



# INDUSTRY PORTAL STEP-BY-STEP GUIDE

## **New License Qualification Applications: Elevator Agencies**

The following Step-by-Step Guide will outline the steps applicable to License Qualification Applications for Elevator Agencies in DOB NOW: *Licensing*.

### HELPFUL LINKS

[YouTube.com/DOBNOW](https://www.youtube.com/DOBNOW) 

[NYC.gov/DOBNOWINFO](https://www.nyc.gov/DOBNOWINFO) 

[NYC.gov/DOBNOWHELP](https://www.nyc.gov/DOBNOWHELP) 



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## **Overview**

This step-by-step guide will provide applicants with a systematic understanding of how to request a new license for an Elevator Agency in DOB NOW: *Licensing*.

This step-by-step guide will explain and visually show an applicant how to navigate the License Dashboard.

The DOB NOW: *Licensing* module allows users to take actions that were previously restricted to the BIS system, as well as offering license types that are new to New York City Elevator Agencies.

## **Requirements**

- All License Qualification Applications (LQAs) will now flow through DOB NOW: *Licensing*, both for new Applications and for Renewals.
- Elevator Agency Directors will require a linked Business Approval Request (BAR). This will need to be requested after the initial approval of the LQA but before the License Card can be received. The BAR can be for a new Elevator Agency or for a change to an existing Elevator Agency. See the **Elevator Business Approval Request Step-by-Step** for instructions in how to create a BAR.
- All other Elevator Agency licenses (Co-Directors, Inspectors, Technicians, Limited Technicians and Helpers) will need to associate their LQAs with an existing Elevator Agency.

## **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 with the following elements:

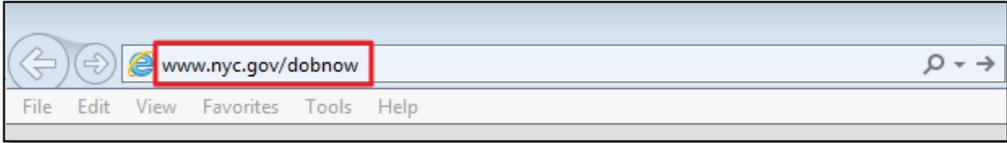
- Email\***: A text input field with a red asterisk and a placeholder "Enter email/username...". A red box and callout 1 highlight this field.
- Applicant Type\***: A dropdown menu with "Select:" and a downward arrow. A red box and callout 2 highlight this field.
- Last Name**: A text input field that is grayed out. A red box and callout 2 highlight this field.
- Filing Representative Information**: A section header.
- + Add Representative**: A blue button.
- Table**: A table with columns: First Name, Last Name, Email, Business Name, Business Telephone, and Action. The first row contains: ADAM, JOE2, AJOETEST2@GMAIL.COM, AJ2, (201) 222-3333, and icons for edit and delete.
- Scrollbar**: A horizontal scrollbar below the table. A red box and callout 3 highlight this scrollbar.
- Total Items: 1**: Text below the scrollbar.
- Page Navigation**: Buttons for first, previous, next, last, and a dropdown for "5" items per page.
- 1 - 1 of 1 items**: Text at the bottom right.

## **ADDITIONAL HELP & INFORMATION**

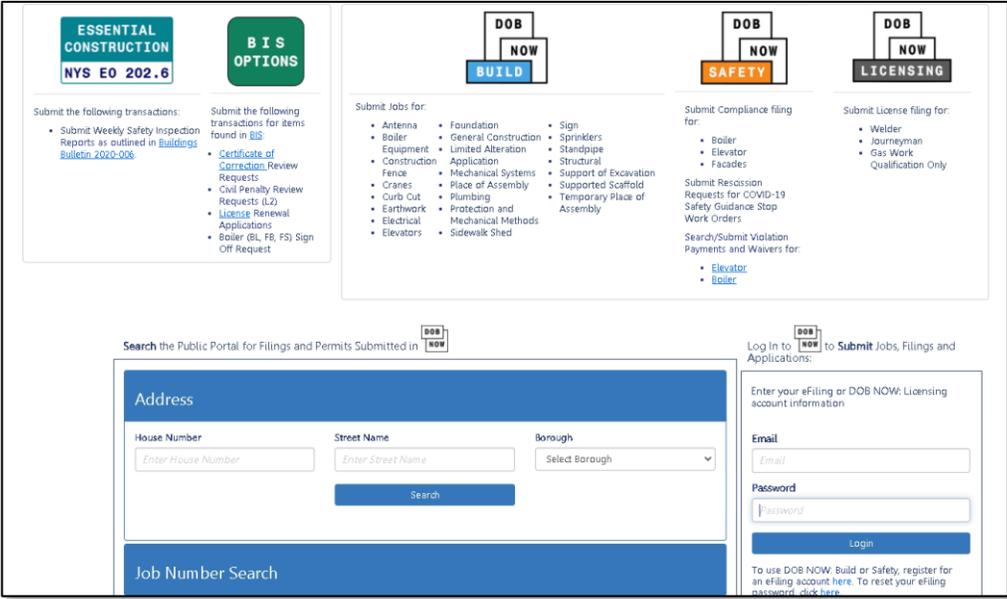
1. Video Tutorials: DOB NOW YouTube Channel: <https://www.youtube.com/user/NYCBUILDINGS>
2. Presentations & Sessions: <https://www1.nyc.gov/site/buildings/industry/dob-now-training.page>

## Create a DOB NOW: *Licensing* Login

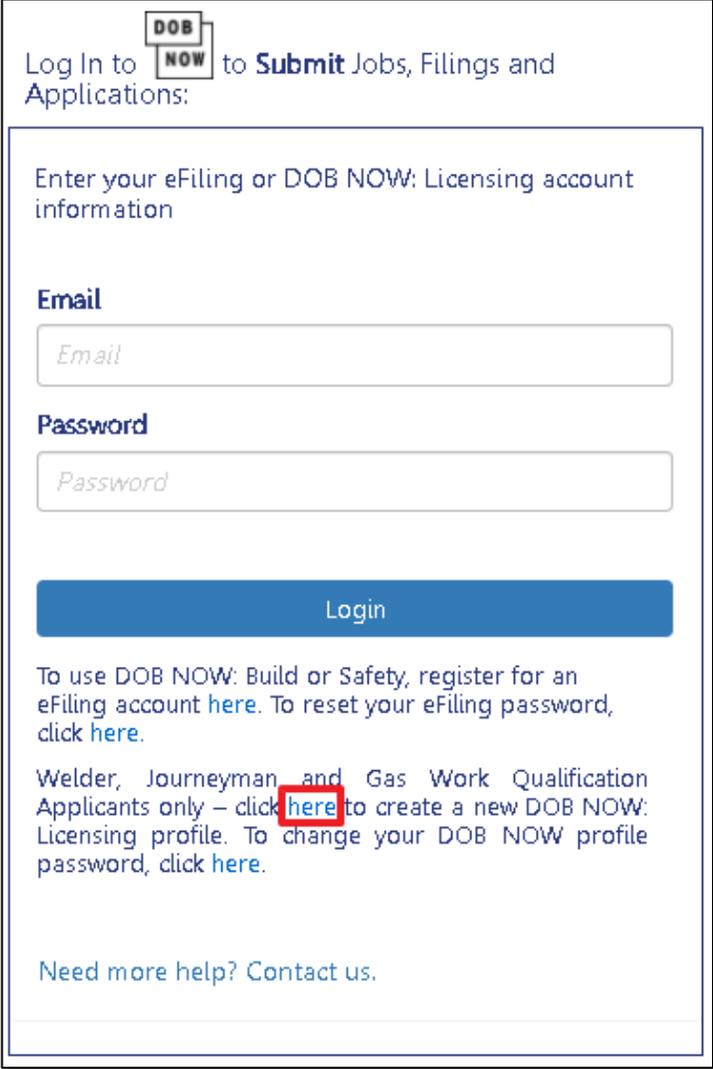
Follow the steps below to create a DOB NOW: *Licensing* login.

