



New York City Department of Buildings

DOB NOW: Safety

Façades Compliance Filing Design Professional (DP) User Manual

This user manual is a dynamic document that is continually edited and updated. Please check the New York City Department of Buildings website to download the most current user manual.

January 4th, 2017



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Introduction

DOB NOW: Safety Overview

DOB NOW: Safety has been designed to allow Qualified External Wall Inspectors (QEWI), Owners, Registered Architects, and Professional Engineers to interact with the Department of Buildings (DOB) in a more efficient manner. After registering for an account, you can use **DOB NOW: Safety** to submit applications, make payments, check the status of an application, amend an application, and make time extension requests.

DOB NOW: Safety Façades Overview

To keep buildings safe, owners of properties higher than six and a half stories must have exterior walls and appurtenances, such as balconies, inspected every five years – and they must file a technical façade report with the Department. See NYC Construction Codes §28-302.1 and RCNY §103-04.

Property owners must repair unsafe conditions within 90 days of filing a technical report. Once the work is finished, owners must file an amended report within 14 days.

DOB NOW: Safety Manual Overview

This user manual provides step-by-step instructions for a Design Professional to review, electronically sign and track compliance filing applications through **DOB NOW: Safety**. This manual is organized into sections that correspond to the forms that users complete when they submit an application. Screenshots have been included to guide you through completing and submitting the required forms.

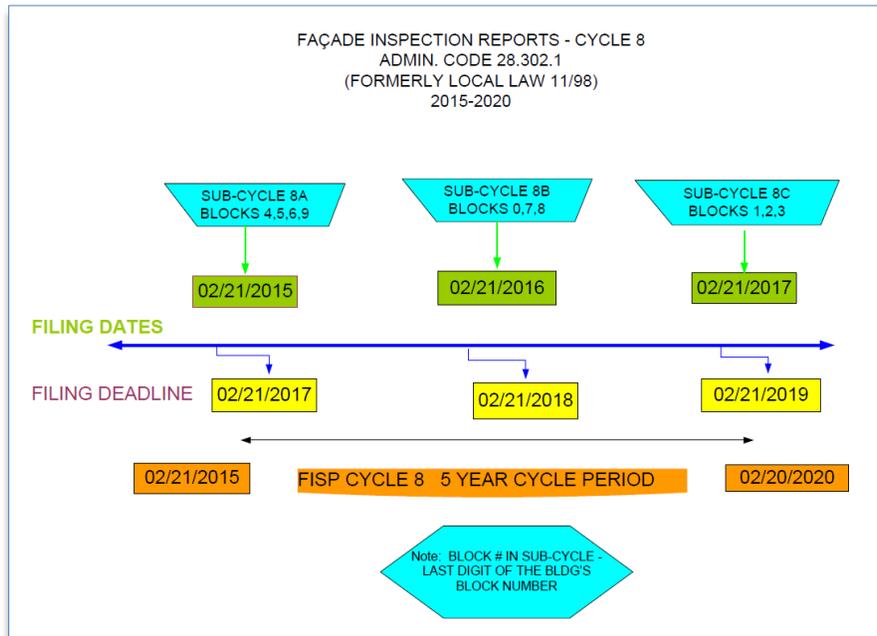
This manual does not represent all the filing requirements for any given application. Every effort is made to continuously update this guide. However, this guide in no way supersedes, or otherwise substitutes for, the guidance provided by the Building Code, Zoning Resolution or any other applicable rules, regulations or policies.

Inspection & Report Deadlines

Façade report and maintenance/repair deadlines are divided into cycles. Cycle 8 began February 21, 2015, and runs through February 21, 2020. The Department has added sub-cycles to make it easier for owners to hire qualified professionals and contractors. The last digit of a building’s block number determines if the property falls into sub-cycle A, B, or C.

Sub-Cycle	Last Digit of Block Number	Filing Period/Deadline
A	4, 5, 6, or 9	February 21, 2015 – February 21, 2017
B	0, 7, or 8	February 21, 2016 – February 21, 2018
C	1, 2, or 3	February 21, 2017 – February 21, 2019

Sub-Cycle Diagram



Façade Classifications

The required façade inspections are called critical examinations and may only be performed by a Qualified Exterior Wall Inspector (QEWI). QEWIs are New York State licensed Professional Engineers (PE) or New York State Registered Architects (RA). After performing an inspection, the QEWI must file a technical report on the condition of the facade, and classify the building in one of three ways:

- **SAFE:** No observed unsafe conditions;
- **SAFE With a Repair and Maintenance Program (SWARMP):** Safe, but requires repair/maintenance; or
- **UNSAFE:** Observed problems/defects that threaten public safety.

With an UNSAFE classification, the owner must immediately install protection, such as a sidewalk shed, construction fence, etc.

SWARMP Filings

- The condition of window air conditioner units may be classified as SWARMP.
- SWARMP filings must include a statement that states “There are no unsafe conditions.”
- If the QEWI believes the condition will deteriorate and become hazardous in less than 12 months, the façade report must be filed as UNSAFE.

If all necessary repairs are not completed before the next cycle, the next report must be filed as UNSAFE.

General Façade Report Reminders

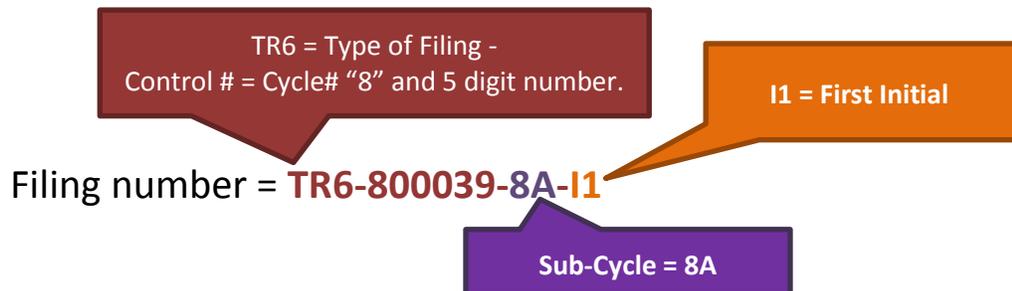
- Buildings with ongoing construction may not be designated as SAFE.
- Provide color photos and a location diagram at the time of filing.
- Include a statement that describes the degree of water retention.
- Submit a certification that repairs identified in the prior cycle have been completed.
- Cite the cause and description of the deterioration.
- Include the QEWI's projected month and year when the defects will become hazardous and cause the façade to be classified as UNSAFE.
- Cite which repairs will need a Department-issued work permit.
- Provide details about appurtenances.
- Include a copy of the Notice of Rejection when resubmitting.

