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

- Chat Feature
- Mute Microphones
- Ask Questions
- Parking Lot
- Feedback
- Participate
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
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.
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
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
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
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.
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.
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.
- 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.
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.)

<table>
<thead>
<tr>
<th>Floor Level</th>
<th>Floor Number</th>
<th>Occupancy Classification</th>
<th>Occupancy Group</th>
<th>Description of Use</th>
<th>Description of Use Comments</th>
<th>Live Load (lbs per sqft)</th>
<th>Maximum Persons Permitted</th>
<th>Zoning Use Group</th>
<th>Dwelling or Rooming Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLR</td>
<td>001</td>
<td>Mercantile</td>
<td>M</td>
<td>Retail Sales</td>
<td>OG</td>
<td>100</td>
<td>6</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>
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.
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.
There are 3 potential statuses for a Schedule of Occupancy floor/use

<table>
<thead>
<tr>
<th>Status</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| **Active** | - 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** | - 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** | - Unverified status means that DOB has **no formal record of Occupancy** for this floor |
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.
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.
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.
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
The BIS Schedule of Occupancy Request has 4 tabs:
- General Information
- Schedule of Occupancy
- Documents
- Statements & Signatures

The Location Information, Job Details, and BIS Applicant Information in the General Information section is pulled from BIS and cannot be edited.
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.
Click **Save** to continue
Once the request is saved, the Schedule of Occupancy Request Number and Status Bar will appear.
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.
Begin by selecting the Existing and Proposed Applicable Building Code for Occupancy.

Then select +Add to enter a proposed floor/use.
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*. 
**DOB NOW: Build – SCHEDULE OF OCCUPANCY FOR BIS JOBS**

Identify the Floor where work will be performed by clicking the dropdown list.

Some options will require you to enter a floor number.

<table>
<thead>
<tr>
<th>BIS Schedule of Occupancy</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Floor</strong></td>
<td><strong>Floor Number</strong></td>
</tr>
<tr>
<td>Select</td>
<td>Select:</td>
</tr>
<tr>
<td></td>
<td>Attic</td>
</tr>
<tr>
<td></td>
<td>Balcony</td>
</tr>
<tr>
<td></td>
<td>Basement/Sub-basement</td>
</tr>
<tr>
<td></td>
<td>Bridge</td>
</tr>
<tr>
<td></td>
<td>Cellar</td>
</tr>
<tr>
<td></td>
<td>Concourse</td>
</tr>
<tr>
<td></td>
<td>Elevator Pit</td>
</tr>
<tr>
<td></td>
<td>Escalator</td>
</tr>
<tr>
<td>Building Code</td>
<td></td>
</tr>
<tr>
<td>Occupancy Classification</td>
<td></td>
</tr>
<tr>
<td>Occupancy Group</td>
<td></td>
</tr>
<tr>
<td>Description of Use</td>
<td></td>
</tr>
<tr>
<td>Description of Use Comments</td>
<td></td>
</tr>
</tbody>
</table>
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.
### DOB NOW: Build – SCHEDULE OF OCCUPANCY FOR BIS JOBS

<table>
<thead>
<tr>
<th>BIS Schedule of Occupancy</th>
<th>Floor Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

- **Building Code**: 2014
- **Occupancy Classification**: Business
- **Occupancy Group**: B
- **Description of Use**: Offices
- **Live Load (lbs per sq ft)**: 500
- **Maximum Personnel Permitted**: 100
- **Zoning Use Group**: CH-1
- **Existing Occupancy Type**: Temporary
- **Expiration Date**: 03/30/2021
- **Job Reference**: 10471815-07

After completing the form click **Add**

The system displays a **Notification**

![Notification](image)
The system displays the new Schedule of Occupancy record at the top of the list in **Unverified** status.

