

SERVICE NOTICE

Follow Up #1: Electrical Firm Accounts with Debit Balances Subject to Action

In preparation for the retirement of electrical firm accounts in June 2026, and the transition of all electrical payments from BIS to DOB NOW, the Department will continue auditing Firm Accounts and will pursue all legal options at its disposal to recover unpaid balances.

Firm Accounts with Debit Balances

Responsible licensee with a debit balance must pay the Department in full by June 1, 2026. If full payment is not received by this date, the licensee(s) responsible may be subject to one or all the following actions:

- submission to the license board for suspension or revocation of license
- other disciplinary action such as restricting filing privileges for failure to pay outstanding fees
- referral to the NYC Law Department to initiate the prosecution process
- assignment of unpaid debt to a collection agency which will affect personal and business credit ratings.

Firm Accounts with Credit Balances

Responsible licensees with firm accounts that have credit balances can submit a refund request to fiscalrefunds@buildings.nyc.gov using the [RF1 Form](#). Refunds will be issued **only** to the Responsible Electrical Firm representative.

NOTE: The electrical firm account number must be referenced in the refund request

Electrical Jobs Filed in BIS

As of August 23, 2025, the status of all electrical jobs that were filed in BIS that were not signed off 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, read the July 2025 service notice, [NYC Electrical Code: Electrical Jobs Filed in the Buildings Information System \(BIS\)](#). For information about balances on electrical firm accounts, read the November 2025 service notice, [Electrical Firm Accounts with Balances Subject to Action](#).

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

To learn more about electrical filings, visit the [Electrical Filings page](#). For specific questions regarding Firm Accounts, email cashreceipts@buildings.nyc.gov.