

# INDUSTRY PORTAL STEP-BY-STEP GUIDE

## Initial Job Filing for Full Demolition: EMERGENCY DECLARATION (ED)

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



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## Overview

This step-by-step guide will provide applicants with a systematic understanding of how to initiate a Full Demolition: Emergency Declaration 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

- Initial filings will be filed in DOB NOW as standard plan review.
- Subsequent filings to the initial Full Demolition filing can be filed as a standard plan or professional certification review.
- Plans will be required if the building to be demolished is of a certain size or if any mechanical methods are employed for the demolition.
- For jobs that require plans to be filed, the application must be submitted by Registered Design Professional (RDP), and jobs that do not require plans can be filed by a General Contractor (GC) or property owner if certain conditions are met (an owner can file under limited circumstances for small jobs where no workers will be employed, and no insurance is required).
- A professional Engineer (PE), Registered Architect (RA), OR General Contractor should be the Applicant of Record (AOR).
- The forms that would be applicable for Full Demolition work type are PW1, PW2, TR1, ELV1, ED16A and PGL1, CSC Appointment Request Form and L2.

## 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:

- Email\*** input field with placeholder text "Enter email/username...".
- Applicant Type\*** dropdown menu with "Select:" text.
- Last Name** input field.
- Filing Representative Information** section with a "+ Add Representative" button.
- Table:**

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

Below the table is a horizontal scrollbar. At the bottom, there is a pagination control showing "Total Items: 1", "1 / 1" items per page, and "1 - 1 of 1 items".

## ADDITIONAL HELP & INFORMATION

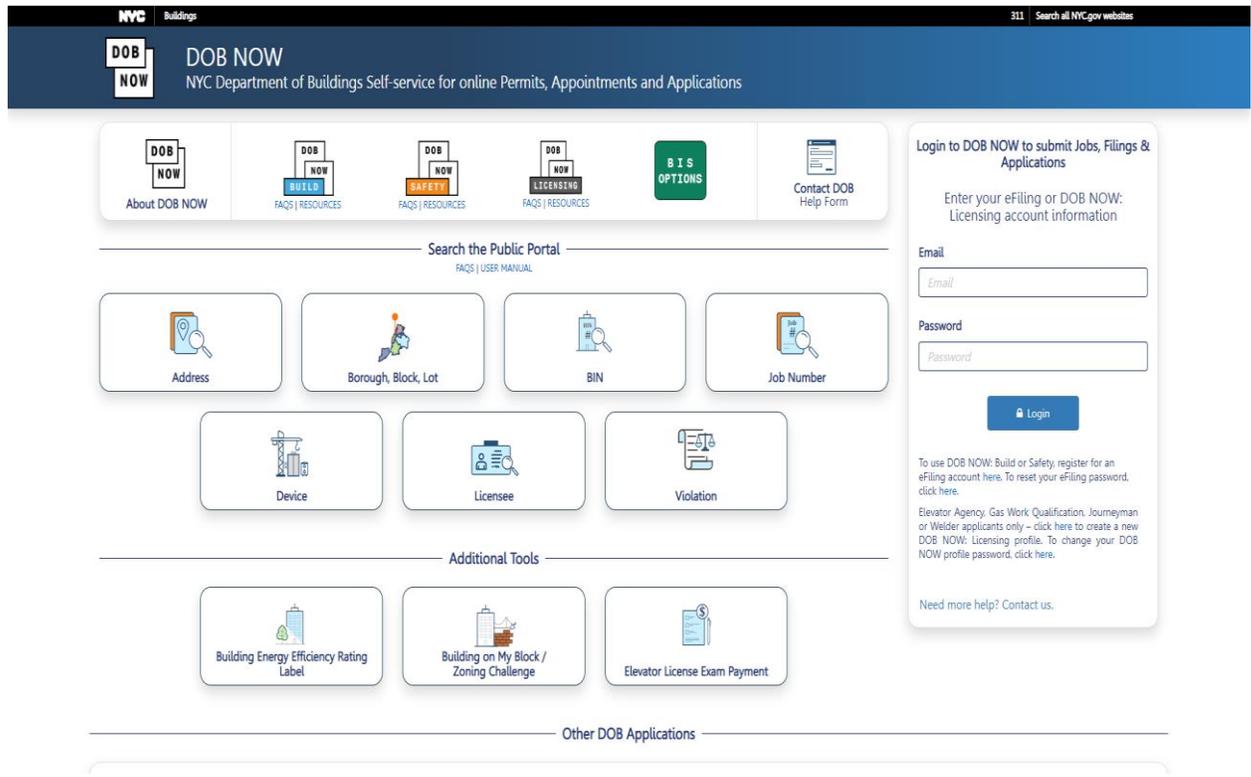
1. Video Tutorials: DOB NOW YouTube Channel: <https://www.youtube.com/user/NYCBUILDINGS>
2. Presentations & Sessions: <https://www1.nyc.gov/site/buildings/industry/dob-now-training.page>

