



INDUSTRY PORTAL STEP-BY-STEP GUIDE

HOW TO FILE A PARKING STRUCTURE ID REQUEST

The following Step-by-Step Guide will outline the steps applicable to completing a Parking Structure ID 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) 



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Contents

Overview	2
System Guidelines	3
Initiating a Parking Structure ID Request	6

Overview

This step-by-step guide will provide applicants with a systematic understanding of how to complete a Parking Structure ID Request 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 such an inspection determines that the Parking Structure is Unsafe, the Owner of the structure must arrange for repairs by the date identified in the PIPS report. Unsafe conditions must be corrected in 90 days.
- The Commissioner may grant extensions of up to 90 days to complete the repairs required to correct an unsafe condition upon receipt and review of a repair extension request.

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:

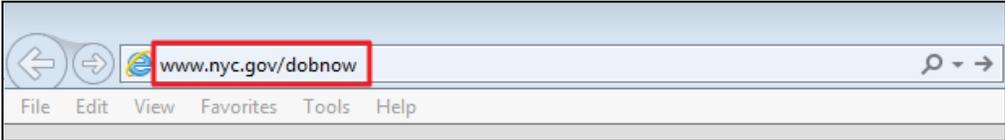
- Email***: A text input field with a red asterisk and a red box around it, labeled with a red circle containing the number 1. The placeholder text is "Enter email/username...".
- Applicant Type***: A dropdown menu with a red asterisk and a red box around it, labeled with a red circle containing the number 2. The text "Select:" is visible.
- Last Name**: A grayed-out text input field with a red box around it, labeled with a red circle containing the number 2.
- Filing Representative Information**: A section header with a blue "+ Add Representative" button.
- 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 icon.
- 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.

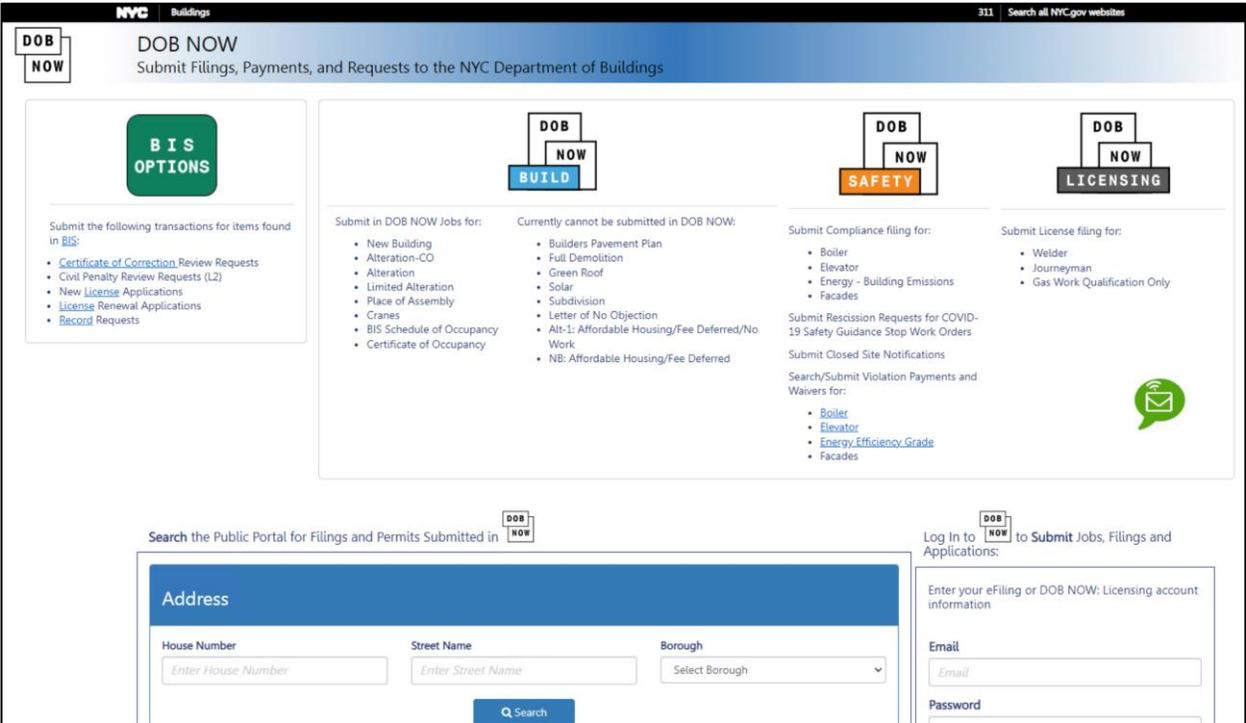
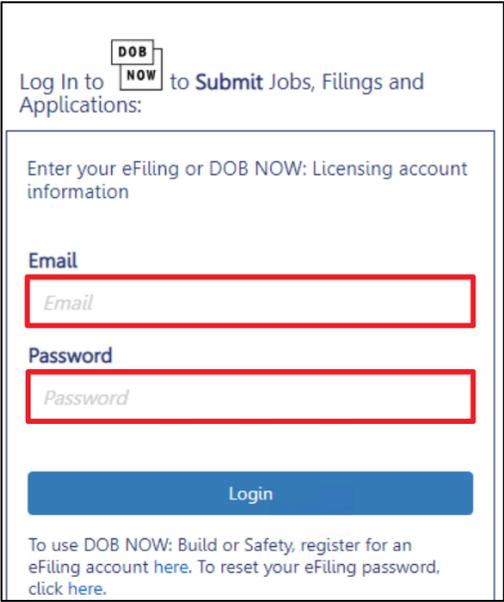
ADDITIONAL HELP & INFORMATION

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: Build

Follow the steps below to access DOB NOW: Build and initiate a Parking Structure ID Request.

