

DOB NOW: *Build*

BIS SCHEDULE AND CERTIFICATE OF OCCUPANCY

Industry Session

Updated 2/16/2021

AGENDA



- Ground Rules
- Occupancy Process Overview for BIS Jobs
 - Schedule of Occupancy
 - Certificate of Occupancy
- Questions & Answers

LEARNING OBJECTIVES



At the end of this session, you will be able to:

- Enter Schedule of Occupancy Requests for BIS Jobs
- Update Schedule of Occupancy
- Request a Certificate of Occupancy
- Renew Certificate of Occupancy

BEST PRACTICES FOR THE VIRTUAL CLASSROOM

DOB
NOW



Chat Feature



Mute Microphones



Ask Questions



Parking Lot



Feedback



Participate

DOB NOW: *Build* – FEATURES AND BENEFITS

DOB
NOW



Submit a Job Filing online

Customers do not have to travel to the DOB office for filings



Real time Job Filing information online

24/7 access to Job status and information



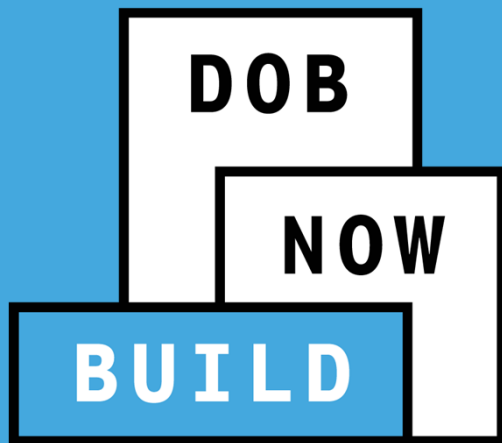
Greater Transparency of the filing process

Job Filing status can be viewed at any time



Faster Processing time

Digital filing allows for quicker turnaround time for submitted Job Filings



OCCUPANCY PROCESS OVERVIEW FOR BIS JOBS

DOB NOW: *Build* – OCCUPANCY PROCESS FOR BIS JOBS CURRENT VS. FUTURE STATE



- Currently, all Occupancy requests for Jobs filed in BIS are processed in BIS.
 - The process begins with a Schedule A.
 - When work is done, Applicants can request a Temporary or Final Certificate of Occupancy.
- As of February 2021, the entire Occupancy Process for BIS Jobs will be processed in DOB NOW: *Build* in two steps.
 - The Schedule A is being renamed to the **Schedule of Occupancy**.
 - A Schedule of Occupancy will be needed in DOB NOW: *Build* in order to get a Certificate of Occupancy (whether it's a new CO or a renewal of an existing CO).
 - The Certificate of Occupancy will also be requested through DOB NOW: *Build*.

DOB NOW: *Build* – OCCUPANCY PROCESS FOR BIS JOBS



There are two steps to the process of getting Occupancy for BIS Jobs in DOB NOW: *Build*:

1. Submit **Schedule of Occupancy (formerly Schedule A)**
 - Create Schedule A from BIS to DOB NOW: *Build*
 - One-time step required for every BIS NB/Alt1 Job
 - Once approved, BIN-Level Schedule of Occupancy created in DOB NOW: *Build*
 - Repeat for every Post Approval Amendment filed in BIS that affects Schedule A to update BIN-Level Schedule of Occupancy
2. Request **Certificate of Occupancy** once Step 1 Approved

DOB NOW: *Build* – BUILDING SCHEDULE OF OCCUPANCY PROCESS FOR BIS JOBS

DOB
NOW



- Building Schedule of Occupancy
 - **BIN-Level Schedule of Occupancy (BSO)**
 - Only one exists per BIN
 - Created when the first BIS Building SO Request is Approved
 - **Job-Level Schedule of Occupancy (JSO, Formerly Schedule A)**
 - Each SO Request for BIS Jobs creates a separate JSO
 - When an SO Request is Approved in DOB NOW: *Build*, the data on it updates the BSO

DOB NOW: *Build* – CERTIFICATE OF OCCUPANCY PROCESS FOR BIS JOBS



- Only one Certificate of Occupancy (CO) exists per BIN.
- The BIN-Level CO lists all Floor/Use records where the Occupancy has been issued by DOB.
- Each CO Request contains one or more Floor/Use records.
- When a CO Request is Approved, it updates the BIN-Level CO with the details from its Floor/Use record(s).



SCHEDULE OF OCCUPANCY REQUEST PROCESS FOR BIS JOBS



STEP 1



Applicant

Re-keys previously approved Job Level Schedule A into DOB NOW



DOB Plan Examiners

Creates/Updates BIN Level Schedule of Occupancy

STEP 2



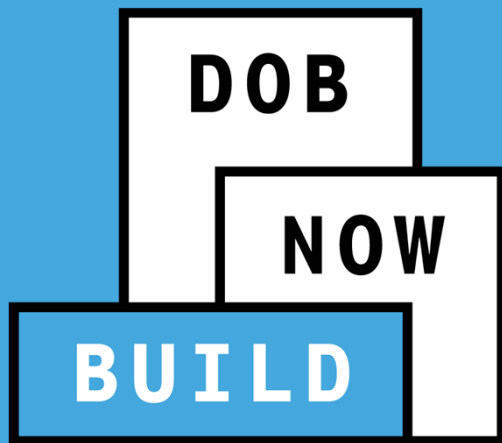
Applicant

Requests Certificate of Occupancy



DOB

Approves Job-Level Schedule of Occupancy, which updates BIN-Level Schedule of Occupancy



SCHEDULE OF OCCUPANCY FOR BIS JOBS

CURRENT SCHEDULE A SUBMISSION PROCESS

DOB
NOW

Current Process Schedule A

11882 - PW1a-201908.pdf



PW1A: Schedule A - Occupancy / Use

☒ Orient and affix S&S
job number label here 121184841

Must be typewritten.
Sheet 11 of 14

Floor	Existing Legal Use					Proposed Use						
	Maximum Number of Persons	Live Load (psf)	2014 Code Designations?	Building Code Group(s)	Dwelling/Rooming Units (BC)	Maximum Number of Persons	Live Load (psf)	2014 Code Designations (none only)	Building Code Group(s)	Dwelling/Rooming Units (BC)	Zoning Use Group(s)	
041			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			231	50	<input checked="" type="checkbox"/> Yes	B, F-2		6	
	Description					OFFICES, ACCESSORY MECHANICAL ROOMS						
042			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			231	50	<input checked="" type="checkbox"/> Yes	B, F-2		6	
	Description					OFFICES, ACCESSORY MECHANICAL ROOMS						
043			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			287	100	<input checked="" type="checkbox"/> Yes	B, A-2 A-3		6	
	Description					OFFICES, PLACE OF ASSEMBLY (CAFE/LECTURE HALL/EATING AND DRINKING ESTABLISHMENT) ACCESSORY MECHANICAL ROOMS						
044			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			266	100	<input checked="" type="checkbox"/> Yes	B, F-2		6	
	Description					OFFICES, ACCESSORY MECHANICAL ROOMS						
045			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			231	50	<input checked="" type="checkbox"/> Yes	B, F-2		6	
	Description					OFFICES, ACCESSORY MECHANICAL ROOMS						

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 hereby state all the above information is complete and correct to the best of my knowledge.

Applicant's Name (please print): MICHAEL GREENE
Signature: [Signature]
Date: 02/28/2019

REGISTERED ARCHITECT
STATE OF NEW YORK
NO. 02105



Schedule A is now known as the Schedule of Occupancy

- Schedule A is only applicable for New Building and Alteration1 Jobs.
- Schedule A (PW1A)** – Document lists the Existing and Proposed information about each floor(s) and/or use of each floor(s).

Currently applicants use this PW1A document to start the Job Filing process for Occupancy.

DOB NOW: *Build* – FUTURE SCHEDULE OF OCCUPANCY PROCESS



- The Schedule A form is being replaced with the BIN-Level Schedule of Occupancy (BSO) in DOB NOW: *Build*.
 - The Schedule of Occupancy contains a record of all proposed Occupancy data per floor/use on the BIN.
 - Applicants are **required to provide the existing occupancy details on the BIN**, even if they do not plan to do work on those floor/uses. This will allow DOB to build up a database of existing occupancies.
 - Schedule of Occupancy is reviewed by DOB.
 - As work is complete on the building, proposed Occupancy data is updated in the SO upon issuance of a Certificate of Occupancy.
 - A **Certificate of Occupancy** must be requested in DOB NOW: Build



- At any given time, there will be only one of each document for an entire BIN:
 - **BIN-Level Schedule of Occupancy**
 - **Certificate of Occupancy**
- The Building Schedule of Occupancy contains a record of all existing and/or proposed Occupancy data per floor/use on the BIN.
- The Certificate of Occupancy is issued only when work is complete. It allows non-construction use of the space.

DOB NOW: *Build* – KEY POINTS FOR OCCUPANCY, BIN, FLOOR USE

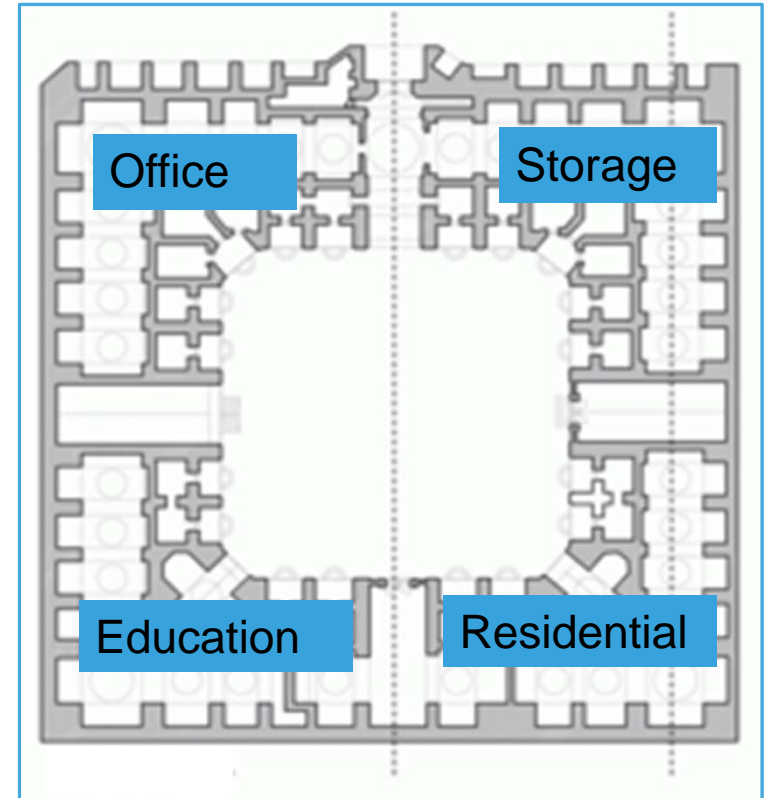


- The Schedule of Occupancy and Certificate of Occupancy are broken down by the floor/use of a building.
- A BIN will have only one **BIN Level Schedule of Occupancy**, with one or more floor/uses. This should include all floors in the building including cellars and/or basements.
- **Job-Level Schedules of Occupancy (JSOs)** are created when a subsequent BIS SO request is initiated and saved.

DOB NOW: *Build* – OCCUPANCY FLOOR/USE

DOB
NOW

- A single floor in a building can have more than one type of occupancy.
- Each type of occupancy on a floor is a separate **floor/use record** on a **Schedule of Occupancy**.
- The Schedule of Occupancy will feed into the **Certificate of Occupancy** at the end of the work.



DOB NOW: *Build* – OCCUPANCY FLOOR/USE



- Records are organized by floor level use and occupancy. **All spaces of the same Occupancy Group on one floor, irrespective of their ownership/tenancy, must be combined into a single floor/use record.**
- Example:** There are 3 retail stores on the first floor, with occupancy 30, 20 and 50 persons respectively. Each store is a separate business entity with 2 independent means of egress.
- The 3 stores must be combined into a single record and their number of occupants must be added up (100). Applicant may use column **(5) Description of Use Comments** to add clarification or additional information, but it is advisable to keep the record as generic as possible in order to avoid filing AltCO Applications for minor changes in occupancy (e.g., do not list corridors, electrical closets, etc.)

