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.*

Contents

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.
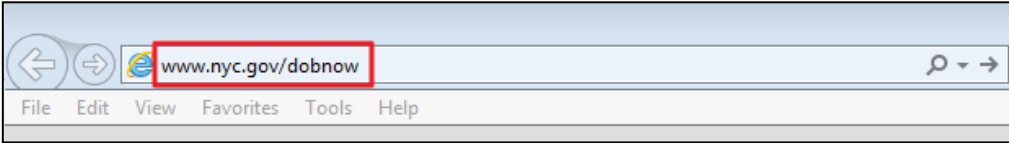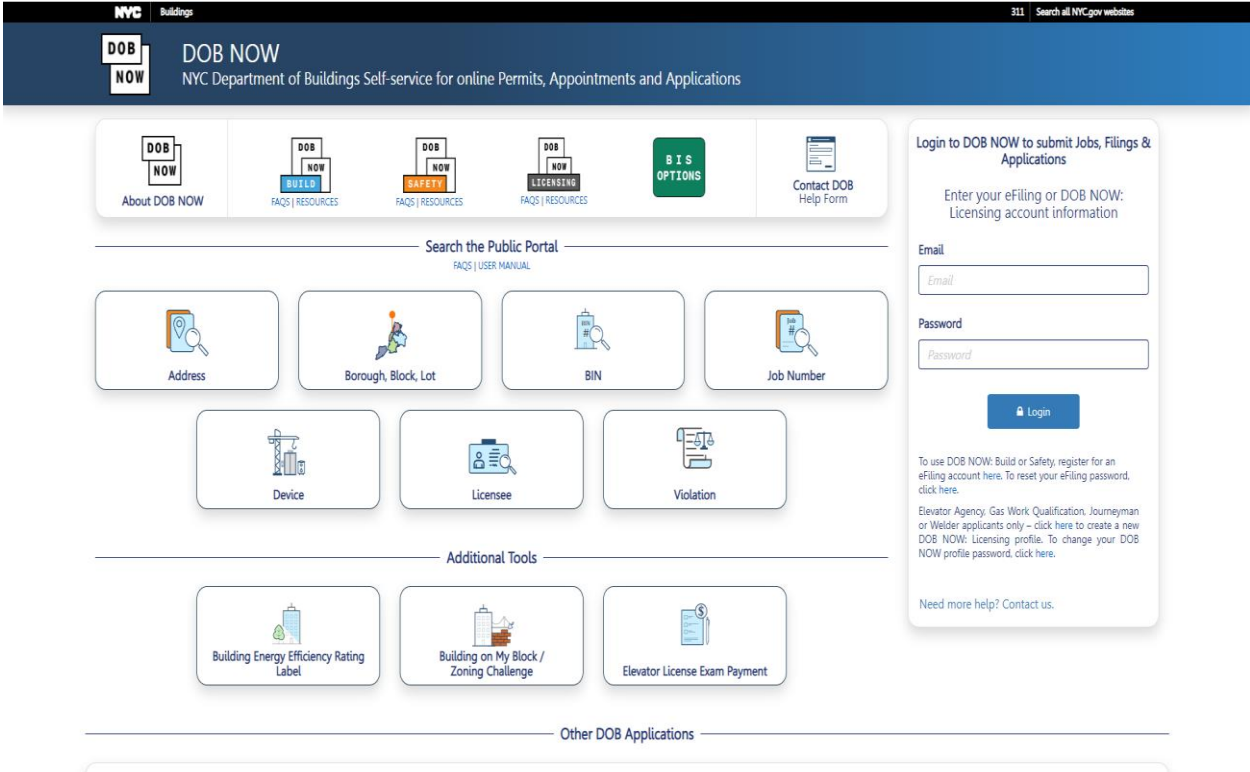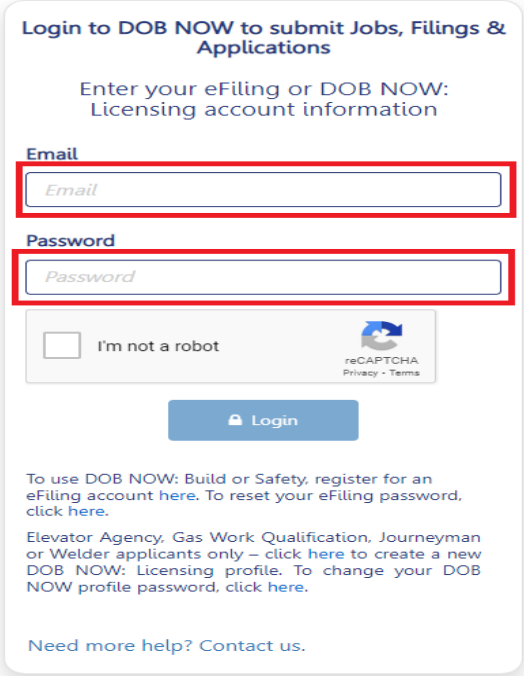
ADDITIONAL HELP & INFORMATION

