



Parking Structures: Initial Observation Reports

Step-by-Step Guide

Updated March 2024

Overview

This guide provides an overview of how to submit and view an initial observation report for a parking structure in **DOB NOW: Safety**. See the **March 2024 Service Notice** and **1 RCNY §103-16** for additional information.

Parking Structures requiring an Initial Observation Report by August 1, 2024:

Sub Cycle 1A	Sub Cycle 1B	Sub Cycle 1C
1/1/2022 - 12/31/2023	1/1/2024 - 12/31/2025	1/1/2026 - 12/31/2027
Manhattan Community Districts 1 -7	Manhattan Community Districts 8 -12 and Brooklyn	Bronx, Queens, and Staten Island
Completed*	Required**	Required

*Parking structures in Sub Cycle 1A require submission of a Periodic Inspection of Parking Structure (PIPS) report, not an initial observation report.

**Owners of parking structures who submit a PIPS report by August 1, 2024 are not required to submit an Initial observation report.

There are two roles in DOB NOW for submitting an initial observation report: a Qualified Parking Structure Inspector (QPSI) and the Owner of the parking structure. The QPSI creates the submission, enters the owner’s email address, completes the questionnaire, signs, and submits the report. The Owner is required to have an **eFiling account** and signs the report before it is submitted by the QPSI.

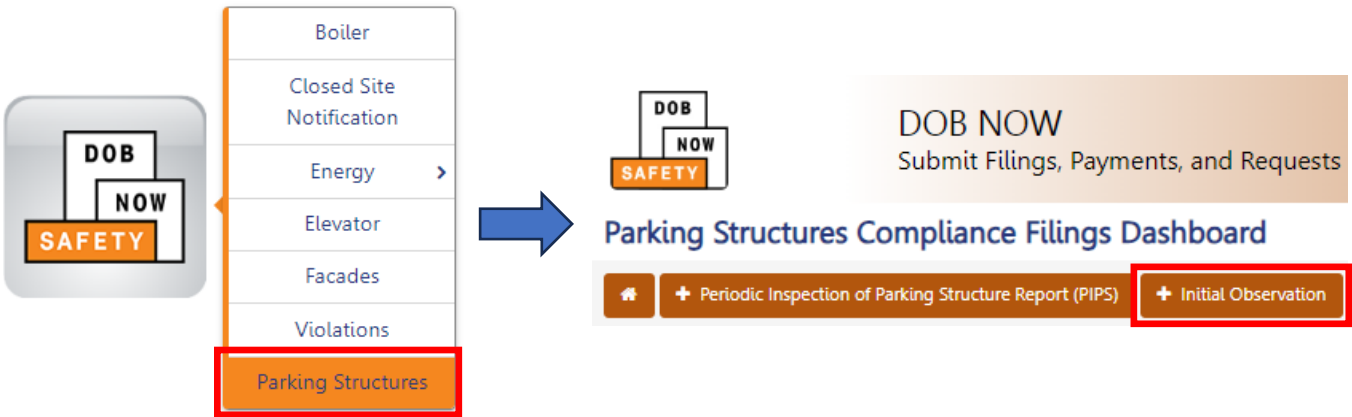
Each parking structure requires an ID number. If the parking structure does not already have an ID number, it can be **requested in DOB NOW**. There is no limitation on how many initial observation reports can be submitted for a parking structure. Once a report is submitted it cannot be modified. Before it is submitted, a report can be deleted by selecting Delete from the Filing Action column on the dashboard.

Helpful Links

- [Parking Structures](#)
- [Periodic Inspection of Parking Structures \(PIPS\) FAQ](#)
- [List of Active QPSIs](#)
- [QPSI Certification](#)
- [DOB NOW: Safety – Parking Structures Guides and Trainings](#)

How to Enter an Initial Observation Report

Step 1: The QPSI logs into **DOB NOW** at www.nyc.gov/dobnow. Navigate over the **DOB NOW: Safety** icon and select **Parking Structures**. Then select **+Initial Observation**.



Step 2: Search for the Parking Structure by **ID**, **BIN**, or **Address**, then select **Search & Add**.

The screenshot shows the 'DOB NOW' interface. The header includes the logo and the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. A user greeting 'Welcome, ADAM JOE2 AJOETEST2@GMAIL.COM' and links for 'Need Help?' and 'Sign Out' are visible. Below the header, there are 'Save' and 'Preview to File' buttons. The main content area is titled 'General Information' and contains a 'Parking Structure Search' section. This section has a search prompt 'Search for Parking Structure by: *' and three radio buttons: 'Parking Structure ID' (selected), 'BIN', and 'Address'. Below the radio buttons is a text input field labeled 'Parking Structure ID*' with the placeholder text 'Enter Parking Structure ID'. At the bottom of the search section, the 'Search & Add' button is highlighted with a red box.

