



# INDUSTRY PORTAL STEP-BY-STEP GUIDE

## HOW TO FILE A PARKING STRUCTURE REPAIR EXTENSION REQUEST

The following Step-by-Step Guide will outline the steps applicable to completing a Parking Structure Repair Extension 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 Parking Structure Repair Extension 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 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 "+ 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.
- 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 (back, forward, first, last) and a dropdown menu for "Items Per Page" set to 5.
- 1 - 1 of 1 items**: Text at the bottom right of the page.

## ADDITIONAL HELP & INFORMATION

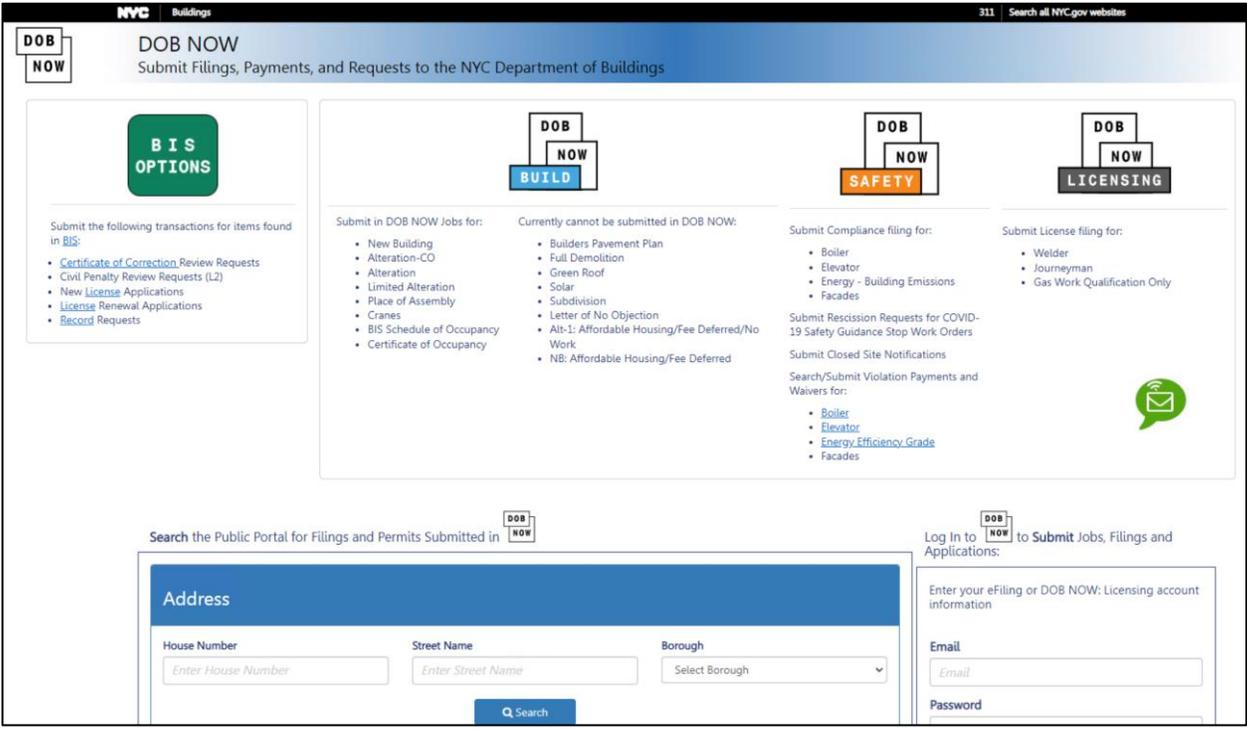
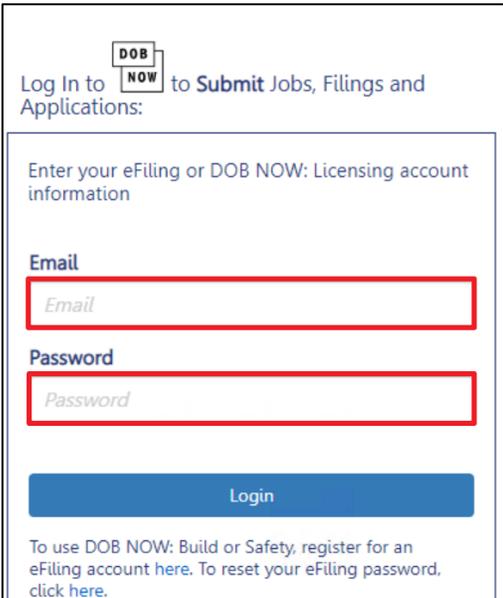
1. Video Tutorials: DOB NOW YouTube Channel: <https://www.youtube.com/user/NYCBUILDINGS>
2. Presentations & Sessions: <https://www1.nyc.gov/site/buildings/industry/dob-now-training.page>

