

SERVICE NOTICE

DOB NOW Fees for Reinstated Applications or Applications with Substantial Changes

Abandoned applications, expired permits and applications are not valid after their expiration date. The Department of Buildings may allow a filing that substantially changes the scope of an abandoned application or an expired permit to continue with the same job number for administrative purposes, provided that all associated fees for the proposed scope of work are paid as if a new application were filed for the work.

Substantial changes include:

- superseding applicant submits new plans with a new design
- significant changes to zoning lot, use, or bulk
- significant change of occupancy or layout
- changes that require a new Energy review.

Paying Fees for Reinstated Filings with Substantial Changes

- The applicant will resubmit the filing (for filings in Objections or Incomplete status) or submit a Post Approval Amendment (PAA) (for approved applications) in DOB NOW. The applicant should indicate in the Comments section of the Plans/Work (PW1) that this is a substantial change in scope and outline the substantial changes.
- The plan examiner will issue an objection instructing the applicant to either refile the job or submit an AI1 to the Borough Commissioner's Office requesting to administratively continue with the same job number.
- The applicant will email a [PER11 Appointment Request form](#) to the appropriate plan exam email address (or to nycdevelopmenthub@buildings.nyc.gov for the HUB and CDPfilings@buildings.nyc.gov) to determine the appropriate filing fees. Once the appropriate filing fees are assessed, the Borough Commissioner's Office will enter the amount of the fees on the AI1 and email the stamped AI1 to the applicant.
- The applicant will then bring the stamped AI1 to the appropriate borough office where the applicant will pay the fee and obtain a receipt for the payment.
- The applicant will resolve the objection by uploading the proof of payment in DOB NOW as an Additional Supporting Document.

Review the [January 17, 2024, Service Notice](#) for additional information on reinstatement fees for abandoned applications and expired permits and applications.

DOB NOW Inquiries & Support

To submit an inquiry about DOB NOW, visit the **DOB NOW Help Form** at nyc.gov/dobnowhelp.