



DOB NOW: Electrical Development Inspections

Agenda

DOB
NOW

Introduction

Create an Electrical Inspection Request

Submit an Electrical Inspection Request

Cancel Inspections

Inspection Delegates

View Objections

Respond to Certifiable objections

Submit Electrical Withdrawal Request

Search & Filter Options

DOB NOW: *INSPECTIONS PLUS*

- Inspections Plus is a new module located within the DOB NOW online platform that enables Licensed Professionals, Owners, Filing Representatives, and Delegates to request and manage inspections from the NYC Department of Buildings.
- At this time, DOB NOW: *Inspections Plus* supports only **Electrical Development Inspections**. Additional work types and inspection request functionality will be introduced in future releases.
- You must have an NYC.ID account to use the DOB NOW: *Inspections Plus* module.

DOB NOW: Inspections Plus



Methods to request an Electrical Inspection/Re-Inspection

If you are an owner, licensed professional, delegated associate, filing representative on the job filing, or an inspection delegate, you can request an inspection.

Option 1: An inspection can be requested from within the job filing in DOB NOW: *Build*, which will lead you to Inspections Plus.

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Welcome, Electrician
DOBELECTRICIAN_10@HOTMAIL.COM

Save Preview to File

B00489869-I1-EL

General Information

Electrical Scope of Work

Documents

Statements & Signatures

Work Permits

Inspections

Inspection Delegates

+ Add Delegates

Actions	Name	Email	License
Total Items: 0			

Inspections

+ Inspection/Re-Inspection + Withdrawal Inspection

Request Number	Inspection Number	Inspection Type	Inspection Date/Time	Actual Inspection Date/Time	Inspection Status/Disposition
REQ04867	INSP00001300	Withdrawal Inspection	Not Yet Scheduled	Not Yet Scheduled	Cancelled by Applicant / Not Available
REQ04866	INSP00001299	Electrical Inspection	Not Yet Scheduled	Not Yet Scheduled	Cancelled by Applicant / Not Available

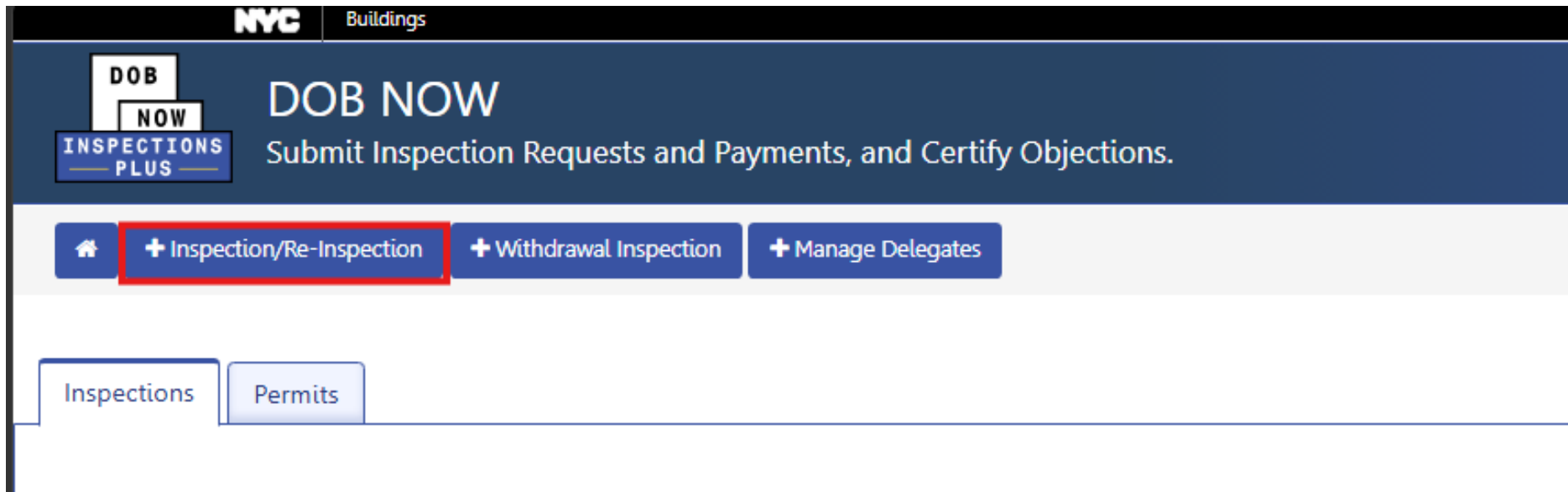
Objections

DOB NOW: Inspections Plus



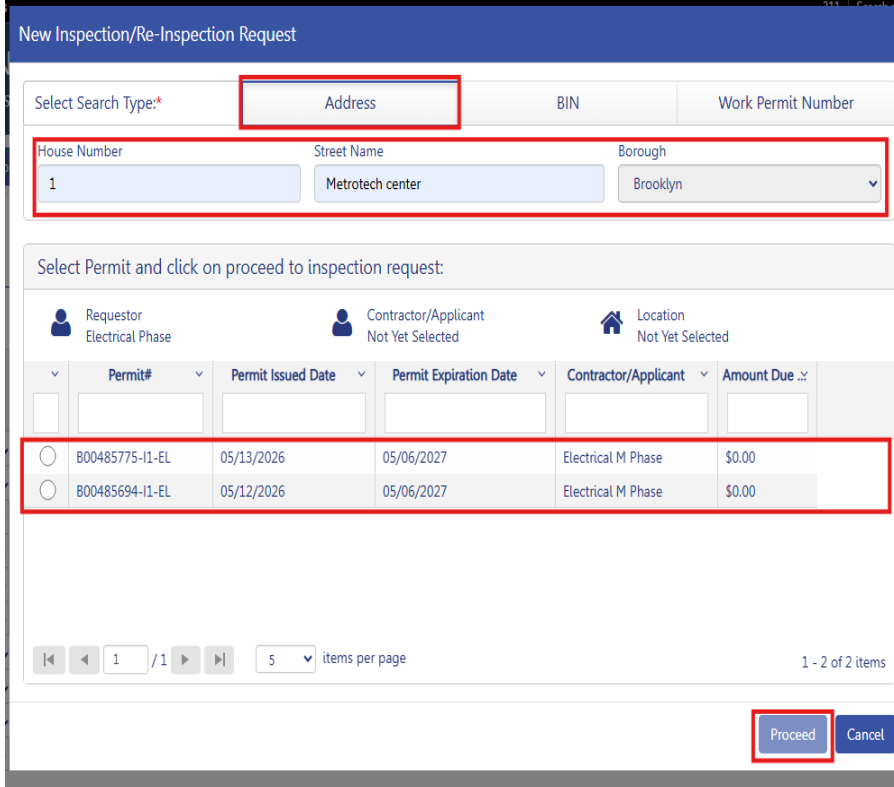
Methods to request an Electrical Inspection/Re-Inspection

Option 2: Login to DOB NOW: *Inspections Plus* and select the **+Inspection/Re-Inspection** button.