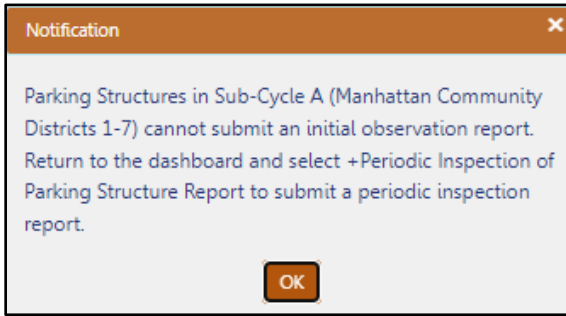
Step 3: In the window that appears, click the radio button to select the structure, then select the **Add** button.

The screenshot shows a 'Location Information' window. It contains a table with the following data:

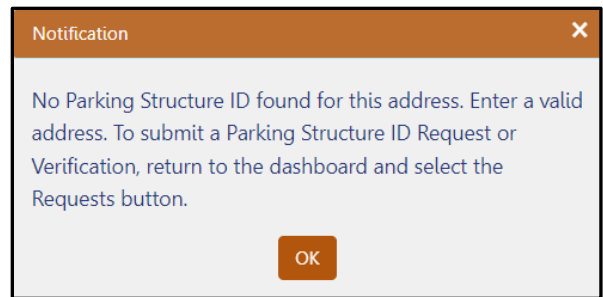
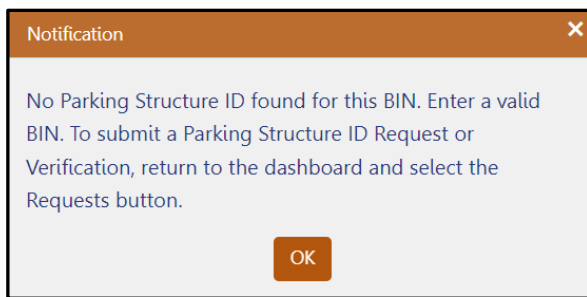
Parking Structure ID	Street Name	Borough	BIN
B0000064	OCEAN PARKWAY	BROOKLYN	3127250

A blue arrow points to the radio button next to the first row of the table. Below the table, there are two buttons: 'Add' (highlighted with a red box) and 'Cancel'.

- This message will appear if the structure is not eligible to submit an Initial Observation report:



- If these messages appear, first ensure that the PSID, BIN, or Address was entered correctly. Otherwise, the structure may need to be verified or an ID may need to be obtained:

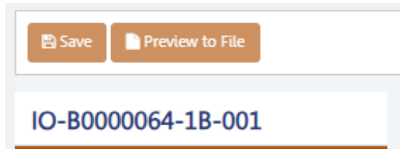


Step 4: Complete the required information (grayed out fields are auto populated and cannot be changed):

- QPSI Mobile Phone
- Property Owner information (enter the email address associated with the Owner’s eFiling account)

Qualified Parking Structure Inspector (QPSI) Information		
Email*	NYS PE License Number*	License Type*
ajoetest2@gmail.com	515151	Professional Engineer
Last Name*	First Name*	Middle Initial
JOE2	ADAM	
Mobile Phone*	Business Name*	Business Address*
	Select Type:	AJ2
City	State*	Zip Code*
NYC	NY	10000
Business Telephone*		
2012223333		
Property Owner Information		
Email*	Owner Type*	Last Name*
Please enter email address	Select Type:	
First Name*	Middle Initial	Mobile Phone*

Step 5: Select **Save** at the top of the page. This will generate a report number for the submission: IO for initial observation - PS ID - sub cycle - serial number.



Step 6: Complete the **Initial Observation Questionnaire** and **Save**:

- Complete all the questions. Only the Applicant can edit the questions.
- To notify DOB of unsafe conditions, return to the dashboard and select **+Unsafe Notification**. Unsafe conditions are also required to be submitted to 311.

Initial Observation Questionnaire

1. Was the entire parking structure inspected (including but not limited to, the building's structural components, waterproofing systems, fire proofing and fire stopping systems, and wearing surfaces) including any areas directly above or below the parking structure? *
 Yes No
2. Was physical examination conducted for the purpose of this initial observation report? *
 Yes No
3. Have you identified any SREM conditions? *
 Yes No
4. If SREM conditions found, will they become unsafe prior to the due date of the next compliance report? *
 Yes No
5. Have you identified any unsafe conditions? *
 Yes No
6. Have you notified the Department of the Buildings and the owner of the building of any unsafe conditions? *
 Yes No
7. Were public protective measures required? *
 Yes No
8. Were public protective measures installed? *
 Yes No

Step 7: From the left menu options, select the **Documents** tab to upload a document. This step is optional.

Step 8: On the **Statements & Signatures** tab, check the box to electronically sign the **Applicant's Statement**. Select **Save**.

IO-B0000064-1B-003

General Information

Documents

Statements & Signatures

Applicant's Statement*

I hereby state that the Owner/ Owner's Representative has authorized me to submit this initial observation. Furthermore, I hereby state that all statements are correct and complete to the best of my knowledge. Building owner and the Department have been immediately notified of any unsafe conditions detected during the observation. A copy of this initial observation has been given to the owner.

