

INDUSTRY PORTAL STEP-BY-STEP GUIDE

How to File an Emergency Work Order Full Demolition Job Filing

The following Step-by-Step Guide will outline the steps applicable to completing a an Emergency Work Order 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 an Emergency Work Order 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.
- Emergency Work Order (EWO) Job Filings must be filed within 2 days after the start of work. Approval and Permits are not required for work to start.
- The **Initial Job Filing** will have the Work Type Full Demolition only, and must be filed 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
 - Sidewalk Shed
 - 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*)

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 shows a web form with the following elements:

- Form Fields:**
 - Email***: A text input field with a red asterisk and a red box around it, labeled with a red circle '1'. The placeholder text is "Enter email/username...".
 - Applicant Type***: A dropdown menu with a red asterisk and a red box around it, labeled with a red circle '2'. The text "Select:" is visible.
 - Last Name**: A text input field with a red box around it, labeled with a red circle '2'. The field is currently grayed out.
- Filing Representative Information:**
 - A blue button labeled "+ Add Representative".
 - A table with the following data:

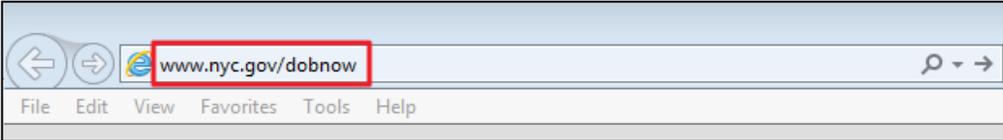
First Name	Last Name	Email	Business Name	Business Telephone	Action
ADAM	JOE2	AJOETEST2@GMAIL.COM	AJ2	(201) 222-3333	
- Table Controls:**
 - A horizontal scrollbar below the table, labeled with a red circle '3'.
 - Below the scrollbar, it says "Total Items: 1".
 - Navigation buttons: back, forward, and a page number "1 / 1".
 - "Items Per Page" dropdown menu set to "5".
 - Page indicator: "1 - 1 of 1 items".

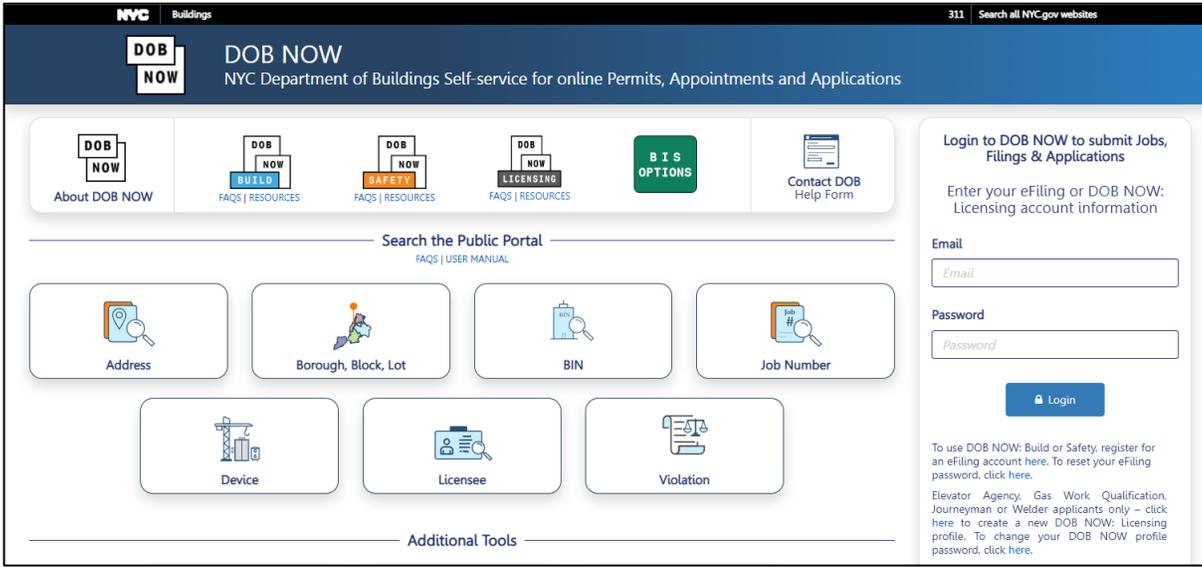
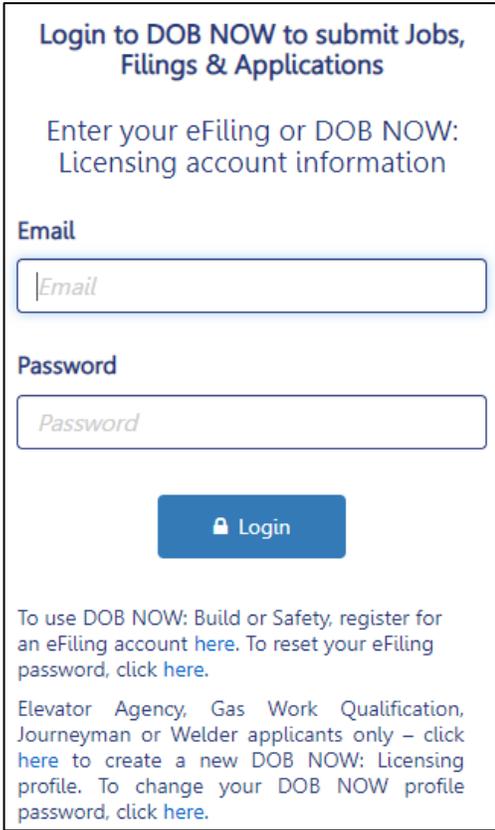
ADDITIONAL HELP & INFORMATION