DOB NOW: Safety Filing Numbers

Filing Number: In DOB NOW: *Safety*, a filing number is a compliance filing reference: the filing type, control number, sub-cycle and filing iteration type.

- Filing type:** is represented by the first set of characters followed by a dash; i.e. TR6 is for the Technical Report being filed. F1 represents a FISP1 extension request. Examples are as follows:
 - TR6-800039-8A-I1
 - F1-80039-8A-001
- Control Number:** a control number is a building identifier used by the DOB Facades Unit. The number includes as the first digit the five year filing cycle number, followed by the building identifier.
- Sub-Cycle:** the sub-cycle reference is a two year cycle represented by A, B or C. For example, sub-cycle 8A is the first sub-cycle in cycle 8.
- Filing Indicator:** a filing indicator, such as **I** for Initial, **S** for Subsequent or **A** for Amended.

Example:





DOB NOW: *Safety* Terms

The compliance process may result in additional reports and filings.

- **Technical Review (TR6):**
 - **Initial:** First compliance filing for a cycle / sub-cycle.
 - **Subsequent TR6:** Change of TR6 filing content.
 - **Amended TR6:** After repairs are made for an UNSAFE initial filing.
 - **FISP1 (initial) and FISP2 (additional):** Time extension requests.
- **FISP3:** QEWI or DP providing an UNSAFE Notification.
- **Height Verification (HV) Inspection Request:** Request for determination of whether the building is subject to DOB compliance (over or under 6.5 stories in height).
- **Partial Shed Removal (PSR) Requests:** Request for removal of a shed affecting commerce, traffic flow or hazard.
- **Sub-Cycle Reassignment:** Request to have multiple properties/filings consolidated into one Sub-Cycle.

DP: A Design Professional is a Professional Engineer or Registered Architect.

QEWI: A Qualified Exterior Wall Inspector is a DOB registered Professional Engineer (PE) or Registered Architect (RA) that has been registered and verified with the DOB Facades Unit.

CSR: A Customer Service Representative is a DOB staff member who provides an Administrative Review of a filing, usually before sending the filing to a Plan Examiner. An Administrative Review for a filing in part consists of making sure the content provided is complete.

ERT: The Emergency Response Team provides rapid response in all emergencies requiring DOB response to ensure that NYC building codes and rules and regulations are being followed.

Plan Examiner: A DOB building Plan Examiner (PE) reviews a filing and determines the condition of each filing. For example, a filing can be rejected, accepted or returned incomplete.

FISP (Façade Inspection & Safety Program) Forms: A reference to either a filing extension or an UNSAFE Notification. In the example of a FISP1 (an initial extension request) and FISP2 (additional extension request), each represents a time extension request for a UNSAFE filing. In the example of a FISP3 (or unsafe Condition) report, the report can be filed by a QEWI or a DP.

Initial Filing: This option will be enabled for a new compliance filing.

Amended Filing: This option will be enabled after an UNSAFE Initial Report has been filed and accepted by DOB.



Subsequent Filing: This option will be enabled after a SAFE or SWARMP Initial (TR6) Report has already been filed and accepted. A subsequent report indicating revised conditions may be filed within the current five-year report filing cycle to change a building’s filing status for that cycle.

Inspection: If a DOB Inspection is determined to be necessary as part of the filing process, an Inspector is assigned to inspect the façade of a building, and report on its condition.

BIN: This refers to the Building Identification Number. A BIN is assigned to each building.

Block and Lot: This refers to the physical mapped location of a building. The block and Lot is also known as the “tax” block and Lot.

Task Form: This form provides information on decisions of an individual filing.

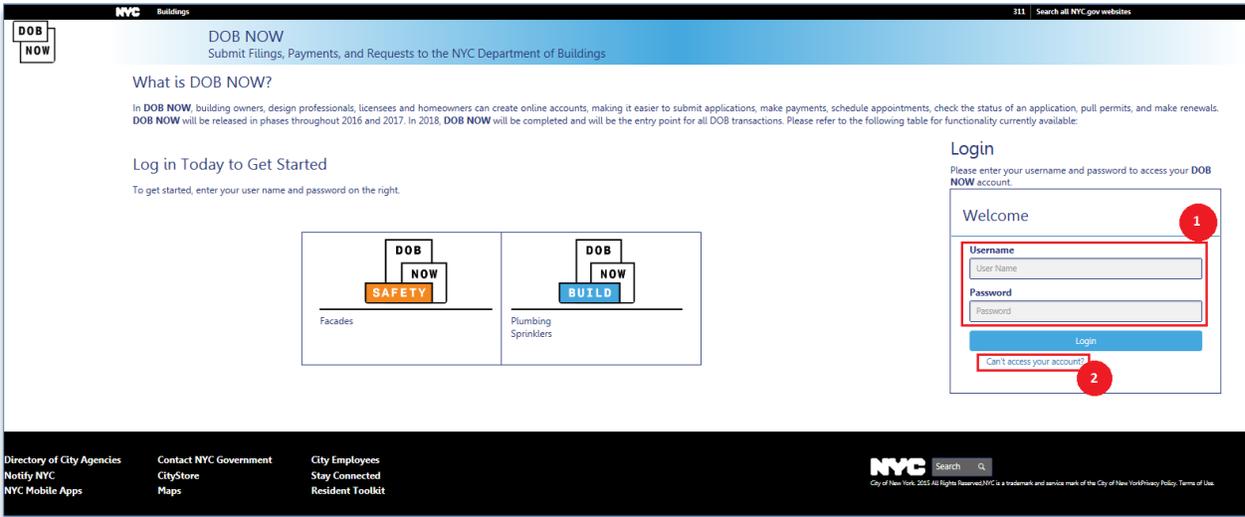
311: NYC311 provides access to non-emergency City services and information about City government programs. NYC311 is available online and by phone.

