table contains one row with the following data: View (icon), Filing Action (Select Action), Request Number (EN-M00647624-I1), Request Type (New), Request Status (Objections), Applicant of Record (LEO HILL), Payment Status (Paid), and a date (12/23). The right sidebar contains a vertical menu with icons and labels: Dashboard, Job Filing Highlights, View Filing, Property Profile, History, and a button labeled '\$46,586.62 Pay Now'.

Progress Bar: Pre-filing, Pending CPE/ACPE Assignment, Pending PE Assignment, Plan Examiner Review, CPE/ACPE Review, Approved, Permit Issued/Permit Entire, CO Issued.

Buttons: Save, Resubmit, 1 Alerts.

Notification: This application includes an Energy submission. The Energy

Navigation Menu: M00647624-I1, Plans/Work (PW1), Zoning Information, Energy, Scope of Work, Schedule of Occupancy, Technical Report, Technical Report (TR1/4/5/5H), Technical Report (TR8) - Energy Code, Documents, Incomplete/Objections/.

Energy Consolidated View

Energy Requirement Summary

Energy Submissions

+ Add

| View ... | Filing Action  | Request Number  | Request Type | Request Status | Applicant of Record | Payment Status | C     |
|----------|----------------|-----------------|--------------|----------------|---------------------|----------------|-------|
|          | Select Action: | EN-M00647624-I1 | New          | Objections     | LEO HILL            | Paid           | 12/23 |

Right Sidebar: Dashboard, Job Filing Highlights, View Filing, Property Profile, History, \$46,586.62 Pay Now.

# June 2023 – Public Portal Licensee Search

## DOB NOW Public Portal Licensee Search Expanded to Include All Records from Buildings Information System (BIS)

DOB  
NOW

DOB NOW  
NYC Department of Buildings Self-service for online Permits, Appointments and Applications

DOB  
NOW

About DOB NOW

DOB  
NOW  
BUILD

FAQS | RESOURCES

DOB  
NOW  
SAFETY

FAQS | RESOURCES

DOB  
NOW  
LICENSING


FAQS | RESOURCES


B I S  
OPTIONS


Contact DOB  
Help Form


Search the Public Portal


FAQS | USER MANUAL


Address


Borough, Block, Lot

BIN

Job Number

Device

Licensee

Violation

Licensee

Search below for licensees/registrants by last name, business name, or license number, or search for jobs associated to a Construction Superintendent's license. The search includes records from DOB NOW and the Buildings Information System (BIS).

View

Last Name

▼

Search By Last Name

Search By Last Name

License Type

Select

▼

Search

June 2, 2023



# June 2023 – Site Safety Plan Review Fees

## New Fees for Site Safety Plan Review

**The Department of Buildings' rules have been amended to include fees for site safety plan review.**

**The new site safety plan review fees are:**

**Initial filing \$610**

**Amended filing \$545**

### **DOB NOW jobs**

Applicants for jobs filed in DOB NOW: Build are required to pay the \$610 review fee before the initial Site Safety Request for Site Safety Plan review on a job filing can be submitted.

Payment of the \$545 review fee will be required each time an update to the approved site safety plan is submitted. A new question has been added to Update requests to indicate whether plans are being updated/amended. If yes is selected, the fee is required. If only the stakeholder is being superseded, there will not be a fee.

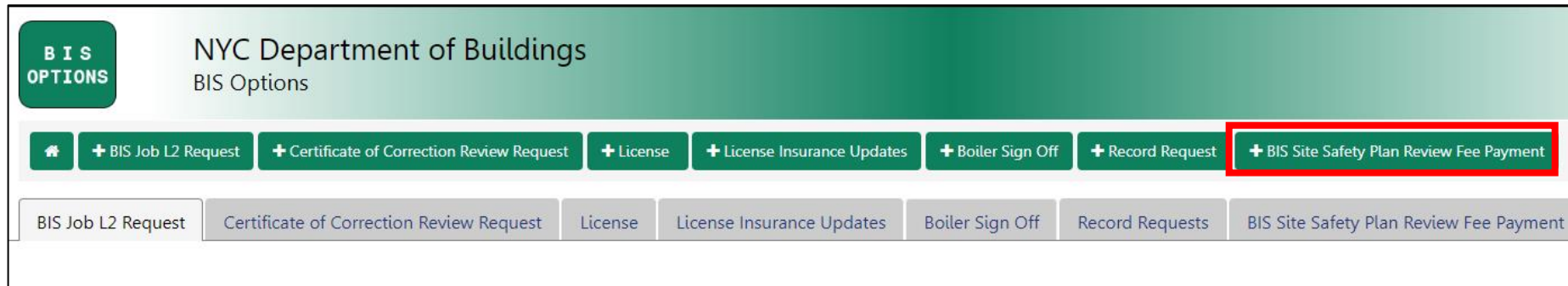
No fee is required for waiver requests.

# June 2023 – Site Safety Plan Review Fees

## New Fees for Site Safety Plan Review

### BIS jobs

For site safety plans submitted for BIS jobs, the review fees are required to be paid before the initial or amended site safety plan is submitted to DOB. To pay the fee, login to DOB NOW at [nyc.gov/dobnow](https://nyc.gov/dobnow) and select the **BIS Options** icon. From the BIS Options dashboard, select **+BIS Site Safety Plan Review Fee Payment**.



Enter the BIS job number and select payment type initial site safety plan review or amended site safety plan review. An amended site safety plan review fee of \$545 is required before submitting amendments to an approved site safety plan if it is not minor revisions as described in the [Site Safety Plan \(SSP\): Minor Revisions Industry Notice](#).

Once payment is made, email the receipt of payment with the site safety plan to the Construction Safety Compliance Plan Examination Unit at [cscplanexam@buildings.nyc.gov](mailto:cscplanexam@buildings.nyc.gov).

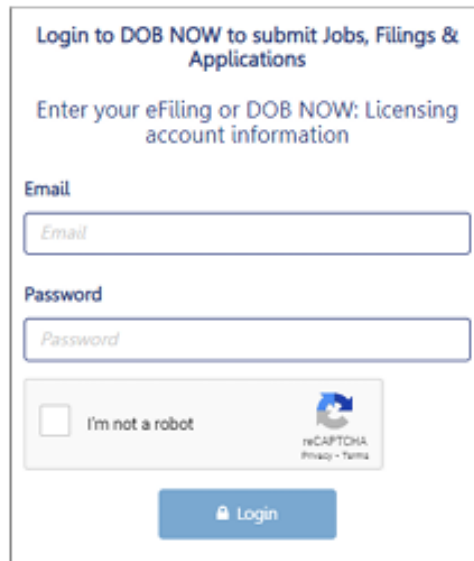
# May 2023 – Quick Guide for Owners

## New DOB NOW: *Build* Statements & Signatures Quick Guide for Owners

### DOB NOW: *BUILD* – STATEMENTS & SIGNATURES QUICK GUIDE | May 2023

All job filings in DOB NOW require confirmation from the Owner authorizing the applicant to submit the filing and acknowledging that the information in the application has been reviewed. An Owner provides confirmation by completing the **Owner's Attestation** section of the **Statements & Signatures** tab:

**STEP 1:** Log into DOB NOW at [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow) using the email address provided to the applicant and entered by the applicant into the Owner Information section of the job filing. Select the **DOB NOW: *Build*** icon, then select **New Building, Alteration, Full Demolition, No Work**.




Login to DOB NOW to submit Jobs, Filings & Applications

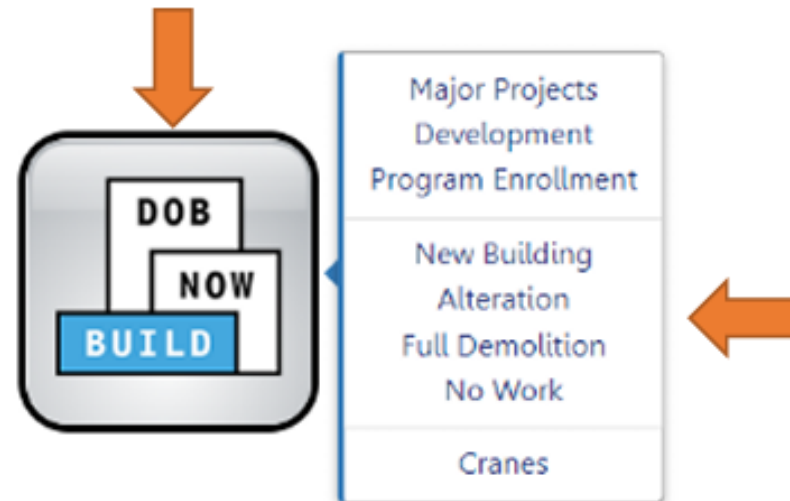
Enter your eFiling or DOB NOW: Licensing account information

Email

Password

☐ I'm not a robot 

[reCAPTCHA](#)  
Privacy - Terms



# May 2023 – Payment Methods

## New Online Payment Methods in DOB NOW

- DOB NOW payment options expanded to include **PayPal** and **Venmo** for all transactions. PayPal and Venmo payments have a non-refundable 2% convenience fee, which is assessed on the total payment amount due.

Enter Payment Details

1. Select Items 2. Enter Payment 3. Review and Pay

|                 |          |
|-----------------|----------|
| Item Total:     | \$390.00 |
| Service Fee:    | \$7.80   |
| Payment Amount: | \$397.80 |

FILING BALANCE - ALTERATION TYPE 2  
DOB NOW Build  
Job Filing - Alteration : M00427612-11  
Filing Fees  
\$225.00

Record Management Fee: Other  
DOB NOW Build  
Job Filing - Alteration : M00427612-11  
Filing Fees  
\$165.00

PayPal eCheck Credit Card

PayPal/Venmo payments are charged a service fee of 2.00% of the payment amount. This fee is nonrefundable.

Please click on the PayPal or Venmo button to make payment

PayPal

venmo

# May 2023 – Subsequent Filings (1)

**Create a subsequent filing when an initial filing is in pre-filing status. Subsequent filings can be submitted only after the initial filing is submitted.**

## **What changed?**

Subsequent filings could not be submitted until after the initial job filing was *submitted*. Now a subsequent filing can be created when the initial filing is in *pre-filing* status. However, the subsequent filings cannot be submitted until after the initial filing is submitted.

