



New York City Department of Buildings

# DOB NOW: Safety

## **Façades Compliance Filing Qualified External Wall Inspector (QEWI) User Manual**

This user manual is a dynamic document that is continually edited and updated. Please check the New York City Department of Buildings website to download the most current user manual.

January 4<sup>th</sup>, 2017



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## Introduction

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### DOB NOW: *Safety* Overview

**DOB NOW: *Safety*** has been designed to allow Qualified External Wall Inspectors (QEWI), Owners, Registered Architects, and Professional Engineers to interact with the Department of Buildings (DOB) in a more efficient manner. After registering for an account, you can use **DOB NOW: *Safety*** to submit applications, make payments, check the status of an application, amend an application, and make time extension requests.

### DOB NOW: *Safety* Façades Overview

To keep buildings safe, owners of properties higher than six and a half stories must have exterior walls and appurtenances, such as balconies, inspected every five years – and they must file a technical façade report with the Department. See NYC Construction Codes §28-302.1 and RCNY §103-04.

Property owners must repair unsafe conditions within 90 days of filing a technical report. Once the work is finished, owners must file an amended report within 14 days.

### DOB NOW: *Safety* Manual Overview

This user manual provides step-by-step instructions for a QEWI to submit, electronically sign and track compliance filing applications through **DOB NOW: *Safety***. This manual is organized into sections that correspond to the forms that users complete when they submit an application. Screenshots have been included to guide you through completing and submitting the required forms.

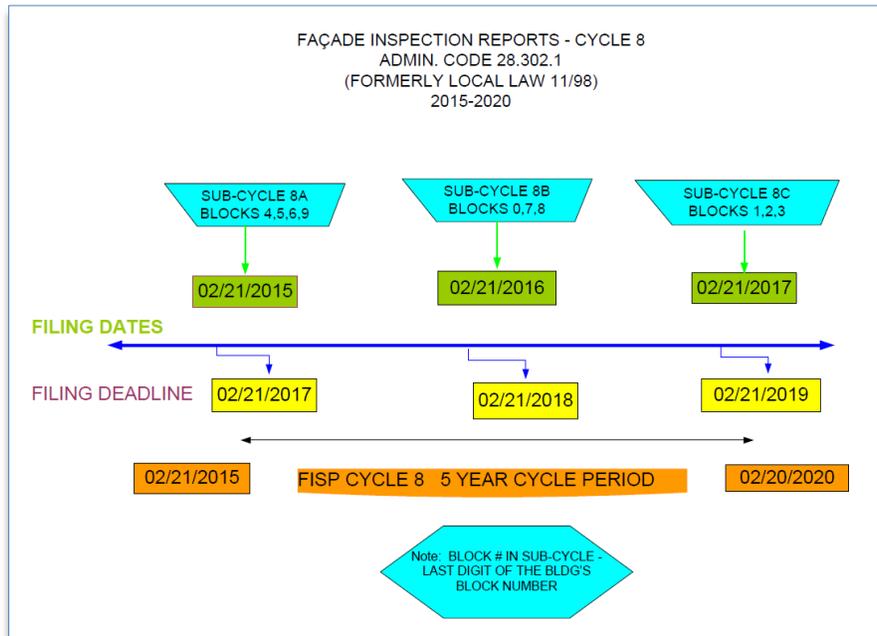
This manual does not represent all the filing requirements for any given application. Every effort is made to continuously update this guide. However, this guide in no way supersedes, or otherwise substitutes for, the guidance provided by the Building Code, Zoning Resolution or any other applicable rules, regulations or policies.

### Inspection & Report Deadlines

Façade report and maintenance/repair deadlines are divided into cycles. Cycle 8 began February 21, 2015, and runs through February 21, 2020. The Department has added sub-cycles to make it easier for owners to hire qualified professionals and contractors. The last digit of a building’s block number determines if the property falls into sub-cycle A, B, or C.

Sub-Cycle	Last Digit of Block Number	Filing Period/Deadline
A	4, 5, 6, or 9	February 21, 2015 – February 21, 2017
B	0, 7, or 8	February 21, 2016 – February 21, 2018
C	1, 2, or 3	February 21, 2017 – February 21, 2019

## Sub-Cycle Diagram



## Façade Classifications

The required façade inspections are called critical examinations and may only be performed by a Qualified Exterior Wall Inspector (QEWI). QEWIs are New York State licensed Professional Engineers (PE) or New York State Registered Architects (RA). After performing an inspection, the QEWI must file a technical report on the condition of the facade, and classify the building in one of three ways:

- **SAFE:** No observed unsafe conditions;
- **SAFE With a Repair and Maintenance Program (SWARMP):** Safe, but requires repair/maintenance; or
- **UNSAFE:** Observed problems/defects that threaten public safety.

With an UNSAFE classification, the owner must immediately install protection, such as a sidewalk shed, construction fence, etc.

## SWARMP Filings

- The condition of window air conditioner units may be classified as SWARMP.
- SWARMP filings must include a statement that states “There are no unsafe conditions.”
- If the QEWI believes the condition will deteriorate and become hazardous in less than 12 months, the façade report must be filed as UNSAFE.

If all necessary repairs are not completed before the next cycle, the next report must be filed as UNSAFE.

## General Façade Report Reminders

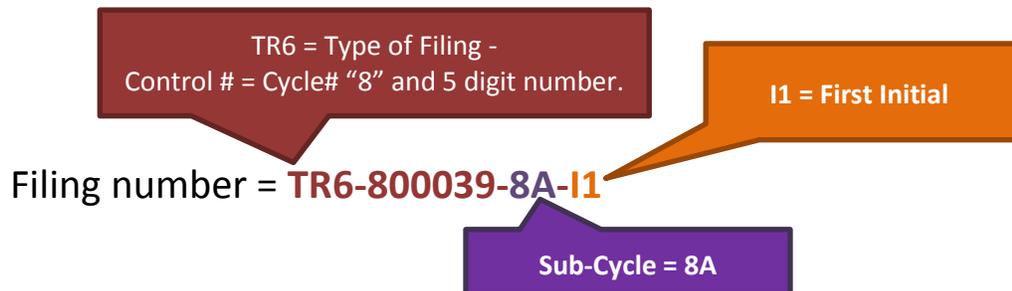
- Buildings with ongoing construction may not be designated as SAFE.
- Provide color photos and a location diagram at the time of filing.
- Include a statement that describes the degree of water retention.
- Submit a certification that repairs identified in the prior cycle have been completed.
- Cite the cause and description of the deterioration.
- Include the QEWI’s projected month and year when the defects will become hazardous and cause the façade to be classified as UNSAFE.
- Cite which repairs will need a Department-issued work permit.
- Provide details about appurtenances.
- Include a copy of the Notice of Rejection when resubmitting.

## DOB NOW: *Safety* Filing Numbers

**Filing Number:** In DOB NOW: *Safety*, a filing number is a compliance filing reference: the filing type, control number, sub-cycle and filing iteration type.

- Filing type:** is represented by the first set of characters followed by a dash; i.e. TR6 is for the Technical Report being filed. F1 represents a FISP1 extension request. Examples are as follows:
  - TR6-800039-8A-I1
  - F1-80039-8A-001
- Control Number:** a control number is a building identifier used by the DOB Facades Unit. The number includes as the first digit the five year filing cycle number, followed by the building identifier.
- Sub-Cycle:** the sub-cycle reference is a two year cycle represented by A, B or C. For example, sub-cycle 8A is the first sub-cycle in cycle 8.
- Filing Indicator:** a filing indicator, such as **I** for Initial, **S** for Subsequent or **A** for Amended.

Example:





## DOB NOW: *Safety* Terms

The compliance process may result in additional reports and filings.

- **Technical Review (TR6):**
  - **Initial:** First compliance filing for a cycle / sub-cycle.
  - **Subsequent TR6:** Change of TR6 filing content.
  - **Amended TR6:** After repairs are made for an UNSAFE initial filing.
  - **FISP1 (initial) and FISP2 (additional):** Time extension requests.
- **FISP3:** QEWI or DP providing an UNSAFE Notification.
- **Height Verification (HV) Inspection Request:** Request for determination of whether the building is subject to DOB compliance (over or under 6.5 stories in height).
- **Partial Shed Removal (PSR) Requests:** Request for removal of a shed affecting commerce, traffic flow or hazard.
- **Sub-Cycle Reassignment:** Request to have multiple properties/filings consolidated into one Sub-Cycle.

**DP:** A Design Professional is a Professional Engineer or Registered Architect.

**QEWI:** A Qualified Exterior Wall Inspector is a DOB registered Professional Engineer (PE) or Registered Architect (RA) that has been registered and verified with the DOB Facades Unit.

**CSR:** A Customer Service Representative is a DOB staff member who provides an Administrative Review of a filing, usually before sending the filing to a Plan Examiner. An Administrative Review for a filing in part consists of making sure the content provided is complete.

**ERT:** The Emergency Response Team provides rapid response in all emergencies requiring DOB response to ensure that NYC building codes and rules and regulations are being followed.

**Plan Examiner:** A DOB building Plan Examiner (PE) reviews a filing and determines the condition of each filing. For example, a filing can be rejected, accepted or returned incomplete.

**FISP (Façade Inspection & Safety Program) Forms:** A reference to either a filing extension or an UNSAFE Notification. In the example of a FISP1 (an initial extension request) and FISP2 (additional extension request), each represents a time extension request for a UNSAFE filing. In the example of a FISP3 (or unsafe Condition) report, the report can be filed by a QEWI or a DP.

**Initial Filing:** This option will be enabled for a new compliance filing.

**Amended Filing:** This option will be enabled after an UNSAFE Initial Report has been filed and accepted by DOB.



**Subsequent Filing:** This option will be enabled after a SAFE or SWARMP Initial (TR6) Report has already been filed and accepted. A subsequent report indicating revised conditions may be filed within the current five-year report filing cycle to change a building’s filing status for that cycle.

**Inspection:** If a DOB Inspection is determined to be necessary as part of the filing process, an Inspector is assigned to inspect the façade of a building, and report on its condition.

**BIN:** This refers to the Building Identification Number. A BIN is assigned to each building.

**Block and Lot:** This refers to the physical mapped location of a building. The block and Lot is also known as the “tax” block and Lot.

**Task Form:** This form provides information on decisions of an individual filing.

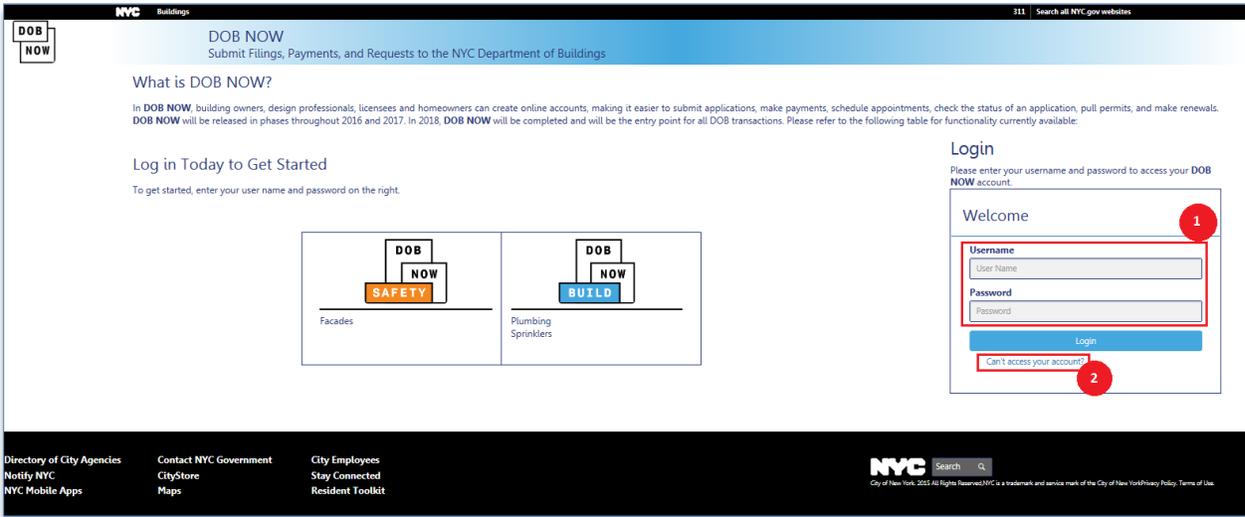
**311:** NYC311 provides access to non-emergency City services and information about City government programs. NYC311 is available online and by phone.

## Accessing DOB NOW: *Safety* and Getting Oriented

We recommend that you use Internet Explorer 9.0 and above to access DOB NOW: *Safety*.

This section will guide you through how to access DOB NOW: *Safety* and help to get you familiar with navigating between different screens in the system. Screenshots will direct your attention to key features and a step-by-step guide will explain how to use them.

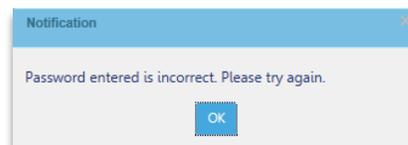
### Access DOB NOW: *Safety*



Navigate to the DOB NOW login page by going to the following link: [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow)

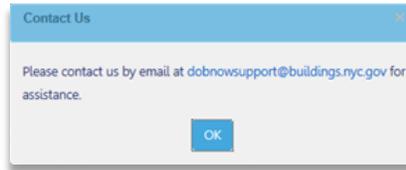
1. Enter your Username and Password and click **Login**. *This is the same username and password that you have created for eFiling. If your account information is incorrect, you will need to update your information in the eFiling system.*

*Note: If you enter an invalid username and password combination, you will see an error message and will not be able to login.*



*If your account has been flagged or deactivated by DOB, you will also see an error message and will not be able to log in.*

2. If there is an issue with your login, clicking on **Can't access your account?** will bring up a message with an email address ([dobnowsupport@buildings.nyc.gov](mailto:dobnowsupport@buildings.nyc.gov)) to contact for assistance.



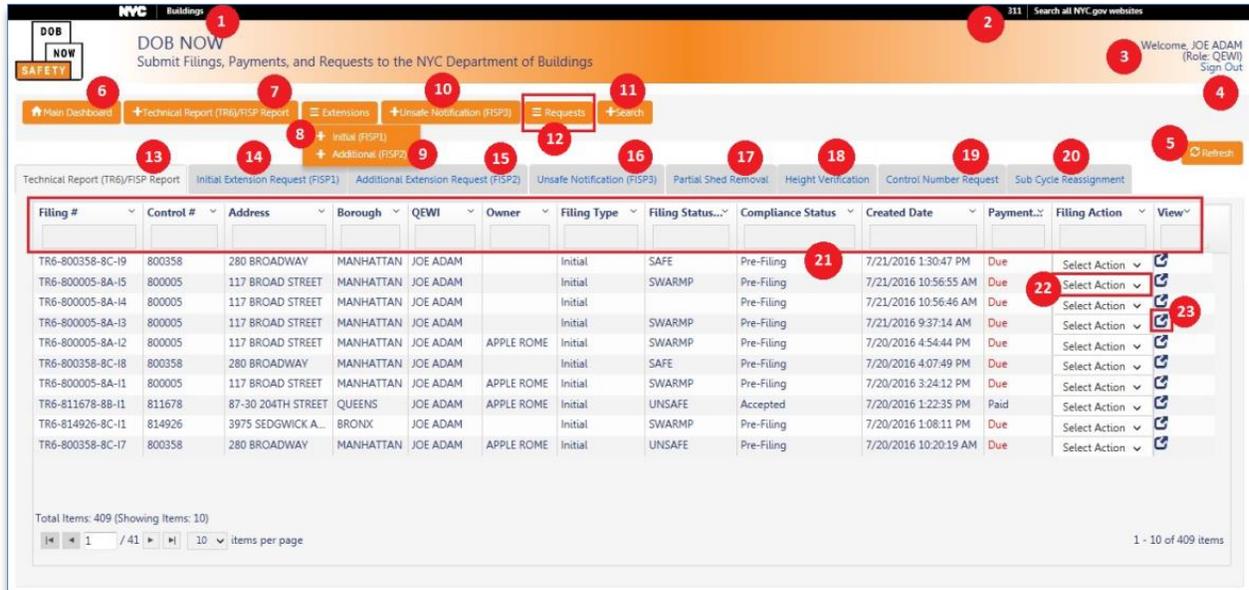
*If you do not have a confirmed eFiling account, you will not be able to login to DOB NOW: Safety.*

Once you have successfully logged in, navigate to DOB NOW: *Safety* by clicking on the DOB NOW: *Safety* icon.



## DOB NOW: *Safety* Façades Dashboard Orientation

After logging in, the system will display the Façades main dashboard. The numbers correspond to the list below that explains the buttons and fields, and describes the actions that you can take.



1. **NYC.com Link:** Link to the NYC.gov homepage.
2. **311 Link:** Link to the 311 homepage.
3. **Logged In User:** Identifies the User Name and System Role associated with the user account.
4. **Sign Out:** Sign out of the DOB NOW: *Safety* system.
5. **Refresh:** Refreshes the data to display the most recent information.
6. **Main Dashboard Button:** Link to the Main Dashboard to select between the DOB NOW: *Safety* and DOB NOW: *Build* systems.
7. **New Technical Report (TR6)/FISP Filing Button:** Create a new TR6 (Initial Technical Report) compliance filing for the current cycle. TR6 compliance filing options include:
  - a. **Initial**
  - b. **Subsequent**
  - c. **Amended**
  - d. **FISP1 and FISP2**

8. The menu item under the  **Extensions Button** ( ) → **Initial Extension Request Filing Button (FISP1):** Create a FISP1 report after an “Accepted” Unsafe TR6 filing.

9. The menu item under the  **Extensions Button** ( ) → **Additional Extension Requests Button (FISP2):** Create a FISP2 report after an “Accepted” FISP1 or FISP2 Extension.

10. **Unsafe Notification (FISP3) Button:** A QEWI or a Registered Design Professional can create and file a FISP3 if there are façade concerns. In addition to the FISP3 filing, it is expected that the

QEWI or Design Professional call either 311 or 911 for serious façade safety concerns. The FISP3 form is the only form a Design Professional can file.

11. **Search:** Search Façade property status and information.



12. **The Requests menu has four items:**

- a. **Partial Shed Removal Menu Item:** Filed by a QEWI for the removal of a scaffold that is affecting commerce, traffic flow and/or other potential hazard(s), and where work is currently not occurring.
- b. **Height Verification Menu Item:** Filed by a QEWI to request validation that a building is either above or below 6.5 stories.
- c. **Control Number Request Menu Item:** Filed by a QEWI, Owner, or Owner Representative to request that a Control Number on a new building.
- d. **Sub Cycle Reassignment Request Menu Item:** Filed by a QEWI, Owner, or Owner Representative to request a sub-cycle reassignment.

13. **Technical Report TR6/FISP Job Filings Tab:** Search and view all of the TR6 filings you have saved or filed.

14. **Initial Extension Request Tab (FISP1):** Search and view all of the FISP1 filings you have saved or filed.

15. **Additional Extension Requests Tab (FISP2):** Search and view all of the FISP2 filings you have saved or filed.

16. **Unsafe Notification Tab (FISP3):** Search and view all of the Unsafe Notifications (FISP3 filings) you have saved or filed.

17. **Partial Shed Removal (PSR) Tab:** Search and view all of the PSR Notification filings you have saved or filed.

18. **Height Verification Tab:** Search and view all of the Height Verification filings you have saved or filed.

19. **Control Number Requests Tab:** Search and view the filed Control Number requests you have saved or filed.

20. **Sub Cycle Reassignment Requests Tab:** Search and view existing requests for Building sub-cycle reassignments you have saved or filed.

21. **List of grid columns:** Filing #, Control #, Address, Borough, QEWI, Owner, Filing Type, Filing Status, Compliance Status, Created Date, Payment Status, Filing Action and View. Relevant data is displayed in each column for each type of compliance filing / request identified in items 13 to 20 above. Each contain their own unique columns of information:

a. You are able to sort the data in ascending or descending order, and also remove the

column by clicking on the little arrow next to the column name (  ).

