

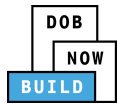
New York City Department of Buildings

# DOB NOW: Build

## **Plumbing, Sprinkler, and Standpipe Job Filings Owner User Manual**

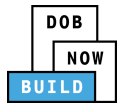
This user manual is a dynamic document that is continually edited and updated. Please check the New York City Department of Buildings website to download the most current user manual.

**As of April 17, 2017**

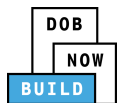


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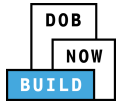
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## Introduction

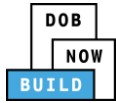
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**DOB NOW: *Build*** has been designed to allow Owners, Registered Architects, Professional Engineers, Licensees, Filing Representatives, Progress Inspectors and Special Inspectors to interact with the Department of Buildings (DOB) in a more efficient manner. After registering for an account, you can use **DOB NOW: *Build*** to submit applications, make payments, schedule appointments, check the status of an application, pull permits, and make renewals.

### DOB NOW: *Build* Manual Overview

This user manual provides step-by-step instructions for Owners to create and track job filing applications through **DOB NOW: *Build***. The manual is organized into sections that correspond to the forms that users complete when they submit an application. Screenshots have been included to guide you through completing and submitting the required forms.

The manual does not represent all the filing requirements for any given application. Every effort is made to continuously update this guide. However, this guide in no way supersedes, or otherwise substitutes for, the guidance provided by the Building Code, Zoning Resolution or any other applicable rules, regulations or policies.



## Accessing DOB NOW: *Build*

This section will guide you through how to access and navigate DOB NOW: *Build*. Screenshots will direct your attention to key features and a step-by-step guide will explain how to use them.

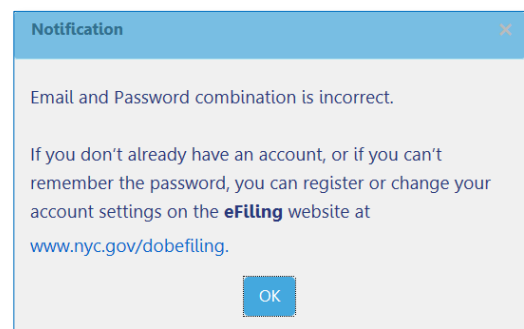
### Access DOB NOW: *Build*

We recommend that you use Internet Explorer 9.0 and above to access DOB NOW: *Build*.

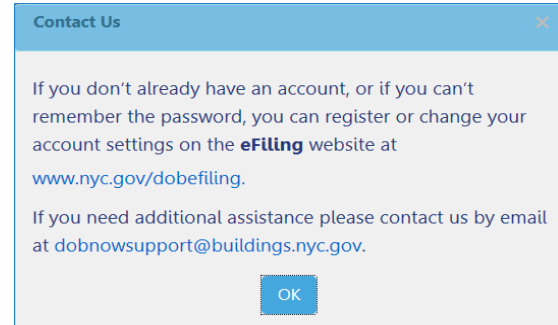
Navigate to the DOB NOW: *Build* login page by going to the following link: [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow)

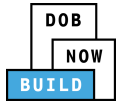
1. Enter the Email ID and Password created for the eFiling system, then click **Login**.

*Please Note: If your account information is incorrect, you will need to update your information in the eFiling system. If you enter an invalid username and password combination, you will see an error message and will be unable to login.*



2. If there is an issue with your login, clicking on **Can't access your account?** will bring up a message with an email address ([dobnowsupport@buildings.nyc.gov](mailto:dobnowsupport@buildings.nyc.gov)) to contact for assistance.



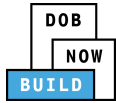


## DOB NOW: *Build* Plumbing, Sprinkler & Standpipe Job Filings Owner User Manual

*Please Note: Without a confirmed **eFiling** account, you will be unable to login to DOB NOW: Build. If you don't have an eFiling account you can register for one by clicking on the following link: <https://a810-efiling.nyc.gov/eRenewal/loginER.jsp>*

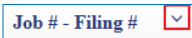
After logging in, navigate to DOB NOW: *Build* by clicking on the DOB NOW: *Build* icon.

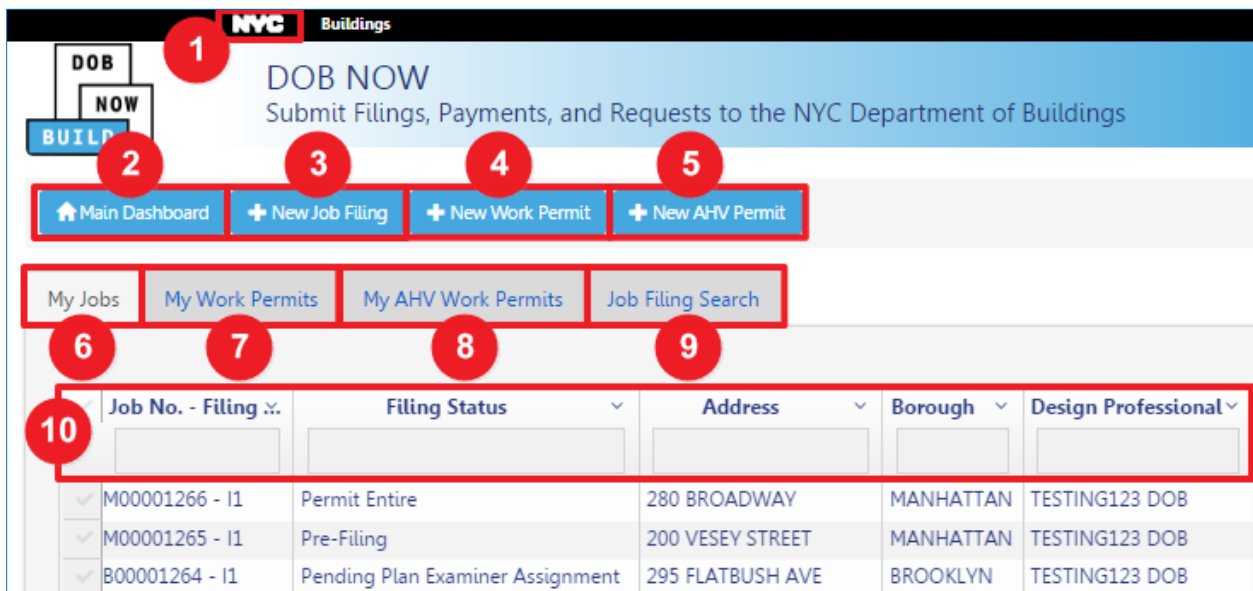




## DOB NOW: *Build* Dashboard Orientation

After logging in, the system will display the main dashboard. The numbers correspond to the list below that outlines the buttons and fields, explains the fields, and describes the actions that you can take.

1. **NYC.gov Link:** Link to the NYC.gov homepage. Clicking here will take you out of DOB NOW: *Build*.
2. **Main Dashboard:** Displays Main Dashboard
3. **New Job Filing:** Create a new job filing.
4. **New Work Permit:** Create a new work permit.
5. **New AHV Permit:** Create a new after hour variance (AHV) permit.
6. **My Jobs:** Displays a list of all jobs that you created or are associated with.
7. **My Work Permits:** Displays all permits that are part of your existing jobs.
8. **My AHV Work Permits:** Displays all AHV permits that are part of your existing jobs.
9. **Job Filing Search:** Search all existing DOB NOW: *Build* jobs.
10. **List of grid columns:** My Jobs, My Work Permits, and My AHV Work Permits tabs each contain their own unique columns of information:
  - a. You are able to sort the data in ascending or descending order, and also hide the column by clicking on the little arrow next to the column name . 
  - b. Search each field at the top of every column for specific values within that column.

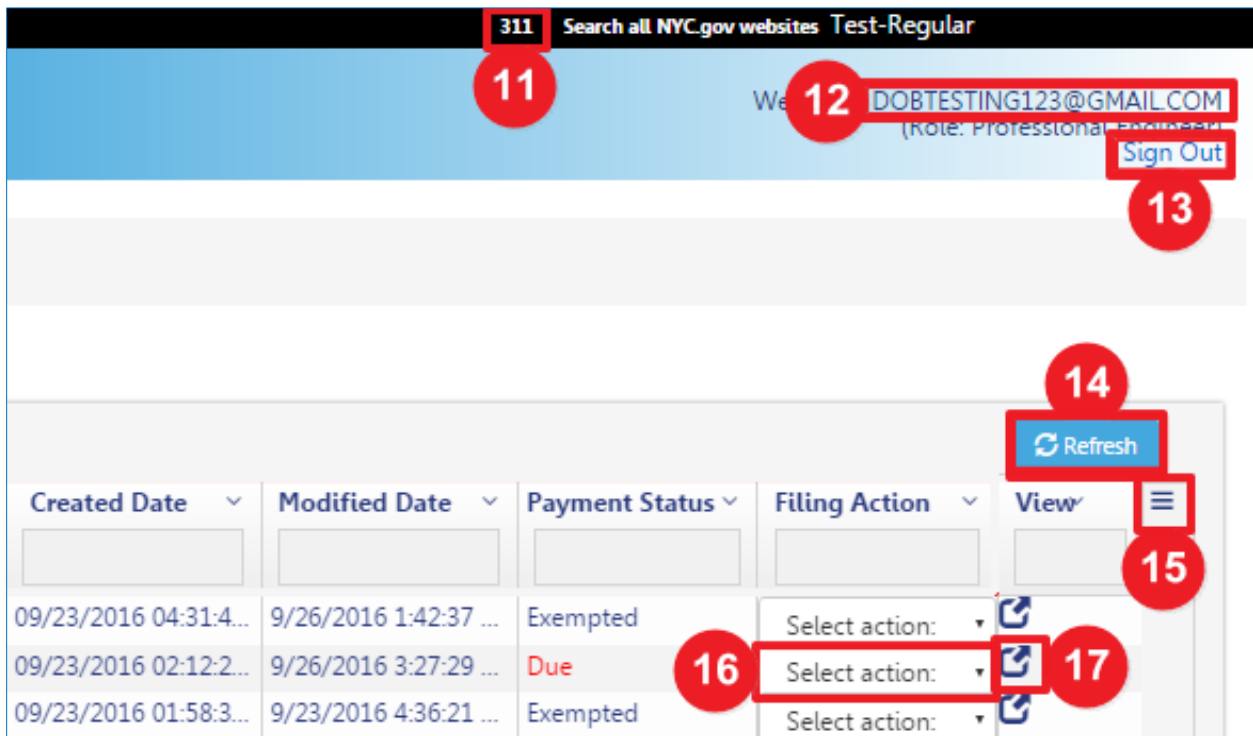


The screenshot shows the DOB NOW Build dashboard interface. At the top, there's a header with the NYC Buildings logo and the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this is a navigation bar with buttons for 'Main Dashboard', 'New Job Filing', 'New Work Permit', and 'New AHV Permit'. Underneath are tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', and 'Job Filing Search'. The main content area displays a table with columns: 'Job No. - Filing #', 'Filing Status', 'Address', 'Borough', and 'Design Professional'. The table contains three rows of data. Red circles with numbers 1 through 10 are overlaid on the image to indicate specific UI elements: 1 points to the NYC logo, 2 to the Main Dashboard button, 3 to the New Job Filing button, 4 to the New Work Permit button, 5 to the New AHV Permit button, 6 to the My Jobs tab, 7 to the My Work Permits tab, 8 to the My AHV Work Permits tab, 9 to the Job Filing Search tab, and 10 to the table header area.

Job No. - Filing #	Filing Status	Address	Borough	Design Professional
M00001266 - I1	Permit Entire	280 BROADWAY	MANHATTAN	TESTING123 DOB
M00001265 - I1	Pre-Filing	200 VESEY STREET	MANHATTAN	TESTING123 DOB
B00001264 - I1	Pending Plan Examiner Assignment	295 FLATBUSH AVE	BROOKLYN	TESTING123 DOB

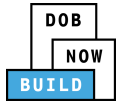


11. **311 Link:** Link to the 311 homepage.
12. **Logged User:** Identifies the **User** Name and System Role associated with the user account.
13. **Sign Out:** Sign out of the DOB NOW: *Build* system.
14. **Refresh:** Refreshes the data to display the most recent information.
15. **Column Editor:** Pick which columns are displayed in the grid.
16. **Filing Action:** Select a filing action for the job filing.
17. **View:** Directs you to the job filing page



The screenshot shows the DOB NOW: Build interface. At the top, there is a search bar labeled '311 Search all NYC.gov websites Test-Regular'. Below this, a blue header bar contains the user information: 'DOBTESTING123@GMAIL.COM' (Role: Professional Engineer) and a 'Sign Out' button. A 'Refresh' button is located below the header. The main content area displays a table with columns: 'Created Date', 'Modified Date', 'Payment Status', 'Filing Action', and 'View'. The table contains three rows of data. The first row shows 'Exempted' status. The second row shows 'Due' status. The third row shows 'Exempted' status. The 'Filing Action' column for each row has a 'Select action:' dropdown menu. The 'View' column has a 'View' button. Red circles with numbers 11 through 17 are overlaid on the interface to highlight specific features: 11 points to the 311 link, 12 points to the user name, 13 points to the Sign Out button, 14 points to the Refresh button, 15 points to the Column Editor (hamburger menu), 16 points to the Filing Action dropdown, and 17 points to the View button.

Created Date	Modified Date	Payment Status	Filing Action	View
09/23/2016 04:31:4...	9/26/2016 1:42:37 ...	Exempted	Select action: ▾	
09/23/2016 02:12:2...	9/26/2016 3:27:29 ...	Due	Select action: ▾	
09/23/2016 01:58:3...	9/23/2016 4:36:21 ...	Exempted	Select action: ▾	



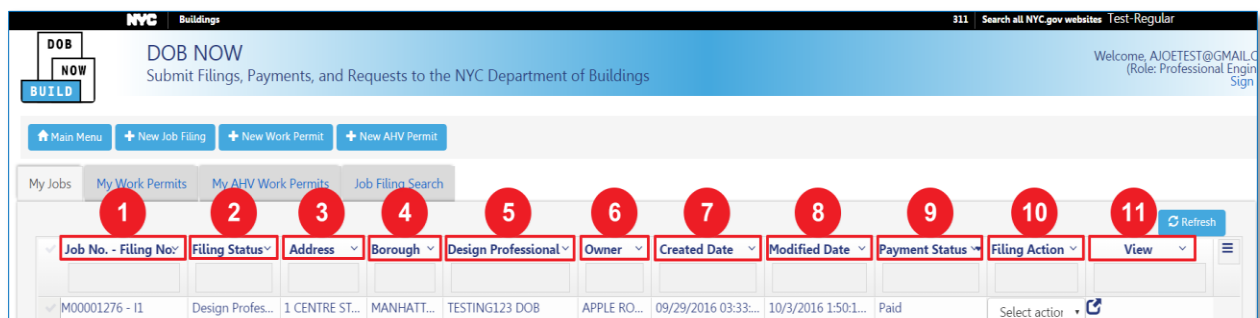
## DOB NOW: *Build* Dashboard Tabs

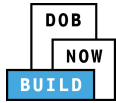
This section guides you through the actions that you can take from the **My Jobs**, **My Work Permits**, **My AHV Work Permits**, and **Job Filing Search** tabs.

### My Jobs Tab

The default dashboard screen is the **My Jobs** tab. Under this tab the following information is displayed:

1. **Job No. – Filing No.:** This column contains the job and filing identification number of the associated row. The first letter indicates the borough for which the filing is associated, followed by an 8-digit ID number and filing suffix.
2. **Filing Status:** A description of the job filing status is found here. Some examples include *Permit Entire*, *Pre-Filing*, *Approved*, and *On Hold*.
3. **Address:** Contains the relevant address for the associated filing
4. **Borough:** Contains the relevant borough for the associated filing
5. **Design Professional:** Names the designated design professional for the associated filing
6. **Owner:** Names the designated owner of the associated filing address
7. **Created Date:** The date on which the filing was created
8. **Modified Date:** The time and date on which the filing was last modified
9. **Payment Status:** A description of the payment status is found here. Some examples include *Paid*, *Due*, and *Exempted*.
10. **Filing Action:** Actions which can be taken on the selected filing; see the related section below for more details
11. **View:** provides row sorting options such as *Sort Ascending*, *Sort Descending*, or *Hide Column*





## My Jobs Filing Actions

Depending on the filing status of the job filings listed under the **My Jobs** tab, you can take the following actions from the dropdown button under the **Filing Action** column:

*Please Note: Options available in dropdown menus will change depending on the status of your filing. Every **Filing Action** will not always be available. All **Filing Actions** will be described in later sections.*

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

Welcome, APPLEROME16@GMAIL.COM (Role: Preparer) Sign Out

Main Menu + New Job Filing + New Work Permit + New AHV Permit

My Jobs My Work Permits My AHV Work Permits Job Filing Search

Job No. - Filing No.	Filing Status	Address	Borough	Payment Status	Filing Action	View
S00001315 - I1	Pre-Filing	209 JEFFERSON STRE...	STATEN ISL...	Exempted	Select action: [link icon]	[link icon]
M00001303 - I1	Design Professional Review	6 PARK PLACE	MANHATTAN	Paid	Select action: [link icon]	[link icon]

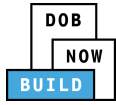
Total Items: 659 (Showing Items: 10)

1 / 66 / 10 Items Per Page 1 - 10 of 659 items

Possible actions include:

- Subsequent Filing
- Create Work Permit
- PAA
- Correction


Payment Status	Filing Action	View
Exempted	Select action: [link icon]	[link icon]
Exempted	Select action: [link icon]	[link icon]
Exempted	Select action: [link icon]	[link icon]
Exempted	Select action: [link icon]	[link icon]
Exempted	Select action: [link icon]	[link icon]
Exempted	Select action: [link icon]	[link icon]
Exempted	Select action: [link icon]	[link icon]



## My Work Permits Tab

This section describes the **My Work Permits** tab. Under this tab the following information is displayed:

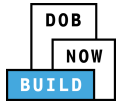
1. **Job No. – Filing No.:** This column contains the job and filing identification number of the associated permit. The first letter indicates the borough for which the filing is associated, followed by an 8-digit ID number and filing suffix.
2. **Tracking No.:** Contains the tracking number for the associated work permit
3. **Work Permit No.:** Contains the job and filing identification number along with the permit number of the associated filing
4. **Sequence No.:** Contains the relevant sequence number of the associated work permit
5. **Work Permit Status:** A description of the work permit status is found here. Some examples include *Signed Off*, *Pre-Filing*, and *QA Review*.
6. **Address:** Contains the relevant address of the associated filing
7. **Permit Type:** The type of permit requested for the associated filing
8. **Created Date:** The time and date on which the permit was first filed
9. **Contractor:** Names the designated contractor for the associated filing
10. **Filing Action:** Actions which can be taken on the selected filing; see the related section below for more details

Please Note: To access all columns, click the expand icon  located left of the grid

11. **Modified Date:** The time and date on which the filing was last modified
12. **Withdrawal Request Status:** If a withdrawal has been requested, the status of that request will display here



1	2	3	4	5	6	7	8	9	10	
Job No. - Filing No.	Tracking No.	Work Permit No.	Sequence No.	Work Permit Status	Address	Permit Type	Created Date	Contractor	Filing Action	
M00001314 - I1	313724152	Permit is not yet issued	Pre-Filing	177 HUDSON ST...	Standpipe	10/11/2016 08:06...	MRC TEST	Select action:		



## My Work Permits Filing Actions

Owners associated with the job filing will be able to view the permits in the My Work Permits tab. For permits listed under **My Work Permits** tab, you can take the following actions from the dropdown menu under the **Filing Action** column:

The screenshot shows the DOB NOW interface. The 'My Work Permits' tab is selected. A table lists permits with columns: Job No. - Filing No., Work Permit No., Work Permit Status, Address, Permit Type, and Filing Action. The 'Filing Action' column for the first three rows is highlighted with a red box, showing a dropdown menu with 'Select action:'.

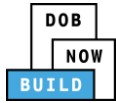
Job No. - Filing No.	Work Permit No.	Work Permit Status	Address	Permit Type	Filing Action
M00001165 - I1	M00001165-I1-PL	Signed off	137 CENTRE STREET	Plumbing	Select action: ▼
M00001159 - I1	M00001159-I1-PL	Signed off	280 BROADWAY	Plumbing	Select action: ▼
M00000794 - I1	M63064327-I1-PL	Signed off	6 PARK PLACE	Plumbing	Select action: ▼

*Please Note: All **Filing Actions** will be described in later sections.*

Possible actions include:

- **Create AHV**
- **Print Work Permit**
- **Renew Work Permit**

Address	Permit Type	Filing Action
137 CENTRE STRE...	Plumbing	Select action: ▼
280 BROADWAY	Plumbing	Select action: ▼
6 PARK PLACE	Plumbing	Select action: ▼
6 PARK PLACE	Sprinkler	Select action: ▼
6 PARK PLACE	Plumbing	Create AHV
80 CENTRE ST	Plumbing	Print Work Permit
		Renew Work Permit

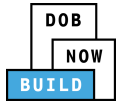


## My AHV Work Permits Tab

This section describes the **My AHV Work Permits** tab. Under this tab, information about **After Hours Variance** (AHV) permits are displayed:

1. **Job No. – Filing No.:** This column contains the job and filing identification number of the associated permit. The first letter indicates the borough for which the filing is associated, followed by an 8-digit ID number and filing suffix.
2. **AHV Permit No.:** Contains the permit number for the associated AHV work permit
3. **Work Permit ID.:** Contains the borough identification letter along with the permit number of the associated filing
4. **AHV Permit Status:** A description of the AHV permit status is found here. Some examples include *Approved*, *Pre-Filing*, and *QA Review*.
5. **Created Date:** The time and date on which the permit was first filed
6. **Filing Action:** Actions which can be taken on the selected filing; see the related section below for more details

The screenshot displays the 'My AHV Work Permits' tab in the DOB NOW application. The header includes the NYC Buildings logo, the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings', and a user welcome message for 'APPLEROME16@GMAIL.COM (Role: Preparer)'. Below the header are navigation buttons: 'Main Menu', '+ New Job Filing', '+ New Work Permit', and '+ New AHV Permit'. The 'My AHV Work Permits' tab is selected, showing a table of permits. The table has six columns, each highlighted with a red circle and a number: 1. Job No. - Filing No., 2. AHV Permit No., 3. Work Permit ID, 4. AHV Permit Status, 5. Created Date, and 6. Filing Action. The table contains one row of data: M00001147 - I1, M8670681, M8670681, AHV Permit Issued, 07/11/2016 06:55:10 PM, and a dropdown menu for Filing Action. Below the table, it says 'Total Items: 65 (Showing Items: 15)'. At the bottom, there are pagination controls showing '1 / 5' and '15 Items Per Page', and a status '1 - 15 of 65 items'.



## My AHV Work Permits Grid Filing Actions

Owners associated with the job filing will be able to view the permits in the **My AHV Work Permits** tab. For permits listed under this tab, you can take the following actions from the dropdown button under the **Filing Action** column:

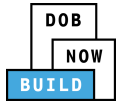
Job No. - Filing No.	AHV Permit No.	Work Permit ID	AHV Permit Status	Created Date	Filing Action
Q00000805 - I1	Q3304175	Q3304175	QA Review	04/06/2016 06:16:47 PM	Select action:
Q00000872 - I1	Q3045310	Q3045310	Pre-Filing	04/07/2016 04:51:19 PM	Select action:
M00000825 - I1	M9939047	M9939047	Approved	04/01/2016 04:31:50 PM	Select action:

*Please Note: **Filing Actions** in the **My AHV Work Permits** tab will only be available once the associated AHV work permit has been created in the **My Work Permits** tab. All **Filing Actions** will be described in later sections.*

Possible actions include:

1. **Print AHV Permit**
2. **Renew AHV Permit**

Work Permit ID	AHV Permit Status	Filing Action
M3400293	AHV Permit Issued	Select action:
M3214125	AHV Permit Issued	Select action:
M1050959	AHV Permit Issued	Select action:
M8670681	AHV Permit Issued	Select action:
M5577847	AHV Permit Issued	Select action:
M1792092	AHV Permit Issued	Select action:



## Job Filing Search

The **Job Filing Search** tab is used to search for any jobs in DOB NOW: *Build*. You must enter the exact job number, with all 9 characters. After entering the job number, press **Enter** on your keyboard or the **Search** button as highlighted below:

NYC Buildings

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

Home Main Menu + New Job Filing + New Work Permit + New AHV Permit

My Jobs My Work Permits My AHV Work Permits Job Filing Search

Enter exact Job Number and then click search  
9 characters remaining

Search

The results will be listed in the grid as shown below:

Home Main Menu + New Job Filing + New Work Permit + New AHV Permit

My Jobs My Work Permits My AHV Work Permits Job Filing Search

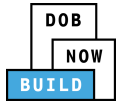
m00000541  
0 characters remaining

Search

✓	Job No. ▾	Filing No. ▾	Filing Type ▾	House No. ▾	Borough ▾	Current Filing Status ▾	Filing Action ▾	⋮
✓	M00000541	11	New Job Filing	280 Broadway	MANHATTAN	Pre-Filing	Select action: ▾	

Total Items: 1





To go to the job filing screen from the search results, you can double-click on the job filing and a **Job Info** window will appear.

Click **OK** to go to the job filing screen, where you can see all details related to the filing.

