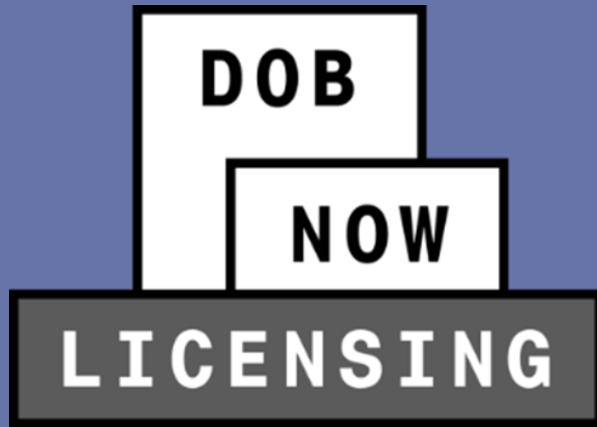




DOB NOW: *Licensing*

WINTER 2026 RELEASE

MASTER PLUMBER LICENSES

Industry Session

BEST PRACTICES FOR THE VIRTUAL CLASSROOM

DOB
NOW



Chat Feature



Mute Microphones



Ask Questions



Parking Lot



Feedback



Participate

- Overview of Master Plumber License
- Required Documents
- Statuses
- Licensing Fees
- License Process Flow
- Register and Pay for License Exam
- How to Log Into DOB NOW: *Licensing*
- New License Application Process
- Responding to Objections and Requesting Reconsideration
- Getting the License
- Renew License
- Manage License
- Update Name and/or Address
- Important Notes

- A **Master Plumber** in NYC is a licensed professional approved by DOB to perform plumbing work in one of the five boroughs.
- An Applicant can apply for either a **Full License** or a **Certificate Only**.
- A Master Plumber License is valid for **3 years**.
- There is a business address verification, **Business Approval** and insurance requirement as part of being a Full Licensed Master Plumber.

MASTER PLUMBER LICENSE REQUIREMENTS – PROCESS OVERVIEW



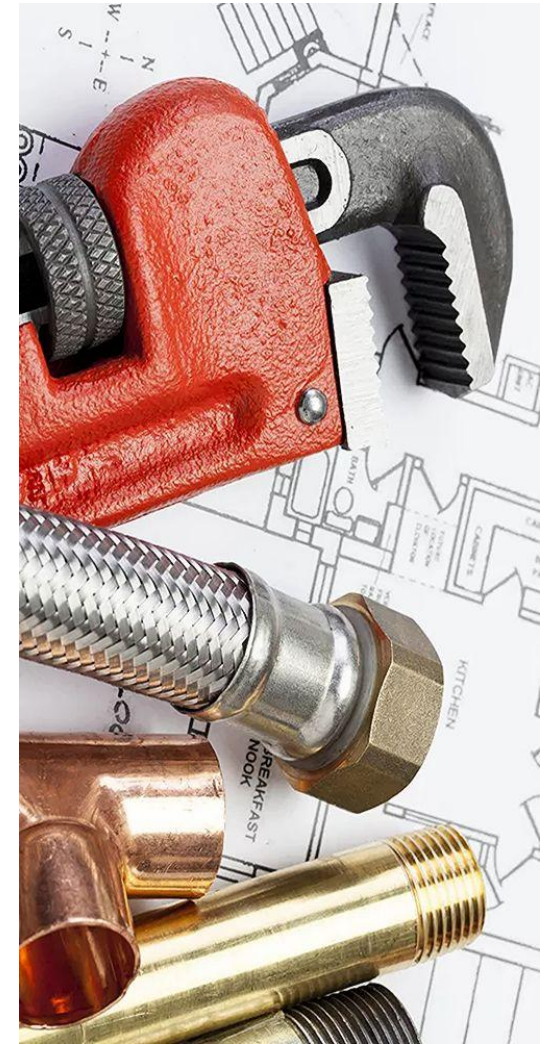
To become an **NYC-licensed Master Plumber**, an applicant is required to:

- Meet the **license criteria** (age, language, experience, etc.)
- Pass the **Written and Practical Examinations**
- Begin the application in **DOB NOW: Licensing**
- Upload all **required documentation**
- Pay any **required fees**
- **Submit** the license application
- Complete the **Business Approval Request** (only applicable when applying for a Full License)

MASTER PLUMBER LICENSES - QUALIFICATIONS

To become an **NYC-licensed Master Plumber**, applicants are required to meet these qualifications:

- Be at least **18 years old**
 - Be able to **read and write the English language**
 - Be **fit to perform the work authorized by the license**
 - Have **good moral character**
 - Meet the **required level of experience**
-
- For more details about becoming a Master Plumber, see the [DOB Web Site](#).



MASTER PLUMBER LICENSES - EXAMINATIONS



- Master Plumber Applicants must pass **first a Written Examination and then a Practical Examination** before beginning their application for a new license.
- The aspiring licensee must go to the **DOB NOW Public Portal** to pay for their exam. Once the payment is processed, the exam vendor will contact the Applicant to schedule the exam.
- For first-time test takers, the **Practical Exam must be applied for within 60 days of passing the Written Exam.**
- The fee for the **Written Exam is \$585** and the fee for the **Practical Exam is \$530.**

MASTER PLUMBER FULL LICENSES – BUSINESS APPROVAL REQUEST

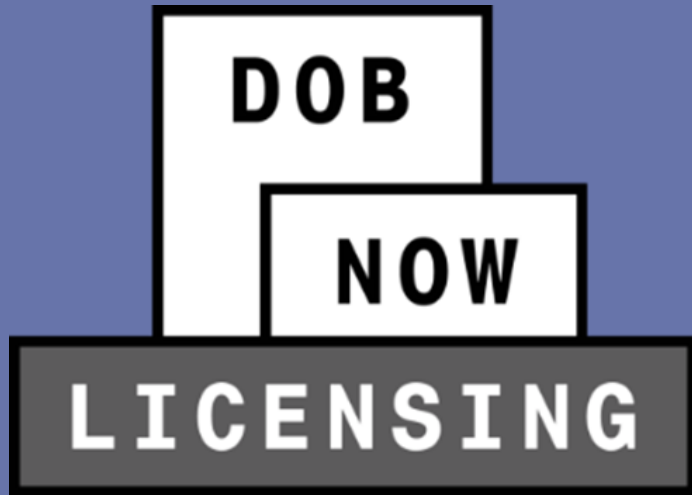


- To obtain a **Master Plumber Full License**, the applicant is required to be an **officer/partner/sole proprietor of a business/company**.
- The business must have an **office in New York City** that complies with all Zoning Code Regulations.
- If an Applicant submits an application with two businesses, both businesses must reside at the same location.
- As part of the process of applying for a Full License, Master Plumbers must submit a **Business Approval Request**.

MASTER PLUMBER LICENSES – RECEIVING YOUR LICENSE



- Once DOB approves the application for a Certificate Only License or for a Full License and the BAR, you will need to complete the Executive Order Attestations and schedule an appointment to come into the DOB office to receive your **License Card** and **Temporary Seal Letter (if appropriate)**.
- Your **seal** will be ordered by DOB once you complete the Executive Attestations. When DOB has received your seal, you will receive an email telling you to come into DOB to pick it up.



DOCUMENTS

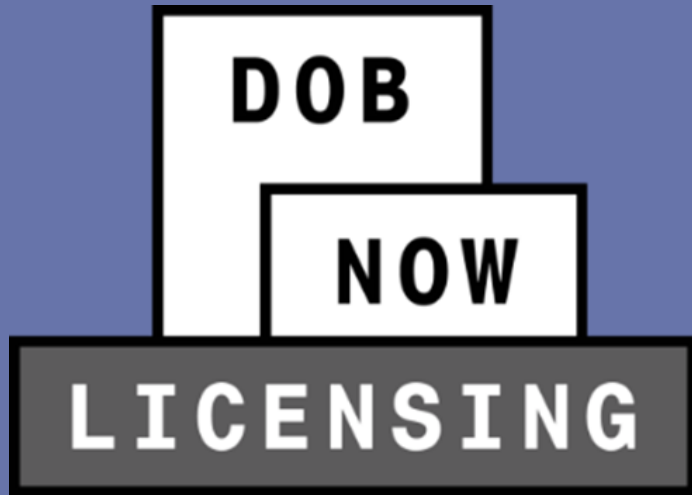
Documents for a New License

LICENSES: REQUIRED DOCUMENTS

DOB
NOW

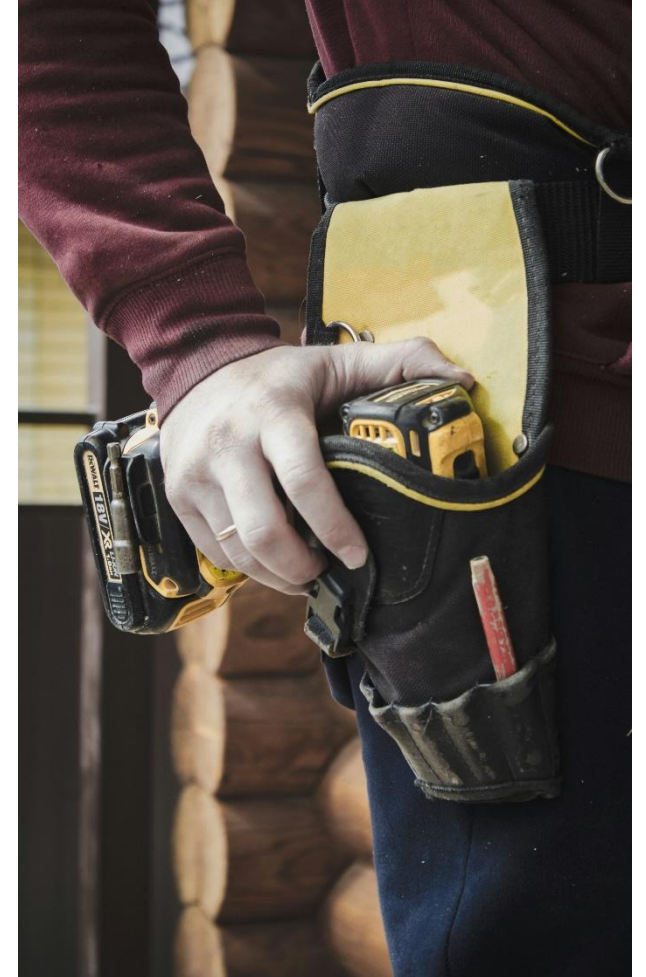
- An overview of what documents are required for New License Applications, Renewals, and Reissues can be found in the [Required Documents spreadsheet](#).

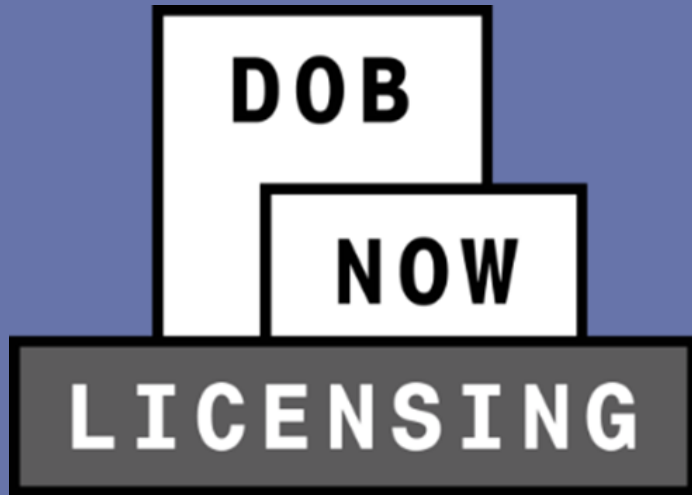




STATUSES

- All statuses that can apply to License Requests can be found in the [Licensing Statuses document](#).



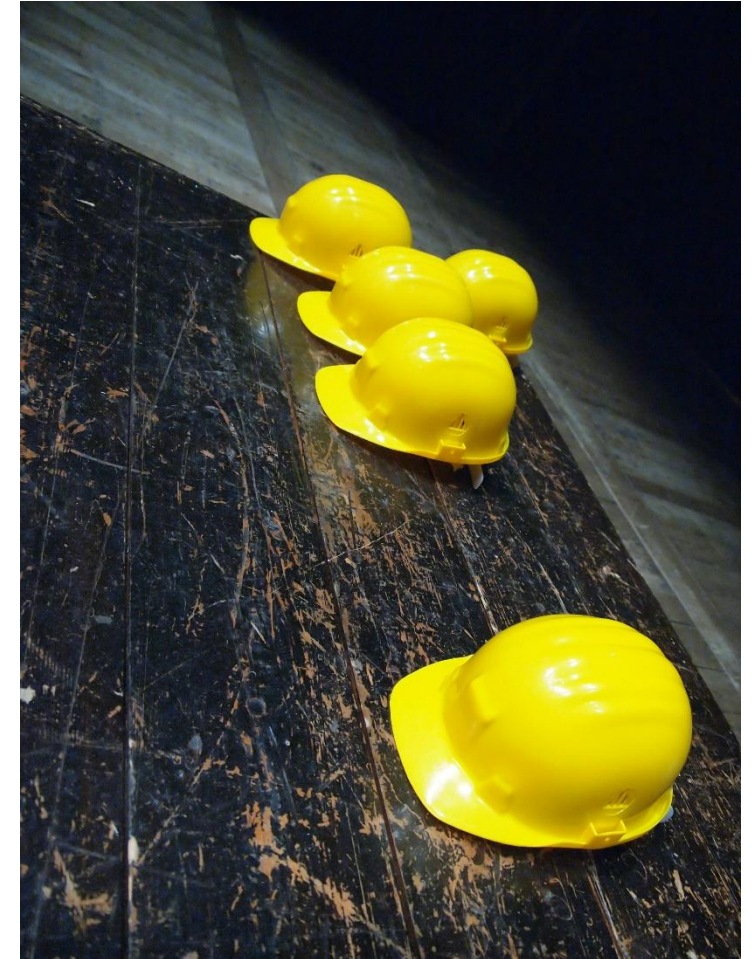


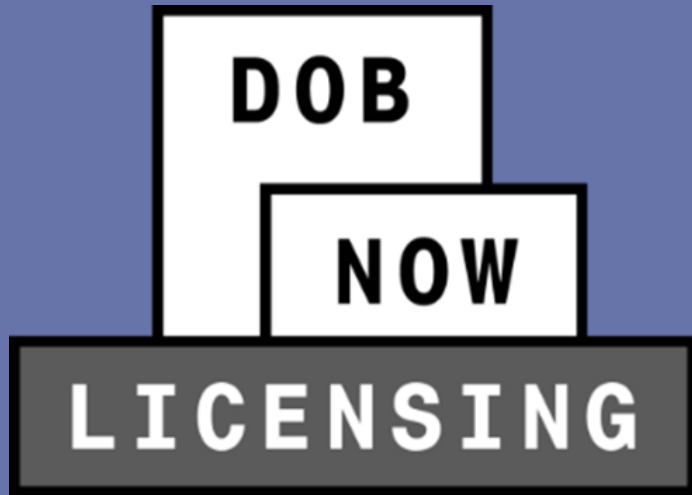
FEES

DOB NOW: *Licensing* – LICENSE REQUESTS FEES



- All License Request fees can be found in the [Licensing Fees document](#).
- **Late Fees** for License Renewal apply if the Renewal Request is filed:
 - 30 days or fewer before the Expiration Date of the License
 - Up to one year after the Expiration Date of the License

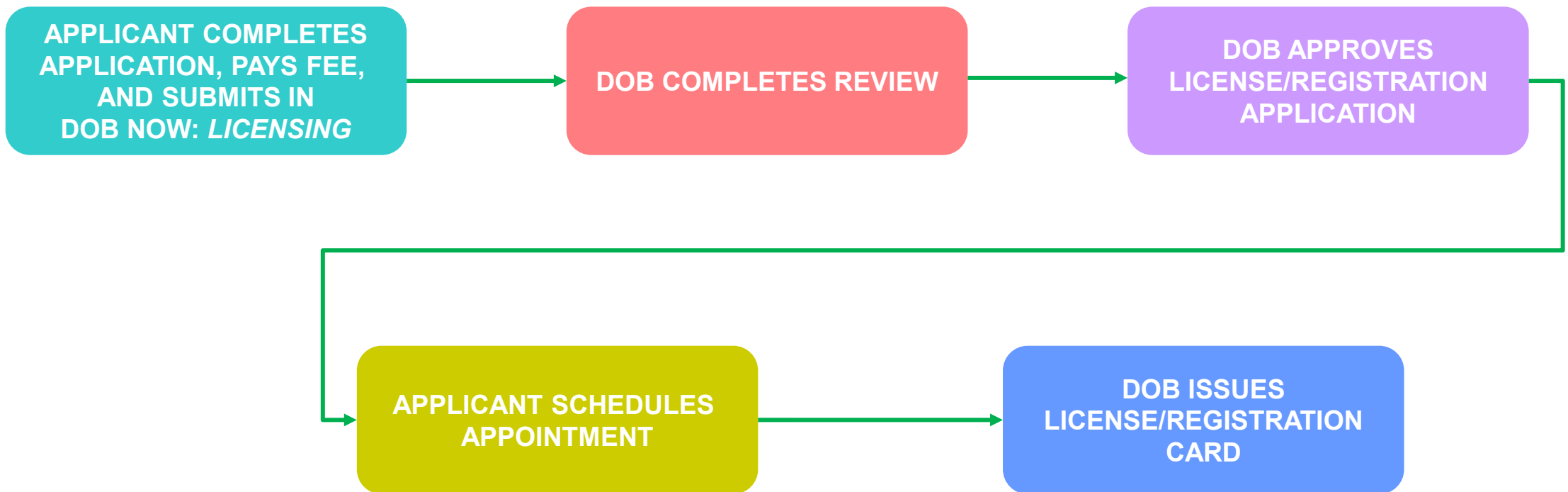




STEPS TO GET A LICENSE

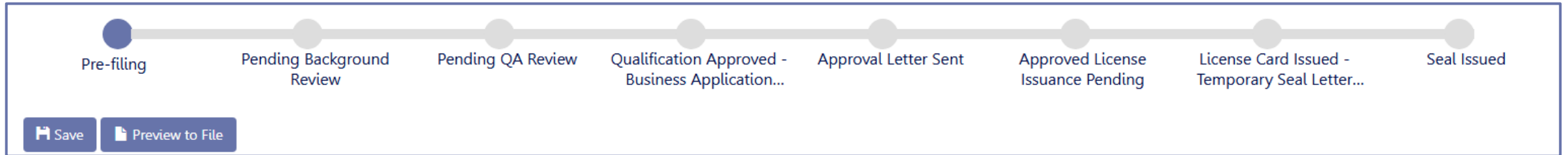
STEPS TO GET A NEW LICENSE

- These are the steps for applying for any License or Registration.
- For Master Plumbers, the Applicant is required to **register/pay for and pass a Written and a Practical Exam** before the application is started.

