

# SERVICE NOTICE

## Interim Guidelines for Structural Work Type Filing in DOB NOW: *Build*

**Structural Work Type applications (ST) – which must be submitted in the DOB NOW: *Build* – are limited to the following scope(s) of work: New Building structures, Alterations, Stabilization work, Sign work. All other structural alterations may be part of the drawing set filed under the associated alteration application in BIS.**

### Alterations

- Vertical enlargements that involve adding one or more full stories.
- Horizontal enlargements, which involve partial demolition of shear or bearing walls of an area larger than 50 sf.
- Alteration work involving demolition of more than 50 percent of the floor area of the building, or removal of one or more floors
- Alteration work for **raising and/or moving of a building**, involving raising, lifting, elevating or moving operations

### Stabilization Work

- Any work that requires structural stabilization, such as shoring, bracing or partial demolition work required for temporary stabilization.

### Sign Work

- Structural elements related to the installation of signs where the sign application must be filed by a registered design professional in accordance with [1 RCNY 105-04](#).

*Scope of Work – current exemption, filings for one- and two-family homes where the Applicant of Record (Registered Design Professional) is the same for General Construction (GC), Mechanical Systems (MS) and/or Structural (ST) they have the option to just do one filing and include the mechanical and structural details on the NB/GC application in BIS.*

### Project Notes

- Structural work submittals should include all super structure elements and details for the project. Superstructure elements as used herein shall not include structural elements directly in contact with soil or rock, such as foundation walls, slabs on grade, footings, piles, grade beams etc. Portions of foundation walls that are partially in contact with earth shall be considered foundation for the portion below curb level. Retaining walls shall be included as foundation elements.
- For work scope, which require geotechnical analysis - soil and test reports, the project details must be submitted in BIS along with NB or Alteration application, under foundation work type. See *New Foundation Work Project Guidelines*.
- For work involving wall panels, curtain walls and veneers, see *Facades Project Guidelines* or *Storefront Project Guidelines*.
- All other structural work not described above can be filed in BIS. All other structural work not described above should be filed as OT and details included in the scope of work.

Any structural filing in DOB NOW: *Build* must have an associated New Building or Alteration application in BIS, or Sign application in DOB NOW *Build*.

**POST UNTIL: August 31, 2020**