



INDUSTRY PORTAL STEP-BY-STEP GUIDE

HOW TO FILE A PARKING STRUCTURE VERIFICATION REQUEST

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

HELPFUL LINKS

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

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

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



@NYCBuildings

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Overview

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

Requirements

- Parking Structure activities will be available in DOB NOW: *Safety* as of April 17, 2023.
- A Parking Structure is defined as a building or portion of a building used for the parking or storage of motor vehicles and an open or enclosed parking garage as defined in the New York City Building Code.
- Parking Structures must be inspected for safety once every 6 years.
- If the Owner of a building is not sure whether their structure qualifies as a Parking Structure, they can submit a Verification Request to ask for a DOB determination.
- If DOB determines that the structure is a Parking Structure, a Parking Structure ID will be assigned.
- If DOB determines that the structure is not a Parking Structure, any assigned Parking Structure ID will be made invalid.

System Guidelines

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

The screenshot shows a web form for 'Filing Representative Information'. At the top, there are three fields: 'Email*' (text input), 'Applicant Type*' (dropdown menu), and 'Last Name' (text input). Below these is a section titled 'Filing Representative Information' with a '+ Add Representative' button. A table lists one representative with columns for First Name, Last Name, Email, Business Name, Business Telephone, and Action. Below the table is a horizontal scrollbar, and at the bottom, there is a pagination control showing 'Total Items: 1' and '1 - 1 of 1 items'.

First Name	Last Name	Email	Business Name	Business Telephone	Action
ADAM	JOE2	AJOETEST2@GMAIL.COM	AJ2	(201) 222-3333	

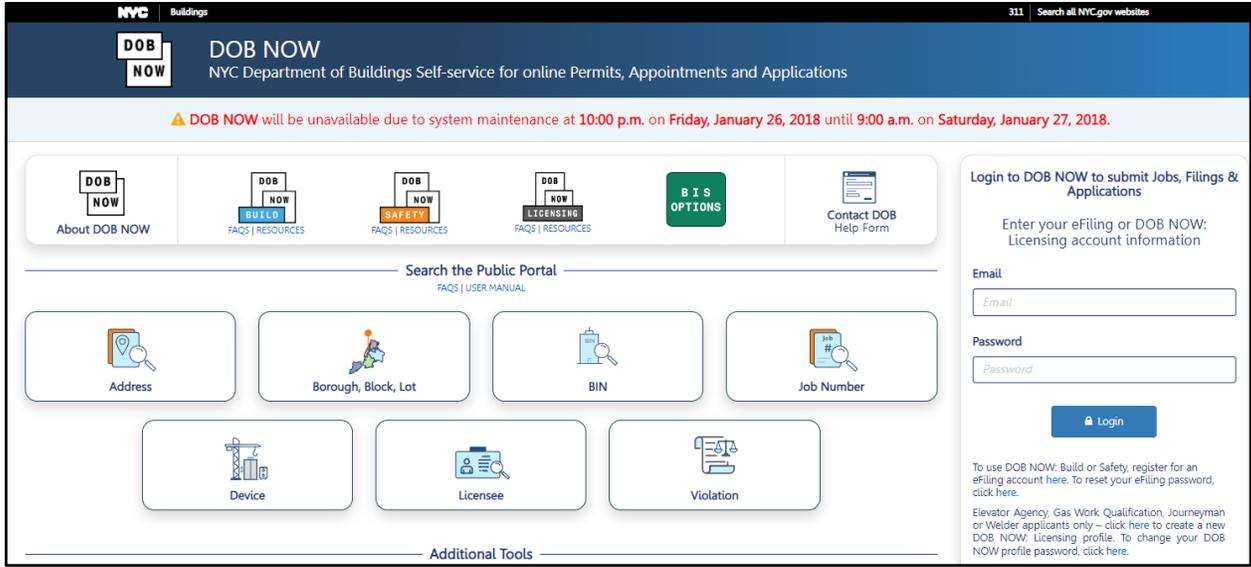
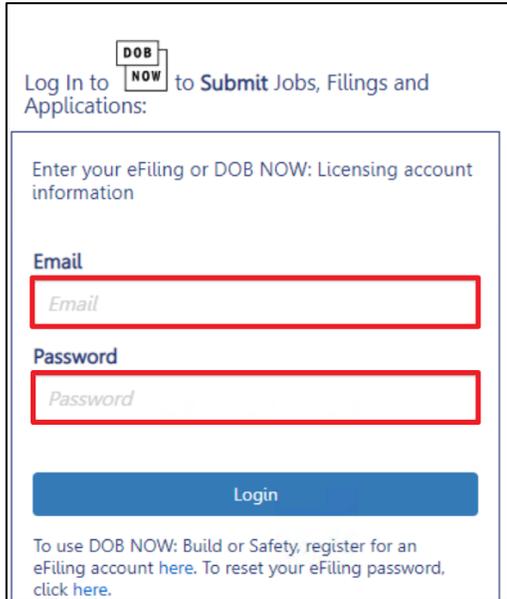
ADDITIONAL HELP & INFORMATION

