



# General Information Session

Façades Compliance Filings

August 17, 2016

# Session Objectives

- Learn how DOB NOW: *Safety* optimizes the Façades compliance filing process
- Learn how to register for DOB NOW: *Safety*
- Learn how Owners, Owner Representatives, Design Professionals, and QEWI's will use DOB NOW: *Safety*

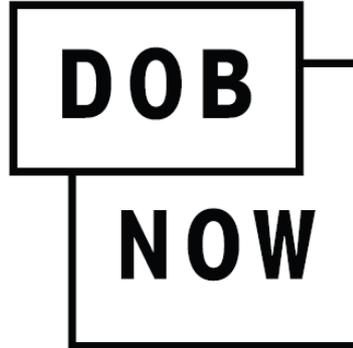
# Session Topics

- DOB NOW Overview
- DOB NOW: *Safety* Overview
- Access to DOB NOW: *Safety*
- DOB NOW: *Safety* Dashboard Navigation
- Enter a Façades TR-6/FISP Filing
- DOB NOW: *Safety* Key Changes
- Training Materials and Q + A

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- **DOB NOW Overview**
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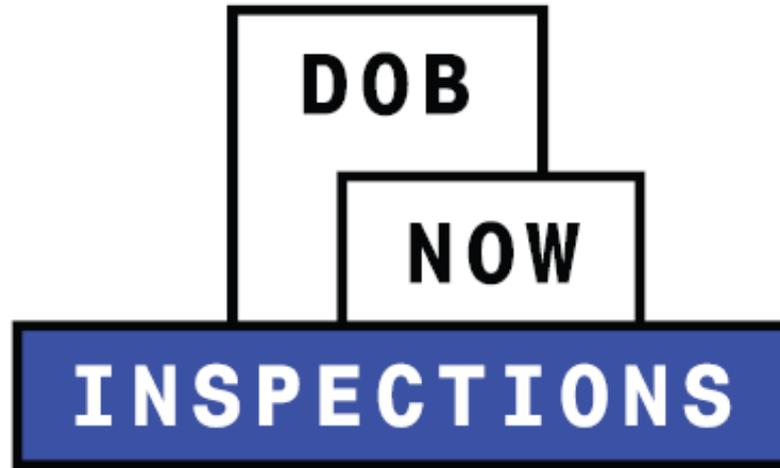
# DOB NOW Overview



In **DOB NOW**, building owners, design professionals, filing representatives, and licensees can create online accounts, making it easier to submit applications, make payments, schedule appointments, check the status of an application, pull permits, and make renewals.

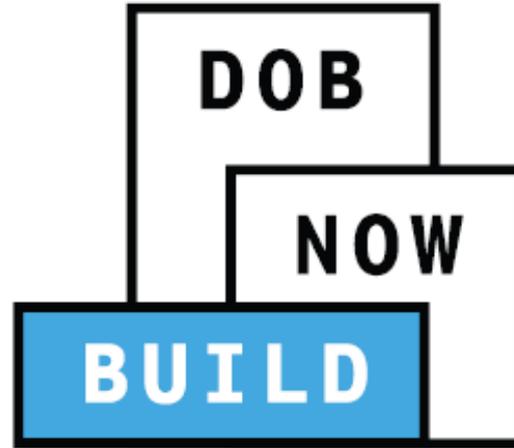
**DOB NOW** will be released in phases throughout 2016 and 2017. In 2018, **DOB NOW** will be completed and will be the entry point for all DOB transactions.

# DOB NOW: *Inspections* Overview



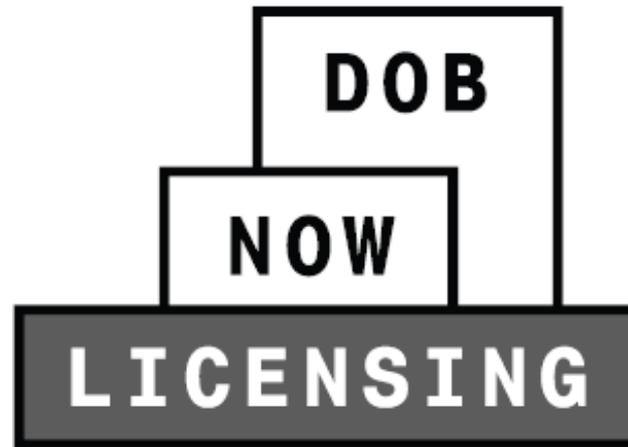
***DOB NOW: Inspections*** is the new name for Inspection Ready. All current functionality remains the same for online scheduling, tracking, and notifications as well as enforcement and development inspections.

# DOB NOW: *Build* Overview



***DOB NOW: Build*** includes job filings, permits, Post Approval Amendments, Corrections, Withdrawals, Superseding, After Hour Variances, and Letters of Completion.

# DOB NOW: *Licensing* Overview



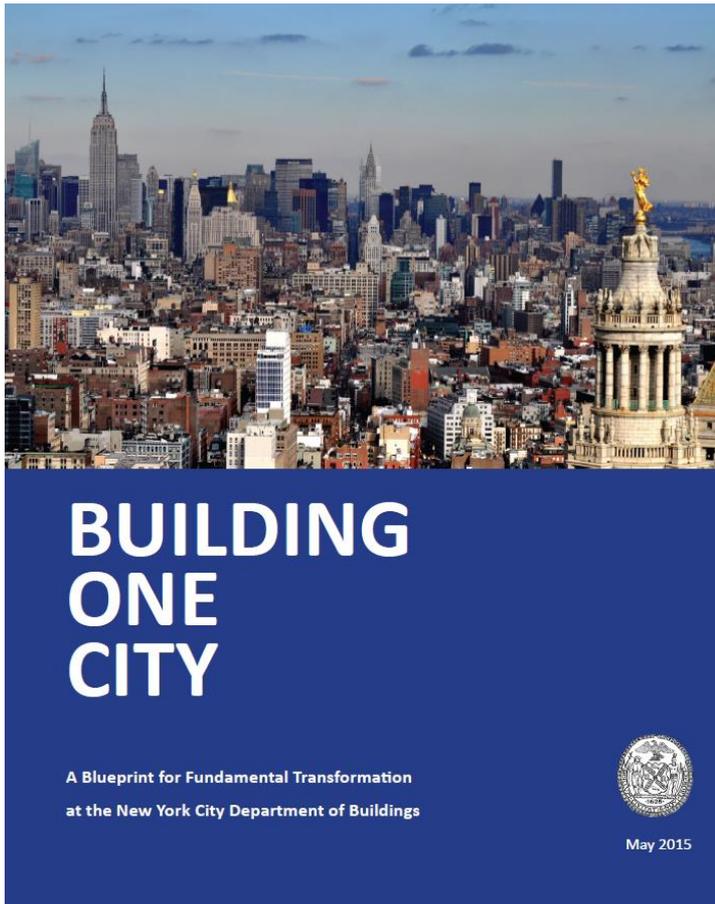
***DOB NOW: Licensing*** will allow for online exam filing, issuance, and renewal for Licensees.

