



# **Owner/Owner Representative**

## **Training Session**

**Façades Compliance Filings**

**August 24, 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*

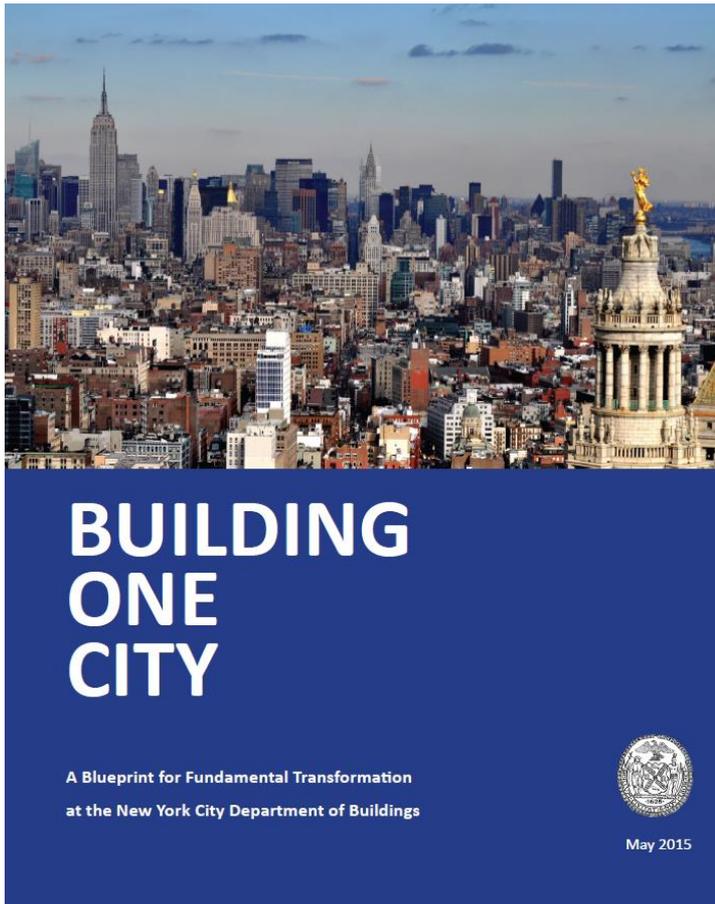
# Session Topics

1. DOB NOW Overview
2. DOB NOW: *Safety* Overview and Key Changes
3. Access to DOB NOW: *Safety*
4. DOB NOW: *Safety* Dashboard Navigation
5. Upload Documents and Make a Payment
6. Review and approve initial TR6, FISP, and supporting documents
7. Review and approve Subsequent or Amended Façades reports
8. Prepare and file Façades Requests
9. Training Materials and Q + A

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# Building One City



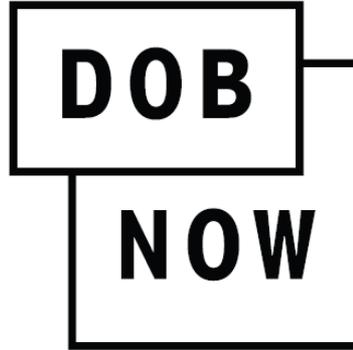
“To expedite the right kind of development, we must expedite the development process. What we need, and what we will have, is **fundamental reform** at the Department of Buildings.”  
- Mayor Bill de Blasio, State of the City 2015

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



- Safety and Integrity
- Processing
- Transparency
- Customer Service

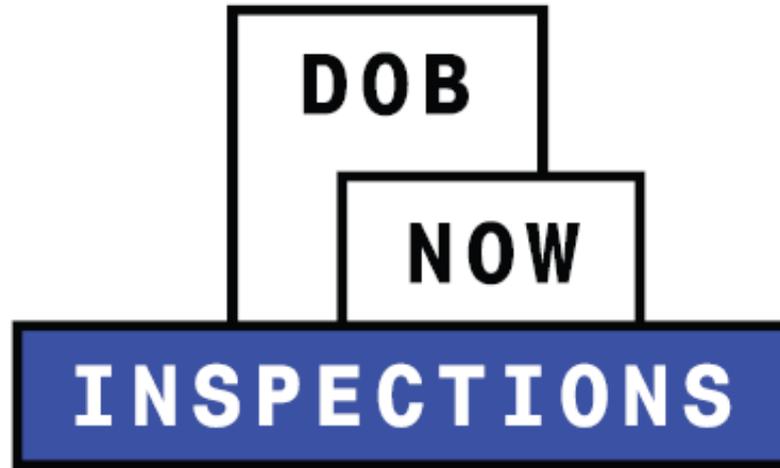
# DOB NOW Overview



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.

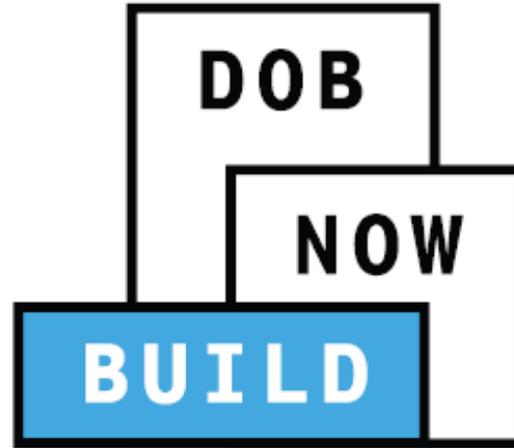
**DOB NOW** will be released in phases throughout 2016 and 2017. In 2018, **DOB NOW** will be completed and will be the entry point for all DOB transactions.

# DOB NOW: *Inspections* Overview



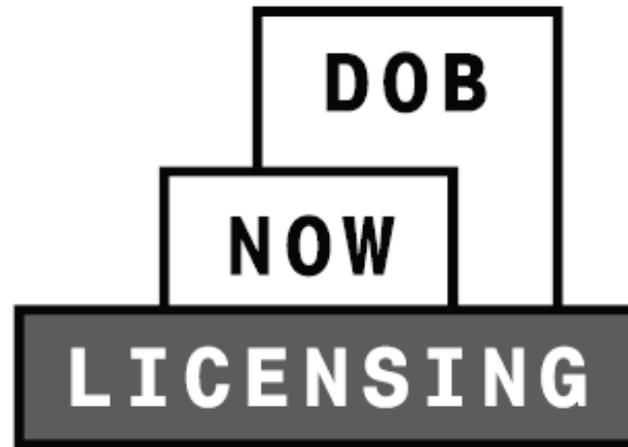
***DOB NOW: Inspections*** is the new name for Inspection Ready. All current functionality remains the same for online scheduling, tracking, and notifications as well as enforcement and development inspections.