Floor Level	Floor Number	Occupancy Classification	Occupancy Group	Description of Use	Description of Use Comments	Live Load (lbs per sq ft)	Maximum Persons Permitted	Zoning Use Group	Dwelling or Rooming Units
(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
FLR	001	Mercantile	M	Retail Sales		OG	100	6	NA

- In order to prevent multiple Schedule of Occupancy Requests on the same BIN, (only one can be in progress at the same time):
 - There will be a **Job-Level Schedule of Occupancy (JSO)** for each applicable Request on a BIN and one **BIN-Level Schedule of Occupancy (BSO)** for the BIN
 - The first SO Request for the BIN approved by DOB will populate the BIN-Level Schedule of Occupancy
 - For each subsequent JSO request, the existing data will be auto-populated with the floor/use data from the BSO.
 - Once a subsequent JSO is approved, it will update the BSO.
 - The BSO will feed into the Certificate of Occupancy after Plan Examiner Review, BC/DBC and QA approval of the CO request.

DOB NOW: *Build* – SO DATA REQUIRED



- Floor/use records in the SO may have different data requirements.
 - **Proposed Data Only:** For New Building Jobs, Applicants only need to fill in the proposed data. There would be no existing data in these cases, because there is no existing use.
 - **Existing Data Only:** Schedules of Occupancy need to have data for all floor/uses in the building.
 - If a floor/use is not yet documented in DOB NOW: *Build*, Applicants must fill in the information about how the space is currently being used. If no change is being made to the use of this space, the Applicant would only fill out existing data.
 - If a floor/use has a TCO or Core & Shell from BIS, it must be entered into the SO as existing data only, because a CO cannot be requested without first getting an approved BSO.
 - **Existing and Proposed Data:** If a space is currently being used for one purpose but is being changed to another use, then Applicants must ensure that both the existing data and the proposed data are entered properly. If the floor/use is not yet documented in the DOB NOW: *Build*, then the existing data must be entered along with the proposed data.

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY – STATUS



- There are 3 potential statuses for a Schedule of Occupancy floor/use

Status	Explanation
Active	<ul style="list-style-type: none">Active status means the PW1 plans that triggered the Schedule of Occupancy have been approved by DOB.Active status also means there is work proposed on the floor.
Verified	<ul style="list-style-type: none">Verified status means the floor use or occupancy of the floor was granted by DOB.Verified also means there is no active work in progress on this floor
Unverified	<ul style="list-style-type: none">Unverified status means that DOB has no formal record of Occupancy for this floor

DOB NOW: *Build* – SO – BIN-LEVEL AND JOB-LEVEL STATUSES

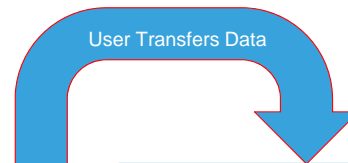


- When entering data for a Job-Level SO, the updates to the BIN-Level SO are as follows:
 - **Active** floor/use on the BIN-Level SO will never be updated by a Job-Level SO. However, they may be modified or deleted on the source Job Filing.
 - **Unverified** floor/use records can be added, deleted and modified if they are auto populated from the BSO.
 - If Proposed details are added, the BIN-Level SO record will be updated and set to Active status when the Job-Level SO is Approved.
 - If the floor/use record is deleted, the BIN-Level SO record will be marked as **Removed by User** but not removed from the SO.
 - **Verified** floor/use records cannot be modified, but can be Deleted or Proposed details can be added on the Job-Level SO.
- Regardless of status, records from the BSO can be copied to make new records and can be edited as needed.

DOB NOW: *Build* – FILINGS THAT ORIGINATED IN BIS

DOB
NOW

- For Alt 1 or New Building Job Filings that originated in BIS prior to February 2021, the Occupancy information **WILL NEED TO BE MANUALLY TRANSFERRED** into DOB NOW: *Build* by the applicant.



NYC Department of Buildings Buildings Information System BIS Menu

- A** [Building Information Search](#)
- B** [Skilled Trades Licensees / General Contractors / Registrant Search](#)
- C** [Electronic Filing](#)
- D** [Building on My Block](#)

+ Job Filing + Permits + Requests + Notifications + **Schedule of Occupancy for BIS Job** + Certificate of Occupancy R

Job Filings

Filter My Jobs ▾

View...	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status
<input type="checkbox"/>						
<input checked="" type="checkbox"/>	Select Action: ▾	X00391918	I1	Alteration CO	New Job Filing	Pre-filing
<input checked="" type="checkbox"/>	Select Action: ▾	X00391916	I1	Alteration CO	New Job Filing	Pre-filing
<input checked="" type="checkbox"/>	Select Action: ▾	X00391915	I1	Alteration CO	New Job Filing	Pre-filing
<input checked="" type="checkbox"/>	Select Action: ▾	Q00391914	I1	Alteration CO	New Job Filing	Pre-filing

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FOR BIS JOBS

DOB
NOW

- The BIS Schedule of Occupancy process begins with the **+Schedule of Occupancy for BIS Job** button.
- Enter the **BIS Job Number** and **Document Number** and press Next.

Job Filings

Filter My Jobs ▾

View...	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status	Filing Status D
	Select Action: ▾	Q00391515	I1	Alt			
	Select Action: ▾	M00391505	I1	Alt			
	Select Action: ▾	M00391142	I1	Alt			
	Select Action: ▾	M00391129	I1	Alt			

BIS Job Document #

BIS Job Number 104718815 Document Number 5

Next Cancel

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FOR BIS JOBS



BIS Job Document #

BIS Job Number	104718815	Document Number	Q5
----------------	-----------	-----------------	----

Associated Address

House Number	Street Name	Borough
20	RANDALLS ISLAND	MANHATTAN
Block	Lot	BIN
1819	203	1811452

[Continue](#) [Cancel](#)

- Confirm the address and press **Continue**.
- In order to request the Schedule of Occupancy, the BIS Job must be in one of these statuses:
 - **G** – PAA Fee Due
 - **L** – P/E PAA – Pending Fee Estimation
 - **M** – P/E PAA – Fee Resolved
 - **P** – Plan Exam – Approved
 - **Q** – Permit Issued – Partial Job
 - **R** – Permit Issued – Entire Job/Work
 - **X** – Signed Off

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FOR BIS JOBS



- The BIS Schedule of Occupancy Request has 4 tabs:
 - General Information
 - Schedule of Occupancy
 - Documents
 - Statements & Signatures

The screenshot displays the 'General Information' tab of the BIS Schedule of Occupancy Request form. The form includes a 'Save' button and a 'Submit' button at the top left. The 'General Information' tab is highlighted with a red box. The form is divided into three main sections: 'Location Information', 'Job Details', and 'BIS Applicant Information'. The 'Location Information' section contains fields for House Number, Street Name, Borough, Block, Lot, BIN, Community Board, and Zip Code. The 'Job Details' section contains fields for Job Number, Doc Number, and Job Type. The 'BIS Applicant Information' section contains fields for First Name, Last Name, License Number, and Business Name.

Location Information		
House Number	Street Name	
20	RANDALLS ISLAND	
Borough	Block	Lot
MANHATTAN	1819	203
BIN	Community Board	Zip Code
1811452	111	10035

Job Details		
Job Number	Doc Number	Job Type
104718815	05	NB - NEW BUILDING

BIS Applicant Information		
First Name	Last Name	License Number
ANTHONY	FALCONE	RA - 07 67 95
Business Name		
HDR DANEIL FRANKFURT, P.C		

- The **Location Information**, **Job Details**, and **BIS Applicant Information** in the General Information section is pulled from BIS and cannot be edited.

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FOR BIS JOBS

DOB
NOW

- The **Submitter of Record** information is auto-populated with the information for the user who requested the BIS SO.
- A BIS SO can only be submitted by the Applicant of Record for the BIS Job.
- An **Additional Contact** and **Comments** are optional.
- Additional Contacts can do data entry only, they cannot initiate or submit a request.

Submitter of Record

Submitter Information

Email	First Name	Middle Initial
TRAININGPERA@GMAIL.COM	PE	
Last Name	Street Address	City
TRAINER	280 BROADWAY	NYC
State	Zip Code	Telephone Number
NY	10007	2128748774
Mobile Number		

Additional Contact

Additional Contact Information

Email	First Name	Middle Initial
Please enter email address		
Last Name	Street Address	City
State	Zip Code	Telephone Number

Comments

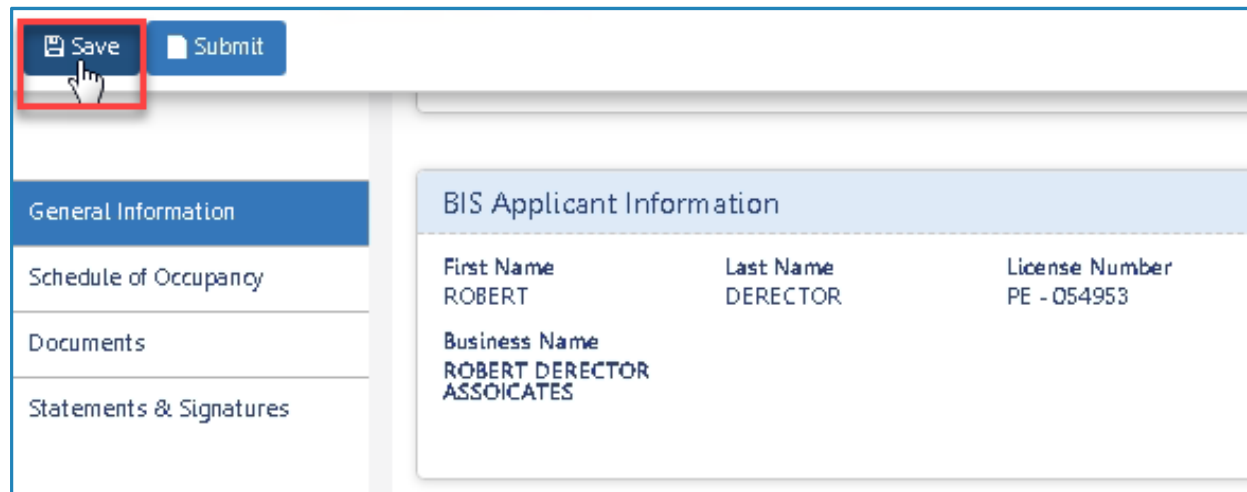
Comments

255 characters remaining

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FOR BIS JOBS

DOB
NOW

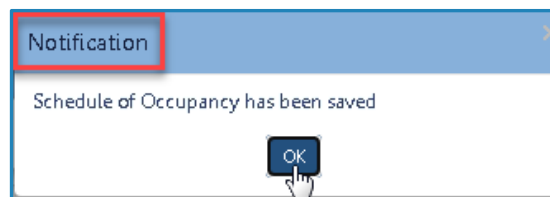
- Click **Save** to continue



The screenshot shows a web form titled "BIS Applicant Information". On the left is a sidebar with a menu containing "General Information", "Schedule of Occupancy", "Documents", and "Statements & Signatures". The "General Information" section is active, displaying the following data:

First Name	Last Name	License Number
ROBERT	DERECTOR	PE - 054953

Below this, the "Business Name" is listed as "ROBERT DERECTOR ASSOICATES". At the top of the form, there are two buttons: "Save" and "Submit". The "Save" button is highlighted with a red rectangle and a mouse cursor icon pointing at it.



A notification message box is displayed, titled "Notification" with a close button (X) in the top right corner. The message text reads: "Schedule of Occupancy has been saved". At the bottom center of the box is an "OK" button, which is being clicked by a mouse cursor icon.

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FOR BIS JOBS

DOB
NOW

- Once the request is saved, the Schedule of Occupancy **Request Number** and **Status Bar** will appear.

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Pre-filing COCPE/ACPE Review CO Plan Examiner Review Approved

Save Submit

SO-1811452-104718815-05-01

General Information

Schedule of Occupancy

Documents

Statements & Signatures

Location Information

House Number	Street Name	
20	RANDALLS ISLAND	
Borough	Block	Lot
MANHATTAN	1819	203
BIN	Community Board	Zip Code
1811452	111	10035

Job Details

Job Number	Doc Number	Job Type
104718815	05	NB - NEW BUILDING

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FOR BIS JOBS



- There are three different data entry scenarios for a BIS Schedule of Occupancy Request:
 - Existing data only
 - Proposed data only
 - Existing and Proposed data
- For this demonstration, we're going to focus on Alt1 Job Filings, so will be entering both Existing and Proposed data.

BIS Schedule of Occupancy

Existing Applicable Building Code For Occupancy Select: ▼

Proposed Applicable Building Code For Occupancy Select: ▼

+ Add

Actions	BIN SoFO ▼	Tracking # ▼	Floor ▼	Status ▼	Description of Use ▼	
					Existing	Proposed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Then select **+Add** to enter a proposed floor/use.