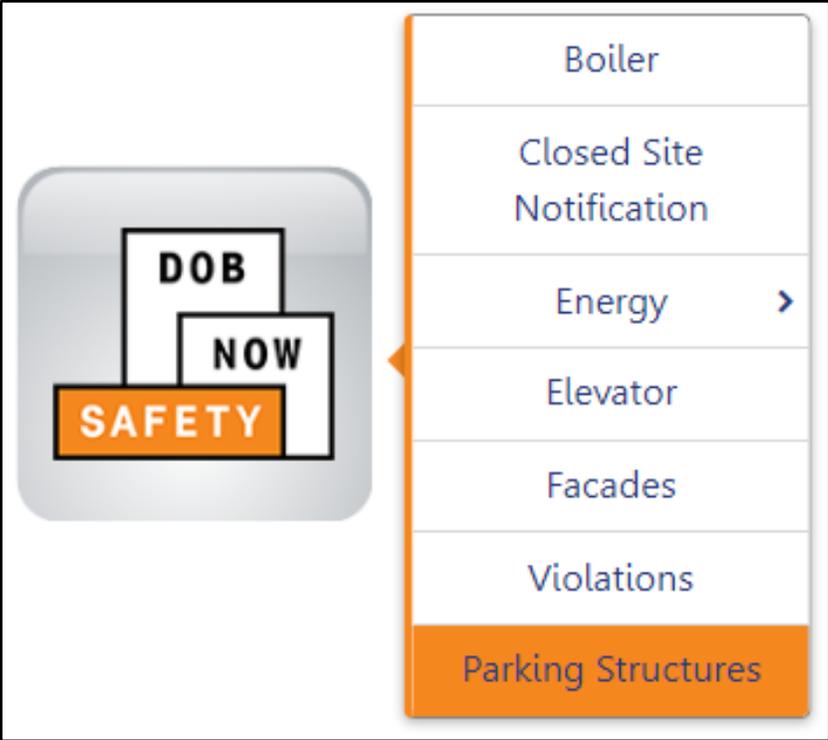
1. Video Tutorials: DOB NOW YouTube Channel: <https://www.youtube.com/user/NYCBUILDINGS>
2. Presentations & Sessions: <https://www1.nyc.gov/site/buildings/industry/dob-now-training.page>

Log into DOB NOW: *Safety*

Follow the steps below to access DOB NOW: *Safety* and initiate a Parking Structure Verification Request.

