New York City Department of Buildings

DOB NOW: Build

Plumbing, Sprinkler, and Standpipe Job Filings
Special and Progress Inspector 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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Introduction

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 Special and Progress Inspectors 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.

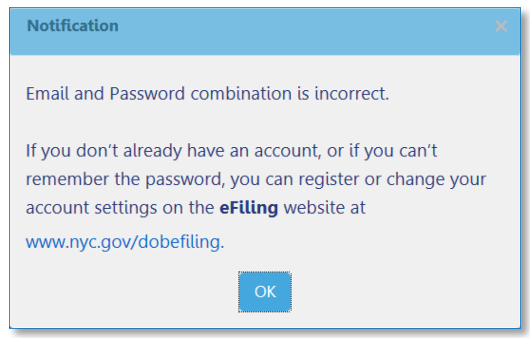
Access DOB NOW: *Build*

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

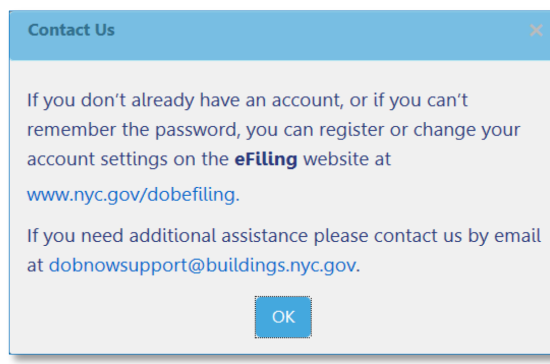
Navigate to the DOB NOW: *Build* login page by going to the following link: **www.nyc.gov/dobnow**

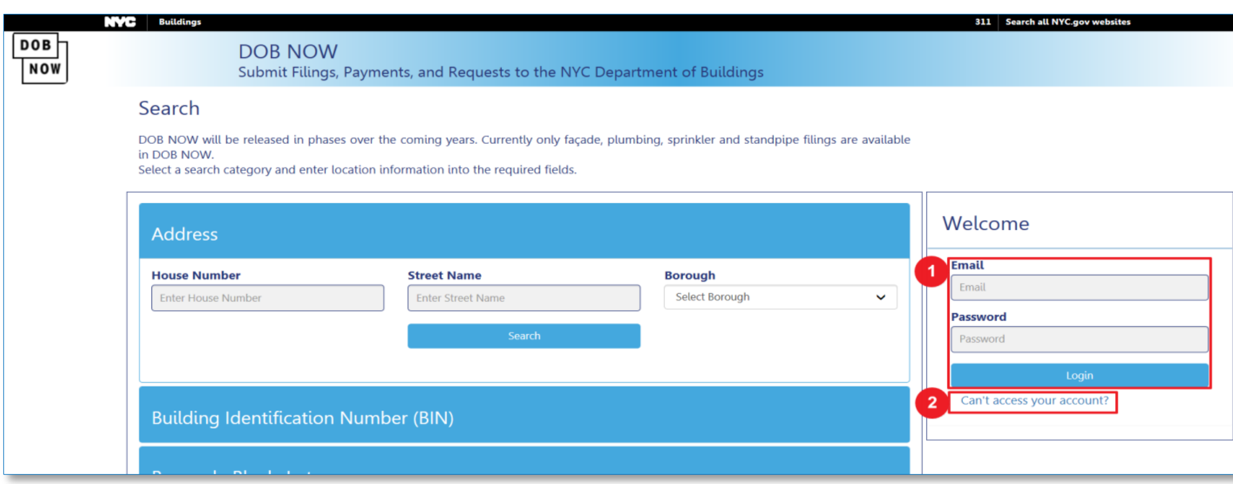
1. Enter the Email ID and Password created for the *eFiling* system, then click **Login**.

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***) to contact for assistance.



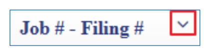


*Please Note: Without a confirmed **eFiling** account, you will be unable to login to DOB NOW: Build. If you don't have an eFiling account you can register for one by clicking on the following link: https://a810-efiling.nyc.gov/eRenewal/loginER.jsp*

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

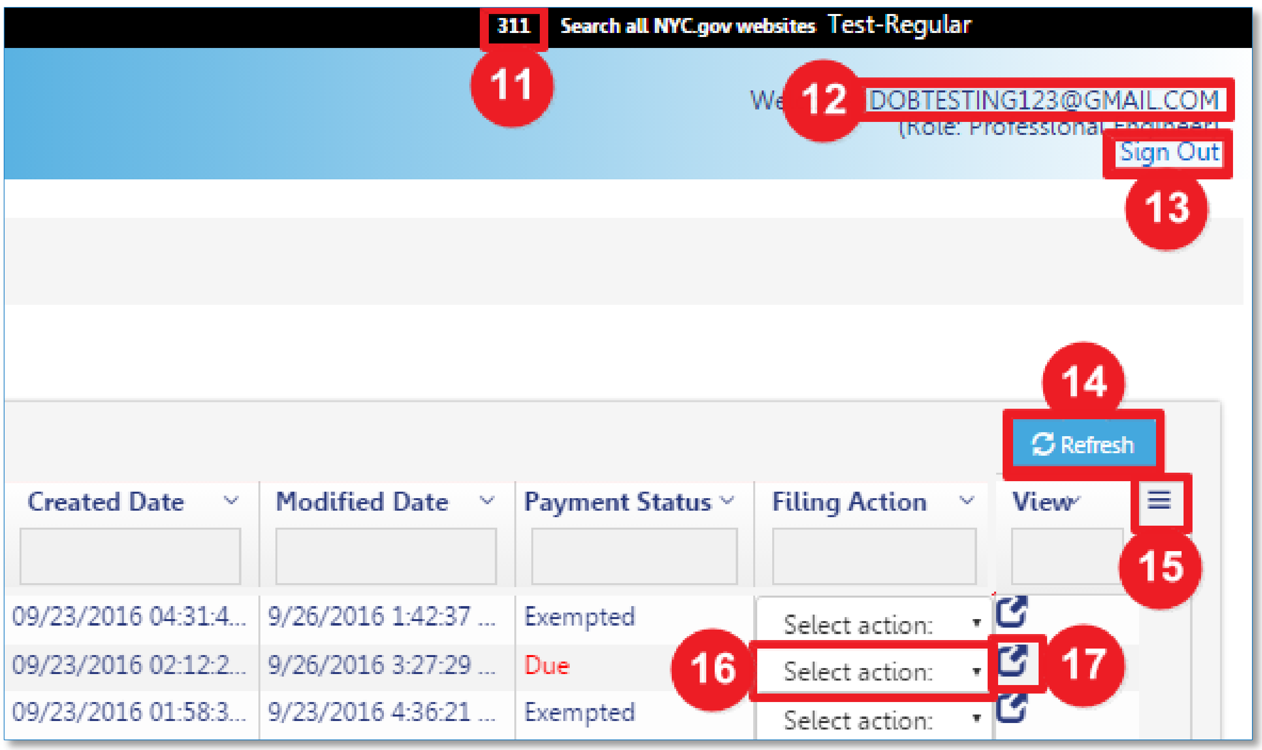
DOB NOW: *Build* Dashboard Orientation

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.

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



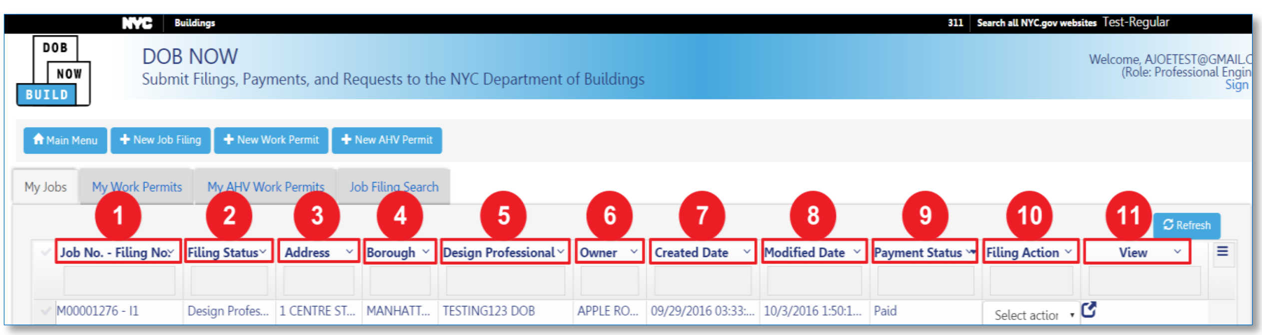
DOB NOW: *Build* Dashboard Tabs

This section guides you on the use of the My Jobs and Job Filing search tabs on the **Dashboard**.

My Jobs Tab

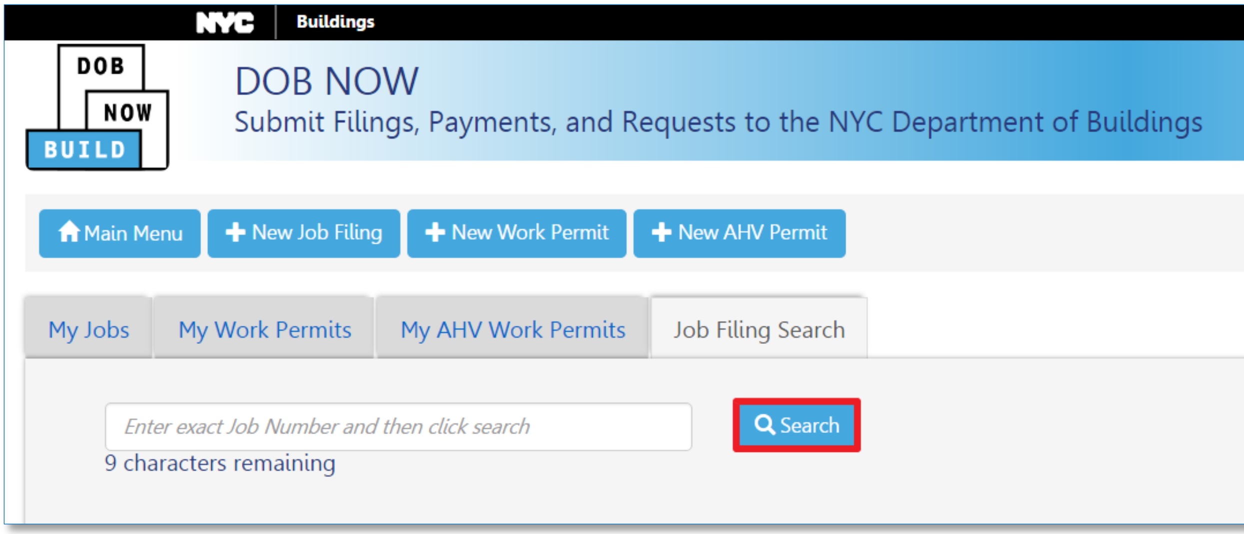
The default dashboard screen is the **My Jobs** tab. Under this tab the following information is displayed:

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*

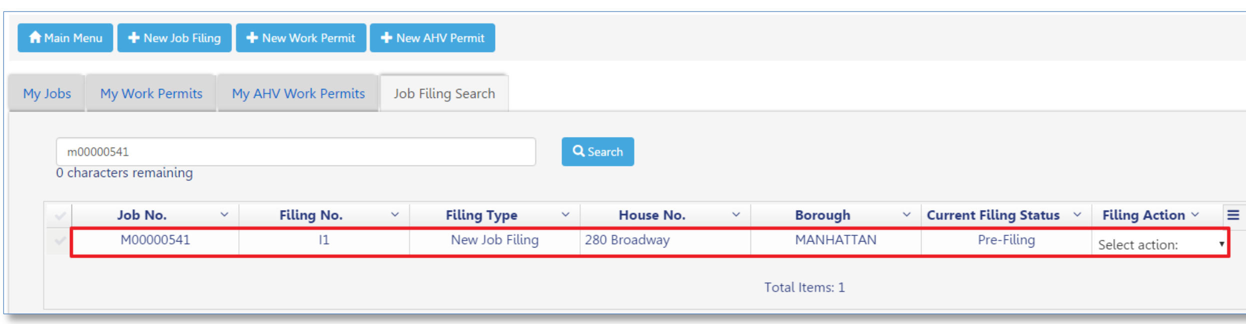


Job Filing Search

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:

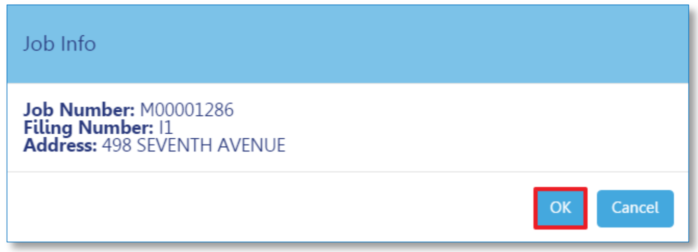


The results will be listed in the grid as shown below:

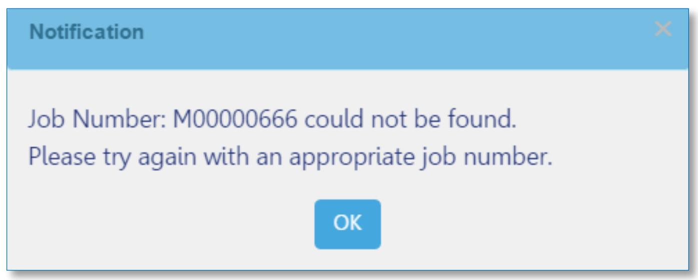


To go to the job filing screen from the search results, you can double-click on the job filing and a **Job Info** window will appear.