### BIS Schedule of Occupancy

<table>
<thead>
<tr>
<th>Actions</th>
<th>BIN SoFO</th>
<th>Tracking #</th>
<th>Floor</th>
<th>Status</th>
<th>Existing Description of Use</th>
<th>Proposed Description of Use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
<td>SQ-5558-101530210-07</td>
<td>Floor Number(s) - 3</td>
<td>Unverified</td>
<td>Books and paper in rolls or pads</td>
<td>Offices</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>SQ-1545-101530210-07</td>
<td>Floor Number(s) - 4</td>
<td>Unverified</td>
<td>Offices</td>
<td>Cafeterias, except as provided for in A-3</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>SQ-3301-101530210-07</td>
<td>Floor Number(s) - 5</td>
<td>Unverified</td>
<td>Clinic—outpatient, including group med.</td>
<td>Offices</td>
</tr>
</tbody>
</table>
Use the drop-down at the Description of Use column to change which fields are displayed.

<table>
<thead>
<tr>
<th>Actions</th>
<th>BIN SofO</th>
<th>Tracking #</th>
<th>Floor</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>No</strong></td>
<td>SO-5558-101530210-07</td>
<td>Floor Number(s) - 3</td>
<td>Unverified</td>
</tr>
<tr>
<td></td>
<td><strong>No</strong></td>
<td>SO-1545-101530210-07</td>
<td>Floor Number(s) - 4</td>
<td>Unverified</td>
</tr>
<tr>
<td></td>
<td><strong>No</strong></td>
<td>SO-3301-101530210-07</td>
<td>Floor Number(s) - 5</td>
<td>Unverified</td>
</tr>
<tr>
<td></td>
<td><strong>No</strong></td>
<td>SO-4817-101530210-07</td>
<td>Floor Number(s) - 2</td>
<td>Unverified</td>
</tr>
<tr>
<td></td>
<td><strong>No</strong></td>
<td>SO-4091-101530210-07</td>
<td>Ground Floor</td>
<td>Unverified</td>
</tr>
</tbody>
</table>

**Description of Use**

- 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
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.
The Action buttons on the main Schedule of Occupancy screen will allow an Applicant to:

- Duplicate a Record
- View and Edit
- Delete
DOB NOW: Build – SCHEDULE OF OCCUPANCY FOR BIS JOBS

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

- 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.
New records (however they are created) will appear in the SO with a red flag noting 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.
No documents are required. Any other relevant documents users wish to upload may be added to the Documents tab by clicking **Add New Document**.
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.

- Press **Yes** to confirm you wish to submit the BIS Schedule of Occupancy.
Page through the Application Preview by pressing **Next**.

Click the box to sign and date the Application.

Press **File** to submit.
The status of any BIS Schedule of Occupancy Request can be seen on the BIS Schedule of Occupancy Dashboard.
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.
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

<table>
<thead>
<tr>
<th>Current</th>
<th>Future</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some Properties have multiple TCOs and COs, which makes it hard to identify current CO from the list</td>
<td>Property will have only one active CO at any point, a Building will have only one CO</td>
</tr>
<tr>
<td>Schedule A at Job level</td>
<td>Schedule of Occupancy at Building level (BIN)</td>
</tr>
<tr>
<td>Issuance is tied to the Job and results in multiple COs</td>
<td>CO is based on the BSO (one Occupancy table and one CO)</td>
</tr>
<tr>
<td>Changes alter an entire Building’s CO</td>
<td>Changes affect only Space or Floor(s) specified</td>
</tr>
</tbody>
</table>
## DOB NOW: *Build* – CERTIFICATE OF OCCUPANCY CURRENT VS. FUTURE

<table>
<thead>
<tr>
<th>Current</th>
<th>Future</th>
</tr>
</thead>
</table>
| **A Rigid Certificate of Occupancy Structure**  
  • Temporary Certificate of Occupancy  
  • Certificate of Occupancy | **A Flexible Certificate of Occupancy Structure**  
  • Core & Shell  
  • Temporary  
  • Interim/Partial  
  • Final |
| Requires continuous TCO Renewals | TCO ends with the issuance of a Interim CO |
| Opaque process: BIS has no link with filings, required items, inspections, and sign-offs | Transparent CO process: Connects filings, submittals, inspections with CO Issuance |
CURRENT CERTIFICATE OF OCCUPANCY REQUEST PROCESS