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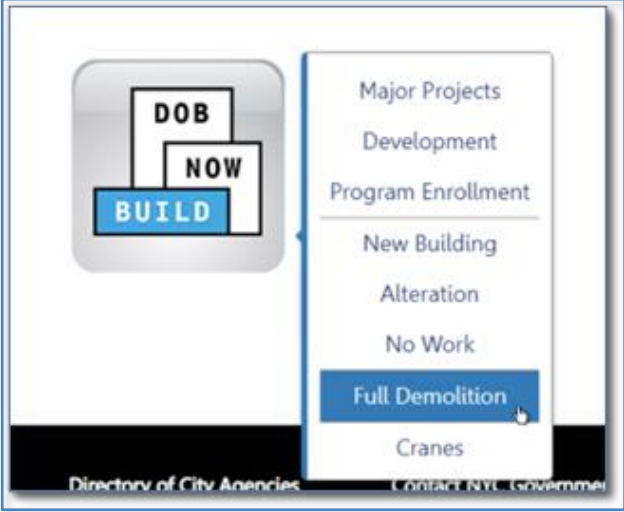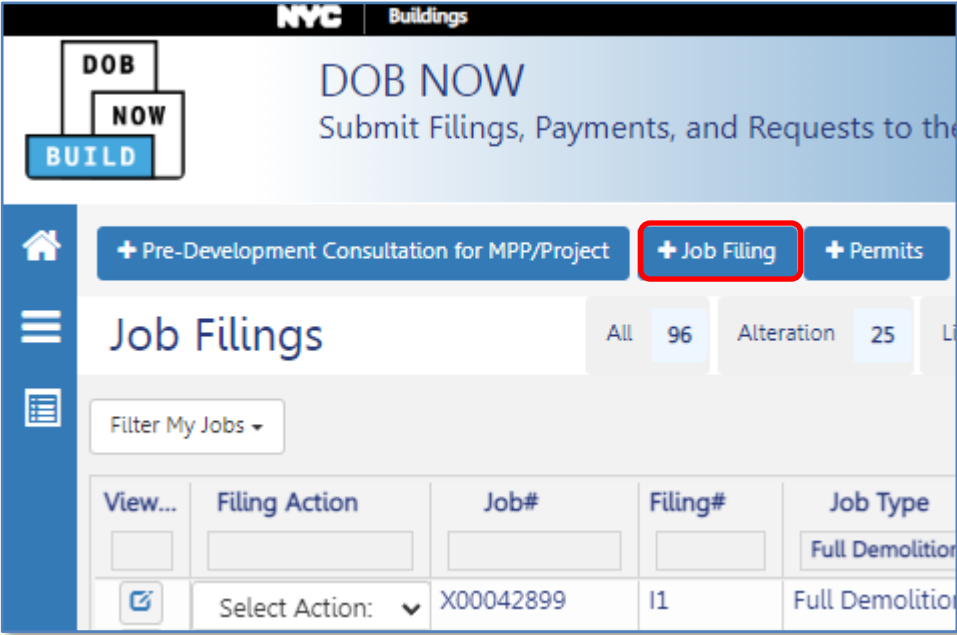
Follow the steps below to access DOB NOW: Build and initiate an Immediate Emergency Demolition.