Create an Electrical Inspection Request – Address Search

- To request an Electrical Inspection, click on the **+Inspection/Re-Inspection** button in either DOB NOW: *Build* or in *Inspections Plus*
- Search for permits using the Address, BIN, or the Permit Number.
- To Search by Address, enter the:
 - House Number
 - Street Name
 - Borough
- Click **Get Permits** button to see a list of available permits.
- Select a permit by clicking the radio button and click on the **Proceed** button.



New Inspection/Re-Inspection Request

Select Search Type: **Address** BIN Work Permit Number

House Number: 1 Street Name: Metrotech center Borough: Brooklyn

Select Permit and click on proceed to inspection request:

Requestor: Electrical Phase Contractor/Applicant: Not Yet Selected Location: Not Yet Selected

	Permit#	Permit Issued Date	Permit Expiration Date	Contractor/Applicant	Amount Due
☐	B00485775-I1-EL	05/13/2026	05/06/2027	Electrical M Phase	\$0.00
☐	B00485694-I1-EL	05/12/2026	05/06/2027	Electrical M Phase	\$0.00

1 - 2 of 2 items

Proceed Cancel

Create an Electrical Inspection Request – BIN Search

- To Search by BIN, enter the Building Identification Number and then select the **Get Permits** button to see a list of available permits.
- Click the radio button next to the desired permit and click on **Proceed**.

New Inspection/Re-Inspection Request

Select Search Type:* Address **BIN** Work Permit Number

3319418

Select Permit and click on proceed to inspection request:

Requestor Electrical Phase Contractor/Applicant Not Yet Selected Location Not Yet Selected

	Permit#	Permit Issued Date	Permit Expiration Date	Contractor/Applicant	Amount Due
☐	B00485775-I1-EL	05/13/2026	05/06/2027	Electrical M Phase	\$0.00
☐	B00485694-I1-EL	05/12/2026	05/06/2027	Electrical M Phase	\$0.00

1 - 2 of 2 items

1 / 1 5 items per page

Proceed Cancel

Create an Electrical Inspection Request – Permit Search

- To Search by Permit Number, enter the Permit Number and then select the **Get Permits** button to see a list of available permits.
- Click the radio button next to the desired permit and click on **Proceed**.

New Inspection/Re-Inspection Request

Select Search Type:* Address BIN **Work Permit Number**

B00485775-I1-EL

Select Permit and click on proceed to inspection request:

Requestor Electrical Phase Contractor/Applicant Not Yet Selected Location Not Yet Selected

	Permit#	Permit Issued Date	Permit Expiration Date	Contractor/Applicant	Amount Due
☐	B00485775-I1-EL	05/13/2026	05/06/2027	Electrical M Phase	\$0.00

1 - 1 of 1 items

1 / 1 items per page

Proceed Cancel

Create an Electrical Inspection Request – Payment

- If there is a payment of the remaining 50% amount due, the amount will be displayed on the screen.
- Once a permit is selected, the user will be prompted to pay the remaining amount.
- Payment must be submitted to proceed.

Select Permit and click on proceed to inspection request:

 Requestor Electrical Phase	 Contractor/Applicant Not Yet Selected	 Location Not Yet Selected
---	--	--

▼	Permit#	Permit Issued Date	Permit Expiration Date	Contractor/Applicant	Amount Due ..
☐					
☐	B00486696-I1-EL	05/29/2026	08/01/2026	Electrical M Phase	\$245.00

Citytime
https://prod.citytime.nycnet/ct/ctWeb/login.do

Select Search Type:* Address BIN Work Permit Number

B00486696-I1-E

Select Permit and click on proceed

 Requestor
Electrical Phase

 Contractor/Applicant
Not Yet Selected

 Location
Not Yet Selected

Confirm

The amount due for this permit is required to be paid prior to requesting a New Inspection. Payment can be made in DOB NOW: Build or Inspections Plus.

Proceed to Pay **Go Back**

▼	Permit#	Permit Issued Date	Permit Expiration Date	Contractor/Applicant	Amount Due ..
☐					
☒	B00486696-I1-EL	05/29/2026	08/01/2026	Electrical M Phase	\$245.00

1 - 1 of 1 items

Proceed **Cancel**

Create an Electrical Inspection Request – Payment

Note: If payment is made by eCheck, the applicant and/or Delegates will not be able to request inspection for up to 10 days, while the check is being cleared.

The Job Filing status will be set to “**Pending Payment Verification**” The Inspection Request cannot be submitted until the payment is cleared.

If the eCheck does not clear, the job filing status will be set to “**No Good Check**”, the No-good check fee must be paid, the payment must be re-submitted, and the user must wait until the check is cleared to be able to submit the Inspection Request.

Refer to the [Payment Manual](#) for assistance on how to pay.

Create an Electrical Inspection Request – Payment

- Once the payment is cleared, the system will allow the user to click on proceed to continue with the Inspection Request.
- If the payment is made by eCheck, the filing will go to **Pending Payment Verification** status, and the user will not be allowed to request for inspections until the check is cleared.

New Inspection/Re-Inspection Request

Select Search Type:* Address BIN Work Permit Number

B00486696-I1-E

Select Permit and click on proceed

Requestor
Electrical Phase

Notification
Payment processed successfully.
OK

	Permit#	Permit Issued Date	Permit Expiration Date	Contractor/Applicant	Amount Due ..
☐	B00486696-I1-EL	05/29/2026	08/01/2026	Electrical M Phase	\$245.00

