


INDUSTRY PORTAL STEP-BY-STEP GUIDE

How to File a New Work Full Demolition Job Filing

The following Step-by-Step Guide will outline the steps applicable to completing a New Work Full Demolition initial Job Filing in DOB NOW: *Build*.

HELPFUL LINKS

[YouTube.com/DOBNOW](https://www.youtube.com/DOBNOW) 

[NYC.gov/DOBNOWINFO](https://www.nyc.gov/DOBNOWINFO) 

[NYC.gov/DOBNOWHELP](https://www.nyc.gov/DOBNOWHELP) 



@NYCBuildings

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Overview

This step-by-step guide will provide applicants with a systematic understanding of how to complete a New Work Full Demolition job submission in DOB NOW: *Build*.

The DOB NOW: *Build* system is an all-inclusive, integrated system for Job Filings, permits, and submitting requests. DOB NOW: *Build* is a one-stop-shop (System).



Requirements

- Full Demolition is a new Job Type that will be available in DOB NOW: *Build* as of March 6, 2023.
- Full Demolition Jobs must be filed when a building will be fully demolished.
- Initial filings must have the Full Demolition Work Type and will be filed in DOB NOW as Standard Plan Review.
- **Subsequent Job Filings** may be filed as Standard Plan Review or Professional Certification and may include any of these Work Types:
 - Electrical
 - Elevators
 - Fence
 - Protection & Mechanical Methods
 - Plumbing
 - Sprinkler
 - Standpipe
 - Structural (Temporary Structural Bracing only)
 - Support of Excavation
 - Supported Scaffold
 - Suspended Scaffold (must be filed in BIS until the Work Type is available in DOB NOW: *Build*)
 - Sidewalk Shed

SYSTEM GUIDELINES

1. Fields with a red asterisk (*) are required and must be completed.
2. Grayed-out fields are Read-Only or are auto-populated by the system.
3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options or full fields.

The screenshot displays a web form for 'Filing Representative Information'. At the top, there are three input fields: 'Email*' (with a red asterisk and a red box around it, labeled '1'), 'Applicant Type*' (a dropdown menu with 'Select:' and a red box around it, labeled '2'), and 'Last Name' (a grayed-out field with a red box around it, labeled '2'). Below these is a blue '+ Add Representative' button. A table follows with columns: 'First Name', 'Last Name', 'Email', 'Business Name', 'Business Telephone', and 'Action'. The table contains one row with data: ADAM, JOE2, AJOETEST2@GMAIL.COM, AJ2, (201) 222-3333. Below the table is a horizontal scrollbar (labeled '3') and pagination controls showing 'Total Items: 1', '1 / 1', and '5 Items Per Page'.



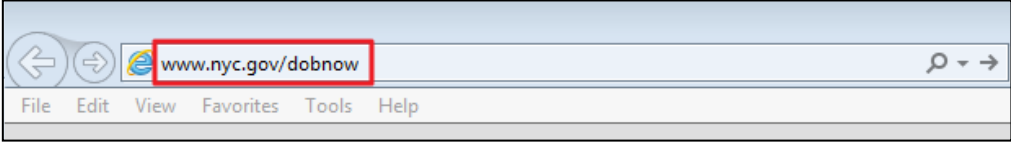
First Name	Last Name	Email	Business Name	Business Telephone	Action
ADAM	JOE2	AJOETEST2@GMAIL.COM	AJ2	(201) 222-3333	 


