

DOB NOW: *Build*

MARCH 2023 RELEASE

Full Demolition

Updated February 28 2023

- Full Demolition Past vs. Future
- Full Demolition Work Types
- Types of Full Demolition
- Details of Job Filing
- Inspections
- Work Permit Process
- Landmarks
- How to File Full Demolition Job Filings
- Site Safety Updates
- How to Schedule Inspections

BEST PRACTICES FOR THE VIRTUAL CLASSROOM

DOB
NOW



Chat Feature



Mute Microphones



Ask Questions



Parking Lot



Feedback



Participate

DOB NOW: *Build* – FULL DEMOLITION PAST VS. FUTURE PROCESS

- A **Full Demolition** job is required to be filed with DOB if a building is going to be completely demolished.
- **Currently**, all Full Demolition Jobs are **filed, processed and managed in BIS**.
- For more information on which full demolition jobs will be allowed to continue in BIS or are required to be refiled in DOB NOW: *Build*, see the [January 2023 Full Demolition Service Notice](#).
- As of March 6, 2023 all new Full Demolition Jobs will be filed, processed and managed in **DOB NOW: *Build***.



- Full Demolition Applications will be reviewed by the **Full Demolition Team**.
- Full Demolition jobs always require **Site Safety Plan** or a **Site Safety Waiver** Submission.
- Upon Job Filing approval, Applicants may be required to schedule a **Pre-Demolition Inspection** before Work Permits may be issued. (No inspection is required for Emergency Work Order or Immediate Emergency Declaration Job Filings.)
- Work Permit Applicants must be General Contractors with a **demolition endorsement**, or they must list a subcontractor who has a demolition endorsement.
- DOB must be notified **two days** before the start of demolition work.

- Upon completion of the demolition, a **Post-Demolition Inspection** must be scheduled before **Sign Off** may be obtained.
- When a Post-Demolition Inspection is Pass Final, the permit is signed off and the LOC is automatically issued by DOB NOW: *Build*. This will also automatically sign off all the subsequent filings filed under the initial Full Demolition Job Filing.

- A **new Job Type** called **Full Demolition** will be introduced in DOB NOW.
- **Work Types** available to file under Full Demolition (FD) are:
 - Full Demolition (required for initial filing and can only be filed on initial filing)
 - Electrical
 - Elevators
 - Fence
 - Plumbing
 - Protection & Mechanical Methods
 - Sidewalk Shed
 - Sprinkler
 - Standpipe
 - Structural (Temporary Structural Bracing only)
 - Support of Excavation
 - Supported Scaffold
 - Suspended Scaffold



- **Suspended Scaffold** applications must be **filed in BIS** as the Work Type is not currently included in DOB NOW: *Build*.
- All other Work Types that are allowed under Full Demolition Job Type can be filed in DOB NOW: *Build*.

- The Full Demolition initial Job Filing must have **Full Demolition as the only Work Type**.
- Initial filings must be filed as **Standard Plan Review**.
- **Subsequent Filings** may be filed as **Standard Plan** or **Professional Certification Review**, and they may contain any of the other Work Types listed on Slide 6.
- A Subsequent Job Filing can be initiated only **after the Initial Job Filing is submitted to DOB**.



Work Types may be combined in Subsequent Filings under the same rules that apply to other Job Types.

- 1) **Job Types** available in DOB NOW: *Build* include Alteration, Full Demolition, Limited Alteration, New Building, and No Work.
- 2) When Full Demolition is selected as the Job Type on the initial filing, Full Demolition will be automatically selected as the **Work Type**.

The screenshot displays the 'Initial Job Filing' interface. At the top, a horizontal menu contains five buttons: 'Alteration', 'Full Demolition', 'Limited Alteration', 'New Building', and 'No Work'. A red circle with the number '1' highlights this menu. Below the menu, a table lists various work types. The 'Full Demolition' work type is selected, and a red circle with the number '2' highlights the 'Work Type: Full Demolition' label. Below the table, an information icon is followed by a dashed box containing the following text: 'A registered design professional (PE/RA) is required as the applicant on a full demolition filing when one or more of the following conditions are met:'. A list of conditions follows: 'Building is greater than 3 stories in height', 'Building is greater than 5,000 square feet per floor', 'Building is not detached', 'Demolition is using mechanical equipment', and 'Foundation is not being removed'. At the bottom of the form are 'Submit' and 'Cancel' buttons.

Full Demolition Type(s):*	
New Work	Emergency Declaration
Emergency Work Order	Precept

Work Type: Full Demolition

A registered design professional (PE/RA) is required as the applicant on a full demolition filing when one or more of the following conditions are met:

- Building is greater than 3 stories in height
- Building is greater than 5,000 square feet per floor
- Building is not detached
- Demolition is using mechanical equipment
- Foundation is not being removed

Submit Cancel

- There are five types of Full Demolition:
 - **New Work**
 - **Emergency Declaration (ED)**
 - **Immediate Emergency Declaration (IED)**
 - **Emergency Work Order**
 - **Precept (Court Ordered Directive)**





- Non-emergency Full Demolition of a **Landmarked** building requires an **Authorization Letter** from the **Landmark Preservation Commission** (LPC). (This includes all New Work Job Filings and Precept Job Filings where there is a Private Owner.)
- If a building **becomes a Landmark** during the filing process, the Applicant must **re-submit the Job Filing** with the Landmark Authorization Letter attached and go through the Plan Exam process.
- Buildings that are **Calendared for Landmark Review** have a separate workflow involving approval for non-emergency Full Demolition from the LPC.

- The five types of Full Demolition filings can be divided by **whether the work is done under Emergency Conditions.**

EMERGENCY CONDITIONS?	TYPES OF FULL DEMOLITION
▪ No	▪ New Work
▪ Yes	▪ Emergency Declaration ▪ Immediate Emergency Declaration ▪ Emergency Work Order ▪ Precept

TYPE OF FULL DEMOLITION	DEFINITION
<ul style="list-style-type: none">▪ New Work	<ul style="list-style-type: none">▪ New work applications include the Full Demolition of a building by a private owner or government agency when no intervening orders are present.
<ul style="list-style-type: none">▪ Emergency Declaration (ED)	<ul style="list-style-type: none">▪ In cases where the building owner is not engaged, and the building has not been maintained and has deteriorated to the point that it is at risk of collapse, DOB will prepare and execute an Emergency Declaration (ED) which provides the administrative framework for the Department of Housing Preservation and Development (HPD) to perform this work.
<ul style="list-style-type: none">▪ Immediate Emergency Declaration (IED)	<ul style="list-style-type: none">▪ When DOB determines that a building is structurally compromised, and there is no owner present who is willing or able to undertake the work, DOB will prepare and execute an IED which provides the administrative framework for HPD to perform this work.

TYPE OF FULL DEMOLITION	DEFINITION
<ul style="list-style-type: none">▪ Emergency Work Order (EWO)	<ul style="list-style-type: none">▪ When DOB determines that a building is structurally compromised, and there is an owner present who is willing to undertake the work on their own, they will be issued an EWO which allows them to begin the demolition in advance of filing and obtaining permits.
<ul style="list-style-type: none">▪ Precept	<ul style="list-style-type: none">▪ A Precept is a Court Ordered Directive authorizing HPD (or the building owner under limited circumstances) to begin demolition work only after Plan Approval and Permit Issuance.

- Full Demolition jobs can be filed either by a **Private Contractor** or by a **City Agency**.
- If a City Agency is filing the job, it is **fee exempt**.
- A City Agency may file Job Filings for any type of Full Demolition.
- The **building Owner may take over** a Job Filing submitted by a City Agency through a **Post Approval Amendment (PAA)**.
- For Full Demolition of a **1, 2 or 3 Family** building, the applicant does not have to be a registered General Contractor with 1,2 and 3 Family qualifications. However, if the permit holder does hold those qualifications, no Construction Superintendent is required.

- **Only Immediate Emergency Declaration and Emergency Work Order may be filed after the fact.** All other Full Demolition Job Filings must be filed prior to beginning work.
 - **IED** and **EWO Job Filings** must be filed within 2 days of the start of work. Plan Approval and Permits are not required for work to start.
 - **Permits** should be requested for IED and EWO Job Filings even though work has already started.

DEMOLITION TYPE	APPLICANT OF RECORD
<ul style="list-style-type: none">▪ New Work	<ul style="list-style-type: none">▪ Professional Engineer▪ Registered Architect
<ul style="list-style-type: none">▪ Emergency Declaration (ED)	<ul style="list-style-type: none">▪ Professional Engineer▪ Registered Architect▪ Owner (under certain circumstances)
<ul style="list-style-type: none">▪ Immediate Emergency Declaration (IED)	<ul style="list-style-type: none">▪ Professional Engineer▪ Registered Architect▪ Contractor▪ Owner

DEMOLITION TYPE	APPLICANT OF RECORD
<ul style="list-style-type: none">Emergency Work Order	<ul style="list-style-type: none">Professional EngineerRegistered ArchitectContractorOwner
<ul style="list-style-type: none">Precept	<ul style="list-style-type: none">Professional EngineerRegistered ArchitectOwner (under certain circumstances)

- All types of Full Demolition may be filed as **Legalization**.
- The **civil penalty for Work Without a Permit** will be triggered with the Legalization Job Filing.
 - The penalty for a one- or two-family house is **\$600**.
 - The penalty for all other buildings is **\$6,000**.
- If there is **no work remaining** to be completed on the Legalization Job Filing, the **homeowner** may be the Work Permit holder. To do so:
 - Answer **Yes** to the question **Was the work that is being legalized performed by the homeowner?**
 - The Plan Examiner must grant approval.
 - The Permit will be issued as a **No Work Permit**.

- If demolition work remains, the homeowner must engage a demolition contractor and follow the normal Full Demolition process.
- The application will be sent to the **Full Demolition team** for plan review and Post-Demolition Inspection.

- **Applicant Requirements:** a Registered Design Professional (PE/RA) is required as the applicant on a Full Demolition filing when one or more of the following criteria are met.