## Log into DOB NOW: Build

Follow the steps below to access DOB NOW: Build and initiate a New Building Job Filing.

Step	Action
	<p><b>Note</b> 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 <a href="http://www.nyc.gov/dobnowhelp">www.nyc.gov/dobnowhelp</a> or refer to the following links:</p> <ul style="list-style-type: none"> <li>■ How to Register for eFiling: <a href="https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf">https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf</a></li> <li>■ How to Turn Off Pop-up Blockers: <a href="https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf">https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf</a></li> </ul>
1.	<p>Access the Internet.</p> <div style="text-align: center;">  </div>
2.	<p>Enter <a href="http://www.nyc.gov/dobnow">www.nyc.gov/dobnow</a> in the URL field at the top of the browser window.</p> <div style="text-align: center;">  </div>
3.	<p>Press <b>Enter</b> on your keyboard.</p>

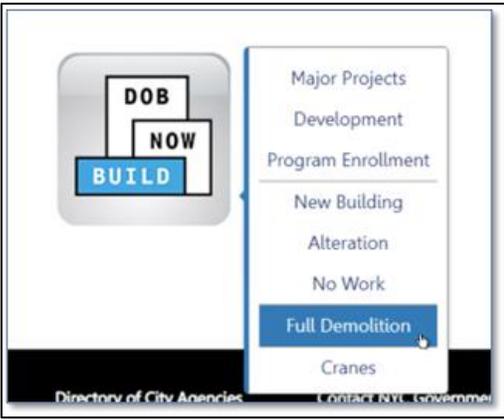
# DOB NOW: **BUILD** – FULL DEMOLITION EMERGENCY DECLARATION STEP-BY-STEP GUIDES

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 a main header for DOB NOW, identifying it as the NYC Department of Buildings Self-service for online Permits, Appointments and Applications. The main content area is divided into several sections: a row of navigation links for 'About DOB NOW', 'BUILD', 'SAFETY', 'LICENSING', 'BIS OPTIONS', and 'Contact DOB Help Form'; a 'Search the Public Portal' section with a search bar and filters for 'Address', 'Borough, Block, Lot', 'BIN', 'Job Number', 'Device', 'Licensee', and 'Violation'; an 'Additional Tools' section with links for 'Building Energy Efficiency Rating Label', 'Building on My Block / Zoning Challenge', and 'Elevator License Exam Payment'; and a 'Login' section on the right with a form for 'Email' and 'Password', a 'Login' button, and a 'Contact us' link. The footer of the page includes the text 'Other DOB Applications'.</p>

