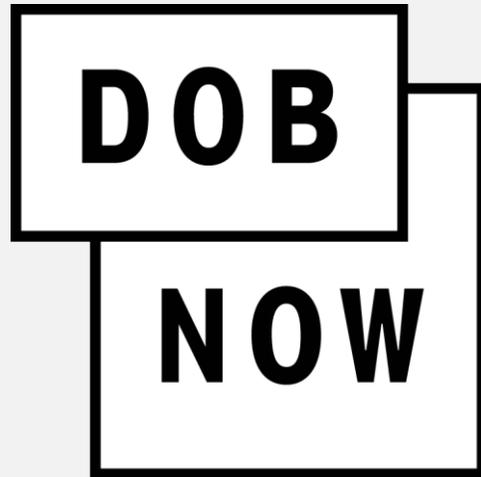


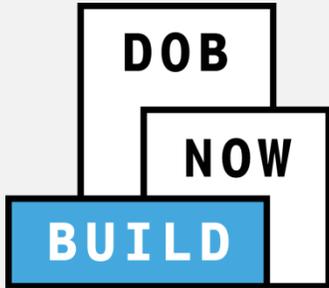
**DOB NOW: *Build***  
**PLUMBING, SPRINKLER AND STANDPIPE**

Industry Presentation

- DOB NOW Overview
- Pre-DOB NOW: Overview
  - Current Process
- DOB NOW: Overview
  - Features and Benefits
  - Roles and Responsibilities
  - Registering for E-Filing
- BUILD: Release Overview
  - Industry Process Demonstration
- Session Closing
- Material to Help You Back on the Job
  - Helpful Links
  - DOB NOW Resources
- Questions & Answers



**DOB NOW** is an interactive, web-based portal that will enable building owners, design professionals, filing representatives, and licensees to do all business with DOB online. One of the benefits of filing online is that you can file from your computer and do not have to come to DOB.



**BUILD** includes:

- Create & Submit Job Filings
- Pull & Renew Permits
- Request AHV
- Request LOC
- Schedule Appointments
- Resolve Objections



**LICENSING** includes:

- Apply for License(s)
- Renew License
- Replace License
- Change Address



**SAFETY** includes:

Compliance Reports

- Submit Boiler Reports
- Submit Elevator Reports
- Submit Facade Reports



**INSPECTIONS** includes:

- Request Inspection(s)
- View Results

These work types can currently be submitted in DOB NOW: *Build*:

Release Date	Work Types
July 2017	Plumbing, Sprinkler, Standpipe
August 2017	Antenna Curb Cut
October 2017	Fence, Scaffold, Sidewalk Shed Sign
December 2017	Electrical Elevator
October 2018	Limited Alteration (LAA)
December 2018	Place of Assembly (PA), Temp Place of Assembly (TPA)

## July 1<sup>st</sup> 2019:

- Mechanical Systems (MS) (*Listed as MH in BIS*)
- Structural (ST)
- Plumbing (PL), Sprinkler (SP), Standpipe (SD)

## Fall 2019:

- Boiler Equipment (BE) – includes Boilers, Fuel Burner, and Fuel Storage
- Cranes and Derricks (CD)

## Late 2019 / Early 2020:

- General Construction (GC)
- Certificate of Occupancy functionality – includes Core & Shell, Temporary, Partial, and Full

# DOB NOW ACCESS – PUBLIC PORTAL / INDUSTRY

DOB  
NOW

Search the Public Portal for Filings and Permits Submitted in 

Log In to  to **Submit** and Filings:

Enter your e-Filing account information

**Email**

**Password**

To register for an account or reset your password, go to the eFiling website.  
Welder, Journeyman and Gas Work Qualification Applicants only - enter your DOB NOW: Licensing profile email and password above.  
Don't have one? Click [here](#) to Create a new DOB NOW: Licensing profile.  
[Forgot password?](#)      [Need more help? Contact us.](#)

**Address**

**House Number**

**Street Name**

**Borough**

**Building Identification Number (BIN)**

**Borough, Block, Lot**

**Device Search**

**Licensees Search**



## Submit a job filing online

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



## Real time job filing information online

Real time access to job status and information



## Greater Transparency of the filing process

Filing status can be viewed at any time



## Faster Processing time

Digital filing allows for quicker turnaround time for submitted filings

# JOB FILING AND PERMIT NUMBER

DOB  
NOW

## Job Number

9 Characters

**M00000001**

Borough (M,B,X,Q,S) + 8 Digits

M = Manhattan, B = Brooklyn, X = Bronx,  
Q = Queens, S = Staten Island

## Permit Number

13 Characters

**M00000001 – I1 – PL**

Job Number + Filing Number + Permit Type

PL = Plumbing, SP= Sprinkler,  
SD= Standpipe

## Filing Number

2 Characters

**I1**

**S1, S2, S3 ...**

**P1, P2, P3 ...**

Alphabetical Character + 1 Digit

I = Initial Filing, S = Subsequent Filing, P = PAA

## After Hours Variance Number

8 Characters

**M1356789**

Borough (M,B,X,Q,S) + 7 Digits

M = Manhattan, B = Brooklyn, X = Bronx,  
Q = Queens, S = Staten Island

- The Public Portal accessible through the Buildings website on nyc.gov
- The Public Portal (website) is open to the public
  - No User ID or Password is required
- Anyone can view:
  - Type of Application
  - Status of Application
  - Block and Lot
  - View/Print Work Permits
  - Etc.

← Back
Home

## Property Profile

2600 HYLAN BOULEVARD
STATEN ISLAND 10306
BIN# 5168776

**Alternate Addresses:**

HYLAN BOULEVARD	2600 - 2600
HYLAN BOULEVARD	2670 - 2670
EBBITTS STREET	NO NUMBER

### Building Characteristics

<b>Health Area</b> 920	<b>Tax Block</b> 3969	<b>Census Tract</b> 12804	<b>Tax Lot</b> 1
<b>Community Board</b> 502	<b>Condo</b> NO	<b>Buildings on Lot</b> 5	<b>Vacant</b> NO
<b>Cross Street(s)</b> ROSE AVENUE, ROSS AVENUE	<b>DOB Special Place Name</b>	<b>DOB Building Remarks</b>	<b>Landmark Status</b>
<b>Special Status</b> N/A	<b>Local Law</b> NO	<b>Loft Law</b> NO	<b>SRO Restricted</b> NO
<b>TA Restricted</b> NO	<b>UB Restricted</b> NO	<b>Environmental Restrictions</b> N/A	<b>Grandfathered Sign</b> NO
<b>Legal Adult Use</b> NO	<b>City Owned</b> NO	<b>Additional BINs for Building</b> 5152062, 5055375	<b>Special District</b>

# REGISTER FOR eFILING

DOB  
NOW

All stakeholders associated to the filing must register for eFiling before logging into DOB NOW.

If previously registered, use the existing eFiling username and password to access DOB NOW.

Register at [www.nyc.gov/dobefiling](http://www.nyc.gov/dobefiling)

**Welcome to eFiling**

DOB NOW will be released in phases over the coming years. During the transition, users will create and maintain their login and password through eFiling.

Currently façade, plumbing, sprinkler, and standpipe filings can be submitted in DOB NOW. For online filings that have not yet transitioned to DOB NOW, please continue to access through the links below.

<b>Email Address:</b>	<input type="text"/>	
<b>Password:</b>	<input type="password"/>	Forgot your password? <a href="#" style="color: white;">Click here to reset it!</a>
<input type="button" value="Login"/>		
<div style="border: 2px solid red; padding: 2px; display: inline-block;"><a href="#" style="color: white; text-decoration: none;">Register for electronic filing.</a></div>		

<b>Major Construction</b> Development Hub <ul style="list-style-type: none"><li>• Major Alterations</li><li>• New Buildings</li></ul> Demolitions	<b>Minor Construction</b> Hub Self-Service <ul style="list-style-type: none"><li>• Minor Alterations</li></ul> Hub Full-Service <ul style="list-style-type: none"><li>• Minor Alterations</li></ul> Signs
<b>Electrical and Minor Plumbing</b> All Electrical Work Limited Alteration Application	<b>Manage Your Account</b> Add License Type Add Sustainable Contractor Designation

Owner



Complete Form



Click  
Verification Email



Receive  
Confirmation  
From DOB



**Complete  
Registration Form**



**Click  
Verification Email**



**Print  
Authentication Form**



**Sign, Date and  
Seal the Form**



**Submit  
App to DOB in person  
or via mail**



**Receive  
Confirmation  
from DOB**

▪ **IN PERSON:**

New York City Department of Buildings  
LAA/ Permit Renewal and Hub Authentication Unit  
280 Broadway, 1st Floor  
New York, NY 10007

▪ **MAIL TO:**

New York City Department of Buildings  
LAA/ Permit Renewal and Hub Authentication Unit  
Attn: eFiling  
280 Broadway, 1st Floor  
New York, NY 10007

# KEY TERMS IN DOB NOW: *Build*

## 1. Action Buttons

## 2. Tabs

## 3. Action Columns

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

Welcome, ADAM JOE TEST2@GM  
Need Sign Off?

Home + Job Filing + Work Permit + AHV Permit + Request LOC + Emergency Work Notification + Certificate of Operation

My Jobs My Work Permits My AHV Work Permits My LOC Requests My Sign Off Requests Emergency Work Notifications Certificate of Operation Job Number Search

Filter My Jobs Refresh

Job#	Filing#	Filing Type	Filing Status	Address	Borough	Applicant of Record	Owner	Modified Date	Payment ...	Filing Action	View
M00372242	I1	New Job Filing	Pre-filing	242 WEST 34 STREET	MANHATTAN	ADAM JOE2	APPLE ROME18	06/18/2019	Exempted	Select Action: ▼	🔗
B00372240	I1	New Job Filing	Pending L2 Review	2665 HOMECREST AVE...	BROOKLYN	ADAM JOE2	ADAM JOE2	06/18/2019	Exempted	Select Action: ▼	🔗
M00372239	I1	New Job Filing	Plan Examiner Review	1 BROADWAY	MANHATTAN	JOE ADAM	ADAM JOE2	06/18/2019	Exempted	Select Action: ▼	🔗
M00372238	I1	New Job Filing	Pre-filing	1 BROADWAY	MANHATTAN	JOE ADAM	ADAM JOE2	06/18/2019	Exempted	Select Action: ▼	🔗
M00372237	I1	New Job Filing	Permit Entire	90 BROAD STREET	MANHATTAN	ADAM JOE2	ADAM JOE2	06/18/2019	Exempted	Select Action: ▼	🔗
M00372234	I1	New Job Filing	Approved	242 WEST 34 STREET	MANHATTAN	ADAM JOE2	ADAM JOE2	06/18/2019	Exempted	Select Action: ▼	🔗
M00372233	I1	New Job Filing	Pre-filing	532 WEST 30 STREET	MANHATTAN	ADAM JOE2	ADAM JOE2	06/18/2019	Exempted	Select Action: ▼	🔗
B00372232	I1	New Job Filing	Pre-filing	2665 HOMECREST AVE...	BROOKLYN	ADAM JOE2		06/18/2019	Due	Select Action: ▼	🔗
M00372231	I1	New Job Filing	Pre-filing	1 BROADWAY	MANHATTAN	ADAM JOE2	ADAM JOE2	06/18/2019	Exempted	Select Action: ▼	🔗
B00372230	I1	New Job Filing	Pre-filing	2665 HOMECREST AVE...	BROOKLYN	ADAM JOE2		06/18/2019	Due	Select Action: ▼	🔗

# KEY TERMS IN DOB NOW: *Build*

1. Status-Bar
2. Tabs
3. Headers
4. Sections
5. Grayed-Out or Auto-populated fields
6. Required Fields

The screenshot shows the DOB NOW 'Build' interface. At the top, there is a header with the DOB NOW logo and the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this is a progress bar with three steps: 'Pre-filing', 'Pending Prof Cert QA Assignment', and 'Prof Cert QA Review'. A red box labeled '1' highlights the progress bar. Below the progress bar are 'Save' and 'Preview to File' buttons. A sidebar on the left contains a list of tabs: 'B00372220-I1', 'Plans/Work (PW1)', 'Zoning Information', 'Scope of Work', 'Mechanical', 'Cost Affidavit (PW3)', 'Technical Report', 'Technical Report (TR1)', 'Documents', 'Work Permit (PW2)', 'Statements & Signatures', and 'Civil Penalties Review Request (L2)'. A red box labeled '2' highlights the sidebar. The main content area is titled 'Plans/Work (PW1)' and contains a 'Location Information\*' section. This section has several input fields: 'House Number\*' (2665), 'Street Name\*' (HOMECREST AVENUE), 'Block\*' (7457), 'Lot\*' (55), 'Community Board\*' (315), and 'Apartment/Suite Number' (324234324). A red box labeled '3' highlights the 'Location Information\*' header, and a red box labeled '4' highlights the entire 'Location Information\*' section. A red box labeled '5' highlights the 'Lot\*' field, and a red box labeled '6' highlights the 'Community Board\*' field. Below the input fields is a 'Work on Floors\*' section with a '+ Add' button and a table with columns for 'Location', 'Floor From', 'Floor To', and 'Description of Location'. The table contains one row with 'Concourse' in the 'Location' column and 'eretrettert' in the 'Description of Location' column.



## STEP-BY-STEP GUIDE DEMO

- Log into the DOB NOW Industry Portal
- Explore and Navigate the DOB NOW: *Build* Dashboard

- All NB filings will continue to be filed in BIS
- All General Construction – OT/GC work will continue to be filed in BIS
- All Plumbing, Sprinkler and Standpipe work as of July 1<sup>st</sup> will be filed in DOB NOW: *Build*
- If you are filing an NB on or after July 1<sup>st</sup> which contains Plumbing, Sprinkler and/or Standpipe work you will be filing in two systems, BIS and DOB NOW: *Build*



- In the **Additional Information** section you can add any associated BIS or DOB NOW Job Filing numbers.
  - Use a semi-colon (;) to separate more than one Job Filing.

### Additional Information\*

Estimated Job Cost \$*	Total Construction Floor Area (Square Feet)*
<input type="text" value="\$1,000.00"/>	<input type="text" value="2"/>
<b>Related BIS Job Numbers:</b> Is this job associated with a New Building filed in BIS?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Associated New Building BIS Job Number :*	
<input type="text"/>	
75 characters remaining	
<b>Related DOB NOW/BIS Job Numbers:</b> Is this job associated with any other jobs filed in BIS/DOB NOW?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Associated BIS/DOB Job Number :*	
<input type="text"/>	
125 characters remaining	

In DOB NOW: *Build*, a Job can have Multiple Filings and/or Multiple Work Types. Each Work Type will have its own Work Permit (PW2). Some work types cannot be filed together.

