BEST PRACTICES FOR THE VIRTUAL CLASSROOM

Chat Feature

Mute Microphones

Ask Questions

Parking Lot

Feedback

Participate

AGENDA

- Overview of Filing Representative Registration

- Required Documents

- Statuses

- Licensing Fees

- License Process Flow

- How to Log Into DOB NOW: *Licensing*

- New Registration Application Process

- Responding to Objections and Requesting Reconsideration

- Getting the License

- Renew License

- Manage License

- Update Name and/or Address

- Important Notes

- There are two classes of Filing Representatives.

  - **Class 1 Filing Representatives** may present, submit, furnish or seek approval of applications or construction documents, and remove documents from the possession of the department.

  - **Class 2 Filing Representatives** (also referred to as "code and zoning representatives") may perform all of the activities of a Class 1 and may also appear before and attend appointments with Plan Examiners and other department technical staff regarding construction document approvals, including, but not limited to, plan review, audit review, pre-determinations, and determinations.

- A Filing Representative Registration is valid for **3 years**.

To become an **NYC-registered Filing Representative**, an applicant is required to:

- Meet the **registration criteria** (age, language, experience, etc.)

- Complete **required training course(s)**

- Begin the application in **DOB NOW:** *Licensing*

- Upload all **required documentation**

- Pay any **required fees**

- **Submit** the registration application

To become an **NYC-Registered Filing Representative,** applicants are required to meet these qualifications:

- Be at least **18 years old**

- Be able to **read and write the English language**

- Be **fit to perform the work authorized by the registration**

- Have **good moral character**

- Have completed the **Department-approved integrity training**

- **Class 1** Registration Applicants must have successfully completed the **16-hour Filing Representative training course**.

- **Class 2** Registration Applicants must:

  - Have successfully completed the **36-hour Filing Representative training course**

  - In addition, they must either:

    - Have a **four (4) year degree in Architecture or Engineering** from an accredited college

    OR

    - Have a **four (4) year degree in another field** from an accredited college and have **two (2) years of experience filing 50 jobs** as an NYC registered filing representative within the four (4) years prior to application for registration.

- Once DOB approves your application, you will need to come to the DOB office to receive your Registration card.

- Your Filing Representative Registration is valid for **three years**.
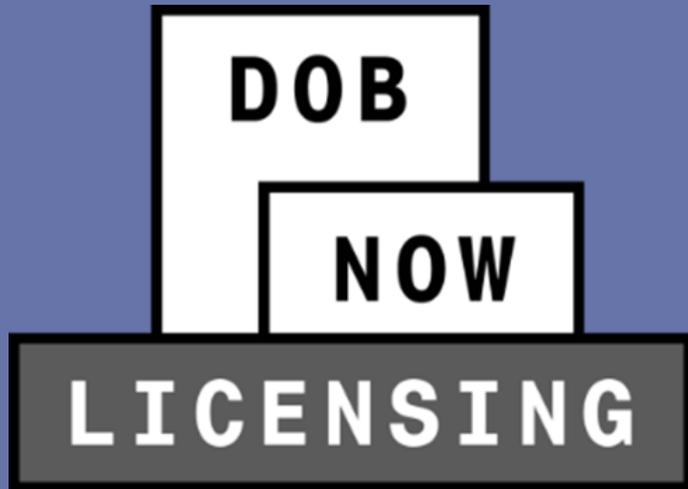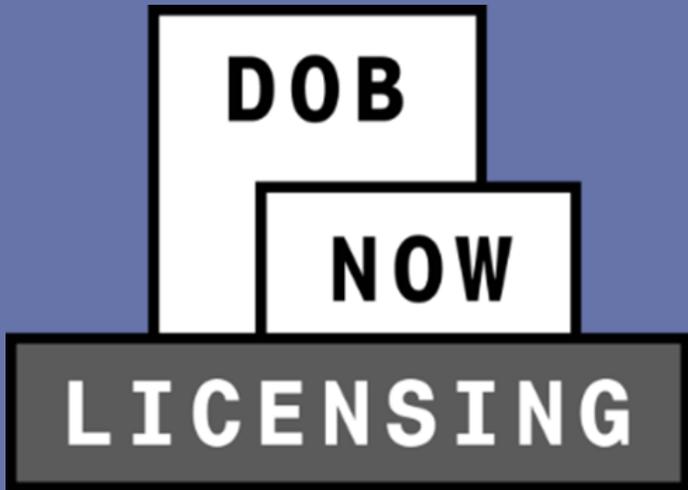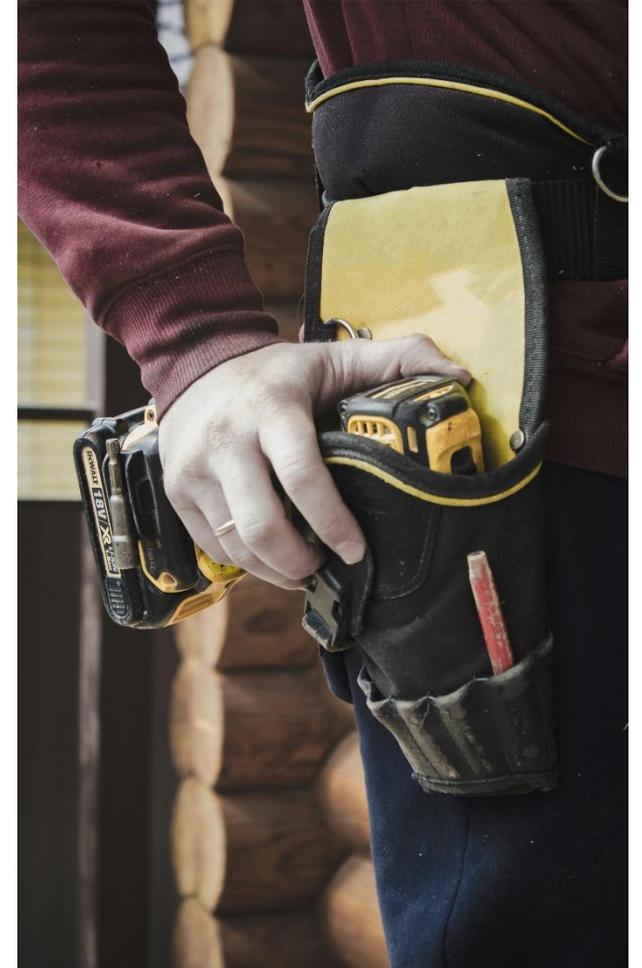
DOCUMENTS

Documents for a New License

- An overview of what documents are required for New License Applications, Renewals, and Reissues can be found in the Required Documents spreadsheet.
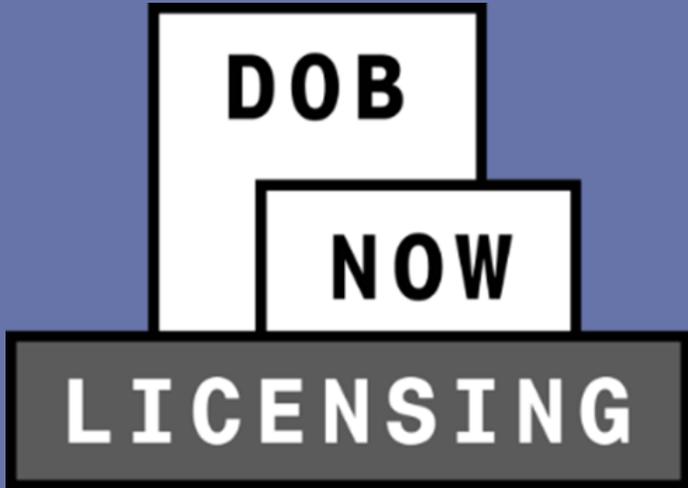
NYC Buildings

STATUSES

DOB NOW: *Licensing* – LICENSE REQUESTS STATUSES

- All statuses that can apply to License Requests can be found in the
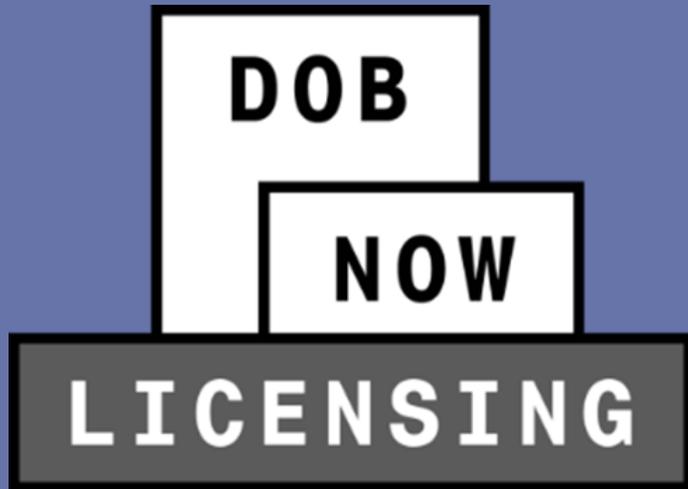
  Licensing Statuses document.

FEES

- All License Request fees can be found in the Licensing Fees document.