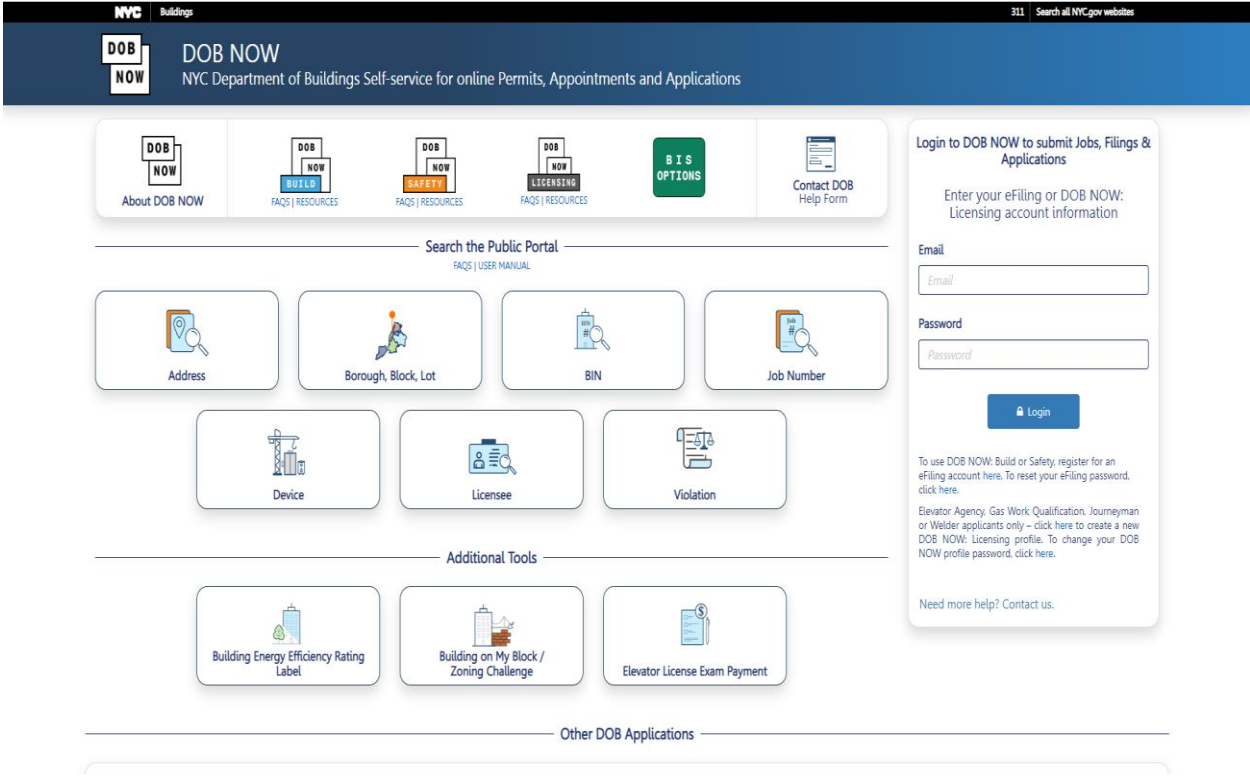
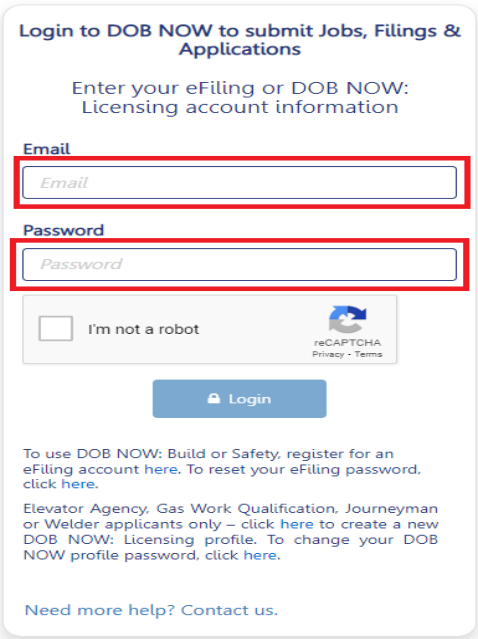
ADDITIONAL HELP & INFORMATION

1. Video Tutorials: DOB NOW YouTube Channel: <https://www.youtube.com/user/NYCBUILDINGS>
2. Presentations & Sessions: <https://www1.nyc.gov/site/buildings/industry/dob-now-training.page>