▪ The following Work Types may be filed together:

- Plumbing
- Sprinklers
- Standpipe
- Supported Scaffold
- Sidewalk Shed
- Construction Fence

Job filing includes:

<input type="checkbox"/> Antenna	<input type="checkbox"/> Boiler Equipment
<input type="checkbox"/> Curb Cut	<input type="checkbox"/> Electrical
<input type="checkbox"/> Limited Alteration Application	<input type="checkbox"/> Mechanical Systems
<input checked="" type="checkbox"/> Plumbing	<input type="checkbox"/> Sidewalk Shed
<input checked="" type="checkbox"/> Sprinklers	<input checked="" type="checkbox"/> Standpipe
<input type="checkbox"/> Supported Scaffold	<input type="checkbox"/> Temporary Place of Assembly

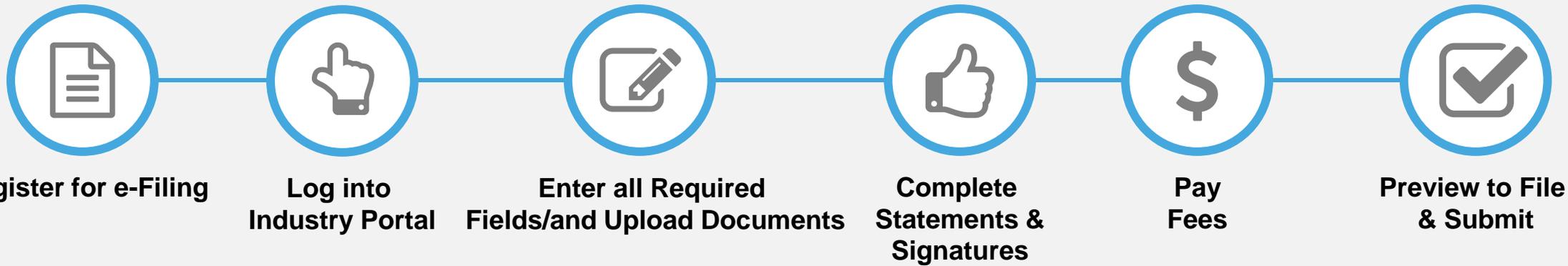
Submit Cancel

Job filing includes:

<input type="checkbox"/> Antenna	<input type="checkbox"/> Boiler Equipment	<input checked="" type="checkbox"/> Construction Fence
<input type="checkbox"/> Curb Cut	<input type="checkbox"/> Electrical	<input type="checkbox"/> Elevators
<input type="checkbox"/> Limited Alteration Application	<input type="checkbox"/> Mechanical Systems	<input type="checkbox"/> Place of Assembly
<input type="checkbox"/> Plumbing	<input checked="" type="checkbox"/> Sidewalk Shed	<input type="checkbox"/> Sign
<input type="checkbox"/> Sprinklers	<input type="checkbox"/> Standpipe	<input type="checkbox"/> Structural
<input checked="" type="checkbox"/> Supported Scaffold	<input type="checkbox"/> Temporary Place of Assembly	

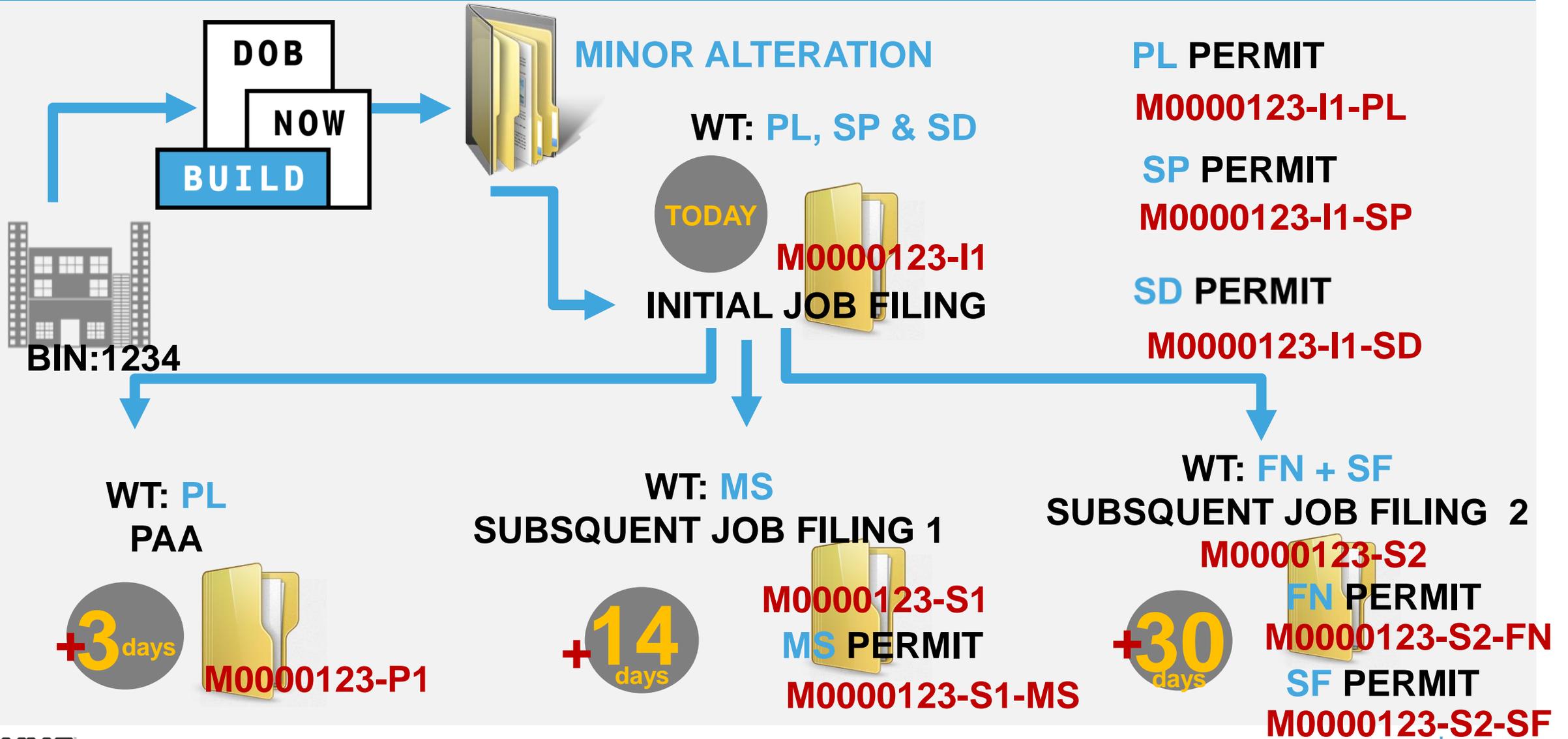
Submit Cancel

# DOB NOW BUILD: FILING PROCESS FLOW

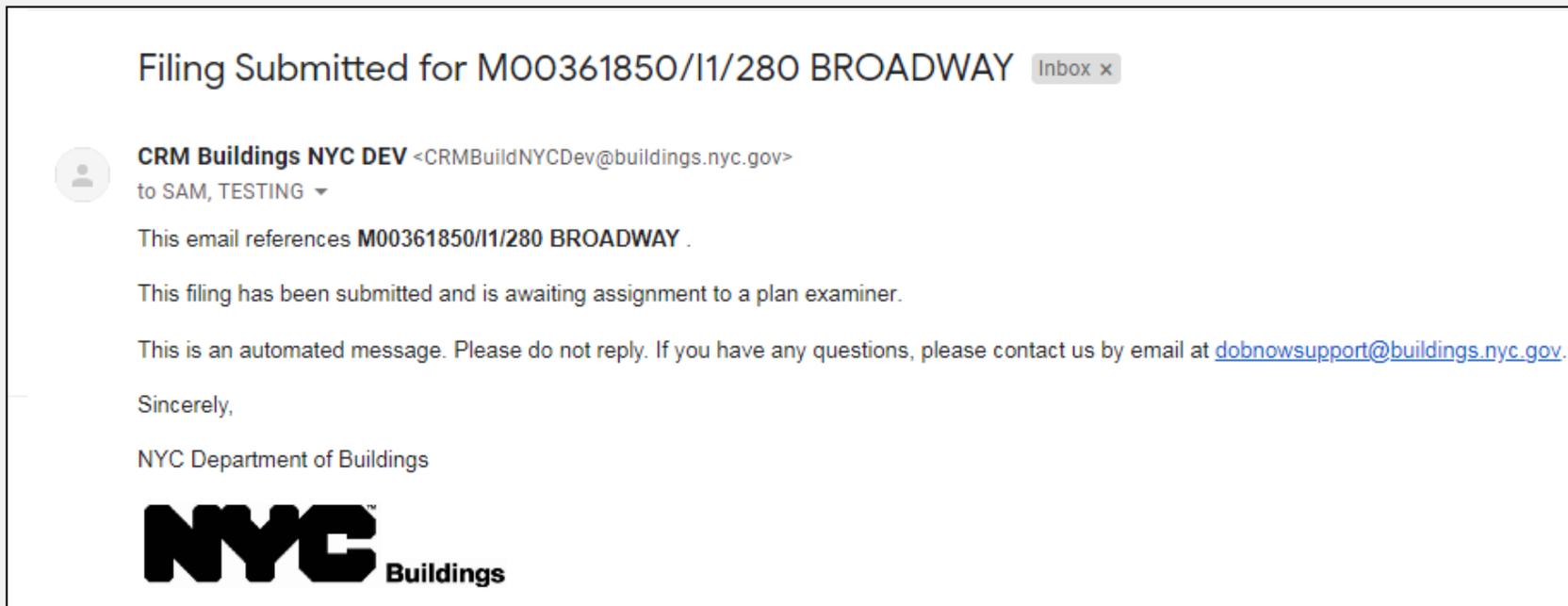
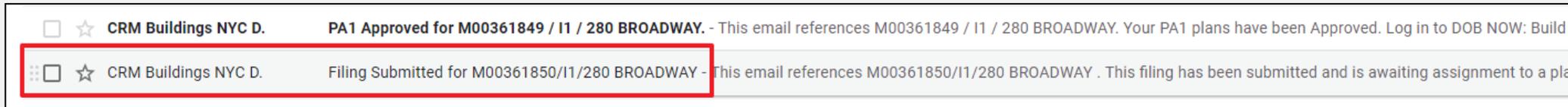


# DOB NOW: *Build* – JOB FILING STRUCTURES

DOB  
NOW



- Applicants and all roles associated to the Job Filing are sent email notifications each time the status is updated.



## STANDARD PLAN EXAMINATION OR REVIEW

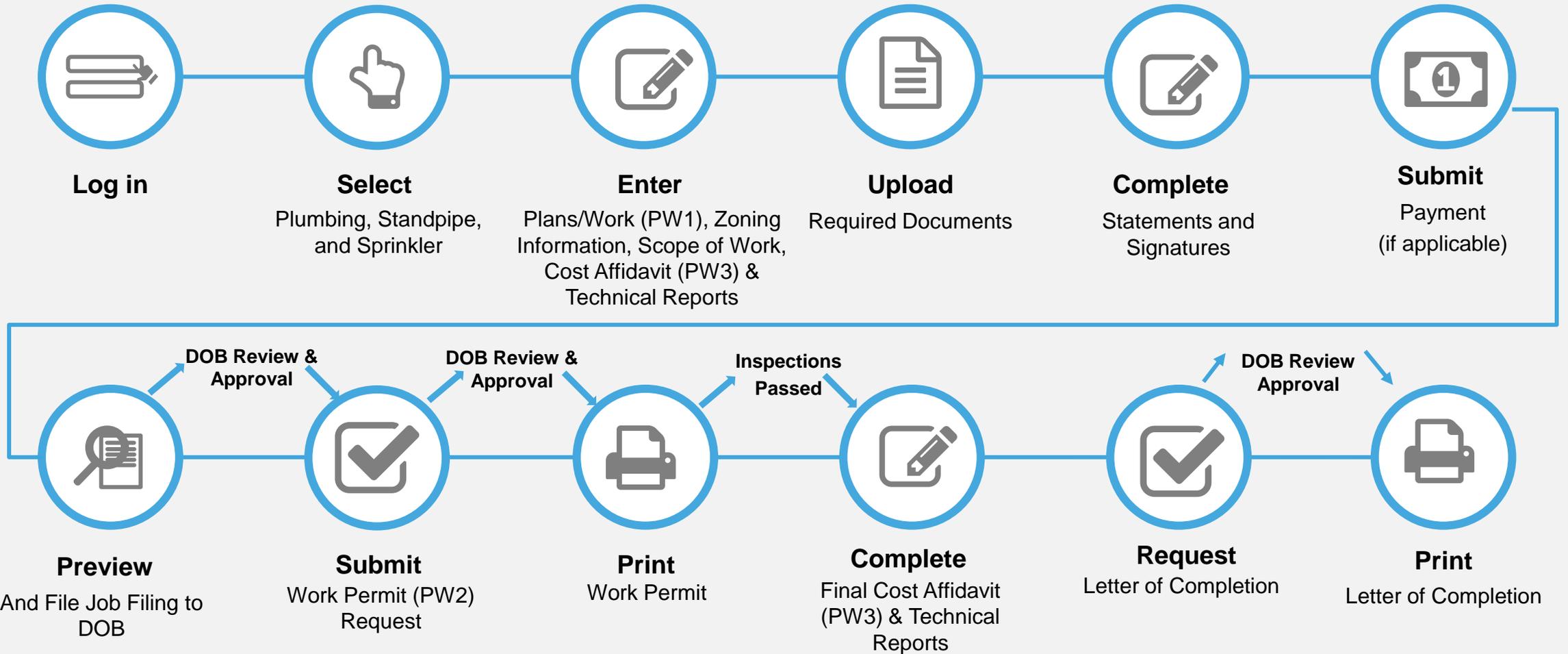
- Pre-Filing
- Pending CPE/ACPE Assignment
- CPE/ACPE Review
- Incomplete
- Pending PE Assignment
- Plan Examiner Review
- Objections
- Approved
- Permit Issued/Permit Entire
- LOC Issued

## PROFESSIONAL CERTIFICATION

- Pre-Filing
- Pending Prof Cert QA Assignment
- Prof Cert QA Review
- QA Failed
- Approved
- Permit Issued/Permit Entire
- LOC Issued