## **What are the benefits of this change?**

All filings associated with a job can be created at the same time. This is especially useful for owners who need to complete the Statements & Signature section on each filing. Owners will no longer have to wait for the initial filing to be submitted and can log in and attest to the subsequent filings at the same time as the initial filing.

## **What are the benefits of creating subsequent filings?**

All filings with the same job number will go to the same plan examiner or team and the Records Management Fees are paid on the initial filing only. It is also beneficial to have one job number to connect all of the work on a project.

# May 2023 – Subsequent Filings (2)

## What is a subsequent filing?

A subsequent filing is an additional filing under the same job filing number that allows an applicant (the same one on the initial or a new applicant) to add new scope of work and new work types to a job on the same property. A subsequent filing can have a different review type (standard plan examination/professional certification) than the initial filing. Once submitted, a subsequent filing functions as a separate application. It can be permitted before the initial is permitted and a Letter of Completion (LOC) is requested separately on each filing.

## How do I create a subsequent filing?

From the DOB NOW: *Build* dashboard, select **Search**. Select **BIN Search** to find filings on the BIN or select **Job Number Search** if the job number is already known. From the Filing Action column next to the initial (I1) filing, select action **Subsequent Filing**.

The screenshot shows the DOB NOW: Build dashboard. At the top, there is a navigation bar with several buttons: '+ Major Projects Development Program Enrollment/Project', '+ Job Filing', '+ Permits', '+ Requests', '+ Notifications', '+ BIS Schedule of Occupancy', '+ Certificate of Occupancy Request', '+ Landmark Fee Payment', and a 'Search' button highlighted with a red box. Below the navigation bar is a 'Search' section with four tabs: 'Job Number Search', 'Certificate of Occupancy Search', 'BIS Schedule of Occupancy Search', and 'BIN Search' (highlighted with a red box). Under the 'BIN Search' tab, there is a search input field containing '2002289' and a 'Q Search' button. Below the search section is a table with the following columns: 'Filing Action', 'Job#', 'Filing#', 'Job Type', 'Filing Type', 'Filing Status', 'Modified Date', 'WorkType(s)', 'Address', and 'Borough'. The table contains four rows of data. The first row has a dropdown menu for 'Filing Action' with 'Subsequent Filing' selected and highlighted with a red box. The other rows show various filing actions like 'Alteration' and 'New Job Filing' with their respective statuses and dates.

| Filing Action   | Job#      | Filing# | Job Type   | Filing Type    | Filing Status | Modified Date | WorkType(s) | Address             | Borough |
|---|-----------|---------|------------|----------------|---------------|---------------|-------------|---------------------|---------|
| Select Action:<br>Create Work Permit<br>L2 (Civil Penalty Review)<br>PAA (Post Approval Amendment)<br>Request TPP<br><b>Subsequent Filing</b><br>Supersede<br>View Work Permits<br>View AHV Permits<br>Withdrawal | X00843683 | I1      | Alteration | New Job Filing | Approved      | 03/28/2023    | GC          | 1200 COLLEGE AVENUE | BRONX   |
|   |           | I1      | Alteration | New Job Filing | LOC Issued    | 10/07/2022    | GC          | 1200 COLLEGE AVENUE | BRONX   |
|   |           | I1      | Alteration | New Filing     | Signed Off    | 06/28/2022    | VT          | 1200 COLLEGE AVENUE | BRONX   |
|   |           | I1      | Alteration | New Job Filing | Complete      | 11/03/2018    | EL          | 1200 COLLEGE AVENUE | BRONX   |

# May 2023 – AHV Renewal Update

- After Hours Variance Permit Form will show the **Allow AHV Renewal** flag.

## After Hours Variance Permit Form

M2982380

Trace History

Dashboard

### Initial Filing Status Information

Variance Type \* Initial

### Type of Permit

| Job Number   | Work Permit Number | Work Type | Permit Source |
|--------------|--------------------|-----------|---------------|
| M00421069-I1 | M00421069-I1-PMM   | PMM       | DOB NOW       |

### Contractor

Email\*

APPLEROME16@GMAIL.COM

License Type\*

Contractor

License Number\*

609335

### Application Highlights

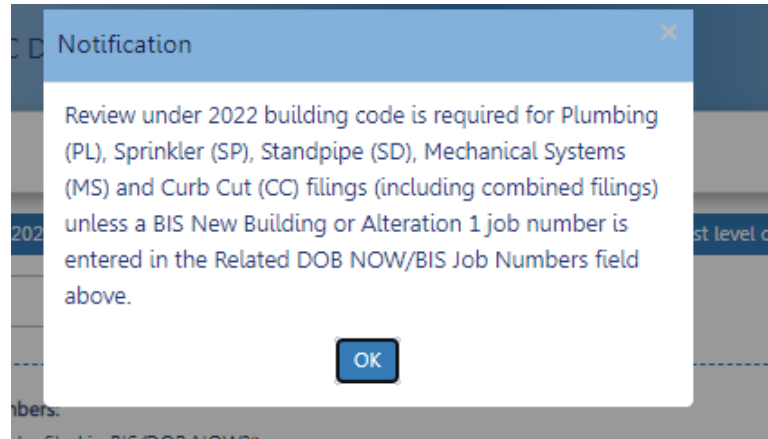
|                         |  |
|-------------------------|--|
| Location                | 68 EAST 80 STREET<br>MANHATTAN         |
| AHV Permit Number       | M2982380                               |
| AHV Permit Status       | AHV Permit Issued                      |
| Reason of Approval      | Business Hours Operations Interruption |
| Allow AHV Renewal       | No                                     |
| Initial Fee/Renewal Fee | \$0.00                                 |
| Daily Fee               | \$0.00                                 |

### Fees

| Notification   |                   |           |  |
|--|-------------------|-----------|--|
| When this AHV permit was approved, the reviewer indicated that renewals are not allowed. Create a new AHV request to continue. |                   |           |  |
| OK   |                   |           |  |
| Variance Type  | Address           | Borough   |  |
| Initial  | 68 EAST 80 STREET | MANHATTAN |  |
| Initial  | 119 WORTH STREET  | MANHATTAN |  |
| Initial  | 17 ANN STREET     | MANHATTAN |  |
| Renewal  | 119 WORTH STREET  | MANHATTAN |  |
| Initial  | 119 WORTH STREET  | MANHATTAN |  |

# May 2023 – Schedule of Occupancy & Alteration Updates

- **Schedule of Occupancy corrections** after a Final Certificate of Occupancy is issued.
  - This addresses the following system defect:  
A Final CO is issued on a BIN. On that same BIN, a new Job Schedule of Occupancy (JSO) is created for a new job number. The new JSO is approved. A user tries to create a correction on that new JSO but was getting a message that “Final CO issued. Cannot create Correction.” The user will now be able to create the correction on the new JSO even though a Final CO is on the BIN.
- **Review under 2022 building code for Alteration filings.** The system message is being updated to make it clearer when a code year other than 2022 can be selected. Current system message is “Please provide BIS jobs filed in BIS prior to November 7, 2022 to proceed.”



[https://www.nyc.gov/assets/buildings/pdf/2022\\_code\\_changes\\_dobnow.pdf](https://www.nyc.gov/assets/buildings/pdf/2022_code_changes_dobnow.pdf)



# May 2023 – Record Request Updates

- In DOB NOW: *BIS Options* Record Requests, **Alternate Pick Up Person's name** will display

NYC Department of Buildings  
BIS Options

Welcome, ADAM J  
AJJOESTEST2@GMAIL.COM  
Need Help?  
Sign Out

Save Submit

REC-0003194

General Information

Documents

Statements & Signature

|       |             |         |
|-------|-------------|---------|
| 12345 | WEST STREET | 1090107 |
| 10020 | BROADWAY    | 1090111 |
| 10030 | BROADWAY    | 1813764 |
| 10040 | BROADWAY    | 1813765 |

**Requestor Information**

|                      |                    |                  |
|----------------------|--------------------|------------------|
| Email                | Last Name          | First Name       |
| AJOESTEST2@GMAIL.COM | JOE2               | ADAM             |
| Business Address     | City               | State            |
| AJ2                  | NYC                | NY               |
| Zip Code             | Business Telephone | Old Expeditor ID |
| 10000                | 2012223333         | Not Available    |

**Alternate Pick Up Person**

|                                |                        |
|--------------------------------|------------------------|
| Email                          | Name                   |
| KKMITTAPALLI@BUILDINGS.NYC.GOV | KIRAN KUMAR MITTAPALLI |

**Comments**

Test

# April 2023 – Technical Report and Supersede/Withdrawal

- **Designated Seismic System** technical report was changed from conditional to optional for Structural (ST) and Foundation (FO) and removed from filings that are not being reviewed under the 2022 code.
- New Supersede/Withdrawal functionality for Site Safety Plan applicants

## Supersede:

|                            |  |           |
|----------------------------|--|-----------|
| Site Safety Plan applicant | DOB NOW: <i>Build – Site Safety Requests dashboard</i><br>select 'Update Approved Site Safety' under Filing Action | Applicant |
|----------------------------|--|-----------|

## Withdrawal:

|                            |   |                    |
|----------------------------|---|--------------------|
| Site Safety Plan applicant | DOB NOW: <i>Build – Site Safety Requests dashboard</i><br>select 'Withdraw' under Filing Action | Applicant or Owner |
|----------------------------|---|--------------------|

[https://www.nyc.gov/assets/buildings/pdf/supersede\\_and\\_withdrawal\\_guide.pdf](https://www.nyc.gov/assets/buildings/pdf/supersede_and_withdrawal_guide.pdf)

# March 2023 – Full Demolition

As of March 6, 2023, all new Full Demolition (FD) jobs are required to be filed in DOB NOW: *Build*.

