

INDUSTRY PORTAL STEP-BY-STEP GUIDE

How to File an Initial Job Filing for Full Demolition: IMMEDIATE EMERGENCY DEMOLITION (IED)

The following Step-by-Step Guide will outline the steps applicable to initiating a Full Demolition: Immediate Emergency Demolition 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: Immediate Emergency Demolition** 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.
- **Immediate Emergency Demolition** must be filed within 48 hours of work commencing at the work site.
- 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
 - Plumbing
 - Protection & Mechanical Methods
 - 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:

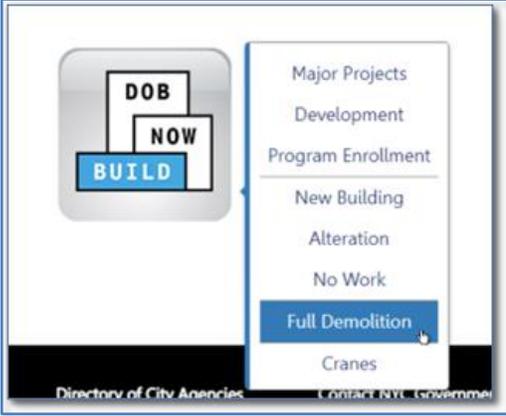
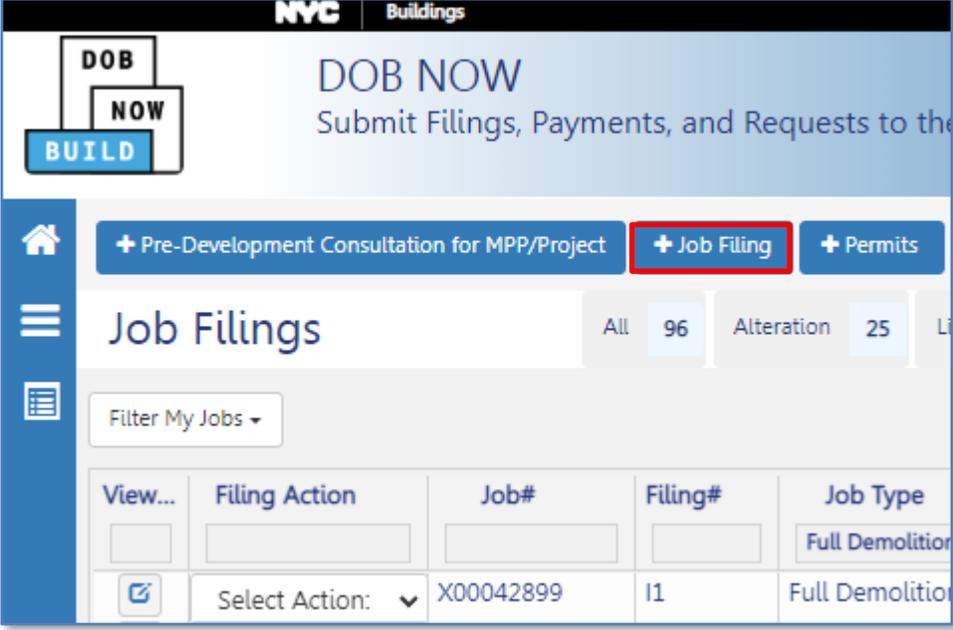
- Email***: A text input field with a red asterisk and a placeholder "Enter email/username...". A red box and callout "1" highlight this field.
- Applicant Type***: A dropdown menu with "Select:" and a downward arrow. A red box and callout "2" highlight this field.
- Last Name**: A grayed-out text input field. A red box and callout "2" highlight this field.
- Filing Representative Information**: A section header.
- + Add Representative**: A blue button.
- Table**: A table with columns: First Name, Last Name, Email, Business Name, Business Telephone, and Action. The first row contains: ADAM, JOE2, AJOETEST2@GMAIL.COM, AJ2, (201) 222-3333. A red box and callout "3" highlight the horizontal scrollbar below the table.
- Total Items: 1**: Text below the table.
- Navigation**: A set of navigation buttons including first, previous, next, last, and a dropdown for "Items Per Page" (set to 5).
- 1 - 1 of 1 items**: Text at the bottom right.