**DOB NOW: BUILD – FULL DEMOLITION EMERGENCY DECLARATION STEP-BY-STEP GUIDES**

Step	Action
4.	<p>Enter your <b>Email</b> and <b>Password</b>. If prompted, check I'm not a robot.</p> <div data-bbox="289 359 805 1171" style="border: 1px solid #ccc; padding: 10px;"><p style="text-align: center;"><b>Login to DOB NOW to submit Jobs, Filings &amp; Applications</b></p><p style="text-align: center;">Enter your eFiling or DOB NOW: Licensing account information</p><p><b>Email</b></p><div style="border: 2px solid red; padding: 2px;"><input type="text" value="Email"/></div><p><b>Password</b></p><div style="border: 2px solid red; padding: 2px;"><input type="password" value="Password"/></div><div style="display: flex; align-items: center; margin-top: 10px;"><input type="checkbox"/> I'm not a robot <span style="margin-left: 20px;"> reCAPTCHA <a href="#">Privacy</a> - <a href="#">Terms</a></span></div><div style="text-align: center; margin-top: 10px;"><div style="background-color: #4a86e8; color: white; padding: 5px 15px; border-radius: 3px; display: inline-block;"> Login</div></div><p style="font-size: small; margin-top: 10px;">To use DOB NOW: Build or Safety, register for an eFiling account <a href="#">here</a>. To reset your eFiling password, click <a href="#">here</a>.</p><p style="font-size: small; margin-top: 5px;">Elevator Agency, Gas Work Qualification, Journeyman or Welder applicants only – click <a href="#">here</a> to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, click <a href="#">here</a>.</p><p style="font-size: small; margin-top: 10px;">Need more help? <a href="#">Contact us</a>.</p></div>
5.	Click <b>Login</b> .

**DOB NOW: BUILD – FULL DEMOLITION EMERGENCY DECLARATION STEP-BY-STEP GUIDES**

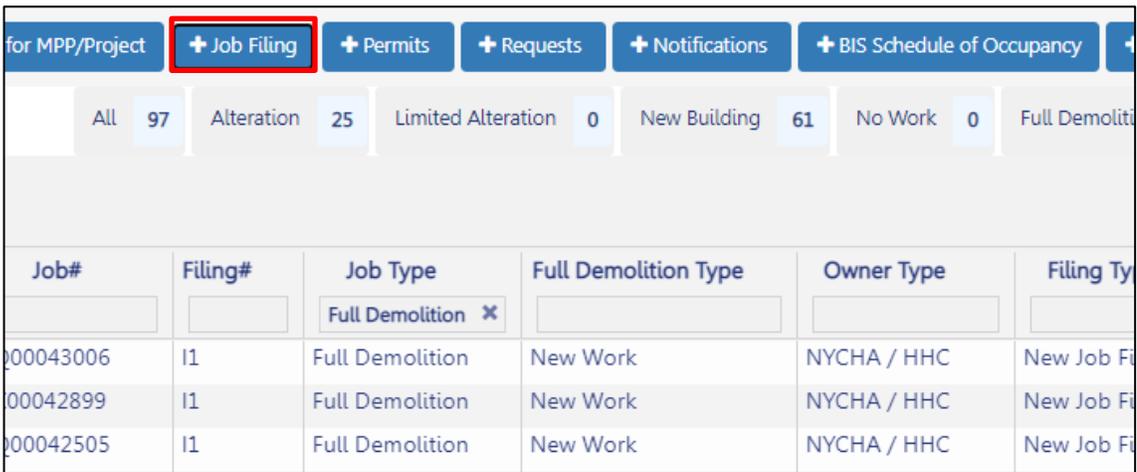
Step	Action
6.	<p>The DOB NOW Welcome page displays. Click <b>DOB NOW: Build</b>.</p> <div data-bbox="277 352 1523 1003" style="border: 1px solid black; padding: 10px;"> <p>Welcome! DOB NOW provides robust online accounts, making it easier to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and make renewals.</p> <p>Gas Work Qualification, Journeyman and Welder Applications, Renewals, Reissue and Change Requests are available under <b>DOB NOW: Licensing</b>.</p> <p>Boiler, Elevator, Energy (Building Emissions) and Facade Compliance Filings; COVID-19 Safety Guidance Stop Work Order Rescission Requests; Closed Site Notifications, Boiler and Elevator Violation Payments and Waiver Requests are available under <b>DOB NOW: Safety</b>.</p> <p>New Building, Alteration-CO, Alteration, Limited Alteration, Place of Assembly, Cranes, BIS Schedule of Occupancy and Certificate of Occupancy filings are available under <b>DOB NOW: Build</b>.</p> <p>Certificate of Correction Review Requests to the Administrative Enforcement Unit (AEU), Civil Penalty Review Requests (L2), New and Renewal License Applications and Records Requests are available under <b>BIS Options</b>.</p> <p>Get started by selecting a module below.</p> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;"> <div data-bbox="423 806 591 974" style="border: 2px solid red; padding: 5px;">  </div> <div data-bbox="812 806 979 974" style="padding: 5px;">  </div> <div data-bbox="1200 806 1367 974" style="padding: 5px;">  </div> </div> </div>
7.	<p>Hover over DOB NOW: <i>Build</i>, then click on <b>Full Demolition</b> option.</p> <div data-bbox="277 1108 781 1528" style="border: 1px solid black; padding: 10px;">  <p>The screenshot shows a dropdown menu for the 'DOB NOW BUILD' icon. The menu items are: Major Projects, Development, Program Enrollment, New Building, Alteration, No Work, Full Demolition (highlighted with a blue bar and a mouse cursor), and Cranes. At the bottom of the menu, it says 'Directory of City Agencies' and 'Contact NYC Government'.</p> </div>