Technical Report (TR6)/FISP Report		Initial Extension Request (FISP1)		Additional Extension Request (FISP2)		Unsafe Notification (FISP3)		Partial Shed Removal		Height Verification	
Filing #	Control #	Address	Borough	Filing Type..	Filing Statu..	Compliance Report Status..	QEWI	Owner	Payment Stat		
TR6-800021-8A-S3	800021	18 WEST STREET	MANHATTAN	Subsequent	UNSAFE	Pre-Filing	Sort Ascending	BGFBN hgi...	Due		
TR6-800021-8A-S2	800021	18 WEST STREET	MANHATTAN	Subsequent	UNSAFE	Pre-Filing	Sort Descending	BGFBN hgi...	Due		
TR6-800021-8A-S1	800021	18 WEST STREET	MANHATTAN	Subsequent	UNSAFE	Accepted	Hide Column	BGFBN hgi...	Paid		
TR6-800021-8A-I1	800021	18 WEST STREET	MANHATTAN	Initial	SAFE	Accepted		JOE ADAM	GFBGFBN hgi...	Paid	

b. You can search each column for specific information by entering that information 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	
Filing #	Control #	Address	Borough	Filing Type..	Filing Statu..	Compliance Report Status..	QEWI		
					SWAR	Ac			
TR6-800012-8B-A1	800012	27 WHITEHALL STREET	MANHATTAN	Amended	SWARMP	Accepted		JOE ADAM	
TR6-800036-8A-A2	800036	200 LIBERTY STREET	MANHATTAN	Amended	SWARMP	Accepted		JOE ADAM	
TR6-800050-8A-S4	800050	21 SOUTH END AVEN...	MANHATTAN	Subsequent	SWARMP	Accepted		JOE ADAM	

22. **Filing Action:** Select a filing action for the compliance filing.

23. **View:** Directs you to the compliance filing page.

## Dashboard Columns

This section guides you through the actions that you can take from each tab on the dashboard. For example, the default *Technical Report (TR6)/FISP Report* tab has the following columns: *Filing#*, *Control#*, *Address*, *Borough*, *Filing Status*, *Compliance Status*, *Payment Status*, *Action* and *View*. Within each column, you can perform a compliance filing column search.

The options available in the *Action* column dropdown menu will change depending on the status of your filings as indicated in the *Filing Type* column (Initial, Subsequent, Amended, FISP1 or FISP2). Each filing action will be dependent on its status / progress.

NYC Buildings													
DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings													
Main Dashboard   Technical Report (TR6)/FISP Report   Extensions   Unsafe Notification (FISP3)   Requests   Search													
Technical Report (TR6)/FISP Report   Initial Extension Request (FISP1)   Additional Extension Request (FISP2)   Unsafe Notification (FISP3)   Partial Shed Removal   Height Verification   Control Number Request   Sub Cycle Reassignment													
Filing #	Control #	Address	Borough	Filing Type..	Filing Status..	Compliance Report Status..	QEWI	Owner	Payment Status..	Created Date	Modified Date	Actions	View...
TR6-899999-8A-I4	899999	123 STREET	MANHATTAN	Initial	SAFE	Pre-Filing	JOE ADAM		Due	8/9/2016	8/9/2016	Select Action	
TR6-800028-8A-S1	800028	333 RECTOR PLACE	MANHATTAN	Subsequent	UNSAFE	Rejected	JOE ADAM	hgh hgh	Paid	8/8/2016	8/8/2016	Select Action	
TR6-800077-8A-I1	800077	30 BROAD STREET	MANHATTAN	Initial	SAFE	Administrative Review	JOE ADAM	1234 1234 1234	Paid	8/8/2016	8/8/2016	Select Action	
TR6-800028-8A-I1	800028	333 RECTOR PLACE	MANHATTAN	Initial	SAFE	Accepted	JOE ADAM	hgh hgh	Paid	8/8/2016	8/8/2016	Select Action	
TR6-807794-8A-I3	807794	1770 GRAND CONCO...	BRONX	Initial	SAFE	Duplicate Rejected	JOE ADAM	13 123 123	Paid	8/8/2016	8/8/2016	Select Action	
TR6-807794-8A-I2	807794	1770 GRAND CONCO...	BRONX	Initial	SAFE	Duplicate Rejected	JOE ADAM	5555 5555 5555	Paid	8/8/2016	8/8/2016	Select Action	

## DOB NOW: *Safety* Application Features

This section of the manual describes the common features that are found in DOB NOW: *Safety*. These features will help you to navigate DOB NOW: *Safety* to display information related to your filings.

### Ribbon

At the top of each form a ribbon displays the current filing status to the QEWI. When the TR6 has first been opened, the *Pre-Filing* status will be highlighted in orange on the form, until the application has been saved for the first time. Once the filing has been saved for the first time, additional statuses will be displayed as shown below.



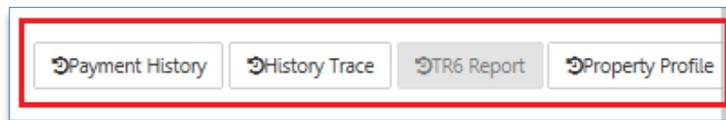
### Required Fields

On all forms of DOB NOW: *Safety*, required fields are notated by a red asterisk (\*). These fields must have data entered into them by the QEWI in order to file. Optional non-required fields can have data entered into them at the discretion of the QEWI.



### Form and Property Detailed Information

On all façades compliance filing forms, the following buttons are displayed on the right corner of the screen:



- [History Trace](#)
- [Property Profile](#)

On forms where payments are required, including the TR6, FISP1, and FISP2, the following button will display:

- [Payment History](#)

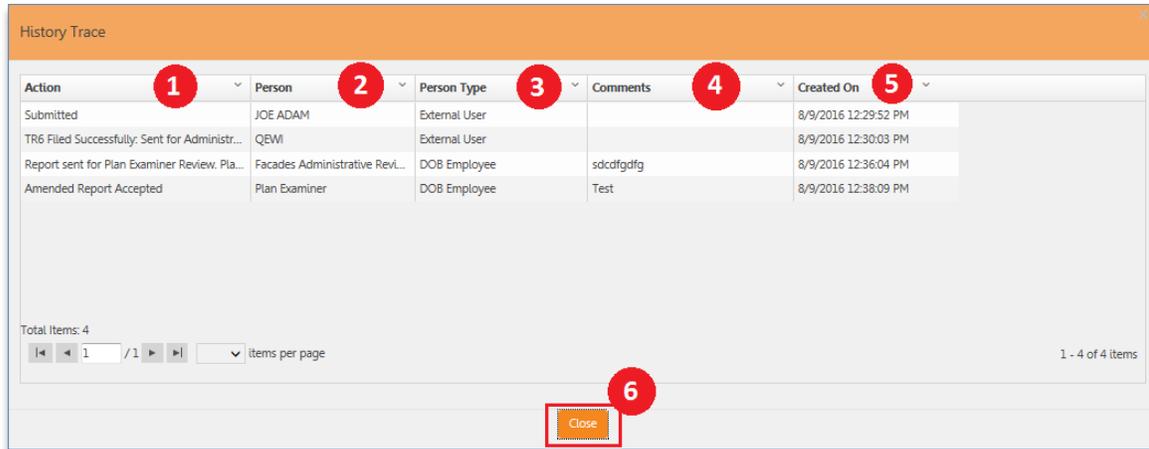
On the TR6 form, once the TR6 has been filed, the following button will display:

- [TR6 Report](#)

The functionality for each of these buttons is described in detail in the following sections.

## History Trace Button

When clicked, the following pop-up screen displays with the list of actions taken on the filing. This information is read only. Clicking the **Close** button will close the pop-up screen.



1. **Action:** The type of action taken.
2. **Person:** The person who performed the action.
3. **Person Type:** The person’s user role in the process.
4. **Comments:** Comments related to the action.
5. **Created On:** The date the action was performed.
6. **Close button:** When the QEWI is finished viewing the History Trace, clicking the *Close* button will close the pop-up screen.

## Property Profile Button

When clicked, the following pop-up screen displays the property profile detail related to the filing. This information is read only. Clicking the **Close** button will close the pop-up screen.

Property Profile
✕

<b>Action</b>		<b>Additional BINs for Building</b>	
<b>BIN</b>	1008448	<b>Borough</b>	Manhattan
<b>Buildings on Lot</b>	0	<b>City Owned</b>	NO
<b>Community Board</b>	102	<b>Condo</b>	NO
<b>CrossStreet1</b>		<b>CrossStreet1 Numbers</b>	
<b>CrossStreet2</b>		<b>CrossStreet2 Numbers</b>	
<b>CrossStreet3</b>		<b>CrossStreet3 Numbers</b>	
<b>CrossStreet4</b>		<b>CrossStreet4 Numbers</b>	
<b>DOB Building Remarks</b>		<b>DOB Special Place Name</b>	
<b>Environmental Restrictions</b>	N/A	<b>Grandfather's Sign</b>	NO
<b>Health Area</b>	5700	<b>House No</b>	
<b>Landmark Status</b>	L - LANDMARK	<b>Legal Adult Use</b>	NO
<b>Local Law</b>	YES	<b>Loft Flag</b>	
<b>Loft Law</b>	NO	<b>Property Profile GUID</b>	
<b>SRO Restricted</b>	NO	<b>Special Area1</b>	
<b>Special Area2</b>		<b>Special Area3</b>	
<b>Special Area4</b>		<b>Special District</b>	N/A
<b>Special District1</b>		<b>Special District2</b>	
<b>Special Status</b>	N/A	<b>Street Name</b>	BLEECKER STREET
<b>Street Numbers</b>	27 - 31	<b>TA Restricted</b>	NO
<b>Tax Block</b>	529	<b>Tax Lot</b>	55
<b>Transit Authority</b>		<b>UB Restricted</b>	NO
<b>Vacant</b>	NO	<b>Zip Code</b>	10012

Close

## Payment History Button

When clicked, the *Payment History* pop-up screen displays a list of all payments related to the filing. This information is read only.

Invoice Number	Merchant Amount	Convenience Fee Applied	Total Amount	Fee Type	Transaction Date
100005529	100	2.49	102.49	TR6 - Façade Filing F...	2016-08-09

Total Items: 1

1 - 1 of 1 items

20 items per page

Close

1. Invoice Number
2. Merchant Amount
3. Convenience Fee Applied
4. Total Amount
5. Fee Type
6. Transaction Date
7. Close button – When the QEWI is finished viewing the History Trace, clicking the Close button will close the pop-up screen.

## TR6 Report Button

When clicked, a new window is opened, displaying a PDF version of the full TR6 Report, which can be saved.

**Technical Report(TR6)**

**LOCATION DETAILS**

House No. 410	Street Name GRAND STREET
Borough Manhattan	BIN 1083423
Block 341	Lot 58
Zip 10002	C B No 103

**FILING INFORMATION**

Filing type Amended	Report Cycle 8
Report Sub Cycle 8C	Last cycle Filing Date 07/26/2016
Initial Filing Date 07/27/2016	Initial unsafe Filing Date 07/27/2016

**INSPECTION REPORT STATUS INFORMATION**

Current Cycle: Last Inspection Date 2016-07-05T00:00:00.	Facades Status
Prior Filing Cycle	Prior Filing Sub Cycle
Prior Filing Status 3	Landmark Building
Landmark District	Number of stories
Exterior wall type	# Balconies

## Calendar Dropdown

With each date field, clicking on the calendar icon displays a calendar pop-up screen.



When the calendar icon is clicked and a date is selected, the date will populate in the date field in the proper format (*mm/dd/yyyy*). This applies to date fields throughout DOB NOW: *Safety*. Only those dates that are applicable to the field will be available for selection.

Last cycle Filing Date	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <input style="width: 90%; border: none;" type="text"/> </div>																																																	
Current Cycle Filing Status*	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="text-align: center; font-weight: bold; font-size: small;">July 2016</div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th><th>Sun</th></tr> </thead> <tbody> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>01</td><td>02</td></tr> <tr><td>27</td><td>04</td><td>05</td><td>06</td><td>07</td><td>08</td><td>09</td></tr> <tr><td>28</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>29</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>30</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td>01</td><td>02</td><td>03</td><td>04</td><td>05</td><td>06</td></tr> </tbody> </table> </div>	Mon	Tue	Wed	Thu	Fri	Sat	Sun	26	27	28	29	30	01	02	27	04	05	06	07	08	09	28	11	12	13	14	15	16	29	18	19	20	21	22	23	30	25	26	27	28	29	30	31	01	02	03	04	05	06
Mon	Tue	Wed	Thu	Fri	Sat	Sun																																												
26	27	28	29	30	01	02																																												
27	04	05	06	07	08	09																																												
28	11	12	13	14	15	16																																												
29	18	19	20	21	22	23																																												
30	25	26	27	28	29	30																																												
31	01	02	03	04	05	06																																												
Prior Filing Sub Cycle																																																		
Landmark District*	<div style="display: flex; justify-content: space-between; font-size: x-small;"> <span>Today</span> <span style="color: red;">Clear</span> <span>Close</span> </div>																																																	



## Saving and Filing

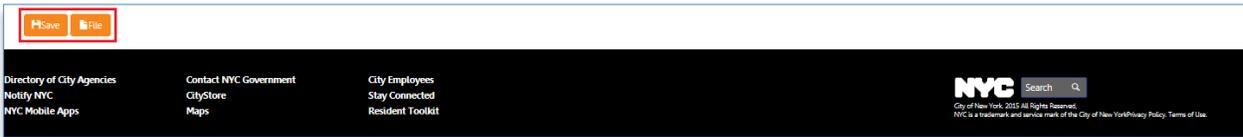
With all data entry forms, the QEWI can save work before filing. This enables the QEWI to confirm the data provided, and work on the forms in stages and complete the filing at a later time when necessary.

When clicking the *Save* button for the first time, a filing number is generated.

When the form has been filled out, electronic signatures checked and payment made (if any), the QEWI can click the *File* button.

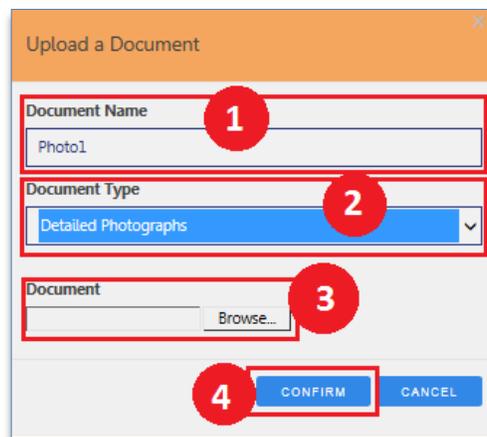
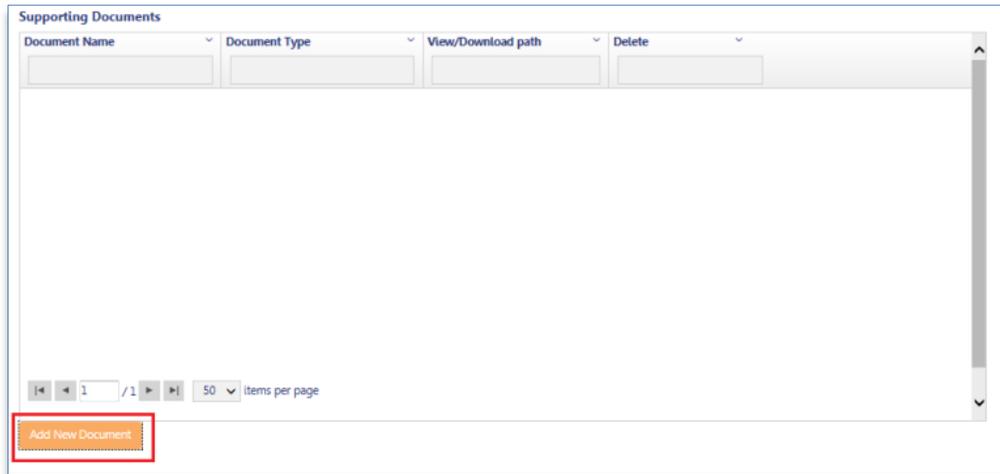


The *Save* and *File* buttons also can be found on the bottom of all data entry forms.



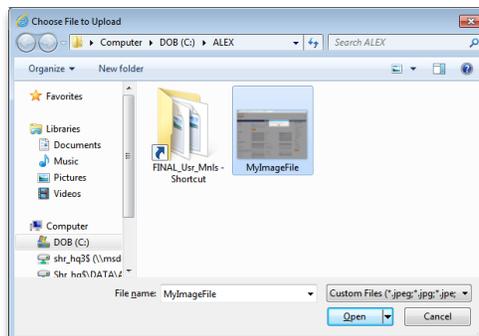
## Supporting Documents

On the *Supporting Documents* form, the QEWI can attach supporting documents by clicking on the **Add New Document** button that brings up the *Upload a Document* pop-up screen.



1. **Document Name:** A name the QEWI will enter as a reference.
2. **Document Type:** The types of documents that can be uploaded will be listed as options in the *Document Type* dropdown menu. There must be at least one document uploaded for each required *Document Type*. Document Types include:
  - a. **TR6**
    - i. Detailed Photographs
    - ii. Elevation Photographs
    - iii. Plot Plan
    - iv. Seal and Signature
  - b. **FISP1**
    - i. Assessment of temporary safety measures
    - ii. Company name, address, phone and email of PE or RA
    - iii. FENCE

- iv. Notarized letter by owner that work will be completed within stated time of PE/RA estimate
  - v. OTHER
  - vi. Scope of Work
  - vii. Seal and Signature
  - viii. SHED
  - ix. Signed and sealed statement of estimated time required to repair
  - x. Timetable
- c. FISP2**
- i. Detailed Photographs Provided
  - ii. Copy of work application/permit
  - iii. Scope of Work
  - iv. Seal and Signature
- d. FISP3**
- i. Seal and Signature
  - ii. Other
- e. Partial Shed Removal**
- i. After Pictures
  - ii. Before Pictures
  - iii. Building ID/Address
  - iv. Facades Elevation Photo
  - v. Justification
  - vi. Plot Plan/Site Plan
- f. Height Verification**
- i. Demo Sign Off
  - ii. Other
  - iii. Permit
  - iv. Photographs
  - v. Property Profile
- g. Control Number Request**
- i. Photo Documentation of all Exterior Walls
3. **Document:** The QEWI will click on the **Browse...** button to select a file for upload. File types include .PDF and .JPG (or .JPEG). Select the desired file for upload and click the **Open** button.



The file will be prepared for upload. Only one file can be uploaded at a time.

- 4. **Confirm Button:** The QEWI can click the **Confirm** button to upload the document.

When the QEWI has uploaded at least one document per *Document Type*, a list of all uploaded documents can be viewed and/or deleted by clicking **View/Download** button and/or **Delete** button.

Document Name	Document Type	View/Download path	Delete
My Detailed Photos	Detailed Photographs	View/Download	Delete
More of My Detailed Photos	Detailed Photographs	View/Download	Delete
Elevation Photos	Elevation Photographs	View/Download	Delete
My Plot / Plan	Plot Plan	View/Download	Delete
My Seal and Sig.	Seal and Signature	View/Download	Delete

## Making Payments

In the *Application Highlights* there is a *Fee* section where the *Filing Fee* and *Amount Due* are displayed. When the QEWI is ready to make a payment, clicking the **Pay Now** button begins the payment transaction process.

Application Highlights	
Location :	59 JOHN STREET Manhattan 10038
Compliance Filing Number :	TR600039281
Control # :	800222
Report Status :	Pre-Filing
Current Cycle :	88
Current Filing Type :	Initial
Current Filing Status :	
Filing Deadline :	2018-02-21
FISP3 Filed :	No
Redirect to FISP3 Report	
<b>Fee</b>	
Filing Fee :	\$265.00
Amount Due :	\$265.00
Amount Paid :	
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	
<b>Pay Now</b>	

After clicking the **Pay Now** button, the *Payment Confirmation* pop-up screen will be displayed. Clicking the **Confirm** button opens the Payment window. To close the window and return to the filing form, click the **Cancel** button.

*Please note that you must remove your pop-up blocker in order to proceed with making a payment.*

**Payment Confirmation**

Please note that the following data cannot be changed after the payment has been made on this filing:

- Control Number : **800013**

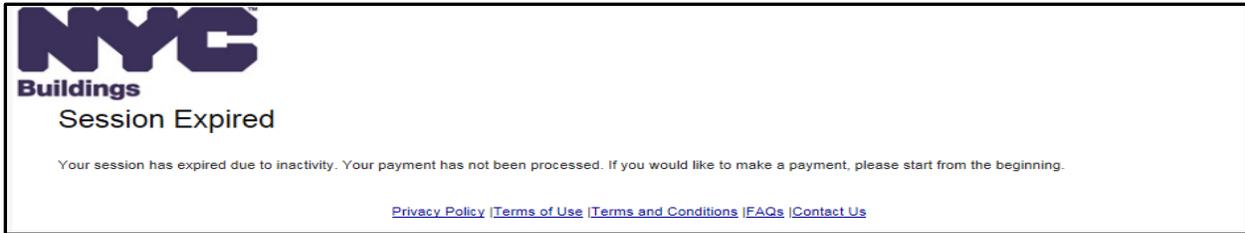
Are you sure you want to make a payment now for \$265.00 ?

Application Highlights	
Location :	90 BROAD STREET Manhattan 10004
Compliance Filing Number :	TR6-800013-88-14
Control # :	800013
Report Status :	Pre-Filing
Current Cycle :	88
Current Filing Type :	Initial
Current Filing Status :	UNSAFE
Initial Filing Date :	
Initial Unsafe Filing Date :	
Filing Deadline :	02/21/2018
FISP3 Filed :	No
Redirect to FISP3 Report	
<b>Fee</b>	
Filing Fee :	\$265.00
Amount Due :	\$265.00
Amount Paid :	
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	
Please Wait... Please do not click Back or Forward buttons while payment is in progress!	