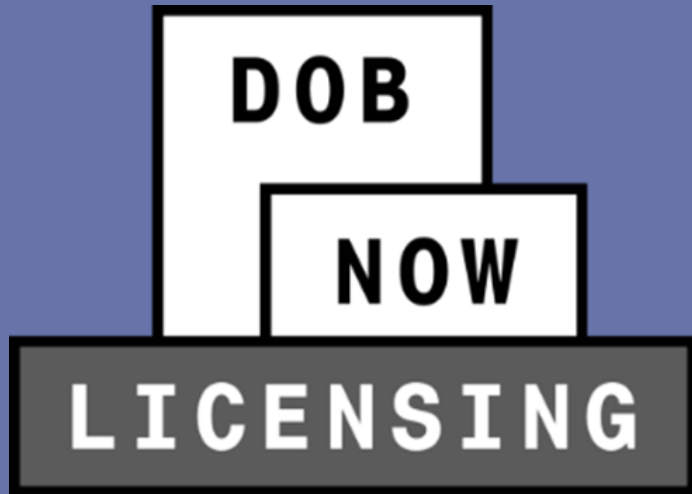


STEPS TO GET A NEW LICENSE

DOB
NOW



- For Master Plumber Full License applications, the initial **License Qualification Application** must be followed by a **Business Approval Request** (BAR).
- Once the Background Review is complete, the Applicant will be notified that their Qualification is Approved and that they need to submit a BAR.
- The License will only be granted after the BAR is submitted and approved.



HOW TO REGISTER AND PAY FOR A LICENSE EXAM

HOW TO REGISTER AND PAY FOR AN EXAM

DOB
NOW

- Master Plumbers must pass both a **Written Exam** and then a **Practical Exam**.
- To be eligible to take the **Written Exam**, Applicants cannot have taken the exam in the last **14 days** or **three or more times in the past six months**.
- **First-time test takers** must apply for the **Practical Exam** within 60 days of passing the **Written Exam**.
- Users who must re-take the Practical Exam:
 - Cannot apply within 90 days of the last exam date
 - Can only re-apply within 24 months of the Written Exam pass date

HOW TO REGISTER AND PAY FOR AN EXAM

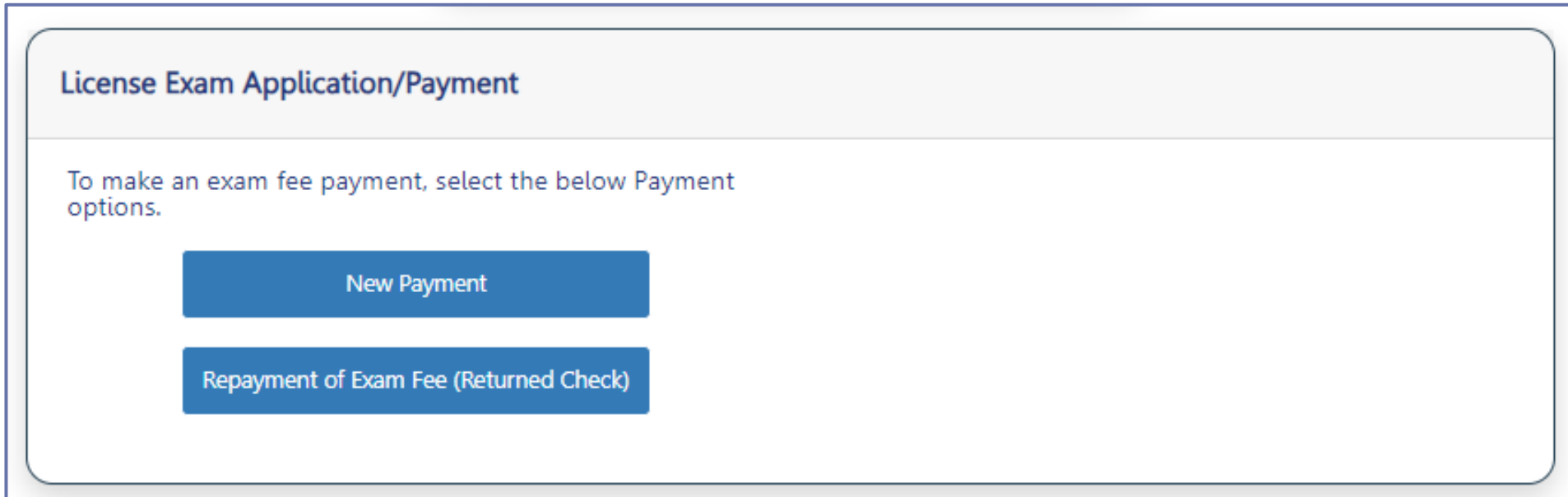
- Exams are not given by the Department of Buildings. Once an exam is paid for, it will be scheduled through an approved **Exam Vendor**. Applicants then upload their score report as part of the DOB Application.



- Applicants **do not need to log in** to register and pay for an exam.
- On the DOB NOW home page at nyc.gov/dobnow, select **License Exam Application/Payment**.

HOW TO REGISTER AND PAY FOR AN EXAM

DOB
NOW



The screenshot shows a web interface for 'License Exam Application/Payment'. It features a light gray header with the title. Below the header, a message states: 'To make an exam fee payment, select the below Payment options.' There are two blue buttons stacked vertically: 'New Payment' and 'Repayment of Exam Fee (Returned Check)'.

- Applicants can either make a **New Payment** or **Repayment of Exam Fee (Returned Check)**.

HOW TO REGISTER AND PAY FOR AN EXAM

DOB
NOW

Exam Fee Details

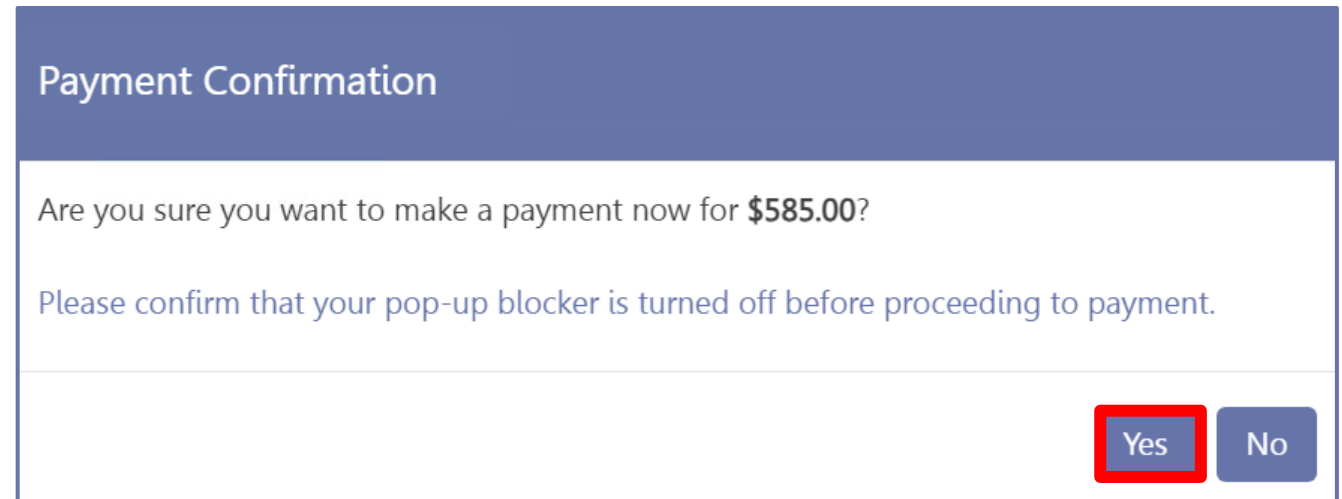
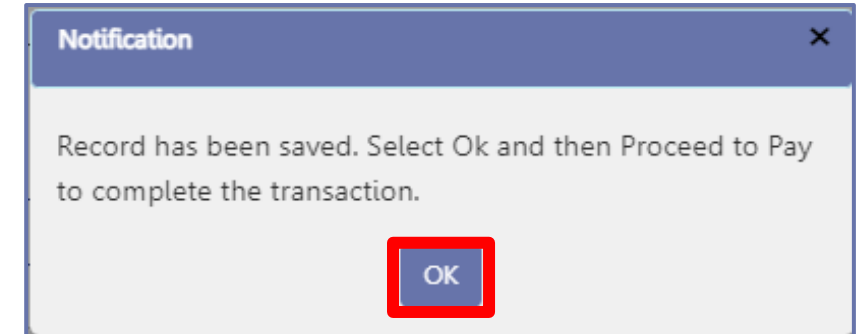
License Type Electrician	License Class/Class Type* Select Type:	Exam Type* Select Type:
Are you taking the exam for the first time?* ☒ Yes ☐ No		
Email* example@XXXX.com	Last Name* 	First Name*
Middle Initial 	Address* 	City*
State* Select State	Zip* 	
Phone #* 	Date of Birth* 	Social Security Number*
CreateCancel		

- Choosing New Payment will open the **Exam Fee Details** pop-up.
- Once all fields are completed, select **Create**.

HOW TO REGISTER AND PAY FOR AN EXAM

DOB
NOW

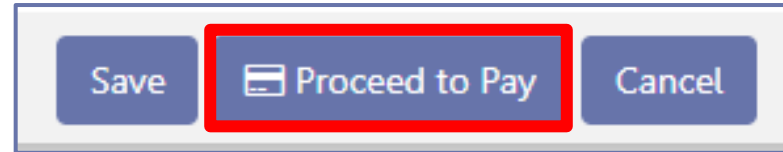
- A pop-up notification will state that the record was saved. Click **OK** to continue.
- A pop-up Payment Confirmation notification will ask you to confirm you want to make the payment. Click **Yes** to continue.



HOW TO REGISTER AND PAY FOR AN EXAM

DOB
NOW

- A new **Proceed to Pay** button will appear.



- A pop-up Payment Confirmation notification will ask you to confirm. Click **Yes** to continue.

Payment Confirmation

Are you sure you want to make a payment now for **\$585.00**?

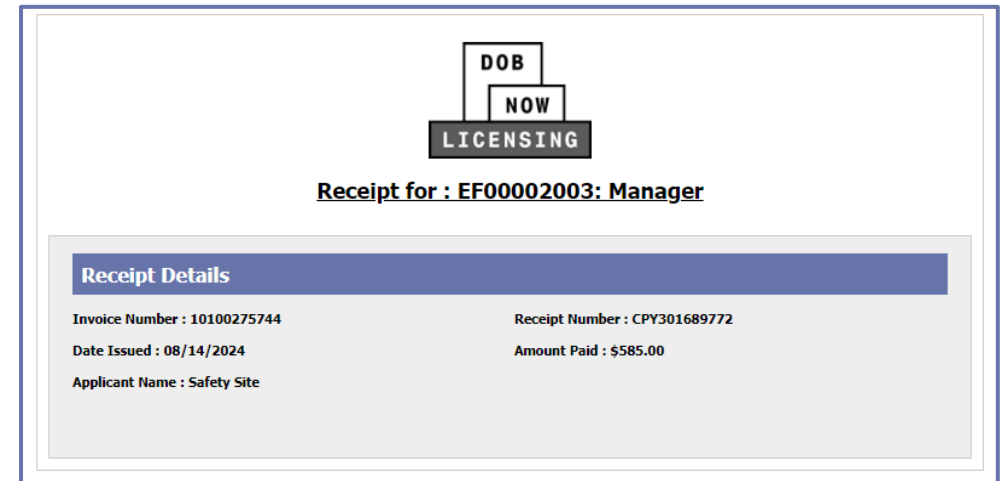
Please confirm that your pop-up blocker is turned off before proceeding to payment.

Yes No

- You will be taken to the CityPay site (after a confirmation) to pay the Exam Fee by eCheck, credit card or PayPal/Venmo. Payments made by eCheck can take up to 10 business days to process.

HOW TO REGISTER AND PAY FOR AN EXAM

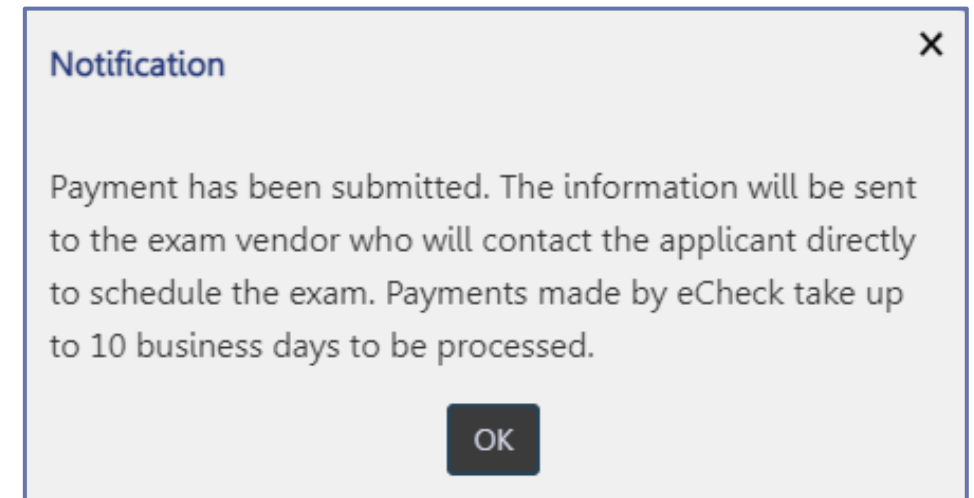
- CityPay will provide a receipt that payment has been made.
- A notification on the DOB NOW home page will also confirm payment. The information will be sent to the exam vendor who will contact the applicant directly to schedule the exam.



DOB
NOW
LICENSING

Receipt for : EF00002003: Manager

Receipt Details	
Invoice Number : 10100275744	Receipt Number : CPY301689772
Date Issued : 08/14/2024	Amount Paid : \$585.00
Applicant Name : Safety Site	



Notification

Payment has been submitted. The information will be sent to the exam vendor who will contact the applicant directly to schedule the exam. Payments made by eCheck take up to 10 business days to be processed.

OK

HOW TO REGISTER AND PAY FOR AN EXAM

DOB
NOW

License Exam Application/Payment

To make an exam fee payment, select the below Payment options.

New Payment

Repayment of Exam Fee (Returned Check)

Repayment of Exam Fee (Returned Check)

License Class

Select Type: ▾

Enter Receipt Number

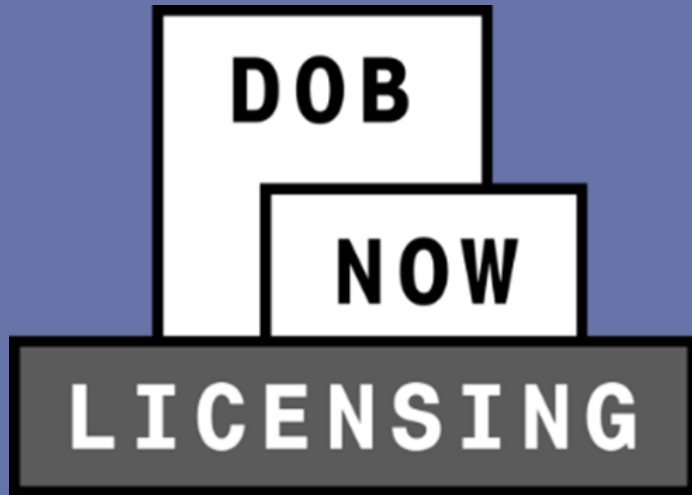
Enter Receipt Number

Last Name

Enter Last Name

Search

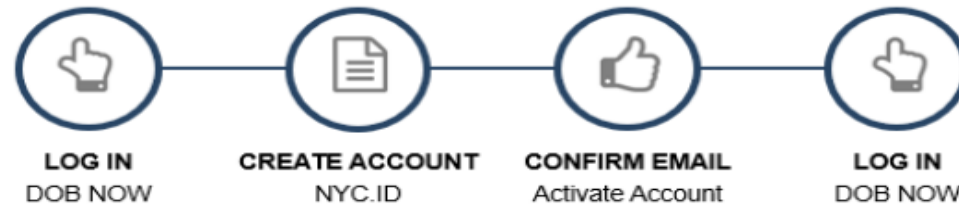
- Selecting **Repayment of Exam Fee (Returned Check)** will bring up the option to search for the payment by **License Class**, **Receipt Number** and **Last Name**.
- Once it is found, users will be navigated to **CityPay** to complete the payment.



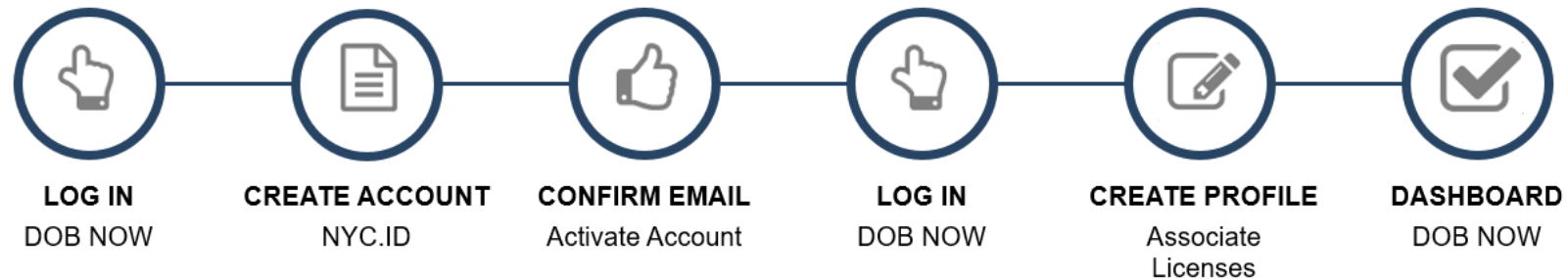
HOW TO LOG INTO DOB NOW: LICENSING

NYC.ID PROCESS OVERVIEW

- DOB NOW integrated with NYC.ID in June 2024, requiring all returning and new users to have a NYC.ID account to log into DOB NOW.
- One-time process for **Existing DOB NOW Users**:



- One-time process for **New Users**:



DOB NOW – USE AN NYC.ID ACCOUNT TO LOGIN

DOB
NOW

DOB NOW LOGIN

- If you have an **eFiling Account, DOB NOW profile, or NYC.ID**, enter the same email address associated with all your filings in DOB NOW. You will be redirected to the NYC.ID registration page.
- If you do not already have an NYC.ID you will be directed to create one. If you already have an NYC.ID you will be directed to enter the password associated with your NYC.ID.
- For step-by-step guides and videos, visit nyc.gov/dobnowtips.



Log into DOB NOW to view, sign and submit jobs, filings, and applications.

