



# INDUSTRY PORTAL STEP-BY-STEP GUIDE

## HOW TO FILE A PARKING STRUCTURE PARTIAL PROTECTION REMOVAL REQUEST

The following Step-by-Step Guide will outline the steps applicable to completing a Parking Structure Partial Protection Removal Request in DOB NOW: *Safety*.

### HELPFUL LINKS

[YouTube.com/DOBNOW](https://www.youtube.com/DOBNOW) 

[NYC.gov/DOBNOWINFO](https://www.nyc.gov/DOBNOWINFO) 

[NYC.gov/DOBNOWHELP](https://www.nyc.gov/DOBNOWHELP) 



@NYCBuildings

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## Overview

This step-by-step guide will provide applicants with a systematic understanding of how to complete a a Parking Structure Unsafe Notification in DOB NOW: *Safety*.

## Requirements

- Parking Structure activities will be available in DOB NOW: *Safety* as of April 17, 2023.
- A Parking Structure is defined as a building or portion of a building used for the parking or storage of motor vehicles and an open or enclosed parking garage as defined in the New York City Building Code.
- Parking Structures must be inspected for safety once every 6 years. If the inspection results in an UNSAFE determination, the damaged portion of the structure must be cordoned off with safety partitions and repairs must be made.
- If the repairs have progressed to the point where some of the protective structures (such as Fences) may be removed, the owner or QPSI may request DOB approval to remove that portion of the protection.

## System Guidelines

1. Fields with a red asterisk (\*) are required and must be completed.
2. Grayed-out fields are Read-Only or are auto-populated by the system.
3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options or full fields.

The screenshot shows a web form with the following elements:



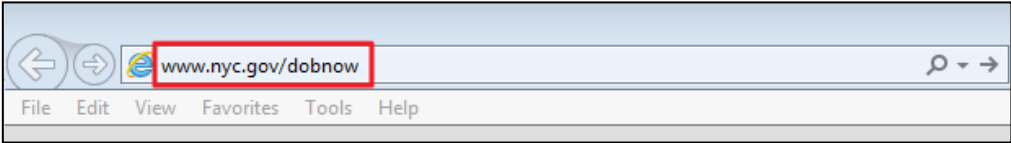
- Email\***: A text input field with a red asterisk and a red box around it, labeled with a red circle containing the number 1. The placeholder text is "Enter email/username...".
- Applicant Type\***: A dropdown menu with a red asterisk and a red box around it, labeled with a red circle containing the number 2. The text "Select:" is visible.
- Last Name**: A text input field with a red box around it, labeled with a red circle containing the number 2. The field is grayed out.
- Filing Representative Information**: A section header with a blue button labeled "+ Add Representative".
- Table**: A table with columns: First Name, Last Name, Email, Business Name, Business Telephone, and Action. The first row contains: ADAM, JOE2, AJOETEST2@GMAIL.COM, AJ2, (201) 222-3333. The Action column has two icons: a blue square with a white plus sign and a blue trash can.
- Scrollbar**: A horizontal scrollbar below the table, labeled with a red circle containing the number 3.
- Total Items: 1**: Text below the scrollbar.
- Page Navigation**: A set of navigation buttons including back, forward, and a page number "1 / 1". A dropdown menu shows "5" for "Items Per Page".
- 1 - 1 of 1 items**: Text at the bottom right of the page.