The below will apply to FD jobs filed in BIS prior to DOB NOW Launch.

| BIS Job Status     | Application Received on Date in BIS                              | Plans Approved as of Current Date | To Continue Job After DOB NOW Launch   |
|--------------------|--|-----------------------------------|--|
| A                  | N/A  | N/A                               | Refile as new FD job in DOB NOW  |
| E                  | Less than one year from the current date                         | Yes or No                         | Continue job in BIS  |
|                    | More than one year and less than two years from the current date | No*                               | Refile job in DOB NOW and pay minimum filing fee (\$260)                               |
|                    | More than two years from the current date                        | No*                               | Refile as new FD job in DOB NOW and pay full filing fees in effect on date of refiling |
| All other statuses | Any date   | Yes                               | Continue job in BIS until further notice   |

# March 2023 – Letter of Completion

- Job extension added to the Letter of Completion (LOC)



NYC Department of Buildings  
280 Broadway, New York, NY 10007  
Kazimir Vilenchik, Acting Commissioner

## Letter of Completion

BUILD 138  
280 BROADWAY  
NEW YORK, NY 10007

Re: 750 LYDIG AVENUE, BRONX  
Job #: X00434699-I1  
Block: 4291 Lot: 24

Dear BUILD 138:

The work related to the above application is completed and was signed off in DOB NOW: Build on 2/28/2023.

Based on the nature of the work filed on this job, filing a new certificate of occupancy is not required.

March 6, 2023

# March 2023 – Mechanical Scope of Work

- Mechanical Scope of Work Updates:
  - “Certification Number for Listing” field changed to “Serial Number”
  - “Model Name” field changed to “Model Name and Number.” Field added to the Certificate of Compliance
  - Associated job filing number added to Certificate of Compliance for each line of equipment

|   |                       |          |            |                   |          |                       |                 |
|---|-----------------------|----------|------------|-------------------|----------|-----------------------|-----------------|
| <b>NYC</b> <sup>TM</sup> Buildings            |                       |          |            |                   |          |                       |                 |
| <b>CERTIFICATE OF COMPLIANCE</b>              |                       |          |            |                   |          |                       |                 |
| Address: 1264 FOREST HILL ROAD, STATEN ISLAND |                       |          |            |                   |          | Issued On: 02/23/2023 |                 |
| BIN:5837779                                   | Item                  | Location | Efficiency | Manufacturer Name | Capacity | Job Filing Number     | Number of Items |
| Air Conditioning Systems                      | q                     | 1        | 1 COP      | 1                 | 1 BTU    | S00434258-S1          | 6               |
|   | Item Description      |          | heater     |                   |          |                       |                 |
|   | Model Name and Number |          | 14         |                   |          |                       |                 |
|   | Serial Number         |          | 12         |                   |          |                       |                 |

March 6, 2023

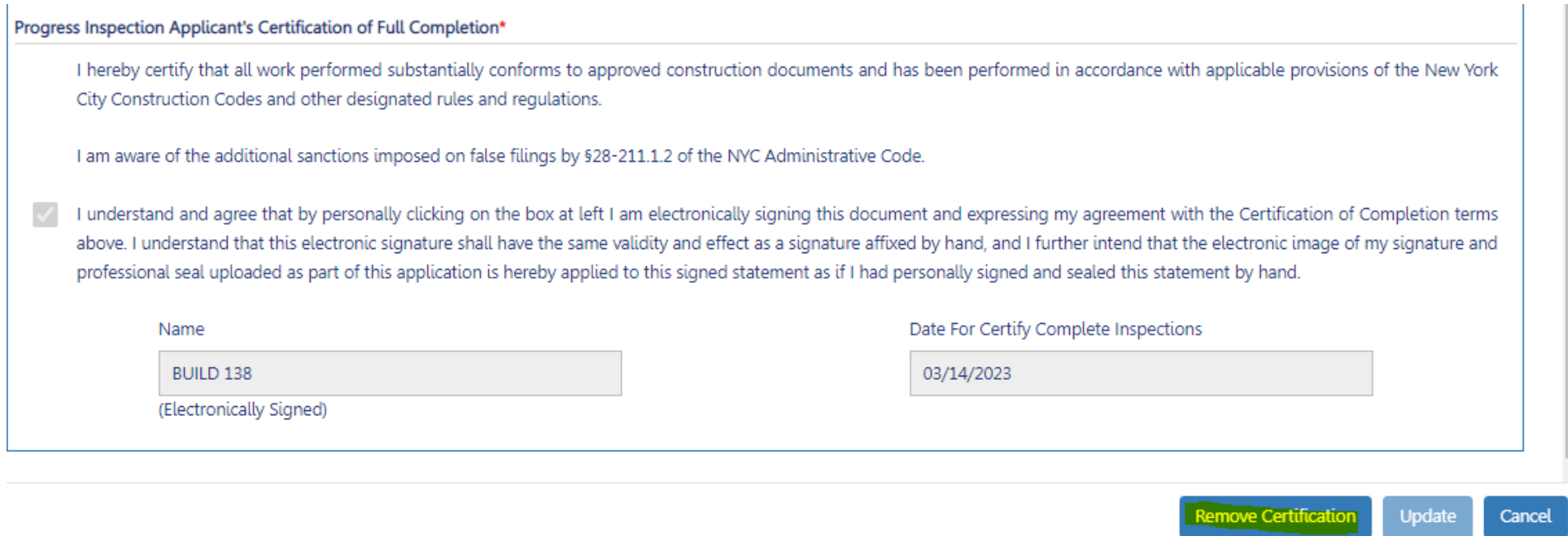
# March 2023 – Dashboard

- PAA's moved to the Completed tab on the job filings dashboard

| Filter My Jobs ▾ |                  |           |         |               |                |               |               |                 |                         | In Progress |  | Completed | Refresh |
|------------------|------------------|-----------|---------|---------------|----------------|---------------|---------------|-----------------|-------------------------|-------------|--|-----------|---------|
| View...          | Filing Action    | Job#      | Filing# | Job Type      | Filing Type    | Filing Status | Modified Date | WorkType(s) ... | Address                 |             |  |           |         |
|                  | Select Action: ▾ | Q00402277 | I1      | Alteration CO | New Job Filing | CO Issued     | 04/02/2021    | GC/ST           | 66-20 BEACH CHANNEL...  |             |  |           |         |
|                  | Select Action: ▾ | Q00402219 | I1      | Alteration CO | New Job Filing | CO Issued     | 04/02/2021    | GC/ST           | 133-06 160 STREET       |             |  |           |         |
|                  | Select Action: ▾ | Q00402277 | P1      | Alteration CO | PAA            | Approved      | 04/01/2021    | GC/ST           | 66-20 BEACH CHANNEL...  |             |  |           |         |
|                  | Select Action: ▾ | Q00402219 | P2      | Alteration CO | PAA            | Approved      | 03/26/2021    | GC/ST           | 133-06 160 STREET       |             |  |           |         |
|                  | Select Action: ▾ | Q00401053 | P1      | Alteration CO | PAA            | Approved      | 03/03/2021    | GC/ST           | 86-05 130 STREET        |             |  |           |         |
|                  | Select Action: ▾ | Q00401053 | I1      | Alteration CO | New Job Filing | CO Issued     | 03/03/2021    | GC/ST           | 86-05 130 STREET        |             |  |           |         |
|                  | Select Action: ▾ | Q00388254 | I1      | Alteration    | New Job Filing | LOC Issued    | 12/22/2020    | ST              | 192-01 LINDEN BOULEV... |             |  |           |         |
|                  | Select Action: ▾ | Q00388325 | P2      | Alteration    | PAA            | Approved      | 12/18/2020    | ST              | 159-36 84 STREET        |             |  |           |         |

# March 2023 – Technical Reports

- Progress Inspector can remove certification from the Technical Report Final by logging in, editing the Technical Report and selecting the “Remove Certification” option. This option changes the permit status from Signed Off to Permit Issued and allows a PAA to be created.



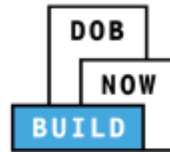
The screenshot shows a web form titled "Progress Inspection Applicant's Certification of Full Completion\*". The form contains the following elements:

- A paragraph: "I hereby certify that all work performed substantially conforms to approved construction documents and has been performed in accordance with applicable provisions of the New York City Construction Codes and other designated rules and regulations."
- A paragraph: "I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the NYC Administrative Code."
- A checked checkbox followed by the text: "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 Certification of Completion 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."
- Two input fields:
  - Label: "Name", Value: "BUILD 138", and a sub-label "(Electronically Signed)" below the field.
  - Label: "Date For Certify Complete Inspections", Value: "03/14/2023".
- At the bottom right, three buttons: "Remove Certification" (highlighted in green), "Update", and "Cancel".

- Wood-Seismic Resistance** Technical Report updated as optional for GC filings (was incorrectly populating on some GC filings) [https://www.nyc.gov/assets/buildings/pdf/dob\\_now\\_technical\\_reports.pdf](https://www.nyc.gov/assets/buildings/pdf/dob_now_technical_reports.pdf)

# March 2023 – Supersede and Withdrawal Requests

- New Withdrawal and Supersede functionality
  - Withdrawal Site Safety Personnel, Progress/Special Inspector, Progress/Special Inspection, Demolition Subcontractor, Concrete Subcontractor, Concrete Safety Manager
  - Supersede Progress/Special Inspector



## Withdrawal and Supersede Guide

Updated March 6, 2023

Use the list below to determine how to withdraw or supersede a stakeholder or withdraw a  
DOB NOW: *Build* application.

[https://www.nyc.gov/assets/buildings/pdf/dob\\_now\\_supersede\\_withdrawal\\_sn.pdf](https://www.nyc.gov/assets/buildings/pdf/dob_now_supersede_withdrawal_sn.pdf)



# March 2023 – Local Law 97 Questions on PW1

- Local Law 97 questions added to PW1 for Alt-CO and Alt applications with work types GC, MS, PL and BE and building type Other (1,2,3 family buildings are exempt). Gross floor area is defined in 1 RCNY 103-14 section (a).

Additional Information\*

Estimated Job Cost \$\*

\$100.00

Total Construction Floor Area (Square Feet)\*

Does this application include a new roof or the replacing of an entire existing roof deck or roof assembly?\*

☐ Yes ☒ No

This building's gross floor area (1 RCNY 103-14) is over 25,000 sq. ft. and the alteration work in this application is intended to reduce carbon emissions in accordance with Local Law 97 of 2019.\*

☒ Yes ☐ No

How much of the Estimated Job Cost (\$) directly supports LL97 compliance?\*

# March 2023 – Documents

- The number of allowed Additional Supporting Documents increased to 50.

