


INDUSTRY PORTAL STEP-BY-STEP GUIDE

Initial Job Filing for Full Demolition: PRECEPT (COURT-ORDERED DIRECTIVE)

The following Step-by-Step Guide will outline the steps applicable to initiating a Full Demolition:
Precept 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

Contents

Overview	2
Log into DOB NOW: Build	4
Initiate the Precept (Court-Ordered Directive)	6

Overview

This step-by-step guide will provide applicants with a systematic understanding of how to initiate a Full Demolition Precept Job Filing in DOB NOW: *Build*.

This step-by-step guide will explain and visually show an applicant how to navigate the Main Dashboard to the electronic form.

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 filings to the initial Full Demolition filing can be filed as Standard Plan 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 shows a web form with the following elements:

- Annotation 1:** A red box highlights the "Email*" field, which contains the placeholder text "Enter email/username...".
- Annotation 2:** A red box highlights the "Last Name" field, which is grayed out.
- Annotation 3:** A red box highlights the horizontal scrollbar of a table below.

Filing Representative Information

+ Add Representative

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

Total Items: 1



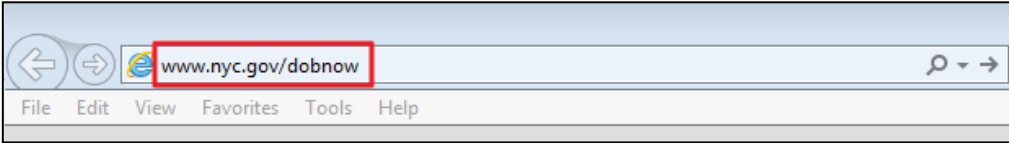
1 / 1 Items Per Page 5 1 - 1 of 1 items


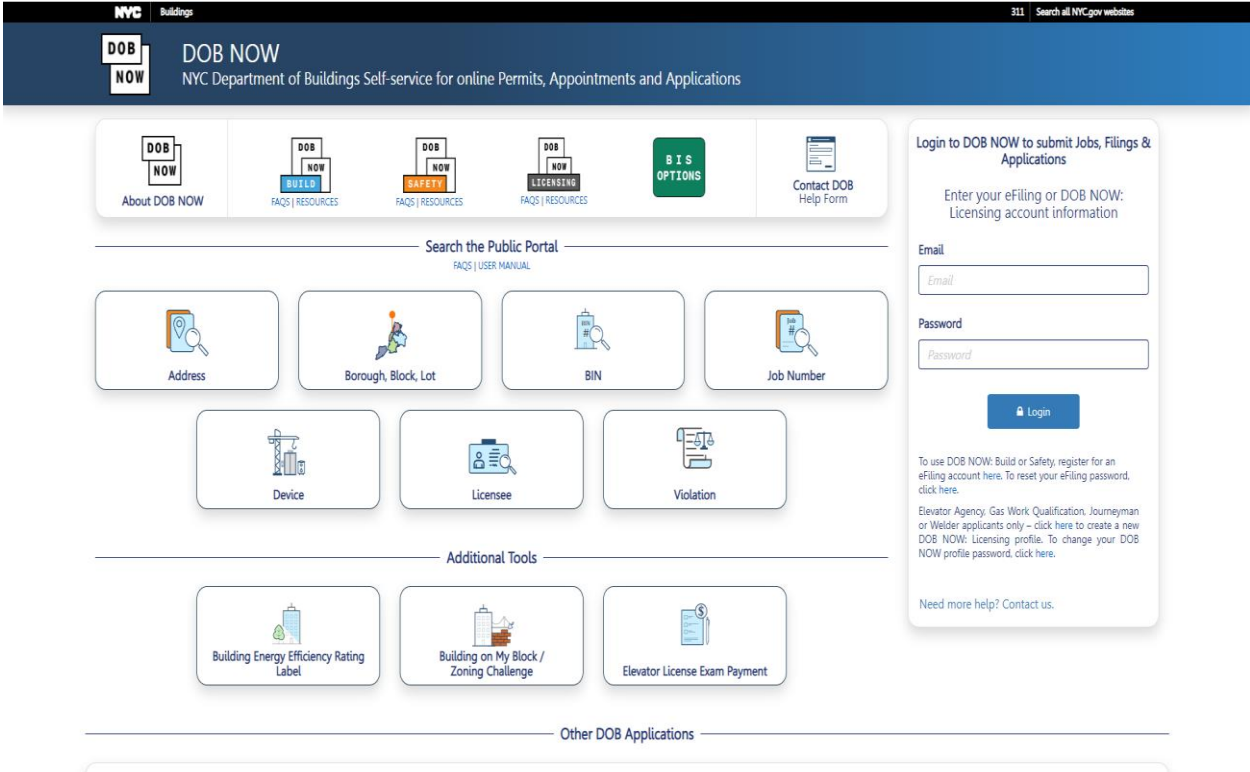
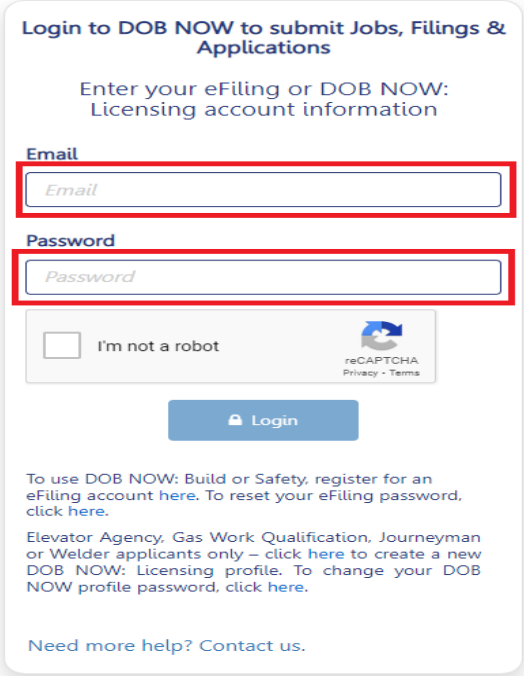
ADDITIONAL HELP & INFORMATION