1 - 1 of 1 items

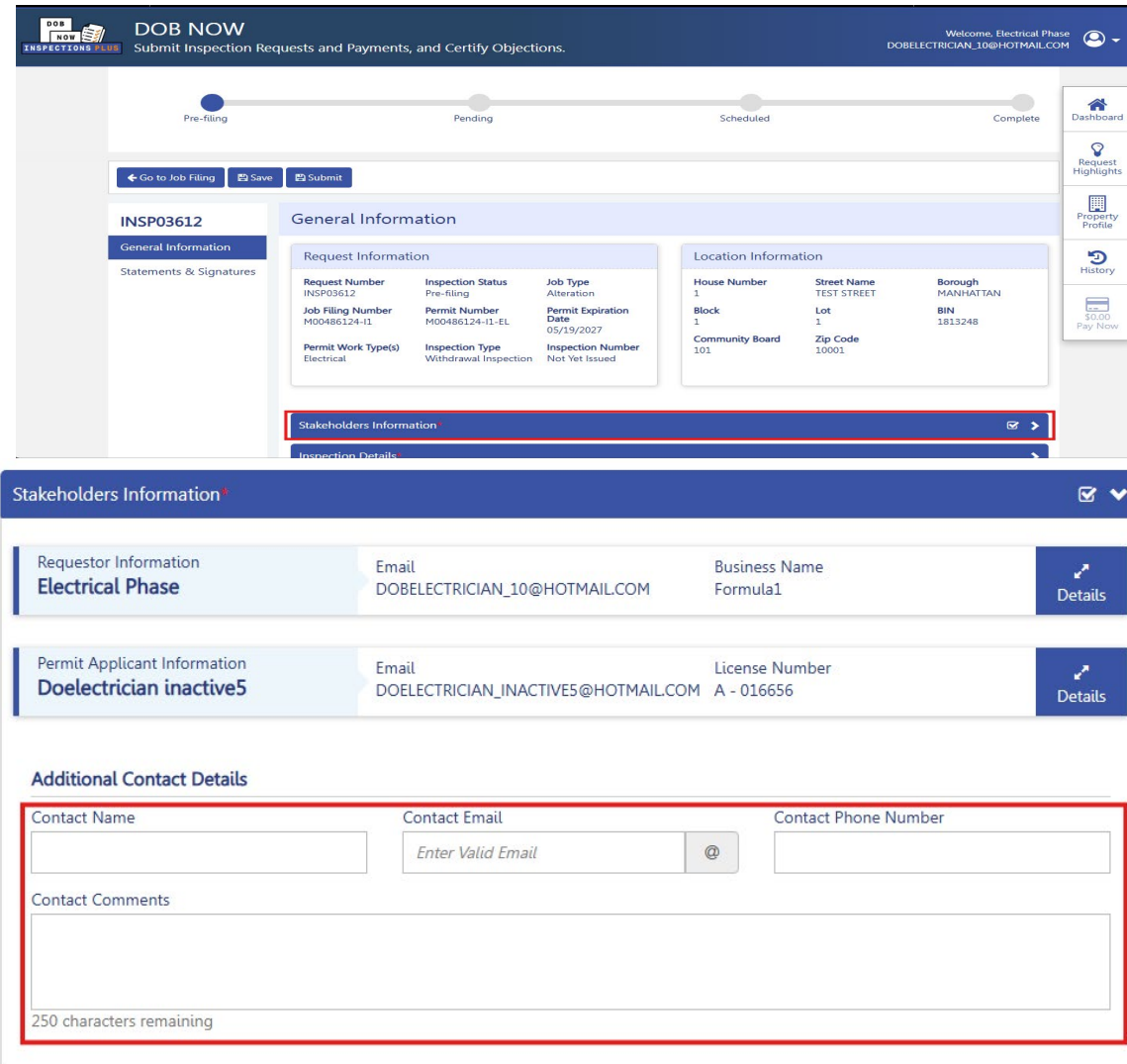
1 / 1 items per page

Proceed Cancel

Submit an Electrical Inspection Request – Inspection Contacts

- Additional Contacts section can be used to notify DOB of who will be available onsite at the time of Inspection.
- To add additional contacts to the inspection, click on **Stakeholder Information**, and enter:
 - Contact Name
 - Contact Email
 - Contact Phone Number
 - Contact Comments

Note: Additional Contacts is Optional. The additional contact does not have to be a user with a registered NYCID Account.



The screenshot displays the DOB NOW Inspections Plus interface. At the top, a progress bar shows the stages: Pre-filing, Pending, Scheduled, and Complete. The main content area is divided into sections: General Information, Request Information, Location Information, Stakeholders Information, and Inspection Details. The Stakeholders Information section is highlighted with a red box and contains the following details:

Requestor Information	Email	Business Name	Details
Electrical Phase	DOBELECTRICIAN_10@HOTMAIL.COM	Formula1	

Permit Applicant Information	Email	License Number	Details
Doelectrician inactive5	DOELECTRICIAN_INACTIVE5@HOTMAIL.COM	A - 016656	

Below the Stakeholders Information section is the 'Additional Contact Details' section, which is also highlighted with a red box. It contains the following fields:

- Contact Name:
- Contact Email: @
- Contact Phone Number:
- Contact Comments:

Submit an Electrical Inspection Request – Inspection Details

- Complete the General Information tab by entering Inspection Details.
 - Enter the estimated time to finish the inspection.
 - Enter the Inspection request comments.
 - Click on **Save** to proceed

Note: The Estimated time to Finish the Inspection is a suggestion to the schedulers, the unit will determine if they need additional or less time to complete the Inspection.

Inspection Details*

Inspection Number	Inspection Type	Inspection Date/Time	Actual Inspection Date/Time	Inspection Status/Disposition
Not Yet Issued	Electrical Inspection	Not Yet Scheduled	Not Yet Done	Pre-filing / Not Available

