

SERVICE NOTICE

DOB to Launch Dedicated Small Business Support Portal

Two enhancements are being made to DOB's systems on September 14, 2022, to make it easier for small business owners to work with the Department.

Dedicated Support Portal for Small Businesses

Accessible from the Department's website, www.nyc.gov/buildings, small business owners and entrepreneurs are able to access a new **Small Business Support form** specific to inquiries from the small business community. Whether opening a new place of business or renovating an existing one, owners can now contact DOB's new Small Business Support Team for one-on-one guidance on planned or ongoing construction projects, including applications, permits, inspections, Certificates of Occupancy or Letters of Completion, and general advice.

Small Business Questionnaire in DOB NOW: Build

When starting a new filing, users will see a new question, **Is this an application for a Small Business?** Answering **Yes** will add a **Small Business** tab to the PW1 applicant filing where users will be required to enter contact information for the business owner so they receive notifications from DOB NOW on the progress of their filing. Additionally, by self-identifying these filings, the Department can help get small businesses up and running faster.

Initial Job Filing

Alteration Limited Alteration New Building No Work

Is this an application for a Small Business?* Yes No

Save Preview to File

M00412665-11

Plans/Work (PW1)

Zoning Information

Energy

Small Business

Scope of Work

Schedule of Occupancy

Technical Report

Technical Report (TR1/4/5/SH)

Technical Report (TR8) - Energy Code

Documents

Statements & Signatures

Small Business Information

Business Name* Business Owner Email* Tell Us Who You Are*

Business Space*

Business Sector (select all that apply)*

Childcare Grocery Store/Supermarket Manufacturing

Nightclub/Cabaret/Live Performance Venue Professional Services Restaurant/Bar

Retail Other/Unknown

Is this a certified Minority and/or Women-Owned Business (M/WBE)* Yes No