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

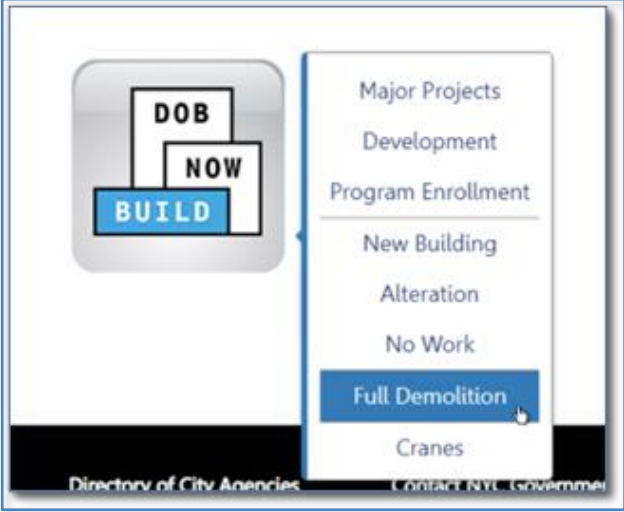
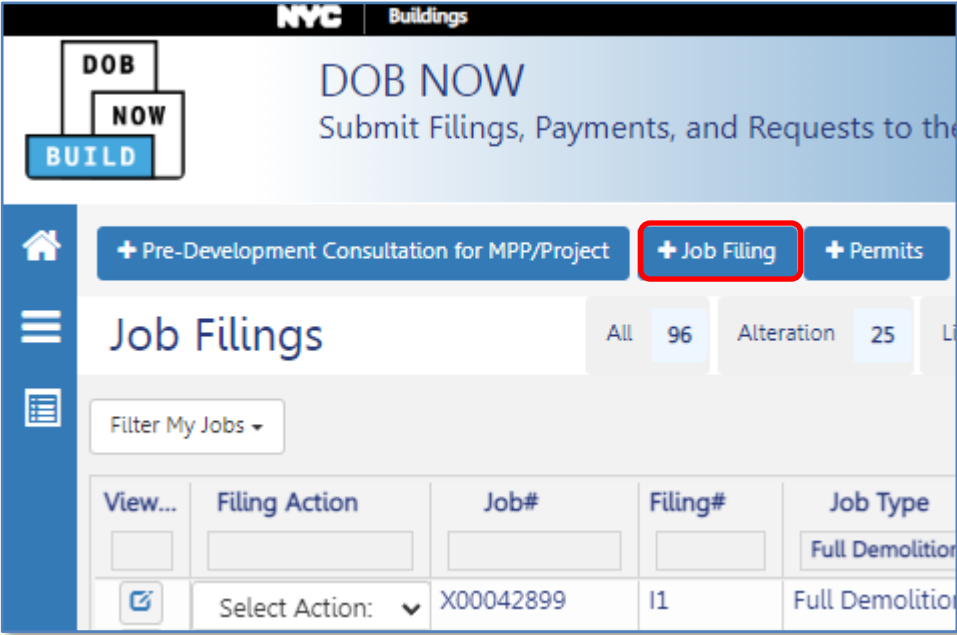
Follow the steps below to access DOB NOW: Build and initiate an Immediate Emergency Demolition.