Enter the required fields to submit your payment information:

1. **Payment Method:** Select the appropriate payment method: **Credit or Debit Card** or **E-Check**.
2. **Card /Bank Account Information:** Enter your card or bank account information in this section.
3. **Billing Information:** Billing information associated with the credit card or bank account.

**Note:** If there is no activity on the payment screen for more than 10 minutes, the payment session will expire. You'll see the message shown below and you'll be required to re-start the payment process by clicking on **Pay Now** again.



### Paying with a Credit or Debit Card

If paying with a credit or debit card, you'll need to enter the applicable card information.

Payment Method:

**Card Information**

Card Number

Expiration Date

Card Identification Code

### Paying with an E-Check

If paying with an E-Check, you'll need to enter the applicable account information.

Payment Method:

**Bank Account Information**

Type of Check

Routing Number

Account Number

Re-enter Account Number

After entering all the information, click **Continue**.

This will bring you to a Terms and Conditions page. Check the box to agree to the terms and conditions and click **Continue** to review payment details.

The next page will show a payment summary page. If you need to change any information, click on **Go Back/Edit**. If everything is correct, click on **Process Payment**. Your payment will not be processed until you click on **Process Payment**.

**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		Billing Information	
Card Number	*****1111	Name	Bob
Expiration Date	2/21	Country	US
		Address	123 Main
		City	New York
		State	NY
		Zip	10015
		Phone	2125551212
		Email	asdc@sdfvdsf.adsc

Once the payment is successfully processed, you will be redirected to a receipt page .




Receipt for Façades Filing Number : TR6-800021-8A-S2

Premises: 18 WEST STREET, MANHATTAN  
 BIN : 1087243      Block: 15      Lot : 7502      Control # : 800021

Receipt Details		
Date Issued : 8/16/2016 3:49:49 PM	Invoice Number : 100005596	Amount Paid : \$102.49

The transaction receipt will also be emailed to the email address you entered on the payment entry screen.

```

Dear John Doe ,

Thank you for your payment.

Transaction Summary:
Receipt Number:      4005890807
Date and Time:      04/12/2016 03:47 PM (Eastern Time)

DOB System ID:      DOBN
DOB Record ID:      01bab13d-3800-e611-8104-005056ab2cd4
Item Type:          JobFiling - New Job Filing
Item Description:   Build Job Filing Fee Payment - M00000901- I1
Registered Email ID: AJOETEST@GMAIL.COM
Front-End Record ID: 1ebab13d-3800-e611-8104-005056ab2cd4

Payment Information:
Payment Amount:     $175.00
Convenience Fee:    $4.36
Total Amount Paid:  $179.36
Payment Method:     VI
Account Number:     1111
Auth/Approval Code: 000292

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.

```

DOB NOW: *Safety* will also update, in the *Fee* section, the *Amount Due* as \$0.00, and the full paid amount in *Amount Paid*. In addition, the *Pay Now* button will be grayed out. The QEWI has the option to view the [Payment History](#).

**Fee**

Filing Fee : \$100.00

Amount Due : \$0.00

Amount Paid : \$100.00

Late Filing Fee :

Failure to File Fee :

Failure to Correct Fee :

Pay Now

## Bounced/No Good Check

Once a bounced check or a “no good check” was submitted the job filing will be placed on hold and \$20 fee will be added to the original fee. A \$20 fee will be added for each bounced or “no good check” that is received. Please note that once a hold is placed on a job filing the hold will not be lift until we have received notification from the bank that the subsequent payment has cleared. This can take at least five business days from the date of submitting the subsequent payment.

## Locating Your Filings

The QEWI can find all of the facades compliance filings by clicking on the applicable tab on the dashboard. As shown below, the default grid is for the *Technical Report (TR6)/FISP Report*.

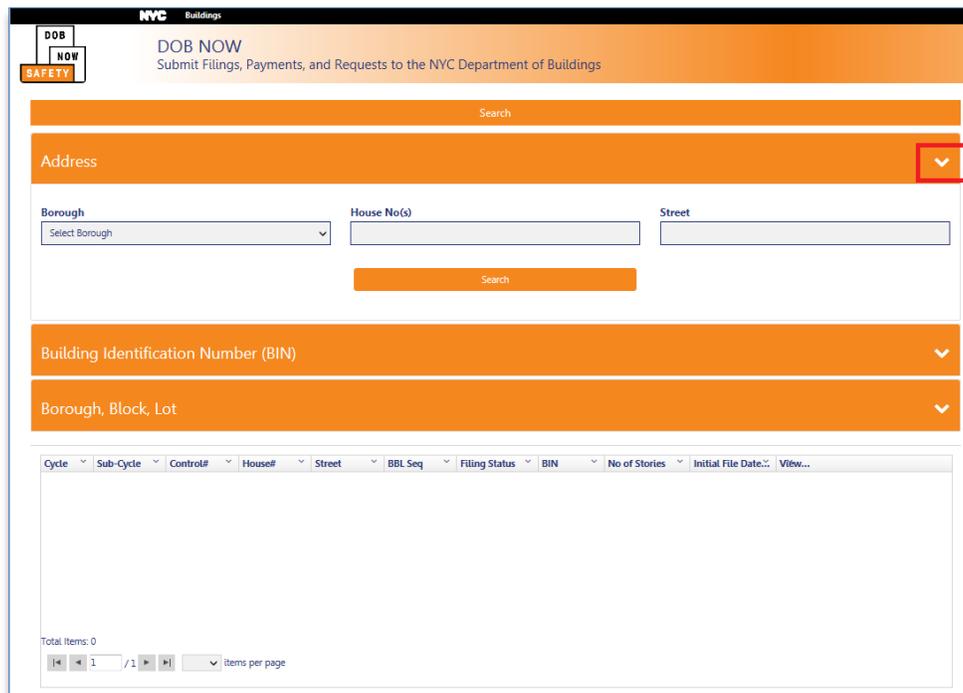
Technical Report (TR6)/FISP Report													
Initial Extension Request (FISP1)													
Additional Extension Request (FISP2)													
Unsafe Notification (FISP3)													
Partial Shed Removal													
Height Verification													
Control Number Request													
Sub Cycle Reassignment													
Filing #	Control #	Address	Borough	Filing Type	Filing Status	Compliance Report Status	QEWI	Owner	Payment Status	Created Date	Modified Date	Actions	View
TR6-800049-8C-J1	800049	200 RECTOR PLACE	MANHATTAN	Initial	UNSAFE	Pre-Filing	JOE ADAM		Paid	8/10/2016	8/10/2016	Select Action	
TR6-801020-8A-A3	801020	27 BLEECKER STREET	MANHATTAN	Amended	SAFE	Pre-Filing	JOE ADAM	test ghgh test	Due	8/10/2016	8/10/2016	Select Action	
TR6-814444-8A-S2	814444	330 EAST 119 STREET	MANHATTAN	Subsequent		Pre-Filing	JOE ADAM	Apple J Rome	Due	8/10/2016	8/10/2016	Select Action	
TR6-801020-8A-S1	801020	27 BLEECKER STREET	MANHATTAN	Subsequent	SWARMP	Pre-Filing	JOE ADAM	test ghgh test	Due	8/10/2016	8/10/2016	Select Action	

## Address Search

A QEWI has the option to search for a property's Façade filings. On the Dashboard, the QEWI will click on the **+Search** button.



The Address Search page will load. To the right of each section is a down arrow. When clicked, it will display the search type selected.



The QEWI has the option to search a property by any of the following three options:

- Borough, House Number and Street
- Building Identification Number (BIN)
- Borough, Block and Lot

After the selection information is entered and Search is clicked, the grid below each search type will display the property address match results.

By Borough, House Number and Street:

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

Search

Address

Borough: Manhattan | House No(s): 90 | Street: Broad

Search

Building Identification Number (BIN)

Borough, Block, Lot

Cycle	Sub-Cycle	Control#	House#	Street	BBL Seq	Filing Status	BIN	No of Stories	Initial File Date..	View...
8	8B	800323	90	WEST BROAD...	1	NRF	1001499	14		
8	8B	800013	90	BROAD STREET	1	NRF	1000025	26		
7	7B	700323	90	WEST BROAD...	1	SAFE	1001499	14	2012-06-04	
7	7B	700013	90	BROAD STREET	1	SWARMP	1000025	26	2012-08-20	
6	NA	600323	90	WEST BROAD...	1	SAFE	1001499	14	2007-02-21	
6	NA	600013	90	BROAD STREET	1	SAFE	1000025	26	2006-10-11	

Total Items: 6

1 - 6 of 6 Items

By BIN:

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

Search

Address

Building Identification Number (BIN)

Building Identification Number (BIN): 1000025

Search

Borough, Block, Lot

Cycle	Sub-Cycle	Control#	House#	Street	BBL Seq	Filing Status	BIN	No of Stories	Initial File Date..	View...
8	8B	800013	90	BROAD STREET	1	NRF	1000025	26		
7	7B	700013	90	BROAD STREET	1	SWARMP	1000025	26	2012-08-20	
6	NA	600013	90	BROAD STREET	1	SAFE	1000025	26	2006-10-11	

Total Items: 3

1 - 3 of 3 Items

By Borough, Block and Lot:

The screenshot shows the DOB NOW search interface. At the top, there are search filters for Address, Building Identification Number (BIN), and Borough, Block, Lot. The Borough is set to Manhattan, Block to 10, and Lot to 36. Below the filters is a table with the following data:

Cycle	Sub-Cycle	Control#	House#	Street	BBL Seq	Filing Status	BIN	No of Stories	Initial File Date..	View...
8	8B	800013	90	BROAD STREET	1	NRF	1000025	26		
7	7B	700013	90	BROAD STREET	1	SWARMP	1000025	26	2012-08-20	
6	NA	600013	90	BROAD STREET	1	SAFE	1000025	26	2006-10-11	

The grid can be viewed by either double-clicking the record (row), or clicking the desired row under the *View* column (using the icon). When clicked (or double-clicked anywhere within the row), the selected row shall populate the subsequent results sections.

Grid columns in the search results include:

The screenshot shows the DOB NOW search interface with search results. The filters are set to Borough: Manhattan, House No(s): 90, and Street: Broad. Below the filters is a table with the following data:

Cycle	Sub-Cycle	Control#	House#	Street	BBL Seq	Filing Status	BIN	No of Stories	Initial File Date..	View...
7	7B	700013	90	BROAD STREET	1	SWARMP	1000025	26		
6	NA	600013	90	BROAD STREET	1	Safe	1000025	26		
6	NA	600323	90	WEST BROAD...	1	Safe	1001499	14		
7	7B	700323	90	WEST BROAD...	1	Safe	1001499	14		
8	8B	800013	90	BROAD STREET	1	NRF	1000025	26	2015-06-21	
8	8B	800323	90	WEST BROAD...	1	UNSAFE	1001499	14	2015-07-07	

Numbered callouts (1-11) are placed over the following columns: 1. Cycle, 2. Sub-Cycle, 3. Control#, 4. House#, 5. Street, 6. BBL Seq, 7. Filing Status, 8. BIN, 9. No of Stories, 10. Initial File Date.., 11. View...

1. Cycle
2. Sub-Cycle (cycle 6 and prior do not have sub-cycle assignments)
3. Control#
4. House#
5. Street
6. BBL Seq
7. Filing Status
8. BIN
9. No. of Stories
10. Initial Filing Date
11. View (click on view or double-click to populate subsequent results sections)

Search Results (sample) of a cycle 8 (sub-cycle B or 8B) property:

In addition to Façade status and property information, a list of previous filings is provided.

Related Technical Reports (TR6)						
Name	Filing Status	Filing Type	Owner Information	QEWI	Exterior Wall Type	View
TR600026227	SAFE	Subsequent	CARACIOLO JOE	STEPHEN CO...	BRICK MASONRY, STONE	
TR600009976	SWAAMP	Initial	CARACIOLO JOE	STEPHEN CO...	BRICK MASONRY, STONE	

Total Items: 2  
1 - 2 of 2 items

When clicking (or double-clicking anywhere within) the desired row under the *View* column (using the icon) of the *Related Technical Reports (TR6)*, the selected TR6 filing shall open for view.

## TR6 - Technical Report (TR6)/FISP Report

### Dashboard Grid Filing Actions

For compliance filings listed under the **Technical Report (TR6)/FISP Report** tab, depending on the filing status, based on the previous cycle compliance filing, you can take the following actions from the dropdown button under the **Action** column:

1. **Subsequent (Accepted SAFE or SWARMP)**
2. **Amended (UNSAFE)**
3. **FISP1 or FISP2 (Accepted UNSAFE time extensions)**

Filing #	Control #	Address	Borough	QEWI	Owner	Filing Type	Filing Status...	Compliance Status	Created Date	Payment...	Filing Action	View
TR6-800358-8C-19	800358	280 BROADWAY	MANHATTAN	JOE ADAM		Initial	SAFE	Pre-Filing	7/21/2016 1:30:47 PM	Due	Select Action	
TR6-800005-8A-15	800005	117 BROAD STREET	MANHATTAN	JOE ADAM		Initial	SWARMP	Pre-Filing	7/21/2016 10:56:55 AM	Due	Select Action	
TR6-800005-8A-14	800005	117 BROAD STREET	MANHATTAN	JOE ADAM		Initial	SWARMP	Pre-Filing	7/21/2016 10:56:46 AM	Due	Select Action	
TR6-800005-8A-13	800005	117 BROAD STREET	MANHATTAN	JOE ADAM		Initial	SWARMP	Pre-Filing	7/21/2016 9:37:14 AM	Due	Select Action	
TR6-800005-8A-12	800005	117 BROAD STREET	MANHATTAN	JOE ADAM	APPLE ROME	Initial	SWARMP	Pre-Filing	7/20/2016 4:54:44 PM	Due	Select Action	
TR6-800358-8C-18	800358	280 BROADWAY	MANHATTAN	JOE ADAM		Initial	SAFE	Pre-Filing	7/20/2016 4:07:49 PM	Due	Select Action	
TR6-800005-8A-11	800005	117 BROAD STREET	MANHATTAN	JOE ADAM	APPLE ROME	Initial	SWARMP	Pre-Filing	7/20/2016 3:24:12 PM	Due	Select Action	
TR6-811678-8B-11	811678	87-30 204TH STREET	QUEENS	JOE ADAM	APPLE ROME	Initial	UNSAFE	Accepted	7/20/2016 1:22:35 PM	Paid	Select Action	
TR6-814926-8C-11	814926	3975 SEDGWICK A.	BRONX	JOE ADAM		Initial	SWARMP	Pre-Filing	7/20/2016 1:08:11 PM	Due	Select Action	
TR6-800358-8C-17	800358	280 BROADWAY	MANHATTAN	JOE ADAM	APPLE ROME	Initial	UNSAFE	Pre-Filing	7/20/2016 10:20:19 AM	Due	Select Action	

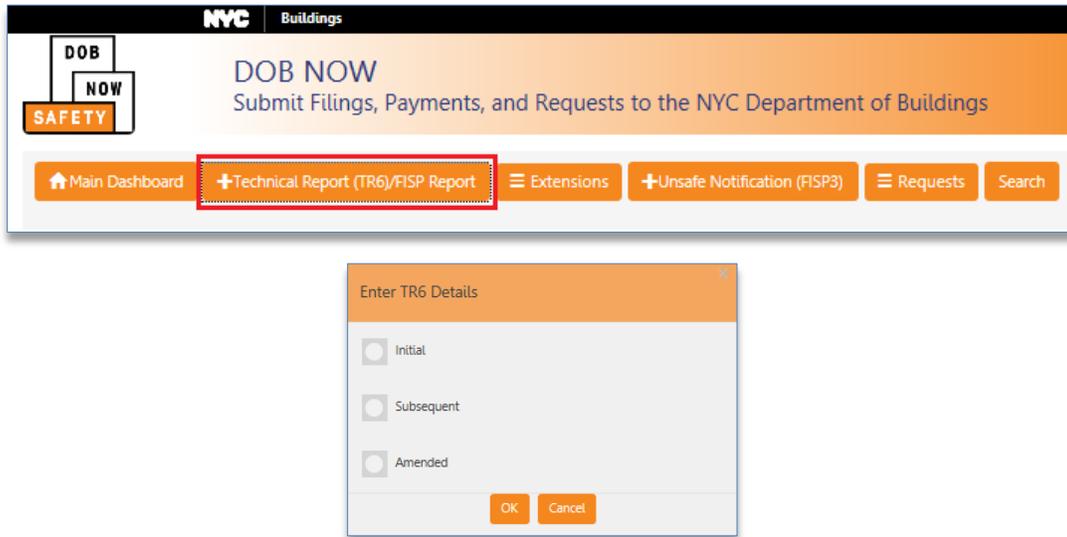
### Compliance Filing Records

Each TR6 compliance filing listed within the grid can be viewed by either double-clicking the record (row), or clicking the desired row under the *View* column (using the icon). When clicked (or double-clicked anywhere within the row), a pop-up message is displayed showing the selected compliance filing number, with the option to proceed (Yes) or cancel (No).



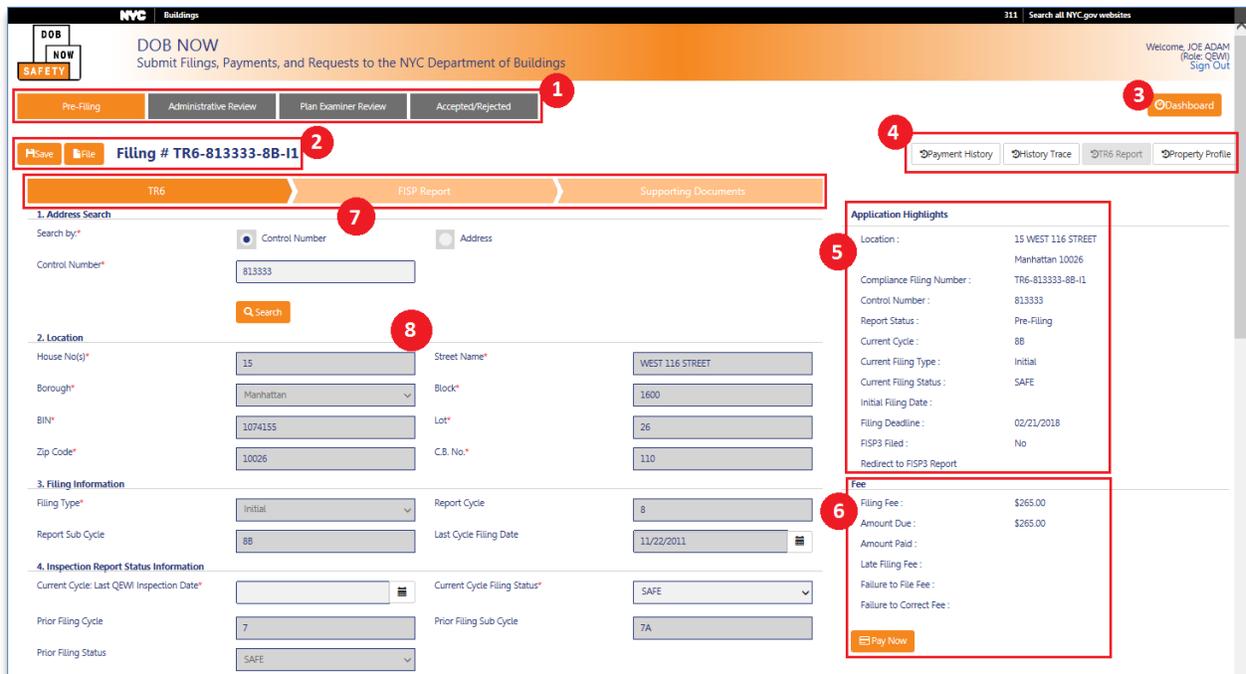
## Creating an Initial TR6 Filing for the Current Cycle

To begin filing an Initial TR6 filing for the current cycle, click the **+Technical Report (TR6)/FISP Report** button. The Enter TR6 Details pop-up screen will open. Select **Initial** and click **OK** to proceed.



## Report Form Orientation Technical Report (TR6)/FISP

After making the selection, you will be redirected to the first screen of the Technical Report (TR6)/FISP Report.



1. The *ribbon* displaying filing progression status.

2. The [Save and File](#) buttons. Once the filing is saved for the first time, the Filing Number will display.
3. The *Dashboard* button will take the QEWI back to the default Dashboard.
4. *Filing and Payment History*, a *History Trace* for all significant actions taken on a filing and *Property Profile* information on the compliance filing property.
5. *Application Highlights* displays key elements relating to the property and filing.
6. *Fee* represents the current fee(s) associated to the property on which the filing is intended.
7. *Form progression*; The TR6 Report is broken down into three forms which are all required to file a TR6, in order left to right; **TR6 → FISP Report → Supporting Documents**.
8. The completed compliance filing form.