- **Late Fees** for License Renewal apply if the Renewal Request is filed:

    - 30 days or fewer before the Expiration Date of the License

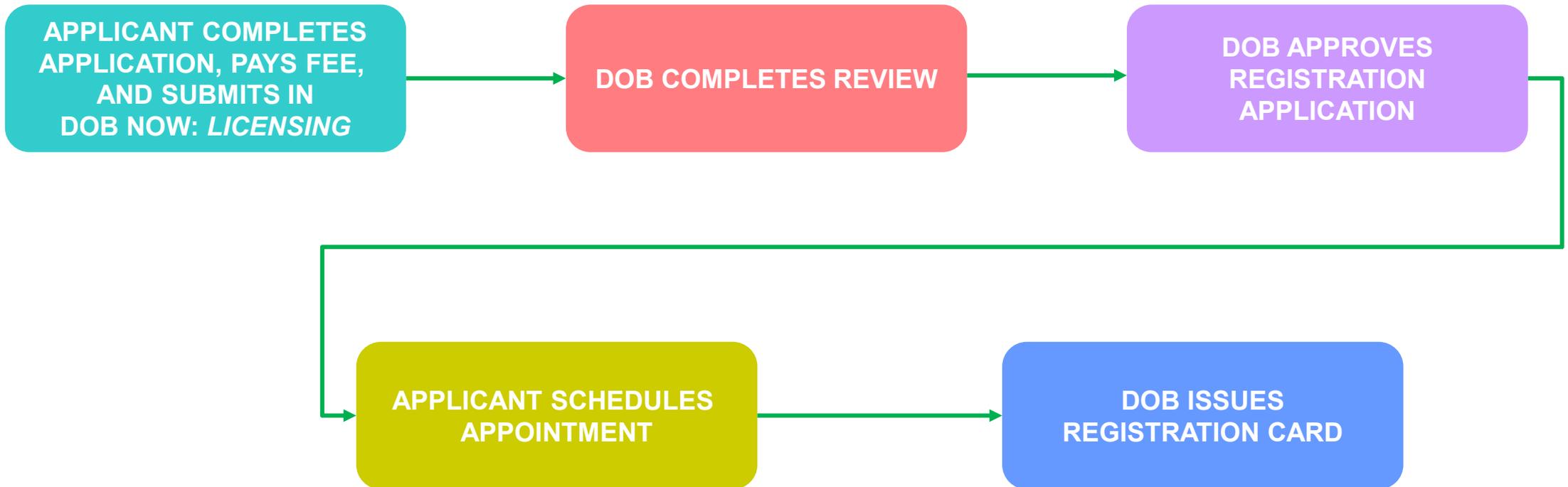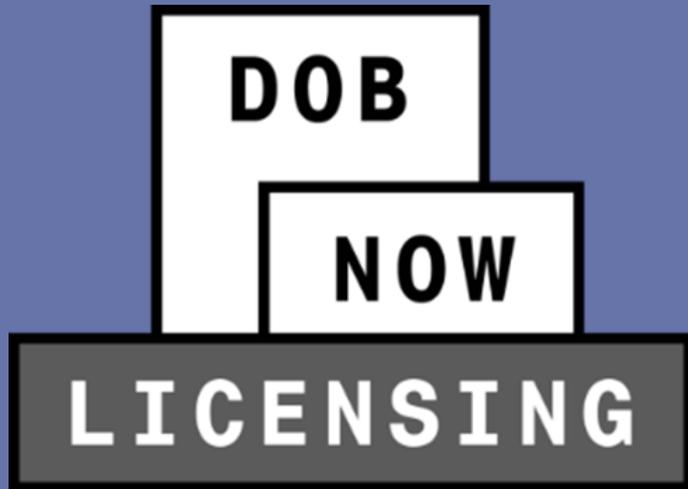   - Up to one year after the Expiration Date of the License
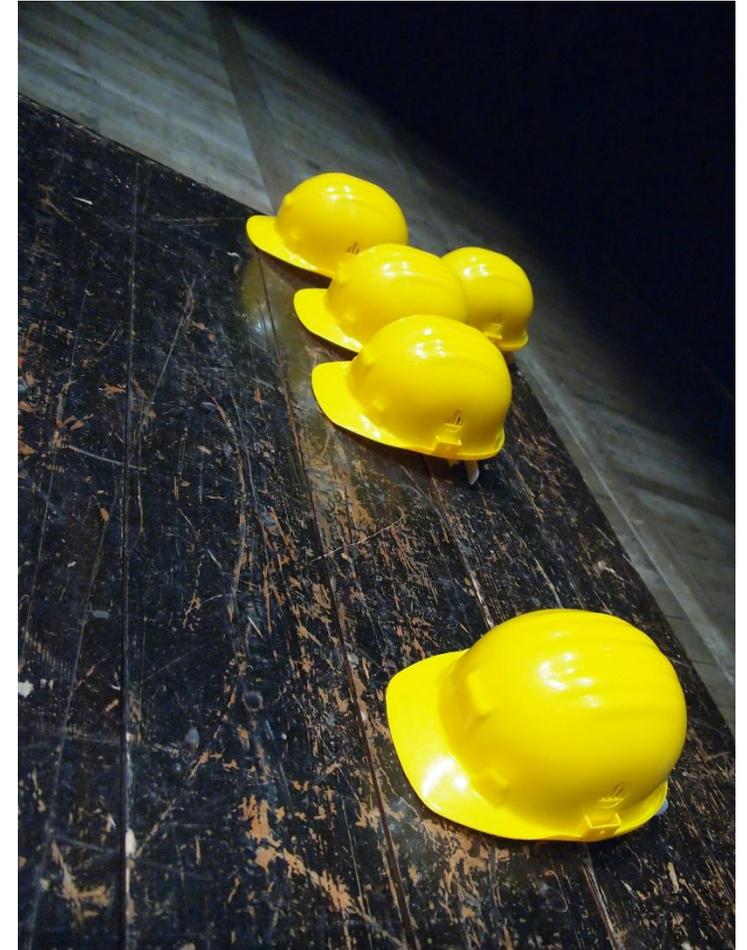
STEPS TO GET A REGISTRATION

STEPS TO GET A NEW REGISTRATION

- These are the steps for applying for a Filing Representative Registration.

```
┌──────────────────────┐      ┌──────────────────────┐      ┌──────────────────────┐
│ APPLICANT COMPLETES  │      │                      │      │   DOB APPROVES       │
│ APPLICATION, PAYS FEE,│─────▶│ DOB COMPLETES REVIEW │─────▶│   REGISTRATION       │
│ AND SUBMITS IN       │      │                      │      │   APPLICATION        │
│ DOB NOW: LICENSING   │      │                      │      │                      │
└──────────────────────┘      └──────────────────────┘      └──────────────────────┘

         ┌──────────────────────┐      ┌──────────────────────┐
         │ APPLICANT SCHEDULES  │─────▶│   DOB ISSUES         │
         │ APPOINTMENT          │      │   REGISTRATION CARD  │
         └──────────────────────┘      └──────────────────────┘
```

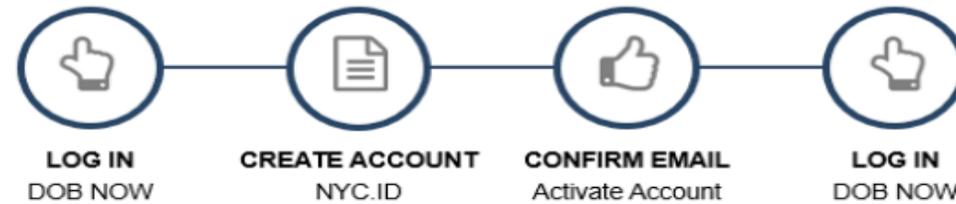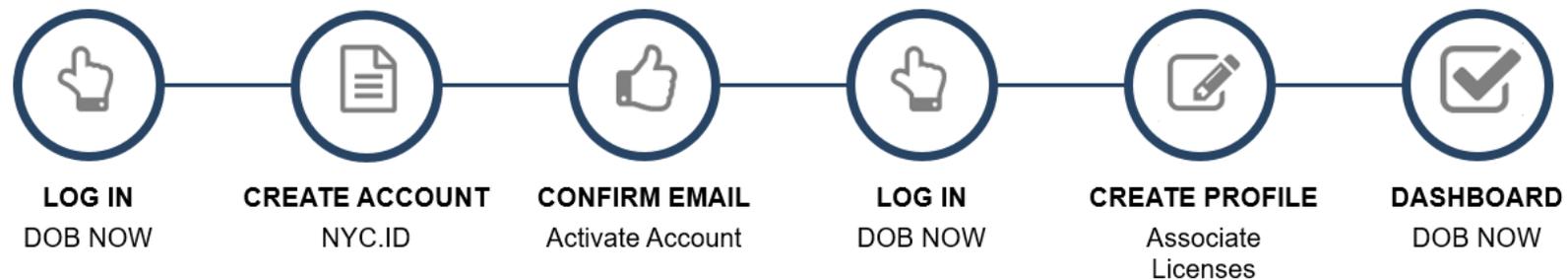# HOW TO LOG INTO DOB NOW: LICENSING

NYC.ID PROCESS OVERVIEW

- DOB NOW integrated with NYC.ID in June 2024, requiring all returning and new users to have a NYC.ID account to log into DOB NOW.

- One-time process for **Existing DOB NOW Users**:

LOG IN	CREATE ACCOUNT	CONFIRM EMAIL	LOG IN
DOB NOW	NYC.ID	Activate Account	DOB NOW

- One-time process for **New Users**:

LOG IN	CREATE ACCOUNT	CONFIRM EMAIL	LOG IN	CREATE PROFILE	DASHBOARD
DOB NOW	NYC.ID	Activate Account	DOB NOW	Associate Licenses	DOB NOW

DOB NOW LOGIN

- If you have an **eFiling Account, DOB NOW profile,** or **NYC.ID**, enter the same email address associated with all your filings in DOB NOW. You will be redirected to the NYC.ID registration page.

- If you do not already have an NYC.ID you will be directed to create one. If you already have an NYC.ID you will be directed to enter the password associated with your NYC.ID.

- For step-by-step guides and videos, visit **nyc.gov/dobnowtips**.
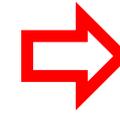
Log into DOB NOW to view, sign and submit jobs, filings, and applications.

Enter your NYC.ID email address:

Email

Email

🔒 Login

If you need an NYC.ID

Create Account

New login process as of June 3, 2024. Visit www.nyc.gov/dobnowtips for more information.

If you are a returning DOB NOW user who does not have a NYC.ID, select Create Account above and **use the same email address** as your eFiling account or DOB NOW profile to access your DOB NOW records.
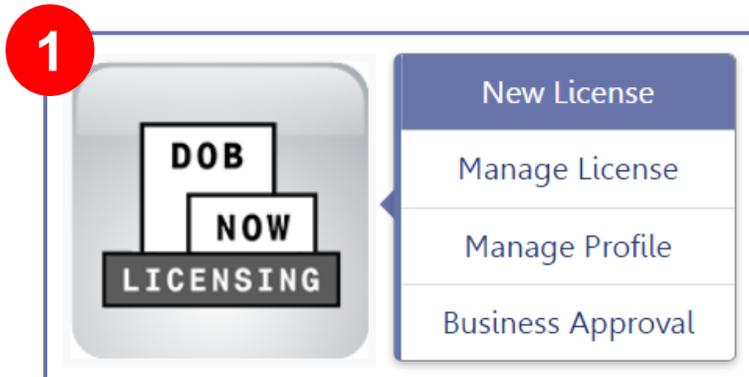
Need more help? Contact us.
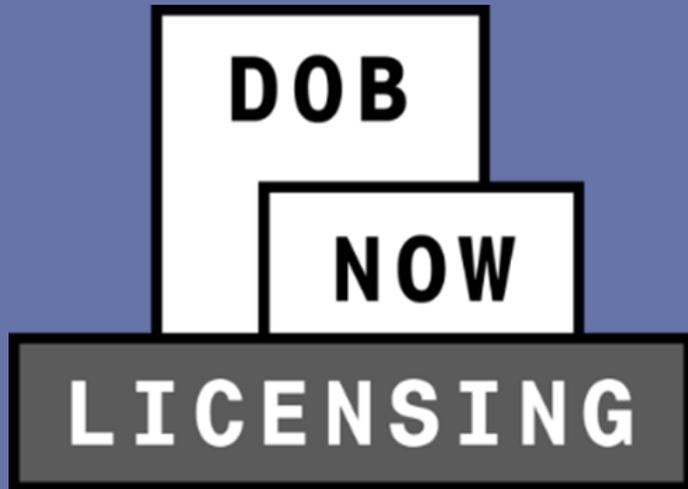
HOW TO APPLY FOR A NEW REGISTRATION

License Qualification Application Process

HOW TO APPLY FOR A NEW LICENSE

To apply for a new license or registration, log into DOB NOW, hover over the **DOB NOW:** *Licensing* module and select **New License**. From the dashboard click the **+ New License** button to begin the application process.