Initial Job Filing

Alteration	Full Demolition	Limited Alteration	New Building	No Work
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Full Demolition Type(s):* Work Type: **Full Demolition**

New Work	Emergency Declaration	Immediate Emergency Declaration
Emergency Work Order	Precept	



A registered design professional (PE/RA) is required as the applicant on a full demolition filing when one or more of the following conditions are met:

- Building is greater than 3 stories in height
- Building is greater than 5,000 square feet per floor
- Building is not detached
- Demolition is using mechanical equipment
- Foundation is not being removed



Submit Cancel

X00042899-I1	Full Demolition
Plans/Work (PW1)	
Zoning Information	
Scope of Work <input type="checkbox"/>	Weakened Structure*
Full Demolition	Plan Determination*
Technical Report <input type="checkbox"/>	Demolition Methods*
Technical Report (TR1/4/5/5H)	Sprinkler/Standpipe Systems*
Documents	Slender Masonry*
Statements & Signatures	Adjacent Property Information*
	Emergency Considerations*

- The system asks a series of questions in the **Scope of Work** tab that may require further information.
- For example, a “Structural Stability – Weakened Structures or Slender Masonry” special inspection is required if the applicant selects **Yes** to the question *Is the Structure to be demolished wrecked or weakened as a result of a fire, flood, explosion, age, or other causes?*

- Some answers will cause additional questions to appear. Users **must answer all questions** that appear.
- Some questions will require further action:
 - For example, If you answer **Yes** to “Will any building elements above grade remain after the demolition?”, the Plan Examiner will issue an **Objection** that can only be resolved by **requesting a Determination from the Borough Commissioner**.

- If there is a **Sprinkler** system and the building has a fire department hose connection, then a Job Number for a Sprinkler Filing must be entered unless the Applicant plans to file a subsequent Sprinkler Application. Sprinkler applications must be filed as modification alteration.
- If the building has a **Standpipe** system, then a Standpipe Filing job number must be included unless the Standpipe filing will be a Subsequent Filing.
- Applicants may file a single combined Plumbing/Sprinkler/Standpipe subsequent Job Filing, or the Work Types may be filed as standalone subsequent Job Filings.



- **Technical Reports:**

- The **Mechanical Demolition special inspection** is required when other than hand-held tools will be used within the building (except for Immediate Emergency Declarations).
- The **Structural Stability special inspection** is required when a Design Professional is required as Applicant of Record.
- If the structure being demolished is a **weakened structure**, or if the work involves **slender masonry** (height to thickness ratio of 16 or greater), then the **Weakened Structure special inspection** is required.
- **Special Inspections** may also be required for the respective Work Types on Subsequent filings.

- Full Demolition Job Filings can be in the following **Statuses**:

STATUS	MEANING
Pre-Filing	<ul style="list-style-type: none">▪ The Job Filing has been saved but not yet been submitted to DOB.
Awaiting PE Assignment	<ul style="list-style-type: none">▪ The Job Filing has been submitted to DOB and the Chief Plan Examiner or Assistant Chief Plan Examiner (CPE/ACPE) need to assign it to a Plan Examiner.
PE Review	<ul style="list-style-type: none">▪ The Plan Examiner is reviewing the Job Filing.
Objections	<ul style="list-style-type: none">▪ The Plan Examiner has raised Objections to the Job Filing. All objections must be addressed before resubmission. If a building becomes a Landmark during the Plan Exam process, an Objection will be raised requiring a Landmark Letter.

STATUS	MEANING
Approved	<ul style="list-style-type: none">▪ The Job Filing has been Approved by both PE and CPE. The Job Filing will remain
PW2 Pre-Filing	<ul style="list-style-type: none">▪ The Permit Request has been saved but not yet submitted to DOB.
Pending QA Assignment	<ul style="list-style-type: none">▪ The Permit Request has been submitted and the QA supervisor must assign it to a QA Admin for review.
QA Review	<ul style="list-style-type: none">▪ The Permit Request is being reviewed by the QA Admin.
QA Failed	<ul style="list-style-type: none">▪ The Permit Request has issues that must be fixed for the Permit to be granted.

STATUS	MEANING
Application on 40 Day Hold	<ul style="list-style-type: none">▪ The QA Admin has completed review on a building Calendared for Landmark Preservation Committee review. A statutory 40-day hold is required for potential LPC input into the status of the building. .
Landmark Letter Required	<ul style="list-style-type: none">▪ The LPC has determined that the building is a Landmark during the PW2 process. The Applicant must re-submit the Job Filing with the Landmark Letter attached.
Permit Entire	<ul style="list-style-type: none">▪ The Work Permit has been granted. The Job Filing will remain in this status through the Post-Demolition Inspection.
LOC Issued	<ul style="list-style-type: none">▪ Once the Post-Demolition Inspection is in Pass-Final status, the Letter of Completion is automatically issued and the BIN is made obsolete. The Permit status changes to Signed Off.

DOB NOW: *Build* – FULL DEMOLITION – FEE STRUCTURE



JOB	BUILDING TYPE	FEE
▪ Full Demolition	▪ Any	▪ Frontage in Feet x Stories x \$2.60 ▪ Minimum of \$260
▪ Legalization	▪ 1- or 2-Family House	▪ \$600 plus filing fees
▪ Legalization	▪ All Other Buildings	▪ \$6,000 plus filing fees

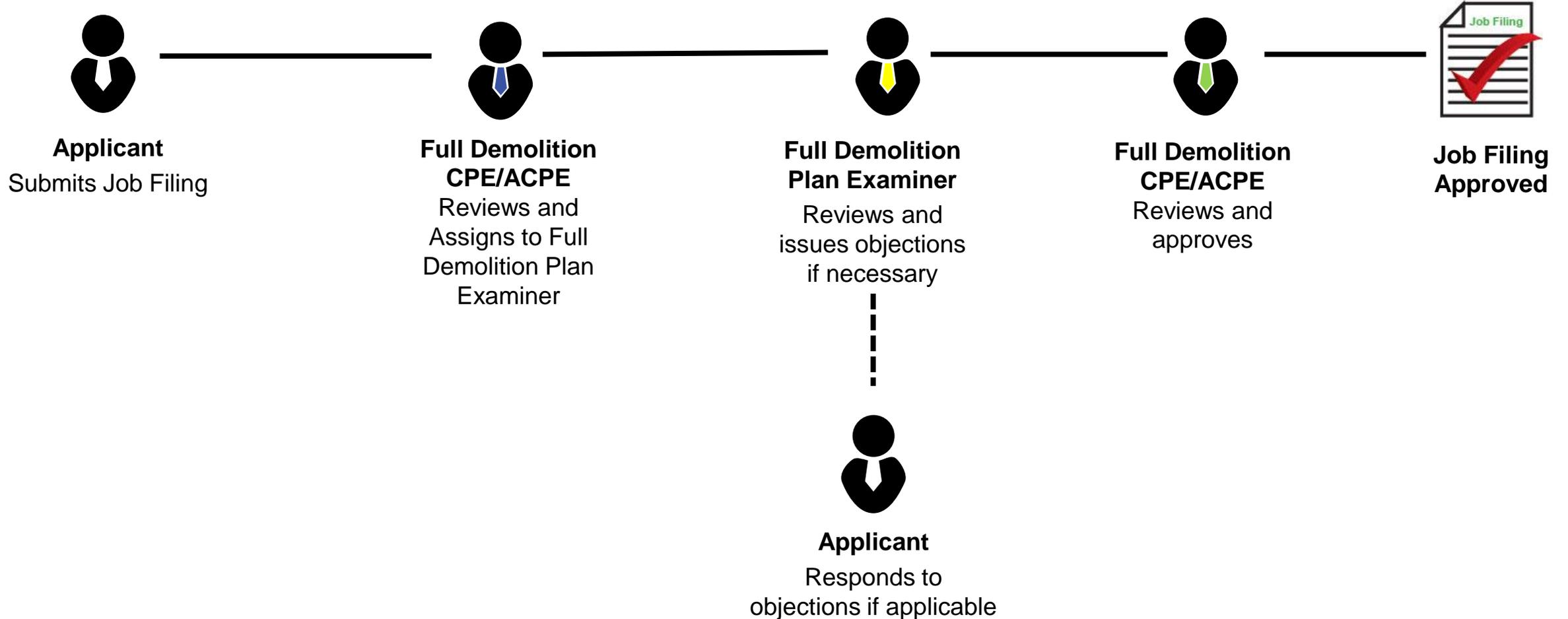
- To calculate the fee for a Full Demolition Job:
 - **Building Frontage in Feet x Number of Stories x \$2.60 = Total Fee**
 - For example, a 100-foot-long building with two stories would be: $100 \times 2 \times \$2.60 = \520
 - A building that is 70.5 feet long with 5 stories would be: $70.5 \times 5 \times \$2.60 = \918.75
 - For a corner lot, use the longer building frontage

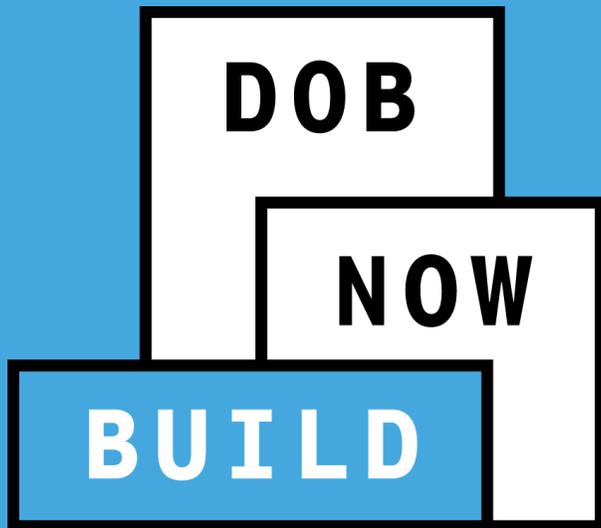
- No fee will be charged to City Agencies.

- There are two new options for payment through CityPay: [PayPal](#) and [Venmo](#).
- Step by Step Guides for using each of these new options are available on the DOB Website.



DOB NOW: *Build* – FULL DEMOLITION – REVIEW PROCESS





CIVIL PENALTIES/L2'S

- If there is a “Work Without Permit Violation” on the respective BIN, then a Work Permit can not be issued until the Civil Penalty is paid.
- The **Civil Penalty Review (L2)** process allows applicants to request waiving the Work Without Permit Violation and fee under certain circumstances, such as when there is a new owner for the building.