# 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



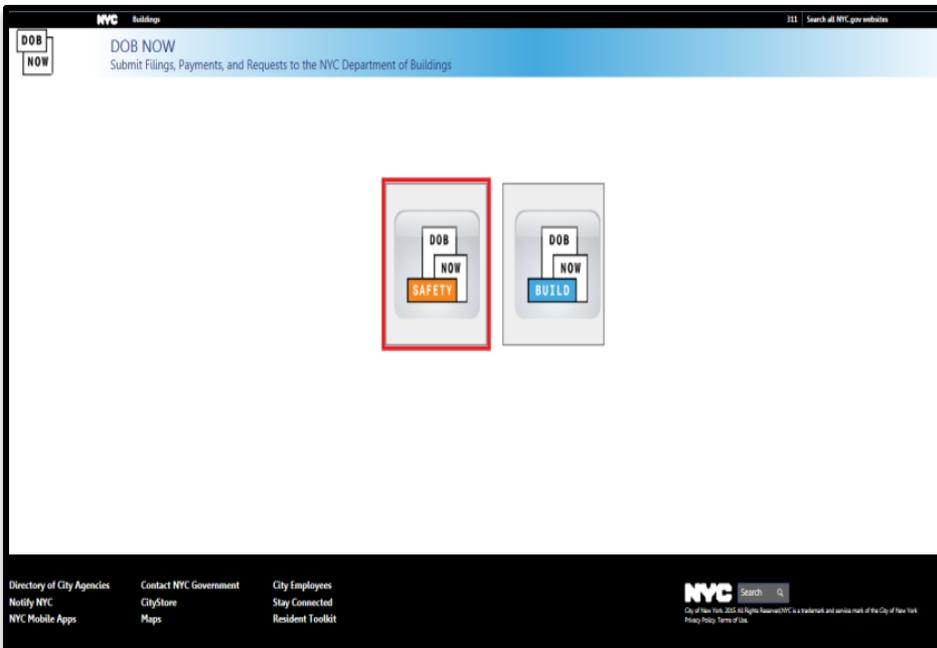
***DOB NOW: Safety*** includes all compliance filings such as façades, boilers, and elevators.

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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

# 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 filings before cycle six are requested in person as they are today
- All civil penalties will be paid 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 the header, four featured data sets are shown with images and labels: 'IPIS', 'DOB Complaints Received', 'Building Footprints', and 'Building Permits'. A navigation bar includes filters 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.

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* Critical Dates

## Façade Compliance Filings Critical Dates:

### Effective August 31, 2016

- Façade compliance filings or extension requests, for Cycle 6 and beyond, will no longer be accepted at the Façade customer service window and will no longer be available for review in the Building Information Systems (BIS).

### Beginning on September 12, 2016

- All façade compliance filings **must** be submitted through DOB NOW: *Safety*.

### Between August 31, 2016 and September 12, 2016

- Any filing that affects public safety (UNSAFE reports, etc.) will be accepted in person on the 4th floor at 280 Broadway, Manhattan.

# 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

## Request Number Example

HV = Type of Filing -  
Control # = 6 digit number.

Request Number = **HV000039**

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# 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*.*

# 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*.

# QEWI'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

# 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

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# DOB NOW: Safety Dashboard Navigation (1 of 2)

## Main Dashboard

The screenshot displays the NYC DOB NOW Safety Dashboard. The page title is "DOB NOW" with the subtitle "Submit Filings, Payments, and Requests to the NYC Department of Buildings". The user is identified as "APPLE ROME (Role: OWNER)" with a "Sign Out" link. The dashboard includes navigation buttons for "Main Dashboard", "Technical Report (TR6)/FISP Report", "Extensions", "Unsafe Notification (FISP3)", "Requests", and "Search". A "Refresh" button is also present.

The main content area features a tabbed interface with the following tabs: "Technical Report (TR6)/FISP Report", "Initial Extension Request (FISP1)", "Additional Extension Request (FISP2)", "Unsafe Notification (FISP3)", "Partial Shed Removal", "Height Verification", "Control Number Request", and "Sub Cycle Reassignment". The "Technical Report (TR6)/FISP Report" tab is active, displaying a table of filing records.

Filing #	Control #	Address	Borough	Filing Type..	Filing Statu..	Compliance Report Status..	QEVI	Owner	Payment Status..	Created Date	Modified Date	Actions	View
TR6-812360-8A-54	812360	15 WEST 63 STREET	MANHATTAN	Subsequent	SWARMP	Administrative Review	JOE ADAM	SmokeTest Pa...	Paid	8/19/2016	8/19/2016	Select Action	View
TR6-801114-8B-A3	801114	25 WAVERLY PLACE	MANHATTAN	Amended		Pre-Filing	JOE ADAM	Rome Apple	Due	8/18/2016	8/18/2016	Select Action	View
TR6-801114-8B-A2	801114	25 WAVERLY PLACE	MANHATTAN	Amended	SAFE	Duplicate Rejected	JOE ADAM	Rome Apple	Paid	8/18/2016	8/18/2016	Select Action	View
TR6-801114-8B-A1	801114	25 WAVERLY PLACE	MANHATTAN	Amended	SWARMP	Incomplete Submission	JOE ADAM	Rome Apple	Paid	8/18/2016	8/18/2016	Select Action	View
TR6-801544-8A-I2	801544	335 WEST 35 STREET	MANHATTAN	Initial	SAFE	Incomplete Submission	JOE ADAM	Rome J Apple	Paid	8/18/2016	8/18/2016	Select Action	View
TR6-801114-8B-I1	801114	25 WAVERLY PLACE	MANHATTAN	Initial	UNSAFE	Accepted	JOE ADAM	Rome Apple	Paid	8/18/2016	8/18/2016	Select Action	View
TR6-801115-8B-I1	801115	11 WAVERLY PLACE	MANHATTAN	Initial	SAFE	Administrative Review	JOE ADAM	q New york	Paid	8/17/2016	8/17/2016	Select Action	View
TR6-805789-8B-I1	805789	328 EAST 86 STREET	MANHATTAN	Initial	SAFE	Administrative Review	JOE ADAM	test test	Paid	8/17/2016	8/17/2016	Select Action	View
TR6-804675-8A-I1	804675	823 U N PLAZA	MANHATTAN	Initial	SAFE	Administrative Review	JOE ADAM	Rome Apple	Paid	8/17/2016	8/17/2016	Select Action	View
TR6-812360-8A-S3	812360	15 WEST 63 STREET	MANHATTAN	Subsequent	SAFE	Accepted	JOE ADAM	SmokeTest Pa...	Paid	8/17/2016	8/17/2016	Select Action	View

Total Items: 150 (Showing Items: 10)  
1 - 10 of 150 items

Footer: Directory of City Agencies, Contact NYC Government, City Employees, NYC Mobile Apps, City of New York, 2015 All Rights Reserved.

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

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

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# Upload Documents

**Upload** required supporting documents associated with filings and requests by clicking the **Add New Document** button and selecting the document stored on your computer.

Supporting Documents

Document Name	Document Type	View/Download path	Delete
---------------	---------------	--------------------	--------

1 / 1 50 items per page

Add New Document

# Make a Payment (1 of 4)

Click the **Pay Now** button on the Application Highlights screen of the filing to begin the Payment process.