## ADDITIONAL HELP & INFORMATION


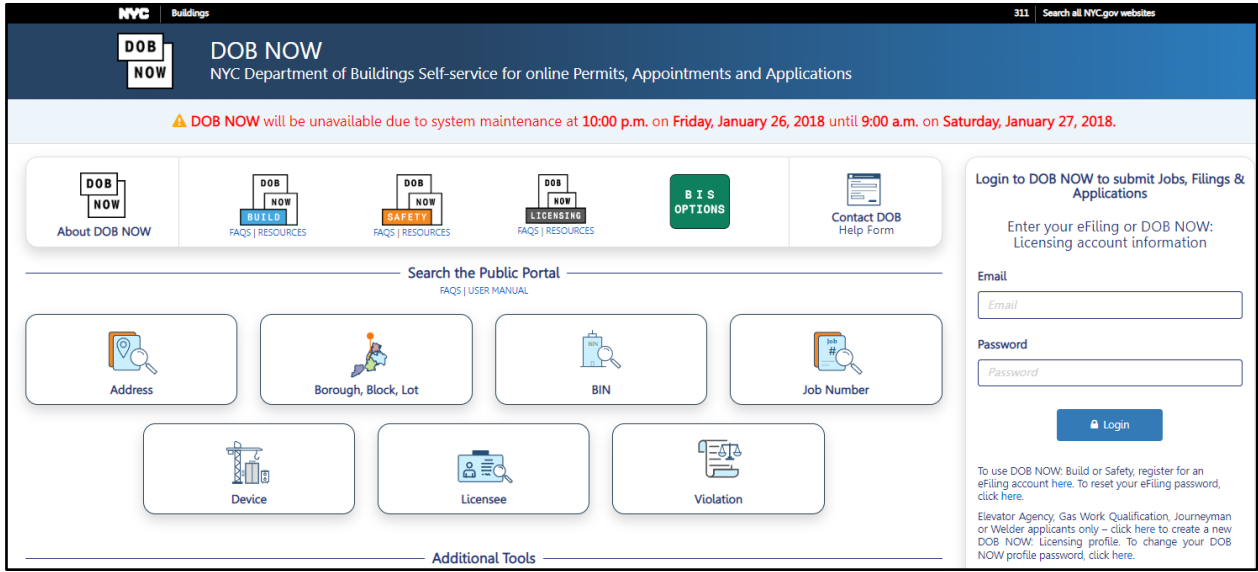
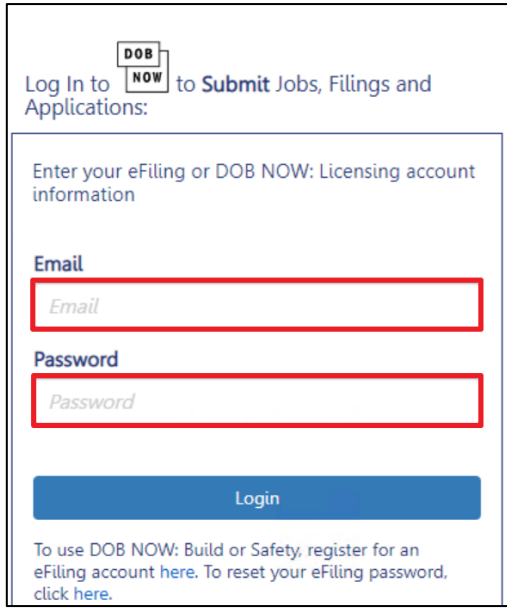
1. Video Tutorials: DOB NOW YouTube Channel: <https://www.youtube.com/user/NYCBUILDINGS>
2. Presentations & Sessions: <https://www1.nyc.gov/site/buildings/industry/dob-now-training.page>

## Log into DOB NOW: *Safety*

Follow the steps below to access DOB NOW: *Safety* and initiate a Partial Protection Removal Request.

Step	Action
	<p><b>Note</b> In order to log in to DOB NOW, you must be registered for eFiling.</p> <p>Additionally, DOB recommends that you turn off pop-up blockers to successfully navigate within DOB NOW.</p> <p>For Step-by-Step instructions, please submit a question to <a href="http://www.nyc.gov/dobnowhelp">www.nyc.gov/dobnowhelp</a> or refer to the following links:</p> <ul style="list-style-type: none"> <li>■ How to Register for eFiling: <a href="https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf">https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf</a></li> <li>■ How to Turn Off Pop-up Blockers: <a href="https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf">https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf</a></li> </ul>
1.	<p>Access the Internet.</p> 
2.	<p>Enter <a href="http://www.nyc.gov/dobnow">www.nyc.gov/dobnow</a> in the URL field at the top of the browser window.</p> 
3.	<p>Press <b>Enter</b> on your keyboard.</p>