Accessing DOB NOW: *Safety* and Getting Oriented

We recommend that you use Internet Explorer 9.0 and above to access DOB NOW: *Safety*.

This section will guide you through how to access DOB NOW: *Safety* and help to get you familiar with navigating between different screens in the system. Screenshots will direct your attention to key features and a step-by-step guide will explain how to use them.

Access DOB NOW: *Safety*



Navigate to the DOB NOW login page by going to the following link: www.nyc.gov/dobnow

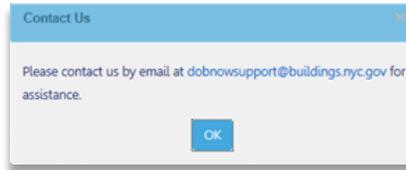
1. Enter your Username and Password and click **Login**. *This is the same username and password that you have created for eFiling. If your account information is incorrect, you will need to update your information in the eFiling system.*

Note: If you enter an invalid username and password combination, you will see an error message and will not be able to login.



If your account has been flagged or deactivated by DOB, you will also see an error message and will not be able to log in.

2. If there is an issue with your login, clicking on **Can't access your account?** will bring up a message with an email address (doznosupport@buildings.nyc.gov) to contact for assistance.



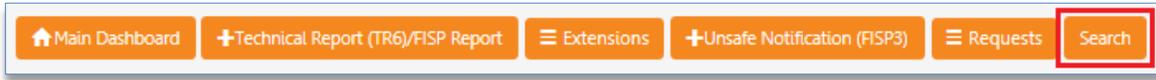
If you do not have a confirmed eFiling account, you will not be able to login to DOB NOW: Safety.

Once you have successfully logged in, navigate to DOB NOW: *Safety* by clicking on the DOB NOW: *Safety* icon.

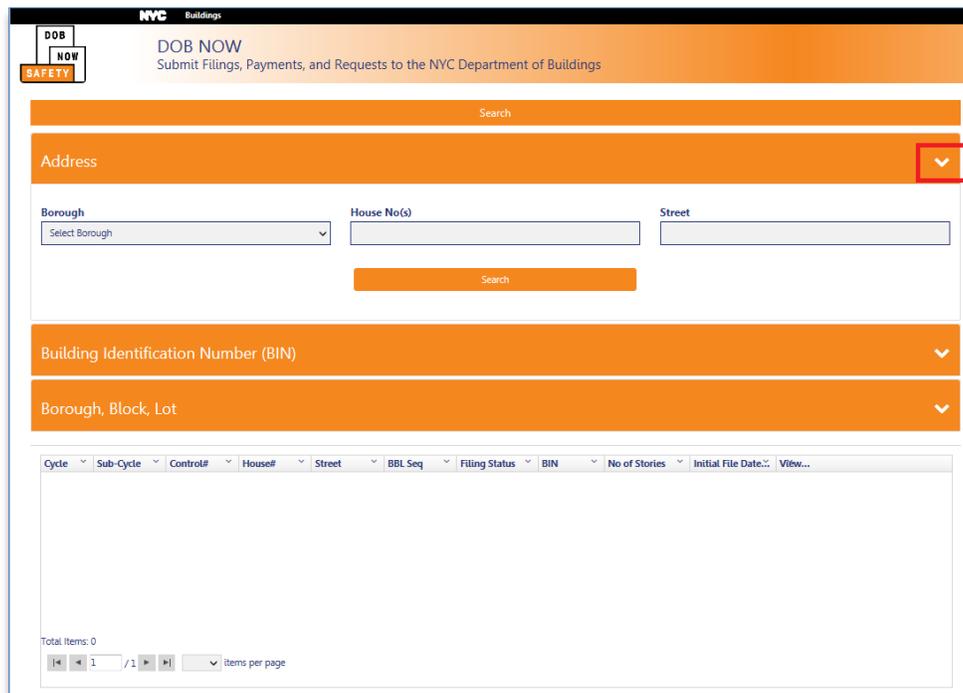


Address Search

A Design Professional has the option to search for a property's Façade filings. On the Dashboard, the Design Professional shall click on the **+Search** button.



The Address Search page will load. To the right of each section is a down arrow. When clicked, it will display the search type selected.



The Design Professional has the option to search a property by its:

- Borough, House Number and Street
- Building Identification Number (BIN)
- Borough, Block and Lot

After the selection information is entered and Search is clicked, the grid below each search type will display the property address match results.

By Borough, House Number and Street:

DOB NOW SAFETY

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

Search

Address

Borough: Manhattan

House No(s): 90

Street: Broad

Search

Building Identification Number (BIN)

Borough, Block, Lot

Cycle	Sub-Cycle	Control#	House#	Street	BBL Seq	Filing Status	BIN	No of Stories	Initial File Date...	View...
8	88	800323	90	WEST BROAD...	1	NRF	1001499	14		
8	88	800013	90	BROAD STREET	1	NRF	1000025	26		
7	78	700323	90	WEST BROAD...	1	SAFE	1001499	14	2012-06-04	
7	78	700013	90	BROAD STREET	1	SWARMP	1000025	26	2012-08-20	
6	NA	600323	90	WEST BROAD...	1	SAFE	1001499	14	2007-02-21	
6	NA	600013	90	BROAD STREET	1	SAFE	1000025	26	2006-10-11	

Total Items: 6

1 - 6 of 6 items

By BIN:

DOB NOW SAFETY

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

Search

Address

Building Identification Number (BIN)