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

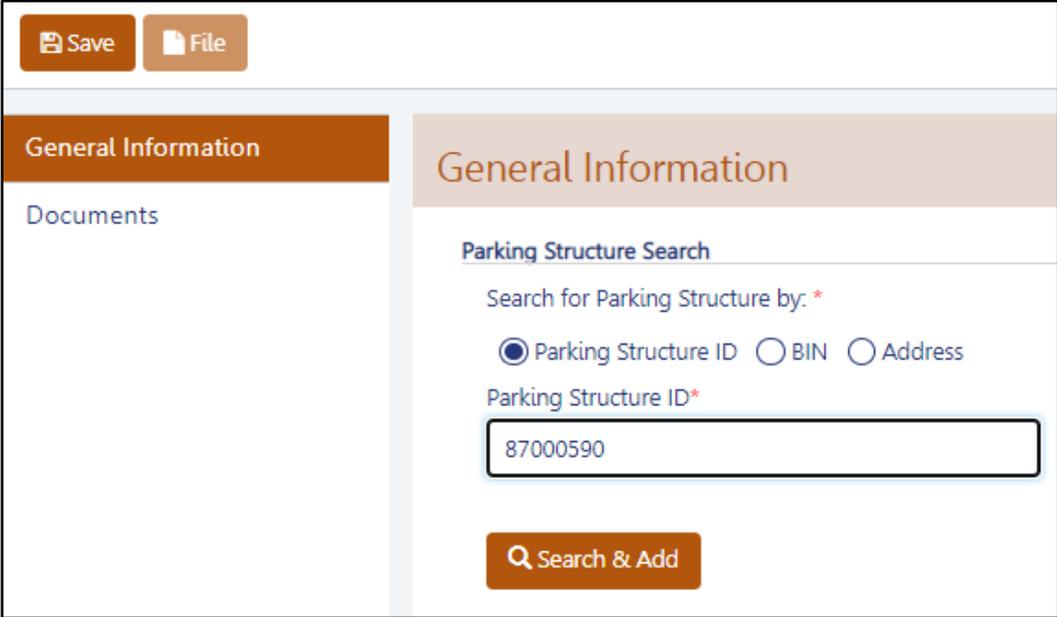
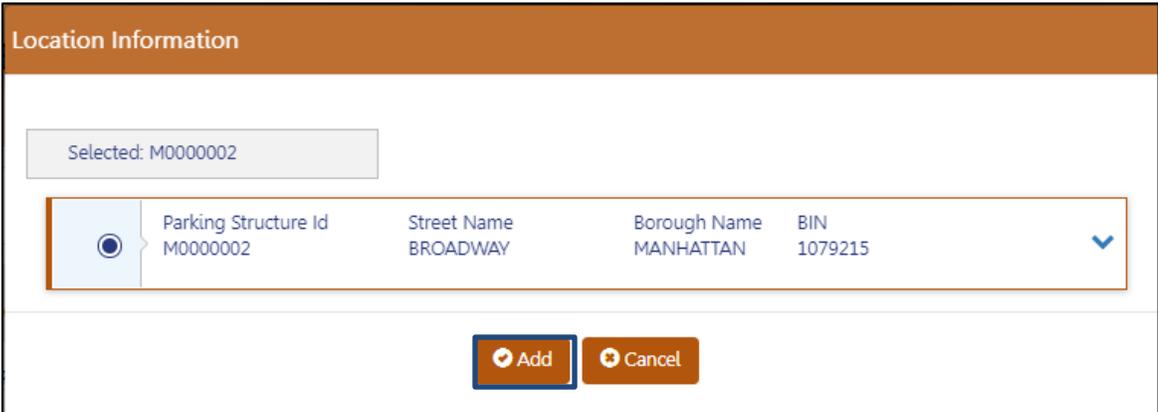
Step	Action
	<p>The DOB Login page displays.</p>  <p>The screenshot shows the DOB NOW website interface. At the top, there is a navigation bar with the DOB NOW logo and the text 'DOB NOW NYC Department of Buildings Self-service for online Permits, Appointments and Applications'. A maintenance notice is displayed: 'DOB NOW will be unavailable due to system maintenance at 10:00 p.m. on Friday, January 26, 2018 until 9:00 a.m. on Saturday, January 27, 2018.' Below this, there are several service tiles for 'About DOB NOW', 'BUILD', 'SAFETY', and 'LICENSING', each with 'FAQS RESOURCES' links. A 'B I S OPTIONS' button and a 'Contact DOB Help Form' link are also present. A search bar is labeled 'Search the Public Portal'. Below the search bar are several search filters: Address, Borough, Block, Lot, BIN, Job Number, Device, Licensee, and Violation. On the right side, there is a login section titled 'Login to DOB NOW to submit Jobs, Filings & Applications' with a form for 'Email' and 'Password' and a 'Login' button. A footer note mentions: 'To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here. Elevator Agency, Gas Work Qualification, Journeyman or Welder applicants only – click here to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, click here.'</p>
<p>4.</p>	<p>Enter your Email and Password.</p>  <p>The close-up screenshot shows the login form with the following elements: <ul style="list-style-type: none"> DOB NOW logo and text: 'Log In to DOB NOW to Submit Jobs, Filings and Applications:' Text: 'Enter your eFiling or DOB NOW: Licensing account information' 'Email' label above a text input field containing the placeholder 'Email'. The field is highlighted with a red border. 'Password' label above a text input field containing the placeholder 'Password'. The field is highlighted with a red border. A blue 'Login' button. Text at the bottom: 'To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here.' </p>