## Section 1. Address Search

In Section 1, the Address Search is used to search for properties in DOB NOW: *Safety*. You must enter either the exact Control number, with all 6 digits or enter the property address.

When a QEWI enters a Control Number, it will not matter if it is a previous cycle (700013), the QEWI will be provided a selection within the current cycle (800013), and its sub-cycle (8B).

Control#	Borough	House#	Street	AkaHouse#	AkaStreet	SubCycle
800013	Manhattan	90	BROAD STREET			8B

## Address Search

To search by address enter the House Number, Street Name and Borough. Click **Search**.

TR6 FISP Report Supporting Documents

1. Address Search

Search by:  Control Number  Address

House No(s)  Street Name

Borough

The Address Result pop-up window will open. Confirm and select the record with the correct Control Number and address. Click **OK**.

Address Result

Control#	Borough	House#	Street	AkaHouse#	AkaStreet	SubCycle
800013	Manhattan	90	BROAD STREET			88

Payment History

90 Broad St  
Manhattan  
800013

Compliance Filing Number :  
Control Number :  
Report Status :  
Current Cycle :

After completing the Address Search the TR6 form will auto-populate in the following sections:

- Section 2. Location
- Section 3. Filing Information
- Section 6. Applicant's Information
- Application Highlights

The screenshot shows the TR6 form interface with the following data populated:

Section	Field	Value
2. Location	House No(s)*	90
	Borough*	Manhattan
	Street Name*	BROAD STREET
	Block*	10
3. Filing Information	Report Sub Cycle	88
	Filing Type*	Initial
	Report Cycle	8
	Last cycle Filing Date	
Application Highlights	Location :	90 BROAD STREET
	Compliance Filing Number :	Manhattan 10004
	Control # :	800013
	Report Status :	
	Current Cycle :	88
	Current Filing Type :	Initial
	Current Filing Status :	
	Initial Filing Date :	
Initial Unsafe Filing Date :		
Filing Deadline :		
FISP3 Filed :	No	
Redirect to FISP3 Report :		
Fee	Filing Fee :	
	Amount Due :	
	Amount Paid :	
	Late Filing Fee :	

## Section 2. Location

The property location details are populated.

The '2. Location' section of the form is populated with the following data:

House No(s)*	27	Street Name*	BLEECKER STREET
Borough*	Manhattan	Block*	529
BIN*	1008448	Lot*	55
Zip Code*	10003	C.B. No.*	102

### Section 3. Filing Information

In Section 3., the *Last Cycle Filing Date* will be populated the first time the form is Saved. To Save the TR6 form, click the *Save* button. A Filing Number will be generated and the field will be populated.

### Section 4. Inspection Report Status Information

Enter the information on the Inspection Report status in the following required fields:

1. **Current Cycle: Last QEWI Inspection Date**
2. **Current Cycle Filing Status**
  - SAFE
  - SWARMP
  - UNSAFE



## Section 5. Building Description

Enter information in the following required fields:

1. **Landmark District:** Select yes or no to identify if the building is in a landmarked district.
2. **Exterior Wall Type:** Enter the type of exterior walls (Stone, Masonry, Brick...).
3. **Number of Balconies:** Enter the number of balconies if applicable.
4. **Walls Subject to Inspection:** Select All or Partial S/N from the drop down menu.

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"/>

## Section 6. Applicant's Information

In Section 6. Applicant's Information, the Applicant information is prepopulated based on the QEWI's logon credentials. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *NYS Lic. #* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.

6. Applicant's Information			
Email*	<input type="text" value="AJOETEST@GMAIL.COM"/>	License Type*	<input type="text" value="Professional Engineer"/>
NYS Lic. #*	<input type="text" value="078712"/>	Last Name*	<input type="text" value="ADAM"/>
First Name*	<input type="text" value="JOE"/>	MI	<input type="text"/>
Business Name	<input type="text"/>	Business Telephone	<input type="text" value="5455568622"/>
Business Address	<input type="text" value="JA LLC"/>	Business Fax	<input type="text"/>
City	<input type="text" value="JERSEY CITY"/>	State	<input type="text" value="NJ"/>
Zip Code	<input type="text" value="07302"/>	Mobile Phone	<input type="text"/>

In Section 6a., the QEWI will electronically sign the form by clicking the *Applicant's Statement* checkbox. The QEWI's name and the current date will then be populated. In addition, the QEWI will have to upload the QEWI Seal and Signature on the [Supporting Documents](#) form.

6a. Applicant's Statement*	
<p>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.</p> <p>§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.</p> <p><input checked="" type="checkbox"/> 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.</p>	
Name	<input type="text" value="JOE ADAM"/> Date <input type="text" value="08/16/2016"/>
Electronically Signed	

## Section 7. Owner Information

In Section 7. *Owner Information*, provide the associated owner information by entering the owner’s email address registered with in eFiling. The additional fields will have to be completed.

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"/>		

## Section 8. Owner Representative

In Section 8. *Owner Representative*, provide the owner representative information, as applicable, by entering the owner representative email address registered with in eFiling. The *Owner Representative* information in *Section 8.* is optional

The QEWI has the option to [Save the form](#) with the above information.

## FISP Report

The FISP Report screen has the following main sections:

1. The FISP Report
2. Application Highlights
3. Fee

The screenshot shows the FISP Report interface for filing # TR6-813333-8B-11. It is divided into three main sections:

- 1. Heading:** A table with the following data:
 

QEWI First Name*	JOE	QEWI Last Name*	ADAM
QEWI Address*	JA LLC	Block*	1600
Lot*	26	Cycle	8
BIN	1074155		
- 2. Application Highlights:** A list of key information:
  - Location: 15 WEST 116 STREET, Manhattan 10026
  - Compliance Filing Number: TR6-813333-8B-11
  - Control Number: 813333
  - 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
- 3. Fee:** A list of financial details:
  - Filing Fee: \$265.00
  - Amount Due: \$265.00
  - Amount Paid:
  - Late Filing Fee:
  - Failure to File Fee:
  - Failure to Correct Fee:

The TR6 – FISP Report has the following main sections:

4. The TR6 – FISP Report
5. Application Highlights
6. Fee

### Section 1. Heading

Section 1 displays critical fields previously provided on the TR6 report for this filing’s Control Number.

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	
BIN	1000025			

## Section 2. Executive Summary

Enter the detailed information of the building’s exterior walls’ condition in the following four text boxes:

- General Description
- Scope of Inspection
- Summary of Findings
- Conclusions and Recommendations

**2. Executive Summary**

**General Description\***

B I U [List Icons] [Align Icons] Words: 1 Characters: 10

This is my filing info

You can not input more than 6000 characters (including white spaces)

**Scope of Inspection\***

B I U [List Icons] [Align Icons] Words: 0 Characters: 0

This is my filing info

You can not input more than 6000 characters (including white spaces)

**Summary of Findings\***

B I U [List Icons] [Align Icons] Words: 0 Characters: 0

This is my filing info

You can not input more than 6000 characters (including white spaces)

**Conclusions and Recommendations\***

B I U [List Icons] [Align Icons] Words: 0 Characters: 0

This is my filing info

You can not input more than 6000 characters (including white spaces)

## Section A. Building Information

In Section A, the building information provided on the TR6 report for this filing’s Control Number is displayed.

A. Building Information			
Address	90 BROAD STREET	AKA Address	
Block	10	Lot	16
BIN	1000025	Landmark Building	
Landmark District	No	Cross Streets	

## Section B. Owner Information

Provide the associated owner information by selected the appropriate Owner Type from the drop down menu. The owner name will pre-populate from the information provided on the TR6.

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

The Owner name should be populated based on the entry made on the TR6 form.

## Section C. Building Description

The QEWI may edit any pre-populated field, or enter new information as required. Enter the following required fields:

- **Lot and Building Dimensions** (ex. 121.33 x 131.75)
- **Building Use** (ex. Mixed, Commercial, Residential)
- **Exterior Wall Type** (ex. STONE, BRICK, MASONRY)
- **Certificate of Occupancy**
- **Approximate Year Built**

## Section D. A Detailed Description of any Settlements, Repairs, or Revisions to Exterior Enclosures Since the Previous Report

Enter information into the text box describing in detail any settlements, repairs or revisions to exterior enclosures which occurred since the previously filed report.

**D. A detailed description of any settlements, repairs, or revisions to exterior enclosures since the previous report\***

B I U Words: 0 Characters: 0

You can not input more than 6000 characters (including white spaces)

## Section E. Procedures Used in Making the Critical Examination

Enter information into the text box describing in detail the procedures used in making the critical examination.

**E. Procedures Used in Making the Critical Examination\***

B I U Words: 0 Characters: 0

You can not input more than 6000 characters (including white spaces)

## Section F. Rigger Information

The Rigger information section will have the QEWI’s name populated. If there is *Rigger / Operator information*, the QEWI should add the information in the *Rigger Operator* section after selecting the *Rigger Operator Info* checkbox.

**F. Rigger Information**

QEWI First Name  QEWI Last Name

Number of person(s) who conducted inspection and his/her relation to QEWI

Rigger/Operator Info

First Name\*  Middle Initial

Last Name\*  Business Name

Business Address  City

State  Zip Code

Business Phone  Business Fax

Mobile phone  Email

Rigger License #\*

**Location(s) of close-up inspection & Plot Details\***

B I U Words: 0 Characters: 0

You can not input more than 6000 characters (including white spaces)

Select the **Number of person(s) who conducted an inspection and his/her relation to QEWI** from the dropdown. For example, if “3” persons are selected from the dropdown, three sets of fields are displayed. Enter the full name of each person who conducted an inspection and their relationship to the QEWI in each set.

In the *Location(s) of close-up inspection & Plot Details* section, enter information on the location in the text box.

Select the *Dates of Inspection* by [clicking on the calendar icon](#). The calendar window will open. Select the appropriate inspection date and add any related comments. Click the **Add** button, to add that inspection. If an inspection item was added in error, click the **Delete** button to remove that inspection.

In the following required sections of the FISP Report (Sections G. through Section M.) the QEWI must provide details for each item by entering information in the text box:

## Section G. Description, Location(s) and Classification of Conditions Observed

**G. Description, location(s) and Classification of Conditions Observed\***

B I U Words: 0 Characters: 0

You can not input more than 6000 characters (including white spaces)

## Section Ga. Appurtenances

**Ga. Appurtenances\***

B I U Words: 0 Characters: 0

You can not input more than 6000 characters (including white spaces)

## Section Gb. Balcony, Guardrail, Handrail and Parapet Statement

**Gb. Balcony, guardrail, handrail and parapet statement\***

B I U Words: 0 Characters: 0

You can not input more than 6000 characters (including white spaces)

## Section H. Causes of Conditions Observed

**H. Causes of Conditions Observed\***

B I U Words: 0 Characters: 0

You can not input more than 6000 characters (including white spaces)

## Section I. Status Report of Exterior Maintenance

**I. Status Report of Exterior Maintenance\***

B I U Words: 0 Characters: 0

You can not input more than 6000 characters (including white spaces)

## Section Ja. Comparison Chart of Conditions Reported for Current and Previous Cycle

In Section Ja. the prior and current filing cycle and status fields are prepopulated. The QEWI is required to enter information in the text box providing comparison detail between the last reporting cycle and the current report.

**Ja. Comparison Chart of Conditions Reported for current and previous cycle\***

Prior Filing Cycle	<input type="text" value="7"/>	Current Filing Cycle	<input type="text" value="8"/>
Prior Filing Status	<input type="text" value="SWARMP"/>	Current Filing Status	<input type="text" value="SWARMP"/>

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

You can not input more than 6000 characters (including white spaces)

## Section Jb. Work permit numbers, status & sign off dates

**Jb. Work permit numbers, status & sign off dates\***

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

You can not input more than 6000 characters (including white spaces)

## Section Jc. ECB Violation Numbers and the Status of the Repairs of the Conditions Cited in the ECB Violations

**Jc. ECB Violation numbers and the status of the repairs of the conditions cited in the ECB violations\***

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

You can not input more than 6000 characters (including white spaces)

## Section K. Recommendations for Repairs or Maintenance

In Section K. the SWARMP Recommended Date is pulled from the TR6 form.

**K. Recommendations for Repairs or Maintenance\***

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

You can not input more than 6000 characters (including white spaces)

SWARMP Recommended Date

## Section L. Required Work Permits

**L. Required Work Permits\***

B I U [List Icon] [List Icon] C ↺ Words: 0 Characters: 0

You can not input more than 6000 characters (including white spaces)

## Section M. Current Report Classification

In Section M. the Current Report Classification is pulled from the TR6.

**M. Current Report Classification**

SWARMP

## Supporting Documents

The TR6-FISP Report requires a number of documents to be uploaded, including the QEWI Seal and Signature. The documents required to be uploaded are pre-populated based on the information previously provided by the QEWI.

Document Name	Document Type	View/Download path	Delete
My Detailed Photos	Detailed Photographs	View/Download	Delete
My Elevation Photos	Elevation Photographs	View/Download	Delete
My Plot Plan	Plot Plan	View/Download	Delete
My Seal and Signature	Seal and Signature	View/Download	Delete

1 - 4 of 4 items

Add New Document

The process for uploading [Supporting Documents process](#) can be found here.

## Owner Signature

Once the QEWI has [saved the filing](#), the Owner or Owner’s Representative (detailed in the Owner and Owner’s Representative Manual) must log in and certify the filing by providing their electronic signature in Section 9. *Owner’s Statement* on the TR6.

**9. Owner’s Statement\***

(A) I hereby state that I am the owner/owner’s representative of the premises referenced in the report associated with this filing. Furthermore, I have received and read a copy of the request associated with this filing 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.

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.\*

Name  Date

Electronically Signed

## TR6 Fees and Payments

The QEWI can confirm that all fees are paid by reviewing the *Fee* section in the *Application Highlights* section of the screen.

**Application Highlights**

Location : 90 BROAD STREET  
Manhattan 10004

Compliance Filing Number : TR6-800013-88-11

Control Number : 800013

Report Status : Pre-Filing

Current Cycle : 8B

Current Filing Type : Initial

Current Filing Status : SWARMP

Initial Filing Date :

Filing Deadline : 02/21/2018

FISP3 Filed : Yes

Redirect to FISP3 Report FISP3 Report

---

**Fee**

Filing Fee : \$265.00

Amount Due : \$265.00

Amount Paid :

Late Filing Fee :

Failure to File Fee :

Failure to Correct Fee :

[Pay Now](#)

If there are any outstanding fees, the QEWI can click on the *Pay Now* button and pay the fees. The [making payments process can be found here](#). Once complete, the Amount Due will be \$0.00 and the *Pay Now* button will be grayed out.

**Fee**

Filing Fee : \$100.00

Amount Due : \$0.00

Amount Paid : \$100.00

Late Filing Fee :

Failure to File Fee :

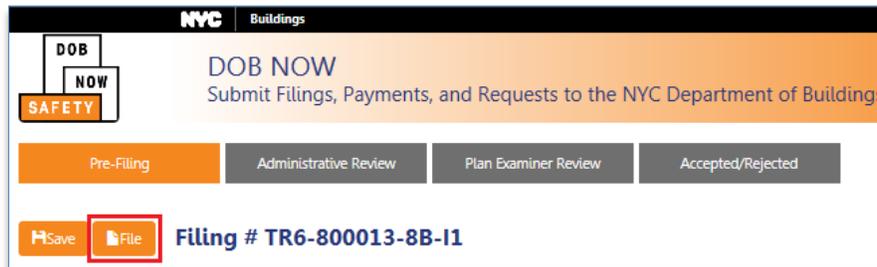
Failure to Correct Fee :

[Pay Now](#)



## Filing the TR6 Report

Once the Owner has provided their electronic signature, the QEWI can make a final review of the filing, make any necessary changes, confirm all fees are paid, all documents uploaded, and then file the complete TR6 Report by clicking the [File button](#).

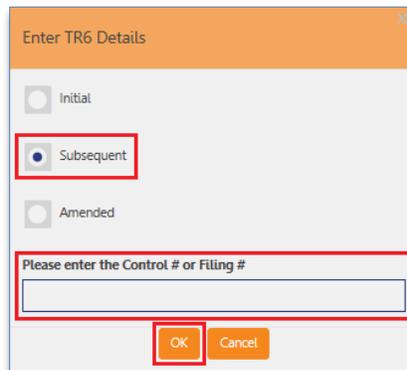
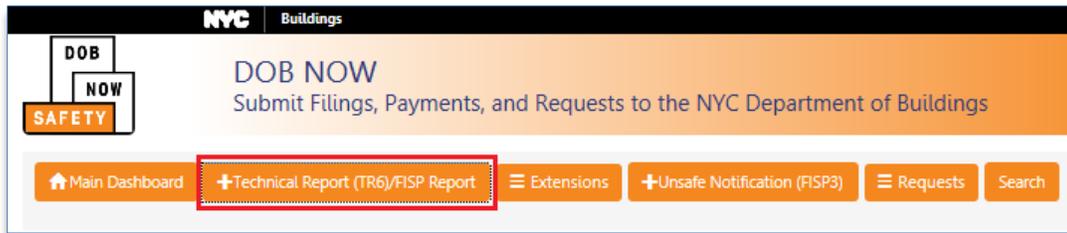


## TR6 Subsequent Filing

Once a TR6 has been **filed** with a status of SAFE or SWARMP, and a DOB Plan Examiner has Accepted the initial TR6 compliance filing, the QEWI can file a Subsequent TR6 report.

The QEWI can state to create a Subsequent TR6 filing in one of two ways, either by using the Dashboard menu items, or by using the TR6 Action column in the default grid.

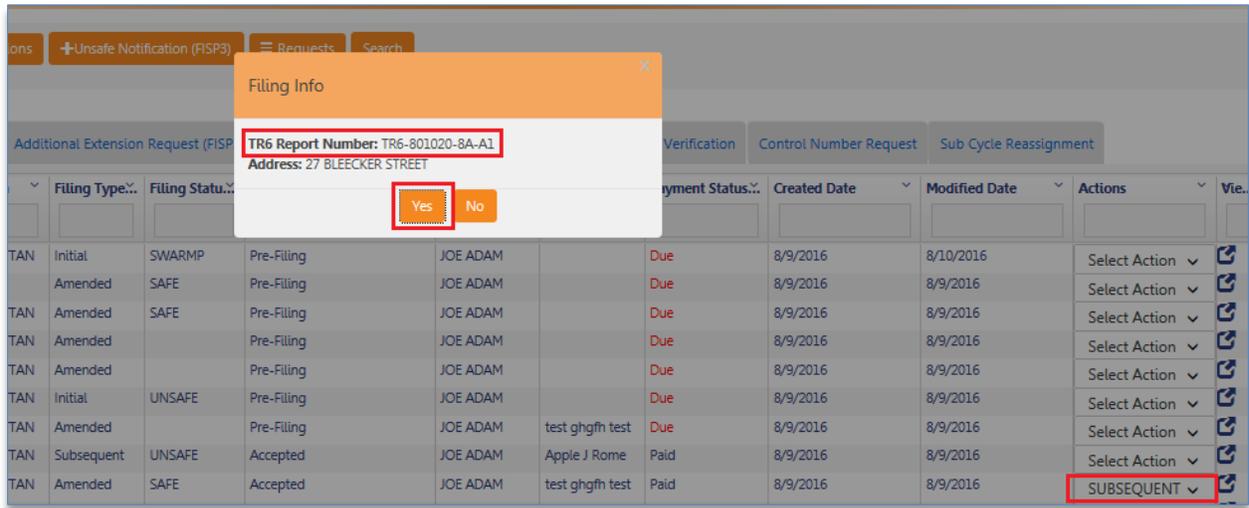
1. **Dashboard Menu:** Click the **+Technical Report (TR6)/FISP Report** button. The Enter TR6 Details pop-up window will open. Select the **Subsequent** option, enter the Control or Filing Number, and click **OK**.



2. **Actions:** From the *Technical Report (TR6)/FISP Report* tab, locate the filing you want to submit a Subsequent report for. From the Actions dropdown, select **Subsequent**.

Filing #	Control #	Address	Borough	Filing Type	Filing Status	Compliance Report Status	QEWI	Owner	Payment Status	Created Date	Modified Date	Actions	View
TR6-800041-8C-11	800041	199 CHAMBERS STREET	MANHATTAN	Initial		Pre-Filing	JOE ADAM		Due	7/25/2016 11:55:25 AM	7/25/2016 11:55:27 AM	Select Action	
TR6-801999-8C-A2	801997	37 WEST 19 STREET	MANHATTAN	Amended	SAFE	Accepted	JOE ADAM	Apple J Rome	Paid	7/25/2016 11:42:25 AM	7/25/2016 11:56:56 AM	Select Action	
TR6-800056-8B-12	800056	15 RECTOR STREET	MANHATTAN	Initial	UNSAFE	Administrative Review	JOE ADAM	Apple A Rome	Paid	7/25/2016 11:24:52 AM	7/25/2016 11:49:07 AM	SUBSEQUENT	

A pop-up window will open to confirm the TR6 report number and property address. If correct, click **Yes** to proceed.