Building Identification Number (BIN): 1000025

Search

Borough, Block, Lot

Cycle	Sub-Cycle	Control#	House#	Street	BBL Seq	Filing Status	BIN	No of Stories	Initial File Date...	View...
8	88	800013	90	BROAD STREET	1	NRF	1000025	26		
7	78	700013	90	BROAD STREET	1	SWARMP	1000025	26	2012-08-20	
6	NA	600013	90	BROAD STREET	1	SAFE	1000025	26	2006-10-11	

Total Items: 3

1 - 3 of 3 items

By Borough, Block and Lot:

The screenshot shows the DOB NOW web application interface. At the top, there is a header with the DOB NOW logo and the text "DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings". Below the header is a search bar. The main content area is divided into several sections: "Address", "Building Identification Number (BIN)", and "Borough, Block, Lot". The "Borough, Block, Lot" section contains three input fields: "Borough" (with a dropdown menu showing "Manhattan"), "Block" (with the value "10"), and "Lot" (with the value "35"). Below these fields is a "Search" button. At the bottom of the page, there is a table with the following columns: Cycle, Sub-Cycle, Control#, House#, Street, BBL Seq, Filing Status, BIN, No of Stories, Initial File Date, and View. The table contains three rows of data:

Cycle	Sub-Cycle	Control#	House#	Street	BBL Seq	Filing Status	BIN	No of Stories	Initial File Date	View
8	8B	800013	90	BROAD STREET	1	NRF	1000025	26		
7	7B	700013	90	BROAD STREET	1	SWARMP	1000025	26	2012-08-20	
6	NA	600013	90	BROAD STREET	1	SAFE	1000025	26	2006-10-11	

At the bottom of the table, there is a "Total Items: 3" label and a pagination control showing "1 / 1" items per page. The page number "1" is highlighted, and the total number of items is "3".

The grid can be viewed by either double-clicking the record (row), or clicking the desired row under the *View* column (using the icon). When clicked (or double-clicked anywhere within the row), the selected row shall populate the subsequent results sections.

Grid columns in the search results include:

The screenshot shows the DOB NOW web application interface. At the top, there is a search bar and a filter section with dropdown menus for 'Address', 'Building Identification Number (BIN)', and 'Borough, Block, Lot'. Below this, a search form is visible with fields for 'Borough' (Manhattan), 'House No(s)' (90), and 'Street' (Broad). A 'Search' button is located below these fields.

The search results are displayed in a table with the following columns: Cycle, Sub-Cycle, Control#, House#, Street, BBL Seq, Filing Status, BIN, No of Stories, Initial Filing Date, and View... The table contains 6 rows of data. Red circles 1 through 11 are placed over the following columns: 1. Cycle, 2. Sub-Cycle, 3. Control#, 4. House#, 5. Street, 6. BBL Seq, 7. Filing Status, 8. BIN, 9. No of Stories, 10. Initial Filing Date, and 11. View...

Cycle	Sub-Cycle	Control#	House#	Street	BBL Seq	Filing Status	BIN	No of Stories	Initial Filing Date	View...
7	7B	700013	90	BROAD STREET	1	SWARMP	1000025	26		
6	NA	600013	90	BROAD STREET	1	Safe	1000025	26		
6	NA	600323	90	WEST BROAD...	1	Safe	1001499	14		
7	7B	700323	90	WEST BROAD...	1	Safe	1001499	14		
8	8B	800013	90	BROAD STREET	1	NRF	1000025	26	2016-06-21	
8	8B	800323	90	WEST BROAD...	1	UNSAFE	1001499	14	2016-07-07	

Total Items: 6
1 - 6 of 6 items

1. Cycle
2. Sub-Cycle (cycle 6 and prior do not have sub-cycle assignments)
3. Control#
4. House#
5. Street
6. BBL Seq
7. Filing Status
8. BIN
9. No. of Stories
10. Initial Filing Date
11. View (click on view or double-click to populate subsequent results sections)

Search Results (sample) of a cycle 8 (sub-cycle B or 8B) property:

Search Details			
Control Number Information			
Control Number	600013	Premises	
Current Status		Effective Filing Date	
C.B. NO.	101	Sub Cycle	NA
Cycle	6	Bbl Seq No	
Filing Status		Number Of Stories	
Primary Address			
BIN	1000025	Lot	16
Street Name	BROAD STREET	Zip Code	10004
Block	10	House Number	
Borough			
Filing Information			
Late Filing	No	Failure to File	No
Failure to Collect	No	Late Filing Fee Paid	false
Failure to File Fee Paid	false	Failure to Collect Fee Paid	false
Prev. Cycle Total Civil Penalties			
Last Cycle Total Late Filing Amount(\$)		Last Cycle Total Failure to File Amount(\$)	
Last Cycle Failure to Collect Amount(\$)			
Current Cycle Civil Penalties			
Late Filing Amount(\$)		Failure to File Amount(\$)	
Current Cycle Failure to Collect (\$)			
Next Filing Deadline Details			
Filing Deadline (Actual)		Filing Deadline (with Buffer)	
Last Submission Type			

In addition to Façade status and property information, a list of previous filings is provided.

Related Technical Reports (TR6)						
Name	Filing Status	Filing Type	Owner Information	QEWI	Exterior Wall Type	View
TR600002027	SAFE	Subsequent	CARACIOLO JOE	STEPHEN CO...	BRICK/MASONRY, STONE	
TR600009976	SWAMP	Initial	CARACIOLO JOE	STEPHEN CO...	BRICK/MASONRY, STONE	

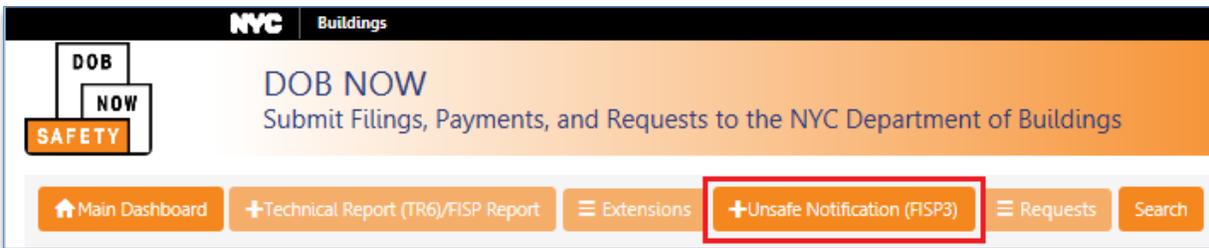
Total Items: 2
1 / 1 items per page
1 - 2 of 2 items

When clicking (or double-clicking anywhere within) the desired row under the *View* column (using the icon) of the *Related Technical Reports (TR6)*, the selected TR6 filing shall open for view.