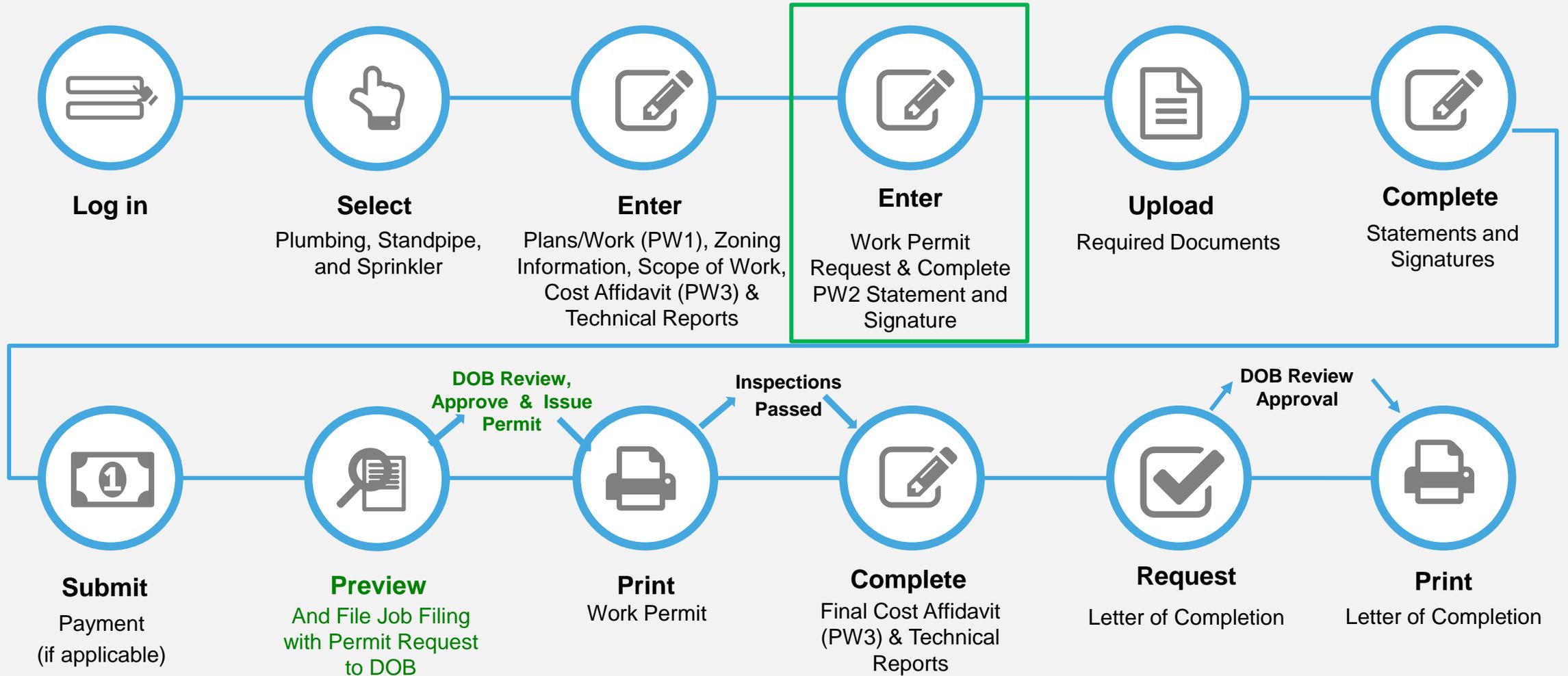
# STANDARD PLAN & PROFESSIONAL CERTIFICATION (WITHOUT PW2)- WORKFLOW

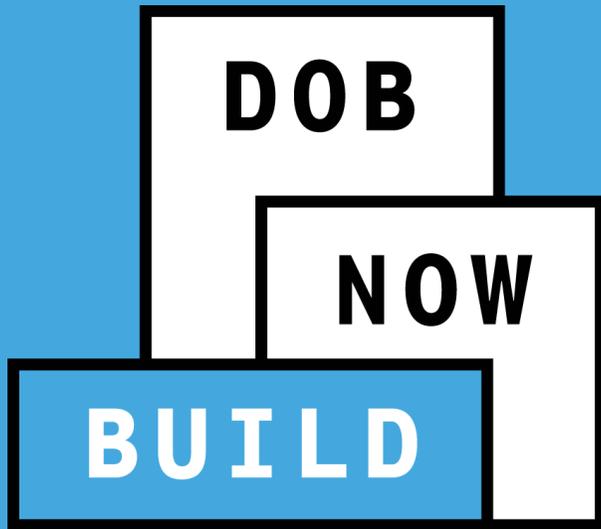
DOB  
NOW



# PROFESSIONAL CERTIFICATION (WITH PW2)-WORKFLOW

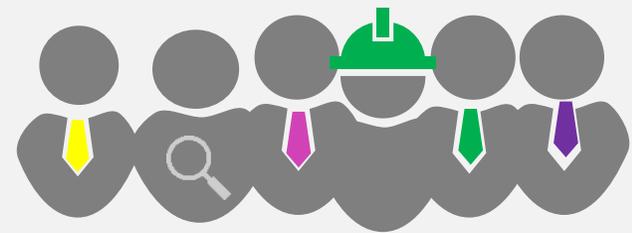
DOB  
NOW





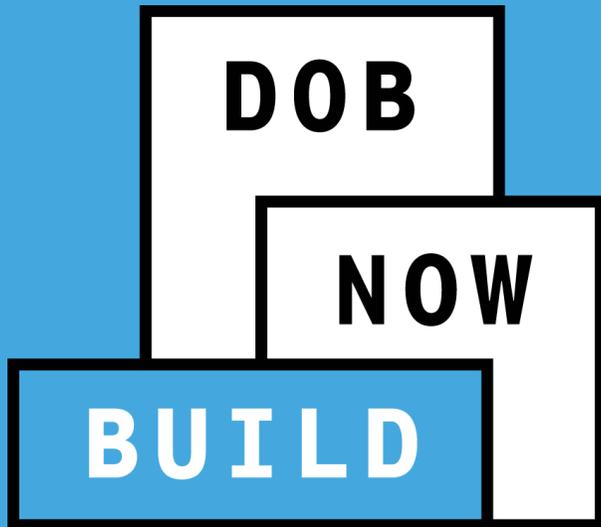
## ROLES AND RESPONSIBILITIES

- Applicant of Record
  - (PE/RA/Licensee)
- Associated Delegates
  - Filing Representative Class II/PE/RA
- Owner
- Filing Representative I/Preparer
- Special Inspector
- Progress Inspector



# DOB NOW: ROLES & RESPONSIBILITIES

TASK	ROLE					
	Applicant of Record (PE/RA)	Associated Delegates Filing Rep. Class II/PE/RA	Owner/Owner Representative	Filing Rep. 1 /Preparer	Special Inspector	Progress Inspector
Create and Enter PW1	✓	✓	✓	✓	✓	✓
Create and Enter PW2	✓	✓	✓	✓		
Create and Enter PW3	✓	✓	✓	✓	✓	
Add Associated Delegates	✓		✓			
Enter Scope of Work	✓	✓	✓	✓	✓	✓
Enter TR1	✓	✓	✓	✓	✓	✓
Enter TR8	✓	✓	✓	✓		
Enter EN2	✓	✓	✓	✓		
Upload Plans and Required Documents	✓	✓	✓	✓	✓	✓
Upload DPL1: Seal and Signature Form	✓				✓	✓
Complete Statements and Signatures	✓		✓		✓	✓
Submit Payment	✓	✓	✓	✓		
Submit Job Filing	✓					
File PAA	✓					
Resolve Objections	✓	✓	✓	✓		
Schedule and Attend Meeting Appointments	✓	✓	✓	✓		
Receive Status Notification	✓	✓	✓	✓	✓	✓



## PW1: PLANS/WORK APPLICATION

- CURRENT STATE (PRE-DOB NOW)
- FUTURE STATE (DOB NOW: *Build*)

- ALL parties associated with the Job Filing MUST register in eFiling
- Plans and associated required Documents can only be submitted electronically
- Payments can only be made online via eCheck or Credit/Debit card
- Appointments must be requested online
- Meetings will be conducted virtually, using GoToMeeting
- Initial and Renewal permits must be pulled online
- AHV's are requested and issued against individual permits online
- Letter of Completion (PW7) is requested online
- Applications will not appear in BIS

**NYC Buildings** PW1: Plan / Work Application  
*Must be typewritten.*

**1 Location Information** *Required for all applications.*

House No(s)	Street Name		
Borough	Block	Lot	BIN
Work on Floor(s)			

**2 Applicant Information** *Required for all applications. Fax, mobile telephone and e-mail*

Last Name	First Name
Business Name	
Business Address	
City	State Zip
E-Mail	
Choose one: <input type="checkbox"/> P.E. <input type="checkbox"/> R.A. <input type="checkbox"/> Sign Hanger <input type="checkbox"/> R.L.A. <input type="checkbox"/> Other	

- Work Types are selected from PW1:Section 6.

**6 Work Types** *Select all that apply but no more than allowed by job and filing type. "OT" required on all NB and Alteration 1 initial applications.*

6A <input type="checkbox"/> BL - Boiler PW1C <input type="checkbox"/> FA - Fire Alarm <input type="checkbox"/> FB - Fuel Burning PW1C	<input type="checkbox"/> FS - Fuel Storage PW1C <input type="checkbox"/> FP - Fire Suppression <input type="checkbox"/> MH - Mechanical	<input type="checkbox"/> PL - Plumbing PW1B <input type="checkbox"/> SD - Standpipe PW1B <input type="checkbox"/> SP - Sprinkler PW1B	6E <input type="checkbox"/> CC - Curb Cut 16 <input type="checkbox"/> OT/LAN - Landscape
6B <input type="checkbox"/> EQ - Construction Equipment 15	6C <input type="checkbox"/> OT/GC - General Construction	6D <input type="checkbox"/> OT - Other, describe:	6F <input type="checkbox"/> OT/ANT - Antenna <input type="checkbox"/> OT/BPP - Builders Pavement Plan 8D <input type="checkbox"/> OT/FPP - Fire Protection Plan <input type="checkbox"/> OT/MAR - Marquee 8E, 26B

- The PW1: Plan / Work Application form is submitted to the Department of Buildings to begin the application process.

# FUTURE STATE: DOB NOW JOB FILING

DOB  
NOW

## PAPER PW1 FORM

**NYC Buildings** PW1: Plan / Work Application Must be typewritten.

Orient and affix BIS job number label here

**1 Location Information** *Required for all applications.*

House No(s) Street Name  
Borough Block Lot BIN C.B. No.  
Work on Floor(s) Apt. / Condo No(s)

**2 Applicant Information** *Required for all applications. Fax, mobile telephone and e-mail address are optional information.*

Last Name First Name Middle Initial  
Business Name Business Telephone  
Business Address Business Fax  
City State Zip Mobile Telephone  
E-Mail License Number  
Choose one:  P.E.  R.A.  Sign Hanger  R.L.A.  Other:

**3 Filing Representative** *Complete only if different from applicant specified in section 2. Fax, mobile phone, and e-mail are optional info.*

Last Name First Name Middle Initial  
Business Name Business Telephone  
Business Address Business Fax  
City State Zip Mobile Telephone  
E-Mail Registration Number

**4 Filing Status** *Required for all applications. Choose one and provide specified associated information.*

**Initial Filing** 5, 7, 11, 12A, 25-26  
Choose only one:  
 Standard Plan Examination or Review  
 Professional Certification PC1, POC1  
 Professional Certification of Objections A11

**Prior to Approval Actions** 25-26  
 Amend Existing Filing 4A  
 Subsequent Filing 6-7, 8A (Alt-2 only), 11  
 **Post Approval Amendment (PAA)** 4A, 6, 24-25  
Will PAA affect filing fees?  Yes  No  
 **New (Superseding) Applicant** 4A, 25-26

**Reinstatement** 24-26  
 **Withdrawal** 26  
 Specified in 4A and 6  
 Entire Job  
4A Indicate existing document number affected by filing:

**5 Job/Project Types** *Choose one and provide specified associated information.*

**Alteration Type 1 or Alteration Type 1 required to meet New Building requirements (28-101.4.5)**  
6A-E, 6B-C, 8F, 9-10, 12, 13C-F, 14, 18-20, 22 & PW1A, PD1

**Alteration Type 2** 5A, 6A-D, 8A-B, 9-10, 13C-E, & 14, 20, 22

**Alteration Type 3** 5A, 6B-F, 8C, 9-10, 13C-E, 20, 22

**Full Demolition** 6B, 8D, 9A & 9C-D, 9K, 13D-E, 14, 21A, 22

**Subdivision** 9A, 9D, 12A-B

**Alteration Type 1, OT: "No Work"** 8C, 8F, 9-10 & 13A-E, 14, 18-20, PW1A, PD1

**New Building** 6A-E, 8F, 9A, 9C-K, 10, 12 & 13A-E, 14, 18-20, PW1A, PD1

**Sign** 5A, 6B-D, 9A, 9D, 22-23

**Condominium**  Improved 17  
5A Directive 14 acceptance requested?  Yes  No

**6 Work Types** *Select all that apply but no more than allowed by job and filing type. "OT" required on all NB and Alteration 1 Initial applications.*

6A  BL - Boiler PW1C  FS - Fuel Storage PW1C  PL - Plumbing PW1B  CC - Curb Cut 16  
 FA - Fire Alarm  FP - Fire Suppression  SD - Standpipe PW1B  OT/LAN - Landscape  
 FB - Fuel Burning PW1C  MH - Mechanical  SP - Sprinkler PW1B  OT/ANT - Antenna  
6B  EQ - Construction Equipment 15  OT/GC - General Construction  OT - Other, describe:  OT/BPP - Builders Pavement Plan 8D  
 OT/FPP - Fire Protection Plan  OT/MAR - Marquee 8E, 26B

## DOB NOW JOB FILING (PW1)

**M00032035-11**

Plans/Work (PW1)

Zoning Information

Scope of Work

Plumbing

Standpipe

Sprinklers

Cost Affidavit (PW3)

Technical Report

Technical Report (TR1)

Documents

Work Permit (PW2)

Statements & Signatures

Location Information\*

Stakeholders\*

Filing Review Type, Work Type/Filing Includes\*

Additional Information\*

Additional Considerations, Limitations or Restrictions\*

NYCECC Compliance\*

Job Description\*

Site Characteristics\*

Asbestos Abatement Compliance\*

Comments



# DOB NOW: PW1B SCHEDULE B APPLICATION IS NOW IN SCOPE OF WORK

DOB  
NOW

**NYC Buildings** PW1B: Schedule B Plumbing, Sprinkler, Standpipe

Must be typewritten. Orient and affix BIS job number label here.