Application Highlights	
Location :	59 JOHN STREET Manhattan 10038
Compliance Filing Number :	TR600039281
Control # :	800222
Report Status :	Pre-Filing
Current Cycle :	8B
Current Filing Type :	Initial
Current Filing Status :	
Filing Deadline :	2018-02-21
FISP3 Filed :	No
<a href="#">Redirect to 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>	

# Make a Payment (2 of 4)

Complete the **Payment Entry** screen and click **Continue**

**NYC Buildings**

## Payment Entry

The City of New York offers multiple payment options. As a convenience to you, the City of New York accepts credit and debit cards. If you choose to pay with a credit or debit card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable. You will see this amount before you check out. The fee will be shown as a separate charge on your credit or debit card statement, and the New York City Department of Finance will be the merchant. If you pay by E-Check, you will not be charged a fee.

You will be asked on the next page to agree to Terms and Conditions governing the use of this website, as well as the services accessed from it. If you choose not to accept the [Terms and Conditions](#) by declining to click "I Agree" on the next page, you will not be able to make a payment on this site and none of your personal information that you insert below will be transmitted or retained by the City of New York.

Payment Method:

### Card Information

Card Number

Expiration Date

Card Identification Code

### Billing Information

Name

Address

City

State

Zip

Phone

Email

Re-Enter Email

If you are paying with a credit or debit card, please make sure that the name and address entered above is the same as the one associated with this credit or debit card.

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[Browser Support](#)

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# Make a Payment (3 of 4)

Review the pending payment and click **Process Payment** to charge your card.

**NYC Buildings**

## Payment Detail Review

Please scroll down and click on the "Process Payment" button. Your payment will not be processed until you click on the button.

Item Type : Facades Payment  
Item Description : Facades Fee Payment - TR800039281

Line Item Type	Line Item ID	Total Amount Due
Renewal undefined undefined	TR800039281	\$265.00
		Payment Amount: \$265.00
		Convenience Fee: \$6.60
		<b>Total Payment Amount: \$271.60</b>

If you are paying with a credit or debit card, a convenience fee has been added to your total bill and will be processed as a separate charge to your card. The amount of this fee is shown above. This fee is nonrefundable.

### Card Information

Card Number \*\*\*\*\*1111  
Expiration Date 2/21

### Billing Information

Name Bob  
Country US  
Address 123 Main  
City New York  
State NY  
Zip 10015  
Phone 2125551212  
Email asdc@sdfvdsv.adsc

# Make a Payment (4 of 4)

A transaction receipt will be sent to the email address entered on the payment screen

## Department of Buildings Electronic Filing Payment Confirmation Receipt

noreplyca@link2gov.com

Sent: Fri 8/19/2016 4:35 PM

To: [REDACTED]

Dear John Doe,

Thank you for your payment.

### Transaction Summary:

Receipt Number: 4006077430  
Date and Time: 08/19/2016 04:35 PM (Eastern Time)

DOB System ID: DOBN  
DOB Record ID:  
Item Type: Facades Payment  
Item Description: Facades Fee Payment - TR6-804999-8A-I1  
Registered Email ID: [AJOETEST@GMAIL.COM](mailto:AJOETEST@GMAIL.COM)  
Front-End Record ID: faefde88-6b65-e611-810a-005056ab2cd4

### Payment Information:

Payment Amount: \$265.00  
Convenience Fee: \$6.60  
Total Amount Paid: \$271.60  
Payment Method: VI  
Account Number: 1111  
Auth/Approval Code: 991694

Please note that all times reflect Eastern Time (ET).

Please use this link for any questions: <https://a810-efiling.nyc.gov/eRenewal/OnlineHelp.jsp>

Please Keep This Page For Your Records.

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

Find the filing you want to review by clicking on the **applicable tab** in the dashboard. **Click on the row of the filing you want to review.**

The screenshot shows the NYC Buildings dashboard. The 'Technical Report (TR6)/FISP Report' tab is selected and highlighted with a red box. Below the tabs is a table of filing records. The row for filing TR6-801114-8B-A2 is highlighted with a red box. The table columns include Filing #, Control #, Address, Borough, Filing Type, Filing Status, Compliance Report Status, QEWI, Owner, Payment Status, Created Date, Modified Date, and Actions.

Filing #	Control #	Address	Borough	Filing Type	Filing Status	Compliance Report Status	QEWI	Owner	Payment Status	Created Date	Modified Date	Actions
TR6-812360-8A-S4	812360	15 WEST 63 STREET	MANHATTAN	Subsequent	SWARMP	Administrative Review	JOE ADAM	SmokeTest Pa...	Paid	8/19/2016	8/19/2016	Select Action
TR6-801114-8B-A2	801114	25 WAVERLY PLACE	MANHATTAN	Amended	SAFE	Duplicate Rejected	JOE ADAM	Rome Apple	Paid	8/18/2016	8/18/2016	Select Action
TR6-801114-8B-A2	801114	25 WAVERLY PLACE	MANHATTAN	Amended	SWARMP	Incomplete Submission	JOE ADAM	Rome Apple	Paid	8/18/2016	8/18/2016	Select Action
TR6-801544-8A-I2	801544	335 WEST 35 STREET	MANHATTAN	Initial	SAFE	Incomplete Submission	JOE ADAM	Rome J Apple	Paid	8/18/2016	8/18/2016	Select Action
TR6-801114-8B-I1	801114	25 WAVERLY PLACE	MANHATTAN	Initial	UNSAFE	Accepted	JOE ADAM	Rome Apple	Paid	8/18/2016	8/18/2016	Select Action
TR6-801115-8B-I1	801115	11 WAVERLY PLACE	MANHATTAN	Initial	SAFE	Administrative Review	JOE ADAM	q New york	Paid	8/17/2016	8/17/2016	Select Action
TR6-805789-8B-I1	805789	328 EAST 86 STREET	MANHATTAN	Initial	SAFE	Administrative Review	JOE ADAM	test test	Paid	8/17/2016	8/17/2016	Select Action
TR6-804675-8A-I1	804675	823 U N PLAZA	MANHATTAN	Initial	SAFE	Administrative Review	JOE ADAM	Rome Apple	Paid	8/17/2016	8/17/2016	Select Action
TR6-812360-8A-S3	812360	15 WEST 63 STREET	MANHATTAN	Subsequent	SAFE	Accepted	JOE ADAM	SmokeTest Pa...	Paid	8/17/2016	8/17/2016	Select Action

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

The TR6 screen will be displayed for review

The screenshot shows the NYC Buildings TR6 filing review interface. The browser address bar shows the URL: <http://mstwva-dobcm03.buildings.nycnet.gov/Facades/Index.html#/facades/tr6>. The page title is "DOB NOW" and the subtitle is "Submit Filings, Payments, and Requests to the NYC Department of Buildings". The user is logged in as ADAM JOE2 (Role: QEWI) and is signed out.