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

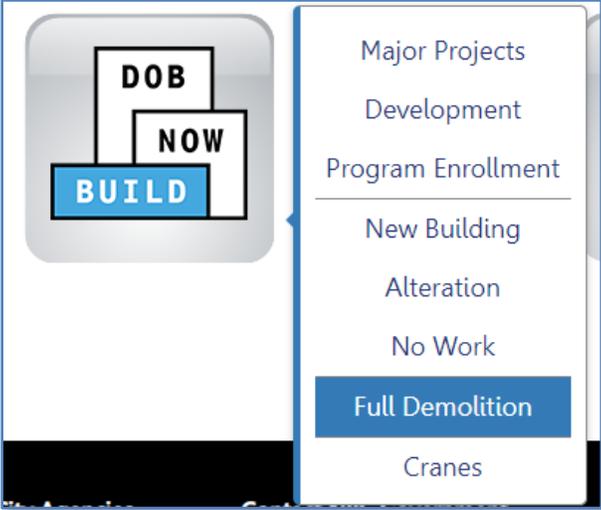
Follow the steps below to access DOB NOW: Build and initiate an Immediate Emergency Demolition.

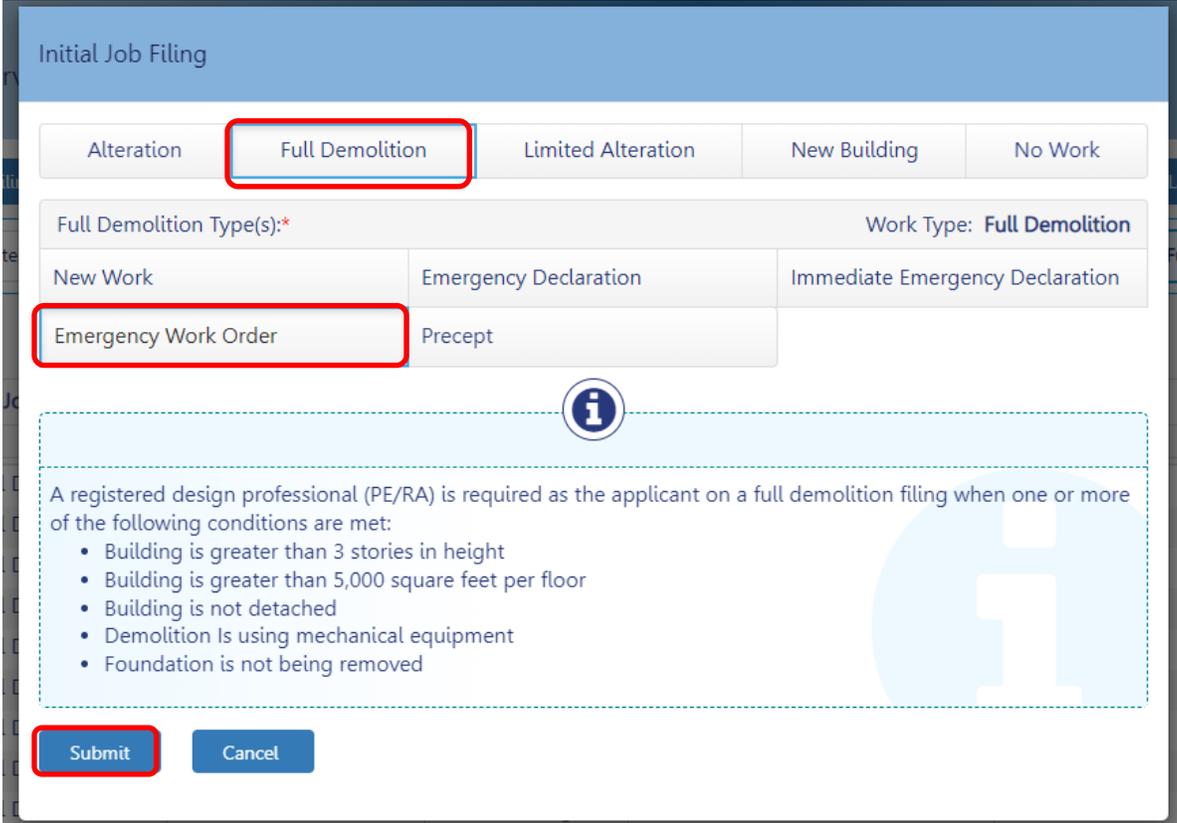
Step	Action
	<p>Note In order to log in to DOB NOW, you must be registered for eFiling.</p> <p>Additionally, DOB recommends that you turn off pop-up blockers to successfully navigate within DOB NOW.</p> <p>For Step-by-Step instructions, please submit a question to www.nyc.gov/dobnowhelp or refer to the 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
1.	<p>Access the Internet.</p> 
2.	<p>Enter www.nyc.gov/dobnow in the URL field at the top of the browser window.</p> 
3.	<p>Press Enter on your keyboard.</p>

Step	Action
	<p>The DOB 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 the main header with the DOB NOW logo and the text 'NYC Department of Buildings Self-service for online Permits, Appointments and Applications'. The main content area features several service tiles: 'About DOB NOW', 'BUILD' (with 'FAQS RESOURCES'), 'SAFETY' (with 'FAQS RESOURCES'), 'LICENSING' (with 'FAQS RESOURCES'), 'B I S OPTIONS', and 'Contact DOB Help Form'. A search bar labeled 'Search the Public Portal' is also present. Below the search bar are several service tiles: 'Address', 'Borough, Block, Lot', 'BIN', 'Job Number', 'Device', 'Licensee', and 'Violation'. On the right side, there is a login section titled 'Login to DOB NOW to submit Jobs, Filings & Applications' with fields for 'Email' and 'Password', and a 'Login' button. Below the login form, there is a note: 'To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here. Elevator Agency, Gas Work Qualification, Journeyman or Welder applicants only – click here to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, click here.'</p>
<p>4.</p>	<p>Enter your Email and Password.</p>  <p>The close-up screenshot shows the login form with the following text: 'Login to DOB NOW to submit Jobs, Filings & Applications', 'Enter your eFiling or DOB NOW: Licensing account information', 'Email' label, an email input field containing 'Email', 'Password' label, a password input field containing 'Password', and a blue 'Login' button. Below the form, the same note as in the previous screenshot is visible: 'To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here. Elevator Agency, Gas Work Qualification, Journeyman or Welder applicants only – click here to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, click here.'</p>

