

DOB NOW: *Build*

Loft Board Build

Winter 2026 Release

Updated December 2025

- Loft Board Overview
- How to create a Loft Board Submission
- Responding to QA Failed Status
- Additional Information

BEST PRACTICES FOR THE VIRTUAL CLASSROOM



Chat Feature



Mute Microphones



Ask Questions



Parking Lot



Feedback

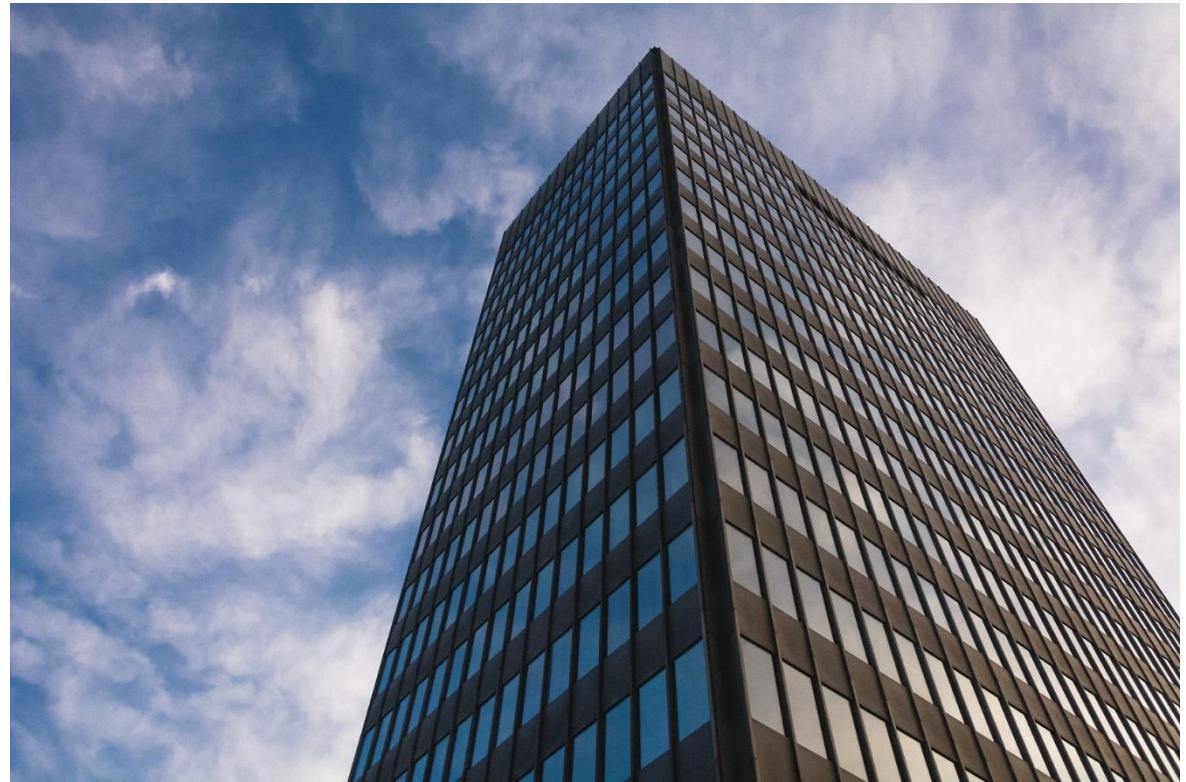


Participate

DOB NOW: *Build* – MULTIPLE DWELLING LAW (LOFT LAW) BACKGROUND



- In 1982, the NY State Legislature introduced the [Multiple Dwelling Law](#), also referred to as the Loft Law.
- This law created a new class of building, known as [interim multiple dwellings \(IMD\)](#). These buildings were usually former commercial or manufacturing spaces and were being used as residences by at least three families living independently during specific periods of time since 1982 – usually for 12 months or more.
- The Loft Law also established the [NYC Loft Board](#).





- The Loft Board oversees the conversions of IMD buildings from commercial and manufacturing spaces to rent-stabilized, residential units.
- As of July 1st, 2024, there are currently **306 buildings** that fall under the purview of the Loft Board.
- Owners or other responsible parties are required to **register their buildings**, the IMD units and the protected occupants with the Loft Board.
- Before Job Filings (PW1 or ELV1) can be approved for these buildings, the Loft Board must review the Loft Board Submission and issue a **Letter of No Objection** or **Loft Board Certification**.
- The Loft Board will also review **Certificate of Occupancy** requests.