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



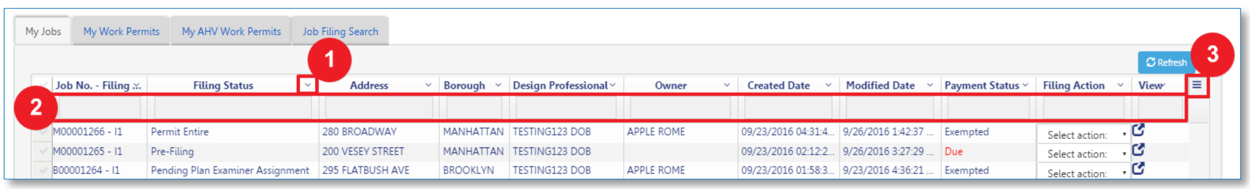
If the job filing number you entered cannot be found by the system, you will receive the message requesting an appropriate job number.



Sorting and Displaying Columns

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

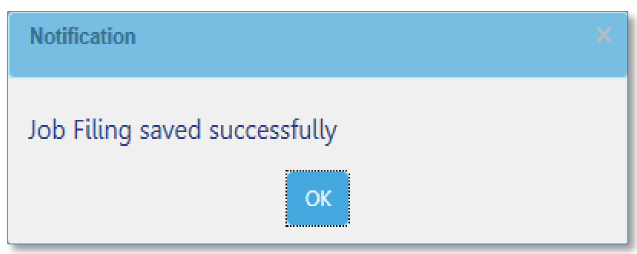
1. **Column Sort:** Click the dropdown menu arrow next to each column to sort the results by ascending or descending order.
2. **Column Search:** Type in a value in this field to search for and display only jobs that contain the searched for value. For example, if you type Queens in the *Borough* column,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



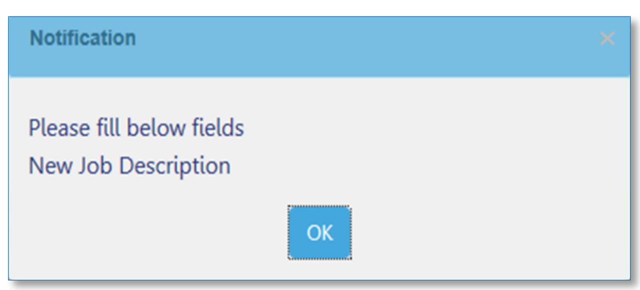
Save Function

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

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:



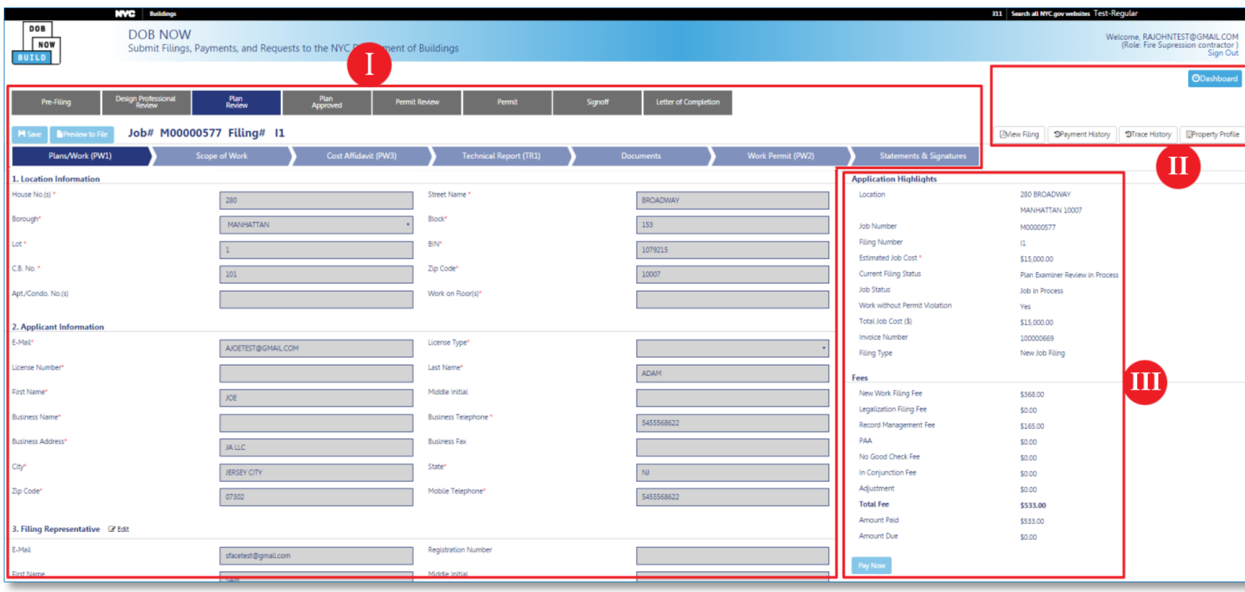
Job Filing

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

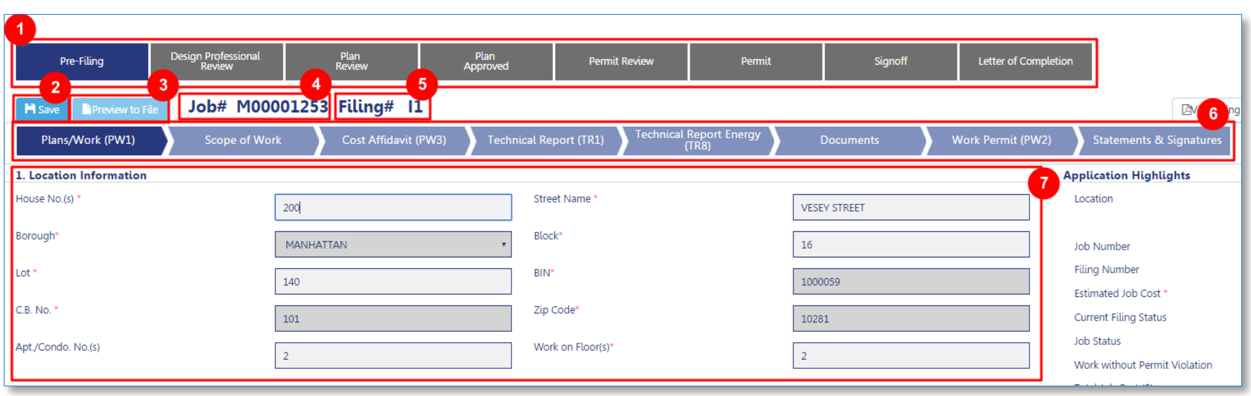
Section II: Navigation section with links to *Dashboard*, *Payment History*, *Trace History*, and *Property Profile*

Section III: *Application Highlights* and *Fees*



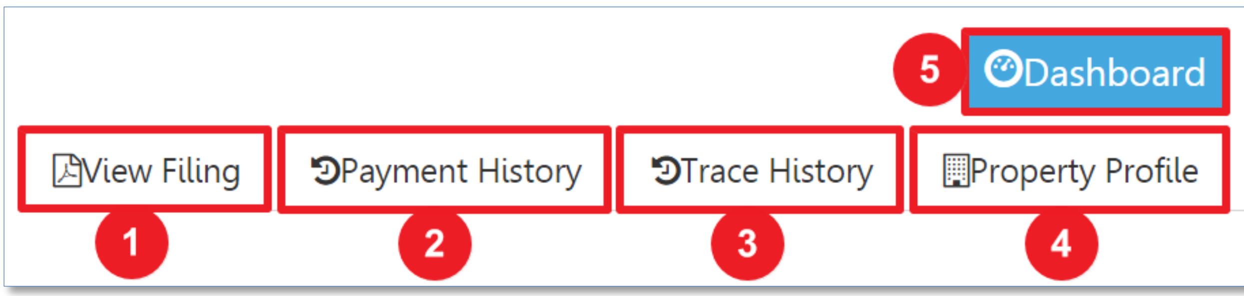
Section I

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 #:** Specific filing # 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.



Section II

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

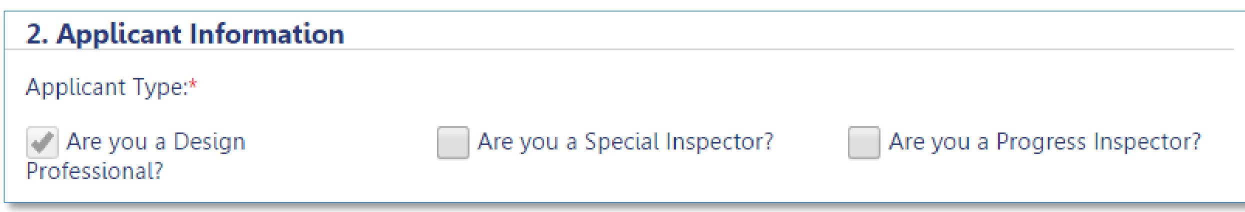
Technical Report (TR1)

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

Select the correct **Applicant Information(s)**.

- **Design Professional**: Auto-selected based on the email address associated with the Design Professional in the **Applicant Information** on the **PW1** form. If the user is not signed-in as the Design Professional listed on the **PW1**, the box remains empty and cannot be selected.
- **Special Inspector**: The user may select this box if they are the Special Inspector for the job filing.
- **Progress Inspector**: The user may select this box if they are the Progress Inspector for the job filing.



2. Applicant Information

Applicant Type:*

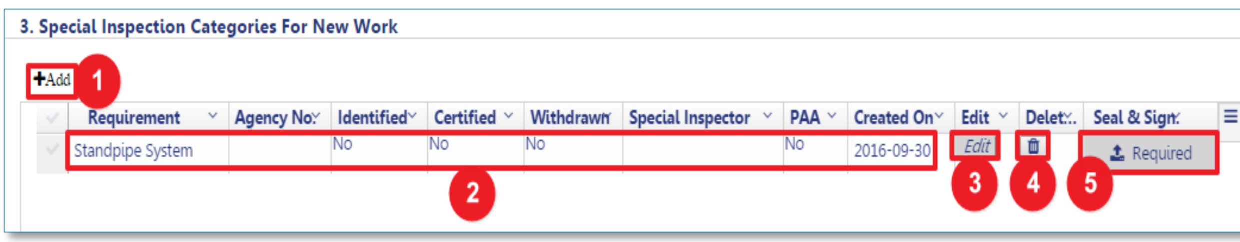
☑ Are you a Design Professional? ☐ Are you a Special Inspector? ☐ Are you a Progress Inspector?

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.

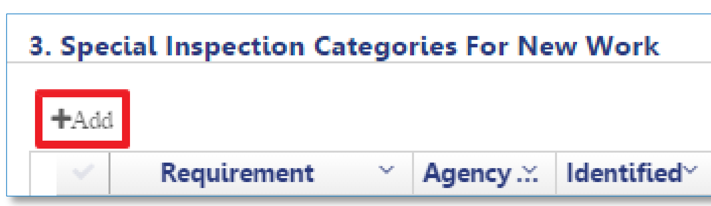
Please Note: New Work and Legalization will be displayed in separate sections and grids, as 3a. and 3b., respectively.

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.



Add Special Inspection Category

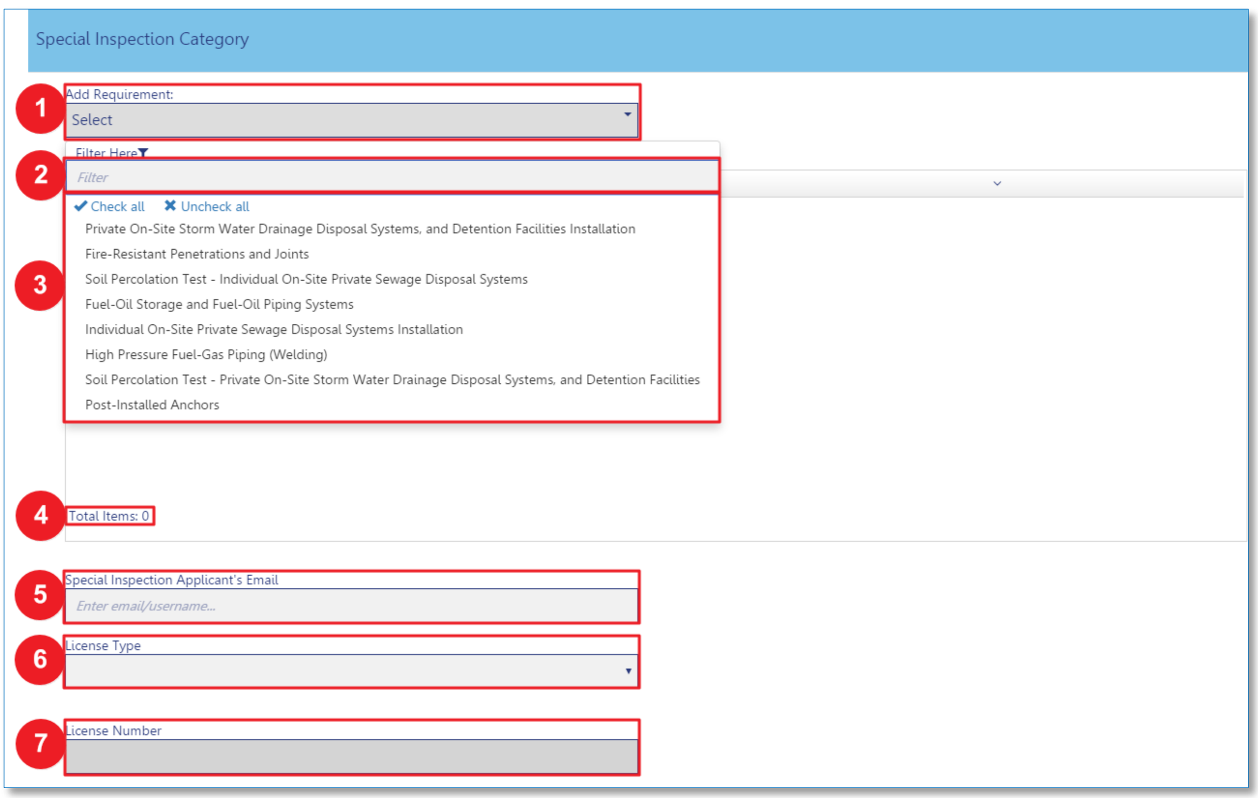
To add a new special inspection category, click on the **+Add** button, located in the top left corner of the table.