Estimated Time to Finish the Inspection?*

60 minutes

Comments

Test content

238 characters remaining

DOB NOW
Submit Inspection Requests and Payments, and CS

← Go to Job Filing Save

INSP03607

General Information

Statements & Signatures

Job Type: Alteration

Permit Expiration Date: 03/26/2026

Inspection Number: Not Yet Issued

House Number: 1

Street Name: TEST STREET

Block: 1

Community Board: 101

Street Name: MANHATTAN

Lot: 1

Zip Code: 10001

BIN: 1813248

Inspection Date/Time: Not Yet Scheduled

Actual Inspection Date/Time: Not Yet Done

Inspection Status/Disposition: Pre-filing / Not Available

Comments

Test content

238 characters remaining

DOB NOW: Inspections Plus

DOB
NOW

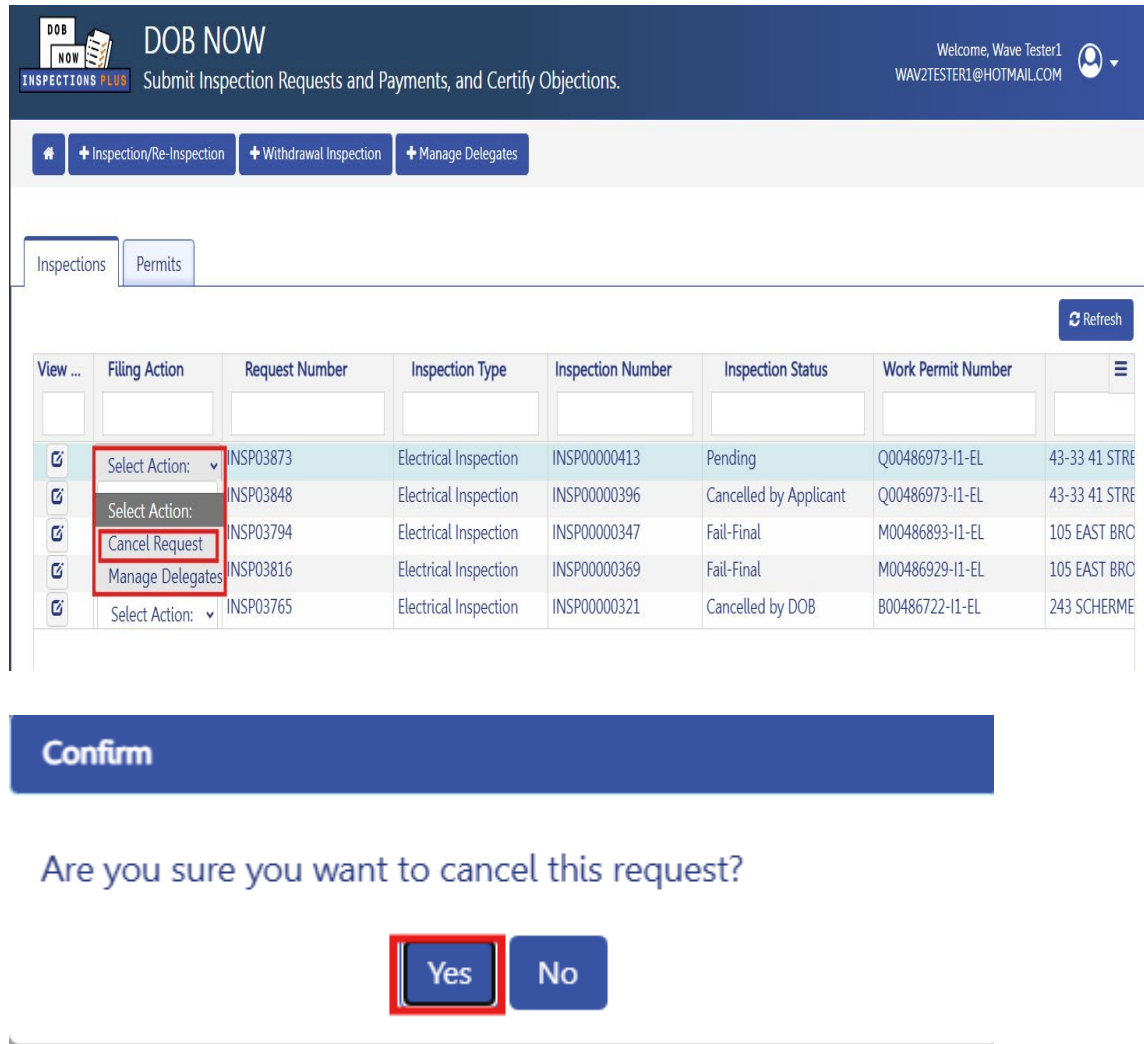
Submit an Electrical Inspection Request – Statements & Signatures

- To submit the Inspection request, complete the **Requestor's Attestation** and click on **Save**.
- Once the request is saved, click on **Submit**.
- Once the request is submitted, an email notification will be sent to all the stakeholders on the job filing and inspection delegates.

The screenshot displays the DOB NOW Inspections Plus interface. At the top, a progress bar shows four stages: Pre-filing, Pending, Scheduled, and Complete. Below this, a navigation bar includes buttons for 'Go to Job Filing', 'Save', and 'Submit'. The 'Save' and 'Submit' buttons are highlighted with red boxes. The main content area is titled 'Statements & Signatures' and shows the 'Requestor's Attestation' section. This section contains a text area for the requestor's statement, followed by a checkbox (highlighted with a red box) for electronic signing. Below the checkbox are input fields for 'Name' and 'Date'. The right sidebar contains links to 'Dashboard', 'Request Highlights', 'Property Profile', 'History', and a '\$0.00 Pay Now' button. The bottom of the screen shows a Windows taskbar with various application icons and the system clock at 9:12 AM.

Cancel Inspection Request – Pending Inspections

- Any Inspection request in the **Pending** status can be cancelled from the Inspections Dashboard.
- To cancel, click on the Filing Action dropdown and select **Cancel Request**.
- Click “Yes” to confirm and cancel the inspection request.
- Once Cancelled, the Inspection status will be **Cancelled by Applicant**.



DOB NOW
Submit Inspection Requests and Payments, and Certify Objections.

Welcome, Wave Tester1
WAV2TESTER1@HOTMAIL.COM

+ Inspection/Re-Inspection + Withdrawal Inspection + Manage Delegates

Inspections Permits

Refresh

View ...	Filing Action	Request Number	Inspection Type	Inspection Number	Inspection Status	Work Permit Number	
	Select Action: ▼	INSP03873	Electrical Inspection	INSP00000413	Pending	Q00486973-I1-EL	43-33 41 STRE
	Select Action:	INSP03848	Electrical Inspection	INSP00000396	Cancelled by Applicant	Q00486973-I1-EL	43-33 41 STRE
	Cancel Request	INSP03794	Electrical Inspection	INSP00000347	Fail-Final	M00486893-I1-EL	105 EAST BRO
	Manage Delegates	INSP03816	Electrical Inspection	INSP00000369	Fail-Final	M00486929-I1-EL	105 EAST BRO
	Select Action: ▼	INSP03765	Electrical Inspection	INSP00000321	Cancelled by DOB	B00486722-I1-EL	243 SCHERME

Confirm

Are you sure you want to cancel this request?

Yes No

Cancel Inspection Request – Scheduled Inspections

- Any Inspection request in **Scheduled** status can be cancelled from the Inspections Dashboard up until 48 hours from the scheduled Inspection date and time.
- To cancel, click on the Filing Action dropdown and select **Cancel Request**.
- Click “Yes” to confirm and cancel the inspection request
- Once cancelled, the Inspection status will be **Cancelled by Applicant**.

[+ Inspection/Re-Inspection](#) [+ Withdrawal Inspection](#) [+ Manage Delegates](#)

Inspections

Permits

Refresh

View ...	Filing Action	Request Number	Inspection Type	Inspection Number	Inspection Status	Work Permit Number	
	Select Action: ▾	INSP03873	Electrical Inspection	INSP00000413	Scheduled	Q00486973-I1-EL	43-33 41 STRE
	Select Action:	INSP03848	Electrical Inspection	INSP00000396	Cancelled by Applicant	Q00486973-I1-EL	43-33 41 STRE
	Cancel Request	INSP03794	Electrical Inspection	INSP00000347	Fail-Final	M00486893-I1-EL	105 EAST BRC
	Manage Delegates	INSP03816	Electrical Inspection	INSP00000369	Fail-Final	M00486929-I1-EL	105 EAST BRC
	Select Action: ▾	INSP03765	Electrical Inspection	INSP00000321	Cancelled by DOB	B00486722-I1-EL	243 SCHERME

Confirm

Are you sure you want to cancel this request?