1

DOB NOW LICENSING
New License
Manage License
Manage Profile
Business Approval

🏠	**+ New License**	quest my open permits/jobs	👤 Manage My Profile	📋 Manage License	📋 Manage Special Inspection Agency	↻ Renew License	**+ Business Approval**

2

My Applications	My Requests	Business Approval	SSM Trainee Enrollment

↻ Refresh

Actio...	Filing Action ˅	Application Number ˅	Application Type ˅	License Type ˅	License Class/Class Type ˅	Application S ☰

NYC Buildings

- Select the radio button next to the License Type and then click **Next**. Select a **License Class/Class Type** by selecting the radio button and clicking **Next.**

- Click the **appropriate answers** to all questions asked on the **Supplemental Investigation Questionnaire.**

- The questions differ depending on the License Type.

- Click **Submit** at the bottom of the pop-up window. Once the questionnaire is submitted, the information provided cannot be changed.

Supplemental Investigation Questionnaire

Are you at least eighteen (18) years old?*	○ Yes ○ No
Are you able to read and write the English language?*	○ Yes ○ No
Are you of good moral character?*	○ Yes ○ No
Are you fit to perform the work authorized by this license/qualification?*	○ Yes ○ No

Submit   Cancel

NEW LICENSE – GENERAL INFORMATION

- Enter all the required fields on the General Information tab, including (if not auto populated):

  - **Home Telephone Number**

  - **Borough**

  - **Personal Information**

  - **Filing Representative** or **Preparer** information if appropriate

- Details on what information will be required varies depending on license type.

NEW LICENSE – GENERAL INFORMATION (NO DOB LICENSE)

- If you do not have a DOB license, General Information is auto populated from your NYC.ID and DOB NOW Account.

- **To change your name or email address,** select Manage/Associate Licenses from the person icon in the top right corner. Then select the link in **update your NYC.ID account**.

- **To change your address information**, select the **Edit** button.

NEW LICENSE – GENERAL INFORMATION (EXISTING DOB LICENSE)

- If you have an **existing DOB license**, the General Information section will be auto filled from that license information.

- To update licensee name or address information, follow the instructions in the Manage Profile section of this presentation.

- Mark whether you are a **City Employee**.

- Click **Save**. A **Notification** will display which information cannot be changed after saving. To move forward, select **Save** again.

- Click **OK** to confirm the application has been saved.

City Employee

Are you a City Employee?* ◯ Yes ◯ No

Notification

Please note that the below information cannot be changed after saving:

Application Type: New License

License Type: Filing Representative Registration

License Class/Class Type: Class 1

Email: HMOLICENSE01@GMAIL.COM

Save   Cancel

Notification   ✕

Application has been saved.

OK

Pre-filing — Pending Background Review — Approval Letter Sent — Approved, License Issuance Pending — License Card Issued

Save | Preview to File

Complete all required fields that have a red asterisk. Once the Save button is selected, additional sections will appear. Complete all required sections then select the Pay Now button. After payment is submitted, select the Preview to File button to submit the application. If the status bar above indicates Pre-filing status, it has not been submitted to DOB for review.

- After the Application is saved, a message will appear at the top of the page: "Complete all required fields that have a red asterisk. Once the Save button is selected, additional sections will appear. Complete all required sections then select the Pay Now button. After Payment is submitted, select the Preview to File button to submit the application. If the status bar above indicates Pre-filing status, it has not been submitted to DOB for review."

- The **Status Bar** will also appear. The details of the status bar will differ depending on the license type.

L00013220

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

Documents

Statements and Signature

- A License Application number will be assigned.

- Five more tabs will appear to be completed:

  - **Background Investigation**

  - **Qualifications/Experience**

  - **Child Support Certification**

  - **Documents**

  - **Statements & Signature**

- After the Application has been saved, a **Business Information** section will appear on the **General Information** tab. Click **+Add Business Information**.

Business Information*

+ Add Business Information

Actions	Business Name	Business Email	Business Address

- A Business Information pop-up window will appear.

- Enter all information and then click **Save**.

Business Information

Business Name*

House Number*

Street Name*

City*

State*
Select

Zip*

Business Email*
Enter email/username...

Business Phone*

Fed Tax ID #*

Business's Trade or Doing-Business-As (DBA) Name

Are you Self-Employed?* ○ Yes ○ No

[Save] [Cancel]

L00013220

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

Documents

License History*

+ Add History

List all licenses, certifications, or registrations issued to you, by any City or State.

Name	Type	License/Certification/Reg...

- Go to the **Background Investigation** tab and then click the **+ Add History** button to enter details of any license, certification, or registration issued to the Applicant by any city or state.

- At least one License, Certification, or Registration is required in this section.

NEW LICENSE – BACKGROUND INVESTIGATION

- For each license, **enter**:

  - Name

  - Type

  - License/Certification/Registration Number

  - Current Status

  - Expiration Date

  - Then click **Save**.

Do you currently have a valid Driver's License? * ● Yes ○ No

State where Issued*   Driver's License Number*

Have any license application(s) ever been denied to you by the Department of Buildings or any other Government entity?*   ○ Yes ● No

Have any licenses or privileges granted to you or your associated business(es) by the Department of Buildings or any other government entity ever been rescinded, revoked, surrendered, suspended or have you or your related business(es) ever been disqualified from performing inspections? If Yes please indicate the type of license/certification/registration with the reason for the suspension, restriction, surrender, revocation, or disciplinary action in the Comments. *   ○ Yes ● No

- If the applicant has a **Driver's License**, enter the state and number of the license.

- If any licenses or government-granted privileges have ever been denied, rescinded, revoked, surrendered, suspended or disqualified, explain the details in the **Comments**.

- Depending on the License Type, additional questions may appear. Answer all questions.

- In the **Education** section, click **+Add Education**.

Education*

+ Add Education

Actions	Education Type

- Fill out the pop-up window.

- Click **Save**.

Education Type*

Degree

Degree

Institution/College Name*

Address*

City*

State*

Zip Code*

Country*

Select

Degree*

○ BA ○ BS

Major*

⊘ Save   ⊗ Cancel

35

- In the **Personal Information** section, answer if you have ever been known by any other names. If yes, click the **+ Add History** button to enter any prior names.

- Click **Save** when done.

Have you ever been employed by a city, state or federal govt agency?*   ● Yes   ○ No

Are you related to any DOB employee(s) including through marriage?*   ○ Yes   ○ No

If you answer YES to any of the questions in this section, you must provide complete details, specifying the date, agency, reason, disposition, etc. in the Comments box.

Comments*

[   ]

500 characters remaining

- Answer the **Yes/No questions** about whether the Applicant has worked for a city, state or federal government agency and whether they are related to any DOB employee(s).

- Any **Yes** answers, either here or above, require an explanation in the **Comments** field.

NYC Buildings

- Enter the full address of all residences where the Applicant has lived for 3 or more months in the past 10 years (or since they left high school, whichever is less).

  1. Click the **+ Add Residence** button.

  2. Enter the most recent address information and click **Save**.

  3. Click **OK** to complete the process.

- Repeat as many times as necessary.

Residence*

Starting with your present address and working back, list the full address of every place you have resided for more than a three (3) month period. List only your residences over the past ten (10) years or since you left high school, whichever is less.

+ Add Residence ①

From ▼	To ▼	Street Address

Residence

From*   To*

☐ This is my current address

Street Address*   City*   State*

Zip Code*

②

✔ Save   ✖ Cancel

Notification   ✕

Residence has been added.   ③

OK

- Click on the **Qualifications/Experience** tab.

- Answer the Yes/No questions about **Convictions and Fines**. The questions asked depend on the License Type being requested.

- If there are any **Yes** answers, a new tab will appear when the application is saved: **Supplemental Affidavit**. Explain the Yes answers in that new tab.

- Enter employment history for each job the applicant is using as **Qualifying Experience**.

- Click the **+ Add Employment History** button and enter work history, starting with the current job and then going in *reverse chronological order*.

Provide a valid **Supervisor(s) Telephone Number** for experience verification.

Employment History*

+ Add Employment History

Start with your current job and list the employment history for each job you intend to use as a Qualifying Experience. You must provide a valid Supervisor(s) Telephone Number for experience verification.

Actions	Company Name	Street Address	Date of Employment Began ▼

- Enter all required information on the **Employment Information** tab.

- On the **Wages Detail** tab, enter Title, Time Period, Wages per Hour, Hours per Week, and Description of Type of Work Performed.

- Click **Add**.

- Repeat for other titles held at that company.

- Click **Save** to complete entry.

*Additional Experience Verification may be required depending on the License Type.

- The **Supplemental Investigation Questionnaire** displays the answers selected when initiating the application.

- This section is read-only and cannot be edited.

NEW LICENSE – CHILD SUPPORT CERTIFICATION

Child Support*

Are you under a court or administrative order to pay child support?* ● Yes ○ No

Child support account number(s)*

[   ]

Do you owe arrears equal to 4 months or more of child support payments* ● Yes ○ No

Select the statement that applies to you*

○ (A) I am making payments by income execution or by court agreed payment/repayment plan or by a plan agreed to by the parties.

○ (B) My child support obligation is the subject of a pending court proceeding.

○ (C) I am currently in receipt of Public Assistance or Supplemental Security Income.

○ (D) None of the above statements apply to me. Please upload Verification Letter in the documents section.

- On the **Child Support Certification** tab, answer the Yes/No question(s).

- Any **YES** answers will open additional questions to answer.