Step	Action
	<p>This section will describe how to create a new login for DOB NOW. This is the process for users who do not currently have an Elevator Agency license.</p> <p>If you have an existing Elevator Agency license, your eFiling login will be automatically given access to DOB NOW: <i>Licensing</i> on June 25, 2022. If you do not have a DOB NOW login, you will be able to log in using your BIS email address and password.</p> <p>Additionally, DOB recommends that you turn off pop-up blockers to successfully navigate within DOB NOW.</p> <p>For Step-by-Step instructions, please submit a question to <a href="http://www.nyc.gov/dobnowhelp">www.nyc.gov/dobnowhelp</a> or refer to the following links:</p> <ul style="list-style-type: none"><li>■ How to Turn Off Pop-up Blockers: <a href="https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf">https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf</a></li><li>■ How to Register for eFiling: <a href="https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf">https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf</a></li></ul>
1.	<p>Access the Internet.</p>  <p>(Chrome, Edge, or Safari are recommended for best compatibility)</p>
2.	<p>Enter <a href="http://www.nyc.gov/dobnow">www.nyc.gov/dobnow</a> in the URL field at the top of the browser window.</p> 
3.	<p>Press <b>Enter</b> on your keyboard.</p>

# DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION STEP-BY-STEP GUIDE

Step	Action
	<p>The DOB Login page displays.</p> 

**DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION  
STEP-BY-STEP GUIDE**

Step	Action
4.	<p>Create a new <b>Licensing profile</b> by clicking on the word <b>here</b> in the second paragraph under the login prompt.</p> <div data-bbox="310 411 1023 1480" style="border: 1px solid black; padding: 10px;"></div>

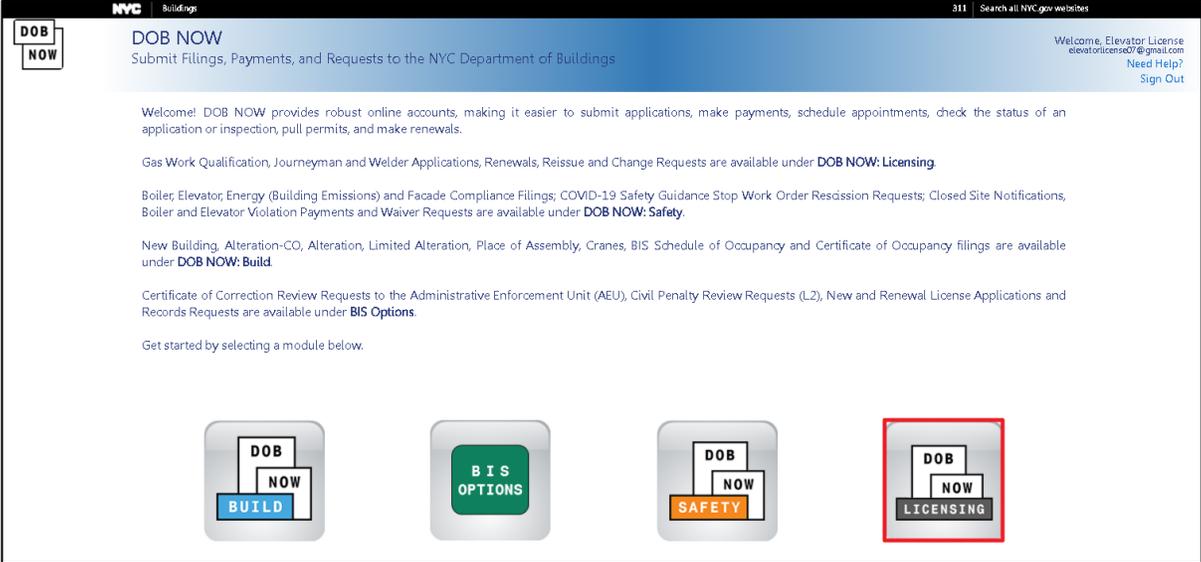
**DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION  
STEP-BY-STEP GUIDE**