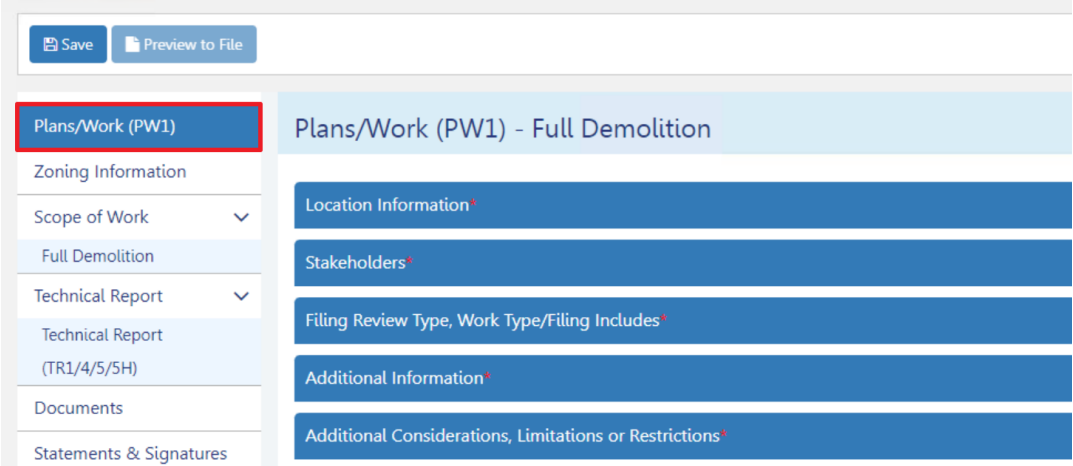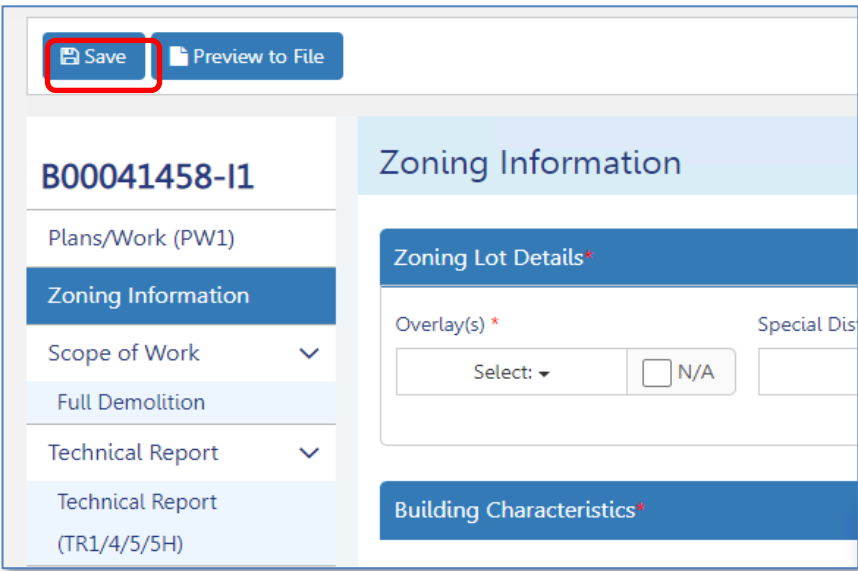| Step	Action
ⓘ	**Note** In order to log in to DOB NOW, you must be registered for eFiling. Additionally, DOB recommends that you turn off pop-up blockers to successfully navigate within DOB NOW. For Step-by-Step instructions, please submit a question to www.nyc.gov/dobnowhelp or refer to the following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

Step	Action
	The DOB Login page displays.
4.	Enter your **Email** and **Password**. If prompted, check I'm not a robot. Then **Login**

Initiate the Precept (Court-Ordered Directive)

