

Loft Board Request

DOB NOW: *Build* Step-by-Step User Guide

This guide provides an overview of how to submit a Loft Board request in **DOB NOW: Build**. The **New York City Loft Board** oversees all Interim Multiple Dwellings (IMD). Owners or other responsible parties are required to register their buildings, the IMD units and the protected occupants with the Loft Board. Any Job filings (including Elevator applications) for those buildings must be reviewed by the Loft Board and receive a **Letter of No Objection** or a **Loft Board Certification** before the Job filing can be approved. **Certificate of Occupany** requests will also be reviewed by the Loft Board. Loft Board Requests may only be submitted once the Job filing has been submitted.

System Guidelines

1. Fields with a red asterisk (*) are required and must be completed.
2. Grayed-out fields are Read-Only or are auto-populated by the system.
3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options or full fields.

The screenshot shows a web form for submitting a Loft Board request. It includes the following elements:

- Form Fields:**
 - Email***: A text input field with a red asterisk and a red box around it, labeled with a red circle '1'. The placeholder text is "Enter email/username...".
 - Applicant Type***: A dropdown menu with a red asterisk and a red box around it, labeled with a red circle '2'. The text "Select:" is visible.
 - Last Name**: A grayed-out text input field with a red box around it, labeled with a red circle '2'.
- Filing Representative Information:**
 - A blue button labeled "+ Add Representative".
 - A table with the following data:

First Name	Last Name	Email	Business Name	Business Telephone	Action
ADAM	JOE2	AJOETEST2@GMAIL.COM	AJ2	(201) 222-3333	
 - A horizontal scrollbar is shown below the table, labeled with a red circle '3'.
 - Below the scrollbar, it says "Total Items: 1".
 - At the bottom, there are navigation controls: a page number "1" out of "1", a dropdown for "5" Items Per Page, and "1 - 1 of 1 items".

Additional Help & Information

- [New York City Loft Board](#)
- [Contact the Loft Board](#)
- [DOB NOW Trainings](#)

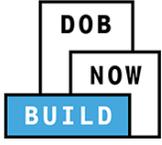
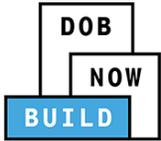


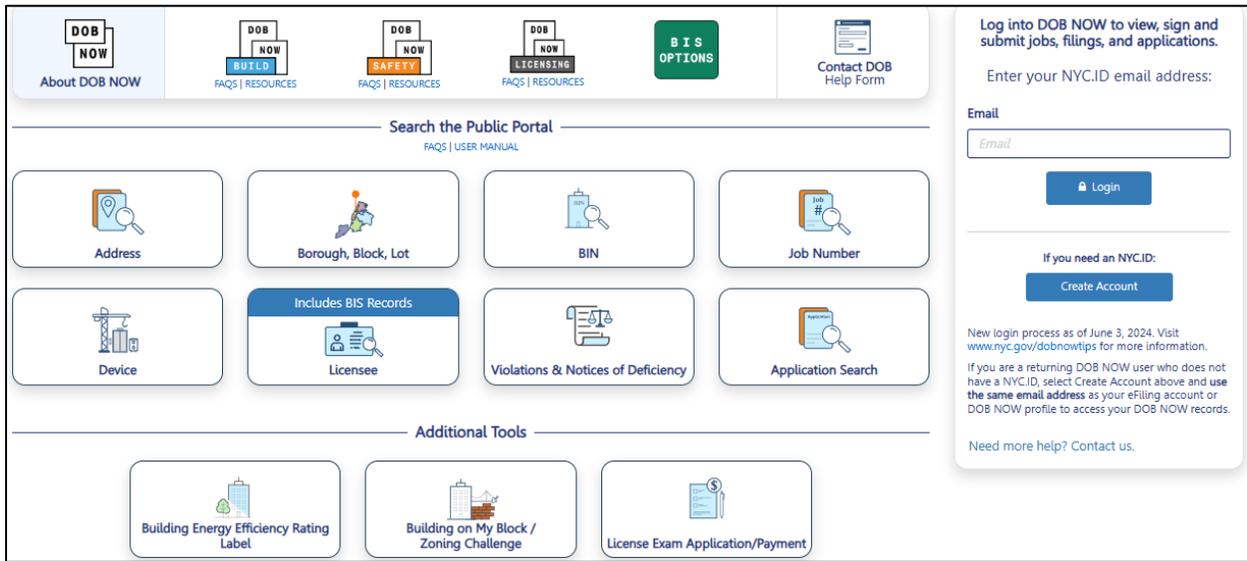
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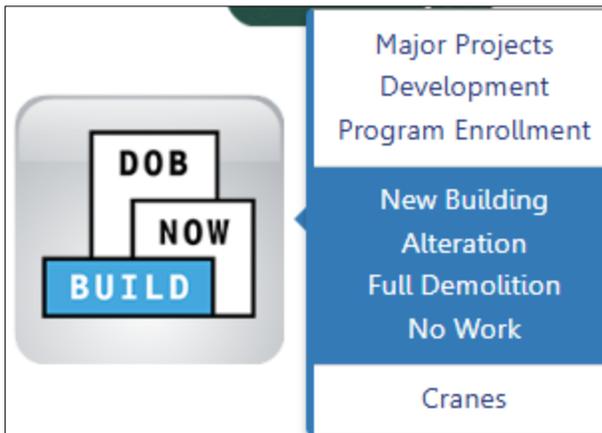