Page 1 of 1

**1 Location Information** Required for all applications.

House No(s) Street Name  
Borough Block Lot BIN CB No.  
Work on Floor(s)

**2 Work Type Information** Required for all applications. Select all that apply. Filing components/fixtures?  Yes  No

Plumbing - PL  Sprinkler - SP  Standpipe - SD  
Cost: \$ Cost: \$ Cost: \$  
Total sprinkler heads in 8B: Total sprinkler heads in 8A: To remove violation(s): 1) To remove violation(s): 2) To remove violation(s): 1) To remove violation(s): 2)

**3 Drainage Information**

Storm Drainage Discharges into: select one. Sanitary Drainage Discharges into: select one.  
 Storm Sewer  Combined Sewer  Private Disposal  Sanitary Sewer  Combined Sewer  Private Disposal

**4 Sewer Work** Select all that apply.  
 HCP-1/HCP-2  Site Connection  Septic Tank

**5 Cap / Remove / Replace / Relocate Components** If this section is completed, components are required.  
 Cap or Remove Describe all:  Replace or Relocate Describe all:

**6 Gas and Gas Equipment Data**

Gas piping involved?  Yes  No Describe gas fired equipment:

Total Meters total: Location(s), floor/apt. - list all that apply: Name (please print)  
Risers total: Signature Date  
Gas Usage:  Heat  Dryer  Water Heater  Tankless Coil  HVAC  Cooking  Fire Place  Boiler Pilot for Oil Burner  Other:

**7 Applicant's Statements and Signatures** Required for all applications.  
Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both.  
P.E. / R.A. Seal (apply seal, then sign and date over seal)

12/14

M00032546-11 Plumbing Scope of Work

Plans/Work (PW3)  
Zoning Information

Scope of Work

Plumbing

Cost Affidavit (PW3)  
Technical Report  
Technical Report (TR1)  
Technical Report (TR8) - Energy Code  
Documents  
Statements & Signatures

Selected Scope of Work:

Storm  Gas  Medical Gas  Water/Sanitary

Storm Gas Plumbing-Sprinkler Medical Gas Water/Sanitary

+ Add Scope of Work

Scope Includes	Type	Edit	Delete
New Installation	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Modification	Replacement	<input type="checkbox"/>	<input type="checkbox"/>

Storm Drainage Discharges into:  
 Storm Sewer  Combined Sewer  Private Disposal

Is a new or modified street connection proposed?  Yes  No

Is detention or retention required by the DEP?  Yes  No

Specify Volume of Water  
40 Gallons

PW1B is replaced by the Scope of Work section in DOB NOW

# DOB NOW: *Build* – WORK TYPE SELECTED DETERMINES FIELDS INCLUDED

DOB  
NOW

- DOB NOW: *Build* guides the applicant through the data entry process based on the Work Type selected when the Job Filing was initially created.
- Only fields specific to that Work Type will display in each section of the Job Filing.

The screenshot displays the DOB NOW Build application interface. At the top, there are buttons for 'Save', 'Preview to File', and 'View Filing'. The main content area is titled 'M00032035-I1' and is divided into two columns. The left column is a sidebar menu with the following items: 'Plans/Work (PW1)', 'Zoning Information', 'Scope of Work' (with sub-items 'Plumbing', 'Standpipe', and 'Sprinklers'), 'Cost Affidavit (PW3)', 'Technical Report' (with sub-item 'Technical Report (TR1)'), and 'Documents'. The right column contains a list of sections, each with a blue header and a right arrow. The sections are: 'Location Information\*' (with a checkmark), 'Stakeholders\*' (with a checkmark), 'Filing Review Type, Work Type/Filing Includes\*' (with a checkmark), 'Additional Information\*' (with a checkmark), 'Additional Considerations, Limitations or Restrictions\*', 'NYCECC Compliance\*', 'Job Description\*' (with a checkmark), and 'Site Characteristics\*'. The asterisk indicates required fields.

# DOB NOW: PAPER TR1 FORM IS NOW IN A TECHNICAL REPORT TAB

DOB  
NOW

## PAPER TR1 FORM

**NYC Buildings** **TR1: Technical Report Statement of Responsibility**  
*This form must be typewritten*  Orient and affix BIS job number label here

**1 Location Information** *Required for all applications.*

House No(s) Street Name  
 Work on Floor(s)

**2 Applicant Information** *Required for all applications.*

Choose all that apply:  Design Applicant 3A, 4A, 5  Special Inspections Applicant 3B-D, 6-9  Progress Inspections Applicant 4B-D, 6-9

Last Name First Name Middle Initial  
 Business Name Business Telephone Business Fax  
 Business Address Business Fax  
 City State Zip Mobile Telephone  
 License Type choose one:  P.E.  R.A.  Other: License Number  
 Special Inspection Agency Number

**3 Special Inspection Categories** *Required for all applications, continued on page 2. ■ Indicates report required.*

3A -- Identification of Requirement	3B Identification of Responsibilities	3C Certificate of Complete Inspections / Tests	3D Withdraw Responsibilities
Y N	Code/Section	Initial & Date	Initial & Date
<input type="checkbox"/>	Special Inspections		
<input type="checkbox"/>	Structural Steel – Welding	BC 1704.3.1	
<input type="checkbox"/>	Structural Steel – Details	BC 1704.3.2	
<input type="checkbox"/>	Structural Steel – High Strength Bolting	BC 1704.3.3	
<input type="checkbox"/>	Structural Cold-Formed Steel	BC 1704.3.4	
<input type="checkbox"/>	Concrete – Cast-In-Place	BC 1704.4	
<input type="checkbox"/>	Concrete – Precast	BC 1704.4	
<input type="checkbox"/>	Concrete – Prestressed	BC 1704.4	
<input type="checkbox"/>	Masonry	BC 1704.5	
<input type="checkbox"/>	Wood – Installation of High-Load Diaphragms	BC 1704.6.1	
<input type="checkbox"/>	Wood – Installation of Metal-Plate-Connected Trusses	BC 1704.6.2	
<input type="checkbox"/>	Wood – Installation of Prefabricated I-Joists	BC 1704.6.3	
<input type="checkbox"/>	Subgrade Inspection	BC 1704.7.1	
<input type="checkbox"/>	Subsurface Conditions – Fill Placement & In-Place Density	BC 1704.7.2	
<input type="checkbox"/>	Subsurface Investigations (Borings/Test Pits)	TR4 BC 1704.7.4	
<input type="checkbox"/>	Deep Foundation Elements	TR5 BC 1704.8	
<input type="checkbox"/>	Helical Piles (BB # 2014-020)	TRSH BC 1704.8.5	
<input type="checkbox"/>	Vertical Masonry Foundation Elements	BC 1704.9	
<input type="checkbox"/>	Wall Panels, Curtain Walls, and Veneers	BC 1704.10	
<input type="checkbox"/>	Sprayed fire-resistant materials	BC 1704.11	
<input type="checkbox"/>	Mastic and Intumescent Fire-resistant Coatings	BC 1704.12	
<input type="checkbox"/>	Exterior Insulation and Finish Systems (EIFS)	BC 1704.13	
<input type="checkbox"/>	Alternative Materials - OTCR Buildings Bulletin # _____	BC 1704.14	
<input type="checkbox"/>	Smoke Control Systems	BC 1704.15	
<input type="checkbox"/>	Mechanical Systems	BC 1704.16	
<input type="checkbox"/>	Fuel-Oil Storage and Fuel-Oil Piping Systems	BC 1704.17	
<input type="checkbox"/>	High-Pressure Steam Piping (Welding)	BC 1704.18	
<input type="checkbox"/>	High Temperature Hot Water Piping (Welding)	BC 1704.18	
<input type="checkbox"/>	High-Pressure Fuel-Gas Piping (Welding)	BC 1704.19	
<input type="checkbox"/>	Structural Stability – Existing Buildings	BC 1704.20.1	
<input type="checkbox"/>	Excavations—Sheeting, Shoring, and Bracing	BC 1704.20.2	



## DOB NOW JOB FILING TR1 FORM

**M00032035-I1**

Plans/Work (PW1)

Zoning Information

Scope of Work

- Plumbing
- Standpipe
- Sprinklers

Cost Affidavit (PW3)

Technical Report

**Technical Report (TR1)**

Documents

Work Permit (PW2)

Statements & Signatures

**Technical Report (TR1)**

**3. Special Inspection Categories**

+ Add

**Requirement** ▲ ▼

- Fire-resistant Penetrations and Joints
- High-Pressure Fuel-Gas Piping (Welding)
- Individual On-Site Private Sewage Disposal System
- Private On-Site Storm Water Drainage Disposal Sys
- Sprinkler Systems

Total Items: 6 (Showing Items: 5)

Navigation: 1 / 2 5

**4. Progress Inspection Categories**

# TECHNICAL REPORT INSPECTIONS – PL/SP/SD

DOB  
NOW

	Plumbing	Sprinkler	Standpipe
	<b>TR INSPECTIONS</b>		
Individual On-Site Private Sewage Disposal Systems Installation	✓		
Private On-Site Storm Water Drainage Disposal Systems, and Detention Facilities Installation	✓		
Soil Percolation Test - Individual On-Site Private Sewage Disposal Systems	✓		
Soil Percolation Test - Private On-Site Storm Water Drainage Disposal Systems, and Detention Facilities	✓		
Subsurface Investigations (Borings/Test Pits)	✓		
Sprinkler Systems		✓	
Standpipe Systems			✓

- Prior to the Contractor pulling the permit, the Inspector **MUST take ownership** of all TR Inspections associated to the filing.
- In order to receive a Sign Off or a Letter of Completion, all **TR and Final TR inspections must be certified.**

Agency Number\*

✓ Valid

I Take the Responsibility of Identifying Requirement.

Name

(Electronically Signed)

I Certify Complete Inspections/Tests

Name

7. Special Inspection Applicant's Identification of Responsibilities\*

# DOB NOW: SPECIAL/PROGRESS INSPECTOR TR- DPL-1: SEAL AND SIGNATURE FORM

DOB  
NOW

The Special and/or Progress Inspector **must upload a DPL-1 Seal and Signature** form by selecting the Upload  icon from within the Technical Report section.



**NOTE: A DPL-1 form is required, even if the Progress Inspector is also the Applicant of Record.**

Cost Affidavit (PW3)	4. Progress Inspection Categories						
Technical Report	+ Add						
<b>Technical Report (TR1)</b>	<b>Requirement</b> ▲	<b>Identified</b> ▼	<b>Certified</b> ▼	<b>Progress Inspector</b> ▼	<b>PAA</b> ▼	<b>Seal &amp; Signature</b> ▼	<b>Actions</b> ▼
Concrete Sampling & Testing (TR2)	Final	Yes	No	JOE ADAM	No	 Required	 
Documents							
Work Permit (PW2)							
Statements & Signatures							

# DOB NOW: *Build* – CATEGORY SELECTED DETERMINES INSPECTION(S) REQUIRED

- The system determines the required inspections based on the scope and data entered
- The Special/Progress Inspection will have ability to add additional inspections, if applicable.

## Technical Report (TR1)

### Special Inspection Categories

+ Add

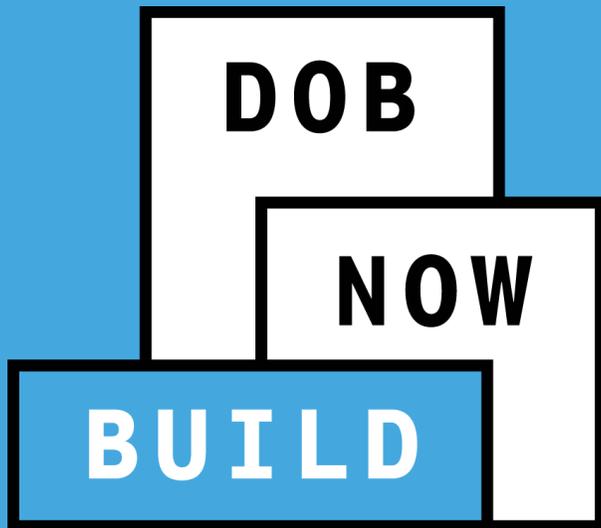
Requirement ^	Agency No. v	Identified v	Certified v	Special Inspector v	PAA v	Seal & Si
Sprinkler Systems		No	No		No	
Standpipe Systems		No	No		No	
Subsurface Investigations (Borings/Test Pits)		No	No		No	

<  >

Total Items: 3

  1 / 1   5 v Items Per Page 1 - 3 of 3 items

### Progress Inspection Categories



**DOB NOW: BUILD DOCUMENT SUBMISSION**

1. Most documents will be uploaded to the Documents tab.

Document Name	Status
Design Commission Approval City Owned (Exterior Work)	Required
Design Commission Sign Off City Owned (Exterior Work)	Required
DPL-1: Design Professional Seal & Signature	Required
Landmark Approval	Required
Plans/Sketch - Plumbing	Required
Plans/Sketch - Sprinkler	Required
Plans/Sketch - Standpipe	Required
State DEC Permit	Required

2. Additional Supporting Documents can be uploaded here

3. All Required Documents will be listed here

# DOB NOW: *Build* DOCUMENT SUBMISSION (CON'T)

There are some documents that will be uploaded to other tabs such as:

## 1. The Seal & Signature

In the **Technical Report** tab(s)

## 2. Required Documents in the **Work Permit** tab

Scope of Work

- Plumbing
- Standpipe
- Sprinklers
- Cost Affidavit (PW3)
- Technical Report**
- Technical Report (TR1)** 1
- Technical Report (TR8) - Energy
- Code

Design Applicant  Special Inspections Applicant

**Special Inspection Categories**

+ Add

Requirement	Agency No.	PAA	Seal & Signature	Actions
Sprinkler Systems		No	Required	
Standpipe Systems		No	Required	