Yes

No

Cancel Inspection Request – Scheduled Inspections

- To cancel an Inspection request in **Scheduled** status less than 48 hours prior to the scheduled Inspection date and time, contact the Electrical Development Unit at the email address provided on the pop-up window.

Notification



This inspection cannot be cancelled because it is scheduled to occur in less than 48 business hours. Contact the Electrical Inspections Development Unit at MNElectricalIR@buildings.nyc.gov for assistance.

OK

DOB NOW: Inspections Plus

DOB
NOW

Manage Delegates

- The Electrician, or the Owner will have the ability to Add/delete delegates for the inspection.
- These delegates will only have the ability to request inspections, request cancellations, request withdrawal inspections, and receive emails.
- To add Inspection Delegates, click on **+Manage Delegates** and Enter the DOB NOW Job Number in the search bar, then click **Proceed** to be navigated to DOB NOW: **Build**.

The screenshot displays the DOB NOW Inspections Plus web application. At the top, the header includes the NYC Buildings logo, the text 'DOB NOW', and a sub-header 'Submit Inspection Requests and Payments, and Certify Objections.' A user welcome message 'Welcome, Electrical Phase DOBELECTRICIAN_10@HOTMAIL.COM' is visible on the right. Below the header, a navigation bar contains three buttons: '+ Inspection/Re-Inspection', '+ Withdrawal Inspection', and '+ Manage Delegates', which is highlighted with a red box. Below this bar, there are tabs for 'Inspections' and 'Permits'. A 'Refresh' button is located on the right side of the page. The main content area is titled 'Manage Delegates' and features a search bar with the placeholder text 'Enter DOB NOW Job Number (e.g. M12345678-I1-EL)'. Below the search bar, there is a text input field labeled 'Enter Job Number' containing the value 'M00486124-I1-EL', which is also highlighted with a red box. At the bottom right of the form, there are two buttons: 'Proceed' (highlighted with a red box) and 'Cancel'.

Manage Delegates

- From the job filing, click on the **Inspections** tab and select **+Add Delegates**.
- The user will be prompted to add the delegate email and select the License type and Business Name.
- Once all the required fields are completed, click on **Save**.

Note: Only users with a registered NYCID account can be added as an Inspection Delegate.

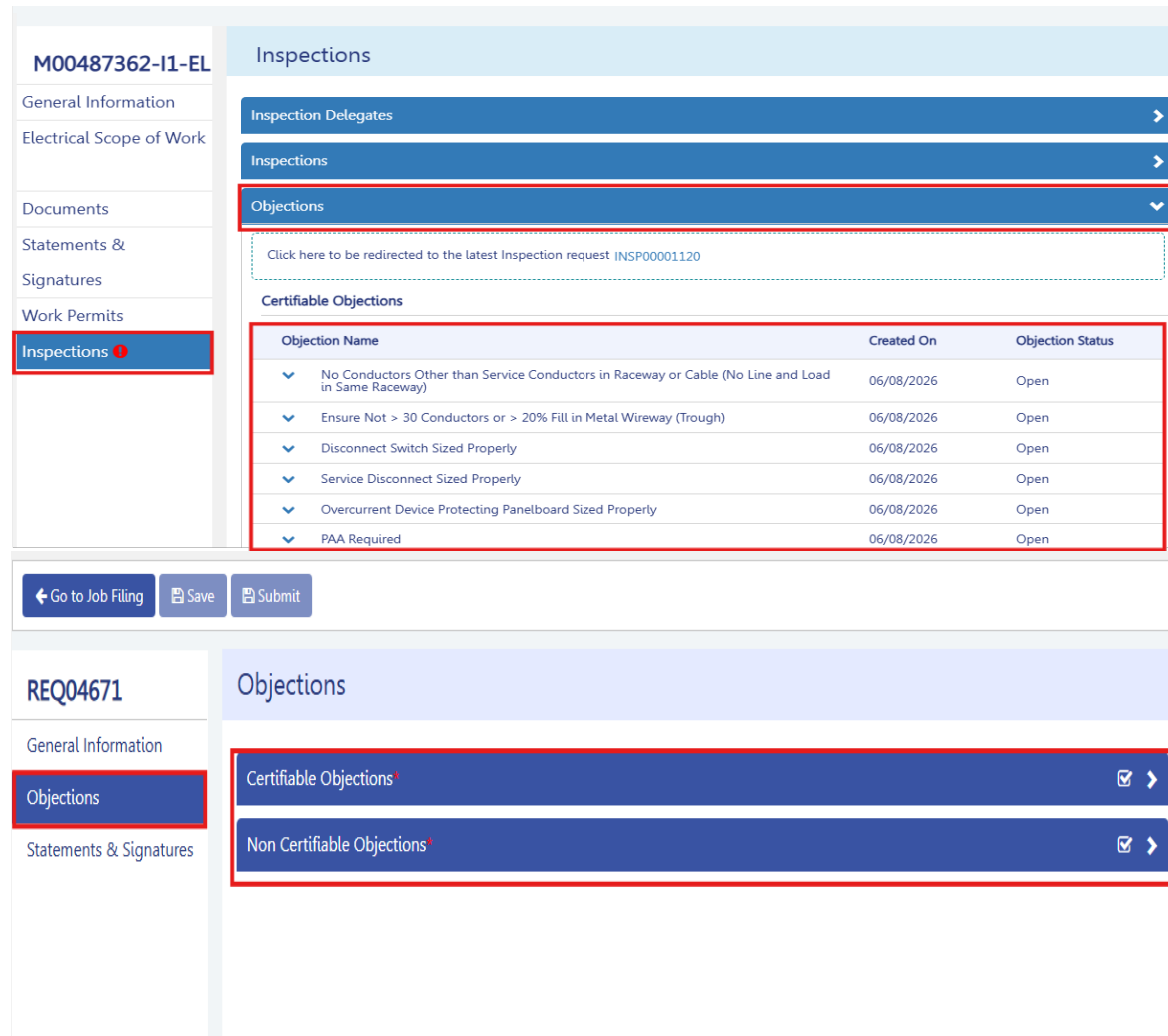
The screenshot displays the 'Inspections' tab in the DOB NOW system. On the left sidebar, the 'Inspections' menu item is highlighted with a red box. The main content area shows the 'Inspection Delegates' section, where the '+ Add Delegates' button is highlighted with a red box. Below this, a form for adding a new delegate is shown. The form fields are arranged in a grid:

- Email***: DOBTESTING224@HOTMAIL.COM
- License Type***: Professional Engineer
- License Number**: 324324
- First Name**: Test5
- Middle Initial**: (empty)
- Last Name**: Tester5
- Business Name***: teesty6
- Business Telephone**: 6578868969
- Business Address**: 280 broadway
- City**: nyc
- State**: NY
- Zip Code**: 10007

At the bottom right of the form, the 'Save' button is highlighted with a red box, next to a 'Cancel' button.