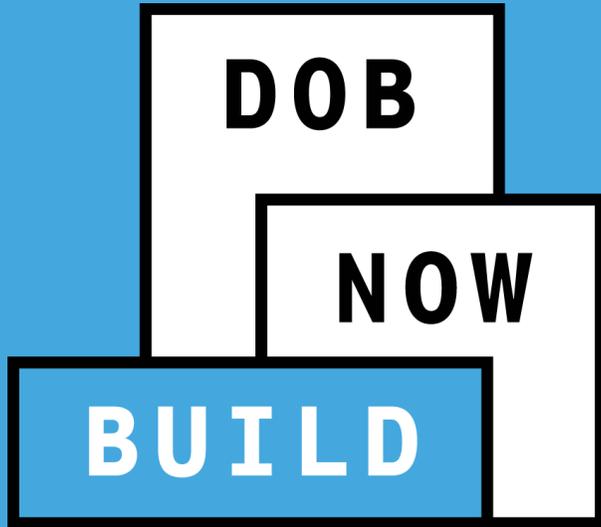
▪ L2/Unpaid Civil Penalties

- If any City Agency is the owner of record or the legal owner on the Full Demolition job, all civil penalties are deferred, and they do not have to follow the L2 process.
- If the Owner type is not a City agency, then they will have to **follow L2 process**.
- If a private legal owner files an application for an ED, IED, or Precept job, permits may not be issued until the L2 process is followed.

DOB NOW: *Build* – FULL DEMOLITION – L2 / CIVIL PENALTIES



APPLICANT OF RECORD	OWNER	L2/CIVIL PENALTIES
<ul style="list-style-type: none">NYC Agency	<ul style="list-style-type: none">NYC Agency	<ul style="list-style-type: none">Waived
<ul style="list-style-type: none">NYC Agency	<ul style="list-style-type: none">Private Owner	<ul style="list-style-type: none">Must be paid prior to Post-Demolition Inspection
<ul style="list-style-type: none">Private Owner	<ul style="list-style-type: none">Private Owner	<ul style="list-style-type: none">Must be paid prior to Permit

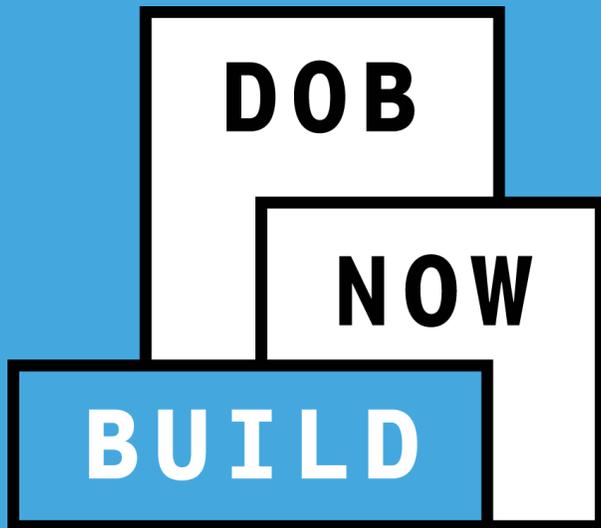


UPDATING FULL DEMOLITION JOB FILING DETAILS

- If a job was originally submitted by a **General Contractor**, but if the changes made to the job filing in response to Objections (or as part of Post Approval Amendments) **now require a Registered Design Professional Applicant of Record**, then the General Contractor must **withdraw** from the filing.
- A **Registered Architect or Design Professional** can **supersede** the General Contractor as Applicant of Record.



- Full Demolition Type may be **Escalated** after Filing but before Approval:
 - **Precept to Emergency Declaration**: Escalate using the drop-down Actions on the main Job Filing Dashboard. To make the escalation change, the job should be in “filed” status, the plan “not approved,” and the full demolition type should be – Precept or ED.
 - **Emergency Declaration to Immediate Emergency Declaration**: Users must file a new IED Job Filing. A question will be asked: “Is this IED filing associated with a previously filed FD filing?” Answer Yes and enter the Job Number. The filing fees will be waived, and the previous Full Demolition filing will be administratively closed.
 - **Precept to IED**: The process is the same as ED to IED.



PRE-DEMOLITION AND POST-DEMOLITION INSPECTIONS

- Full Demolition Jobs may require two inspections: **Pre-Demolition** and **Post-Demolition**
- **Pre-Demolition Inspection** is not required for Immediate Emergency Declarations or Emergency Work Orders.
- Scheduling of Inspections or cancelling a scheduled Inspection can be done in DOB NOW: *Build*.
- Inspection Results will also be available in DOB NOW: *Build*.

■ Pre-Demolition Inspection

- Can be scheduled **only after Plan Approval.**
- Can be cancelled if more than two hours before the scheduled appointment time.
- Can schedule another inspection after cancellation.
- Cannot schedule if a previously scheduled inspection is already Pass Final.
- Must be requested **within one year of plan approval.**
- Submittal documents/plans must be on-site during the inspection.

- Pre-Demolition Inspection **Statuses**

STATUS	MEANING
Pending	<ul style="list-style-type: none">The inspection date has been requested by the Applicant.
Scheduled	<ul style="list-style-type: none">DOB confirmed a date and time for inspection. Another inspection cannot be scheduled at this time.
Cancelled by Applicant	<ul style="list-style-type: none">Inspection cancelled by user; another inspection must be requested.
Cancelled by DOB	<ul style="list-style-type: none">Inspection cancelled by DOB; another inspection must be requested.

- Pre-Demolition Inspection **Results**

RESULT	MEANING
Pass Final	<ul style="list-style-type: none">Permits may be requested
Fail Final	<ul style="list-style-type: none">Another inspection must be requested after any required changes made
No Access Final	<ul style="list-style-type: none">Another inspection must be requested

- **Post-Demolition Inspection**
 - Can only be requested after the initial Job Filing has reached **Permit Entire** status
 - All demolition work must be complete
 - May be cancelled if more than two hours before the scheduled appointment time
 - Another inspection may be scheduled after cancellation
 - Cannot schedule another inspection if a previously scheduled inspection is already Pass Final



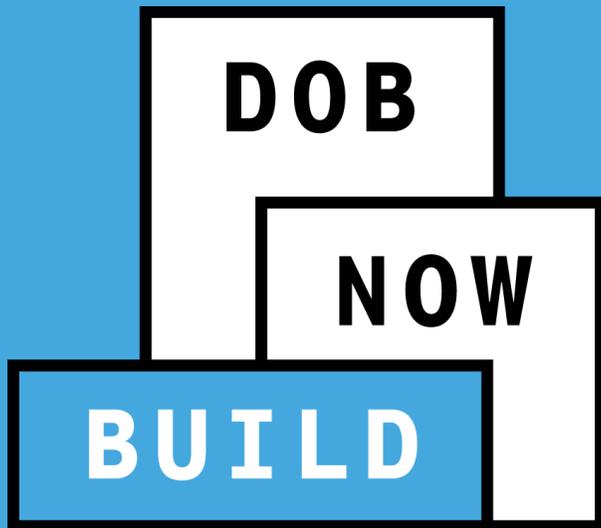
- Post-Demolition Inspection **Statuses**

RESULT	MEANING
Pending	<ul style="list-style-type: none">▪ The inspection date has been requested by the Applicant.
Scheduled	<ul style="list-style-type: none">▪ DOB confirmed a date and time for inspection. Another inspection cannot be scheduled at this time.
Cancelled by Applicant	<ul style="list-style-type: none">▪ Inspection cancelled by user; another inspection must be requested.
Cancelled by DOB	<ul style="list-style-type: none">▪ Inspection cancelled by DOB; another inspection must be requested.

- Post-Demolition Inspection **Results**

RESULT	MEANING
Pass Final	<ul style="list-style-type: none">Full Demolition Job is signed off. Letter of Completion issued.
Fail Final	<ul style="list-style-type: none">Another inspection must be requested after any required changes made
No Access Final	<ul style="list-style-type: none">Another inspection must be requested

- When the **Post-Demolition Inspection** is Pass Final on the initial Full Demolition filing, the Permit status will be changed to Signed Off and all Job Filings (Initial and Subsequent) will automatically get a **Letter of Completion**.
- The Letter of Completion email will be sent to all stakeholders on individual Subsequent Filings.



WORK PERMITS AND NOTIFICATIONS



- Applicant of Record (AOR) on PW2 or the demolition subcontractor **must have a demolition endorsement.**
- Permit **must be pulled within a year** from the Plan Approval date.

- The **PGL1** is required during the Permit process when:
 - The building to be demolished is **not a one- or two-family home**
 - Excavation is **more than 12 feet deep**
 - Proposed work is **on the lot line** with an existing structure
 - Height of the building to be demolished is **more than 35 feet**

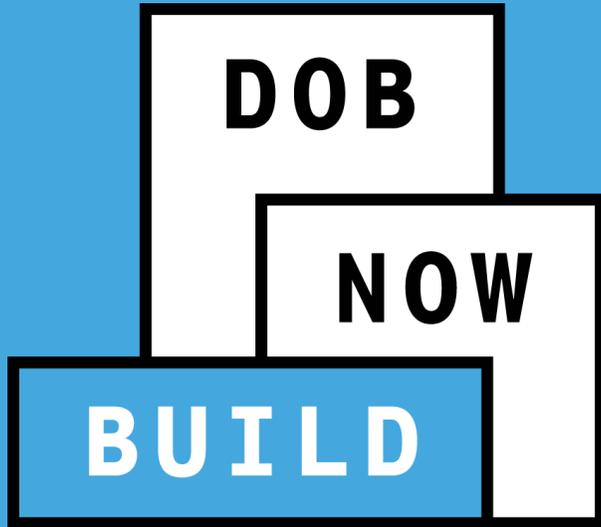


- After Plan Approval, the system will inform users of the **minimum amount of General Liability Insurance** required.

The screenshot displays the DOB NOW web application interface. At the top, the header reads "DOB NOW" and "Submit Filings, Payments, and Requests to the NYC Department of Buildings". Below the header, there are navigation buttons: "Go to Job Filing", "Save", and "Resubmit". A prominent red notification banner states: "PGL1 insurance is required. Minimum amount of insurance is \$5 Million." The main content area shows a "Work Permit" for "X00043132-I1-FD". Under "General Information", the "JOB Description" field contains the text "DONE". A question "Is a Tower Crane to be used?" is followed by radio buttons for "Yes" and "No", with "No" selected. The "PGL1 Expiration Date" is set to "08/22/2023". At the bottom, a blue bar indicates the "Applicant Information" section.

- DOB must be **notified between 24 and 48 hours before demolition work begins** for all non-emergency Full Demolition Jobs.
- If the notification date falls on a weekend or official holiday, the permit holder must notify DOB on the **last business day prior to start of work**.
- The process for doing so resembles other DOB notification procedures.
- The notification is applicable only for the **Initial Full Demolition Work Type filing**.