How to Submit a Loft Board Request

Step 1: Navigate to the DOB NOW login page at nyc.gov/dobnow, enter your NYC.ID email address in the Email field, and select **Login**. If you need to create an NYC.ID account, select **Create Account** or visit nyc.gov/dobnowtips for resources and step-by-step instructions.



Step 2: After logging into DOB NOW, select the **DOB NOW: Build** module and then **New Building, Alteration, Full Demolition, No Work**.



Step 3: Search for the job filing to add a Loft Board request or select **+Job Filing** to create a new job filing. If a building has a **Loft Law** flag on it, when a new Job filing is initiated, after the first **Save**, an alert will appear stating, “A Loft Board request is required before this job filing can be approved...” A new **Loft Board** tab will also appear.

Save Preview to File

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.

M00481496-I1 Plans/Work (PW1) - Alteration

- Plans/Work (PW1)
- Zoning Information
- Energy
- Loft Board**

Location Information*

Stakeholders*

Filing Review Type, Work Type/Filing Includes*

Step 4: Go to the **Loft Board** tab. In the **Loft Board Submissions** section select **+Add**.

Save Preview to File

A Loft Board request is required before this job 1 Alerts

M00481496-I1

Plans/Work (PW1)

Zoning Information

Energy

Loft Board

Cost Affidavit (PW3)

Loft Board Submissions

+ Add

View ...	Filing Action	Request Number	Request Type	Request S
	Select Action: ▾	LB-M00481496-I1	New	Pre-filing

The applicant will arrive at the **General Information** tab of the Loft Board request. The **Request Information**, **Location Information**, and **Stakeholders Information** will be automatically filled using information from the job filing.

General Information

- General Information**
- Scope of Work
- Documents
- Statements & Signatures

Request Information			Location Information		
Request Number	Request Status	Request Type	House Number	Street Name	Borough
Not Yet Issued	Pre-filing	New	47	GREENE STREET	MANHATTAN
Job filing Number	Job filing Status	Job Type	Block	Lot	BIN
M00441167-I1	Pre-filing	Alteration CO	475	7513	1007080
Work Type(s)	Description of Work		Community Board	Zip Code	
General Construction			102	10013	

Stakeholders Information*

Step 5: In the **Loft Board Request Information** section, answer “**Will the proposed work take place in or affect an IMD unit?**” Click **Save** at the top of the page. The answer to this question will determine if a **Loft Board Certification** or **Letter of No Objection (LONO)** will be issued upon approval.

