

SERVICE NOTICE

[Follow-up #1](#) - Guidelines for Mechanical Systems Work Type Filing in DOB NOW: *Build*

Mechanical systems and construction and structural work directly and customarily associated with the installation and alteration of mechanical systems are required to be filed in DOB NOW: *Build*.

Mechanical Systems Requiring a Certificate of Compliance (*Equipment Use Permit*)

For New Buildings and Alterations, applications for the following scopes of mechanical work must be submitted in DOB NOW: *Build* as the Mechanical Systems (MS) work type:

- Heating Systems
- Ventilation Systems
- Air Conditioning Systems
- Refrigeration Systems
- Cooling Towers
- Associated Ducts and Piping
- Generators

Construction and structural work directly and customarily associated with installation and alterations of mechanical systems – such as dunnage, support hangers, ducts, pipe openings, piping for mechanical systems, louvers, and dampers – must be included on mechanical plans under the MS work type.

Mechanical Systems *NOT* Requiring a Certificate of Compliance (*Equipment Use Permit*)

Mechanical work for mechanical systems **not** requiring a Certificate of Compliance must be filed in DOB NOW: *Build* as part of the GC filing. Construction and structural work directly and customarily associated with installation and alterations of mechanical systems – such as dunnage, support hangers, ducts, and pipe openings – must be included as part of the General Construction (GC) filing.

One- and Two-Family Homes

Effective May 12, 2020, whole house mechanical ventilation is mandatory in one- and two-family homes ([NYCECC R403.6](#)) and the exception in [1 RCNY §101-14](#) for air conditioning and ventilating systems installed as a voluntary system is no longer applicable. Installation of air conditioning and ventilating systems in one- and two-family homes requires an MS work type filing in DOB NOW.