- The **Supplemental Affidavit** tab appears only if **Yes** is answered to questions about **Convictions** or **Penalties and Fines** on the Qualifications/Experience tab.

- Enter details as appropriate.

Conviction Details

Date of Conviction*

Charge or Offense*

250 characters remaining

Name of Court*

Location of Court*

Sentence or Disposition*

500 characters remaining

Save **Cancel**

- Enter data into the **Conviction Details** pop-up:

  - Date of Conviction

  - Charge or Offense

  - Name of Court

  - Location of Court

  - Sentence or Disposition

- Enter details on the **Penalty and Fine Details** pop-up:

  - Debtor (Self or Company)

  - Company

  - Amount Owed

  - New York City Agency/Authority (Sanitation, Fire Department, DEP, NYPD, Buildings or Other)

Penalty and Fine Details

Debtor*

Select ⌄

Company

Amount Owed*

$

New York City Agency/Authority*

Select ⌄

Save   Cancel

NYC Buildings

- All required documents will be listed on the **Documents** tab.

- Click the **Upload** button to add a document.

Documents*

+ Add Document

Actions	Document Type	Document Status	
☑ ⊘ ⬆	Social Security card	Required	
☑ ⊘ ⬆	Social Security history of Earnings	Required	
☑ ⊘ ⬆	Current original photo ID (Original driver's license, original n...	Required	
☑ ⊘ ⬆	Latest paystub or W2	Required	
☑ ⊘ ⬆	Notarized letter listing all corporate officers, partners and an...	Required	
☑ ⊘ ⬆	Original proof of business address (Utility bill or bank statem...	Required	
☑ ⊘ ⬆	Original proof of Employer Identification Number (EIN) / Fed...	Required	
☑ ⊘ ⬆	Last three (3) consecutive business bank statements for your ...	Required	
☑ ⊘ ⬆	Notarized statement, on company letterhead, indicating any ...	Required	
☑ ⊘ ⬆	Original business telephone bill	Required	
☑ ⊘ ⬆	Passport Size Photograph	Required	
☑ ⊘ ⬆	Signature in jpg or png format	Required	
☑ ⊘ ⬆	Original general liability, Workers' Compensation and disabili...	Required	
☑ ⊘ ⬆	Corporate documentation from the state where the company...	Required	

See the **Licensing Required Documents** for an overview of what documents are required for **New License Applications**.

DOB NOW

Upload a Document

Document Type*

Experience Verification Forms

Document

Choose File | No file chosen

Upload   Cancel

- Click **Choose File** to navigate to the document on your computer.

- Click **Upload** to complete the upload process for the document.

Required Documents

+ Add Document

Actions	Document Type
✏ ⊘ ⬆	Social Security card

- The **+Add Document** button may be used to add **Additional Supporting Documents.**

NYC Buildings

Actions	Document Type	Document Status
	Additional Supporting Document 1	Removed By User

Documents Removed By User*

|◀ ◀ 1 / 1 ▶ ▶| 15 ✔ Items Per Page   1 - 1 of 1 items

- If an Additional Supporting Document is removed while the license application is in **Objections** or **QA Failed** status, the removed document will appear in the **Documents Removed By User** section.

NYC Buildings

L00024332

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

Supplemental Affidavit

Licensee - Statements & Signatures

License Application*

☐ As a condition of being granted a license, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees conduct their specific trade. I understand it is unlawful to make a false statement to the Department, or to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license. In the event of an accident that involves my actions undertaken in connection with my license, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.

- On the **Statements & Signature** tab, the Applicant clicks the checkbox to **Sign** the application.

- Additional attestations display for:

    - **Background Investigation Questionnaire**

    - **Voluntary Authorization for Service of Process by Email**

    - **Supplemental Investigation Questionnaire**

    - **Child Support**

- Answer all attestations appropriately.

- Click the **Pay Now** button at the bottom of the toolbar on the right to pay the fee.

- Pay the amount **in full**. Partial payment is not an option.

Pre-filing — Pending Background Review — Qualification Approved-Business Address Verification Pending — Approval Letter Sent — Approved License Issuance Pending — License Card Issued

Save | Preview to File

Complete all required fields that have a red asterisk. Once the Save button is selected, additional sections will appear. Complete all required sections then select the Pay Now button. After payment is submitted, select the Preview to File button to submit the application. If the status bar above indicates Pre-filing status, it has not been submitted to DOB for review.

L00024332

General Information
Background Investigation
Qualifications/Experience
Child Support Certification
Supplemental Affidavit

Licensee - Statements & Signatures

License Application*

☐ As a condition of being granted a license, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees conduct their specific trade. I understand it is unlawful to make a false statement to the Department, or to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license. In the event of an accident that involves my actions undertaken in connection with my license, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.

Dashboard
Application Highlights
View Filing
Trace History
Payment History
$630.00 Pay Now

- Click on the **Preview to File** button to submit your License Application.

- After the **Application Preview** window opens, review the entire application and page through the preview by clicking the **Next** button.

- Click the checkbox to sign the filing, and then click **File**.

DOB NOW

Notification

Application has been submitted to DOB for review. You will receive status notifications by email. The application status will also be updated in DOB NOW.

[OK] [View Application]

- Click **OK** on the Notification pop-up.

- The Status Bar will update to the next status (e.g. **Pending Background Review**).

Pre-filing — Pending Background Review — Approval Letter Sent — Approved License Issuance Pending — License Card Issued

[Save] [Preview to File]

NYC Buildings

License Application# L00024615 - Pending Background Review Inbox ×

DOBNOW donotreply <crmbuildnycdev@buildings.nyc.gov>   Mon, Feb 24, 3:55 PM (4 days ago)
to me ▾

Your Electrician licensing application# L00024615 has been approved by the Quality Assurance (QA) team in DOB NOW: Licensing. The application is now awaiting background review by a DOB Investigations staff member. You will receive another email with the status of this review.

This is an automated message. Please do not reply. If you have any questions, submit an inquiry at www.nyc.gov/dobnowhelp.

DOB NOW Support
NYC Department of Buildings

- You will receive an email that your license application has been submitted and is awaiting review.
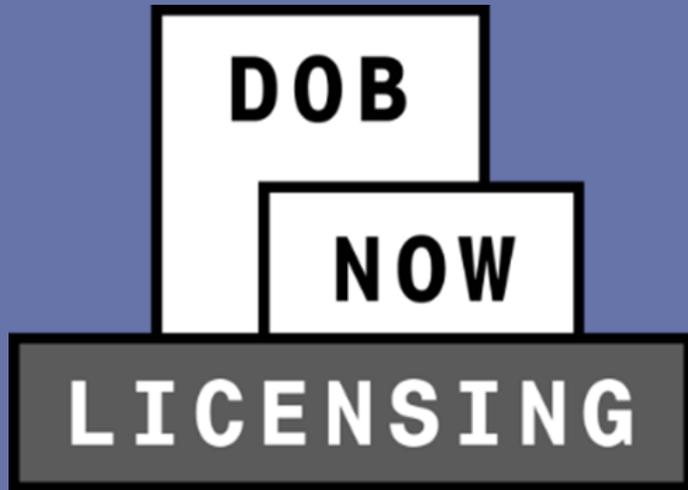
RESPONDING TO OBJECTIONS OR REQUESTING RECONSIDERATION

- The Background Unit has three options for responses to License Applications:

  - **Approved**: The background investigation is complete, and the License Application can move forward for review by the Licensing Unit.

  - **Objections**: There is an issue with the License Application that must be addressed by the Applicant before the background investigation can be completed.

  - **Denied**: The License Application cannot be approved with the information given. The Applicant can request to Reconsider the denial.

- If there is an **Objection** raised on a License Application, the Applicant will receive a **notification email**.

Resubmit License Application L00030570 - Background Review Objections

Inbox ×

DOBNOW donotreply <crmbuildnycdev@buildings.nyc.gov>   2:19 PM (1 minute ago)

to me ▾

During the review of your Master Plumber license application, the unit raised the following objection(s):

6/4/2025 2:19 PM For training purposes

Log into DOB NOW: Licensing to make the required changes and click **Resubmit**. Your application will not be reviewed again until it is resubmitted.

This is an automated message. Please do not reply. If you have any questions, submit an inquiry at www.nyc.gov/dobnowhelp.

DOB NOW Support
NYC Department of Buildings

- Log into DOB NOW: *Licensing*, and from the My Applications tab on your dashboard, open the application that is in Objections status. A new **Objections** tab will display the Objection(s). Click the drop-down arrow to see comments.
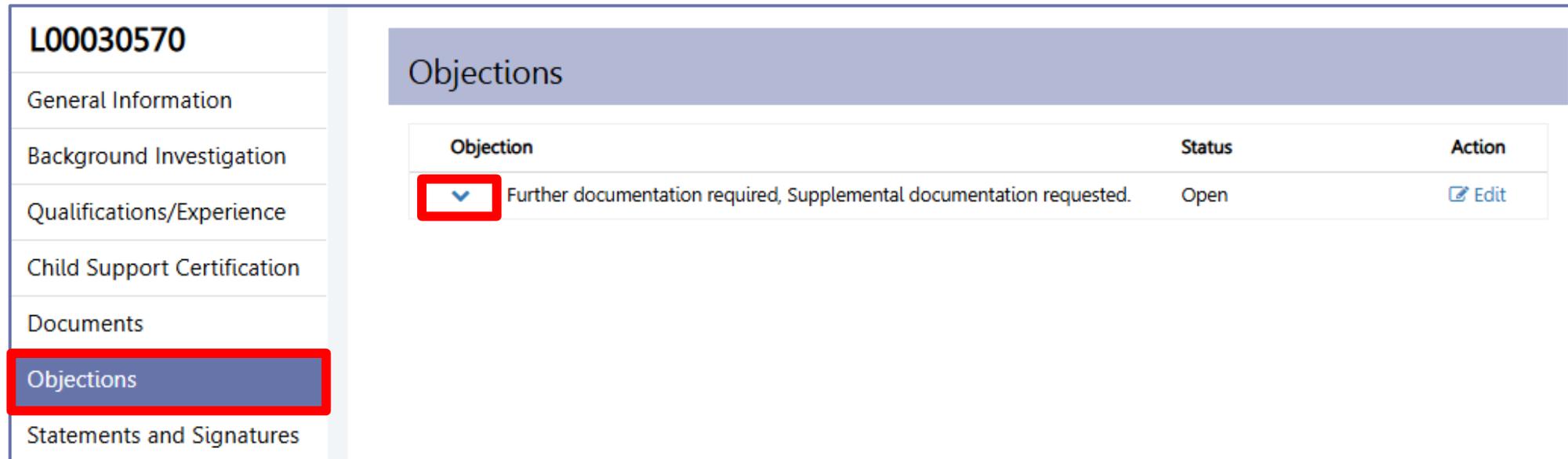
RESPONDING TO OBJECTIONS

- Add any additional **Comments** in the Comments box.