Documents

Additional Supporting Documents



+ Add New Document

| Document Name | Document Status | Prior To | Upload | Delete |
|---------------|-----------------|----------|--------|--------|
|               |                 |          |        |        |

- CPC Special Permit** added as a Required Document for the construction of a new hotel or substantial alteration of an existing hotel (based on the selection made in the Schedule of Occupancy, Description of Use, Occupancy Group R-1)  
[https://www.nyc.gov/assets/buildings/pdf/dob\\_now\\_build\\_waiver\\_and\\_deferral\\_doc\\_request\\_list.pdf](https://www.nyc.gov/assets/buildings/pdf/dob_now_build_waiver_and_deferral_doc_request_list.pdf)
- Smoke/Carbon Monoxide Alarms Affidavit** added as an Additional Supporting Document (upload separately instead of with the CO Worksheet)  
[Affidavit of Installation & Testing for Smoke and Carbon Monoxide Alarms](#)


# March 2023 – Permit Classification

- Permit classification updated to No Work on legalization job filings

[Print To PDF](#)

**Work Permit Department Of Buildings**

|  |                                 |
|--|---------------------------------|
| Permit Number: M00429210-S1-BE                           | Issued: 01/26/2023              |
| Permit Classification: NO WORK                           | Expires: 01/26/2024             |
| Address: MANHATTAN 22 PARK PLACE                         | Issued To: MRC TEST             |
| Work on Floor(s): ATTIC-SO-7038-M00429210-I1             | Business: A&B CONSERVATION CORP |
| Total number of dwelling units at location: 2            | License No: P-000330            |
| Number of dwelling units occupied during construction: 0 |                                 |
| Description: TEST  |                                 |



For detailed information regarding this permit, please log on to DOB NOW at [www.nyc.gov/buildings](http://www.nyc.gov/buildings).  
Call 311 with any questions or complaints.

# March 2023 – Landmark Fees

- DOB NOW was corrected so that landmark fees are required on all applicable applications including AN, BE, CC, PL, and ST work types. If it is determined that the application is for interior work, then submit a waiver for the Landmark Approval letter. If the waiver is approved then a refund can be requested for the landmark fee. The Fiscal unit has been informed of this process.

# March 2023 – Estimated Job Cost and Technical Reports

- **Estimated Job Cost** field removed from New Building filings

Technical Report updates:

- **Exterior Insulation and Finish System** was removed from the system in error when 2022 TRs were added to the system. EIFS is being restored as an optional TR.
- **Construction Operations Influencing Adjacent Structures** TR will change from conditional (if yes was selected for Structural stability affected by proposed work) to optional. This is a short-term solution. In a future release, a new question will be added to the PW1 to indicate if work has the potential to affect the structural stability of an adjacent structure.

# February 2023 – Energy Submissions

## Foundation Filings No Longer Require Energy Submissions

- Effective January 26, 2023, Foundation (FO) filings in DOB NOW: *Build* no longer require an Energy Submission. Any prior Energy Submissions in any status have been removed from all Foundation filings.




[Foundation Filings No Longer Require Energy Submissions](#)


February 1, 2023

# November 2022 – Public Portal Redesign


## New DOB NOW front page (also mobile-friendly)




DOB NOW  
NYC Department of Buildings self-service online for permits, appointments and applications




About DOB NOW



FAQS | RESOURCES




FAQS | RESOURCES



FAQS | RESOURCES


B I S  
OPTIONS




Contact DOB  
Help Form

Search the Public Portal


FAQS | USER MANUAL




Address




Borough, Block, Lot




BIN




Job Number



Device




Licensee




Violation


Additional Tools



Building Energy Efficiency Rating  
Label



Building on My Block/  
Zoning Challenge



Elevator License Exam Payment

Login to DOB NOW to submit Jobs, Filings & Applications

Enter your eFiling or DOB NOW:  
Licensing account information

Email

Passwords

Login

To use DOB NOW: Build or Safety, register for an eFiling account [here](#). To reset your eFiling password, click [here](#).

Welder, Journeyman and Gas Work Qualification Applicants only – click [here](#) to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, click [here](#).

[Need more help? Contact us.](#)

November 7, 2022

# November 2022 – Zoning Challenges

## New Zoning Challenge tool for DOB NOW jobs

- Search for DOB NOW job filings eligible for zoning challenges in the new Building on My Block / Zoning Challenge. Select **+Challenge** within the 45-day challenge period after DOB approval of the ZD1 Zoning Diagram. Challenge appeals can also be submitted through the same portal during the 15-day appeal period after a challenge has been denied.
- There are no changes to the current zoning challenge and appeal process for BIS job filings. Use the BIS Building on My Block portal and submit the [Zoning Challenge and Appeal form](#) to [publicchallenge@buildings.nyc.gov](mailto:publicchallenge@buildings.nyc.gov)

The screenshot shows the 'Building on My Block / Zoning Challenge' portal. At the top, there are three buttons: 'Building Energy Efficiency Rating Label', 'Building on My Block / Zoning Challenge' (highlighted with a red arrow), and 'Elevator License Exam Payment'. Below these is the portal's title and a brief description: 'Use this portal to search for new buildings and alterations with enlargement applications filed in DOB NOW and to submit zoning challenges and appeals for DOB NOW jobs. To search for BIS jobs, use the BIS Building On My Block portal. See the Public Challenges of Zoning Approvals page for more information.'

The search section includes a 'Search by\*' dropdown with options: Address (selected), BIN, Community Board, and Job Number. To the right are input fields for 'House Number\*' (placeholder: 'Enter House Number'), 'Street Name\*' (placeholder: 'Enter Street Name'), and a 'Borough\*' dropdown menu (placeholder: 'Select Borough').

Below the search fields is a section titled 'Additional Search Criteria (optional)'. It contains two rows of buttons. The first row is 'Select what kind of jobs you are looking for' (Multiple can be selected) with buttons: 'Open to Challenge', 'Pending Challenge Decision', and 'Challenge Accepted'. The second row has buttons: 'Challenge Denied/Open to Appeal', 'Pending Appeal Decision', and 'Appeal Denied'. Below these is a 'Select job filing type' (Multiple can be selected) section with buttons: 'Alterations', 'New Buildings', 'Alteration CO', and 'ALTCO - New Building with Existing Elements to Remain'. A 'Search' button is at the bottom right.



# November 2022 – TCO Inspection Update

## Temporary Construction Equipment No Longer Requires a Final Inspection

- A Technical Report (TR1) - Final is no longer be required for Sidewalk Shed (SH), Construction Fence (FN), Supported Scaffold (SF) and Protection and Mechanical Methods (PMM) work types in DOB NOW: *Build*. (See Local Law 146 of 2021.)
- A TR Final no longer appears on new job filings and the TR Final has been removed from existing filings that are not in Letter of Completion status.
- Any stakeholder on the filing can submit the removal notification. Upon submission of the removal notification, the permit status will be updated to Signed Off and the job status will be updated to LOC Issued.



The screenshot displays the DOB NOW web application interface. At the top, the header includes the DOB NOW logo and the text "Submit Filings, Payments, and Requests to the NYC Department of Buildings". Below the header is a navigation bar with buttons for "Pre-Development Consultation for MPP/Project", "Job Filing", "Permits", "Requests", "Notifications", "BIS Schedule of Occupancy", "Certificate of Occupancy Request", and "Landmark Fee Payme". The "Job Filings" section is active, showing a "Filter My Jobs" dropdown and a table of job filings. A dropdown menu is open over the "Job Type" column, listing options: "Boiler Removal", "Earthwork", "Emergency Work", "Sidewalk Shed Removal", and "Tenant Protection Plan 72 Hour". The table has columns for "View...", "Filing Action", "Job#", "Filing#", "Job Type", "Filing", "Modified Date", "WorkType(s) ...", and "Address". A row is visible with Job# M08027601, Filing# I1, Job Type Alteration, Filing New Job Filing, Modified Date 10/26/2022, WorkType(s) GC, and Address 1 BOGUS LANE.

| View... | Filing Action    | Job#      | Filing# | Job Type   | Filing         | Modified Date | WorkType(s) ... | Address      |
|---------|------------------|-----------|---------|------------|----------------|---------------|-----------------|--------------|
|         | Select Action: ▾ | M08027601 | I1      | Alteration | New Job Filing | 10/26/2022    | GC              | 1 BOGUS LANE |

[Temporary Construction Equipment No Longer Requires a Final Inspection](#)

# November 2022 – System Enhancements (1)

- Owner added as an optional stakeholder on Certificate of Occupancy requests
- Certificate of Occupancy and Schedule of Occupancy requests can be searched in the Industry Portal
- System message will appear when a property has a DHCR flag when completing the Owner's Attestation
- Rejection reasons will be visible for waiver/deferral document requests and included in the email notification
- User-friendly interface for selecting Work on Floors for Alt-CO and NB filings
- Print all objections on a filing either as a PDF or export to an Excel file.

# November 2022 – System Enhancements (2)

- Option to remove legalization fees for work to legalize a WWP for a Request for Corrective Action (RCA)/Homeowner Relief Program
- On the Zoning tab a field was added for Proposed and Existing Dwelling Units (Lot), which will be used to calculate the Proposed Density Calculation. The Dwelling Units (Building) number will populate on the CO.
- Under Additional Considerations, Limitations or Restrictions section on the PW1, “gross” was added to two floor area questions.