## Subsequent TR6 Filing

Once the Subsequent filing has been saved for the first time, a new TR6 Filing Number will be generated, ending in S1.



This status change is also displayed in the *Application Highlights* section of the screen.



The Subsequent filing will display all the previously submitted information from the Initial TR6 report. The Subsequent filing will follow the same filing process as the [Initial TR6 report](#), including the entry and/or validation of information in all required fields.

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"/>

## Owner Signature

Once the QEWI has [saved the filing](#), the Owner or Owner’s Representative (detailed in the Owner and Owner’s Representative Manual) must log in and certify the filing by providing their electronic signature in Section 9. *Owner’s Statement* on the TR6.

**9. Owner’s Statement\***

(A) I hereby state that I am the owner/owner’s representative of the premises referenced in the report associated with this filing. Furthermore, I have received and read a copy of the request associated with this filing 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.

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.\*

Name  Date

Electronically Signed

## TR6 Fees and Payments

The QEWI can confirm that all fees are paid by reviewing the *Fee* section in the *Application Highlights* section of the screen.



Fee	
Filing Fee :	\$100.00
Amount Due :	\$0.00
Amount Paid :	\$100.00
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	

If there are any outstanding fees, the QEWI can click on the *Pay Now* button and pay the fees. The [making payments process can be found here](#). Once complete, the Amount Due will be \$0.00 and the *Pay Now* button will be grayed out

## Filing the Subsequent TR6 Report

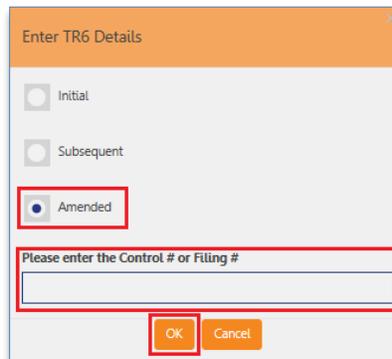
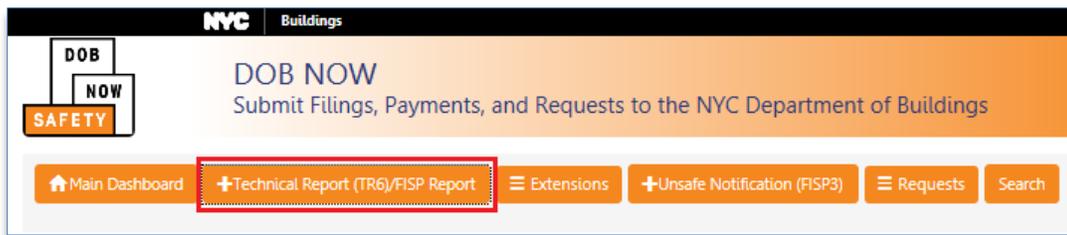
Once the Owner has provided their electronic signature, the QEWI can make a final review of the filing, make any necessary changes, confirm all fees are paid, all documents uploaded, and then file the complete Subsequent Report by clicking the [File button](#).

## TR6 Amended Filing

Once a TR6 Report with an UNSAFE status has been accepted, the QEWI may file either an Amended TR6 or FISP1 (First Extension Request).

The QEWI can initiate a TR6 Amended filing in one of two ways, either by using the Dashboard menu items, or by using the TR6 Action column in the default grid.

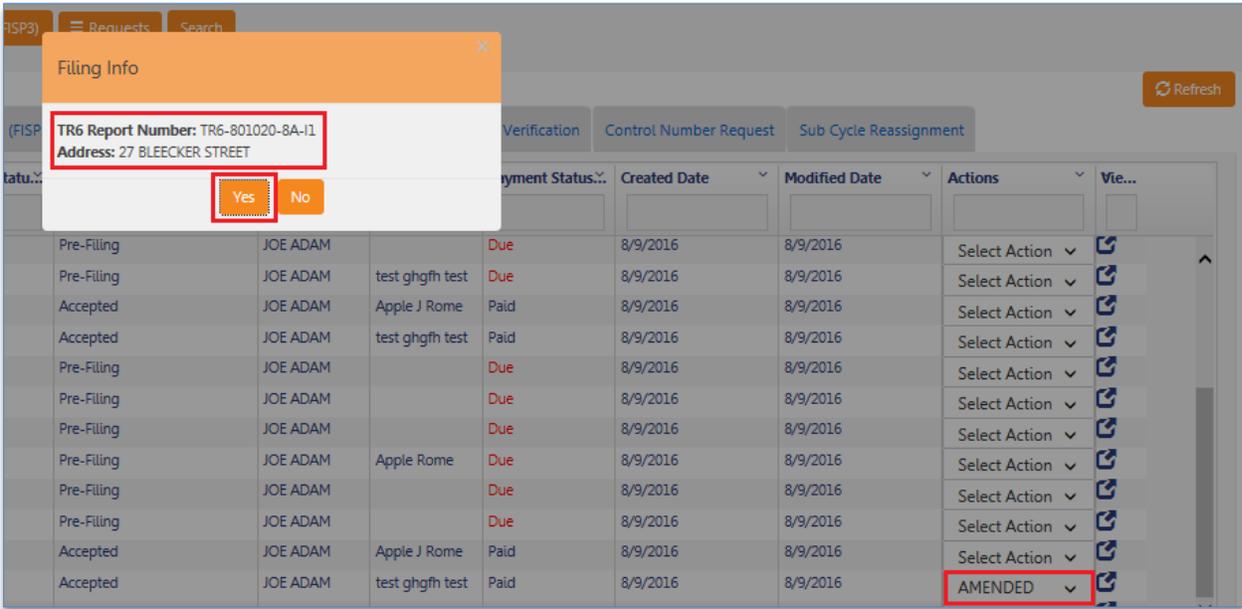
1. **Dashboard Menu:** Click the **+Technical Report (TR6)/FISP Report** button. The Enter TR6 Details pop-up window will open. Select the **Amended** option, enter the Control or Filing Number, and click **OK**.



2. **Actions:** From the *Technical Report (TR6)/FISP Report* tab, locate the filing you want to submit a Subsequent report for. From the Actions dropdown, select *Amended*.

Filing #	Control #	Address	Borough	Filing Type	Filing Status	Compliance Report Status	QEWI	Owner	Payment Status	Created Date	Modified Date	Actions
TR6-800041-8C-11	800041	199 CHAMBERS STREET	MANHATTAN	Initial		Pre-Filing	JOE ADAM		Due	7/25/2016 11:55:25 AM	7/25/2016 11:55:27 AM	Select Action
TR6-801999-9C-A2	801997	37 WEST 19 STREET	MANHATTAN	Amended	SAFE	Accepted	JOE ADAM	Apple J Rome	Paid	7/25/2016 11:42:25 AM	7/25/2016 11:56:56 AM	SUBSEQUENT
TR6-800056-8B-12	800056	15 RECTOR STREET	MANHATTAN	Initial	UNSAFE	Administrative Review	JOE ADAM	Apple A Rome	Paid	7/25/2016 11:24:52 AM	7/25/2016 11:49:07 AM	Select Action
TR6-800358-8C-11	800358	280 BROADWAY	MANHATTAN	Initial	UNSAFE	Administrative Review	JOE ADAM	ghfgfd ghfd	Paid	7/25/2016 11:03:13 AM	7/25/2016 11:20:00 AM	Select Action
TR6-800013-8B-14	800013	90 BROAD STREET	MANHATTAN	Initial	UNSAFE	Pre-Filing	JOE ADAM	Apple Rome	Due	7/25/2016 10:58:55 AM	7/25/2016 11:03:20 AM	FISP1 AMENDED
TR6-800056-8B-11	800056	15 RECTOR STREET	MANHATTAN	Initial		Pre-Filing	JOE ADAM		Due	7/25/2016 9:33:23 AM	7/25/2016 10:03:50 AM	

A pop-up window will open to confirm the TR6 report number and property address. If correct, click **Yes** to proceed.



## Amended TR6 Filing

Once the Amended filing has been saved for the first time, a new TR6 Filing Number will be generated, ending in A1.



The filing type is also displayed in the *Application Highlights* section of the screen.



The Amended filing will display all the previously submitted information from the Initial TR6 report. The Amended filing will follow the same filing process as the [Initial TR6 report](#), including the entry and/or validation of information in all required fields.

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="807899"/>		
<input type="button" value="Search"/>		
<b>2. Location</b>		
House No(s)* <input type="text" value="1849"/>	Street Name* <input type="text" value="SEDGWICK AVENUE"/>	
Borough* <input type="text" value="Bronx"/>	Block* <input type="text" value="2881"/>	
BIN* <input type="text" value="2092070"/>	Lot* <input type="text" value="84"/>	
Zip Code* <input type="text" value="10604"/>	C.B. No.* <input type="text" value="205"/>	
<b>3. Filing Information</b>		
Filing Type* <input type="text" value="Amended"/>	Report Cycle <input type="text" value="8"/>	
Report Sub Cycle <input type="text" value="8C"/>	Last Cycle Filing Date <input type="text" value="04/28/2015"/>	
<b>4. Inspection Report Status Information</b>		
Current Cycle: Last QEWI Inspection Date* <input type="text" value="03/25/2015"/>	Current Cycle Filing Status* <input type="text" value="SAFE"/>	
Prior Filing Cycle <input type="text" value="8"/>	Prior Filing Sub Cycle <input type="text" value="8C"/>	
Prior Filing Status <input type="text" value="UNSAFE"/>		
<b>5. Building Description</b>		
Landmark Building <input type="text"/>	Landmark District* <input type="radio"/> Yes <input checked="" type="radio"/> No	
Number of Stories <input type="text" value="16"/>	Exterior Wall Type* <input type="text" value="BRICK MASONRY"/>	
Number of Balconies* <input type="text"/>	Wall(s) Subject to Inspection* <input type="text" value="select type"/>	

## Owner Signature

Once the QEWI has [saved the filing](#), the Owner or Owner’s Representative (detailed in the Owner and Owner’s Representative Manual) must log in and certify the filing by providing their electronic signature in Section 9. *Owner’s Statement*.

**9. Owner’s Statement\***

(A) hereby state that I am the owner/owner’s representative of the premises referenced in the report associated with this filing. Furthermore, I have received and read a copy of the request associated with this filing 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.

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.\*

Name  Date

Electronically Signed

## TR6 Fees and Payments

The QEWI can confirm that all fees are paid by reviewing the *Fee* section in the *Application Highlights* section of the screen.



Fee	
Filing Fee :	\$100.00
Amount Due :	\$0.00
Amount Paid :	\$100.00
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	

If there are any outstanding fees, the QEWI can click on the *Pay Now* button and pay the fees. The [making payments process can be found here](#). Once complete, the Amount Due will be \$0.00 and the *Pay Now* button will be grayed out

## Filing the Amended TR6 Report

Once the Owner has provided their electronic signature, the QEWI can make a final review of the filing, make any necessary changes, confirm all fees are paid, all documents uploaded, and then file the complete Amended Report by clicking the [File button](#).

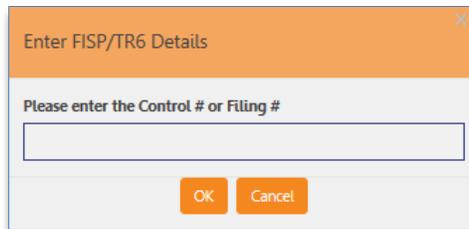
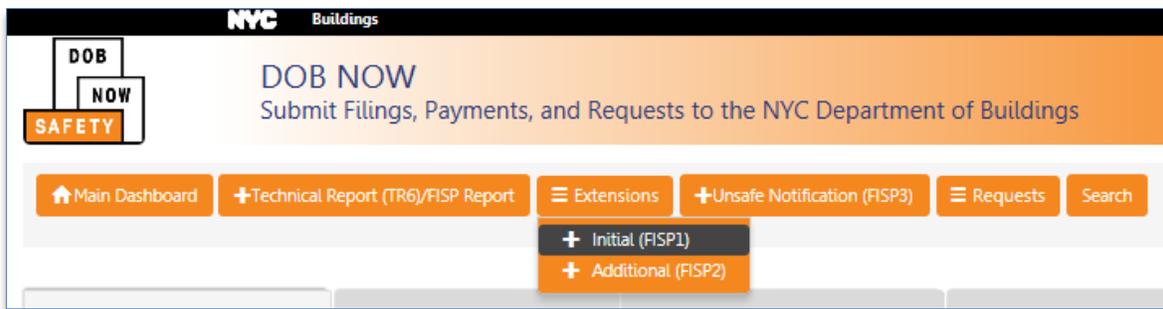
## Initial Extension Request – FISP1 Filing

Once a TR6 with a status of UNSAFE has been accepted, the QEWI may file either an Amended TR6 or FISP1 (Initial Extension Request) time extension request.

An *Initial Extension Request (FISP1)* is created based on the associated Control number or TR6 Filing number.

The QEWI can initiate a TR6 Amended filing in one of two ways, either by using the Dashboard menu items, or by using the TR6 Action column in the default grid.

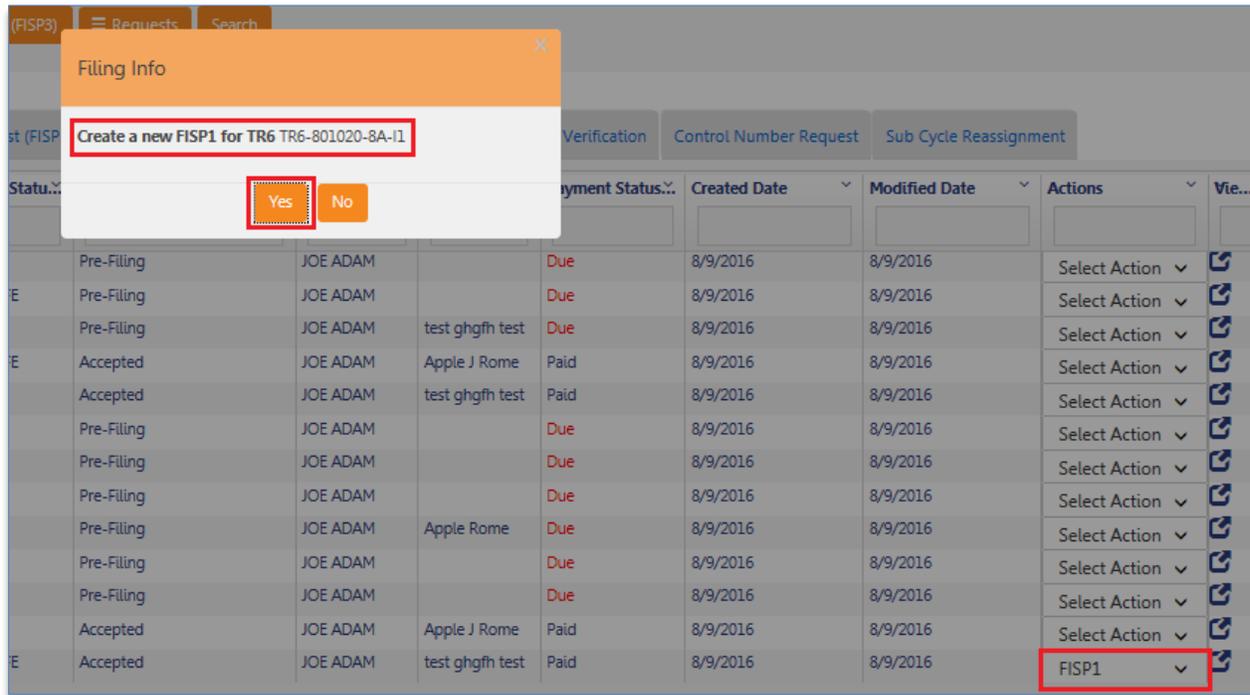
1. **Dashboard Menu:** Click the **+Initial Extension Request (FISP1)** button. The Enter FISP/TR6 Details pop-up window will open. Enter the Control or Filing Number, and click **OK**.



2. **Actions:** From the *Technical Report (TR6)/FISP Report* tab, locate the filing you want to submit a FISP1 report for. From the Actions dropdown, select *FISP1*.

Filing #	Control #	Address	Borough	Filing Type	Filing Status	Compliance Report Status	QEWI	Owner	Payment Status	Created Date	Modified Date	Actions
TR6-800041-8C-1	800041	199 CHAMBERS STREET	MANHATTAN	Initial		Pre-Filing	JOE ADAM		Due	7/25/2016 11:55:25 AM	7/25/2016 11:55:27 AM	Select Action
TR6-801999-8C-A2	801997	37 WEST 19 STREET	MANHATTAN	Amended	SAFE	Accepted	JOE ADAM	Apple J Rome	Paid	7/25/2016 11:42:25 AM	7/25/2016 11:56:56 AM	SUBSEQUENT
TR6-800056-8B-I2	800056	15 RECTOR STREET	MANHATTAN	Initial	UNSAFE	Administrative Review	JOE ADAM	Apple A Rome	Paid	7/25/2016 11:24:52 AM	7/25/2016 11:49:07 AM	Select Action
TR6-800358-8C-I1	800358	280 BROADWAY	MANHATTAN	Initial	UNSAFE	Administrative Review	JOE ADAM	ghfgfd gthd	Paid	7/25/2016 11:03:13 AM	7/25/2016 11:20:00 AM	Select Action
TR6-800013-8B-I4	800013	90 BROAD STREET	MANHATTAN	Initial	UNSAFE	Pre-Filing	JOE ADAM	Apple Rome	Due	7/25/2016 10:58:55 AM	7/25/2016 11:03:20 AM	Select Action
TR6-800056-8B-I1	800056	15 RECTOR STREET	MANHATTAN	Initial		Pre-Filing	JOE ADAM		Due	7/25/2016 9:59:25 AM	7/25/2016 10:00:50 AM	Select Action

A pop-up window will open to confirm the TR6 report number and property address. If correct, click **Yes** to proceed.



After clicking Yes, the FISP1 form will open. The location information sections are populated from the information provided on the TR6.

## FISP1 - Initial Extension Request Form

Once the FISP1 filing has been saved for the first time, a FISP1 Filing Number will be generated, beginning in F1 and ending in a 3 digit sequence number.

The following FISP1 sections are pre-populated based on the information provided on the initial TR6:

1. Address Search
2. Location Information
3. Owner Information
4. Qualified Exterior Wall Inspector (QEWI)

The screenshot displays the 'Initial Extension Request (FISP1)' form in the NYC Buildings system. The top navigation bar includes 'DOB NOW SAFETY' and 'Buildings'. The user is logged in as 'JOE ADAM (Role: QEWI)'. The filing number 'F1-801020-8A-001' is highlighted in red. The form is divided into three main sections:

- 1. Address Search:** Search by Control Number (selected) with '801020' entered. A search button is present.
- 2. Location Information:** Pre-populated with: House No(s): 27, Street Name: BLEECKER STREET, Borough: Manhattan, Block: 529, BIN: 1008448, Lot: 55, Zip Code: 10003, Current Filing Status: UNSAFE.
- 3. Owner Information:** Pre-populated with: E-Mail: Applerome16@gmail.com, Last Name: test, First Name: test, Mi: ghgh, Telephone: 6464418487, Address: hqfhq, City: ghghgh, State: GA, Zip Code: 10016, Business Name: hqfhgh, Business Fax: 6464418487, Business Phone: 6464418487, Mobile: 3847593380.

An 'Application Highlights' sidebar on the right shows: Location: 27 BLEECKER STREET, Manhattan 10003; Compliance Filing Number: F1-801020-8A-001 (highlighted in red); Control Number: 801020; Current Cycle: 8A; Current Status: UNSAFE; Initial Report Accepted date: 08/09/2016; Fee: Filing Fee: \$135.00, Amount Due: \$135.00, Amount Paid: \$0.00. A 'Pay Now' button is visible at the bottom of this sidebar.

## Section 4. Qualified Exterior Wall Inspector (QEWI) Information

In Section 4 the QEWI has the option to update the *License Type* field. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *License Number* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.