§28-211.1 False statements in certificates, forms, written statements, applications, reports, or certificates of correction. It shall be unlawful for any person to knowingly or negligently make or allow to be made a material false statement in any certificate, professional certification, form, signed statement, application, report or certification of the correction of a violation that is either submitted directly to the department or that is generated with the intent that the department rely on its assertions.

I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this submission and pressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this submission, I am applying such signature and seal to this signed statement as if I had personally signed and sealed this statement by hand.*

Name*
 ADAM JOE2
 (Electronically Signed)

Date*
 03/14/2024

How the Owner Signs the Initial Observation Report

Step 9: The owner logs into **DOB NOW** at www.nyc.gov/dobnow. Navigate over the **DOB NOW: Safety** icon and select **Parking Structures** (Step 1). Select the Initial Observation tab and click the View button or double click on the filing number to open the report.

Parking Structures Compliance Filings Dashboard

View...	Filing Action	Filing Number	Parking Structure ID	Cycle number	Sub Cycle	Address	Borough	Initial Obsen
	Select Action: ▾	IO-B0000064-1B-003	B0000064	1	1B	535 OCEAN PARKWAY	BROOKLYN	Pre-filing

Step 10: On the **Statements & Signatures** tab, check the box to electronically sign the Owner’s Statement. Select **Save**.

Save **Preview to File**

Statements & Signatures

§28-211.1 False statements in certificates, forms, written statements, applications, reports, or certificates of correction. It shall be unlawful for any person to knowingly or negligently make or allow to be made a material false statement in any certificate, professional certification, form, signed statement, application, report or certification of the correction of a violation that is either submitted directly to the department or that is generated with the intent that the department rely on its assertions.

I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.*

Name* Date*
(Electronically Signed)

Owner's Statement*

(A) I hereby state that I am the owner/owner's representative of the premises referenced in the initial observation associated with this filing. Furthermore, I have received and read a copy of the request associated with this filing and I am aware of the required repairs and/or maintenance, if any and the recommended time frame for same. In addition, I have been immediately notified of any unsafe condition detected during the observation and appropriate measures have been taken to protect the public.

§28-211.1 False statements in certificates, forms, written statements, applications, reports, or certificates of correction. It shall be unlawful for any person to knowingly or negligently make or allow to be made a material false statement in any certificate, professional certification, form, signed statement, application, report or certification of the correction of a violation that is either submitted directly to the department or that is generated with the intent that the department rely on its assertions.

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Name* Date*
(Electronically Signed)

How the Report is Submitted

Step 11: The QPSI as the applicant submits the report. Select the **Preview to File** button.

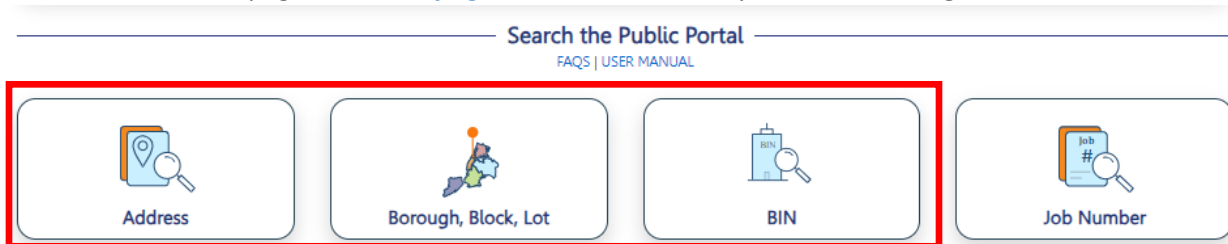


Press **Next** to navigate to the last page of the filing and click the checkbox to attest. Click on **File** to submit the filing.

The report has been submitted to DOB. The QPSI and Owner will receive an email confirmation of the filing. View the submitted report from the dashboard or on the Public Portal.

How to View the Initial Observation Report

On the DOB NOW home page at www.nyc.gov/dobnow, search by **Address, Borough, Block, Lot, or BIN**.



At the bottom of the **Property Profile** page, select **SAFETY: Compliance Filings**. Under **Compliance Type** select **Parking Structures**, then select the **Initial Observation** tab. Select the **View** icon to see the report.

SAFETY: Compliance Filings						
Compliance Type: Parking Structures						
Periodic Inspection of Parking Structure Report (PIPS)		Unsafe Notification		Repair Extension		Initial Observation
View...	Filing Number	Parking Structure ID	Cycle number	Sub Cycle	Address	Bor
<input checked="" type="checkbox"/>	IO-B0000064-1B-002	B0000064	1	1B	535 OCEAN PARKWAY	BR
<input checked="" type="checkbox"/>	IO-B0000064-1B-001	B0000064	1	1B	535 OCEAN PARKWAY	BR