# DOB NOW: *Safety* Overview



***DOB NOW: Safety*** includes all compliance filings such as façades, boilers, and elevators.

# Building One City



“To expedite the right kind of development, we must expedite the development process. What we need, and what we will have, is **fundamental reform** at the Department of Buildings.”  
- Mayor Bill de Blasio, State of the City 2015

# 21<sup>st</sup> Century Department of Buildings



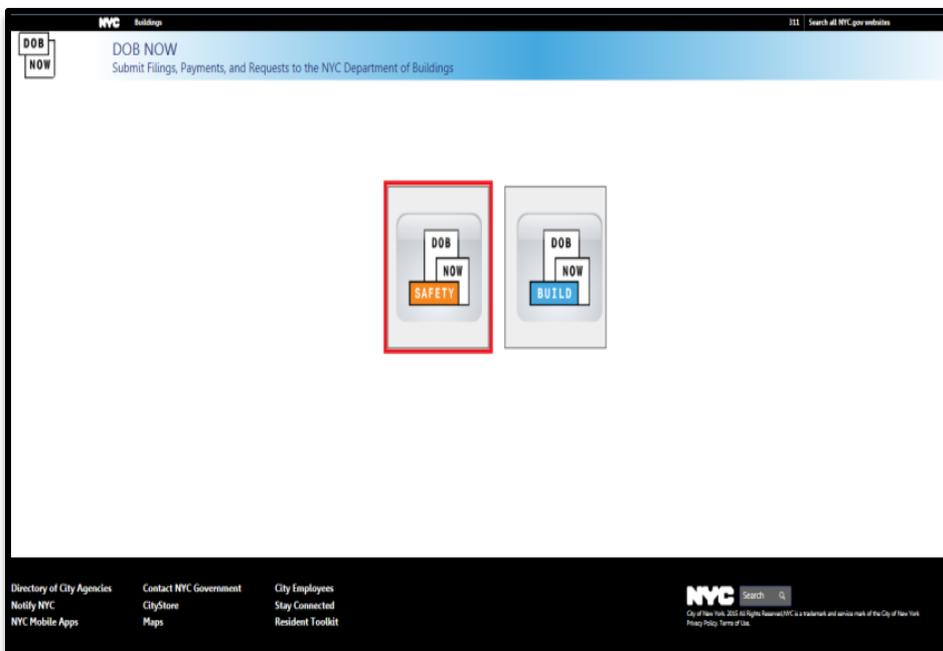
- Safety and Integrity
- Processing
- Transparency
- Customer Service

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# DOB NOW: *Safety* Filing Portal Overview

## DOB NOW: *Safety* New Online Filing Portal



- File Reports and Requests online
- Upload documents electronically
- Submit fees online
- View and search information
- View real-time status of all filings
- Receive emails at milestones throughout the process

# DOB NOW: *Safety* Compliance Filings

DOB NOW: *Safety*  
*Available compliance filings on September 12, 2016*

## Façades Compliance Filings

Initial TR6, FISP, and supporting documents  
Subsequent or Amended Façades reports  
FISP1's, FISP2's and FISP3's

## Façades Requests

Partial Shed Removal  
Height Verification  
New Control Number  
Sub Cycle Reassignment

# Session Topics

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- Enter a New TR-6/FISP Façades Filing
- DOB NOW: *Safety* Key Changes
- Training Materials and Q + A

# Access to DOB NOW: *Safety*

DOB NOW: *Safety*  
*Registered Users*

Owners

Owners Representatives

Design Professionals

Qualified Exterior Wall Inspectors (QEWI)

*Registered users must create an **eFiling** account to be able to log in to DOB NOW: *Safety*.*

# eFiling Registration Form

## NYC Development Hub Enrollment Form

Please provide the following information to enroll for NYC Buildings eFiling. Items with a (\*) are required.

When you have completed the form, please click on 'submit' and follow the instructions.

### Electronic Filing Account Information (required for all users)

It is important to provide a valid e-mail address you have access to. An activation email will be sent to this email address. If you forget your password the only way to gain access to your account and saved work is with your e-mail address! Your e-mail address can be updated after enrollment.

Email Address (*)	<input type="text"/>
Re-Enter Email Address (*)	<input type="text"/>
Password (*)	<input type="password"/>
Verify Password (*)	<input type="password"/>

### USER ACCOUNT INFORMATION

First Name (*)	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name (*)	<input type="text"/>
Business Address (*)	<input type="text"/>
Apt #	<input type="text"/>
City (*)	<input type="text"/>
State (*)	<input type="text"/>
Zip (*)	<input type="text"/>
Contact Phone (*)	<input type="text"/> <input type="text"/> <input type="text"/>
Mobile Phone	<input type="text"/> <input type="text"/> <input type="text"/>

# eFiling Registration, Authentication Form

AUTHENTICATION FORM			
<b>Instructions:</b>			
In order to participate in Buildings' e <sup>2</sup> lectronic filing program, you must accurately complete this form. Please sign the form, have it notarized, and stamp it with your professional seal (if applicable). Any false or misleading statement(s) provided herein will result in the applicant's disqualification from being able to renew permits electronically and may lead to criminal prosecution.			
<b>APPLICANT INFORMATION</b>			
E-mail Address: shobhnat@gmail.com		Date: 12/5/2008	
Last Name: Tindwani	First Name: Shobhna		MI: C
Contact Address: 280 Broadway			Apt #:
City: NEW YORK	State: NY	Zip: 10007	
Contact Tel: 222-333-4444	Mobile Phone: 222-555-6666		
<b>LICENSES AND TRACKING NUMBERS</b>			
Please list all licenses and tracking numbers issued to you by DOB and associated business information			
Master Plumber	License Number:		
	Business Name 1:		
	Business Name 2:		
Fire Suppression & Piping Contractor	License Number:		
	Business Name:		
	Business Name 2:		
Oil Burner Installer	License Number:		
	Business Name:		
Sign Hanger	License Number:		
	Business Name:		
General Contractor	Tracking Number:	111111	
	Business Name:	New York Pvt Ltd.	
Electrical Contractor	License Number:		
	Business Name:		

# Account Management

## Account Management in eFiling

Adding a License Number

Changing Email Address

Changing Password

Forgot your Password

# Owners and Owner Representatives Account Registration

- Owners and Owner Representatives must register in *eFiling* as a preparer to be able to review information in DOB NOW: *Safety*
- You can register in *eFiling* on the DOB website [here](#).
- Fill out an online application called the Authentication Form
- To complete the form, you will need to provide your contact information
- Click submit and you will receive an email confirming that your *eFiling* account has been created. Click on the link in the email to confirm.
- Log in to DOB NOW: *Safety* using the email address and password you created in *eFiling*

# Design Professionals Account Registration

- New York State Professional Engineers (PE) and Registered Architects (RA) must register in *eFiling* in order to be able to submit an Unsafe Notification (FISP3) in DOB NOW: *Safety*
- You can register in *eFiling* on the DOB website [here](#)
- To register in *eFiling*, fill out the online application called the Authentication Form
- To complete the form, you will need to provide your contact information, license number, tracking number, and business name
- Mail or deliver the form in person to the 5<sup>th</sup> Floor at 280 Broadway
- Log in to DOB NOW: *Safety* using the email address and password you created in *eFiling*

# QWEI's Account Registration (1 of 2)

QWEI's registered with the DOB Façades unit **and also** registered in eFiling

Qualified Exterior Wall Inspectors (QEWI) who are registered with the DOB Façades Unit and have an active eFiling account will have access to DOB NOW: *Safety*.

