

SERVICE NOTICE

General Construction (Phase Two) and Occupancy to Launch in DOB NOW: *Build*

The next major expansion of [DOB NOW: *Build*](#) will occur on March 1, 2021.

Expansion of DOB NOW will include:

Certificate of Occupancy

Effective **March 1, 2021**, all Occupancy requests for BIS and DOB NOW jobs, must be submitted in DOB NOW. Form PW7 will no longer be accepted. (PW7s received by February 26, 2021 will be processed.)

To request occupancy (either initial or renewal) for an approved **BIS job** (NB or Alt-1):

1. Submit Schedule of Occupancy (formerly Schedule A) in DOB NOW
2. Request Certificate of Occupancy (Core & Shell, Temporary, Interim/Partial, or Final)

To request occupancy (either initial or renewal) for a **DOB NOW job** (NB or Alt-CO):

1. Schedule of Occupancy will be required as part of Initial (I1) filing
2. Request Certificate of Occupancy after permitting

Note: [Form PW7](#) will only be utilized for BIS LOC requests effective March 1, 2021; however, the [CO Checklist](#) (formerly PW7 pages 2-3) will be a required document in DOB NOW for CO requests.

Job Types

Effective **March 1, 2021**, the following job types must be submitted in DOB NOW:

- New Buildings (NB)
- Alteration-CO (formerly Alt-1) – alterations that impact Certificate of Occupancy

Continue in the Buildings Information System (BIS):

- Filings in “D” status or later in BIS by February 26, 2021 will continue to be processed in BIS
- Post Approval Amendments (PAAs) on existing BIS filings will continue to be filed in BIS
- NB & Alt-1 Affordable Housing – *submit to Development Hub*
- Alt-1 No Work – *drop off at borough office**
- Fee Deferred – *drop off at borough office**
- Solar, Green Roof – *submit in eFiling*
- Builders Pavement Plan (BPP), Full Demolition, Subdivision – *drop off at borough office**
- Letter of No Objection (LNO), Letter of Verification (LOV) – *drop off at borough office*

** create PW1 & EF1 in eFiling, then drop off at borough office*

Temporary BIN (TBIN) Requests

Effective **March 1, 2021**, requests for a Temporary Building Identification Number (TBIN) must be submitted through DOB NOW. (The BIS Unit will no longer accept these requests by email, fax, nor mail.)

Use the new DOB NOW request process when requesting a TBIN for either a new address or lots that do not currently have a BIN.

Access to DOB NOW: *Build*

To log into DOB NOW, all users need an active **eFiling** account specific to their license/registration type, if applicable. To create an eFiling account, visit the DOB NOW Registration Page at www.nyc.gov/dobnowtips for assistance.

DOB NOW Training

The Department is conducting free training sessions to explain the new processes and demonstrate how to use DOB NOW: *Build*. Visit the DOB NOW Training Page at www.nyc.gov/dobnowtraining to register for training and to access step-by-step guides, user manuals, and videos.

DOB NOW Inquiries and Support

To submit an inquiry about DOB NOW, visit the DOB NOW Help Form at www.nyc.gov/dobnowhelp.