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

- 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.
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.
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
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
<table>
<thead>
<tr>
<th>Core &amp; Shell</th>
<th>Temporary Certificate of Occupancy</th>
<th>Partial Certificate of Occupancy</th>
<th>Interim Certificate of Occupancy</th>
<th>Final Certificate of Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>The DOB has determined the building or unit meets the criteria and is safe to occupy. However, there are outstanding issues, requiring final approval.</td>
<td>The DOB determined that the entire floor meets the criteria where it shall no longer be subjected to TCO expiration.</td>
<td>The DOB determined that the entire floor meets the criteria where it shall no longer be subjected to TCO expiration.</td>
<td>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.</td>
</tr>
<tr>
<td>Issued for the entire building or to a set of floors for 'zero occupancy'</td>
<td>The TCO will be subject to an expiration date. TCO’s expire in 90 days after the date issued.</td>
<td>Cannot be renewed and is issued to buildings constructed prior to 1938</td>
<td>Cannot be renewed</td>
<td>The DOB issues a Final CO when the documents issued confirm the work complies with all applicable laws. Paperwork completed; fees are paid.</td>
</tr>
<tr>
<td>Occupancy renewals apply. Core &amp; Shell has an expiration date, which can be renewed</td>
<td>TCO’s Can be renewed, tenant can select the respective SO when requesting Occupancy</td>
<td>Can only select Partial if every use record on the same floor is also Partial</td>
<td>Can only select Interim when every use record on the same floor is also interim</td>
<td>Must be issued to the entire building at the same time</td>
</tr>
</tbody>
</table>
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.
The Certificate of Occupancy Dashboard can be accessed from the Action Panel on the left of the screen.
**DOB NOW: Build – CERTIFICATE OF OCCUPANCY REQUESTS**

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

<table>
<thead>
<tr>
<th>Location Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>House Number</strong></td>
</tr>
<tr>
<td>98</td>
</tr>
<tr>
<td><strong>Block</strong></td>
</tr>
<tr>
<td>355</td>
</tr>
<tr>
<td><strong>Street Name</strong></td>
</tr>
<tr>
<td>EGBERT AVENUE</td>
</tr>
<tr>
<td><strong>Lot</strong></td>
</tr>
<tr>
<td>107</td>
</tr>
<tr>
<td><strong>Borough</strong></td>
</tr>
<tr>
<td>STATEN ISLAND</td>
</tr>
<tr>
<td><strong>BIN</strong></td>
</tr>
<tr>
<td>5609797</td>
</tr>
</tbody>
</table>

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

- Begin by clicking + Certificate of Occupancy Request.

- Enter BIS Job number and click Next.

- Location Information will be pulled from the Job Filing.
- Select Renew without changes and click Proceed.
The **General Information** tab data is read only.

### General Information

<table>
<thead>
<tr>
<th>Request Information</th>
<th>Location Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO Request Number</td>
<td>House Number</td>
</tr>
<tr>
<td>Not Yet Issued</td>
<td>121-18</td>
</tr>
<tr>
<td>Associated Job Number</td>
<td>Borough</td>
</tr>
<tr>
<td>400049577-01</td>
<td>QUEENS</td>
</tr>
<tr>
<td>CO Request Type</td>
<td>Location Information</td>
</tr>
<tr>
<td>Renewal Without Changes</td>
<td></td>
</tr>
<tr>
<td>Job Type</td>
<td>Bloc</td>
</tr>
<tr>
<td>NB - NEW BUILDING</td>
<td>117</td>
</tr>
</tbody>
</table>

#### Job Details

<table>
<thead>
<tr>
<th>Job Number</th>
<th>Construction classification</th>
<th>Building Occupancy Group classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>400049577-01</td>
<td>I-I: PROTECTED WOOD JOIST</td>
<td>12.3 FAMILY</td>
</tr>
<tr>
<td>Multiple Dwelling Law Classification</td>
<td>Number of stories</td>
<td>Height</td>
</tr>
<tr>
<td>HAE</td>
<td>2</td>
<td>31 feet</td>
</tr>
<tr>
<td>Number of dwelling units</td>
<td>Fire Protection Equipment</td>
<td>Number of Open Parking Spaces</td>
</tr>
<tr>
<td>3</td>
<td>Not Available</td>
<td>Not Available</td>
</tr>
<tr>
<td>Number of Enclosed Parking Spaces</td>
<td>Total Loading Berths</td>
<td>Restrictive Declaration</td>
</tr>
<tr>
<td>Not Available</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>Zoning Exhibit</td>
<td>BSA Calendar Number(s)</td>
<td>CPC Calendar Number(s)</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>
Save the Request and click **OK** on the confirmation.