4. Qualified Exterior Wall Inspector(QEWI) Information

E-Mail*	AJOETEST@GMAIL.COM	License Type*	Professional Engineer
License Number*	078712	Last Name*	ADAM
First Name*	JOE	MI	
Business Name	Joe's	Business Telephone	5455568622
Business Address	JA LLC	Business Fax	
City	JERSEY CITY	State	NJ
Zip Code*	07302	Mobile Phone	

## Section 5. Inspection Report Status

In Section 5. *Inspection Report Status*, the QEWI will validate, and edit if necessary, the *Last QEWI Inspection Date* and enter any / all DOB Violation numbers not already populated. To update the *Last QEWI Inspection Date*, click on the calendar icon and select the date. [Calendar details can be found here.](#)

5. Inspection Report Status Information

DOB Violation #*		Unsafe Notification Date	
Last QEWI Inspection Date*	07/05/2016	Initial Filing Date*	08/09/2016

## Section 6. Documentation

In Section 6. *Documentation*, in the *Safety of Premises* section, the QEWI must select one or more checkboxes for the following (*Note: in the required document section, for each selected item there must be at least one document uploaded for each selected item*):

- Shed
- Fence
- Other (if other is selected, a textbox shall appear for *Explain Others*)

6. Documentation\*

Safety of Premises

Shed  FENCE  OTHER  Explain Others\*

In the *Timetable and Statement from a PE or RA* section, the QEWI must select all checkboxes. Each checkbox has a corresponding *Document Type* on the [Supporting Documents](#) form.

Timetable and Statement from a PE or RA\*

Signed and sealed statement of estimated time required to repair\*  Timetable\*  Assessment of temporary safety measures\*

Company name, address, phone and email of PE or RA\*

In [Supporting Documents](#), a document upload of each item of the following is required

- Signed and sealed statement of estimated time required to repair
- Company name, address, phone and email of PE or RA
- Timetable
- Assessment of temporary safety measures

In the Scope of Work section, the QEWI must select one option from the *Scope of Work* dropdown, and as applicable, upload the appropriate documentation in [Supporting Documents](#):

- No permit is required
- Copy of work application/permit
- Scope of work where a portion of repairs requires a work permit
- Scope of work revised which requires a permit



For any of the selected items, the QEWI must enter a brief description of the scope of work in the *Scope of Work Description* field. For the selection of **No permit is required**, documentation is not required to be uploaded.

A notarized letter signed by the owner stating that the work will be completed within the stated timetable must be submitted in the [Supporting Documents](#) tab.

## Applicant Electronic Signature

The QEWI must electronically sign the form by clicking the Applicant's Statement checkbox in Section 7. The QEWI's name and the current date will then be auto-populated.

## Supporting Documents

The FISP1 Report requires [supporting documents to be uploaded](#), including the QEWI Seal and Signature form (DPL-1). The documents required to be uploaded are pre-populated based on the information previously entered on the FISP1.

Document Name	Document Type	View/Download path	Delete
My Assessment	Assessment of temporary safety mea...	View/Download	Delete
My Seal and Signature	Seal and Signature	View/Download	Delete
My Noterized Letter	Notarized letter by owner that work...	View/Download	Delete
My Company Info	Company name, address, phone and...	View/Download	Delete
Scope	Scope of Work	View/Download	Delete
Timetables	Timetable	View/Download	Delete
SHED Info	SHED	View/Download	Delete
Statements	Signed and sealed statement of esti...	View/Download	Delete

1 - 8 of 8 items

Add New Document

## FISP1 Fees and Payments

The QEWI can confirm that all fees are paid by reviewing the *Fee* section in the *Application Highlights* section of the screen.

Filing Fee :	\$100.00
Amount Due :	\$0.00
Amount Paid :	\$100.00
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	

Pay Now

If there are any outstanding fees, the QEWI can click on the *Pay Now* button and pay the fees. The [making payments process can be found here](#). Once complete, the Amount Due will be \$0.00 and the *Pay Now* button will be grayed out.

## Filing the FISP1 Report

Once the Owner has provided their electronic signature, the QEWI can make a final review of the filing, make any necessary changes, confirm all fees are paid, all documents uploaded, and then file the complete FISP1 Report by clicking the [File button](#).

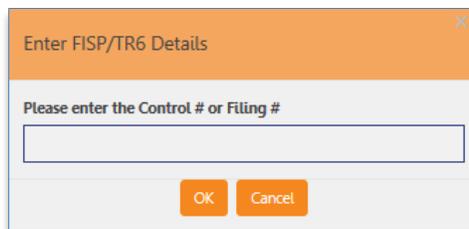
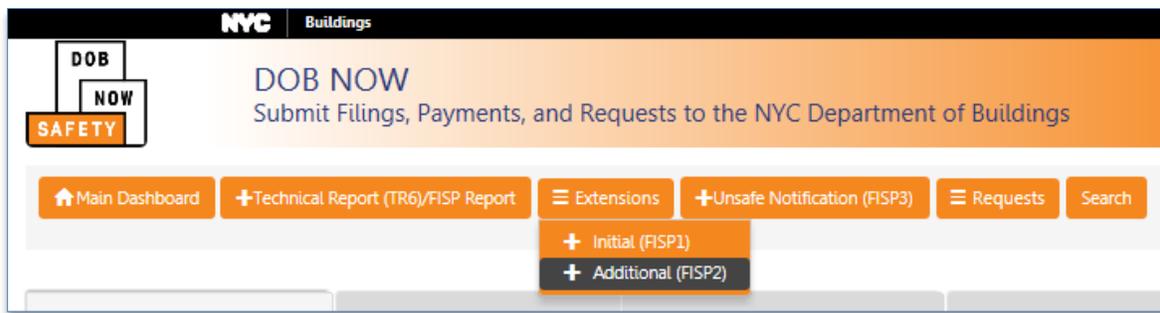
## Additional Time Extension Request – FISP2

When the FISP1 is set to expire, the QEWI may submit a request for an Additional Extension Request (FISP2).

An *Additional Time Extension Request (FISP2)* is created based on the associated Control number or TR6 Filing number.

The QEWI can file a FISP2 in one of two ways, by the Dashboard menu items, or by the TR6 Action column in the default grid.

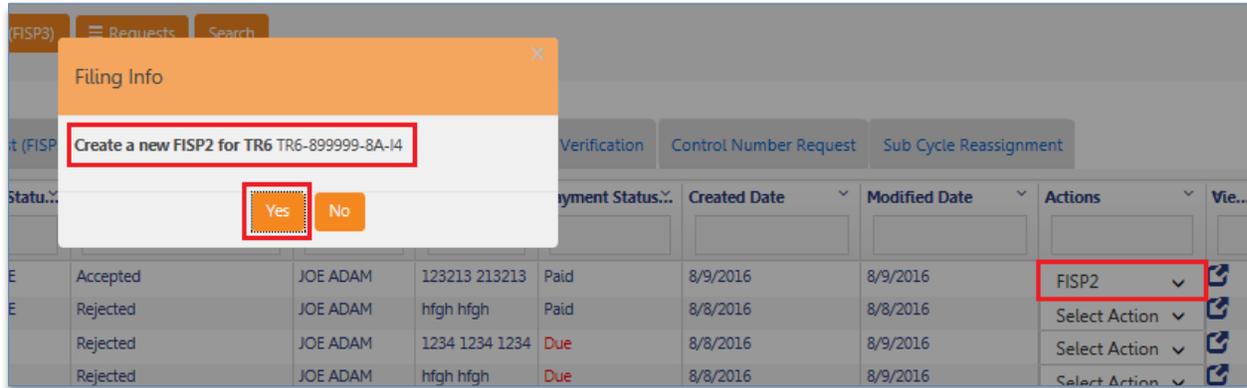
1. **Dashboard menu:** Click on the **+Additional (FISP2)** button on the *Dashboard*. The Enter FISP/TR6 Details pop-up window will open. Enter the Control Number or TR6 Filing Number. Click OK.



2. **Actions:** The QEWI can select the FISP2 option from the *Select Action* dropdown, which is already associated with the TR6 number.

Filing #	Control #	Address	Borough	Filing Type	Filing Status	Compliance Report Status	QEWI	Owner	Payment Status	Created Date	Modified Date	Actions
TR6-899999-8A-14	899999	123 STREET	MANHATTAN	Initial	UNSAFE	Accepted	JOE ADAM	123213 213213	Paid	8/9/2016	8/9/2016	Select Action
TR6-800028-8A-51	800028	333 RECTOR PLACE	MANHATTAN	Subsequent	UNSAFE	Rejected	JOE ADAM	hgh hgh	Paid	8/8/2016	8/8/2016	FISP2 AMENDED
TR6-800077-8A-11	800077	30 BROAD STREET	MANHATTAN	Initial	SAFE	Rejected	JOE ADAM	1234 1234 1234	Due	8/8/2016	8/8/2016	

A pop-up window will open to confirm proceeding with a new FISP2 for the listed TR6 report number. If correct, click **Yes** to proceed.



After clicking Yes, the FISP2 form will open. The location information sections are pre-populated from the information provided on the TR6.

## FISP2 – Additional Time Extension Request Form

Once the FISP2 filing has been saved for the first time, a FISP2 Filing Number will be generated, beginning in F2 and ending in a 3 digit sequence number.

The following FISP2 sections are pre-populated based on the information provided on the initial TR6:

1. Address Search
2. Location Information
3. Owner Information
4. Qualified Exterior Wall Inspector (QEWI)

## Section 4. Qualified Exterior Wall Inspector (QEWI) Information

In Section 4., the Applicant information is prepopulated based on the QEWI’s logon credentials. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *License Number* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.

4. Qualified Exterior Wall Inspector(QEWI) Information			
E-Mail*	AJOETEST@GMAIL.COM	License Type*	Professional Engineer
License Number*	078712	Last Name*	ADAM
First Name*	JOE	MI	
Business Name	Joe's	Business Telephone	5455568622
Business Address	JA LLC	Business Fax	
City	JERSEY CITY	State	NJ
Zip Code	07302	Mobile Phone>	254234

## Section 5. Report Information

In Section 5. *Report Information*, the QEWI will validate, and edit if necessary, the *Last Inspection Date* and enter any / all DOB Violation numbers. To update the *Last QEWI Inspection Date*, click on the calendar icon and select the date. [Calendar details can be found here.](#)

5. Report Information			
Additional Request		DOB Violation*	213213213
Last Inspection Date*	08/01/2016	Initial Filing Date*	08/09/2016

## Section 6. Documentation

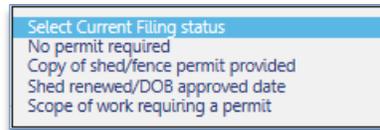
In Section 6., the QEWI must select the estimated date of completion and select an option from the *Scope of Work* drop down and as applicable [upload the appropriate documentation](#):

6. Documentation*			
Scope of Work has been reviewed as per current work permit requirements*	No Permit is required	Estimate date of completion*	07/06/2017
Dated Photographs provided	<input checked="" type="checkbox"/>	No work done*	<input checked="" type="checkbox"/>
Reasons for delay*			
<p>B I U     Words: 0 Characters: 0</p> <p>Description of Work that has been completed since the last extension was granted *</p>			

If no work was performed, the QEWI must select the check box for *No Work Done*.

The QEWI must select one option from the *Scope of Work* drop down and as applicable upload the appropriate documentation:

- No Permit Required
- Copy of Shed/Fence Permit Provided
- Shed Renewed/DOB Approved Date
- Scope of Work Requiring a Permit



A notarized letter signed by the owner stating that the work will be completed within the stated timetable must be submitted in the *Supporting Documents* form. The process for uploading [Supporting Documents process](#) can be found here.

The QEWI must enter a short *Description of Work that has been completed since the last extension was granted* in the following text box.

Description of Work that has been completed since the last extension was granted \*

B I U [List Bullets] [List Numbered] C ↺ Words: 0 Characters: 0

You can not input more than 6000 characters (including white spaces)

The QEWI must enter a short *Description of Remaining Work to be completed* in the following Rich Text box, or select *No Work Done* directly above all of the Rich Text boxes.

Description of Remaining work to be completed\*

B I U [List Bullets] [List Numbered] C ↺ Words: 0 Characters: 0

You can not input more than 6000 characters (including white spaces)

The QEWI is required to add the *Reasons for Delay* in the following text box.

Reasons for delay\*

B I U [List Bullets] [List Numbered] C ↺ Words: 0 Characters: 0

You can not input more than 6000 characters (including white spaces)

## Section 7. Applicant's Statement

The QEWI must electronically sign the form by clicking the Applicant's Statement checkbox in Section 7. The QEWI's name and the current date will then be auto-populated.

**7. Applicant's Statement\***

§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

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

## Supporting Documents

The FISP2 Report requires supporting documents to be uploaded, including the QEWI Seal and Signature form (DPL-1). The documents required to be uploaded are pre-populated based on the information previously entered on the FISP1.

Additional Extension Request (FISP2) Supporting Documents

Document Name	Document Type	View/Download path	Delete
My Assessment	Assessment of temporary safety mea...	<input type="button" value="View/Download"/>	<input type="button" value="Delete"/>
My Seal and Signature	Seal and Signature	<input type="button" value="View/Download"/>	<input type="button" value="Delete"/>
My Noterized Letter	Notarized letter by owner that work...	<input type="button" value="View/Download"/>	<input type="button" value="Delete"/>
My Company Info	Company name, address, phone and...	<input type="button" value="View/Download"/>	<input type="button" value="Delete"/>
Scope	Scope of Work	<input type="button" value="View/Download"/>	<input type="button" value="Delete"/>
Timetables	Timetable	<input type="button" value="View/Download"/>	<input type="button" value="Delete"/>
SHED Info	SHED	<input type="button" value="View/Download"/>	<input type="button" value="Delete"/>
Statements	Signed and sealed statement of esti...	<input type="button" value="View/Download"/>	<input type="button" value="Delete"/>

1 - 8 of 8 items

1 / 1 50 items per page

The process for uploading [Supporting Documents process](#) can be found here.

## FISP2 Fees and Payments

The QEWI can confirm that all fees are paid by reviewing the *Fee* section in the *Application Highlights* section of the screen.



Fee	
Filing Fee :	\$100.00
Amount Due :	\$0.00
Amount Paid :	\$100.00
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	

If there are any outstanding fees, the QEWI can click on the *Pay Now* button and pay the fees. The [making payments process can be found here](#). Once complete, the Amount Due will be \$0.00 and the *Pay Now* button will be grayed out

## Filing the FISP2 Report

Once the Owner has provided their electronic signature, the QEWI can make a final review of the filing, make any necessary changes, confirm all fees are paid, all documents uploaded, and then file the complete FISP2 Report by clicking the [File button](#).

## UNSAFE Notifications – FISP3

If a registered Design Professional or QEWI observes any unsafe façade conditions, the Design Professional or QEWI should call 311 to report the condition or 911 to report any immediately hazardous conditions. The Design Professional or QEWI should also file a FISP3 in *DOB NOW: Safety*. Initiate a FISP3 by clicking the **+Unsafe Notification (FISP3)** button on the dashboard.

There are no fees associated with filing a FISP3 form.



## FISP3 UNSAFE - Form

### Section 1 and 2. Address Search and Location Information

The QEWI has the option to search for the address by either the Control Number or by Address. Once the search is complete and the correct address has been selected, the required property detail is pre-populated in Section 2. *Location Information*, and in the *Application Highlights*.

The screenshot shows the 'Unsafe Notification (FISP3)' form. At the top, the filing number is 'UNSAFE|800013-88|003'. The form is divided into three main sections:

- 1. Address Search:** Includes a search by 'Control Number' (selected) or 'Address'. The 'Control Number' field contains '800013' and a 'Search' button is visible.
- 2. Location Information:** A grid of fields pre-populated with search results:
 

House No(s) *	90	Street Name *	BROAD STREET
Borough*	Manhattan	Block*	10
BIN*	1000025	Lot *	16
Zip Code*	10004	Control Number*	800013
- Application Highlights:** A summary box on the right containing:
 

Location :	90 BROAD STREET
	Manhattan 10004
Compliance Filing Number :	UNSAFE-800013-88-003
Control Number :	800013

Section 3, 'Owner Information', contains various input fields for contact details but is not pre-populated.

## Search by Control Number

When a QEWI enters a Control Number, it will not matter if it is a previous cycle (700013), the QEWI will be provided a selection within the current cycle (800013), and its sub-cycle (8B).

The screenshot shows the 'Address Search' section of the application. The 'Search by:' dropdown is set to 'Control Number'. The 'Control Number\*' input field contains '800013'. A 'Search' button is visible below the input field.

The Address Result pop-up window will open. Confirm and select the record with the correct Control Number and address. Click **OK**.

The 'Address Result' pop-up window displays a table with the following data:

Control#	Borough	House#	Street	AkaHouse#	AkaStreet	SubCycle
800013	Manhattan	90	BROAD STREET			8B

Buttons for 'OK' and 'Cancel' are located below the table. In the background, the 'Control Number' search field is still visible with '800013' entered.

## Search by Address

To search by address enter the House Number, Street Name and Borough. Click **Search**.

The screenshot shows the 'Address Search' section. The 'Search by:' dropdown is set to 'Address'. The 'House No(s)\*' field contains '90', the 'Street Name\*' field contains 'Broad S', and the 'Borough\*' dropdown is set to 'Manhattan'. A 'Search' button is visible at the bottom.

The Address Result pop-up window will open. Confirm and select the record with the correct Control Number and address. Click **OK**.

The 'Address Result' pop-up window displays a table with the following data:

Control#	Borough	House#	Street	AkaHouse#	AkaStreet	SubCycle
800013	Manhattan	90	BROAD STREET			8B

Buttons for 'OK' and 'Cancel' are located below the table. In the background, the search fields are visible: 'House No(s)' with '90', 'Borough' with 'Manhattan', and 'Street Name' with 'Broad S'.

### Section 3. Owner Information

The Owner information in Section 3 on the FISP3 UNSAFE filing is optional since the Design Professional or QEWI may not know who the Owner is, or have the Owner’s eFiling email address at the time of filing. If available, the QEWI should provide the owner information by entering the owner’s email address registered in eFiling.

3. Owner Information			
E-Mail	<input type="text"/>	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"/>	Business Name	<input type="text"/>
Business Fax	<input type="text"/>	Business Phone	<input type="text"/>
Mobile	<input type="text"/>		

### Section 4. Application Information

In Section 4., the Applicant information is prepopulated based on the QEWI’s logon credentials. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *License Number* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.

4. Applicant Information			
E-Mail*	<input type="text" value="AJOETEST@GMAIL.COM"/>	License Type*	<input type="text" value="Professional Engineer"/>
License Number*	<input type="text" value="078712"/>	Last Name*	<input type="text" value="ADAM"/>
First Name*	<input type="text" value="JOE"/>	MI	<input type="text"/>
Business Name	<input type="text" value="Joe's"/>	Business Telephone	<input type="text" value="5455568622"/>
Business Address	<input type="text" value="JA LLC"/>	Business Fax	<input type="text"/>
City	<input type="text" value="JERSEY CITY"/>	State	<input type="text" value="NJ"/>
Zip Code	<input type="text" value="07302"/>	Mobile Phone	<input type="text" value="254234"/>

### Section 5. Notification Details

Enter additional details on the UNSAFE condition in the following text box.

5. Notification details*	
Please be advised that during the Critical Examination of the referenced building, I discovered unsafe conditions on the exterior walls, which are detailed as follows:	
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>B I U    </span> <span>Words: 0 Characters: 0</span> </div> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div> </div>	
You can not input more than 6000 characters (including white spaces)	

## Section 6. Applicant's Statement

The QEWI must electronically sign the form by clicking the Applicant's Statement checkbox in Section 6. The QEWI's name and the current date will then be auto-populated.

**6. Applicant's Statement\***

§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

## Supporting Documents

The FISP3 Report requires [supporting documents to be uploaded](#), including the QEWI Seal and Signature form (DPL-1). The QEWI may add additional applicable documents and/or photos using the *Other Document Type*.

Unsafe Notification (FISP3)
Supporting Documents

**Supporting Documents**

Document Name	Document Type	View/Download path	Delete
My Assessment	Assessment of temporary safety mea...	<a href="#">View/Download</a>	<a href="#">Delete</a>
My Seal and Signature	Seal and Signature	<a href="#">View/Download</a>	<a href="#">Delete</a>
My Noterized Letter	Notarized letter by owner that work...	<a href="#">View/Download</a>	<a href="#">Delete</a>
My Company Info	Company name, address, phone and...	<a href="#">View/Download</a>	<a href="#">Delete</a>
Scope	Scope of Work	<a href="#">View/Download</a>	<a href="#">Delete</a>
Timetables	Timetable	<a href="#">View/Download</a>	<a href="#">Delete</a>
SHED Info	SHED	<a href="#">View/Download</a>	<a href="#">Delete</a>
Statements	Signed and sealed statement of esti...	<a href="#">View/Download</a>	<a href="#">Delete</a>

◀ ▶ 1 / 1 ▶ ▶ 50 items per page 1 - 8 of 8 items

[Add New Document](#)

## Filing the FISP3 Report

Once the Owner has provided their electronic signature, the QEWI can make a final review of the filing, make any necessary changes, confirm all fees are paid, all documents uploaded, and then file the complete FISP3 Report by clicking the [File button](#).

There are **no** fees associated with filing a FISP3.