ADDITIONAL HELP & INFORMATION

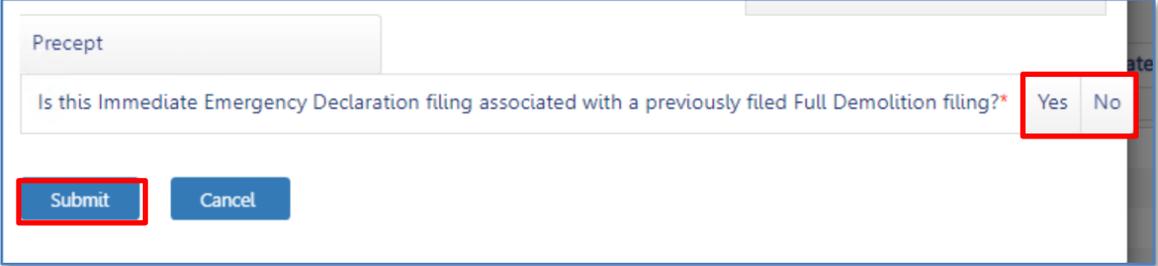
1. Video Tutorials: DOB NOW YouTube Channel: <https://www.youtube.com/user/NYCBUILDINGS>
2. Presentations & Sessions: <https://www1.nyc.gov/site/buildings/industry/dob-now-training.page>
Initiate the Immediate Emergency Demolition (IED)

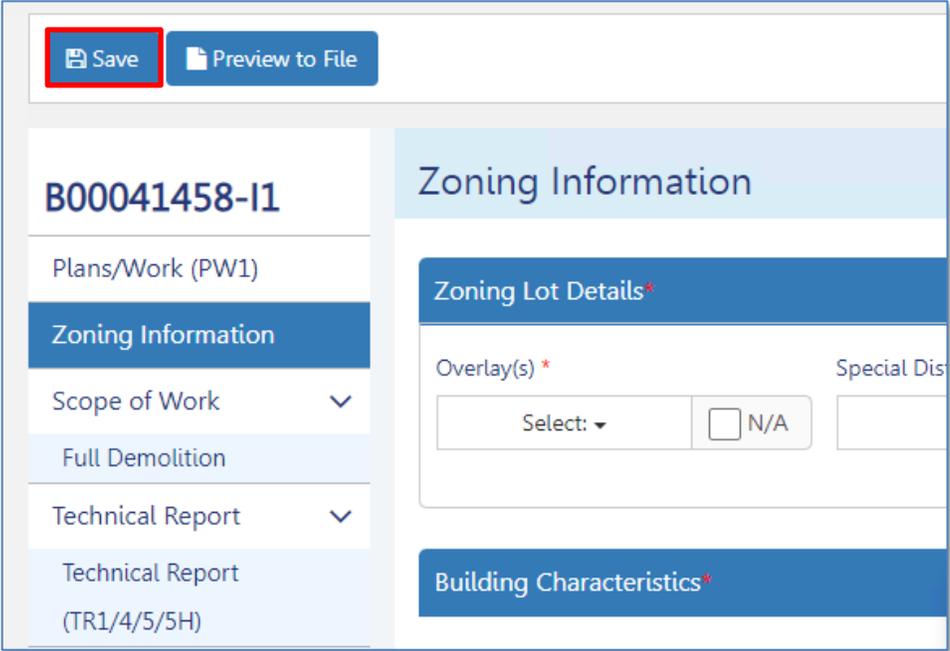
Start a Full Demolition Immediate Emergency Declaration Job Filing

Complete the following steps to create an Immediate Emergency Declaration (IED) 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 mouse cursor hovering over the 'DOB NOW BUILD' icon. A dropdown menu is open, listing various project types: Major Projects, Development, Program Enrollment, New Building, Alteration, No Work, Full Demolition (highlighted in blue), and Cranes. The background shows the 'Directory of City Agencies' logo.</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 Buildings logo and the text 'DOB NOW Submit Filings, Payments, and Requests to the...'. Below this, there are three buttons: '+ Pre-Development Consultation for MPP/Project', '+ Job Filing' (highlighted with a red border), and '+ Permits'. Below the buttons, there is a 'Job Filings' section with a filter dropdown set to 'Filter My Jobs'. A table below shows job filing details with columns for 'View...', 'Filing Action', 'Job#', 'Filing#', and 'Job Type'. The first row shows 'Full Demolition' and the second row shows 'Select Action: X00042899 11 Full Demolition'.</p>