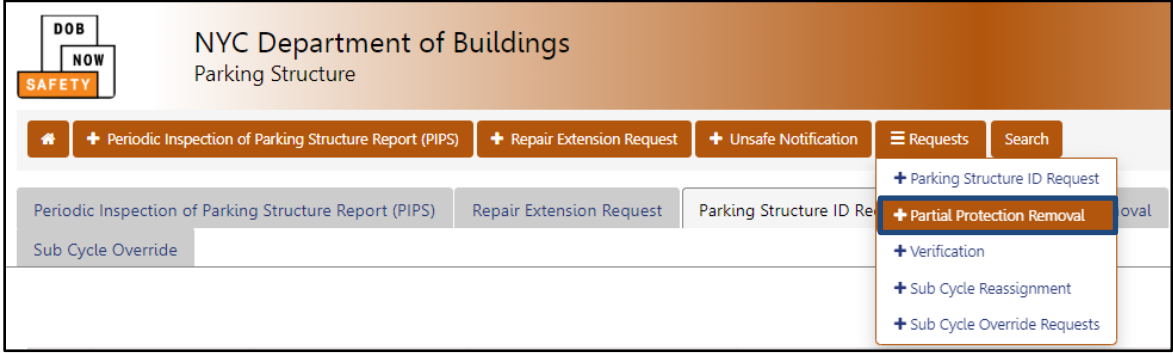
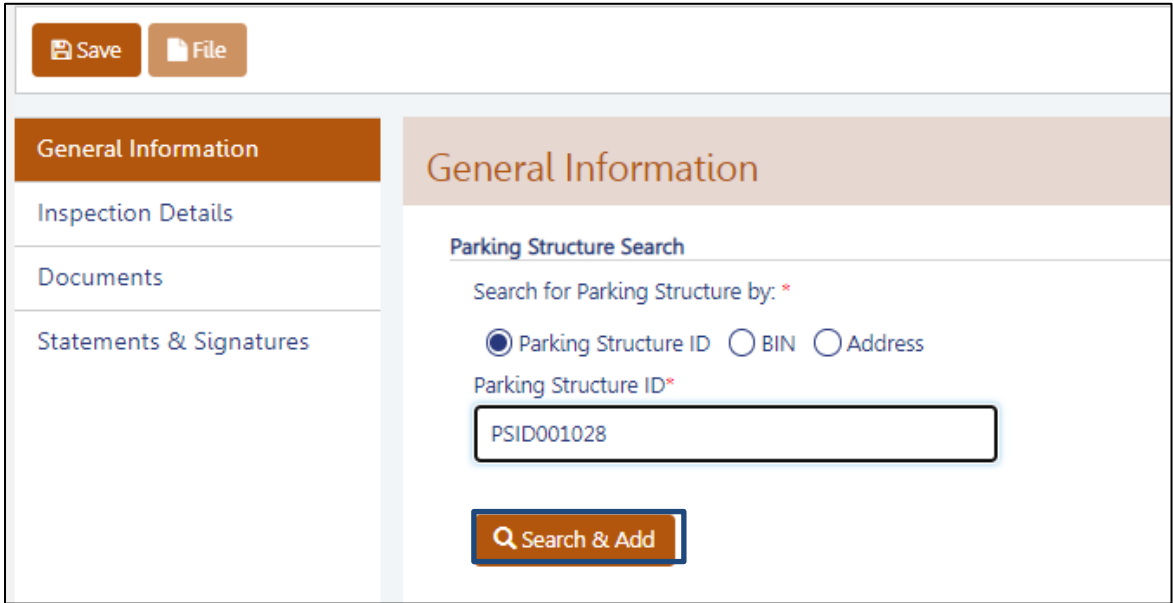
# DOB NOW: *Safety* – PARTIAL PROTECTION REMOVAL REQUEST

Step	Action
	<p>The DOB Login page displays.</p>  <p>The screenshot shows the DOB NOW website with a maintenance notice: "DOB NOW will be unavailable due to system maintenance at 10:00 p.m. on Friday, January 26, 2018 until 9:00 a.m. on Saturday, January 27, 2018." Below the notice are navigation buttons for "About DOB NOW", "BUILD", "SAFETY", "LICENSING", "B I S OPTIONS", and "Contact DOB Help Form". A search bar is present with the text "Search the Public Portal" and "FAQS   USER MANUAL". Below the search bar are several search filters: "Address", "Borough, Block, Lot", "BIN", "Job Number", "Device", "Licensee", and "Violation". On the right side, there is a login form with fields for "Email" and "Password", a "Login" button, and a note: "Login to DOB NOW to submit Jobs, Filings &amp; Applications. Enter your eFiling or DOB NOW: Licensing account information." Below the form, there is a link to register for an eFiling account and a link to reset the password.</p>
4.	<p>Enter your <b>Email</b> and <b>Password</b>.</p>  <p>The close-up screenshot shows the login form with the following text: "Log In to <b>DOB NOW</b> to Submit Jobs, Filings and Applications: Enter your eFiling or DOB NOW: Licensing account information". Below this text are two input fields: "Email" and "Password". Both fields are highlighted with red boxes. Below the input fields is a blue "Login" button. At the bottom of the form, there is a note: "To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here."</p>