Work on exterior of building\*

☐ Yes ☐ No

Are you altering 10% or more of the existing floor surface area?\*

☐ Yes ☐ No

Are you removing one or more floors?\*

☐ Yes ☐ No

Are you demolishing more than 50% of the gross floor area of the building? \*

☐ Yes ☐ No

- -

Are you altering more than 50% of the gross floor area of the building?\*

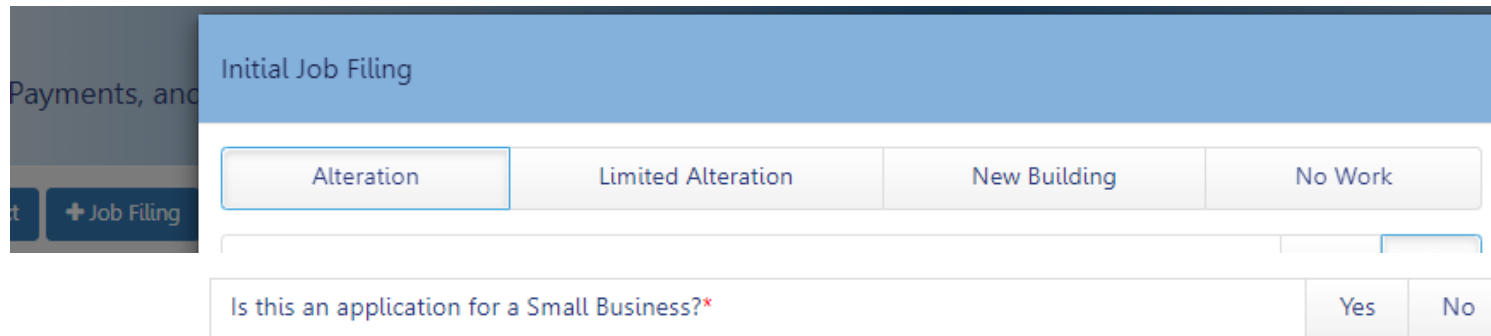
☐ Yes ☐ No

Are you performing a vertical or horizontal enlargement adding more than 25% of the area of the building?\*

☐ Yes ☐ No

# September 2022 – Small Business Support Team

- A new Small Business Support form specific to inquiries from the small business community is accessible from the Department's website at [www.nyc.gov/buildings](http://www.nyc.gov/buildings). A new Small Business Support Team will provide one-on-one guidance on planned or ongoing construction projects.
- A new question was added to DOB NOW: *Build*:



Initial Job Filing

Alteration Limited Alteration New Building No Work

Is this an application for a Small Business?\*

Yes No

Answering Yes adds a Small Business tab to the PW1 filing to enter contact information for the owner. As a stakeholder on the filing, the business owner will receive email notifications from the system and DOB can help get small businesses up and running faster.

[Dedicated Small Business Support Portal](#)

# September 2022 – Major Projects Development Program

MPP is a new voluntary program created by the Department to facilitate large and complex development projects. The program includes:

- Dedicated project coordination and guidance services for large and complex development projects from before filing to final signoff and Certificate of Occupancy (CO)
- Pre-development consultations to provide validation on project scope, compliance, schedule, and enforcement resolution
- Single point of contact and internal coordination between DOB units provided by a project advocate
- \$50,000 enrollment fee (\$25,000 for Affordable Housing projects) upon MPP acceptance by the Department

The Department expects to expand the kinds of projects eligible for MPP, but initially projects will be **limited to**:

- New Buildings at least 20 stories or 500,000 construction square feet
- Enlargements of at least an additional 20 stories or an additional 100,000 square feet

To apply to participate in MPP, use the new **Pre-Development Consultation for MPP** function in DOB NOW to establish a project and schedule a consultation appointment with a Development HUB project advocate.

[Major Projects Program](#)

# August 2022 – System Enhancements (1)

- On the PW1 under Additional Considerations, changes were made to the fields that appear when it is a **Filing to Address Violations**
  - Only one box is now required
  - The first box specifies it is for DOB Violations (instead of just Violations) and does not validate

Filing to Address Violations

Enter DOB Violation Number(s):\*

Separate each by a semi-colon ";"

☒ Yes ☐ No

Enter OATH/ECB Summons Number(s):\*


(e.g. 3xxxxxxxxX)

Separate each by a semi-colon ";"

- An alert will appear when an initial filing is first saved recommending creation of a **subsequent filing** if there are other filings on the BIN that are not yet signed off.
- Inspections can be requested on expired DOB NOW permits in DOB NOW: *Inspections*.

# August 2022 – System Enhancements (2)

- Instead of two TR4 documents: TR4 Plot Diagram and TR4 Test Report, there is now one document called **TR4 Test Report and Plot Diagram**.
- The **Additional Construction Floor Area** field will no longer populate for Foundation (FO) filings.

**Additional Information\*** 

|                            |  |  |
|----------------------------|--|--|
| Estimated Job Cost \$*     | Total Construction Floor Area (Square Feet)* | <del>Additional Construction Floor Area (Sq. Ft.)*</del> |
| <input type="text"/>       | <input type="text"/>                         | <input type="text"/>                                     |
| Foundation Square Footage* |  |  |
| <input type="text"/>       |  |  |

**In Conjunction New Building BIS Job Numbers:**  
Is this job related to any New Building filed in BIS?\*

☐ Yes ☒ No

**Related DOB NOW/BIS Job Numbers:**  
Is this job related to any other jobs filed in BIS/DOB NOW?\*

☐ Yes ☒ No

# August 2022 – System Enhancements (3)

- If an owner eFiling account does not have a **Business Name**, the Business Name field will not show when the email address is added to the **Owner** section in DOB NOW. This is instead of showing PR as the placeholder for the Business Name.
- **OTCR Conditional Acceptance Letter** and **OTCR Final Acceptance Letter** have been added as Additional Supporting Documents
- There are now four **Additional Supporting Documents Prior to Permit** to select instead of just one.
- A NYCECC Energy Compliance question has been reworded: **Does this work alter the Mechanical or Service Hot Water system or associated ducts and plumbing?**
- For **Temporary Place of Assembly** filings, an event time can be entered that crosses midnight.
- For **Sidewalk Shed removal requests** in DOB NOW, a BIS job number can be entered for the sidewalk shed job.



# August 2022 – System Enhancements (4)

- **Job Description** has been added as a separate field in the Public Portal for all job filings. For LAA filings, this field will be populated by the Proposed Work Summary and for Place of Assembly filing, this field will be populated by the Comments under General Information.
- On the **Public Portal** under BUILD: Job Filings, the separate tabs for Alterations, Alteration CO, NB etc. have been removed. There is now just **one tab for Job Filings** that can be filtered by Job Type.

# July 2022 – Site Safety Updates

**Beginning July 15, 2022, site safety plans can be submitted before the job is approved and are no longer required for subsequent filings in DOB NOW.**

- A banner will appear on the filing and an email will be sent to the stakeholders on the job indicating that the site safety criteria has been approved and that the site safety plans can be submitted.
- A separate site safety plan request is no longer required for subsequent filings

**The Department of Buildings will not issue a permit if the Construction Superintendent designated on the permit application is already designated on five or more active permits.**

- Construction superintendents who are designated on more than five active jobs:
  - CS can request to be withdrawn from the job (submit a withdrawal letter to the help form)
  - Permit applicant can renew the permit with change to issue the permit with a different CS
  - A request can be submitted to release the site safety requirements from the job, which will also release the construction superintendent.

**Requests to release site safety and remove sidewalk sheds are required to be submitted in DOB NOW.**

[Site Safety Plan Updates](#)

# July 2022 – Sidewalk Shed Removal

The screenshot shows the DOB NOW interface with the 'Requests' dropdown menu open. The menu options are: Energy, Letter of Completion, PA Certificate of Operation, Site Safety, Temporary BIN, and Tenant Protection Plan. Below the menu is a table with columns: Job#, Filing#, Site Safety, Filing Type, Filing Status, Modified Date, WorkType(s)...

| Job#      | Filing# | Site Safety   | Filing Type    | Filing Status | Modified Date | WorkType(s)...     |
|-----------|---------|---------------|----------------|---------------|---------------|--------------------|
| S00412742 | I1      | Job Filing    | Permit Entire  | 06/27/2022    | GC/MS/ST/F... | 3135 V             |
| Q00412641 | I1      | Alteration CO | New Job Filing | Permit Entire | 06/27/2022    | GC/MS/ST/EA 110-20 |

The screenshot shows the 'New Site Safety Request' form. The 'Site Safety Request Type' section has three radio buttons: Site Safety Plans, Site Safety Waiver, and Site Safety Release and Sidewalk Shed Removal (selected). Below this is a 'Request Type\*' dropdown menu with the following options: Select Type, Sidewalk Shed Removal, Site Safety Release, and Site Safety Release and Sidewalk Shed Removal.

After the **Sidewalk Shed Removal** request is submitted in DOB NOW, the Construction Safety Compliance Unit will schedule an inspection and once the inspection is in Pass/Final status, the Sidewalk Shed Removal request will be approved in DOB NOW: *Build* and the sidewalk shed can be removed from the site.

# July 2022 – Site Safety Release Update

For Site Safety Release, options are provided to release a Construction Superintendent, Site Safety Coordinator or Site Safety Manager from a substantially completed job. To **release a Construction Superintendent**, an authorization letter and photographs are required to be uploaded in the Documents section. The authorization letter can be signed by one of the following:

- Applicant of Record of the specific job filing
- Progress Inspector identified on the Technical Report-Final associated to the job
- Permit Holder if the licensee is a Registered General Contractor including 1/2/3 family homes
- Construction Superintendent associated to the specific permit

Submit the Site Safety Release request in DOB NOW and once it is approved by the Construction Safety Compliance Unit, the site safety requirement will be removed from the job and the job Construction Superintendent will no longer be designated on the job.

To **release a Site Safety Coordinator or Site Safety Manager**, submit the Site Safety Release request in DOB NOW. The Construction Safety Compliance Unit will schedule an inspection and once the inspection is in Pass/Final status, the site safety requirement will be removed from the job and the request will be approved in DOB NOW. If the permit is renewed, a Site Safety Coordinator or Site Safety Manager will not be required.

[Site Safety Plan Updates](#)

# June 2022 – Incomplete Status

## Incomplete Reasons

- Incomplete comments are now on the Objections/Appointments tab and not in Trace History. The incomplete comments are also provided in the email notification.

The screenshot displays a web application interface for managing permit applications. At the top, there are two buttons: 'Save' and 'Resubmit'. Below these, the application ID 'M00773952-I1' is shown. A sidebar on the left contains a list of navigation tabs: 'Plans/Work (PW1)', 'Zoning Information', 'Scope of Work' (with a dropdown arrow), 'Structural', 'Cost Affidavit (PW3)', 'Technical Report' (with a dropdown arrow), 'Technical Report (TR1/4/5/5H)', 'Documents', 'Incomplete/Objections/Appointments' (which is highlighted in dark blue), and 'Statements & Signatures'. The main content area has a light blue header labeled 'Incomplete'. Below this, there is a section titled 'Incomplete Reason\*' with a text input field containing the comment: 'provide floor plans showing location of proposed flue'.