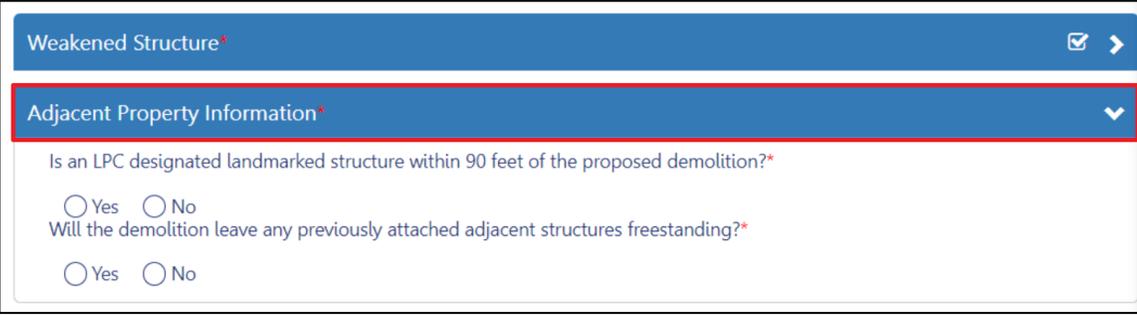
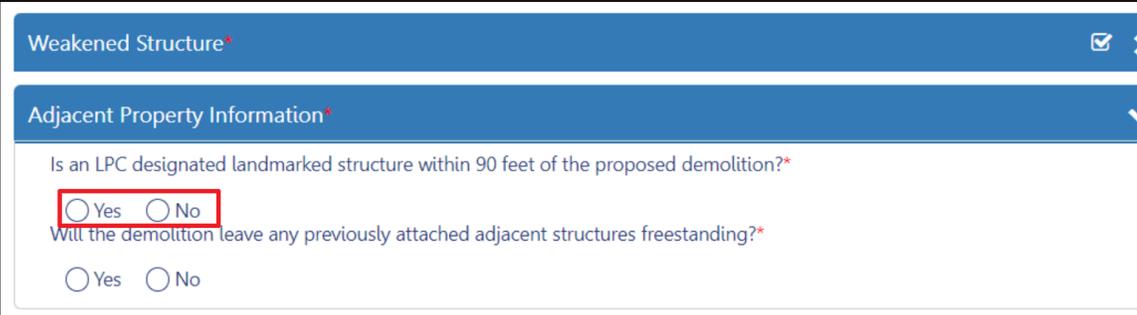
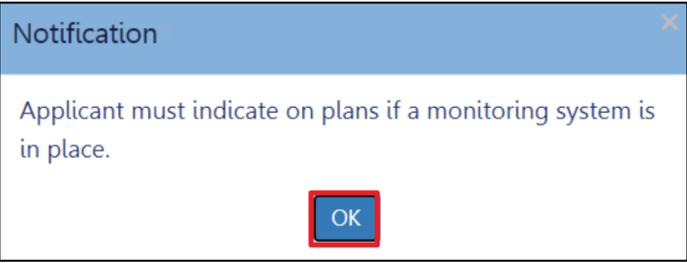
Step	Action									
3.	<p>Select Full Demolition as the Job Type. Under Full Demolition Type(s) select Immediate Emergency Declaration.</p> <div data-bbox="300 426 1485 1381" style="border: 1px solid gray; padding: 10px;"> <p>Initial Job Filing</p> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray; padding-bottom: 5px;"> Alteration Full Demolition Limited Alteration New Building No Work </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td colspan="2" style="padding: 2px;">Full Demolition Type(s):*</td> <td style="text-align: right; padding: 2px;">Work Type: Full Demolition</td> </tr> <tr> <td style="padding: 2px;">New Work</td> <td style="padding: 2px;">Emergency Declaration</td> <td style="border: 2px solid red; padding: 2px;">Immediate Emergency Declaration</td> </tr> <tr> <td style="padding: 2px;">Emergency Work Order</td> <td style="padding: 2px;">Precept</td> <td></td> </tr> </table> <div style="margin-top: 5px; display: flex; align-items: center;"> Is this Immediate Emergency Declaration filing associated with a previously filed Full Demolition filing?* Yes No </div> <div style="border: 1px dashed gray; padding: 10px; margin-top: 10px;"> <div style="text-align: center; margin-bottom: 5px;"></div> <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> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Submit Cancel </div> </div>	Full Demolition Type(s):*		Work Type: Full Demolition	New Work	Emergency Declaration	Immediate Emergency Declaration	Emergency Work Order	Precept	
Full Demolition Type(s):*		Work Type: Full Demolition								
New Work	Emergency Declaration	Immediate Emergency Declaration								
Emergency Work Order	Precept									

Step	Action
4.	<p>An additional question will appear: “Is this Immediate Emergency Demolition filing associated with a previously filed Full Demolition filing?” Select Yes or No. If you choose Yes, you will need to enter the Job Number for that previous filing.</p> <p>Click Submit.</p> 
	<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> 

