

SERVICE UPDATE

UPDATE: Limited Alteration Application (LAA) Filings to Launch in DOB NOW: *Build*

Previous Service Notice of August 2018 has been updated to:

- extend the submission of EWNs via email & fax through October 14;
- clarify that EWNs submitted prior to October 15 will remain valid for 5 days;
- clarify that while no paper submissions will be accepted from October 2 to October 14, paper LAA1 forms will still be accepted from October 15 onwards for Amendments, Renewals, Supersedes, Withdrawals, and resubmissions of disapprovals/rejections for LAAs that were submitted prior to October 15.

Effective October 15, 2018, all new Limited Alteration Applications (LAA1) and Emergency Work Notifications (EWN) must be submitted in DOB NOW: *Build* at www.nyc.gov/dobnow. LAA filings submitted in DOB NOW will be permitted in real time.

No new paper LAA1 forms will be accepted after October 1, 2018

- The last day to submit a new paper LAA1 form either in person at 280 Broadway or by mail will be October 1, 2018. Applications received with a postmark after the October 1 deadline will be sent back to the applicant.
- From October 2 through October 14, either eFile or submit an EWN (will continue to be valid for 5 days and can be renewed).

eFiling of LAA1 forms ends on October 14, 2018

- The last day to submit an LAA1 in [eFiling](#) will be on October 14. All Saved Applications must be submitted by October 14 or will need to be reentered in DOB NOW.

No emailed or faxed Emergency Work Notices will be accepted after October 14, 2018

- The last day to email or fax an EWN will be on October 14.

Amendments, Renewals, Supersedes, Withdrawals, and resubmissions of disapprovals / rejections for LAAs that were submitted prior to October 15 will continue to be accepted on paper (except from October 2 through October 14) and processed in BIS.

Access to DOB NOW: *Build*

- To log into DOB NOW, all users need an active [eFiling account](#). To create an eFiling account, visit the Registration Information page at www.nyc.gov/dobnowtips for assistance.
- LAAs and EWNs submitted in DOB NOW can be viewed in the [DOB NOW Public Portal](#).

DOB NOW Training

- DOB will conduct free training sessions to demonstrate how to use DOB NOW: *Build* for LAA filings. To register for an upcoming training and to view resources including a user manual go to www.nyc.gov/dobnowtraining.

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About LAAs and EWNs

- The LAA and EWN are used for plumbing work, fire suppression piping replacement and repairs, and oil burner installations that do not include construction work. With the exception of some minor new installations, LAA work is generally restricted to repair and/or replacement of existing equipment.
- LAAs and EWNs can only be submitted by Licensed Master Plumbers (LMPs), Licensed Master Fire Suppression Piping Contractors (FSCs), or Licensed Oil Burner Installers (OBIs).

To submit an inquiry about DOB NOW, visit www.nyc.gov/dobnowhelp.

POST UNTIL: December 2018