DOB NOW: *Build* – LOFT BOARD SUBMISSIONS



- Loft Board Submissions are always submitted **in conjunction with either a PW1 or an ELV1 Job Filing**.
- There are two kinds of Loft Board Submissions; which one applies depends on the Work Location:

Work Location	Process
In or affecting an IMD space	File for Loft Board Certification and include a Narrative Statement
In a commercial unit and does not affect an IMD Unit	Request a Letter of No Objection from the Loft Board

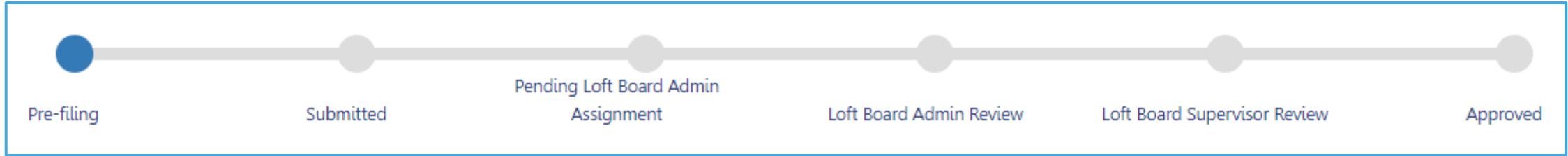
- Starting on January 23, 2026, **Loft Board Submissions will be submitted via DOB NOW: *Build***.
- Loft Board Submissions **may only be submitted once the PW1 or ELV1** filing has been submitted.

DOB NOW: *Build* – REQUIRED DOCUMENTS



TYPE OF APPLICATION	REQUIRED DOCUMENTS	OPTIONAL DOCUMENTS
Letter of No Objection	<ul style="list-style-type: none">▪ Request Letter▪ Quarterly Report	<ul style="list-style-type: none">▪ 7-B Certificate▪ Final Certificate of Occupancy
Loft Board Certification	<ul style="list-style-type: none">▪ Narrative Statement▪ Proof of Service	<ul style="list-style-type: none">▪ Amended Registration Application▪ Proof of Ownership▪ Resident Waiver▪ Vacancy Inspection Report

DOB NOW: *Build* – LOFT BOARD SUBMISSION REVIEW PROCESS



- Review of Loft Board Submissions **will not begin until the Job Filing review is complete**. This applies to both **Standard Plan Review** and **Professional Certification Review**.
- Loft Board Submissions move through these steps:
 - Pre-filing**
 - Submitted**
 - Pending Loft Board Admin Assignment**
 - Loft Board Admin Review**
 - Loft Board Supervisor Review**
 - Approved**

DOB NOW: *Build* – LOFT BOARD SUBMISSION REVIEW STATUSES (STANDARD PLAN REVIEW)

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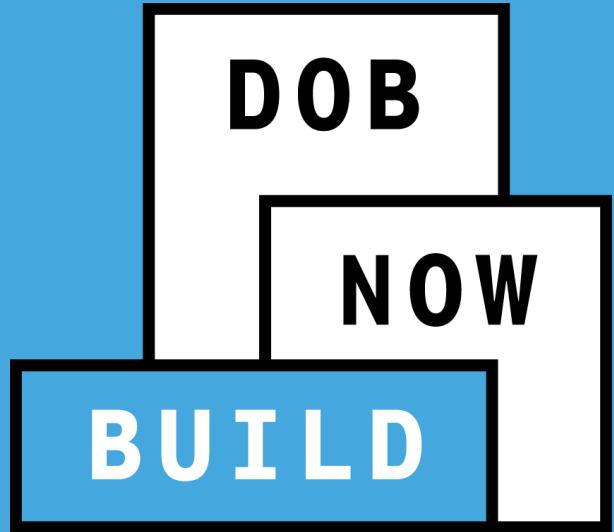
Job Filing Status	Loft Board Submission Status	Meaning
▪ Pre-Filing	Pre-Filing	▪ The filings have not yet been submitted.
▪ Pending PE Assignment ▪ PE Review ▪ CPE/ACPE Review	Pre-Filing or Submitted	▪ Job Filing is under review. Loft Board Submission can be submitted but will not be reviewed at this point.
▪ Loft Board Review	Pending LB Admin Assignment	▪ Job Filing review is complete. Loft Board Submission to be assigned to a reviewer.
▪ Loft Board Review	LB Admin Review	▪ LB Admin assigned and review in progress.
▪ Loft Board QA Failed	Loft Board Review QA Failed	▪ LB Admin has assigned a QA Fail reason. User must update Loft Board Submission and/or PW1 and resubmit.
▪ Loft Board Review	Pending LB Supervisor Review	▪ LB Admin review complete. Awaiting supervisor approval.
▪ PE Review	Approved	▪ LB Review complete and approved. PE to complete final review.
▪ Approved	Approved	▪ Job Filing approved.