+ Notifications	+ BIS Schedule of Occupancy
Boiler Removal	
Earthwork	
Emergency Work	
Fence Removal	
Protection and Mechanical Methods Removal	
Full Demolition	
Sidewalk Shed Removal	
Support of Excavation Removal	
Supported Scaffold Removal	
Tenant Protection Plan 72 Hour	



FULL DEMOLITION OF LANDMARKED BUILDINGS



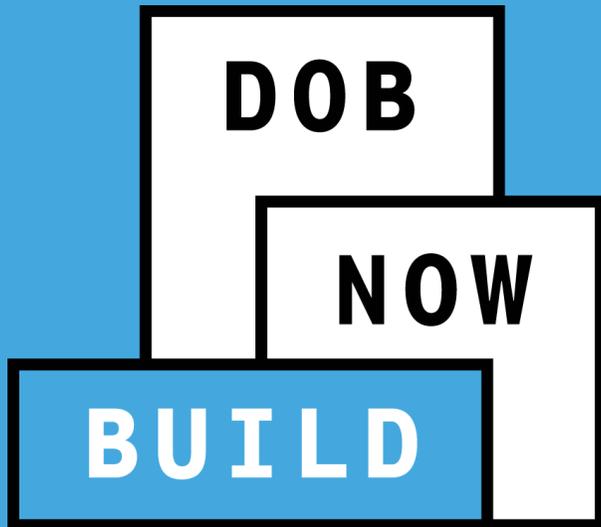
- For **Landmarked Buildings**, the initial Full Demolition Job Filing must include a **Landmark Preservation Committee (LPC) Approval Letter**.
- LPC Approval **will not be required** if the Job is filed as
 - Emergency Declaration
 - Immediate Emergency Declaration
 - Emergency Work Order
 - Precept

- If a building is calendared for a hearing by the Landmarks Preservation Commission (LPC) (i.e., the building has Landmark Status “C” in the Property Profile) at the time of the permit request, the permit will not be issued for 40 days.
- If the building still has the C designation or has no Landmark Status in the Property Profile at the end of the 40-day period, the system will **automatically issue the Permit(s)** if the Contractor is in good standing (i.e., their insurance is still current, and their license hasn't expired).
- If the building is landmarked during the 40-day period (i.e., the Landmark Status in the Property Profile has changed to “L”), the Applicant must **resubmit the job filing with the Landmark Letter and go through the Plan Examination Process again.**



- If there are **unpaid civil penalties for Work Without a Permit**, DOB cannot issue a Pass Final on the Post Demolition Inspection until the legal owner has paid the penalties. This applies even if City Agencies are doing the demolition work.
- Upon signoff, the **BIN of the demolished building is made obsolete in BIS**. DOB will work with the Department of City Planning to obsolete BINs across all systems.

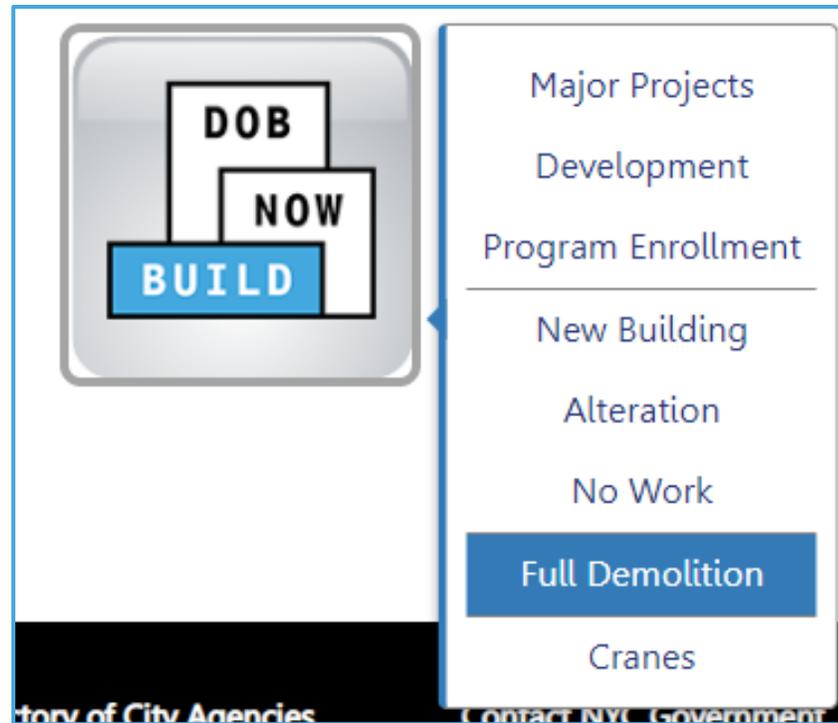




FULL DEMOLITION JOB FILING

- Initiate a Job Filing
- Scope of Work

- Once logged into DOB NOW, hover over the DOB NOW: *Build* icon and then click on the **Full Demolition** option.



The screenshot shows the DOB NOW 'Job Filings' dashboard. At the top, there is a header with the DOB NOW logo and the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC D'. Below the header, there are four buttons: '+ Pre-Development Consultation/Project', '+ Job Filing' (highlighted with a red box), '+ Permits', and '+ Requests'. The main content area is titled 'Job Filings' and includes a 'Filter My Jobs' dropdown menu. Below the filter, there are two columns: 'View...' and 'Filing Action'. The 'Filing Action' column contains two dropdown menus, each with 'Select Action: v'.

The 'Initial Job Filing' modal is open, showing five buttons: 'Alteration', 'Full Demolition' (highlighted with a red box), 'Limited Alteration', 'New Building', and 'No Work'. At the bottom of the modal, there are two buttons: 'Next' and 'Cancel'.

- From any dashboard, click the **+ Job Filing** button.
- Select **Full Demolition** and choose the **Type** of full demolition, as shown on the next slide.

- Choose the appropriate type of Full Demolition:
 - New Work
 - Emergency Declaration
 - Immediate Emergency Declaration
 - Emergency Work Order
 - Precept
- Click **Submit**.

Initial Job Filing

Alteration **Full Demolition** Limited Alteration New Building No Work

Full Demolition Type(s):* Work Type: **Full Demolition**

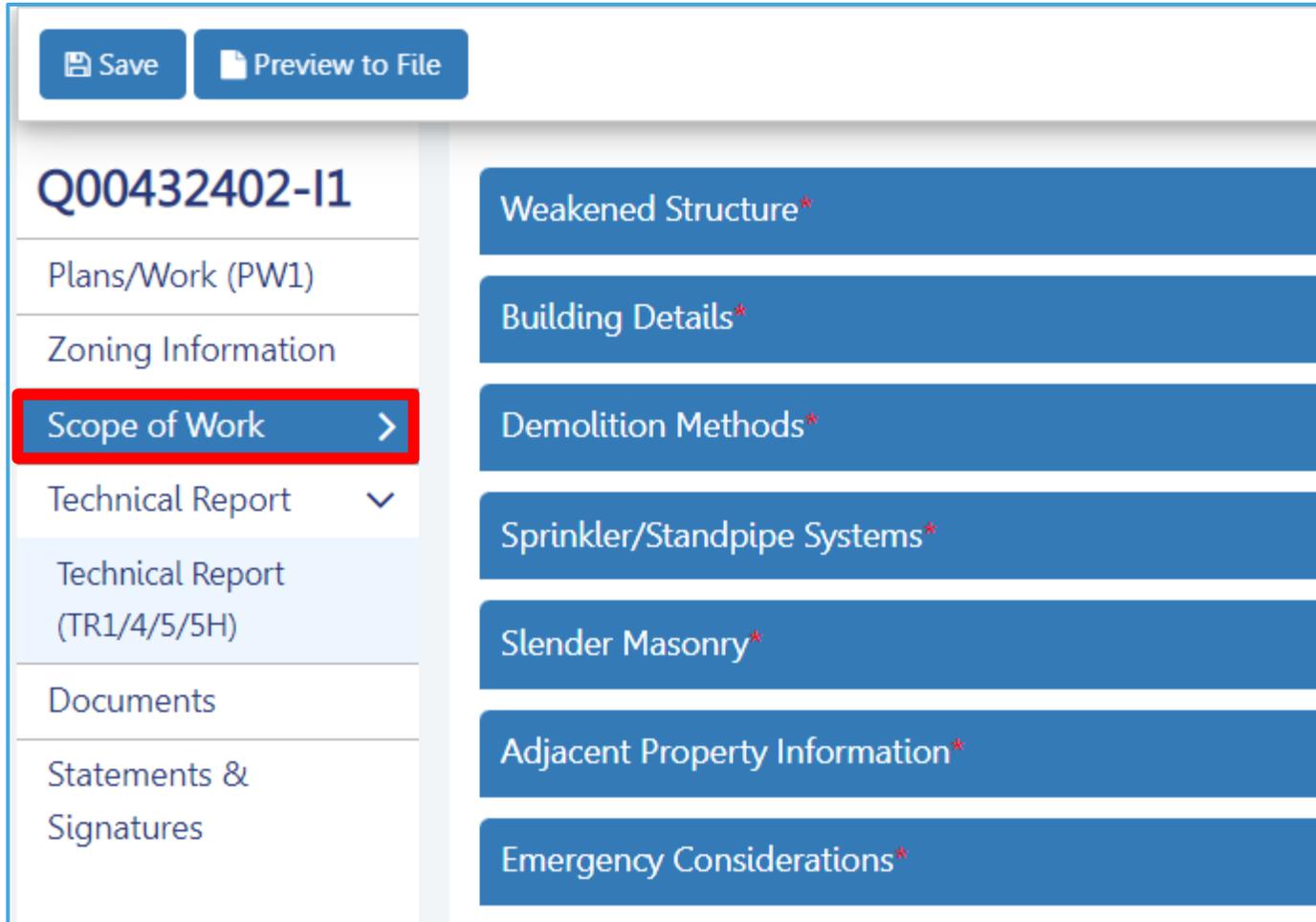
New Work	Emergency Declaration	Immediate Emergency Declaration
Emergency Work Order	Precept	



A registered design professional (PE/RA) is required as the applicant on a full demolition filing when one or more of the following conditions are met:

- Building is greater than 3 stories in height
- Building is greater than 5,000 square feet per floor
- Building is not detached
- Demolition is using mechanical equipment
- Foundation is not being removed

Submit Cancel



Save Preview to File

Q00432402-I1

- Plans/Work (PW1)
- Zoning Information
- Scope of Work >**
- Technical Report ▾
 - Technical Report (TR1/4/5/5H)
- Documents
- Statements & Signatures

Weakened Structure*

Building Details*

Demolition Methods*

Sprinkler/Standpipe Systems*

Slender Masonry*

Adjacent Property Information*

Emergency Considerations*

- The **Scope of Work** tab is where the system will ask questions to determine which special inspections and additional filings are required.