The interface includes a navigation bar with the following tabs: "On Hold - No Good Check", "Pre-Filing" (selected), "Administrative Review", "Plan Examiner Review", and "Accepted/Rejected". There is also a "Dashboard" button.

The main content area is titled "Filing # TR6-800143-8B-12" and includes a "Save" button and a "File" button. Below this, there are three main sections: "TR6" (selected), "FISP Report", and "Supporting Documents".

The "TR6" section is divided into four sub-sections:

- 1. Address Search:** Search by Control Number (selected) or Address. Control Number: 800143. Search button.
- 2. Location:** House No(s): 120, Street Name: BROADWAY, Borough: Manhattan, Block: 47, BIN: 1001026, Lot: 7501, Zip Code: 10003, C.B. No.: 101.
- 3. Filing Information:** Filing Type: Initial, Report Cycle: 8, Report Sub Cycle: 8B, Last Filing Date: 08/16/2012.
- 4. Inspection Report Status Information:** Current Cycle: Last QEWI Inspection Date, Current Cycle Filing Status: select type, Prior Filing Cycle: 7, Prior Filing Sub Cycle: 7B.

The right sidebar contains "Application Highlights" and "Fee" information:

**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: [FISP3 Report](#)

**Fee:**

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

There is a "Pay Now" button at the bottom right of the sidebar.

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

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

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

Welcome: APPLE ROME (Role: OWNER) Sign Out

Pre-Filing | Administrative Review | Plan Examiner Review | Accepted/Rejected | Dashboard

Save | File | **Filing # TR6-805757-8B-11** | 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="1755"/>	Street Name*	<input type="text" value="SECOND AVENUE"/>
Borough*	<input type="text" value="Manhattan"/>	Block*	<input type="text" value="1537"/>
BIN*	<input type="text" value="1048914"/>	Lot*	<input type="text" value="22"/>
Zip Code*	<input type="text" value="10128"/>	C.B. No.*	<input type="text" value="108"/>

### 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="08/20/2012"/>

### 4. Inspection Report Status Information

Current Cycle: Last QEWI Inspection Date*	<input type="text" value="08/02/2016"/>	Current Cycle Filing Status*	<input type="text" value="SAFE"/>
Prior Filing Cycle	<input type="text" value="7"/>	Prior Filing Sub Cycle	<input type="text" value="7B"/>

### Application Highlights

Location :	1755 SECOND AVENUE Manhattan 10128
Compliance Filing Number :	TR6-805757-8B-11
Control Number :	805757
Report Status :	Pre-Filing
Current Cycle :	8B
Current Filing Type :	Initial
Current Filing Status :	SAFE
Initial Filing Date :	
Filing Deadline :	02/21/2018
FISP3 Filed :	No
Redirect to FISP3 Report	

### 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 (4 of 7)

Review the Location information

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)

## Review the Last QEWI Inspection Date and Filing Status

**4. Inspection Report Status Information**

Current Cycle: Last QEWI Inspection Date*	<input type="text" value="06/28/2016"/>	Current Cycle Filing Status*	<input type="text" value="SAFE"/>
Prior Filing Cycle	<input type="text" value="6"/>	Prior Filing Sub Cycle	<input type="text" value="NA"/>
Prior Filing Status	<input type="text" value="UNSAFE"/>		

## Review the 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)

Applicant information pre-populates based on eFiling registration

4. Applicant Information			
E-Mail*	APPLEROME16@GMAIL.COM	License Type*	Preparer ▼
License Number*	023020	Last Name*	ROME
First Name*	APPLE	MI	
Business Name		Business Telephone	4584664485
Business Address	ROME LLC	Business Fax	
City	NYC	State	NY ▼
Zip Code	10001	Mobile Phone	

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

Review and confirm the Owner and Owner Representative Information

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)

## Review the FISP Report

The screenshot displays the NYC Buildings FISP Report interface. The 'FISP Report' tab is highlighted with a red box. The page shows filing details for TR6-814941-8A-1I1. The 'Application Highlights' section provides key information about the filing, and the 'Fee' section shows the associated costs.

1. Heading	
QEWI First Name*	JOE
QEWI Last Name*	ADAM
QEWI Address*	JA LLC
Block*	16
Lot*	260
Cycle	8
BIN	1087239

Application Highlights	
Location :	200 WEST STREET Manhattan 10282
Compliance Filing Number :	TR6-814941-8A-1I1
Control Number :	814941
Report Status :	Accepted
Current Cycle :	8A
Current Filing Type :	Initial
Current Filing Status :	SAFE
Initial Filing Date :	08/01/2016
Filing Deadline :	02/21/2017
FISP3 Filed :	No
Redirect to FISP3 Report	

Fee	
Filing Fee :	\$265.00
Amount Due :	\$0.00
Amount Paid :	\$265.00
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	

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

Review 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)

## Review the 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 sections, each containing a text input field and a rich text editor toolbar. The sections are:

- General Description\***: The toolbar shows "Words: 1" and "Characters: 10". The text input field contains "This is my filing info". A note below the field states: "You can not input more than 6000 characters (including white spaces)".
- Scope of Inspection\***: The toolbar shows "Words: 0" and "Characters: 0". The text input field contains "This is my filing info". A note below the field states: "You can not input more than 6000 characters (including white spaces)".
- Summary of Findings\***: The toolbar shows "Words: 0" and "Characters: 0". The text input field contains "This is my filing info". A note below the field states: "You can not input more than 6000 characters (including white spaces)".
- Conclusions and Recommendations\***: The toolbar shows "Words: 0" and "Characters: 0". The text input field contains "This is my filing info". A note below the field states: "You can not input more than 6000 characters (including white spaces)".

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

## Review the Owner Type

**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 – QEWI Filing Screen

The QEWI confirms all information on the TR-6, FISP, and Supporting Documents and then provides their electronic signature in Section 6a.

**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  Date

Electronically Signed

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

The Owner must click on the checkbox in the **Owner’s Statement** to electronically sign the TR-6/FISP Report before it 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