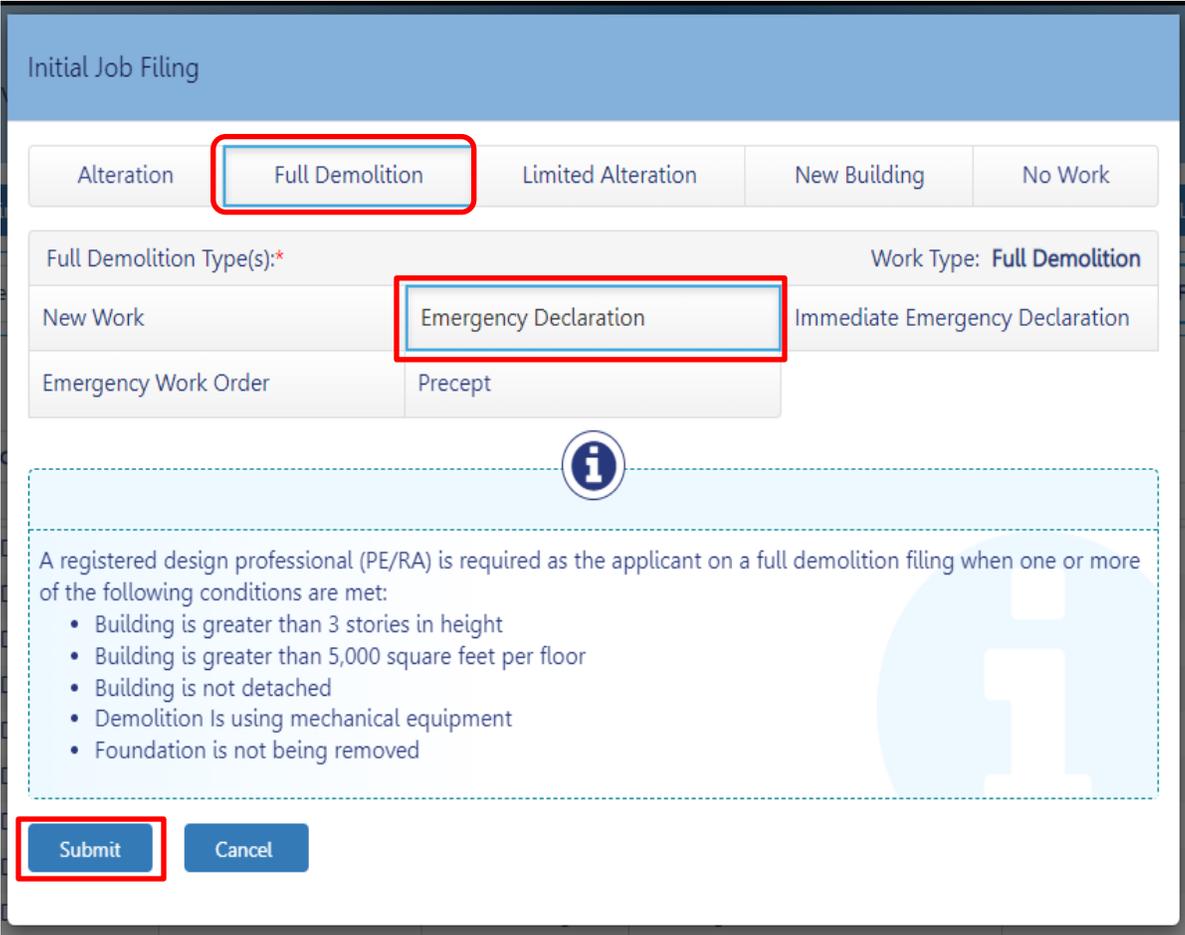
**DOB NOW: BUILD – FULL DEMOLITION EMERGENCY DECLARATION STEP-BY-STEP GUIDES**

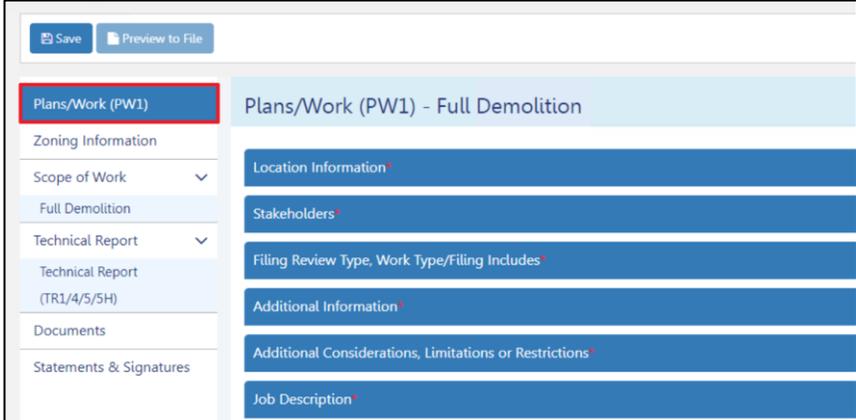
Step	Action
	<p>The DOB NOW Dashboard displays. The <b>Job Filings Dashboard</b> displays by default.</p> 