QEWI's registered with the DOB Façades unit **but not** registered in eFiling

- If you are a QEWI and do not have an active eFiling account, you must register in eFiling as a NYS Professional Engineer (PE) or NYS Registered Architect (RA) in order to be able to submit façades compliance filings in DOB NOW: *Safety*.
- Once registered in eFiling, you must contact the DOB Façades Unit via the Façades general email at [façades@buildings.nyc.gov](mailto:façades@buildings.nyc.gov) to be granted access to DOB NOW: *Safety*.

# QWEI's Account Registration (2 of 2)

## PE's or RA's that want to become QEWI's

- Any PE or RA who wants to become a QEWI must contact the DOB Façades Unit via email at [façades@buildings.nyc.gov](mailto:façades@buildings.nyc.gov).
- The DOB Façades Unit will authenticate all QEWI requests. Each applicant must be already registered in eFiling and submit the following items:
  1. Contact information.
  2. Email address used to register in eFiling.
  3. New York State license number.
  4. A list of jobs they have filed in NYC as the applicant on buildings over six stories that involve façade restoration work.
  5. Example of work history and a contact to verify information.
- When all items are received, an interview will be scheduled by the DOB Façades Unit
- Once authenticated, the DOB Façades Unit will send an email confirmation

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# DOB NOW: Safety Dashboard Navigation (1 of 3)

## Main Dashboard

NYC Buildings 311 Search all NYC.gov websites

DOB NOW SAFETY

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

Welcome, ADAM JOE2 (Role: QEWI) Sign Out

Main Dashboard + Technical Report (TR6)/FISP Report Extensions + Unsafe Notification (FISP3) Requests Search

Refresh

Technical Report (TR6)/FISP Report Initial Extension Request (FISP1) Additional Extension Request (FISP2) Unsafe Notification (FISP3) Partial Shed Removal Height Verification Control Number Request Sub Cycle Reassignment

Filing #	Control #	Address	Borough	Filing Type	Filing Status	Compliance Report Status	QEWI	Owner	Payment Status	Created Date	Modified Date	Actions	View
TR6-812419-8A-A1	812419	390 RUGBY ROAD	BROOKLYN	Amended		Pre-Filing	ADAM JOE2	Edla Rahul	Due	8/12/2016	8/12/2016	Select Action	
TR6-800143-8B-I2	800143	120 BROADWAY	MANHATTAN	Initial		Pre-Filing	ADAM JOE2		Due	8/12/2016	8/12/2016	Select Action	
TR6-801455-8B-I1	801455	445 WEST 19 STREET	MANHATTAN	Initial	SAFE	Plan Examiner Review	ADAM JOE2	Apple J Rome	Paid	8/12/2016	8/12/2016	Select Action	
TR6-812191-8B-I1	812191	315 EAST 108 STREET	MANHATTAN	Initial	SAFE	Accepted	ADAM JOE2	Rahul Edla	Paid	8/12/2016	8/12/2016	Select Action	
TR6-812419-8A-I1	812419	390 RUGBY ROAD	BROOKLYN	Initial	UNSAFE	Accepted	ADAM JOE2	Edla Rahul	Paid	8/12/2016	8/12/2016	Select Action	
TR6-801014-8B-I1	801014	182 WEST HOUSTON...	MANHATTAN	Initial	SWARMP	Pre-Filing	ADAM JOE2		Paid	8/10/2016	8/10/2016	Select Action	
TR6-800023-8A-I3	800023	17 BATTERY PLACE	MANHATTAN	Initial	SWARMP	Pre-Filing	ADAM JOE2		Due	8/9/2016	8/10/2016	Select Action	
TR6-700023-7A-A5	700023	17 BATTERY PLACE	MANHATTAN	Amended	SAFE	Accepted	ADAM JOE2	Rahulee Edla	Paid	8/9/2016	8/9/2016	Select Action	
TR6-700023-7A-A3	700023	17 BATTERY PLACE	MANHATTAN	Amended		Pre-Filing	ADAM JOE2		Due	8/9/2016	8/9/2016	Select Action	
TR6-700023-7A-A2	700023	17 BATTERY PLACE	MANHATTAN	Amended	SAFE	Pre-Filing	ADAM JOE2		Due	8/9/2016	8/9/2016	Select Action	

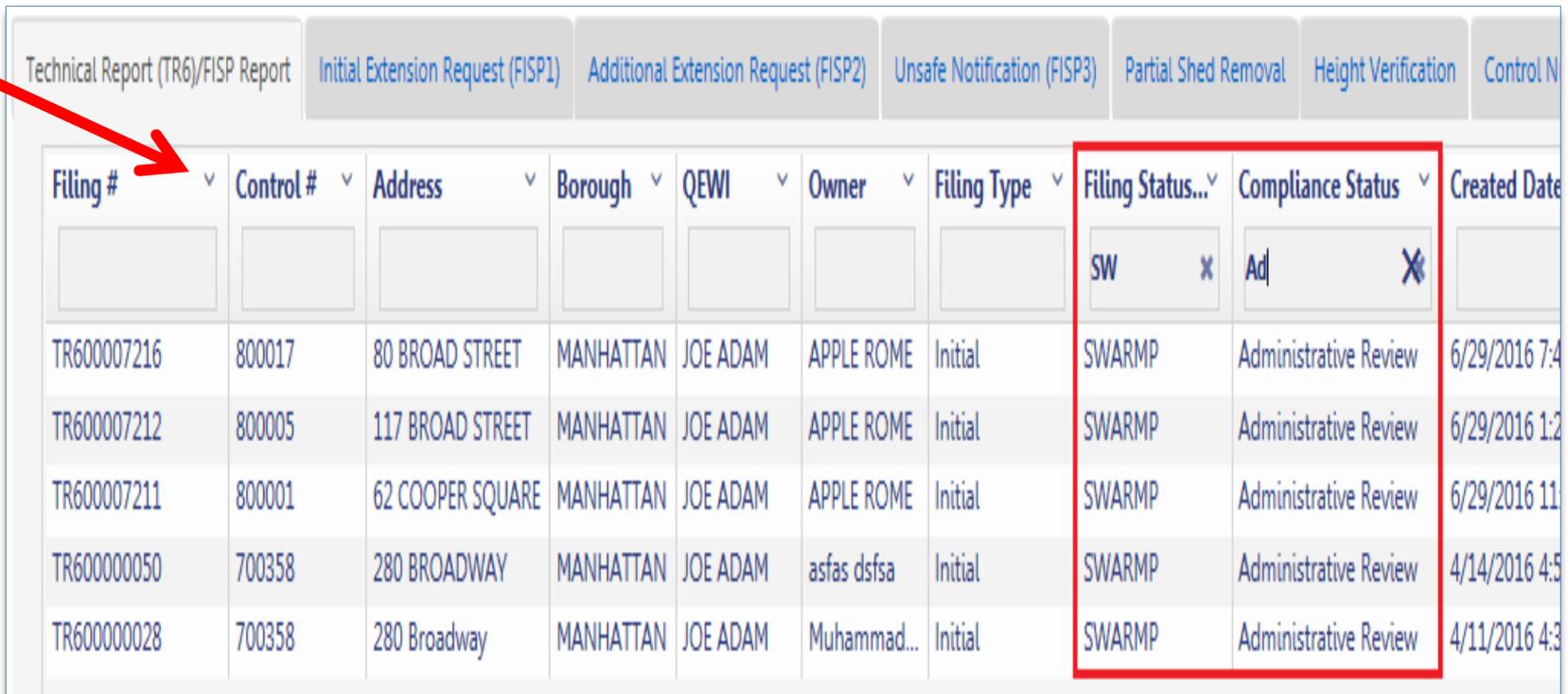
Total Items: 21 (Showing Items: 10)