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
<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>


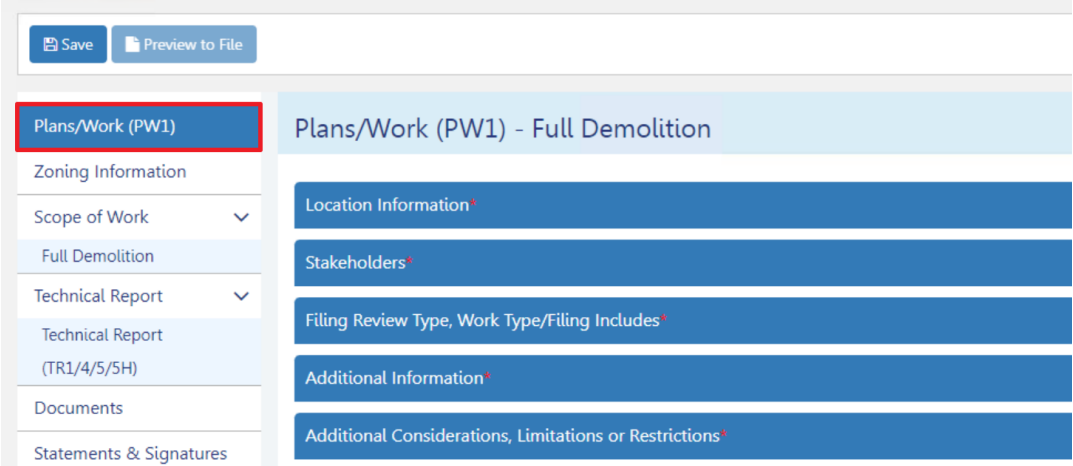
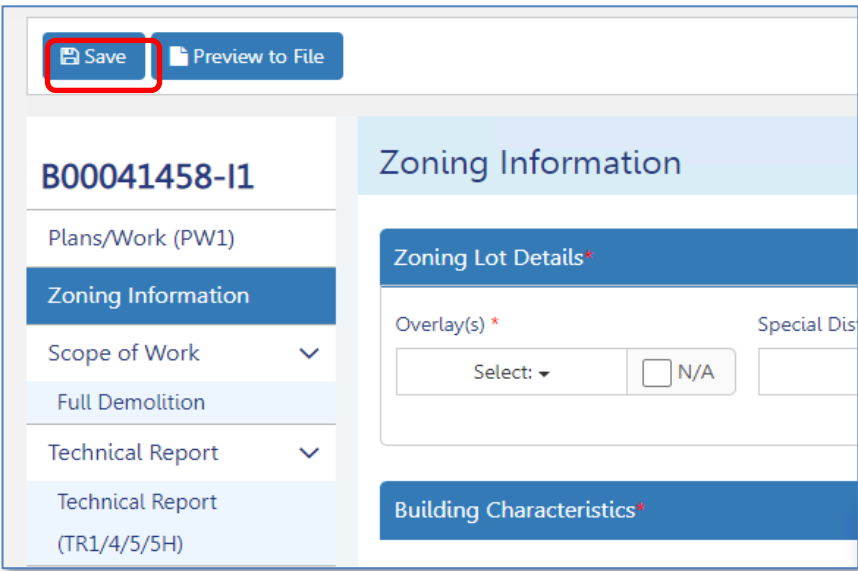
Step	Action
	<p>The DOB Login page displays.</p> 
<p>4.</p>	<p>Enter your Email and Password. If prompted, check I’m not a robot. Then Login</p> 