Step	Action
5.	<p>Click the DOB NOW: <i>Safety</i> button and choose Parking Structures.</p>  <p>The screenshot shows a grey button with the text 'DOB NOW' and 'SAFETY' on an orange background. To its right is a dropdown menu with the following items: Boiler, Closed Site Notification, Energy (with a right-pointing arrow), Elevator, Facades, and Violations. The 'Parking Structures' option is highlighted in orange at the bottom of the menu.</p>

Initiating a Verification Request

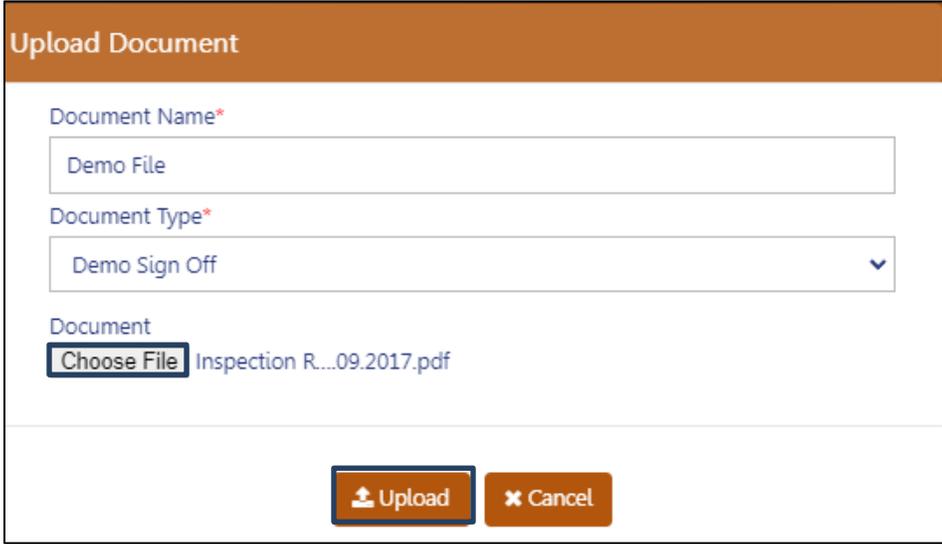
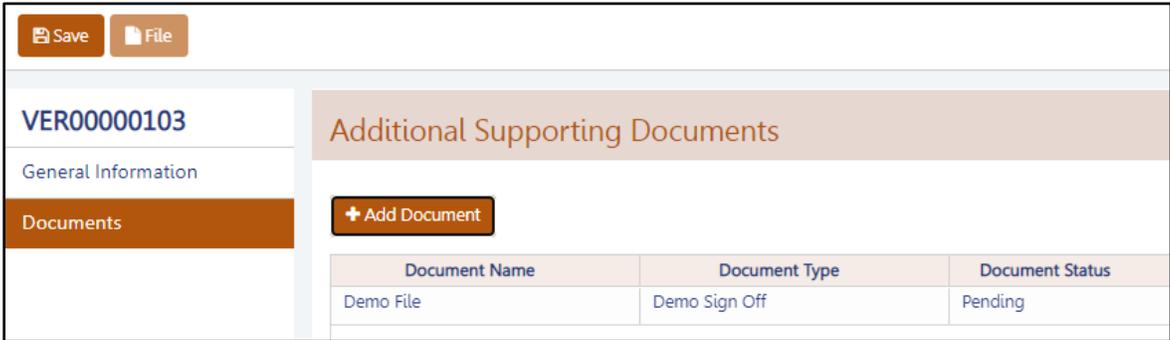
Follow these steps to initiate a Verification Request.

