

SERVICE NOTICE

Fast-track Post Approval Amendments for Standard Plan Examination BIS filings related to Occupancy Requests

Effective March 27, 2023, a new option is available in eFiling to submit fast-track Post Approval Amendments (PAAs) for standard plan examination job filings in the Buildings Information System (BIS) for changes related to objections on Schedule of Occupancy and Certificate of Occupancy requests.

Fast-track submissions are applicable only for changes related to objections on a Schedule of Occupancy or Certificate of Occupancy request that **do not include changes to the plans** and for changes that have not already been submitted on an open PAA. Login to eFiling at nyc.gov/dobefiling, select the appropriate module and Electronically Submit Documents (eSubmit). From the **Filing Documents** section, select **Form Name PW1** and indicate **the Filing Type**. Select the doc number that is being amended (Doc 01 that has the OT/GC work type indicated in section 6C) and provide the associated DOB NOW Schedule of Occupancy or Certificate of Occupancy request number. Upload a color scanned copy of the PW1 with all changes highlighted and submit the file.

Filing Documents *(show help)*

Upload Forms

Upload Forms:

Select the Document type from the drop down or check the appropriate checkbox above to upload the file.

* **Select Form Name :**
PW1-PLAN / WORK APPROVAL APPLICATION

* **Select Filing Type :** Correction New PAA Withdrawal **Fast-track PAA**

* **Select BIS Job Doc Number:** 01 - Initial

* **Enter associated DOB NOW SO or CO Request Number:**

(Sample format: SO-1111111-11111111-01-01, CO-99999999)

* **Select File to Upload:** (PDF format only. Maximum size limit:10MB)

No file chosen

Fast-track approval is applicable only for changes to **PW1A: Schedule A** and the below sections on the **PW1: Plan/Work Application**:

- 9D, 9E, 9F
- 11, 11A, 11B
- 12C
- 13B, 13C, 13D, 13E, 13F
- 18
- 19
- 22
- 24
- 25
- 26, 26A

After payment of the PAA (D or G status), Fast-track PAAs are expected to be reviewed by plan examination staff within 2 business days.