Initiate the Precept (Court-Ordered Directive)

Complete the following steps to create a Precept:

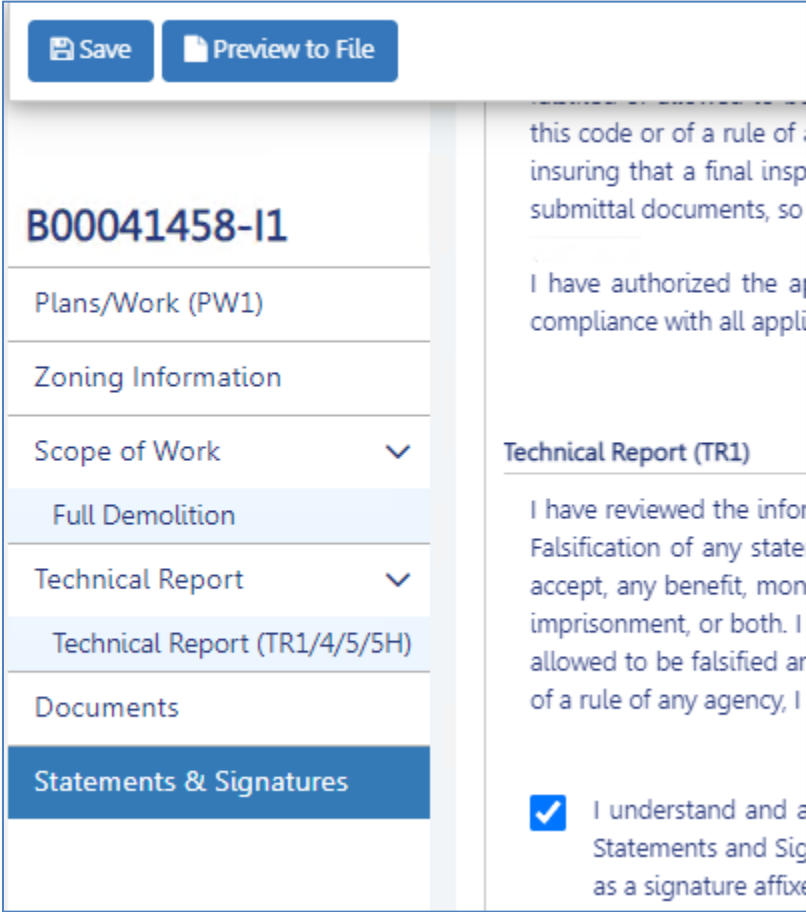
Step	Action
1.	<p>Once you have logged into the system, hover your mouse over the DOB NOW: <i>Build</i> icon and select Full Demolition from the pop-up menu.</p>  <p>The screenshot shows the 'DOB NOW BUILD' logo on the left. A dropdown menu is open to the right, listing several options: Major Projects, 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 the 'DOB NOW' logo and the text 'Submit Filings, Payments, and Requests to the'. A horizontal menu contains three buttons: '+ Pre-Development Consultation for MPP/Project', '+ Job Filing' (highlighted with a red box), and '+ Permits'. Below the menu, the page title is 'Job Filings' with filters for 'All' (96) and 'Alteration' (25). A 'Filter My Jobs' dropdown is visible. At the bottom, a table shows job filing details with columns for 'View...', 'Filing Action', 'Job#', 'Filing#', and 'Job Type'. The 'Job Type' column shows 'Full Demolition'.</p>