Loft Board Request Information*

Interim Multiple Dwellings (IMD) Number*

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

Yes No

Step 6: Click **+Add** to enter information about each unit affected by the proposed work.

Select all Units in your building affected by the proposed work *

+ Add

Action	First Of Unit Designation	Occupancy
	<input type="text"/>	<input type="text"/>

Step 7: In the **Loft Board Unit Information** pop-up window, select a **Unit** from the drop-down list or choose “**Unit Information is not listed in the above list.**” Enter **Comments** if needed and select **Save**. Repeat this step for each additional unit affected in the building.

Loft Board Unit Information

Select a unit to add to the list of proposed work.*

Unit information is not listed in the above list.

Unit Designation*

Occupancy Status*

Comments

255 characters remaining

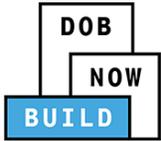
Step 8: If you answered **Yes**, to the question, “**Will the proposed work take place in or affect an IMD unit in the building?**” the **Scope of Work** tab will display the **Loft Board Certification Questions**. Answer Yes or No to each question.

The screenshot shows a web interface with a sidebar on the left containing 'General Information', 'Scope of Work', 'Documents', and 'Statements & Signatures'. The main area is titled 'Scope of Work' and contains a sub-section 'Loft Board Certification Questions' which is highlighted with a red box. Below this sub-section are five questions, each with 'Yes' and 'No' radio button options:

- Is the work only being done in BUYR unit?*
- Are the units owner-occupied?*
- Are the units vacant?*
- Did the owner submit a Waiver of Narrative Statement Process?*
- Is the proposed work adding additional residential units?*

If you answered **Yes**, to the question “**Is the proposed work adding additional residential units?**” two more required questions will appear.

This screenshot shows a close-up of the 'Is the proposed work adding additional residential units?*' question, which is highlighted with a red box. The 'Yes' radio button is selected. Below this question is a text input field for 'What is the Building's current zoning district? *' with a character count of '255 characters remaining'. At the bottom, there is another question: 'Has the owner registered the additional units with the Loft Board?*' with the 'Yes' radio button selected.



If you answered **No** to the question “**Will the proposed work take place in or affect an IMD unit in the building,**” the **Scope of Work** tab will display the **Letter of No Objection (LONO) Certification Questions**.

Letter Of No Objection (LONO) Questions*

Legalization job filing number (that established the conversion to residential)*

For DOB NOW jobs, use format M00000001-11. For BIS jobs, use format 123456789-01 (job-doc).

Was the General Construction permit issued for the legalization job filing?* Yes No

Does the building have a Temporary Certificate of Occupancy (TCO)?* 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 compliant with Article 7-B? (If Yes is selected, upload the Certificate as an additional supporting document)* Yes No

Has the Quarterly Report been filed?* Yes No Not Applicable

Answering **Yes** to the **LONO Certification Questions** may open additional fields. For example, if you say that the building has a **Temporary Certificate of Occupancy**, you will be prompted to enter the **Issued Date** and **Expiration Date**.

Does the Building have a Temporary Certificate of Occupancy (“C of O”)?* Yes No

Issued Date

Expiration Date

If **Yes** is answered for the question “**Is the building compliant with Article 7-B?**” upload the Certificate as an additional supporting document.

Is the building compliant with Article 7-B? (If Yes is selected, upload the Certificate as an additional supporting document)* Yes No

Step 9: In the **Documents** tab, required documents will auto populate based on whether **Loft Board Letter of No Objection** or **Loft Board Certification** application was selected. Click the **Upload** button to upload the **Required Documents**. **Additional Supporting Documents** may also be uploaded.

Use the table below to identify which required and optional documents may be submitted for each application type.

LOFT BOARD REQUEST 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

Step 10: The **Applicant of Record** and **Owner** must click the checkboxes on the **Statements & Signatures** tab to attest.