A screenshot of a 'Job Info' window. The window has a light blue header bar with the text 'Job Info'. Below the header, the following information is displayed: 'Job Number: M00001286', 'Filing Number: 11', and 'Address: 498 SEVENTH AVENUE'. At the bottom right of the window, there are two buttons: 'OK' (highlighted with a red square) and 'Cancel'.

If the job filing number you entered cannot be found by the system, you will receive the message requesting an appropriate job number.

A screenshot of a 'Notification' window. The window has a light blue header bar with the text 'Notification' and a close button (X) in the top right corner. The main content area is light gray and contains the following text: 'Job Number: M00000666 could not be found. Please try again with an appropriate job number.' At the bottom center of the window, there is a blue button with the text 'OK'.

## Create New Work Permit from Job Filing Search

To create a work permit request from the Job Filing Search tab, go to the **Filing Action** column and select **Create Work Permit**.

Job No.	Filing No.	Filing Type	House No.	Borough	Current Filing Status	Created Date	Design Professional	Filing Action
M00000903	I1	New Job Filing	137 centre street	MANHATTAN	Permit Entire	4/12/2016 9:09:18 AM	JOE ADAM	Select action: Subsequent Filing PAA Get Work Permits View AHJ Permits <b>Create Work Permit</b>

The following notification will appear after your selection.

Confirm

Please confirm that you want to create a work permit.

Yes

No

Click on **Yes** and you will be directed to the **Work Permit** form.

Work Permit

Trace History

1. Reasons for Filing

Filing reason\*  
☒ Initial Filing ☐ No Work Permit  
 Expected Start Date\*   Work on Floor(s)\*

2. Application Highlights

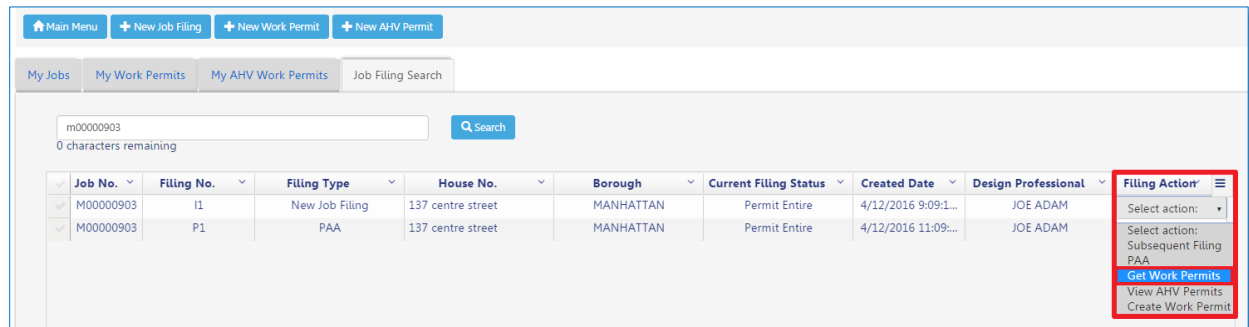
Location  
 295 FLATBUSH AVENUE  
 BROOKLYN 11217

3. Type of Permit

Work Permit Status  
 Tracking Number  
 Work Permit Status

## View All Work Permits from Job Filing Search

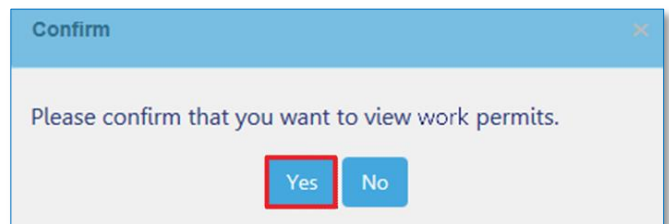
To view all work permits for a filing from the Job Filing Search tab, click on **Get Work Permits** from the **Filing Action** column.



The screenshot shows the 'Job Filing Search' tab selected. A search bar contains 'm00000903'. Below the search bar is a table with columns: Job No., Filing No., Filing Type, House No., Borough, Current Filing Status, Created Date, Design Professional, and Filing Action. The 'Filing Action' column for the first two rows has a dropdown menu open, showing options: 'Select action:', 'Select action: Subsequent Filing PAA', 'Get Work Permits' (highlighted in red), 'View AHV Permits', and 'Create Work Permit'.

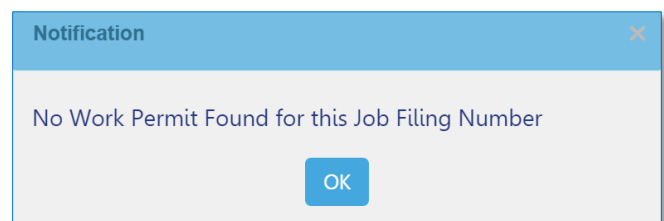
Job No.	Filing No.	Filing Type	House No.	Borough	Current Filing Status	Created Date	Design Professional	Filing Action
M00000903	I1	New Job Filing	137 centre street	MANHATTAN	Permit Entire	4/12/2016 9:09:1...	JOE ADAM	Get Work Permits
M00000903	P1	PAA	137 centre street	MANHATTAN	Permit Entire	4/12/2016 11:09:...	JOE ADAM	Get Work Permits

The following notification will appear after your selection. Click **Yes** to continue and view work permits.

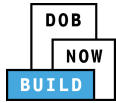


A blue 'Confirm' dialog box with a close button (X) in the top right corner. The text inside says 'Please confirm that you want to view work permits.' At the bottom, there are two buttons: 'Yes' (highlighted with a red border) and 'No'.

If no permits are available for this Job Filing, a notification will display a message that no **Work Permits** were found for this **Job Filing Number**.



A blue 'Notification' dialog box with a close button (X) in the top right corner. The text inside says 'No Work Permit Found for this Job Filing Number'. At the bottom, there is a single button labeled 'OK'.



Otherwise, a new sub-grid will appear underneath the main grid displaying all permits for the job filing.

The screenshot shows the DOB NOW interface. At the top, there are buttons for 'Main Menu', '+ New Job Filing', '+ New Work Permit', and '+ New AHV Permit'. Below these are tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', and 'Job Filing Search'. A search bar contains 'm00000903' with a 'Search' button. Below the search bar is a table with columns: Job No., Filing No., Filing Type, House No., Borough, Current Filing Status, Created Date, Design Professional, and Filing Action. The table contains two rows of data. Below this table, it says 'Total Items: 2'. Underneath is another table with columns: Tracking Number, Work Permit No., Sequence No., Work Permit Status, Permit Type, Created Date, Contractor, and Filing Action. This table contains two rows of data. The bottom of the page says 'Total Items: 2'.

Job No.	Filing No.	Filing Type	House No.	Borough	Current Filing Status	Created Date	Design Professional	Filing Action
M00000903	I1	New Job Filing	137 centre street	MANHATTAN	Permit Entire	4/12/2016 9:09:1...	JOE ADAM	Select action: ▼
M00000903	P1	PAA	137 centre street	MANHATTAN	Permit Entire	4/12/2016 11:09:...	JOE ADAM	Select action: ▼

Total Items: 2

Tracking Number	Work Permit No.	Sequence No.	Work Permit Status	Permit Type	Created Date	Contractor	Filing Action
868494265	M00000903-I1-PL	1	Permit Issued	Plumbing	2016-04-12	KIRAN VALLABHANENI	Select action: ▼
811897072	Permit is not yet issued		Pre-Filing	Plumbing	2016-07-08	KIRAN VALLABHANENI	Select action: ▼

Total Items: 2

From the list of work permits you will be able to take the following actions by going to the Filing Action column:

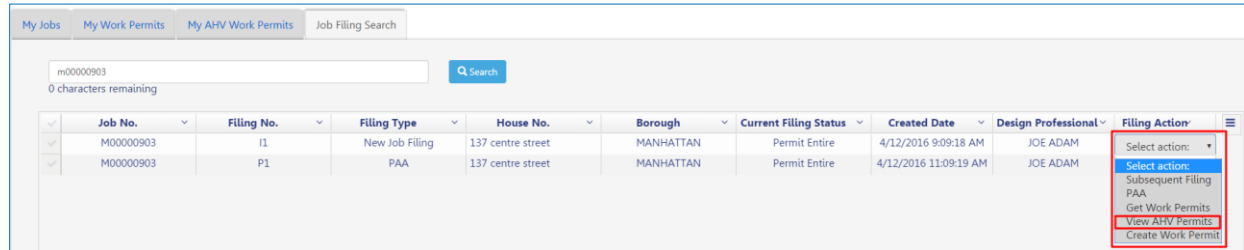
- **Create AHV**
- **Print Work Permit**
- **Renew Work Permit**

This screenshot is a close-up of the 'Filing Action' column from the table in the previous screenshot. The dropdown menu is open, showing the following options: 'Select action:', 'Create AHV', 'Print Work Permit', and 'Renew Work Permit'.

Tracking Number	Work Permit No.	Sequence No.	Work Permit Status	Permit Type	Created Date	Contractor	Filing Action
868494265	M00000903-I1-PL	1	Permit Issued	Plumbing	2016-04-12	KIRAN VALLABHANENI	Select action: ▼
811897072	Permit is not yet issued		Pre-Filing	Plumbing	2016-07-08	KIRAN VALLABHANENI	Select action: ▼

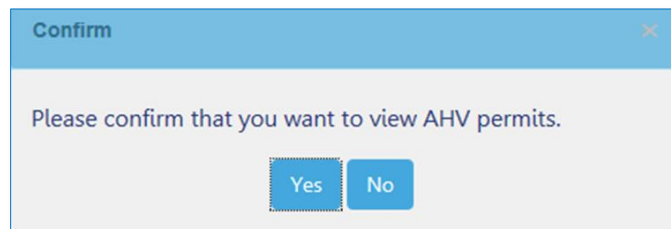
## View AHV Permits from Job Filing Search

To view the AHV permits for a job filing on the **Job Filing** Search tab, select **View AHV Permits** from the **Filing Action** column.



Job No.	Filing No.	Filing Type	House No.	Borough	Current Filing Status	Created Date	Design Professional	Filing Action
M00000903	I1	New Job Filing	137 centre street	MANHATTAN	Permit Entire	4/12/2016 9:09:18 AM	JOE ADAM	Select action: ▼
M00000903	P1	PAA	137 centre street	MANHATTAN	Permit Entire	4/12/2016 11:09:19 AM	JOE ADAM	Select action: Subsequent Filing PAA Get Work Permits <b>View AHV Permits</b> Create Work Permit

The following notification will appear after your selection. Click **Yes** to confirm and continue to AHV permits, or click **No** to return to the previous screen.



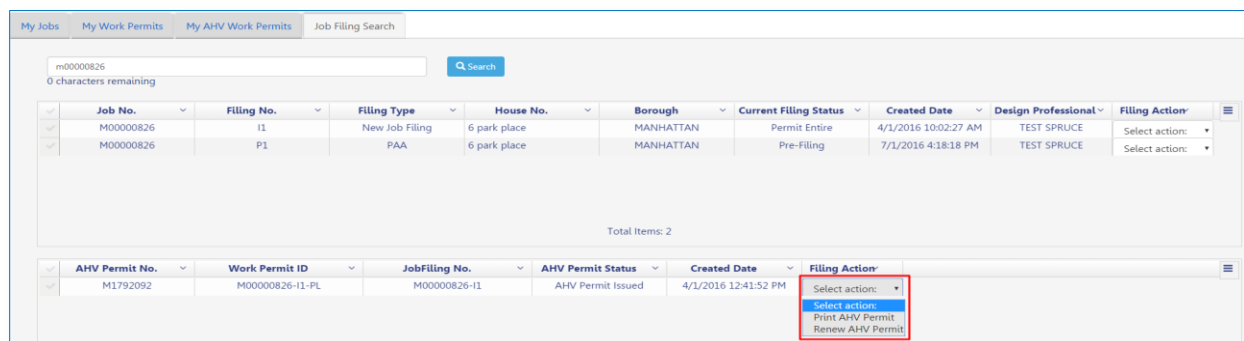
**Confirm**

Please confirm that you want to view AHV permits.

Yes No

A new sub-grid will appear underneath the main grid displaying all of the AHV permits for the job filing. From the **Filing Action** column you can select the following actions:

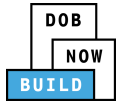
- **Print AHV Permit**
- **Renew AHV Permit**



Job No.	Filing No.	Filing Type	House No.	Borough	Current Filing Status	Created Date	Design Professional	Filing Action
M00000826	I1	New Job Filing	6 park place	MANHATTAN	Permit Entire	4/1/2016 10:02:27 AM	TEST SPRUCE	Select action: ▼
M00000826	P1	PAA	6 park place	MANHATTAN	Pre-Filing	7/1/2016 4:18:18 PM	TEST SPRUCE	Select action: ▼

Total Items: 2

AHV Permit No.	Work Permit ID	JobFiling No.	AHV Permit Status	Created Date	Filing Action
M1792092	M00000826-I1-PL	M00000826-I1	AHV Permit Issued	4/1/2016 12:41:52 PM	Select action: <b>Print AHV Permit</b> <b>Renew AHV Permit</b>



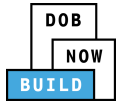
## Sorting and Displaying Columns

You can search for specific jobs, sort the columns, export data, and choose which columns appear in the dashboard grid.

1. **Column Sort:** Click the dropdown menu arrow next to each column to sort the results by ascending or descending order.
2. **Column Search:** Type in a value in this field to search for and display only jobs that contain the searched for value. For example, if you type Queens in the *Borough* column, only jobs in Queens will be displayed.
3. **Column Editor:** Pick which columns are displayed or hidden on the grid. (✕ indicates hidden, ✓ indicates displayed.)

The screenshot shows the 'Job Filing Search' tab in the application. A red box labeled '1' highlights the dropdown arrows on the column headers. A red box labeled '2' highlights the search input field above the table. A red box labeled '3' highlights the 'View' button and the column editor icons (checkboxes) in the table header row.

Job No. - Filing	Filing Status	Address	Borough	Design Professional	Owner	Created Date	Modified Date	Payment Status	Filing Action	View
M00001266 - I1	Permit Entire	280 BROADWAY	MANHATTAN	TESTING123 DOB	APPLE ROME	09/23/2016 04:31:4...	9/26/2016 1:42:37 ...	Exempted	Select action:	
M00001265 - I1	Pre-Filing	200 VESEY STREET	MANHATTAN	TESTING123 DOB		09/23/2016 02:12:2...	9/26/2016 3:27:29 ...	Due	Select action:	
B00001264 - I1	Pending Plan Examiner Assignment	295 FLATBUSH AVE	BROOKLYN	TESTING123 DOB	APPLE ROME	09/23/2016 01:58:3...	9/23/2016 4:36:21 ...	Exempted	Select action:	

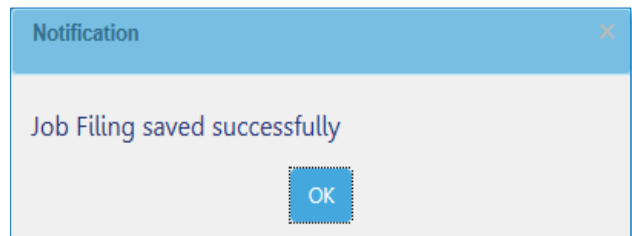


## Save Function

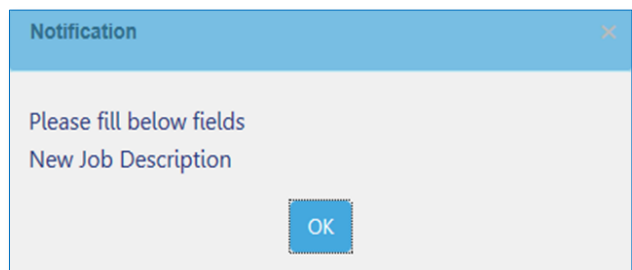
It is important that you **Save** your job filing any time you make changes, otherwise your changes will be lost.

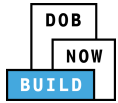
The screenshot shows the DOB NOW web application interface. At the top, there is a navigation bar with the NYC Buildings logo and the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this, there is a horizontal menu with five buttons: 'Pre-Filing', 'Design Professional Review', 'Plan Review', 'Plan Approved', and 'Permit Review'. The 'Pre-Filing' button is highlighted. Below the menu, there is a section with a 'Save' button (highlighted with a red box) and a 'Preview to File' button. To the right of these buttons, the text 'Job# M00001287 Filing# I1' is displayed. Below this, there is a horizontal progress bar with four steps: 'Plans/Work (PW1)', 'Scope of Work', 'Cost Affidavit (PW3)', and 'Technical Report (PW4)'. The 'Plans/Work (PW1)' step is currently active.

If you're creating a new filing you'll need to complete the **Location Information**, **Applicant Information**, and **Job Description** sections in order to save it the first time. The following message will appear when you save successfully:



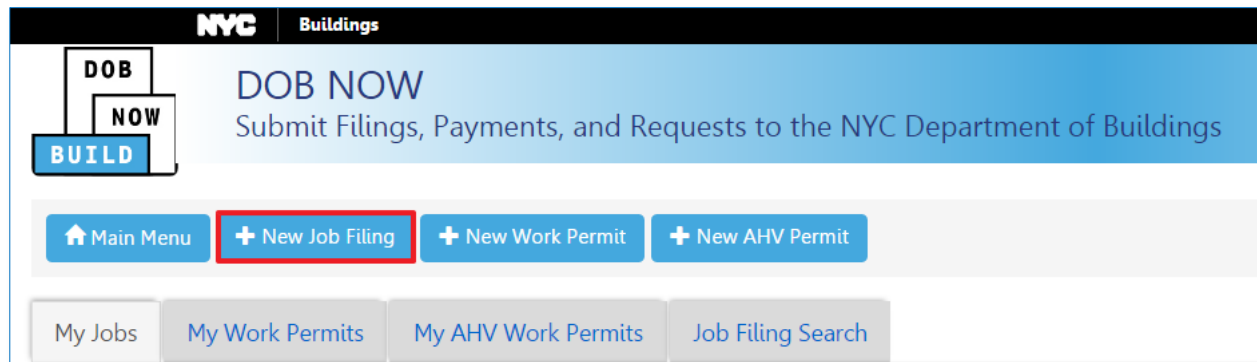
If you have not yet completed the required fields, you'll receive the message below, which specifies what sections still need to be completed:





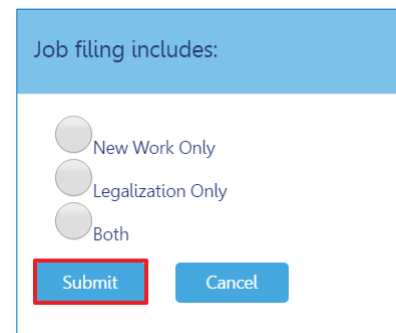
## Enter a New Job Filing

This section guides you through how to enter a new job filing from the main dashboard. To begin a new job filing, click on the **+ New Job Filing** button located in the upper right on the dashboard screen.



A Dialog Box with the following options will open:

- **New Work Only:** Select this option when submitting an application for new work only
- **Legalization Only:** Select this option when submitting an application for legalization only
- **Both:** Select this option when submitting an application for both new work and legalization



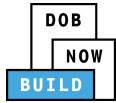
Select the type of job filing from the list and click on **Submit**. Clicking on **Cancel** will return you to the dashboard.

*Please Note: If you need to change your selection, you will be able to do so once the form opens.*

There can only be one Design Professional, Filing Representative, and Owner assigned per filing on the Portal. However, the Filing Representative and Contractor can be changed (only if permit has not been issued) through processing a Post Approval Amendment (PAA).

If a job filing has been submitted to DOB but NOT approved, it is possible to make a correction. Owners can initiate and save corrections, but the Design Professional will need to file it.





## Job Filing Screen

### New Filing

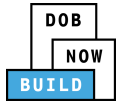
After starting a new job filing the **Job Filing** screen will appear. Once you begin adding details, additional forms may appear. You will only be able to save after completing Sections 1, 2, and 11 in the **Plans/Work (PW1)** form. A job number will be generated after saving the first time.

The screenshot shows the DOB NOW Job Filing screen. The header includes the DOB NOW logo, the text "DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings", and a welcome message for "APPLEROME16@GMAIL.COM (Role: Preparer)" with a "Sign Out" link and a "Dashboard" button. The main navigation bar includes "Pre-Filing", "Save", "Preview to File", "Job# Filing#", "View Filing", "Payment History", "Trace History", and "Property Profile". The "Plans/Work (PW1)" tab is selected, showing a progress bar with steps: "Plans/Work (PW1)", "Scope of Work", "Cost Affidavit (PW3)", "Technical Report (TR1)", and "Statements & Signatures". The "1. Location Information" section contains fields for "House No.(s) \*", "Borough\*", "Lot \*", "C.B. No. \*", "Apt./Condo. No.(s)", "Street Name \*", "Block\*", "BIN\*", "Zip Code\*", and "Work on Floor(s)\*". The "Application Highlights" section on the right lists "Location", "Job Number", "Filing Number", "Estimated Job Cost \*", "Estimated Legalization Cost (\$)", "Current Filing Status", and "Job Status".

### In Progress Filing

After you enter and save your filing information, the **Job Filing** screen will populate a job number, update the status of the filing, and new forms will be made visible based on information provided in the **PW1**.

The screenshot shows the DOB NOW Job Filing screen with the form populated with data for Job# M00001254 Filing# I1. The header includes the DOB NOW logo, the text "DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings", and a welcome message for "APPLEROME16@GMAIL.COM (Role: Preparer)" with a "Sign Out" link and a "Dashboard" button. The main navigation bar includes "Save", "Preview to File", "Job# M00001254 Filing# I1", "View Filing", "Payment History", "Trace History", and "Property Profile". The "Plans/Work (PW1)" tab is selected, showing a progress bar with steps: "Plans/Work (PW1)", "Scope of Work", "Cost Affidavit (PW3)", "Technical Report (TR1)", "Technical Report Energy (TR1S)", "Documents", "Work Permit (PW2)", and "Statements & Signatures". The "1. Location Information" section contains fields for "House No.(s) \*", "Borough\*", "Lot \*", "C.B. No. \*", "Apt./Condo. No.(s)", "Street Name \*", "Block\*", "BIN\*", "Zip Code\*", and "Work on Floor(s)\*". The "Application Highlights" section on the right lists "Location", "Job Number", "Filing Number", "Estimated Job Cost \*", "Estimated Legalization Cost (\$)", "Current Filing Status", "Job Status", and "Work without Permit Violation".



## Job Filing

On the Job Filing screen, you can check the status of the filing and view additional details. This section of the manual identifies key information on the Job Filing screen, divided into three main sections:

**Section I:** Progress ribbon showing steps taken towards completion

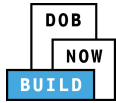
**Section II:** Navigation section with links to *Dashboard*, *Payment History*, *Trace History*, and *Property Profile*

**Section III:** *Application Highlights* and *Fees*

The screenshot shows the DOB NOW Job Filing interface. Section I (Progress ribbon) includes steps: Pre-Filing, Design Professional Review, Plan Review (active), Plan Approval, Permit Review, Permit, Signoff, and Letter of Completion. Section II (Navigation links) includes: New Filing, Payment History, Trace History, and Property Profile. Section III (Application Highlights and Fees) displays job details and a fee schedule.

Application Highlights	
Location	280 BROADWAY
Job Number	MANHATTAN 10007
Filing Number	M00000577
Job Number	11
Estimated Job Cost *	\$15,000.00
Current Filing Status	Plan Examiner Review in Process
Job Status	Job in Process
Work without Permit Violation	Yes
Total Job Cost (\$)	\$15,000.00
Invoice Number	100000669
Filing Type	New Job Filing

Fees	
New Work Filing Fee	\$568.00
Legalization Filing Fee	\$0.00
Record Management Fee	\$165.00
PAA	\$0.00
No Good Check Fee	\$0.00
In Conjunction Fee	\$0.00
Adjustment	\$0.00
<b>Total Fee</b>	<b>\$533.00</b>
Amount Paid	\$533.00
Amount Due	\$0.00



## Section I

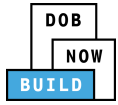
1. **Filing Progress:** The highlighted status indicates the current status of the job filing. A filing will always start with a status of *Pre-Filing*. The filing will be assigned a different status as it moves through the filing process.
2. **Save:** Save information that was entered.
3. **Preview to File:** Provides the summary of the job filing details, and requires the Design Professional to provide acknowledgment before it can be filed with DOB. Only the Design Professional will be able to click this button.
4. **Job #:** Job number of the selected job. This number is created after saving the job the first time. If starting a new job, there will be nothing displayed until the information is saved. The first letter represents the borough where the job is located.
  - a. **M: Manhattan**
  - b. **X: Bronx**
  - c. **B: Brooklyn**
  - d. **Q: Queens**
  - e. **S: Staten Island**
5. **Filing No.:** Specific filing No. for the job selected. The first letter represents the filing type:
  - a. **I: Initial**
  - b. **P: PAA**
  - c. **S: Subsequent Filing**
6. **Filing Forms:** Lists all of the forms that need to be completed for the job. The default form shown when opening a job filing will always be **Plans/Work (PW1)**.
7. **Form Sections:** Sections for each form you need to complete.