- Click **Resolve**.

- Add documents or otherwise update the License Application as needed.

- Complete **Attestations** on the Statements and Signatures tab.

- **Resubmit** updated License Application. The application will not be reviewed again until it is resubmitted.
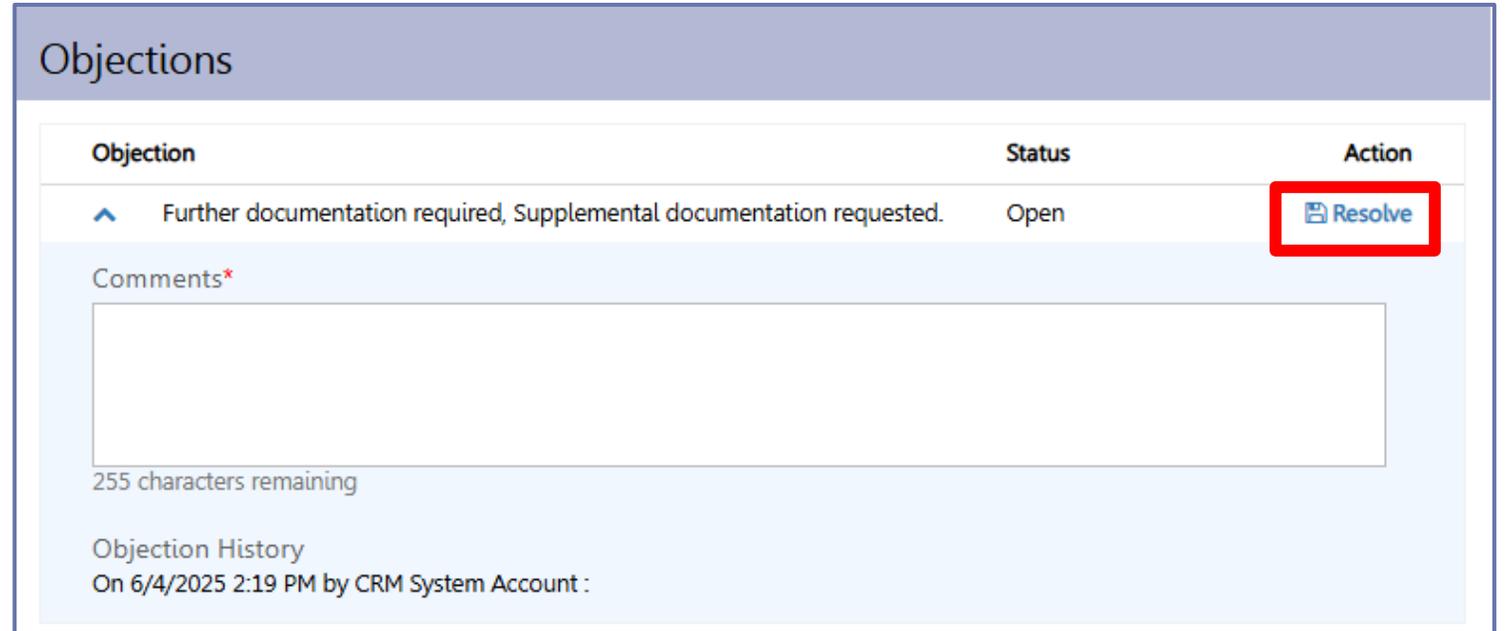
Objections

Objection	Status	Action
⌄ Further documentation required, Supplemental documentation requested.	Open	🖫 Resolve

Comments*

255 characters remaining

Objection History
On 6/4/2025 2:19 PM by CRM System Account :

- If a License Application has been denied by the Background Unit, the Applicant has **60 days** to request that the Application be **Reconsidered**.

- Reconsideration can only be requested **once**. If the reconsideration is denied, a new Application must be submitted.

- From the My Applications tab on the dashboard, choose **Reconsider** from the **Select Action** drop-down on a **Denied** License Application.

Actio...	Filing Action ⌄	Application Number ⌄	Application Type ⌄	License Type ⌄	License Class/Class Type ⌄	Application Status
✎	Select Action: ⌄	L00034927	New License	Electrician	Special	Denied
✎	Select Action:	L00034923	New License	Master Plumber	Full License	Qualification Approved - Bus
✎	Reconsider	L00034820	New License	Contractor	General Contractor Registration	Qualification Approved - Bus

- Select **Save** on the Reconsider application. Then on the Documents tab, **upload a Reconsideration Statement/Affidavit** explaining the Reconsideration request.

- There is **no fee** for submitting a Reconsideration request. The request is not submitted until **Preview to File** is selected.
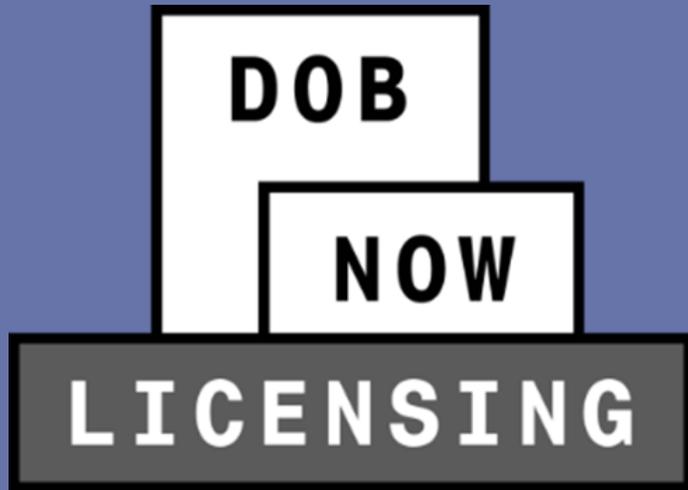
GETTING THE LICENSE

- Once the License Application is **Approved**, the Applicant will receive an email notification to schedule an appointment.

Your application for a NYC DOB Electrician license has been Approved. To obtain your license, you are required to schedule an appointment. Log in to DOB NOW: Licensing, open the license application and click on the **Appointments** tab.

This is an automated message. Please do not reply. If you have any questions, submit an inquiry at www.nyc.gov/dobnowhelp.

DOB NOW Support
NYC Department of Buildings

NYC Buildings

	Filing Action	∨	Application Number	∨	Application Type	∨	License Type	∨	License Class/Class Type	∨	Application Status
	Select Action: ∨		L00024615		New License		Electrician		Master		Approval Letter Sent
	Select Action: ∨		L00023246		New License		Gas Work Qualification Only		Full Gas Work Qualification		License Card Issued

Application Information

Application Number: L00024615
Application Type: New License
License Type: Electrician

OK Cancel

- Log into DOB NOW: *Licensing* and on the My Application tab, the Application Status will be **Approval Letter Sent**.

- Double-click on the application to open it. Click **OK** on the popup.

- From the Statements and Signature tab, scroll down to sign the **Executive Order Attestation**. Then select **Save**.

Executive Order Attestation

☑ Executive Order Memo 1
I understand that I am responsible for reading & understanding the NYC Building Code and all safety related provisions of applicable NYC Department of Buildings' rules and regulations, this includes all RCNY Chapter 3300 Safeguards during Construction or Demolition.

Name	Date
HMO License	07/30/2024
(Electronically Signed)	

☑ Executive Order Memo 2
I understand that offering a bribe or gratuity for any benefit(s) and/or action(s) to be taken by a DOB employee is a crime and that I may fact criminal and/or disciplinary action for violation the provisions of the New York State penal Law.
I have received, read and understand the DOB Executive Order #5/09 and understand that I may face disciplinary action for inducing a DOB employee to violate the provision of the Executive Order (see Executive Order #5/09)

Name	Date
HMO License	07/30/2024
(Electronically Signed)	

- Schedule an appointment by clicking on the **Appointments** tab and then clicking the

  +Schedule Appointment button.

- The **New Appointment** window will open.

- Select an **Appointment Date** from the calendar and then select an **Appointment Time** from the drop-down menu.

- Click **Schedule**.

- Click **Yes** to Confirm.

- The appointment details will be listed on the tab. If there is a need to cancel the appointment, it can be done from here.

- An email notification is sent confirming the appointment. The Licensing Unit is located at **280 Broadway, 1st Floor in Manhattan**. The Applicant is required to attend the appointment; a representative cannot obtain the License Card.

- The License Card will be issued at the appointment scheduled with DOB. If a picture is necessary, it will be taken during that appointment.
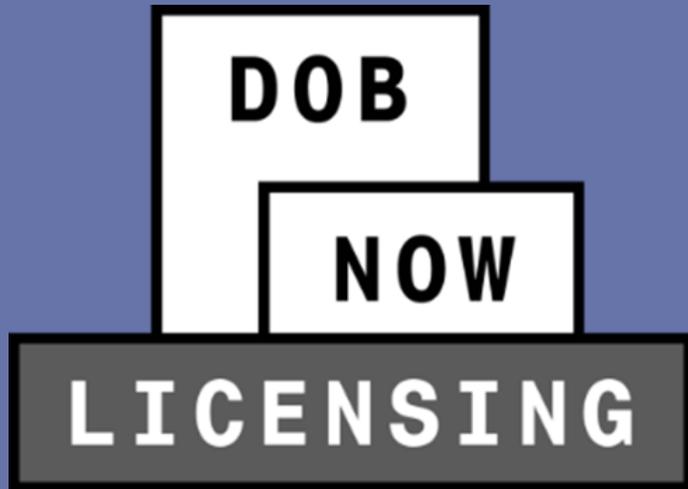
RENEW REGISTRATION

RENEW REGISTRATION

- Registrations can be renewed starting **90 days before the Expiration Date** and up to one year after the Expiration Date

- To initiate a renewal, click the **Renew License** button on the dashboard.

- Select the radio button for the license to be renewed and press **Proceed**.

- Answer if it will be a **Renewal with Change**.

- If yes, identify what information will be changing. The options available depend on the license or registration being renewed.

- Click **Next**.

RENEW REGISTRATION

- The renewal form will be auto filled with the existing data from the license.

- Click **Save**. Click **Save** again on the Notification pop-up. Click **OK** on the confirmation pop-up.