Step	Action
5.	<p>Click the <b>DOB NOW: <i>Safety</i></b> button and choose <b>Parking Structures</b>.</p>  <p>The screenshot shows a grey button with the text 'DOB NOW' and 'SAFETY' in an orange box. A dropdown menu is open to the right, listing several categories: Boiler, Closed Site Notification, Energy (with a right arrow), Elevator, Facades, Violations, and Parking Structures. The 'Parking Structures' option at the bottom is highlighted in orange.</p>


## Initiating a Partial Protection Removal Request

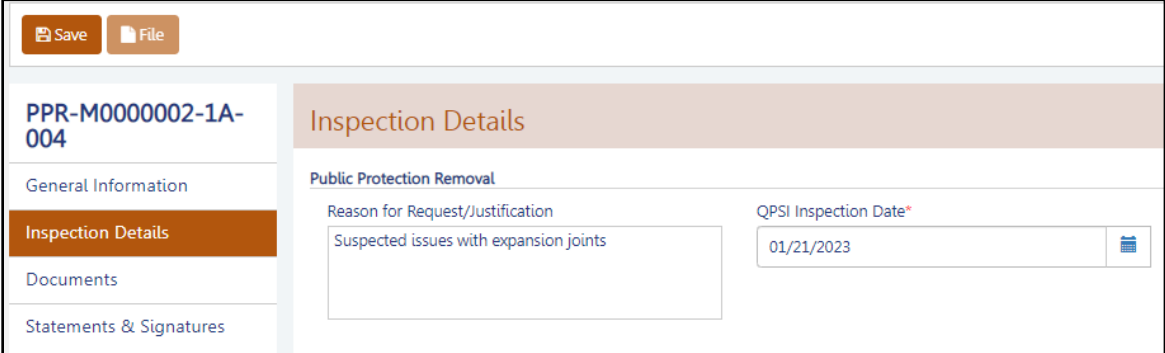
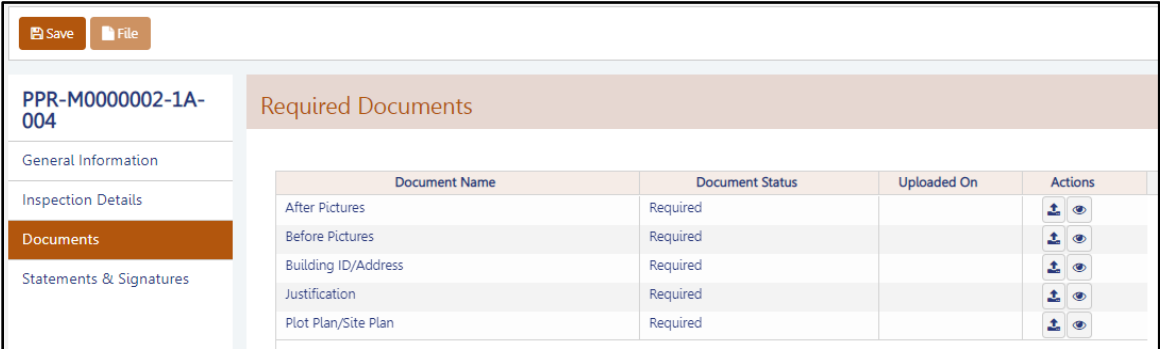
Follow these steps to initiate a Partial Protection Removal Request.

Step	Action
1.	<p>On the main Parking Structures page click the <b>Requests</b> button, then click the <b>+ Partial Protection Request</b> option.</p> 
2.	<p>In the General Information tab, enter in the <b>Parking ID, BIN, or Address</b> of the Parking Structure then click <b>Search &amp; Add</b>.</p> 