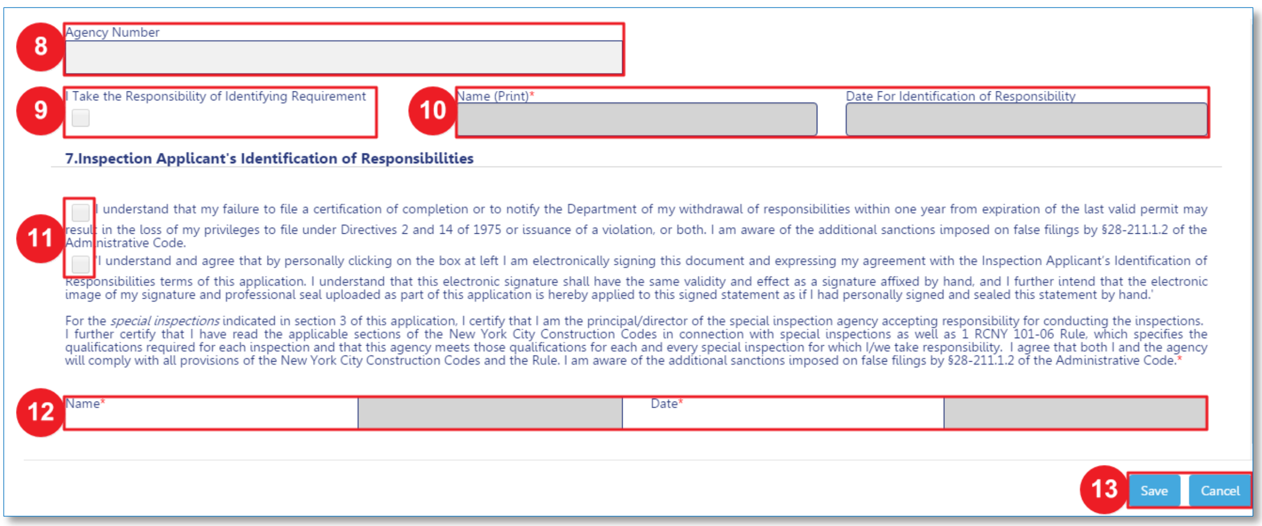
Instructions for Special Inspectors

If you are the Special Inspector, 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 the correct **License Type** from the dropdown menu.
7. The corresponding **License Number** will automatically appear once a License Type is clicked.



8. Type the corresponding **Agency Number**. The system will notify the Special Inspector if the Agency Number is valid.
9. Check the box to agree to **Take Responsibility for the Identifying Requirements**.
10. The Special Inspector's name and current date will automatically appear once the box is checked.
11. Check both boxes to agree to the **Inspection Applicant's Identification of Responsibilities**.
12. The Special Inspector's name and current date automatically appear once the boxes are checked.
13. Click **Save** to keep new requirements, click **Cancel** to reject them.

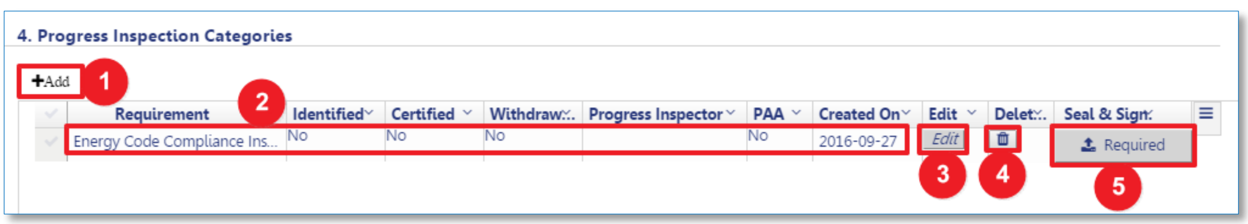


Progress Inspection Categories for New Work/Legalization

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.

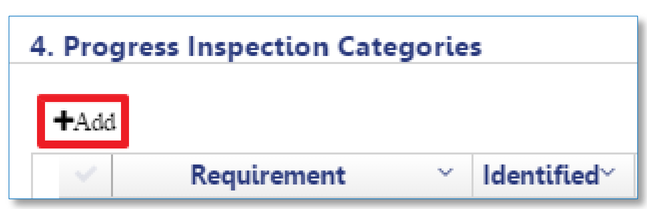
Please Note: New Work and Legalization will be displayed in separate sections and grids, as 4a. and 4b., respectively.

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.



Add Progress Inspection Category

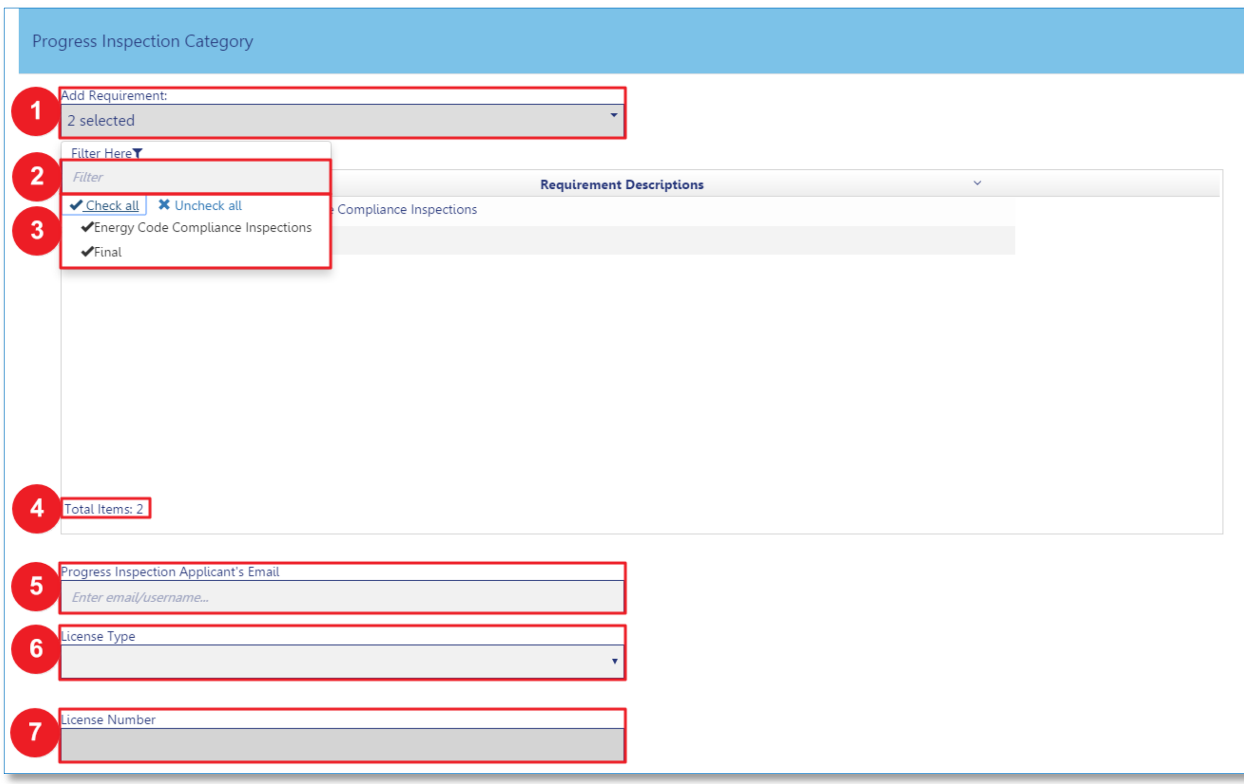
To add a new progress inspection category, click on the **+Add** button and follow the instructions below.



Instructions for 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 the correct **License Type** from the dropdown menu.
7. The corresponding **License Number** will automatically appear once a License Type is clicked.

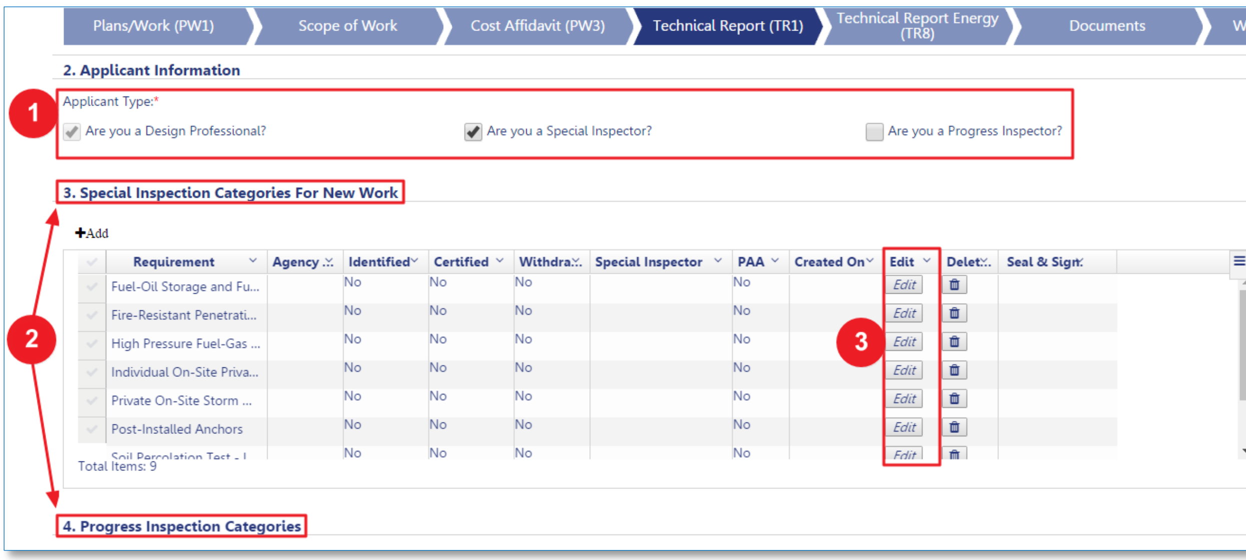


8. Check the box to agree to **Take Responsibility for the Identifying Requirements**.
9. The Progress Inspector's name and current date will automatically appear once the box is checked.
10. Check both boxes to agree to the **Inspection Applicant's Identification of Responsibilities**.
11. The Progress Inspector's name and current date automatically appear once the boxes are checked.
12. Click **Save** to keep new requirements, click **Cancel** to reject them.

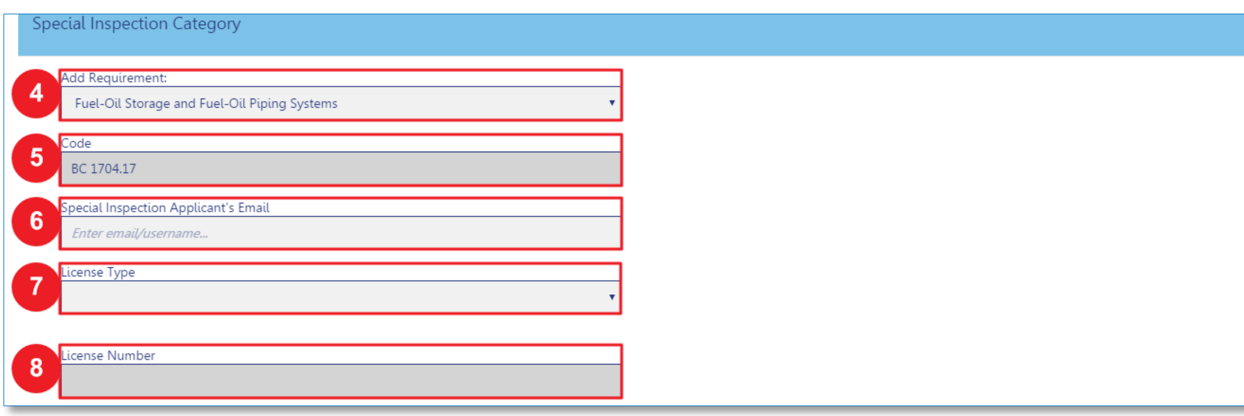
Certification of Completion

Once a permit is issued, the Special and Progress Inspectors are required to login to DOBNow: *Build* and certify their work is complete. The certification process is found under the Technical Report (TR1) tab.