RENEW REGISTRATION

Documents*

+ Add Document

Actions	Document Type	Document Status
✎ ⊘ ⬆	LIC 62 Physical Examination Form	Required
✎ ⊘ ⬆	Current Photo ID	Required
✎ ⊘ ⬆	Department-approved Course of at least eight (8) hours	Required

- Update all information that has changed. Even in a **Renewal without Change**, some information may be updated.

- Upload required **documents**. (See Documents Spreadsheet for details)

NYC Buildings

- Click the checkboxes for the **Attestations** on the **Statements & Signatures** tab.

- Pay the **Renewal Fee**. Click **Preview to File** to submit your Renewal request.

RENEW REGISTRATION
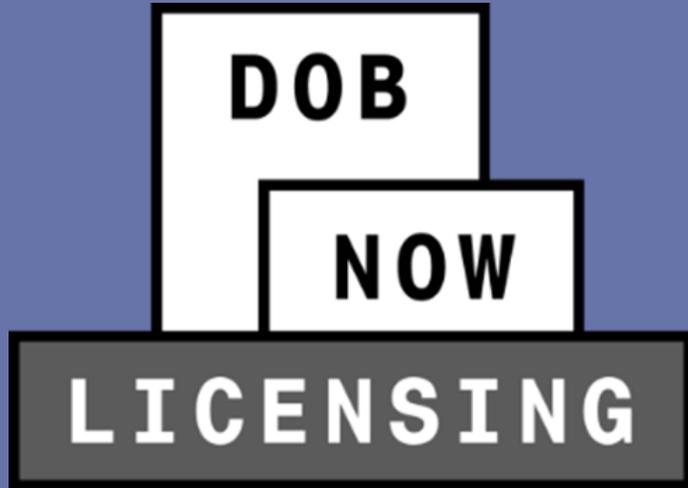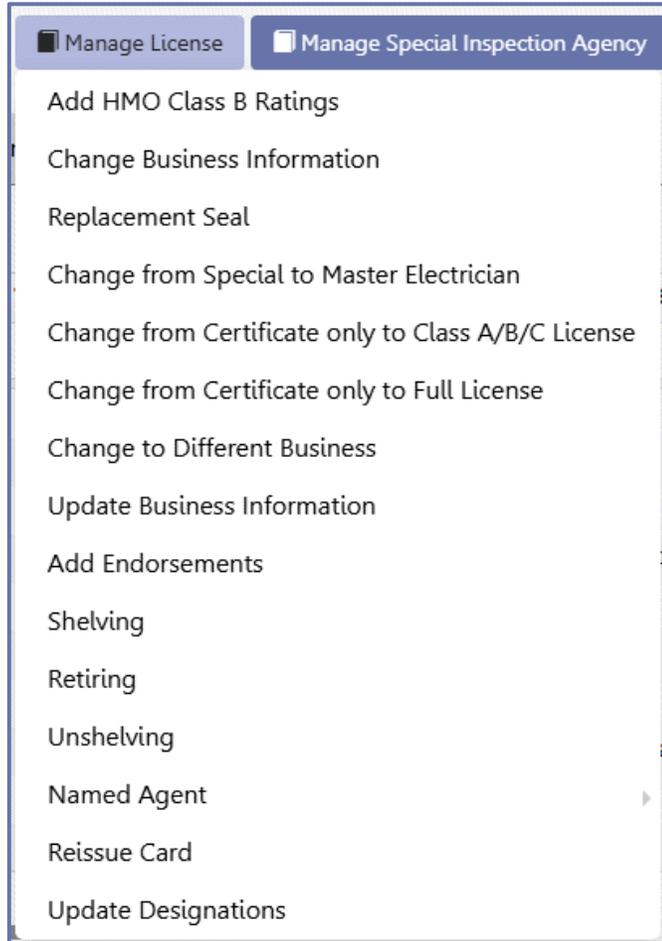
- Renewal requests will go through **QA review**.

- You can follow the progress of the renewal request on the **My Applications** tab on the DOB NOW: *Licensing* dashboard.
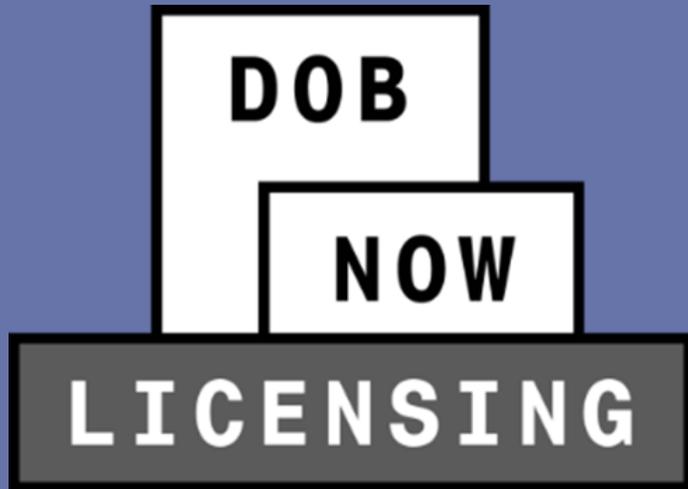
MANAGE LICENSE

The contents of this drop-down will vary depending on licenses held.

- **Change Business Information** – Update business information for Filing Representative Registrations

- **Change from Class 1 to Class 2** – Users holding a Class 1 Filing Representative license may change their license to a Class 2 using this option

- **Reissue Card** – A License Card can be reissued if the card was stolen, lost, or never received in the mail
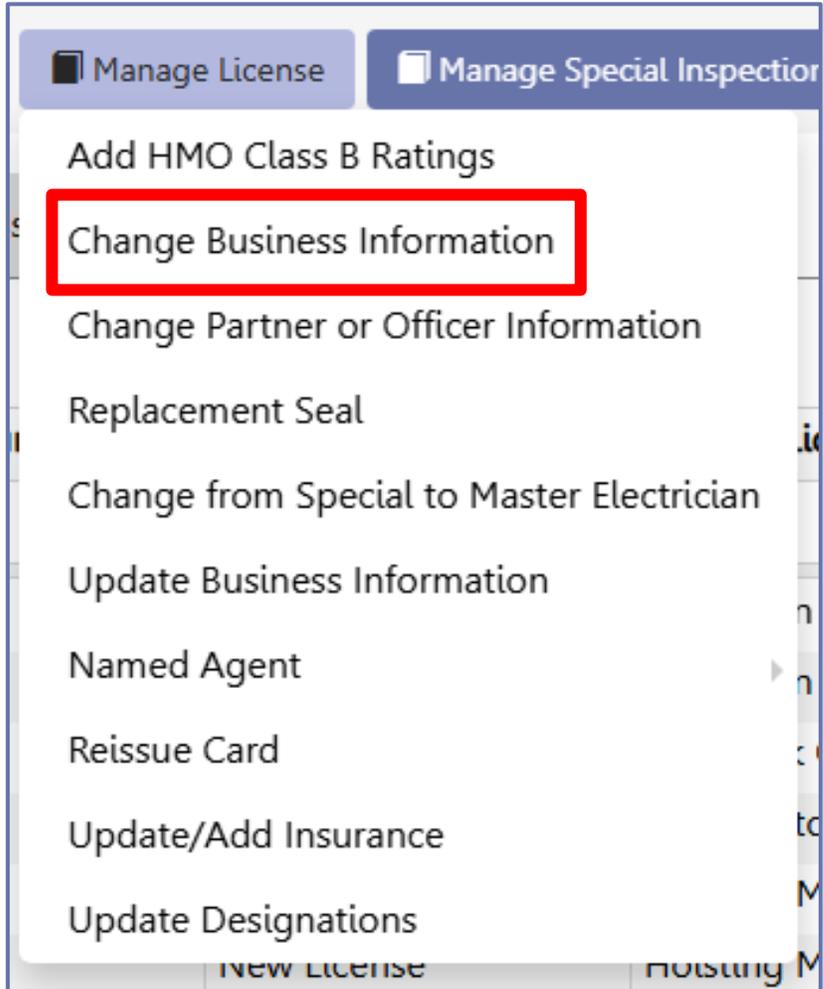
MANAGE LICENSES

Change Business Information

DOB NOW

Manage License	Manage Special Inspection

Add HMO Class B Ratings

Change Business Information

Change Partner or Officer Information

Replacement Seal

Change from Special to Master Electrician

Update Business Information

Named Agent

Reissue Card

Update/Add Insurance

Update Designations

New License   Hoisting M

- Select **Change Business Information** from the **Manage License** drop-down menu.

NYC Buildings

CHANGE BUSINESS INFORMATION

- Click the **radio button** for the license associated with the business you are updating.

- Press **Proceed**.

Change Business Information

Select	License Number	License Type	License Class/Class Type	Expiration Date	Status
○	X-006526	Filing Representative Registration	Class 1	04/23/2028	Active

Proceed Cancel

CHANGE BUSINESS INFORMATION

- After the request opens, click **Save**.

- Press **OK** on the notification.

CHANGE BUSINESS INFORMATION

- If there is an existing Business, it will be listed under **Business Information**. Click the **Edit** button to update that information or the Delete button to remove it.

- A new Business can be added after deleting the prior Business by clicking **+Add Business Information**.

Business Information

+ Add Business Information

Actions	Business Name	Business Email	
✏ 🗑	Business Name	doblicensewave2@gmail.com	280 B

Business Information

Address Type*
Primary

Business Type*
Select Business Type

Business Name*

House Number*

Street Name*

City*

State*
Select

Zip*

Business Email*
Enter email/username...

Business Phone*

🖫 Save   ✖ Cancel

- Enter all new business information and click **Save**.

- If you are updating an existing business, the information will be auto filled. Edit the relevant fields and click **Update**.

Business Information

Existing Business Information

Business Name
280 Broadway, New York, NY-10012
Business Phone : 2125555555

Business Name*	House Number*	Street Name*
Business Name	280	Broadway

City*	State*	Zip*
New York	New York	10012

Business Email*	Business Phone*	Fed Tax ID #*
doblicensewave2@gmail.com	(212) 555-5555	123789

Are you Self-Employed?* ◯ Yes ◉ No

💾 Update   ✖ Cancel

CHANGE BUSINESS INFORMATION

- Upload all required documents on the **Documents** tab.

- Click the checkbox to attest on the **Statements & Signatures** tab.

- There is no fee to change business information.

- Click **Save** and follow the steps to submit the Request.

Licensee – Statements & Signatures

As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.

I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.

In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.

I acknowledge that failure to designate an agent in New York City (NYC) or maintain a NYC address for receipt of service, constitutes a waiver of any challenges to service of process.