DOB NOW: *Build* – CERTIFICATE OF OCCUPANCY REVIEWS



- New or Renewal with Change **Certificate of Occupancy (CO)** requests for buildings with Loft Law flags will be first reviewed by DOB and then by the Loft Board unit.
- After the **BC/DBC Review** status, there will be two additional statuses:
 - **Pending Loft Board Admin Assignment**
 - **Loft Board Review**





LOFT BOARD BUILD

How to File a Loft Board Submission

DOB NOW: *Build* – LOFT BOARD SUBMISSION



- If a building is a Loft Board building, then when any new **PW1 Job Filing** is initiated, an **alert** will appear after the first save notifying users of the need for a Loft Board Filing.

The screenshot shows the 'Plans/Work (PW1) - Alteration' screen. At the top, there are 'Save' and 'Preview to File' buttons. A red arrow points to a red callout box containing the following text:

i • A Loft Board request is required before this job filing can be approved. Go to the Loft Board tab to add a request and complete all required sections, including the Documents and Signatures & Statement tabs. Save and submit the request for review.

The main content area shows the job ID **M00481061-I1**. On the left, a vertical navigation menu includes tabs for **Plans/Work (PW1)** (which is selected and highlighted in blue), **Zoning Information**, and **Loft Board** (which is highlighted with a red box). To the right, there are sections for **Location Information*** and **Stakeholders***, each with a checkbox and a 'next' button.

- A new **Loft Board** tab will also appear.

M00441167-I1

Plans/Work (PW1)

Zoning Information

Loft Board

Scope of Work

Schedule of Occupancy

Cost Affidavit (PW3)

Loft Board

Loft Board Submissions

+ Add

View ...

Filing Action

Request Number

Request Type

Request Status

Associated Job

- Open the **Loft Board** tab by clicking on the tab name on the left navigation panel.
- Click **+Add** to begin creating the Loft Board Submission.

M00442147-I1

General Information

Device Details ▾

Loft Board

Insurance/Fee Information

Documents

Loft Board Submissions

+ Add

View ...	Filing Action	Request Number	Request Type	Request Status

- For ELV1 Applications, the **Loft Board** tab will look different, but the process will be the same.
- Click **+Add**.

DOB NOW: *Build* – LOFT BOARD SUBMISSION



- You will be brought into the **General Information** tab of the **Loft Board Submission**.
- The **Request Information**, **Location Information**, and **Stakeholders Information** will be auto populated from the Job Filing.

General Information

Request Number	Request Status	Request Type
Not Yet Issued	Pre-filing	New
Job filing Number	Job filing Status	Job Type
M00441167-I1	Pre-filing	Alteration CO
Work Type(s)	Description of Work	
General Construction		

House Number	Street Name	Borough
47	GREENE STREET	MANHATTAN
Block	Lot	BIN
475	7513	1007080
Community Board	Zip Code	
102	10013	

Stakeholders Information*

LB Application Information*

- In the **LB Request Information** section, answer:
 - **Will the proposed work take place in, or affect, an IMD unit?**
 - Click **Save**.

NOTE: The answer to this question will determine what appears on the **Scope of Work** tab.

Loft Board Request Information*

Interim Multiple Dwellings (IMD) Number*

10650

Will the proposed work take place in, or affect, an IMD unit?* Yes No

Select all units in the building affected by the proposed work* [+ Add](#)

Action	Unit Designation	Occupancy Status

DOB NOW: *Build* – LOFT BOARD SUBMISSION



Loft Board Request Information*

Interim Multiple Dwellings (IMD) Number*

10650

Will the proposed work take place in, or affect, an IMD unit?*

Yes No

Select all units in the building affected by the proposed work*

+ Add

Action	Unit Designation	Occupancy Status

- Answer **Yes** or **No** to the question Will the proposed work take place in, or affect an IMD unit?
- Click **+Add** to enter information about each affected Unit.