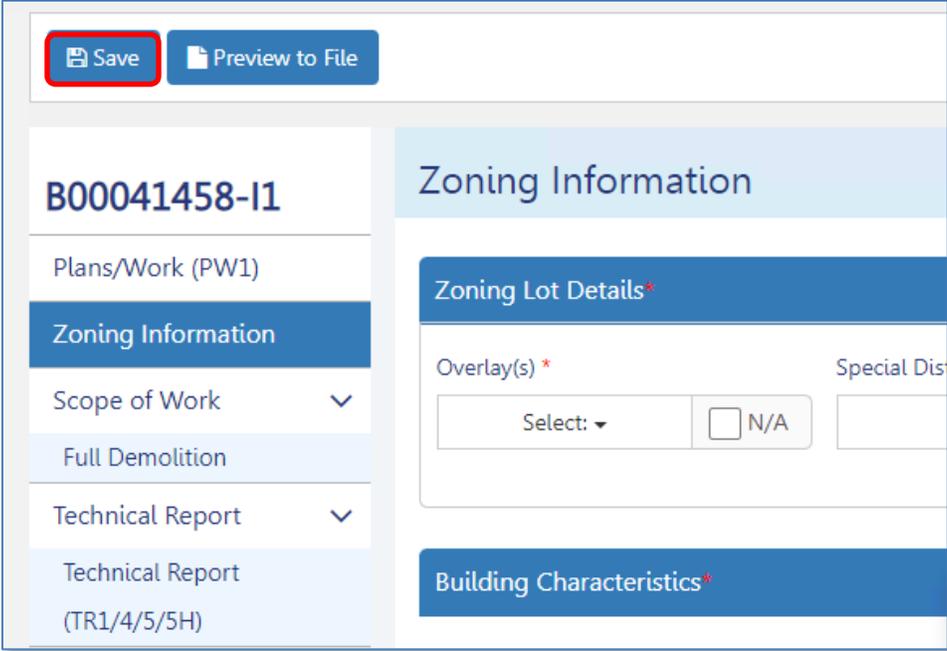
Start a Full Demolition Emergency Work Order Job Filing

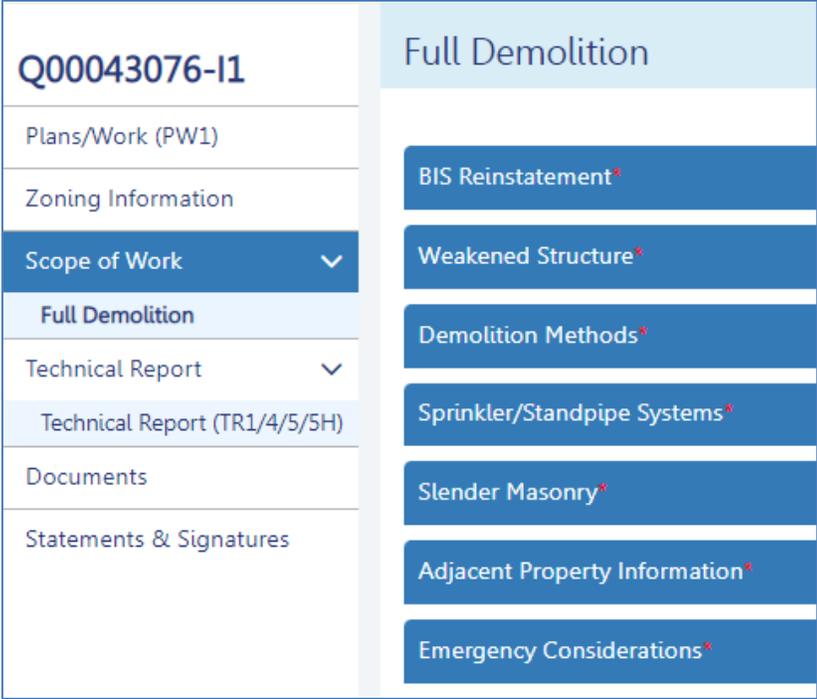
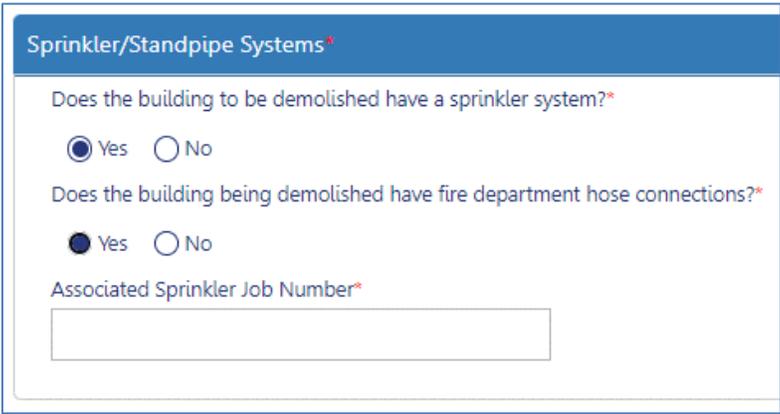
To initiate a Full Demolition Job Filing:

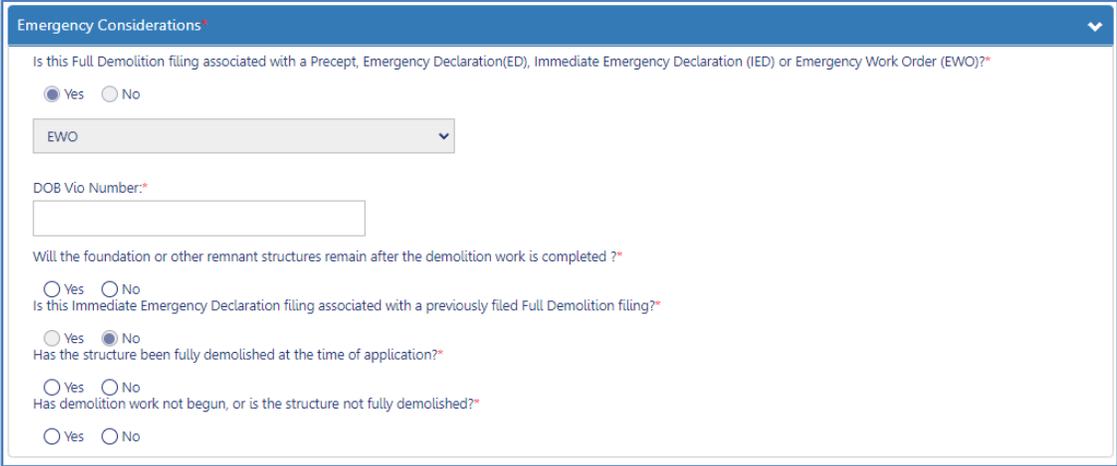
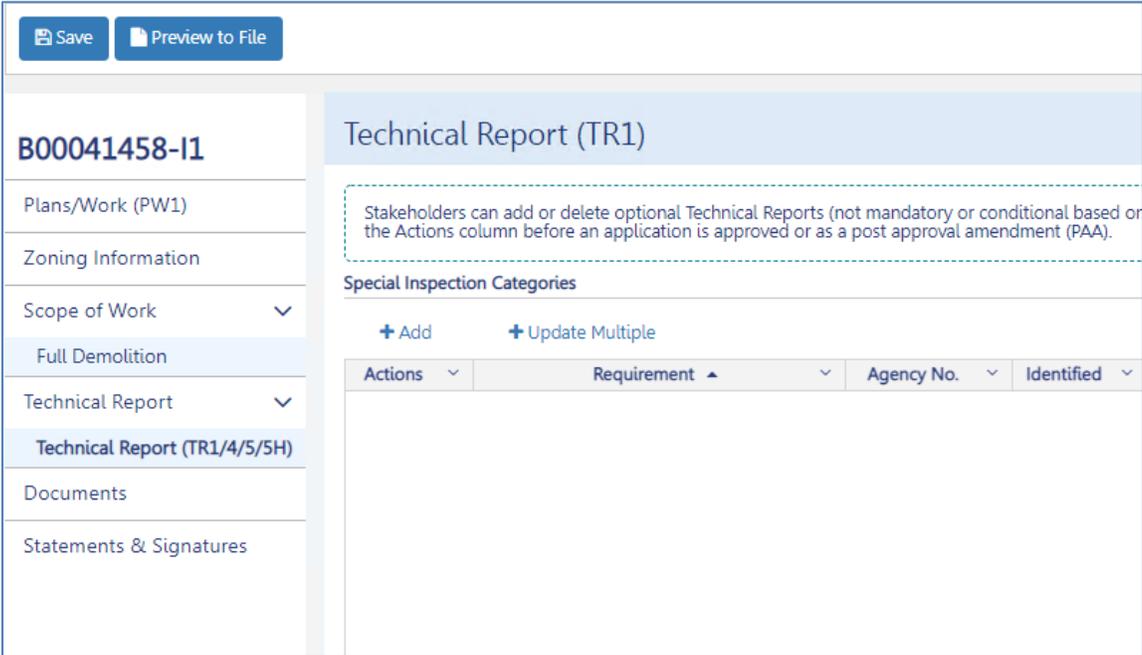
Step	Action										
1.	<p>Once you have logged into the system, hover your mouse over the DOB NOW: <i>Build</i> icon and select Full Demolition from the pop-up menu.</p>  <p>The screenshot shows a grey icon with 'DOB NOW' stacked on top of a blue 'BUILD' button. A white dropdown menu is open to the right, listing options: Major Projects, Development, Program Enrollment, New Building, Alteration, No Work, Full Demolition (highlighted in blue), and Cranes.</p>										
2.	<p>At the top of the any dashboard, click the +Job Filing button.</p>  <p>The screenshot shows the NYC Buildings dashboard. At the top left is the 'DOB NOW BUILD' logo. Below it are navigation buttons: '+ Pre-Development Consultation for MPP/Project', '+ Job Filing' (highlighted with a red box), and '+ Permits'. Below these is a 'Job Filings' section with filters for 'All' (96) and 'Alteration' (25). A table below shows job filing details:</p> <table border="1"> <thead> <tr> <th>View...</th> <th>Filing Action</th> <th>Job#</th> <th>Filing#</th> <th>Job Type</th> </tr> </thead> <tbody> <tr> <td></td> <td>Select Action: ▾</td> <td>X00042899</td> <td>11</td> <td>Full Demolition</td> </tr> </tbody> </table>	View...	Filing Action	Job#	Filing#	Job Type		Select Action: ▾	X00042899	11	Full Demolition
View...	Filing Action	Job#	Filing#	Job Type							
	Select Action: ▾	X00042899	11	Full Demolition							