UNSAFE Notifications – FISP3

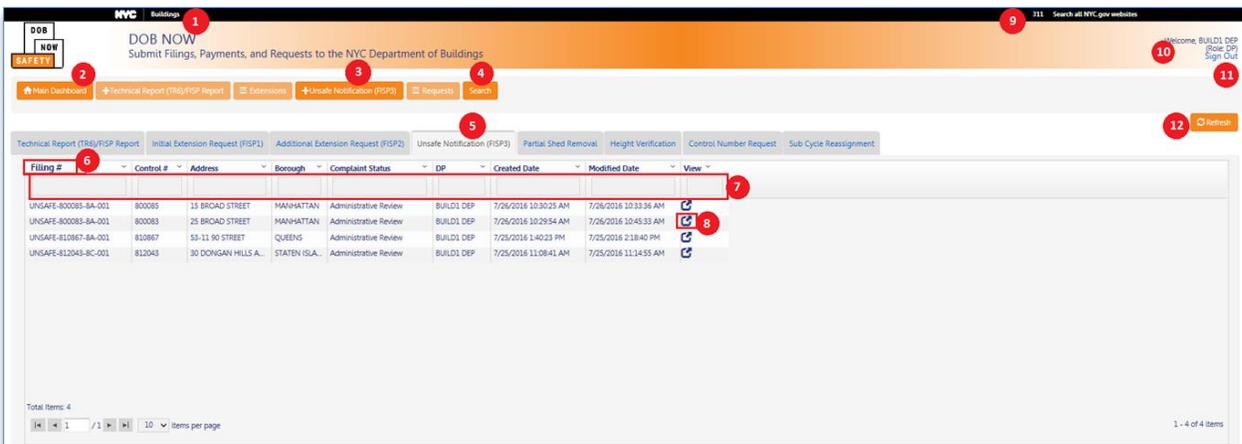
If a Design Professional observes any unsafe façade conditions, the Design Professional or QEWI can file a FISP3 in DOB NOW: *Safety*, and must call 311 to report the condition or 911 to report any immediate hazardous conditions. Once logged in to DOB NOW: *Safety*, the Design Professional will select the *+Unsafe Notification (FISP3)* button on the home page.

There are no fees associated with filing a FISP3.



Dashboard Orientation FISP3

After logging in to DOB NOW: *Safety*, the system will display the Façades main dashboard. The list below explains the buttons and fields on the Facades main dashboard, and provides a description of the actions available.



- 1. NYC.com Link:** Link to the NYC.gov homepage.
- 2. Main Dashboard Button:** Link to the Main Dashboard to select between DOB NOW: *Safety* and DOB NOW: *Build* systems.
- 3. Unsafe Notification (FISP3) Button:** Any Design Professional or QEWI can file a FISP3 report if there is an observed unsafe façade condition.
- 4. Search:** The Design Professional can search for a property profile.
- 5. Unsafe Notification (FISP3) Tab:** Search and view all Unsafe Notifications (FISP3) with the DOB.
- 6. List of grid columns:** Filing #, Control #, Address, Borough, Compliance Status, DP, Created Date, Modified Date and View. Relevant data is displayed in each column for each FISP3 on file. The

box at the top of each column allows the user to search each field for specific values within that column.

7. **Column Sort:** Allows sorting of the data in ascending or descending order, and also removing the column by clicking on the little arrow next to each column name ().
8. **View:** Produces a Job Information pop-up window which directs the user to the FISP 3 report Filing Progress page.
9. **311 Link:** Link to the 311 homepage.
10. **Logged User:** Identifies the User Name and System Role associated with the user account.
11. **Sign Out:** Sign out of DOB NOW: *Safety*.
12. **Refresh Button:** Refreshes page results.

Viewing the Filed FISP3 Reports

After the User (Design Professional) has logged in to DOB NOW: *Safety* and has accessed the Façades main dashboard, all FISP3 reports the User has filed will be displayed on the *Unsafe Notifications (FISP3)* Tab.



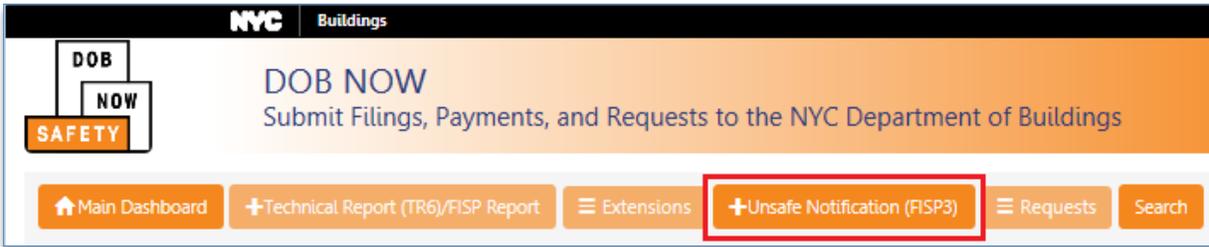
Complaint #	Control #	Address	Borough	Complaint Status	DP	Created Date	Modified Date	View
UNSAFE-800085-8A-001	800085	15 BROAD STREET	MANHATTAN	Administrative Review	BUILD1 DEP	7/26/2016	7/26/2016	
UNSAFE-800083-8A-001	800083	25 BROAD STREET	MANHATTAN	Administrative Review	BUILD1 DEP	7/26/2016	7/26/2016	
UNSAFE-810867-8A-001	810867	53-11 90 STREET	QUEENS	Administrative Review	BUILD1 DEP	7/25/2016	7/25/2016	
UNSAFE-812043-8C-001	812043	30 DONGAN HILLS A...	STATEN ISLA...	Administrative Review	BUILD1 DEP	7/25/2016	7/25/2016	

Each FISP3 filing listed in the grid can be viewed by either double-clicking the record (row), or by clicking the desired row under the *View* column (using the  icon). When clicked (or double-clicked anywhere within the row), a pop-up message is displayed showing the Filing (*FISP3 Report*) number and the address of the building, with the option to proceed (Yes) or cancel (No).