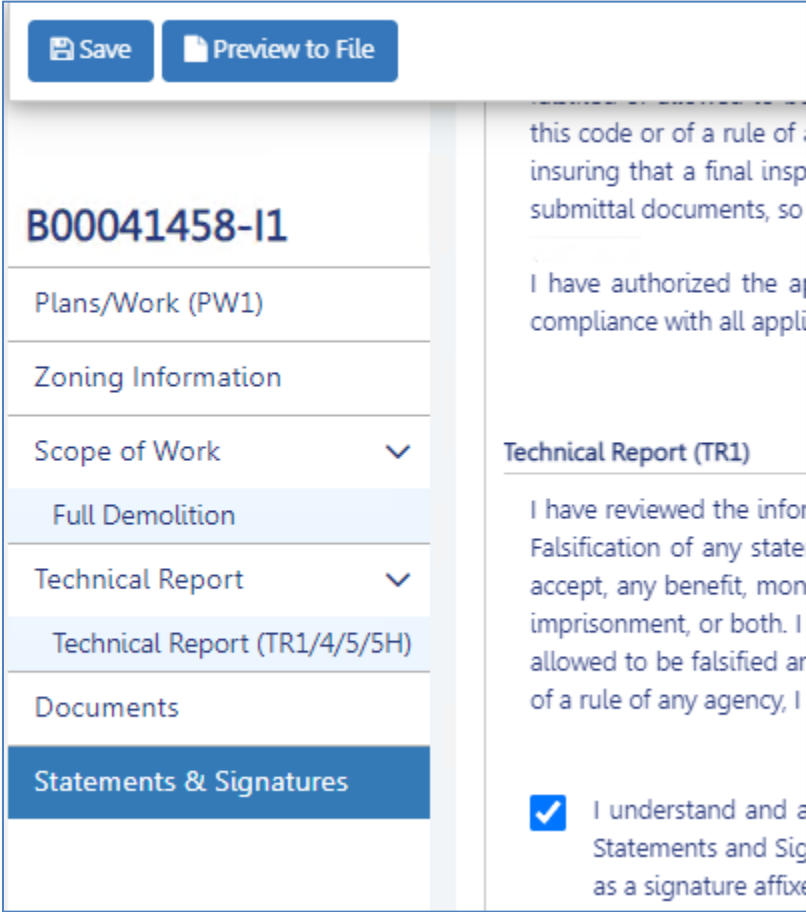Complete the following steps to create a Precept:

Step	Action
1.	Once you have logged into the system, hover your mouse over the DOB NOW: *Build* icon and select **Full Demolition** from the pop-up menu.
2.	At the top of any dashboard, click the **+Job Filing** button.

Step	Action
3.	Select **Full Demolition** as the Job Type. Under **Full Demolition Type(s)** select **Precept**. Then click **Submit**.

Step	Action
ℹ️	**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. Location Information, Stakeholders and Filing Review Work Type/Filing Includes are required in order to save the Job Filing.
	Fill in all appropriate information required for the Plans/Work (PW1) tab. There are no Full Demolition-specific questions.
4.	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.

Step	Action
5.	Under the **Scope of Work** tab click on **Full Demolition** and begin filling in the appropriate information for each one of the sections.

Step	Action
6.	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**.

Sprinkler/Standpipe Systems*

Does the building to be demolished have a sprinkler system?*

◉ Yes ○ No

Does the building being demolished have fire department hose connections?*

◉ Yes ○ No

Associated Sprinkler Job Number*

Step	Action
7.	Once all the information has been filled in on the previous modules, **continue filling out the rest of the Job Filing tabs**.

💾 Save   📄 Preview to File

B00041458-I1

Plans/Work (PW1)

Zoning Information

Scope of Work ⌄

Full Demolition

Technical Report ⌄

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

Documents

Statements & Signatures

Technical Report (TR1)

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).

Special Inspection Categories

➕ Add   ➕ Update Multiple

Actions ⌄	Requirement ▲	⌄	Agency No. ⌄	Identified ⌄

Step	Action
8.	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**

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