The screenshot shows the DOB NOW Build job filing interface. Red boxes and numbers 1 through 7 highlight specific features:

- 1. Progress bar at the top with stages: Pre-Filing, Design Professional Review, Plan Review, Plan Approved, Permit Review, Permit, Signoff, Letter of Completion.
- 2. Save button.
- 3. Preview to File button.
- 4. Job# M00001253.
- 5. Filing# I1.
- 6. Filing Forms tab (Plans/Work (PW1), Scope of Work, Cost Affidavit (PW3), Technical Report (TR1), Technical Report Energy (TR8), Documents, Work Permit (PW2), Statements & Signatures).
- 7. Application Highlights section on the right, listing: Location, Job Number, Filing Number, Estimated Job Cost, Current Filing Status, Job Status, Work without Permit Violation.

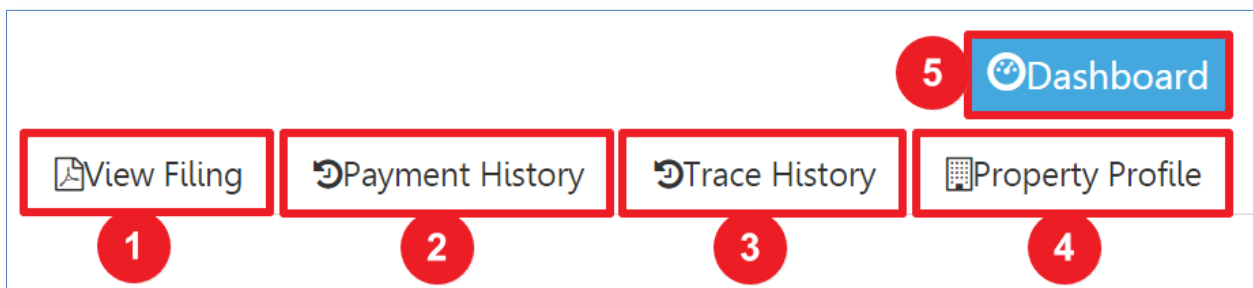
The main form section is titled "1. Location Information" and contains the following fields:

Field	Value
House No.(s) *	200
Borough *	MANHATTAN
Lot *	140
C.B. No. *	101
Apt./Condo. No.(s)	2
Street Name *	VESEY STREET
Block *	16
BIN *	1000059
Zip Code *	10281
Work on Floor(s) *	2



## Section II

1. **View Filing:** Exports the job filing information entered into a PDF document. This feature is only available after filing the job with DOB.
2. **Payment History:** View past invoices and payments.
3. **Trace History:** View DOB actions taken on the filing (these will occur after the filing has been submitted to DOB).
4. **Dashboard:** Returns you to the dashboard.
5. **Property Profile:** View general information of the location associated with the job.



## Section III

1. **Application Highlights:** Summary information on the filing, status will update as you proceed.
2. **Fees:** Fee information associated with the filing.
3. **Pay Now:** Click to pay any fees associated with the filing. Clicking the **Pay Now** button will take you to a secure third-party payment screen.

The image shows a screenshot of a web application interface. It is divided into three main sections, each highlighted with a red border and a red circle containing a number (1 through 3) to its left.

**1. Application Highlights**

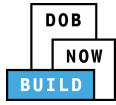
Location	280 BROADWAY
	MANHATTAN 10007
Job Number	M00000577
Filing Number	11
Estimated Job Cost	\$15,000.00
Current Filing Status	Plan Examiner Review in Process
Job Status	Job in Process
Work without Permit Violation	Yes
Total Job Cost (\$)	\$15,000.00
Invoice Number	100000669
Filing Type	New Job Filing

**2. Fees**

New Work Filing Fee	\$368.00
Legalization Filing Fee	\$0.00
Record Management Fee	\$165.00
PAA	\$0.00
No Good Check Fee	\$0.00
In Conjunction Fee	\$0.00
Adjustment	\$0.00
<b>Total Fee</b>	<b>\$533.00</b>
Amount Paid	\$533.00
Amount Due	\$0.00

**3. Pay Now**

A blue button labeled 'Pay Now' is located at the bottom of the Fees section.



## Initial Job Filing Submission

The sections below provide instructions for completing the forms that need to be submitted as part of an initial job filing. The list of forms includes:

- Plans/Work (PW1)
- Scope of Work
- Cost Affidavit (PW3)
- Technical Report (TR1)
- Technical Report Energy (TR8)
- Supporting Documents
- EN2
- Work Permit (PW2)
- Statements & Signatures

Based on your specific filing type, you may not be required to complete each form.

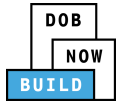
### Plans/Work (PW1)

The **Plans/Work (PW1)** is filed with DOB to begin the application process. It's the first tab you see on the job filing page. The following sections of the user manual provide details on the **PW1** with instructions on how to complete each section.

Save your job filing frequently to make sure no information is lost. The **Save** button is enabled after you have completed the following sections on the **PW1** form:

- Section 1: Location Information
- Section 2: Applicant Information
- Section 11: Job Description

After your job is saved the first time, a job number will be generated, and your filing will appear on the DOB NOW: *Build* dashboard.



## Location Information

Enter the information in the following required fields:

1. **House No.(s)**
2. **Street Name**
3. **Borough**
4. **Block**
5. **Lot**
6. **Apt./Condo No.(s) (Optional)**
7. **Work on Floor(s)**

After the first time you save the filing, the **BIN**, **C.B. No.** (Community Board), and **Zip Code** number automatically updates based on the values you enter in the fields above.

1. Location Information					
House No.(s) *	1	200	Street Name *	VESEY ST	2
Borough*	3	MANHATTAN	Block*	16	4
Lot *	5	140	BIN*	1000059	
C.B. No. *		101	Zip Code*	10281	
Apt./Condo. No.(s)	6	2	Work on Floor(s)*	2	7

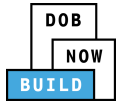
## Applicant Information

Enter the information in the following required fields for the Design Professional that will be submitting the job. The greyed out fields will automatically fill once the email is entered.

1. **E-mail**
2. **License Type**
3. **Business Name**

*Please Note: The email address entered on this screen must match the email address associated with a confirmed **eFiling** account.*

2. Applicant Information					
E-Mail*	1	AJOETEST@GMAIL.COM	License Type*	Professional Engineer	2
License Number*		078712	Last Name*	ADAM	
First Name*		JOE	Middle Initial		
Business Name*	3	test	Business Telephone	5455568622	
Business Address*		JA LLC	Business Fax		
City*		JERSEY CITY	State*	NJ	
Zip Code*		07302	Mobile Telephone	5455568622	



## Filing Representative

Enter the email of the Filing Representative associated with this job filing (optional, enter only if using a Filing Representative).

1. **E-Mail**
2. **Business Name**

The remaining fields will be auto-populated after the email has been entered.

*Please Note: The email address entered on this screen must match the email address associated with a confirmed **eFiling** account.*

### 3. Filing Representative

E-Mail	<div>1</div> <input type="text" value="Enter email/username..."/>	Registration Number	<input type="text"/>
First Name	<input type="text"/>	Middle Initial	<input type="text"/>
Last Name	<input type="text"/>	Business Name	<div>2</div> <input type="text"/>
Business Telephone	<input type="text"/>	Business Address	<input type="text"/>
Business Fax	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	Zip Code	<input type="text"/>
Mobile Telephone	<input type="text"/>		

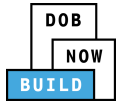
## Filing Review Type

Select an option from the **Filing Review Type** dropdown to identify the type of Filing review (Standard Plan Examination or a Professional Certification).

### 4. Filing Review Type\*

Professional Certification ▼

Select type:  
Standard Plan Examination  
Professional Certification



## Work Types

On the Work Types screen, the **Filing Included** section will display the selections previously submitted when the New Job Filing was created. If you want to change this filing type you can select another option here.

The New Work section will display the work types available in DOB NOW: *Build*. You are required to check off all the work types that are part of your filing. If the filing includes new work and legalization, there will be separate work type checkboxes for each filing.

For **New Work Only**, select:

1. **Filing Included:** New Work Only
2. **New Work:** Select the new work types that apply

The screenshot shows the '6. Work Types' form. A red box labeled '1' highlights the 'Filing Included:' section where 'New Work Only' is selected. Another red box labeled '2' highlights the 'New Work:\*' section, which contains three checkboxes: 'PL - Plumbing', 'SP - Sprinkler', and 'SD - Standpipe'.

For **Legalization Only**, select:

1. **Filing Included:** Legalization Only
2. **Legalization Work:** Select the legalization work types that apply

The screenshot shows the '6. Work Types' form. A red box labeled '1' highlights the 'Filing Included:' section where 'Legalization Only' is selected. Another red box labeled '2' highlights the 'Legalization Work:\*' section, which contains two checkboxes: 'PL - Plumbing' and 'SP - Sprinkler'.

For **Both** (New Work and Legalization), select:

1. **Filing Included:** Both (includes New Work and Legalization)
2. **New and Legalization Work:** Select the new and legalization work types that apply

The screenshot shows the '6. Work Types' form. A red box labeled '1' highlights the 'Filing Included:' section where 'Both' is selected. A red box labeled '2' highlights the 'New Work:\*' section with checkboxes for 'PL - Plumbing', 'SP - Sprinkler', and 'SD - Standpipe'. A third red box labeled '3' highlights the 'Legalization Work:\*' section with checkboxes for 'PL - Plumbing' and 'SP - Sprinkler'.



When filing for **Standpipe (SD)**, additional actions are required. Select all options that apply:

1. **Filing Included:** *New Work Only* and *Both*
2. **New Work :** Select *Standpipe (SD)* and any additional work types that apply
3. **New Standpipe Installation or Repair to Existing Standpipe**
4. **Standpipe Type:** Select the type of standpipe that applies
5. **Standpipe Class:** Select the standpipe class number that applies

### 6. Work Types\*

1

Filing Included:

☐ New Work Only

☐ Legalization Only

☒ Both

2

New Work:\*

☐ PL - Plumbing ☐ SP - Sprinkler ☒ SD - Standpipe

Legalization Work:\*

☐ PL - Plumbing ☐ SP - Sprinkler

3

☐ New Standpipe Installation ☒ Repair to Existing Standpipe

4

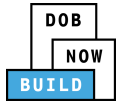
Standpipe Type:\*

☐ Wet ☐ Dry ☒ Auto

5

Standpipe Class:\*

☐ Class 1 ☐ Class 2 ☒ Class 3



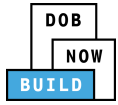
## Additional Information

Enter the information in the following required fields:

1. **Building Type:** Select 1 Family, 2 Family, 3 Family, or Other from the dropdown menu
2. **Estimated New Work Costs (\$):** Enter the estimated cost of the new work scope of work. Values entered must be numerical.
3. **Estimated Legalization Job Cost (\$):** Enter the estimated cost of the legalization scope of work. Values entered must be numerical.
4. **Total New Work Construction Floor Area:** The estimated construction floor area of the new work scope of work, values must be numerical. Entering a value is not required for filing. If you only select **Standpipe** as the work type in section 6, the **Total New Work Construction Floor Area** field will disappear.
5. **Total Legalization Construction Floor Area:** The estimated construction floor area of the legalization scope of work. Values must be numerical. Entering a value is not required for filing.
6. **Is this job in conjunction with a NB job filed in BIS?:** If you are filing a plumbing, sprinkler, or standpipe job in conjunction with a New Building job, you must select **Yes** here, and enter the associated job number(s) as described in item 7 below.
7. **Related BIS Job Number:** Enter related BIS job numbers. Up to 5 job numbers can be entered. This field will only appear if you selected **Yes** for the previous item (6).
8. Click **Estimate Fees** to see an estimate of the fees due. The Total Fees in the Fees section will also display the fees due.

**8. Additional Information**

1	Building Type*			
2	Estimated New Work Costs (\$)*	\$		
3	Estimated Legalization Job Cost\$*	\$		
6	Is this job in conjunction with a NB job filed in BIS? *	<input checked="" type="radio"/> Yes <input type="radio"/> No		
			Total New Work Construction Floor Area	sq. ft. 4
			Total Legalization Construction Floor Area	sq. ft. 5
			Related BIS Job Number:*	7
			(up to 5 BIS jobs can be entered with comma separation)	
8	Estimate Fees		Total Fee:	\$0.00



## Additional Considerations, Limitations, or Restrictions

Check the boxes that apply to your job. Provide a **Yes** or **No** answer for each item listed as applicable.

9. Additional Considerations, Limitations or Restrictions		
Review is requested under which building code?*	<input type="radio"/> 2014	<input checked="" type="radio"/> 2008
Little "E" or RD Site*	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Unmapped/CCO Street*	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Requesting legalization of work where no work without a permit violations have been issued*	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Work includes permanent removal of standpipe, sprinkler, or fire suppression related systems*	<input type="radio"/> Yes	<input checked="" type="radio"/> No
CRFN(S) Restrictive Declaration/Easement*	<input type="radio"/> Yes	<input checked="" type="radio"/> No

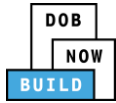
### CRFN(S) Restrictive Declaration/Easement

For PL/SP/SD work types as a Design Professional, Filing Representative, and/or Owner, **CRFN (S) Restrictive Declaration/Easement** must be selected in section 9 by clicking **Yes**. This will also be visible on the screen for PL/SP filings.

**Yes** can be selected by a Design Professional (if executing a Professionally Certified filing), Filing Representative, Owner, or a Plan Examiner (after their completed review of the submitted filing).

If you selected **Yes** for the last item under section 9 (**CRFN(S) Restrictive Declaration/Easement**), four CRFN number and two additional detail fields will appear:

CRFN(S) Restrictive Declaration/Easement*		<input checked="" type="radio"/> Yes	<input type="radio"/> No
(CRFN)	<input type="text" value="Enter CRFN Number"/>	(CRFN)	<input type="text" value="Enter CRFN Number"/>
(CRFN)	<input type="text" value="Enter CRFN Number"/>	(CRFN)	<input type="text" value="Enter CRFN Number"/>
Enter up to a maximum of 4 numbers			
Filing to Address Violations*	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Complying to Local Laws*	<input type="radio"/> Yes	<input checked="" type="radio"/> No	



Enter up to four **Restrictive Declaration/Easement** numbers. The numbers must be in the format of CRFN with 13 digits (e.g. 1111111111111).

CRFN(S) Restrictive Declaration/Easement\*

☒ Yes ☐ No

(CRFN) 111111111111 (CRFN) 22222222222

(CRFN) Enter CRFN Number (CRFN) Enter CRFN Number

Enter up to a maximum of 4 numbers

Filing to Address Violations\*

☐ Yes ☒ No

Complying to Local Laws\*

☐ Yes ☒ No

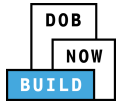
For each number entered, **Restrictive Declaration/Easement** items will be listed in the **Documents** tab of the **Job Filing**. See the **Documents** section of the user manual for more information regarding document actions.

Save Preview to File Job# M00001357 Filing# 11

Plans/Work (PW1) Scope of Work Cost Affidavit (PW3) Technical Report (TR1) Documents Work Permit (P)

Documents Required

Created On	Document Name	Document Status	Prior To	Upload
2016-10-28	NYS DEC FRESHWATER WETLANDS APPROVAL A34	Required	Approval	
2016-10-25	PLANS	Required	Approval	
2016-10-28	NYS DEC FRESHWATER WETLANDS MAP A34	Required	Approval	
2016-10-31	SUBMIT LETTER OF NO OBJECTION FROM FDNY	Required	Approval	
2016-10-31	RESTRICTIVE DECLARATION/EASEMENT	Required	Approval	
2016-10-25	DESIGN PROFESSIONAL SEAL & SIGNATURE	Required	Approval	



If **Yes** is selected for **CRFN(S) Restrictive Declaration/Easement**, two additional required fields will appear. Select **Yes** or **No**.

1. **Filing to Address Violations:** Selecting **Yes** will display a textbox for entering any/all violation numbers and/or ECB numbers the user wishes to address. Clicking **Validate** will check the legitimacy of any entered ECB numbers.
2. **Complying to Local Laws:** Selecting **Yes** will display a textbox for entering any/all Local Laws relevant to the filing.

*Please Note: Multiple numbers entered in the textboxes must be separated by a semi-colon “;”.*

CRFN(S) Restrictive Declaration/Easement\*

☒ Yes ☐ No

(CRFN)  (CRFN)

(CRFN)  (CRFN)

Enter up to a maximum of 4 numbers

Filing to Address Violations\*

☒ Yes ☐ No

List Violation(s) DOB

ECB Numbers

Separate each by a semi-colon “;”

Separate each by a semi-colon “;”

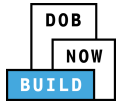
Validate

Complying to Local Laws\*

☒ Yes ☐ No

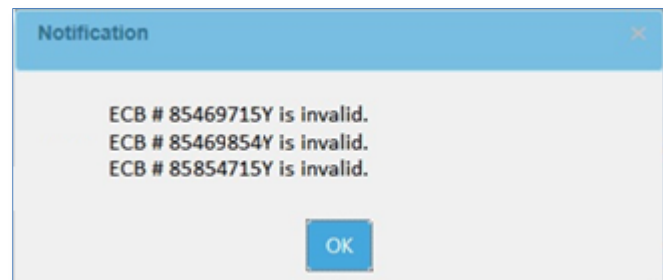
List Each Law Number

Separate each by a semi-colon “;”



## Search Error

If there is an issue with the ECB Violation number, an error message will list all invalid ECB Violation number(s).



If the violation numbers entered into the text box have not been validated before the Design Professional clicks on the **File** button, the following error message will display. The Design Professional is the only participant permitted to click **File**.



## NYCECC Compliance

Select the **NYCECC Compliance** statement that applies to the filing. Select either the first or second statement.

**10. NYCECC Compliance\***

☐ To the best of my knowledge, belief and professional judgment, all work under this application is in compliance with the NYCECC

☐ To the best of my knowledge, belief and professional judgment, all work under this application is exempt from the NYCECC in accordance with one of the following (choose one):

If the first **NYCECC Compliance** statement is selected, a **Code Compliance Path** and an **Energy Analysis** dropdown menu will appear. Select an option from the dropdown menu as it applies to your job.

**10. NYCECC Compliance\***

☒ To the best of my knowledge, belief and professional judgment, all work under this application is in compliance with the NYCECC

Code Compliance Path

Energy Analysis

☐ To the best of my knowledge, belief and professional judgment, all work under this application is exempt from the NYCECC in accordance with one of the following (choose one):

If the second **NYCECC Compliance** statement is selected, a dropdown menu will appear. Select an option from the dropdown menu as it applies to your job.

**10. NYCECC Compliance\***

☐ To the best of my knowledge, belief and professional judgment, all work under this application is in compliance with the NYCECC

☒ To the best of my knowledge, belief and professional judgment, all work under this application is exempt from the NYCECC in accordance with one of the following (choose one):

## Job Description

Complete the **Job Description** section. If filing New Work and Legalization, then there will be two Job Description sections to enter the appropriate description.

### 11. Job Description\*

Job Description for New Work:\*

Job Description for Legalization:

## Building Characteristics

Enter the information in the following required fields:

1. Select an option for **Mixed Use Building Type** (either **Yes** or **No**) to classify the building type.
2. Enter the existing and proposed **Building Height**, **Building Stories**, and **Building Dwelling Units** data in the appropriate fields. You will only be able to enter a numeric value.

### 13. Building Characteristics

Mixed Use Building Type\*
☒ Yes
☐ No

	Existing	Proposed
Building Height (ft.)*		
Building Stories*		
Building Dwelling Units*		



## Seismic Design Cat.

Enter the information in the following required fields. Select **Yes** or **No** as to whether the **Seismic Design Category** is **Existing** or **Proposed**.

13b. Seismic Design Cat.			
Existing*		Proposed*	
Yes	No	Yes	No
<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

## 13c.

From the dropdown menus, select the correct information associated with the following classifications:

1. **Occupancy Classification**
2. **Construction Classification**
3. **Multiple Dwelling Classification**

13c.	
1	<div>Occupancy Classification*</div> <div>Select type: ▼</div>
2	<div>Construction Classification*</div> <div>Select type: ▼</div>
3	<div>Multiple Dwelling Classification*</div> <div>Select type: ▼</div>

## Fire Protection Equipment

Select **Yes** or **No** for the existing and proposed **Fire Alarm**, **Fire Suppression**, **Sprinkler**, and **Standpipe** equipment.

18. Fire Protection Equipment*					
	Existing*		Proposed*		
	Yes	No	Yes	No	
Fire Alarm	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Fire Suppression	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Sprinkler	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Standpipe	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

## Site Characteristics

Select an option for the following required fields:

Select **Yes** or **No** for **Tidal Wetlands**, **Coastal Erosion Hazard Area**, **Fire District**, **Freshwater Wetlands**, and **Urban Renewal**.

20. Site Characteristics			
Tidal Wetlands*	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Coastal Erosion Hazard Area*	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Fire District*	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Freshwater Wetlands*	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Urban Renewal*	<input type="radio"/> Yes	<input checked="" type="radio"/> No	

## Flood Hazard Area Information

Select **Yes** or **No** for flood information.

If **Yes** is selected, additional sections will appear regarding the flood work required.

### 20A. Flood Hazard Area Information

Flood Hazard Area\*

Substantial improvement?\*

Substantially damaged?\*

Floodshields part of proposed work?\*

☒ Yes
 ☐ No

☐ Yes
 ☒ No

☐ Yes
 ☒ No

☐ Yes
 ☒ No

## Asbestos Abatement Compliance

Select the first, second, or third statement as it applies to your job.

### 22. Asbestos Abatement Compliance\*

☒
☐
☐

The scope of work requires related asbestos abatement as defined in the regulations of the NYC Department of Environmental Protection DEP

The scope of work is not an asbestos project as defined in the regulation of the NYC DEP. DEP Control# is required

The scope of work is exempt from the asbestos requirement as defined in the regulation promulgated by the NYC DEP (15 RCNY 1-23(b)) or is an alteration to a building constructed pursuant to plans submitted for approval on or after April 1, 1987, in accordance with 28-106.1

If you selected the second statement, the **DEP ACP-5 Control No.** field will appear and you'll be required to enter the DEP ACP-5 Control number.

### 22. Asbestos Abatement Compliance\*

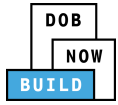
☐
☒
☐

The scope of work requires related asbestos abatement as defined in the regulations of the NYC Department of Environmental Protection DEP

The scope of work is not an asbestos project as defined in the regulation of the NYC DEP. DEP Control# is required

DEP ACP-5 Control No.:\*

The scope of work is exempt from the asbestos requirement as defined in the regulation promulgated by the NYC DEP (15 RCNY 1-23(b)) or is an alteration to a building constructed pursuant to plans submitted for approval on or after April 1, 1987, in accordance with 28-106.1





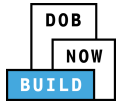
## Comments

Add general comments about the job filing. If the comment refers to a specific section on the form, indicate which section or question you are referencing.

Click **Save** after entering all details.

**24. Comments**

 Save  Preview to File



## Scope of Work

The Scope of Work form needs to include all planned work that is part of the job filing. The steps below describe how to complete each section of the **Scope of Work** form.

*Please Note: The Work Type cannot be selected in the Scope of Work screens. What is shown in the Scope of Work screens is based on the previous work type selection in Section 6 of PW1 form. To change this information, it must be changed on the PW1 first.*

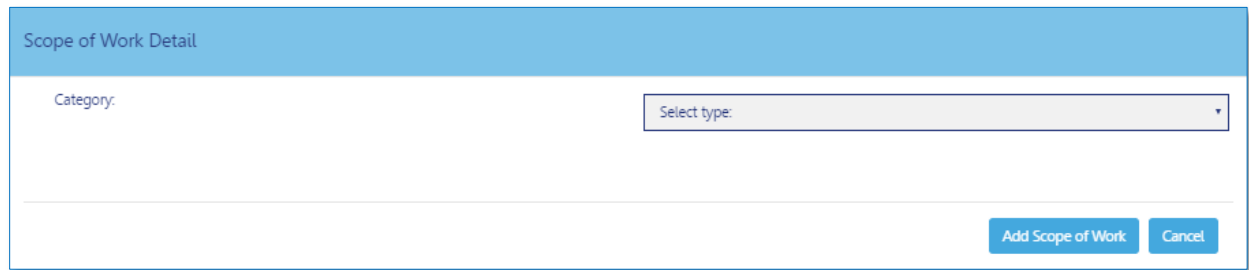
## Add Scope of Work Items

1. **New Work Only:** If the job involves only new work, click on **+Add** to add items to the scope of work.
2. **Legalization Only:** If the job involves only legalization, click on **+Add** to add items to the scope of work.