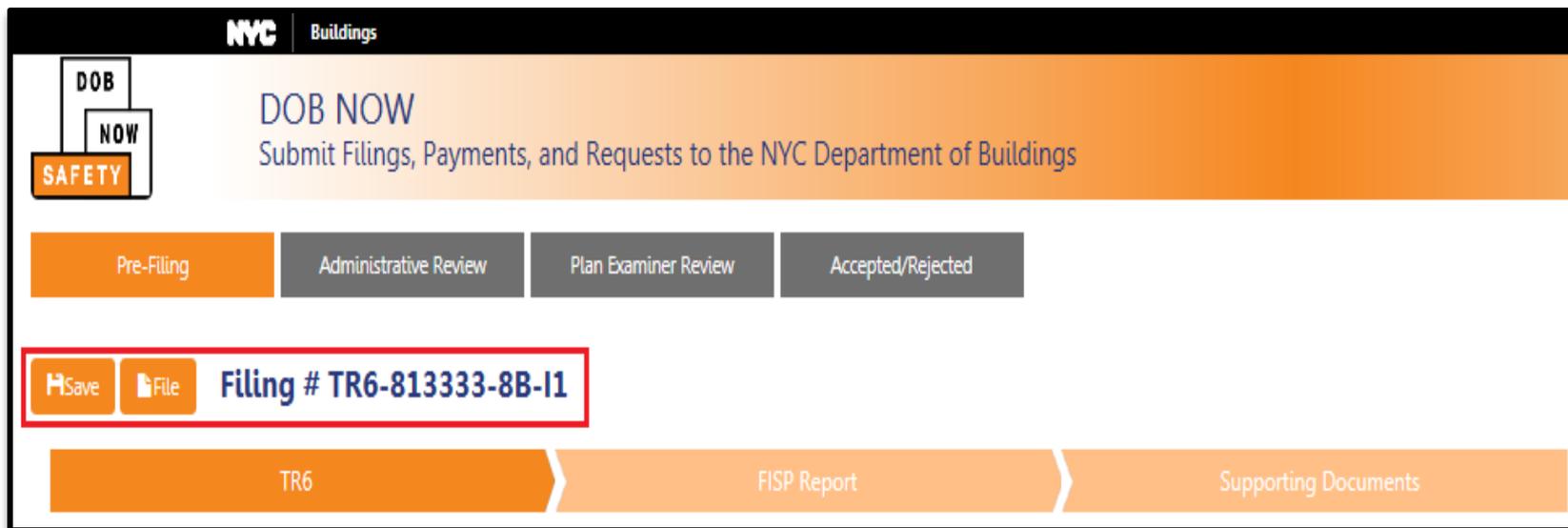
Electronically Signed

Date

08/09/2016

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

Once the owner has completed the Owner's Statement, the QEWI may submit the filing by clicking the **File** button



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

# Session Topics

1. DOB NOW Overview
2. DOB NOW: *Safety* Overview and Key Changes
3. Access to DOB NOW: *Safety*
4. DOB NOW: *Safety* Dashboard Navigation
5. Upload Documents and Make a Payment
6. Review and approve initial TR6, FISP, and supporting documents
- 7. Review and approve Subsequent or Amended Façades reports**
8. Prepare and file Façades Requests
9. Training Materials and Q + A

# Subsequent and Amended Filings (1 of 2)

Find the filing you want to review by clicking on the **applicable tab** in the dashboard. Click on the row of the filing you want to review.

The screenshot displays the NYC Buildings dashboard. At the top, there is a navigation bar with the NYC logo and 'Buildings' text. Below this, the 'DOB NOW' logo and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings' are visible. A user greeting 'Welcome, APPLE ROME (Role: OWNER) Sign Out' is on the right. A navigation menu contains buttons for 'Main Dashboard', 'Technical Report (TR6)/FISP Report', 'Extensions', 'Unsafe Notification (FISP3)', 'Requests', and 'Search'. A 'Refresh' button is located on the right side of the dashboard.

The main content area features a tabbed interface. The 'Technical Report (TR6)/FISP Report' tab is selected and highlighted with a red box. Below the tabs is a table of filings. The row for filing TR6-801114-8B-A2 is highlighted with a red box. The table columns include Filing #, Control #, Address, Borough, Filing Type, Filing Status, Compliance Report Status, QEWI, Owner, Payment Status, Created Date, Modified Date, Actions, and View.

Filing #	Control #	Address	Borough	Filing Type	Filing Status	Compliance Report Status	QEWI	Owner	Payment Status	Created Date	Modified Date	Actions	View
TR6-812360-8A-S4	812360	15 WEST 63 STREET	MANHATTAN	Subsequent	SWARMP	Administrative Review	JOE ADAM	SmokeTest Pa...	Paid	8/19/2016	8/19/2016	Select Action	🔗
TR6-801114-8B-A2	801114	25 WAVERLY PLACE	MANHATTAN	Amended	SAFE	Duplicate Rejected	JOE ADAM	Rome Apple	Paid	8/18/2016	8/18/2016	Select Action	🔗
TR6-801114-8B-A2	801114	25 WAVERLY PLACE	MANHATTAN	Amended	SWARMP	Incomplete Submission	JOE ADAM	Rome Apple	Paid	8/18/2016	8/18/2016	Select Action	🔗
TR6-801544-8A-I2	801544	335 WEST 35 STREET	MANHATTAN	Initial	SAFE	Incomplete Submission	JOE ADAM	Rome J Apple	Paid	8/18/2016	8/18/2016	Select Action	🔗
TR6-801114-8B-I1	801114	25 WAVERLY PLACE	MANHATTAN	Initial	UNSAFE	Accepted	JOE ADAM	Rome Apple	Paid	8/18/2016	8/18/2016	Select Action	🔗
TR6-801115-8B-I1	801115	11 WAVERLY PLACE	MANHATTAN	Initial	SAFE	Administrative Review	JOE ADAM	q New york	Paid	8/17/2016	8/17/2016	Select Action	🔗
TR6-805789-8B-I1	805789	328 EAST 86 STREET	MANHATTAN	Initial	SAFE	Administrative Review	JOE ADAM	test test	Paid	8/17/2016	8/17/2016	Select Action	🔗
TR6-804675-8A-I1	804675	823 U N PLAZA	MANHATTAN	Initial	SAFE	Administrative Review	JOE ADAM	Rome Apple	Paid	8/17/2016	8/17/2016	Select Action	🔗
TR6-812360-8A-S3	812360	15 WEST 63 STREET	MANHATTAN	Subsequent	SAFE	Accepted	JOE ADAM	SmokeTest Pa...	Paid	8/17/2016	8/17/2016	Select Action	🔗

Total Items: 150 (Showing Items: 10) | 1 - 10 of 150 items

Footer: Directory of City Agencies, Contact NYC Government, City Employees, NYC Mobile Apps, CityStore, Stay Connected, Maps, Resident Toolkit, NYC Search, NYC is a trademark and service mark of the City of New York.

# Subsequent and Amended Filings (2 of 2)

Follow the same steps as the Initial TR6 Report, FISP Report and Supporting Documents and Fee Payments. Information from the prior filings will be pre-populated.