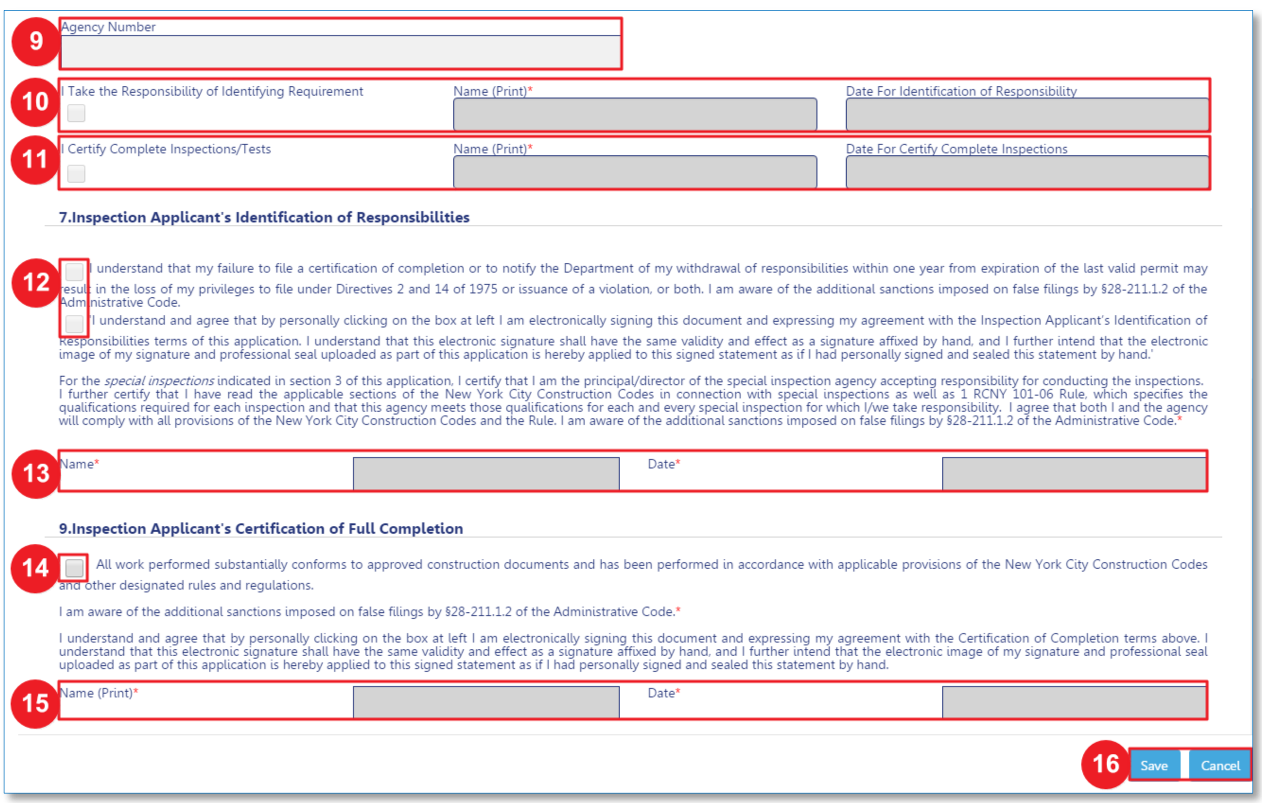
1. Select the correct **Applicant Information(s)**: **Special Inspector** or **Progress Inspector**.
2. Find the requirement needing certification under the corresponding **Special Inspector Category** or **Progress Inspector Category**.
3. Click **Edit** on the corresponding requirement to enter the certification screen.



4. Click the correct **Requirement** from the dropdown menu.
5. The corresponding code will automatically appear once the requirement is clicked.
6. Type the Special/Progress Inspector's email.
7. Click the correct **License Type** from the dropdown menu.
8. The corresponding **License Number** will automatically appear once the license type is clicked.



9. Type the correct **Agency Number**. The system will notify the Special/Progress Inspector if the Agency Number is valid. .
10. Check the box to agree to **Take Responsibility for the Identifying Requirements**. The Special/Progress Inspector's name and current date will automatically appear once the box is checked.
11. Check the box to **Certify Complete Inspection/Tests**. The Special/Progress Inspector's name and current date will automatically appear once the box is checked.
12. Check both boxes to agree to the **Inspection Applicant's Identification of Responsibilities**.
13. The Special/Progress Inspector's name and current date will automatically appear once both boxes are checked.
14. Check the box to confirm certification is complete and comply with all regulations.
15. The Special/Progress Inspector's name and current date will automatically appear once the box is checked.
16. Click **Save** to keep new requirements, click **Cancel** to reject them.


9
Agency Number
10
I Take the Responsibility of Identifying Requirement
Name (Print)*
Date For Identification of Responsibility
11
I Certify Complete Inspections/Tests
Name (Print)*
Date For Certify Complete Inspections

7.Inspection Applicant's Identification of Responsibilities

12
I understand that my failure to file a certification of completion or to notify the Department of my withdrawal of responsibilities within one year from expiration of the last valid permit may result in the loss of my privileges to file under Directives 2 and 14 of 1975 or issuance of a violation, or both. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.

'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 Inspection Applicant's Identification of Responsibilities terms of this application. 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.'

For the *special inspections* indicated in section 3 of this application, I certify that I am the principal/director of the special inspection agency accepting responsibility for conducting the inspections. I further certify that I have read the applicable sections of the New York City Construction Codes in connection with special inspections as well as 1 RCNY 101-06 Rule, which specifies the qualifications required for each inspection and that this agency meets those qualifications for each and every special inspection for which I/we take responsibility. I agree that both I and the agency will comply with all provisions of the New York City Construction Codes and the Rule. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.*

13
Name*
Date*

9.Inspection Applicant's Certification of Full Completion

14
All work performed substantially conforms to approved construction documents and has been performed in accordance with applicable provisions of the New York City Construction Codes and other designated rules and regulations.

I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.*

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 Certification of Completion 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.

15
Name (Print)*
Date*
16
Save
Cancel

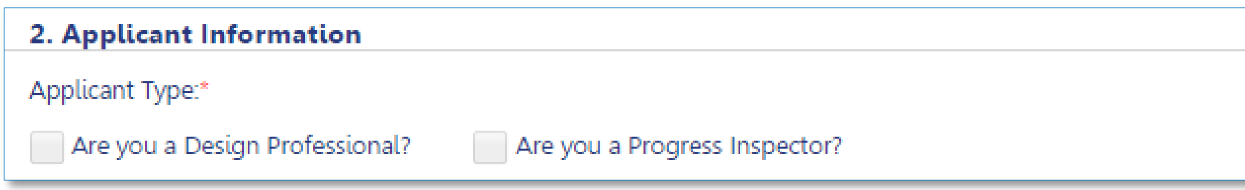
Technical Report Energy (TR8)

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

Select the correct **Applicant Information(s)**.

- **Design Professional**: Auto-checked based on the email address associated with the Design Professional in the **Applicant Information** on the **PW1** form. If the user is not signed-in as the Design Professional listed on the **PW1**, the box remains empty and cannot be selected.
- **Progress Inspector**: The user may check this box if they are the Progress Inspector for the job filing.

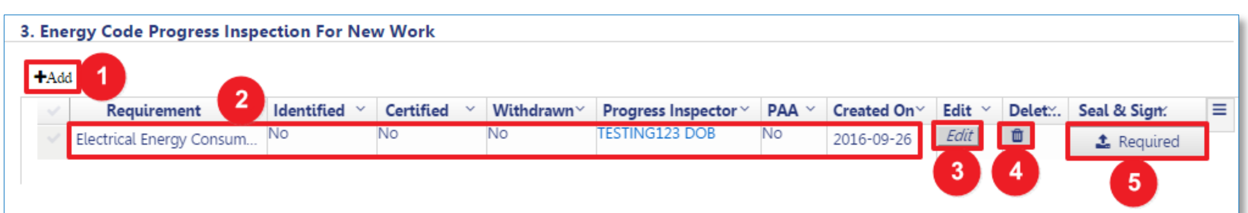


Energy Code Progress Inspection for New Work/Legalization

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

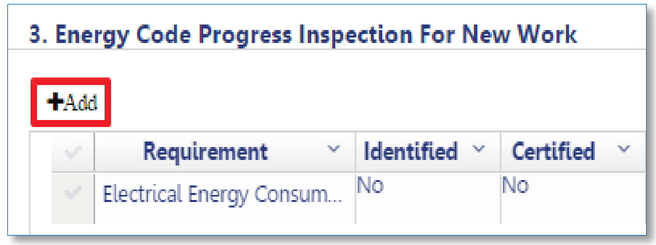
Please Note: New Work and Legalization will be displayed in separate sections and grids

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.



Add Energy Code Progress Inspection Category

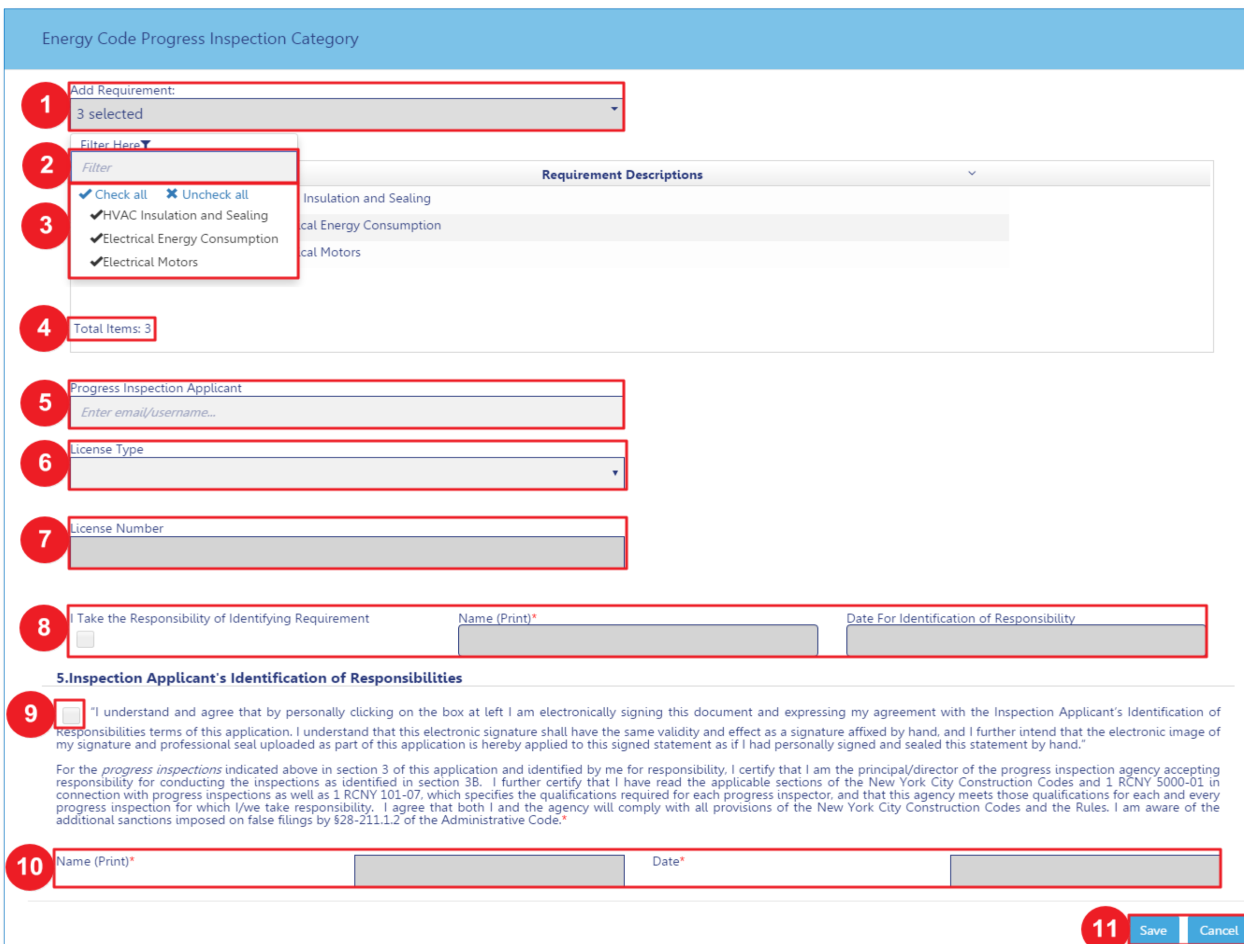
To add a new energy code inspection category click on the **+Add** button and follow the instructions below.