**Tracking #**  
**411555100**

General Information

**Documents** 2

Statements & Signatures

**Documents**

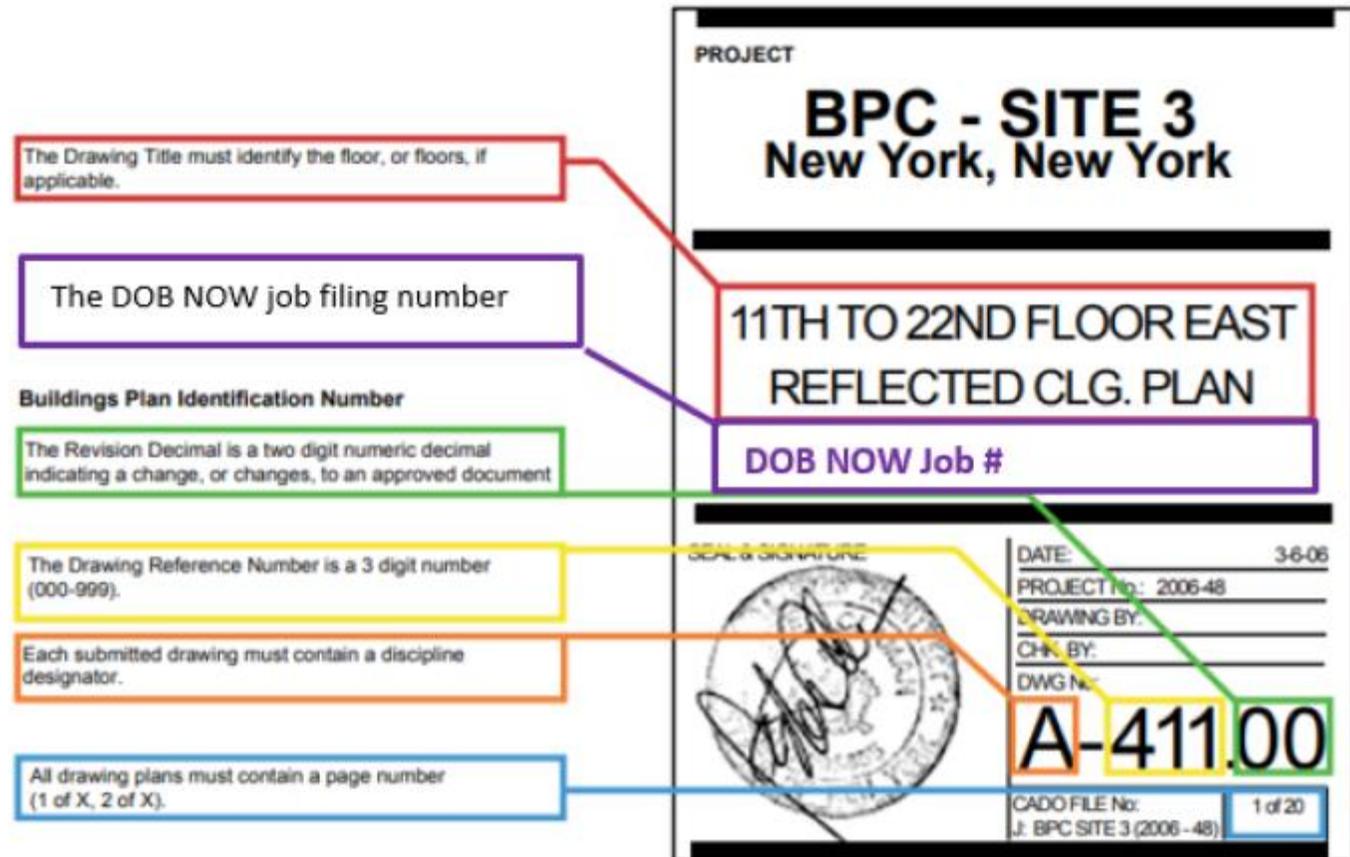
Required Documents\*

Created On	Document Name	Upload	Action
06/12/2019	CONTRACTOR SEAL & SIGNATURE	Upload	Select Action:

# DOB NOW: *Build* PLAN SUBMISSION

- All plans submitted in DOB NOW: Build will be required to include the DOB NOW job number, with the extension that indicates initial (I1), amendment (P1) or subsequent (S1) etc., on the lower right hand side of each drawing sheet.

- Example: M00000001-I1



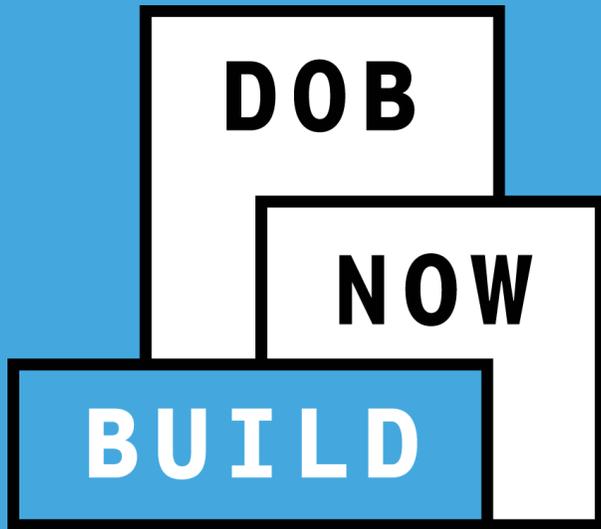
- You may request to waive or defer to a later stage a document on the required document list.
  - Waiver - a request to not provide a required document as part of an application.
  - Deferral - postpone providing a required document until a later phase in the application process.
- A Waiver or Deferral request will generally be entered in place of uploading the required documents prior to submission of a filing.
- A waiver or deferral request for a document with a Prior to status of Permit Issuance can be made once a Work Permit (PW2) is added to the filing. Contractors may also make this request.
- It is not possible to request both waiver and deferral for the same document at the same time.
- A Waiver or Deferral Request will only be reviewed upon submitting the entire filing (clicking ‘File’ for an initial filing or clicking ‘Resubmit’ for a resubmission).
- Some documents **cannot** be waived or deferred.  
(i.e. plans)

Document Name	Document Status	Prior To	Upload	Action
DPL-1: Design Professional Seal & Signature	Pending	Approval		Select Action:
Plans/Sketch	Pending	Approval		Select Action:
DEP ACP-20/ACP-21: Asbestos Project Conditional Completion Form/Asb...	Required	Permit Issuance		Select Action: View Request Request Waiver Request Deferral



## **STEP-BY-STEP GUIDE DEMO**

- Initiating a job filing



## PLUMBING, SPRINKLER AND STANDPIPE SCOPE OF WORK

In DOB NOW, the data captured in Scope of Work will be greatly enhanced. Based on subcategory, applicants will be asked to provide:

- Storm



- Storm Drainage Discharge Location
- Street/ Disposal System Modifications
- DEP Requirements
- Water Volume
- Detention/Retention
- Components

- Gas



- Gas Piping Involved
- Operating Pressure
- Type of Meter
- Riser Information
- Gas Usage
- Appliances



- Medical Gas

- Types of Fixtures
- Types of Gas



- Water / Sanitary

- Water Service/Supply
- Components



- Sprinkler

- Sprinkler System
- Primary Water System
- Reference Standard
- Design Criteria

# SPRINKLER & STANDPIPE SCOPE OF WORK DATA

In DOB NOW, the data captured in Scope of Work will be greatly enhanced. Based on Work Type level, applicants will be asked to provide:

- Sprinkler
  - Type of Sprinkler System
  - Dry Pipe Valve Requirement
  - Combined Sprinkler/Standpipe System
  - Primary Water System
  - Secondary Water System
  - Reference Standard
  - Design Criteria
  - Specify Pump(s)
- Standpipe
  - Type of Standpipe System (Class I, II, III)
  - Combined Sprinkler/Standpipe System
  - Primary Water System
  - Secondary Water System
  - Reference Standard
  - Design Criteria
  - Specify Pump(s)



## FOR ALL (PLUMBING, SPRINKLER, STANDPIPE)

- New Installations
  
- Modifications
  - Replacement
  - Alteration
  - Cap/Removal
  - Relocation

# PLUMBING: SCOPE OF WORK

Plumbing system selections must be made before the detailed scope of work can be entered.

- Select all required systems that applies.
- The Selected Scope of Work section will display the selected systems as the tab headings. Click on the tab to enter the scope details.

**M00032789-I1**

Plans/Work (PW1)

Zoning Information

**Scope of Work**

**Plumbing**

Sprinklers

Standpipe

Cost Affidavit (PW3)

Technical Report

### Plumbing Scope of Work

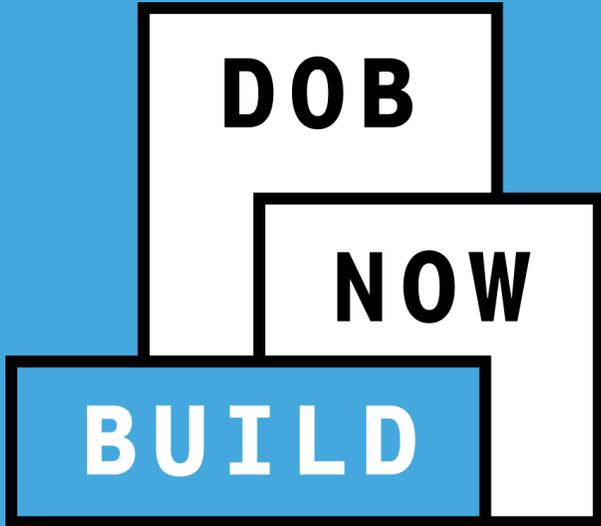
Storm       Gas       Plumbing-Sprinkler  
 Medical Gas       Water/Sanitary

**Selected Scope of Work**

Storm   Gas   Plumbing-Sprinkler   Medical Gas   Water/Sanitary

+ Add Scope of Work

Scope Includes	Type
----------------	------



**COST AFFIDAVIT (PW3)**

# COST AFFIDAVIT (PW3) GUIDELINES

The **Total Job Cost (Initial)** displayed after completing the Cost Details pop-up window must match the value entered in the **Estimated Job Cost \$** field in the **Plans/Work (PW1)** tab in order to submit the job filing successfully.

**Initial Cost Details**

+ Add

Category of Work	Description of Work	Area/Units	Unit Cost	Total Cost
Plumbing	Plumbing Cost Details	100	\$25.00	\$2,500.00
Sprinklers	Standpipe Cost Details	100	\$100.00	\$10,000.00
Standpipe	Standpipe Cost Details	100	\$125.00	\$12,500.00

Total Items: 3  
1 / 1 5 Items Per Page 1 - 3 of 3 items

Total Plumbing Cost:	\$2,500.00	Plans/Work (PW1)	Additional Information*
Total Sprinklers Cost:	\$10,000.00	Zoning Information	Estimated Job Cost \$*
Total Standpipe Cost:	\$12,500.00	Scope of Work	Total Construction Floor Area (Square Feet)*
<b>Total Job Cost (Initial):</b>	<b>\$25,000.00</b>		<b>\$25,000.00</b>
			300

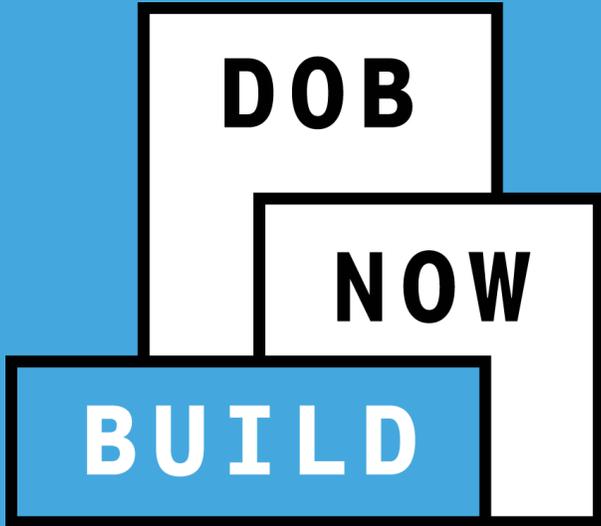
# COST AFFIDAVIT (PW3) GUIDELINES

DOB  
NOW

Before requesting a Letter of Completion (PW7), update the **Final Cost Details** in the Cost Affidavit (PW3).

The screenshot displays the 'Cost Affidavit (PW3)' interface. On the left is a navigation menu with the following items: 'Cost Affidavit (PW3)' (highlighted), 'Technical Report', 'Technical Report (TR1)', 'Documents', 'Work Permit (PW2)', and 'Statements & Signatures'. The main content area is titled 'Final Cost Details' and contains the following elements:

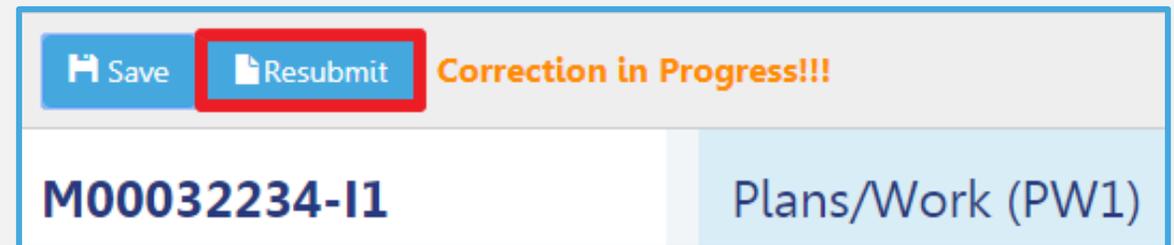
- A radio button question: 'Is Estimated Job Cost same as Final Cost?' with options 'Yes' and 'No'.
- A 'Final Cost:' label followed by an 'Update' button.
- A '+ Add' button.
- A table with the following columns: 'Category of Work', 'Description of Work', 'Area/Units', 'Unit Cost', 'Total Cost', 'Edit', and 'Delete'. The table is currently empty.
- Navigation controls at the bottom of the table, including arrows and a page number '1 / 1'.
- A dropdown menu set to '5' with the label 'Items Per Page'.
- Summary text at the bottom: 'Work Category Total Cost \$0.00' and 'Total Job Cost(Final) \$0.00'.



**CORRECTIONS**

- Corrections can be made on the filing after you have submitted but **ONLY before** the filing has been assigned to a Plan Examiner or QA Administrator for Review.
- Corrections are allowed for filings with status of:
  - Pending Plan Examiner Assignment
  - Pending Prof Cert QA Review
- If corrections result in **additional fees**, those fees must be paid before the filing can be resubmitted.

- Once the application has been filed, changes can be made except for the following fields below which will be greyed out and are not editable:
  - Location Information
  - Applicant Information
  - Job Filing Review Type
  - Building Type
  - Property Owner's Information
- After saving the changes, select the **'Resubmit'** button to submit the Job Filing.