TR6	FISP Report	Supporting Documents
<b>1. Address Search</b>		
Search by*	<input checked="" type="radio"/> Control Number	<input type="radio"/> Address
Control Number*	<input type="text" value="814444"/>	
	<input type="button" value="Search"/>	
<b>2. Location</b>		
House No(s)*	<input type="text" value="330"/>	Street Name* <input type="text" value="EAST 119 STREET"/>
Borough*	<input type="text" value="Manhattan"/>	Block* <input type="text" value="1795"/>
BIN*	<input type="text" value="1087940"/>	Lot* <input type="text" value="7501"/>
Zip Code*	<input type="text" value="10035"/>	C.B. No.* <input type="text" value="111"/>
<b>3. Filing Information</b>		
Filing Type*	<input type="text" value="Subsequent"/>	Report Cycle <input type="text" value="8"/>
Report Sub Cycle	<input type="text" value="8A"/>	Last Cycle Filing Date <input type="text" value="08/14/2016"/>
<b>4. Inspection Report Status Information</b>		
Current Cycle: Last QEWI Inspection Date*	<input type="text" value="08/04/2016"/>	Current Cycle Filing Status* <input type="text" value="select type"/>
Prior Filing Cycle	<input type="text"/>	Prior Filing Sub Cycle <input type="text"/>
Prior Filing Status	<input type="text" value="select type"/>	
<b>5. Building Description</b>		
Landmark Building	<input type="text"/>	Landmark District* <input checked="" type="radio"/> Yes <input type="radio"/> No
Number of Stories	<input type="text" value="007"/>	Exterior Wall Type* <input type="text" value="BRICK, STONE, GLASS"/>
Number of Balconies*	<input type="text" value="10"/>	Wall(s) Subject to Inspection* <input type="text" value="select type"/>

# Session Topics

1. DOB NOW Overview
2. DOB NOW: *Safety* Overview and Key Changes
3. Access to DOB NOW: *Safety*
4. DOB NOW: *Safety* Dashboard Navigation
5. Upload Documents and Make a Payment
6. Review and approve initial TR6, FISP, and supporting documents
7. Review and approve Subsequent or Amended Façades reports
- 8. Prepare and file Façades Requests**
9. Training Materials and Q + A

# Façade Request – Height Verification (1 of 7)

Height Verification Requests can be initiated by selecting + **Height Verification** from under the **Requests** button



# Façade Request – Height Verification (2 of 7)

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

The screenshot displays the NYC Buildings web application interface. At the top, the 'DOB NOW' logo is visible, along with the text 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this, a progress bar shows the current stage: 'Pre-Filing' (highlighted in orange), followed by 'Administrative Review', 'Plan Examiner Supervisor Review', 'Plan Examiner Review', and 'Complete - Height more than 6.5 stories/Height under 6.5 stories'. The 'Filing # HV00000123' is displayed, along with 'Save' and 'File' buttons. A progress indicator shows 'Height Verification Request' (highlighted in orange) and 'Supporting Documents'. Under the heading '1. Address Search', the 'Search by:' section has two radio buttons: 'Control Number' (selected and highlighted with a red box) and 'Address'. Below this, there is a text input field for the 'Control Number' with the placeholder text 'Please enter 6 digit Control No.' and a 'Search' button.

# Façade Request – Height Verification (3 of 7)

Location information will pre-populate

2. Location Information			
House No(s)*	<input type="text" value="90"/>	Street Name*	<input type="text" value="BROAD STREET"/>
Borough*	<input type="text" value="Manhattan"/>	Block*	<input type="text" value="10"/>
BIN*	<input type="text" value="1000025"/>	Lot*	<input type="text" value="16"/>
Zip Code	<input type="text" value="10004"/>	Control Number	<input type="text" value="800013"/>

# Façade Request – Height Verification (4 of 7)

Enter the owner's e-mail address registered with in eFiling. The additional **Owner Information** fields will pre-populate.

3. Owner Information			
E-Mail*	<input type="text" value="Applerome17@gmail.com"/>	Last Name*	<input type="text" value="Apple"/>
First Name*	<input type="text" value="Rome"/>	MI	<input type="text" value="N"/>
Telephone*	<input type="text" value="9851254879"/>	Address*	<input type="text" value="12 Freemont Ave"/>
City*	<input type="text" value="San Diego"/>	State*	<input type="text" value="CA"/>
Zip Code*	<input type="text" value="98457"/>	Business Name*	<input type="text" value="PM ARCH"/>
Business Fax	<input type="text" value="9851254879"/>	Business Phone*	<input type="text" value="9851254879"/>
Mobile*	<input type="text" value="9851254879"/>		

# Façade Request – Height Verification (5 of 7)

Applicant information pre-populates based on eFiling registration

4. Applicant Information			
E-Mail*	APPLEROME16@GMAIL.COM	License Type*	Preparer ▼
License Number*	023020	Last Name*	ROME
First Name*	APPLE	MI	
Business Name		Business Telephone	4584664485
Business Address	ROME LLC	Business Fax	
City	NYC	State	NY ▼
Zip Code	10001	Mobile Phone	

# Façade Request – Height Verification (6 of 7)

Select one **Reason For Request** from the dropdown menu. If **Other** is selected, **explain Other** in the text box provided.

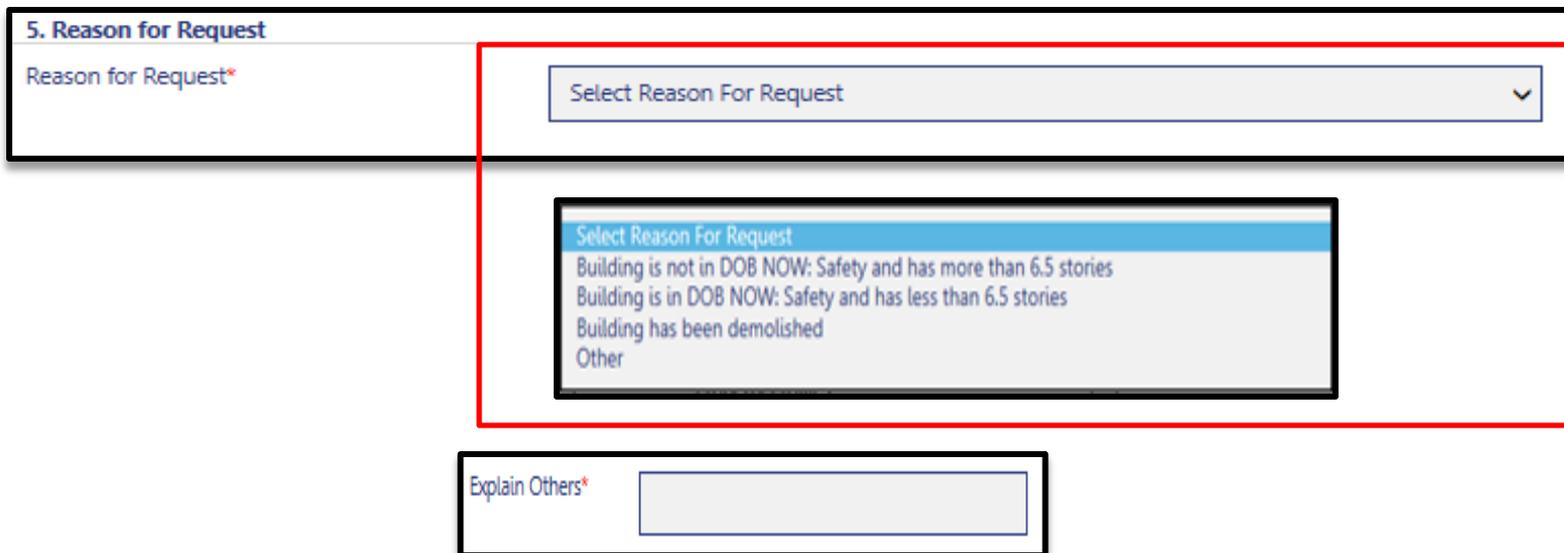
**5. Reason for Request**

Reason for Request\*

Select Reason For Request

- Select Reason For Request
- Building is not in DOB NOW: Safety and has more than 6.5 stories
- Building is in DOB NOW: Safety and has less than 6.5 stories
- Building has been demolished
- Other

Explain Others\*

The image shows a web form section titled "5. Reason for Request". It contains a label "Reason for Request\*" followed by a dropdown menu. The dropdown menu is currently open, showing a list of options: "Select Reason For Request", "Building is not in DOB NOW: Safety and has more than 6.5 stories", "Building is in DOB NOW: Safety and has less than 6.5 stories", "Building has been demolished", and "Other". Below the dropdown menu is a text box labeled "Explain Others\*" which is currently empty. A red rectangular box highlights the dropdown menu and its open list of options.