1 / 3 10 items per page

1 - 10 of 21 items

# DOB NOW: Safety Dashboard Navigation (2 of 3)

You can **sort** the rows of information using the arrows, and **search** for information by entering it in the blank field at the top of the column



Technical Report (TR6)/FISP Report											
Initial Extension Request (FISP1)		Additional Extension Request (FISP2)		Unsafe Notification (FISP3)		Partial Shed Removal		Height Verification		Control N	
Filing #	Control #	Address	Borough	QEWI	Owner	Filing Type	Filing Status...	Compliance Status	Created Date		
							SW ✕	Ad ✕			
TR600007216	800017	80 BROAD STREET	MANHATTAN	JOE ADAM	APPLE ROME	Initial	SWARMP	Administrative Review	6/29/2016 7:4		
TR600007212	800005	117 BROAD STREET	MANHATTAN	JOE ADAM	APPLE ROME	Initial	SWARMP	Administrative Review	6/29/2016 1:2		
TR600007211	800001	62 COOPER SQUARE	MANHATTAN	JOE ADAM	APPLE ROME	Initial	SWARMP	Administrative Review	6/29/2016 11:		
TR600000050	700358	280 BROADWAY	MANHATTAN	JOE ADAM	asfas dsfsa	Initial	SWARMP	Administrative Review	4/14/2016 4:5		
TR600000028	700358	280 Broadway	MANHATTAN	JOE ADAM	Muhammad...	Initial	SWARMP	Administrative Review	4/11/2016 4:3		

# DOB NOW: Safety Dashboard Navigation (3 of 3)

You can take actions on a current filing by clicking **Select Action** in the Actions column and choosing the action you want to perform.

NYC Buildings 311 Search all NYC.gov websites

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

Welcome, JOE ADAM  
(Role: QEW)  
Sign Out

Main Dashboard Technical Report (TR6)/FISP Report Extensions Unsafe Notification (FISP3) Requests Search

Refresh

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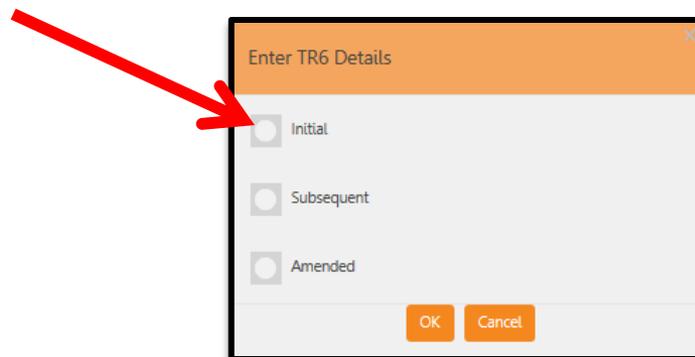
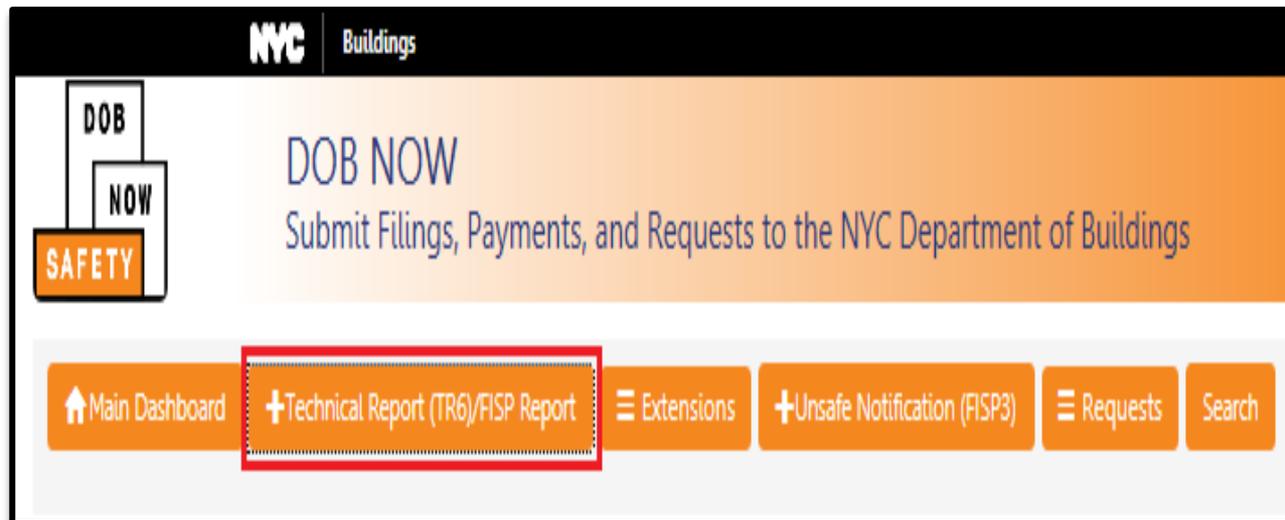
Filing #	Control #	Address	Borough	Filing Type	Filing Status	Compliance Report Status	QEW	Owner	Payment Status	Created Date	Modified Date	Actions	View
TR6-899999-8A-I4	899999	123 STREET	MANHATTAN	Initial		Pre-Filing	JOE ADAM		Due	8/9/2016	8/9/2016	Select Action	
TR6-800028-8A-S1	800028	333 RECTOR PLACE	MANHATTAN	Subsequent	UNSAFE	Rejected	JOE ADAM	hfg hfg	Paid	8/8/2016	8/8/2016	Select Action	
TR6-800077-8A-I1	800077	30 BROAD STREET	MANHATTAN	Initial	SAFE	Administrative Review	JOE ADAM	1234 1234 1234	Paid	8/8/2016	8/9/2016	Select Action	
TR6-800028-8A-I1	800028	333 RECTOR PLACE	MANHATTAN	Initial	SAFE	Accepted	JOE ADAM	hfg hfg	Paid	8/8/2016	8/8/2016	Select Action SUBSEQUENT	
TR6-807794-8A-I3	807794	1770 GRAND CONCO...	BRONX	Initial	SAFE	Duplicate Rejected	JOE ADAM	13 123 123	Paid	8/8/2016	8/8/2016	Select Action	
TR6-807794-8A-I2	807794	1770 GRAND CONCO...	BRONX	Initial	SAFE	Duplicate Rejected	JOE ADAM	5555 5555 5555	Paid	8/8/2016	8/8/2016	Select Action	