Log into DOB NOW: Build

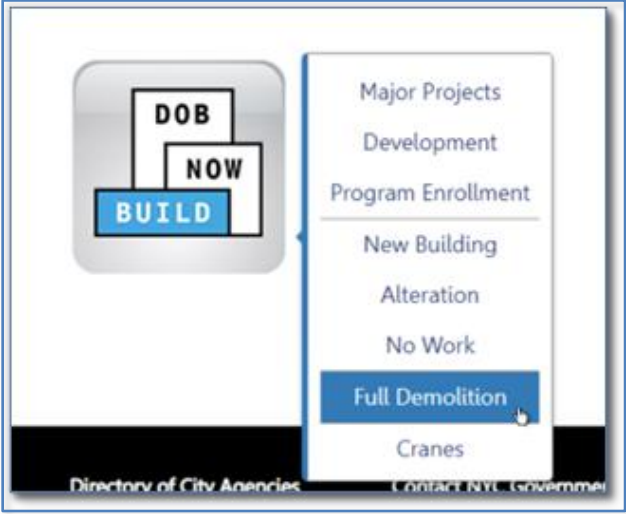
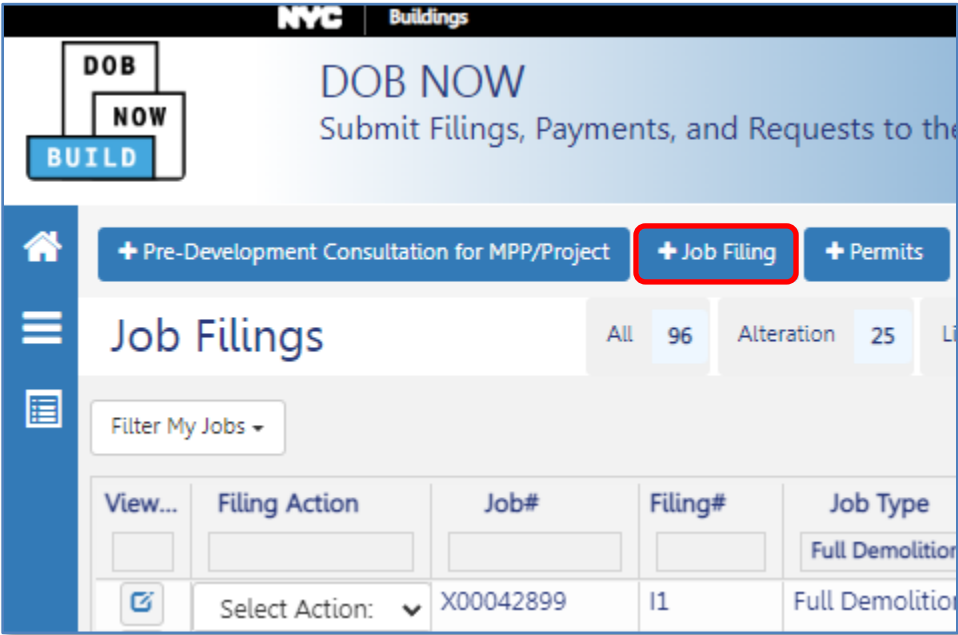
Follow the steps below to access DOB NOW: Build and initiate an Immediate Emergency Demolition.