Step	Action																												
5.	<p>The system will ask if you have an existing login profile. Click <b>No</b>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="background-color: #4f81bd; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span>Confirm</span> <span>✕</span> </div> <p style="margin-top: 10px;">Do you have any of the following DOB issued licenses/qualifications?</p> <ul style="list-style-type: none"> <li>Welder</li> <li>Journeyman</li> </ul> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> <span style="background-color: #4f81bd; color: white; padding: 5px 10px; border: 1px solid #4f81bd;">Yes</span> <span style="background-color: #4f81bd; color: white; padding: 5px 10px; border: 2px solid red;">No</span> </div> </div>																												
6.	<p>The Create Profile screen appears. Fill out the following fields:</p> <ul style="list-style-type: none"> <li>■ First Name</li> <li>■ Middle Initial (optional)</li> <li>■ Last Name</li> <li>■ Email</li> <li>■ Password (and re-enter the Password)</li> <li>■ Click the checkbox to sign</li> </ul> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="background-color: #4f81bd; color: white; padding: 5px;">Create Profile – DOB NOW Licensing</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid #ccc; padding: 5px;">First Name* <i>First Name</i></td> <td style="width: 15%; border-bottom: 1px solid #ccc; padding: 5px;">Middle Initial <i>M</i></td> <td style="width: 30%; border-bottom: 1px solid #ccc; padding: 5px;">Last Name* <i>Last Name</i></td> <td style="width: 25%; vertical-align: top; padding: 5px;">                     Password Requirements                      ✓ Must contain atleast 8 characters                      ✓ Must contain one lower and uppercase letter                      ✓ Must contain one non-alpha and special character                      ✓ Must match with password                 </td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid #ccc; padding: 5px;">Email* <i>example@XXXX.com</i></td> <td></td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid #ccc; padding: 5px;">Password* <i>Combination of A-Z, a-z, 0-9 and any special characters (! @ # \$)</i></td> <td></td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid #ccc; padding: 5px;">Re-enter Password* <i>Match Password</i></td> <td></td> </tr> <tr> <td colspan="4" style="padding: 5px;"> <input type="checkbox"/> By checking this box and clicking Create (below) you are affirming that you have read and agree to the <a href="#">terms</a> of the New York City Department of Buildings.*                 </td> </tr> <tr> <td style="border-bottom: 1px solid #ccc; padding: 5px;">Name*</td> <td colspan="3" style="border-bottom: 1px solid #ccc; padding: 5px;">Date*</td> </tr> <tr> <td style="text-align: center; padding: 10px;"> <span style="background-color: #4f81bd; color: white; padding: 5px 15px; border: 1px solid #4f81bd;">Create</span> <span style="background-color: #4f81bd; color: white; padding: 5px 15px; border: 1px solid #4f81bd;">Cancel</span> </td> <td colspan="3"></td> </tr> </table> </div> <p>Click <b>Create</b> to complete the process.</p>	First Name* <i>First Name</i>	Middle Initial <i>M</i>	Last Name* <i>Last Name</i>	Password Requirements ✓ Must contain atleast 8 characters ✓ Must contain one lower and uppercase letter ✓ Must contain one non-alpha and special character ✓ Must match with password	Email* <i>example@XXXX.com</i>				Password* <i>Combination of A-Z, a-z, 0-9 and any special characters (! @ # \$)</i>				Re-enter Password* <i>Match Password</i>				<input type="checkbox"/> By checking this box and clicking Create (below) you are affirming that you have read and agree to the <a href="#">terms</a> of the New York City Department of Buildings.*				Name*	Date*			<span style="background-color: #4f81bd; color: white; padding: 5px 15px; border: 1px solid #4f81bd;">Create</span> <span style="background-color: #4f81bd; color: white; padding: 5px 15px; border: 1px solid #4f81bd;">Cancel</span>			
First Name* <i>First Name</i>	Middle Initial <i>M</i>	Last Name* <i>Last Name</i>	Password Requirements ✓ Must contain atleast 8 characters ✓ Must contain one lower and uppercase letter ✓ Must contain one non-alpha and special character ✓ Must match with password																										
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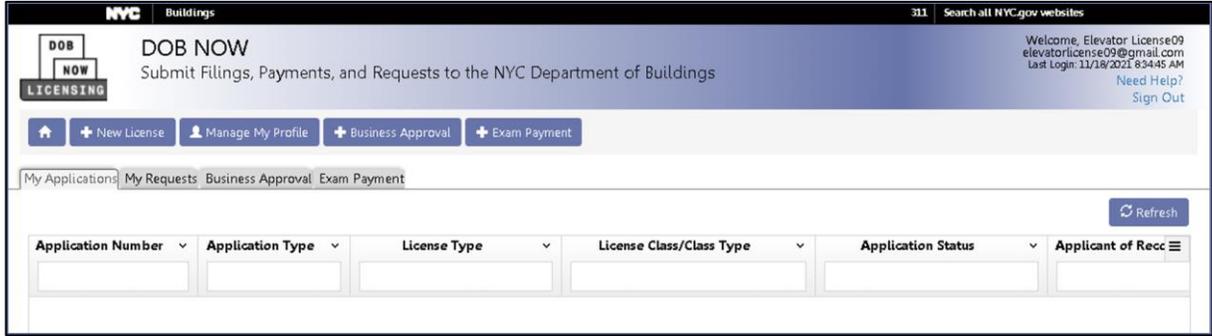
**DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION  
STEP-BY-STEP GUIDE**

Step	Action
7.	<p>A Statements &amp; Signature pop-up will appear. Click <b>Accept</b>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="background-color: #4a69bd; color: white; padding: 5px;">Statements &amp; Signature</p> <p>As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also 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. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.</p> <p>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.*</p> <div style="text-align: right; margin-top: 10px;"> <span style="border: 2px solid red; padding: 2px 10px;">Accept</span> <span style="padding: 2px 10px; margin-left: 10px;">Decline</span> </div> </div>
8.	<p>Click the <b>Confirm</b> button on the New Profile Confirmation pop-up.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="background-color: #4a69bd; color: white; padding: 5px;">New Profile Confirmation</p> <p>Are you sure you want to submit your profile creation request? Please confirm.</p> <div style="text-align: right; margin-top: 10px;"> <span style="border: 2px solid red; padding: 2px 10px;">Confirm</span> <span style="padding: 2px 10px; margin-left: 10px;">Cancel</span> </div> </div>

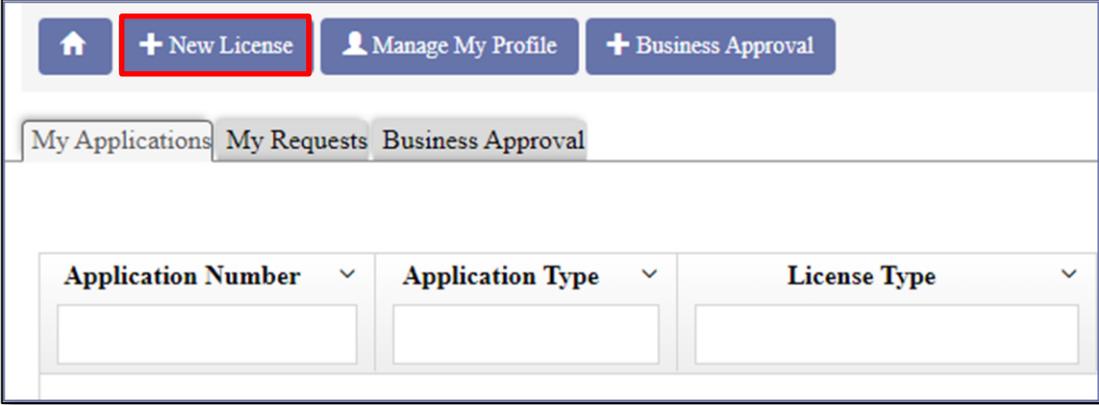
## DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION STEP-BY-STEP GUIDE

Step	Action
9.	<p>You will receive an email notifying you that your account has been set up. Click on the link to activate the Profile.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>DOBNOW donotreply</b> &lt;CRMBuildNYCDev@buildings.nyc.xxx&gt; to me ▾</p> <p>Click the below link to activate your Profile.</p> <p><a href="#">Click here to activate.</a></p> <p>After you click this link, you will receive an email confirming your Profile activation.</p> <p>This profile activation link is valid for the next 30 days.</p> <p>This is an automated message. Please do not reply. If you have any questions, submit an inquiry at <a href="http://www.nyc.gov/dobnowhelp">www.nyc.gov/dobnowhelp</a>.</p> <p>Sincerely, NYC Department of Buildings</p>  </div>
10.	<p>Log into DOB NOW. The DOB NOW Welcome page displays. Click <b>DOB NOW: Licensing</b>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>

## DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION STEP-BY-STEP GUIDE

Step	Action
	<p>The DOB NOW: <i>Licensing</i> Dashboard displays. The <b>My Applications Dashboard</b> displays by default.</p> 
<p>You are now logged into DOB NOW: <i>Licensing</i>. Continue to the <b>New License Qualification Step-by-Step Guide</b>.</p>	