Perform the following steps to complete Scope of Work tab:

The Full Demolition section is located within the Scope of Work tab.

By default, the following sections display:

- Weakened Structure
- Demolition Methods
- Sprinkler/Standpipe Systems
- Slender Masonry
- Adjacent Property Information
- Emergency Considerations

The screenshot displays a sidebar menu on the left and a main content area on the right. The sidebar menu includes the following items: Q00431575-I1, Plans/Work (PW1), Zoning Information, Scope of Work (selected with a dropdown arrow), Full Demolition (highlighted in light blue), Technical Report (with a dropdown arrow), Technical Report (TR1/4/5/5H), Documents, and Statements & Signatures. The main content area is titled 'Full Demolition' and contains six blue buttons, each with a red asterisk: Weakened Structure*, Demolition Methods*, Sprinkler/Standpipe Systems*, Slender Masonry*, Adjacent Property Information*, and Emergency Considerations*.

Weakened Structure*

Is the structure to be demolished wrecked or weakened as a result of fire, flood, explosion, age, or other causes?*

Yes No

Demolition Methods*

How is superstructure demolition performed?*

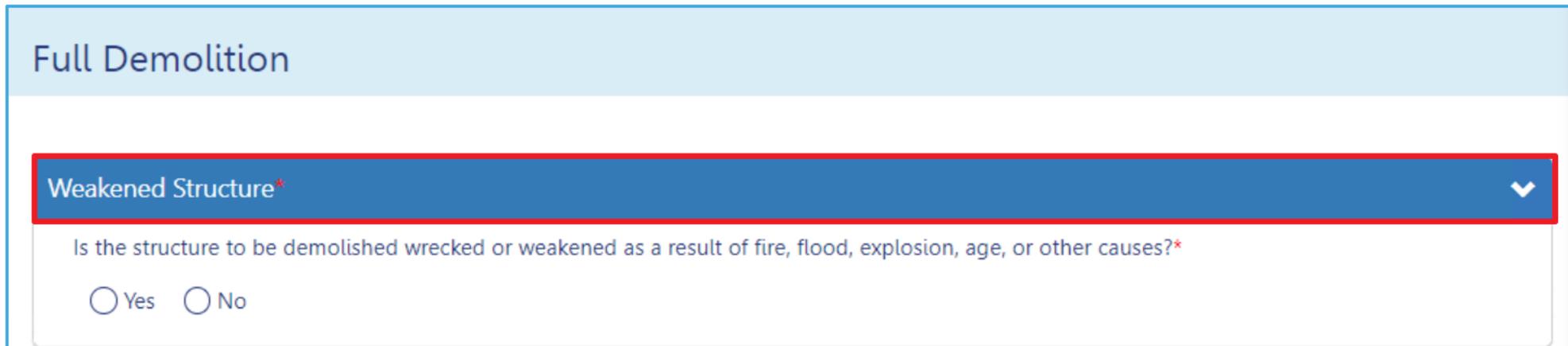
Select Type:

Is the foundation being removed?*

Yes No

- Within each section of the tab, there are a series of questions with **Yes/No** options to choose from.
- Your answer may display further questions to be completed; **these questions may display after you've saved changes made within this tab.**

- Click the **Weakened Structure** accordion drop-down to expand the section.

A screenshot of a web form titled 'Full Demolition'. The title is in a light blue header bar. Below the header, there is a blue accordion-style drop-down menu with the text 'Weakened Structure*' and a white downward-pointing chevron icon on the right. The drop-down menu is highlighted with a red border. Below the drop-down, the question 'Is the structure to be demolished wrecked or weakened as a result of fire, flood, explosion, age, or other causes?*' is displayed. Underneath the question are two radio button options: 'Yes' and 'No', both of which are currently unselected.

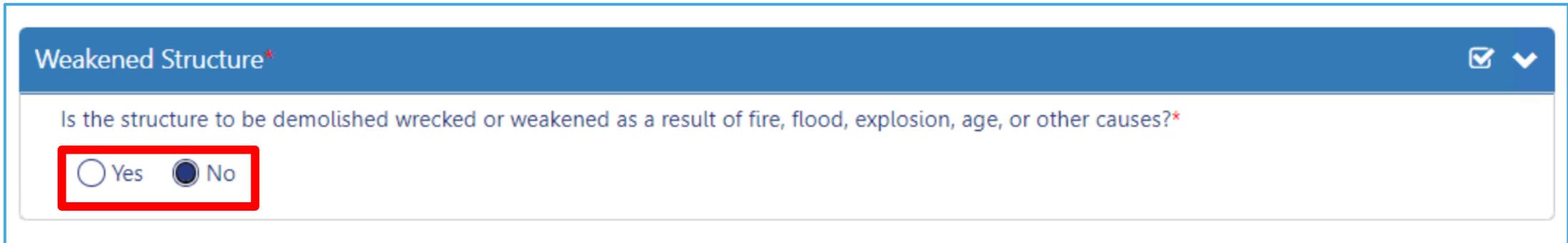
Full Demolition

Weakened Structure*

Is the structure to be demolished wrecked or weakened as a result of fire, flood, explosion, age, or other causes?*

Yes No

- Select the applicable radio button (e.g., **No**) for **Is the structure to be demolished, wrecked or weakened as a result of fire, flood, explosion, age or other causes?**

A screenshot of a web form. The form has a blue header bar with the text 'Weakened Structure*' on the left and a checkmark icon and a dropdown arrow icon on the right. Below the header, the question 'Is the structure to be demolished wrecked or weakened as a result of fire, flood, explosion, age, or other causes?*' is displayed. At the bottom of the form, there are two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected and is highlighted with a red rectangular border.

Demolition Methods*

How is superstructure demolition performed?*

Select Type: ▼

Select Type:
Mechanical
Non-Mechanical

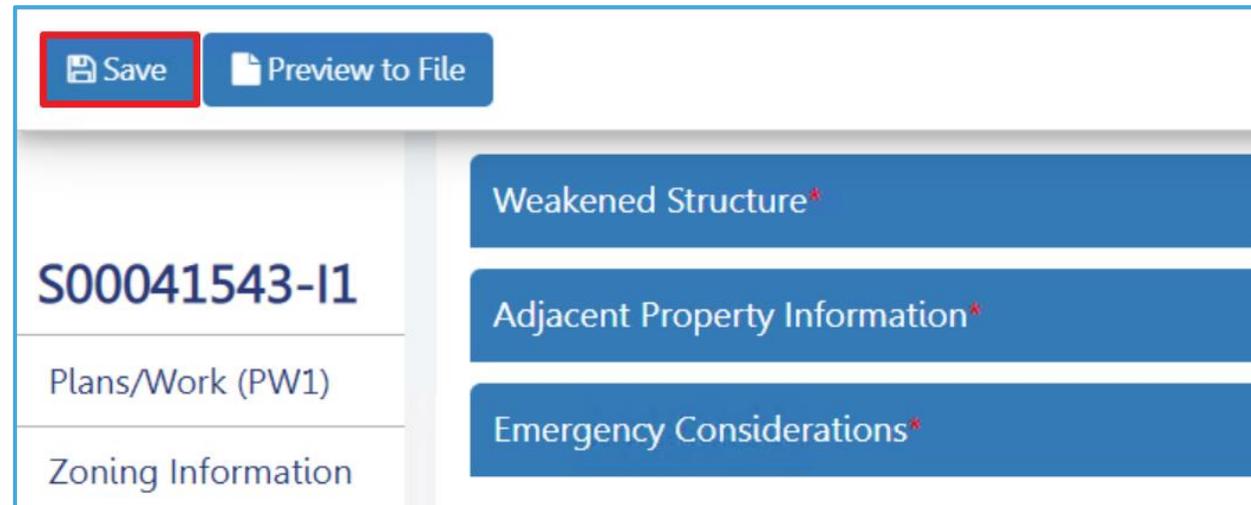
Will hand-held or other than hand-held tools be used?*

Select Type: ▼

Select Type:
Hand-Held
Other than Hand-Held

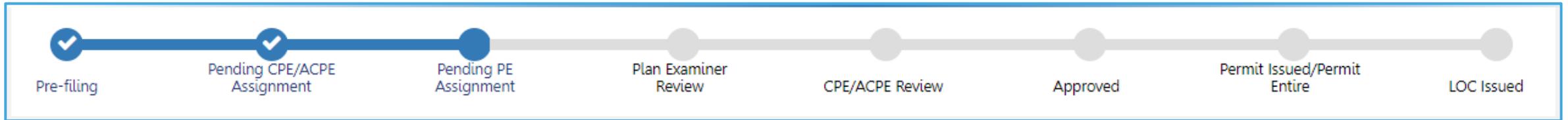
- Click the **Demolition Methods** accordion drop-down to expand the section.
- Answer **How is superstructure demolition performed?** (e.g., Mechanical)
- If Mechanical is chosen, a new question will appear: **Will hand-held or other than hand-held tools be used?** Answer the question (e.g., Hand-Held)
- Continue the process of answering questions that appear for **all sections of the Scope of Work Full Demolition tab.**

- From the top left of the screen, click **Save**.

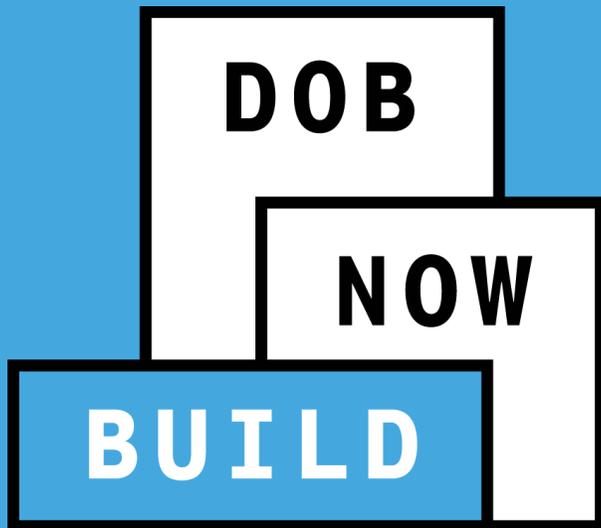


 The system may display additional tabs within the Scope of work section to be completed.

- The rest of the Job Filing process is the same for Full Demolition jobs as for any other type of Job Filing.
- **Complete the Job Filing as usual**, including paying any fees and submitting the Job Filing.