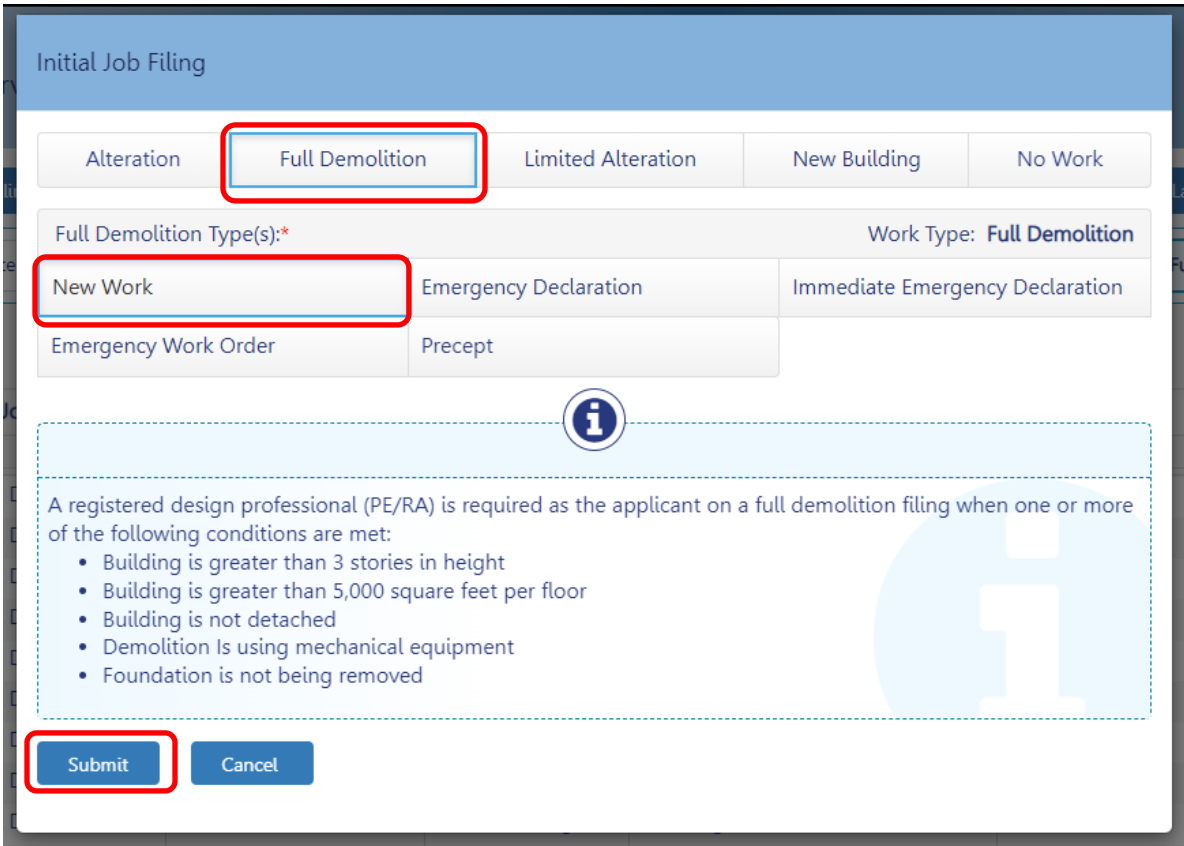
Step	Action
	<p>Note In order to log in to DOB NOW, you must be registered for eFiling.</p> <p>Additionally, DOB recommends that you turn off pop-up blockers to successfully navigate within DOB NOW.</p> <p>For Step-by-Step instructions, please submit a question to www.nyc.gov/dobnowhelp or refer to the following links:</p> <ul style="list-style-type: none"> ■ How to Register for eFiling: https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf ■ How to Turn Off Pop-up Blockers: https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf
<p>1.</p>	<p>Access the Internet.</p> 
<p>2.</p>	<p>Enter www.nyc.gov/dobnow in the URL field at the top of the browser window.</p> 
<p>3.</p>	<p>Press Enter on your keyboard.</p>