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

Step	Action
	<p>The DOB Login page displays.</p> 
4.	<p>Enter your Email and Password.</p> 

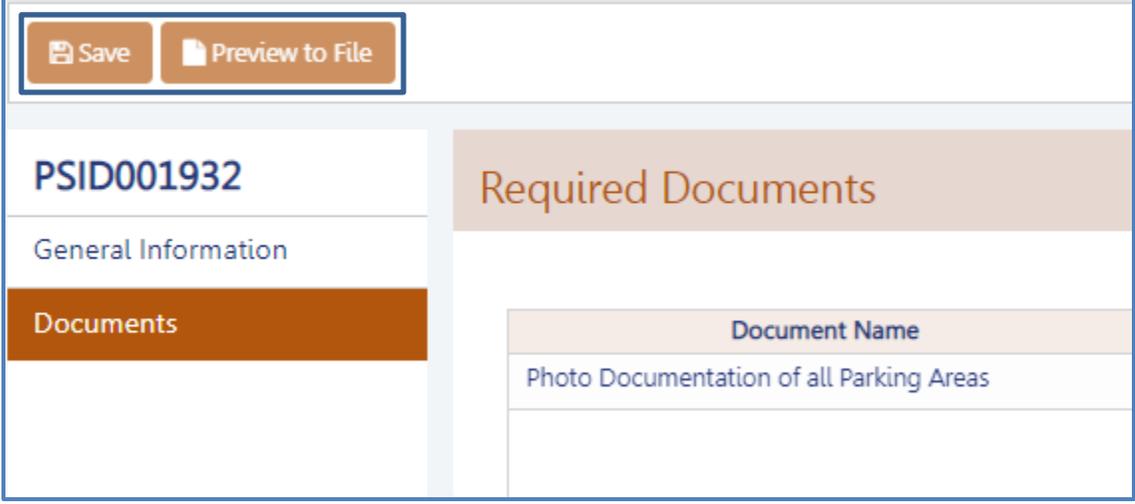
Initiating a Parking Structure ID Request

Follow these steps to initiate a Parking Structure ID Request.

DOB NOW: *Safety* – PARKING STRUCTURE ID REQUEST

Step	Action
1.	<p>Click the + Parking Structure ID Request button on the main Parking Structures page.</p>  <p>The screenshot shows the DOB NOW interface. At the top, there is a header with the DOB NOW logo and the text 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below the header, there is a navigation bar with several buttons: '+ Periodic Inspection of Parking Structure Report (PIPS)', '+ Repair Extension Request', '+ Unsafe Notification', 'Requests', and 'Search'. The 'Requests' button is highlighted, and a dropdown menu is open, showing the following options: '+ Parking Structure ID Request', '+ Partial Protection Removal', '+ Verification', '+ Sub Cycle Reassignment', and '+ Sub Cycle Override Requests'. The '+ Parking Structure ID Request' option is highlighted in the dropdown menu. Below the navigation bar, there is a table with columns for 'Filing Action', 'Filing Number', 'Parking Structure ID', 'Cycle number', and 'Sub Cycle'. The table is currently empty.</p>

Step	Action								
2.	<p>Fill in all of the required information under the following sections and then click Save</p> <ul style="list-style-type: none"> • Parking Structure Location Information • Reason for Request • Qualified Parking Structure Inspector (QPSI) • Property Owner Information - Owner Address • Parking Structure Characteristics <div data-bbox="310 621 1495 905" data-label="Form"> <p>The screenshot shows a web form titled 'General Information' with a sub-section 'Parking Structure Location Information'. It contains several input fields: 'House Number*', 'Street Name*', 'Borough*' (a dropdown menu), 'BIN*', 'Lot', 'Zip', 'Block', 'C.B. No.', and 'Building Classification Number'. A 'Documents' tab is visible on the left side of the form.</p> </div>								
3.	<p>Click on the Documents tab and upload the necessary documents.</p> <div data-bbox="310 1404 1495 1673" data-label="Form"> <p>The screenshot shows the 'Required Documents' section of the application. At the top, there are 'Save' and 'Preview to File' buttons. Below, the document ID 'PSID001932' is displayed. A 'Documents' tab is selected. A table lists the required documents:</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Document Status</th> <th>Uploaded On</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Photo Documentation of all Parking Areas</td> <td>Accepted</td> <td>4/28/2023</td> <td> </td> </tr> </tbody> </table> </div>	Document Name	Document Status	Uploaded On	Actions	Photo Documentation of all Parking Areas	Accepted	4/28/2023	
Document Name	Document Status	Uploaded On	Actions						
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Step	Action		
4.	<p>Click Save, then Preview to File.</p>  <p>The screenshot shows a web application interface. At the top, there are two buttons: 'Save' and 'Preview to File', both highlighted with a blue border. Below the buttons is a sidebar on the left with the following elements: 'PSID001932', 'General Information', and 'Documents' (highlighted in orange). The main content area is titled 'Required Documents' and contains a table with the following structure:</p> <table border="1"> <thead> <tr> <th>Document Name</th> </tr> </thead> <tbody> <tr> <td>Photo Documentation of all Parking Areas</td> </tr> </tbody> </table>	Document Name	Photo Documentation of all Parking Areas
Document Name			
Photo Documentation of all Parking Areas			
<p>This concludes the How to Create a Parking Structure ID Request Step-by-Step.</p>			