Existing Applicable Building Code For Occupancy

2014

+ Add



Actions	Tracking #	Floor
---------	------------	-------

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FOR BIS JOBS

DOB
NOW

- The **BIS Schedule of Occupancy** form opens.
- Aside from the title, this form is the same for Job Filings initiated in BIS or DOB NOW: *Build*.

BIS Schedule of Occupancy			
Floor*	Select:		
Existing		Proposed	
Building Code*	2014		2014
Occupancy Classification*	Select:		Select:
Occupancy Group*	Select:		Select:
Description of Use*		Select	
Description of Use Comments			
Live Load (lbs per sq ft)*			
Maximum Persons Permitted*			
Zoning Use Group*			

 Add  Cancel

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FOR BIS JOBS



BIS Schedule of Occupancy	
Floor*	Select:
	<div><div>Select:</div><div>Attic</div><div>Balcony</div><div>Basement/Sub-basement</div><div>Bridge</div><div>Cellar</div><div>Concourse</div><div>Elevator Pit</div><div>Facade</div><div>Floor Number</div><div>Ground Floor</div><div>Lobby</div><div>Mezzanine</div><div>Open Space</div><div>Penthouse</div><div>Pit</div><div>Roof</div><div>Sidewalk</div><div>Stairwells</div><div>Sub-Cellar</div></div>
Building Code*	
Occupancy Classification*	
Occupancy Group*	
Description of Use *	
Description of Use Comments	

- Identify the Floor where work will be performed by clicking the dropdown list.
- Some options will require you to enter a floor number.

BIS Schedule of Occupancy		
Floor*	Floor Number	<div></div>

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FOR BIS JOBS



- Populate all required fields.
- You may need to scroll down to access all fields.
- Make sure to research and enter the **existing Job Reference number** so that the information you enter can be verified by the Plan Examiner.

BIS Schedule of Occupancy

Floor*	Floor Number	4
Existing		Proposed
Building Code*	2014	2014
Occupancy Classification*	Business	Storage
Occupancy Group*	B	S-2
Description of Use *	Offices Select	Foods in noncombustible containers Select
Description of Use Comments		
Live Load (lbs per sq ft)*	500	500
Maximum Persons Permitted*	100	100
Zoning Use Group*	Cl-1	Cl-1
Dwelling or Rooming Units		
Existing Occupancy Type*	Temporary	Not Applicable
Expiration Date*	03/30/2021	
Job Reference*	104718815-02	104718815-05

Add Cancel

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FOR BIS JOBS

DOB
NOW

BIS Schedule of Occupancy

Floor*	Floor Number	4
	Existing	Proposed
Building Code*	2014	2014
Occupancy Classification*	Business	Storage
Occupancy Group*	B	S-2
Description of Use *	Offices	Foods in noncombustible containers
Description of Use Comments		
Live Load (lbs per sq ft)*	500	500
Maximum Persons Permitted*	100	100
Zoning Use Group*	Cl-1	Cl-1
Dwelling or Rooming Units		
Existing Occupancy Type*	Temporary	Not Applicable
Expiration Date*	03/30/2021	
Job Reference*	104718815-02	104718815-05

Add **Cancel**

- After completing the form click **Add**
- The system displays a **Notification**

Notification

Schedule of Occupancy has been saved

OK

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FOR BIS JOBS

DOB
NOW

- The system displays the new Schedule of Occupancy record at the top of the list in **Unverified** status.

BIS Schedule of Occupancy













Existing Applicable Building Code For Occupancy

Select: ▼

Proposed Applicable Building Code For Occupancy

Select: ▼

+ Add

Actions	BIN SoFo ▼	Tracking # ▼	Floor ▼	Status ▼	Description of Use ▼	
					Existing	Proposed
  	 No	SO-5558-101530210-07	Floor Number(s) - 3	Unverified	Books and paper in rolls or packs	Offices
  	 No	SO-1545-101530210-07	Floor Number(s) - 4	Unverified	Offices	Cafeterias, except as provided for in A-3
  	 No	SO-3301-101530210-07	Floor Number(s) - 5	Unverified	Clinic—outpatient, including group med...	Offices

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FOR BIS JOBS



- Use the drop-down at the Description of Use column to change which fields are displayed.

+ Add					Description of Use ▼				
Actions	BIN SofO ▼	Tracking # ▼	Floor ▼	Status ▼					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
	No	SO-5558-101530210-07	Floor Number(s) - 3	Unverified					
	No	SO-1545-101530210-07	Floor Number(s) - 4	Unverified					
	No	SO-3301-101530210-07	Floor Number(s) - 5	Unverified					
	No	SO-4317-101530210-07	Floor Number(s) - 2	Unverified					
	No	SO-4091-101530210-07	Ground Floor	Unverified					

Building Code
 Occupancy Classification
 Occupancy Type
 Description of Use
 Description of Use Comments
 Live Load (lbs per sq ft)
 Maximum Persons Permitted
 Zoning Use Group
 Dwelling or Rooming Units
 Existing Occupancy Type
 Job Reference

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FOR BIS JOBS

1. The list of floor/uses can be sorted by any of the columns (ascending or descending) by clicking the drop-down.
2. In addition, the list can be filtered by typing in the box under the column header.

BIS Schedule of Occupancy

Existing Applicable Building Code For Occupancy
2014

Proposed Applicable Building Code For Occupancy
2014

+ Add

Actions	BIN SofO	Tracking #	Floor	Status	Description of Use	
					Existing	Proposed
	No	SO-6688-S00390765-I1	Floor Number(s) - 2	Sort Ascending Sort Descending	Fraternity and sorority houses	Fraternity and sorority houses
	Yes	SO-9468-S00388074-I1	Floor Number(s) - 2	Active	One- and two-family dwellings,	Professional services (architects, attorn...
	Yes	SO-7165-S00387755-I1	Floor Number(s) - 2	Verified	Offices	
	Yes	SO-3539-S00387755-I1	Floor Number(s) - 1	Active	One- and two-family dwellings,	One- and two-family dwellings,

DOB
NOW



















-



DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FOR BIS JOBS



- Floor/Use records can also be duplicated using the Copy button.

Actions	BIN SofO [▼]	Tracking #	Floor	Status	Existing	Proposed
  	 Yes	SO-6566-M00381073-P1	Lobby	Active 	Beverages; over 16 percent alcohol co...	
  	 Yes	SO-7791-M00381073-I1	Balcony - 1	Unverified	Theaters	
  	 Yes	SO-7665-M00382497-I1	Balcony - 1	Active 	Rooming houses (boarding houses—t...	Tanks
  	 Yes	SO-2477-M00381073-P2	Attic - 1	Verified	Explosives	

- Copying a record creates a new Job-Level Floor/Use where you can specify the **Floor** and the **Number of Duplicates**. You may also select a range of floors and one duplicate will be made for each floor.
- All information other than the Floor will be duplicated.

Duplicate Records

Floor*

Select: [▼]

Number of Duplicates*

You can create 158 duplicate records.

Duplicate Records

Floor*

Floor Number [▼]

Floor From

Floor To

You can create 195 duplicate records.

Create Duplicates

Cancel

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FOR BIS JOBS



+ Add					Description of Use ▼	
Actions	BIN SofO ▼	Tracking #	Floor ▲	Status	Existing	Proposed
	Yes	SO-7977-X00388533-I1	Attic - 1	Verified	Halfway houses	
	No	SO-5298-X00388589-I1	Attic - 2	Unverified		Aircraft hangar (storage and repair)

- New records (however they are created) will appear in the SO with a **red flag** notating that they do not exist on the BSO.
- **Blue flags** indicate floor/use records that exist on the BSO.
- The new records will be created in **Unverified** status.
- Continue this process until all required records have been created.

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FOR BIS JOBS

DOB
NOW



- No documents are required. Any other relevant documents users wish to upload may be added to the Documents tab by clicking **+Add New Document**.

The screenshot displays the 'DOB NOW: Build' interface for a 'SCHEDULE OF OCCUPANCY FOR BIS JOBS'. On the left, a sidebar shows the project ID 'SO-1086038-101963047-13-01' and navigation tabs: 'General Information', 'Schedule of Occupancy', 'Documents' (highlighted with a red box), and 'Statements & Signatures'. The main area is titled 'Documents' and features a 'Supporting Documents' dropdown menu (highlighted with a red box) containing a '+Add New Document' button (also highlighted with a red box). Below this is a table with columns: 'Document Name', 'Document Status', 'Upload', and 'Delete'. A 'Document Uploader' modal is open, showing a 'Select Document' input field with a placeholder 'Enter Document Name Here or select from List...'. To the right of the input is a dropdown menu listing 'Supporting Document 1', 'Supporting Document 2', and 'Supporting Document 3'. Below the input is a 'File Name:' section with a 'Choose File' button and the text 'No file chosen'. A red box highlights the 'Upload' button in the modal. The modal also includes pagination controls showing '1 / 1' items and '5 Items Per Page', and a 'Close' button in the bottom right corner.

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FOR BIS JOBS

DOB
NOW

SO-1086038-101963047-13-01	Statements & Signatures	
	General Information	
	Schedule of Occupancy	
	Documents	
	Statements & Signatures	

Submitter - Statements & Signatures*  

☒ I hereby state the information on this form is correct and complete to the best of my knowledge. I understand falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I also understand 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 understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code of a rule of any agency, I may be barred from filing further applications or documents with the Department.

Name*
(Electronically Signed)

Date*

- Only the **Submitter** of the **BIS Schedule of Occupancy Request** is required to attest on the Statements & Signatures tab.

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FOR BIS JOBS



- Click **Save** and then **Submit** to complete the Request.

SO-1086038-101963047-13-01

General Information

Schedule of Occupancy

Documents

Statements & Signatures

Notification

Schedule of Occupancy has been saved

OK

SO-1086038-101963047-13-01

General Information

Schedule of Occupancy

Documents

Statements & Signatures

Confirm

Are you sure you want to file the Schedule of Occupancy Request?

Yes No

- Press **Yes** to confirm you wish to submit the BIS Schedule of Occupancy.

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FOR BIS JOBS

DOB
NOW

Application Preview

< Previous Next > @ Zoom @ Zoom 100% Page: 5 / 5

Statements & Signatures

Submitter's Statement

I, the undersigned, will perform, on behalf of the Contractor, all of the functions required of a Construction Superintendent, or Site Safety Coordinator, or Site Safety Manager (identified above) as set forth in the Department of Buildings rules and regulations.

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

Name: PE TRAINER (Electronically Signed) Date: 9/1/27/2021

Page 5 of 5

☐ I have personally reviewed all information entered on this application. 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: _____









- Page through the Application Preview by pressing **Next**.
- Click the box to sign and date the Application.
- Press **File** to submit.


DOB NOW: *Build* – BIS SCHEDULE OF OCCUPANCY DASHBOARD





- The status of any BIS Schedule of Occupancy Request can be seen on the
- **BIS Schedule of Occupancy Dashboard,**

BIS Schedule of Occupancy


Filing Action ▾	Request Number ▾	Address ▾	Request Status ▾	Created Date ▾	Applicant of Record ▾
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
 	SO-1811452-104718815...	20 RANDALLS ISLAND	Pre-filing	12/16/2020	BUILD 138
 	SO-2102195-200443314...	2316 GUNTHER AVENUE	Approved	10/27/2020	BUILD 138
 	SO-2101347-200340201...		Approved	10/23/2020	BUILD 138
 	SO-2098860-200135111...	910 LONGWOOD AVENUE	Approved	10/22/2020	BUILD 138
 	SO-2099938-200056134...	1214 VYSE AVENUE	Approved	10/22/2020	BUILD 138

 Dashboard



 Job Filings

Occupancy

 BIS Schedule of Occupancy

Certificate of Occupancy

Permits

Work Permits

After Hours Variance (AHV)

Requests

Elevators Sign Off

Letter of Completion

PA Certificate of Operation

Site Safety Requests

Tenant Protection Plan

Temporary BIN

Withdrawal & Supersede

Notifications

Boiler Removal

Emergency Work

Search

Search

DOB NOW: *BUILD* – SCHEDULE OF OCCUPANCY FOR BIS JOBS OBJECTIONS

DOB
NOW

- If the Plan Examiner has objections to the BIS Schedule of Occupancy Request, the status displays on the **BIS Schedule of Occupancy Dashboard**.
- A new tab appears on the Request: **Objections and Appointments**.
- Objections and Appointments are handled the same way they are handled for DOB NOW: *Build* Jobs.