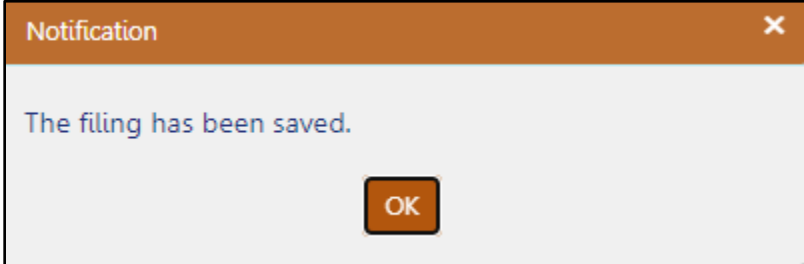



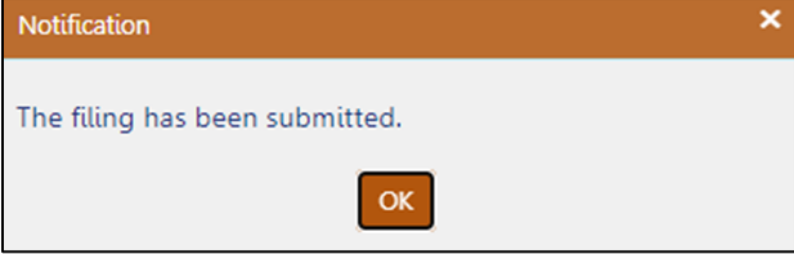
Step	Action										
3.	<p>Click the radio button to select the address then click the <b>Add</b> button.</p> <div data-bbox="313 359 1474 768" style="border: 1px solid black; padding: 10px;"> <p><b>Location Information</b></p> <p>Selected: M0000002</p> <table border="1" data-bbox="358 552 1442 646"> <thead> <tr> <th><input checked="" type="radio"/></th> <th>Parking Structure Id</th> <th>Street Name</th> <th>Borough Name</th> <th>BIN</th> </tr> </thead> <tbody> <tr> <td></td> <td>M0000002</td> <td>BROADWAY</td> <td>MANHATTAN</td> <td>1079215</td> </tr> </tbody> </table> <p style="text-align: right;"><b>Add</b> <b>Cancel</b></p> </div>	<input checked="" type="radio"/>	Parking Structure Id	Street Name	Borough Name	BIN		M0000002	BROADWAY	MANHATTAN	1079215
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4.	<p>The information for the location of the property searched for will now be displayed.</p> <div data-bbox="313 869 1474 1325" style="border: 1px solid black; padding: 10px;"> <p><b>Filing Information</b></p> <p>Latest Report Cycle: 1      Latest Status: Unsafe</p> <p><b>Parking Structure Location Information</b></p> <table border="1" data-bbox="350 995 1455 1304"> <tbody> <tr> <td colspan="2"><b>Parking Structure ID</b> M0000002</td> </tr> <tr> <td><b>House Number</b> 280</td> <td><b>Street Name</b> BROADWAY</td> </tr> <tr> <td><b>Borough</b> MANHATTAN</td> <td><b>Building Classification Number</b> -</td> </tr> <tr> <td><b>Block</b> 153</td> <td><b>BIN</b> 1079215</td> </tr> <tr> <td><b>Lot</b> 1</td> <td><b>Zip</b></td> </tr> </tbody> </table> </div>	<b>Parking Structure ID</b> M0000002		<b>House Number</b> 280	<b>Street Name</b> BROADWAY	<b>Borough</b> MANHATTAN	<b>Building Classification Number</b> -	<b>Block</b> 153	<b>BIN</b> 1079215	<b>Lot</b> 1	<b>Zip</b>
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5.	<p>Fill in the necessary information under the <b>Qualified Parking Structure Inspector (QPSI)</b> section as required.</p> <div data-bbox="313 430 1477 844" style="border: 1px solid black; padding: 5px;"> <p><b>Qualified Parking Structure Inspector (QPSI) Information</b></p> <table border="0"> <tr> <td>Email*</td> <td>License Type*</td> <td>License Number</td> </tr> <tr> <td><input type="text" value="AJOETEST@GMAIL.COM"/></td> <td><input type="text" value="Professional Engineer"/></td> <td><input type="text" value="078712"/></td> </tr> <tr> <td>First Name</td> <td>Middle Initial</td> <td>Last Name</td> </tr> <tr> <td><input type="text" value="JOE"/></td> <td><input type="text"/></td> <td><input type="text" value="ADAM"/></td> </tr> <tr> <td>Business Name*</td> <td>Business Telephone</td> <td>Mobile Phone</td> </tr> <tr> <td><input type="text" value="JA&amp; LLC"/></td> <td><input type="text" value="5455568622"/></td> <td><input type="text" value="2128745874"/></td> </tr> <tr> <td>Business Address</td> <td>City</td> <td>State</td> </tr> <tr> <td><input type="text" value="JA LLC"/></td> <td><input type="text" value="JERSEY CITY"/></td> <td><input type="text" value="NJ"/></td> </tr> <tr> <td>Zip Code</td> <td colspan="2"><input type="text" value="07302"/></td> </tr> </table> </div>	Email*	License Type*	License Number	<input type="text" value="AJOETEST@GMAIL.COM"/>	<input type="text" value="Professional Engineer"/>	<input type="text" value="078712"/>	First Name	Middle Initial	Last Name	<input type="text" value="JOE"/>	<input type="text"/>	<input type="text" value="ADAM"/>	Business Name*	Business Telephone	Mobile Phone	<input type="text" value="JA&amp; LLC"/>	<input type="text" value="5455568622"/>	<input type="text" value="2128745874"/>	Business Address	City	State	<input type="text" value="JA LLC"/>	<input type="text" value="JERSEY CITY"/>	<input type="text" value="NJ"/>	Zip Code	<input type="text" value="07302"/>	
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6.	<p>Enter the information for the <b>Property Owner Information</b> section as required.</p> <div data-bbox="313 940 1472 1350" style="border: 1px solid black; padding: 5px;"> <p><b>Property Owner Information</b></p> <table border="0"> <tr> <td>Email*</td> <td>Owner Type*</td> <td>First Name</td> </tr> <tr> <td><input type="text" value="AJOETEST@GMAIL.COM"/></td> <td><input type="text" value="NYCHA"/></td> <td><input type="text" value="JOE"/></td> </tr> <tr> <td>Middle Initial</td> <td>Last Name</td> <td>Business Name</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text" value="ADAM"/></td> <td><input type="text" value="JA LLC"/></td> </tr> <tr> <td>Business Address</td> <td>City</td> <td>State</td> </tr> <tr> <td><input type="text" value="JA LLC"/></td> <td><input type="text" value="JERSEY CITY"/></td> <td><input type="text" value="NJ"/></td> </tr> <tr> <td>Zip Code</td> <td>Mobile Phone*</td> <td>Telephone*</td> </tr> <tr> <td><input type="text" value="07302"/></td> <td><input type="text" value="2128745874"/></td> <td><input type="text"/></td> </tr> <tr> <td>Business Telephone*</td> <td colspan="2"><input type="text" value="5455568622"/></td> </tr> </table> </div>	Email*	Owner Type*	First Name	<input type="text" value="AJOETEST@GMAIL.COM"/>	<input type="text" value="NYCHA"/>	<input type="text" value="JOE"/>	Middle Initial	Last Name	Business Name	<input type="text"/>	<input type="text" value="ADAM"/>	<input type="text" value="JA LLC"/>	Business Address	City	State	<input type="text" value="JA LLC"/>	<input type="text" value="JERSEY CITY"/>	<input type="text" value="NJ"/>	Zip Code	Mobile Phone*	Telephone*	<input type="text" value="07302"/>	<input type="text" value="2128745874"/>	<input type="text"/>	Business Telephone*	<input type="text" value="5455568622"/>	
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7.	<p>Click the <b>Save</b> button to continue.</p> <div data-bbox="313 1451 579 1541" style="border: 1px solid black; padding: 5px;">  </div>																											