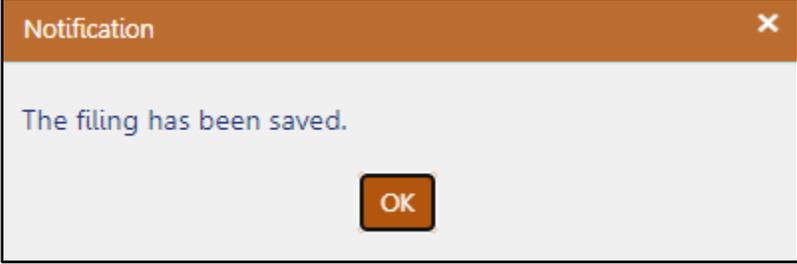
Step	Action
1.	<p>On the main Parking Structures page click the Requests button, then click the + Verification button.</p>  <p>The screenshot shows the NYC Department of Buildings Parking Structure interface. At the top, there is a header with the 'DOB NOW SAFETY' logo and the text 'NYC Department of Buildings Parking Structure'. Below the header is a navigation bar with several buttons: a home icon, '+ Periodic Inspection of Parking Structure Report (PIPS)', '+ Repair Extension Request', '+ Unsafe Notification', 'Requests', and 'Search'. The 'Requests' button is clicked, opening a dropdown menu. The menu items are: '+ Parking Structure ID Request', '+ Partial Protection Removal', '+ Verification' (highlighted with a blue box), '+ Sub Cycle Reassignment', and '+ Sub Cycle Override Requests'. Below the navigation bar, there are several buttons for different request types: 'Periodic Inspection of Parking Structure Report (PIPS)', 'Repair Extension Request', 'Parking Structure ID Re...', and 'Sub Cycle Override'.</p>

Step	Action
2.	<p>In the General Information tab, enter in the Parking ID, BIN, or Address of the Parking Structure then click Search & Add.</p> 
3.	<p>Click the radio button to select the address then click the Add button.</p> 