SO-1086038-101963047-13-01

General Information

Schedule of Occupancy

Documents

Objections/Appointments

Statements & Signatures

Objections

Objection	Code	Status	Action
▼ Z-1.1 Use	Foundation	Open	Edit

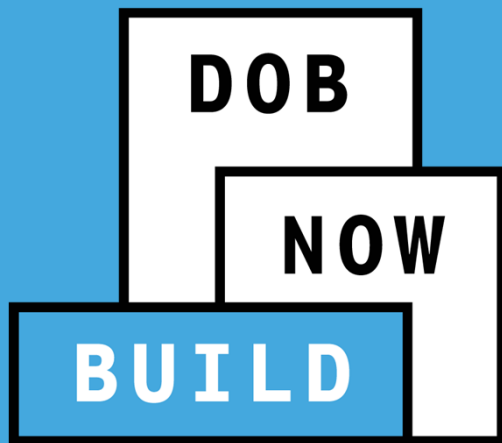
Schedule Appointment

+ Appointment

DOB NOW: *BUILD* – SCHEDULE OF OCCUPANCY FOR BIS JOBS UPDATES



- Once a Schedule of Occupancy has been approved, in order to update the SO, Applicants will need to complete a new BIS Schedule of Occupancy Request for the new update.
- The process is exactly the same as for creating the initial SO Request.
- The data from the BSO will be auto-populated on the new JSO request, and Applicants will be able to update the data from the floor/use records entered previously.



CERTIFICATE OF OCCUPANCY REQUESTS

DOB NOW: *Build* – CERTIFICATE OF OCCUPANCY CURRENT VS. FUTURE



Current

Some Properties have multiple TCOs and COs, which makes it hard to identify current CO from the list

Schedule A at Job level

Issuance is tied to the Job and results in multiple COs

Changes alter an entire Building's CO

Future

Property will have only one active CO at any point, a Building will have only one CO

Schedule of Occupancy at Building level (BIN)

CO is based on the BSO (one Occupancy table and one CO)

Changes affect only Space or Floor(s) specified

DOB NOW: *Build* – CERTIFICATE OF OCCUPANCY CURRENT VS. FUTURE



Current	Future
<p>A Rigid Certificate of Occupancy Structure</p> <ul style="list-style-type: none">• Temporary Certificate of Occupancy• Certificate of Occupancy	<p>A Flexible Certificate of Occupancy Structure</p> <ul style="list-style-type: none">• Core & Shell• Temporary• Interim/Partial• Final
<p>Requires continuous TCO Renewals</p>	<p>TCO ends with the issuance of a Interim CO</p>
<p>Opaque process: BIS has no link with filings, required items, inspections, and sign-offs</p>	<p>Transparent CO process: Connects filings, submittals, inspections with CO Issuance</p>

CURRENT CERTIFICATE OF OCCUPANCY REQUEST PROCESS

DOB
NOW

Current Process PW7

- Applicant fills out the PW7 paper form and the data is loaded in BIS.
- PW7 –The applicant indicates the type of Occupancy they are seeking for the building, which determines the Job / work performed.
- Applicants must complete the PW6 form prior to submitting the PW7.
- In Section 3 of the PW7, the applicant will specify the **Type of Request:**
 - TCO - Temporary Certificate of Occupancy
 - TCO - Temporary Certificate of Occupancy with Change
 - Renewal of a Temporary Certificate of Occupancy
 - Final Certificate of Occupancy

DOB NOW: *Build* – FUTURE CERTIFICATE OF OCCUPANCY PROCESS




- All Certificate of Occupancy Requests will be filed in DOB NOW: *Build* for BIS Job Filings.
 - Users will specify the type of Occupancy being requested based on the business rules per Floor/Use.
 - Users must request Occupancy for Floor/Uses using the same BIS Job Document # that was used to get the Schedule of Occupancy Review Request approved by DOB:
 - Where they are performing work (have proposed use) either as a New or Renewal of CO Request.
 - Where the occupancy is already issued as part of Renewal of CO request.
 - The printed CO will show all Floor/Uses where DOB has granted Occupancy regardless of the Job Document used to request the Occupancy.



DOB NOW: *Build* – CERTIFICATES OF OCCUPANCY IN THE PUBLIC PORTAL



Search the Public Portal for Filings and Permits Submitted in 

Address

House Number

Street Name

Borough

Search

Job Number Search

Building Identification Number (BIN)

Borough, Block, Lot

- On the Public Portal, any user can look up information about any building, including the BIN-Level Schedule of Occupancy and the Certificate of Occupancy.
- You can search by Address, Job Number, BIN, or Borough Block and Lot.

DOB NOW: *Build* – CERTIFICATES OF OCCUPANCY IN THE PUBLIC PORTAL



- Users can use the drop-down in the upper right to view the Certificate of Occupancy.

134 OCEAN AVENUE | QUEENS 11697 | BIN# 4466508

More Options ▼

BIN Certificate of Occupancy
BIN Schedule of Occupancy
Print Certificate of Compliance

Property Profile

Energy Efficiency Rating (Local Law 33 of 2018)

View

- A pop-up will show all Floor/Use records from the CO, and a copy of the CO can be printed by using the button.

BIN Certificate of Occupancy

Print

Existing

Proposed

Floor	Status	Existing Occupancy Typ.	Building Code	Building Code	Occupancy Classificatio.:	Occupancy Classificatio.:	Occupancy Group	Occupancy Group
Roof	Verified	Temporary	2014	Not Applicable	Factory and Industrial		F-2	
Floor Number(s) - 7	Verified	Interim	1968	Not Applicable	Business		E	
Floor Number(s) - 8	Verified	Interim	1968	Not Applicable	Business		E	
Floor Number(s) - 9	Verified	Temporary	2014		Assembly		A-2	
Basement/Sub-basem...	Verified	Temporary	2014		Storage		S-2	
Floor Number(s) - 4	Verified	Interim	1968	Not Applicable	Business		E	
Floor Number(s) - 2	Verified	Interim	1968	Not Applicable	Business		E	
Mezzanine - 2	Verified	Temporary	2014		Business		B	
Floor Number(s) - 5	Verified	Interim	1968	Not Applicable	Business		E	
Floor Number(s) - 3	Verified	Interim	1968	Not Applicable	Business		E	
Ground Floor	Verified	Temporary	2014		Business		B	
Cellar	Verified	Temporary	2014		Business		B	



DOB NOW: *Build* – CERTIFICATES OF OCCUPANCY IN THE PUBLIC PORTAL



- Scrolling down to the Certificate of Occupancy section of the page will also allow users to display the same pop-up. A print button also appears here.
- These options will only appear once at least one Certificate of Occupancy has been issued from DOB NOW: *Build*.

Certificate of Occupancy

Search By

View	Print	CO Request#	CO Request Type	CO Status	Job Filing#	Address
		CO-000000059	Renewal With Change	CO Issued	402546624-01	134 OCEAN AVENUE

DOB NOW: *Build* – CERTIFICATE OF OCCUPANCY TYPES

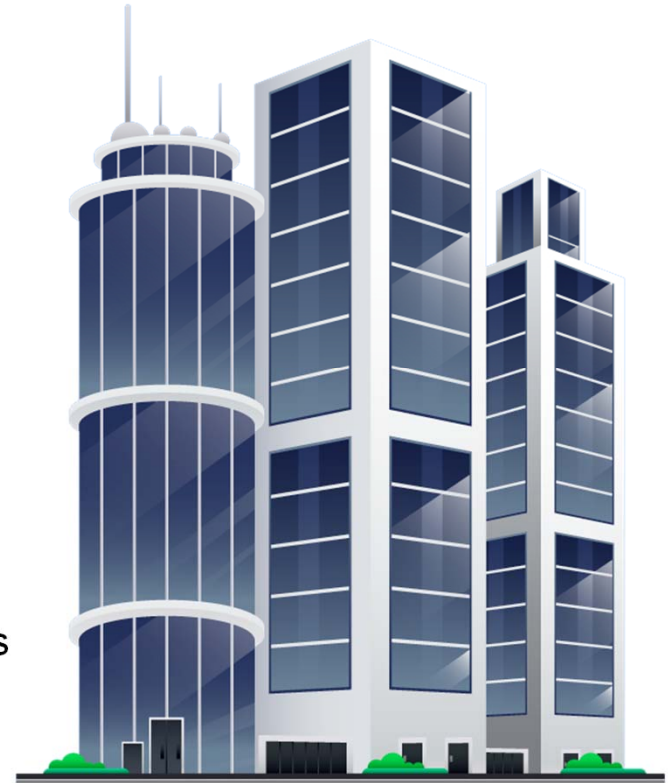


■ Core & Shell

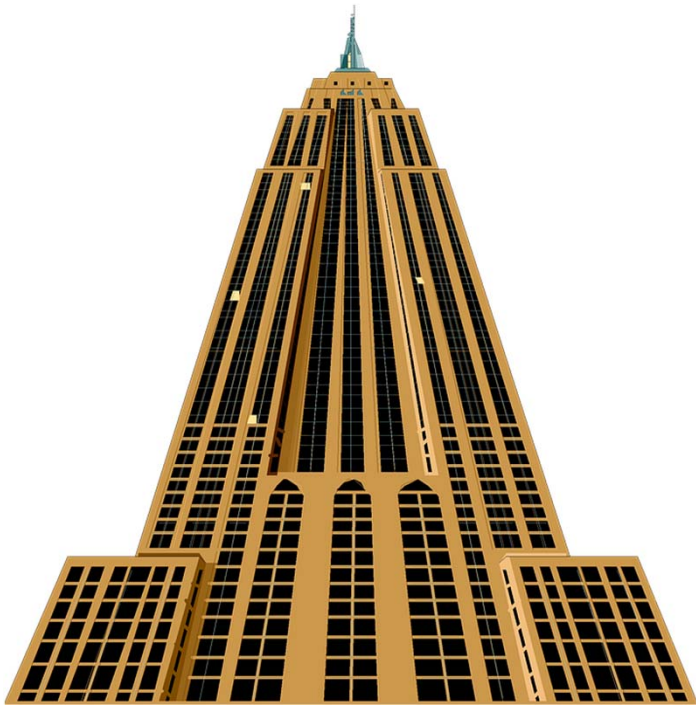
- Issued for the base building with zero occupancy
- Has a time limit and requires renewal
- Issued for qualifying projects, and requires Borough Commissioner approval
- All uses and/or floors approved must pass all required C&S inspections and meet all other C&S requirements

■ Temporary

- For a limited space on one or multiple floors
- Only some uses on a floor have passed all required inspections and met all other occupancy requirements
- Has a time limit and requires renewal



DOB NOW: *Build* – CERTIFICATE OF OCCUPANCY TYPES



- **Interim (as defined in LL 2033A)**
 - For an entire floor
 - All uses on a floor have passed all required inspections and met all other occupancy requirements
 - Does not have a time limit and does not require renewal

DOB NOW: *Build* – CERTIFICATE OF OCCUPANCY TYPES



- **Final**

- For the **entire building**
- All floors included in the Application passed all inspections required for issuance of CO and the building met the administrative requirements for issuance of the Final CO

- **Partial**

- For part (a floor or several floors) of qualifying **pre-1938 buildings**
- All uses on floor(s) approved for a Partial CO passed all inspections required for issuance of CO and the building has met the administrative requirements for issuance of Final CO



DOB NOW: *Build* – OCCUPANCY TYPES



Core & Shell	Temporary Certificate of Occupancy	Partial Certificate of Occupancy	Interim Certificate of Occupancy	Final Certificate of Occupancy
This space meets the minimum criteria and is ready to be leased out to tenant(s), for the tenant(s), to fully build out the space.	The DOB has determined the building or unit meets the criteria and is safe to occupy. However, there are outstanding issues, requiring final approval.	The DOB determined that the entire floor meets the criteria where it shall no longer be subjected to TCO expiration.	The DOB determined that the entire floor meets the criteria where it shall no longer be subjected to TCO expiration.	The DOB issues a Final Certificate of Occupancy when the completed work matches the submitted plans for new building or major Alterations. No renewals required.
Issued for the entire building or to a set of floors for 'zero' occupancy	The TCO will be subject to an expiration date. TCO's expire in 90 days after the date issued.	Cannot be renewed and is issued to buildings constructed prior to 1938	Cannot be renewed	The DOB issues a Final CO when the documents issued confirm the work complies with all applicable laws. Paperwork completed; fees are paid.
Occupancy renewals apply. Core & Shell has an expiration date, which can be renewed	TCO's Can be renewed, tenant can select the respective SO when requesting Occupancy	Can only select Partial if every use record on the same floor is also Partial	Can only select Interim when every use record on the same floor is also interim	Must be issued to the entire building at the same time

DOB NOW: *Build* – CERTIFICATE OF OCCUPANCY REQUESTS



- **Any User** can initiate a Certificate of Occupancy Request for a Job filing.
- The **+Certificate of Occupancy Requests** Action Button is accessed from any Dashboard.
- The fee for an initial CO Request is \$100.