View Objections

- Objections related to a **Fail-Final Inspection** can be viewed in DOB NOW: *Build* by clicking on the Inspections tab and selecting **Objections**, or
- In DOB NOW: *Inspections Plus*, by going into the inspection record and clicking on the **Objections** tab.



The screenshot displays the DOB NOW Inspections Plus interface. On the left, a sidebar menu for 'M00487362-I1-EL' includes tabs for General Information, Electrical Scope of Work, Documents, Statements & Signatures, Work Permits, and Inspections (highlighted with a red box). The main content area is titled 'Inspections' and features a dropdown menu with 'Inspection Delegates', 'Inspections', and 'Objections' (highlighted with a red box). Below this, a link states: 'Click here to be redirected to the latest Inspection request INSP00001120'. A section titled 'Certifiable Objections' contains a table with the following data:

Object Name	Created On	Objection Status
✓ No Conductors Other than Service Conductors in Raceway or Cable (No Line and Load in Same Raceway)	06/08/2026	Open
✓ Ensure Not > 30 Conductors or > 20% Fill in Metal Wireway (Trough)	06/08/2026	Open
✓ Disconnect Switch Sized Properly	06/08/2026	Open
✓ Service Disconnect Sized Properly	06/08/2026	Open
✓ Overcurrent Device Protecting Panelboard Sized Properly	06/08/2026	Open
✓ PAA Required	06/08/2026	Open

Below the table are buttons for 'Go to Job Filing', 'Save', and 'Submit'. The bottom section, titled 'REQ04671', has a sidebar with 'General Information' and 'Objections' (highlighted with a red box). The main area shows two expandable sections: 'Certifiable Objections' and 'Non Certifiable Objections', both with expand/collapse icons (highlighted with red boxes).

Submit Certifiable Objections

- To submit a **Certifiable Objection**, the Electrician must click on the **Respond** button next to the objection.
- Add any supporting documents by clicking on **+Add Documents**.
- Select **Choose File** to add the document, type the document name, and then click on the **Upload** button.

The screenshot displays the 'Objections' section of the DOB NOW Inspections Plus interface. On the left, a sidebar shows the navigation menu with 'Objections' selected. The main area is titled 'Objections' and contains a table of 'Certifiable Objections'. The table has three columns: 'Objection Name', 'Created On', and 'Objection Status'. Two objections are listed, both with a 'Respond' button next to them. The first objection is 'Equipment is Listed, Light Fixtures, Appliances, etc.' and the second is 'Multiwire Branch Circuits Shall Be Grouped and Have a Multiwire Disconnecting Means'. Both objections were created on 07/01/2026 and are currently 'Open'. The 'Respond' button for the first objection is highlighted with a red box. Below the table, there is a modal titled 'Upload Document'. This modal has a 'Document Name' field, a 'Document' section with a 'Choose File' button and 'No file chosen' text, and 'Upload' and 'Cancel' buttons at the bottom.

Objection Name	Created On	Objection Status
Equipment is Listed, Light Fixtures, Appliances, etc.	07/01/2026	Open Respond
Multiwire Branch Circuits Shall Be Grouped and Have a Multiwire Disconnecting Means	07/01/2026	Open Respond

Upload Document

Document Name*

Document

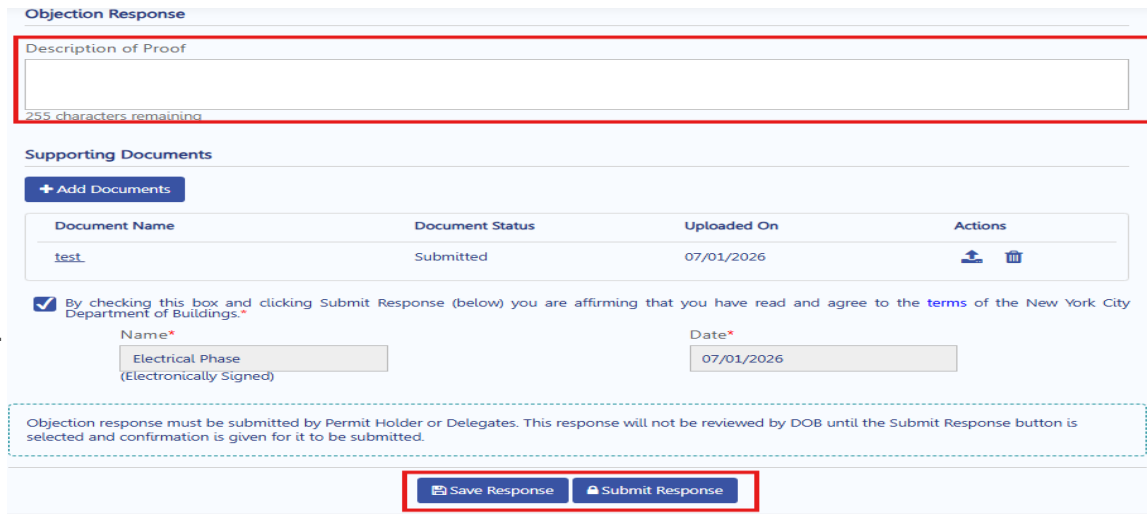
[Choose File](#) No file chosen

[Upload](#) [Cancel](#)

Submit Certifiable Objections

- There is an optional comment box to enter a **Description of Proof** explaining how the issue was corrected.
- Check the **attestation box** for each objection.
- After responding to all objections, select **Save** and **Submit Response** to certify the objection.

If there is a combination of Certifiable and Non-certifiable objections, or only Non-certifiable objections, the user will not be allowed to submit proof of certifiable objections and must submit a re-inspection.



