

SERVICE NOTICE

DOB NOW: *Build* to Launch Solar and Green Roof Filing Submittal

Beginning November 15, 2023, all new Solar and Green Roof filings will be required to be submitted by a Professional Engineer or Registered Architect in **DOB NOW: *Build***. Solar and Green Roof filings will not be accepted in BIS after November 15, 2023.

To submit a filing for Solar or Green Roof in DOB NOW, log in at nyc.gov/dobnow, select **+Job Filing** and choose **Alteration**. Select Work Type **Solar** or **Green Roof**. These work types can also be selected for subsequent filings.

Solar Filings in DOB NOW

Solar filings no longer have to be professionally certified, and objections cannot be professionally certified. All Solar filings will require an associated Electrical filing by a licensed electrician in DOB NOW. The Category of Work on the associated Electrical filing must be **Sustainable Energy Installs** (listed under Other) and the Sustainable Type must be **Photo Voltaic**. Enter the associated Electrical Job filing in Related DOB NOW/BIS Job Numbers on the PW1. The Solar permit will not be issued until the Electrical permit has been issued.

Property Tax Abatements

Requests for a New York State Property Tax Abatement will be submitted as part of the Solar or Green Roof filing in DOB NOW. If the applicant answers *Yes* to the new question on the PW1 – *Are you filing property tax abatement information with this filing?* – a new Tax Abatement tab will appear. Submission of a separate Property Tax Abatement Application & Agreement for Installation of Green Roof (PTA3) or Property Tax Abatement Application and Agreement for Solar Electric Generating System (PTA4) paper form will no longer be necessary after the DOB NOW launch.

Additional Information

Review [1 RCNY §105-02](#) for the procedure and requirements for a property tax abatement application for the installation of a solar electric generating system and a green roof.

Training

Visit the **DOB NOW Training Page** at nyc.gov/dobnowtraining to register for training and to access step-by-step guides, user manuals, and videos.

DOB NOW Inquiries & Support

To submit an inquiry about DOB NOW, visit the **DOB NOW Help Form** at nyc.gov/dobnowhelp.