Step	Action
	<p>The DOB NOW Login page displays.</p>  <p>The screenshot shows the DOB NOW website interface. At the top, there is a navigation bar with the NYC Buildings logo and a search bar. Below this is a main header for DOB NOW, NYC Department of Buildings Self-service for online Permits, Appointments and Applications. The page features several navigation buttons: 'About DOB NOW', 'BUILD' (with 'FAQS RESOURCES' below), 'SAFETY' (with 'FAQS RESOURCES' below), 'LICENSING' (with 'FAQS RESOURCES' below), 'B I S OPTIONS', and 'Contact DOB Help Form'. A search bar labeled 'Search the Public Portal' with 'FAQS USER MANUAL' below it is present. Below the search bar are several search filters: 'Address', 'Borough, Block, Lot', 'BIN', 'Job Number', 'Device', 'Licensee', and 'Violation'. There is also an 'Additional Tools' section with 'Building Energy Efficiency Rating Label', 'Building on My Block / Zoning Challenge', and 'Elevator License Exam Payment'. At the bottom, there is a section for 'Other DOB Applications'. On the right side, there is a login form titled 'Login to DOB NOW to submit Jobs, Filings & Applications'. The form asks for 'Email' and 'Password' and has a 'Login' button. Below the form, there is a link to register for an eFiling account and a link to create a new DOB NOW Licensing profile.</p>
<p>4.</p>	<p>Enter your Email and Password.</p>  <p>The close-up screenshot shows the login form with the 'Email' and 'Password' input fields highlighted with red boxes. The form includes a 'Login' button, a reCAPTCHA checkbox labeled 'I'm not a robot', and links for registration, password reset, and creating a new profile.</p>

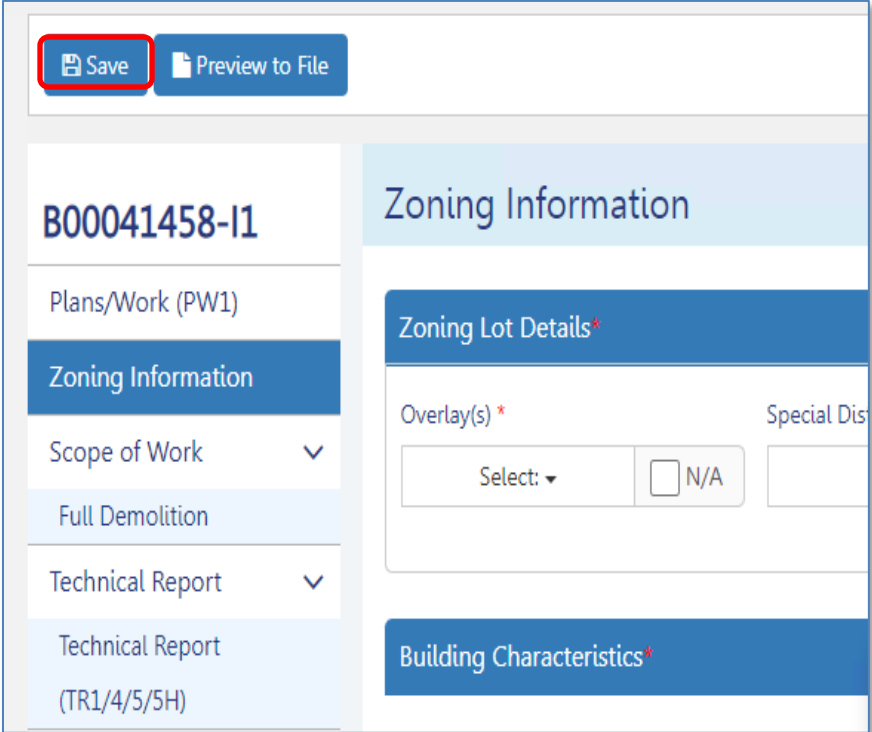
Start a Full Demolition New Work Job Filing