FISP3 UNSAFE – New FISP3 Form

After the user (Design Professional) has logged in to DOB NOW: *Safety* and has accessed the Façades main dashboard, selecting the **+Unsafe Notification (FISP3)** button will open a new FISP Filing form with the information described below.



FISP3 Form Orientation

The Design Professional will be presented with the electronic FISP3 form.

The screenshot displays the FISP3 form interface with several callouts:

- 1:** Ribbon displaying filing progression status: Pre-Filing, Administrative Review, and Violations Issued/No Action Necessary.
- 2:** Save and File buttons and the current Filing Number: UNSAFE-800013-8B-004.
- 3:** Dashboard button.
- 4:** History Trace and Property Profile buttons.
- 5:** Application Highlights section showing: Location: 90 BROAD STREET, Manhattan 10004; Compliance Filing Number: UNSAFE-800013-8B-004; Control Number: 800013.
- 6:** Tabs for Unsafe Notification (FISP3) and Supporting Documents.
- 7:** Search section for Address, with Control Number (800013) and Address (BROAD STREET) fields.

The form includes sections for:

- 1. Address Search:** Search by Control Number (800013) or Address (BROAD STREET).
- 2. Location Information:** House No(s) (90), Street Name (BROAD STREET), Borough (Manhattan), Block (10), BIN (1000025), Lot (16), Zip Code (10004), and Control Number (800013).
- 3. Owner Information:** Fields for E-Mail, First Name, Telephone, City, Zip Code, Business Fax, Mobile, Last Name, MI, Address, State, Business Name, and Business Phone.

1. The *ribbon* displaying filing progression status.
2. The *Save* and *File* buttons and the current Filing Number (once the form has been saved for the first time).
3. The *Dashboard* button will take the Design Professional back to the default Dashboard.
4. *History Trace* for all significant actions taken on a filing, and *Property Profile* information on the property.

5. *Application Highlights* displays key elements relating to the property and filing.
6. Form progression; The Report is broken down into two forms which are all required to file a FISP3, in order left to right; **Unsafe Notification (FISP3) → Supporting Documents**.
7. The FISP3 form details.

Form and Property Detailed Information

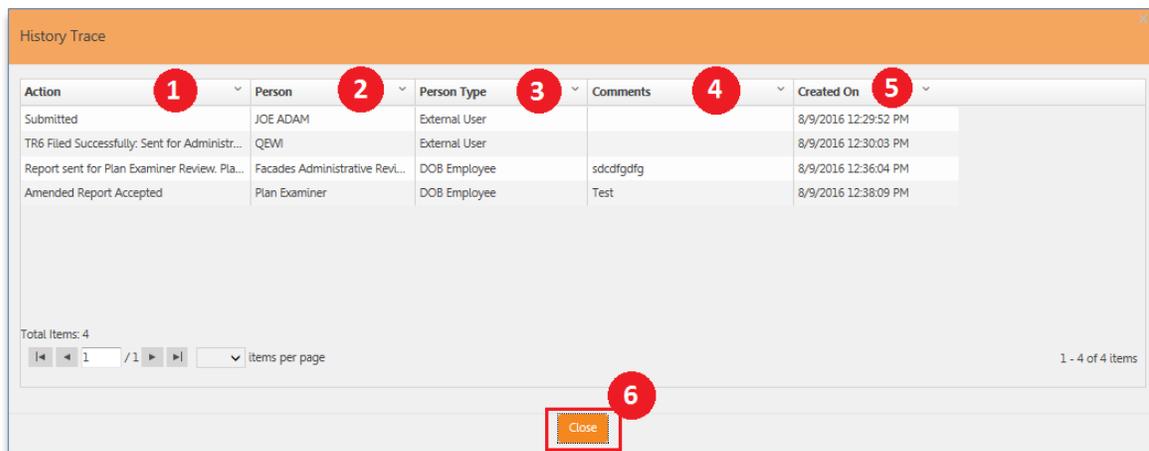
On all façades compliance filing forms, displayed are the following buttons:



- History Trace
- Property Profile

History Trace Button

When clicked, the following pop-up screen displays with the list of actions taken on the filing. This information is read only. Clicking the **Close** button will close the pop-up screen.



1. **Action:** The type of action taken.
2. **Person:** The person who performed the action.
3. **Person Type:** The person's user role in the process.
4. **Comments:** Comments related to the action.
5. **Created On:** The date the action was performed.
6. **Close button:** When the Design Professional is finished viewing the History Trace, clicking the *Close* button will close the pop-up screen.

Property Profile Button

When clicked, the following pop-up screen displays the property profile detail related to the filing. This information is read only. Clicking the **Close** button will close the pop-up screen.