- The Job Filing will go through **Standard Plan Review by the Full Demolition team**.
- **Site Safety filings** will always be required for Full Demolition Job Filings.



FILING A SITE SAFETY PLAN OR SITE SAFETY WAIVER REQUEST

DOB NOW: *Build* – SITE SAFETY REQUIREMENTS MAJOR BUILDING PROJECTS

DOB
NOW

- New Site Safety requirements in the **2022 Construction Codes** apply to Major Building Site Safety projects that did not submit Site Safety plans to the Department of Buildings in DOB NOW before November 7, 2022.

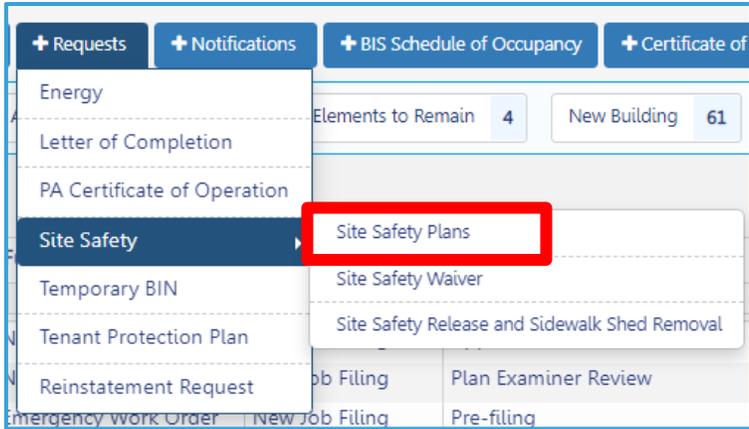
SCOPE OF WORK ON A MAJOR BUILDING		CS, SSM, SSC REQUIREMENTS
New Building		CS <i>and</i> SSM or SSC
Vertical or Horizontal Enlargements		CS <i>and</i> SSM or SSC
Full Demolition		CS <i>and</i> SSM or SSC
Partial Demolition Limited to Interior Components	without mechanical demolition equipment other than handheld tools and involving more than 50% of the gross floor area of the building, or the removal of one or more floors	CS
	with mechanical demolition equipment other than handheld tools and not involving more than 50% of the gross floor area of the building, or the removal of one or more floors	SSM or SSC
	with mechanical demolition equipment other than handheld tools and involving more than 50% of the gross floor area of the building, or the removal of one or more floors	CS <i>and</i> SSM or SSC
Partial Exterior Demolition <i>(other than enlargements or façade work)</i>	not involving more than 50% of the gross floor area of the building, or the removal of one or more floors	SSM or SSC
	involving more than 50% of the gross floor area of the building, or the removal of one or more floors	CS <i>and</i> SSM or SSC
Alteration Work <i>(other than a work type listed above)</i>	involving more than 50% of the gross floor area of the building, or requiring special inspection for underpinning or protection of the sides of excavations	CS
Façade Work more than 14 Stories or 200ft in Height		SSM

- It can take up to 24 hours for the system to determine whether Site Safety is required on an Approved or Objections status Job Filing.
- If that determination has not yet been made and a Site Safety Request is attempted, then the system displays a message to the user informing them of the up to 24-hour wait time before a Site Safety Plan or Site Safety Waiver can be submitted.

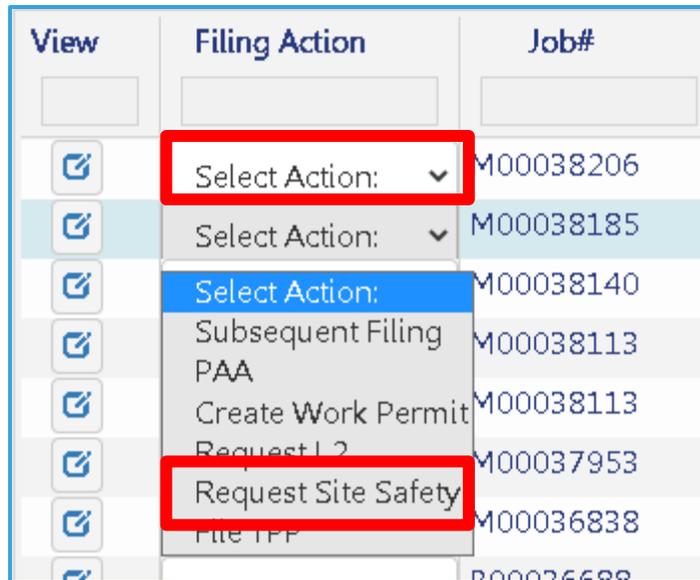
New Site Safety Request

 It can take up to 24 hours for the site safety determination to be made on a job filing. Once the determination is made a site safety plan/waiver can be submitted or the permit can be created without it. Try again later.

DOB NOW: *Build* – SSP PROCESS – CREATING THE SITE SAFETY REQUEST

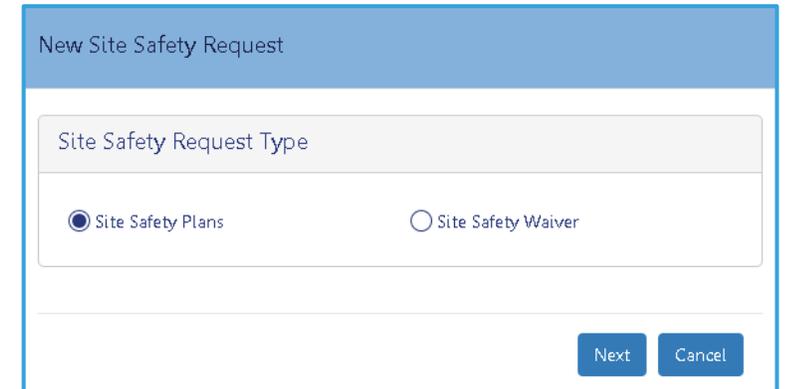


- Once the system has determined that a Site Safety Plan is required on an Approved (or Objections Issued) Job Filing, it can be initiated by **any registered DOB NOW user** in two ways:
 - On the Job Filings Dashboard screen, hover over the **+Requests** button, hover on **Site Safety** and choose **Site Safety Plans**. From the **Job Filings** list on the main dashboard, then enter the job filing number.
 - On the relevant Job Filing, click **Select Action** and then click **Request Site Safety**.

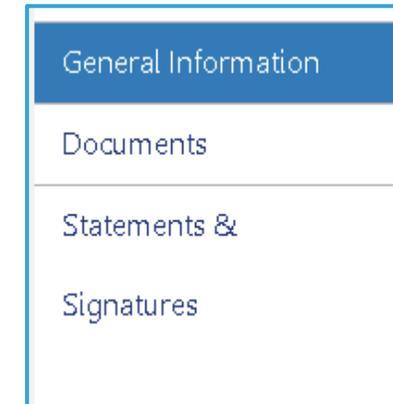


Note - **Request Site Safety** will not appear in the **Select Action** drop-down list until the system has determined that Site Safety is needed on the job filing.

- First, select if you are entering a **Site Safety Plan** or a **Site Safety Waiver**. If working from the **+Requests button**, you will also need to specify the Job Number for the Request.
- This section of the presentation will start with how to submit Site Safety Plans and then review the differences when requesting Site Safety Waivers.
- For **Site Safety Plans**, there are three tabs that must be completed:
 - General Information
 - Documents
 - Statements & Signatures



The screenshot shows a web form titled "New Site Safety Request". It features a section for "Site Safety Request Type" with two radio button options: "Site Safety Plans" (which is selected) and "Site Safety Waiver". At the bottom right of the form, there are two buttons: "Next" and "Cancel".



The screenshot shows a vertical list of tabs. The top tab, "General Information", is highlighted with a blue background. Below it are three unselected tabs: "Documents", "Statements & Signatures", and "Signatures".

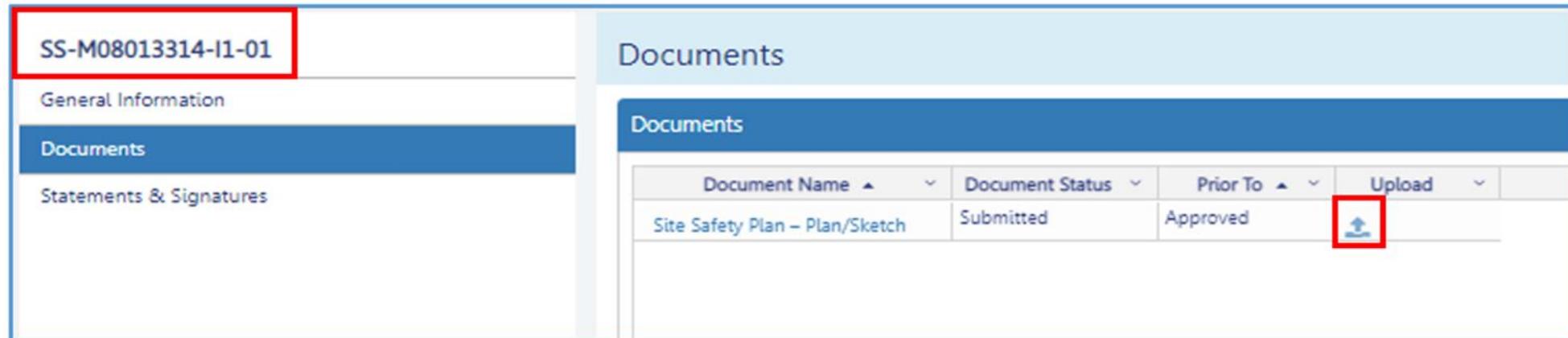
- DOB NOW: *Build* will pull location information from the Job Filing.
- The **Applicant** on the Site Safety Plan must be a **Registered Design Professional**. Enter the **RDP's information** in the **Stakeholders information** section. Owner information will be pulled from the PW1.
- There is also an optional **Comments** field in this tab.
- The Site Safety Request must be **saved** before moving to the next tab.

Request Information		Location Information	
Request Type	Job Number	House Number	Street Name
Site Safety Plan	M00038185-11	305	EAST 11 STREET
Job Type	Job Status	Borough	Block
Alteration	Approved	MANHATTAN	453
		Lot	BIN
		11	1079353
		Zip Code	
		10003	

Stakeholders Information*

Applicant Information

- Once the Request is saved, a **Site Safety Request Number** will be assigned. It consists of SS (for Site Safety) followed by the Job Number, followed by a number indicating how many times the Site Safety Plan has been updated.