	<p>You are now logged into DOB NOW and dashboard. Continue to the <b>Initiate a Job Filing</b> Step-by-Step Guide.</p>

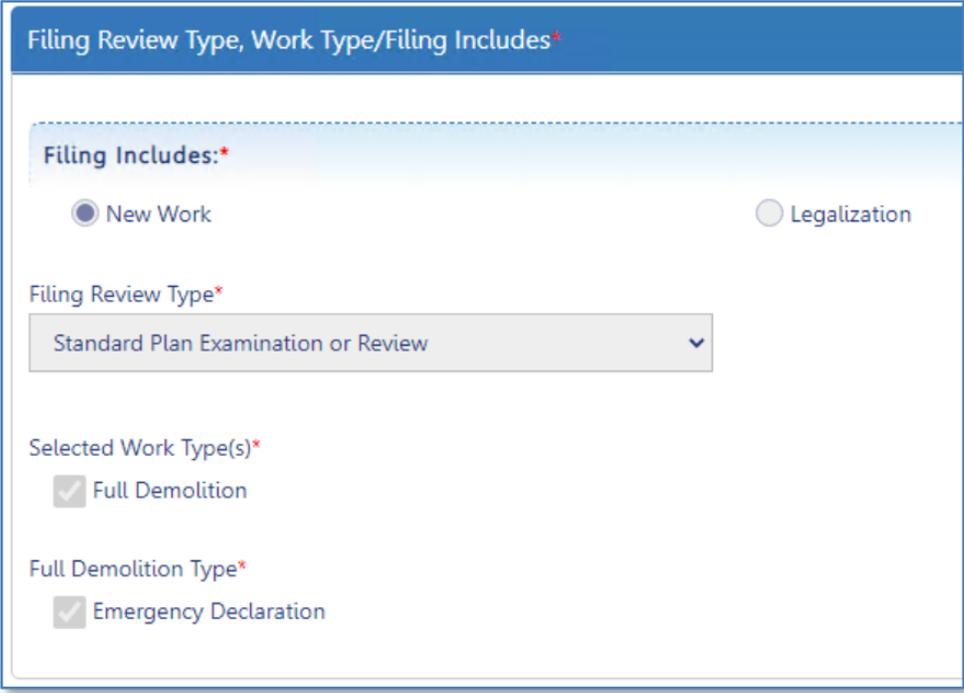
## Initiate the Emergency Declaration (ED)