Property Profile
✕

Action		Additional BINs for Building	
BIN	1008448	Borough	Manhattan
Buildings on Lot	0	City Owned	NO
Community Board	102	Condo	NO
CrossStreet1		CrossStreet1 Numbers	
CrossStreet2		CrossStreet2 Numbers	
CrossStreet3		CrossStreet3 Numbers	
CrossStreet4		CrossStreet4 Numbers	
DOB Building Remarks		DOB Special Place Name	
Environmental Restrictions	N/A	Grandfather's Sign	NO
Health Area	5700	House No	
Landmark Status	L - LANDMARK	Legal Adult Use	NO
Local Law	YES	Loft Flag	
Loft Law	NO	Property Profile GUID	
SRO Restricted	NO	Special Area1	
Special Area2		Special Area3	
Special Area4		Special District	N/A
Special District1		Special District2	
Special Status	N/A	Street Name	BLEECKER STREET
Street Numbers	27 - 31	TA Restricted	NO
Tax Block	529	Tax Lot	55
Transit Authority		UB Restricted	NO
Vacant	NO	Zip Code	10012

Close

FISP3 Form

Section 1 and 2. Address Search and Location Information

The Design Professional has the option to search for the Building by Control Number or by Address. Once the search is complete, the required property detail is then populated in Section 2. *Location Information*, and the *Application Highlights*.

There are **no** fees associated with filing a FISP3.

The screenshot shows the FISP3 form interface. The top navigation bar includes 'DOB NOW SAFETY' and 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. The main content area is divided into 'Pre-Filing', 'Administrative Review', and 'Violations Issued/No Action Necessary' tabs. A 'Filing # UNSAFE 800013-88 003' is displayed. The 'Unsafe Notification (FISP3)' section is active, showing '1. Address Search' with 'Control Number' selected and '800013' entered. '2. Location Information' is populated with: House No(s) 90, Street Name BROAD STREET, Borough Manhattan, Block 10, BIN 1000025, Lot 16, Zip Code 10004, and Control Number 800013. '3. Owner Information' fields are empty. An 'Application Highlights' box on the right shows: Location 90 BROAD STREET, Manhattan 10004, Compliance Filing Number UNSAFE-800013-88-003, and Control Number 800013.

Section 3. Owner Information

The Owner information in Section 3. is optional since the Design Professional may not have this information.

The detailed view of the '3. Owner Information' section shows the following fields:

E-Mail	<input type="text"/>	Last Name	<input type="text"/>
First Name	<input type="text"/>	MI	<input type="text"/>
Telephone	<input type="text"/>	Address	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
Zip Code	<input type="text"/>	Business Name	<input type="text"/>
Business Fax	<input type="text"/>	Business Phone	<input type="text"/>
Mobile	<input type="text"/>		

Section 4. Application Information

In Section 4, the Applicant information is prepopulated based on the Design Professional’s logon credentials. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *License Number* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.

4. Applicant Information			
E-Mail*	AJOETEST@GMAIL.COM	License Type*	Professional Engineer
License Number*	078712	Last Name*	ADAM
First Name*	JOE	MI	
Business Name	Joe's	Business Telephone	5455568622
Business Address	JA LLC	Business Fax	
City	JERSEY CITY	State	NJ
Zip Code	07302	Mobile Phone	254234

Section 5. Notification Details

Enter additional details on the UNSAFE condition in the following text box.

5. Notification details*	
Please be advised that during the Critical Examination of the referenced building, I discovered unsafe conditions on the exterior walls, which are detailed as follows:	
<div style="border: 1px solid #ccc; padding: 5px;"> <p>B I U [List Bullets] [List Numbers] [Undo] [Redo] Words: 0 Characters: 0</p> <p>You can not input more than 6000 characters (including white spaces)</p> </div>	

Section 6. Applicant’s Statement

The Design Professional must electronically sign the form by clicking the Applicant's Statement checkbox in Section 6. The Design Professional’s name and the current date will then be auto-populated.

6. Applicant's Statement*	
<p>§28-211.1 False statements in certificates, forms, written statements, applications, reports or certificates of correction. It shall be unlawful for any person to make a material false statement in any certificate, professional certification, form signed statement, application or certification of the correction of a violation requires under the provisions of this code or any rule of any agency promulgated there under that such person knew or should have known to be false.</p> <p><input checked="" type="checkbox"/> I have personally reviewed all information entered on each of the documents listed above. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this application, I am applying such signature and seal to this signed statement and each document listed above as if I had personally signed and sealed these statements and documents by hand.*</p>	
Name	BUILD1 DEP
Date	08/16/2016

Supporting Documents

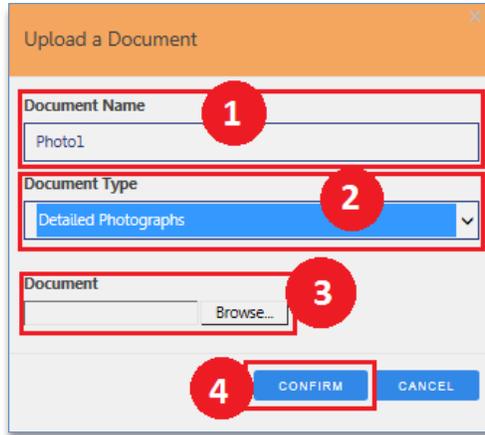
The FISP3 Report requires supporting documents to be uploaded, including the Design Professional or QEWI Seal and Signature (DPL-1). The Design Professional or QEWI may add additional applicable documents and/or photos using the Other Document Type.

The screenshot shows the 'Supporting Documents' section of the 'Unsafe Notification (FISP3)' form. It features a table with the following columns: Document Name, Document Type, View/Download path, and Delete. The table contains eight rows of pre-filled data. Below the table is a pagination control showing '1' of '1' items, '50' items per page, and '1 - 8 of 8 items'. An 'Add New Document' button is located at the bottom left of the section.

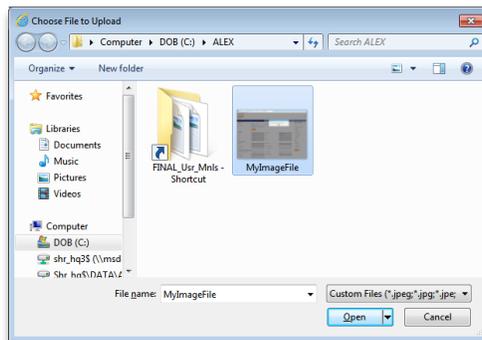
Document Name	Document Type	View/Download path	Delete
My Assessment	Assessment of temporary safety mea...	View/Download	Delete
My Seal and Signature	Seal and Signature	View/Download	Delete
My Noterized Letter	Notarized letter by owner that work...	View/Download	Delete
My Company Info	Company name, address, phone and...	View/Download	Delete
Scope	Scope of Work	View/Download	Delete
Timetables	Timetable	View/Download	Delete
SHED Info	SHED	View/Download	Delete
Statements	Signed and sealed statement of esti...	View/Download	Delete

On the *Supporting Documents* form, the Design Professional may begin attaching supporting documents by selecting the *Add New Document* button that brings up the *Upload a Document* popup window.