View	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status	Filing Status Date
	Select Action: ▼	M00391142	I1	Alteration	New Job Filing	Pending CPE/ACPE Assignment	01/22/2021
	Select Action: ▼	M00391129	I1	Alteration CO	New Job Filing	Pre-filing	01/22/2021
	Select Action: ▼	Q00391115	I1	Alteration CO	New Job Filing	Pending Plan Examiner Assignment	01/22/2021

DOB NOW: *Build* – CERTIFICATE OF OCCUPANCY REQUESTS



- The **Certificate of Occupancy Dashboard** can be accessed from the Action Panel on the left of the screen

The screenshot displays the DOB NOW Build interface. On the left, a blue sidebar contains a 'Dashboard' menu with a back arrow. Below it, a list of options is shown: 'All Jobs', 'Occupancy', 'BIS Schedule of Occupancy', 'Certificate of Occupancy' (highlighted with a mouse cursor), 'Permits', 'After Hours Variance (AHV)', 'Work Permits', 'Requests', 'Certificate of Operation', 'Letter of Completion', 'Elevators Sign Off', 'Site Safety Requests', 'Tenant Protection Plan', 'Temporary BIN', 'Withdrawal & Supersede', 'Notifications', 'Boiler Removal', 'Emergency Work', 'Search', and another 'Search' field at the bottom. The main content area features a table with columns: Type, Filing Type, Filing Status, Address, Borough, Applicant of Record, Owner, Modified Date, Payment S..., Filing Action, and View. The table contains 10 rows of data. At the bottom right, it shows '1 - 10 of 13210 items'.

Type	Filing Type	Filing Status	Address	Borough	Applicant of Record	Owner	Modified Date	Payment S...	Filing Action	View
Building with E	Subsequent Filing	Pre-filing	966 EAST 179 STREET	BRONX	ADAM JOE2	APPLE ROME	09/06/2020	Due	Select Action	🔗
Building with E	Subsequent Filing	Approved	966 EAST 179 STREET	BRONX	ADAM JOE2	APPLE ROME	09/06/2020	Paid	Select Action	🔗
Building with E	Subsequent Filing	Pre-filing	100 BROADWAY	MANHATTAN	ADAM JOE2	JOE ADAM	09/06/2020	Exempted	Select Action	🔗
Building with E	New Job Filing	Pending CPE/ACPE Assignment	100 BROADWAY	MANHATTAN	ADAM JOE2	JOE ADAM	09/06/2020	Exempted	Select Action	🔗
Building with E	Subsequent Filing	Approved	966 EAST 179 STREET	BRONX	ADAM JOE2	APPLE ROME	09/06/2020	Paid	Select Action	🔗
Building with E	Subsequent Filing	Approved	930 LONGWOOD AVE...	BRONX	ADAM JOE2	APPLE ROME	09/06/2020	Paid	Select Action	🔗
Building with E	Subsequent Filing	Approved	940 LONGWOOD AVE...	BRONX	ADAM JOE2	APPLE ROME	09/06/2020	Paid	Select Action	🔗
Building with E	Subsequent Filing	Approved	930 LONGWOOD AVE...	BRONX	ADAM JOE2	APPLE ROME	09/06/2020	Paid	Select Action	🔗
Building with E	Subsequent Filing	Pre-filing	930 LONGWOOD AVE...	BRONX	ADAM JOE2	JOE ADAM	09/06/2020	Due	Select Action	🔗
Building with E	New Job Filing	Pending Prof Cert QA Assignment	750 LYDIG AVENUE	BRONX	TESTING123 DOB	ADAM JOE2	09/05/2020	Exempted	Select Action	🔗

DOB NOW: *Build* – CERTIFICATE OF OCCUPANCY REQUESTS



- Enter the related Job Number and press **Next**.

New Certificate of Occupancy Request

For DOB NOW jobs, use format M00000001-I1. For BIS jobs, use format 123456789-01.

520190338-01

Location Information

House Number	Street Name	Borough
98	EGBERT AVENUE	STATEN ISLAND
Block	Lot	BIN
355	107	5009797

Proceed Cancel

New Certificate of Occupancy Request

For DOB NOW jobs, use format M00000001-I1. For BIS jobs, use format 123456789-01.

520190338-01

Next Cancel

- Confirm the address and press **Proceed**.

DOB NOW: *Build* – NEW CERTIFICATE OF OCCUPANCY REQUESTS






- There are four tabs in the Certificate of Occupancy Request:
 - General Information
 - Certificate of Occupancy
 - Documents
 - Statements & Signatures
- In the General Information tab, the **Request Information** and **Location Information** will be auto-populated and cannot be edited.


General Information

General Information

Request Information		Location Information	
CO Request Number Not Yet Issued	CO Request Type Initial	House Number 180	Street Name RIVERSIDE BOULEVARD
Associated Job Number M00388293-11	Job Type New Building	Borough MANHATTAN	Block 1171
		Lot 129	BIN 1085805
		Zip Code 10069	Community Board 107

Stakeholders Information  

Job Details 

Comments 

DOB NOW: *Build* – NEW CERTIFICATE OF OCCUPANCY REQUESTS



- In the **Stakeholders Information** section, the **Requestor Information** is pre-populated with the details of the person who initiated the CO Request. This cannot be changed.
- **General Contractor Information** can be added but is not required.
- **Applicant Information** will also be auto-populated and cannot be changed.

The screenshot displays the 'Stakeholders Information' section of the DOB NOW Build application. It is divided into three main parts: Requestor Information, General Contractor Information, and Applicant Information.

Requestor Information (pre-populated):

Requestor Information	
Email	First Name*
BUILD138@BUILDINGS.NYC.GOV	BUILD
Last Name*	Street Address*
138	280 BROADWAY
State*	City*
NY	NEW YORK
Zip Code*	Telephone Number
10007	2129992481
Mobile Number	

General Contractor Information (empty):

General Contractor Information	
E-Mail	License Type
Please enter email address	Select Type:
First Name	Middle Initial
Business Name	Street Address
Select Type:	
State	Zip Code
License Number	Last Name
City	Telephone Number

Applicant Information (pre-populated):

Applicant Information	
Last Name	First Name
138	BUILD
Business Name	License Number
BUILD138 LLC	PE - 999014

DOB NOW: *Build* – NEW CERTIFICATE OF OCCUPANCY REQUESTS

DOB
NOW

Job Details		
Job Number M00388293-11	Construction classification II-A 1-Hour Protected (Non-Combustible)	Building Occupancy Group classification B-Business
Multiple Dwelling Law Classification Not Applicable	No. of stories 3	Height 34 Feet
No. of dwelling units 0	Fire Protection Equipment Fire Alarm System, Fire Suppression System, Sprinkler System, Standpipe System	# Open Parking Spaces 0
# Enclosed Parking Spaces 0	Total Loading Berths Not available	Restrictive Declaration None
Zoning Exhibit None	BSA Calendar Number(s) None	CPC Calendar Number(s) None

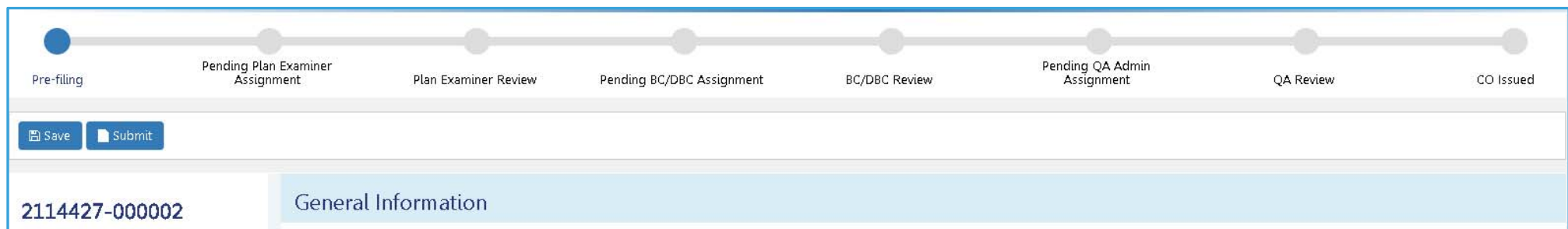
- **Job Details** are filled in from the Job Filing records and cannot be changed.
- **Comments** are optional.

Comments
<div></div> <div>255 characters remaining</div>

DOB NOW: *Build* – NEW CERTIFICATE OF OCCUPANCY REQUESTS



- Applicants must **Save** the Request before moving to another tab.
- Once the Request is saved, a Certificate of Occupancy tracking number and the status bar display.



- The Certificate of Occupancy review process is as follows:
 - Pre-filing
 - Pending Plan Examiner Assignment
 - Plan Examiner Review
 - Pending BC/DBC Assignment
 - BC/DBC Review
 - Pending QA Admin Assignment
 - QA Review
 - CO Issued

DOB NOW: *Build* – NEW CERTIFICATE OF OCCUPANCY REQUESTS

DOB
NOW

Certificate of Occupancy

+ Add

Existing Proposed

▼	Floor ▼	Status ...▼	Existing Occupancy ...▼	Occupancy Type Requ...▼	Building Code ▼	Building Code ...▼	Occupancy Classificati...▼	Occupancy Classificati...▼	○

- If there is new Occupancy (either for a new floor or an entire new building), click **+Add** to begin the process.
- For each new floor/use, Applicants need to specify which type of Occupancy is being requested:
 - **Core & Shell**
 - **Temporary**
 - **Partial**
 - **Interim**
 - **Final**

▼	Floor ▼	Status ▼	Occupancy Type Issu...▼	Occupancy Type Requ...▼
✓	Floor Number(s) - 2	Active		▼
✓	Floor Number(s) - 3	Active		Core & Shell
✓	Ground Floor	Active		Temporary
				Interim
				Partial
				Final

DOB NOW: *Build* – NEW CERTIFICATE OF OCCUPANCY REQUESTS

DOB
NOW

- One document is required: **CO Checklist**. All required documentation should be combined into one PDF file and uploaded together.
- Any additional supporting documents can be uploaded in the **Documents** field by selecting **+Add New Document**.

The screenshot displays the 'Documents' field in the 'DOB NOW: Build' interface. The field is labeled 'Documents' and contains a dropdown menu with the text 'Supporting Documents'. Below the dropdown is a button labeled '+Add New Document'. A mouse cursor is pointing at this button. To the right of the '+Add New Document' button are two buttons: 'Upload' and 'Delete'. Below these buttons is a table with the following structure:

Document Name	Prior To Stage
Supporting Document 1	Approval
Supporting Document 2	Approval
Supporting Document 3	Approval

Below the table is a pagination bar showing '1 / 1' and '5 Items Per Page'. At the bottom right of the table is a 'Cancel' button.

The 'Document Uploader' modal is open, showing a 'Select Document' section with a text input field labeled 'Enter Document Name Here or select from List...'. Below this is a 'File Name' section with a 'Choose File' button and the text 'No file chosen'. At the bottom of the modal is an 'Upload' button.

DOB NOW: *Build* – NEW CERTIFICATE OF OCCUPANCY REQUESTS

DOB
NOW

- The Requestor must Attest in the **Statements & Signatures** tab.
- If the General Contractor is listed in the General Information tab, they must also sign the Request.

Requestor Attestation

☒ I hereby state the information on this form is correct and complete to the best of my knowledge. I understand falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I also understand 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 understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.

Name*

138 BUILD

(Electronically Signed)

Date*

12/17/2020

General Contractor Attestation

☐ I hereby state the information on this form is correct and complete to the best of my knowledge. I understand falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I also understand 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 understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.

Name

Date

DOB NOW: *Build* – CERTIFICATE OF OCCUPANCY RENEWAL REQUESTS



- There are two types of renewal offered for Certificates of Occupancy:
 - **Renew without Changes**
 - If this option is selected, then the user must request the same Occupancy type per floor/use as the existing Certificate of Occupancy.
 - If the floor/use records do not have existing occupancy, then they will be considered renewal with change and cannot be included under Renew without Changes CO Request
 - Filing fee will be \$100
 - **Renew with Changes**
 - If this option is selected, then the user can request any occupancy type per floor/use (Existing Occupancy must be Core & Shell, Temporary or blank)
 - Filing fee will be \$200

DOB NOW: *Build* – CO RENEW WITHOUT CHANGES REQUESTS

DOB
NOW

- Begin by clicking **+ Certificate of Occupancy Request**.