## New License Qualification Application

Step	Action
1.	<p>Click the <b>+New License</b> button from the DOB NOW: <i>Licensing</i> dashboard.</p>  <p>The screenshot shows the top navigation bar with three buttons: a home icon, '+ New License' (highlighted with a red box), 'Manage My Profile', and '+ Business Approval'. Below the navigation bar are three tabs: 'My Applications', 'My Requests', and 'Business Approval'. Underneath the tabs are three dropdown menus labeled 'Application Number', 'Application Type', and 'License Type', each with an empty input field below it.</p>
2.	<p>Select the <b>Elevator Agency</b> radio button and then click <b>Next</b>.</p>  <p>The screenshot shows a 'License Types' selection screen. It has a title bar 'License Types' and four radio button options: 'Welder', 'Gas Work Qualification Only', 'Journeyman', and 'Elevator Agency' (highlighted with a red box). At the bottom of the screen are two buttons: 'Next' (highlighted with a red box) and 'Cancel'.</p>

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Step	Action
3.	<p>Select the appropriate radio button from the list of choices in the License Class/Class Type test list, then click the next button to proceed.</p> <div data-bbox="310 411 1187 884"><p>License Class/Class Type</p><ul style="list-style-type: none"><li><input type="radio"/> Elevator Co-Director</li><li><input checked="" type="radio"/> Elevator Director</li><li><input type="radio"/> Elevator Helper</li><li><input type="radio"/> Elevator Inspector</li><li><input type="radio"/> Elevator Restricted Technician</li><li><input type="radio"/> Elevator Technician</li></ul><p>Next Cancel</p></div>
	<p><b>Elevator Directors</b> may be created before an <b>Elevator Agency</b> is established. <b>All other License Class/Class Types</b> must be associated to an existing Elevator Agency.</p>

**DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION  
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Step	Action
4.	<p>Click the <b>Yes</b> radio buttons to all the questions asked on the Supplemental Investigation Questionnaire, and then click the <b>Submit</b> button to proceed. Depending on the License Type, different questions may appear.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center; background-color: #d9e1f2; margin: -10px -10px 10px -10px;">Supplemental Investigation Questionnaire</p> <p>Are you at least eighteen (18) years old?*</p> <p>Are you fit to perform the work authorized by this license/qualification?*</p> <p>Are you able to speak and write the English language?*</p> <p>Are you of good moral character?*</p> <p>I have a minimum of ten years of satisfactory experience within 15 years immediately preceding the exam appln date supervising the assembly, installation, maintenance, repair, design or inspection of elevators*</p> <p>OR</p> <p>I am a New York State-licensed professional (Registered Architect or professional engineer) who has 5 years satisfactory experience within 15 years immediately preceding the exam appln date supervising the assembly, installation, maintenance, repair, design or inspection of elevators*</p> <p style="text-align: center;"> <input checked="" type="radio"/> Yes <input type="radio"/> No  <input checked="" type="radio"/> Yes <input type="radio"/> No         </p> <p style="text-align: center;"> <input checked="" type="button" value="Submit"/> <input type="button" value="Cancel"/> </p> </div>
	<p><b>NOTE:</b> Depending on the License Type, different questions may appear.</p> <p>If any question is answered <b>No</b>, the <b>Submit</b> button will not be active and the License Qualification Application will not be able to proceed.</p>

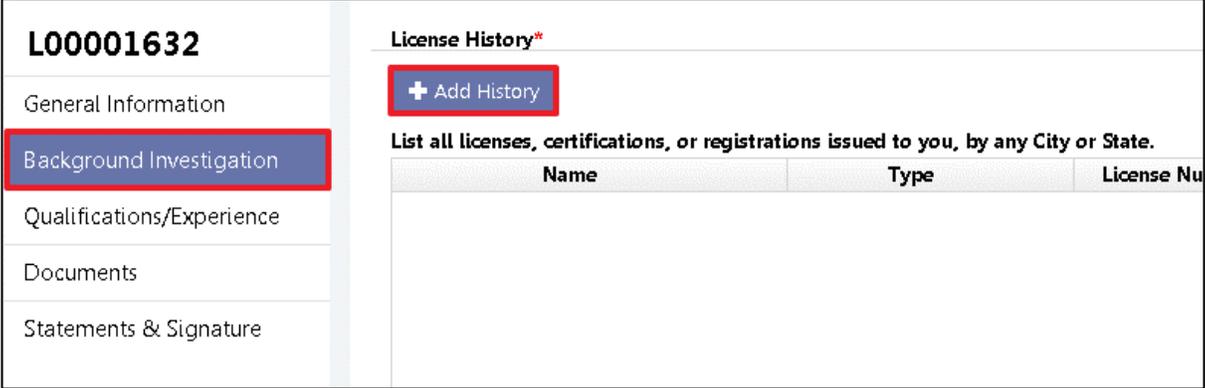
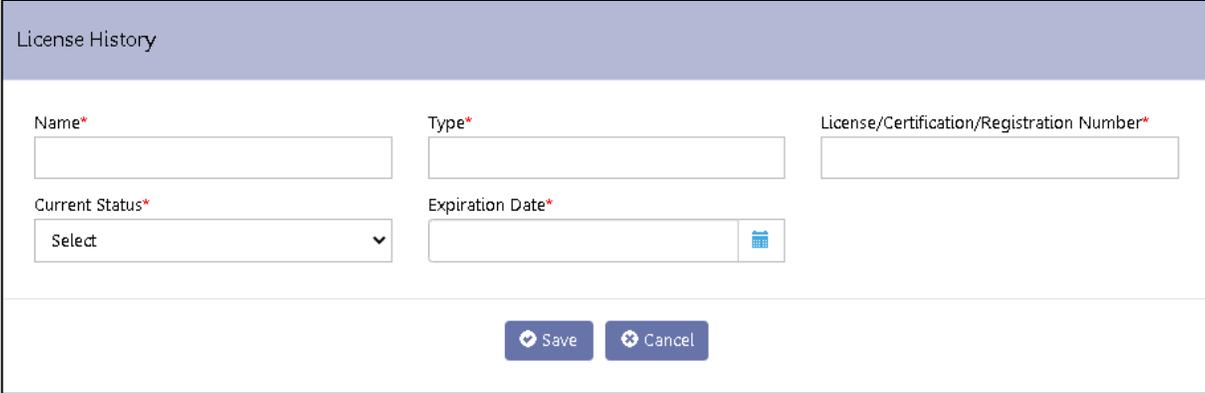
**DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION  
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Step	Action
5.	<p>Fill in all appropriate information and then click <b>Save</b>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Application Information</b></p> <p>Application Type* <input type="text" value="New License"/> License Type* <input type="text" value="Elevator Agency"/> License Class/Class Type* <input type="text" value="Elevator Director"/></p> <p><b>Applicant of Record</b></p> <p>First Name* <input type="text" value="Elevator"/> Middle Initial <input type="text"/> Last Name* <input type="text" value="License"/></p> <p>Email* <input type="text" value="elevatorlicense06@gmail.com"/></p> <p><b>Address</b></p> <p>House Number* <input type="text" value="280"/> Street Name* <input type="text" value="Broadway"/> Apartment/Building Number <input type="text"/></p> <p>City* <input type="text" value="New York"/> Borough* <input type="text" value="Manhattan"/> State* <input type="text" value="New York"/></p> <p>Zip Code* <input type="text" value="10007"/> Home Telephone* <input type="text" value="(212) 874-8774"/> Mobile Telephone <input type="text"/></p> </div>
6.	<p>All license types other than Elevator Director must enter the <b>Agency Number</b> for an approved Elevator Agency.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Personal Information</b></p> <p>Date of Birth* <input type="text" value="02/08/2001"/> SSN/ITIN* <input type="text" value="XXX-XX-1111"/></p> <p><b>Agency Information</b></p> <p>Agency Number* <input style="border: 2px solid red;" type="text" value="055720"/> Agency Name <input type="text" value="GUARDSMAN ELEVATOR CO INC"/> Address <input type="text" value="276,EAST 150TH STREET,BRONX,NY 10451"/></p> <p>City <input type="text" value="BRONX"/> State <input type="text" value="New York"/> Zip Code <input type="text" value="10451"/></p> <p><b>City Employee</b></p> <p>Are you a city employee?* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div>