DOB NOW: *Build* – LOFT BOARD SUBMISSION



Loft Board Build Unit Information

All Units In The Building*

3B

Unit Information is not listed in above list.

Unit Designation*

3B

Occupancy Status*

BUYR

Comments

255 characters remaining

Save Cancel

- In the **Loft Board Unit Information** pop-up window, select the unit from the drop-down (or indicate that the unit is not in the list by clicking the checkbox).
- Enter **Comments** if desired.
- Click **Save**.
- Repeat as necessary.

- If you answered Yes to the question about whether the work would affect an IMD unit, answer the Yes/No **LB Certification Questions** on the **Scope of Work** tab.

LB-M00441167-
I1

General Information

Scope of Work

Documents

Statements & Signatures

Scope of Work

LB Certification Questions*

Is the work is only being done in BUYR unit?*	<input type="radio"/> Yes <input type="radio"/> No
Is/are the Unit(s) owner-occupied?*	<input type="radio"/> Yes <input type="radio"/> No
Is/are the Unit(s) vacant?*	<input type="radio"/> Yes <input type="radio"/> No
Did the owner file waivers?*	<input type="radio"/> Yes <input type="radio"/> No
Is the proposed work adding additional residential units?*	<input type="radio"/> Yes <input type="radio"/> No

- If you answered **Yes** to the question about adding additional residential units, two more questions appear:
 - Enter the building's zoning district.
 - Has the owner registered the additional units with the Loft Board?

Is the proposed work adding additional residential units?* Yes No

Enter the building's zoning district.*

255 characters remaining

Has the owner registered the additional units with the Loft Board?* Yes No

DOB NOW: *Build* – LOFT BOARD SUBMISSION



LONO Certification Questions*

Legalization Alt. 1 job application no(s) (This is the Alt that relates to the "Conversion to Residential")*

For DOB NOW jobs, use format M00000001-I1. For BIS jobs, use format 1... [Go to Job Filing](#)

GC Permit for the Legalization Alt1 Job Issued?*

Yes No

Does the Building have a Temporary Certificate of Occupancy ("C of O")?*

Yes No

Is the proposed work necessary due to an emergency/safety condition?*

Yes No

When was the Building registered with the Loft Board?*

Was a Loft Board Certificate Issued?*

Yes No

Is the Building 7-B compliant?*

Yes No

Where a Building has Certification, but not a Final C of O, has the Quarterly Report been filed?*

Yes No Not Applicable

- If you answered **No** to the question about whether the work will affect an IMD unit, you will see the **Letter of No Objection (LONO) Certification Questions** on the **Scope of Work** tab.
- **Yes** answers to these questions will open additional fields to enter information. Fill out all required information.

DOB NOW: *Build* – LOFT BOARD SUBMISSION



- In the **Documents** tab, click the **Upload** buttons to upload the required documents.
- **Additional Supporting Documents** may also be uploaded.

LB-M00441167-
I1

General Information

Scope of Work

Documents

Statements & Signatures

Documents

Additional Supporting Documents

Required Documents*

Document Name ▾	Document Status ▾	Prior To ▾	Upload
Narrative Statement	Required	Approval	
Proof Of Service	Required	Approval	

DOB NOW: *Build* – LOFT BOARD SUBMISSION



Applicant of Record - Statements & Signatures*

I hereby state the information in this application is correct and complete to the best of my knowledge. I understand falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. 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. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.

To the best of my knowledge, belief and professional judgment, all work under this application is in compliance with the NYCECC, as applicable.



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

Name*

Date*

- The Applicant of Record should click the checkbox on the **Statements & Signatures** tab to Attest.

DOB NOW: *Build* – LOFT BOARD SUBMISSION



- The Owner will also need to click the checkbox on the **Statements & Signatures** tab to Attest.

Owner's Attestation*

I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents and all other statements above. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand.