Objection Response

Description of Proof

255 characters remaining

Supporting Documents

+ Add Documents

Document Name	Document Status	Uploaded On	Actions
test	Submitted	07/01/2026	 

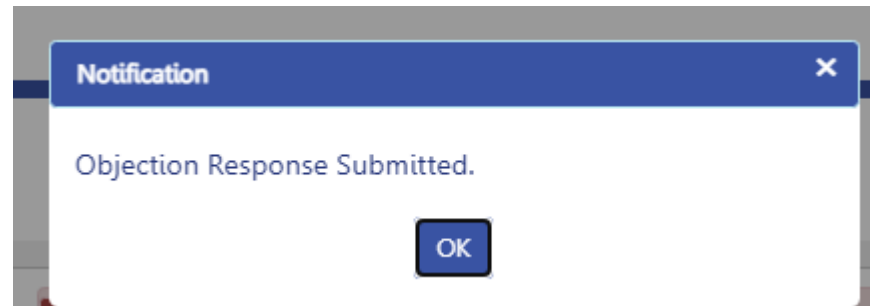
☒ By checking this box and clicking Submit Response (below) you are affirming that you have read and agree to the [terms](#) of the New York City Department of Buildings.*

Name*

Date*

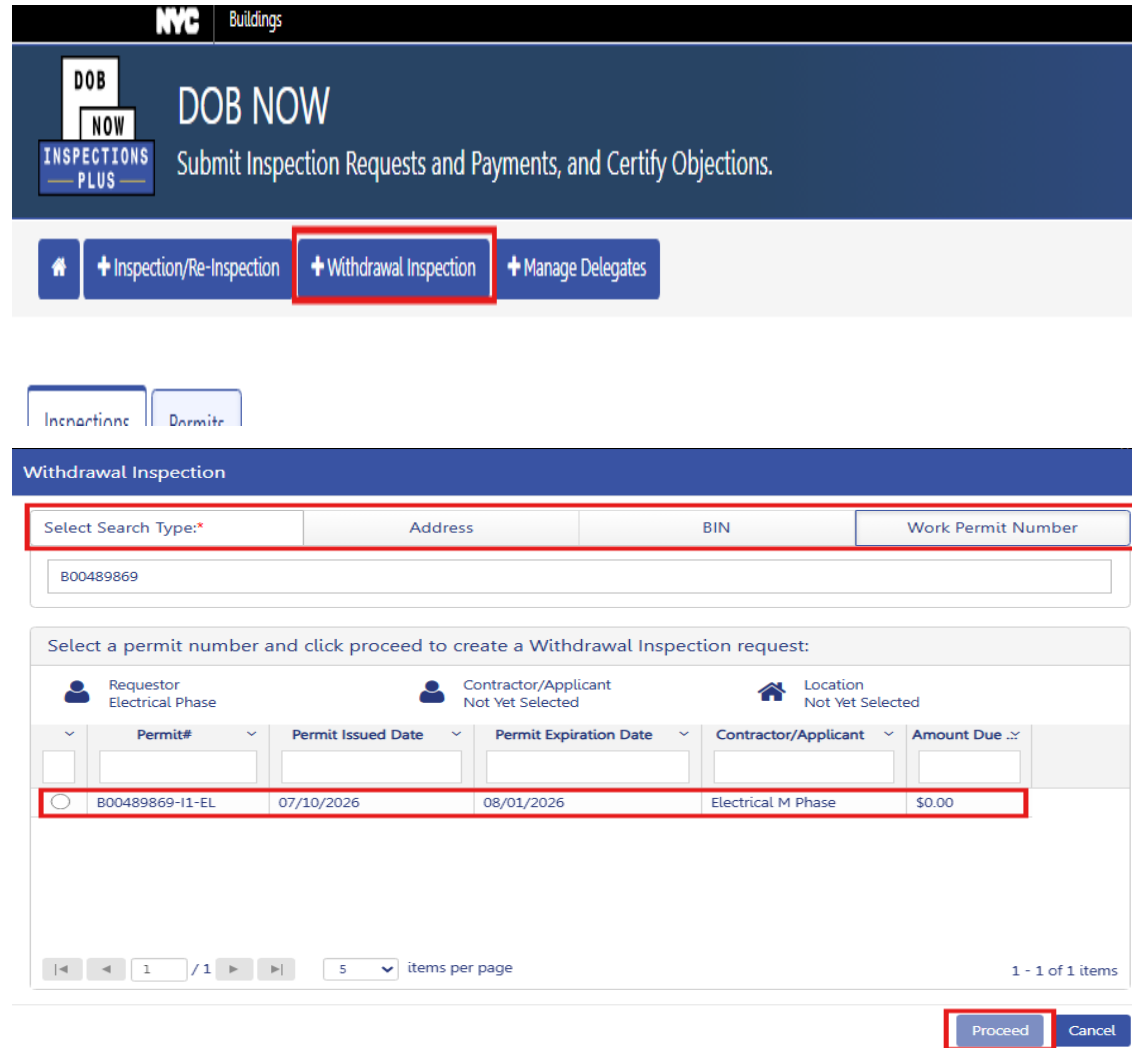
Objection response must be submitted by Permit Holder or Delegates. This response will not be reviewed by DOB until the Submit Response button is selected and confirmation is given for it to be submitted.

 Save Response  Submit Response



Submit an Electrical Withdrawal Request

- All Stakeholders will have the ability to request an electrical withdrawal Inspection if:
 - No Work was Performed
 - Incorrect Address
 - Duplicate Application
- To withdraw, select **+Withdrawal Inspection**, and search by Address, BIN or Permit Number, select the permit, and click on **Proceed**.



The screenshot displays the DOB NOW Inspections Plus interface. At the top, the 'DOB NOW' logo is visible, along with the text 'Submit Inspection Requests and Payments, and Certify Objections.' Below this, a navigation bar contains buttons for 'Inspection/Re-Inspection', 'Withdrawal Inspection' (highlighted with a red box), and 'Manage Delegates'. The 'Withdrawal Inspection' section is active, showing a search bar with the text 'B00489869'. Below the search bar, a table lists permits. The first row is highlighted with a red box, showing the permit number 'B00489869-11-EL', issued date '07/10/2026', expiration date '08/01/2026', contractor 'Electrical M Phase', and amount due '\$0.00'. At the bottom right, there are 'Proceed' and 'Cancel' buttons, with 'Proceed' highlighted by a red box.

NYC Buildings

DOB NOW
Submit Inspection Requests and Payments, and Certify Objections.