Enter your NYC.ID email address:

Email

Login

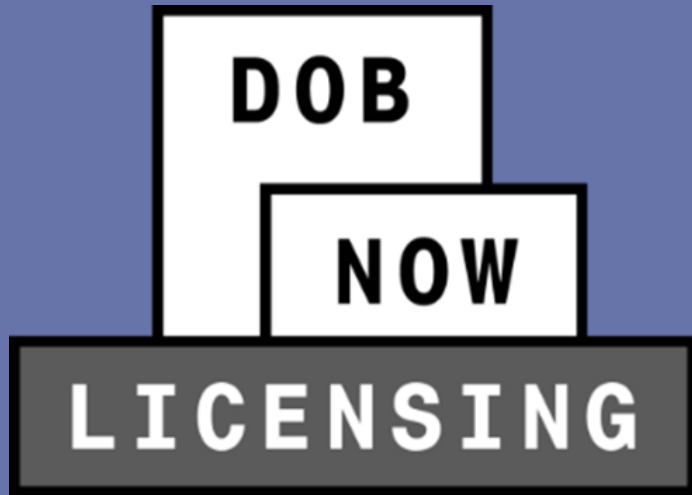
If you need an NYC.ID

Create Account

New login process as of June 3, 2024. Visit www.nyc.gov/dobnowtips for more information.

If you are a returning DOB NOW user who does not have a NYC.ID, select Create Account above and use the same email address as your eFiling account or DOB NOW profile to access your DOB NOW records.

Need more help? Contact us.



HOW TO APPLY FOR A NEW LICENSE

License Qualification Application Process

HOW TO APPLY FOR A NEW LICENSE

DOB
NOW

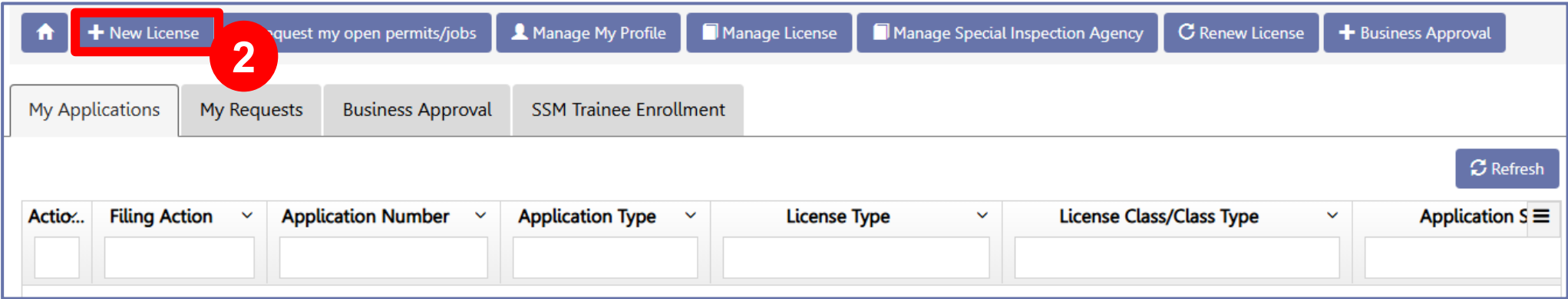
To apply for a new license or registration, log into DOB NOW, hover over the **DOB NOW: Licensing** module and select **New License**. From the dashboard click the **+ New License** button to begin the application process.

1



The screenshot shows the DOB NOW Licensing module. A red circle with the number 1 is next to the module icon. The icon is a square with 'DOB' and 'NOW' stacked, and 'LICENSING' below. A dropdown menu is open, showing four options: 'New License' (highlighted in blue), 'Manage License', 'Manage Profile', and 'Business Approval'.

2



The screenshot shows the DOB NOW dashboard. A red circle with the number 2 is next to the '+ New License' button in the top navigation bar. The navigation bar also includes a home icon, 'Request my open permits/jobs', 'Manage My Profile', 'Manage License', 'Manage Special Inspection Agency', 'Renew License', and 'Business Approval'. Below the navigation bar are tabs for 'My Applications', 'My Requests', 'Business Approval', and 'SSM Trainee Enrollment'. A 'Refresh' button is on the right. Below the tabs is a table with columns: 'Action...', 'Filing Action', 'Application Number', 'Application Type', 'License Type', 'License Class/Class Type', and 'Application S'. The table is currently empty.

NEW LICENSE – LICENSE TYPES

DOB
NOW

- Select the radio button next to the License Type and then click **Next**. A **License Class/Class Type** will need to be selected. Click the radio button and click **Next**.

License Types

- ☐ Construction Superintendent
- ☐ Contractor
- ☐ Electrician
- ☐ Elevator Agency
- ☐ Filing Representative Registration
- ☐ Gas Work Qualification Only
- ☐ Hoisting Machine Operator
- ☐ Journeyman
- ☐ Lift Director
- ☐ Master Fire Suppression Contractor
- ☐ Master Plumber
- ☐ Site Safety
- ☐ Special Inspection Agency
- ☐ Welder

Next

Cancel

License Class/Class Type

- ☐ Full License
- ☐ Certificate Only

Next

Cancel

NEW LICENSE – EXAM QUALIFICATION QUESTIONS

DOB
NOW

Exam Qualification Questions

Did you take the Written Exam?*

Did you take the Practical Exam?*

Practical Exam Pass Date*



☒ Yes ☐ No

☒ Yes ☐ No

- Master Plumber must certify that they took the exams.
- Enter the **Pass Date** for the Practical Exam.

NEW LICENSE – SUPPLEMENTAL INVESTIGATION QUESTIONNAIRE



- Click the **appropriate answers** to all questions asked on the **Supplemental Investigation Questionnaire**.
- The questions differ depending on the License Type.
- Click **Submit** at the bottom of the pop-up window. Once the questionnaire is submitted, the information provided cannot be changed.

Supplemental Investigation Questionnaire

Are you at least eighteen (18) years old?*

Are you able to read and write the English language?*

Are you of good moral character?*

Are you fit to perform the work authorized by this license/qualification?*

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

NEW LICENSE – GENERAL INFORMATION

DOB
NOW

- Enter all the required fields on the General Information tab, including (if not auto populated):
 - Home Telephone Number
 - Borough
 - Personal Information
 - Filing Representative or Preparer information if appropriate
- Details on what information will be required varies depending on license type.

General Information		
Application Information		
Application Type*	License Type*	License Class/Class Type*
New License	Filing Representative Registration	Class 1
Applicant		
First Name*	Middle Initial	Last Name*
HMO		License
Email*		
HMOLICENSE01@GMAIL.COM		
Address		
House Number*	Street Name*	Apartment/Building Number
280	Broadway	
City*	Borough*	State*
Personal Information		
Date of Birth*	SSN/ITIN*	
12/31/1993	XXX-XX-5555	
Filing Representative Class I/Preparer		
Email	Registration Number	First Name
Enter email/username...		
Middle Initial	Last Name	Business Name
Business Telephone	Business Address	City
State	Zip Code	

NEW LICENSE – GENERAL INFORMATION (NO DOB LICENSE)



- If you do not have a DOB license, General Information is auto populated from your NYC.ID and DOB NOW Account.
- **To change your name or email address**, select Manage/Associate Licenses from the person icon in the top right corner. Then select the link in **update your NYC.ID account**.

DOB NOW
NYC Department of Buildings self-service online for permits, appointments and applications

Welcome, ADAM JOE2
AJOETEST2@GMAIL.COM

[Manage/Associate Licenses](#)
[Need Help?](#)
[Sign Out](#)

[Main Dashboard](#)
[Trace History](#)

Account Details

To change your name or email address in Account Details, **update your NYC.ID account**. After the change is made in NYC.ID, the new information will populate in DOB NOW the next time you log in. If you change your email address in NYC.ID, all your filings (new and existing) in DOB NOW will update with the new email address.

ADAM JOE2
Email: ajoetest2@gmail.com

Address Information [Edit](#)

Business Name AJ2	House Number Not Available	Street Name Not Available
City NYC	State NY	Zip Code 10000
Business Telephone (201) 222-3333	Mobile Phone Not Available	

License Types Information

- **To change your address information**, select the **Edit** button.

NEW LICENSE – GENERAL INFORMATION (EXISTING DOB LICENSE)



- If you have an **existing DOB license**, the General Information section will be auto filled from that license information.
- To update licensee name or address information, follow the instructions in the [Manage Profile](#) section of this presentation.

NEW LICENSE – COMPLETE & SAVE APPLICATION

DOB
NOW

- Mark whether you are a **City Employee**.
- Click **Save**. A **Notification** will display which information cannot be changed after saving. To move forward, select **Save** again.
- Click **OK** to confirm the application has been saved.

City Employee

Are you a City Employee?*

☐ Yes ☐ No

Notification

Please note that the below information cannot be changed after saving:

Application Type: New License

License Type: Filing Representative Registration

License Class/Class Type: Class 1

Email: HMOLICENSE01@GMAIL.COM

Save **Cancel**

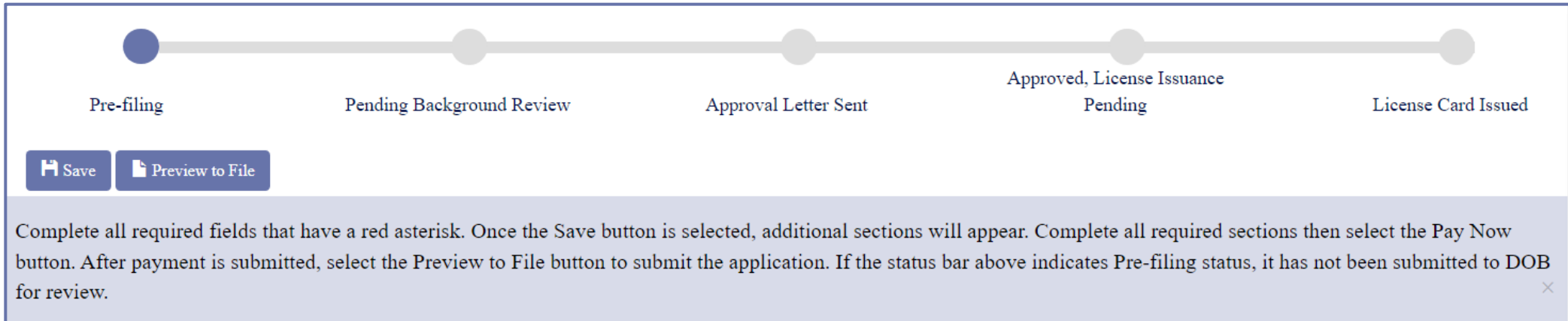
Notification X

Application has been saved.

OK

NEW LICENSE – STATUS BAR

DOB
NOW



- After the Application is saved, a message will appear at the top of the page: “Complete all required fields that have a red asterisk. Once the Save button is selected, additional sections will appear. Complete all required sections then select the Pay Now button. After Payment is submitted, select the Preview to File button to submit the application. If the status bar above indicates Pre-filing status, it has not been submitted to DOB for review.”
- The **Status Bar** will also appear. The details of the status bar will differ depending on the license type.

L00013220

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

Documents

Statements and Signature

- A License Application number will be assigned.
- Five more tabs will appear:
 - Background Investigation
 - Qualifications/Experience
 - Child Support Certification
 - Documents
 - Statements & Signature

NEW LICENSE – BACKGROUND INVESTIGATION

DOB
NOW

L00013220

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

Documents

License History*

+ Add History

List all licenses, certifications, or registrations issued to you, by any City or State.

Name	Type	License/Certification/Reg...
------	------	------------------------------

- Go to the **Background Investigation** tab and then click the **+ Add History** button to enter details of any license, certification, or registration issued to the Applicant by any city or state.
- At least one License, Certification, or Registration is required in this section.

NEW LICENSE – BACKGROUND INVESTIGATION

DOB
NOW

- For each license, **enter**:
 - Name
 - Type
 - License/Certification/Registration Number
 - Current Status
 - Expiration Date
 - Then click **Save**.

License History

Name*	Type*	License/Certification/Registration Number*
Current Status*	Expiration Date*	
Select ▼		

Save

Cancel

NEW LICENSE – BACKGROUND INVESTIGATION

DOB
NOW

Do you currently have a valid Driver's License? * ☒ Yes ☐ No

State where Issued* Driver's License Number*

Have any license application(s) ever been denied to you by the Department of Buildings or any other Government entity?* ☐ Yes ☒ No

Have any licenses or privileges granted to you or your associated business(es) by the Department of Buildings or any other government entity ever been rescinded, revoked, surrendered, suspended or have you or your related business(es) ever been disqualified from performing inspections? If Yes please indicate the type of license/certification/registration with the reason for the suspension, restriction, surrender, revocation, or disciplinary action in the Comments. * ☐ Yes ☒ No

- If the applicant has a **Driver's License**, enter the state and number of the license.
- If any licenses or government-granted privileges have ever been denied, rescinded, revoked, surrendered, suspended or disqualified, explain the details in the **Comments**.
- Depending on the License Type, additional questions may appear. Answer all questions.

NEW LICENSE – BACKGROUND INVESTIGATION

DOB
NOW

- The **Education** section may appear. Click **+Add Education**.

Education*

+ Add Education

Actions **Education Type**

Education Type*

Degree

Degree

Institution/College Name*

Address*

City*

State*

Zip Code*

Country*

Select

Degree*

☐ BA ☐ BS

Major*

Save **Cancel**

- Fill out the pop-up window.
- Click **Save**.

NEW LICENSE – BACKGROUND INVESTIGATION

DOB
NOW

- In the **Personal Information** section, answer if you have ever been known by any other names. If yes, click the **+ Add History** button to enter any prior names.
- Click **Save** when done.

Personal Information*

+ Add History

List of other names you are known by:

Last Name	First Name

Personal Information

Last Name*

First Name*

Middle Name

Social Security Number*

Save **Cancel**

NEW LICENSE – BACKGROUND INVESTIGATION

DOB
NOW

Have you ever been employed by a city, state or federal govt agency?* ☒ Yes ☐ No

Are you related to any DOB employee(s) including through marriage?* ☐ Yes ☐ No

If you answer YES to any of the questions in this section, you must provide complete details, specifying the date, agency, reason, disposition, etc. in the Comments box.

Comments*

500 characters remaining

- Answer the **Yes/No questions** about whether the Applicant has worked for a city, state or federal government agency and whether they are related to any DOB employee(s).
- Any **Yes** answers, either here or above, require an explanation in the **Comments** field.

NEW LICENSE – BACKGROUND INVESTIGATION

DOB
NOW

- Enter the full address of all residences where the Applicant has lived for 3 or more months in the past 10 years (or since they left high school, whichever is less).
 - Click the **+ Add Residence** button.
 - Enter the most recent address information and click **Save**.
 - Click **OK** to complete the process.
- Repeat as many times as necessary.

Residence*

Starting with your present address and working back, list the full address of every place you have resided for more than a three (3) month period. List only your residences over the past ten (10) years or since you left high school, whichever is less.

+ Add Residence **1**

From ▼	To ▼	Street Address

Residence

From* 

To* 

☐ This is my current address

Street Address*

City*

State*

Zip Code*

2

Notification

Residence has been added.

3



NEW LICENSE – QUALIFICATIONS & EXPERIENCE

DOB
NOW

- Click on the **Qualifications/Experience** tab.
- Answer the Yes/No questions about **Convictions and Fines**. The questions asked depend on the License Type being requested.
- If there are any **Yes** answers, a new tab will appear when the application is saved: **Supplemental Affidavit**. Explain the Yes answers in that new tab.

The screenshot displays the NYC Buildings license application interface. On the left, a sidebar contains a list of tabs: 'L00024615', 'General Information', 'Background Investigation', 'Qualifications/Experience' (highlighted with a red border), 'Child Support Certification', 'Documents', and 'Statements and Signatures'. The main content area is titled 'Convictions and Fines*' and contains four questions, each with 'Yes' and 'No' radio button options:

- Have you ever been convicted of a crime (for renewals, convicted since your last renewal)?* ☐ Yes ☒ No
- Do you as licensee or the master electrician business have outstanding notices of violation owed to the Department?*
- Does any company associated with your Department-issued Electrician's license currently have any unpaid firm account (permit and/ or application) fees?*
- Have any licenses or privileges granted to you or your associated business(es) by the Department of Buildings or any other government entity ever been rescinded, revoked, surrendered, suspended, otherwise disciplined, or have you or your related business(es) ever been disqualified from performing inspections?*

NEW LICENSE – QUALIFICATIONS & EXPERIENCE

DOB
NOW

- Enter employment history for each job the applicant is using as **Qualifying Experience**. (This section does not appear for SIA.)
- Click the **+ Add Employment History** button and enter work history, starting with the current job and then going in *reverse chronological order*.



Provide a valid **Supervisor(s) Telephone Number** for experience verification.

Employment History*

+ Add Employment History

Start with your current job and list the employment history for each job you intend to use as a Qualifying Experience. You must provide a valid Supervisor(s) Telephone Number for experience verification.

Actions	Company Name	Street Address	Date of Employment Began ▼

NEW LICENSE – QUALIFICATIONS & EXPERIENCE

DOB
NOW

- Enter all required information on the **Employment Information** tab.

Employment History Information

Employment Information Wages Detail

Date Employed From* 

Date Employed To* 

☐ This is my current job

Company Name*

Street Address*

City*

State* 

Zip Code*

Country*

Ownership Interest (%)*

☐ Is the company still in business?

Supervisor(s) Name*

Supervisor(s) Title*

Supervisor(s) License Type*

Supervisor(s) License Number*

Supervisor(s) Telephone Number*

Supervisor(s) Email Address*

Reason for leaving*

250 characters remaining

NEW LICENSE – QUALIFICATIONS & EXPERIENCE

DOB
NOW

Employment History Information

Employment Information **Wages Detail**

Applicant Title* Time Period* Wages Per Hour*

Hours Per Week*

Describe Type of Work Performed*

250 characters remaining

Add

Applicants Name	Time Period	Hours Per Week	Wages Per Hour ...	Actions
-----------------	-------------	----------------	--------------------	---------

Save **Cancel**

- On the **Wages Detail** tab, enter Title, Time Period, Wages per Hour, Hours per Week, and Description of Type of Work Performed.
 - Click **Add**.
 - Repeat for other titles held at that company.
 - Click **Save** to complete entry.
- *Additional Experience Verification may be required depending on the License Type.

- The **Supplemental Investigation Questionnaire** displays the answers selected when initiating the application.
- This section is read-only and cannot be edited.

Supplemental Investigation Questionnaire*

Are you at least eighteen (18) years old?*

☒ Yes ☐ No

Are you fit to perform the work authorized by this license/qualification? *

☒ Yes ☐ No

Are you able to read and write the English language?*

☒ Yes ☐ No

Are you of good moral character?*

☒ Yes ☐ No

NEW LICENSE – CHILD SUPPORT CERTIFICATION

DOB
NOW

Child Support*

>

Are you under a court or administrative order to pay child support?*

☒ Yes ☐ No

Child support account number(s)*

Do you owe arrears equal to 4 months or more of child support payments*

☒ Yes ☐ No

Select the statement that applies to you*

☐ (A) I am making payments by income execution or by court agreed payment/repayment plan or by a plan agreed to by the parties.