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Step	Action
7.	<p>After clicking Save, you will see a Notification that the Application Type cannot be changed after saving. Click <b>Save</b> again.</p> 
8.	<p>Click <b>OK</b> on the “Application has been saved” Notification.</p> 
	<div style="display: flex; align-items: flex-start;"> <div style="border: 1px solid black; padding: 5px; margin-right: 20px;"> <p style="margin: 0;"><b>L00001632</b></p> <ul style="list-style-type: none"> <li style="background-color: #4a7ebb; color: white; padding: 2px 5px;">General Information</li> <li style="padding: 2px 5px;">Background Investigation</li> <li style="padding: 2px 5px;">Qualifications/Experience</li> <li style="padding: 2px 5px;">Documents</li> <li style="padding: 2px 5px;">Statements &amp; Signature</li> </ul> </div> <div> <p>A <b>License Application number</b> will be assigned, and four more tabs will appear below General Information:</p> <ul style="list-style-type: none"> <li>■ Background Information</li> <li>■ Qualifications/Experience</li> <li>■ Documents</li> <li>■ Statements &amp; Signature</li> </ul> </div> </div>

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Step	Action
9.	<p>Go to the <b>Background Investigation</b> tab and then click the <b>+Add History button</b> to enter details of any license, certification or registration issued to the Applicant by any City or State. <b>At least one</b> License, Certification or Registration must be listed in this section.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <p>The screenshot shows a sidebar with tabs: General Information, <b>Background Investigation</b> (highlighted), Qualifications/Experience, Documents, and Statements &amp; Signature. The main content area is titled 'License History*' and contains a '+ Add History' button (highlighted in red) and a table with columns 'Name', 'Type', and 'License Nu'. Below the table is the instruction: 'List all licenses, certifications, or registrations issued to you, by any City or State.'</p> </div>
10.	<p>For each license, enter:</p> <ul style="list-style-type: none"> <li>■ Name</li> <li>■ Type</li> <li>■ License/Certification/Registration Number</li> <li>■ Current Status</li> <li>■ Expiration Date</li> </ul> <p>Then click <b>Save</b>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <p>The screenshot shows the 'License History' form with the following fields: Name* (text input), Type* (text input), License/Certification/Registration Number* (text input), Current Status* (dropdown menu with 'Select' and a downward arrow), and Expiration Date* (text input with a calendar icon). At the bottom are 'Save' and 'Cancel' buttons.</p> </div>

**DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION  
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Step	Action								
11.	<p>If the Applicant has a <b>Driver’s License</b>, they must enter the <b>State</b> and <b>Number</b> of the license.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Do you currently have a valid Driver's License? * <span style="float: right;"><input checked="" type="radio"/> Yes <input type="radio"/> No</span></p> <p>State where Issued* <span style="margin-left: 150px;">Driver's License Number*</span></p> <p>NY <span style="margin-left: 150px;">123456789</span></p> </div>								
12.	<p>If any Licenses or Government-granted Privileges have ever been rescinded, revoked, surrendered, suspended or disqualified, the applicants must answer <b>Yes</b> here and explain the details in the <b>Comments</b> section.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Have any licenses or privileges granted to you or your associated business(es) by the Department of Buildings or any other government entity ever been rescinded, revoked, surrendered, suspended or have you or your related business(es) ever been disqualified from performing inspections? If Yes please indicate the type of license/certification/registration with the reason for the suspension, restriction, surrender, revocation, or disciplinary action in the <b>Comments</b>. * <span style="float: right;"><input type="radio"/> Yes <input checked="" type="radio"/> No</span></p> </div>								
13.	<p>In the <b>Personal Information</b> section, users <i>may</i> be asked if they have ever been known by any other names. If <b>Yes</b>, click the <b>+Add History</b> button to enter any prior names.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p><b>Personal Information*</b></p> <p><span style="border: 2px solid red; padding: 2px;">+ Add History</span></p> <p>List of other names you are known by:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Last Name</th> <th style="width: 30%;">First Name</th> <th style="width: 30%;">Middle Name</th> <th style="width: 10%;">Actions</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div> <p>In the <b>Personal Information pop up</b>, enter prior <b>Last Name</b>, <b>First Name</b>, <b>Middle Name</b> (if applicable), and <b>Social Security Number</b>. Then click <b>Save</b>. Repeat process for all prior names.</p> <div style="border: 2px solid #4a7ebb; padding: 10px; margin: 10px 0;"> <p style="background-color: #4a7ebb; color: white; padding: 5px;">Personal Information</p> <p>Last Name* <input type="text"/></p> <p>First Name* <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>Social Security Number* <input type="text"/></p> <p style="text-align: right; margin-top: 10px;"> <span style="border: 2px solid red; padding: 5px; margin-right: 10px;">Save</span> <span style="background-color: #4a7ebb; color: white; padding: 5px;">Cancel</span> </p> </div>	Last Name	First Name	Middle Name	Actions				
Last Name	First Name	Middle Name	Actions						

**DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION  
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Step	Action
14.	<p>If they appear, answer the <b>Yes/No Questions</b> about whether the Applicant has worked for a City, State, or Federal Government Agency and whether they are related to any DOB employee(s).</p> <div data-bbox="310 411 1515 495" style="border: 1px solid black; padding: 5px;"><p>Have you ever been employed by a city, state or federal govt agency? * <span style="float: right;"><input type="radio"/> Yes <input checked="" type="radio"/> No</span></p><p>Are you related to any DOB employee(s) including through marriage? * <span style="float: right;"><input type="radio"/> Yes <input checked="" type="radio"/> No</span></p></div>
15.	<p>Any <b>Yes</b> answers on this page can be explained in the <b>Comments</b> field.</p> <div data-bbox="310 625 1515 831" style="border: 1px solid black; padding: 5px;"><p>If you answer YES to any of the questions in this section, you must provide complete details, specifying the date, agency, reason, disposition, etc. in the Comments box.</p><p>Comments</p><div data-bbox="318 684 1507 814" style="border: 1px solid gray; height: 60px; width: 100%;"></div><p>500 characters remaining</p></div>