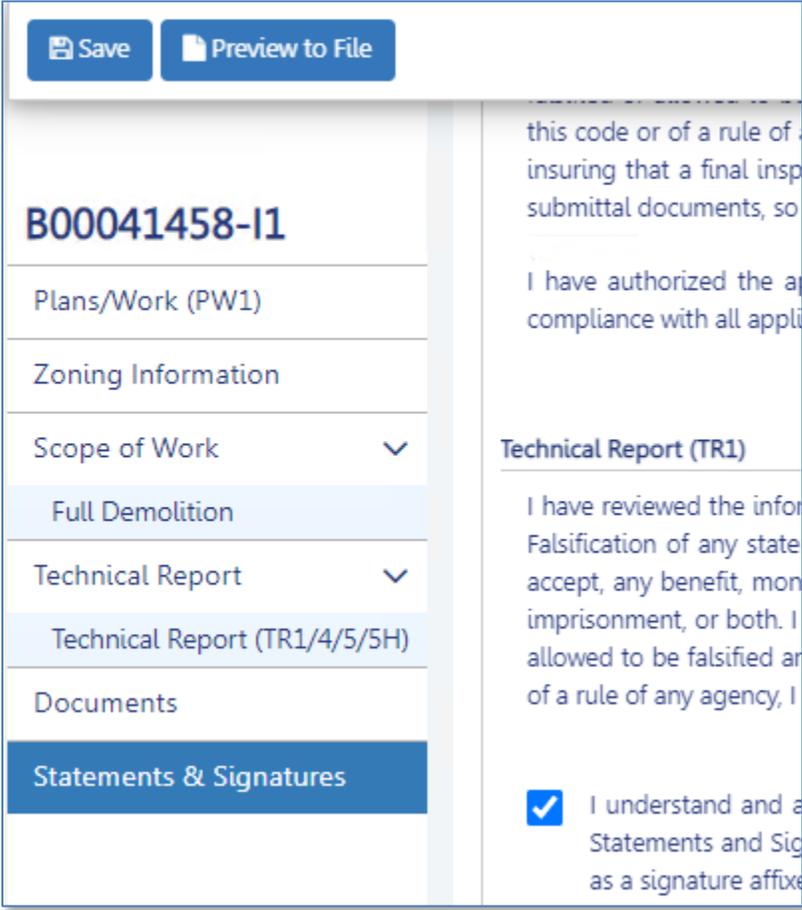
Step	Action
3.	<p>Select Full Demolition as the Job Type. Under Full Demolition Type(s) select Emergency Work Order. Then click Submit.</p>  <p>The screenshot shows the 'Initial Job Filing' interface. At the top, there are five tabs: 'Alteration', 'Full Demolition', 'Limited Alteration', 'New Building', and 'No Work'. The 'Full Demolition' tab is selected and highlighted with a red box. Below this, there is a section for 'Full Demolition Type(s)*' with a 'Work Type: Full Demolition' label. Underneath, there are three main categories: 'New Work', 'Emergency Declaration', and 'Immediate Emergency Declaration'. Under 'New Work', 'Emergency Work Order' is selected and highlighted with a red box. Under 'Emergency Declaration', 'Precept' is visible. Below the selection area is an information icon (i) and 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, there are two buttons: 'Submit' (highlighted with a red box) and 'Cancel'.</p>