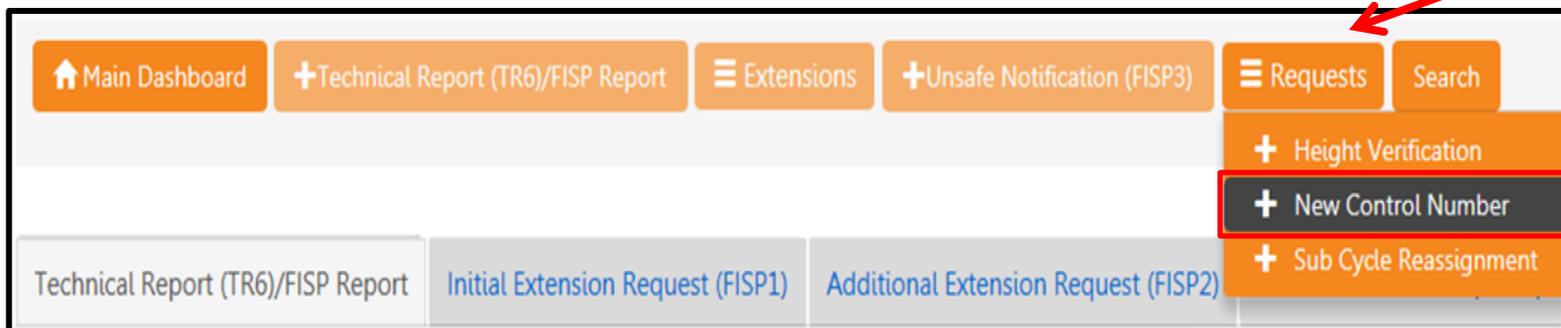
# Façade Request – Height Verification (7 of 7)

After reviewing the filing and the supporting documents, the Owner may submit the request to DOB by clicking the **File** button

The screenshot displays the NYC Buildings 'DOB NOW' interface. At the top left, there are logos for '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 five stages: 'Pre-Filing' (highlighted in orange), 'Administrative Review', 'Plan Examiner Supervisor Review', 'Plan Examiner Review', and 'Complete - Height more than 6.5 stories/Height under 6.5 stories'. A 'Filing # HVP0000123' is shown with a 'File' button highlighted in red. At the bottom, a progress bar indicates the current stage is 'Height Verification Request'.

# Façade Request – New Control Number Request (1 of 5)

New Control Number Requests can be started by selecting **+ New Control Number** from under the **Requests** button.



# Façade Request – New Control Number Request (2 of 5)

Enter the **Location Information** for the property

1. Location Information			
House No(s)*	<input type="text" value="15"/>	Street Name*	<input type="text" value="Broadway"/>
Borough*	<input type="text" value="Manhattan"/>	BIN*	<input type="text" value="54789"/>
Lot	<input type="text" value="20"/>	Control Number	<input type="text"/>
Zip Code	<input type="text"/>	Block	<input type="text" value="15"/>
C.B. No.	<input type="text" value="546982"/>	Number of Stories	<input type="text" value="7"/>
Exterior Wall Type	<input type="text" value="Brick"/>		

# Façade Request – New Control Number Request (3 of 5)

Enter the **Reason for Request** for the New Control Number Request in the text box

2. Reason for Request

Reason for Request\*

**B** *I* U ☰ ☷ ↺ ↻ Words: 0 Characters: 0

You can not input more than 4000 characters (including white spaces)

A screenshot of a web form titled "2. Reason for Request". The form contains a text input field with a red border. Above the text field is a rich text editor toolbar with buttons for Bold (B), Italic (I), Underline (U), Bulleted List (☰), Numbered List (☷), Undo (↺), and Redo (↻). To the right of the toolbar are two status indicators: "Words: 0" and "Characters: 0". Below the text field, there is a small text warning: "You can not input more than 4000 characters (including white spaces)".

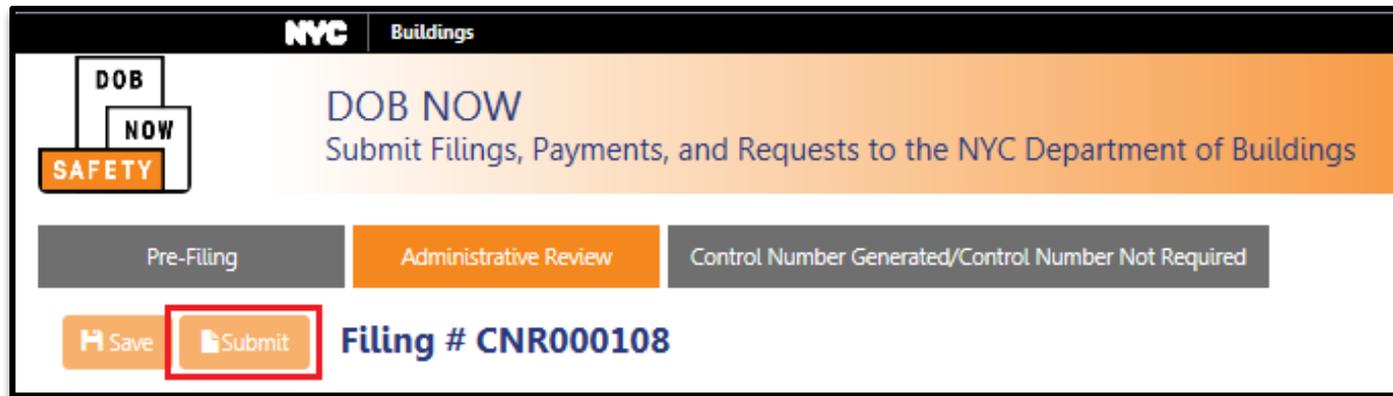
# Façade Request – New Control Number Request (4 of 5)

Applicant information pre-populates based on eFiling registration

4. Applicant Information			
E-Mail*	APPLEROME16@GMAIL.COM	License Type*	Preparer
License Number*	023020	Last Name*	ROME
First Name*	APPLE	MI	
Business Name		Business Telephone	4584664485
Business Address	ROME LLC	Business Fax	
City	NYC	State	NY
Zip Code	10001	Mobile Phone	

# Façade Request – New Control Number Request (5 of 5)

After reviewing the filing and the supporting documents, the Owner may submit the request by clicking the **File** button



The screenshot displays the NYC Buildings 'DOB NOW' interface. At the top left, there is a logo with 'DOB', 'NOW', and 'SAFETY' stacked vertically. The main header reads 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below the header, there are three tabs: 'Pre-Filing', 'Administrative Review', and 'Control Number Generated/Control Number Not Required'. The 'Administrative Review' tab is currently selected. At the bottom left, there are two buttons: 'Save' and 'Submit'. The 'Submit' button is highlighted with a red rectangular box. To the right of the 'Submit' button, the text 'Filing # CNR000108' is displayed.