Instructions for Progress Inspector

If you are the Progress Inspector, clicking on **+Add** will make the following form open:

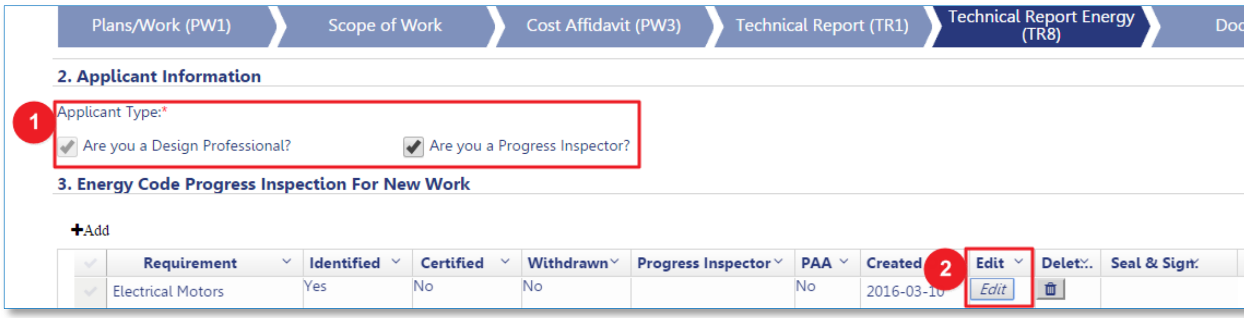
1. Click on the **Add Requirement** dropdown menu to select from the Requirements list.
2. A set of all possible requirements will be displayed for the work specified. Insert key words into this field to search for certain requirements.
3. Click on the relevant requirements. You can also click on the **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 the correct **License Type** from the dropdown menu.
7. The corresponding **License Number** will automatically appear once a License Type is clicked.
8. Check the box to agree to **Take Responsibility for the Identifying Requirements**. The Progress Inspector's name and current date will automatically appear once the box is checked.
9. Check both boxes to agree to the **Inspection Applicant's Identification of Responsibilities**.
10. The Progress Inspector's name and current date automatically appear once the boxes are checked.
11. Click **Save** to keep new requirements, click **Cancel** to reject them.



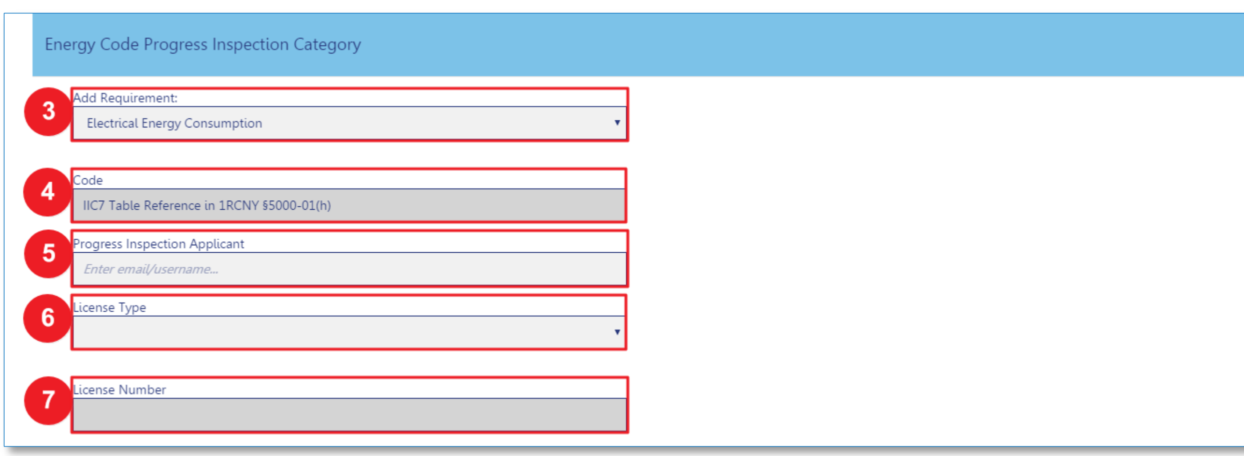
Certification of Completion

Once a permit is issued, the Progress Inspector is required to login to DOBNow: *Build* and certify their work is complete. The certification process is found under the Technical Report (TR8) tab.

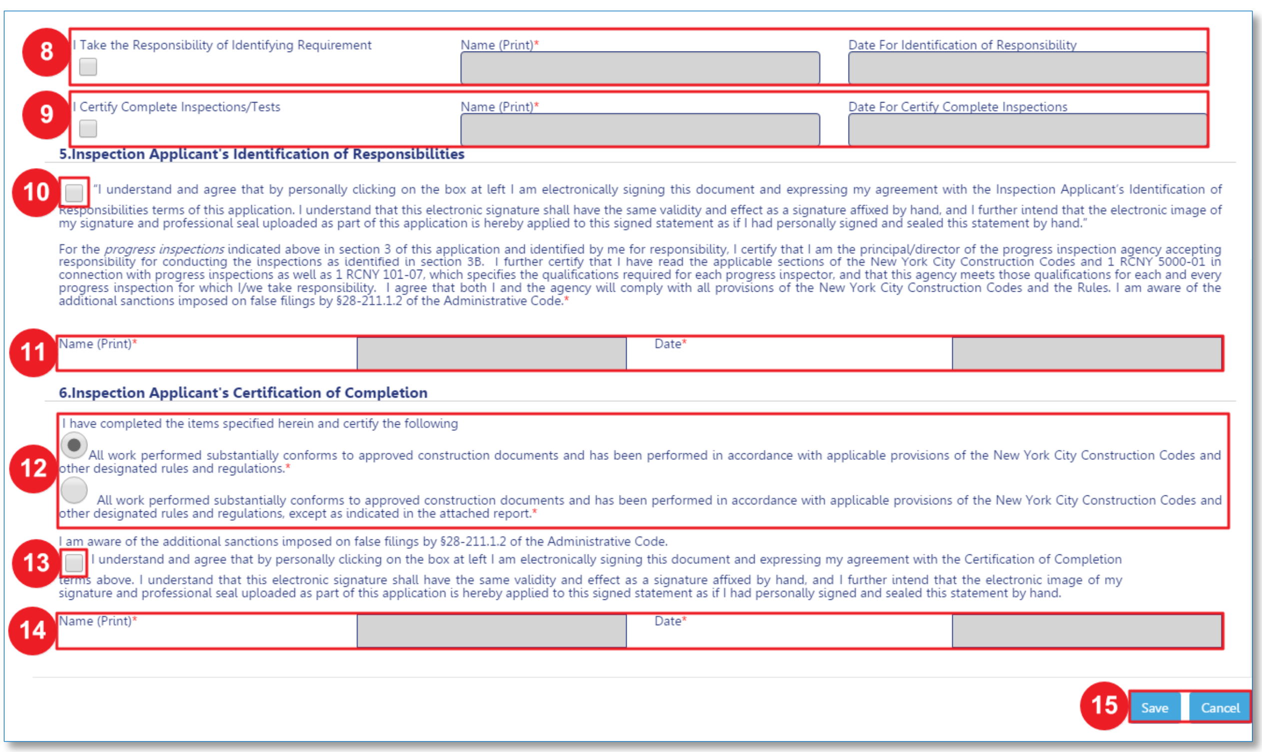
1. Select the correct **Applicant Information(s)**: **Progress Inspector**.
2. Find the requirement needing certification under **Energy Code Inspection For New Work**. Click **Edit** on the corresponding requirement to enter the certification screen.



3. Click the correct **Requirement** from the dropdown menu.
4. The corresponding code will automatically appear once the requirement is clicked.
5. Type the Progress Inspector's email.
6. Click the correct **License Type** from the dropdown menu.
7. The corresponding **License Number** will automatically appear once the license type is clicked.



8. Type the correct **Agency Number**. The system will notify the Progress Inspector if the Agency Number is valid. .
9. Check the box to agree to **Take Responsibility for the Identifying Requirements**. The Progress Inspector's name and current date will automatically appear once the box is checked.
10. Check the box to **Certify Complete Inspection/Tests**. The Progress Inspector's name and current date will automatically appear once the box is checked.
11. Check both boxes to agree to the **Inspection Applicant's Identification of Responsibilities**. The Progress Inspector's name and current date will automatically appear once both boxes are checked.
12. Select the option that best confirms the certification process in compliance with regulations.
13. Check the box to agree to electronically sign the Certificate of Completion.
14. The Progress Inspector's name and current date will automatically appear once the box is checked.
15. Click **Save** to keep new requirements, click **Cancel** to reject them.



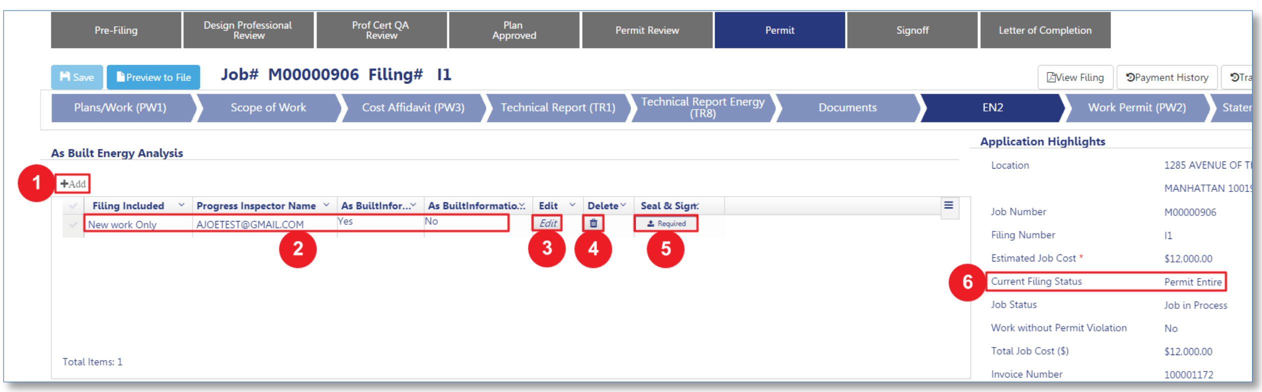
EN2

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

The Design Professional may add items to the **Energy Analysis** grid on the **EN2** and the Progress Inspector, if different from the Design Professional, will need to login to provide acknowledgment.

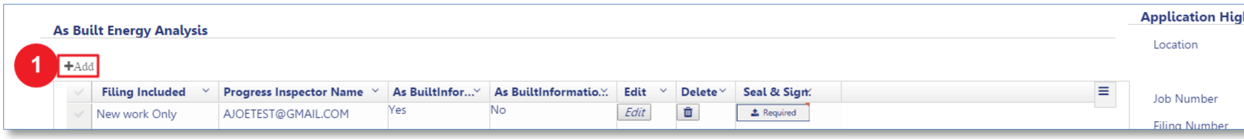
As Built Energy Analysis for New Work/Legalization

1. **+Add**: Click to add a filing.
2. **Filing Included**: Displays previously entered Energy Analysis information
3. **Edit:** Click to edit information previously entered.
4. **Delete:** Click to delete item from the list.
5. **Seal and Signature Upload:** Click to upload seal and signature (required).
6. The **EN2** tab will appear once the status for the filing enters **Permit Entire.**