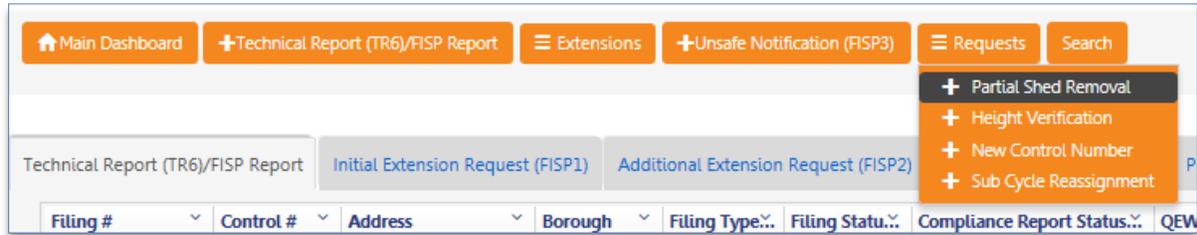
## Partial Shed Removal (PSR) - Filings

The Partial Shed Removal (PSR) form is designed to allow the Owner or QEWI to request the removal of a sidewalk shed.

There are **no** fees associated with filing a Partial Shed Removal form.

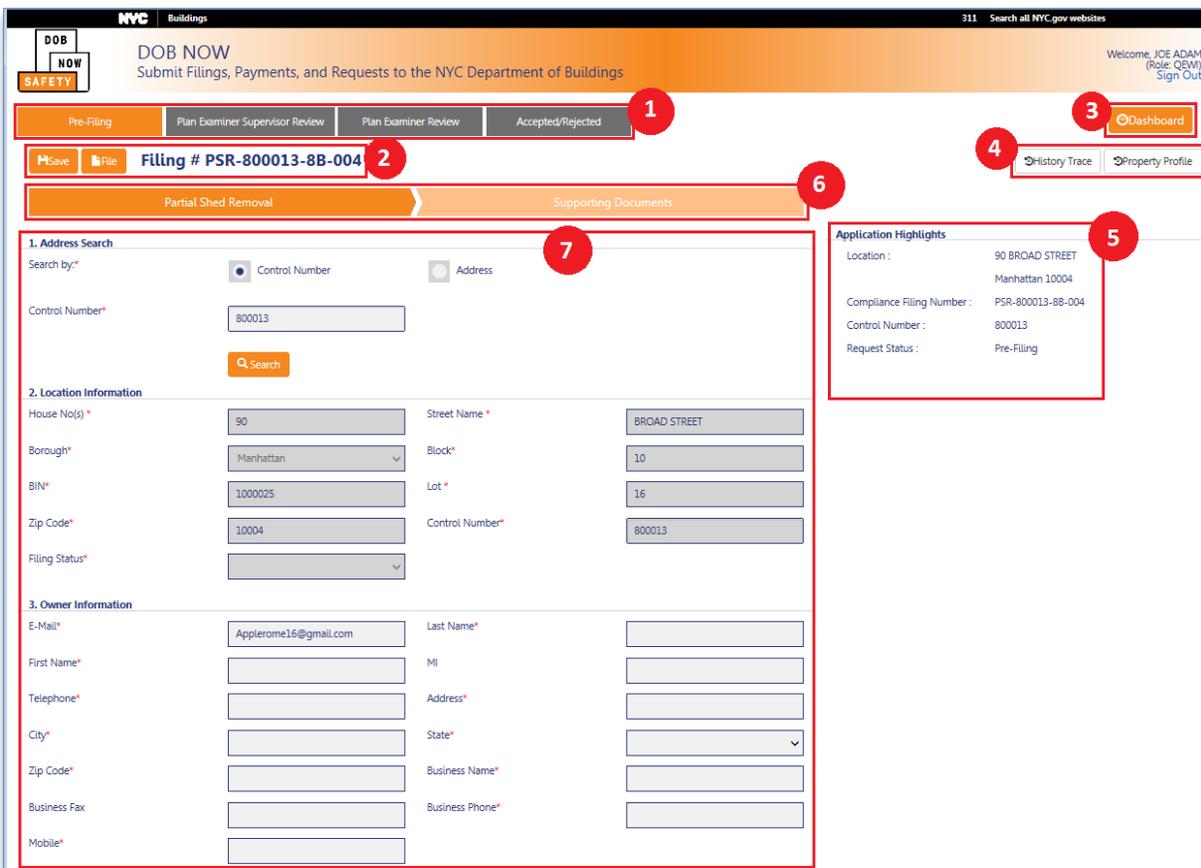
## Partial Shed Removal - Access

Select the **+Partial Shed Removal** button from the requests drop down in the dashboard.



## Partial Shed Removal Form

The Partial Shed Removal form will open.

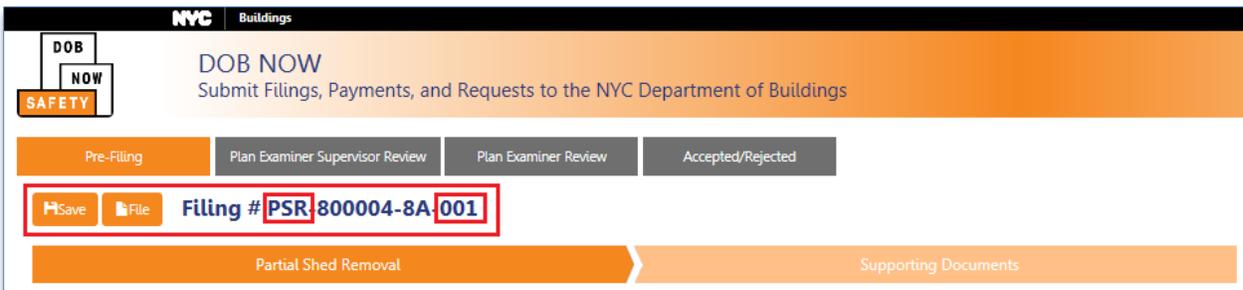


1. The *ribbon* displaying filing progression status.

2. The [Save and File](#) buttons and the current Filing Number (once the form has been saved for the first time).
3. The *Dashboard* button will take the QEWI back to the default Dashboard.
4. *History Trace* for all significant actions taken on a filing, and *Property Profile* information on the property.
5. *Application Highlights* displays key elements relating to the property and filing.
6. Form progression; The Report is broken down into two forms which are all required to file a Partial Shed Removal Request, in order left to right; **Partial Shed Removal** → **Supporting Documents**.
7. The Partial Shed Removal form details.

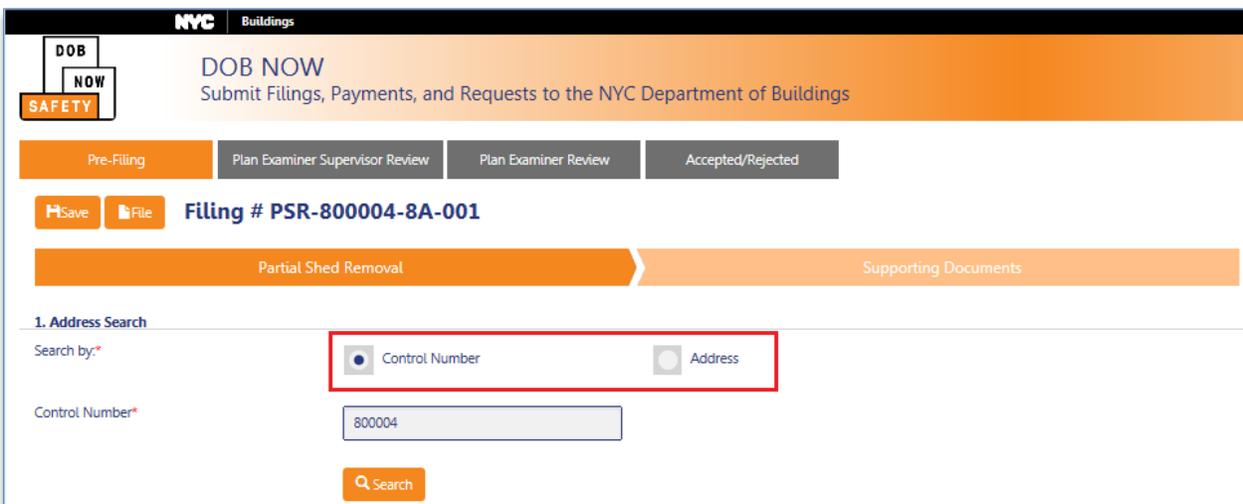
## PSR Filing

Once the PSR filing has been saved for the first time, a PSR Filing Number will be generated, beginning in PSR and ending in a 3 digit sequence number.

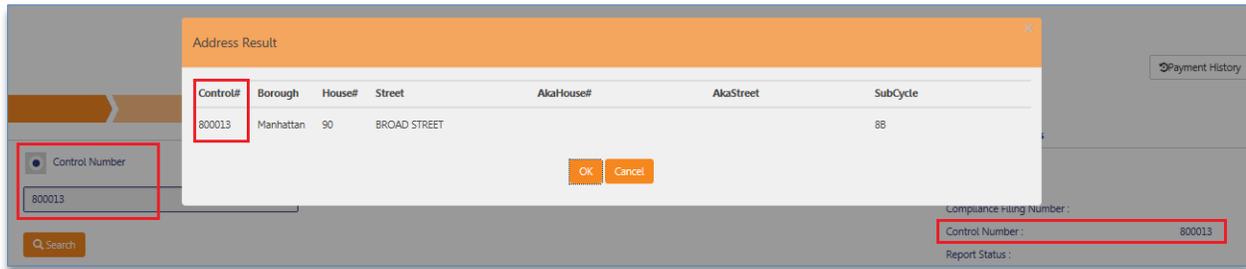


## Section 1. Address Search

In Section 1, The QEWI will be presented with the option to search by *Control Number* or *Address*.



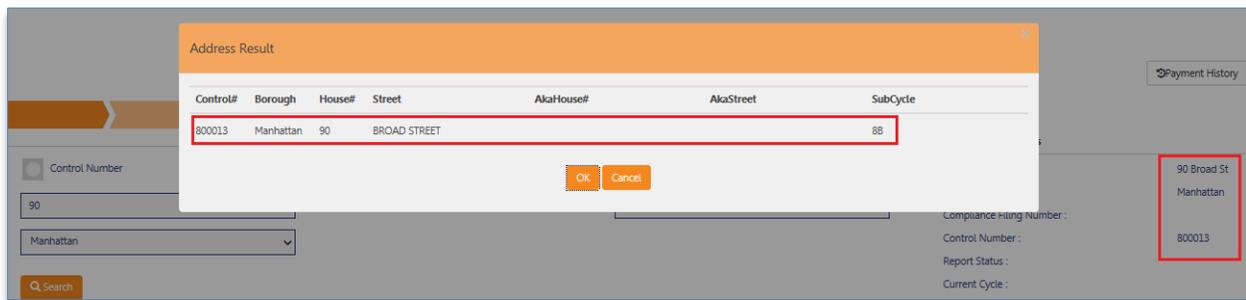
When a QEWI enters a Control Number, it will not matter if it is a previous cycle (700013), the QEWI will be provided a selection within the current cycle (800013), and its sub-cycle (8B).



## Address

When the QEWI selects the option to search by *Address*, the QEWI is prompted to enter the House Number, Street Name and Borough.

When the QEWI enters the desired address or Control Number, the QEWI will be able to validate the address DOB has on file with pertinent information.



## Section 2. Location Information - PSR

Once the Address or Control Number has been selected, the Location information will be populated with the property information.

2. Location Information			
House No(s) *	113	Street Name *	BROAD STREET
Borough*	Manhattan	Block*	5
BIN*	1000007	Lot *	10
Zip Code*	10005	Control Number*	800004
Filing Status*	SWAMP		

### Section 3. Owner Information - PSR

In Section 3. Owner Information, provide the associated owner information by entering the owner’s email address registered with in eFiling.

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

### Section 4. Applicant Information

In Section 4., the Applicant information is prepopulated based on the QEWI’s logon credentials. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *License Number* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.

4. Qualified Exterior Wall Inspector(QEWI) Information			
E-Mail*	AJOETEST@GMAIL.COM	License Type*	Professional Engineer
License Number*	078712	Last Name*	ADAM
First Name*	JOE	MI	
Business Name	Joe's	Business Telephone	5455568622
Business Address	JA LLC	Business Fax	
City	JERSEY CITY	State	NJ
Zip Code	07302	Mobile Phone	254234

## Section 5. Shed Removal Reason for Request – PSR

The QEWI enters a detailed justification for the shed removal in the text box provided.

Select the Calendar icon for the pop-up [calendar dropdown](#) to select the **QEWI Inspection Date**.

## Section 6. Supporting Document Types

The QEWI will then click on each of the following document types, which will require upload on the *Supporting Documents* form:

- Justification
- Plot Plan/Site Plan
- Before Pictures
- After Pictures
- Facades Elevation Photo
- Building ID/Address

## Supporting Documents

The Partial Shed Removal Report requires [supporting documents to be uploaded](#), including the QEWI Seal and Signature form (DPL-1). The documents required to be uploaded are pre-populated based on the information previously entered.

Document Name	Document Type	View/Download path	Delete
Before Pictures	Before Pictures	<a href="#">View/Download</a>	<a href="#">Delete</a>
After Pictures	After Pictures	<a href="#">View/Download</a>	<a href="#">Delete</a>
Building ID/Address	Building ID/Address	<a href="#">View/Download</a>	<a href="#">Delete</a>
Façades Elevation Photo	Façades Elevation Photo	<a href="#">View/Download</a>	<a href="#">Delete</a>
Plot Plan/Site Plan	Plot Plan/Site Plan	<a href="#">View/Download</a>	<a href="#">Delete</a>

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[Add New Document](#)

## Filing the Partial Shed Removal Form

The QEWI can make a final review of the filing, make any necessary changes, all documents uploaded, and then file the complete Partial Shed Removal form by clicking the [File button](#).

There are **no** fees associated with filing a Partial Shed Removal form.

## Height Verification (HV) - Filings

A QEWI creates a Height Verification Request form to validate that a building is either above or below 6.5 stories in height.

There are **no** fees associated with filing a Height Verification form.

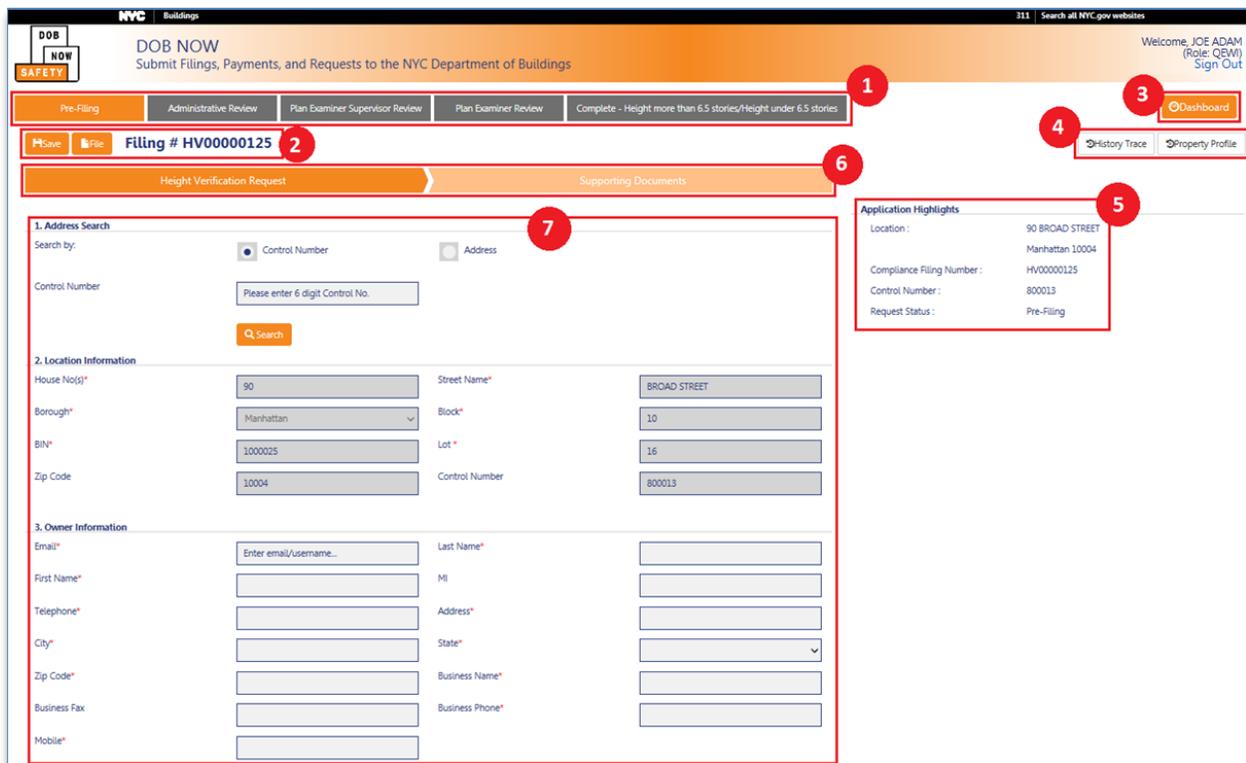
## Height Verification - Access

The QEWI can initiate a new Height Verification filing by clicking on the *+Height Verification* button on the *Dashboard*.



## Report Form Orientation Height Verification

The Height Verification Report will open.



1. The filing progress status.
2. The [Save and File](#) buttons and the current Filing Number (once the form has been saved for the first time).
3. The *Dashboard* button will take the QEWI back to the default Dashboard.

4. *History Trace* for all significant actions taken on a filing, and *Property Profile* information on the compliance filing property.
5. *Application Highlights* displays key elements relating to the property and filing.
6. Form progression; The Report is broken down into two forms which are all required to file a Height Verification Request, in order left to right; **Height Verification** → **Supporting Documents**.
7. The Height Verification compliance filing form details.

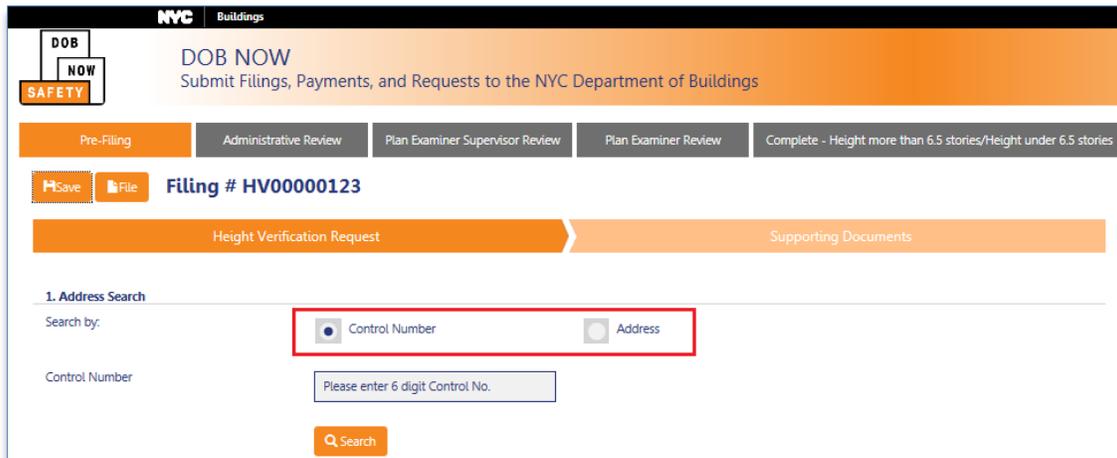
## Height Verification Form

Once the Height Verification filing has been saved for the first time, a Height Verification Filing Number will be generated, beginning with HV. When the Height Verification filing has been determined that a building that was not over 6.5 stories, but now is, a new Control Number is generated. There are **no** fees associated with filing a Height Verification form.

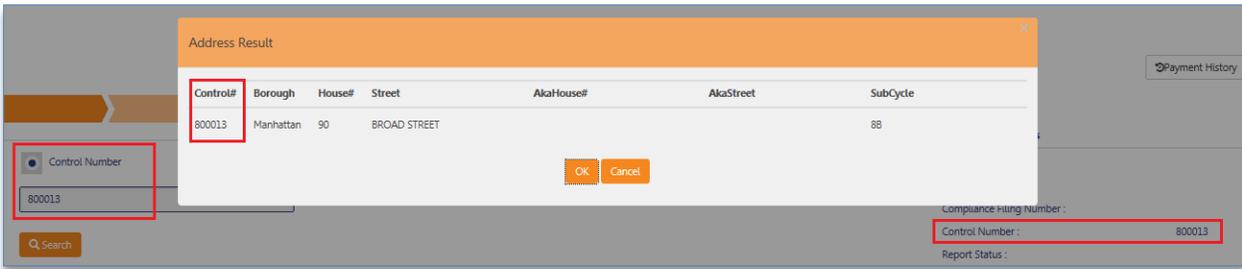


### Section 1. Address Search - HV

In Section 1, The QEWI will be presented with the option to search by *Control Number* or *Address*.



When a QEWI enters a Control Number, it will not matter if it is a previous cycle (700013), the QEWI will be provided a selection within the current cycle (800013), and its sub-cycle (8B).