# June 2022 – Record Requests

**Beginning Friday, June 17, 2022, DOB NOW: BIS Options was updated to allow a maximum of 15 record requests per eFiling account.**

**Also, an additional contact field was added to record requests so another person can be designated to pick up the records.**











- The additional contact must also have an active eFiling account.
- An eFiling account can only be associated with one person's name and is required to include the complete first and last name of that one individual.

[Record Requests Update](#)

# June 2022 – Required Documents Changes

## Prior to Filing classification for Required Documents

- Existing *Prior to Approval* classification was modified to allow filings to be submitted for standard plan review without these documents. Documents that must always be included in the filing at time of initial review have a new classification of *Prior to Filing*.

| Required Documents  |                 |          |   |  |
|---|-----------------|----------|---|--|
| Document Name   | Document Status | Prior To | Upload  | Action   |
| DEP Stormwater Construction Permit                                | Required        | Approval |  | Select Action: ▾                                   |
| DEP Stormwater Maintenance Permit/Notice of Termination           | Required        | LOC/CoFO |  | Select Action: ▾                                   |
| DEP: Sewer Certification (Sanitary/Storm)                         | Required        | Approval |  | Select Action: ▾                                   |
| DPL-1: Design Professional Seal & Signature                       | Required        | Filing   |  | Select Action: ▾                                   |
| Fee Exempt Supporting Document - DOF Property Tax Assessment Roll | Required        | Filing   |  | View Request<br>Request Waiver<br>Request Deferral |
| Local Law 92/94 of 2019 Sustainable Roof Zone ALT                 | Required        | Approval |  | Select Action: ▾                                   |
| Plans/Sketch  | Required        | Filing   |  | Select Action: ▾                                   |
| Plot Diagram  | Required        | Approval |  | Select Action: ▾                                   |
| Restrictive Declaration/Easement 1                                | Required        | Approval |  | Select Action: ▾                                   |
| ZD1: DOB Zoning Diagram   | Required        | Approval |  | Select Action: ▾                                   |

- For Professionally Certified filings, *Prior to Filing* and *Prior to Approval* documents must be uploaded or waiver/deferral requested prior to filing.
- [Document Submission Enhancements in DOB NOW](#)
- [https://www1.nyc.gov/assets/buildings/pdf/dob\\_now\\_build\\_waiver\\_and\\_deferral\\_doc\\_request\\_list.pdf](https://www1.nyc.gov/assets/buildings/pdf/dob_now_build_waiver_and_deferral_doc_request_list.pdf)

# June 2022 – Additional Supporting Documents

## Additional Supporting Documents

- Users can enter a name for “Other” documents in the Additional Supporting Documents section.

Document Uploader

Select Document

My Document Name

File Name:

Choose File

Buildings After Hours.jpg

Upload

Document has been uploaded.

| Document Name                          | Prior To Stage  |
|--|-----------------|
| Luminous Egress Path Markings Report   | LOC/CoFO        |
| New York DEC Notice of Termination     | LOC/CoFO        |
| Obtain ECC Approval: file PAA          | Permit Issuance |
| Other 10 Documents - Prior to Approval | Approval        |
| Other 2 Documents - Prior to Approval  | Approval        |

6 / 10

5

Items Per Page

26 - 30 of 47 items

OK

Additional Supporting Documents

+ Add New Document

| Document Name                        | Document Status | Prior To | Upload | Delete |
|--------------------------------------|-----------------|----------|--------|--------|
| Other 1 Documents - My Document Name | Pending         | Approval |        |        |



# June 2022 – Required Documents

## **Plot Diagram and Site Survey: Initial**

- Plot Diagram and Site Survey: Initial were added as a Required Documents prior to filing/approval for NB, Alt-COs and Alts with enlargement, GC filings

# May 2022 – Elevator Sign Off for Occupancy Requests

Beginning Monday, May 23, 2022, requests for Elevator Sign Off for DOB NOW jobs are required to be submitted in DOB NOW: Build as part of the Certificate of Occupancy request.

Job Filings

Filter My Jobs ▾

| View... | Filing Action                 | Job#      | Filing# | Job Type ▴         | Filing Type       |
|---------|-------------------------------|-----------|---------|--------------------|-------------------|
|         | Select Action: ▾              | S00406678 | I1      | ALT-CO - New Build | New Job Filing    |
|         | Select Action: ▾              |           | I1      | ALT-CO - New Build | New Job Filing    |
|         | Create Work Permit            |           | S1      | ALT-CO - New Build | Subsequent Filing |
|         | L2 (Civil Penalty Review)     |           | P1      | ALT-CO - New Build | PAA               |
|         | PAA (Post Approval Amendment) |           | I1      | ALT-CO - New Build | New Job Filing    |
|         | Request Elevator Sign Off     |           | I1      | ALT-CO - New Build | New Job Filing    |
|         | Subsequent Filing             |           | I1      | ALT-CO - New Build | New Job Filing    |
|         | Supersede                     |           | I1      | ALT-CO - New Build | New Job Filing    |
|         | View Work Permits             |           | S1      | ALT-CO - New Build | Subsequent Filing |
|         | Withdrawal                    |           | S1      | ALT-CO - New Build | Subsequent Filing |
|         | Select Action: ▾              | B00390858 | P1      | ALT-CO - New Build | PAA               |
|         | Select Action: ▾              | S00406642 | S4      | ALT-CO - New Build | Subsequent Filing |

X00403146-I1

Elevator Occupancy Sign Off

Plans/Work (PW1)

Zoning Information

Scope of Work: ▾

Schedule of Occupancy

Cost Affidavit (PW3)

Technical Report

Technical Report (TR1/4/5/SH)

Technical Report (TR8) - Energy Code

As Built Energy Analysis (ENG2)

Documents

Work Permit (PW2)

Elevator Occupancy Sign Off

| Action | Request Number | Request Type | Request Status | Requester |
|--------|----------------|--------------|----------------|-----------|
|--------|----------------|--------------|----------------|-----------|

Total Items: 0

- If there are multiple elevator job numbers, a separate request is required for each job number. Requests for Elevator Sign Off are required even if the building does not include an elevator. Submit the Elevator Sign Off request before the Certificate of Occupancy request is submitted.
- The status of the Elevator Sign Off request will be visible on the Building Schedule of Occupancy in the DOB NOW Public Portal.
- Continue to submit Elevator Sign Off requests for BIS jobs at [nyc.gov/dobhelp](https://nyc.gov/dobhelp).
  - [Elevator Sign Off for Occupancy Requests](#)

# May 2022 – System Enhancements (1)

## Requests to waive or defer a required document

- Any stakeholder can now select the option to request a waiver or deferral, not just the applicant. The request is not submitted until the filing/permit is submitted by the applicant.
- Waiver/deferral requests can be made at any time, not just at the stage indicated on the required document. e.g. a waiver for a document that is required prior to permit can now be requested when the job is in pre-filing status.

## Standpipe Alarm Drawings document

- Standpipe Alarm Drawings is no longer populating as a required document for 1, 2 or 3-family properties. It is a required document for NB and AltCO jobs where the existing building height is <75 ft and the proposed building height is >75 feet.

## Perimeter Wall Height



- Under Zoning Information, Height & Setback section, the Perimeter Wall Height field now accepts values up to 999.99, increased from 99.99

The screenshot shows a web application interface for a permit application. On the left is a sidebar with a list of sections: 'M00740329-I1', 'Plans/Work (PW1)', 'Zoning Information' (which is highlighted), 'Scope of Work', 'Schedule of Occupancy', 'Cost Affidavit (PW3)', and 'Technical Report'. The main content area is titled 'Yard Details\*' and contains a section for 'Height & Setback\*'. Within this section, the 'Perimeter Wall Height\*' field is highlighted in yellow and has a value of '999.99' entered. To the right of the input field is a 'Feet' unit selector. Below this, there are two more fields: 'Initial Setback Distance\*' with a 'Select Type:' dropdown, and 'Zoning: Total Building Height\*' with a 'Select Type:' dropdown.

# May 2022 – System Enhancements (2)

## Work Permit data fields added in the Public Portal

- Applicant/Contractor and Permit Expiration Date were added as fields when viewing permits in the Public Portal

| Work Permit (PW2)  |                    |                      |                      |                    |                        |   |
|--------------------|--------------------|----------------------|----------------------|--------------------|------------------------|---|
| Work Permit Number | Work Permit Status | Permit Type          | Applicant/Contractor | Permit Issued Date | Permit Expiration Date | Print Work Permit   |
| M00567165-I1-GC    | Permit Issued      | General Construction | LUCIAN PAONE         | 11/12/2021         | 12/03/2021             |  |
| M00567165-I1-GC    | Permit Issued      | General Construction | LUCIAN PAONE         | 03/14/2022         | 12/02/2022             |  |

## Appointments for Alt-CO with existing elements to remain

- 40-minute appointments are now available for Alt-COs with existing elements to remain job filings.

## AI1 form for PAAs

- All plan examiners have been informed that an AI1 form does not need to be uploaded with the plans when doing a PAA. Use the Comments field (Section 24) in the PAA filing to provide a description of the changes.

# May 2022 – In-Person Plan Exam Appointments

## **In-Person Appointments for Standard Plan Examination Job Filings**

If the appointment will be conducted in-person, all appointment attendees should arrive at the office 10 minutes before the appointment to check-in with the Appointments (PENS) Coordinator. A face mask is required to be worn at all times while in the building. Paper copies of plans/documents are not needed at the meeting.

The Appointments and DOB NOW: Build systems were updated to show the office location of the plan examiner and an option to select an in-person appointment is now available in both systems.