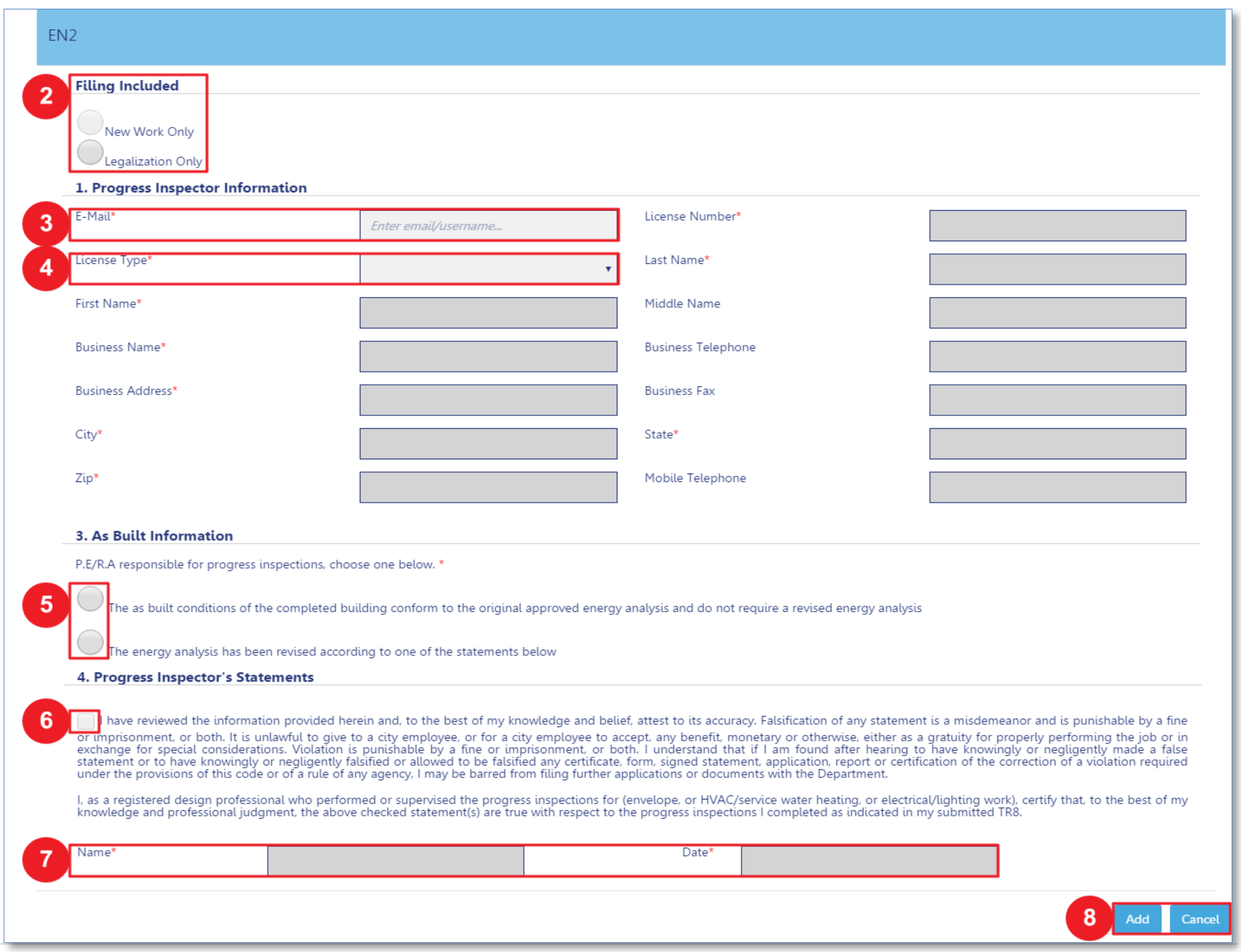


Add Energy Analysis Item

1. To add an Energy Analysis Item, click on **+Add**. This will open an **EN2** submission window.



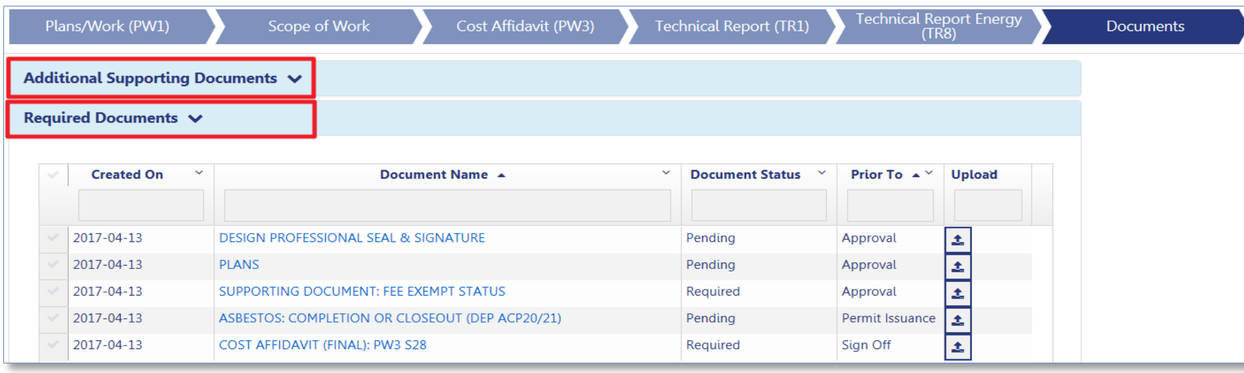
2. **Filing Included**: Select *New Work Only* or *Legalization Only.*
3. **Progress Inspector Email**: Type the Progress Inspector's email. The Progress Inspector identified here is the only one who can certify the statements in this form.
4. **License Type**: Select from the correct License Type associated with the Progress Inspector.
5. **As Built Information**: Select the correct option.
6. **Progress Inspector's Statements**: Check the box to agree with the written text.
7. **Name/Date**: The Progress Inspector's name and current date will automatically appear the box is checked.
8. **Add/Cancel**: After entering all information, click **Add** to add the filing. The filing will appear in the **EN2** tab. Click **Cancel** to return to the previous screen.



Documents

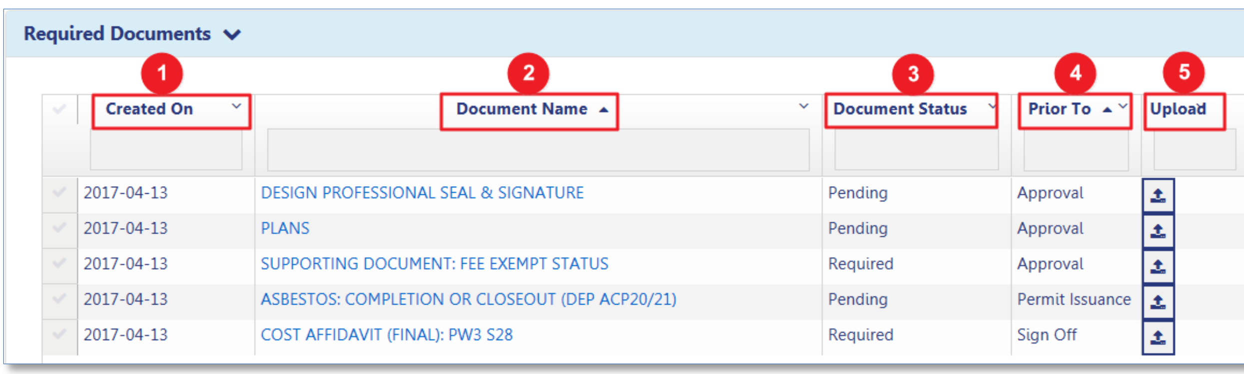
This section displays a list of required documents that need to be uploaded. This list will change based on the content of each specific job filing. The **Documents** section contains two tabs for documents: **Additional Supporting Documents** and **Required Documents.** The **Required Documents** tab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

Please Note: If you believe Required Documents are listed that are not required, please contact DOB at dobnowsupport@buildings.nyc.gov for further assistance.



Required Documents Tab

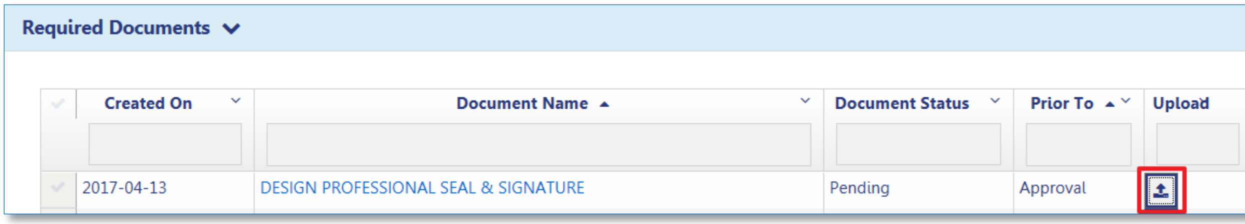
1. **Created On:** Indicates the date the document was created.
2. **Document Name:** Lists the document name.
3. **Document Status:** Specifies the status of the required document. Possible statuses are: *Required*, *Pending*, *Submitted,* and *Accepted*.
4. **Prior To:** Specifies the filing status 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.



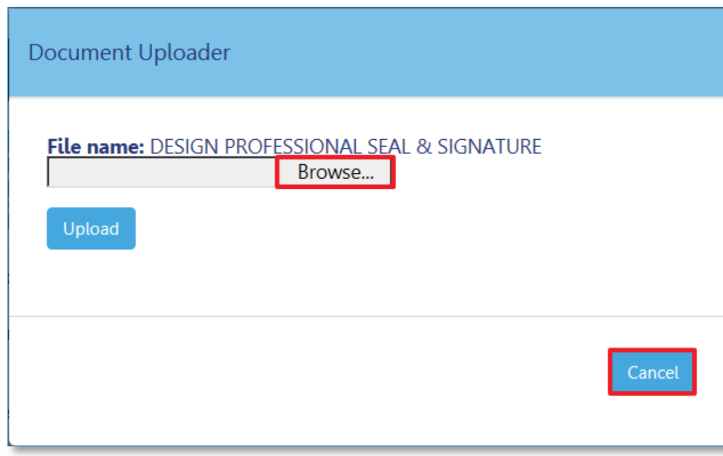
Created On	Document Name	Document Status	Prior To	Upload
2017-04-13	DESIGN PROFESSIONAL SEAL & SIGNATURE	Pending	Approval	
2017-04-13	PLANS	Pending	Approval	
2017-04-13	SUPPORTING DOCUMENT: FEE EXEMPT STATUS	Required	Approval	
2017-04-13	ASBESTOS: COMPLETION OR CLOSEOUT (DEP ACP20/21)	Pending	Permit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

Uploading Documents for Required Documents

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

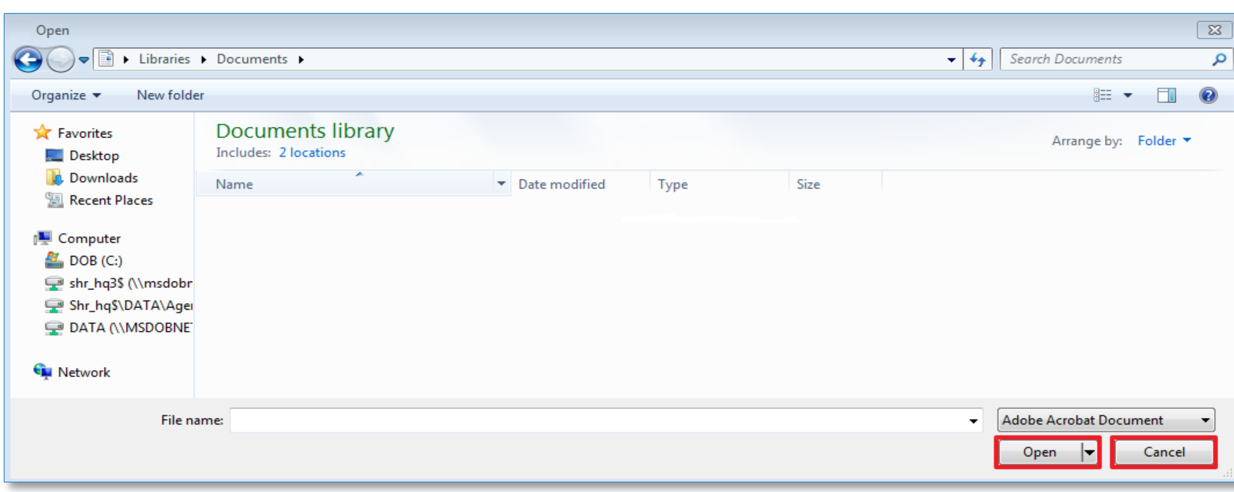


A sub-window opens as shown below. Click on **Browse** to locate the document. Click **Cancel** to return to the previous screen.

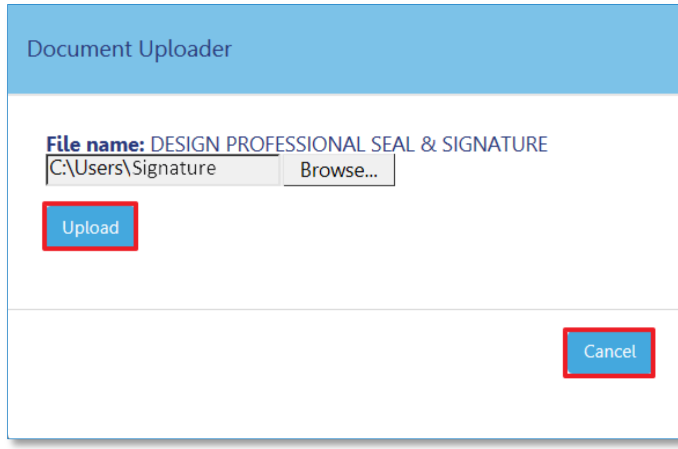


A new file browser window will open to locate the file. After locating the document, select it and click **Open**. Click **Cancel** to return to the previous screen.

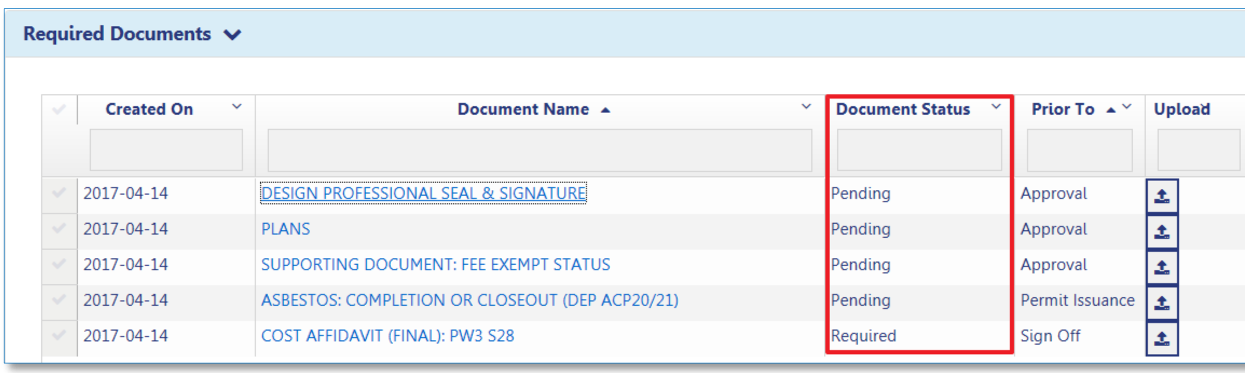
Please Note: All files must be in PDF or JPEG format, and must be less than 250 MB in size.



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.