Step	Action													
3.	<p>Select Full Demolition as the Job Type. Under Full Demolition Type(s) select Precept. Then click Submit.</p> <div data-bbox="298 386 1487 1220"> <p>Initial Job Filing</p> <table border="1"> <tr> <td>Alteration</td> <td>Full Demolition</td> <td>Limited Alteration</td> <td>New Building</td> <td>No Work</td> </tr> </table> <p>Full Demolition Type(s):* Work Type: Full Demolition</p> <table border="1"> <tr> <td>New Work</td> <td>Emergency Declaration</td> <td>Immediate Emergency Declaration</td> </tr> <tr> <td>Emergency Work Order</td> <td>Precept</td> <td></td> </tr> </table> <div style="border: 1px dashed gray; padding: 10px; margin-top: 10px;"> <p style="text-align: center;"></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 </div> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td>Submit</td> <td>Cancel</td> </tr> </table> </div>	Alteration	Full Demolition	Limited Alteration	New Building	No Work	New Work	Emergency Declaration	Immediate Emergency Declaration	Emergency Work Order	Precept		Submit	Cancel
Alteration	Full Demolition	Limited Alteration	New Building	No Work										
New Work	Emergency Declaration	Immediate Emergency Declaration												
Emergency Work Order	Precept													
Submit	Cancel													

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> 
	<p>Fill in all appropriate information required for the Plans/Work (PW1) tab. There are no Full Demolition-specific questions.</p>
<p>4.</p>	<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
5.	<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								
6.	<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="321 432 1433 1016" style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #4a86e8; 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>								
7.	<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 1176 1507 1854" 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-I1</p> <hr/> <p>Plans/Work (PW1)</p> <hr/> <p>Zoning Information</p> <hr/> <p>Scope of Work ▼</p> <p style="background-color: #e6f2ff; padding: 2px;">Full Demolition</p> <hr/> <p>Technical Report ▼</p> <p style="background-color: #e6f2ff; padding: 2px;">Technical Report (TR1/4/5/5H)</p> <hr/> <p>Documents</p> <hr/> <p>Statements & Signatures</p> </div> <div style="width: 70%; padding-left: 10px;"> <div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #ccc;">Technical Report (TR1)</div> <div style="border: 1px dashed #ccc; padding: 5px; margin-top: 5px;"> <p>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> </div> <div style="margin-top: 10px;"> <p>Special Inspection Categories</p> <p style="text-align: center;">+ Add + Update Multiple</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Actions ▼</th> <th style="width: 30%;">Requirement ▲</th> <th style="width: 20%;">Agency No. ▼</th> <th style="width: 30%;">Identified ▼</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div> </div> </div> </div>	Actions ▼	Requirement ▲	Agency No. ▼	Identified ▼				
Actions ▼	Requirement ▲	Agency No. ▼	Identified ▼						

Step	Action
8.	<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. At the top of the main content area are two blue buttons: 'Save' and 'Preview to File'. The sidebar menu includes items like 'B00041458-I1', '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 text including 'this code or of a rule of...', 'insuring that a final insp...', 'submittal documents, so...', 'I have authorized the ap...', 'compliance with all appli...', 'Technical Report (TR1)', 'I have reviewed the infor...', 'Falsification of any state...', 'accept, any benefit, mon...', 'imprisonment, or both. I...', 'allowed to be falsified an...', 'of a rule of any agency, I...', and a checked checkbox with the text 'I understand and a...', 'Statements and Sig...', 'as a signature affixe...'.</p>

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