A **Request Number** and a **Status Bar** will appear.
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**.
Supporting documents are not required, but may be uploaded in the Documents section if desired.
The Requestor must click the checkbox to attest in the Statements & Signatures tab.

- **Save** and then **Submit** the Renewal Request
The system will not allow users to submit the CO Renewal Request until the fee has been paid.
Begin by selecting **Certificate of Occupancy Request**.

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

Enter BIS Job number and click **Next**.
DOB NOW: Build – CO RENEW WITH CHANGES REQUESTS (NOT FINAL)

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

<table>
<thead>
<tr>
<th>Occupancy Renewal Type</th>
<th>Renew with changes</th>
<th>Renew without changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this a Final Certificate of Occupancy Request?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

- Select No and then click Proceed.
- The Certificate of Occupancy Request will open.
On the General Information screen, the Request Information, Location Information, and Job Details are auto populated.
The **Requestor Information** is also auto populated based on the login of the user requesting renewal.

<table>
<thead>
<tr>
<th>Stakeholders Information*</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requestor Information</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:AJOETEST@GMAIL.COM">AJOETEST@GMAIL.COM</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Name*</td>
<td>ADAM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State*</td>
<td>NJ</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name*</td>
<td>JOE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Middle Initial</td>
<td>T</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Street Address*</td>
<td>JA LLC</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>City*</td>
<td>JERSEY CITY</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Zip Code*</td>
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</tr>
<tr>
<td>Telephone Number</td>
<td>5455568522</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>
The **General Contractor Information** can be added or changed, as necessary.

- **Comments** may be added if desired.
Click **Save** in order to move to another tab.

- A **Request Number** and a **Status Bar** will appear.
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**.
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**.
For the Final Certificate of Occupancy Request:

- Select Yes and then click Proceed.
- The Certificate of Occupancy Request will open.
In the **General Information** tab, the **Request Information**, **Location Information**, and **Job Details** are auto populated.
- The **Requestor Information** is also auto populated based on the login of the user requesting renewal.

<table>
<thead>
<tr>
<th><strong>Stakeholders Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requestor Information</strong></td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td><strong>First Name</strong></td>
</tr>
<tr>
<td><strong>Street Address</strong></td>
</tr>
<tr>
<td><strong>Zip Code</strong></td>
</tr>
<tr>
<td><strong>Middle Initial</strong></td>
</tr>
<tr>
<td><strong>City</strong></td>
</tr>
<tr>
<td><strong>Telephone Number</strong></td>
</tr>
</tbody>
</table>
### General Contractor Information

**E-Mail**: Please enter email address

**First Name**

**Business Name**

**State**

**License Type**

- Select Type:

**License Number**

**Middle Initial**

**Street Address**

**Zip Code**

**Last Name**

**City**

**Telephone Number**

- **The General Contractor Information** can be added or changed as necessary.
- **Comments** may be added if desired.
- Click **Save** in order to move to another tab.

- A **Request Number** and a **Status Bar** will appear.
On the **Certificate of Occupancy** tab, all floors will display with an **Occupancy Type Request** of Final.

Here's a table showing the Certificate of Occupancy information:

<table>
<thead>
<tr>
<th>Floor Number(s)</th>
<th>Status</th>
<th>Existing Occupancy Type</th>
<th>Occupancy Type Request</th>
<th>Building Code</th>
<th>Building Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Active</td>
<td>Interim</td>
<td>Final</td>
<td>2014</td>
<td>Business</td>
</tr>
<tr>
<td>1</td>
<td>Active</td>
<td>Core &amp; Shell</td>
<td>Final</td>
<td>2014</td>
<td>Business</td>
</tr>
<tr>
<td>1</td>
<td>Active</td>
<td>Final</td>
<td>Final</td>
<td>2014</td>
<td>Utility and Miscellaneous</td>
</tr>
<tr>
<td>1</td>
<td>Active</td>
<td>Interim</td>
<td>Final</td>
<td>2014</td>
<td>Utility and Miscellaneous</td>
</tr>
<tr>
<td>1</td>
<td>Active</td>
<td>Interim</td>
<td>Final</td>
<td>2014</td>
<td>Utility and Miscellaneous</td>
</tr>
<tr>
<td>1</td>
<td>Active</td>
<td>Interim</td>
<td>Final</td>
<td>2014</td>
<td>Utility and Miscellaneous</td>
</tr>
<tr>
<td>1</td>
<td>Active</td>
<td>Interim</td>
<td>Final</td>
<td>2014</td>
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</tr>
<tr>
<td>1</td>
<td>Active</td>
<td>Temporary</td>
<td>Final</td>
<td>2014</td>
<td>Utility and Miscellaneous</td>
</tr>
<tr>
<td>1</td>
<td>Active</td>
<td>Interim</td>
<td>Final</td>
<td>2014</td>
<td>Utility and Miscellaneous</td>
</tr>
<tr>
<td>1</td>
<td>Active</td>
<td>Final</td>
<td>Final</td>
<td>2014</td>
<td>Utility and Miscellaneous</td>
</tr>
</tbody>
</table>

Total Items: 32 (Showing Items: 10)
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.
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.
Once a Certificate of Occupancy has been issued, it can be printed from the Certificate of Occupancy Dashboard.

- 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.
Here is how your CO will appear for **Core & Shell Occupancy**.
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.
A Temporary Certificate of Occupancy will note that status for the relevant Floor/Uses.
Once the Final CO is issued, the printed Certificate of Occupancy will note Final status for all floors.
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.

<table>
<thead>
<tr>
<th>Floor</th>
<th>Use</th>
<th>Use Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Retail</td>
<td>5 spaces</td>
</tr>
<tr>
<td>2</td>
<td>Office space</td>
<td>15 offices</td>
</tr>
<tr>
<td>2</td>
<td>Retail</td>
<td>2 spaces</td>
</tr>
<tr>
<td>2</td>
<td>Gym</td>
<td>1 space</td>
</tr>
<tr>
<td>3</td>
<td>Office space</td>
<td>20 offices</td>
</tr>
<tr>
<td>4</td>
<td>Office space</td>
<td>20 offices</td>
</tr>
<tr>
<td>5</td>
<td>Office space</td>
<td>15 offices</td>
</tr>
</tbody>
</table>

**A)** Applicant requests TCO for floor 1 only

<table>
<thead>
<tr>
<th>Transaction date - 1/1/2021</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Expiration Date (if applicable)</th>
<th>Transaction Fee</th>
<th>CO Type</th>
<th>Exclusions</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/31/2021</td>
<td>$100</td>
<td>Temporary</td>
<td>2 spaces</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Floor</th>
<th>Use</th>
<th>Use Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Retail</td>
<td>5 spaces</td>
</tr>
<tr>
<td>2</td>
<td>Office space</td>
<td>15 offices</td>
</tr>
<tr>
<td>2</td>
<td>Retail</td>
<td>2 spaces</td>
</tr>
<tr>
<td>2</td>
<td>Gym</td>
<td>1 space</td>
</tr>
<tr>
<td>3</td>
<td>Office space</td>
<td>20 offices</td>
</tr>
<tr>
<td>4</td>
<td>Office space</td>
<td>20 offices</td>
</tr>
<tr>
<td>5</td>
<td>Office space</td>
<td>15 offices</td>
</tr>
</tbody>
</table>

#### B) Applicant requests TCO for floor 2 (Office space & Retail)

- **Transaction date**: 3/1/2021
- **Expiration Date**: 6/1/2021
- **Transaction Fee**: $100
- **CO Type**: Temporary
- **Exclusions**: 2 spaces

#### B) Applicant requests TCO for floor 2 (Office space & Retail)

- **Transaction date**: 3/1/2021
- **Expiration Date**: 6/1/2021
- **Transaction Fee**: $100
- **CO Type**: Temporary
- **Exclusions**: 2 offices

#### B) Applicant requests TCO for floor 2 (Office space & Retail)

- **Transaction date**: 3/1/2021
- **Expiration Date**: 6/1/2021
- **Transaction Fee**: $100
- **CO Type**: No exclusions
If the Applicant is only seeking to renew an existing Occupancy, the cost is $100.

