

## SERVICE NOTICE

### OP49 Self-Certification of Removed, Disconnected, or Non-Existing Boilers to Launch in DOB NOW: *Build*

Effective September 3, 2019, all new OP49 filings must be submitted in DOB NOW: *Build* under Boiler Removal Notification.

As part of the launch of [Boiler Equipment \(BE\)](#) filings in DOB NOW, the last date and time for paper OP49 submissions is August 30, 2019 at 4pm. **OP49 paper submissions received by the Department after 4pm on August 30, 2019 will not be processed.**

OP49 paper submissions that are either 'rejected' and/or are awaiting Certificate of Occupancy approval must be resubmitted by the deadlines indicated on the rejections notices; however, the absolute last day to resubmit any paper OP49 submission is August 31, 2020. After August 31, 2020, all outstanding paper OP49 resubmissions must be filed as a new notification in DOB NOW: *Build*.

#### Access to DOB NOW: *Build*

To log into DOB NOW, all users need an active [eFiling](#) account specific to their license type, if applicable. To create an [eFiling](#) account, visit the [DOB NOW Registration Page](#) at [www.nyc.gov/dobnowtips](http://www.nyc.gov/dobnowtips) for assistance.

#### DOB NOW Training

The Department will conduct free training sessions to explain the new processes and demonstrate how to use DOB NOW: *Build*. Visit the DOB NOW Training Page at [www.nyc.gov/dobnowtraining](http://www.nyc.gov/dobnowtraining) to register for upcoming training and to access step-by-step guides, user manuals, and videos.

To submit an inquiry about DOB NOW, visit the DOB NOW Help Form at [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp).

**POST UNTIL: September 3, 2020**