☐ (B) My child support obligation is the subject of a pending court proceeding.

☐ (C) I am currently in receipt of Public Assistance or Supplemental Security Income.

☐ (D) None of the above statements apply to me. Please upload Verification Letter in the documents section.

- On the **Child Support Certification** tab, answer the Yes/No question(s).
- Any **YES** answers will open additional questions to answer.

NEW LICENSE – SUPPLEMENTAL AFFIDAVIT

DOB
NOW

- The **Supplemental Affidavit** tab appears only if **Yes** is answered to questions about **Convictions** or **Penalties and Fines** on the Qualifications/Experience tab.
- Enter details as appropriate.

The screenshot displays the 'NEW LICENSE – SUPPLEMENTAL AFFIDAVIT' interface. On the left, a vertical menu lists several tabs: 'General Information', 'Background Investigation', 'Qualifications/Experience', 'Child Support Certification', 'Supplemental Affidavit' (which is currently selected and highlighted in blue), 'Documents', and 'Statements and Signatures'. The main content area on the right is titled 'L00030481' and contains two sections. The top section, 'Convictions*', features a blue '+Add' button and a dropdown menu labeled 'Actions'. The bottom section, 'Penalties and Fines*', also features a blue '+Add' button. Two red arrows are overlaid on the image: one points to the '+Add' button in the 'Convictions' section, and the other points to the '+Add' button in the 'Penalties and Fines' section.

NEW LICENSE – SUPPLEMENTAL AFFIDAVIT

DOB
NOW

Conviction Details

Date of Conviction*

Charge or Offense*

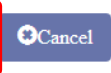
250 characters remaining

Name of Court*

Location of Court*

Sentence or Disposition*

500 characters remaining

- Enter data into the **Conviction Details** pop-up:
 - Date of Conviction
 - Charge or Offense
 - Name of Court
 - Location of Court
 - Sentence or Disposition

NEW LICENSE – SUPPLEMENTAL AFFIDAVIT

DOB
NOW

- Enter details on the **Penalty and Fine Details** pop-up:
 - Debtor (Self or Company)
 - Company
 - Amount Owed
 - New York City Agency/Authority
(Sanitation, Fire Department, DEP,
NYPD, Buildings or Other)

Penalty and Fine Details

Debtor*

Select

Company

Amount Owed*

\$

New York City Agency/Authority*

Select

✓ Save

* Cancel

NEW LICENSE – DOCUMENTS

DOB
NOW

- All required documents will be listed on the **Documents** tab.
- Click the **Upload** button to add a document.

Documents*			
+ Add Document			
Actions	Document Type	Document Status	
  	Social Security card	Required	
  	Social Security history of Earnings	Required	
  	Current original photo ID (Original driver's license, original n...	Required	
  	Latest paystub or W2	Required	
  	Notarized letter listing all corporate officers, partners and an...	Required	
  	Original proof of business address (Utility bill or bank statem...	Required	
  	Original proof of Employer Identification Number (EIN) / Fed...	Required	
  	Last three (3) consecutive business bank statements for your ...	Required	
  	Notarized statement, on company letterhead, indicating any ...	Required	
  	Original business telephone bill	Required	
  	Passport Size Photograph	Required	
  	Signature in jpg or png format	Required	
  	Original general liability, Workers' Compensation and disabili...	Required	
  	Corporate documentation from the state where the company...	Required	

Upload a Document

Document Type*

Experience Verification Forms

Document

Choose File No file chosen

Upload Cancel

Required Documents

+ Add Document

Actions	Document Type
  	Social Security card

- Click **Choose File** to navigate to the document on your computer.
- Click **Upload** to complete the upload process for the document.
- The **+Add Document** button may be used to add **Additional Supporting Documents**.

NEW LICENSE – STATEMENTS & SIGNATURE

DOB
NOW

L00024332

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

Supplemental Affidavit

Licensee - Statements & Signatures

License Application*

☐

As a condition of being granted a license, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees conduct their specific trade. I understand it is unlawful to make a false statement to the Department, or to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license. In the event of an accident that involves my actions undertaken in connection with my license, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.

- On the **Statements & Signature** tab, the Applicant clicks the checkbox to **Sign** the application.

- Additional attestations may appear for:
 - **Background Investigation Questionnaire**
 - **Voluntary Authorization for Service of Process by Email**
 - **Supplemental Investigation Questionnaire**
 - **Child Support**
- Answer all attestations appropriately.

NEW LICENSE – PAY FEE

DOB
NOW

- Click the **Pay Now** button at the bottom of the toolbar on the right to pay the fee.
- Pay the amount **in full**. Partial payment is not an option.

The screenshot displays the 'NEW LICENSE – PAY FEE' interface. At the top, a progress bar shows the application stages: Pre-filing, Pending Background Review, Qualification Approved-Business Address Verification Pending, Approval Letter Sent, Approved License Issuance Pending, and License Card Issued. Below the progress bar are 'Save' and 'Preview to File' buttons. A text box instructs users to complete required fields (marked with a red asterisk) and to select 'Pay Now' after payment. On the right, a vertical toolbar contains links to Dashboard, Application Highlights, View Filing, Trace History, and Payment History. The 'Payment History' link is highlighted with a red box, showing a '\$630.00 Pay Now' button. The main content area is titled 'Licensee - Statements & Signatures' and contains a 'License Application*' section with a checkbox for attestation.

Pre-filing Pending Background Review Qualification Approved-Business Address Verification Pending Approval Letter Sent Approved License Issuance Pending License Card Issued

Save Preview to File

Complete all required fields that have a red asterisk. Once the Save button is selected, additional sections will appear. Complete all required sections then select the Pay Now button. After payment is submitted, select the Preview to File button to submit the application. If the status bar above indicates Pre-filing status, it has not been submitted to DOB for review.

L00024332

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

Supplemental Affidavit

Licensee - Statements & Signatures

License Application*

☐ As a condition of being granted a license, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees conduct their specific trade. I understand it is unlawful to make a false statement to the Department, or to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license. In the event of an accident that involves my actions undertaken in connection with my license, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.

Dashboard

Application Highlights

View Filing

Trace History

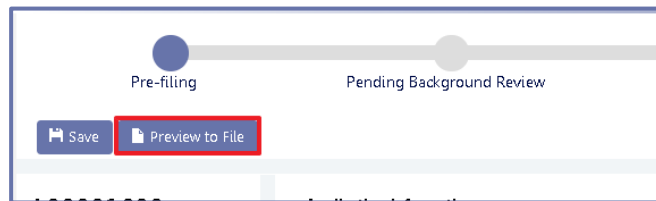
Payment History

\$630.00 Pay Now

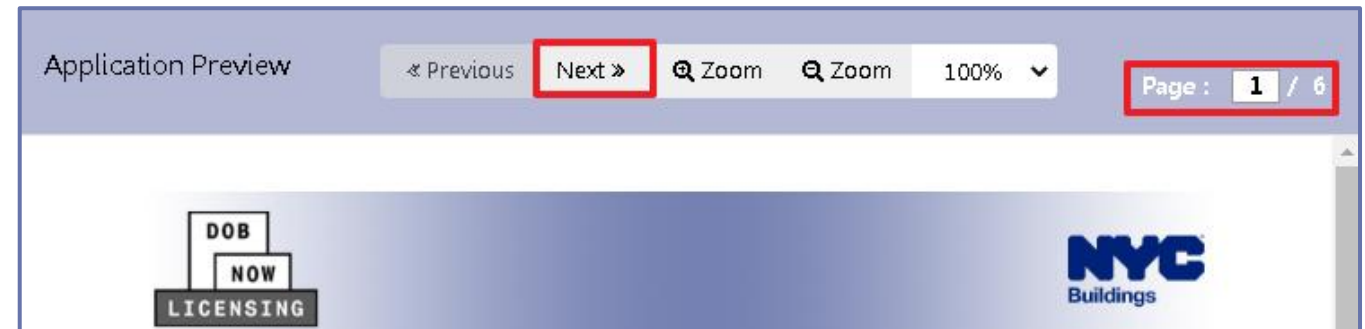
NEW LICENSE – FILE APPLICATION

DOB
NOW

- Click on the **Preview to File** button to submit your License Application.



- After the **Application Preview** window opens, review the entire application and page through the preview by clicking the **Next** button.
- Click the checkbox to sign the filing, and then click **File**.



☒ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

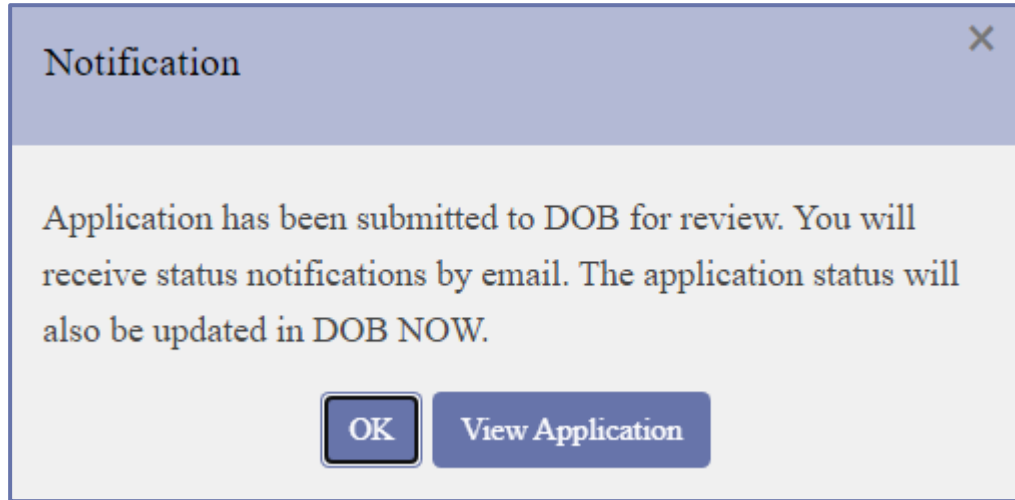
Name Date

(Electronically Signed)

☒ **File** [Return to Application View](#)

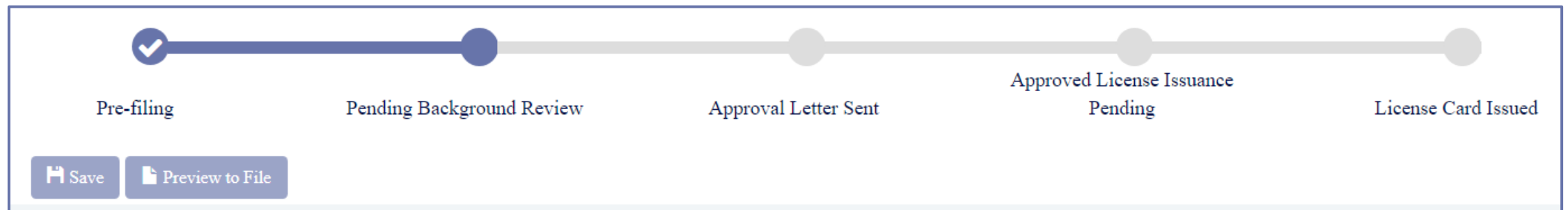
NEW LICENSE – APPLICATION FILED

DOB
NOW

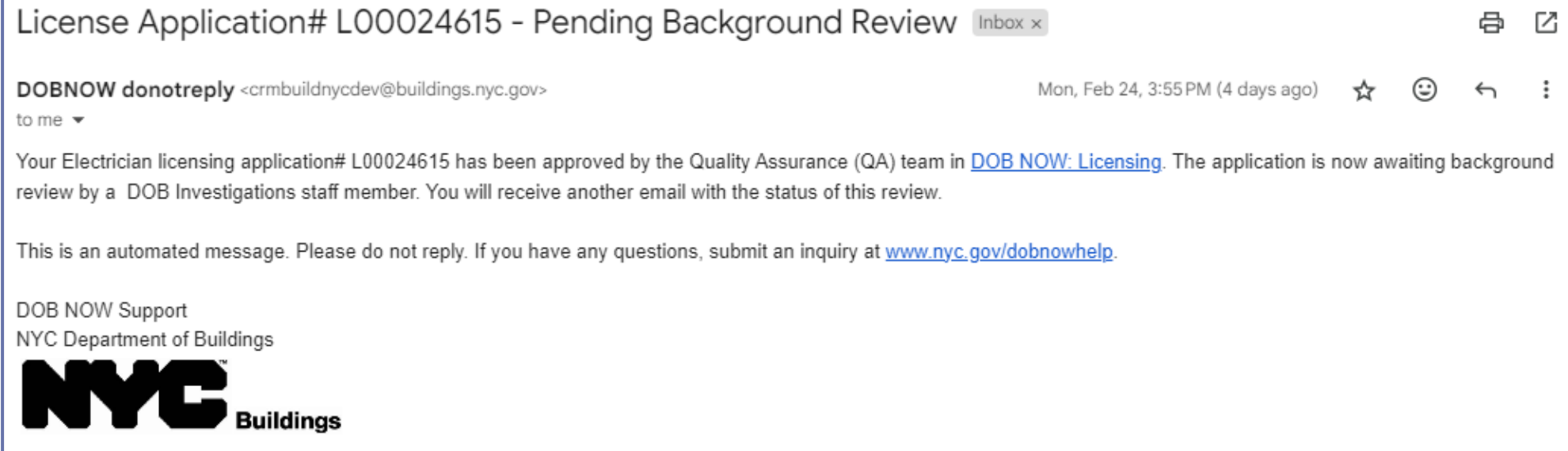


- Click **OK** on the Notification pop-up.

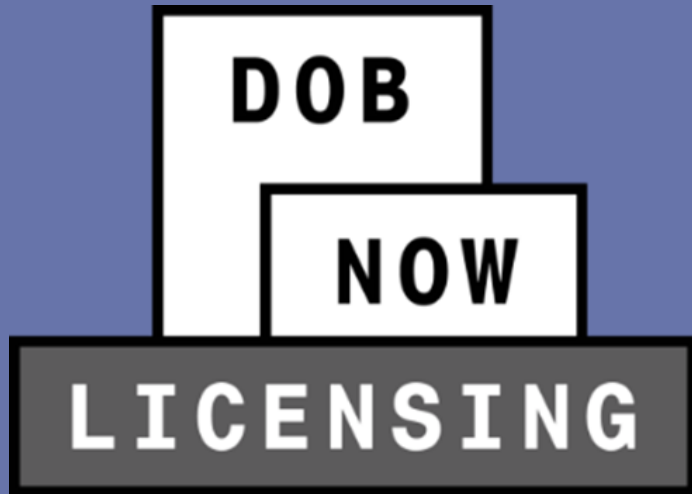
- The Status Bar will update to the next status (e.g. **Pending Background Review**).



NEW LICENSE – APPLICATION FILED



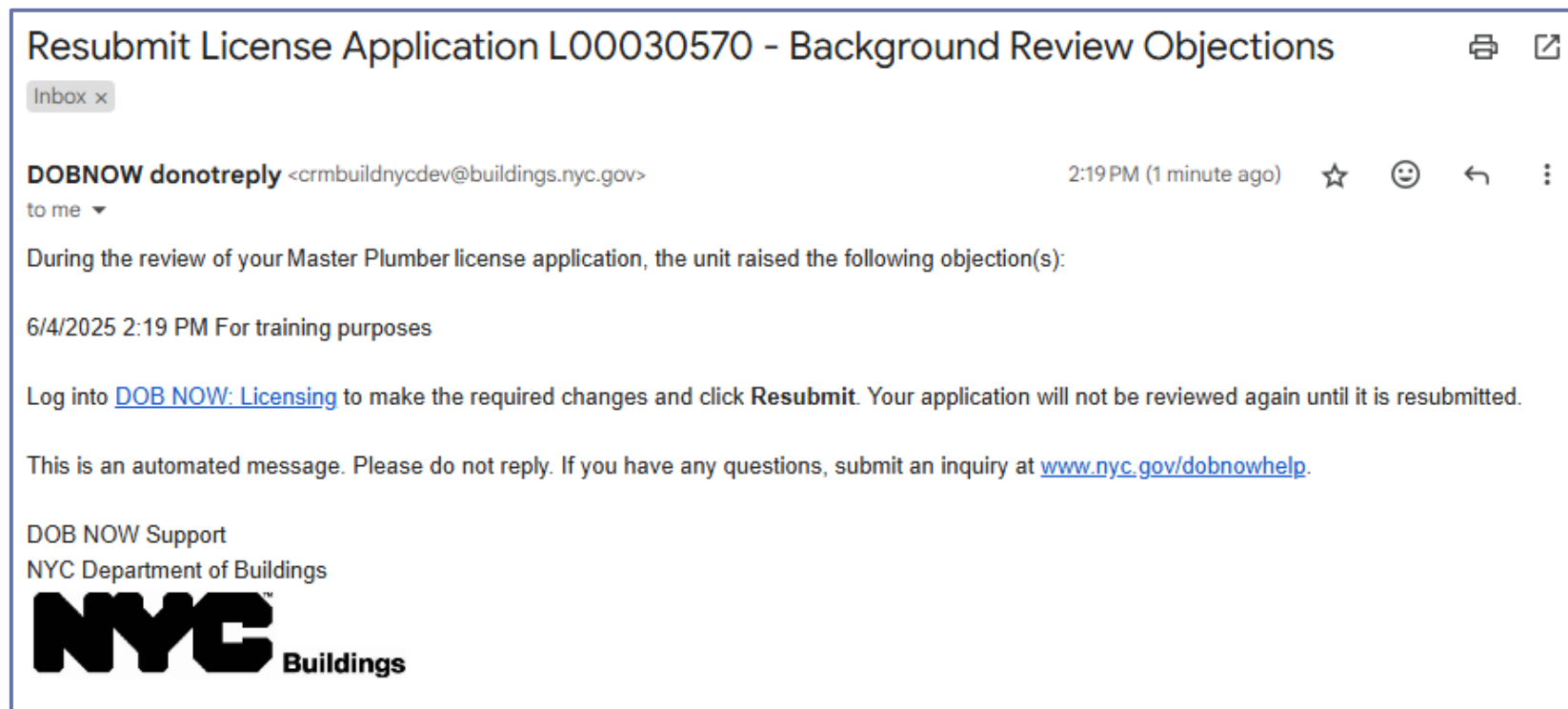
- You will receive an email that your license application has been submitted and is awaiting review.



**RESPONDING TO OBJECTIONS OR
REQUESTING RECONSIDERATION**

- The Background Unit has three options for responses to License Applications:
 - **Approved:** The background investigation is complete, and the License Application can move forward for review by the Licensing Unit.
 - **Objections:** There is an issue with the License Application that must be addressed by the Applicant before the background investigation can be completed.
 - **Denied:** The License Application cannot be approved with the information given. The Applicant can request to Reconsider the denial.

- If there is an **Objection** raised on a License Application, the Applicant will receive a **notification email**.