# DOB NOW: *Build* – CORRECTIONS PROCESS FLOW



## Locate

The Job Filing  
on the Dashboard



## Select

Filing Actions



## Select

Corrections



## Make

Corrections



## Select

Save



## Complete

Statements &  
Signatures



## Submit

Payment  
*(if applicable)*



## Click

Re-Submit



## Preview

Before Filing



## Submit

Job Filing

### REMINDER:

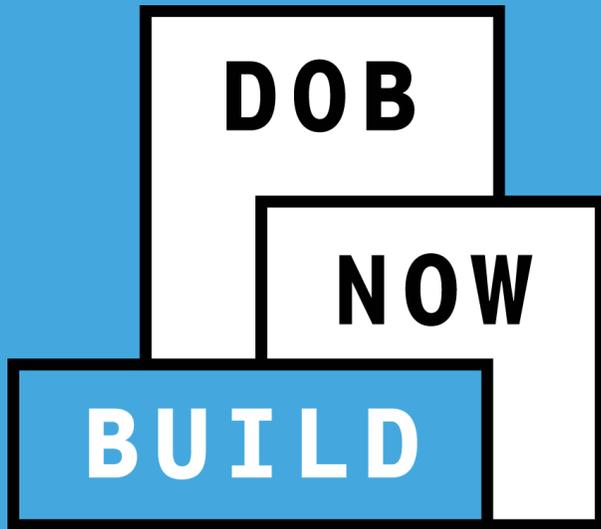
The Job Filing must be in the following status in order to do Correction(s):

- Pending CPE/ACPE Assignment or Pending PE Assignment
- Pending Prof Cert QA Assignment



## STEP-BY-STEP GUIDE DEMO

- Entering Plumbing, Sprinkler and Standpipe Scope of Work
- Entering Cost Affidavit
- Adding Inspectors to Technical Report
- Uploading Documents
- Making Payment
- Submitting Job Filing
- Making Corrections



**RESPOND TO INCOMPLETE, OBJECTIONS  
OR QA FAILURE**

**SCHEDULE AN APPOINTMENT WITH PLAN  
EXAMINER**

# DOB NOW: *Build* – RESPONDING TO INCOMPLETE STATUS

- Prior to the assignment to a Plan Examiner, an initial review is done for completeness. During this time an **INCOMPLETE** status may be issued for various reason.
- Review the Comments in the Trace History to see the incomplete reason. After correcting the filing, the Applicant will need re-attest and click on the Resubmit button to return the job filing to DOB.

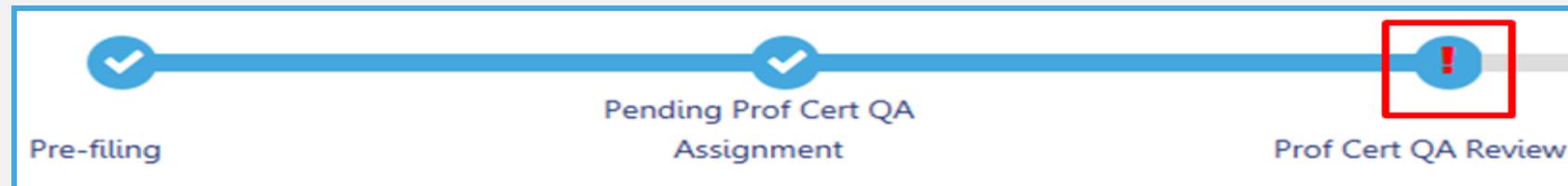
The screenshot displays the DOB NOW application interface. At the top, a workflow progress bar shows seven stages: Pre-filing, Pending CPE/ACPE Assignment, Pending PE Assignment, Plan Examiner Review, CPE/ACPE Review, Approved, and Permit Issued/Permit Entire. The 'Pending PE Assignment' stage is highlighted with a red box containing a red exclamation mark icon, indicating an incomplete status. Below the progress bar, a 'Trace History' window is open, showing a list of events. The first event is 'Pending CPE/ACPE Assignment' dated 04/30/2019, with a 'Comments' dropdown menu. The second event is 'Pending Plan Examiner Assignment' dated 04/30/2019, with a 'Comments' dropdown menu containing the text: 'Provide Hydraulic Calculation(s). Demonstrate that the system has the minimum duration of the water supply.' The 'Comments' dropdown for the second event is highlighted with a red box. On the right side of the interface, a 'History' dropdown menu is also highlighted with a red box, showing options for 'Payment History' and 'Trace History', with 'Trace History' selected.

- Objections or QA Failure can be raised for many reasons.
- A red exclamation mark will display on the progress bar to indicate objections or QA failure
- After correcting the issued, update the Objection status or QA Failure status field to Resolved and the Applicant must complete statements and signature section and click on Resubmit to return the job filing to DOB.

## OBJECTIONS:



## QA FAILURE:



- Appointment can only be schedule once an objection is issued and the Plan Examiner indicates that an appointment is allowed.
- If the Plan Examiner does not allow appointment, the scheduling option will not be available.
- Appointments can be scheduled from the Portal based on the Plan Examiner’s availability.
- Appointments will be limited to 20 minutes since all current DOB NOW: *Build* jobs are ALT2.
- Applicant or the delegated associate may attend the meeting.
- All appointments will be conducted using GoToMeeting.
- DOB will email the GoToMeeting link for the scheduled meeting prior to the meeting start time.

# DOB NOW: *Build* – APPOINTMENT GUIDELINES

- Appointment can only be scheduled once an objection is issued and the Plan Examiner indicates that an appointment is allowed.
- Appointments can be scheduled from the Portal based on the Plan Examiner's availability.
- The Applicant of Record or the Associated Delegate may attend the meeting.
- Appointments will be limited to 20 minutes since all current DOB NOW: Build jobs are ALT2.
- All appointments will be conducted using GoToMeeting.
- DOB will email the GoToMeeting link for the scheduled meeting prior to the meeting start time.

Progress bar: E/ACPE Assignment (checked), Pending PE Assignment (checked), Plan Examiner Review (warning)

Buttons: Save, Resubmit

Document ID: M00031400-I1

Objections

Objection: 1968 BC 27-339 Fire segregation of occup

Objections/Appointments (highlighted with red box and red circle 1)

Schedule Appointment

+ Appointment (highlighted with red box and red circle 2)

Subject

# RESPONDING TO QA FAILURE PROCESS FLOW



## Locate

The Job Filing  
on the Dashboard



## Open

The Job Filing



## Scroll

To Status field in the Failure  
Reason section



## Select

The Resolved status



## Upload

Documents  
(If applicable)



## Review

Filing and make any  
necessary revisions



## Complete

Applicant of  
Record's Statement  
and Signature



## Click

Resubmit

# OBJECTIONS & SCHEDULING APPOINTMENT PROCESS FLOW



## Locate

The Job Filing  
on the Dashboard



## Open

The Job Filing



## Select

The  
Objection/Appointments  
tab



## Click

The Edit button



## Update

Objection Status and  
add Comments



## Click

The Update  
button



## Click

+Appointment  
(If Applicable)



## Select

Attendees, Date and  
Time and click Schedule  
(If Applicable)



## Upload

Documents  
(If applicable)



## Review

Filing and make any  
necessary revisions



## Complete

Applicant Statement  
and Signature



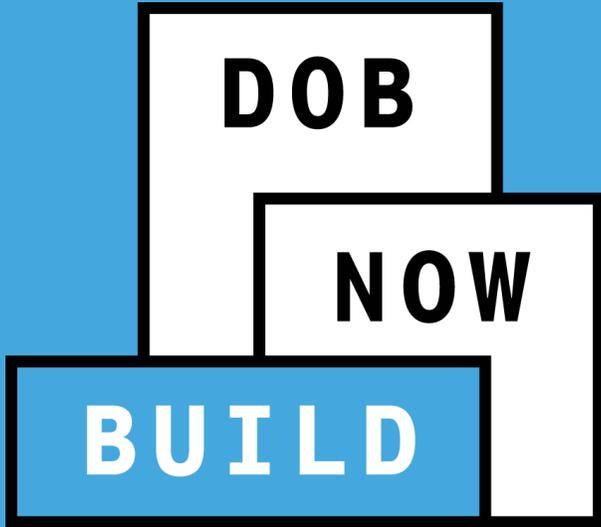
## Click

Resubmit



## STEP-BY-STEP GUIDE DEMO

- Viewing Incomplete Reason
- Responding To QA Failure
- Responding To Objection
- Scheduling An Appointment



**WORK PERMITS**

# DOB NOW: *Build* PRINT WORK PERMITS

DOB  
NOW

- System allows for multiple work permits
- Work Permits are displayed after the Job Filing status has been updated to **Permit Issued/Permit Entire**.
- From the DOB NOW: *Build* Dashboard, use the Work Permits tab to **renew, view or print** approved work permit.

**M00031255-I1**

Plans/Work (PW1)

Zoning Information

Scope of Work

Cost Affidavit (PW3)

Technical Report

Technical Report (TR1)

Documents

**Work Permit (PW2)**

Statements & Signatures



Work Permits

Work Permit: + Add

Tracking #	Permit #
559928803	M00031255-I1
569670945	PE-078712

**NYC Buildings**

**Work Permit Department Of Buildings**

Permit Number: **M00031327-S1-ST** Issued: **02/20/2019** Expires: **02/20/2020**

Address: **1 BROADWAY MANHATTAN** Issued To: **JOE ADAM**

Work on Floor(s): **CONCOURSE** Business: **JA& LLC**

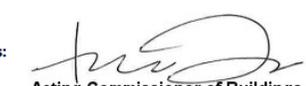
License No: **PE-078712**

Dwelling Units-Existing: **3**

Number of Dwelling Units that will be occupied during construction: **7**

Description: **BHMFYUIY7IY**

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:   
Acting 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**

Issued Date: 2019

Actions

**2**

## ▪ PERMIT EXPIRATION

- DOB NOW work permits expire based on the earliest date of any of the criteria below:
  - One year from date of permit issuance
  - License expiration
  - Insurance expiration (General Liability, Worker's Compensation or Disability)

## ▪ AUTOMATIC EXTENSIONS

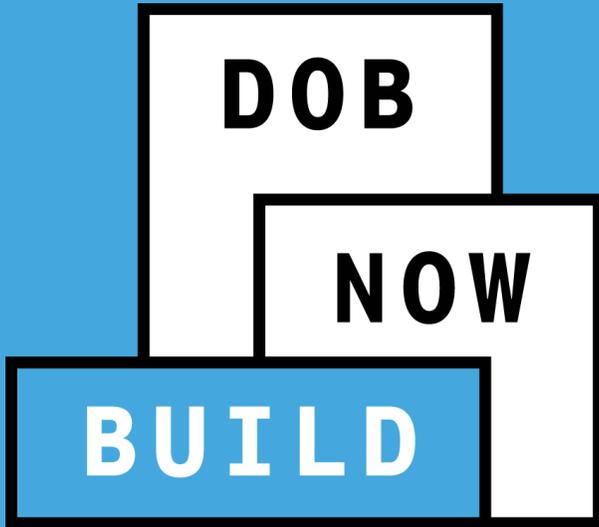
- For those permits where the expiration date is less than one year from date of issuance because of expiration of the insurance or the license, the permit will be extended automatically at no cost if the insurance or license is renewed before the expiration date.
- In order to get the automatic permit extension, renewal information must be submitted at least 5 days in advance to the DOB Licensing Unit to ensure sufficient time for processing.

# DOB NOW: *Build* WORK PERMIT RENEWAL GUIDELINES

- To renew a Work Permit, the applicant will follow the same process as filing an initial Work Permit.
- Upon Permit Renewal, the Permit Expiration Date is **updated**. The **Permit Number does not change**, but the sequence number increases by 1 (e.g. 1, 2, 3...).
- The sequence number keeps track of your renewals in the system.
- Renew permit with change will now be available in DOB NOW: *Build*.

## EXAMPLE:

Job#	Filing#	Tracking#	Work Permit#	Sequence#
M00007423	I1	747885217	M00007423-I1-PL	2
M00004849	I1	489678824	M00004849-I1-SG	2
M00004264	I1	845952538	M00004264-I1-SG	2
M00030987	I1	582014779	M00030987-I1-ST	3
M00029245	I1	232310796	M00029245-I1-MS	3
M00030593	S1	977716015	M00030593-S1-PL	3
M00028039	I1	864295321	M00028039-I1-FN	3
M00004849	I1	708890198	M00004849-I1-SG	3
M00029245	I1	974943889	M00029245-I1-MS	4
M00030593	S1	360856615	M00030593-S1-PL	4



AFTER HOURS VARIANCE (AHV)

- An AHV:
  - Can be requested on a Job Filing that has been approved and has a Permit issued in DOB NOW: *Build*.
  - Is required to perform construction work activity **before 7:00 am, after 6:00 pm or on the Weekend**.
  - Can only be requested by the **Licensed Master Plumber, Fire Suppression Contractor** or **General Contractor** that was listed on the initial permit.
  - Must be submitted **at least two business days before** the first intended work day



Meet Carl:

His Job Filing includes:

- GC
- MS
- ST
- PL



Carl has

**4 Work Permits:**

- GC
- MS
- ST
- PL



He needs to finish some work after tonight 8pm, consisting of MS and PL.

**What should Carl do?**



Carl requests **2 separate**

**AHV Permits:**

- An AHV Permit for MS
- An AHV Permit for PL

**NOTE:** The Scope of the AHV Permit must be related to the Scope of work of the specific work permit.

Multiple AHV permits could be required depending on the need.

# DOB NOW: *Build* – AFTER HOURS VARIANCE GUIDELINES (CONT)

- Once AHV is approved, on the AHV form, click Pay Now to pay AHV Daily Fee.
- After AHV Daily Fee is paid, status updates to AHV Permit Issued. AHV Permit can be printed from the My AHV Work Permits Dashboard.