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

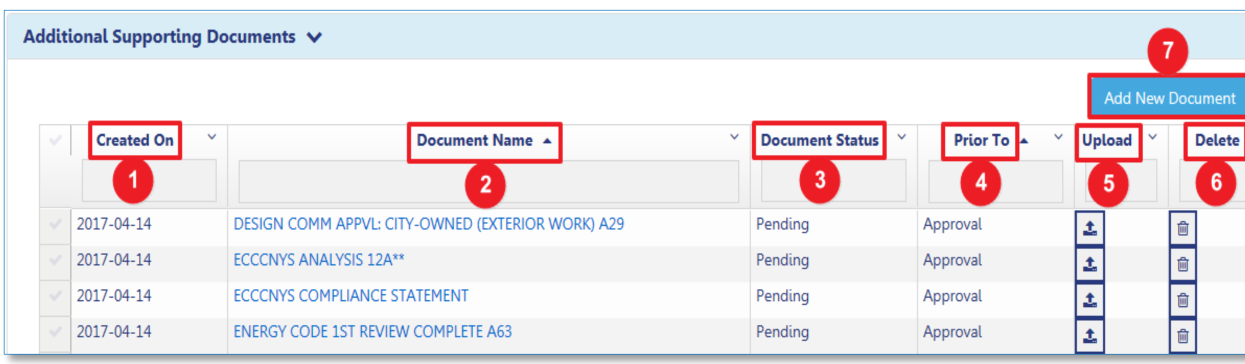
Created On	Document Name	Document Status	Prior To	Upload
2017-04-14	DESIGN PROFESSIONAL SEAL & SIGNATURE	Pending	Approval	
2017-04-14	PLANS	Pending	Approval	
2017-04-14	SUPPORTING DOCUMENT: FEE EXEMPT STATUS	Pending	Approval	
2017-04-14	ASBESTOS: COMPLETION OR CLOSEOUT (DEP ACP20/21)	Pending	Permit Issuance	
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

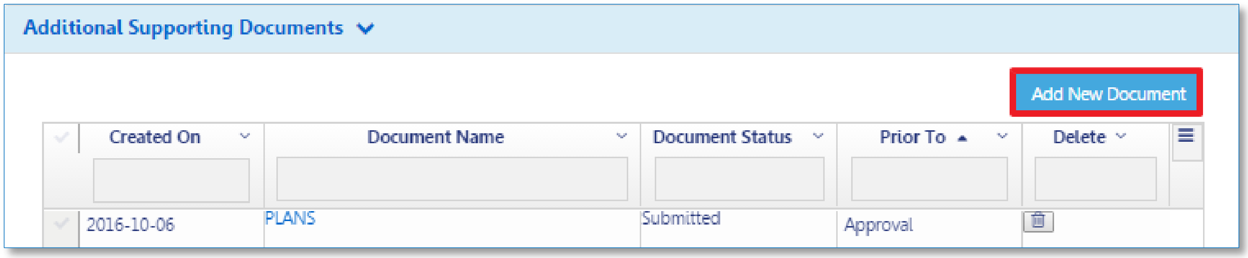
To submit additional supporting document which are not required, click on the **Additional Supporting Documents** tab on underneath the progress ribbon. The tab will expand and display the following table:

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.

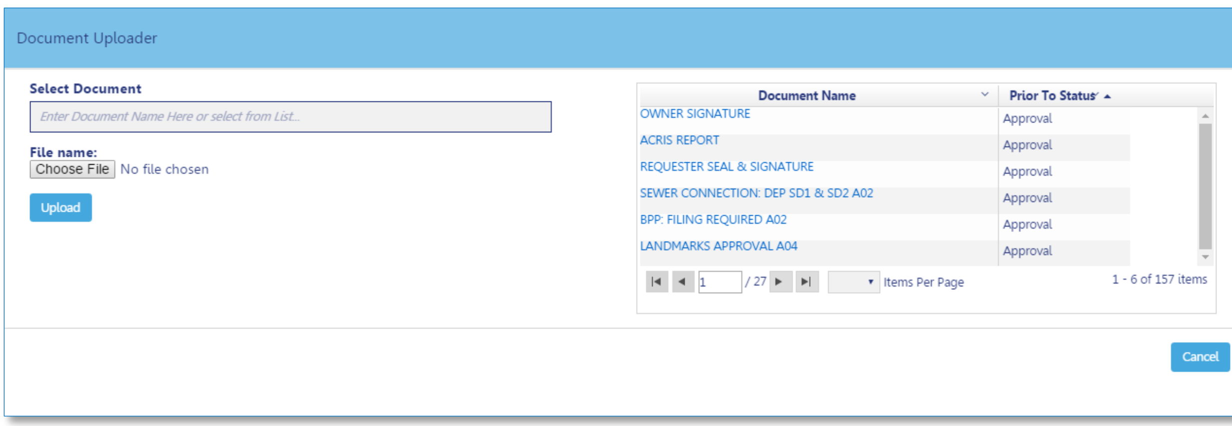


Uploading Documents for Additional Supporting Documents

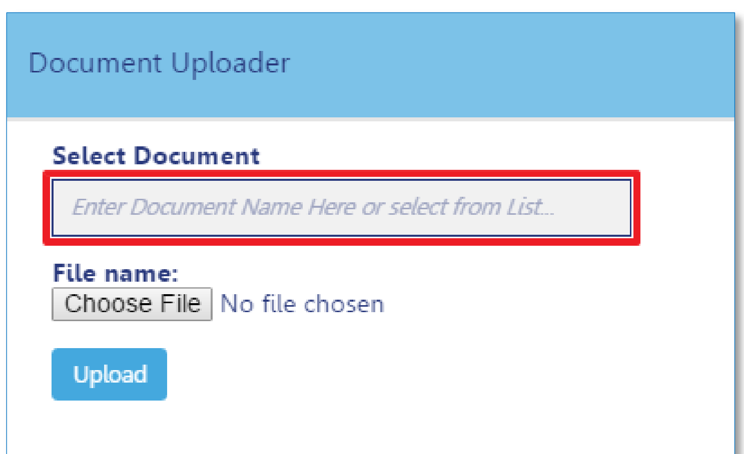
To upload supporting documents, click on the **Add New Document** button.



The **Document Uploader** window will appear.

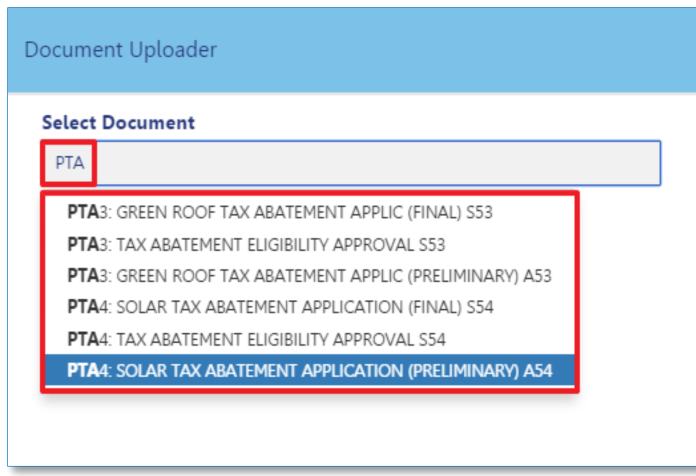


In the **Select Document** field, start typing in the name of the document you want to upload.

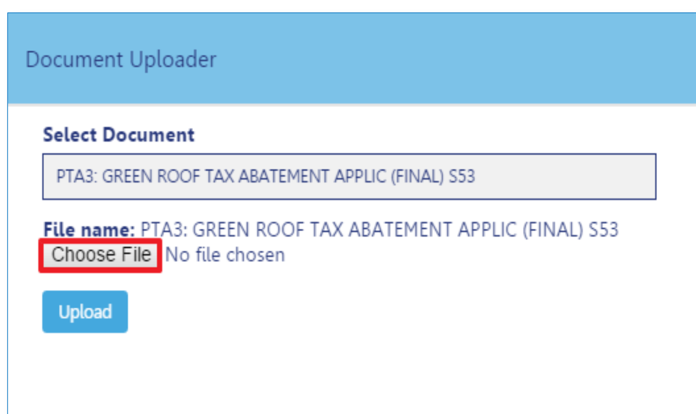


Only documents listed in the table to the right can be selected

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

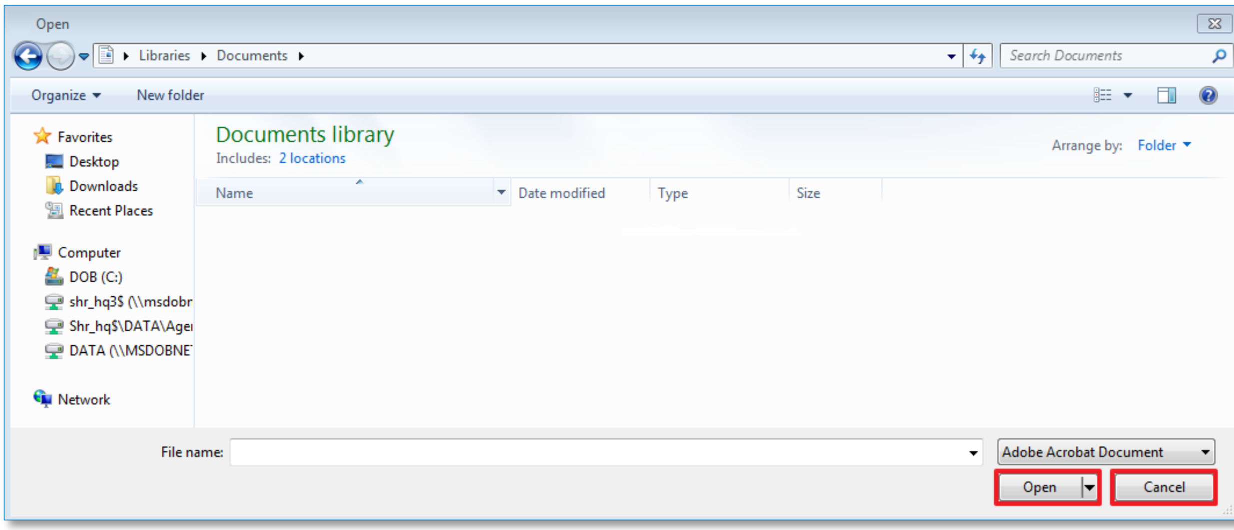


Select the document you want to upload. After selecting the document, click **Choose File** to locate the document.

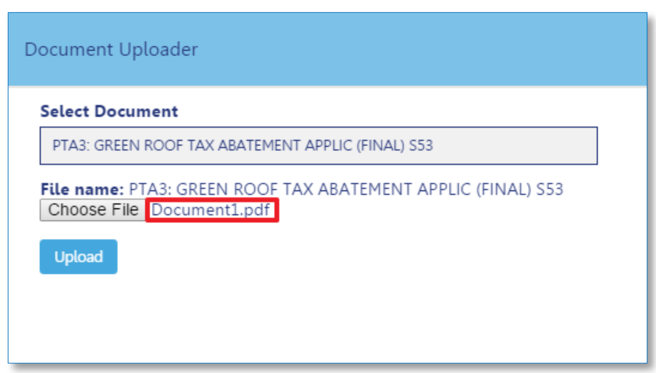


A new file browser window will open to locate the file. After locating the document, select it and click **Open**. Click **Cancel** to return to the previous screen.

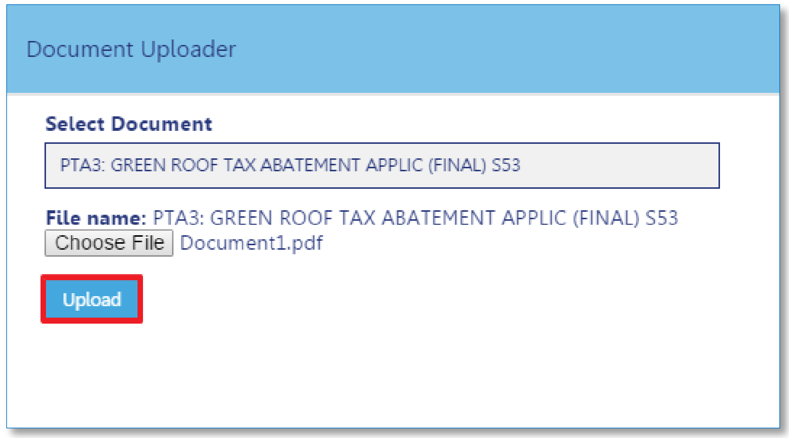
Please Note: All files must be in PDF or JPEG format, and must be less than 250 MB in size.



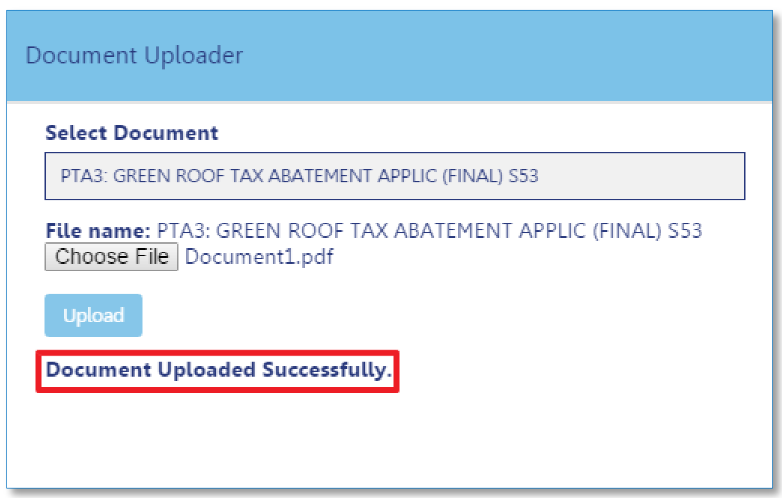
The **Document** will now appear in the **File name** field.