*Please Note: If the job involves both new work and legalization work, there will be two grids. Click on **+Add** to add items to the scope of work respectively for **New Work** and **Legalization**.*

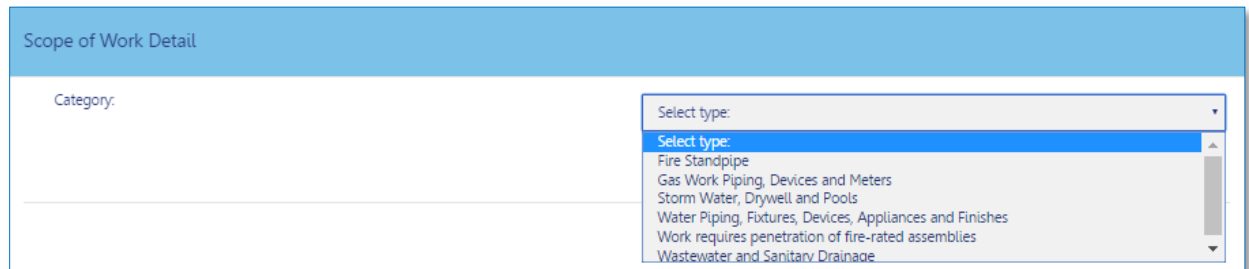
The screenshot displays the 'Scope of Work' tab within a software interface. At the top, a navigation bar includes tabs for 'Plans/Work (PW1)', 'Scope of Work' (active), 'Cost Affidavit (PW3)', 'Technical Report (TR1)', 'Documents', and 'Work Permit (PW2)'. The main content area is divided into two sections: 'New Work' and 'Legalization'. Each section contains checkboxes for 'PL - Plumbing', 'SP - Sprinkler', and 'SD - Standpipe'. In the 'New Work' section, the 'SD - Standpipe' checkbox is checked. Below each section is a table with columns: 'Work Type', 'Category', 'Scope Includes', 'Created By', 'Created On', 'PAA', 'Edit', and 'DeL...'. A red circle with the number '1' highlights the '+Add' button in the 'New Work' section, and a red circle with the number '2' highlights the '+Add' button in the 'Legalization' section. Both tables show 'Total Items: 0'.

A new window will open.



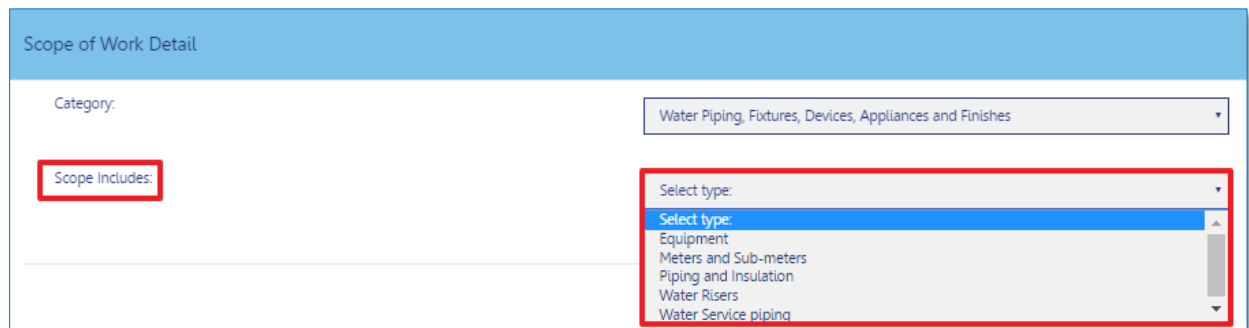
The image shows a web form titled "Scope of Work Detail". It has a light blue header bar. Below the header, there is a "Category:" label followed by a dropdown menu labeled "Select type:". At the bottom right of the form, there are two buttons: "Add Scope of Work" and "Cancel".

Select the applicable option from the **Category** dropdown menu. The list of categories available for selection is based on the work type selected on the **PW1**.

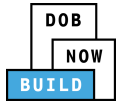


The image shows the "Scope of Work Detail" form with the "Category:" dropdown menu open. The dropdown list contains the following options: "Select type:", "Fire Standpipe", "Gas Work Piping, Devices and Meters", "Storm Water, Drywell and Pools", "Water Piping, Fixtures, Devices, Appliances and Finishes", "Work requires penetration of fire-rated assemblies", and "Wastewater and Sanitary Drainage".

After selecting a **Category** option, a **Scope Includes** dropdown menu will appear. The list of available options is based on your previous selection of the **Category**.



The image shows the "Scope of Work Detail" form with the "Category:" dropdown menu set to "Water Piping, Fixtures, Devices, Appliances and Finishes". A new dropdown menu labeled "Scope Includes:" has appeared below the category dropdown. The "Scope Includes:" dropdown list contains the following options: "Select type:", "Equipment", "Meters and Sub-meters", "Piping and Insulation", "Water Risers", and "Water Service piping".



Additional information will be needed for the selected scope of work. The information will vary depending on the selected **Category** and **Scope Includes** options.

Below are two **Scope of Work Detail** sample entries that demonstrate how the possible options for each field are dependent on previous selections.

### Sample # 1

Scope of Work Detail

Category:<sup>\*</sup>

Water Piping, Fixtures, Devices, Appliances and Finishes

Scope Includes:<sup>\*</sup>

Equipment

☐ Pumps

☐ Tanks

☐ Drinking Fountains

☐ Filters

☐ Boilers

☒ Sprinkler

Add Scope of Work

Cancel

### Sample # 2

Scope of Work Detail

Category:

Water Piping, Fixtures, Devices, Appliances and Finishes

Scope Includes:

Piping and Insulation

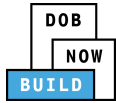
Backflow Preventer (RPZ) Type:<sup>\*</sup>

Type:

Floor:

Add Scope of Work

Cancel



After completing all fields, click on **Add Scope of Work**. If you want to cancel the item, click on **Cancel**.

Scope of Work Detail

Category: Water Piping, Fixtures, Devices, Appliances and Finishes

Scope Includes: Meters and Sub-meters

[Add Scope of Work](#) [Cancel](#)

The item will now appear on the grid. Click **+Add** again to add additional scope of work items and repeat the steps described above. Click **Save** after entering the **Scope of Work** items.

NYC Buildings

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

Pre-Filing | Design Professional Review | Plan Review | Plan Approved | Permit Review | Permit

[Save](#) [Preview to File](#) Job# M00001281 Filing# I1

Plans/Work (PW1) | **Scope of Work** | Cost Affidavit (PW3) | Technical Report (TR1) | Documents | Work Permit (PW)

New Work:  
☒ PL - Plumbing ☐ SP - Sprinkler ☒ SD - Standpipe

[+Add](#)

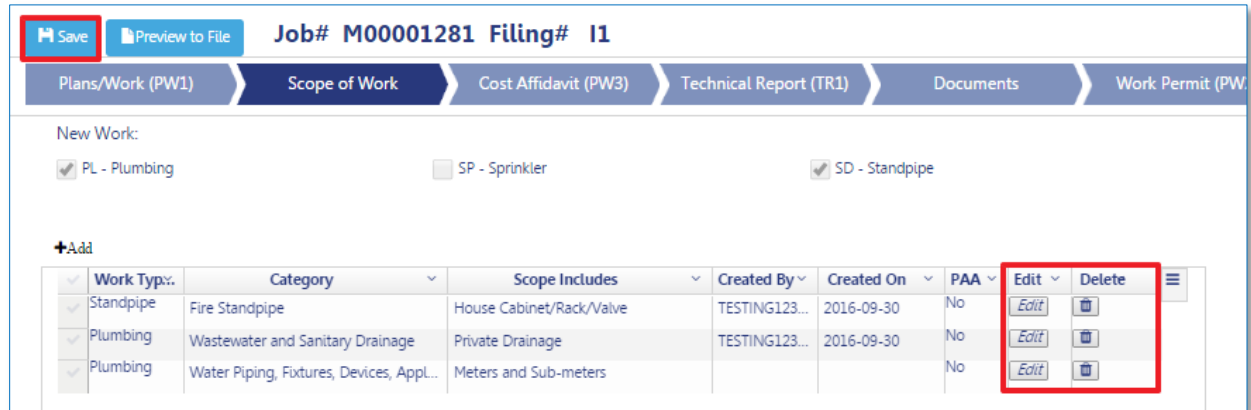
Work Type	Category	Scope Includes	Created By	Created On	PAA	Edit	Delete
Standpipe	Fire Standpipe	House Cabinet/Rack/Valve	TESTING123...	2016-09-30	No	<a href="#">Edit</a>	<a href="#">Delete</a>
Plumbing	Wastewater and Sanitary Drainage	Private Drainage	TESTING123...	2016-09-30	No	<a href="#">Edit</a>	<a href="#">Delete</a>
Plumbing	Water Piping, Fixtures, Devices, Appl...	Meters and Sub-meters			No	<a href="#">Edit</a>	<a href="#">Delete</a>

Total Items: 3



## Edit or Delete Items

To edit or delete an added work type, click the **Edit** button or the **Delete** button, follow the instructions below, and then **Save** all changes.



Job# M00001281 Filing# I1

Plans/Work (PW1) Scope of Work Cost Affidavit (PW3) Technical Report (TR1) Documents Work Permit (PW)

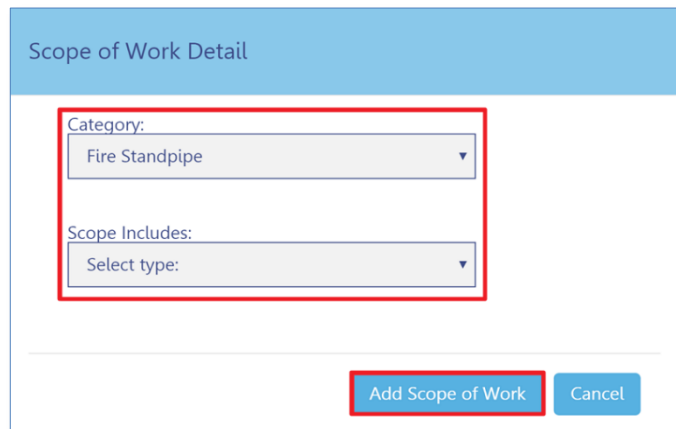
New Work:

☒ PL - Plumbing ☐ SP - Sprinkler ☒ SD - Standpipe

+Add

Work Type	Category	Scope Includes	Created By	Created On	PAA	Edit	Delete
Standpipe	Fire Standpipe	House Cabinet/Rack/Valve	TESTING123...	2016-09-30	No	Edit	Delete
Plumbing	Wastewater and Sanitary Drainage	Private Drainage	TESTING123...	2016-09-30	No	Edit	Delete
Plumbing	Water Piping, Fixtures, Devices, Appl...	Meters and Sub-meters			No	Edit	Delete

If **Edit** is selected, a **Scope of Work Detail** window will appear, which provides the option to change the work type. After finishing the edits, click on **Add Scope of Work** to update it.



Scope of Work Detail

Category:

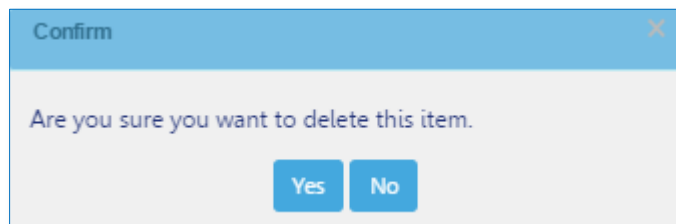
Fire Standpipe

Scope Includes:

Select type:

Add Scope of Work Cancel

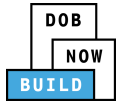
If **Delete** is selected, a confirmation window will appear. Click **Yes** to confirm or click **No** to return to the previous screen. When confirmed, the selected item will be removed from the list.



Confirm

Are you sure you want to delete this item.

Yes No



## Cost Affidavit (PW3)

The Cost Affidavit (**PW3**) form must be submitted for all applications where fees are assessed based upon construction costs.

*Please Note: What is shown in the **Cost Affidavit** screens is based on your work type selection in Section 6 of the **PW1** form. If you need to change this information, you must change it on the **PW1** first.*

## Reason for Filing

Displays the reason for filing – defaults to **Initial Filing** for new work and will update automatically based on the filing action taken.

### 1. Reason For Filing:

Initial Filing

## Cost Details

In the **Cost Details** screen you can add unit costs for each category of work. This section identifies key information in the Cost Details screen.

1. **Work Type:** Indicates the work type; if both New Work and Legalization work is planned under this Job, the details of each type of work will be displayed in separate sections.
2. **Category of Work:** Displays the categories selected in the PW1 section.
3. **+Add:** Click to add a new cost item.
4. **List of Items:** Any entered items are displayed in this section, with the description of work, units, unit costs and total cost.
5. **Delete:** Click to delete the cost item.
6. **Total Cost Information:** Totals for the total cost of all items, listed by work category.

3. Cost Details

1 New Work

Category of Work\*

2 ☒ PL - Plumbing ☒ SP - Sprinkler ☒ SD - Standpipe

3 +Add

Category of Work	Description of Work	Area/Units	Unit Cost	Total Cost	Edit	Delete
4 Plumbing	Installation of plumbing fixtures	10	\$500.00	\$5,000.00	Edit	5

Total Items: 1

1 / 1 Items Per Page 1 - 1 of 1 items

6

Total Plumbing Cost	\$5,000.00
Total Sprinkler Cost	\$0.00
Total Standpipe Cost	\$0.00
Total Job Cost	\$5,000.00

## Add Cost Item

Click on the **+Add** button.

3. Cost Details

New Work:

Category of Work\*

☒ PL - Plumbing
 ☐ SP - Sprinkler
 ☒ SD - Standpipe

+Add

Category of Work	Description of Work	Area/Units	Unit Cost	Total Cost	Edit	Delete
Plumbing	sd fgds	1	\$3,000.00	\$3,000.00	Edit	
Standpipe	jhcfvb	1	\$3,000.00	\$3,000.00	Edit	

A new **Cost Details** window will open, complete the following fields:

- Category of Work:** Select the category of work.
- Area/Units:** Enter either the area or number of units based on the selected work type. The area option refers to square feet. The units option refers to the number of item (e.g., sprinkler heads) to complete the work.
- Unit Cost (\$):** Enter the price associated with the area/units.
- Total Cost (\$):** Total cost as calculated using the area/units and unit cost entered in the previous fields.
- Description of Work:** Briefly describe the work that will be done for this item.

Cost Details:

1 Category of Work\* Select Type

2 Area/Units\*

3 Unit Cost(\$)\* \$

4 Total Cost(\$) \$0

5 Description of Work\* 500 characters remaining

Save

Cancel

Click on **Save** after completing all fields.

Cost Details:

Category of Work\*

PL - Plumbing

Area/Units\*

500

Unit Cost(\$)\*

\$2

Total Cost(\$)

\$1000

Description of Work\*

Kitchen repairs

485 characters remaining

Save

Cancel

The new item will now be added to the work list, and the new **Total Job Cost** will be calculated.

3. Cost Details

New Work:

Category of Work\*

☒ PL - Plumbing
 ☐ SP - Sprinkler
 ☒ SD - Standpipe

+Add

Category of Work	Description of Work	Area/Units	Unit Cost	Total Cost	Edit	Delete
Plumbing	Kitchen repairs	500	\$2.00	\$1,000.00	Edit	

Total Items: 1

1 / 1

5 Items Per Page

1 - 1 of 1 items

Total Plumbing Cost

\$1,000.00

Total Standpipe Cost

\$0.00

Total Job Cost

\$1,000.00

## Edit or Delete Items

Once the cost details for a work type have been added you have the ability to edit or delete it. To do so, click on the **Edit** or **Delete** buttons on the right side of the grid.

### 3. Cost Details

New Work:

Category of Work\*

☒ PL - Plumbing
 ☐ SP - Sprinkler
 ☒ SD - Standpipe

+Add

Category of Work	Description of Work	Area/Units	Unit Cost	Total Cost	Edit	Delete
Plumbing	Kitchen repairs	500	\$2.00	\$1,000.00	Edit	Delete

Total Items: 1

/ 1
 
 Items Per Page

1 - 1 of 1 items

Total Plumbing Cost	\$1,000.00
Total Standpipe Cost	\$0.00
Total Job Cost	\$1,000.00

If **Edit** is selected, a **Cost Details** window will open, which provides the option to change the cost details. After finishing the edits, click on **Save** to update, or click **Cancel** to return to the previous screen.

### Cost Details:

Category of Work\*

PL - Plumbing

Area/Units\*

500

Unit Cost(\$)\*

\$2

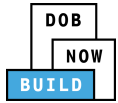
Total Cost(\$)

\$1000

Description of Work\*

Kitchen repairs

485 characters remaining



If **Delete** is selected, a confirmation window will appear. Click **Yes** to confirm or click **No** to return to the previous screen. When confirmed, the selected item will be removed from the list.

Confirm

Are you sure you want to delete this item.

YesNo

After editing or deleting an item, click **Save** on the job filing screen to keep all changes.

Pre-FilingDesign Professional ReviewPlan ReviewPlan ApprovedPermit Review

SavePreview to File

Job# M00001281 Filing# I1

View

Plans/Work (PW1)Scope of WorkCost Affidavit (PW3)Technical Report (TR1)Documents

1. Reason For Filing:

Initial Filing

3. Cost Details

New Work:

Category of Work\*

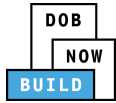
☒ PL - Plumbing

☐ SP - Sprinkler

☒ SD - Standpipe

+Add

ion of Work	Area/Units	Unit Cost	Total Cost	Edit	Delete
	500	\$2.00	\$1,000.00	Edit	



## Technical Report (TR1)

The **Technical Report (TR1)** needs to be completed to show compliance for all inspections/tests required for the related job, in accordance with the **New York City Construction Codes**. Certain sections can only be completed by the Special Inspector or the Progress Inspector associated with the filing; these sections will be indicated in the instructions below.

### Applicant Information

Owners cannot make a selection for **Applicant Type**. This will need to be done by the designated Design Professional or Inspector on the job filing.

**2. Applicant Information**

Applicant Type:\*

☒ Are you a Design Professional?

☐ Are you a Special Inspector?

☐ Are you a Progress Inspector?

### Special Inspection Categories for New Work/Legalization

If you are not the Special Inspector, you will only be able to add a requirement. The Special Inspector is then required to log into DOB NOW: *Build* to complete certain fields in this section.

*Please Note: New Work and Legalization will be displayed in separate sections and grids, as 3a. and 3b., respectively.*

1. **+Add**: Click to add new special inspection categories.
2. **Special Inspection Category Requirement**: Displays the list of previously entered Special inspection requirements.
3. **Edit**: Used to edit the existing requirement. Only the Special Inspector can make edits.
4. **Delete**: Click to delete an existing requirement. If a Special Inspector has been selected and the filing saved, you will not be able to delete the requirement.
5. **Seal and Signature Upload**: Used to upload the seal and signature of the Special Inspector. Only the Special Inspector can click it.

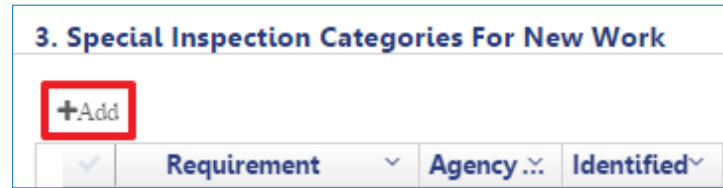
**3. Special Inspection Categories For New Work**

+Add

Requirement	Agency No.	Identified	Certified	Withdrawn	Special Inspector	PAA	Created On	Edit	Delete	Seal & Sign.
Standpipe System		No	No	No		No	2016-09-30	Edit	Delete	Required

## Add Special Inspection Category

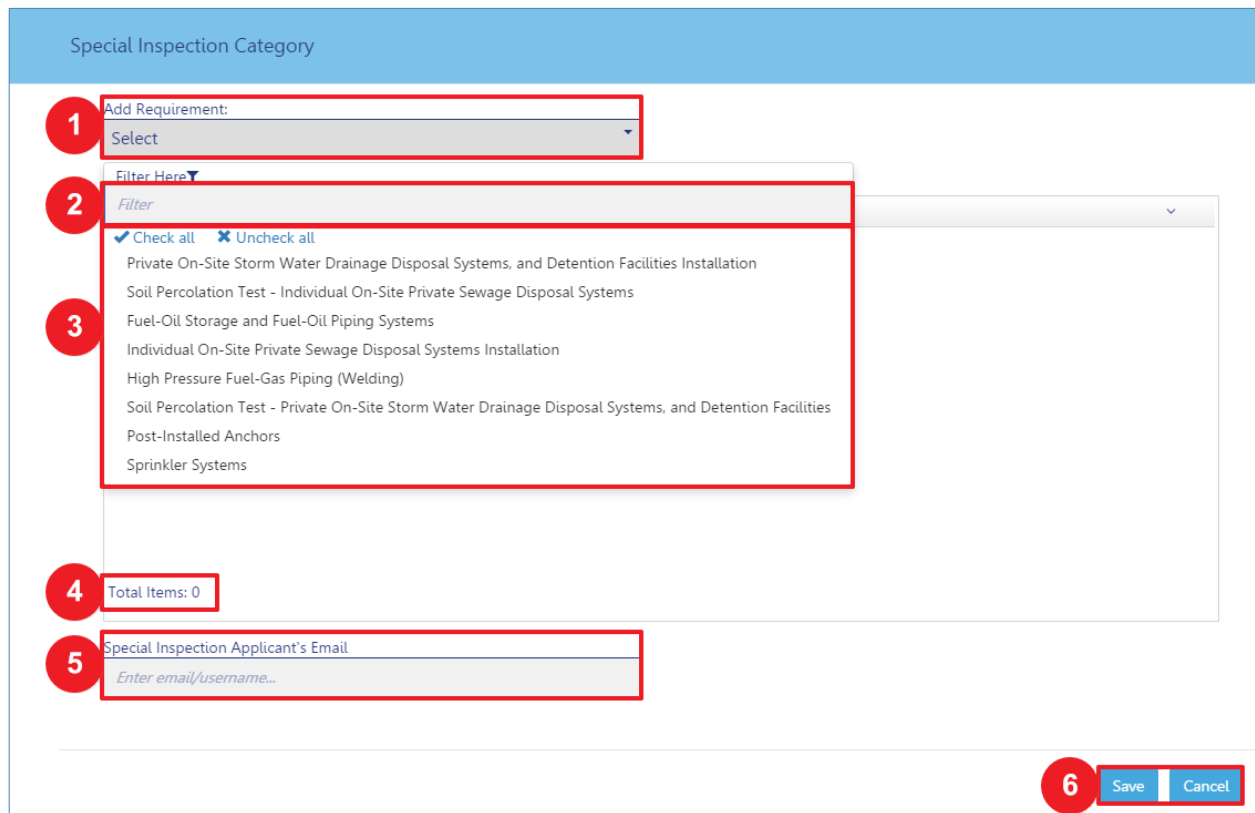
To add a new special inspection category, click on the **+Add** button, located in the top left corner of the table.



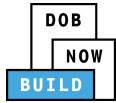
## Instructions for non-Special Inspectors

Clicking on **+Add** will make the following form open:

1. Click on the **Add Requirement** dropdown menu to select from the Requirements list.
2. A set of all possible requirements will be displayed for the work specified. Insert key words into this field to search for certain requirements.
3. Click on the relevant requirements. You can also click on the **Check all** or **Uncheck all** buttons to select or unselect all items.
4. The total number of selected items will be displayed here.
5. Enter the Special Inspector's email address here.
6. Click **Save** to keep new requirements, click **Cancel** to reject them.







The newly added **Requirements** will now be transferred to Section 3 of the **TR1** form, where the Special Inspector will need to login, provide the remaining details, and upload a **Seal & Signature**. The remainder of the form will then need to be completed and saved.

Special Inspection Category

Add Requirement:  
3 selected

Selected Requirements:

Requirement Code	Requirement Descriptions
BC 1704.22	Individual On-Site Private Sewage Disposal Systems Installation
BC 1704.17	Fuel-Oil Storage and Fuel-Oil Piping Systems
BC 1704.21.2	Private On-Site Storm Water Drainage Disposal Systems, and Detention Facilities Installation

3. Special Inspection Categories For New Work

+Add

Requirement	Agency	Identified	Certified	Withdra..	Special Inspector	PAA	Created On	Edit	Delet..	Seal & Sign:
Standpipe System		No	No	No		No	2016-09-26	Edit	🗑	📎 Required
Individual On-Site Priva...		No	No	No		No		Edit	🗑	
Fuel-Oil Storage and Fu...		No	No	No		No		Edit	🗑	
Private On-Site Storm ...		No	No	No		No		Edit	🗑	

## Progress Inspection Categories for New Work/Legalization

Add progress inspection categories for the job filing. If you are not the Progress Inspector, you will only be able to add a requirement and then the Progress Inspector will need to log into DOB NOW: *Build* to complete certain fields in this section.

*Please Note: New Work and Legalization will be displayed in separate sections and grids, as 4a. and 4b., respectively.*

1. **+Add:** Click to add new progress inspection categories.
2. **Progress Inspection Category Requirement:** Displays the list of previously entered Progress inspection requirements.
3. **Edit:** Used to edit the existing requirement. Only the Progress Inspector can make edits.
4. **Delete:** Click to delete an existing requirement. If a Progress Inspector has been selected and the filing saved, you will not be able to delete the requirement.
5. **Seal and Signature Upload:** Used to upload the seal and signature of the Progress Inspector. Only the Progress Inspector can click it.

4. Progress Inspection Categories

+Add

1

2

Requirement	Identified	Certified	Withdraw..	Progress Inspector	PAA	Created On	Edit	Delete..	Seal & Sign:
Energy Code Compliance Ins...	No	No	No		No	2016-09-27	Edit		Required

3

4

5

### Add Progress Inspection Category

To add a new progress inspection category, click on the **+Add** button and follow the instructions below.