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# Façades TR-6/FISP Filing – TR6 (1 of 7)

Select **+Technical Report(TR6)/FISP** and **Initial** to open the TR6



# Façades TR-6/FISP Filing – TR6 (2 of 7)

The TR6 screen will be displayed

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

Welcome, ADAM JOE2 (Role: QEWI) Sign Out

On Hold - No Good Check | Pre-Filing | Administrative Review | Plan Examiner Review | Accepted/Rejected | Dashboard

Filing # TR6-800143-8B-12

Payment History | History Trace | TR6 Report | Property Profile

TR6 | FISP Report | Supporting Documents

### 1. Address Search

Search by:  Control Number  Address

Control Number\*

### 2. Location

House No(s)* <input type="text" value="120"/>	Street Name* <input type="text" value="BROADWAY"/>
Borough* <input type="text" value="Manhattan"/>	Block* <input type="text" value="47"/>
BIN* <input type="text" value="1001026"/>	Lot* <input type="text" value="7501"/>
Zip Code* <input type="text" value="10003"/>	C.B. No.* <input type="text" value="101"/>

### 3. Filing Information

Filing Type* <input type="text" value="Initial"/>	Report Cycle <input type="text" value="8"/>
Report Sub Cycle <input type="text" value="8B"/>	Last Filing Date <input type="text" value="08/16/2012"/>

### 4. Inspection Report Status Information

Current Cycle: Last QEWI Inspection Date* <input type="text"/>	Current Cycle Filing Status* <input type="text" value="select type"/>
Prior Filing Cycle <input type="text" value="7"/>	Prior Filing Sub Cycle <input type="text" value="7B"/>

### Application Highlights

Location :	120 BROADWAY Manhattan 10003
Compliance Filing Number :	TR6-800143-8B-12
Control Number :	800143
Report Status :	Pre-Filing
Current Cycle :	8B
Current Filing Type :	Initial
Current Filing Status :	
Filing Deadline :	02/21/2018
FISP3 Filed :	Yes
Redirect to FISP3 Report	<a href="#">FISP3 Report</a>

### Fee

Filing Fee :	\$265.00
Amount Due :	\$265.00
Amount Paid :	
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	

# Façades TR-6/FISP Filing – TR6 (3 of 7)

Search by **Control Number** or **Address** to identify the building

The screenshot displays the 'DOB NOW' web application interface for filing a TR6 report. The page is titled 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. The user is identified as 'JOE ADAM (Role: QBM)' with a 'Sign Out' link. The main navigation bar includes 'Pre Filing', 'Save', 'File', 'Payment History', 'History Trace', 'TR6 Report', and 'Property Profile'. A progress bar shows 'TR6' as the current step, followed by 'FISP Report' and 'Supporting Documents'. The '1. Address Search' section contains a 'Search by\*' dropdown with 'Control Number' selected and 'Address' as an alternative. Below this is a 'Control Number\*' input field with a placeholder 'Please enter 6 digit Control No.' and a 'Search' button. The '2. Location' section includes input fields for 'House No(s)\*', 'Borough\*', 'BIN\*', 'Zip Code\*', 'Street Name\*', 'Block\*', 'Lot\*', and 'C.B. No.\*'. The '3. Filing Information' section includes 'Filing Type\*' (set to 'Initial'), 'Report Sub Cycle', 'Report Cycle', and 'Last Cycle Filing Date'. The 'Application Highlights' section on the right provides a summary of the application details, including 'Location:', 'Compliance Filing Number:', 'Control Number:', 'Report Status:', 'Current Cycle:', 'Current Filing Type: Initial', 'Current Filing Status:', 'Filing Deadline:', 'FISP3 Filed: No', 'Redirect to FISP3 Report', and 'Fee' information such as 'Filing Fee:', 'Amount Due:', 'Amount Paid:', and 'Late Filing Fee:'.

# Façades TR-6/FISP Filing – TR6 (4 of 7)

Location information will pre-populate

2. Location			
House No(s)*	<input type="text" value="27"/>	Street Name*	<input type="text" value="BLEECKER STREET"/>
Borough*	<input type="text" value="Manhattan"/>	Block*	<input type="text" value="529"/>
BIN*	<input type="text" value="1008448"/>	Lot*	<input type="text" value="55"/>
Zip Code*	<input type="text" value="10003"/>	C.B. No.*	<input type="text" value="102"/>

# Façades TR-6/FISP Filing – TR6 (5 of 7)

Enter the Last QEWI Inspection Date and Filing Status

**4. Inspection Report Status Information**

Current Cycle: Last QEWI Inspection Date*	<input type="text"/>		Current Cycle Filing Status*	<input type="text" value="select type"/> SAFE SWAMP UNSAFE
Prior Filing Cycle	<input type="text" value="7"/>		Prior Filing Sub Cycle	<input type="text" value="7A"/>
Prior Filing Status	<input type="text" value="SAFE"/>			

Enter or Edit Building Description information

**5. Building Description**

Landmark Building	<input type="text"/>	Landmark District*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Number of Stories	<input type="text" value="007"/>	Exterior Wall Type*	<input type="text" value="BRICK MASONRY"/>
Number of Balconies*	<input type="text" value="10"/>	Wall(s) Subject to Inspection*	<input type="text" value="All"/>

# Façades TR-6/FISP Filing – TR6 (6 of 7)

Contact information pre-populates based on eFiling registration

6. Applicant's Information			
Email*	AJOETEST1@GMAIL.COM	License Type*	Registered Architect
NYS Lic. #*	202020	Last Name*	JOE1
First Name*	ADAM	MI	
Business Name	Adams Construction	Business Telephone	2013332222
Business Address	AJ 1	Business Fax	44654
City	NYC	State	NY
Zip Code	10000	Mobile Phone	