☐ understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.*
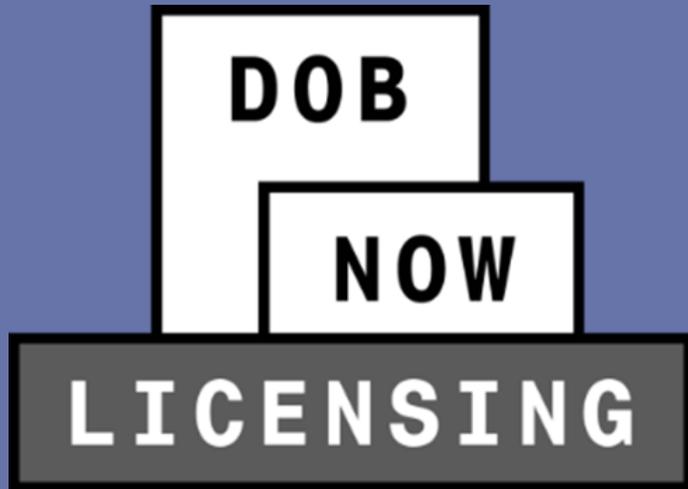
Name	Date

- Manage License requests will appear on the **My Requests** tab of the DOB NOW: *Licensing* dashboard.

MANAGE LICENSES

Change from Class 1 to Class 2
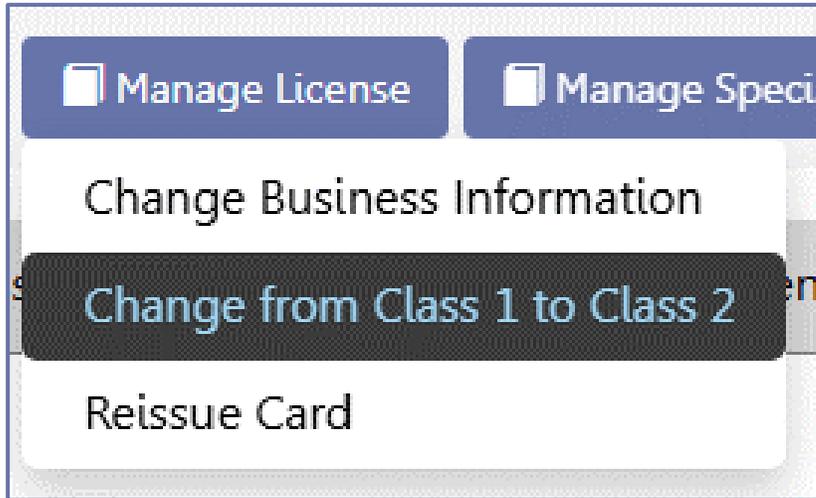
- This option will only appear for users holding **Filing Representative Class 1** Registrations.

- Select the appropriate option from the **Manage License** drop-down menu.

- Click the **radio button** for the license associated with the registration you are updating.

- Press **Proceed**.

Change

Change with:

☑ Change Class 1 to Class 2

Next Cancel

- Confirm your choice by pressing **Next** on the **Change** pop-up window.

- The **General Information** tab will be auto filled from the existing License/Registration information.

- Click **Save**.

CHANGE LICENSE/REGISTRATION TYPE

- Existing information will be auto filled into the **Background Investigation**, **Qualifications/Experience** and **Child Support Certification** tabs.

- The system will grey out any sections that cannot be updated. **Update all tabs as required**.

- **Upload all documents** and **sign the Application**.

Save | **Preview to File**

L00027477

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

Documents

Statements and Signatures

License History*

+ Add History

List all licenses, certifications, or registrations issued to you, by any City or State.

| Actions	Name	Type
✏ 🗑	License Wave	Other

CHANGE LICENSE/REGISTRATION TYPE

- The fee for these changes can be found in the **Licensing Fees Document**.

- Pay the fee before submitting your request.

- The approval process for this request will follow the same path as the initial Application.

- These change requests will appear on the **My Applications** tab of the DOB NOW: *Licensing* dashboard.

My Applications	My Requests	Business Approval	SSM Trainee Enrollment

Actio...	Filing Action	Application Number	Application Type	License Type	License Class/Class Type
✎	Select Action:	L00027477	Change	Filing Representative Registration	Class 2
✎	Select Action:	L00027466	New License	Filing Representative Registration	Class 1
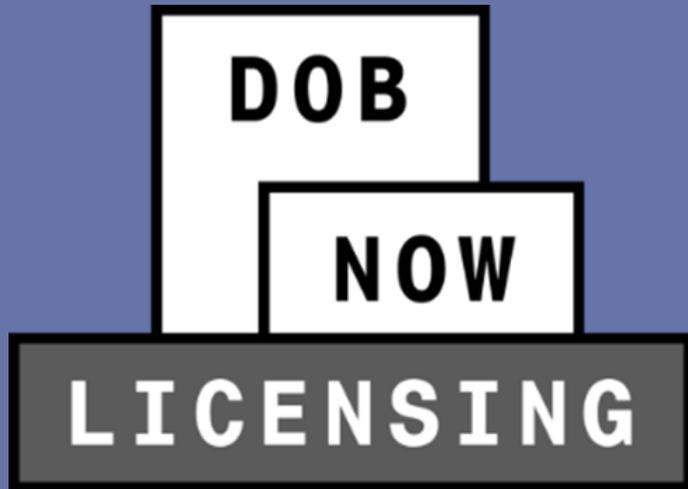
MANAGE LICENSES

Reissue Card
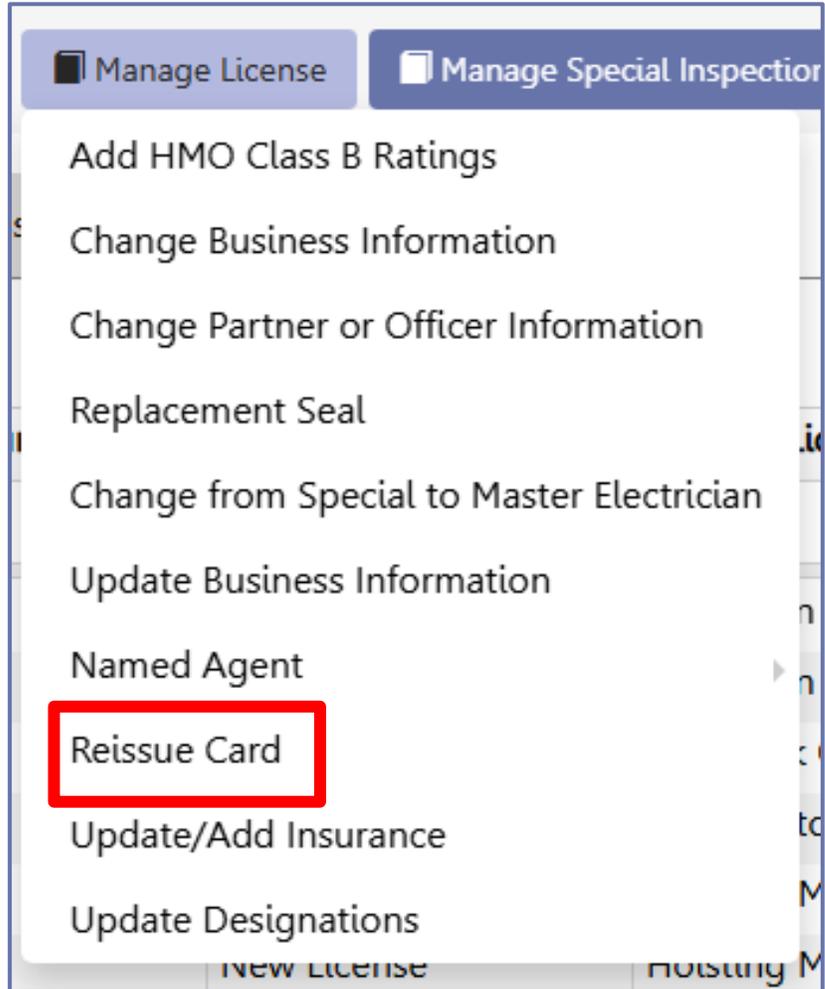
- Select **Reissue Card** from the **Manage License** drop-down menu.

- Click the radio button for the relevant license.

- The General Information tab will appear with the information auto populated from the original license request.

- Under the Application Information section, select a **Reason for Reissue.** The options are:

  - **Stolen ID Card**

  - **Lost ID Card**

  - **Never received ID Card** (only appears if Applicant is requesting a second Reissue)

Application Information

Application Type*	License Type*	License Class/Class Type*
Reissue	Electrician	Master

License Number*	Reason for Reissue*	License Use*
015807	Select	On Behalf of a Corporation
	Select	
	Stolen ID Card	
Applicant	Lost ID Card	
First Name*		Last Name*

NYC Buildings

L00013674

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

Documents

Statements and Signature

- Once the information on the General Information tab is saved, an **Application Number** will be generated.

- The process to complete the Reissue is the same as the steps in the Renewal process:

  - Fill in all new or updated information, upload any required documents and complete the attestation on the Statements and Signature tab.

  - There is a **$50 fee** for Reissuing a license.

  - Once the request is filled out and the fee has been paid, the applicant clicks **Save** and then **Preview to File** to submit the application.

Pre-filing • —————— Pending QA Review ○ —————— Approved ○ —————— License Card Issued ○

[Save] [Preview to File]

REISSUE CARD

- The reissue application is then reviewed by the Licensing Unit. The Application Status is **Pending QA Review**.

- Once the Licensing Unit has **Approved** the request, the applicant will receive an email notification and the new License Card in the mail within 30 days.

- Applicants will see the Reissue Request on the My Applications tab of **DOB NOW: *Licensing***.

My Applications	My Requests	Business Approval	SSM Trainee Enrollment		

Actio⁝..	Filing Action ∨	Application Number ∨	Application Type ∨	License Type ∨	License Class/Class Type
✎	Select Action: ∨	L00027550	Reissue	Electrician	Master
✎	Select Action: ∨	L00024615	New License	Electrician	Master

NYC Buildings
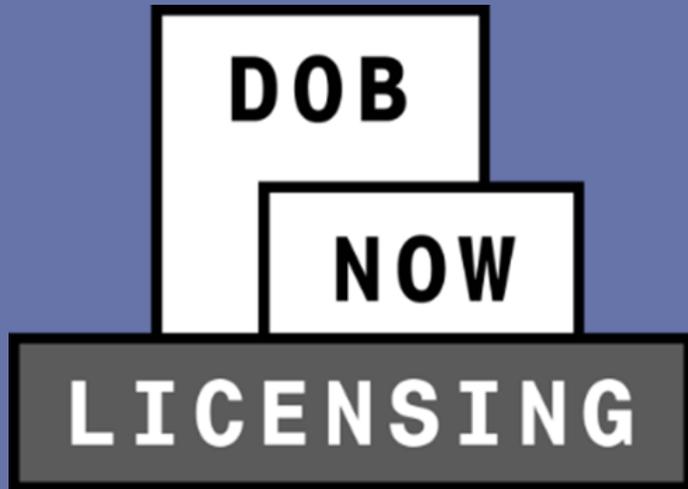
MANAGE PROFILE

Update License Holder Name or Address

- To update the Licensee's **name** and/or **address**, hover over the **Manage My Profile** button on the dashboard and select **Manage Profile**.