Step	Action																								
8.	<p>Click on the <b>Inspection Details</b> tab and enter in all of the required information.</p> 																								
9.	<p>Click on the <b>Documents</b> tab and attach the required documents.</p>  <table border="1" data-bbox="581 978 1458 1150"> <thead> <tr> <th>Document Name</th> <th>Document Status</th> <th>Uploaded On</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>After Pictures</td> <td>Required</td> <td></td> <td> </td> </tr> <tr> <td>Before Pictures</td> <td>Required</td> <td></td> <td> </td> </tr> <tr> <td>Building ID/Address</td> <td>Required</td> <td></td> <td> </td> </tr> <tr> <td>Justification</td> <td>Required</td> <td></td> <td> </td> </tr> <tr> <td>Plot Plan/Site Plan</td> <td>Required</td> <td></td> <td> </td> </tr> </tbody> </table>	Document Name	Document Status	Uploaded On	Actions	After Pictures	Required			Before Pictures	Required			Building ID/Address	Required			Justification	Required			Plot Plan/Site Plan	Required		
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DOB NOW: *Safety* – PARTIAL PROTECTION REMOVAL REQUEST

Step	Action
10.	<p>Click on the <b>Statements &amp; Signatures</b> tab and click the checkbox in order to Attest.</p> 
11.	<p>When done, click <b>Save</b> button.</p> 
12.	<p>Click <b>OK</b> on the Notification.</p> 
13.	<p>Click the <b>File</b> button to submit the Partial Protection Removal Request.</p> 

Step	Action
14.	Click <b>OK</b> to the Notification Window. 
This concludes the <b>How to Create a Partial Protection Removal Request</b> step by step.	