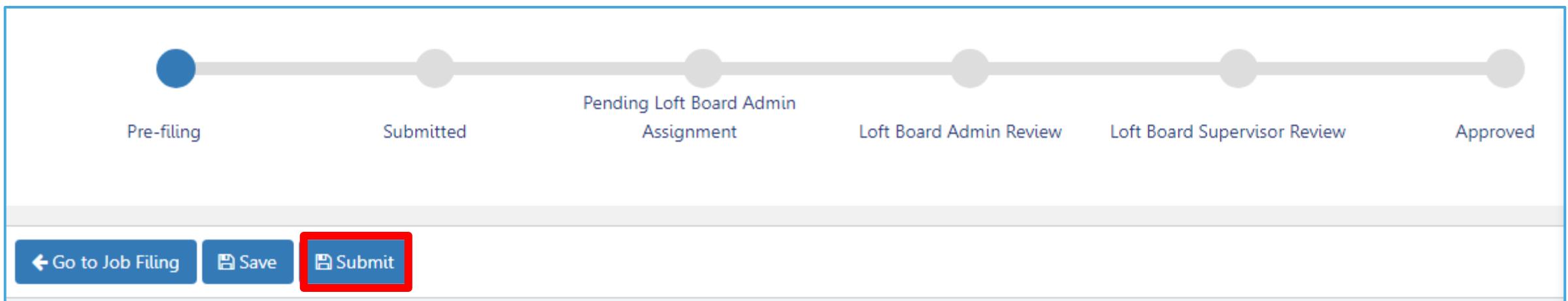
Name*

Date*

DOB NOW: *Build* – LOFT BOARD SUBMISSION



- The Loft Board request may only be submitted **after the Job Filing is submitted**, although it can be initiated at any point after the initial Job Filing is saved.
- Once the Job Filing has been submitted, the Loft Board Submission can be completed by clicking the **Submit** button on the submission form



DOB NOW: *Build* – LOFT BOARD SUBMISSION

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- Page through the **Application Preview**.
- Click the **checkbox** to Attest on the final page of the preview.
- Click the **File** button.

Application Preview

« Previous Next » 100% Page: 6 / 6

To the best of my knowledge, belief and professional judgment, all work under the job filings(s) that is(are) the subject of the Loft Board application, is in compliance with all applicable law.

I have personally reviewed all information entered in this application and on each of the documents listed herein. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed herein and expressing my agreement with the Statements and Signatures terms for such documents and all other statements herein.

I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand, and I further agree that, an uploaded electronic image of my signature and professional seal that is part of this application is hereby applied, to this signed statement and each document and statement listed herein as if I had personally signed and sealed these statements and documents by hand.

Name: PE TRAINER (Electronically Signed) Date: 08/22/2025

Owner's Attestation

I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents and all other statements above. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand.

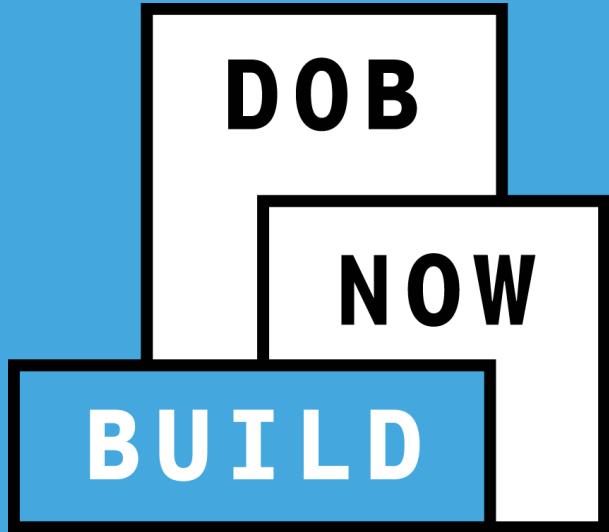
Name: PE TRAINER (Electronically Signed) Date: 08/22/2025

8/22/2025 8:49:02 AM Page 6 of 6

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

Name Date

File **Return to Filing View**



LOFT BOARD BUILD

Responding to QA Failed Status

DOB NOW: *Build* – RESPONDING TO QA FAILED STATUS



- If there is an issue with the Loft Board Submission, the reviewer will mark it as **QA Failed**.
- An email will be sent to the Applicant, and the status on the main DOB NOW: *Build* dashboard will be **LB Application QA Failed**.