RESPONDING TO OBJECTIONS

- Log into DOB NOW: *Licensing*, and from the My Applications tab on your dashboard, open the application that is in Objections status. A new **Objections** tab will display the Objection(s). Click the drop-down arrow to see comments.

L00030570

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

Documents

Objections

Statements and Signatures

Objections

Objection	Status	Action
▼ Further documentation required, Supplemental documentation requested.	Open	Edit

- Add any additional **Comments** in the Comments box.
- Click **Resolve**.
- Add documents or otherwise update the License Application as needed.
- Complete **Attestations** on the Statements and Signatures tab.
- **Resubmit** updated License Application. The application will not be reviewed again until it is resubmitted.

Objections

Objection	Status	Action
 Further documentation required, Supplemental documentation requested.	Open	 Resolve

Comments*

255 characters remaining

Objection History
On 6/4/2025 2:19 PM by CRM System Account :

REQUESTING RECONSIDERATION

DOB
NOW

- If a License Application has been denied by the Background Unit, the Applicant has **60 days** to request that the Application be **Reconsidered**.
- Applicants can request reconsideration for **all licenses/registrations except** for Special Inspection Agency.



REQUESTING RECONSIDERATION



- Reconsideration can only be requested **once**. If the reconsideration is denied, a new Application must be submitted.
- From the My Applications tab on the dashboard, choose **Reconsider** from the **Select Action** drop-down on a **Denied** License Application.

Action:	Filing Action ▾	Application Number ▾	Application Type ▾	License Type ▾	License Class/Class Type ▾	Application Status
	Select Action: ▾	L00034927	New License	Electrician	Special	Denied
	Select Action:	L00034923	New License	Master Plumber	Full License	Qualification Approved - Bus
	Reconsider	L00034820	New License	Contractor	General Contractor Registration	Qualification Approved - Bus

REQUESTING RECONSIDERATION

DOB
NOW

- Select **Save** on the Reconsider application. Then on the Documents tab, **upload a Reconsideration Statement/Affidavit** explaining the Reconsideration request.
- There is **no fee** for submitting a Reconsideration request. The request is not submitted until **Preview to File** is selected.

Save **Preview to File** ⓘ Reconsider in Progress, Select Preview to File to submit the License Application.

L00016312

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

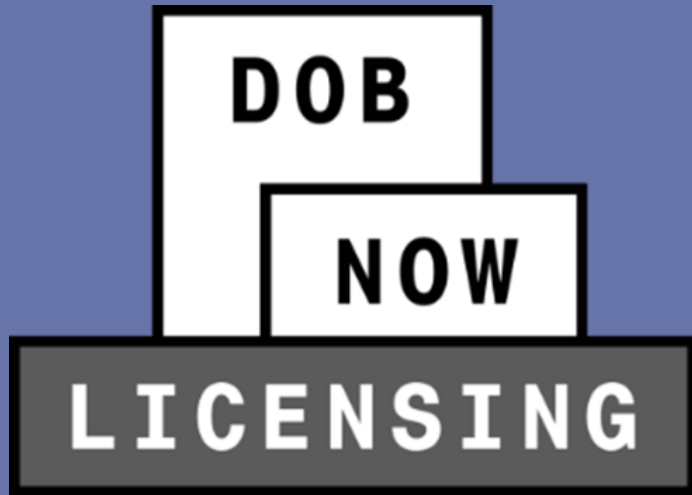
Documents

Statements and Signature

Documents

+ Add Document

Actions	Document Type ▲	
  	40-hour Site Safety Course certificate	Required
  	CHST designation card or Certified Safety Professional (CSP)and ...	Required
  	Current NYS PE or RA Card / Certificate	Required
  	EVF for Site Safety Coordinator	Required
  	Most recent pay stub or latest W-2 Statement	Required
  	Original proof of certification as a NYS Licensed	Required
  	Photo ID (DL, Learner's Permit, StateID, GC or PP)	Required
  	Physical Examination (LIC62)	Required
  	Reconsideration statement/Affidavit	Required



HOW TO SUBMIT A BUSINESS APPROVAL REQUEST

SUBMITTING A BUSINESS APPROVAL REQUEST

DOB
NOW

- Once a License Qualification Request is Approved for a Master Plumber full license, the Application Status will change to **Qualification Approved – Business Application Pending**.
- At the top of the dashboard, click the **+Business Approval** button.

[Home](#) [+ New License](#) [Manage My Profile](#) [Manage License](#) [Manage Special Inspection Agency](#) [Renew License](#) [+ Business Approval](#)

[My Applications](#) [My Requests](#) [Business Approval](#) [SSM Trainee Enrollment](#)

Action	Filing Action	Application Number	Application Type	License Type	License Class/Class Type	Application Status
	Select Action:	L00024607	New License	Electrician	Master	Pre-filing
	Select Action:	L00024602	New License	Master Plumber	Full License	Qualification Approved - Business Application Pending

SUBMITTING A BUSINESS APPROVAL REQUEST

DOB
NOW

Business Approval Request

Enter the approved License Application number that is associated to this Business Approval application.*

- Enter the **approved License Application number** from the related License Qualification Application.
- Click **Submit**.

SUBMITTING A BUSINESS APPROVAL REQUEST

DOB
NOW

- You will be brought into the BAR form. Click **Save**.
- Click **Yes** in the Confirm pop-up.

The screenshot shows the Business Approval Request (BAR) form interface. On the left is a sidebar with two menu items: "General Information" (highlighted in blue) and "Statements & Signature". At the top left of the main form area, there is a blue button with a floppy disk icon and the text "Save", which is highlighted with a red rectangle. The main form area contains a "License Application Number" field with the value "L00024602". Below this is a section titled "Add Business Information" with a blue "+ Add" button. At the bottom, there is a table with three columns: "Actions", "Business Name", and "Business Type". Each column has an empty input field below its header. To the right of the main form, a "Confirm" pop-up window is displayed. It has a title bar with a close button (X) and contains the text "Are you sure you want to create a Business Approval Request?". At the bottom right of the pop-up are two buttons: "Yes" (highlighted with a red rectangle) and "No".

Actions	Business Name	Business Type

SUBMITTING A BUSINESS APPROVAL REQUEST

DOB
NOW

The screenshot shows a web interface for submitting a business approval request. On the left, there is a sidebar with the request number 'BAR00003672' at the top. Below it are two menu items: 'General Information' (highlighted in blue) and 'Statements & Signature'. The main content area on the right is divided into two sections. The top section is titled 'License Application Number' and contains a text box with the value 'L00024602'. The bottom section is titled 'Add Business Information' and contains a blue button with a white plus sign and the text '+ Add'. This button is highlighted with a red rectangular box.

- A Request Number will be assigned, and the Add Business Information button will become active.
- Click **+Add**.

SUBMITTING A BUSINESS APPROVAL REQUEST

DOB
NOW

New or Existing Business		
Are you creating a new business or are you joining an already approved existing business? *		
☐ New Business		
☐ Existing Business		
Business Information		
Business Name*	Business's Trade or Doing-Business-As (DBA) Name	Business Type*
		Select Type: ▼
Business EIN*	Email*	Business Telephone*
Number*	Street*	Apt/Suite #
City*	State*	Zip Code*
Borough*	Cross Streets	Block*
Select ▼		
Lot*		

- You will be brought into the **Business Information** data entry. Answer if you are creating a new business or joining an already approved existing business.
- Enter **Business Information**.

SUBMITTING A BUSINESS APPROVAL REQUEST



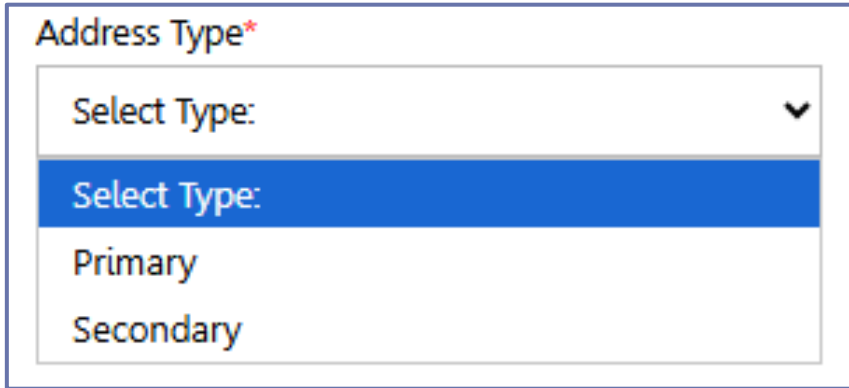
- **Business Type** options are:
 - Corporation
 - Limited Liability Company (LLC)
 - Partnership
 - Sole Proprietor
 - Individual

A screenshot of a web form titled "Business Type". It features a dropdown menu with the text "Select Type:" and a downward arrow. The dropdown is open, showing a list of options: "Select Type:" (highlighted in blue), "Corporation", "Limited Liability Company (LLC)", "Partnership", "Sole Proprietor", and "Individual".

Business Type	
Select Type:	▼
Select Type:	
Corporation	
Limited Liability Company (LLC)	
Partnership	
Sole Proprietor	
Individual	

SUBMITTING A BUSINESS APPROVAL REQUEST

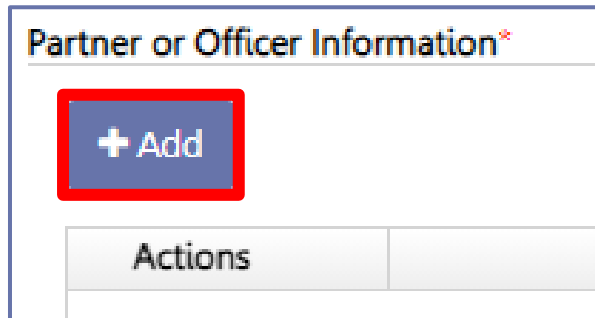
DOB
NOW



A screenshot of a web form titled "Address Type*" with a red asterisk. Below the title is a dropdown menu. The menu is open, showing the text "Select Type:" at the top, followed by a blue highlighted option "Select Type:", and then two other options: "Primary" and "Secondary". A small downward arrow is visible on the right side of the dropdown box.

- **Address Type** options are:

- Primary
- Secondary



A screenshot of a web form titled "Partner or Officer Information*" with a red asterisk. Below the title is a large rectangular area containing a blue button with a white plus sign and the text "+ Add". Below this area is a table with two columns. The first column is labeled "Actions" and the second column is empty.

- **Partner or Officer Information** must be entered for Corporation, LLC, or Partnership. Click **Save** to enable the **+Add** button.

SUBMITTING A BUSINESS APPROVAL REQUEST

DOB
NOW

- In the **Partner or Officer Information** pop-up, enter information on the first partner or officer. Click **Save**.
- Repeat process for each partner or officer.

Partner or Officer Information

Name*	Street Address*	City*
State*	Zip Code*	Telephone*
Select: ▼		
License Number*	% Control*	Title (s)*

Save

Cancel

SUBMITTING A BUSINESS APPROVAL REQUEST

DOB
NOW

Partner or Officer Information*

+ Add

Actions	Name	Street Address	License Number	% Contr
 	Name Name	280 Broadway	123456	50
 	Training Pera	280 Broadway	654321	50

- The **Edit** button and the **Delete** button can be used to edit or delete Partner or Officer information

SUBMITTING A BUSINESS APPROVAL REQUEST

DOB
NOW

- **General Liability Insurance** is required for all businesses.
- **Workers Compensation Insurance** and **Disability Insurance** may be waived.
- Enter all Insurance Information for each type of insurance the business holds:
 - **Policy Number**
 - **Policy Start Date**
 - **Policy Expiration Date**
 - **Broker Information**

General Liability Insurance*		
General Liability Insurance Policy Number*	Policy Start Date*	General Liability Insurance Policy Expiration Date (mm/dd/yyyy)*
		
Broker Information*		
250 characters remaining		

SUBMITTING A BUSINESS APPROVAL REQUEST

DOB
NOW

Workers' Compensation Insurance*

Is the Workers' Compensation Insurance waived?* ☒ Yes ☐ No

Certificate Number*

Received Date*

MM/DD/YYYY

End Date*

MM/DD/YYYY

Broker Information*

250 characters remaining

- If **Workers Compensation Insurance** or **Disability Insurance** are waived, Applicants must enter **Certificate Number**, **Received Date**, **End Date** and **Broker Information** for each waived insurance type.

SUBMITTING A BUSINESS APPROVAL REQUEST



- **Comments** may be added at the bottom of the page.

Comments

500 characters remaining

SUBMITTING A BUSINESS APPROVAL REQUEST

DOB
NOW

Plumbing Etc.

General Information

Documents

Documents*

+ Add Document

Actions	Document Type	Document Sta
  	Disability Insurance exemption form	Required
  	General Liability Insurance Certificate	Required
  	Worker's compensation exemption form	Required
  	Certificate of Assumed name if the business will be using a D...	Required
  	Certificate of Amendment if the current Business name will b...	Required
  	Copy of Bylaws or Operating Agreement. If there are none, a ...	Required
  	Copies of original issued shares	Required
  	Copy of a utility bill or bank statement with company name a...	Required
  	Copy of the Certificate of Incorporation, certified by the State	Required
  	Notarized affidavit for un-issued shares of stock	Required
  	Copy of filing receipt or Certificate of Good Standing, certifie...	Required
  	Copy of the minutes stating the elected officers, including ti...	Required

- All **Documents** can be uploaded on the Documents tab.
- The process for uploading documents is the same as discussed in the License Application section above.
- Documents required will be based on the **Business Type**.

SUBMITTING A BUSINESS APPROVAL REQUEST

- Business Information can be edited or deleted from the **General Information** tab of the BAR.
- Click **+Add** again to enter another business. A second business can be added to Master Plumber licenses.

Add Business Information

+ Add

Actions	Business Name	Business Type
 	Plumbing Inc.	Corporation

SUBMITTING A BUSINESS APPROVAL REQUEST

DOB
NOW

The screenshot shows a web form for submitting a Business Approval Request (BAR). At the top left, there are two buttons: 'Save' and 'Submit', both highlighted with a red rectangular box. The left sidebar contains a navigation menu with three tabs: 'General Information', 'Statements & Signature' (which is selected and highlighted in blue), and a third tab partially visible. The main content area is titled 'Licensee - Statements & Signatures'. It contains a paragraph of text stating that falsification of any statement is a misdemeanor and punishable by a fine or imprisonment. Below this, there is a statement: 'By signing below, I affirm that the office address listed above is a physical and dedicated office space and I grant the Department permission to inspect this place of business.' Underneath this statement is a checkbox, which is also highlighted with a red rectangular box. To the right of the checkbox is a line of text: 'I have personally reviewed all information entered in this application and on each of the documents listed herein. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed herein and expressing my agreement with the Statements and Signatures terms for such documents and all other statements herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand.' At the bottom of the form, there are two input fields: 'Name' and 'Date'.

BAR00003672

General Information

Statements & Signature

Licensee - Statements & Signatures

I have read and I understand all the items contained in this application. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both.

By signing below, I affirm that the office address listed above is a physical and dedicated office space and I grant the Department permission to inspect this place of business.

☐ I have personally reviewed all information entered in this application and on each of the documents listed herein. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed herein and expressing my agreement with the Statements and Signatures terms for such documents and all other statements herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand.

Name

Date

- An Attestation must be clicked on the **Statements & Signature** tab of the BAR.
- Click **Save** and then **Submit** to complete the BAR. There is no fee.

SUBMITTING A BUSINESS APPROVAL REQUEST

DOB
NOW

- The **Business Approval** tab of the Dashboard displays all BARs.

 Home

 + New License

 Manage My Profile

 Manage License

 Manage Special Inspection Agency

 Renew License

 + Business Approval

My Applications

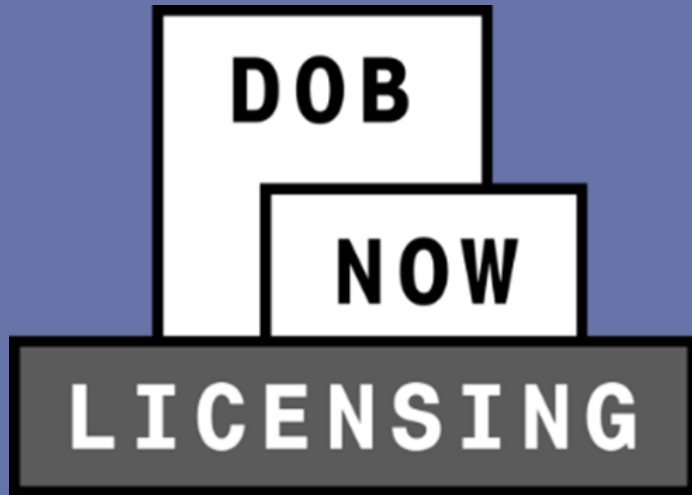
My Requests

Business Approval

SSM Trainee Enrollment

Refresh

Actions	Tracking Number	Business Type	Request Type	Business Approval Request Status	Payment Status	Created Date
 	BAR00003672		New Agency	Pre-filing	No Fee	02/24/2025



GETTING THE LICENSE

- Once the License Application is **Approved**, the Applicant will receive an email notification to schedule an appointment.

Your application for a NYC DOB Electrician license has been Approved. To obtain your license, you are required to schedule an appointment. Log in to [DOB NOW: Licensing](#), open the license application and click on the **Appointments** tab.

This is an automated message. Please do not reply. If you have any questions, submit an inquiry at www.nyc.gov/dobnowhelp.

DOB NOW Support
NYC Department of Buildings



GETTING THE LICENSE

+ New License Manage My Profile Manage License Manage Special Inspection Agency Renew License + Business Approval						
Applications My Requests Business Approval SSM Trainee Enrollment						
Filing Action	Application Number	Application Type	License Type	License Class/Class Type	Application Status	
Select Action:	L00024615	New License	Electrician	Master	Approval Letter Sent	
Select Action:	L00023246	New License	Gas Work Qualification Only	Full Gas Work Qualification	License Card Issued	

Application Information

Application Number: L00024615
Application Type: New License
License Type: Electrician

OK Cancel

- Log into DOB NOW: *Licensing* and on the My Application tab, the Application Status will be **Approval Letter Sent**.
- Double-click on the application to open it. Click **OK** on the popup.

GETTING THE LICENSE

DOB
NOW

- From the Statements and Signature tab, scroll down to sign the **Executive Order Attestation**. Then select **Save**.

Executive Order Attestation

☒ **Executive Order Memo 1**
I understand that I am responsible for reading & understanding the NYC Building Code and all safety related provisions of applicable NYC Department of Buildings' rules and regulations, this includes all RCNY Chapter 3300 Safeguards during Construction or Demolition.