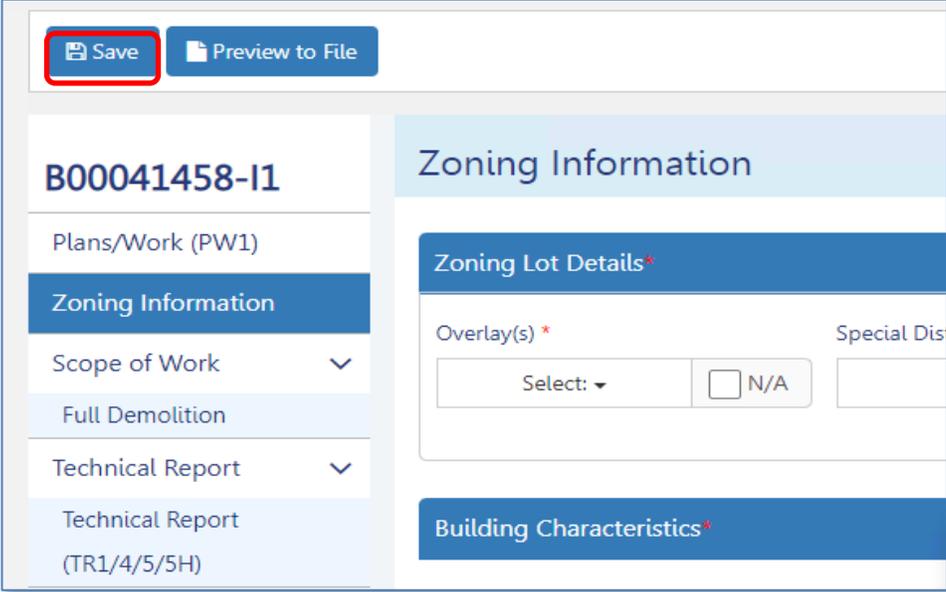
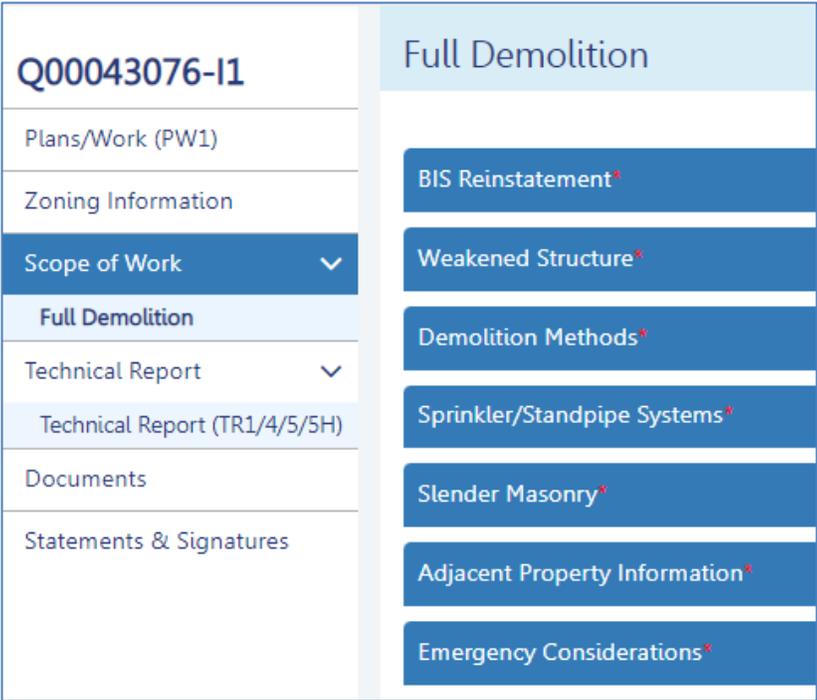
Complete the following steps to create an Emergency Declaration (ED):