Inspection/Re-Inspection Withdrawal Inspection Manage Delegates

Incarnations Dormitory

Withdrawal Inspection

Select Search Type:* Address BIN Work Permit Number

B00489869

Select a permit number and click proceed to create a Withdrawal Inspection request:

Requestor Electrical Phase	Contractor/Applicant Not Yet Selected	Location Not Yet Selected
Permit#	Permit Issued Date	Permit Expiration Date
Contractor/Applicant	Amount Due	
☐	B00489869-11-EL	07/10/2026
	08/01/2026	Electrical M Phase
	\$0.00	

1 - 1 of 1 items

1 / 1 5 items per page

Proceed Cancel

Submit an Electrical Withdrawal Request – No Work Was Performed

- If No work was performed on the job, Stakeholders will have the ability to select the reason for withdrawal and complete the inspection request.
- Select the **Estimated Time** and **Reason for Withdrawal** to complete the Inspection.
- If **No work was Performed** is selected, the permit number and address will be auto populated.

← Go to Job Filing Save Submit

General Information

Statements & Signatures

Stakeholders Information

Inspection Details

Inspection Number Not Yet Issued	Inspection Type Withdrawal Inspection	Inspection Date/Time Not Yet Scheduled	Actual Inspection Date/Time Not Yet Done	Inspection Status/Disposition Not Available/ Not Available
Estimated Time to Finish the Inspection*		Reason for withdrawal*		Enter Permit Number*
30 minutes		No work was performed		B00489869-I1-EL
Permit Address 1 METROTECH CENTER		Borough Brooklyn		Block 147
Lot 4		BIN 3319418		Zip Code 11201
Comments 250 characters remaining				

Dashboard

Property Profile

Submit an Electrical Withdrawal Request – Incorrect Address

- If the reason for withdrawal is because the address on the job filing was incorrect, the Stakeholders will have the ability to select **Incorrect Address** in the reason for withdrawal dropdown.
- If **Incorrect address** is selected, the Stakeholders must enter the permit number that was filed for the corrected address.

The screenshot displays the 'Inspection Details' section of the DOB NOW Inspections Plus web form. A red rectangular box highlights three specific input fields: 'Estimated Time to Finish the Inspection?' (set to '30 minutes'), 'Reason for withdrawal' (set to 'Incorrect address'), and 'Enter Permit Number' (set to 'B00489869-11-EL').

Navigation buttons at the top include 'Go to Job Filing', 'Save', and 'Submit'. The left sidebar shows 'General Information' and 'Statements & Signatures'. The right sidebar contains 'Dashboard' and 'Property Profile' links.

Inspection Number Not Yet Issued	Inspection Type Withdrawal Inspection	Inspection Date/Time Not Yet Scheduled	Actual Inspection Date/Time Not Yet Done	Inspection Status/Disposition Not Available/ Not Available
Inspection Details				
Estimated Time to Finish the Inspection? [*]		Reason for withdrawal [*]		Enter Permit Number [*]
30 minutes		Incorrect address		B00489869-11-EL
Permit Address 1 METROTECH CENTER		Borough Brooklyn	Block 147	
Lot 4		BIN 3319418	Zip Code 11201	
Comments 250 characters remaining				

Submit an Electrical Withdrawal Request – Duplicate Application

- If the reason for withdrawal is because the Stakeholders filed multiple applications on the same job, the user can select **Duplicate** Application in the reason for withdrawal dropdown.
- The Stakeholders must enter the permit number for the correct job filing.

Go to Job Filing
Save
Submit

REQ04875

General Information

Statements & Signatures

Request Information

Request Number REQ04875	Inspection Status Pre-filing	Job Type Alteration
Job Filing Number B00489869-11	Permit Number B00489869-11-EL	Permit Expiration Date 08/01/2026
Permit Work Type(s) Electrical	Inspection Type Withdrawal Inspection	Inspection Number Not Yet Issued

Location Information

House Number 1	Street Name METROTECH CENTER	Borough BROOKLYN
Block 147	Lot 4	BIN 3319418
Community Board 302	Zip Code 11201	

Stakeholders Information

Inspection Details

Inspection Number Not Yet Issued	Inspection Type Withdrawal Inspection	Inspection Date/Time Not Yet Scheduled	Actual Inspection Date/Time Not Yet Done	Inspection Status/Disposition Pre-filing / Not Available
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Estimated Time to Finish the Inspection*

Reason for withdrawal*

Enter Permit Number*

30 minutes

Duplicate application

M00489414-11-EL

Permit Address

Borough

Block

1 TEST STREET

Manhattan

1

Lot

BIN

Zip Code

1

1813248

10001

Comments

Dashboard
Request Highlights
Property Profile
History
\$0.00 Pay Now

Submit an Electrical Withdrawal Request

- Once the Stakeholder completes the Inspection details and saves the inspection request, the user must click on the Statements & Signatures tab to attest and submit the request.

Note: If there is fee due for the job filing, this fee will not be collected during a withdrawal request. If the user has already paid the fees and their job filing has been Withdrawn, they can request for a refund by submitting an

[RF1 Form](#).

The screenshot displays the 'DOB NOW: Inspections Plus' interface. At the top, a progress bar shows four stages: Pre-filing (active), Pending, Scheduled, and Complete. Below the progress bar, a navigation bar contains three buttons: 'Go to Job Filing', 'Save', and 'Submit'. The 'Save' and 'Submit' buttons are highlighted with a red box. The main content area is divided into two tabs: 'General Information' and 'Statements & Signatures'. The 'Statements & Signatures' tab is selected and highlighted with a red box. Under this tab, there is a section titled 'Requestor's Attestation' with a dropdown arrow. The text in this section reads: 'I hereby affirm that the installation and/or construction complies with the New York City Construction Codes and all applicable rules, regulations, and standards. I further affirm that the installation and/or construction is complete for this permit work type and is ready for a final inspection by the Department. Applicants are responsible for determining if a Post Approval Amendment (PAA) must be filed to keep the accuracy of their job filings. Please be advised that licensees are responsible for the accuracy and completeness of any data provided, including uploads by such licensees' delegates.' Below this text is a checkbox with a checkmark, which is also highlighted with a red box. The text continues: 'I understand and agree that by personally checking on the checkbox and then clicking the "submit" button, I am electronically signing this affirmation. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand.' At the bottom of the section, there are two input fields: 'Name*' and 'Date*'. The 'Name*' field contains the text 'Electrical Phase' and '(Electronically Signed)'. The 'Date*' field contains the date '07/13/2026'.

- You can find inspections in the **DOB NOW Public Portal** by searching by job number, address, or BIN. From the BUILD: Job Filings section at the bottom of the screen, double click on the job number, and then select the Inspections tab. If you are associated with the job or are an Inspection Delegate, you can view the inspections on the dashboard when you login to **DOB NOW: *Inspections Plus***.

- ### Search the Public Portal

[FAQS](#) | [USER MANUAL](#)

 Address	 Borough, Block, Lot	 BIN	 Job Number
 Device	Includes BIS Records  Licensee	 Violations & Notices of Deficiency	 Application Search



THANK YOU