A Renewal Type could be TCO.

<table>
<thead>
<tr>
<th>Floor</th>
<th>Use</th>
<th>Use Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Retail</td>
<td>5 spaces</td>
</tr>
<tr>
<td>2</td>
<td>Office space</td>
<td>15 offices</td>
</tr>
<tr>
<td>2</td>
<td>Retail</td>
<td>2 spaces</td>
</tr>
<tr>
<td>2</td>
<td>Gym</td>
<td>1 space</td>
</tr>
<tr>
<td>3</td>
<td>Office space</td>
<td>20 offices</td>
</tr>
<tr>
<td>4</td>
<td>Office space</td>
<td>20 offices</td>
</tr>
<tr>
<td>5</td>
<td>Office space</td>
<td>15 offices</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expiration Date (if applicable)</th>
<th>Transaction Fee</th>
<th>CO Type</th>
<th>Exclusions</th>
<th>Associated Job</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/30/2021</td>
<td>$100</td>
<td>Core &amp; Shell (Temporary)</td>
<td>Some exclusions</td>
<td>1234</td>
</tr>
<tr>
<td>8/30/2021</td>
<td>$100</td>
<td>Core &amp; Shell (Temporary)</td>
<td>Some exclusions</td>
<td>1234</td>
</tr>
<tr>
<td>8/30/2021</td>
<td>$100</td>
<td>Core &amp; Shell (Temporary)</td>
<td>Some exclusions</td>
<td>1234</td>
</tr>
<tr>
<td>8/30/2021</td>
<td>$100</td>
<td>Core &amp; Shell (Temporary)</td>
<td>Some exclusions</td>
<td>1234</td>
</tr>
<tr>
<td>8/30/2021</td>
<td>$100</td>
<td>Core &amp; Shell (Temporary)</td>
<td>Some exclusions</td>
<td>1234</td>
</tr>
<tr>
<td>8/30/2021</td>
<td>$100</td>
<td>Core &amp; Shell (Temporary)</td>
<td>Some exclusions</td>
<td>1234</td>
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<tr>
<td>8/30/2021</td>
<td>$100</td>
<td>Core &amp; Shell (Temporary)</td>
<td>Some exclusions</td>
<td>1234</td>
</tr>
<tr>
<td>8/30/2021</td>
<td>$100</td>
<td>Core &amp; Shell (Temporary)</td>
<td>Some exclusions</td>
<td>1234</td>
</tr>
</tbody>
</table>
If an Applicant is seeking **Final Occupancy**, there is no Fee associated with the request for a Certificate of Occupancy.

### NB w/Job 1234

<table>
<thead>
<tr>
<th>Floor</th>
<th>Use</th>
<th>Use Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Retail</td>
<td>5 spaces</td>
</tr>
<tr>
<td>2</td>
<td>Office space</td>
<td>15 offices</td>
</tr>
<tr>
<td>2</td>
<td>Retail</td>
<td>2 spaces</td>
</tr>
<tr>
<td>2</td>
<td>Gym</td>
<td>1 space</td>
</tr>
<tr>
<td>3</td>
<td>Office space</td>
<td>20 offices</td>
</tr>
<tr>
<td>4</td>
<td>Office space</td>
<td>20 offices</td>
</tr>
<tr>
<td>5</td>
<td>Office space</td>
<td>15 offices</td>
</tr>
</tbody>
</table>

#### D) Applicant A requests Final for entire BIN

<table>
<thead>
<tr>
<th>Transaction date - 1/1/2022</th>
<th>$100</th>
</tr>
</thead>
</table>

**Expiry Date (if applicable)** | **Transaction Fee** | **CO Type** | **Exclusions** | **Associated Job** |
---|---|---|---|---|
None | | Final | | 1234 |
THANK YOU!

NO PAPER. NO LINES.
QUESTIONS?