# Façades TR-6/FISP Filing – TR6 (7 of 7)

Provide the Owner or Owner Representative information by entering the email address registered in eFiling

7. Owner Info			
E-Mail*	<input type="text"/>	Last Name*	<input type="text"/>
First Name*	<input type="text"/>	MI	<input type="text"/>
Address*	<input type="text"/>	Telephone*	<input type="text"/>
City*	<input type="text"/>	State*	<input type="text"/>
Zip*	<input type="text"/>		
8. Owner Representative			
Email	<input type="text" value="Please enter minimum 5 characters"/>	Last Name	<input type="text"/>
First Name	<input type="text"/>	Phone	<input type="text"/>
Relationship to owner	<input type="text"/>		

# Façades TR-6/FISP Filing – FISP Report (1 of 4)

## FISP Report

The screenshot shows the NYC Buildings FISP Report web application. The browser address bar displays the URL: <http://mstwva-dobcm03.buildings.nycnet:8097/Facades/Index.html#/facades/t6>. The page header includes the NYC Buildings logo, the text "DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings", and a user greeting: "Welcome, ADAM JOE2 (Role: QEWI) Sign Out".

The main navigation bar shows the current filing status: "On Hold - No Good Check", "Pre-Filing" (highlighted), "Administrative Review", "Plan Examiner Review", and "Accepted/Rejected". A "Dashboard" button is also present.

The filing details are for "Filing # TR6-800143-8B-12". The progress bar indicates the current step is "FISP Report", with "TR6" and "Supporting Documents" as previous and next steps, respectively.

**1. Heading**

QEWI First Name*	ADAM	QEWI Last Name*	JOE2
QEWI Address*	AJ2	Block*	47
Lot*	7501	Cycle	8
BIN	1001026		

**2. Executive Summary**

General Description\*

Words: 0 Characters: 0

**Application Highlights**

Location :	120 BROADWAY Manhattan 10003
Compliance Filing Number :	TR6-800143-8B-12
Control Number :	800143
Report Status :	Pre-Filing
Current Cycle :	8B
Current Filing Type :	Initial
Current Filing Status :	
Filing Deadline :	02/21/2018
FISP3 Filed :	Yes
Redirect to FISP3 Report	<a href="#">FISP3 Report</a>

**Fee**

Filing Fee :	\$265.00
Amount Due :	\$265.00
Amount Paid :	
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	

[Pay Now](#)

# Façades TR-6/FISP Filing – FISP Report (2 of 4)

Heading displays the QEWI and Property information

TR6	FISP Report	Supporting Documents	
<b>1. Heading</b>			
QEWI First Name*	JOE	QEWI Last Name*	ADAM
QEWI Address*	JA LLC	Block*	10
Lot*	16	Cycle	8

# Façades TR-6/FISP Filing – FISP Report (3 of 4)

## The QEWI enters information in Text Boxes on the FISP Report

- General Description
- Scope of Inspection
- Summary of Findings
- Conclusions and Recommendations
- Other Details (Sections F through M of the FISP Report)

The screenshot displays a web form titled "2. Executive Summary" with four distinct text input sections. Each section is headed by a bolded label: "General Description\*", "Scope of Inspection\*", "Summary of Findings\*", and "Conclusions and Recommendations\*". Above each text box is a rich text editor toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Undo, and Redo. To the right of the toolbar, the current word and character counts are shown. The "General Description" section shows "Words: 1" and "Characters: 10", with the text "This is my filing info" entered. The other three sections show "Words: 0" and "Characters: 0", also with "This is my filing info" as placeholder text. Below each text box, a note states: "You can not input more than 6000 characters (including white spaces)".

# Façades TR-6/FISP Filing – FISP Report (4 of 4)

Select the **Owner Type** from the drop down menu

**B. Owner Information**

Owner Type\*  Owner

- Private
- City Owned Non-NYCHA
- NYCHA
- State
- Federal
- Diplomat

Select Owner Type

- Private
- City Owned Non-NYCHA
- NYCHA
- State
- Federal
- Diplomat

# Façades TR-6/FISP Filing – Owner’s Statement

The **Owner’s Statement** needs to be electronically signed by the Owner or Owner’s Representative before the TR-6/FISP Report can be filed by the QEWI

## 9. Owner’s Statement

(A) I hereby state that I am the owner/owner’s representative of the premises referenced in the attached report. Furthermore, I have received and read a copy of the attached request and I am aware of the required repairs and/or maintenance, if any and the recommended time frame for same.\*

(B) I certify that all items noted as SWARMP conditions in the previous cycle’s report have been corrected/repared; or this report must be rated as Unsafe as per Administrative Code section §28-302.1, if applicable.\*

§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.

Name

Apple J Rome

Electronically Signed

Date

08/09/2016

# Façades TR-6/FISP Filing – Fees

Fees can be submitted by the Owner, Owner's Representative or QWEI using the **Pay Now** button

Application Highlights	
Location :	90 BROAD STREET Manhattan 10004
Compliance Filing Number :	TR6-800013-8B-I1
Control Number :	800013
Report Status :	Pre-Filing
Current Cycle :	8B
Current Filing Type :	Initial
Current Filing Status :	SWARMP
Initial Filing Date :	
Filing Deadline :	02/21/2018
FISP3 Filed :	Yes
Redirect to FISP3 Report	<a href="#">FISP3 Report</a>
Fee	
Filing Fee :	\$265.00
Amount Due :	\$265.00
Amount Paid :	
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	
<a href="#">Pay Now</a>	

# Façades TR-6/FISP Filing – Supporting Documents (1 of 2)

Upload the required supporting documents

TR6 FISP Report Supporting Documents

Supporting Documents

Document Name	Document Type	View/Download path	Delete
1	Detailed Photographs	<a href="#">View/Download</a>	<a href="#">Delete</a>
2	Elevation Photographs	<a href="#">View/Download</a>	<a href="#">Delete</a>
3	Plot Plan	<a href="#">View/Download</a>	<a href="#">Delete</a>
4	Seal and Signature	<a href="#">View/Download</a>	<a href="#">Delete</a>

1 - 4 of 4 items

50 items per page

[Add New Document](#)

# Façades TR-6/FISP Filing – Supporting Documents (2 of 2)

## Design Professional License Form (DPL-1 Form)

**NYC**  
Buildings

Design Professional / Licensee Seal and Signature  
Form for DOB NOW: Build  
(DPL-1 Form)

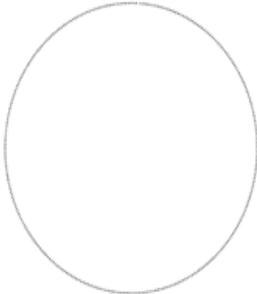
**1 Design Professional/Licensee Information**

Last Name	First Name	Middle Initial
Business Name		Business Telephone
Business Address		Business Fax
City	State	Zip
E-Mail		License Number

Choose one:  Professional Engineer  Registered Architect  Special Inspector  Progress Inspector  
 Master Plumber  Oil Burner Installer  Fire Suppression Contractor

**2 Design Professional/Licensee Seal and Signature Statement**

By personally sealing and signing this document and then submitting a scanned copy to the Department of Buildings, I intend for the image of this seal and signature to be used as my official professional seal and signature where I so indicate in electronic documents to be submitted to the Department of Buildings.