#### 4. Progress Inspection Categories

+Add

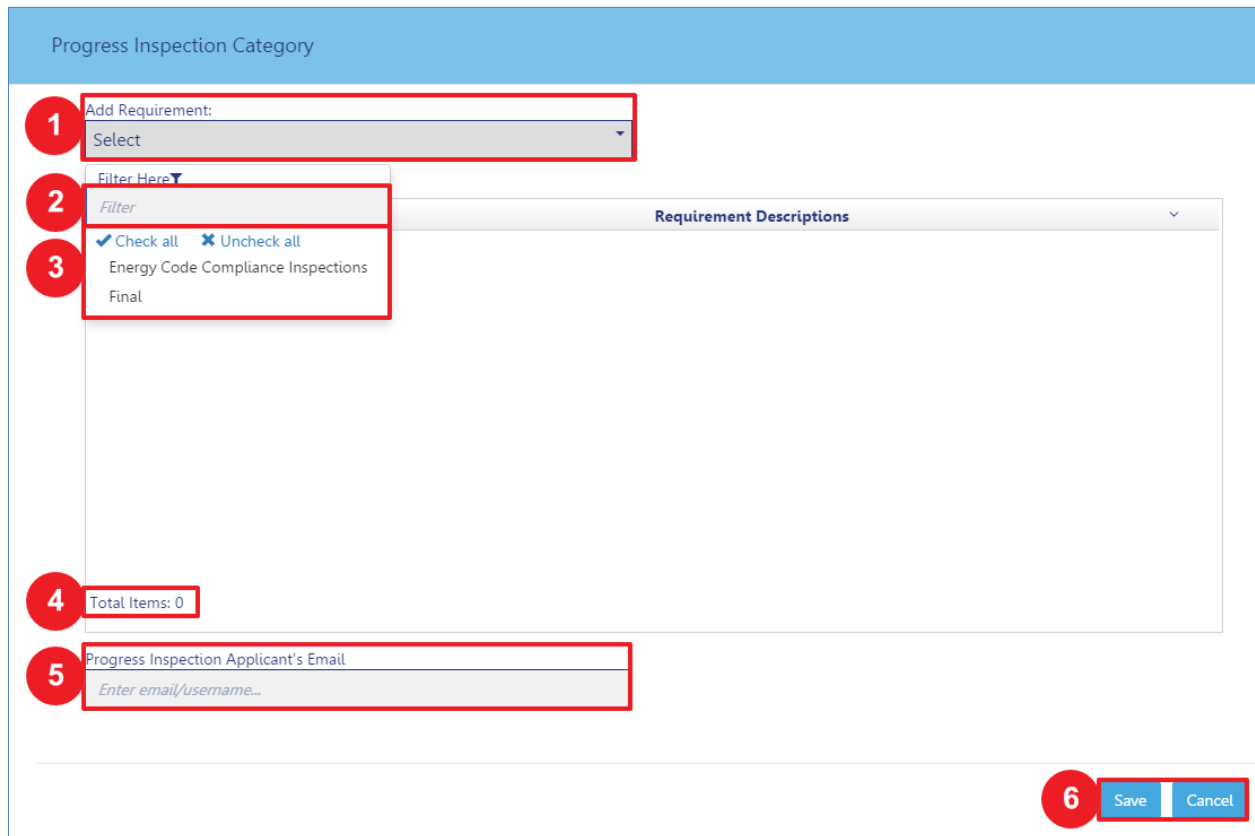
Requirement

Identified

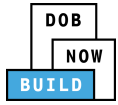
## Instructions for Non-Progress Inspectors

Clicking on **+Add** will make the following form open:

1. Click on the **Add Requirement** dropdown menu to select from the Requirements list.
2. A set of all possible requirements will be displayed for the work specified. Insert key words into this field to search for certain requirements.
3. Click on the relevant requirements. You can also click on the **Check all** or **Uncheck all** buttons to select or unselect all items.
4. The total number of selected items will be displayed here.
5. Enter the Progress Inspection Applicant's email address here.
6. Click **Save** to keep new requirements, click **Cancel** to reject them.



The screenshot shows a web form titled "Progress Inspection Category". It features a dropdown menu for "Add Requirement:" (1) with a "Select" option. Below it is a "Filter Here" section (2) with a "Filter" input field and "Check all" (3) and "Uncheck all" buttons. A list of requirements is shown, including "Energy Code Compliance Inspections" and "Final". A "Total Items: 0" label (4) is positioned below the list. A text input field for "Progress Inspection Applicant's Email" (5) with a placeholder "Enter email/username..." is located at the bottom left. At the bottom right, there are "Save" and "Cancel" buttons (6).



The newly added **Requirements** will now be transferred to Section 4 of the **TR1** form, where the Progress Inspector will need to login, provide the remaining details, and upload a **Seal & Signature**. The remainder of the form will then need to be completed and saved.

Progress Inspection Category

Add Requirement:  
2 selected

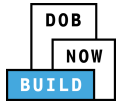
Selected Requirements:

Requirement Code	Requirement Descriptions
BC 110.3.5	Energy Code Compliance Inspections
28-116.2.4.2, BC 110.5, and 1...	Final

4. Progress Inspection Categories

+Add

Requirement	Identified	Certified	Withdrawn	Progress Inspector	PAA	Created On	Edit	Delete	Seal & Sign
Energy Code Compliance Ins...	No	No	No		No		Edit		Required
Final	No	No	No		No		Edit		



## Technical Report Energy (TR8)

The **TR8** form will only appear as part of the filing if you selected NYCECC or ASHRAE as a choice for the Code Compliance Path in *Section 10* of the **PW1** form. This section guides you through how to complete the **TR8** form.

### Applicant Information

Owners cannot make a selection for **Applicant Information**. This will need to be done by the designated Design Professional or Progress Inspector on the job filing.

**2. Applicant Information**

Applicant Type:\*

☐ Are you a Design Professional? ☐ Are you a Progress Inspector?

### Energy Code Progress Inspection for New Work/Legalization

Add progress inspection categories for the job filing. Only the Progress Inspector will be able to complete this section.

*Please Note: New Work and Legalization will be displayed in separate sections and grids.*

1. **+Add:** Click to add new progress inspection categories.
2. **Progress Inspection Category Requirement:** Displays the list of previously entered Progress Inspection requirements.
3. **Edit:** Used to edit the existing requirement. Only the Progress Inspector can make edits.
4. **Delete:** Click to delete an existing requirement. If you are not the Progress Inspector you will only be able to delete requirements you created.
5. **Seal and Signature Upload:** Used to upload the seal and signature of the Progress Inspector. Only the Progress Inspector can click it.

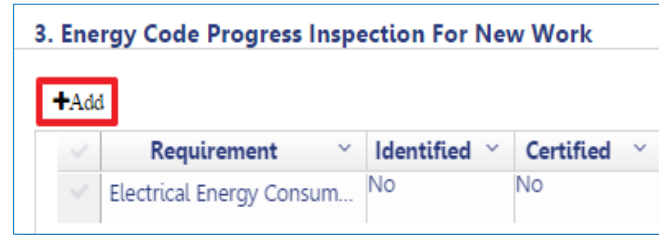
**3. Energy Code Progress Inspection For New Work**

+Add 1

Requirement 2	Identified	Certified	Withdrawn	Progress Inspector	PAA	Created On	Edit 3	Delete 4	Seal & Sign: 5
Electrical Energy Consum...	No	No	No	TESTING123 DOB	No	2016-09-26	Edit		Required

## Add Energy Code Progress Inspection Category

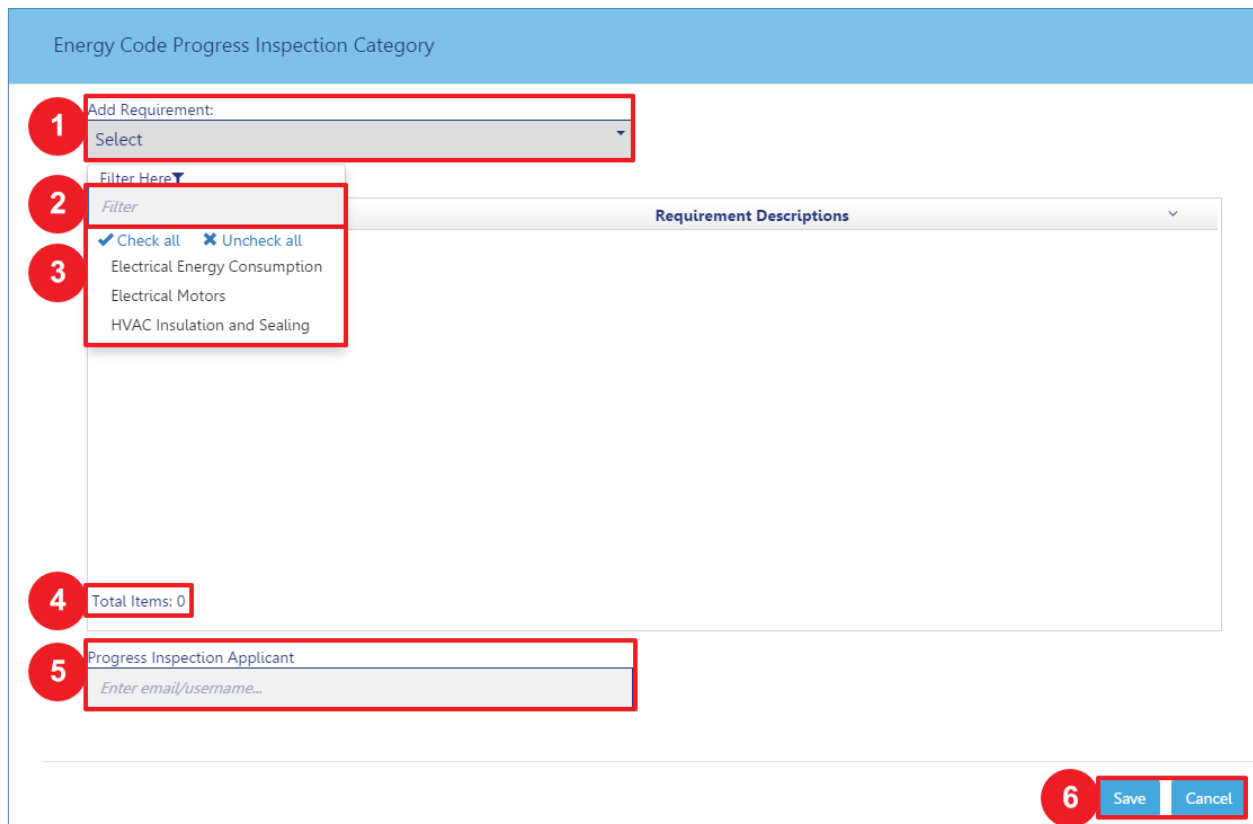
To add a new energy code inspection category click on the **+Add** button and follow the instructions below.

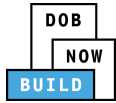


## Instructions for Non-Progress Inspectors

Clicking on **+Add** will open the following form:

1. Click on the **Add Requirement** dropdown menu to select from the Requirements list.
2. A set of all possible requirements will be displayed for the work specified. Insert key words into this field to search for certain requirements.
3. Click on the relevant requirements. You can also click on the **Check all** or **Uncheck all** buttons to select or unselect all items.
4. The total number of selected items will be displayed here.
5. Enter the Progress Inspection Applicant's email address here.
6. Click **Save** to keep new requirements, click **Cancel** to reject them.





The newly added **Requirements** will now be transferred to Section 3 of the **TR8** form, where the Progress Inspector will need to login, provide the remaining details, and upload a **Seal & Signature**. The remainder of the form will then need to be completed and saved.

### Energy Code Progress Inspection Category

Add Requirement:

2 selected

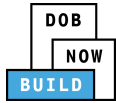
Selected Requirements:

Requirement Code	Requirement Descriptions
(IB5), (IIB5) Table Reference i...	HVAC Insulation and Sealing
IIC7 Table Reference in 1RC...	Electrical Motors

### 3. Energy Code Progress Inspection For New Work

+Add

Requirement	Identified	Certified	Withdrawn	Progress Inspector	PAA	Created On	Edit	Delete	Seal & Sign
Electrical Energy Consum...	No	No	No	TESTING123 DOB	No	2016-09-26	Edit		Required
HVAC Insulation and Seal...	No	No	No		No		Edit		
Electrical Motors	No	No	No		No		Edit		



## Documents

This section displays a list of required documents that need to be uploaded. This list will change based on the content of each specific job filing. The **Documents** section contains two tabs for documents: **Additional Supporting Documents** and **Required Documents**. The **Required Documents** tab is expanded by default.






*Please Note: If you believe Required Documents are listed that are not required, please contact DOB at [doznosupport@buildings.nyc.gov](mailto:doznosupport@buildings.nyc.gov) for further assistance.*

Plans/Work (PW1) > Scope of Work > Cost Affidavit (PW3) > Technical Report (TR1) > Technical Report Energy (TR8) > Documents					
Additional Supporting Documents ▾					
Required Documents ▾					
Created On ▾	Document Name ▲ ▾	Document Status ▾	Prior To ▲ ▾	Upload	
2017-04-13	DESIGN PROFESSIONAL SEAL & SIGNATURE	Pending	Approval		
2017-04-13	PLANS	Pending	Approval		
2017-04-13	SUPPORTING DOCUMENT: FEE EXEMPT STATUS	Required	Approval		
2017-04-13	ASBESTOS: COMPLETION OR CLOSEOUT (DEP ACP20/21)	Pending	Permit Issuance		
2017-04-13	COST AFFIDAVIT (FINAL): PW3 S28	Required	Sign Off		




## Required Documents Tab

1. **Created On:** Indicates the date the document was created.
2. **Document Name:** Lists the document name.
3. **Document Status:** Specifies the status of the required document. Possible statuses are: *Required*, *Pending*, *Submitted*, and *Accepted*.
4. **Prior To:** Specifies the filing status prior to submitting documents to DOB and helps guide which documents are still needed. Possible statuses are: *Approval*, *Permit Issued*, and *Sign Off*.
  - a. It is necessary to upload all documents that have an *Approval* status.
  - b. If filing a Professional Certification that includes a PW2, it is necessary to upload all documents that have a *Permit Issued* status.
5. **Upload:** Allows you to upload the document by clicking on the button. If the button is greyed out you will be unable to upload that document.

Required Documents ▾					
✓	1 Created On ▾	2 Document Name ▴ ▾	3 Document Status ▾	4 Prior To ▴ ▾	5 Upload
✓	2017-04-13	DESIGN PROFESSIONAL SEAL & SIGNATURE	Pending	Approval	
✓	2017-04-13	PLANS	Pending	Approval	
✓	2017-04-13	SUPPORTING DOCUMENT: FEE EXEMPT STATUS	Required	Approval	
✓	2017-04-13	ASBESTOS: COMPLETION OR CLOSEOUT (DEP ACP20/21)	Pending	Permit Issuance	
✓	2017-04-13	COST AFFIDAVIT (FINAL): PW3 S28	Required	Sign Off	

## Uploading Documents for Required Documents

To upload a document, click on the **Upload** button in the **Required Documents** table.

Required Documents ▾				
Created On ▾	Document Name ▴ ▾	Document Status ▾	Prior To ▴ ▾	Upload
2017-04-13	DESIGN PROFESSIONAL SEAL & SIGNATURE	Pending	Approval	

A sub-window opens as shown below. Click on **Browse** to locate the document. Click **Cancel** to return to the previous screen.

Document Uploader

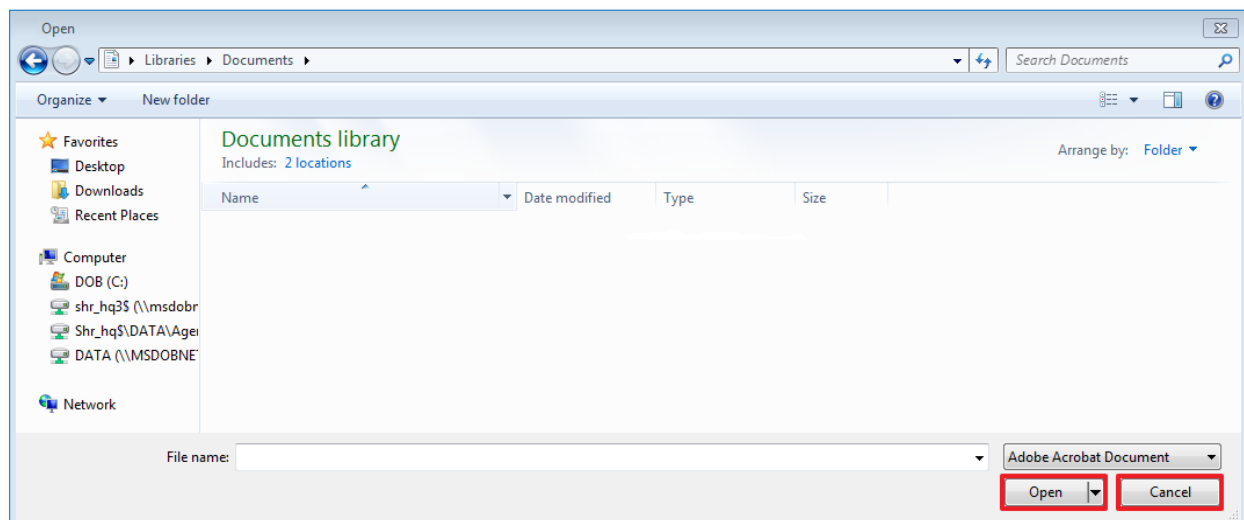
File name: DESIGN PROFESSIONAL SEAL & SIGNATURE  
 Browse...

Upload

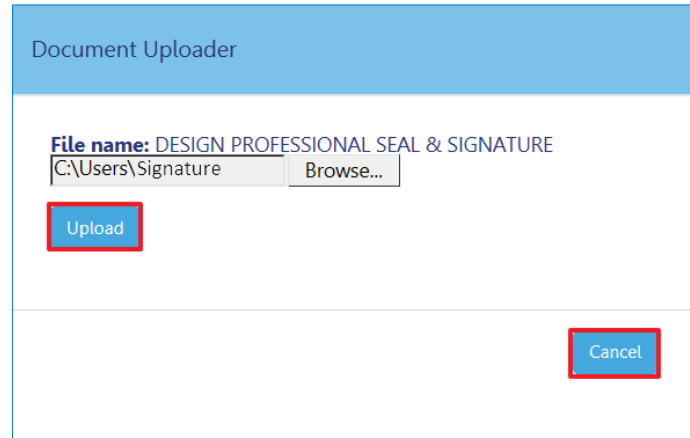
Cancel

A new file browser window will open to locate the file. After locating the document, select it and click **Open**. Click **Cancel** to return to the previous screen.

*Please Note: All files must be in PDF or JPEG format, and must be less than 250 MB in size.*



The document name will appear in the **Document Uploader** window. Click on **Upload** to submit the selected document. Click **Cancel** to return to the previous screen.








Document Uploader

**File name:** DESIGN PROFESSIONAL SEAL & SIGNATURE  
C:\Users\Signature Browse...

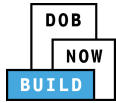
Upload

Cancel

Status for that document will change to **Pending**. Once this document has been reviewed and accepted by the Plan Examiner, Prof Cert QA Clerk, or QA Clerk, the document status will be updated to **Accepted**.

Required Documents ▼					
✓	Created On ▼	Document Name ▲	Document Status ▼	Prior To ▲ ▼	Upload
✓	2017-04-14	DESIGN PROFESSIONAL SEAL & SIGNATURE	Pending	Approval	
✓	2017-04-14	PLANS	Pending	Approval	
✓	2017-04-14	SUPPORTING DOCUMENT: FEE EXEMPT STATUS	Pending	Approval	
✓	2017-04-14	ASBESTOS: COMPLETION OR CLOSEOUT (DEP ACP20/21)	Pending	Permit Issuance	
✓	2017-04-14	COST AFFIDAVIT (FINAL): PW3 S28	Required	Sign Off	

To obtain a copy of the required Design Professional/Licensee Seal and Signature Form (DPL-1) document click on the following link: <http://www1.nyc.gov/assets/buildings/pdf/dpl1.pdf>



## Additional Supporting Documents Tab

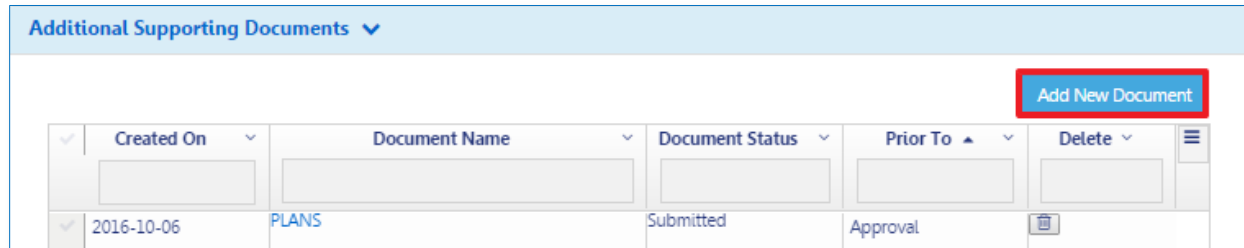
To submit additional supporting document which are not required, click on the **Additional Supporting Documents** tab on underneath the progress ribbon. The tab will expand and display the following table:

1. **Created On:** The date the document when the document submission was created
2. **Document Name:** Provides the document name.
3. **Document Status:** Specifies the status of the required document. Possible values are: Required, Pending, Submitted and Accepted.
4. **Prior To:** Specifies the filing status prior to which the document should be submitted to DOB in order to satisfy the filing requirement at that stage of the process. Possible statuses are: Approval, Permit Issued and Sign Off.
5. **Upload:** Click to overwrite and replace a previously uploaded document.
6. **Delete:** Click to delete document.
7. **Add New Document:** Click to add new supporting documents.

Additional Supporting Documents ▾						
Created On ▾	Document Name ▾	Document Status ▾	Prior To ▾	Upload ▾	Delete	
1	2	3	4	5	6	
2017-04-14	DESIGN COMM APPVL: CITY-OWNED (EXTERIOR WORK) A29	Pending	Approval			
2017-04-14	ECCCNYS ANALYSIS 12A**	Pending	Approval			
2017-04-14	ECCCNYS COMPLIANCE STATEMENT	Pending	Approval			
2017-04-14	ENERGY CODE 1ST REVIEW COMPLETE A63	Pending	Approval			

## Uploading Documents for Additional Supporting Documents

To upload supporting documents, click on the **Add New Document** button.



Created On	Document Name	Document Status	Prior To	Delete
2016-10-06	PLANS	Submitted	Approval	

The **Document Uploader** window will appear.



**Document Uploader**

**Select Document**

Enter Document Name Here or select from List...

**File name:**  
Choose File No file chosen

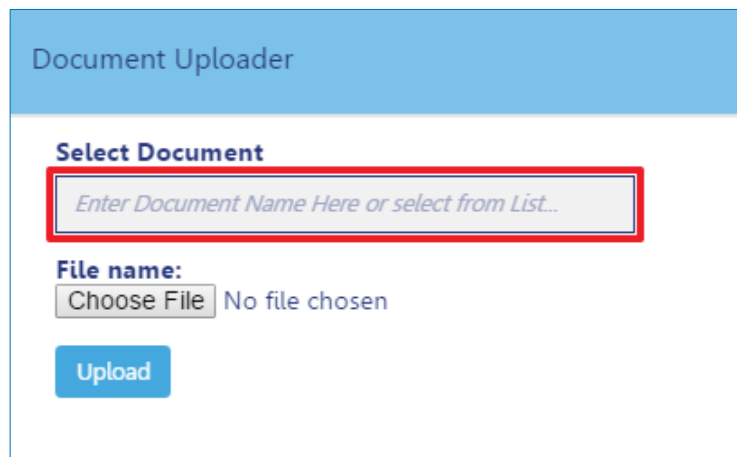
**Upload**

Document Name	Prior To Status
OWNER SIGNATURE	Approval
ACRIS REPORT	Approval
REQUESTER SEAL & SIGNATURE	Approval
SEWER CONNECTION: DEP SD1 & SD2 A02	Approval
BPP: FILING REQUIRED A02	Approval
LANDMARKS APPROVAL A04	Approval

1 - 6 of 157 items

**Cancel**

In the **Select Document** field, start typing in the name of the document you want to upload.



**Document Uploader**

**Select Document**

Enter Document Name Here or select from List...

**File name:**  
Choose File No file chosen

**Upload**

Only documents listed in the table to the right can be selected

Document Uploader

Select Document

File name:

Document Name	Prior To Status
OWNER SIGNATURE	Approval
ACRIS REPORT	Approval
REQUESTER SEAL & SIGNATURE	Approval
SEWER CONNECTION: DEP SD1 & SD2 A02	Approval
BPP: FILING REQUIRED A02	Approval
LANDMARKS APPROVAL A04	Approval

1 / 27
Items Per Page
1 - 6 of 161 items

After entering several letters, the application will bring up suggestions for documents to select.

Document Uploader

Select Document

PTA3: GREEN ROOF TAX ABATEMENT APPLIC (FINAL) S53  
PTA3: TAX ABATEMENT ELIGIBILITY APPROVAL S53  
PTA3: GREEN ROOF TAX ABATEMENT APPLIC (PRELIMINARY) A53  
PTA4: SOLAR TAX ABATEMENT APPLICATION (FINAL) S54  
PTA4: TAX ABATEMENT ELIGIBILITY APPROVAL S54  
PTA4: SOLAR TAX ABATEMENT APPLICATION (PRELIMINARY) A54

Select the document you want to upload.  
After selecting the document, click **Choose File** to locate the document.

