

SERVICE NOTICE

Electrical Firm Accounts with Balances Subject to Action

In preparation for the retirement of electrical firm accounts and the transition of all electrical payments from BIS to DOB NOW, the Department will be auditing Firm Accounts.

Firm Accounts with Debit Balances

Responsible Licensees with a debit balance must pay the Department in full by January 30, 2026. If full payment is not received by this date, responsible licensees may be subject to one or all the following actions below:

- disciplinary action for failure to pay outstanding fees pursuant to Title 28
- restriction or revocation of filing privileges and license
- referral to the NYC Law Department
- assignment of your unpaid debt to a collection agency which could affect your personal and business credit ratings.

The NYC Department of Buildings will pursue all legal options at its disposable to recover unpaid balances

Firm Accounts with Credit Balances

Responsible licensees with firm accounts that have credit balances can submit a refund request [RF1 Form](#) to fiscalrefunds@buildings.nyc.gov:

- refunds will be issued **only** to the *Responsible Electrical Firm representative*
- the electrical firm account number **must** be referenced in the refund request
- all outstanding jobs **must** be signed off and outstanding fees paid.

Electrical Jobs that were Filed in BIS

As of August 23, 2025, the status of all electrical jobs that were filed in BIS that were not signed off by the New York City Department of Buildings were updated to **Abandoned** status in BIS. Abandoned jobs must be reinstated in DOB NOW: *Build* to be signed off.

For more information on electrical jobs previously filed in BIS, see the July, 2025 Service Notice [2025 New York City Electrical Code: Electrical Jobs Filed in the Buildings Information System \(BIS\)](#).

Reinstate an Abandoned BIS Job in DOB NOW

Login to [DOB NOW](#) and select the **DOB NOW: Build** module. Select **+ Job Filing > Alteration > Electrical**. Answer **Yes** to the new question: Are you reinstating a BIS electrical permit? Enter the job number of the abandoned BIS job. Payment of the filing fees is required.

Additional Information

Learn more about [Electrical Filings](#). For questions/inquiries, email cashreceipts@buildings.nyc.gov.