## Log into DOB NOW: Build

Follow the steps below to access DOB NOW: Build and initiate an Parking Structure Repair Extension Request.

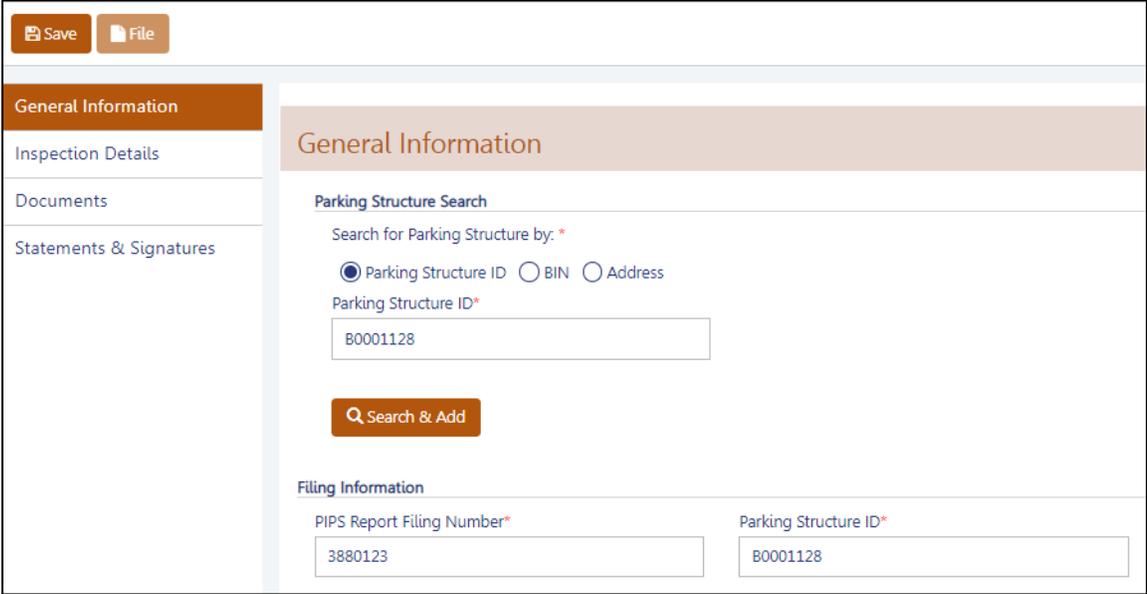
Step	Action
	<p><b>Note</b> In order to log in to DOB NOW, you must be registered for eFiling.</p> <p>Additionally, DOB recommends that you turn off pop-up blockers to successfully navigate within DOB NOW.</p> <p>For Step-by-Step instructions, please submit a question to <a href="http://www.nyc.gov/dobnowhelp">www.nyc.gov/dobnowhelp</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>