Step	Action
4.	<p>Fill in all the appropriate information for the Plan/Work (PW1) tab.</p> <p>In the Filing Review Type, Work Type/Filing Includes section, there are two Yes/No questions specific to EWO Job Filings that must be answered:</p> <ul style="list-style-type: none"> ■ Has the structure been fully demolished at the time of application? (if this is answered No, then the following question appears) ■ Has demolition work not begun, or is the structure not fully demolished? <div data-bbox="321 625 1286 1570" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Filing Review Type, Work Type/Filing Includes*</p> <hr/> <p>Filing Includes:*</p> <p><input checked="" type="radio"/> New Work <input type="radio"/> Legalization</p> <p>Filing Review Type*</p> <p>Standard Plan Examination or Review ▼</p> <p>Selected Work Type(s)*</p> <p><input checked="" type="checkbox"/> Full Demolition</p> <p>Full Demolition Type*</p> <p><input checked="" type="checkbox"/> Emergency Work Order</p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>Has the structure been fully demolished at the time of application?* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Has demolition work not begun, or is the structure not fully demolished?* <input type="radio"/> Yes <input type="radio"/> No</p> </div> </div> <p>Click Save at the top left to continue to the next tab.</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> 
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> 

Step	Action
8.	<p>Make sure to answer the questions in the Emergency Considerations tab.</p>  <p>The screenshot shows the 'Emergency Considerations' tab with the following questions and options:</p> <ul style="list-style-type: none"> Is this Full Demolition filing associated with a Precept, Emergency Declaration(ED), Immediate Emergency Declaration (IED) or Emergency Work Order (EWO)?* <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes <input type="radio"/> No EWO (dropdown menu) DOB Vio Number:* Will the foundation or other remnant structures remain after the demolition work is completed ?* <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No Is this Immediate Emergency Declaration filing associated with a previously filed Full Demolition filing?* Has the structure been fully demolished at the time of application?* Has demolition work not begun, or is the structure not fully demolished?*
9.	<p>Once all the information has been filled in on the previous modules, continue filling out the rest of the Job Filing tabs (Technical Report, Documents, and Statements & Signatures).</p>  <p>The screenshot shows the 'Job Filing' interface with the following elements:</p> <ul style="list-style-type: none"> Buttons: Save, Preview to File Project ID: B00041458-I1 Sidebar menu: Plans/Work (PW1), Zoning Information, Scope of Work (Full Demolition), Technical Report (Technical Report (TR1/4/5/5H) selected), Documents, Statements & Signatures Main Content: <ul style="list-style-type: none"> Section: Technical Report (TR1) Text: 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)). Section: Special Inspection Categories Buttons: + Add, + Update Multiple Table Headers: Actions, Requirement, Agency No., Identified

Step	Action
10.	<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> 

You have now completed the **How to File a New Work Full Demolition Job Filing Step-by-Step**.