Job Filings		All Jobs 13	Alteration 12	Alteration CO 1	ALT-CO - New Building with Existing Elements to Remain 0	New Building 0	No Work
Filter My Jobs		Hide PAA: <input checked="" type="radio"/> No Year: 2025-2024					
View...	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status	Filing Status Date
<input checked="" type="checkbox"/>	Select Action: <input type="button" value="▼"/>	M00441208	I1	Alteration	New Job Filing	LB Application QA Failed	03/06/2025

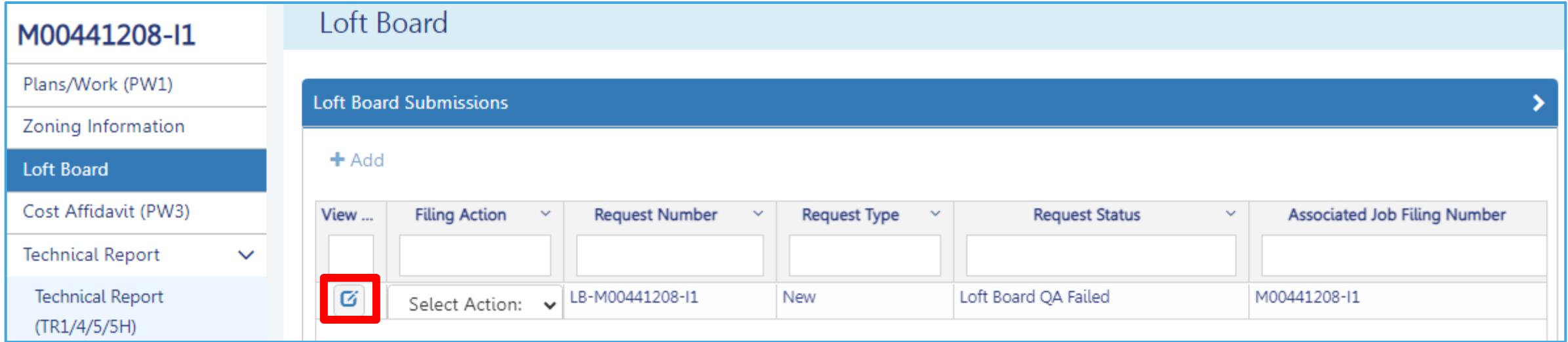
DOB NOW: *Build* – RESPONDING TO QA FAILED STATUS



QA Failed Status	Can Edit Job Filing?	Can Edit Loft Board Submission?
▪ Job Filing QA Fail or Objections	Yes	No
▪ Loft Board Submission QA Fail	Yes	Yes

DOB NOW: *Build* – RESPONDING TO QA FAILED STATUS

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The screenshot shows the DOB NOW software interface for a job filing with number M00441208-I1. The left sidebar has tabs for 'Plans/Work (PW1)', 'Zoning Information', 'Loft Board' (which is selected and highlighted in blue), 'Cost Affidavit (PW3)', 'Technical Report' (with a dropdown arrow), and 'Technical Report (TR1/4/5/5H)'. The main area is titled 'Loft Board' and contains a sub-section 'Loft Board Submissions'. This section includes a 'Add' button and a table with columns: View ..., Filing Action, Request Number, Request Type, Request Status, and Associated Job Filing Number. The 'View' button in the first column is highlighted with a red box. The table row for the submission shows: Select Action: LB-M00441208-I1, New, Loft Board QA Failed, and M00441208-I1.

View ...	Filing Action	Request Number	Request Type	Request Status	Associated Job Filing Number
	Select Action: LB-M00441208-I1	New	Loft Board QA Failed	M00441208-I1	

- The Applicant will need to go into the Job Filing to update the Loft Board Submission.
- On the **Loft Board** tab, click the **View** button to view the Submission.

DOB NOW: *Build* – RESPONDING TO QA FAILED STATUS



- On the **General Information** tab of the Loft Board Submission, answer whether you made any changes to the Job Filing.
- If **Yes**, enter details about what you changed.