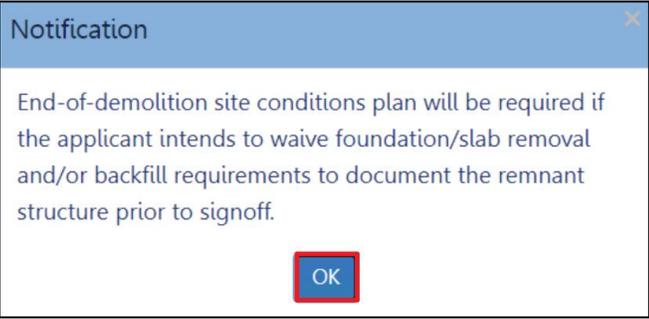
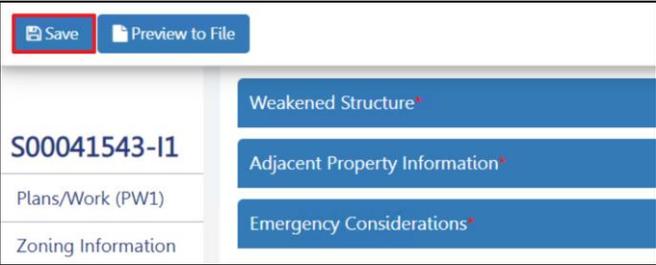
Step	Action
5.	<p>Fill in all of the appropriate information required for the Plans/Work (PW1) tab. There are no Demolition-specific questions. When done, click Save to continue.</p> 
6.	<p>Fill in all of the appropriate information required for the Zoning Information tab. There are no Full Demolition-specific questions. When done, click Save to continue.</p> 

Complete Scope of Work: Full Demolition Tab

Complete the following steps to complete Scope of Work tab:

Step	Action
1.	Select the applicable radio button (e.g., No) for Is the structure to be demolished, wrecked or weakened as a result of fire, flood, explosion, age or other causes?
2.	<p>Click the Adjacent Property Information accordion drop-down to expand the section.</p> 
3.	<p>Select the applicable radio button (e.g., No) for Is an LPC designated landmarked structure within 90 feet of the proposed demolition?</p> 
	<p>If Yes is selected, the Applicant must indicate on the plans if a monitoring system is in place. The system displays this as a notification, click OK to close the notification and proceed.</p> 

Step	Action
5.	<p>Select the applicable radio button (e.g., No) for Will the demolition leave any previously attached adjacent structures freestanding?</p> <div data-bbox="305 390 1437 758" style="border: 1px solid black; padding: 5px;"> <p>Adjacent Property Information* ▼</p> <p>Is an LPC designated landmarked structure within 90 feet of the proposed demolition?*</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Is the proposed full demolition happening on the lot lines?*</p> <p><input type="text" value="No Lot Line Conditions"/> ▼</p> <p>Will the demolition leave any previously attached adjacent structures freestanding?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> </div>
6.	<p>Click the Emergency Considerations accordion drop-down to expand the section.</p> <div data-bbox="305 846 1437 1476" style="border: 1px solid black; padding: 5px;"> <p>Emergency Considerations* ▼</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><input type="text" value="Immediate Emergency Declaration (IED)"/> ▼</p> <p>Enter Emergency Declaration Number(s): *</p> <p><input type="text"/></p> <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 checked="" type="radio"/> No</p> <p>Has demolition work not begun, or is the structure not fully demolished?*</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> </div>
7.	<p>Enter the Emergency Declaration number</p>
	<p>If yes, is selected, for “Will the foundation or other remnant structures remain after the demolition work is completed?” an end-of-demolition site conditions plan will be required if the applicant intends to waive foundation/slab removal and/or backfill requirements to document the remnant structure prior to signoff.</p> <p>The system displays this as a notification, click OK to close the notification and proceed.</p>

Step	Action
	 <p>Notification</p> <p>End-of-demolition site conditions plan will be required if the applicant intends to waive foundation/slab removal and/or backfill requirements to document the remnant structure prior to signoff.</p> <p>OK</p>
8.	<p>From the top left of the screen, click Save.</p>  <p>The screenshot shows a software interface with a 'Save' button highlighted in red. Below it are tabs for 'Weakened Structure*', 'Adjacent Property Information*', and 'Emergency Considerations*'. On the left, there is a sidebar with 'S00041543-11', 'Plans/Work (PW1)', and 'Zoning Information'.</p>
	<p>The system may display additional tabs within the filing to be completed.</p>

- The above steps are the required steps for filing a Full Demolition: Immediate Emergency Demolition (IED).
- 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.