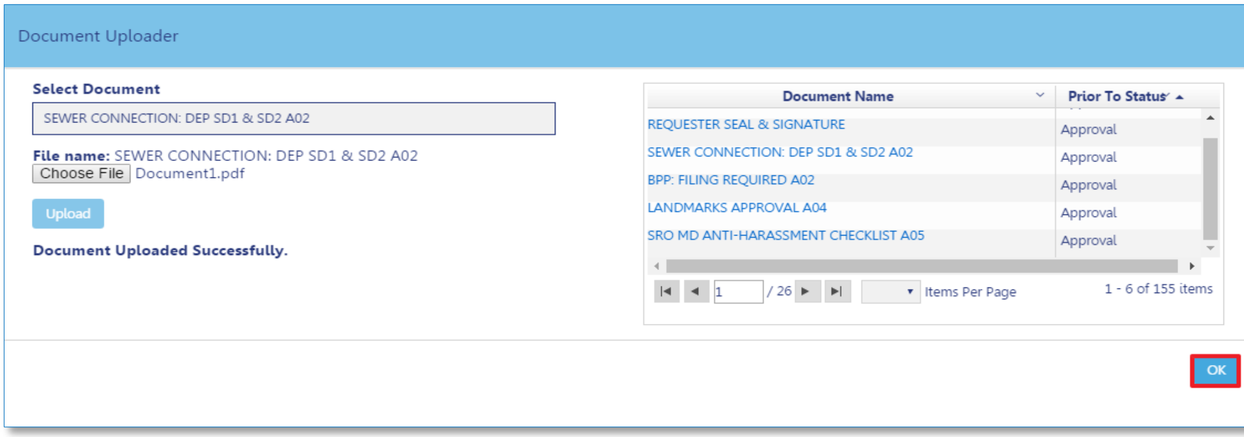
Click on **Upload**.



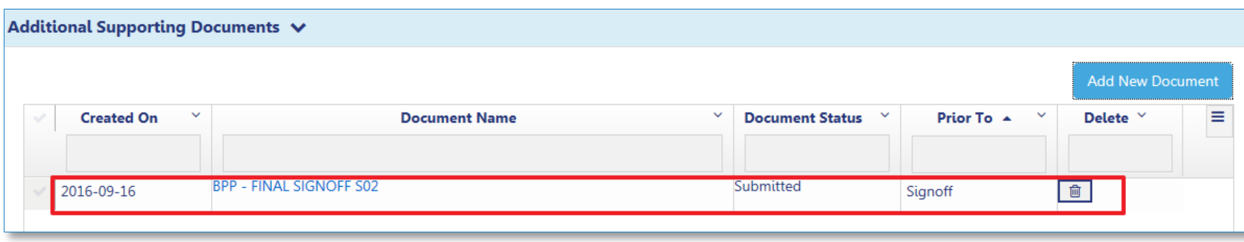
If the document was uploaded successfully it will be indicated on the screen.



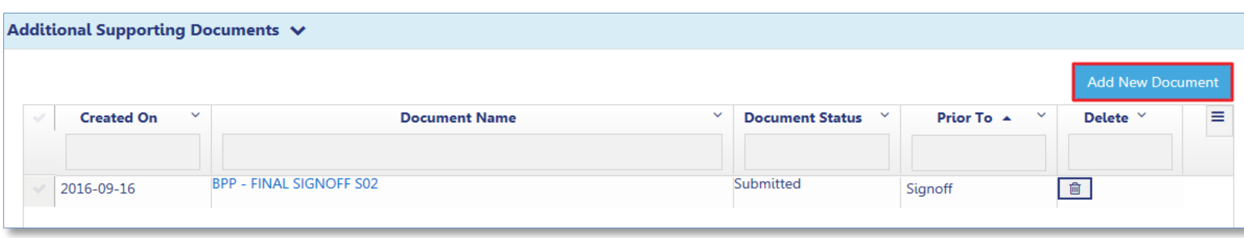
Click on **OK** to close the **Document Uploader** sub-window and return to **Additional Supporting Documents**.



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



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

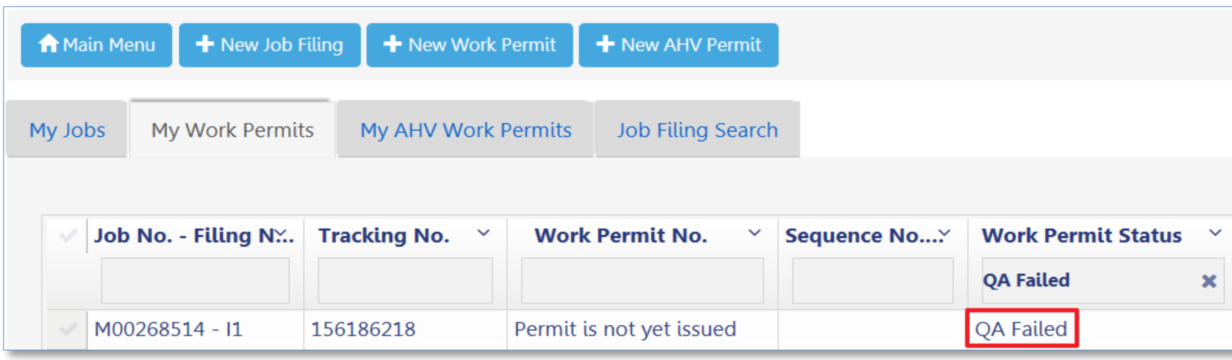


QA Failed

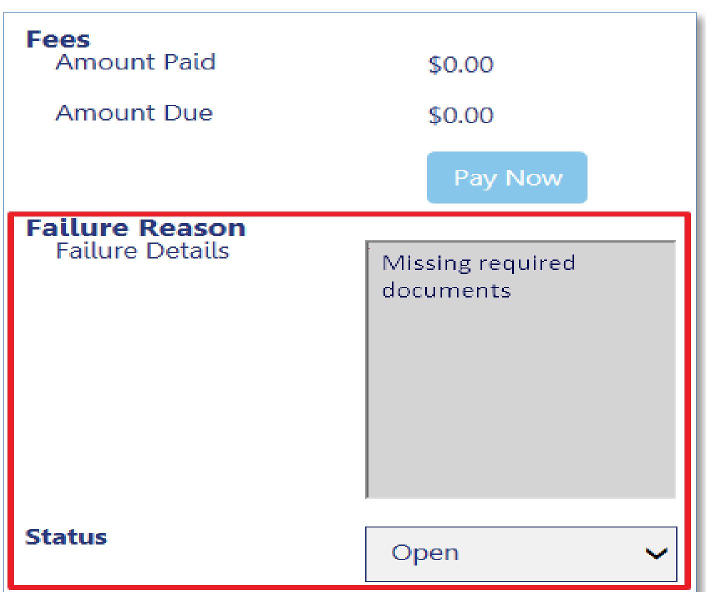
QA Failed at Permit Level – For Standard Plan Exam or Professional Certification (without PW2) Filings

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.



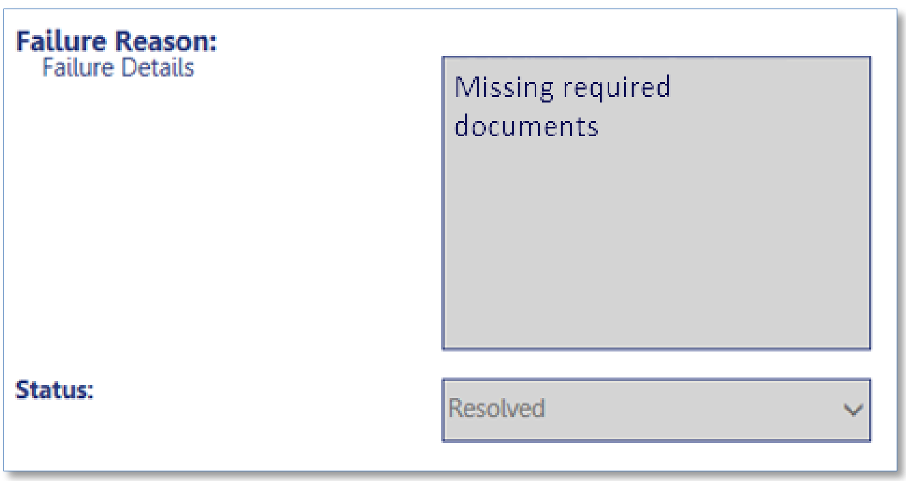
From the Work Permit window, go to the **Failure Reason** section, which is located underneath the Fees section on the right side. Here you'll see the failure details and the status will be **Open**.



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

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

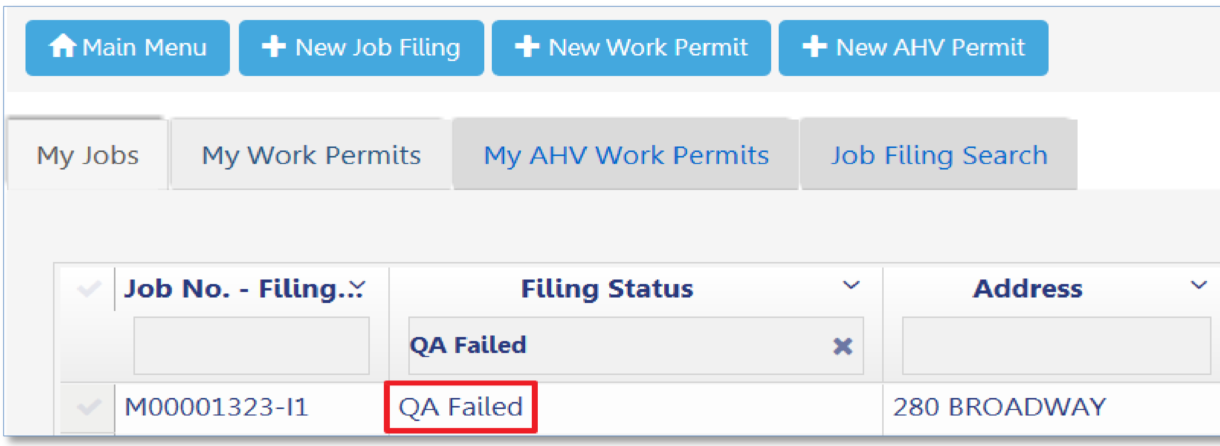
After resubmitting the filing, both fields will be greyed out and you will not be able to make any additional changes.



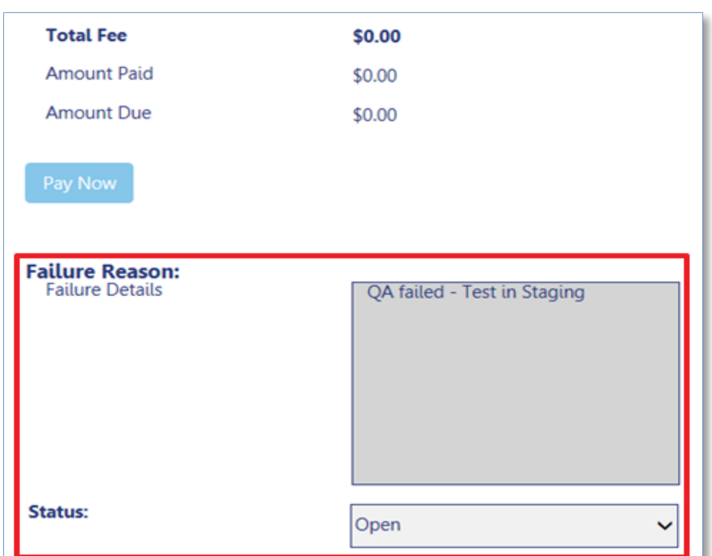
QA Failed at Job Level – For Professional Certification (with or without PW2) Filings

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.

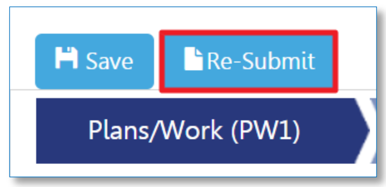


Once the job filing window is open, under the **Fees** section there will be a **Failure Reason** section that displays the failure details. This will provide the reason for why the filing failed. The status for the failure will also be Open.

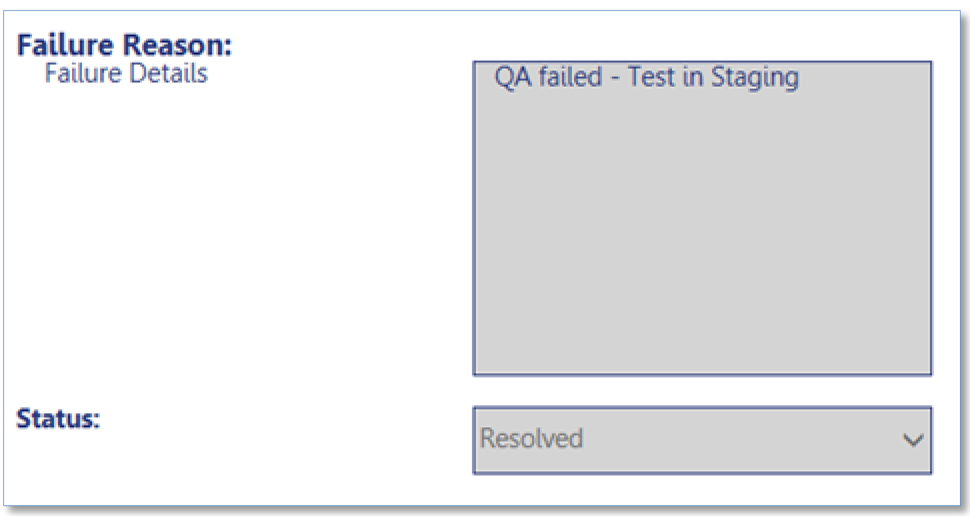


Once you resolve the issue, go to the **Status** dropdown and update the status to Resolved.

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.



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



Appendix

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