### After Hours Variance Permit Form

**M7401803**

Trace History
Details

**Initial Filing Status Information**

Variance Type \* Initial

**Type of Permit**

Type of Permit\*

My AHV Work Permits
My LOC Requests
My Sign Off Requests
Emergency Work Notifications
Certificate of Operation
Boiler Removal Notific

Filing#	AHV Permit#	Work Permit#	AHV Permit Status	Created Date	Filing Action
			AHV Permit Issued <span style="float: right;">✕</span>		
	M5817543	M00031297-I1-BE	AHV Permit Issued	02/25/2019	Select Action: <span style="border: 1px solid red;">▼</span>
	M3597640	M00031297-I1-BE	AHV Permit Issued	02/22/2019	Select Action: <span style="border: 2px solid red; padding: 2px;">Print AHV Permit</span> Renew AHV Permit
	M9752240	M00031297-I1-BE	AHV Permit Issued	02/22/2019	
	M7401803	M00030720-I1-BE	AHV Permit Issued	01/28/2019	

City

State

Zip Code

**Application Highlights**

Location 1 NEW YORK PLAZA  
MANHATTAN

Job Number M00030720-I1

Work Permit Number M00030720-I1-BE

AHV Permit Status Approved

Reason of Approval Business Hours Operations  
Interruption

Reason of Denial

Initial Fee/Renewal Fee \$200.00

Daily Fee \$480.00

**Fees**

Calculate Fees

AHV Filing Fee \$200.00

AHV Daily Fee \$480.00

Amount Paid \$200.00

Amount Due \$480.00

Pay Now

# DOB NOW: AFTER HOURS VARIANCE (AHV) PERMIT FILING PROCESS FLOW



**Click**  
+AHV Permit from  
Dashboard



**Enter**  
Work Permit Number



**Enter**  
All Required Fields  
Select Dates/Times and  
Description of Work



**Complete**  
Statements &  
Signatures



**Pay**  
AHV Filing Fee



**Submit**  
AHV Request



**Review**  
And Approve AHV



**Pay**  
AHV Daily Fee

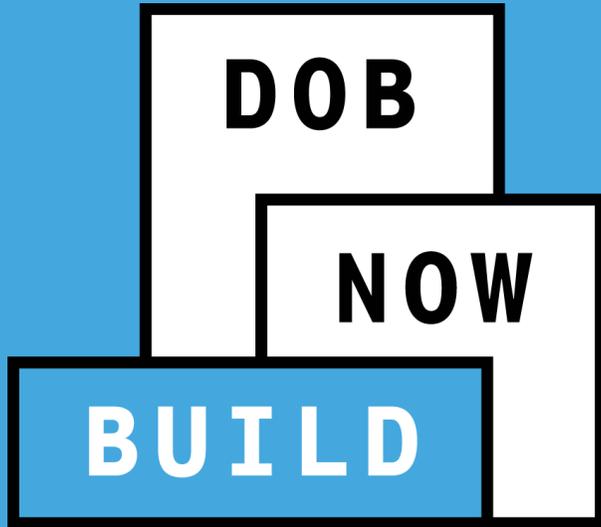


**Print**  
AHV Permit



## STEP-BY-STEP GUIDE DEMO

- Request A Work Permit
- Renew A Work Permit with change
- Print A Work Permit
- Creating an AHV Request
- Viewing AHV QA Failure



## CIVIL PENALTIES REVIEW REQUEST (L2)

The L2 is used in instances where an applicant is requesting an override, reduction, or waiver of civil penalties resulting from a work without a permit violation.

If there is a Work Without Permit violation on the BIN associated to the PW2 then:

- The PW2 cannot be submitted for both initial and renewal of permits.
- The Professional Certification Job Filing with PW2 cannot be submitted.
- A L2 Request must be submitted and approved in DOB NOW: *Build* in order to obtain a permit.

L2 can be initiated and submitted by any of the following stakeholders:

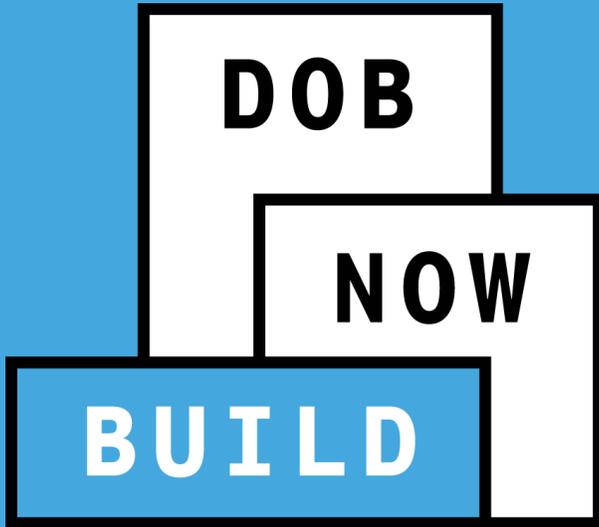
- Owner specified on the associated filing
- The applicant of record of the associated PW1
- Any licensed PE/RA
- Any DOB licensee
- A Class II filing representative

- DOB NOW: *Build* will:
  - Auto-populate on the L2 request all of the open DOB and ECB work without permit (WWP) violations that exist on the BIN.
    - For each individual violation listed, specify the L2 code that applies.
    - Only one L2 code can be selected per violation.
    - An L2 code will have to be selected for each violation in order for the request to be submitted.
  - Display the projected L2 fee.
  - NOT accept any payment associated to the L2 fee.
    - The fee will continue to be paid in the manner in which it is done currently.
- Only one L2 request can be open per filing at a given time.

- Waiver requests in connection with violations of stop work orders (SWO) will continue to be handled via the current paper process.
- L2 request for the following L2 code **cannot** be submitted in DOB NOW: *Build*:
  - **LEG** - Work performed without a permit and an applicant is seeking a permit before notice of violation is issued.
  - **SWBC** - Where the Commissioner had determined that the violation should not have been issued for working against the SWO.
  - **SWOE** - Where the ECB violation issued for violating the SWO was dismissed for any reason.
- If L2 request is denied, a new request will need to be submitted.
- **NOTE:** For job filings **initiated before July 1, 2019** in DOB NOW: *Build*, customers will continue to submitted L2 request on the DOB NOW Online Help Form.

# DOB NOW: *Build* SUBMIT A CIVIL PENALTIES REVIEW REQUEST (L2) PROCESS FLOW



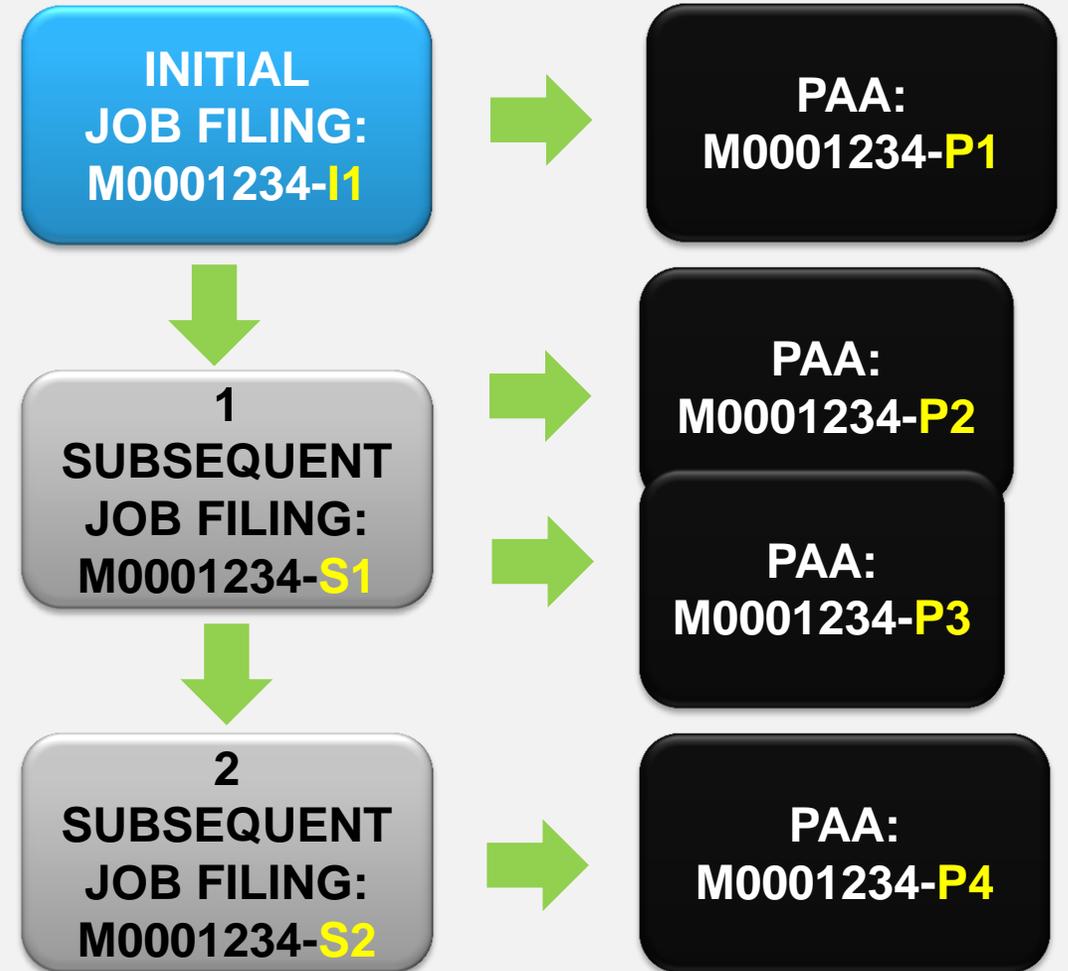


**POST APPROVAL AMENDMENT (PAA)**

The Applicant of Record can file a Post Approval Amendment (PAA) when the approved Scope of Work needs to be updated.

The following rules apply to filing a PAA:

- Only **one** PAA can be in progress at a time.
- A PAA can only be filed by an **Applicant of Record**.
- A PAA must be filed by the **same** Applicant of Record as the original filing.
- The description of the changes must be entered in Plans/Work (PW1) tab – Comments.



When a PAA is filed, the following fields are NOT editable:

- Job Filing Review Type (e.g. Standard Plan Examination to Professional Certification)
  - Application/Location Address
  - Work on Floors (e.g. Location details)
  - Applicant of Record Information
  - Owner Information
  - Building Type (e.g. Mixed Use to 1 to 3 Family)
- 
- **Note:** For minor revisions to the plans after approval, submit an AI1 form along with the revised plans as one PDF document to the online help form at [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp).

- A flat, one-time fee of \$100 is charged when a new PAA is filed.
- An increase or decrease in the estimated job cost results in a recalculation of fees which enables the **Pay Now** button, allowing the Applicant to pay the price difference using the CityPay portal.
  - **For increases** in the job cost, the Applicant must pay the price difference (from the initial fee on the initial Job Filing).
  - **For decreases** in the job cost, an adjustment is made (from the initial fee on the initial Job Filing).
- Refund Information: [https://www1.nyc.gov/assets/buildings/pdf/refund\\_requests.pdf](https://www1.nyc.gov/assets/buildings/pdf/refund_requests.pdf)
- RF1 Form and Instructions: [https://www1.nyc.gov/assets/buildings/pdf/refund\\_request\\_appl\\_instr.pdf](https://www1.nyc.gov/assets/buildings/pdf/refund_request_appl_instr.pdf)

# DOB NOW: *Build* CREATE A POST APPROVAL AMENDMENT (PAA) PROCESS FLOW



## Locate

The Job Filing  
on the Dashboard



## Initiate

PAA



## Amend

Scope



## Upload

Revised Plans &  
Other Documents



## Complete

Statements and  
Signatures



## Submit

Payment



## Preview

Before Filing



## Submit

PAA



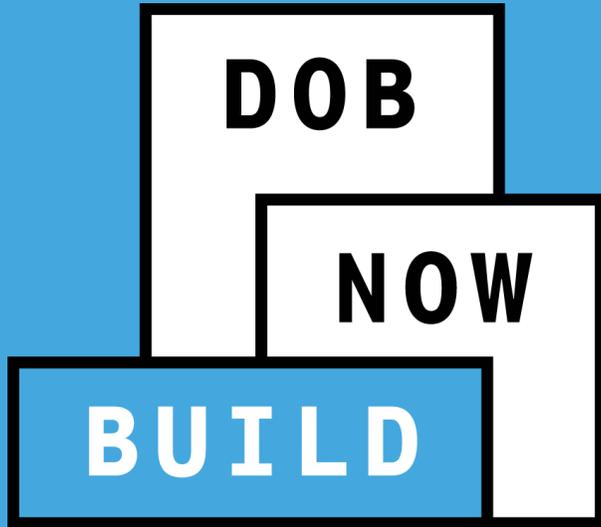
## Review

And Approval by  
DOB



## System Updates

Initial Job Filing



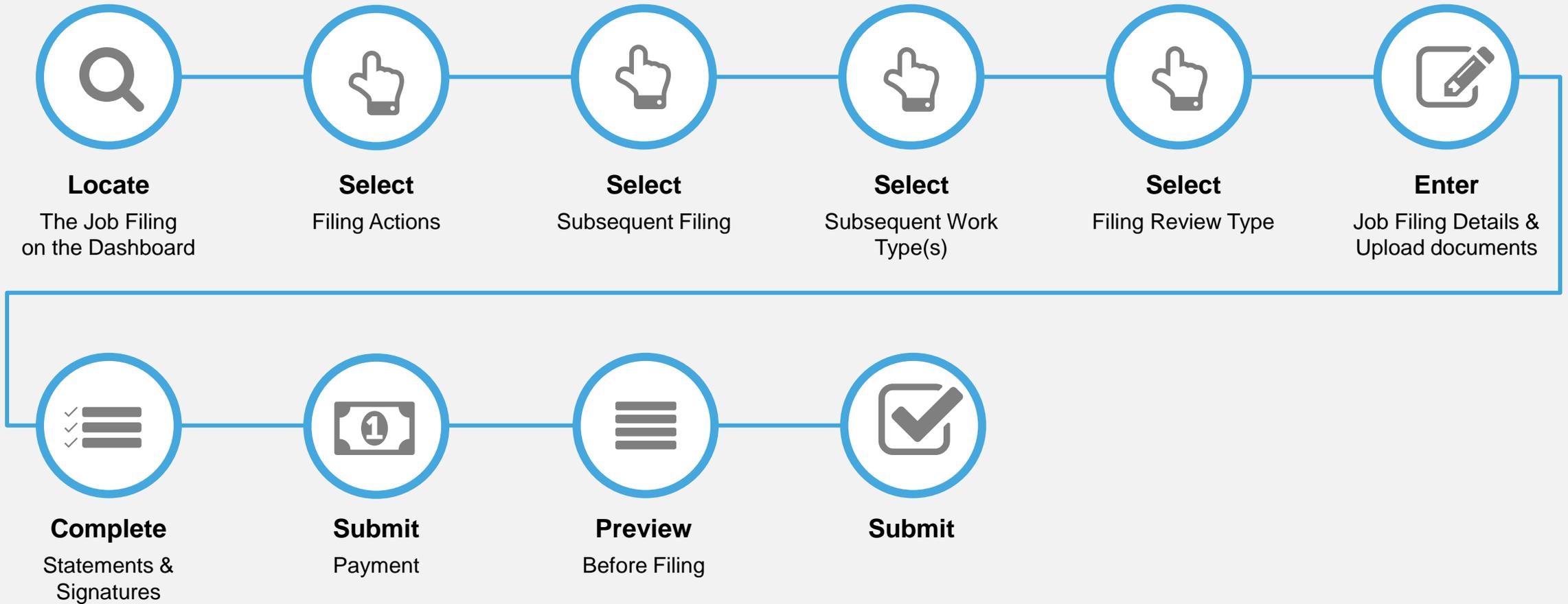
**SUBSEQUENT FILINGS**

# SUBSEQUENT FILING GUIDELINES

- A Subsequent Filing can be added to an Initial job filing **after** it has a status of Approved.
- A Subsequent filing can be added **before** a Letter of Completion (LOC) is issued.