Step	Action
1.	<p>Above the Job Filings Dashboard, select <b>+ Job Filing</b> from the options.</p> 

Step	Action
2.	<p>Select <b>Full Demolition</b> as the Job Type. Under <b>Full Demolition Type(s)</b> select <b>Emergency Declaration</b>.</p>  <p>Initial Job Filing</p> <p>Alteration <b>Full Demolition</b> Limited Alteration New Building No Work</p> <p>Full Demolition Type(s):* Work Type: Full Demolition</p> <p>New Work <b>Emergency Declaration</b> Immediate Emergency Declaration</p> <p>Emergency Work Order Precept</p> <p><b>i</b></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"><li>• Building is greater than 3 stories in height</li><li>• Building is greater than 5,000 square feet per floor</li><li>• Building is not detached</li><li>• Demolition is using mechanical equipment</li><li>• Foundation is not being removed</li></ul> <p><b>Submit</b> Cancel</p> <p>Click <b>Submit</b>.</p>

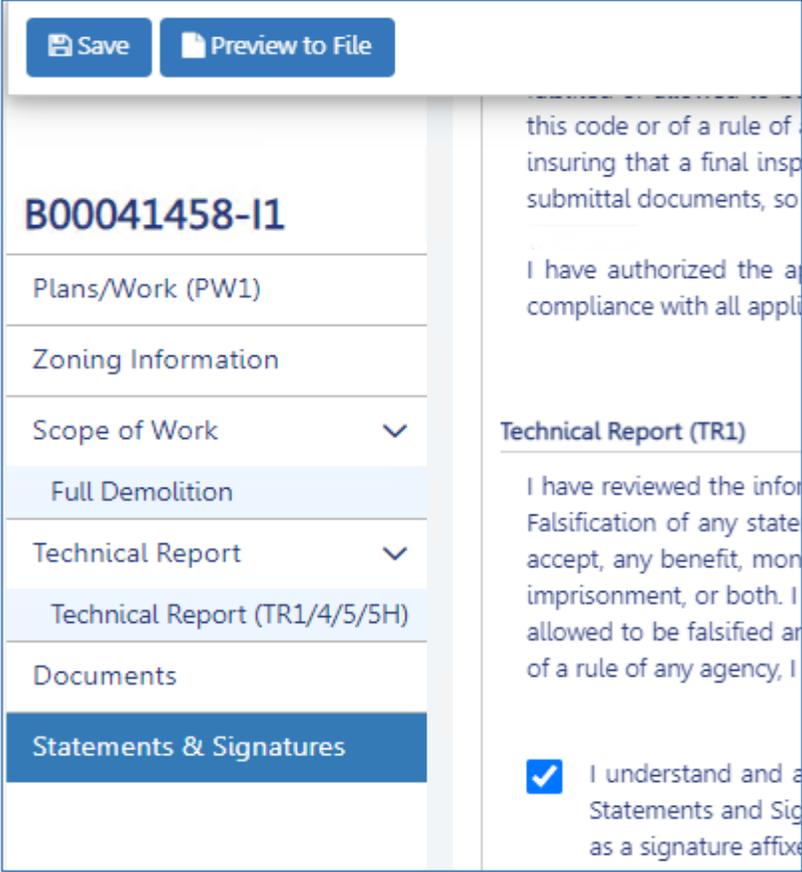
Step	Action
	<p><b>Note</b> The Job Filing displays. The Plans/Work (PW1) tab is selected, and some sections must be completed before the Job Filing can be saved.</p> <p>Location Information, Stakeholders and Filing Review Work Type/Filing Includes are required in order to save the Job Filing.</p> 