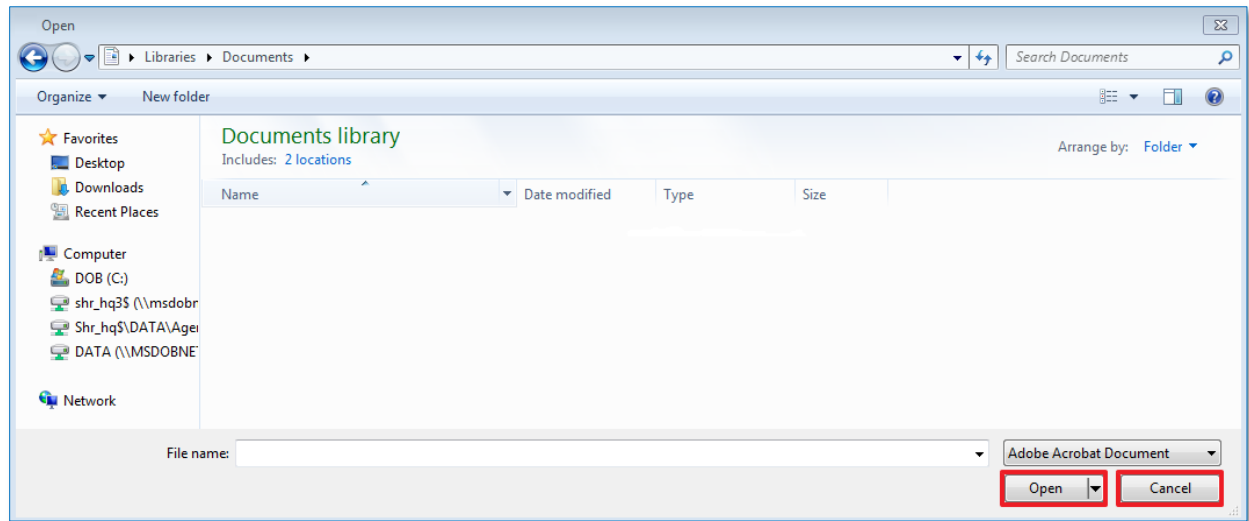
Document Uploader

Select Document

File name: PTA3: GREEN ROOF TAX ABATEMENT APPLIC (FINAL) S53  
 No file chosen

A new file browser window will open to locate the file. After locating the document, select it and click **Open**. Click **Cancel** to return to the previous screen.

*Please Note: All files must be in PDF or JPEG format, and must be less than 250 MB in size.*



The **Document** will now appear in the **File name** field.

Document Uploader

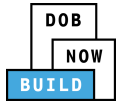
Select Document

PTA3: GREEN ROOF TAX ABATEMENT APPLIC (FINAL) S53

File name: PTA3: GREEN ROOF TAX ABATEMENT APPLIC (FINAL) S53

Choose File Document1.pdf

Upload



Click on **Upload**.

Document Uploader

Select Document

PTA3: GREEN ROOF TAX ABATEMENT APPLIC (FINAL) S53

**File name:** PTA3: GREEN ROOF TAX ABATEMENT APPLIC (FINAL) S53  

Choose File

 Document1.pdf

Upload

If the document was uploaded successfully it will be indicated on the screen.

Document Uploader

Select Document

PTA3: GREEN ROOF TAX ABATEMENT APPLIC (FINAL) S53

**File name:** PTA3: GREEN ROOF TAX ABATEMENT APPLIC (FINAL) S53  

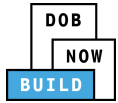
Choose File

 Document1.pdf

Upload

Document Uploaded Successfully.





Click on **OK** to close the **Document Uploader** sub-window and return to **Additional Supporting Documents**.

The Document Uploader sub-window has a light blue header. On the left, under 'Select Document', there is a text input field containing 'SEWER CONNECTION: DEP SD1 & SD2 A02', a 'Choose File' button, and an 'Upload' button. Below this, it says 'Document Uploaded Successfully.' On the right, there is a table with two columns: 'Document Name' and 'Prior To Status'. The table lists five documents, all with 'Approval' status. At the bottom right of the window is a red-bordered 'OK' button.

Document Name	Prior To Status
REQUESTER SEAL & SIGNATURE	Approval
SEWER CONNECTION: DEP SD1 & SD2 A02	Approval
BPP: FILING REQUIRED A02	Approval
LANDMARKS APPROVAL A04	Approval
SRO MD ANTI-HARASSMENT CHECKLIST A05	Approval

The uploaded document will appear under **Additional Supporting Documents**.

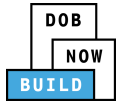
The 'Additional Supporting Documents' section shows a table with columns: 'Created On', 'Document Name', 'Document Status', 'Prior To', and 'Delete'. A red box highlights the first row of data.

Created On	Document Name	Document Status	Prior To	Delete
2016-09-16	BPP - FINAL SIGNOFF S02	Submitted	Signoff	

If you need to upload another document, click on **Add New Document** and repeat the process.

This is the same 'Additional Supporting Documents' table as above, but with a red box around the 'Add New Document' button in the top right corner.

Created On	Document Name	Document Status	Prior To	Delete
2016-09-16	BPP - FINAL SIGNOFF S02	Submitted	Signoff	



## EN2

The Progress Inspector(s) must certify on this form that the as-built values for energy in the building match the values in the last-approved **Energy Analysis**. The **EN2** tab will appear after the status for the filing is **Permit Entire**.

### As Built Energy Analysis for New Work/Legalization

As the Owner, you will only be able to view the **EN2**. You will not be able to insert any information. To view the **EN2**, click on **Edit** in the **As Built Energy Analysis** table.

Plans/Work (PW1)	Scope of Work	Cost Affidavit (PW3)	Technical Report (TR1)	EN2		
<b>As Built Energy Analysis</b>						
+Add						
<input checked="" type="checkbox"/> Filing Included	<input checked="" type="checkbox"/> Progress Inspector Name	<input checked="" type="checkbox"/> As Built Information1	<input checked="" type="checkbox"/> As Built Information2	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input checked="" type="checkbox"/> Seal & Sign
<input checked="" type="checkbox"/> New work Only	APPLEROME16@GMAIL.COM	Yes	No	<b>Edit</b>		
Total Items: 1						

The **EN2** window will open for viewing only.

**EN2**

**Filing Included**

☐ New Work Only

☐ Legalization Only

**1. Progress Inspector Information**

E-Mail\*

License Type\*

First Name\*

Business Name\*

Business Address\*

City\*

Zip\*

License Number\*

Last Name\*

Middle Name

Business Telephone

Business Fax

State\*

Mobile Telephone

**3. As Built Information**

P/E/R/A responsible for progress inspections, choose one below. \*

☐ The as built conditions of the completed building conform to the original approved energy analysis and do not require a revised energy analysis

☐ The energy analysis has been revised according to one of the statements below

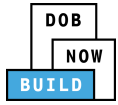
**4. Progress Inspector's Statements**

☐ I have reviewed the information provided herein and, to the best of my knowledge and belief, attest to its accuracy. 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 considerations. Violation is punishable by a fine or imprisonment, 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.

I, as a registered design professional who performed or supervised the progress inspections for (envelope, or HVAC/service water heating, or electrical/lighting work), certify that, to the best of my knowledge and professional judgment, the above checked statement(s) are true with respect to the progress inspections I completed as indicated in my submitted TRS.

Name\*

Date\*



## Work Permit (PW2)

The Work Permit (**PW2**) is filed with DOB to obtain a work permit. Navigate to the **PW2** from the job filing page. Each Contractor associated with a job filing can pull their respective permits from DOB NOW: *Build*. As the Owner, you will be able to fill out the PW2 form and save it. Only the designated Contractor will be allowed to file the **PW2**.

The following sections of the user manual provide instructions on how to complete the **PW2**.

The screenshot shows the DOB NOW interface. At the top, there's a header with the DOB NOW BUILD logo and the text "DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings". Below this is a progress ribbon with steps: Pre-Filing, Design Professional Review, Plan Review, Plan Approved, Permit Review, Permit, Signoff. The "Permit" step is currently active. Below the ribbon, there's a section for "Job# M00001196 Filing# P1" with buttons for "Save" and "Preview to File". At the bottom, there's a progress bar with steps: Plans/Work (PW1), Scope of Work, Cost Affidavit (PW3), Technical Report (TR1), Documents, and Work Permit (PW2). The "Work Permit (PW2)" step is highlighted with a red box.

## Work Permit

Navigating to the **Work Permit (PW2)** tab in the progress ribbon will open the following table:

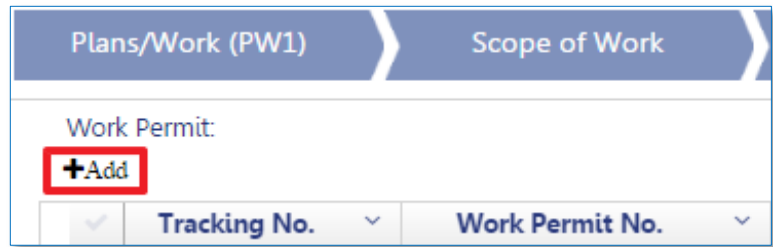
1. **+Add:** Click here to add a permit filing.
2. **Tracking No.:** The tracking number of the work permit filing.
3. **Work Permit No.:** Once the filing is approved, a work permit number will be issued.
4. **Work Permit Status:** The status of the current application/permit.
5. **House No.:** The number of the house for which the filing is being made.
6. **Permit Type:** The type of permit being requested.
7. **Permit Issued Date:** Displays previously entered permit information and the permit status.
8. **Delete:** Click here to delete a permit.

The screenshot shows the DOB NOW interface with the "Work Permit (PW2)" tab selected. The table below has columns: Tracking No., Work Permit No., Work Permit Status, House No., Permit Type, Permit Issued Date, and Delete. Each column is numbered 1 through 8 with red circles. The table contains one row of data: 209659548, Permit is not yet issued, Pending QA Assignment, 137 centre street, Plumbing, and an empty date field. The "Delete" column has a trash icon. Below the table, it says "Total Items: 1".


1 +Add	2 Tracking No.	3 Work Permit No.	4 Work Permit Status	5 House No.	6 Permit Type	7 Permit Issued Date	8 Delete
	209659548	Permit is not yet issued	Pending QA Assignment	137 centre street	Plumbing		

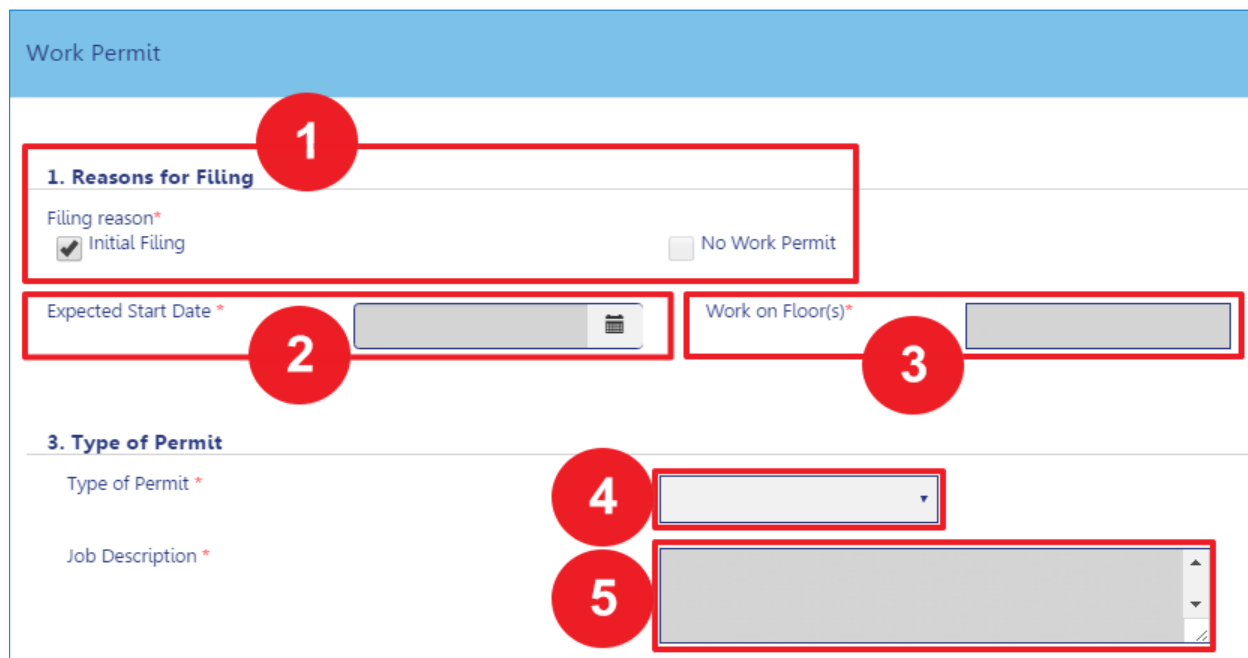
## Add a Permit Filing

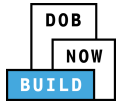
Click on **+Add**, as seen in the previous diagram, to open the **Work Permit** form.



A new **Work Permit** window will open. Enter the required fields:

- 1) **Reason for Filing:** Auto-populated field that indicates the reason for filing (Initial Filing or No Work Permit).
- 2) **Expected Start Date:** Enter the expected start date for the work.
  - a. Click on the calendar icon to  select a date from the dropdown.
- 3) **Work on Floor(s):** Enter floor on which work will be done.
- 4) **Type of Permit:** Select a permit type.
- 5) **Job Description:** Auto-populated field based on the information entered on the PW1 that provides a description of the job.





- 6) **E-Mail:** Enter the permit applicant's email address.
- 7) **License Type:** Select the applicant's license type from the dropdown menu.
- 8) **Business Lookup:** Select the business name of the Contractor from the dropdown menu. If there is more than one business listed for a Contractor, select the appropriate option.  
  
*Please Note: If the insurance has expired for the business selected, an error message will be displayed when you try to save the permit.*
- 9) **Tax Payer ID:** Enter the tax ID of the applicant, optional.
- 10) **Filing Representative:** If the filing representative is different than the applicant specified in the previous section, *Applicant Information*, select **Yes**.

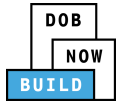
#### 4. Applicant Information

E-Mail*	6 <input type="text" value="Enter email/username..."/>	License Type*	7 <input type="text" value="v"/>
License Number*	<input type="text"/>	First Name	<input type="text"/>
Middle Name	<input type="text"/>	Last Name	<input type="text"/>
Business LookUp*	8 <input type="text" value="v"/>	Business Name*	<input type="text"/>
Business Address	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	Zip	<input type="text"/>
Business Telephone	<input type="text"/>	Business Fax	<input type="text"/>
Mobile Telephone	<input type="text"/>	TaxPayer ID	9 <input type="text"/>
Liability Insurance Expiry Date*	<input type="text"/>		

#### 5. Filing Representative

If different from applicant specified in section 4

10 ☐ Yes ☐ No



- 11) **Adjacent Property Insurance:** Indicate if adjacent property insurance is required (Yes/No).
- 12) **Statement Agreement:** Check off box to indicate agreement with the statements. Only the designated Contractor can check the box.
- 13) **Applicant Name:** Auto-filled with the applicant's name when the statement agreement is checked.
- 14) **Date:** Auto-filled with the date when the statement agreement is checked.
- 15) **Save:** Saves the information entered but does not file.
- 16) **File:** Sends the permit filing to DOB. Only the designated Contractor can file to DOB.
- 17) **Cancel:** Cancels the permit filing without saving.

### 12. Applicant/ Contractor Statement

Does the Work authorized by this permit require adjacent property insurance.

☐ Yes ☐ No

11

12

☐ The information in this application is correct and complete to the best of my knowledge and I assume responsibility for all statements in such application. I understand that if I am found after hearing to have knowingly or negligently made a false statement on this or any other document submitted to the Department, I may be subject to fine, imprisonment, and/or barred from filing further documents with the Department. 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.

I will comply with all applicable laws, rules and regulations including all insurance requirements, and, in addition:

I hereby state if a Construction Superintendent, Site Safety Coordinator, Site Safety Manager, Demolition Subcontractor, Concrete Subcontractor, or Concrete Safety Manager is required for this application I have hereby advised the individual listed herein he or she is designated as such and hereby certify he or she is registered and in good standing with the NYC Department of Buildings.

I hereby state this renewal application with no change to Applicant, Filing Representative, Construction Superintendent, Site Safety Coordinator, Site Safety Manager, Subcontractors, Concrete Safety Manager or insurance is for the work as originally filed or as officially amended.

In accordance with §28-104.8 of the Administrative Code, I hereby declare I am authorized by the owner of the premises to which this application pertains to make this application for a permit to perform the work described herein. In accordance with Rule 101-16, I will post the permit in a conspicuous and visible location.

"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 Statements and Signatures terms above. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand."

Name\*

13

Date\*

14

Save

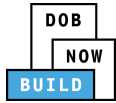
File

Cancel

15

16

17



## Print Permit (Using *My Work Permits* Tab)

All permits submitted to DOB can be viewed from the Dashboard by going to the **My Work Permits** tab.

Job No. - Filing No.	Tracking No.	Work Permit No.	Sequence No.	Work Permit Status	Address	Permit Type	Created Date	Contractor	Filing Action
800001273 - I1	104838689	Permit is not yet issued		Permit Issued	295 FLATBUSH AVENUE	Standpipe	09/28/2016 07:52:06 PM	MRC TEST	Select action: ▼
800001269 - I1	210111314	Permit is not yet issued		Permit Issued	295 FLATBUSH AVE	Standpipe	09/27/2016 06:48:01 PM	MRC TEST	Select action: ▼
800001269 - I1	426357164	Permit is not yet issued		QA Failed	295 FLATBUSH AVE	Standpipe	09/27/2016 04:16:22 PM	MRC TEST	Select action: ▼
M00001265 - I1	296780819	Permit is not yet issued		Pre-Filing	200 VESEY STREET	Standpipe	09/27/2016 02:41:04 PM	MRC TEST	Select action: ▼
M00001266 - I1	356353262	Permit is not yet issued		Permit Issued	280 BROADWAY	Standpipe	09/23/2016 08:42:02 PM	MRC TEST	Select action: ▼
M00001254 - I1	959558869	Permit is not yet issued		QA Review	200 VESEY STREET	Standpipe	09/23/2016 03:27:35 PM	MRC TEST	Select action: ▼
M00001246 - I1	834292617	Permit is not yet issued		QA Review	200 VESEY ST	Plumbing	08/29/2016 08:54:05 PM	MRC TEST	Select action: ▼
M00001246 - I1	397651730	M00001246-I1-SD	1	Permit Issued	200 VESEY ST	Standpipe	08/26/2016 08:44:22 PM	MRC TEST	Select action: ▼
M00001243 - I1	880508623	Permit is not yet issued		QA Review	200 VESEY STREET	Plumbing	08/22/2016 03:13:07 PM	MRC TEST	Select action: ▼
M00001243 - I1	724735367	M00001243-I1-PL	1	Permit Issued	200 VESEY STREET	Plumbing	08/19/2016 04:23:18 PM	MRC TEST	Select action: ▼

Total Items: 40 (Showing Items: 10)  
1 - 10 of 40 items

The status of a permit filing is displayed in the **Work Permit Status** column. Permits issued will also have a **Work Permit No.** listed. You will be able to print permits after DOB approval, as indicated by a **Permit Issued** status.

Job No. - Filing No.	Tracking No.	Work Permit No.	Sequence No.	Work Permit Status	Address	Permit Type	Created Date	Contractor	Filing Action
800001273 - I1	104838689	Permit is not yet issued		Permit Issued	295 FLATBUSH AVENUE	Standpipe	09/28/2016 07:52:06 PM	MRC TEST	Select action: ▼
800001269 - I1	210111314	Permit is not yet issued		Permit Issued	295 FLATBUSH AVE	Standpipe	09/27/2016 06:48:01 PM	MRC TEST	Select action: ▼
800001269 - I1	426357164	Permit is not yet issued		QA Failed	295 FLATBUSH AVE	Standpipe	09/27/2016 04:16:22 PM	MRC TEST	Select action: ▼
M00001265 - I1	296780819	Permit is not yet issued		Pre-Filing	200 VESEY STREET	Standpipe	09/27/2016 02:41:04 PM	MRC TEST	Select action: ▼

Click on the **Select Action** dropdown menu and select **Print Work Permit**.

Contractor ▼

Filing Action

MRC TEST

MRC TEST

MRC TEST

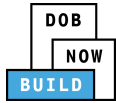
MRC TEST

Select action: ▼

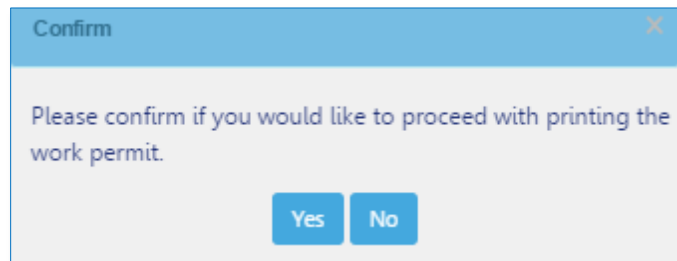
Create AHV

**Print Work Permit**

Renew Work Permit




Click **Yes** on the confirmation window to proceed with printing the work permit.



The permit will open in a new web browser tab. Print the permit using the print function (**Ctrl+P**) in the Internet Explorer web browser. You can also click on the **Print To PDF** button underneath the permit to export the permit to a PDF document and print it.

*Please Note: Be sure to change your print preferences to print **Landscape** orientation.*

**NYC**<sup>TM</sup> **Buildings**




**Work Permit Department Of Buildings**

Permit Number: **M00001234-I1-PL** Issued: **08/29/2016** Expires: **08/29/2017**

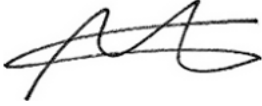

Address: **MANHATTAN 498 SEVENTH AVE** Issued To: **MRC TEST**

Work on Floor(s): **1** Business: **A&B CONSERVATION CORP**

Description: **TEST** License No: **P-000330**



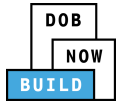
For detailed information regarding this permit, please log on to DOB NOW at [www.nyc.gov/buildings](http://www.nyc.gov/buildings).  
Call 311 with any questions or complaints.

Borough Commissioner:  Commissioner Of Buildings: 

Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.

**Print To PDF**





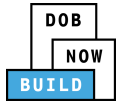
## Print Permit (Using Job Filing Search Tab)

You can search for the job from the Job Filing Search tab on the Dashboard.

After performing a search, in the results go to the **Filing Action** column. Click on **Get Work Permits** option from the **Select Action** dropdown menu.





A new grid will appear with a list of permits. Proceed to the **Filing Action** column and select **Print Work Permit**.

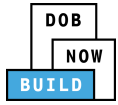
Choose **Yes** on the confirmation window.



The permit will open in a new web browser tab. Print the permit using the print function (**Ctrl+P**) in the Internet Explorer web browser. You can also click on the **Print To PDF** button underneath the permit to export the permit to a PDF document and print it.

*Please Note: Be sure to change your print preferences to print **Landscape** orientation.*

		
<b>Work Permit Department Of Buildings</b>		
Permit Number: <b>M00001234-I1-PL</b>	Issued: <b>08/29/2016</b>	Expires: <b>08/29/2017</b>
Address: <b>MANHATTAN 498 SEVENTH AVE</b>		Issued To: <b>MRC TEST</b>
Work on Floor(s): <b>1</b>		Business: <b>A&amp;B CONSERVATION CORP</b>
Description: <b>TEST</b>		License No: <b>P-000330</b>
<p>For detailed information regarding this permit, please log on to DOB NOW at <a href="http://www.nyc.gov/buildings">www.nyc.gov/buildings</a>. Call 311 with any questions or complaints.</p>		
Borough Commissioner: 	Commissioner Of Buildings: 	
Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.		
<div>Print To PDF</div>		



## Statements and Signatures

The Statements and Signatures section contains the complete list of statements from the forms that are part of the job filing process. It is the responsibility of the Owner and Design Professional for providing acknowledgment of these statements.

### Design Professional's Legal Content Acknowledgment

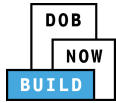
This Statement and Signatures section contains the Design Professional's legal statements for the following forms:

- **Plans/Work (PW1)**
- **Cost Affidavit (PW3)**
- **Technical Report (TR1)**
- **Technical Report Energy (TR8)**

### Owner's Legal Content Acknowledgment

This Statements and Signatures section contains the Owner's legal statements for the following forms:

- **Plans/Work (PW1)**
- **Cost Affidavit (PW3)**
- **Technical Report (TR1)**
- **Technical Report Energy (TR8)**



## Plan Work (PW1) – Section 26

The Design Professional will be able to provide limited information on **Section 26** of the **PW1** form. The Owner is responsible for confirming the information and providing acknowledgment of the statements.