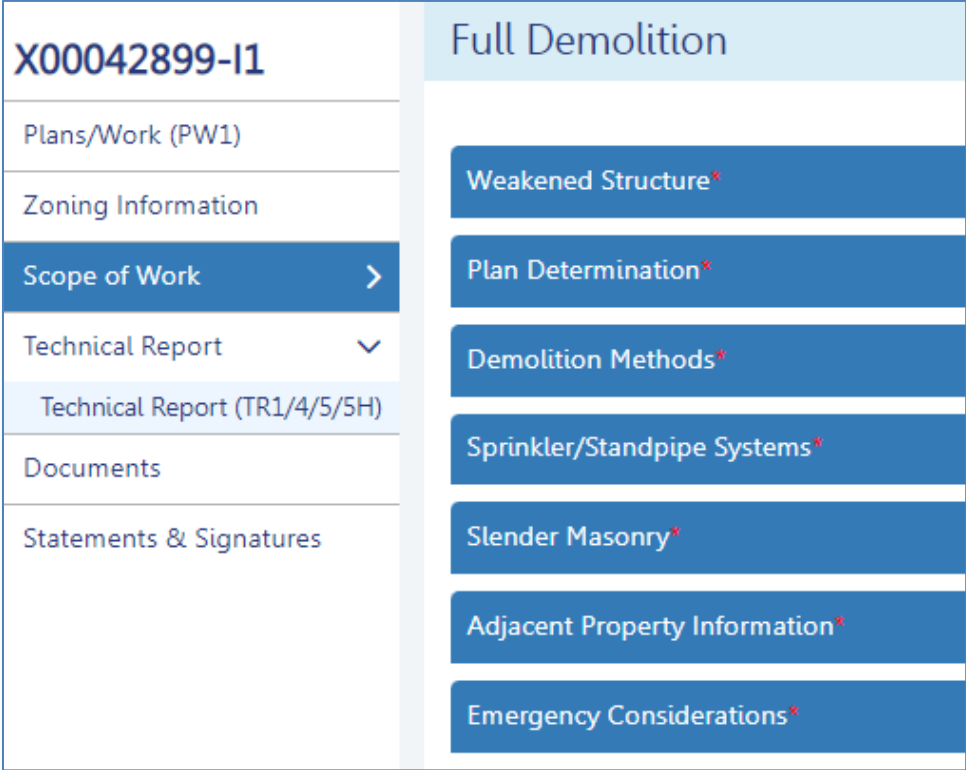
To initiate a Full Demolition Job Filing:

Step	Action
1.	<p>Once you have logged into the system, hover your mouse over the DOB NOW: <i>Build</i> icon and select Full Demolition from the pop-up menu.</p>  <p>The screenshot shows the 'DOB NOW BUILD' logo on the left. A dropdown menu is open to the right, listing several options: Major Projects, Development, Program Enrollment, New Building, Alteration, No Work, Full Demolition (highlighted in blue), and Cranes. At the bottom of the menu, there is a link for 'Contact NYC Government'.</p>
2.	<p>At the top of any dashboard, click the +Job Filing button.</p>  <p>The screenshot shows the NYC Buildings dashboard. At the top, there is a navigation bar with the NYC logo and 'Buildings' text. Below this is a header area with the 'DOB NOW BUILD' logo and the text 'DOB NOW Submit Filings, Payments, and Requests to the'. A main navigation bar contains three buttons: '+ Pre-Development Consultation for MPP/Project', '+ Job Filing' (highlighted with a red border), and '+ Permits'. Below the navigation bar, there is a 'Job Filings' section with a filter dropdown set to 'Filter My Jobs'. A table below shows a list of job filings with columns for 'View...', 'Filing Action', 'Job#', 'Filing#', and 'Job Type'. The first row shows 'Full Demolition' and the second row shows 'Full Demolition' with a 'Select Action:' dropdown.</p>