- Only one document is required to be uploaded in the **Documents** tab: **Site Safety Plan - Plans/Sketch**. Press the Upload button to add the document to the Site Safety Request.
- No additional documents can be uploaded.

Statements & Signatures

Applicant of Record - Statements & Signatures*

I hereby state the information on this form is correct and complete to the best of my knowledge. I understand falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I also understand it is 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. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.

I prepared or supervised the preparation of the site safety plan herewith submitted and to the best of my knowledge and belief, the site safety plan complies with the provisions of the NYC Administrative Code and other applicable laws and rules, except as set forth in the accompanying documents. I acknowledge that I have read and complied with all instructions pertaining to this application.

Name*

Date*

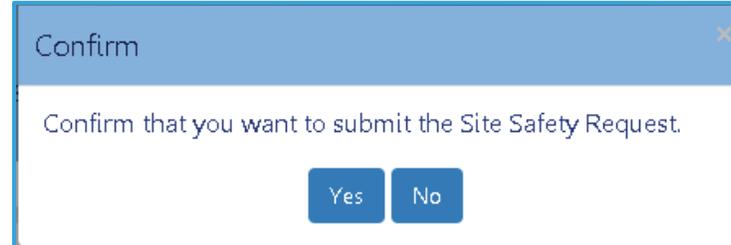
- In the **Statements & Signatures** tab, only the **Applicant of Record** needs to Attest by clicking in the checkbox. The Site Safety Personnel will need to attest to their duties in the Work Permit, but **do not need to do so here.**

DOB NOW: *Build* – SSP PROCESS – STATEMENTS & SIGNATURES

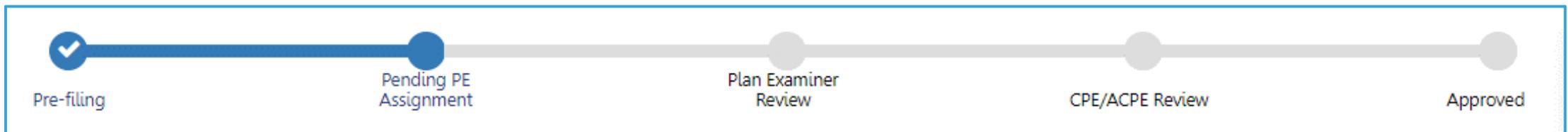
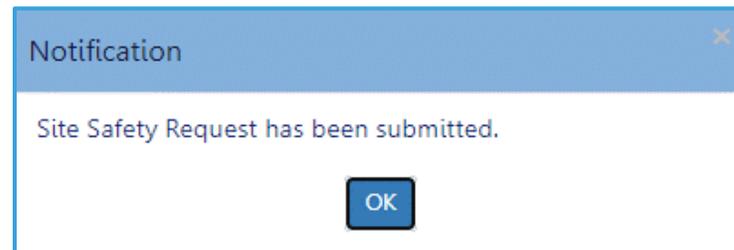
- You need to **Save** before you can **Submit** the Site Safety Request.



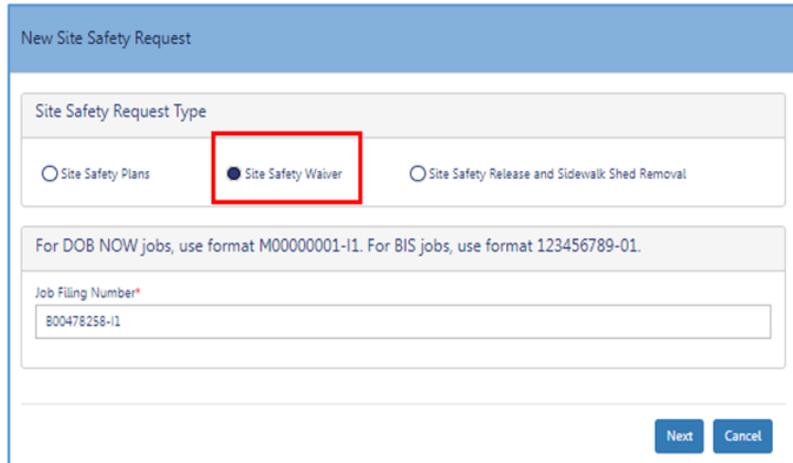
- Click Yes to confirm your submission.



- You will see a pop-up notification that the Site Safety Request has been submitted.



- The Status Bar for the request now shows Pending PE Assignment.



New Site Safety Request

Site Safety Request Type

Site Safety Plans Site Safety Waiver Site Safety Release and Sidewalk Shed Removal

For DOB NOW jobs, use format M00000001-11. For BIS jobs, use format 123456789-01.

Job Filing Number*

800478258-1

Next Cancel

- Let's go back to the beginning of the Site Safety Request Process and see what changes when we choose **Site Safety Waiver**.
- Site Safety Waivers have the same three tabs as Site Safety Plans: General Information, Documents, and Statements & Signatures.
- The only difference from Site Safety Plans is in the Documents section, where the required document is **Site Safety Waiver - CSC Waiver Letter**. Otherwise, the process is exactly the same as before.

Documents			
Documents			
Document Name ▲ ▼	Document Status ▼	Prior To ▲ ▼	Upload ▼
Site Safety Waiver – CSC Waiver Letter	Submitted	Approved	

- **Note** - the **Site Safety Waiver – CSC Waiver Letter** is a written request explaining the reasons why a Construction Superintendent, Site Safety Coordinator or Site Safety Manager is not needed on the job site. To facilitate this, the user may submit a completed [AI1: Additional Information form](#).

DOB NOW: *Build* – SSP PROCESS – APPROVAL

- When the SSP or SS Waiver is Approved, the Applicant will get an email notifying them.
- The approval can also be seen:

- In the SSP Request Dashboard

Site Safety Requests		
Request #	Request Type	Request Status
SS-B00038217-I1-01	Site Safety Plan Review	Plan Examiner Review
SS-M00038197-I1-01	Site Safety Waiver	Approved

- On the status bar in the SSP Request



- In the Job Filing SSP tab

Site Safety Requests		
Request #	Request Type	Request Status
SS-M00038185-I1-02	Site Safety Plan Review	Pending PE Assignment
SS-M00038185-I1-01	Site Safety Plan Review	Approved

- If an objection is raised to the SSP, it will be visible in multiple places:

- On the Site Safety Requests Dashboard

Filing Action	Request #	Request Type	Request Status
Select Action:	SS-M00038258-I1-01	Site Safety Plan Review	Objections

- On the status bar inside the SSP Request



- In the Site Safety tab inside the job filing

Filing Action	Request #	Request Type	Request Status	Applicant	Created Date
Select Action:	SS-M00038258-I1-01	Site Safety Plan Review	Objections	BUILD 107	10/22/2020

Note – if an Objection is raised then the user will need to [resubmit the Site Safety request](#).

DOB NOW: *Build* – SSP PROCESS – SITE SAFETY TAB ON JOB FILINGS

- Any Job Filing that requires Site Safety will have a **Site Safety tab** which displays the waiver status, licensee requirements, and licensee release status. The respective sections in the Site Safety tab show the **Site Safety Criteria**, **Site Safety Requests** as well as **Site Safety Release Requests**.

The screenshot displays the DOB NOW web application interface. At the top, a progress bar shows the stages of the permit process: Pre-filing, Pending CPE/ACPE Assignment, Pending PE Assignment, Plan Examiner Review, CPE/ACPE Review, Approved, Permit Issued/Permit Entire, and LOC Issued. The 'Approved' stage is currently active.

The main content area is titled 'Site Safety Requests' and contains a table with the following data:

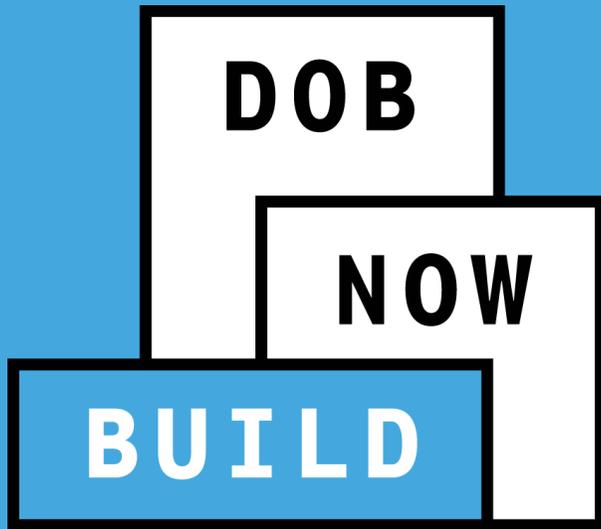
	Construction Superintendent	Site Safety Coordinator	Site Safety Manager
Job Site Safety Requirement Waiver Status	Not Applicable	Not Applicable	No
Job Site Safety Licensee Requirement	Not Required	Not Required	Required
Job Site Safety Licensee Release Status	Not Applicable	Not Applicable	No

Below this table are expandable sections for 'Site Safety Criteria', 'Site Safety Request', and 'Site Safety Release Requests'. The 'Site Safety Request' section shows a table with one entry:

Filing Action	Request Number	Request Type	Request Status	Applicant	Site Safety Professionals	Created Date
Select Action: ▼	SS-Q00043474-11-01	Site Safety Plan Review	Pending PE Assignment	PE TRAINER	Site Safety Manager	12/28/2022