**DOB NOW: Licensing – LICENSE QUALIFICATION APPLICATION  
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Step	Action						
16.	<p>If asked, enter the <b>full address</b> of all residences where the Applicant has lived for 3 or more months in the past 10 years (or since graduating high school, whichever is less). Click the <b>+Add Residence</b> button.</p> <div data-bbox="310 411 1507 716" style="border: 1px solid black; padding: 10px;"><p><b>Residence*</b></p><p>Starting with your present address and working back, list the full address of every place you have resided for more than a three (3) month period. List only your residences over the past ten (10) years or since you left high school, whichever is less.</p><p><b>+ Add Residence</b></p><table border="1" style="width: 100%;"><thead><tr><th style="width: 33%;">From ▾</th><th style="width: 33%;">To ▾</th><th style="width: 34%;">Street Address</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr></tbody></table></div> <p>Enter the most recent address information and click <b>Save</b>.</p> <div data-bbox="310 814 1341 1251" style="border: 1px solid black; padding: 10px;"><p>Residence</p><p>From* <input type="text"/> </p><p>To* <input type="text"/> </p><p><input type="checkbox"/> This is my current address</p><p>Street Address* <input type="text"/></p><p>City* <input type="text"/></p><p>State* <input type="text"/></p><p>Zip Code* <input type="text"/></p><p style="text-align: right;"><b>Save</b> <b>Cancel</b></p></div> <p>Click <b>OK</b> to complete the process. <b>Repeat</b> as many times as necessary.</p> <div data-bbox="310 1350 907 1562" style="border: 1px solid black; padding: 10px;"><p>Notification <span style="float: right;">✕</span></p><p>Residence has been added.</p><p style="text-align: center;"><b>OK</b></p></div>	From ▾	To ▾	Street Address			
From ▾	To ▾	Street Address					

**DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION  
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Step	Action						
17.	<p>Click on the <b>Qualifications/Experience</b> tab. Answer the three Yes/No questions about <b>Convictions and Fines</b>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> <span>Save</span> <span>Preview to File</span> </div> <div style="display: flex;"> <div style="width: 25%; border-right: 1px solid #ccc; padding-right: 5px;"> <p><b>L00001632</b></p> <p>General Information</p> <p>Background Investigation</p> <p style="background-color: #d9e1f2; border: 2px solid red;">Qualifications/Experience</p> <p>Documents</p> <p>Statements &amp; Signature</p> </div> <div style="width: 75%; padding-left: 10px;"> <p><b>Convictions and Fines</b></p> <p>Have you ever been convicted or pled guilty to an offense anywhere (an offense is defined as a violation, misdemeanor, or felony)?*</p> <p>Do you owe any penalties or fines to the City of New York?*</p> <p>Does any company or business you have been associated with under your Department-issued license owe any fines, penalties or fees to the City of New York that were incurred during your association with that company or business?*</p> <p><b>Employment History*</b></p> <p style="text-align: center; border: 1px solid #ccc; display: inline-block; padding: 2px 5px;">+ Add Employment History</p> </div> </div> </div>						
18.	<p>Depending on the license type, Applicants may need to enter Employment History for each job they wish to use as <b>Qualifying Experience</b>. If needed, click the <b>+Add Work History</b> button to enter jobs, starting with the current job and then proceeding in <i>reverse chronological order</i>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Employment History*</b></p> <p style="text-align: center; border: 2px solid red; display: inline-block; padding: 5px 15px;">+ Add Employment History</p> <p><b>Start with your current job and list the employment history for each job you intend to use as a Qualifying Experience. You must provide a valid Supervisor(s) Telephone Number for experience verification:</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 45%;">Company Name</th> <th style="width: 25%;">Street Address</th> <th style="width: 30%;">Date of Employment Began ▾</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	Company Name	Street Address	Date of Employment Began ▾			
Company Name	Street Address	Date of Employment Began ▾					

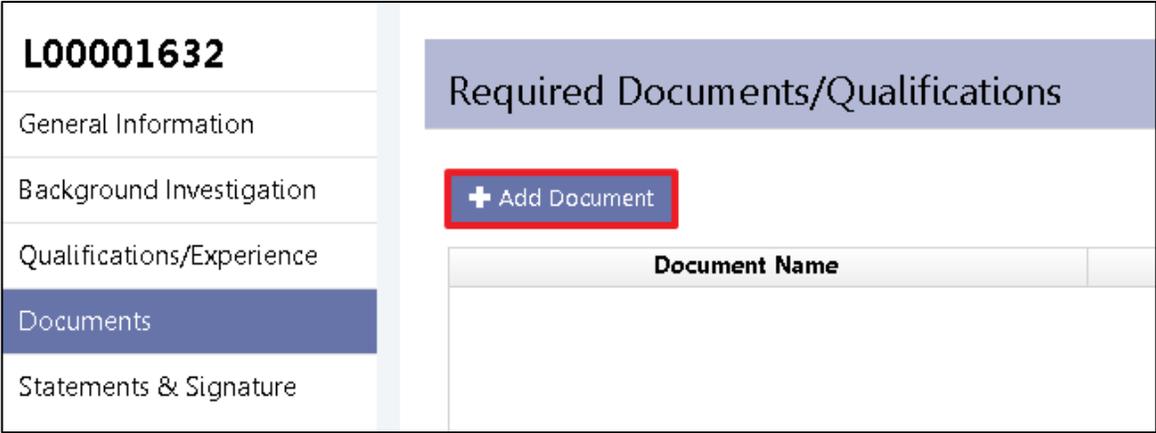
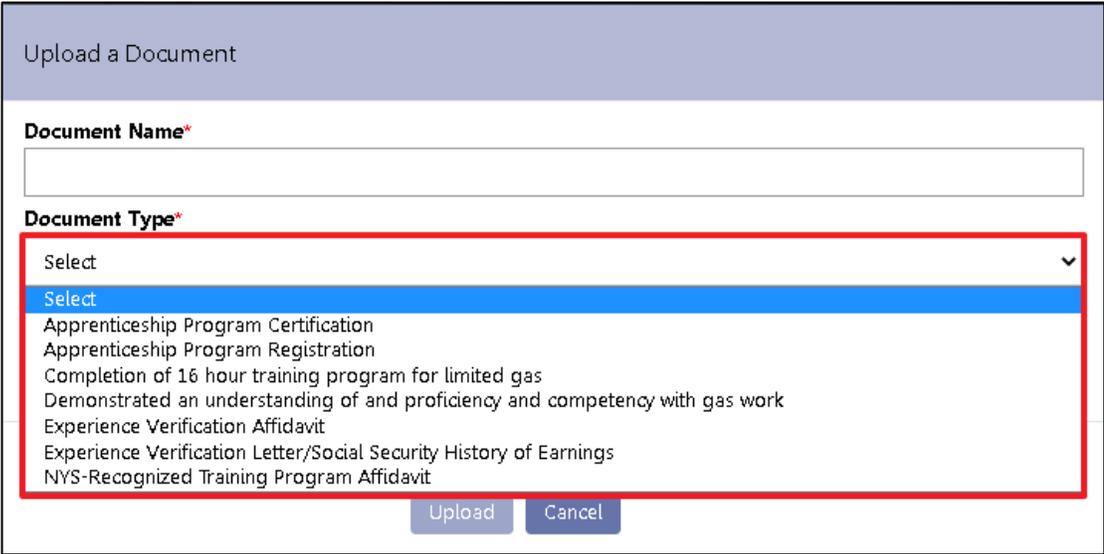
**DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION  
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Step	Action
19.	<p>Enter all required information on the <b>Employment Information tab</b> of the Employment History Information pop-up window. <b>NOTE:</b> Applicants must provide a valid <b>Supervisor(s) Telephone Number</b> for experience verification.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="background-color: #d9e1f2; padding: 5px; border-bottom: 1px solid black;">Employment History Information</div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 10px;"> <span style="border: 1px solid gray; padding: 2px 5px;">Employment Information</span> <span style="border: 1px solid gray; padding: 2px 5px; background-color: #d9d9d9;">Wages Detail</span> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Date Employed From* <input style="width: 90%;" type="text"/></p> <p><input type="checkbox"/> This is my current job</p> <p>Company Name* <input type="text"/></p> <p>State* <span style="border: 1px solid gray; padding: 2px;">Select</span></p> <p>Ownership Interest (%)* <input type="text"/></p> <p><input type="checkbox"/> Is the company still in business?</p> <p>Supervisor(s) Name* <input type="text"/></p> <p>Supervisor(s) License Number* <input type="text"/></p> <p>Reason for leaving* <div style="border: 1px solid gray; height: 40px; width: 100%;"></div><small>250 characters remaining</small></p> </div> <div style="width: 45%;"> <p>Date Employed To* <input type="text"/></p> <p>Street Address* <input type="text"/></p> <p>Zip Code* <input type="text"/></p> <p>Supervisor(s) Title* <input type="text"/></p> <p>Supervisor(s) Telephone Number* <input type="text"/></p> </div> <div style="width: 45%;"> <p>City* <input type="text"/></p> <p>Country* <input type="text"/></p> <p>Supervisor(s) License Type* <input type="text"/></p> <p>Supervisor(s) Email Address* <input type="text"/></p> </div> </div> <div style="text-align: right; margin-top: 10px;"> <span style="border: 1px solid gray; padding: 2px 5px; background-color: #4a7ebb; color: white;">Save</span> <span style="border: 1px solid gray; padding: 2px 5px; background-color: #4a7ebb; color: white; margin-left: 10px;">Cancel</span> </div> </div>

**DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION  
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Step	Action										
20.	<p>On the <b>Wages Detail</b> tab, enter:</p> <ul style="list-style-type: none"> <li>■ Title</li> <li>■ Time Period</li> <li>■ Wages per Hour</li> <li>■ Hours per Week</li> <li>■ Description of Type of Work Performed</li> </ul> <p>Click <b>Add</b>. Repeat for other titles held at that company. Click <b>Save</b> to complete entry.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="background-color: #d9e1f2; margin: -10px -10px 10px -10px; padding: 2px 5px;">Employment History Information</p> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span style="background-color: #d9e1f2; padding: 2px 5px;">Employment Information</span> <span style="border: 2px solid red; padding: 2px 5px;">Wages Detail</span> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p style="text-align: center; font-size: small;">Applicant Title*</p> <input style="width: 95%; height: 20px;" type="text"/> </div> <div style="width: 30%;"> <p style="text-align: center; font-size: small;">Time Period*</p> <input style="width: 95%; height: 20px;" type="text"/> </div> <div style="width: 30%;"> <p style="text-align: center; font-size: small;">Wages Per Hour*</p> <input style="width: 95%; height: 20px;" type="text"/> </div> </div> <div style="margin-top: 10px;"> <p style="text-align: center; font-size: small;">Hours Per Week*</p> <input style="width: 95%; height: 20px;" type="text"/> </div> <div style="margin-top: 10px;"> <p style="text-align: center; font-size: small;">Describe Type of Work Performed*</p> <div style="border: 1px solid #ccc; height: 30px; width: 95%;"></div> <p style="text-align: right; font-size: x-small; margin-top: 2px;">250 characters remaining</p> </div> <div style="text-align: center; margin-top: 10px;"> <span style="border: 2px solid red; padding: 2px 5px; color: white; font-weight: bold;">Add</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="width: 30%;">Applicants Name</th> <th style="width: 15%;">Time Period</th> <th style="width: 15%;">Hours Per Week</th> <th style="width: 15%;">Wages Per Hour ...</th> <th style="width: 25%;">Actions</th> </tr> </thead> <tbody> <tr style="height: 100px;"> <td colspan="5" style="text-align: center;"> </td> </tr> </tbody> </table> </div> <div style="text-align: center; margin-top: 10px;"> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Save</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Cancel</span> </div> </div>	Applicants Name	Time Period	Hours Per Week	Wages Per Hour ...	Actions					
Applicants Name	Time Period	Hours Per Week	Wages Per Hour ...	Actions							

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Step	Action
21.	<p>On the <b>Documents</b> tab, click <b>+Add Document</b> to see the list of required documents.</p> 
22.	<p>All required documents can be seen in the drop-down menu under <b>Document Type</b>. Enter a <b>Document Name</b> and select the appropriate <b>Document Type</b> for each document to be uploaded.</p> 