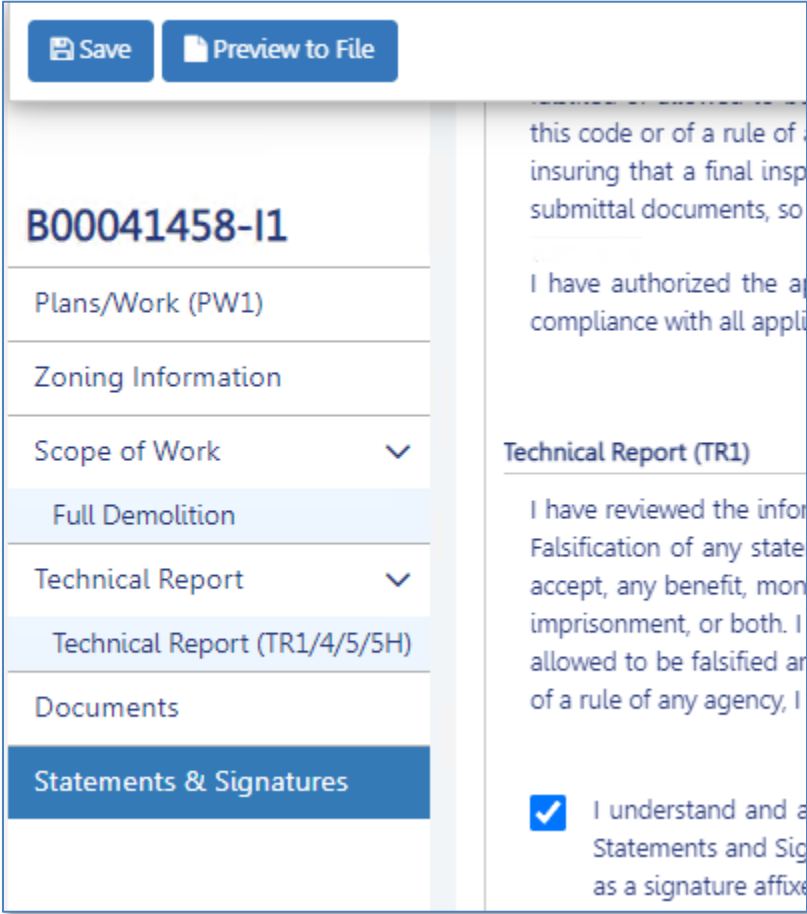
Step	Action
3.	<p>Select Full Demolition as the Job Type. Under Full Demolition Type(s) select New Work.</p>  <p>Initial Job Filing</p> <p>Alteration Full Demolition Limited Alteration New Building No Work</p> <p>Full Demolition Type(s):* Work Type: Full Demolition</p> <p>New Work Emergency Declaration Immediate Emergency Declaration</p> <p>Emergency Work Order Precept</p> <p>i</p> <p>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:</p> <ul style="list-style-type: none"> • 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 <p>Submit Cancel</p>
4.	Click Submit .

Step	Action
	<p>Note: The Job Filing displays. The Plans/Work (PW1) tab is selected, and some sections must be completed before the Job Filing can be saved.</p> <p>Location Information, Stakeholders and Filing Review Work Type/Filing Includes are required in order to save the Job Filing.</p> <div data-bbox="310 558 1377 1024" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Save Preview to File </div> <div style="display: flex; margin-top: 10px;"> <div style="width: 25%; border-right: 1px solid #ccc; padding-right: 5px;"> <ul style="list-style-type: none"> <li style="background-color: #0070c0; color: white; padding: 5px; margin-bottom: 5px;">Plans/Work (PW1) <li style="padding: 5px; margin-bottom: 5px;">Zoning Information <li style="padding: 5px; margin-bottom: 5px;">Scope of Work ▼ <li style="padding: 5px; margin-bottom: 5px;">Full Demolition <li style="padding: 5px; margin-bottom: 5px;">Technical Report ▼ <li style="padding: 5px; margin-bottom: 5px;">Technical Report (TR1/4/5/5H) <li style="padding: 5px; margin-bottom: 5px;">Documents <li style="padding: 5px;">Statements & Signatures </div> <div style="width: 75%; padding-left: 5px;"> <h3 style="margin: 0;">Plans/Work (PW1) - Full Demolition</h3> <div style="background-color: #0070c0; color: white; padding: 5px; margin-bottom: 5px;">Location Information*</div> <div style="background-color: #0070c0; color: white; padding: 5px; margin-bottom: 5px;">Stakeholders*</div> <div style="background-color: #0070c0; color: white; padding: 5px; margin-bottom: 5px;">Filing Review Type, Work Type/Filing Includes*</div> <div style="background-color: #0070c0; color: white; padding: 5px; margin-bottom: 5px;">Additional Information*</div> <div style="background-color: #0070c0; color: white; padding: 5px;">Additional Considerations, Limitations or Restrictions*</div> </div> </div> </div> <p>Note: For New Work full demolition job filings, in the Additional Considerations, Limitations or Restrictions tab, Soil disturbance questions will appear.</p> <p>Soil Disturbance:</p> <p>Work involves or will result in: 1) an amount of soil disturbance greater than or equal to 20,000 square feet; or 2) the creation of 5,000 square feet or more of impervious surface.* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Work is part of a larger common plan or development or sale that involves or will result in: 1) an amount of soil disturbance greater than or equal to 20,000 square feet; or 2) the creation of 5,000 square feet or more of impervious surface.* <input type="radio"/> Yes <input checked="" type="radio"/> No</p>