Provide a **Yes** or **No** answer to each of the following statements as it applies to the job filing:

### Plans/Work (PW1) - Section 26. Property Owner's Statements\*

Fee Exemption Request (Non-Profit Owned and Operated) In accordance with Administrative Code §28-112.1, Exception 1, I certify that the deed holder is a corporation or association organized and operated exclusively for the purposes indicated in such section, and that the property is used exclusively by such entity for such purposes\*

☐ Yes ☒ No

Fee Exemption Request (NYCHA/HHC, NYC Agency, or Other Government Owned and Operated) The building or any part thereof to be constructed, renovated, altered or demolished is owned and operated exclusively for the purposes of the NYC Agency, NYC Authority, NYS Agency, Federal Government or any other government entity\*

☐ Yes ☒ No

Owner's Certifications Regarding Occupied Housing. The site of the building to be altered or demolished, or the site of the new building to be constructed, contains one or more occupied dwelling units that will remain occupied during construction. These occupied dwelling units have been clearly identified on the submitted construction documents.\*

☐ Yes ☒ No

The site of the building to be altered or demolished, or the site of the new building to be constructed, contains occupied housing accommodations subject to rent control or rent stabilization under Chapters 3 and 4 of Title 26 of the New York City Administrative Code. If yes, select one of the following:\*

☐ Yes ☒ No

The owner is not required to notify the New York State Homes and Community Renewal (NYSHCR) of the owner's intention to file because the nature and scope of the work proposed, pursuant to NYSHCR regulations, does not require notification.

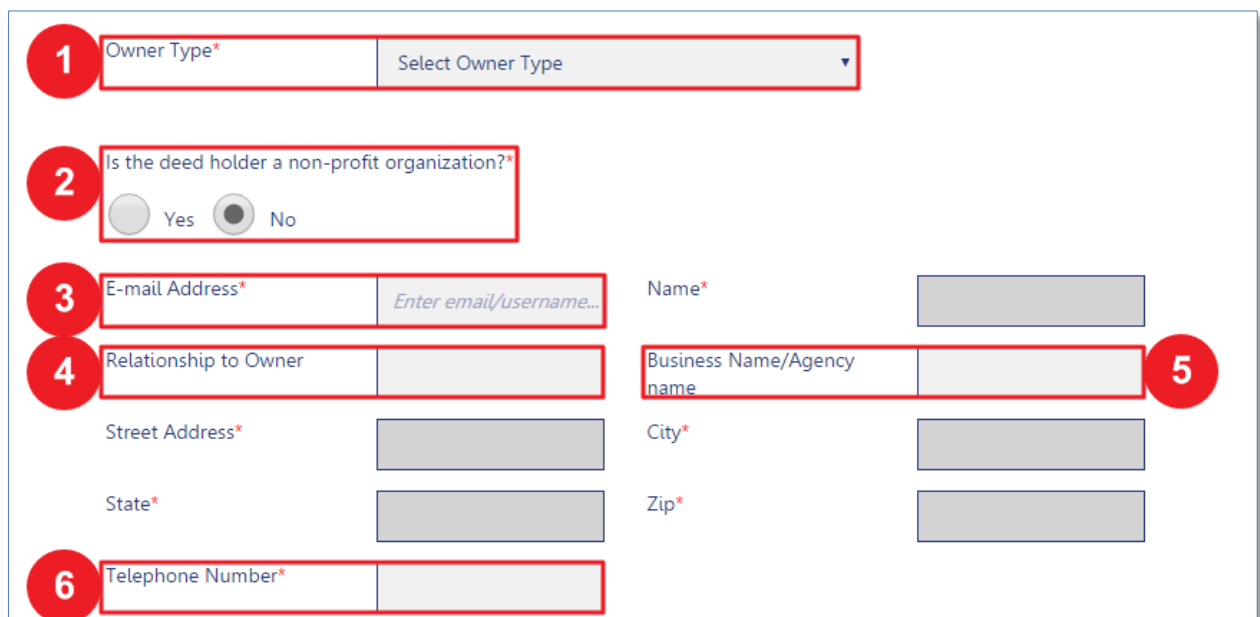
☐ Yes ☒ No

The owner has notified the New York State Homes and Community Renewal (NYSHCR) of its intention to file such construction documents/apply for such permit and has complied with all requirements imposed by the regulations of such agency as preconditions for such [filing/application].

☐ Yes ☒ No

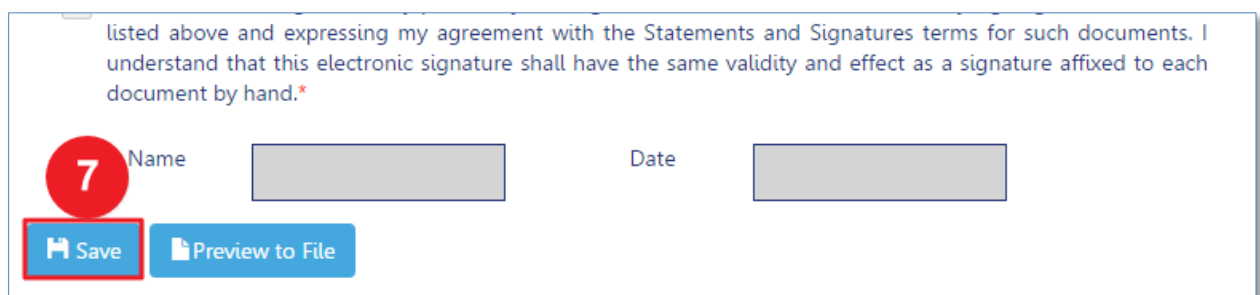
The Design Professional or Filing Representative associated with the job may enter the following information:

1. **Owner Type:** Select the type of owner from the dropdown menu.
2. **Deed Holder:** Select whether or not the holder of the property deed is a non-profit organization.
3. **E-mail Address:** The primary e-mail address of the property owner (the dark grey sections will automatically fill-in once the e-mail is entered).
4. **Relationship to Owner:** The Design Professional or Filing Representative's relationship to the owner of the property.
5. **Business Name/Agency Name:** The business or agency name of the owner.
6. **Telephone Number:** The primary telephone number of the Owner.

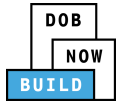


The screenshot shows a web form for entering owner information. It includes a dropdown for 'Owner Type', a radio button selection for 'Is the deed holder a non-profit organization?', an email address field with a placeholder 'Enter email/username...', a 'Name' field, a 'Relationship to Owner' dropdown, a 'Business Name/Agency name' field, 'Street Address', 'City', 'State', and 'Zip' fields, and a 'Telephone Number' field. Red circles with numbers 1 through 6 highlight the specific fields mentioned in the list above.

7. **Save:** At the bottom of the page, click **Save**. The Owner must sign in to complete **Section 26** of the **PW1** form.



This section of the form contains a paragraph of text: 'listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand.\*'. Below this text are two input fields labeled 'Name' and 'Date'. At the bottom left, there are two buttons: 'Save' (highlighted with a red box) and 'Preview to File'.



## View Filing/ Payment History/ Trace History/ Property Profile

The following actions can be accessed from the job filing screen:

The screenshot shows the top navigation bar with tabs: Pre-Filing, Design Professional Review, Plan Review, Plan Approved, Permit Review, Permit, Signoff, and Letter of Completion. Below this is a sub-navigation bar with buttons: Save, Preview to File, Job# M00001277 Filing# I1, View Filing (highlighted with a red box), Payment History, Trace History, and Property Profile. At the bottom is a progress bar with steps: Plans/Work (PW1), Scope of Work, Cost Affidavit (PW3), Technical Report (TR1), Documents, Work Permit (PW2), and Statements & Signatures.

### View Filing

**View Filing** button will provide a PDF export of the job filing details. This will enable you to see all the information you entered on one printable page. The information is grouped by form.

Click on the **View Filing** button.

The screenshot shows four buttons: View Filing (highlighted with a red box), Payment History, Trace History, and Property Profile.

The job filing details will be exported to a PDF document. It will contain a summary of all the forms you have completed for the filing.

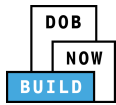
The screenshot below is a sample of how the PDF will look when you click **Preview Filing**:

The screenshot shows a PDF output with the title "Plans/Work (PW1) - Job# M00001062 Filing# I1". It is divided into two sections: "1. Location Information" and "2. Applicant Information".

1. Location Information			
House No(s)	280	Street Name	BROADWAY
Borough	MANHATTAN	Block	153
Lot	1	BIN	1079215
C.B. No.	101	Zip	10007
Apt. / Condo No(s)		Work on Floor	22

2. Applicant Information			
E-Mail	AJOETEST@GMAIL.COM	License Type	PE
License Number	078712	Last Name	ADAM



## Payment History

To view payment history click on **Payment History** button on job filing screen.

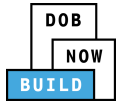


A new window will open with payment history details for that filing.

Payment History					
Payment History					
Invoice Number	Merchant Amount	Convenience Fee Amount	Total Amount	Fee Type	Transaction Date
100001166	\$584.50	14.55	\$599.05	Filing Fees	2016-04-12
Total Items: 1					
<div>Cancel</div>					

- 1) **Invoice Number:** Unique invoice number generated for a payment.
- 2) **Merchant Amount:** Amount paid to the merchant.
- 3) **Convenience Fee Amount:** Convenience fee if there is one associated with payment.
- 4) **Total Amount:** Total amount paid.
- 5) **Fee Type:** Indicates fee type.
- 6) **Transaction Date:** Date of the transaction.

Payment History					
Invoice Number	Merchant Amount	Convenience Fee Amount	Total Amount	Fee Type	Transaction Date
1	2	3	4	5	6



## Trace History

Click on the **Trace History** button on the job filing screen to view all actions taken on a job filing.



A new window will open showing actions taken for the job filing.

History Trace for Job # X00000909 - P1				
Created On...	Action	Current Filing Status	Person	Comments
2016-04-12	Complete: Yes Assigned to: BUILD005 Plan Examiner	Pending Plan Examiner Assignment	Chief Plan Examiner / ACPE Team	
2016-04-12	Approved: Approved	Plan Examiner Review in Process	BUILD005 Plan Examiner	

## Property Profile

To view the property profile, click on the **Property Profile** button on the job filing screen.



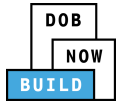
A new window will open with additional details on the property.

### Property Profile

General			
<b>BIN No.</b>	1001399		
<b>House No.</b>	9	<b>Street Name</b>	PARK PLACE
<b>Borough</b>	MANHATTAN	<b>Zip</b>	10007
<b>Health Area</b>	7700	<b>Census Tract</b>	21

Cancel





## Making Payments

In order to submit a job filing, you must pay the required fees associated with the filing. Fees are calculated after completing Section 8 on the **PW1** form. Before submitting a payment the **PW3** must also be completed. **Estimated Job Cost** on the **PW1** needs to equal the **Total Job Cost** on the **PW3**. If these are not equal a message will be displayed.

*Please Note: that you must remove your pop-up blocker in order to proceed with making a payment.*

From the **Dashboard** under the **My Jobs** tab, double-click the filing to be paid. This will open the job filing screen. Click on the **Pay Now** button in the **Fees** section

Fees	
New Work Filing Fee	\$130.00
Legalization Filing Fee	\$0.00
Record Management Fee	\$45.00
PAA	\$0.00
No Good Check Fee	\$0.00
In Conjunction Fee	\$0.00
Adjustment	\$0.00
<b>Total Fee</b>	<b>\$175.00</b>
Amount Paid	\$0.00
Amount Due	\$175.00

**Pay Now**

The **Payment Confirmation** window will appear. Select **Yes** to proceed with payment., or **No** to cancel

Payment Confirmation

Please note that the following data cannot be changed after the payment has been made on this filing:

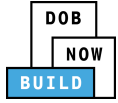
- Building Type
- Filing Includes

Are you sure you want to make a payment now?

**Yes** **No**

You will be redirected to a secure third-party site. If you need assistance with how to enter the payment details, please see the **Payment Portal Manual**, which you can find on DOB's website using the link below.

<https://www1.nyc.gov/site/buildings/industry/dob-now-build-resources.page>



## No Good Check

When a no good check is submitted the job filing will be placed on hold and No Good Check Fee will be added to the original fee. A \$20 fee will be added for each no good check that is received. Please note that once a hold is placed on a job filing the hold will not be lift until we have received notification from the bank that the subsequent payment has cleared. This can take at least five business days from the date of submitting the subsequent payment.

## Subsequent Filing

A subsequent filing can only be initiated after the initial filing has been approved.

To begin a subsequent filing, go to your **Dashboard** and locate the initial job filing under the **My Jobs** tab.

My Jobs

My Work Permits

My AHJ Work Permits

Job Filing Search

Job # - Filing #...	Filing Status	Address	Borough	Design Professional...	Owner	Created Date	Modified Date	Payment Status...	Filing Action	View
✓ M00000947 - I1	Pending Plan Examiner Assignment	280 broadway	Manhattan	JOE ADAM	TESTING123 DOB	04/18/2016 04:07:3...	4/19/2016 10:03:52...	Paid	Select Action	
✓ M00000946 - I1	Pre-Filing	991 8 avenue	Manhattan	JOE ADAM		04/18/2016 02:57:2...	4/18/2016 2:58:00...	Due	Select Action	
✓ M00000941 - I1	Pre-Filing	280 Broadway	Manhattan	JOE ADAM		04/15/2016 12:18:5...	4/15/2016 12:18:55...	Due	Select Action	
✓ M00000940 - I1	Pre-Filing	280 broadway	Manhattan	JOE ADAM	APPLE ROME	04/15/2016 11:06:0...	4/15/2016 11:57:10...	Exempted	Select Action	
✓ B00000943 - I1	Permit Entire	295 Flatbush Ave	Brooklyn	JOE ADAM	APPLE ROME	04/15/2016 02:44:0...	4/18/2016 12:50:25...	Exempted	Select Action	

From the **Filing Action** column associated with that job filing, click on the dropdown menu and select **Subsequent Filing**.

Filing Action

Select Action

Subsequent Filing

PAA

Create Work Permit

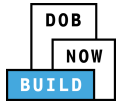
After making the selection a popup box will appear asking you to confirm that you want to proceed with a subsequent filing. Select **Yes**.

Confirm

Please confirm if you would like to proceed with Subsequent Filing.

Yes

No



You will be redirected to the job filing screen where you will now be able to complete the required forms. The **Filing Type** will indicate this is a **Subsequent Filing**.

View Filing

Payment History

Trace History

Property Profile

ements & Signatures

Application Highlights

Location

200 VESEY STREET

MANHATTAN 10281

Job Number

Filing Number

Current Filing Status

Job Status

Work without Permit Violation

No

Total Job Cost (\$)

\$0.00

Filing Type

SubsequentFiling

To complete the subsequent filing for a job, follow the same steps as the ones used to complete the initial filing.

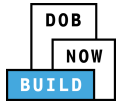
Job No. - Filing No.

875

M00000875 - S1

M00000875 - I1

Please Note: The **Job No.** will be the same for both initial and subsequent filings. The **Filing No.** will be unique to differentiate between the separate filings. Initial filings will be marked with an “I”, and subsequent filings marked with an “S”.



## Post Approval Amendment (PAA)

The steps below outline how to file a PAA.

From the **Dashboard** select **PAA** from the **Filing Action** column.

Filing Action ▾

Select action: ▾

Select action:

- Subsequent Filing
- PAA**
- Create Work Permit

A confirmation window will appear asking you to confirm the PAA. Click **Yes** to continue.

**Confirm** ✕

Please confirm that you want to create a Post Approval Amendment (PAA) filing.

**Yes** **No**

This will direct you to the job filing window where you can enter the information you want to change.

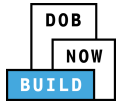
Under the **Application Highlights** section the Filing Type will be **PAA**.

View Filing Payment History Trace History Property Profile

Statements & Signatures

**Application Highlights**

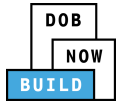
Location	295 FLATBUSH AVE BROOKLYN 11217
Job Number	
Filing Number	
Estimated Job Cost *	\$1,000.00
Current Filing Status	
Job Status	Job in Process
Work without Permit Violation	No
Total Job Cost (\$)	\$1,000.00
<b>Filing Type</b>	<b>PAA</b>



After clicking **Save**, a new filing number will be generated with a suffix that begins with a “**P**”, indicating **PAA**.

*Please Note: “I1” will remain on the dashboard for record purposes but will become inactive upon the creation of a PAA filing.*

A screenshot of a web application interface. At the top, there is a dropdown menu titled 'Job No. - Filing No.' with a downward arrow. Below the title is a search bar containing the number '1215' and a close button (an 'X' in a circle). Below the search bar is a list of two items, each preceded by a checkmark icon. The first item is 'M00001215 - P1' and the second item is 'M00001215 - I1'. The second item is highlighted with a red rectangular border.



## QA Failed

### QA Failed at Permit Level – For Standard Plan Exam or Professional Certification (without PW2) Filings

After a PW2 has been submitted to DOB, it is reviewed by a QA Clerk. If there are any issues with the submission, such as missing required documents, the QA Clerk will fail the submitted PW2, and the status of the permit will be changed to QA Failed. The Contractor will need to go to the PW2 screen and fix the issue and resubmit the filing.

To address the issue, first locate the job filing that has failed on your dashboard under the **My Work Permits** tab and open it.

The screenshot shows the 'My Work Permits' tab selected in the dashboard. Below the navigation tabs, there is a table with the following columns: Job No. - Filing No., Tracking No., Work Permit No., Sequence No., and Work Permit Status. The first row of data shows Job No. M00268514 - I1, Tracking No. 156186218, Work Permit No. Permit is not yet issued, and Work Permit Status QA Failed. The 'QA Failed' status is highlighted with a red box.

Job No. - Filing No.	Tracking No.	Work Permit No.	Sequence No.	Work Permit Status
M00268514 - I1	156186218	Permit is not yet issued		QA Failed

From the Work Permit window, go to the **Failure Reason** section, which is located underneath the Fees section on the right side. Here you'll see the failure details and the status will be **Open**.

The screenshot shows the 'Failure Reason' section. It includes a 'Fees' section with 'Amount Paid' and 'Amount Due' both at \$0.00, and a 'Pay Now' button. Below this, the 'Failure Reason' section is highlighted with a red box. It shows 'Failure Details' as 'Missing required documents' and 'Status' as 'Open'.

**Fees**

Amount Paid: \$0.00

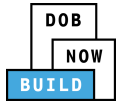
Amount Due: \$0.00

[Pay Now](#)

**Failure Reason**

Failure Details: Missing required documents

Status: Open




Once you resolve the issue, go to the **Status** dropdown and update the status to Resolved.

**Status**

Resolved ▼

After resolving the issue, the Contractor will need to re-submit the filing. To re-submit, scroll to the bottom of the PW2 window and click on the **Re-Submit** button.

 Re-Submit    Cancel

After resubmitting the filing, both fields will be greyed out and you will not be able to make any additional changes.

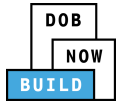
**Failure Reason:**  
Failure Details

QA failed - Test in Staging

**Status:**

Resolved ▼





## QA Failed at Job Level – For Professional Certification (with or without PW2) Filings

If during the Professional Certification QA Clerk review process there is an issue with the filing, the Professional Certification QA Clerk will fail it and the status of your filing will be updated to QA Failed. A filing can only fail at the job level when it is a Professional Certification filing, and it has been failed by the Professional Certification QA Clerk.

To address the issue, first locate the job filing that has failed on your dashboard under the **My Jobs** tab and open it.

The screenshot shows the DOB NOW dashboard with the following elements:

- Top navigation bar: Main Menu, + New Job Filing, + New Work Permit, + New AHV Permit.
- Tabbed interface: My Jobs (selected), My Work Permits, My AHV Work Permits, Job Filing Search.
- Table with columns: Job No. - Filing., Filing Status, Address.
- Table content:

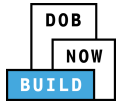
Job No. - Filing.	Filing Status	Address
M00001323-I1	QA Failed	280 BROADWAY

The "QA Failed" status in the table is highlighted with a red box.

Once the job filing window is open, under the **Fees** section there will be a **Failure Reason** section that displays the failure details. This will provide the reason for why the filing failed. The status for the failure will also be Open.

The screenshot shows the Failure Reason section with the following details:

- Total Fee:** \$0.00
- Amount Paid:** \$0.00
- Amount Due:** \$0.00
- Pay Now** button
- Failure Reason:** Failure Details (highlighted with a red box)
  - QA failed - Test in Staging
- Status:** Open (dropdown menu)



Once you resolve the issue, go to the **Status** dropdown and update the status to Resolved.

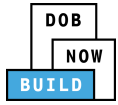
A screenshot of a web form. On the left, the label "Status:" is in blue. To its right is a dropdown menu with a light gray background. The word "Resolved" is displayed in the menu, and a small downward arrow is on the right side of the menu box.

After resolving the issue, the filing will need to be re-submitted to DOB. When a filing fails at the job level, the Design Professional and Owner will need to once more provide attestation (electronic signature) and only the Design Professional can re-submit the filing.

A screenshot of a button bar. It contains three elements: a blue button with a floppy disk icon and the text "Save"; a red button with a document icon and the text "Re-Submit"; and a dark blue button with a white right-pointing arrow and the text "Plans/Work (PW1)".

After resubmitting the filing, both fields will be greyed out and you will not be able to make any additional changes.

A screenshot of a web form showing a failed filing. The label "Failure Reason:" is in blue, with "Failure Details" in a smaller font below it. To the right is a large, greyed-out text area containing the text "QA failed - Test in Staging". Below this, the label "Status:" is in blue, and to its right is a greyed-out dropdown menu with "Resolved" selected and a downward arrow.



## Objections and Appointments

**Objections** and **Appointments** are displayed under the **Application Highlights** section on the job filing screen as shown below:

The screenshot displays the 'Application Highlights' section. At the top, a summary box shows the 'Total Fee' as \$175.00, 'Amount Paid' as \$175.00, and 'Amount Due' as \$0.00, with a 'Pay Now' button. Below this is a table for 'Objections' with columns: Object, Object Detail, Status, and View. One objection is listed: '1968 BC 27-280...' with details 'The walls, exitways, shafts, structural ...' and status 'Closed'. A 'Details' button is next to it. Below the table, it says 'Total Items: 1' and shows pagination controls. Underneath is an 'Appointment' section with columns: Subject, Start Time, Dur., Status, View, and Action. Four appointments are listed, all with subject 'M00001254'. The first three are 'Cancelled' and the last is 'Completed'. Each has a 'View' button and a trash icon. It also shows 'Total Items: 1' and pagination controls.

Object	Object Detail	Status	View
1968 BC 27-280...	The walls, exitways, shafts, structural ...	Closed	<a href="#">Details</a>

Total Items: 1

1 / 1 Items Per Page 1 - 1 of 1 items

Subject	Start Time	Dur.	Status	View	Action
M00001254	9/14/2016 11:20:00 AM	20	Cancelled	<a href="#">View</a>	
M00001254	9/14/2016 12:00:00 PM	20	Cancelled	<a href="#">View</a>	
M00001254	9/15/2016 9:00:00 AM	20	Cancelled	<a href="#">View</a>	
M00001254	9/14/2016 2:40:00 PM	20	Completed	<a href="#">View</a>	

Total Items: 1

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

## View Objection Details

Click on **Details** to see all the details of an objection. Depending on your monitor size you may need to scroll to the right to see the **Details** button.

This is a close-up of the 'Objections' table from the previous screenshot. The 'Details' button in the 'View' column for the first row is highlighted with a red box. The table structure and data are the same as in the previous image.

Object	Object Detail	Status	View
1968 BC 27-280...	The walls, exitways, shafts, structural ...	Closed	<a href="#">Details</a>

Total Items: 1

1 / 1 Items Per Page 1 - 1 of 1 items

A sub-window will open with additional details on the objection. Follow the directions below to edit and submit an objection.

1. Select an option from the **Objection Status** dropdown menu to update the objection status. If the objection has been resolved change the **Objection Status** to **Resolved**.

Objection Status	Select Status
	Open
	Resolved

*Please Note: If the objection has already been closed, **Objection Status** will be **Closed***

2. Fill in the **Comments** section with details regarding the objection.
3. Click on **Save** to submit the objection details, or **Cancel** to reject.

Objection Details

Objection

1968 BC 27-280 Classification.

Objection Detail

The walls, exitways, shafts, structural members, floors, and roofs are contrary to the requirements of Combustible construction materials detailed in 1968 BC 27-280.

Code

27-280

Reference

27-280 Classification

Code Type

Building-68PL

Code Year

1968-PL

Work Type

PL - Plumbing New Work

Objection Status

Open

Comments

Objection History

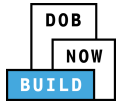
1

2

3

Save

Cancel



## Create and Add Appointments

If an appointment has been requested by DOB, then the Design Professional, Filing Representative, and Owner that are associated with the job filing can schedule appointments.

### Adding an Appointment

Click on **+Add Appointment**. A sub-window will open to create a **New Appointment**.

The screenshot shows a user interface with a button labeled **+Add Appointment** highlighted by a red box. Below the button is a table with the following columns: Subject, Start Time, Duration (Min), Status, View, and Action. The table contains four rows of data, all with a status of 'Cancelled'. At the bottom of the table, there is a pagination bar showing '1 - 13 of 13 items' and a dropdown for 'Items Per Page' set to 25.

Subject	Start Time	Duration (Min)	Status	View	Action
M00001168	9/6/2016 12:40:00 PM	20	Cancelled	<a href="#">View</a>	
M00001168	8/5/2016 12:40:00 PM	20	Cancelled	<a href="#">View</a>	
M00001168	8/4/2016 12:00:00 PM	20	Cancelled	<a href="#">View</a>	
M00001168	7/29/2016 12:40:00 PM	20	Cancelled	<a href="#">View</a>	

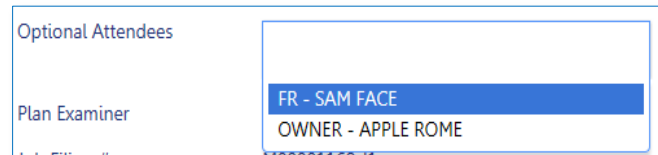
1 - 13 of 13 items

A sub-window will open to create a **New Appointment**.