Name

HMO License

(Electronically Signed)

Date

07/30/2024

☒ **Executive Order Memo 2**
I understand that offering a bribe or gratuity for any benefit(s) and/or action(s) to be taken by a DOB employee is a crime and that I may face criminal and/or disciplinary action for violation the provisions of the New York State penal Law.
I have received, read and understand the DOB Executive Order #5/09 and understand that I may face disciplinary action for inducing a DOB employee to violate the provision of the Executive Order (see Executive Order #5/09)

Name

HMO License

(Electronically Signed)

Date

07/30/2024

GETTING THE LICENSE

DOB
NOW

- Schedule an appointment by clicking on the **Appointments** tab and then clicking the **+Schedule Appointment** button.

L00024615	Appointments			
General Information				
Background Investigation				
Qualifications/Experience				
Child Support Certification				
Documents				
Appointments				
Statements and Signatures				
Business Approval Request				

+ Schedule Appointment

Subject	Time	Status	Action
---------	------	--------	--------

GETTING THE LICENSE

DOB
NOW

- The **New Appointment** window will open.
- Select an **Appointment Date** from the calendar and then select an **Appointment Time** from the drop-down menu.
- Click **Schedule**.
- Click **Yes** to Confirm.

Confirm

Confirm selected appointment time and date: 02/28/2025
09:30 AM

Yes

No

New Appointment

Application Number : L00024615

Selected Date : 02-28-2025 (MM-DD-YYYY)

Select Appointment Date :*

<

February 2025

>

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	01	02
03	04	05	06	07	08	09

[Holidays](#) ☐ Fully Booked Dates

Select Appointment Time :*

Select:

Schedule

Cancel

GETTING THE LICENSE

DOB
NOW

Appointments			
+ Schedule Appointment			
Subject	Time	Status	Action
 L00024615	2/28/2025 9:30:00 AM	Scheduled	 Cancel
Start Time	End Time	Duration	
2/28/2025 9:30:00 AM	2/28/2025 10:00:00 AM	30 Minutes	

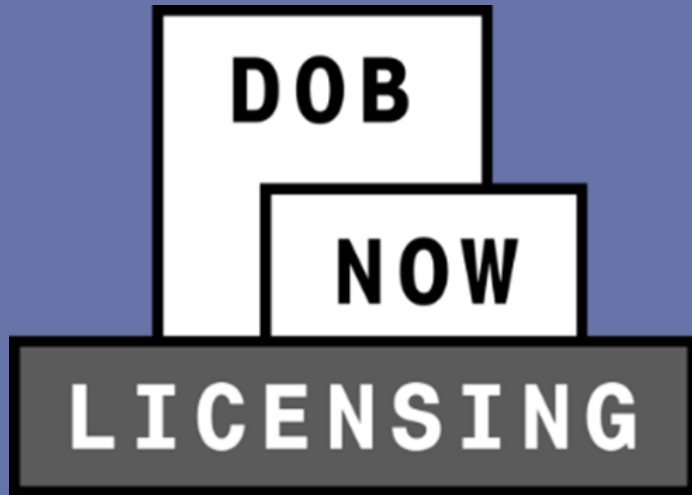
- The appointment details will be listed on the tab. If there is a need to cancel the appointment, it can be done from here.
- An email notification is sent confirming the appointment. The Licensing Unit is located at **280 Broadway, 1st Floor in Manhattan**. The Applicant is required to attend the appointment; a representative cannot obtain the License Card.
- The License Card and Temporary Seal Letter will be issued at the appointment scheduled with DOB. If a picture is necessary, it will be taken during that appointment.

GETTING THE LICENSE

DOB
NOW

- DOB will order your **Seal** after you have set your appointment.
- When the Seal is ready, you will be notified to come into DOB to pick it up.





RENEW LICENSE

RENEW LICENSE



- Licenses can be renewed starting **90 days before the Expiration Date** and up to one year after the Expiration Date
- To initiate a renewal, click the **Renew License** button on the dashboard.

The screenshot shows the DOB NOW dashboard. At the top, there's a header with the DOB NOW logo and the text 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this is a navigation bar with buttons: Home, + New License, Manage My Profile, Manage License, Manage Special Inspection Agency, **Renew License** (highlighted with a red box), and + Business Approval. Under the navigation bar are tabs for My Applications, My Requests, Business Approval, and SSM Trainee Enrollment. Below the tabs is a table with columns: Action, Filing Action, Application Number, Application Type, License Type, and License Class/Class Type. The first row of the table shows a 'Select Action' dropdown, the application number 'L00024615', the application type 'New License', the license type 'Electrician', and the license class 'Master'.

Action	Filing Action	Application Number	Application Type	License Type	License Class/Class Type
	Select Action: ▼	L00024615	New License	Electrician	Master

RENEW LICENSE

DOB
NOW

Renew License

Select	License Number	License Type	License Class/Class Type	Expiration Date	Status
☒	A-015807	Electrician	Master	02/24/2025	Active
☐	GWQO-000071	Gas Work Qualification Only	Full Gas Work Qualification	Not Available	Active
☐	H-015444	Hoisting Machine Operator	Class B	07/30/2024	Active
☐	LD-001225	Lift Director	Not Available	09/12/2024	Active

Proceed

Cancel

- Select the radio button for the license to be renewed and press **Proceed**.

Renewal

Renewal with Change?* ☒ Yes ☐ No

Renewal with:*

☒ Change Business Information

[Next](#) [Cancel](#)

- Answer if it will be a **Renewal with Change**.
- If yes, identify what information will be changing. The options available depend on the license or registration being renewed.
- Click **Next**.

- The renewal form will be auto filled with the existing data from the license.
- Click **Save**. Click **Save** again on the Notification pop-up. Click **OK** on the confirmation pop-up.

The screenshot shows a web form for renewing a license. On the left is a sidebar with a 'Save' button (highlighted with a red box) and a 'General Information' tab. The main form area has a section titled 'Application Information' containing a dropdown menu for 'Application Type*' (set to 'Renewal') and a text field for 'License Number*'. Two notification pop-ups are overlaid on the form. The first pop-up, in the foreground, has a title bar 'Notification' and a message 'Application has been saved.' with an 'OK' button (highlighted with a red box). The second pop-up, behind the first, also has a title bar 'Notification' and contains the text: 'Please note that the below information cannot be changed after saving:', 'Application Type: Renewal', 'Occupation Type: Electrician', 'License Class/Class Type: Master', and 'Email: HMOLICENSE01@GMAIL.COM'. At the bottom right of this second pop-up are 'Save' and 'Cancel' buttons, both highlighted with red boxes.

Documents*

+ Add Document

Actions	Document Type	Document Status
  	LIC 62 Physical Examination Form	Required
  	Current Photo ID	Required
  	Department-approved Course of at least eight (8) hours	Required

- Update all information that has changed. Even in a **Renewal without Change**, some information may be updated.
- Upload required **documents**.

- Click the checkboxes for the **Attestations** on the **Statements & Signatures** tab.
- Pay the **Renewal Fee**. Click **Preview to File** to submit your Renewal request.

Pre-filing

Pending QA Review

Pending Background Review

Renewal Approved

Renewed License Card Issued

Save

Preview to File

L00024652

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

Documents

Statements and Signatures

Licensee - Statements & Signatures

License Application*

☐

As a condition of being granted a license, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees conduct their specific trade. I understand it is unlawful to make a false statement to the Department, or to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license. In the event of an accident that involves my actions undertaken in connection with my license, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.

Name

Date

Dashboard

Request Highlights

View Filing

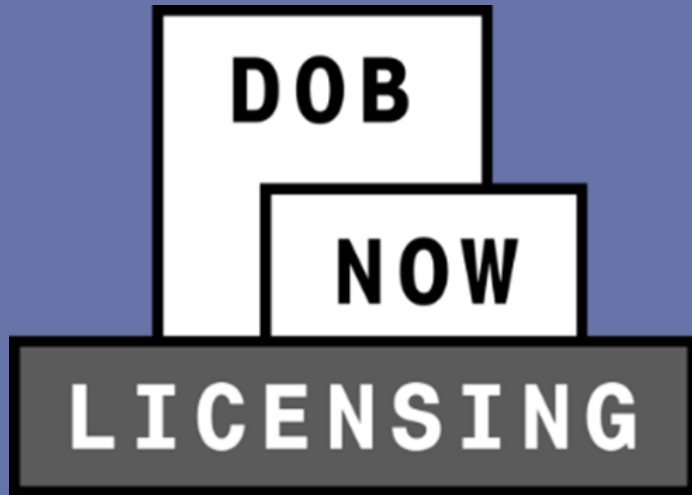
Trace History

Payment History

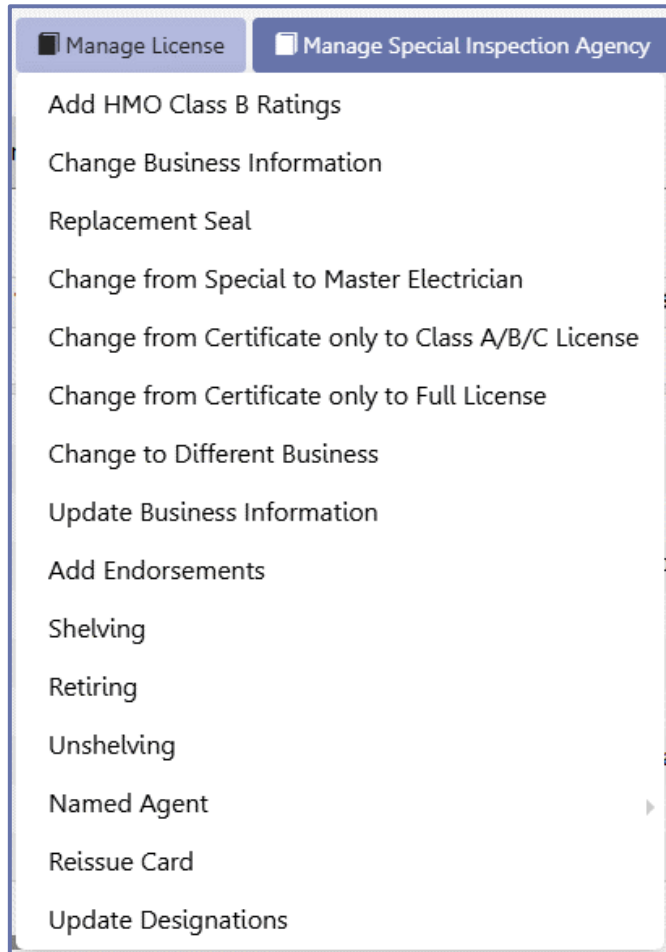
\$400.00 Pay Now

- Renewal requests will go through **QA review**.
- You can follow the progress of the renewal request on the **My Applications** tab on the DOB NOW: *Licensing* dashboard.

Home + New License Manage My Profile Manage License Manage Special Inspection Agency Renew License + Business Approval						
My Applications My Requests Business Approval SSM Trainee Enrollment						
Action...	Filing Action	Application Number	Application Type	License Type	License Class/Class Type	Application Status
	Select Action: ▾	L00024652	Renewal	Electrician	Master	Pre-filing
	Select Action: ▾	L00024615	New License	Electrician	Master	Seal Issued



MANAGE LICENSE



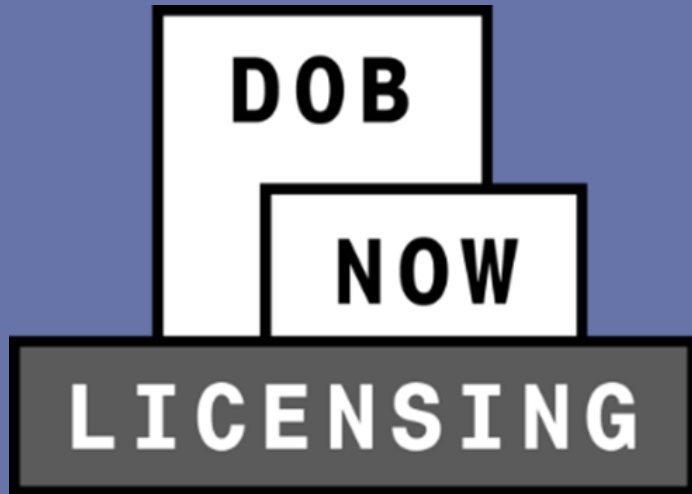
The contents of this drop-down will vary depending on licenses held.

- **Change from Certificate Only to Full License** – Update Certificate Only Master Plumber to Full License
- **Change to Different Business** – Licensees can switch their business affiliation to a different business using this function
- **Reissue Card** – A License Card can be reissued if the card was stolen, lost, or never received in the mail
- **Replacement Seal** – If a seal is lost, stolen or damaged, licensees can request a replacement



- **Retiring** – When a licensee is no longer working in that capacity, and will not be working in that capacity again, they can Retire their license. To begin working again, the licensee would need to apply for a new license.
- **Shelving** – When a Master Plumber is no longer working in that capacity, they can Shelf their license. For Master Plumber, the license will be converted to Certificate Only.

- **Update Business Information** – Update businesses for Master Plumber Full License. Transactions include:
 - **Business Address Change**
 - **Business Name Change**
 - **Business Telephone Change**
 - **Change Partner or Officers**
 - **Update/Add Insurance**

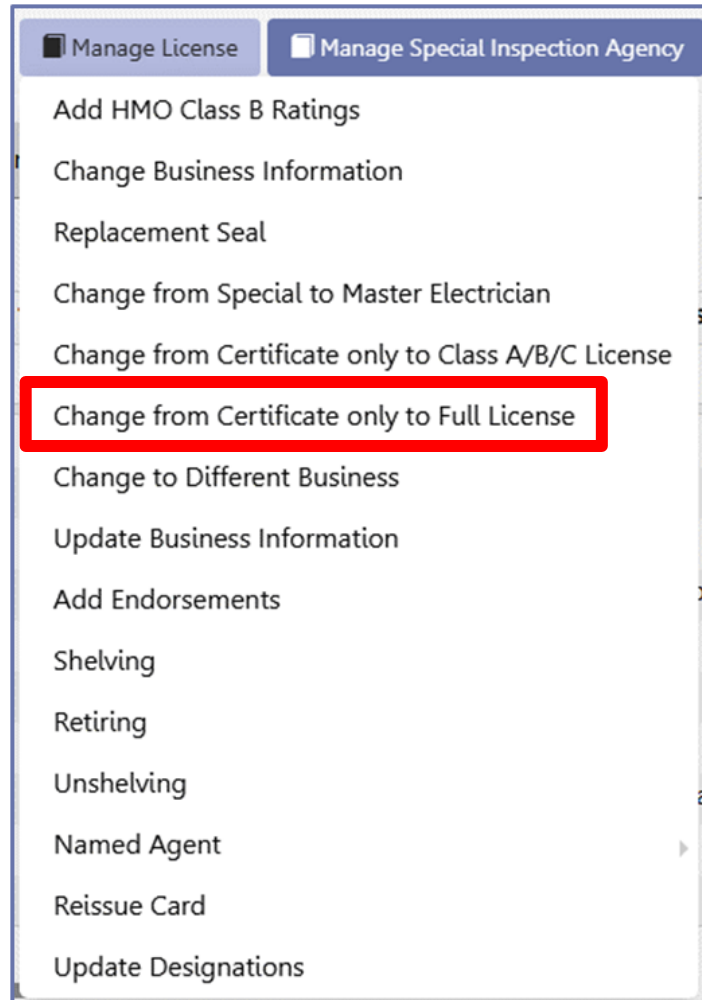


MANAGE LICENSES

Change from Certificate Only to Full License

CHANGE LICENSE/REGISTRATION TYPE

DOB
NOW



- This option will only appear for users holding **Plumbing** Certificate Only Licenses.
- Select the appropriate option from the **Manage License** drop-down menu.

CHANGE LICENSE/REGISTRATION TYPE

DOB
NOW

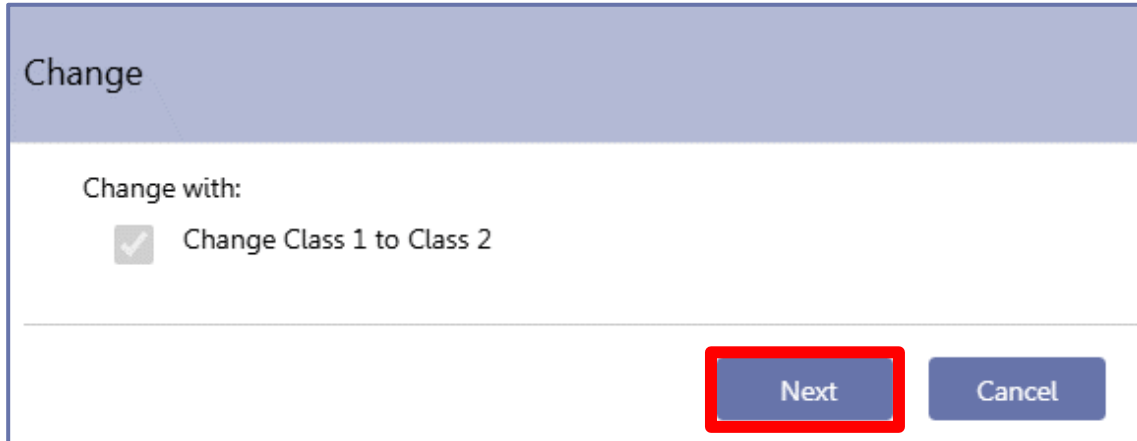
- Click the **radio button** for the license associated with the registration you are updating.
- Press **Proceed**.

Select	License Number	License Type	License Class/Class Type	Expiration Date	Status
☐	X-006526	Filing Representative Registration	Class 1	04/23/2028	Active

Proceed **Cancel**

CHANGE LICENSE/REGISTRATION TYPE

DOB
NOW



The screenshot shows a 'Change' pop-up window. At the top, the word 'Change' is displayed in a light blue header. Below this, the text 'Change with:' is followed by a checked checkbox and the label 'Change Class 1 to Class 2'. At the bottom of the window, there are two buttons: 'Next' and 'Cancel'. The 'Next' button is highlighted with a red rectangular border.

- Confirm your choice by pressing **Next** on the **Change** pop-up window.

CHANGE LICENSE/REGISTRATION TYPE

DOB
NOW

Save

General Information

Application Information

Application Type*
Change ▼

License Type*
Filing Representative Registr ▼

License Class/Class Type*
Class 2 ▼

License Number*
006526

Change with:
☒ Change Class 1 to Class 2

- The **General Information** tab will be auto filled from the existing License/Registration information.
- Click **Save**.

CHANGE LICENSE/REGISTRATION TYPE

DOB
NOW

- Existing information will be auto filled into the **Background Investigation**, **Qualifications/Experience** and **Child Support Certification** tabs.
- The system will grey out any sections that cannot be updated. **Update all tabs as required.**
- Upload all documents** and **sign the Application.**

Save

Preview to File

L00027477

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

Documents

Statements and Signatures

License History*

+ Add History

List all licenses, certifications, or registrations issued to you, by any City or State.

Actions	Name	Type
	License Wave	Other

CHANGE LICENSE/REGISTRATION TYPE

- Pay the fee before submitting your request.
- The approval process for this request will follow the same path as the initial Application.
- These change requests will appear on the **My Applications** tab of the DOB NOW: *Licensing* dashboard.