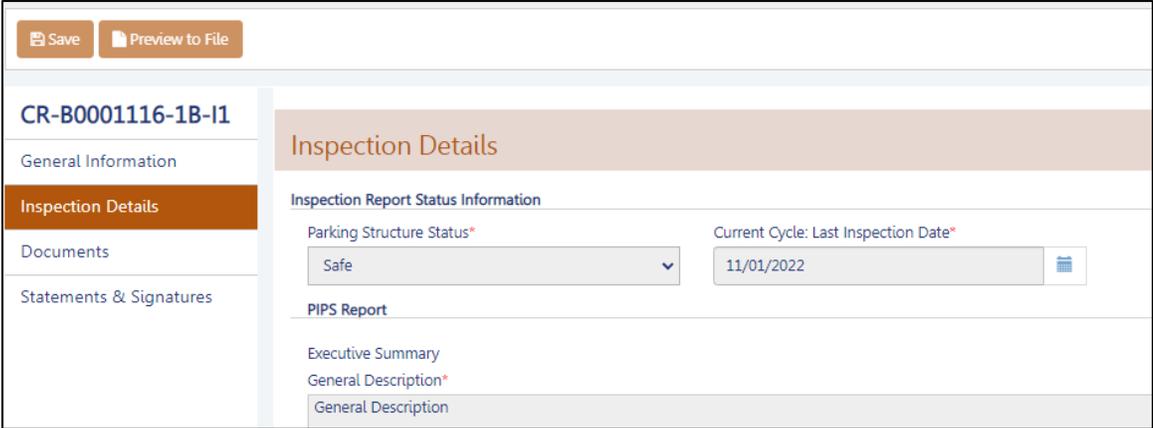
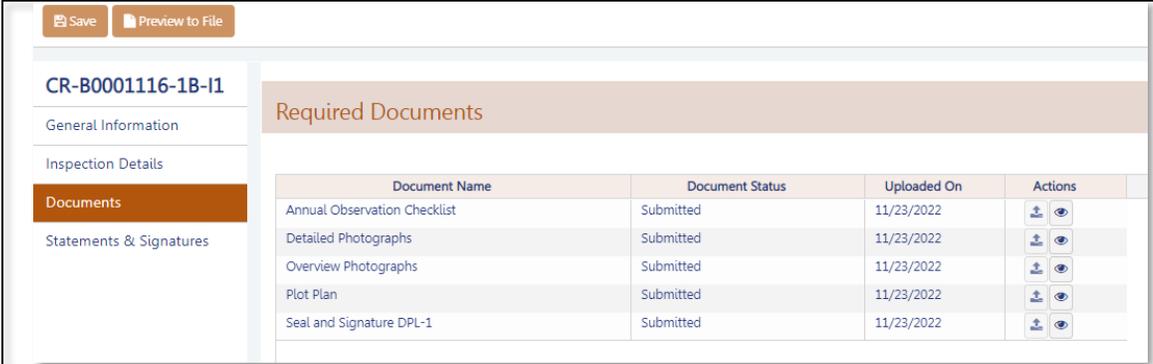
# DOB NOW: *Safety* – PS REPAIR EXTENSION REQUEST

Step	Action
	<p>The DOB Login page displays.</p>  <p>The screenshot shows the DOB NOW homepage with the following elements:</p> <ul style="list-style-type: none"><li><b>Navigation:</b> BIS OPTIONS, BUILD, SAFETY, LICENSING.</li><li><b>Services:</b><ul style="list-style-type: none"><li><b>BIS Options:</b> Certificate of Correction Review Requests, Civil Penalty Review Requests (L2), New License Applications, License Renewal Applications, Record Requests.</li><li><b>BUILD:</b> New Building, Alteration-CO, Alteration, Limited Alteration, Place of Assembly, Cranes, BIS Schedule of Occupancy, Certificate of Occupancy.</li><li><b>SAFETY:</b> Builders Pavement Plan, Full Demolition, Green Roof, Solar, Subdivision, Letter of No Objection, Alt-1: Affordable Housing/Fee Deferred/No Work, NB: Affordable Housing/Fee Deferred.</li><li><b>LICENSING:</b> Welder, Journeyman, Gas Work Qualification Only.</li></ul></li><li><b>Search:</b> Search the Public Portal for Filings and Permits Submitted in (Address, House Number, Street Name, Borough).</li><li><b>Login:</b> Log In to DOB NOW to Submit Jobs, Filings and Applications. Fields for Email and Password.</li></ul>
4.	<p>Enter your <b>Email</b> and <b>Password</b>.</p>  <p>The screenshot shows a close-up of the login form with the following elements:</p> <ul style="list-style-type: none"><li><b>Text:</b> Log In to DOB NOW to Submit Jobs, Filings and Applications.</li><li><b>Form:</b> Enter your eFiling or DOB NOW: Licensing account information.</li><li><b>Fields:</b> Email (highlighted with a red box), Password (highlighted with a red box).</li><li><b>Button:</b> Login.</li><li><b>Text:</b> To use DOB NOW: Build or Safety, register for an eFiling account <a href="#">here</a>. To reset your eFiling password, <a href="#">click here</a>.</li></ul>