- From there, make a selection:

  - **Change Name**

  - **Change Address**

  - **Change Name & Address**

- A notification will appear to confirm the change. Click **Yes**.
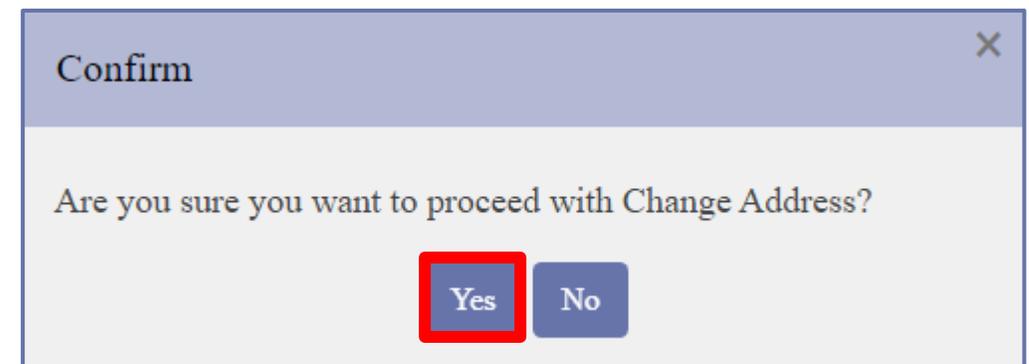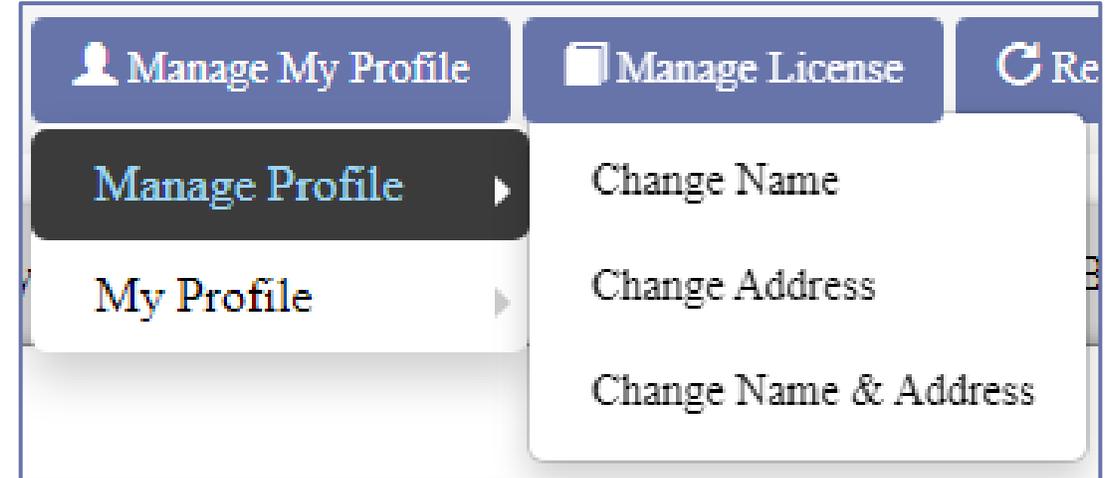
- The Applicant will be brought into a new window where they will see the existing information as well as blank boxes to **enter new information.**

- Once all information has been updated, click **Save to** generate a **Request Number**.

Licensee Existing Name

Elevator License12

Licensee Existing Address

280 BROADWAY, GOTHAM CITY
MANHATTAN New York, 10007

Licensee New Name/Address

First Name*

Middle Initial

Last Name*

Email*

elevatorlicense12@gmail.com

House Number*

Street Name*

Apartment/Building Number*

City*

Borough*

Select

State*

Select

Zip Code*

Home Telephone*

Mobile Telephone*

Save   **Preview to File**

CR00000241

General Information

- In the **Documents Tab**, the Applicant must upload **Proof of Name Change (current photo ID: driver's license, learner's permit, state ID, green card, or passport)** and/or **Proof of Residence (utility bill, bank statement, or lease/deed)**.

- The License holder then **attests** to the update request by clicking the checkbox.
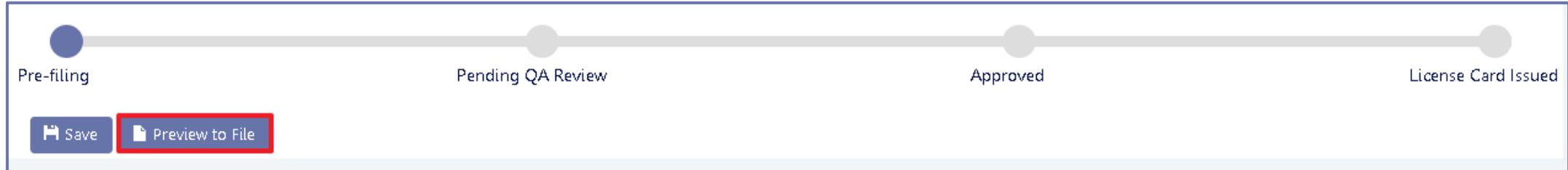
UPDATE LICENSE HOLDER INFORMATION – PAY FEE

CR00000241

- **Save** the request.

- The request cannot be submitted until the fee of **$50 per license** is paid.

- Click on the **Pay Now** button on the bottom of the right menu bar to make the payment.

Save | Preview to File

Dashboard

Request Highlights

View Filing

Trace History

Payment History

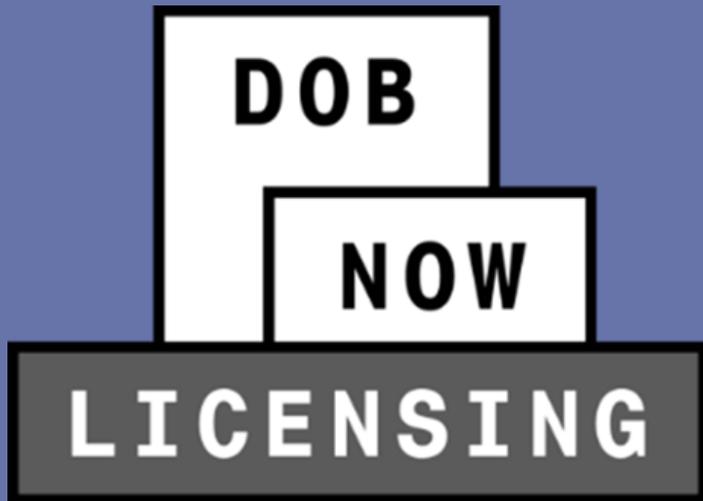$50.00 Pay Now

UPDATE LICENSE HOLDER INFORMATION

- Click **Preview to File** to submit the Request.

- If acceptable, **check the box** to attest on the final page.

- Click **File** to submit the request.

- Once the Licensing Unit has **Approved** the request, the applicant will receive an email notification and the new License Card in the mail within 30 days.
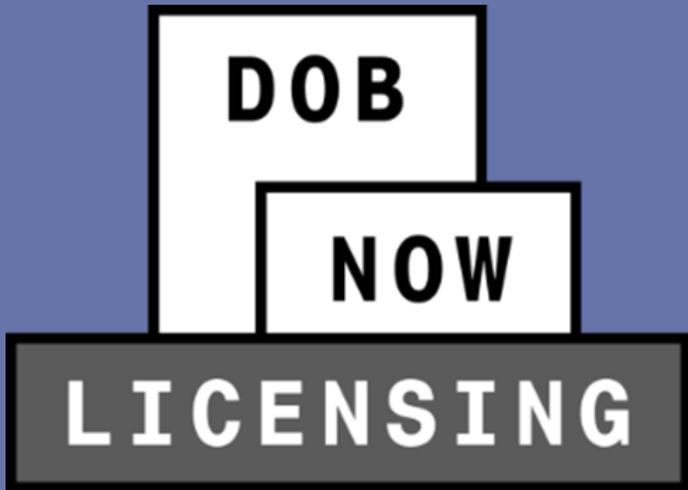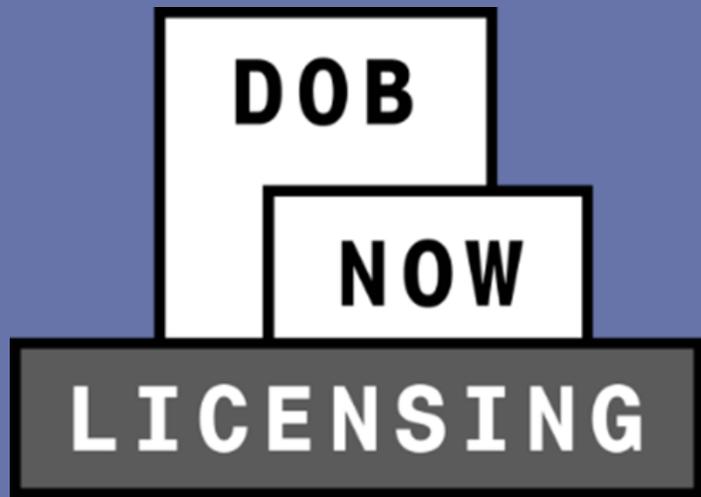
IMPORTANT NOTES

- The information in an approved DOB NOW: *Licensing* application **creates a DOB NOW profile**. When the email address associated with a DOB NOW profile is entered into a filing in DOB NOW: *Build,* DOB NOW: *Safety* or DOB NOW: *BIS Options*, it will auto-populate with the information provided.

- Licenses issued in DOB NOW: *Licensing* are automatically reflected in your DOB NOW profile and no longer require authentication. An NYC.ID account is required to access DOB NOW. An eFiling account is no longer needed, and updates made in eFiling will not sync with your DOB NOW profile. Any changes to these licenses are made directly in DOB NOW: *Licensing.*