Step	Action
5.	<p>Fill in all of the appropriate information required for the Zoning Information tab. There are no Full Demolition-specific questions. When done, click Save to continue.</p> 

Step	Action
6.	<p>Under the Scope of Work tab click on Full Demolition and begin filling in the appropriate information for each one of the sections.</p> 

Step	Action								
7.	<p>Depending on how you answer previous questions, you may see additional questions pop up. For example, if the building has a sprinkler system and a fire department hose connection, the Associated Sprinkler Job Number must be added. All questions that appear must be answered.</p> <div data-bbox="321 436 1432 1020" style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px;">Sprinkler/Standpipe Systems*</div> <p>Does the building to be demolished have a sprinkler system?*</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Does the building being demolished have fire department hose connections?*</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Associated Sprinkler Job Number*</p> <input style="width: 100%; height: 20px;" type="text"/> </div>								
8.	<p>Once all the information has been filled in on the previous modules, continue filling out the rest of the Job Filing tabs.</p> <div data-bbox="321 1178 1505 1860" style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Save Preview to File </div> <div style="display: flex;"> <div style="width: 30%; border-right: 1px solid #ccc; padding-right: 10px;"> <p>B00041458-11</p> <p>Plans/Work (PW1)</p> <p>Zoning Information</p> <p>Scope of Work ▼</p> <p style="background-color: #e6f2ff;">Full Demolition</p> <p>Technical Report ▼</p> <p style="background-color: #e6f2ff;">Technical Report (TR1/4/5/5H)</p> <p>Documents</p> <p>Statements & Signatures</p> </div> <div style="width: 70%; padding-left: 10px;"> <h3 style="margin-top: 0;">Technical Report (TR1)</h3> <p style="border: 1px dashed #ccc; padding: 5px; margin-bottom: 10px;">Stakeholders can add or delete optional Technical Reports (not mandatory or conditional based on the Actions column before an application is approved or as a post approval amendment (PAA)).</p> <p>Special Inspection Categories</p> <p style="margin-bottom: 10px;"> + Add + Update Multiple </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Actions</th> <th style="width: 40%;">Requirement</th> <th style="width: 20%;">Agency No.</th> <th style="width: 25%;">Identified</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> </div> </div>	Actions	Requirement	Agency No.	Identified				
Actions	Requirement	Agency No.	Identified						

Step	Action
9.	<p>It's always a good idea to go back and review the information you've provided the system with. Take some time to double check that all the information in the modules has been entered correctly. Pay any required fee, and when you're finished click Save and then Preview to File</p>  <p>The screenshot shows a software interface with a sidebar on the left and a main content area on the right. The sidebar contains several menu items: 'Plans/Work (PW1)', 'Zoning Information', 'Scope of Work' (with a dropdown arrow), 'Full Demolition', 'Technical Report' (with a dropdown arrow), 'Technical Report (TR1/4/5/5H)', 'Documents', and 'Statements & Signatures' (which is highlighted in blue). The main content area displays the ID 'B00041458-I1' at the top, followed by a section for 'Technical Report (TR1)'. This section contains a paragraph of text: 'I have reviewed the information... Falsification of any state... accept, any benefit, mon... imprisonment, or both. I... allowed to be falsified an... of a rule of any agency, I...'. Below this text is a checkbox that is checked, with the text 'I understand and a... Statements and Sig... as a signature affixe...'. At the top of the interface, there are two buttons: 'Save' and 'Preview to File'.</p>
<p>You have now completed the How to File a New Work Full Demolition Job Filing Step-by-Step.</p>	