## Initiating a Repair Extension Request

Follow these steps to initiate a Parking Structure Repair Extension Request.

Step	Action
1.	<p>On the main Parking Structures page click the <b>+ Repair Extension Request</b> button</p> 
2.	<p>Fill in all of the required information under the following sections and then click <b>Save</b></p> <ul style="list-style-type: none"> <li>• Parking Structure Search</li> <li>• Filing Information</li> <li>• Qualified Parking Structure Inspector (QPSI) Information</li> <li>• Property Owner Information</li> </ul> 

Step	Action																								
3.	<p>Click on the Inspection Details tab and enter in all of the required information</p> 																								
4.	<p>Click on the Documents tab and attach the required documents</p>  <table border="1" data-bbox="594 1094 1458 1262"> <thead> <tr> <th>Document Name</th> <th>Document Status</th> <th>Uploaded On</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Annual Observation Checklist</td> <td>Submitted</td> <td>11/23/2022</td> <td> </td> </tr> <tr> <td>Detailed Photographs</td> <td>Submitted</td> <td>11/23/2022</td> <td> </td> </tr> <tr> <td>Overview Photographs</td> <td>Submitted</td> <td>11/23/2022</td> <td> </td> </tr> <tr> <td>Plot Plan</td> <td>Submitted</td> <td>11/23/2022</td> <td> </td> </tr> <tr> <td>Seal and Signature DPL-1</td> <td>Submitted</td> <td>11/23/2022</td> <td> </td> </tr> </tbody> </table>	Document Name	Document Status	Uploaded On	Actions	Annual Observation Checklist	Submitted	11/23/2022		Detailed Photographs	Submitted	11/23/2022		Overview Photographs	Submitted	11/23/2022		Plot Plan	Submitted	11/23/2022		Seal and Signature DPL-1	Submitted	11/23/2022	
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Plot Plan	Submitted	11/23/2022																							
Seal and Signature DPL-1	Submitted	11/23/2022																							

Step	Action
5.	<p>Click on the <b>Statements &amp; Signatures</b> page and click</p> 

Step	Action
6.	<p>Click on <b>Save</b> and then click on <b>Preview to File</b>. Click through the preview, click the checkbox to attest, and then click <b>File</b>.</p>  <p>The screenshot shows a web interface for a repair extension request. At the top, there are two buttons: 'Save' and 'Preview to File', both highlighted with a red rectangular box. Below this is a sidebar menu with the following items: 'CR-B0001116-1B-11', 'General Information', 'Inspection Details', 'Documents', and 'Statements &amp; Signatures' (which is highlighted in orange). The main content area is titled 'Statements &amp; Signatures' and contains an 'Applicant's Statement*' section. This section includes a paragraph of text: 'I hereby state that the Owner/ Owner's Representative has authorized me to... to the best of my knowledge. A copy of this report has been given to the own...'. Below this is another paragraph: '§28-211.1 False statements in certificates, forms, written statements, applicati... negligently make or allow to be made a material false statement in any certifi... the correction of a violation that is either submitted directly to the departmen...'. A checkbox is checked, with the text: 'I have personally reviewed all information in this submission. I understand... submission and expressing my agreement with the Statement terms herein... signature affixed by hand, and I further agree that, by uploading an electronic... signature and seal to this signed statement as if I had personally signed and s...'. At the bottom right, there is a 'Name' field with the text 'PE TRAINER' and '(Electronically Signed)' below it.</p>
<p>This concludes the <b>How to Create a Repair Extension Request</b> step by step.</p>	