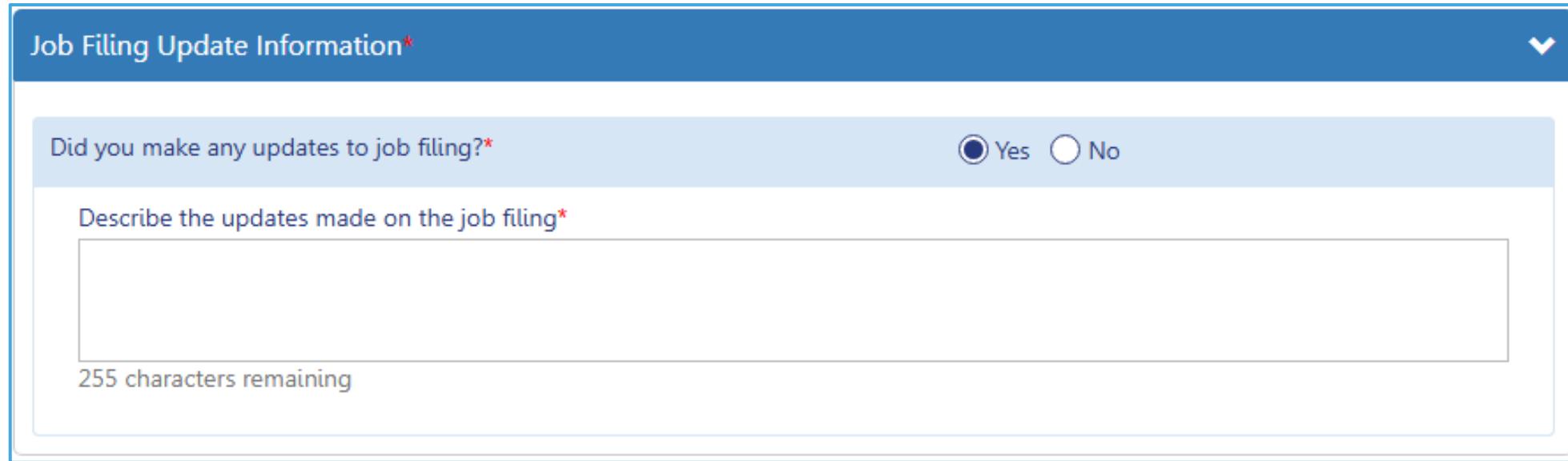
Job Filing Update Information*

Did you make any updates to job filing?*

Yes No

Describe the updates made on the job filing*

255 characters remaining



DOB NOW: *Build* – RESPONDING TO QA FAILED STATUS



- A new **QA Failed Reasons** tab will appear.
- In that tab, the Applicant will be able to see the **QA Failed Reason(s)** that were added by the Loft Board Admin.
- Make whatever changes are necessary to either the Loft Board Submission or to the Job Filing. Both are available to edit.

The screenshot shows a user interface for a building application. On the left, a vertical sidebar lists several tabs: General Information, Scope of Work, Documents, QA Failed Reasons (which is currently selected and highlighted in blue), and Statements & Signatures. The main content area has a header "QA Failed Reasons". Below the header is a table with the following data:

Created on	QA Failed Reason	Detailed Reason	QA Failed Status
03/06/2025	An incomplete or illegible checklist was submitted.	An incomplete or illegible checklist was submitted.	Open ▼

DOB NOW: *Build* – RESPONDING TO QA FAILED STATUS

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QA Failed Reasons

Created on	QA Failed Reason	Detailed Reason	QA Failed Status
03/06/2025	An incomplete or illegible checklist was submitted.	An incomplete or illegible checklist was submitted.	Resolved

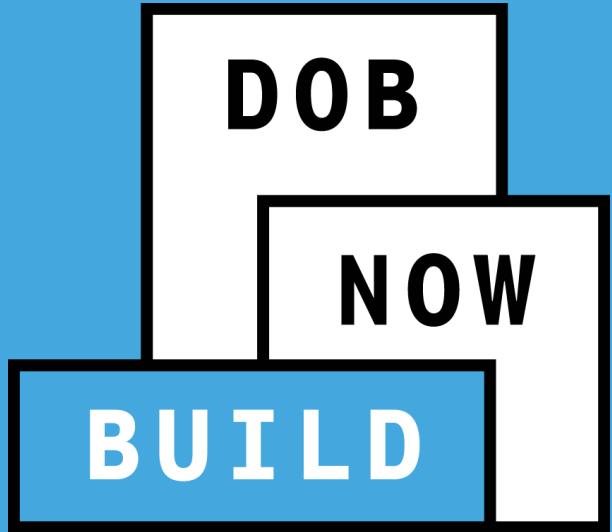
Comments*

500 characters remaining

- Update the **QA Failed Status** to **Resolved**.
- Enter **Comments**.
- Complete all **Attestations**.
- Click the **Resubmit** button at the top of the page.