+ Certificate of Occupancy Request

New Certificate of Occupancy Request

For DOB NOW jobs, use format M00000001-I1. For BIS jobs, use format 123456789-01.

ENTER BIS/DOB NOW JOB FILING NUMBER

Next Cancel

- Enter BIS Job number and click **Next**.

New Certificate of Occupancy Request

For DOB NOW jobs, use format M00000001-I1. For BIS jobs, use format 123456789-01.

X00388533-I1

Location Information

House Number	Street Name	Borough
1923	MULFORD AVENUE	BRONX
Block	Lot	BIN
4230	55	2821585

Occupancy Renewal Type* Renew with changes **Renew without changes**

Proceed Cancel

- Location Information** will be pulled from the Job Filing.
- Select **Renew without changes** and click **Proceed**.

DOB NOW: *Build* – CO RENEW WITHOUT CHANGES REQUESTS

DOB
NOW

- The **General Information** tab data is read only.

General Information		
Request Information		Location Information
CO Request Number Not Yet Issued	CO Request Type Renewal Without Changes	House Number 104-18
Associated Job Number 400049577-01	Job Type NB - NEW BUILDING	Street Name 37 ROAD
		Borough QUEENS
		Block 1772
		Lot 3
		BIN 4443721
		Zip Code 11368
		Community Board 403
Job Details		
Job Number 400049577-01	Construction classification II-B: PROTECTED WOOD JOIST	Building Occupancy Group classification J2: 3 FAMILY
Multiple Dwelling Law Classification HAEA	Number of stories 3	Height 31 Feet
Number of dwelling units 3	Fire Protection Equipment Not Available	Number of Open Parking Spaces Not Available
Number of Enclosed Parking Spaces Not Available	Total Loading Berths Not available	Restrictive Declaration None
Zoning Exhibit None	BSA Calendar Number(s) None	CPC Calendar Number(s) None

DOB NOW: *Build* – CO RENEW WITHOUT CHANGES REQUESTS

DOB
NOW

A screenshot of the application interface. A red rectangle highlights a blue 'Save' button with a floppy disk icon. Below it is a sidebar menu with four items: 'General Information' (highlighted in blue), 'Certificate of Occupancy', 'Documents', and 'Statements & Signatures'.

A screenshot of a notification box. The title bar is blue and says 'Notification'. The main area is white and contains the text 'Certificate of Occupancy Request is saved.' Below the text is a blue 'OK' button with a hand cursor icon pointing at it.

- Save the Request and click **OK** on the confirmation.
- A **Request Number** and a **Status Bar** will appear.

A screenshot of the application interface showing the status bar and request number. A red rectangle highlights a horizontal progress bar with eight stages: 'Pre-filing' (active, blue dot), 'Pending Plan Examiner Assignment', 'Plan Examiner Review', 'Pending BC/DBC Assignment', 'BC/DBC Review', 'Pending QA Admin Assignment', 'QA Review', and 'CO Issued'. Below the progress bar are 'Save' and 'Submit' buttons. At the bottom, a red rectangle highlights the request number '2114427-000002' next to the 'General Information' tab.

DOB NOW: *Build* – CO RENEW WITHOUT CHANGES REQUESTS

DOB
NOW

3246685-000002

General Information
Certificate of Occupancy
Documents
Statements & Signatures

Certificate of Occupancy

+ Add

Existing

Proposed

	Floor	Status	Existing Occupancy Ty...	Occupancy Type Reques...	Building Code	Building Code	Occupancy Classificatio...	Occupancy Classificatio...	C

Certificate of Occupancy

	Floor	Status	Occupancy Type Issue...	Occupancy Type Reques...	Building Code	Building Code	Oc
<input type="checkbox"/>	Floor Number(s) - ...	Active	Interim		2014	2014	Bu
<input checked="" type="checkbox"/>	Floor Number(s) - 2	Active	Core & Shell	Core & Shell	2014	2014	Bu
<input checked="" type="checkbox"/>	balcony - 888	Verified	Core & Shell	Core & Shell	2008		Ed
<input type="checkbox"/>	Floor Number(s) - ...	Active	Final		2014	1968	UT
<input type="checkbox"/>	Floor Number(s) - ...	Active	Interim		2014	2014	Bu
<input type="checkbox"/>	Floor Number(s) - ...	Active	Interim		2014	2014	Bu
<input type="checkbox"/>	Floor Number(s) - ...	Active	Interim		2014	2014	Bu
<input type="checkbox"/>	Floor Number(s) - 1	Active	Interim		2014	2014	Bu
<input checked="" type="checkbox"/>	Floor Number(s) - ...	Active	Temporary	Temporary	2008	2014	Ed
<input type="checkbox"/>	Floor Number(s) - ...	Active	Interim		2014	2014	Bu

Total Items: 24 (Showing Items: 10)

1 / 2
10
Items Per Page

Select & Add

Cancel

- Click on the **Certificate of Occupancy** tab.
- Click the **+Add** link.
- Click the checkbox next to the floor(s) you wish to renew, then click **Select & Add**.

Notification

Added sucessfully.

OK

DOB NOW: *Build* – CO RENEW WITHOUT CHANGES REQUESTS

DOB
NOW

- Supporting documents are not required, but may be uploaded in the **Documents** section if desired.

The screenshot displays the DOB NOW Build interface. On the left, a sidebar contains a search bar with the value "2821585-000003" and a menu with options: General Information, Certificate of Occupancy, Documents (highlighted), and Statements & Signatures. The main content area has a "Documents" header and a "Supporting Documents" section with an "+ Add New Document" button. A "Document Uploader" modal is open, showing a "Select Document" input field, a "File Name" section with a "Choose File" button and "No file chosen" text, and an "Upload" button. The modal also displays a table of existing documents:

Document Name	Prior To Stage
Supporting Document 1	Approval
Supporting Document 2	Approval
Supporting Document 3	Approval

At the bottom of the modal, there is a pagination control showing "1 / 1" and "5 Items Per Page", and a "Cancel" button.

DOB NOW: *Build* – CO RENEW WITHOUT CHANGES REQUESTS

DOB
NOW

- The Requestor must click the checkbox to attest in the **Statements & Signatures** tab.

The screenshot shows the 'Statements & Signatures' tab of the DOB NOW Build CO Renewal form. On the left sidebar, the ID '2821585-000003' is highlighted in a red box. The 'Statements & Signatures' tab is also highlighted in a red box. The main content area is titled 'Requestor Attestation*' and contains a checkbox with a blue checkmark, which is also highlighted in a red box. The text of the attestation states: 'I hereby state the information on this form is correct and complete to the best of my knowledge. I understand falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I also understand 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 understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.' Below the attestation, there are two input fields: 'Name*' with the value '139 BUILD' and '(Electronically Signed)', and 'Date*' with the value '01/08/2021'.

- Save** and then **Submit** the Renewal Request

The image shows two buttons: 'Save' and 'Submit'. The 'Submit' button is highlighted with a red border.

DOB NOW: *Build* – CO RENEW WITHOUT CHANGES REQUESTS

DOB
NOW

- The system will not allow users to submit the CO Renewal Request until the fee has been paid.

Save

Submit

4443721-000001

General Information

Certificate of Occupancy

Documents

Statements & Signatures

General Information

To submit this Certificate of Occupancy application first pay the amount due by clicking Pay Now on the menu to the right.

Request Information

CO Request Number	CO Request Type
4443721-000001	Renewal Without Changes
Associated Job Number	Job Type
400049577-01	NB - NEW BUILDING

Location Information

House Number	Street Name
104-18	37 ROAD
Borough	Block
QUEENS	1772
Lot	PIN

Request Highlights

View Filing

History

\$100.00

Pay Now

DOB NOW: *Build* – CO RENEW WITH CHANGES REQUESTS

DOB
NOW

- Begin by selecting **+ Certificate of Occupancy Request**.

+ Certificate of Occupancy Request

New Certificate of Occupancy Request

For DOB NOW jobs, use format M00000001-11. For BIS jobs, use format 123456789-01.

ENTER BIS/DOB NOW JOB FILING NUMBER

Next Cancel

- Enter BIS Job number and click **Next**.

New Certificate of Occupancy Request

For DOB NOW jobs, use format M00000001-11. For BIS jobs, use format 123456789-01.

X00388533-11

Location Information

House Number 1923	Street Name MULFORD AVENUE	Borough BRONX
Block 4230	Lot 55	BIN 2821585

Occupancy Renewal Type*

Renew with changes Renew without changes

Proceed Cancel

- Location Information** will be pulled from the Job Filing.
- Select **Renew with changes**.

DOB NOW: *Build* – CO RENEW WITH CHANGES REQUESTS (NOT FINAL)



- An additional question will appear, “Is this a Final Certificate of Occupancy Request?”

A screenshot of the DOB NOW web application interface. It shows a form with two rows of buttons. The first row has a label "Occupancy Renewal Type*" followed by two buttons: "Renew with changes" and "Renew without changes". The second row has a label "Is this a Final Certificate of Occupancy Request?*" followed by two buttons: "Yes" and "No". The "No" button is highlighted with a red rectangle. Below these buttons, there are two more buttons: "Proceed" and "Cancel". The "Proceed" button is also highlighted with a red rectangle.

- Select **No** and then click **Proceed**.
- The **Certificate of Occupancy Request** will open.

DOB NOW: *Build* – CO RENEW WITH CHANGES REQUESTS (NOT FINAL)



- On the **General Information** screen, the **Request Information**, **Location Information**, and **Job Details** are auto populated.

General Information

Request Information

CO Request Number
Not Yet Issued

CO Request Type
Renewal With Changes

Associated Job Number
320516820-01

Job Type
A1 - ALTERATION TYPE 1

Is This a Final Certificate of Occupancy Request?* ☐ Yes ☒ No

Location Information

House Number
144

Street Name
NORFOLK STREET

Borough
BROOKLYN

Block
8756

Lot
17

BIN
3246685

Zip Code
11235

Community Board
315

Job Details

Job Number
320516820-01

Construction classification
II-E: UNPROTECTED WOOD FRAME

Building Occupancy Group classification
R-3 - RESIDENTIAL: 1 & 2 FAMILY HOUSES

Multiple Dwelling Law Classification
Not Available

Number of stories
3

Height
30 Feet

Number of dwelling units
1

Fire Protection Equipment
Not Available

Number of Open Parking Spaces
Not Available

Number of Enclosed Parking Spaces
1

Total Loading Berths
Not available

Restrictive Declaration
None

Zoning Exhibit
2013000102453, 2013000102454

BSA Calendar Number(s)
None

CPC Calendar Number(s)
None

DOB NOW: *Build* – CO RENEW WITH CHANGES REQUESTS (NOT FINAL)

DOB
NOW

- The **Requestor Information** is also auto populated based on the login of the user requesting renewal.

Stakeholders Information*

Requestor Information

Email	First Name*	Middle Initial
AJOETEST@GMAIL.COM	JOE	T
Last Name*	Street Address*	City*
ADAM	JA LLC	JERSEY CITY
State*	Zip Code*	Telephone Number
NJ	07302	5455568622
Mobile Number		

DOB NOW: *Build* – CO RENEW WITH CHANGES REQUESTS (NOT FINAL)

DOB
NOW

General Contractor Information		
E-Mail <input type="text" value="Please enter email address"/>	License Type <input type="text" value="Select Type:"/>	License Number <input type="text"/>
First Name <input type="text"/>	Middle Initial <input type="text"/>	Last Name <input type="text"/>
Business Name <input type="text" value="Select Type:"/>	Street Address <input type="text"/>	City <input type="text"/>
State <input type="text"/>	Zip Code <input type="text"/>	Telephone Number <input type="text"/>

- The **General Contractor Information** can be added or changed, as necessary.
- **Comments** may be added if desired.

Comments
<input type="text"/>
255 characters remaining

DOB NOW: *Build* – CO RENEW WITH CHANGES REQUESTS (NOT FINAL)

DOB
NOW

Save

General Information

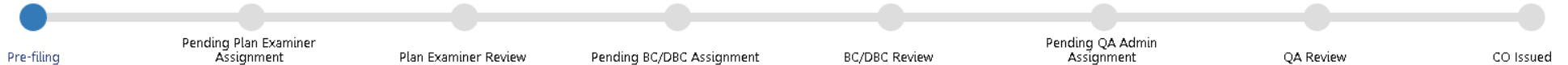
Certificate of Occupancy

Documents

Statements & Signatures

- Click **Save** in order to move to another tab.

- A **Request Number** and a **Status Bar** will appear.



Save Submit

2114427-000002

General Information

DOB
NOW

- Click on the **Certificate of Occupancy** tab. No information will appear there. Click **+Add**.
- Select floors and choose **Occupancy Type Requested** for each floor.
- Click **Select & Add**.