Statements & Signatures

Applicant of Record's Attestation*

I hereby state that the information in this request is correct and complete to the best of my knowledge. I understand that the Loft Board staff may require additional information and/or documents to decide whether to grant or deny your Loft Board request.

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 a hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any question on this request or on the documents provided in support of the Loft Board request, the request may be denied and I may be barred from filing with the Department and the Loft Board.

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 request, is in compliance with all applicable law.

I have personally reviewed all information entered in this request 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 request 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.

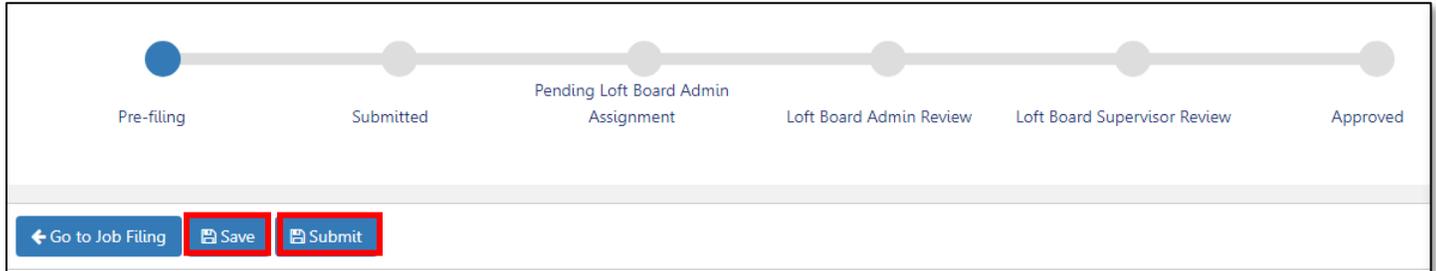
Name* Date*

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*

Step 11: Once the job filing has been submitted, the **Loft Board** request can be completed by clicking the **Save** and **Submit** buttons to review the request.



NOTE: The **Loft Board** request **may be submitted only after the job filing has been submitted**, although it can be initiated at any point after the job filing is saved. Once the job filing has been submitted, only then can the Loft Board Request be completed by clicking the **Save** button, then the **Submit** button on the request.

Step 12: Page through the **Application Preview** and click the checkbox to attest on the final page of the preview. Select the **File** button to submit the request.

The screenshot shows the 'Application Preview' interface. At the top, there are navigation controls: '<< Previous', 'Next >>', 'Zoom', 'Zoom', and '100%'. The main content area contains several paragraphs of text, including a statement of understanding and agreement. There are two checkboxes, both of which are checked. Below the text, there are fields for 'Name' and 'Date', with the value 'PE TRAINER (Electronically Signed)' and '08/22/2025' respectively. At the bottom of the page, there is a checkbox (highlighted with a red box) and a 'File' button (highlighted with a red box). A 'Return to Filing View' button is also visible.

After the Loft Board request is submitted, the **Loft Board Unit** will review the request. If an issue is identified, the reviewer will mark the request as **Loft Board QA Failed**.

Responding to a Loft Board QA Failed Status

If there is an issue with the **Loft Board** request, the reviewer will mark the request as **QA Failed**. An email will be sent to the **Applicant** and the **Owner** to notify them of the QA Failed status. The DOB NOW: *Build* dashboard will also display the Filing Status as **Loft Board QA Failed** for the request. This section of the guide will walk applicants through the necessary steps to respond to a request in QA Failed status.

Step 1: The applicant is notified that the request is in QA Failed status either via email or by viewing the filing status from the DOB NOW: *Build* dashboard. Depending on the nature of the QA Failed status the applicant will have two options.

- If the QA Failed status is displayed on the Job Filing, the applicant can edit the Job Filing but not the Loft Board request.
- If the QA Failed status is on the Loft Board request, the applicant can edit both the Job Filing and the Loft Board request.