The screenshot shows a sub-window titled **New Appointment**. It contains the following fields:

- Required Attendees\***: DP - JOE ADAM
- Optional Attendees**: [Click Here to Add person...](#)
- Plan Examiner**: JAN ZIZKA
- Job No.**: M00001168-I1
- Selected Date**: (empty field)

- 1) **Required Attendees:** Design Professional is the only required attendee and will be listed in this field by default.
- 2) **Optional Attendees:** Add the optional attendees. You will be able to add one or more names from the list of names associated with the job filing. Clicking on the field will open a dropdown menu containing the list of attendees you can add. Click on the name you want to add and it will be listed under **Optional Attendees**.
- 3) **Plan Examiner:** Name of the plan examiner (if doing a Standard Plan Exam) that issued the objection.
- 4) **Job No.:** Job filing number that will be discussed at the appointment.

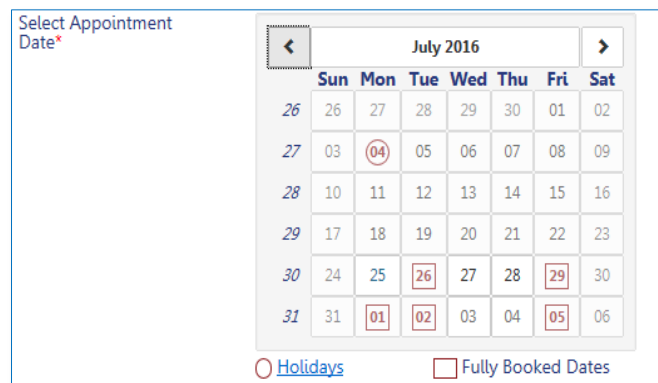


Optional Attendees

Plan Examiner

FR - SAM FACE  
OWNER - APPLE ROME

- 5) **Selected Date:** Displays date selected for the appointment from the calendar.
- 6) **Select Appointment Date:** Choose a date from the calendar for the appointment. As shown by the icons on the right, the calendar if it is a holiday the date will have a red circle on it, and if the date is fully booked it will have a red square on it. You will not be able to click on either of these dates.



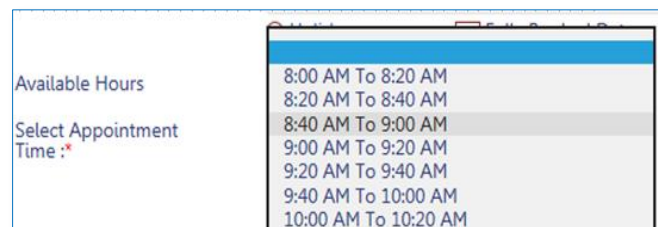
Select Appointment Date\*

July 2016

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

☐ Holidays ☐ Fully Booked Dates

- 7) **Select Appointment Time:** Pick a time from the available options. The times are shown in twenty minute increments and will only display the Plan Examiner's *Available Hours*. For example, clicking the drop-down list should start with 9:00AM – 9:20AM; 9:20AM – 9:40AM; 9:40AM – 10:00AM.



Available Hours

Select Appointment Time\*

8:00 AM To 8:20 AM  
8:20 AM To 8:40 AM  
8:40 AM To 9:00 AM  
9:00 AM To 9:20 AM  
9:20 AM To 9:40 AM  
9:40 AM To 10:00 AM  
10:00 AM To 10:20 AM

Clicking on the field will display the following dropdown menu that allows you to select a time. Only available time slots for the plan examiner will be displayed.

## New Appointment

- Required Attendees\* DP - JOE ADAM
- Optional Attendees [Click Here to Add person...](#)
- Plan Examiner JAN ZIZKA
- Job No. M00001168-I1
- Selected Date
- Select Appointment Date\*
 

<

October 2016

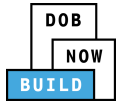
>

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
39	25	26	27	28	29	30	01
40	02	03	04	05	06	07	08
41	09	10	11	12	13	14	15
42	16	17	18	19	20	21	22
43	23	24	25	26	27	28	29
44	30	31	01	02	03	04	05

☐ Holidays
 ☐ Fully Booked Dates
- Select Appointment Time\*

Submit

Cancel



After entering all the information click **Submit** to continue, or click **Cancel** to return to the previous screen.

The form is titled "Select Appointment Time" with a red asterisk icon. It features a dropdown menu showing "11:40 AM To 12:00 PM". At the bottom right, there are two buttons: "Submit" and "Cancel", both highlighted with red rectangular borders.

A notification will appear asking you to confirm the appointment. To confirm the appointment and continue, click **Yes**. If you need to reject the appointment and make any changes click **No**.

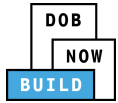
A dialog box titled "Confirm" with a close button (X) in the top right corner. The text inside says "Please confirm the Appointment : 10/11/2016 11:40:00 AM". At the bottom, there are two buttons: "Yes" and "No".

After confirmation, you will receive a notification that the appointment was successfully scheduled. Click **OK** to continue and return to the **Job Filing** screen.

A dialog box titled "Notification" with a close button (X) in the top right corner. The text inside says "Appointment has been booked successfully.". At the bottom, there is one button: "OK".

You will receive an email with a meeting invitation from DOB containing the link to the GoToMeeting. On the date and time of the appointment you will need to click on the link in the email in order to attend and participate in the meeting.





## View an Appointment

To view the details of an existing appointment click **View**.

Appointment						
✓	Subject ▾	Start Time ▾	Dur. ▾	Status ▾	View ▾	Action
✓	M00001254	9/14/2016 11:20:00 AM	20	Cancelled	<a href="#">View</a>	
✓	M00001254	9/14/2016 12:00:00 PM	20	Cancelled	<a href="#">View</a>	
✓	M00001254	9/15/2016 9:00:00 AM	20	Cancelled	<a href="#">View</a>	
✓	M00001254	9/14/2016 2:40:00 PM	20	Completed	<a href="#">View</a>	

◀ ◀ 1 / 1 ▶ ▶ 25 ▾ Items Per Page 1 - 4 of 4 items


After clicking on **View**, the details of the appointment will be displayed.



### View Appointment

Required Attendees*	APPLE ROME JOE ADAM
Plan Examiner	JAN ZIZKA
Job No.	M00001168-11
Appointment Date And Time	9/6/2016 12:40:00 PM
Duration	20 Minutes
Current Status	Cancelled

OK

## Delete an Appointment

To delete an existing appointment, click the **Delete**  button.

+Add Appointment						
✓	Subject	Start Time	Duration (Min)	Status	View	Action
✓	M00001168	9/6/2016 12:40:00 PM	20	Cancelled	<a href="#">View</a>	
✓	M00001168	8/5/2016 12:40:00 PM	20	Cancelled	<a href="#">View</a>	

You will be asked to confirm that you want to delete the appointment. Click on **Yes** to confirm deletion, or **No** to keep the appointment.

Confirm

Are you sure that the selected appointment has to be cancelled??

Yes

No





A notification will appear to confirm that the cancellation was successful. Click **OK** to recognize the notification and continue back to the job filings page.

Notification

Appointment cancellation successful!!

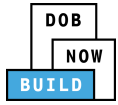
OK

After deleting the appointment it will still appear on the appointment grid but the **Status** will be **Cancelled**.

+Add Appointment						
✓	Subject	Start Time	Dur...	Status	View...	Action...
✓	M00001168	7/22/2016 10:00:00 AM	20	Cancelled	<a href="#">View</a>	
✓	M00001168	7/28/2016 9:00:00 AM	20	Cancelled	<a href="#">View</a>	
✓	M00001168	7/28/2016 9:20:00 AM	20	Cancelled	<a href="#">View</a>	
✓	M00001168	7/28/2016 9:00:00 AM	20	Cancelled	<a href="#">View</a>	

1 - 11 of 11 items

If you had previously received an email notification from DOB with the GoToMeeting information, you will receive an email with a cancelled meeting notification from DOB. The GoToMeeting link will be deactivated for the deleted meeting.



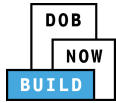
## Re-submit Filing

To re-submit a filing to DOB after all objections have been resolved, the Design Professional will first need to reapply his electronic signature in the **Statements and Signatures** tab.

The Owner will also need to reapply his electronic signature in the **Statements and Signatures** tab.

The screenshot shows the NYC Buildings DOB NOW interface. At the top, there's a header with the NYC Buildings logo and the text "DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings". Below this is a navigation bar with five tabs: "Pre-Filing", "Design Professional Review", "Plan Review", "Plan Approved", and "Permi". The "Plan Review" tab is currently selected. Below the navigation bar, there's a section with a "Save" button and a "Re-Submit" button, which is highlighted with a red border. To the right of these buttons, the text "Job# M00001168 Filing# 11" is displayed. Further right, there's a "View Filing" button. Below this section, there's a horizontal flow of four steps: "Plans/Work (PW1)", "Scope of Work", "Cost Affidavit (PW3)", and "Technical Report (TR1)". The "Plans/Work (PW1)" step is currently active.

After this has been done, the Design Professional will be able to click the **Re-Submit** button.



## View After Hours Variance Permits (AHV)

Once an AHV permit has been filed, only the Contractor indicated on the AHV form will be able to view it on their **My AHV Work Permits** tab on the **Dashboard**. If you are not the Contractor, you are required to perform a global search for the job filing.

From the **Dashboard**, click on the **Job Filing Search** tab. Enter the job filing number and click on **Search**.

DOB NOW BUILD

Main Menu + New Job Filing + New Work Permit + New AHV Permit

My Jobs My Work Permits My AHV Work Permits Job Filing Search

m00000541  
0 characters remaining

Search

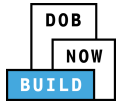
The results will be displayed in a grid. Click on **View AHV Permits** from the Filing Action column.

My Jobs My Work Permits My AHV Work Permits Job Filing Search

m00000903  
0 characters remaining

Search

Job No.	Filing No.	Filing Type	House No.	Borough	Current Filing Status	Created Date	Design Professional	Filing Action
M00000903	I1	New Job Filing	137 centre street	MANHATTAN	Permit Entire	4/12/2016 9:09:18 AM	JOE ADAM	Select action:
M00000903	P1	PAA	137 centre street	MANHATTAN	Permit Entire	4/12/2016 11:09:19 AM	JOE ADAM	Subsequent Filing PAA Get Work Permits View AHV Permits Create Work Permit



A message will appear asking you to confirm that you want to view AHV permits. Click **Yes** to confirm and view **AHV** permits.

Confirm

Please confirm that you want to view AHV permits.

Yes

No

A new grid will appear showing the AHV filings and the status.

Main Menu

New Job Filing

New Work Permit

New AHV Permit

My Jobs

My Work Permits

My AHV Work Permits

Job Filing Search

M00001165

0 characters remaining

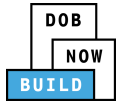
Search

Job No.	Filing No.	Filing Type	House No.	Borough	Current Filing Status	Created Date	Design Professional	Filing Action
M00001165	I1	New Job Filing	137 centre street	MANHATTAN	Signed Off	7/12/2016 11:00:3...	JOE ADAM	Select action: ▾

Total Items: 1

AHV Permit No.	Work Permit ID	JobFiling No.	AHV Permit Status	Created Date	Filing Action
M1050959	M00001165-I1-PL	M00001165-I1	AHV Permit Issued	7/12/2016 2:39:19 PM	Select action: ▾

Total Items: 1




## Appendix

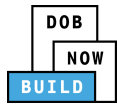
### Scope of Work Types

The table below contains the list of Scope of Work types that can be selected for Plumbing, Sprinkler, and Standpipe.

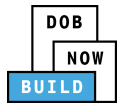
#### Plumbing

This content in the table below will appear only when the PL work type is selected on the PW1 form.

Category	Scope Includes	Field Values
Gas Work Piping, Devices and Meters	Boilers	1) Unit Location: ____  2) Number of units: ____  3) Floor: ____  4) Type of unit: ____  5) Provide the total input capacity of ALL systems in this application (include the summation of the input capacity for all boilers, service hot water heaters, and furnaces) in BTU/h: ____
	Hot Water Heaters	1) Unit Location: ____  2) Number of units: ____  3) Floor: ____  4) Type of unit: ____  5) Provide the total input capacity of ALL systems in this application (include the summation of the input capacity for all boilers, service hot water heaters, and furnaces) in BTU/h: ____
	Co Gen Systems	1) Number of units: ____  2) DNY/Utility approvals: ____  3) Floor: ____  4) Fuel Gas a) Type  I. High Pressure 15psi II. Very High Pressure (128psi) (welding)

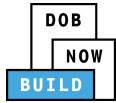


Category	Scope Includes	Field Values
		b) Use ▼ I. Cooling II. Heating III. Generators/Co-Generators IV. Processing
	Equipment and Alarms	<input checked="" type="checkbox"/> Burners <input checked="" type="checkbox"/> Dryers <input checked="" type="checkbox"/> Furnace <input checked="" type="checkbox"/> Fireplace <input checked="" type="checkbox"/> Generator
	Medical/Other Gas	1) Select Type ▼ a) Dental b) Oxygen c) Nitrous Oxide d) Labs e) Jeweler's Torch 2) Located At: ____
	Piping, Traps and Valves	No Additional Values
	Risers and Stacks	Fuel Gas 1) Type <input checked="" type="checkbox"/> Low Pressure <input checked="" type="checkbox"/> Medium Pressure 2) Use <input checked="" type="checkbox"/> Cooking Residential <input checked="" type="checkbox"/> Cooking Commercial <input checked="" type="checkbox"/> Fire suppression hood <input checked="" type="checkbox"/> Other Alternate Fire Extinguishing System <input checked="" type="checkbox"/> Heating <input checked="" type="checkbox"/> Hot Water 3) Meters a) Number: ____ b) Located At: ____
Storm Water, Drywell and Pools	Piping, Traps and Values	No Additional Values
	Private Storm	Select Type ▼ 1) Detention/Retention Tank a) Type ▼ I. DryWell II. Retention III. Detention



Category	Scope Includes	Field Values
		b) Located At: ____  2) Dry Well <input type="radio"/> Install <input type="radio"/> Repair
	Roof Drainage Risers and Stacks	No Additional Values
	Swimming Pool	<input checked="" type="checkbox"/> Indoor <input checked="" type="checkbox"/> Outdoor
Wastewater and Sanitary Drainage	Equipment and Alarms	No Additional Values
	Piping, Traps and Values	No Additional Values
	Private Drainage	Private Drainage ▼ 1) Install Septic System  2) Abandon Septic System ▼ a) Septic – Located at: ____
	Risers and Stacks	No Additional Values
	Sewer System	No Additional Values
Water Piping, Fixtures, Devices, Appliances and Finishes	Equipment	<input checked="" type="checkbox"/> Pumps <input checked="" type="checkbox"/> Tanks <input checked="" type="checkbox"/> Drinking Fountains <input checked="" type="checkbox"/> Filters <input checked="" type="checkbox"/> Boilers
	Water Risers	No Additional Values
	Meters and Sub-meters	No Additional Values
	Water Service Piping	No Additional Values
	Piping and Insulation	Backflow Preventer (RPZ) Type  1) Type ▼ a) Primary b) Secondary  2) Floor: ____
Work requires penetration of fire-rated assemblies	Work requires penetration of fire-rated assemblies	Description: ____

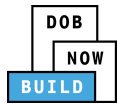




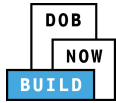
## Sprinklers

This content in the table below will appear only when the SP work type is selected on the PW1 form.

Category	Scope Includes	Field Values
Indicate Type of Sprinkler System	Fire Extinguishing System Connected to Sprinklers	1) Existing/Proposed ▼ a) Existing b) Proposed  <input type="radio"/> Yes <input type="radio"/> No
	Hazard Type	1) Existing/Proposed ▼ a) Existing b) Proposed  2) Select Type ▼ a) Light Hazard b) Ordinary Hazard –Group 1 c) Ordinary Hazard – Group 2 d) Extra Hazard – Group 1 e) Extra Hazard – Group 2
	System Type	1) Existing/Proposed ▼ a) Existing b) Proposed  <input type="radio"/> Wet System <input type="radio"/> Dry System
	Water Supply	1) Existing/Proposed ▼ a) Existing b) Proposed  2) Water Main ▼ a) RPZ b) DDCV  3) FDC <input type="radio"/> Yes <input type="radio"/> No  4) Tank ▼ a) Suction b) Pressure c) Roof Tank



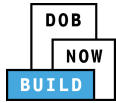
Category	Scope Includes	Field Values
<b>Schedule of Building System</b>	<b>Pumps</b>	Pumps ▼ 1) Booster Pump 2) Special Service Pump 3) Jockey Pump
	<b>Sprinklers</b>	<input checked="" type="checkbox"/> Standard Sprinkler Head <input checked="" type="checkbox"/> Extended Coverage Head
	<b>System</b>	System ▼ 1) Dedicated Sprinkler 2) Combination – Sprinkler + Standpipe 3) Full Installation 4) Partial Installation
<b>Sprinkler Work – Check below for all that apply</b>	<b>Distribution Piping</b>	<input checked="" type="checkbox"/> Risers Control Valve <input checked="" type="checkbox"/> Risers and Branches
	<b>Equipment</b>	<input checked="" type="checkbox"/> Booster Pump <input checked="" type="checkbox"/> Special Service Pump <input checked="" type="checkbox"/> Fire Pump <input checked="" type="checkbox"/> Dry Pump Valve
	<b>FDC</b>	<i>No Additional Values</i>
	<b>Pumps</b>	<i>No Additional Values</i>
	<b>Sprinkler Heads</b>	Sprinkler Heads: ____
	<b>Storage Tanks</b>	<i>No Additional Values</i>
	<b>Water Mains</b>	<i>No Additional Values</i>
	<b>Work requires penetration of fire-rated assemblies</b>	<input type="radio"/> Yes <input type="radio"/> No 1) Description: ____



## Standpipe

This content in the table below will appear when the Standpipe work type is selected on the PW1 form.

Category	Scope Includes	Field Values
Fire Standpipe	Fire Pump	1) Number of units: ____ 2) Floor: ____ 3) Type of unit: ____
	Floor/Riser Control Valve	1) Number of units: ____ 2) Floor: ____ 3) Type of unit: ____
	Hose Cabinet/ Rack/ Valve	1) Number of units: ____ 2) Floor: ____ 3) Type of unit: ____
	Siamese FDC	1) Number of units: ____ 2) Floor: ____ 3) Type of unit: ____
	Special Service Fire Pump	1) Number of units: ____ 2) Floor: ____ 3) Type of unit: ____
	Standpipe Piping	1) Number of units: ____ 2) Floor: ____ 3) Type of unit: ____
	Temporary Air Pressure Systems	1) Number of units: ____ 2) Floor: ____ 3) Type of unit: ____



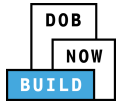
## Standpipe Required Items

### Standpipe Functionality Updates – Required Documents

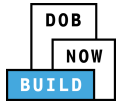
When **SD - Standpipe** is selected as a work type on the **Plans/Work (PW1)** form, a number of Standpipe specific documents must be uploaded on the **Required Documents** page. These required documents will vary depending on the type of Standpipe job and/or if the Standpipe filing is in conjunction with the *SP – Sprinkler work type*.

For Standpipe, the following represents (conditionally) required documents (as suggested by a Plan Examiner or FDNY where applicable):

Document Type	Work Type(s)	Prior to Status	Required/Optional
RESTRICTIVE DECLARATION/EASEMENT	SD	Approved	Required when a section of Yes to CRFN(S) Restrictive Declaration / Easement PW1, Sec. 9 and BRD section 4.1.2
SUBMIT LETTER OF NO OBJECTION FROM FDNY	SD	Approved	Required when Scope of Work is Repair to Existing
HYDRAULIC FLOW CALCULATIONS	SD	Approved	<i>Optional for Plan Examiner/Prof Cert Clerk to Add during review</i>
HYDRO FLOW TEST LETTER	SD	Approved	<i>Optional for Plan Examiner/Prof Cert Clerk to Add during review</i>
RESTRICTION: EASEMENT AGREEMENT FOR WATER SUPPLY	SD and SP	Approved	<i>Optional for Plan Examiner/Prof Cert Clerk to Add during review</i>
SD/SP FIRE PUMP TEST: FP-86	SD and SP	Signed Off	<i>Optional for Plan Examiner/Prof Cert Clerk/QA Clerk to Add during review</i>
SP/SD DEVICE CERT: LTR-LIC ELECT	SD and SP	Signed Off	<i>Optional for Plan Examiner/Prof Cert Clerk/QA Clerk to Add during review</i>
SPRINKLER/STANDPIPE ELECTRICAL LETTER	SD and SP	Signed Off	<i>Optional for Plan Examiner/Prof Cert Clerk/QA Clerk to Add during review</i>
NYS DEC TIDAL WETLANDS MAP	SD	Approval	<i>Required Documents will be auto populated by the system based on Data entry from Section 20 of PW1</i>
NYS DEC TIDAL WETLANDS APPROVAL	SD	Approval	<i>Required Documents will be auto populated by the system based on Data entry from Section 20 of PW1</i>
NYS DEC FRESHWATER WETLANDS MAP	SD	Approval	<i>Required Documents will be auto populated by the system based on Data entry from Section 20 of PW1</i>
NYS DEC FRESHWATER WETLANDS APPROVAL	SD	Approval	<i>Required Documents will be auto populated by the system based on Data entry from Section 20 of PW1</i>



Document Type	Work Type(s)	Prior to Status	Required/Optional
NYS DEC COASTAL EROSION HAZARD MAP	SD	Approval	<i>Required Documents will be auto populated by the system based on Data entry from Section 20 of PW1</i>
NYS DEC COASTAL EROSION HAZARD APPROVAL	SD	Prior to Approval	<i>Required Documents will be auto populated by the system based on Data entry from Section 20A – “Flood Hazard Area” of PW1</i>
FLOOD ZONE DESIGN CERTIFICATION	SD	Prior to Approval	<i>Required Documents will be auto populated by the system based on Data entry from Section 20A – “Flood Hazard Area” of PW1</i>
TEMPORARY FLOOD SHIELDS: EMERGENCY FLOOD PLAN	SD	Prior to Approval	<i>Required Documents will be auto populated by the system based on Data entry from Section 20A – “Flood Hazard Area” of PW1</i>
FLOOD ZONE COMPLIANCE (Special Inspection)	SD	Prior to Approval	<i>Required Documents will be auto populated by the system based on Data entry from Section 20A – “Flood Hazard Area” of PW1</i>
FEMA ELEVATION CERT (086-0-33)	SD	Prior to Sign-Off	<i>Required Documents will be auto populated by the system based on Data entry from Section 20A – “Flood Hazard Area” of PW1</i>
FLOODPROOFING CERT (086-0-34)	SD	Prior to Sign-Off	<i>Required Documents will be auto populated by the system based on Data entry from Section 20A – “Flood Hazard Area” of PW1</i>



## List of Acronyms

### Work Type Acronyms

- **BL:** Boiler
- **CC:** Curb Cut
- **CH:** Chute
- **DM:** Demolition and Removal
- **EQ:** Construction Equipment
- **EW:** Equipment Work
- **FA:** Fire Alarm
- **FB:** Fuel Burning
- **FN:** Fence
- **FP:** Fire Suppression
- **FS:** Fuel Storage
- **MH:** Mechanical/HVAC
- **OT:** Other
- **PL:** Plumbing
- **SD:** Standpipe
- **SF:** Scaffold
- **SG:** Sign
- **SP:** Sprinkler
- **EL:** Elevator

### Legal Acronyms

- **AC:** Administrative Code
- **APPN:** Administrative Policy and Procedure Notice
- **BC:** Building Code
- **HPD:** Housing Preservation and Development
- **LL:** Local Law
- **LPPN:** Legal Policy and Procedures Notice
- **MDL:** Multiple Dwelling Law
- **NYC DEP:** New York City Department of Environmental Protection
- **NYC RR:** New York City Report Recommendations
- **NYS DOH:** NYS Department of Health
- **NYS ECL:** Environmental Conservation Law
- **OPPN:** Operations Policy and Procedure Notice

- **PPN:** Policy and Procedure Notice
- **RCNY:** Rules of the City of New York
- **RS:** Reference Standard
- **TPPN:** Technical Policy and Procedure Notice
- **ZR:** Zoning Regulations

### Permit Type Acronyms

- **AR:** Architectural
- **EA:** Earthwork
- **FO:** Foundation
- **ME:** Mechanical
- **NP:** No Plans
- **PL:** Plumbing
- **SH:** Sidewalk Shed
- **ST:** Structural
- **ZO:** Zoning

### Building Type Acronyms

- **NB:** New Building
- **Alt 1:** Alteration
- **Alt 2:** Alteration
- **Alt 3:** Alteration

### Professional Acronyms

- **PE:** Professional Engineer
- **RA:** Registered Architect
- **GC:** General Contractor
- **DP:** Design Professional
- **FR:** Filing Representative
- **QEWI:** Qualified Exterior Wall Inspector (PE/RA)
- **QRWI:** Qualified Retaining Wall Inspector
- **MP:** Master Plumber
- **OBI:** Oil Burner Installer
- **LP:** Licensed Professional