Certificate of Occupancy

Existing ☐ Proposed ☐

	Floor	Status	Occupancy Type Issue	Occupancy Type Request	Building Code	Building Code	Occupancy Classification	Occupancy Classification	Occupancy Group	Occupancy Group
<input checked="" type="checkbox"/>	Floor Number(s) - ...	Active	Interim	Final	2014	2014	Business	Utility and Miscellaneous	B	U
<input checked="" type="checkbox"/>	Floor Number(s) - 2	Active	Core & Shell	Temporary	2014	2014	Business	Utility and Miscellaneous	B	U
<input checked="" type="checkbox"/>	Balcony - 888	Verified	Core & Shell	Interim	2008		Educational		E	
<input type="checkbox"/>	Floor Number(s) - ...	Active	Final		2014	1968	Utility and Miscellaneous	Business	U	E
<input type="checkbox"/>	Floor Number(s) - ...	Active	Interim		2014	2014	Business	Utility and Miscellaneous	B	U
<input type="checkbox"/>	Floor Number(s) - ...	Active	Interim		2014	2014	Business	Utility and Miscellaneous	B	U
<input type="checkbox"/>	Floor Number(s) - ...	Active	Interim		2014	2014	Business	Utility and Miscellaneous	B	U
<input type="checkbox"/>	Floor Number(s) - 1	Active	Interim		2014	2014	Business	Utility and Miscellaneous	B	U
<input type="checkbox"/>	Floor Number(s) - ...	Active	Temporary		2008	2014	Educational	Factory and Industrial	E	F-1
<input type="checkbox"/>	Floor Number(s) - ...	Active	Interim		2014	2014	Business	Utility and Miscellaneous	B	U

Total Items: 24 (Showing Items: 10)

1 / 3 10 Items Per Page

1 - 10 of 24 Items

Select & Add Cancel

DOB NOW: *Build* – CO RENEW WITH CHANGES REQUESTS (NOT FINAL)

DOB
NOW

- Supporting documents may be uploaded in the **Documents** tab if desired.
- The Requestor (and the General Contractor if identified) must click the checkbox to attest in the **Statements & Signatures** tab. **Save** and then **Submit**.

Statements & Signatures

Requestor Attestation*

☐ I hereby state the information on this form is correct and complete to the best of my knowledge. I understand falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I also understand 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 understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.

Name*

Date*

General Contractor Attestation

☐ I hereby state the information on this form is correct and complete to the best of my knowledge. I understand falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I also understand 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 understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.

Name

Date

DOB NOW: *Build* – CO RENEW WITH CHANGES REQUESTS (FINAL)



- For the **Final Certificate of Occupancy Request**:

The image shows a web interface for the Department of Buildings (DOB) NOW. It features a form for renewing a Certificate of Occupancy (CO) with changes. The form has a header section with a label "Occupancy Renewal Type*" and two buttons: "Renew with changes" and "Renew without changes". Below this is a section for "Is this a Final Certificate of Occupancy Request?*" with two radio button options: "Yes" and "No". The "Yes" option is selected and highlighted with a red box. At the bottom right of the form, there are two buttons: "Proceed" (highlighted with a red box) and "Cancel".

- Select **Yes** and then click **Proceed**.
- The **Certificate of Occupancy Request** will open.

DOB NOW: *Build* – CO RENEW WITH CHANGES REQUESTS (FINAL)



- In the **General Information** tab, the **Request Information**, **Location Information**, and **Job Details** are auto populated.

General Information

Request Information

CO Request Number Not Yet Issued	CO Request Type Renewal With Changes
Associated Job Number 320516820-01	Job Type A1 - ALTERATION TYPE 1

Is This a Final Certificate of Occupancy Request? ☐ Yes ☒ No

Location Information

House Number 144	Street Name NORFOLK STREET
Borough BROOKLYN	Block 8756
Lot 17	BIN 3246685
Zip Code 11235	Community Board 315

Job Details

Job Number 320516820-01	Construction classification II-E: UNPROTECTED WOOD FRAME	Building Occupancy Group classification R-3 - RESIDENTIAL: 1 & 2 FAMILY HOUSES
Multiple Dwelling Law Classification Not Available	Number of stories 3	Height 30 Feet
Number of dwelling units 1	Fire Protection Equipment Not Available	Number of Open Parking Spaces Not Available
Number of Enclosed Parking Spaces 1	Total Loading Berths Not available	Restrictive Declaration None
Zoning Exhibit 2013000102453, 2013000102454	BSA Calendar Number(s) None	CPC Calendar Number(s) None

DOB NOW: *Build* – CO RENEW WITH CHANGES REQUESTS (FINAL)

DOB
NOW

- The **Requestor Information** is also auto populated based on the login of the user requesting renewal.

Stakeholders Information*

Requestor Information

Email	First Name*	Middle Initial
AJOETEST@GMAIL.COM	JOE	T
Last Name*	Street Address*	City*
ADAM	JA LLC	JERSEY CITY
State*	Zip Code*	Telephone Number
NJ	07302	5455568622
Mobile Number		

DOB NOW: *Build* – CO RENEW WITH CHANGES REQUESTS (FINAL)

DOB
NOW

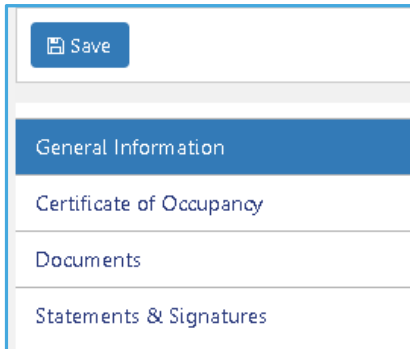
General Contractor Information		
E-Mail <input type="text" value="Please enter email address"/>	License Type <input type="text" value="Select Type:"/>	License Number <input type="text"/>
First Name <input type="text"/>	Middle Initial <input type="text"/>	Last Name <input type="text"/>
Business Name <input type="text" value="Select Type:"/>	Street Address <input type="text"/>	City <input type="text"/>
State <input type="text"/>	Zip Code <input type="text"/>	Telephone Number <input type="text"/>

- The **General Contractor Information** can be added or changed as necessary.
- **Comments** may be added if desired.

Comments
<input type="text"/>
255 characters remaining

DOB NOW: *Build* – CO RENEW WITH CHANGES REQUESTS (FINAL)

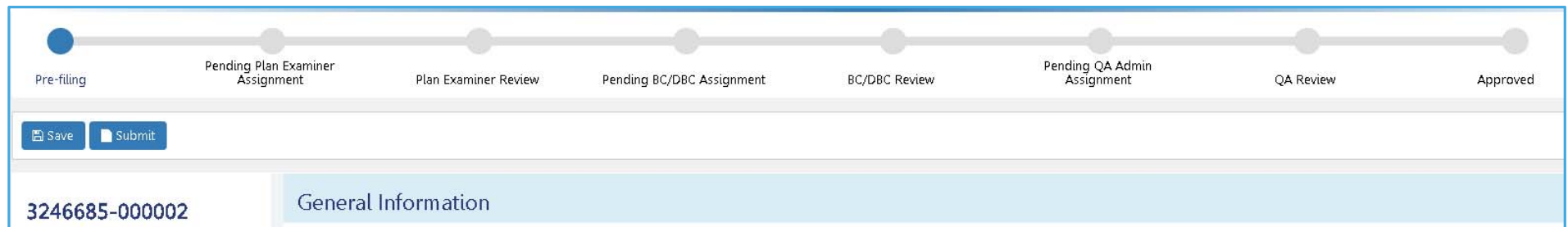
DOB
NOW



A vertical sidebar menu with a 'Save' button at the top. Below it are four menu items: 'General Information' (highlighted in blue), 'Certificate of Occupancy', 'Documents', and 'Statements & Signatures'.

- Click **Save** in order to move to another tab.

- A **Request Number** and a **Status Bar** will appear.



The main application area displays a horizontal status bar with eight stages: 'Pre-filing' (active, blue dot), 'Pending Plan Examiner Assignment', 'Plan Examiner Review', 'Pending BC/DBC Assignment', 'BC/DBC Review', 'Pending QA Admin Assignment', 'QA Review', and 'Approved'. Below the status bar are 'Save' and 'Submit' buttons. At the bottom, a light blue bar contains the 'Request Number' '3246685-000002' and the selected tab 'General Information'.

DOB NOW: *Build* – CO RENEW WITH CHANGES REQUESTS (FINAL)



- On the **Certificate of Occupancy** tab, all floors will display with an **Occupancy Type Request** of Final.

Certificate of Occupancy

+ Add

Existing ☐ Proposed ☐

	Floor	Status ...	Existing Occupancy Ty...	Occupancy Type Reques...	Building Code	Building Code	Occupancy Classificatio...	Occupancy Classificatio...	C
	Floor Number(s) - ...	Active	Interim	Final	2014	2014	Business	Utility and Miscellaneous	B
	Floor Number(s) - 2	Active	Core & Shell	Final	2014	2014	Business	Utility and Miscellaneous	B
	Floor Number(s) - ...	Active	Final	Final	2014	1968	Utility and Miscellaneous	Business	U
	Floor Number(s) - ...	Active	Interim	Final	2014	2014	Business	Utility and Miscellaneous	B
	Floor Number(s) - ...	Active	Interim	Final	2014	2014	Business	Utility and Miscellaneous	B
	Floor Number(s) - ...	Active	Interim	Final	2014	2014	Business	Utility and Miscellaneous	B
	Floor Number(s) - 1	Active	Interim	Final	2014	2014	Business	Utility and Miscellaneous	B
	Floor Number(s) - ...	Active	Temporary	Final	2008	2014	Educational	Factory and Industrial	E
	Floor Number(s) - ...	Active	Interim	Final	2014	2014	Business	Utility and Miscellaneous	B
	Floor Number(s) - ...	Active	Final	Final	2014	Prior to 1968	Utility and Miscellaneous	Public Buildings	U

Total Items: 33 (Showing Items: 10)

1 / 4 10 Items Per Page 1 - 10 of 33 items

DOB NOW: *Build* – CO RENEW WITH CHANGES REQUESTS (FINAL)

DOB
NOW

- Supporting documents may be uploaded in the **Documents** tab if desired.
- The Requestor (and the General Contractor if identified) must click the checkbox to attest in the **Statements & Signatures** tab. **Save** and then **Submit**.

Statements & Signatures

Requestor Attestation*

☐ I hereby state the information on this form is correct and complete to the best of my knowledge. I understand falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I also understand 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 understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.

Name*

Date*

General Contractor Attestation

☐ I hereby state the information on this form is correct and complete to the best of my knowledge. I understand falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I also understand 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 understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.

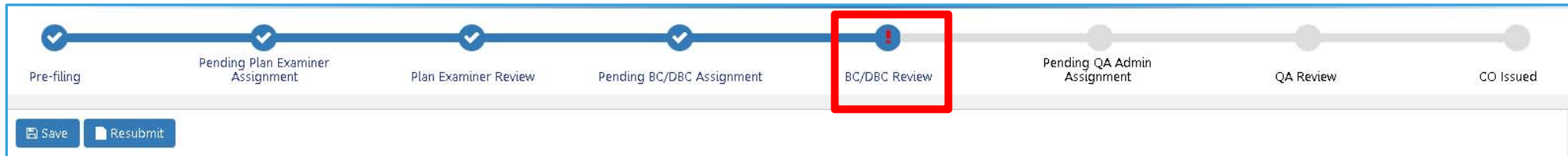
Name

Date

DOB NOW: *Build* – CERTIFICATE OF OCCUPANCY REQUEST REVIEW









- If there are any Objections during the review process, the Applicant will need to resolve the issues before proceeding.
- The applicant may be asked to resubmit documents, make changes to the Certificate of Occupancy request, or provide additional information.



DOB NOW: *Build* – PRINTING THE CERTIFICATE OF OCCUPANCY



- Once a Certificate of Occupancy has been issued, it can be printed from the **Certificate of Occupancy Dashboard**.

Certificate of Occupancy			
Filing Action	Request Number	Request Type	Request Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
  	1000823-000001	Renewal With Change	Pre-filing
  	1811452-000001	Renewal With Change	CO Issued

- Make sure your Request Status is **CO Issued**.
- Click on the **Print** icon for the Certificate of Occupancy you wish to print. The CO will open in a new tab as a PDF.

DOB NOW: *Build* – PRINTING THE CERTIFICATE OF OCCUPANCY

DOB
NOW

- Here is how your CO will appear for **Core & Shell Occupancy**.