The Applicant will need to go into the Job Filing to update the Loft Board request. From the dashboard click the **View** button on the row with the job filing to view the request.

Job Filings						
All Jobs 225		Alteration 177		Alteration CO 22		ALT-CO - New Building with Existing Elements to Remain 14
Filter My Jobs -						
View...	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status
	Select Action: ▾	M00481681	I1	Alteration CO	New Job Filing	Loft Board QA Failed

Step 2: Click the **Loft Board** tab in the lefthand menu and the Applicant will arrive at the **Loft Board** page. Then, in the **Loft Board Submissions** section of the page, click the **View** button.

The screenshot shows the 'Loft Board' page for request M00441208-I1. The left-hand menu has 'Loft Board' highlighted in a red box. The main content area is titled 'Loft Board Submissions' and contains a table with columns for 'Filing Action', 'Request Number', 'Request Type', and 'Request Status'. A 'View ...' button with a magnifying glass icon is highlighted in a red box in the first row of the table. Below the table, the 'Select Action' dropdown is set to 'New' and the 'Request Status' is 'Loft Board QA Failed'.

Step 3: The applicant will then be on the **General Information** tab of the **Loft Board** page. In the **Job Filing Update Information** section, answer **Yes** or **No** to the question “**Did you make any updates to job filing?**”. If **Yes**, complete the field “**Describe the updates made on the job filing.**”

The screenshot shows the 'Job Filing Update Information' section. It features a question 'Did you make any updates to job filing?' with radio buttons for 'Yes' (selected) and 'No'. Below the question is a text area labeled 'Describe the updates made on the job filing*' with a character count of '255 characters remaining'.

Step 4: A new tab, **QA Failed Reasons**, will appear on the lefthand menu. In the **QA Failed Reasons** section, the applicant will be able to view the QA Failed Reason(s) that were added by the Loft Board Administrator. Make the necessary changes to either the **Loft Board** request or the **Job Filing** as appropriate.

The screenshot shows the 'QA Failed Reasons' section for request LB-M00441208-I1. The left-hand menu has 'QA Failed Reasons' highlighted in a red box. The main content area contains 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

The 'QA Failed Status' dropdown menu is highlighted in a red box.

Step 5: In the **QA Failed Reasons** section, update the **QA Failed Status** dropdown to **Resolved**, and complete the **Comments** field.

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

Step 6: Complete all **Attestations**, click **Save** and then **Resubmit** at the top of the page.

[← Go to Job Filing](#) [Save](#) [Resubmit](#)

LB-M00441208-I1 QA Failed Reasons

How to Submit a Loft Board Request on a Post Approval Amendment (PAA)

If a PAA is initiated on a Job Filing where the **Loft Board** request has been approved, a new **Loft Board** request will be required. Details from the prior **Loft Board** request will be populated as Pre-filing on the PAA.

A notification will alert the applicant that they will need to open the **Loft Board** request and answer **Yes** or **No** to the question “**Are you amending the approved Loft Board request?**” on the **General Information** tab.

View ...	Filing Action	Request Number	Request Type	Request Status	Associated Job Filing Number
	Select Action: ▼	LB-M00481712-P1	PAA	Pre-filing	M00481712-P1

Answering **Yes** to the question allows you to edit the **Loft Board** request.

LB-M00481712-P1

General Information

Scope of Work

Loft Board Post Approval Amendment Information*

Are you amending the approved Loft Board Request?* Yes No

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

Loft Board Post Approval Amendment Information*

Are you amending the approved Loft Board Request?* Yes No

Why is the Loft Board request not being amended?*

255 characters remaining

Whether or not the **Loft Board** request is being changed, the Applicant and Owner must complete all **Attestations** and then **Save** the request. The **Loft Board** request will be auto submitted when the PAA is submitted.

You have now completed the **How to Submit a Loft Board Request - DOB NOW: Build** step-by-step guide.