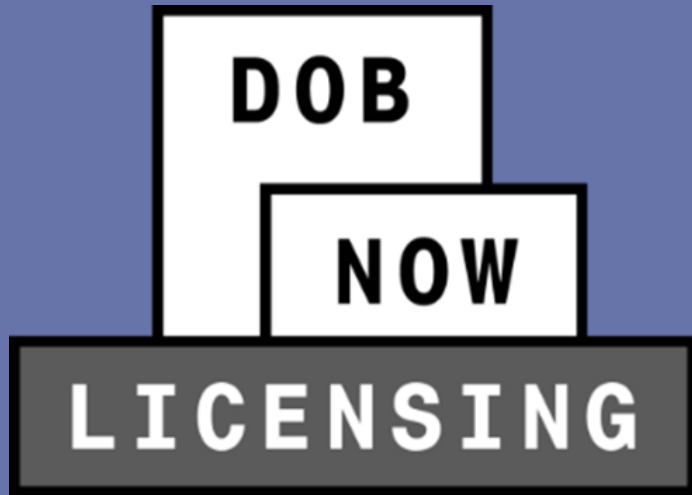
My Applications

My Requests

Business Approval

SSM Trainee Enrollment

Action...	Filing Action	Application Number	Application Type	License Type	License Class/Class Type
	Select Action: 	L00027477	Change	Filing Representative Registration	Class 2
	Select Action: 	L00027466	New License	Filing Representative Registration	Class 1

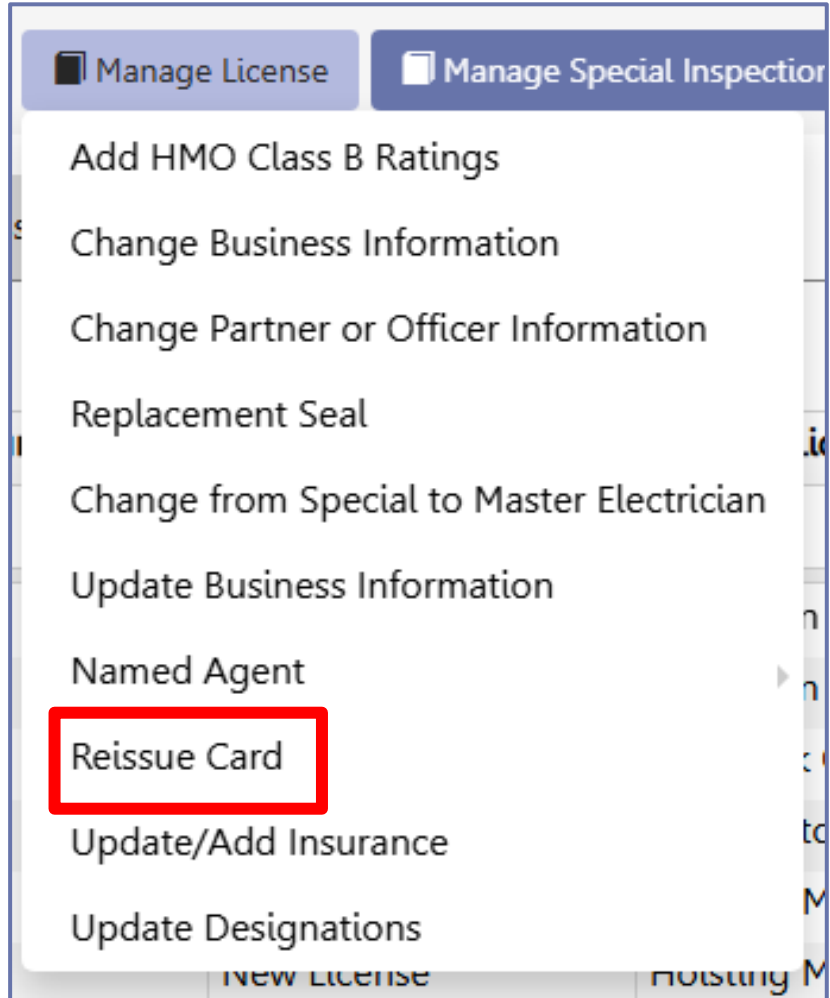


MANAGE LICENSES

Reissue Card

REISSUE CARD

DOB
NOW



- Select **Reissue Card** from the **Manage License** drop-down menu.
- Click the radio button for the relevant license.

REISSUE LICENSE – REASON FOR REISSUE

- The General Information tab will appear with the information auto populated from the original license request.
- Under the Application Information section, select a **Reason for Reissue**. The options are:
 - **Stolen ID Card**
 - **Lost ID Card**
 - **Never received ID Card** (only appears if Applicant is requesting a second Reissue)

Application Information		
Application Type*	License Type*	License Class/Class Type*
Reissue ▼	Electrician ▼	Master ▼
License Number*	Reason for Reissue*	License Use*
015807	Select ▼ Select Stolen ID Card Lost ID Card	On Behalf of a Corporation ▼
Applicant		
First Name*		Last Name*

REISSUE LICENSE – COMPLETE REQUEST

DOB
NOW

L00013674

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

Documents

Statements and Signature

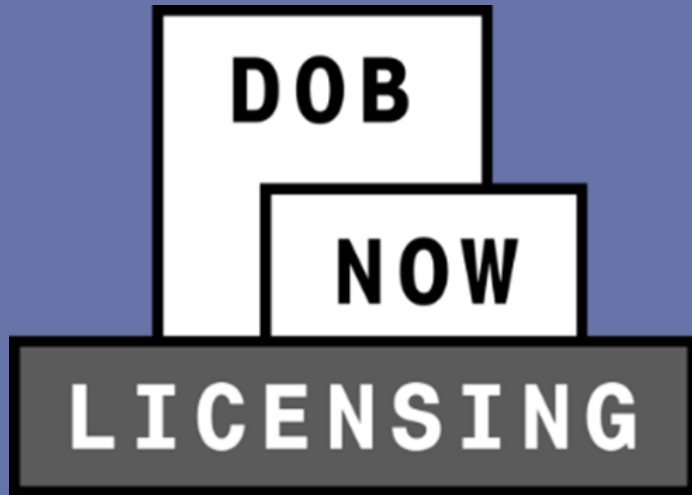
- Once the information on the General Information tab is saved, an **Application Number** will be generated.
- The process to complete the Reissue is the same as the steps in the Renewal process:
 - Fill in all new or updated information, upload any required documents and complete the attestation on the Statements and Signature tab.
 - There is a **\$50 fee** for Reissuing a license.
 - Once the request is filled out and the fee has been paid, the applicant clicks **Save** and then **Preview to File** to submit the application.



REISSUE CARD

- The reissue application is then reviewed by the Licensing Unit. The Application Status is **Pending QA Review**.
- Once the Licensing Unit has **Approved** the request, the applicant will receive an email notification and the new License Card in the mail within 30 days.
- Applicants will see the Reissue Request on the My Applications tab of **DOB NOW: Licensing**.

My ApplicationsMy RequestsBusiness ApprovalSSM Trainee Enrollment					
Action...	Filing Action	Application Number	Application Type	License Type	License Class/Class Type
	Select Action: ▾	L00027550	Reissue	Electrician	Master
	Select Action: ▾	L00024615	New License	Electrician	Master

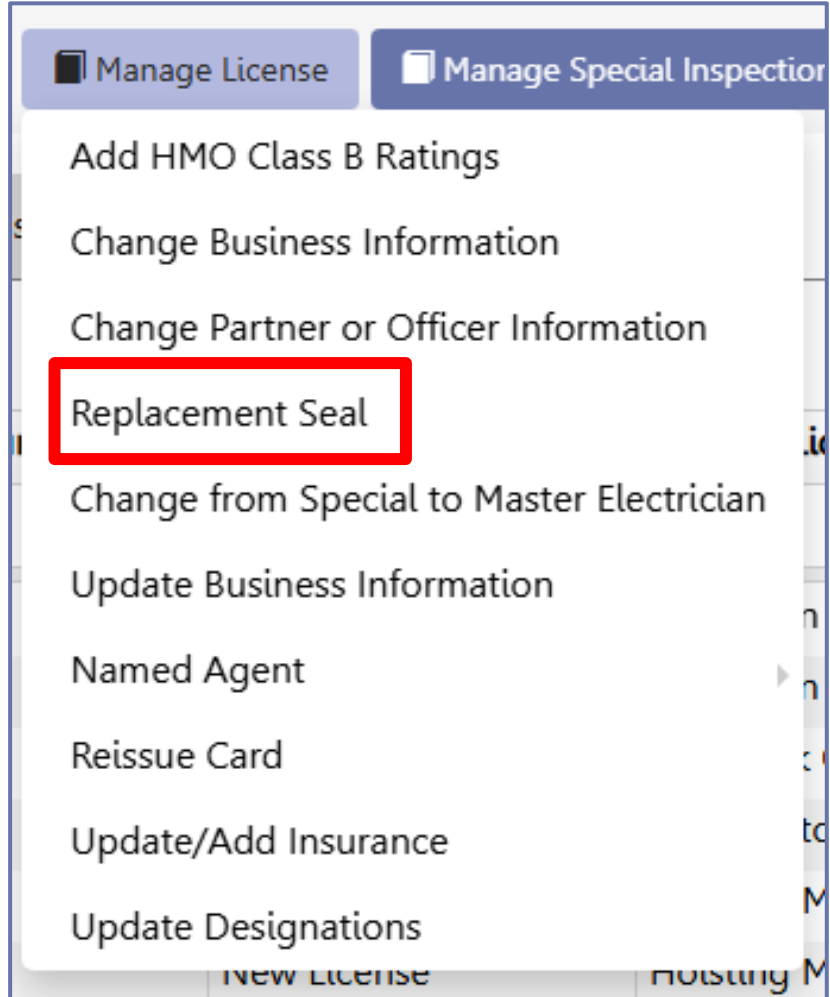


MANAGE LICENSES

Replacement Seal

REPLACEMENT SEAL

DOB
NOW



- Select **Replacement Seal** from the **Manage License** drop-down menu.

REPLACEMENT SEAL



- The system will only display licenses that have an associated seal.
- Click the **radio button** for the license for which you need a replacement seal.
- Press **Proceed**.

Replacement Seal

Select	License Number	License Type	License Class/Class Type	Expiration Date	Status
☐	A-015807	Electrician	Master	02/24/2025	Active

Proceed

Cancel

REPLACEMENT SEAL

Application Information		
Application Type*	License Type*	License Class/Class Type*
Replacement Seal ▼	Electrician ▼	Master ▼
License Number*	License Use*	Reason for Replacement*
015807	On Behalf of a Corporation ▼	Select a value ▼
Applicant		
First Name*	Middle Initial	
HMO		
		License

- In the General Information tab, select the **Reason for Replacement**:
 - Seal was Lost
 - Seal was Stolen
 - Seal was Damaged

- If you specify that the Seal was Damaged, select the

Description of Damage:

- Imprint not visible
- Handle broken
- Seal clip is broken
- Seal is worn out

Description of Damage*

Select a value ▼

Select a value

Imprint not visible

Handle broken

Seal clip is broken

Seal is worn out

REPLACEMENT SEAL

DOB
NOW

- Click **Save**.
- The Background Investigation, Qualifications/Experience, Child Support Certification and Documents tab will appear. All information will be copied from the initial License Application.
- On the **Statements & Signature** tab, click to attest to each statement.
- Pay the **\$50** fee (if charged) and then click **Preview to File**. Follow on-screen instructions.
- The request will appear on the **My Applications** tab of the dashboard.

L00027482

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

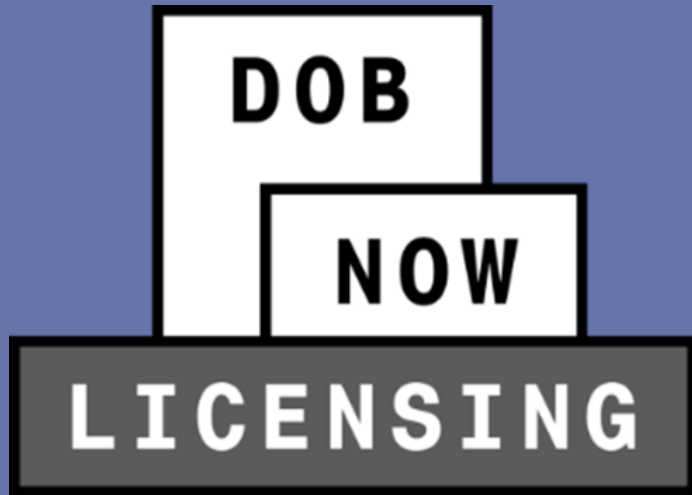
Documents

Statements and Signatures

Licensee - Sta

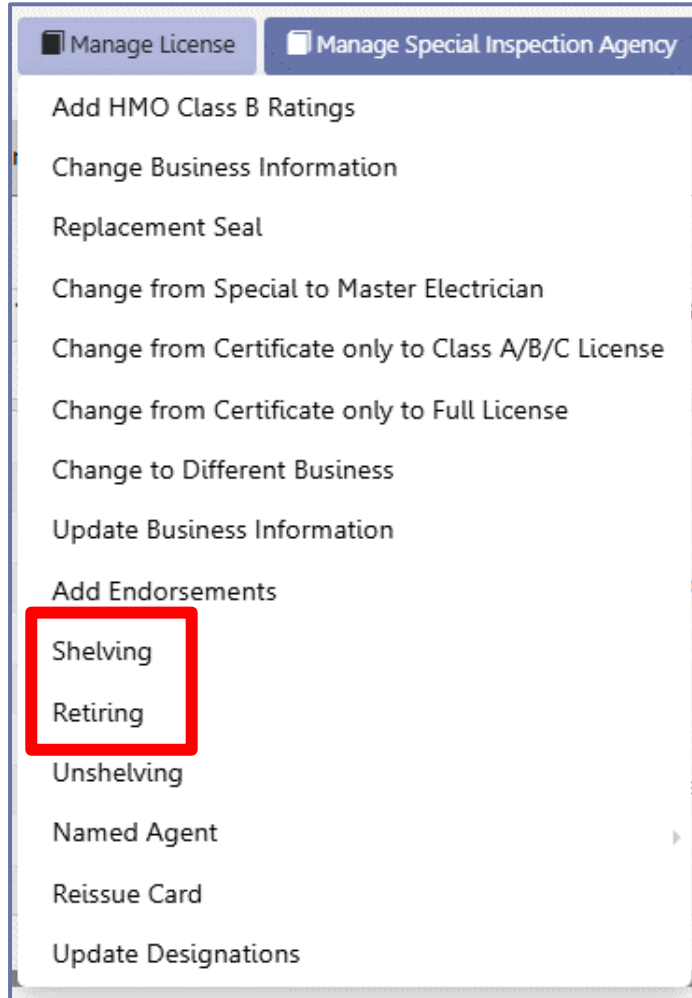
License Application*

☐ As a condition of Code and specific track a city employee gratuity for punishable actions and requires the suspension,



MANAGE LICENSES

Shelving/Retiring



- Select **Shelving** or **Retiring** from the **Manage License** drop-down menu (the process is the same for both).

- Select the relevant license from the pop-up window and click **Proceed**.

Shelving/Retiring

Select	License Number	License Type	License Class/Class Type	Expiration Date	Status
☐	A-015807	Electrician	Master	02/24/2025	Active
☐	P-012578	Master Plumber	Full License	06/06/2028	Active

ProceedCancel

Application Information		
Application Type*	License Type*	License Class/Class Type*
Retiring	Master Plumber	Full License
License Number*	License Use*	Reason for Shelving/Retiring*
012578	On Behalf of a Corporation	Select a value
Status of Open Permits/Jobs*		Select a value
Select a value		Company Has Dissolved
		Company Will Dissolve
		No Longer Performing Plumbing
		Work in NYC
		Business Being Sold
		Other
Applicant		
First Name*	Middle Initial	

- Answer the **Reason for Shelving/Retiring**. (Company has dissolved, Company will dissolve, No longer performing work in NYC, Business being sold, or Other). If you choose Other, you will need to specify the other reason.

- Also answer the **Status of Open Permits/Jobs**:
 - Open jobs transferred to another licensee
 - Closed the open jobs

Status of Open Permits/Jobs*

Select a value

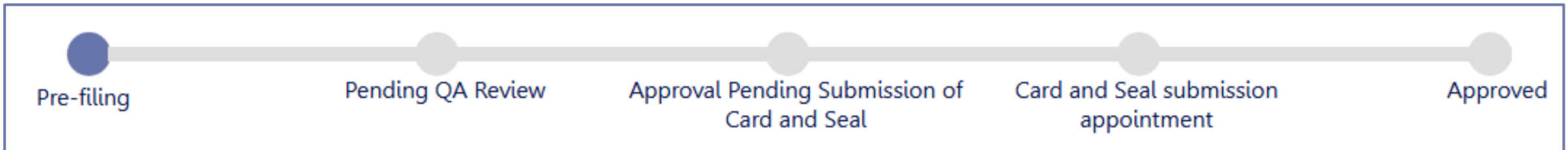


Select a value

Open jobs transferred to another licensee

Closed the open jobs

- For Shelving Master Plumber licenses, pay the \$50 fee.
- Click **Save**.
- The **status bar** updates showing all steps of the review process. Note that both Shelving and Retiring require licensees to go to the DOB office to return their ID Card and Seal.



- You must upload all documents listed on the **Documents** tab. The documents listed will differ based on the reason for Retiring or Shelving you chose.

Documents*

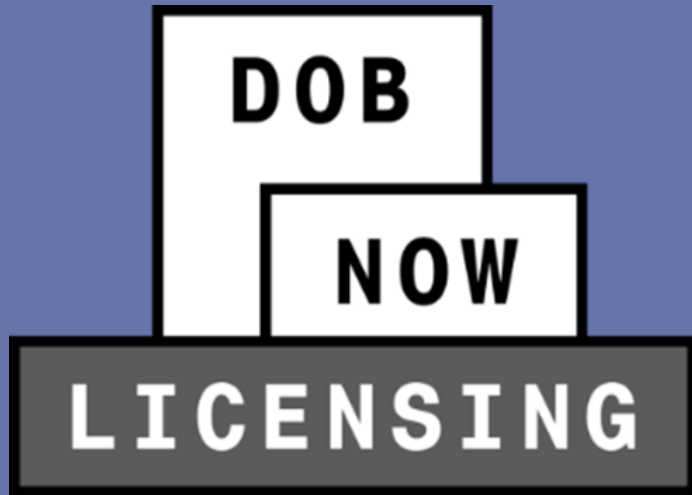
>

+ Add Document

Actions	Document Type
  	Notarized letter sealed with your electrical seal requesting the shelving, or retiring of the electrical license
  	Notarized letter sealed with your electrical seal stating the disposition of your old firm

My Applications My Requests Business Approval SSM Trainee Enrollment				
Actio...	Filing Action ▾	Application Number ▾	Application Type ▾	License Type
	Select Action: ▾	L00032826	Shelving	Electrician
	Select Action: ▾	L00031938	New License	Contractor

- Complete the Attestations on the **Statements and Signatures** tab and then click **Preview to File** to submit your request.
- Shelving/Retiring requests will appear on the **My Applications** tab of the DOB NOW: *Licensing* dashboard.
- Once your submission has reached **Approval Pending Submission of Card and Seal** status, you must schedule an **Appointment**. The Appointment process is the same as seen in the New License section above.



