SERVICE UPDATE

Department of Buildings expands Hub Full-Service Functions to Small Business Services (SBS)
Online Review + Approvals for Smaller Alteration Projects

SBS Job Processing is now live! Architects, engineers and filing representatives can now file Alteration Type-2 and Type-3 applications online for smaller construction projects.

This Hub enhancement extends the convenience of digital plan review to minor construction projects, such as restaurants, retail, or industrial projects and allows them to be directly reviewed by SBS Plan Examiners.

Because all required documents are submitted electronically and payments are made online, in-person visits to the Business Acceleration office are no longer necessary for these projects – saving applicants both time and money.

To Begin

1. Register for electronic filing on the Department of Buildings’ website.
2. Log in at the eFiling page.
3. Click the Minor Construction box and expand the Other Job Applications and Hub Full-Service bar.

To Use SBS Job Processing

- Select Begin New Job Application to start a new Plan/Work Application (PW1). Select “Yes” when asked if the job is being submitted through the Small Business Services team (SBS).
- Select Alt-2 or Alt-3 project.
- Upload all plans, including a completed AOS1 (signature and seal form) and any other required documents for the project.
- Pay all associated filing or application fees online.
- Submit the application for Electronic Plan Review.
- Virtual Plan Reviews will be performed online; design professionals can participate virtually from their office computer.

Note: Hub Self Service can accept professionally certified applications. Once plans have been accepted, notify SBS at Rangehood@sbs.nyc.gov to obtain FDNY plan review approval.

For more information, read the Hub Full-Service Industry Filing Guide or call SBS Business Acceleration Team at (212) 618-8810.