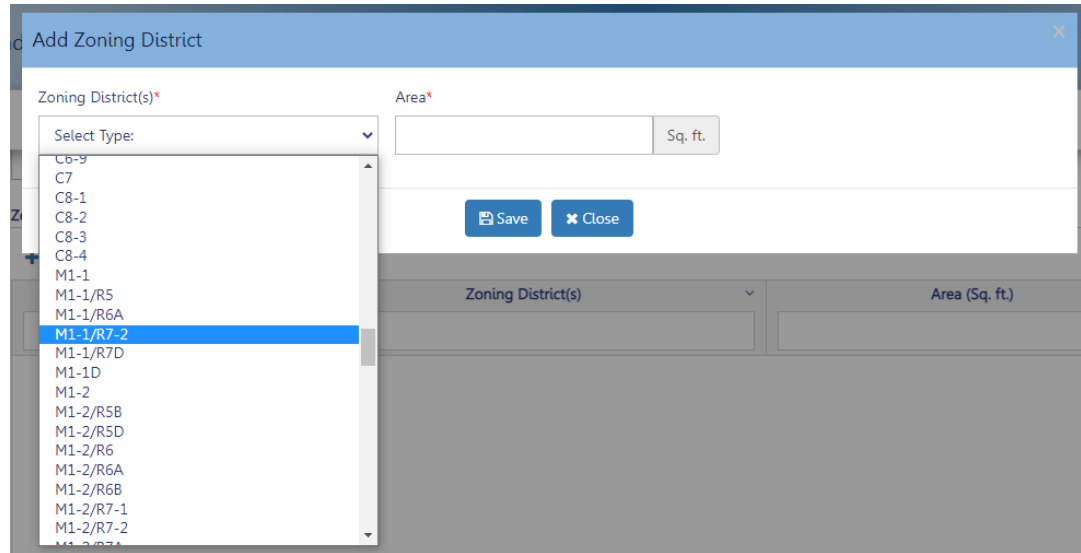
Customers may still choose to attend meetings online using the GoTo Meeting links provided in the appointment confirmation. BIS appointments that were scheduled prior to April 20, 2022 will continue to be conducted by phone (with the option to attend in person).

[In-Person Appointments for Standard Plan Examination Job Filings](#)

# May 2022 – Zoning and Special Districts

## Zoning Districts –

Paired Districts added to drop down:

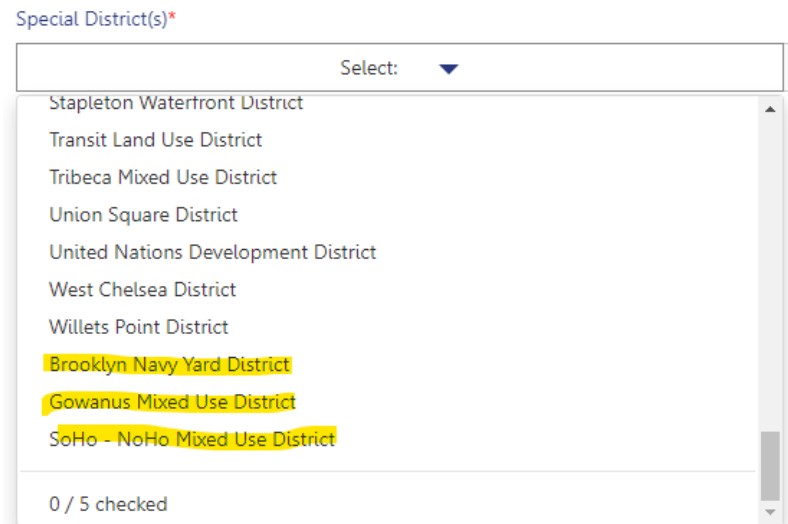


The screenshot shows a web form titled "Add Zoning District". It has a dropdown menu labeled "Zoning District(s)\*" with a "Select Type:" label. The dropdown is open, showing a list of zoning districts. The "M1-1/R7-2" option is highlighted in blue. To the right of the dropdown is a text input field labeled "Area\*" with a "Sq. ft." label. Below the input field are "Save" and "Close" buttons. Below the form, there is a table with two columns: "Zoning District(s)" and "Area (Sq. ft.)".

| Zoning District(s) | Area (Sq. ft.) |
|--------------------|----------------|
|--------------------|----------------|

## Special Districts –

Three new special districts added to drop down:



The screenshot shows a web form titled "Special District(s)\*". It has a dropdown menu labeled "Select:". The dropdown is open, showing a list of special districts. The "Brooklyn Navy Yard District", "Gowanus Mixed Use District", and "SoHo - NoHo Mixed Use District" are highlighted in yellow. At the bottom of the dropdown, it says "0 / 5 checked".

| Special District(s)                 |
|-------------------------------------|
| Stapleton Waterfront District       |
| Transit Land Use District           |
| Tribeca Mixed Use District          |
| Union Square District               |
| United Nations Development District |
| West Chelsea District               |
| Willets Point District              |
| Brooklyn Navy Yard District         |
| Gowanus Mixed Use District          |
| SoHo - NoHo Mixed Use District      |

# February 2022 – System Enhancements (1)

## Mechanical Systems - new subcategory and updates:

Mechanical Systems (check all subcategories that apply)\*

|  |  |  |
|--|--|--|
| <input type="checkbox"/> Heating Systems       | <input type="checkbox"/> Ventilation Systems                             | <input type="checkbox"/> Air Conditioning Systems    |
| <input type="checkbox"/> Refrigeration Systems | <input type="checkbox"/> Cooling Towers                                  | <input type="checkbox"/> Associated Ducts and Piping |
| <input type="checkbox"/> Generators            | <input checked="" type="checkbox"/> Heating and Air Conditioning Systems | <input type="checkbox"/> Others                      |

- Energy efficiencies now allows for a decimal point
- For Ventilation Systems and Associated Ducts and Piping, Equipment Efficiency and Efficiency Units are not required

## Local Law 158 Pro Cert restrictions – new document:

New required document - **LL158/2017 Pro Cert Supporting Documentation**. Provide the document if one of the following exceptions applies:

- (1) The work without a permit violation that resulted in the professional certification restriction was on a part of the building that is not owned by the building owner; or
- (2) One of the following L2 reasons: BFP, ECB, EWG, EWP, EXP1, EXP2, GOV, TPT, SAPW. If your request for an exception is denied, a new application must be submitted as standard plan.

# February 2022 – System Enhancements (2)

## Export data from the BIN search in the Industry Portal:

+ Job Filing + Permits + Requests + Notifications + BIS Schedule of Occupancy + Certificate of Occupancy Request + Landmark Fee Payment Search

Search

Search By Job Number Search By BIN

1048513 Search

| Filing Action    | Job#            | Filing# | Job Type   | Filing Type    | Filing Status | Modified Date | WorkType(s) | Address            | Borough   | Work on floor(s) |  |
|------------------|-----------------|---------|------------|----------------|---------------|---------------|-------------|--------------------|-----------|------------------|--|
| Select Action: ▼ | M00650766       | I1      | Alteration | New Job Filing | Permit Entire | 01/21/2022    | MS          | 229 EAST 79 STREET | MANHATTAN | Ground           |  |
| Select Action: ▼ | M00599927       | I1      | Alteration | New Job Filing | Complete      | 10/26/2021    | EL          | 229 EAST 79 STREET | MANHATTAN |                  |  |
| Select Action: ▼ | M00567679       | P2      | Alteration | PAA            | Approved      | 10/07/2021    | EL          | 229 EAST 79 STREET | MANHATTAN |                  |  |
| Select Action: ▼ | M00567679       | P1      | Alteration | PAA            | Approved      | 08/19/2021    | EL          | 229 EAST 79 STREET | MANHATTAN |                  |  |
| Select Action: ▼ | M00572619-I1... | I1      | Alteration | New Job Filing | Permitted     | 10/28/2021    | LAA         | 229 EAST 79 STREET | MANHATTAN |                  |  |
| Select Action: ▼ | M00567679       | I1      | Alteration | New Job Filing | Complete      | 10/25/2021    | EL          | 229 EAST 79 STREET | MANHATTAN |                  |  |

Clear all filters

Export all data as excel

Export visible data as excel

Columns:

✓ Filing Action

✓ Job#

✓ Filing#

## Place of Assembly (PA) Filings updates:

- Filing Representatives can initiate a Certificate of Operation request and create a PAA
- Additional Supporting Documents section has been added



# February 2022 – System Enhancements (3)

**Construction Superintendent search of associated jobs in the Public Portal (includes BIS and DOB NOW data):**

### Licensees Search

View

Associated Jobs of License





Please enter Construction Superintendent's License number below to see associated job filings.

Search By License Number

Search

## Tenant Protection Plan 72 Hour Notification:

If a notification has been submitted, a new one cannot be made until the first notification is cancelled.

| Tenant Protection Plan 72 Hour Notifications  |                      |                                |                      |
|---|----------------------|--------------------------------|----------------------|
| Action  | Tracking Number      | Notification Type              | Notification Status  |
| <input type="text"/>  | <input type="text"/> | <input type="text"/>           | <input type="text"/> |
|   | Q00543432-I1 - 8763  | Tenant Protection Plan 72 Hour | Received             |
|   | M00526922-I1 - 4714  | Tenant Protection Plan 72 Hour | Received             |

February 25, 2022

# February 2022 – System Enhancements (4)

Earthwork notification allowed for Foundation (FO) and Support of Excavation (SOE) jobs (in addition to EA jobs):

New Earthwork Notification

For DOB NOW jobs, use format M00000001-I1. For BIS jobs, use format 123456789-01.

Enter Job Filing Number

[Proceed](#) [Cancel](#)

- **Project Specific General Liability (PGL1) has been moved to the Work Permit (PW2) Required Documents section.**
- **The document is required each time a permit is renewed.**

[← Back to Filing](#) [Save](#) [Resubmit](#) • PGL1 insurance is required. Minimum amount of insurance is \$5 Million.

**Work Permit**  
M00688043-I1-  
GC-CX

General Information

Site Safety

**Documents**

Statements & Signatures

**Documents**

Required Documents

| Created On | Document Name                             | Document Status | Prior To        | Upload | Action   |
|------------|---|-----------------|-----------------|--------|----------|
| 02/25/2022 | Certificate of Insurance Document         | Accepted        | Permit Issuance |        | Select A |
| 02/25/2022 | Project Specific General Liability (PGL1) | Waiver Approved | Permit Issuance |        | Select A |

February 25, 2022

# February 2022 – BPP Addition & Technical Support Update

**Builders Pavement Plan was added as a selection in the Additional Support Documents section:**

Documents

Additional Supporting Documents

+ Add New Document

| Document Name          | Document Status | Prior To | Upload | Delete |
|------------------------|-----------------|----------|--------|--------|
| Builders Pavement Plan | Pending         | Approval |        |        |

- Submit a partial Technical Report in the Certificate of Occupancy request as a Supporting Document.
- Upload reports as separate documents if the request includes more than one partial TR.