MANAGE LICENSES

Update Business Information

UPDATE BUSINESS INFORMATION

DOB
NOW

- To update Business Information, hover over the **Manage License** button and select **Update Business Information**.
- Select the relevant License and click **Next**.

Update Business Information

Select	License Number	License Type	License Cl
☐	X-006526	Filing Representative Registration	Class 1
☒	P-012472	Master Plumber	Full License

04/25/2028

Active

Next

Cancel

Manage License

Manage Special Inspection Agency

Add HMO Class B Ratings

Change Business Information

Replacement Seal

Change from Special to Master Electrician

Change from Certificate only to Class A/B/C License

Change from Certificate only to Full License

Change to Different Business

Update Business Information

Add Endorsements

UPDATE BUSINESS INFORMATION

DOB
NOW



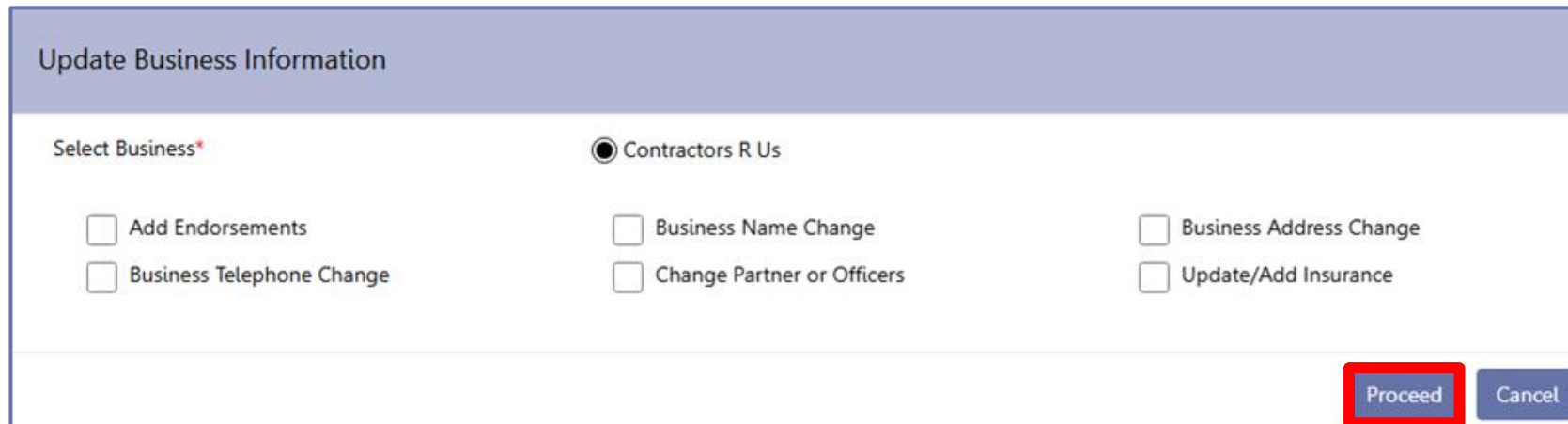
Update Business Information

Select Business*

☐ Contractors R Us

Proceed Cancel

- Click the **radio button** to select the business you are updating and then press **Proceed**.
- Click the checkbox(es) for the information that will be updated and click **Proceed** again. Not all options may be combined; the system will adjust to make it clear what can and cannot be combined.



Update Business Information

Select Business*

☒ Contractors R Us

☐ Add Endorsements ☐ Business Name Change ☐ Business Address Change

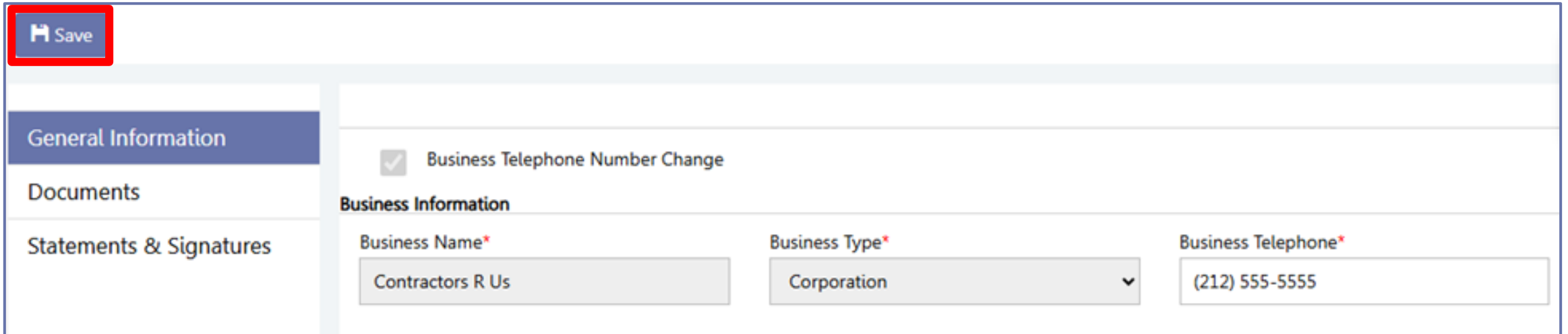
☐ Business Telephone Change ☐ Change Partner or Officers ☐ Update/Add Insurance

Proceed Cancel

BUSINESS INFORMATION – REQUIRED DOCUMENTS

DOB
NOW

- The field(s) you are updating will allow you to input changes.
- Click **Save** once all fields are updated.



The screenshot shows a web form for updating business information. On the left is a sidebar with three tabs: "General Information" (selected), "Documents", and "Statements & Signatures". At the top left of the main content area, a "Save" button with a floppy disk icon is highlighted with a red rectangle. Below the tabs, there is a section titled "Business Information". At the top of this section is a checkbox labeled "Business Telephone Number Change" which is checked. Below this are three input fields: "Business Name*" with the value "Contractors R Us", "Business Type*" with a dropdown menu showing "Corporation", and "Business Telephone*" with the value "(212) 555-5555".

BUSINESS INFORMATION – COMPLETE REQUEST

DOB
NOW

Licensee - Statements & Signatures

I have read and I understand all the items contained in this application. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both.

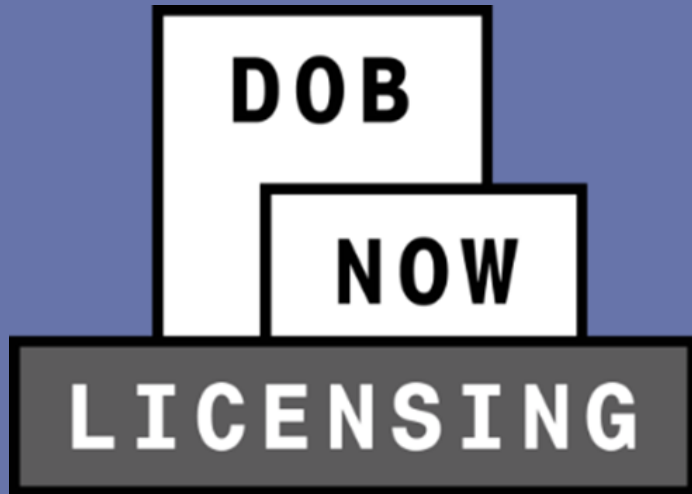
☐

I have personally reviewed all information entered in this application and on each of the documents listed herein. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed herein and expressing my agreement with the Statements and Signatures terms for such documents and all other statements herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand.

Name

Date

- If documents are required, they will be listed on the Documents tab. Upload as necessary.
- Check the box on the **Statements & Signature** tab to attest.
- **Save** the request and then click **Preview to File**.
- The request will appear on the **Business Approval** tab of the dashboard.



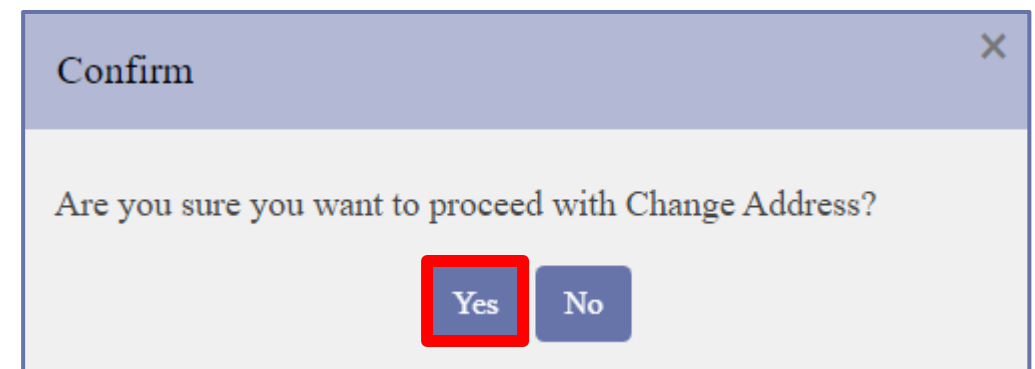
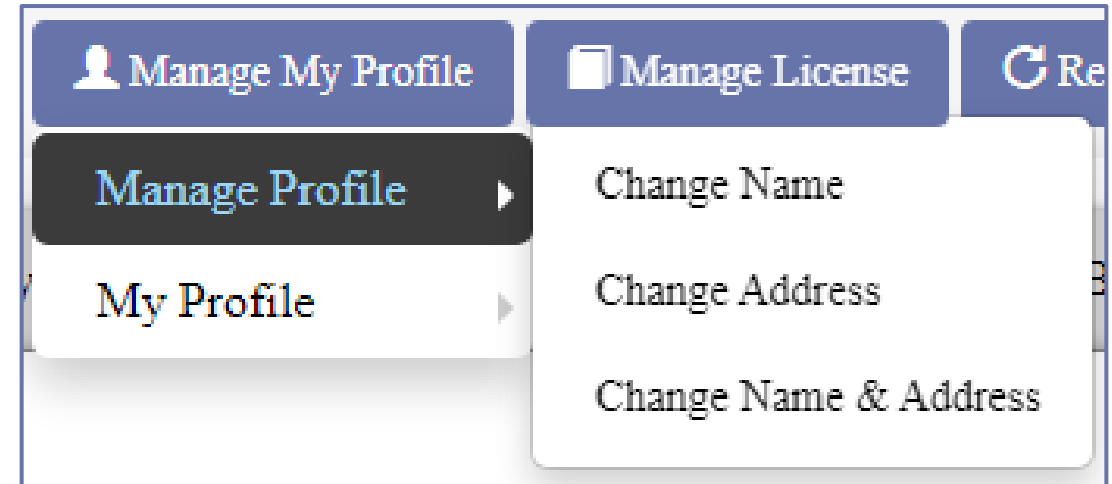
MANAGE PROFILE

Update License Holder Name or Address

MANAGE PROFILE – UPDATE LICENSE HOLDER INFORMATION

DOB
NOW

- To update the Licensee's **name** and/or **address**, hover over the **Manage My Profile** button on the dashboard and select **Manage Profile**.
- From there, make a selection:
 - **Change Name**
 - **Change Address**
 - **Change Name & Address**
- A notification will appear to confirm the change. Click **Yes**.



UPDATE LICENSE HOLDER INFORMATION – NAME OR ADDRESS

DOB
NOW

- The Applicant will be brought into a new window where they will see the existing information as well as blank boxes to **enter new information**.
- Once all information has been updated, click **Save to** generate a **Request Number**.

Save

Preview to File

CR00000241

General Information

Licensee Existing Name

Elevator License12

Licensee Existing Address

280 BROADWAY, GOTHAM CITY
MANHATTAN New York, 10007

Licensee New Name/Address

First Name*

Middle Initial

Last Name*

Email*

elevatorlicense12@gmail.com

House Number*

Street Name*

Apartment/Building Number*

City*

Borough*

Select

State*

Select

Zip Code*

Home Telephone*

Mobile Telephone*

UPDATE LICENSE HOLDER INFORMATION – REQUIRED DOCUMENTS

DOB
NOW

Documents*



Actions	Document Type
  	Proof of Name Change (current photo ID: driver's license, learner's...
  	Proof of Residence (utility bill, bank statement, or lease/deed)

- In the **Documents Tab**, the Applicant must upload **Proof of Name Change** (current photo ID: driver's license, learner's permit, state ID, green card, or passport) and/or **Proof of Residence** (utility bill, bank statement, or lease/deed).

UPDATE LICENSE HOLDER INFORMATION – STATEMENTS & SIGNATURE

DOB
NOW

- The License holder then **attests** to the update request by clicking the checkbox.

Statements & Signature

As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.

I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.

In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.

☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.*

Name	Date

UPDATE LICENSE HOLDER INFORMATION – PAY FEE

DOB
NOW

 Save  Preview to File

CR00000241

- **Save** the request.
- The request cannot be submitted until the fee of **\$50 per license** is paid.
- Click on the **Pay Now** button on the bottom of the right menu bar to make the payment.

 Dashboard

 Request Highlights

 View Filing

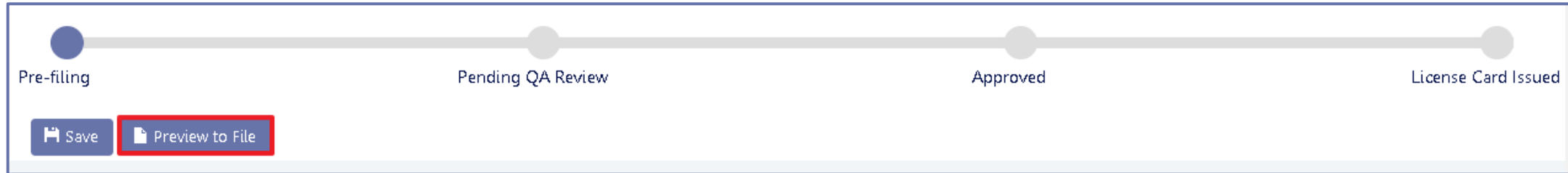
 Trace History

 Payment History

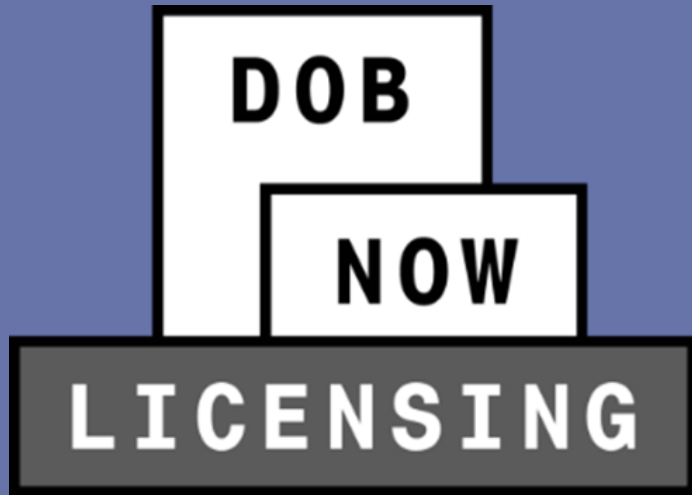
 \$50.00
Pay Now

UPDATE LICENSE HOLDER INFORMATION

DOB
NOW



- Click **Preview to File** to submit the Request.
- If acceptable, **check the box** to attest on the final page.
- Click **File** to submit the request.
- Once the Licensing Unit has **Approved** the request, the applicant will receive an email notification and the new License Card in the mail within 30 days.



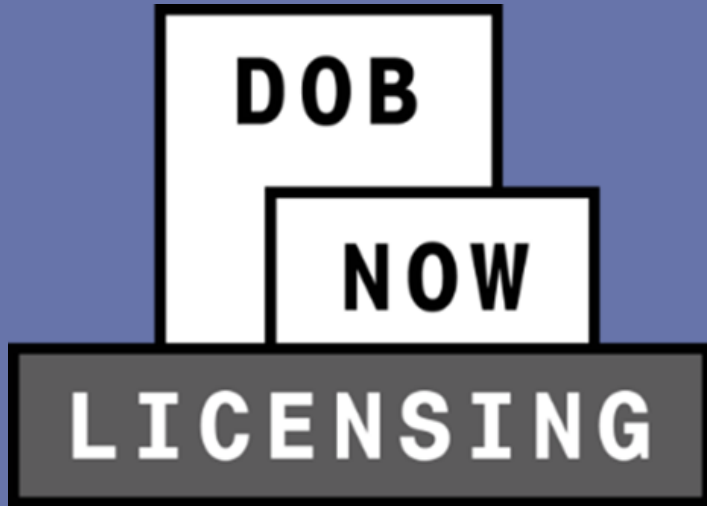
IMPORTANT NOTES

JOB APPLICATIONS AND INSPECTIONS REPORTS



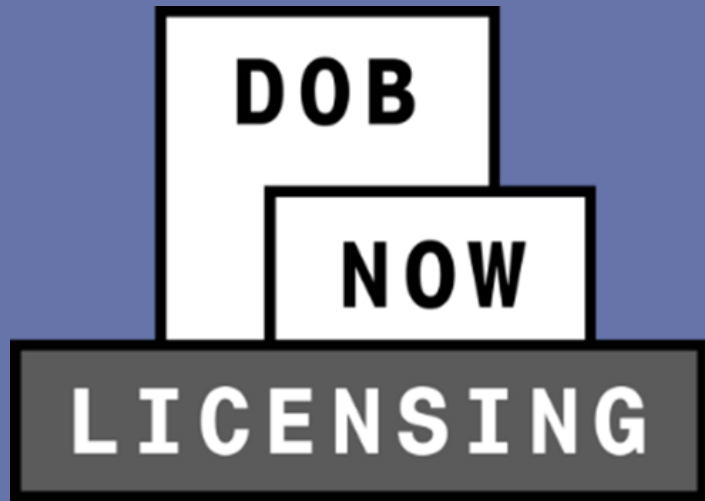
- The information in an approved DOB NOW: *Licensing* application **creates a DOB NOW profile**. When the email address associated with a DOB NOW profile is entered into a filing in DOB NOW: *Build*, DOB NOW: *Safety* or DOB NOW: *BIS Options*, it will auto-populate with the information provided.
- Licenses issued in DOB NOW: *Licensing* are automatically reflected in your DOB NOW profile and no longer require authentication. An NYC.ID account is required to access DOB NOW. An eFiling account is no longer needed, and updates made in eFiling will not sync with your DOB NOW profile. Any changes to these licenses are made directly in DOB NOW: *Licensing*.





THANK YOU!

NO PAPER. NO LINES.



NO PAPER. NO LINES.

QUESTIONS?