Go to Job Filing Save **Resubmit**

LB-M00441208-I1 QA Failed Reasons

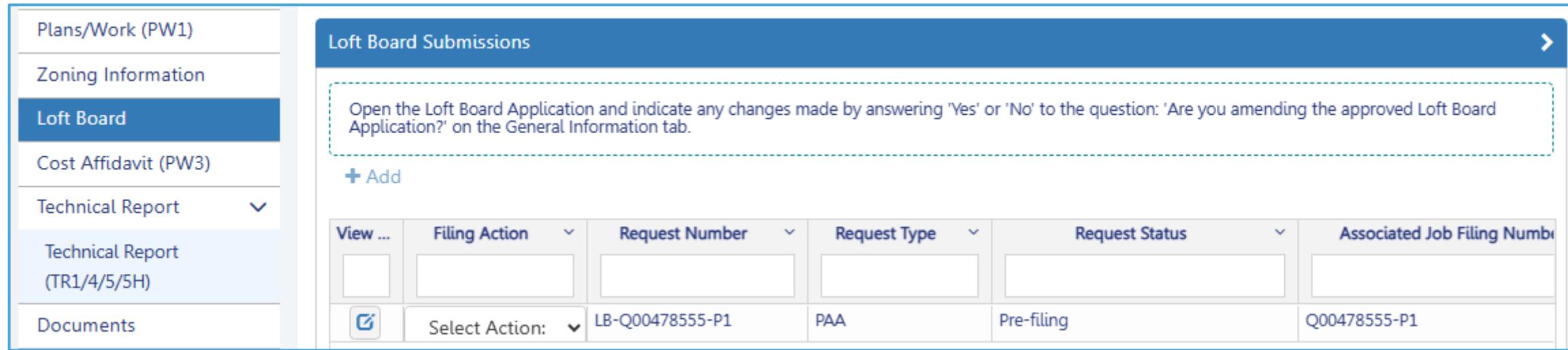


LOFT BOARD BUILD

Additional Information

DOB NOW: *Build* – POST APPROVAL AMENDMENTS

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Plans/Work (PW1)

Zoning Information

Loft Board

Cost Affidavit (PW3)

Technical Report

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

Documents

Loft Board Submissions

Open the Loft Board Application and indicate any changes made by answering 'Yes' or 'No' to the question: 'Are you amending the approved Loft Board Application?' on the General Information tab.

+ Add

View ...	Filing Action	Request Number	Request Type	Request Status	Associated Job Filing Number
<input type="checkbox"/>					
<input checked="" type="checkbox"/>	Select Action: <input type="button" value="▼"/>	LB-Q00478555-P1	PAA	Pre-filing	Q00478555-P1

- If a **PAA** is initiated on a Job Filing where the Loft Board Submission has been approved, a new Loft Board Submission will be required.
- Details from the prior Loft Board Submission will be populated as Pre-filing on the PAA.
- A notification will alert the user that they will need to **open the LB Application** and answer **Yes** or **No** to the question “Are you amending the approved Loft Board Submission?” on the General Information Tab.

DOB NOW: *Build* – POST APPROVAL AMENDMENTS

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- Within the Loft Board Submission, you will see the **Loft Board Post Approval Amendment Information** section.
- Answering **Yes** to the question allows you to edit the Loft Board Submission.

Loft Board Post Approval Amendment Information*

Are you amending the approved Loft Board Application?*

Yes No

- Answering **No** requires the user to explain why the Loft Board Submission is NOT being amended.

Are you amending the approved Loft Board Application?*

Yes No

Why is the Loft Board application not being amended?*

255 characters remaining

DOB NOW: *Build* – POST APPROVAL AMENDMENTS



- Whether or not the Loft Board Submission is being changed, the Applicant must **re-attest**.
- The Loft Board Submission will be **auto submitted when the PAA is submitted**.

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THANK YOU!

NO PAPER. NO LINES.

DOB

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NO PAPER. NO LINES.

QUESTIONS?