# SUBSEQUENT FILING PROCESS FLOW

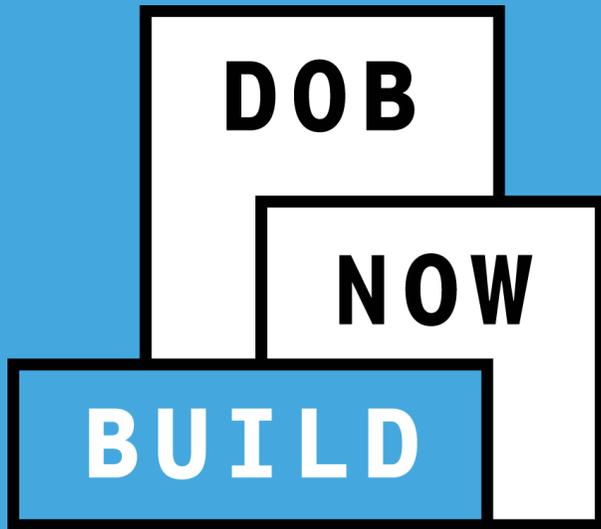
DOB  
NOW





## STEP-BY-STEP GUIDE DEMO

- Create a PAA
- Create a Subsequent Filing

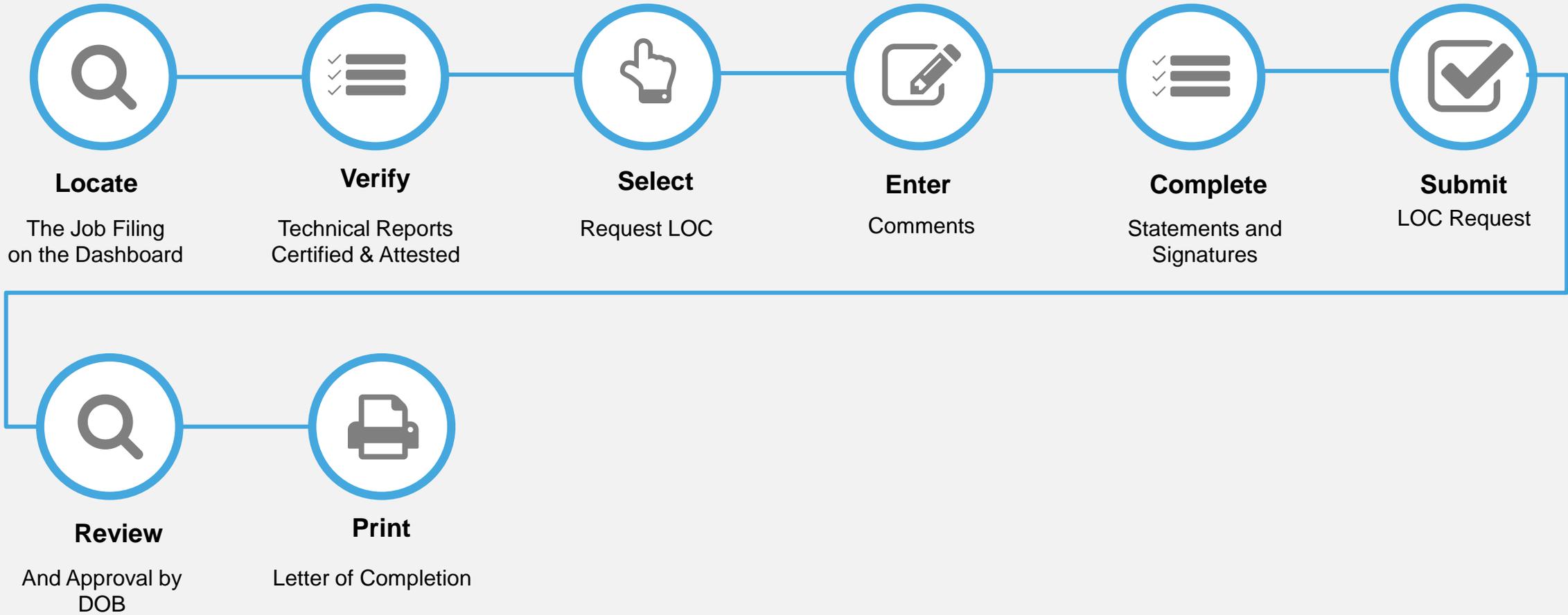


LETTER OF COMPLETION (LOC)  
(PW7)

- A Letter of Completion (LOC) can be requested by **Applicant** or **Property Owner**.
- In order to request a Letter of Completion (LOC), Inspections and applicable Technical Report certifications must be completed on all Work Permits associated with the Job Filing.
- Once the LOC is issued the job filing status will update to LOC Issued.
- Click on **Print Letter Of Completion** on the job filing screen to download a PDF of the LOC.

The screenshot displays a progress bar with eight stages, each marked with a checkmark: Pre-filing, Pending CPE/ACPE Assignmer, Pending PE Assignment, Plan Examiner Review, CPE/ACPE Review, Approved, Permit Issued/Permit Entire, and LOC Issued. The 'LOC Issued' stage is highlighted with a red box. Below the progress bar, there is a navigation bar with buttons for 'Save', 'Preview to File', 'Print Letter Of Completion' (highlighted with a red box), 'View Filing', 'History', 'Property Profile', and 'Dashboard'. The main content area shows the job ID '00032946-11' and the title 'Letter of Completion request'. An 'Application Highlights' section is partially visible at the bottom right, showing 'Location: 140 BROADWAY'.

# DOB NOW: *Build* LETTER OF COMPLETION (PW7) PROCESS FLOW

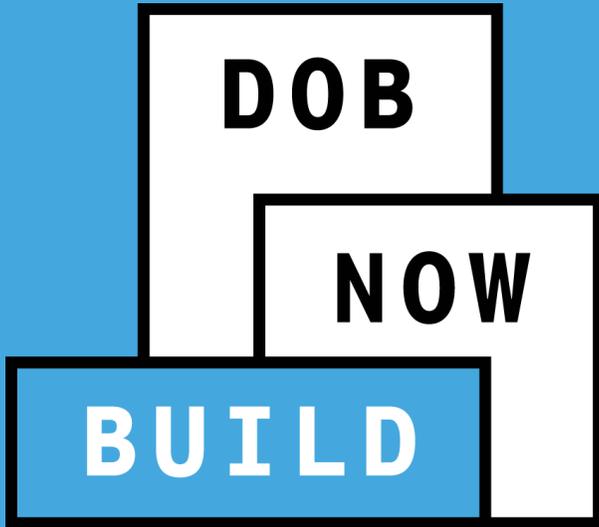




## **STEP-BY-STEP GUIDE DEMO**

**Request a Letter of Completion (LOC)  
(PW7)**

**Print a LOC**



**WITHDRAWAL, SUPERSEDING &  
A11 FOR MINOR PLAN CHANGE**

# DOB NOW: *Build* WITHDRAWAL, SUPERSEDING & MINOR PLAN CHANGE WORKAROUND



- Complete and submit the following request on the Online Help Form at [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp)

## Withdrawal Request

**NYC Buildings** DOB NOW BUILD

### WITHDRAWAL REQUEST

Date: \_\_\_\_\_  
 DOB NOW: Build Job Filing Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Withdrawal Request Type:  Applicant  Contractor  Job  Filing  
 Progress Inspector  Special Inspector  Work Type

Work Type Withdrawal:  Plumbing  Standpipe  Sprinkler  
 Curb Cut  Antenna  Sidewalk Shed  Supported Scaffold  
 Fence  Sign  Elevator  Place of Assembly  
 Temporary Place of Assembly

Note, if the job is permitted, the inspection results must be attached to this withdrawal request.

I, \_\_\_\_\_, Applicant/ Contractor/ Owner of record of the property at \_\_\_\_\_ submit the above mentioned withdrawal request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Notary Signature

○  
Notary Seal

12/18

## Superseding Request

**NYC Buildings** DOB NOW BUILD

### SUPERSEDING LETTER

Date: \_\_\_\_\_  
 DOB NOW: Build Job Filing Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Superseding Request Type:  Owner  Applicant  Contractor  
 Special Inspector  Progress Inspector

Owner/ Applicant/ Contractor/ Special Inspector/ Progress Inspector's Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Special Inspection Agency Number: \_\_\_\_\_

Tracking #/ Lic #: \_\_\_\_\_

I, \_\_\_\_\_, Owner/Applicant/ Contractor/ Special Inspector/ Progress Inspector of Record for the property at \_\_\_\_\_ do hereby confirm that \_\_\_\_\_ is no longer the Owner/Applicant/ Contractor/ Special Inspector/ Progress Inspector of Record for the given application and has been replaced by \_\_\_\_\_.

\_\_\_\_\_  
Owner of Record Signature

\_\_\_\_\_  
Applicant/Contractor/Special Inspector/ Progress Inspector Signature

\_\_\_\_\_  
Notary Signature (if applicable)

○  
Notary or Professional Seal

## AI1 for Minor Plan Change

**NYC Buildings** DOB NOW BUILD

### AI1: Additional Information

Must be typewritten  Check and affix BLS job number label form

Page number \_\_\_\_\_ of \_\_\_\_\_ BLS Document No. \_\_\_\_\_

**1 Location and Job Information** Required for all applications.

House No(s) \_\_\_\_\_ Street Name \_\_\_\_\_  
 Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ BIN \_\_\_\_\_ CB No. \_\_\_\_\_

**2 Revisions to Plans/Drawings** Required whenever updating plans. All revisions for each page must be clearly described in section 2.

Submission is part of a Post Approval Amendment (PAA)?  Yes PAA required  No Indicate all actions for this submission:

Action	Original/Revised/ Omit Page ID	Superseding Page ID	Action	Original/Revised/ Omit Page ID	Superseding Page ID	Action	Original/Revised/ Omit Page ID	Superseding Page ID	Action	Original/Revised/ Omit Page ID	Superseding Page ID

For "Action" use "N" for new page, "O" for superseding page, "C" for omitted page. Is this section continued on additional AI1 forms? Yes  No

**3 Additional Information** Required for all applications.

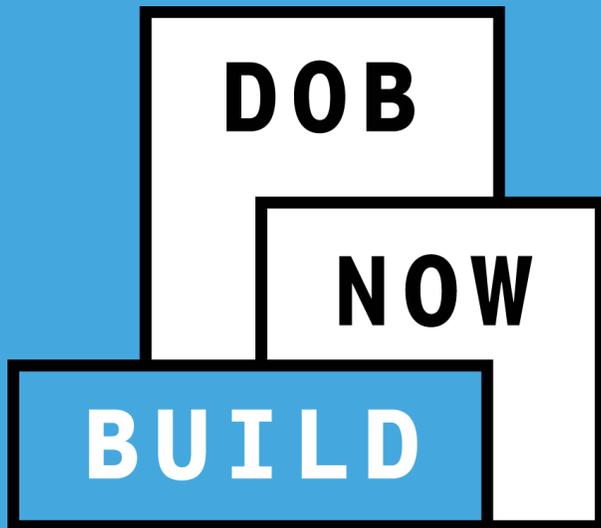
\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Falsehood of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or verification of the construction 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.

P.S. / R.A. Seal (apply seal, then sign and date over seal)



## HELPFUL RESOURCES

Process & Overview

[www.nyc.gov/dobnowinfo](http://www.nyc.gov/dobnowinfo)

Here you will find helpful links to:

- Log-in and Register for DOB NOW
- Take advantage of Training Tools & Classes
- Find FAQs and Tip Sheets for DOB NOW *Build*

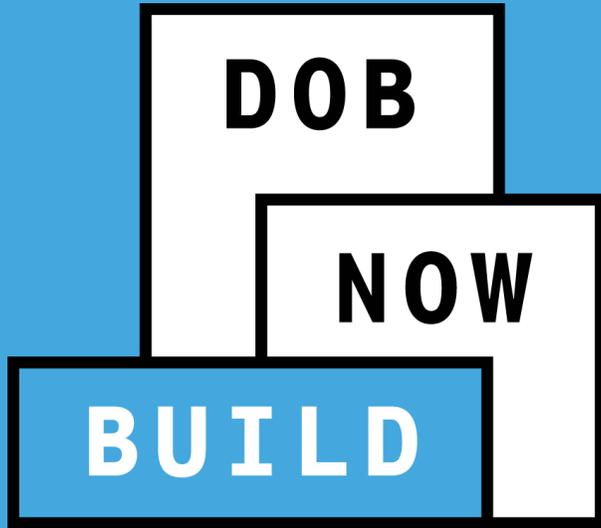
[www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp)

Here you will:

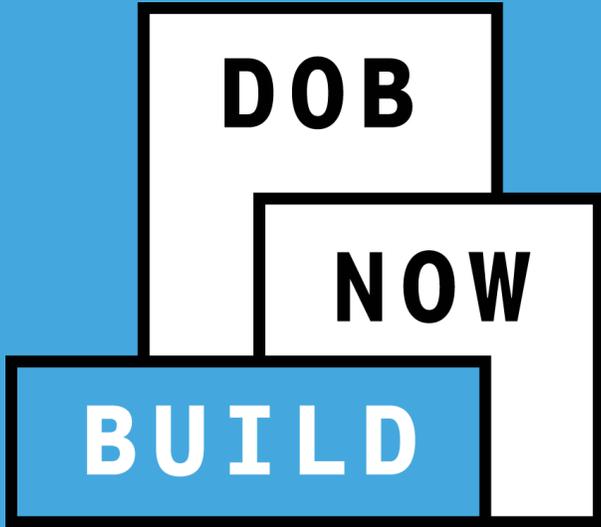
- Submit DOB NOW inquires

**For live Assistance during normal business hours:**

- 212-566-5000
- 212-393-2550



QUESTIONS?



**THANK YOU!**