Step	Action															
4.	<p>The information for the location of the property searched for will now be displayed.</p> <div data-bbox="313 359 1474 814" style="border: 1px solid black; padding: 10px;"> <p>Filing Information</p> <table border="0"> <tr> <td>Latest Report Cycle</td> <td>Latest Status</td> </tr> <tr> <td><input type="text" value="1"/></td> <td><input type="text" value="Unsafe"/></td> </tr> </table> <p>Parking Structure Location Information</p> <table border="0"> <tr> <td colspan="2">Parking Structure ID M000002</td> </tr> <tr> <td>House Number 280</td> <td>Street Name BROADWAY</td> </tr> <tr> <td>Borough MANHATTAN</td> <td>Building Classification Number -</td> </tr> <tr> <td>Block 153</td> <td>BIN 1079215</td> </tr> <tr> <td>Lot 1</td> <td>Zip</td> </tr> </table> </div>	Latest Report Cycle	Latest Status	<input type="text" value="1"/>	<input type="text" value="Unsafe"/>	Parking Structure ID M000002		House Number 280	Street Name BROADWAY	Borough MANHATTAN	Building Classification Number -	Block 153	BIN 1079215	Lot 1	Zip	
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5.	<p>Fill in the necessary information under the Qualified Parking Structure Inspector (QPSI) section as required.</p> <div data-bbox="313 989 1474 1402" style="border: 1px solid black; padding: 10px;"> <p>Qualified Parking Structure Inspector (QPSI) Information</p> <table border="0"> <tr> <td>Email* <input type="text" value="AJOETEST@GMAIL.COM"/></td> <td>License Type* <input type="text" value="Professional Engineer"/></td> <td>License Number <input type="text" value="078712"/></td> </tr> <tr> <td>First Name <input type="text" value="JOE"/></td> <td>Middle Initial <input type="text"/></td> <td>Last Name <input type="text" value="ADAM"/></td> </tr> <tr> <td>Business Name* <input type="text" value="JA& LLC"/></td> <td>Business Telephone <input type="text" value="5455568622"/></td> <td>Mobile Phone <input type="text" value="2128745874"/></td> </tr> <tr> <td>Business Address <input type="text" value="JA LLC"/></td> <td>City <input type="text" value="JERSEY CITY"/></td> <td>State <input type="text" value="NJ"/></td> </tr> <tr> <td>Zip Code <input type="text" value="07302"/></td> <td></td> <td></td> </tr> </table> </div>	Email* <input type="text" value="AJOETEST@GMAIL.COM"/>	License Type* <input type="text" value="Professional Engineer"/>	License Number <input type="text" value="078712"/>	First Name <input type="text" value="JOE"/>	Middle Initial <input type="text"/>	Last Name <input type="text" value="ADAM"/>	Business Name* <input type="text" value="JA& LLC"/>	Business Telephone <input type="text" value="5455568622"/>	Mobile Phone <input type="text" value="2128745874"/>	Business Address <input type="text" value="JA LLC"/>	City <input type="text" value="JERSEY CITY"/>	State <input type="text" value="NJ"/>	Zip Code <input type="text" value="07302"/>		
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6.	<p>Enter the information for the Property Owner Information section as required.</p> <div data-bbox="311 359 1479 766" style="border: 1px solid black; padding: 5px;"> <p>Property Owner Information</p> <table border="0"> <tr> <td>Email*</td> <td>Owner Type*</td> <td>First Name</td> </tr> <tr> <td>AJOETEST@GMAIL.COM</td> <td>NYCHA</td> <td>JOE</td> </tr> <tr> <td>Middle Initial</td> <td>Last Name</td> <td>Business Name</td> </tr> <tr> <td></td> <td>ADAM</td> <td>JA LLC</td> </tr> <tr> <td>Business Address</td> <td>City</td> <td>State</td> </tr> <tr> <td>JA LLC</td> <td>JERSEY CITY</td> <td>NJ</td> </tr> <tr> <td>Zip Code</td> <td>Mobile Phone*</td> <td>Telephone*</td> </tr> <tr> <td>07302</td> <td>2128745874</td> <td></td> </tr> <tr> <td>Business Telephone*</td> <td></td> <td></td> </tr> <tr> <td>5455568622</td> <td></td> <td></td> </tr> </table> </div>	Email*	Owner Type*	First Name	AJOETEST@GMAIL.COM	NYCHA	JOE	Middle Initial	Last Name	Business Name		ADAM	JA LLC	Business Address	City	State	JA LLC	JERSEY CITY	NJ	Zip Code	Mobile Phone*	Telephone*	07302	2128745874		Business Telephone*			5455568622		
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7.	<p>Enter in the necessary information under the Reason for Request section.</p> <div data-bbox="311 867 1479 1060" style="border: 1px solid black; padding: 5px;"> <p>Reason for Request</p> <table border="0"> <tr> <td>Reason for Request/Justification*</td> <td>QPSI Inspection Date*</td> </tr> <tr> <td>Parking Structure is not in DOB NOW: Safety and is</td> <td>01/24/2023</td> </tr> </table> </div>	Reason for Request/Justification*	QPSI Inspection Date*	Parking Structure is not in DOB NOW: Safety and is	01/24/2023																										
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8.	<p>Click the Save button to continue.</p> <div data-bbox="311 1161 579 1251" style="border: 1px solid black; padding: 5px;"> <p> </p> </div>																														
9.	<p>Click on the Documents tab click the + Add Document button.</p> <div data-bbox="311 1352 1479 1669" style="border: 1px solid black; padding: 5px;"> <p> </p> <p>VER00000103</p> <p>General Information</p> <p>Documents</p> <p>+ Add Document</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Document Type</th> <th>Document Status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Document Name	Document Type	Document Status																											
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Step	Action
10.	<p>Fill in the information as needed then click the Choose File button to browse to the file location and select the document to be attached. Click the Upload button.</p> 
11.	<p>The document uploaded will now appear in the list; click the + Add Document to continue to add any additional documents that may be needed.</p> 
12.	<p>When done, click the Save button.</p> 

Step	Action
13.	Click OK on the Notification. 
14.	Click the File button to submit the Verification Request. 
This concludes the How to Create a Verification Request step by step.	