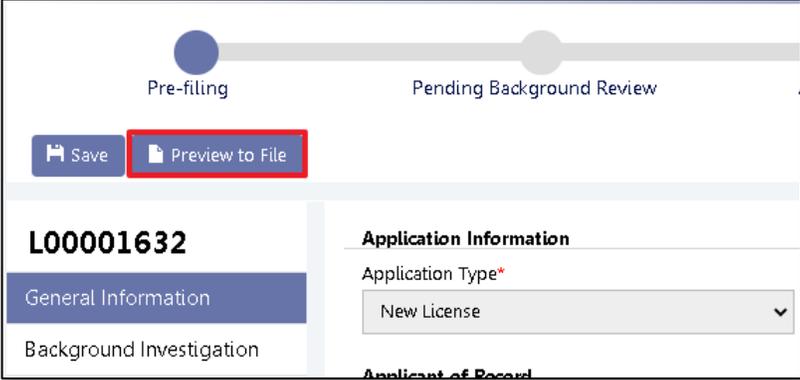
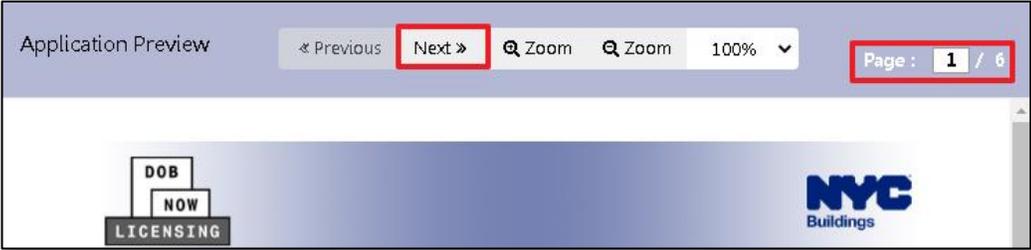
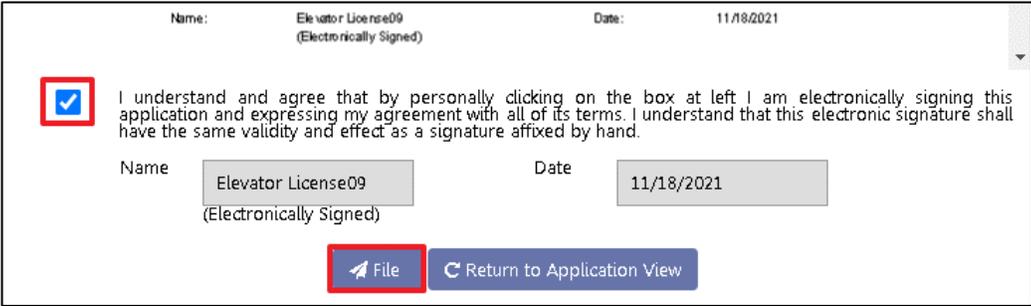
**DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION  
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Step	Action								
23.	<p>Click <b>Choose File</b> to navigate to the document on your computer. Click <b>Upload</b> to complete the upload process for the document.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="background-color: #d9e1f2; padding: 5px;">Upload a Document</p> <p><b>Document Name*</b>  <input type="text" value="Experience Affidavit"/></p> <p><b>Document Type*</b>  <input type="text" value="Experience Verification Affidavit"/></p> <p><b>Document</b>  <input type="button" value="Choose File"/> No file chosen</p> <p style="text-align: right;"> <input type="button" value="Upload"/> <input type="button" value="Cancel"/></p> </div>								
24.	<p>The document will appear in <b>Pending</b> status on the Documents tab. The <b>Actions</b> buttons allow users to replace or delete an uploaded document. <b>Repeat</b> the process for all required documents.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="background-color: #d9e1f2; padding: 5px;">Required Documents/Qualifications</p> <p style="background-color: #d9e1f2; padding: 5px; margin-bottom: 5px;">+ Add Document</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Document Name</th> <th style="text-align: center;">Document Type</th> <th style="text-align: center;">Document Status</th> <th style="text-align: center;">Actions</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Experience Affidavit</td> <td style="text-align: center;">Experience Verification Affidavit</td> <td style="text-align: center;">Pending</td> <td style="text-align: center;"> <input type="button" value="↻"/> <input type="button" value="🗑️"/> </td> </tr> </tbody> </table> </div>	Document Name	Document Type	Document Status	Actions	Experience Affidavit	Experience Verification Affidavit	Pending	<input type="button" value="↻"/> <input type="button" value="🗑️"/>
Document Name	Document Type	Document Status	Actions						
Experience Affidavit	Experience Verification Affidavit	Pending	<input type="button" value="↻"/> <input type="button" value="🗑️"/>						
25.	<p>On the <b>Statements &amp; Signature</b> tab, the Applicant must click the checkbox to <b>Sign</b> the application.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex;"> <div style="width: 20%; background-color: #d9e1f2; padding: 5px; font-weight: bold;">L00001632</div> <div style="width: 80%; padding: 5px;"> <p style="background-color: #d9e1f2; padding: 5px;">Applicant of Record - Statements &amp; Signature</p> <p><b>License Application*</b></p> <p>As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.</p> <p>I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also 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. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.</p> <p>In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.</p> <p><input type="checkbox"/> 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.*</p> <p style="text-align: center;"> <input type="text" value="Name"/> <input type="text" value="Date"/></p> </div> </div> </div>								

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Step	Action
26.	<p>The Applicant may also choose to click the checkbox to choose to allow <b>Service of Process by Email</b>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Voluntary Authorization for Service of Process by Email</b></p> <p><input type="checkbox"/> I hereby voluntarily agree to accept the service of Notices of Violation (NOV)/ Summonses issued by the New York City Department of Buildings (DOB) by the email address listed above. I agree that email service of the NOV shall be deemed valid service of the NOVs/ Summonses under New York City Charter 1049-a, Section 6-08 of the rules of OATH Hearings Division and other applicable laws to allow for the docketing of judgments. I further agree not to raise any defect with respect to service for any NOVs/ Summonses received from DOB at the email address above, in any forum, including before a hearing officer of OATH or the Environmental Control Board (ECB) itself or in any court of law.</p> <p style="text-align: center;"> <span style="margin-right: 100px;">Name</span> <span>Date</span> </p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid gray; width: 150px; height: 20px;"></div> <div style="border: 1px solid gray; width: 100px; height: 20px;"></div> </div> </div>
27.	<p>There may be a fee associated with the LQA. If so, click the <b>Pay Now</b> button at the bottom of the right toolbar to make the payment. (Details about how to use CityPay can be found in the <a href="#">DOB NOW Payment User Manual</a>.)</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 10px;"> <div style="text-align: center;"> <p>Pre-filing</p> <p>●</p> </div> <div style="text-align: center;"> <p>Pending Background Review</p> <p>○</p> </div> <div style="text-align: center;"> <p>Approval Letter Sent</p> <p>○</p> </div> <div style="text-align: center;"> <p>Approved, License Issuance</p> <p>○</p> </div> <div style="text-align: center;"> <p>Pending</p> <p>○</p> </div> <div style="text-align: center;"> <p>License Card Issued</p> <p>○</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div> <p> Save</p> <p> Preview to File</p> </div> <div style="text-align: right;"> <p> Dashboard</p> <p> Application Highlights</p> <p> View Filing</p> <p> Trace History</p> <p> Payment History</p> <p style="border: 2px solid red; padding: 2px;"> \$500.00 Pay Now</p> </div> </div> <div style="display: flex;"> <div style="width: 30%; border-right: 1px solid gray; padding-right: 10px;"> <p><b>L00001632</b></p> <p>General Information</p> <p>Background Investigation</p> <p>Qualifications/Experience</p> <p>Documents</p> <p style="background-color: #d9e1f2; padding: 2px;">Statements &amp; Signature</p> </div> <div style="width: 70%; padding-left: 10px;"> <p style="background-color: #d9e1f2; padding: 5px;"><b>Applicant of Record - Statements &amp; Signature</b></p> <p><b>License Application*</b></p> <p>As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.</p> <p>I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also 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. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.</p> <p><i>In the event of an accident that involves my actions undertaken in connection with my license/registration</i></p> </div> </div> </div>

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Step	Action
28.	<p>Click on the <b>Preview to File</b> button to submit the License Qualification Application. (<b>NOTE:</b> You may have to go back and fill in any information you might have missed.)</p> 
29.	<p>After the <b>Application Preview</b> window opens, review the entire application and page through the preview by clicking the <b>Next</b> button.</p>  <p>Click the <b>checkbox</b> to sign the filing and then click <b>File</b>.</p> 
<p>You have now completed the <b>New License Qualification Application</b>.</p>	