## Address Search

When the QEWI selects the option to search by *Address*, the QEWI is prompted to enter the House Number, Street Name and Borough.

When the QEWI enters the desired address or Control Number, the QEWI will be able to validate the address DOB has on file with pertinent information.



## Section 2. Location Information - HV

Once the Address or Control Number has been selected, the Location information will be populated with the property information.

2. Location Information			
House No(s)*	90	Street Name*	BROAD STREET
Borough*	Manhattan	Block*	10
BIN*	1000025	Lot *	16
Zip Code	10004	Control Number	800013

### Section 3. Owner Information - HV

In Section 3. Owner Information, provide the associated owner information by entering the owner’s email address registered with in eFiling.

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

### Section 4. Applicant Information - HV

In Section 4., the Applicant information is prepopulated based on the QEWI’s logon credentials. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *License Number* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.

4. Applicant Information			
Email*	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	

## Section 5. Reason for Request - HV

In Section 5. *Reason for Request*, select one of the following options:

- 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 (if selected, the Explain Others required field shall be displayed)

**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

## Section 6. Supporting Document Types - HV

In Section 6. *Supporting Document Types*, the QEWI shall select of any/all of the following:

- Photographs
- Property Profiles
- Demo Sign Off
- OTHER (if selected, the Explain Others required field shall be displayed)
- Permits

## Supporting Documents

The Height Verification Report requires [supporting documents to be uploaded](#), including the QEWI Seal and Signature form (DPL-1). The documents required to be uploaded are pre-populated based on the information previously entered.

Document Name	Document Type	View/Download path	Delete
Before Pictures	Before Pictures	<a href="#">View/Download</a>	<a href="#">Delete</a>
After Pictures	After Pictures	<a href="#">View/Download</a>	<a href="#">Delete</a>
Building ID/Address	Building ID/Address	<a href="#">View/Download</a>	<a href="#">Delete</a>
Facades Elevation Photo	Facades Elevation Photo	<a href="#">View/Download</a>	<a href="#">Delete</a>



## Filing the Height Verification Form

The QEWI can make a final review of the filing, make any necessary changes, confirm all documents have been uploaded, and then file the complete report by clicking the [File button](#).

There are **no** fees associated with filing a Height Verification form.

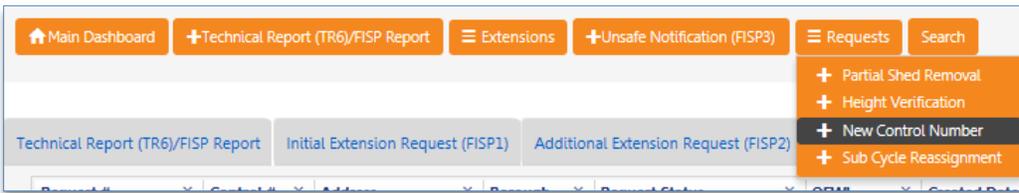
## New Control Number Request

All Buildings that require a facades compliance filing are required to obtain a Control Number. The *Control Number Request* form enables a QEWI to create a request for a control number for a given building.

There are **no** fees associated with filing a New Control Number Request form.

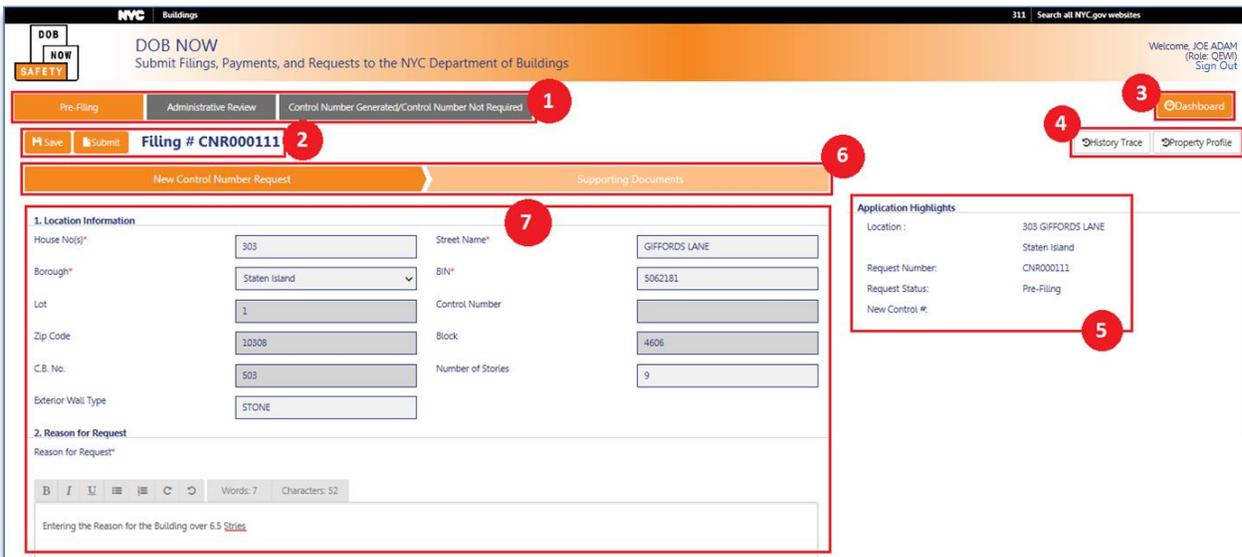
## Control Number Request Access

To initiate a New Control Number request, click on the **+New Control Number** menu item from the requests drop down menu.



## Report Form Orientation Control Number Request

The Control Number Request form will open.



1. The *ribbon* displaying filing progression status.
2. The [Save and Submit](#) buttons and the current Filing Number (once the form has been saved for the first time).
3. The *Dashboard* button will take the QEWI back to the default Dashboard.
4. *History Trace* for all significant actions taken on a filing, and *Property Profile* information on the compliance filing property.
5. *Application Highlights* displays key elements relating to the property and filing.



6. Form progression; The Report is broken down into two forms which are all required to file a Height Verification Request, in order left to right; **New Control Number Request** → **Supporting Documents**.
7. The Control Number Request form details.

## Control Number Request Form

Once the Control Number Request filing has been saved for the first time, a Control Number Request Filing Number will be generated, beginning with CNR.

NYC Buildings

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

Pre-Filing Administrative Review Control Number Generated/Control Number Not Required

Save Submit Filing #CNR000103

New Control Number Request Supporting Documents

## Section 1. Location Information

Enter the property address details in the following:

1. House Number
2. Street Name
3. Borough
4. BIN
5. Number of Stories
6. Exterior Wall Type

The following are read-only fields that will be populated once the address has been validated:

1. Lot
2. Control Number
3. Zip Code
4. Block
5. C.B. No.

New Control Number Request		Supporting Documents	
<b>1. Location Information</b>			
House No(s)*	<input type="text" value="127"/>	Street Name*	<input type="text" value="Lexington Ave"/>
Borough*	<input type="text" value="Manhattan"/>	BIN*	<input type="text" value="1018210"/>
Lot	<input type="text" value="22"/>	Control Number	<input type="text"/>
Zip Code	<input type="text" value="10016"/>	Block	<input type="text" value="884"/>
C.B. No.	<input type="text" value="106"/>	Number of Stories	<input type="text" value="9"/>
Exterior Wall Type	<input type="text" value="STONE"/>		

## Section 2. Reason for Request

Enter the Reason for the Request in the following text box.

<b>2. Reason for Request</b>
Reason for Request*
<div style="border: 1px solid #ccc; padding: 5px;"><p><b>B I U</b>     Words: 0 Characters: 0</p><div style="border: 1px solid #ccc; height: 100px; margin-top: 5px;"></div></div>
<small>You can not input more than 4000 characters (including white spaces)</small>

### Section 3. Applicant Information

In Section 3., the Applicant information is prepopulated based on the QEWI’s logon credentials. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *License Number* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.

Email*	AJOETEST@GMAIL.COM	License Type*	Professional Engineer
NYS Lic. #	078712	Last Name	ADAM
First Name	JOE	MI	
Business Name		Business Telephone	5455568622
Business Address	JA LLC	Business Fax	
City	JERSEY CITY	State	NJ
Zip Code	07302	Mobile Phone	

### Supporting Documents

The Control Number Request requires a number of [supporting documents to be uploaded](#), including the QEWI Seal and Signature. The documents required to be uploaded are pre-populated based on the information previously provided by the QEWI.

Document Name	Document Type	View/Download path	Delete
Photo	Photo Documentation of all Exterior...	<a href="#">View/Download</a>	<a href="#">Delete</a>

1 / 1 items per page 50 items per page 1 - 1 of 1 items

[Add New Document](#)



## Form Submission

Click on the *Submit* button, to file the request.

The screenshot shows the DOB NOW web interface. At the top left is the 'DOB NOW SAFETY' logo. The main header area contains the text 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this is a progress bar with three stages: 'Pre-Filing', 'Administrative Review', and 'Control Number Generated/Control Number Not Required'. 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 buttons, the text 'Filing # CNR000108' is displayed.

There are no fees associated with filing a New Control Number Request form.

## Sub Cycle Reassignment

A QEWI has the option to change the sub-cycle currently assigned to one or more contiguous zoning lots that are under a single ownership.

There are **no** fees associated with filing a Sub Cycle Reassignment Request form.

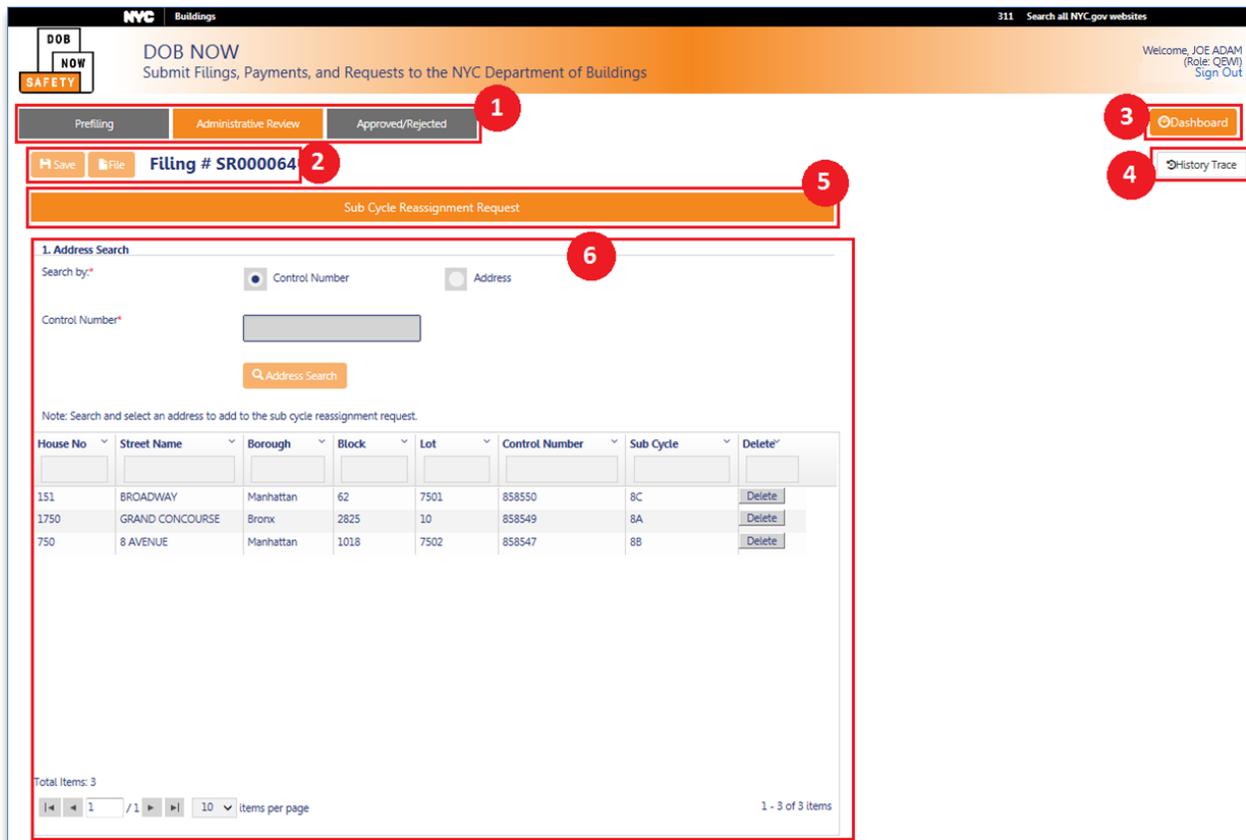
### Sub Cycle Reassignment Request – Form

To initiate a Sub Cycle Reassignment request, click on the **+Sub Cycle Reassignment** menu item from the requests drop down menu.



### Report Form Orientation Sub Cycle Request

The Sub Cycle Request form will open.



1. The *ribbon* displaying filing progression status.

2. The [Save and File](#) buttons and the current Filing Number (once the form has been saved for the first time).
3. The *Dashboard* button will take the QEWI back to the default Dashboard.
4. *History Trace* for all significant actions taken on a filing.
5. Form Name.
6. The Sub Cycle Request form details.

## Sub Cycle Reassignment Form

Once the Sub Cycle Reassignment filing has been saved for the first time, a Sub Cycle Reassignment Filing Number will be generated, beginning with SR.

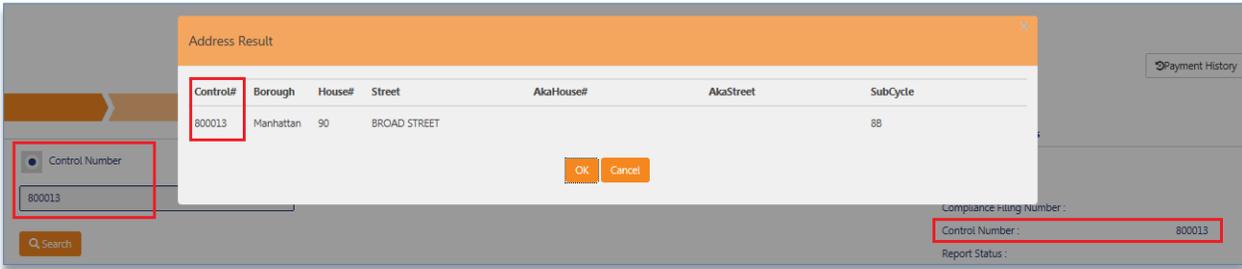
The screenshot shows the top portion of the DOB NOW interface. The header includes the NYC Buildings logo and the text "DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings". Below the header are three tabs: "Prefiling", "Administrative Review", and "Approved/Rejected". The "Prefiling" tab is active. In the center, there are "Save" and "File" buttons, followed by the text "Filing # SR000063". Below this is a large orange bar with the text "Sub Cycle Reassignment Request".

## Section 1. Address Search

In Section 1, The QEWI will be presented with the option to search by *Control Number* or *Address*.

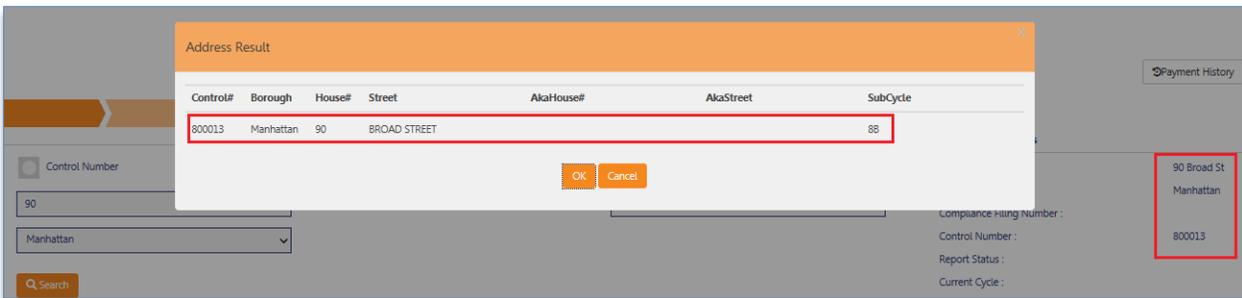
The screenshot shows the "Address Search" section of the DOB NOW interface. It features a "Search by:" label with two radio button options: "Control Number" (which is selected) and "Address". Below these options is a text input field labeled "Control Number\*". At the bottom of the section is an orange button with a magnifying glass icon and the text "Address Search".

When a QEWI enters a Control Number, it will not matter if it is a previous cycle (700013), the QEWI will be provided a selection within the current cycle (800013), and its sub-cycle (8B).



## Search by Address

When the QEWI selects the option to search by *Address*, the QEWI is prompted to enter the House Number, Street Name and Borough.



## Section 1. Form

Once the QEWI selects the desired address and clicks the *OK* button, the address will be listed in the grid below. The QEWI can enter as many addresses as required where all the properties have one Owner.

If the QEWI wishes to remove an address before filing the request, the QEWI can click on the *Delete* button on the row that includes the address to be removed.

**DOB NOW SAFETY** NYC Buildings  
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	<input type="button" value="Delete"/>
280	BROADWAY	Manhattan	153	1	800358	8C	<input type="button" value="Delete"/>

Total Items: 2  
1 / 10 items per page 1 - 2 of 2 items

## Section 2. Reassignment Request Details

In Section 2. *Reassignment Request Details*, enter the *Reason for Reassignment* in the text box. Select the requested new sub cycle for the listed buildings from the dropdown menu.

2. Reassignment Request Details

Reason for Reassignment\*

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

Reassignment to Sub Cycle\*

### Section 3. Owner Information

In Section 3. Owner Information, provide the associated owner information by entering the owner’s email address registered with in eFiling.

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"/>		

### Section 4. Applicant Information

In Section 3., the Applicant information is prepopulated based on the QEWI’s logon credentials. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *License Number* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.

4. Applicant Information			
E-Mail*	<input type="text" value="AJOETEST@GMAIL.COM"/>	License Type*	<input type="text" value="Professional Engineer"/>
License Number*	<input type="text" value="078712"/>	Last Name*	<input type="text" value="ADAM"/>
First Name*	<input type="text" value="JOE"/>	MI	<input type="text"/>
Business Name	<input type="text" value="Business Name"/>	Business Telephone	<input type="text" value="5455568622"/>
Business Address	<input type="text" value="JA LLC"/>	Business Fax	<input type="text"/>
City	<input type="text" value="JERSEY CITY"/>	State	<input type="text" value="NJ"/>
Zip Code	<input type="text" value="07302"/>	Mobile Phone	<input type="text" value="2589631478"/>

### Filing the Sub Cycle Reassignment Request Form

Once the Owner has provided their electronic signature, the QEWI can make a final review of the filing, make any necessary changes, confirm all fees are paid, all documents uploaded, and then file the complete FISP1 Report by clicking the [File button](#).

There are **no** fees associated with filing a Sub Cycle Reassignment Request form.



## Appendix

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### Work Type Acronyms

- BL: Boiler
- CC: Curb Cut
- CH: Chute
- DM: Demolition and Removal
- EQ: Construction Equipment
- EW: Equipment Work
- FA: Fire Alarm
- FB: Fuel Burning
- FN: Fence
- FP: Fire Suppression
- FS: Fuel Storage
- MH: Mechanical/HVAC
- OT: Other
- PL: Plumbing
- SD: Standpipe
- SF: Scaffold
- SG: Sign
- SP: Sprinkler
- EL: Elevator

### Legal Acronyms

- AC: Administrative Code
- APPN: Administrative Policy and Procedure Notice
- BC: Building Code
- HPD: Housing Preservation and Development
- LL: Local Law
- LPPN: Legal Policy and Procedures Notice
- MDL: Multiple Dwelling Law
- NYC DEP: New York City Department of Environmental Protection
- NYC RR: New York City Report Recommendations
- NYS DOH: New York State Department of Health
- NYS ECL: New York State Environmental Conservation Law
- OPPN: Operations Policy and Procedure Notice
- PPN: Policy and Procedure Notice
- RCNY: Rules of the City of New York
- RS: Reference Standard
- TPPN: Technical Policy and Procedure Notice



- ZR: Zoning Regulations

## Permit Type Acronyms

- AR: Architectural
- EA: Earthwork
- FO: Foundation
- ME: Mechanical
- NP: No Plans
- PL: Plumbing
- SH: Sidewalk Shed
- ST: Structural
- ZO: Zoning

## Building Type Acronyms

- NB: New Building
- Alt 1: Alteration
- Alt 2: Alteration
- Alt 3: Alteration

## Professional Acronyms

- PE: Professional Engineer
- RA: Registered Architect
- GC: General Contractor
- DP: Design Professional
- FR: Filing Representative
- QEWI: Qualified Exterior Wall Inspector (PE/RA)
- QRWI: Qualified Retaining Wall Inspector (PE/RA)
- Agency Director or Director (PE/RA)
- MP: Master Plumber
- OBI: Oil Burner Installer
- LP: Licensed Professional

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