NYC Buildings **Certificate of Occupancy**
CO Number: CO-000000052

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. This document or a copy shall be available for inspection at the building at all reasonable times.

A. Borough: BROOKLYN Address: 1120 AVENUE K Building Identification Number(BIN): 3171375	Block Number: 5533 Lot Number(s): 10	Certificate Type: Renewal With Change Date Issued: 02/05/2021
--	---	--

This building is subject to this Building Code: 2014

B. Construction Classification: I-D: 1 HOUR PROTECTED
Building Occupancy Group classification: J-3 - RESIDENTIAL 1-2 FAMILY HOUSES
Multiple Dwelling Law Classification: Not Available

No. of stories: 2 Height in feet: 35 No. of dwelling units: 1

C. Fire Protection Equipment: Not Available

D. Parking Spaces and Loading Berths:
Not Available Open Parking Spaces.
Not Available Enclosed Parking Spaces.
Not available Total Loading Berths.

E. This Certificate is issued with the following legal limitations:
Restrictive Declaration: None Zoning Exhibit: None
BSA Calendar Number(s): None CPC Calendar Number(s): None

Borough Comments:

[Signature]
Borough Commissioner

[Signature]
Commissioner

Page 1 of 3

NYC Buildings **Permissible Use and Occupancy**
CO Number: CO-000000052

FLOOR	Occupancy Group	Live Loads (lbs per sq ft)	Zoning or Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	Exceptions	CO Expiration Date
Roof	F-2	75	6		302282009-01	Core & Shell		05/06/2021
Description of Use :Mechanical and/or electrical equipment rooms that are neither identified as incidental uses in Table 509 nor classified as the occupancy within which they are located per Section 508.1								
						Maximum Person Permitted 0		
Floor Number(s) - 9	A-2	100	6		302282009-01	Core & Shell		05/06/2021
Description of Use :Caterias, except as provided for in A-3						Maximum Person Permitted 0		
Cellar	B	120	6		302282009-01	Core & Shell		05/06/2021
Description of Use :Banks						Maximum Person Permitted 0		
Mezzanine - 1	B	60	6		302282009-01	Core & Shell		05/06/2021
Description of Use :Offices						Maximum Person Permitted 0		
Basement/Sub-basement	S-2	OG	6		302282009-01	Core & Shell		05/06/2021
Description of Use :Metal cabinets						Maximum Person Permitted 0		
Floor Number(s) - 2	B	60	6		302282009-01	Core & Shell		05/06/2021
Description of Use :Offices						Maximum Person Permitted 0		
Floor Number(s) - 1	B	120	6		302282009-01	Core & Shell		05/06/2021
Description of Use :Banks						Maximum Person Permitted 0		
Floor Number(s) - 7	B	60	6		302282009-01	Core & Shell		05/06/2021
Description of Use :Offices						Maximum Person Permitted 0		
Floor Number(s) - 8	B	60	6		302282009-01	Core & Shell		05/06/2021
Description of Use :Offices						Maximum Person Permitted 0		
Floor Number(s) - 5	B	120	6		302282009-01	Core & Shell		05/06/2021

Page 2 of 3

01					
Description of Use :Offices			Maximum Person Permitted 0		
Floor Number(s) - 3	B	120	6	302282009-01	Core & Shell 05/06/2021
Description of Use :Offices			Maximum Person Permitted 0		
Floor Number(s) - 4	B	60	6	302282009-01	Core & Shell 05/06/2021
Description of Use :Offices			Maximum Person Permitted 0		
Floor Number(s) - 6	B	60	6	302282009-01	Core & Shell 05/06/2021
Description of Use :Offices			Maximum Person Permitted 0		
Mezzanine - 2	B	60	6	302282009-01	Core & Shell 05/06/2021
Description of Use :Offices			Maximum Person Permitted 0		

[Signature]
Borough Commissioner

[Signature]
Commissioner

Page 3 of 3

DOB NOW: *Build* – PRINTING THE CERTIFICATE OF OCCUPANCY

DOB
NOW

- For each applicable Floor/Use, the CO will list all the details entered into the Schedule of Occupancy for that floor.
- If there are existing Floor/Uses that have already been granted Occupancy, those will also appear on the CO.
- The **Job Reference** column will list the most recent Job-Document Number to be granted a CO.
- Expiration dates will be set to **90 days from the date of the CO Request**.

NYC

Buildings

CO Number:CO-000000052


Permissible Use and Occupancy

FLOOR	Occupancy Group	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	Exceptions	CO Expiration Date
Roof	F-2	75	6		302282009-01	Core & Shell		05/06/2021
Description of Use :Mechanical and/or electrical equipment rooms that are neither identified as incidental uses in Table 509 nor classified as the occupancy within which they are located per Section 508.1					Maximum Person Permitted:0			
Floor Number(s) - 9	A-2	100	6		302282009-01	Core & Shell		05/06/2021
Description of Use :Cafeterias, except as provided for in A-3					Maximum Person Permitted:0			
Cellar	B	120	6		302282009-01	Core & Shell		05/06/2021
Description of Use :Banks					Maximum Person Permitted:0			
Mezzanine - 1	B	60	6		302282009-01	Core & Shell		05/06/2021
Description of Use :Offices					Maximum Person Permitted:0			

DOB NOW: *Build* – PRINTING THE CERTIFICATE OF OCCUPANCY



- A Temporary Certificate of Occupancy will note that status for the relevant Floor/Uses.



CO Number: CO-000000059


Permissible Use and Occupancy

FLOOR	Occupancy Group	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	Exceptions	CO Expiration Date
Roof	F-2	75	6		402546624-01	Temporary		05/06/2021
Description of Use :Mechanical and/or electrical equipment rooms that are neither identified as incidental uses in Table 509 nor classified as the occupancy within which they are located per Section 508.1						Maximum Person Permitted:4		
Basement/Sub-basement	S-2	OG	6		402546624-01	Temporary		05/06/2021
Description of Use :Metal cabinets						Maximum Person Permitted:5		

DOB NOW: *Build* – PRINTING THE CERTIFICATE OF OCCUPANCY



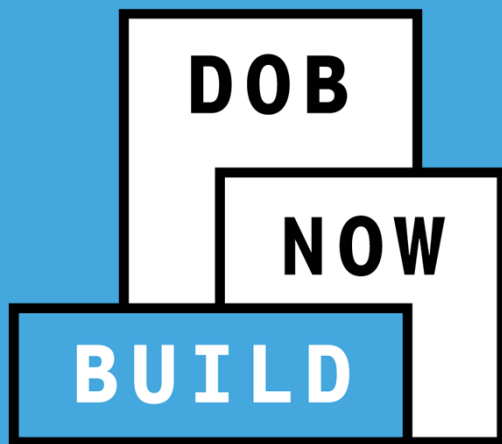
- Once the Final CO is issued, the printed Certificate of Occupancy will note Final status for all floors.



CO Number:CO-000000062

Permissible Use and Occupancy

FLOOR	Occupancy Group	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	Exceptions	CO Expiration Date
Floor Number(s) - 8	B	60	6		510065037-03	Final		
Description of Use :Offices					Maximum Person Permitted:86			
Floor Number(s) - 7	B	60	6		510065037-03	Final		
Description of Use :Offices					Maximum Person Permitted:86			



OCCUPANCY FEES

DOB NOW: *Build* – OCCUPANCY RELATED FEES



- Fees related to an Occupancy Request vary based on the type of Occupancy requested. Fees must be paid before submitting the Certificate of Occupancy request.
- In order to submit a Certificate of Occupancy Request the following fee rules will apply:
 - Initial = \$100
 - Renew with changes = \$200
 - Renew without changes = \$100
 - Request for Final = No Occupancy related fee



DOB NOW: *Build* – OCCUPANCY RELATED FEES - Example



- For an Initial New Building Job Filing the fee for requesting a Certificate of Occupancy is \$100.
 - Applicant is seeking occupancy for the first time and there is no existing occupant.
 - This scenario pertains to any Occupancy status other than Final.**

NB w/Job 1234		
Floor	Use	Use Description
1	Retail	5 spaces
2	Office space	15 offices
2	Retail	2 spaces
2	Gym	1 space
3	Office space	20 offices
4	Office space	20 offices
5	Office space	15 offices

A) Applicant requests TCO for floor 1 only			
\$100			
Transaction date - 1/1/2021 Initial/New			
Expiration Date (if applicable)	Transaction Fee	CO Type	Exclusions
3/31/2021	\$100	Temporary	2 spaces

DOB NOW: *Build* – OCCUPANCY RELATED FEES



- If there is existing Occupancy on the BIN and the Applicant is seeking to change the existing occupancy (e.g., go from a TCO to Partial) or adding new Occupancy, the cost will be \$200.
- This is considered a Renewal with Change.

NB w/Job 1234		
Floor	Use	Use Description
1	Retail	5 spaces
2	Office space	15 offices
2	Retail	2 spaces
2	Gym	1 space
3	Office space	20 offices
4	Office space	20 offices
5	Office space	15 offices

B) Applicant requests TCO for floor 2 (Office space & Retail)			
\$200			
Transaction date - 3/1/2021 Renewal w/Change			
Expiration Date (if applicable)	Transaction Fee	CO Type	Exclusions
6/1/2021	\$100	Temporary	2 spaces
6/1/2021	\$100		2 offices
6/1/2021			No exclusions

DOB NOW: *Build* – OCCUPANCY RELATED FEES



- If the Applicant is only seeking to renew an existing Occupancy, the cost is \$100.
- A Renewal Type could be TCO.

NB w/Job 1234		
Floor	Use	Use Description
1	Retail	5 spaces
2	Office space	15 offices
2	Retail	2 spaces
2	Gym	1 space
3	Office space	20 offices
4	Office space	20 offices
5	Office space	15 offices

C) Applicant A, Renews TCO				
\$100				
Transaction date - 5/30/2021				
Renewal				
Expiration Date (if applicable)	Transaction Fee	CO Type	Exclusions	Associated Job
8/30/2021	\$100	Temporary	2 spaces	1234
8/30/2021		Core & Shell (Temporary)	Some exclusions	
8/30/2021			Some exclusions	
8/30/2021			Some exclusions	
8/30/2021			Some exclusions	
8/30/2021			Some exclusions	
8/30/2021			Some exclusions	
8/30/2021			Some exclusions	
8/30/2021			Some exclusions	
8/30/2021			Some exclusions	
8/30/2021			Some exclusions	
8/30/2021			Some exclusions	

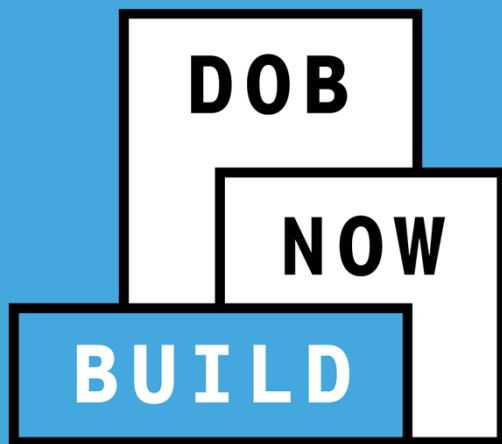
DOB NOW: *Build* – OCCUPANCY RELATED FEES



- If an Applicant is seeking **Final Occupancy**, there is no Fee associated with the request for a Certificate of Occupancy.

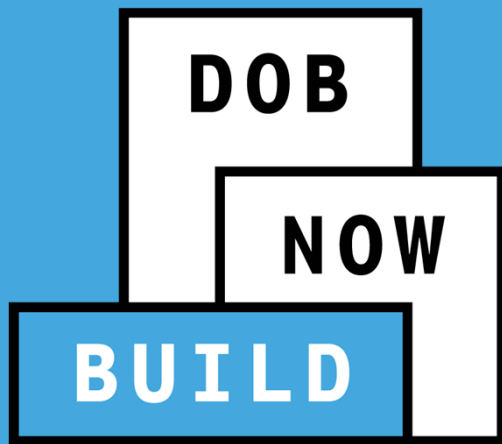
NB w/Job 1234		
Floor	Use	Use Description
1	Retail	5 spaces
2	Office space	15 offices
2	Retail	2 spaces
2	Gym	1 space
3	Office space	20 offices
4	Office space	20 offices
5	Office space	15 offices

D) Applicant A requests Final for entire BIN				
\$100				
Transaction date - 1/1/2022				
Renewal				
Expiration Date (if applicable)	Transaction Fee	CO Type	Exclusions	Associated Job
None	\$0	Final		1234



THANK YOU!

NO PAPER. NO LINES.



NO PAPER. NO LINES.

QUESTIONS?