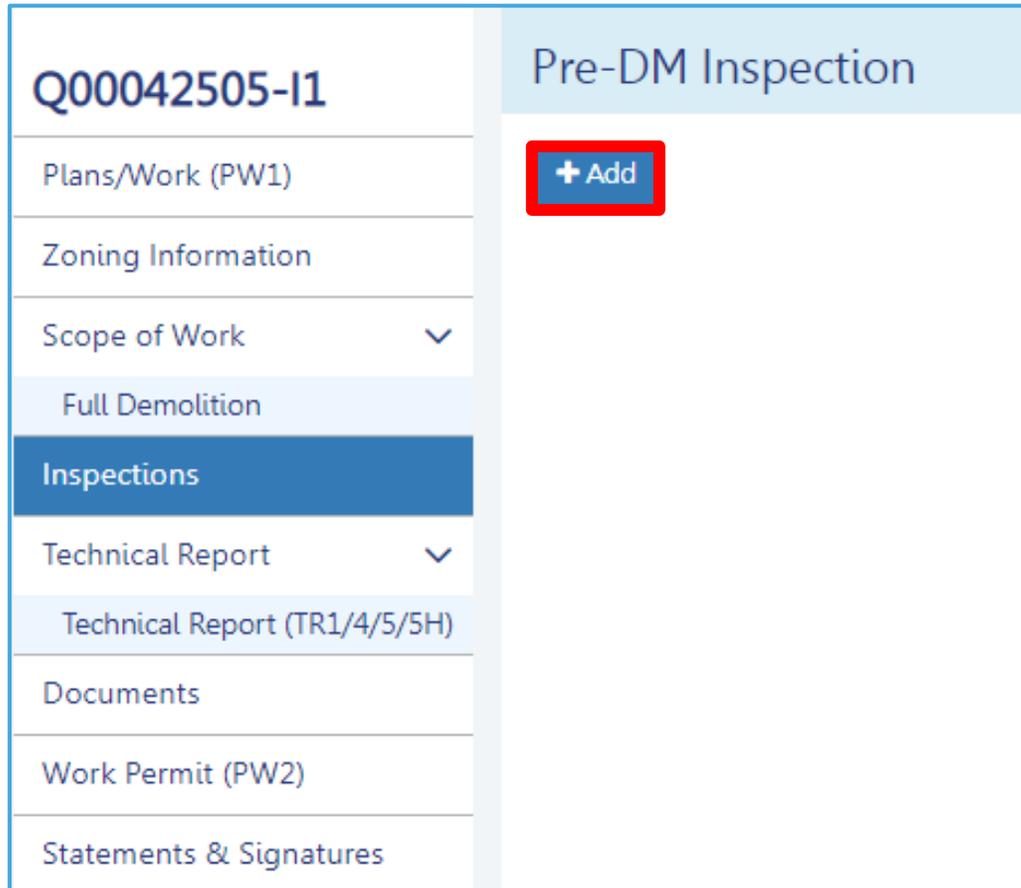
The 'Site Safety Release Requests' section is currently empty, showing 'Total Items: 1'.

- Once the Job Filing and Site Safety Plan are Approved, Applicants may need to request **Pre-Demolition Inspection** before they can request a Work Permit.



FULL DEMOLITION INSPECTIONS

- Schedule Pre-Demolition Inspection
- Schedule Post-Demolition Inspection



Q00042505-I1

Plans/Work (PW1)

Zoning Information

Scope of Work ▾

Full Demolition

Inspections

Technical Report ▾

Technical Report (TR1/4/5/5H)

Documents

Work Permit (PW2)

Statements & Signatures

Pre-DM Inspection

+ Add

- A new **Inspections** tab will appear once the Job Filing is Approved.
- Clicking on the Inspections tab will allow users to schedule a Pre-Demolition Inspection (when required) by clicking **+Add** button.
- **Any user associated with the filing** can schedule the Pre-Demolition inspection.
- **Pre-Demolition Inspections are required** for:
 - New Work
 - Emergency Declaration
 - Precept

DOB NOW: *Build* – FULL DEMOLITION – PRE-DEMOLITION INSPECTION



- A Pre-Inspection pop-up window will appear.
- Choose your **preferred date and time** for the Inspection from the widget.
- Enter the **Requestor's Details**

Pre-Demolition Inspections

Job Filing Number:* Q00432209-I1

Preferred Inspection Date and Time:*

February 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	01	02	03	04	05
06	07	08	09	10	11	12

HH : MM AM

Requestor Details*

Email* BUILD025@BUILDINGS.NYC.G... Name* BUILD025 BUILD025 Contact Number* (212) 212-2121

Additional Contact Details

Email *Please enter email address* First Name *FirstName* Last Name *LastName*

Contact Number *xxx xxx-xxxx*

- **Additional Contact Details** are optional. Use these fields if there will be a contact person on-site that is not the Applicant of Record.
- **Comments** are optional.
- Click **Schedule** to schedule the inspection.

The screenshot shows a web form with two main sections: 'Additional Contact Details' and 'Comments'. The 'Additional Contact Details' section has four input fields: 'Email' (with placeholder 'Please enter email address'), 'First Name' (with placeholder 'FirstName'), 'Last Name' (with placeholder 'LastName'), and 'Contact Number' (with placeholder 'xxx xxx-xxxx'). Below this is a large 'Comments' text area. At the bottom right, there are two buttons: 'Schedule' (highlighted with a red box) and 'Cancel'.



- A Notification pop-up will appear.
- Click **OK** to continue.

Pre-DM Inspection

[+ Add](#)

Actions	Tracking #	Inspection Status	Action
	INSP01372	Requested	 Cancel
Owner PE TRAINER	Preferred Time 09:00 AM	Preferred Date 10/03/2022	

- The **Inspection request** will appear on the Inspections tab.
- Click the **arrow** to open or close the details.

- Users can cancel the Pre-Demolition inspection by clicking the **Cancel** button.
- A pop-up window will ask “Are you sure that you want to cancel the selected inspection?” Click **Yes**.
- A final pop-up will state “The inspection has been cancelled.” Click **OK**.

Pre-DM Inspection

+ Add

Actions	Tracking #	Inspection Status	Action
^	INSP01372	Requested	Cancel
Owner PE TRAINER	Preferred Time 09:00 AM	Preferred Date 10/03/2022	

Confirm

Are you sure that you want to cancel the selected inspection?

Yes No

Notification

Inspection has been cancelled.

OK

- The [Inspection Report](#) will be emailed to all stakeholders.
- In addition, the Inspection Report result may be viewed by clicking the link on the [Inspection tab](#).

- Once the Pre-Demolition Inspection is Completed, Applicants can request a **Work Permit**.
- After the Work Permit is granted and the work is complete, Applicants will be able to request a **Post-Demolition Inspection** by clicking **+Add**.

Pre-Demolition Inspections				
Tracking Number	Preferred Date/Time	Scheduled Date/Time	Inspection Status	Action
▼ INSP01685	02/08/2023 09:00 AM	02/08/2023 12:00 AM	Pass-Final	Cancel

Post-Demolition Inspections				
Tracking Number	Preferred Date/Time	Scheduled Date/Time	Inspection Status	Action
+ Add				

- Choose the **preferred date and time**.
- Cancelling the inspection and viewing the inspection results use the same process as is used for the Pre-Demolition Inspection.
- When a Post-Demolition Inspection is **Pass Final**, the permit is **signed off** and the **LOC is automatically issued** by DOB NOW: *Build*.
- The Pass Final on the Post-Demolition Inspection will also **automatically sign off all the subsequent filings** filed under the initial Full Demolition Job Filing.

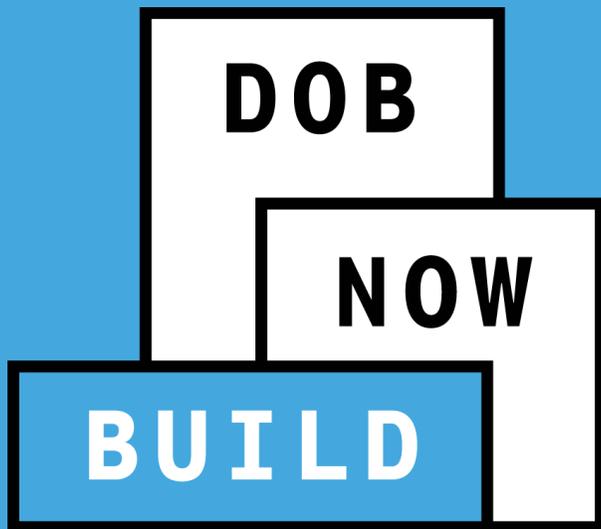
The screenshot shows a web form titled "Post-Demolition Inspections". It includes a "Job Filing Number" field with the value "M00432320-11". Below it is a "Preferred Inspection Date and Time" section featuring a calendar for February 2023 and a time selection interface with "HH", "MM", and "AM" fields. The "Requestor Details" section contains fields for "Email" (AJOSTEST@GMAIL.COM), "Name" (JOE ADAM), and "Contact Number" ((545) 558-8621). The "Additional Contact Details" section has fields for "Email" (with a placeholder "Please enter email address"), "First Name" (with a placeholder "FirstName"), "Last Name" (with a placeholder "LastName"), and "Contact Number" (with a placeholder "xxx xxx-xxxx"). A "Comments" section is located at the bottom with a large text area. At the very bottom of the form are "Schedule" and "Cancel" buttons.

DOB NOW: *Build* – FULL DEMOLITION – RESULTS

The screenshot displays the 'Inspections' tab in the DOB NOW interface. The left sidebar contains navigation options: Plans/Work (PW1), Zoning Information, Scope of Work (Full Demolition), Technical Report (Technical Report (TR1/4/5/5H)), Documents, **Inspections** (highlighted with a red box and callout 1), and Work Permit (PW2). The main content area is titled 'Post-Demolition Inspections' (highlighted with a red box and callout 2) and includes an '+ Add' button. A table lists inspection details:

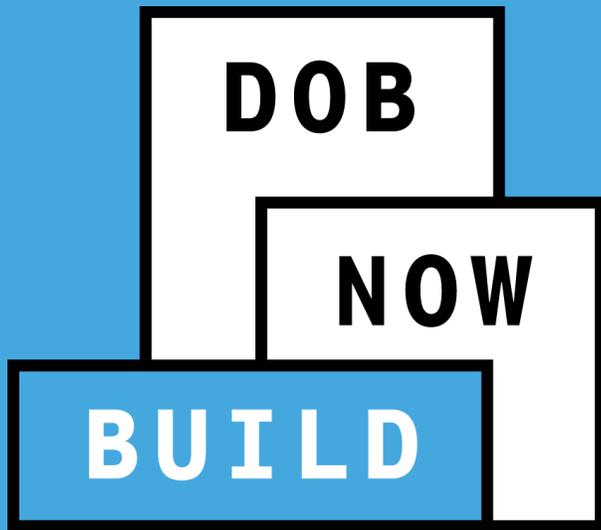
Tracking Number	Preferred Date/Time	Scheduled Date/Time	Inspection Status	Action
^ INSP01709 (callout 3)	02/10/2023 09:00 AM	02/08/2023 12:00 AM	Pass-Final (callout 4)	Cancel
Requestor Name PE TRAINER	Requestor Email TRAININGPERA@GMAIL.COM	Requestor Contact Number (212) 874-8774		
Additional Contacts Not Available	Additional Email Not Available	Additional Contact Number Not Available		

- Stakeholders can find the Inspection Results within the Job Filing.
- Click the **Inspections** tab to view the Post-Demolition Inspection section, then select the applicable tracking number to view the result in the Inspection Status column.



THANK YOU!

NO PAPER. NO LINES.



NO PAPER. NO LINES.

QUESTIONS?