CO-000017235

General Information

Certificate of Occupancy

**Documents**

Objections

Statements & Signatures

Documents

Supporting Documents

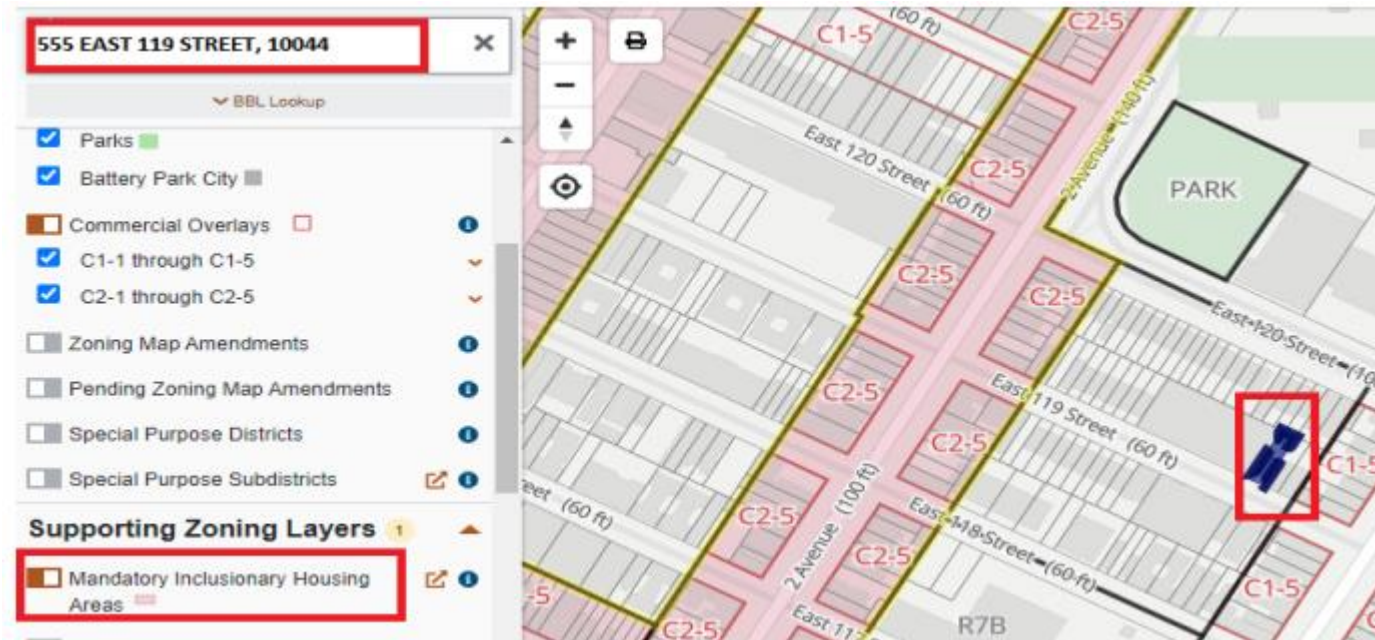
| Document Name                         | Document Status | Upload | Delete |
|---------------------------------------|-----------------|--------|--------|
| TR Partial Completion Certification 1 | Pending         |        |        |

February 25, 2022

# February 2022 – Mandatory Inclusionary Housing (MIH)

## MIH: Flagged Buildings

Applicants for a New Building or Alteration-CO on a building flagged in the BIS Property Profile as an MIH Area building, but the building is not in an MIH area, should upload a New York City Zoning and Land Use (ZoLa) map printout showing the building is located outside of the MIH area to satisfy the as the HPD: Permit Notice (prior to permit) and HPD: Completion Notice (prior to sign-off) Required Documents in DOB NOW: *Build*.



[Mandatory Inclusionary Housing \(MIH\): Flagged Buildings not in an MIH Area are not Required to Submit HPD Permit](#)

# February 2022 – Appointments for Dev Hub BIS Jobs

Beginning February 15, 2022, appointments for Development Hub BIS jobs must be scheduled via the DOB Appointments System. Development Hub plan examination appointments for BIS jobs will no longer be taken by email.



## Plan Examination Appointments

Use this system to schedule appointments for **standard plan review BIS job filings** only.  
A **maximum of three** appointments per **job number** are allowed to be in scheduled status at the same time.  
There are also limits based on **document number** :

- New Building (NB) and Alt1 jobs – two 40 minute appointments with the same job and document number.
- Alt2, Alt3 and all other jobs – one 20 minute appointment with the same job and document number.

Additional appointments are subject to cancellation by DOB staff.

For jobs filed after October 15, 2020, the plan examiner will indicate in eFiling if an appointment is required to resolve objections. If the plan examiner indicates that resubmission will be reviewed without an appointment then an appointment cannot be scheduled. In addition, Post Approval Amendment (PAA) applications submitted after October 15, 2020 will have a first review without an appointment, and an appointment cannot be scheduled. See the [September 2020 Service Notice](#) .

To schedule other kinds of appointments :

- Specialized plan examination appointments including audits, determinations, emergencies, and project advocate appointments – submit a [PER11 Manual Appointment and Drop Off Request Form](#) or contact the appropriate [borough office](#).
- DOB NOW filings – use functionality within [DOB NOW](#).

### Enter the information below to make or view appointments

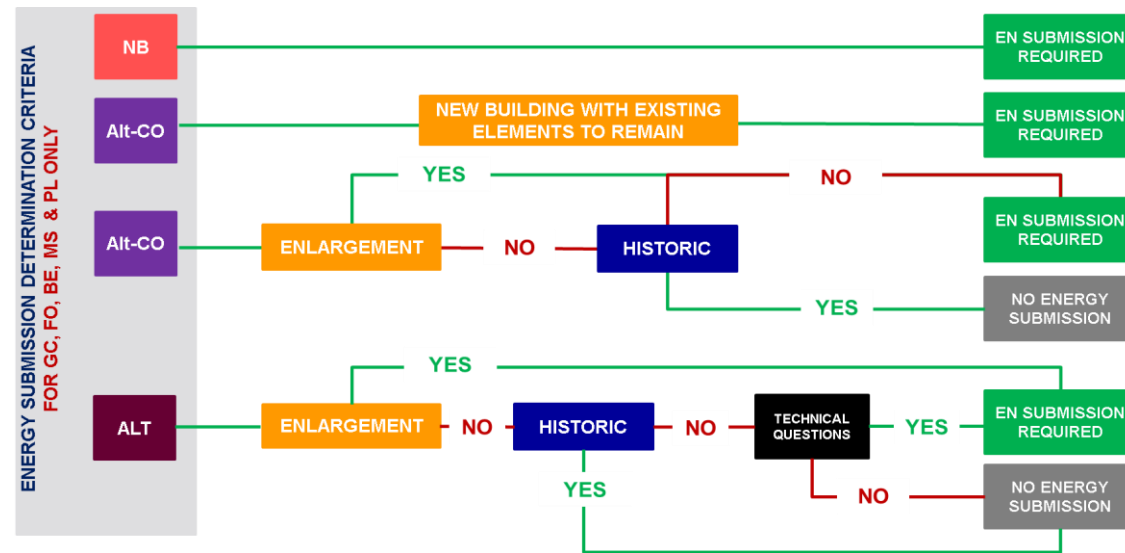
|   |  |
|---|--|
| BIS Job Number *                        | BIS Document Number *                      |
| <input type="text"/>                    | <input type="text"/>                       |
| DOB ID Number *                         | PIN *                                      |
| <input type="text"/>                    | <input type="text"/>                       |
| <input type="button" value="Validate"/> |  |
| <a href="#">Need help? Contact us.</a>  | <a href="#">DOB Appointments Resources</a> |

[Appointments for Development Hub BIS Jobs](#)

February 15, 2022

# November 2021 – New Energy Review Process

Based on the type of filing and information provided, DOB NOW will automatically determine if an Energy Submission is required. The new process only applies to General Construction (GC), Foundation (FO), Boiler Equipment (BE), Mechanical Systems (MS), and Plumbing (PL) work types but is also dependent on other factors including Job Type, whether Enlargement is included, and if the building is Historic.



Visit the DOB NOW Training Page at [www.nyc.gov/dobnowtraining](http://www.nyc.gov/dobnowtraining) to register for an upcoming training session. [New Energy Review Process to Launch in DOB NOW: Build](#)

# November 2021 – LAA Supersede & Withdrawal

**As of Friday, October 15, 2021, all requests to supersede or withdraw a DOB NOW LAA filing must be submitted in DOB NOW: *Build*.**

A **withdrawal** request can only be submitted by the applicant of the permit. A withdrawal inspection is no longer required. If work has been performed on the LAA permit, the permit can only be withdrawn if another LAA job number is provided that includes the same work of the withdrawn permit or the permit must be superseded by a new contractor.

There is a \$100 fee to process the **superseding** request. If the LAA filing has been withdrawn, a supersede request cannot be created for that permit.

Use the help form at [nyc.gov/dobhelp](https://nyc.gov/dobhelp) to request administrative closure or withdrawal of a **BIS LAA permit**.

[NEW Requirement for Limited Alteration Application Supersede and Withdrawal Requests](#)

# August 2021 – Property Ownership Certification

## New Property Ownership Certification Document in DOB NOW (Local Law 160)

**Applications for New Building and Alteration-CO in DOB NOW: *Build* created on or after August 16, 2021 require a [Property Ownership Certification Form](#) to proceed with a permit request.**

Who is required to submit the Property Ownership Certification form?

All applicants for a New Building (NB) or Alteration-CO (Alt-CO), except for those listed below, must submit the form.

Exceptions:

- jobs on government-owned properties
- an application filed by a tenant for work to be performed in a unit or space occupied by the tenant

See the Service Notice for more information including specific definitions of a property owner (condos and co-ops etc.) and covered arrears.

<https://www.nyc.gov/assets/buildings/pdf/LL160-SN.pdf>