This screenshot shows the same 'Supporting Documents' form, but the table is currently empty. The 'Add New Document' button at the bottom left is highlighted with a red rectangular box, indicating it is the focus of the instruction.

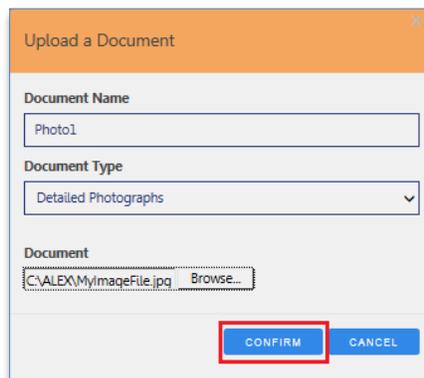


1. **Document Name:** A document name the Design Professional will enter as a reference.
2. **Document Type:** The Document Types required for upload will be listed as options under the *Document Type* dropdown. There must be at least one file uploaded for each Document Type.
3. **Document:** The Design Professional will click on the *Browse...* button to select a file for upload. File types include .PDF and .JPG (or .JPEG). Select the Image for upload and click the *Open* button.



The file will be prepared for upload. Only one file can be uploaded at a time.

4. **Confirm Button:** The QEWI is ready to add the Document.



When the Design Professional has uploaded at least one document per *Document Type*, he/she can view the list of all uploaded documents and *View/Download* and/or *Delete* each.

Document Name	Document Type	View/Download path	Delete
My Detailed Photos	Detailed Photographs	View/Download	Delete
More of My Detailed Photos	Detailed Photographs	View/Download	Delete
Elevation Photos	Elevation Photographs	View/Download	Delete
My Plot / Plan	Plot Plan	View/Download	Delete
My Seal and Sig.	Seal and Signature	View/Download	Delete

1 - 5 of 5 items

Filing the FISP3 Report

Once the Owner has provided their electronic signature, the Design Professional can make a final review of the filing, make any necessary changes, confirm all fees are paid, all documents uploaded, and then file the complete FISP3 Report by clicking the *File* button.

The screenshot shows the 'DOB NOW' interface for 'Unsafe Notification (FISP3)'. At the top, it says 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this are three tabs: 'Pre-Filing', 'Administrative Review', and 'Violations Issued/No Action Necessary'. The 'Pre-Filing' tab is active. In the center, there is a 'Save' button and a 'File' button, both highlighted with a red box. To their right, the filing number 'Filing # UNSAFE-800013-8B-004' is displayed. At the bottom of the interface, there are two main sections: 'Unsafe Notification (FISP3)' and 'Supporting Documents'.

The *Save* and *File* buttons also can be found on the bottom of all forms.

The screenshot shows the footer area of the NYC Buildings website. At the top left, there are 'Save' and 'File' buttons, both highlighted with a red box. Below this, there is a navigation menu with links for 'Directory of City Agencies', 'Notify NYC', 'NYC Mobile Apps', 'Contact NYC Government', 'CityStore', 'Maps', 'City Employees', 'Stay Connected', and 'Resident Toolkit'. On the right side, there is a search bar with the NYC logo and a search icon. At the bottom right, there is a small copyright notice: 'City of New York, 2015. All Rights Reserved. NYC is a trademark and service mark of the City of New York/Policy/Terms of Use.'

There are **no** fees associated with filing a FISP3.



Appendix

Work Type Acronyms

- BL: Boiler
- CC: Curb Cut
- CH: Chute
- DM: Demolition and Removal
- EQ: Construction Equipment
- EW: Equipment Work
- FA: Fire Alarm
- FB: Fuel Burning
- FN: Fence
- FP: Fire Suppression
- FS: Fuel Storage
- MH: Mechanical/HVAC
- OT: Other
- PL: Plumbing
- SD: Standpipe
- SF: Scaffold
- SG: Sign
- SP: Sprinkler
- EL: Elevator

Legal Acronyms

- AC: Administrative Code
- APPN: Administrative Policy and Procedure Notice
- BC: Building Code
- HPD: Housing Preservation and Development
- LL: Local Law
- LPPN: Legal Policy and Procedures Notice
- MDL: Multiple Dwelling Law
- NYC DEP: New York City Department of Environmental Protection
- NYC RR: New York City Report Recommendations
- NYS DOH: New York State Department of Health
- NYS ECL: New York State Environmental Conservation Law
- OPPN: Operations Policy and Procedure Notice
- PPN: Policy and Procedure Notice
- RCNY: Rules of the City of New York
- RS: Reference Standard
- TPPN: Technical Policy and Procedure Notice



- ZR: Zoning Regulations

Permit Type Acronyms

- AR: Architectural
- EA: Earthwork
- FO: Foundation
- ME: Mechanical
- NP: No Plans
- PL: Plumbing
- SH: Sidewalk Shed
- ST: Structural
- ZO: Zoning

Building Type Acronyms

- NB: New Building
- Alt 1: Alteration
- Alt 2: Alteration
- Alt 3: Alteration

Professional Acronyms

- PE: Professional Engineer
- RA: Registered Architect
- GC: General Contractor
- DP: Design Professional
- FR: Filing Representative
- QEWI: Qualified Exterior Wall Inspector (PE/RA)
- QRWI: Qualified Retaining Wall Inspector (PE/RA)
- Agency Director or Director (PE/RA)
- MP: Master Plumber
- OBI: Oil Burner Installer
- LP: Licensed Professional

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