<p>3.</p>	<p>Fill in all the appropriate information for the <b>Plan/Work (PW1)</b> tab.</p>  <p>Click <b>Save</b> at the top left to continue to the next tab.</p>
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Step	Action
4.	<p>Fill in all of the appropriate information required for the <b>Zoning Information</b> tab. There are no Full Demolition-specific questions. When done, click <b>Save</b> to continue.</p> 
5.	<p>Under the <b>Scope of Work</b> tab click on <b>Full Demolition</b> 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, <b>you may see additional questions pop up</b>. For example, if the building has a sprinkler system and a fire department hose connection, the Associated Sprinkler Job Number must be added. <b>All questions that appear must be answered.</b></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="background-color: #0056b3; color: white; padding: 5px;"><b>Sprinkler/Standpipe Systems*</b></p> <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%;" type="text"/> </div>
7.	<p>Make sure to answer the questions in the <b>Emergency Considerations</b> tab.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="background-color: #0056b3; color: white; padding: 5px;"><b>Emergency Considerations*</b></p> <p>Is this Full Demolition filing associated with a Precept, Emergency Declaration(ED), Immediate Emergency Declaration (IED) or Emergency Work Order (EWO)?*</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p style="border: 1px solid #ccc; padding: 2px;">EWO</p> <p>DOB Vio Number:*</p> <input style="width: 100%;" type="text"/> <p>Will the foundation or other remnant structures remain after the demolition work is completed ?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Is this Immediate Emergency Declaration filing associated with a previously filed Full Demolition filing?*</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Has the structure been fully demolished at the time of application?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Has demolition work not begun, or is the structure not fully demolished?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> </div>

Step	Action								
8.	<p>Once all the information has been filled in on the previous modules, <b>continue filling out the rest of the Job Filing tabs</b> (Technical Report, Documents, and Statements &amp; Signatures).</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span>Save</span> <span>Preview to File</span> </div> <div style="display: flex;"> <div style="width: 30%; border-right: 1px solid #ccc; padding-right: 5px;"> <p><b>B00041458-11</b></p> <p>Plans/Work (PW1)</p> <p>Zoning Information</p> <p>Scope of Work <span style="float: right;">▼</span></p> <p style="background-color: #d9e1f2;">Full Demolition</p> <p>Technical Report <span style="float: right;">▼</span></p> <p style="background-color: #d9e1f2;">Technical Report (TR1/4/5/5H)</p> <p>Documents</p> <p>Statements &amp; Signatures</p> </div> <div style="width: 70%; padding-left: 5px;"> <h3 style="background-color: #d9e1f2; padding: 5px;">Technical Report (TR1)</h3> <div style="border: 1px dashed #ccc; padding: 5px; margin-bottom: 10px;"> <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> <p><b>Special Inspection Categories</b></p> <p style="text-align: center;"> <span style="color: #0070c0;">+ Add</span> <span style="margin-left: 20px; color: #0070c0;">+ Update Multiple</span> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Actions <span style="float: right;">▼</span></th> <th style="width: 35%;">Requirement <span style="float: right;">▲</span></th> <th style="width: 15%;">Agency No. <span style="float: right;">▼</span></th> <th style="width: 35%;">Identified <span style="float: right;">▼</span></th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div> </div> </div>	Actions <span style="float: right;">▼</span>	Requirement <span style="float: right;">▲</span>	Agency No. <span style="float: right;">▼</span>	Identified <span style="float: right;">▼</span>				
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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 <b>Save</b> and then <b>Preview to File</b></p> 

You have now completed the **How to File an Emergency Declaration Step-by-Step Guide**.

- The above steps are the required steps for filing a Full Demolition: Emergency Declaration.
- The further steps beyond Scope of Work, for example, Technical Reports have not changed and are somewhat the same across DOB NOW: Build.
- Refer to the previous Step by Step Guides for each tab posted on the DOB Website to complete the data entry on the Job Filing Application and submit it to DOB review.