Name (printed) Date

# Façades TR-6/FISP Filing – QEWI Filing Screen

The QEWI confirms all the information on the TR-6, FISP, and Supporting Documents and then provides their electronic signature in Section 6a. In addition, the QEWI uploads the completed DPL-1 Form.

## 6a. Applicant's Statement\*

I hereby state that the Owner/ Owner's Representative has authorized me to submit this report. Furthermore, I hereby state that all statements are correct and complete to the best of my knowledge. A copy of this report has been given to the owner.

§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.

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.\*

Name

JOE ADAM

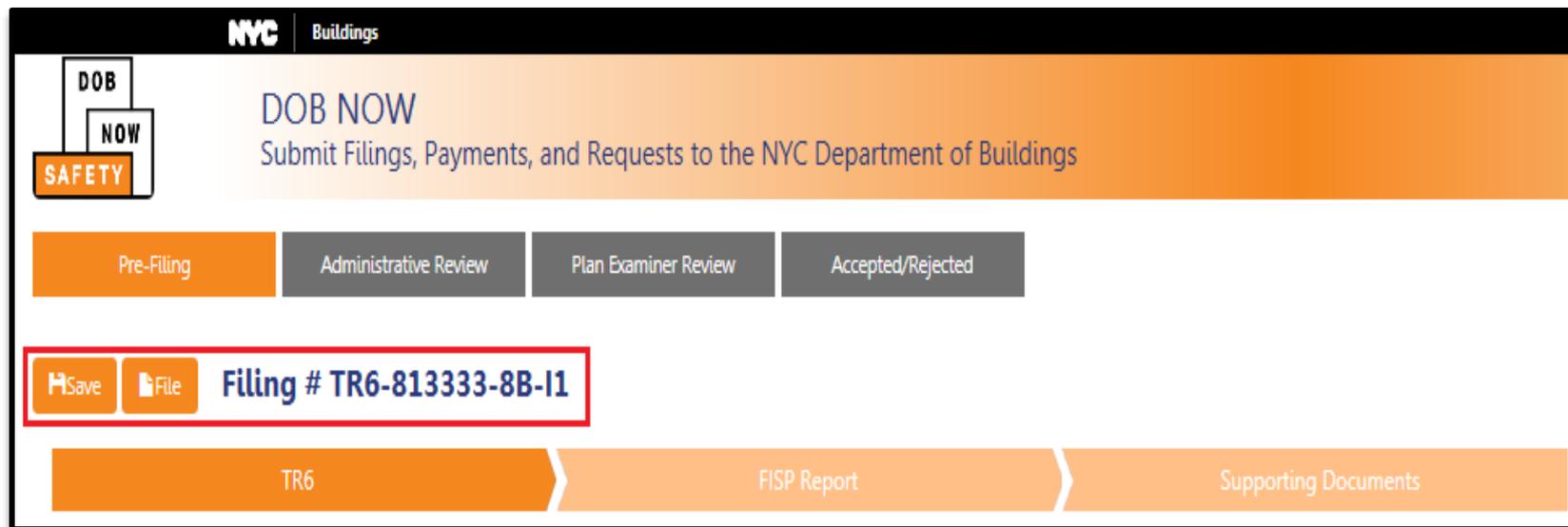
Electronically Signed

Date

01/01/1970

# Façades TR-6/FISP Filing – QEWI Filing Screen

Once the filing has been completed the QEWI may submit by clicking the **File** button



The screenshot shows the NYC Buildings website interface for filing. At the top left, there is a logo with 'DOB', 'NOW', and 'SAFETY'. The main header reads 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this is a progress bar with four stages: 'Pre-Filing' (highlighted in orange), 'Administrative Review', 'Plan Examiner Review', and 'Accepted/Rejected'. A red box highlights the 'Save' and 'File' buttons, with the text 'Filing # TR6-813333-8B-11' next to them. At the bottom, a horizontal bar shows three steps: 'TR6' (highlighted in orange), 'FISP Report', and 'Supporting Documents'.

# Session Topics

- DOB NOW Overview
- DOB NOW: *Safety* Overview
- Access to DOB NOW: *Safety*
- DOB NOW: *Safety* Dashboard Navigation
- Create a New Job Filing
- **DOB NOW: *Safety* Key Changes**
- Training Materials and Q + A

# DOB NOW: *Safety* Key Changes

## For Façades reports and requests filed in DOB NOW: *Safety*:

- Notify all parties associated with the property to register in eFiling
- Reports, requests, and supporting documents can only be submitted electronically
- Payment can only be made online
- All certifications require electronic signatures
- All previous cycle's filings are requested in person as they are today
- All DOB NOW: *Safety* façade filings will not appear in BIS

# DOB NOW: *Safety* Data on Open Data

DOB NOW: *Safety* data available at:  
nycopendata.socrata.com

The screenshot displays the NYC OpenData website interface. At the top, it features the NYC OpenData logo, a badge for '1300+ Data Sets Available', and social media icons for GitHub, Facebook, NYC, and Twitter. Below this is a grid of four featured data sets, each with an image and a caption: 'IPIS' (Housing & Development), 'DOB Complaints Received' (Housing & Development), 'Building Footprints' (Housing & Development), and 'Building Permits' (Housing & Development). A dark navigation bar contains dropdown menus for 'Type' (All), 'Category' (Housing & Development), 'Agency' (Department of Buildings), and 'Source' (Official Data), along with a search bar. The 'Search Results' section shows a search bar and a table of results. The table has columns for 'Name', 'Popularity', 'Type', and 'RSS'. Three results are listed: 'DOB NOW: Build – Approved Permits' (31 views), 'DOB NOW: Build – Job Application Filings' (35 views), and 'DOB Violations' (1,340 views).

NYC OpenData 1300+ Data Sets Available

HOUSING & DEVELOPMENT IPIS

HOUSING & DEVELOPMENT DOB Complaints Received

HOUSING & DEVELOPMENT Building Footprints

HOUSING & DEVELOPMENT Building Permits

Type: All Category: Housing & Agency: Department of Buildings Source: Official Data Search

### Search Results

Search

Name	Popularity	Type	RSS
 DOB NOW: Build – Approved Permits List of all approved permits in DOB NOW	31 views		
 DOB NOW: Build – Job Application Filings List of all job filings filed in DOB NOW.	35 views		
 DOB Violations DOB Violations – A list of active DOB violations.	1,340 views		

# DOB NOW: *Safety* Filing Number Changes

## Filing Number Example

TR6 = Type of Filing -  
Control # = Cycle# "8" and 5 digit number.