# Façade Request – Sub Cycle Reassignment (1 of 7)

Sub Cycle Reassignment Requests can be initiated by selecting **+ Sub Cycle Reassignment** from under the **Requests** button. Enter the Control Number or Filing Number.



# Façade Request – Sub Cycle Reassignment (2 of 7)

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

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

Pre Filing

Save File

### Sub Cycle Reassignment Request

#### 1. Address Search

Search by\*  Control Number  Address

House No(s)\*  Street Name\*

Borough\*

Note: Search and select an address to add to the sub cycle reassignment request.\*

House No#...	Street Name	Borough	Block	Lot	Control Number	Sub Cycle	Delete
90	WEST BROADWAY	Manhattan	137	35	800323	8B	Delete
280	BROADWAY	Manhattan	153	1	800358	8C	Delete

Total Items: 2

1 / 1 10 items per page 1 - 2 of 2 items

# Façade Request – Sub Cycle Reassignment (3 of 7)

Enter the **Reason for the Reassignment** and select the requested **Sub Cycle** from the dropdown menu.

2. Reassignment Request Details

Reason for Reassignment\*

B I U [List Icons] [Undo] [Redo] [Clear] Words: 0 Characters: 0

[Text Area]

You can not input more than 2000 characters (including white spaces)

Reassignment to Sub Cycle\* [8C ▼]

# Façade Request – Sub Cycle Reassignment (4 of 7)

Enter the owner email registered with in eFiling. The additional **Owner Information** fields will pre-populate.

**3. Owner Information**

E-Mail*	<input type="text" value="Enter email/username..."/>	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" value="▼"/>
Zip Code*	<input type="text"/>		

# Façade Request – Sub Cycle Reassignment (6 of 7)

Applicant information pre-populates based on eFiling registration

4. Applicant Information			
E-Mail*	APPLEROME16@GMAIL.COM	License Type*	Preparer
License Number*	023020	Last Name*	ROME
First Name*	APPLE	MI	
Business Name		Business Telephone	4584664485
Business Address	ROME LLC	Business Fax	
City	NYC	State	NY
Zip Code	10001	Mobile Phone	

# Façade Request – Sub Cycle Reassignment (7 of 7)

After reviewing the filing and the supporting documents, the Owner may submit the request by clicking the **File** button

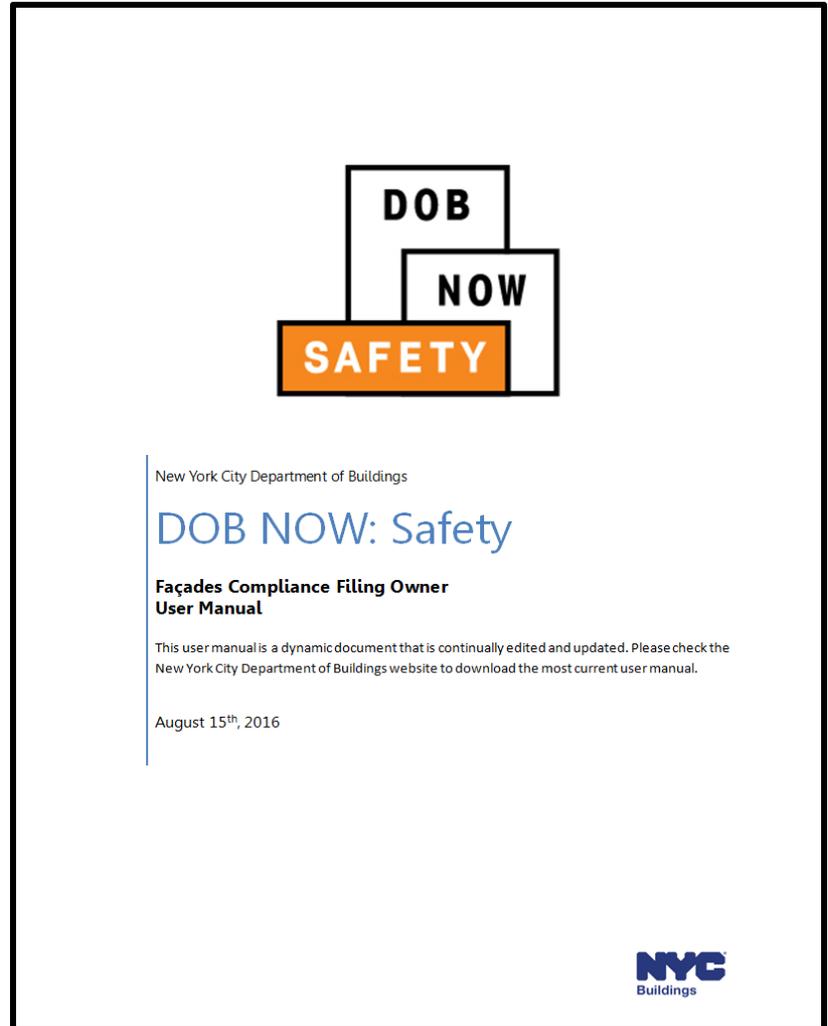
The screenshot displays the NYC Buildings 'DOB NOW' interface. At the top left, there is a logo with 'DOB', 'NOW', and 'SAFETY' text. The main header reads 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this, there are three tabs: 'Prefiling' (highlighted in orange), 'Administrative Review', and 'Approved/Rejected'. A red box highlights the 'Save' and 'File' buttons, along with the 'Filing # SR000063' text. At the bottom, an orange bar contains the text 'Sub Cycle Reassignment Request'.

# Session Topics

1. DOB NOW Overview
2. DOB NOW: *Safety* Overview and Key Changes
3. Access to DOB NOW: *Safety*
4. DOB NOW: *Safety* Dashboard Navigation
5. Upload Documents and Make a Payment
6. Review and approve initial TR6, FISP, and supporting documents
7. Review and approve Subsequent or Amended Façades reports
8. Prepare and file Façades Requests
- 9. 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	8/30/2016	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
<b>QEWI</b>	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>
<b>QEWI</b>	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>
<b>QEWI</b>	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>
<b>QEWI</b>	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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