I1 = First Initial

Filing number = **TR6-800039-8A-I1**

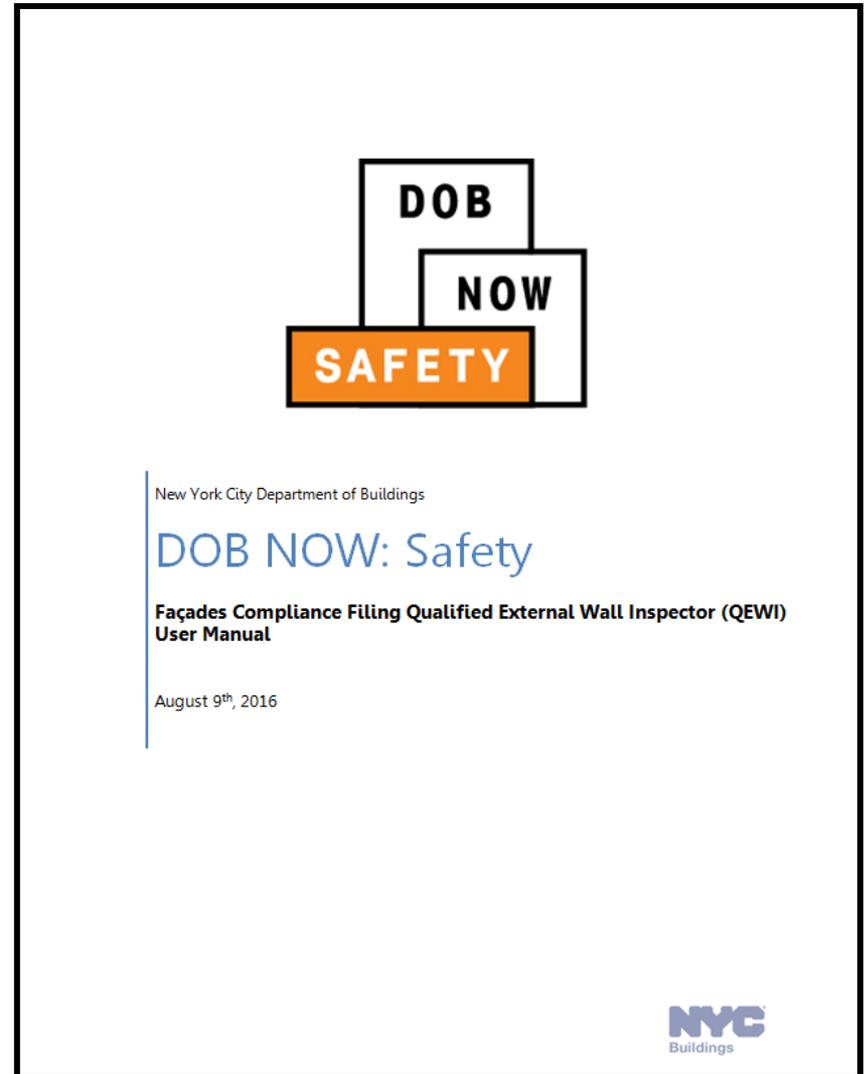
Sub-Cycle = 8A

# Session Topics

- DOB NOW Overview
- DOB NOW: *Safety* Overview
- Access to DOB NOW: *Safety*
- DOB NOW: *Safety* Dashboard Navigation
- Create a New Job Filing
- DOB NOW: *Safety* Key Changes
- **Training Materials and Q + A**

# Training Materials

User manuals with screenshots have been drafted for each user that provide instructions on how to complete reports and requests, upload documents and make payments through DOB NOW: Safety



# User Specific Training Sessions

## Owner Information Sessions

Session Type	Date	Time	Location	RSVP Link
Owner	8/23/2016	5-7PM	280 Broadway (Manhattan) 3rd Floor Conference Room	<a href="http://dobnowsafety-infosession-owner-aug23.eventbrite.com">http://dobnowsafety-infosession-owner-aug23.eventbrite.com</a>
Owner	8/30/2016	5-7PM	280 Broadway (Manhattan) 3rd Floor Conference Room	<a href="http://dobnowsafety-infosession-owner-aug30.eventbrite.com">http://dobnowsafety-infosession-owner-aug30.eventbrite.com</a>

## Owner Representative Information Sessions

Session Type	Date	Time	Location	RSVP Link
Owner Representative	8/24/2016	9-11am	125 Worth Street (Manhattan) 2nd Floor Conference Room	<a href="http://dobnowsafety-infosession-ownerrep-aug24.eventbrite.com">http://dobnowsafety-infosession-ownerrep-aug24.eventbrite.com</a>
Owner Representative	8/31/2016	9-11am	125 Worth Street (Manhattan) 2nd Floor Conference Room	<a href="http://dobnowsafety-infosession-ownerrep-aug31.eventbrite.com">http://dobnowsafety-infosession-ownerrep-aug31.eventbrite.com</a>

# User Specific Training Sessions, continued

## Qualified Exterior Wall Inspector (QEWI) Information Sessions

Session Type	Date	Time	Location	RSVP Link
QEWI	8/22/2016	2-4pm	125 Worth Street (Manhattan) 2nd Floor Conference Room	<a href="http://dobnowsafety-infosession-qewi-aug22.eventbrite.com">http://dobnowsafety-infosession-qewi-aug22.eventbrite.com</a>
QEWI	8/26/2016	9-11am	125 Worth Street (Manhattan) 2nd Floor Conference Room	<a href="http://dobnowsafety-infosession-qewi-aug26.eventbrite.com">http://dobnowsafety-infosession-qewi-aug26.eventbrite.com</a>
QEWI	8/29/2016	9-11am	125 Worth Street (Manhattan) 2nd Floor Conference Room	<a href="http://dobnowsafety-infosession-qewi-aug29.eventbrite.com">http://dobnowsafety-infosession-qewi-aug29.eventbrite.com</a>
QEWI	8/31/2016	5-7pm	125 Worth Street (Manhattan) 2nd Floor Conference Room	<a href="http://dobnowsafety-infosession-qewi-aug31.eventbrite.com">http://dobnowsafety-infosession-qewi-aug31.eventbrite.com</a>

# Support and Feedback

**Send your *DOB NOW: Safety* questions to:**

**[dobnowsupport@buildings.nyc.gov](mailto:dobnowsupport@buildings.nyc.gov)**

Include “Information Session” in the Subject Line.

**Send any specific façade inquires to:**

**[facades@buildings.nyc.gov](mailto:facades@buildings.nyc.gov)**

Or call the Façade Unit general phone number at:

**212-393-2551**

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