

DOB NOW: *Build*

Withdrawal & Supersede Training

Updated 3/6/2023

- Overview
 - [Supersede and Withdrawal Guide](#)

- Examples
 - Supersede of Applicant
 - Supersede of Owner
 - Withdrawal of Applicant
 - Withdrawal of Contractor
 - Withdrawal of Filing Rep / Preparer or Delegated Associate

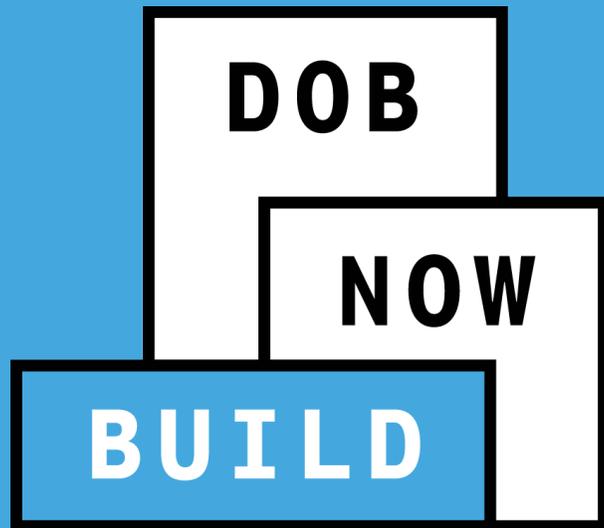
See the current Supersede & Withdrawal Guide for a summary of how to perform various transactions:

Supersede and Withdrawal Guide

https://www.nyc.gov/assets/buildings/pdf/supersede_and_withdrawal_guide.pdf

click above link

- It is not possible for Withdrawal/Supersede requests to be initiated when DOB is performing a review on associated components of a filing or on the filing itself. (E.g., Permit Request)
- If the **Withdrawal or Supersede** request is *disapproved*, then **a new request will need to be submitted**. A Resubmission of the Withdrawal/Supersede is *not allowed*.
- Within DOB NOW **only one Withdrawal or Supersede** transaction can be open/pending on a given filing at a time.



DOB NOW: *Build* Withdrawal & Supersede

*Example: Supersede of
Applicant of Record (PE/RA)*

- The Supersede of an Applicant of Record is a process of **replacing either the existing or a withdrawn Applicant of Record** on a Job Filing.
- These Requests can only be filed against the **Initial or Subsequent** filings.
- The **Request Supersede** option will be available if the permit is issued on the Job Filing and LOC not issued.
- To initiate the Supersede Request on a Job Filing, use the **Search** option from the Dashboard.
- A Supersede Request cannot be submitted if another Withdrawal/Supersede Request is **pending** on the filing.

- Superseding Applicant Request can be submitted by the Superseding DP. Legal attestation from Owner and superseding Applicant/DP is required.
- There will be a **\$100 fee** for a Supersede request.
- If payment is made via eCheck, system will hold the transaction until bank clearance is received.
- Any refunds will be handled outside of DOB NOW: *Build*.
- Uploading the DPL1 is required.
- The Applicant Withdrawal or Supersede applies to both **Professional Certification** and **Standard Plan Examinations**.

DOB NOW: *Build* – SUPERSEDE AOR – GUIDELINES

- Anyone that is eligible to be Applicant of Record on the Job Filing can initiate the Supersede Request from the **Search** tab.
- A Supersede Request **cannot be initiated** or filed if the LOC Request is submitted or the LOC is issued.
- If the Supersede Request is submitted, then LOC cannot be initiated or submitted.

The screenshot shows the DOB NOW Search interface. At the top, there are navigation tabs: Job Filing, Permits, Requests, Notifications, and Search (1). Below the tabs, the 'Search' section has two input fields: 'Search By Job Number' (2) and 'Search By BIN'. The 'Search By Job Number' field contains 'M00387622' (3) and has '0 characters remaining' below it. A 'Search' button (4) is to the right. Below the search fields is a table with columns: Filing Action, Job#, Filing#, Job Type, Filing Type, and Filing Status. The table contains three rows of data. The third row has 'Permit Entire' in the Filing Status column (5). A dropdown menu is open under the 'Filing Action' column, showing options: Select Action: (dropdown), Subsequent Filing, PAA (Post Approval Amendment), Work Permit, View Work Permits, View AHV Permits, Request LOC, L2 (Civil Penalty Review), Supersede (6), and Withdrawal.

Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status
Select Action: ▼	M00387622	P3	Alteration	PAA	Pre-filing
Select Action: ▼	M00387622	P1	Alteration	PAA	Approved
Select Action: ▼	M00387622	I1	Alteration	New Job Filing	Permit Entire

Superseding Applicant of Record*

Email*	License Type*	License Number*
AJOETEST@GMAIL.COM	Select Type: ▾	
First Name	Middle Initial	Last Name
JOE	T	ADAM
Business Name*	Business Telephone	Business Address
Select Type: ▾	5455568622	JA LLC
City	State	Zip Code
JERSEY CITY	NJ	07302

- The stakeholder (AOR/Owner) who initiates the Request will be **automatically identified as the Requestor**, and only the Requestor can submit the Supersede request.
- Select the **License Type** and **Business Name**.

DOB NOW: *Build* – SUPERSEDE AOR – REQUEST

DOB
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Owner Information

Email
SARAHMAN@BUILDINGS.NYC.GOV

Middle Initial

Telephone Number
6587456558

State
NY

Owner Type
NYCHA/HHC

Last Name
RAHMAN

Business Address
280 BROADWAY, FL#6

Zip Code
10007

First Name
SARDAR

Business Name
TESTING LLC

City
NEW YORK

Previous Applicant of Record Information

Email
SARAHMAN@BUILDINGS.NYC.GOV

First Name
SARDAR

Business Name

City

License Type
Professional Engineer

Middle Initial

Business Telephone

State

License Number
001199

Last Name
RAHMAN

Business Address

Zip Code

- The **Owner & Previous Applicant's information** will be displayed in the previous applicant section in the General Information tab.

DOB NOW: *Build* – SUPERSEDE AOR – REQUEST

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Documents/Waiver*

Are you submitting updated plans?*

Yes No

Are you submitting an All form (minor plan or other non-plan changes)?*

Yes No

None of the above – Request waiver to keep existing plans and documents:*

Yes No

Comments*

255 characters remaining

- **Answer** the questions within the Documents/Waiver tab.
- **Comments** must be entered as part of the Supersede Request.
- The Request must be **saved** in order to proceed.

DOB NOW: *Build* – SUPERSEDE AOR – REQUEST

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The screenshot displays the DOB NOW Build interface for a 'SUPERSEDE AOR' request. At the top, a progress bar shows four stages: Pre-Filing, QA Supervisor Review, QA Review, and Approved /Rejected. Below the progress bar are 'Save' and 'Submit' buttons. A sidebar on the left contains a request number 'SR000000337' and navigation options: General Information, Documents, and Statements & Signature. The main content area is titled 'General Information' and is divided into two sections: 'Job Details' and 'Location Information'. The 'Job Details' section includes fields for Job Filing Number (M00387622), Job Type (Alteration), Filing Review Type (Professional Certification), and Work Type(s) (ST). The 'Location Information' section includes fields for House Number (1), Street Name (BROADWAY), Borough (MANHATTAN), Block (13), Lot (1), BIN (1000043), Community Board (101), and Zip Code (10004). On the right side, a vertical sidebar contains navigation buttons: Dashboard, Requests Highlights, View Request, Property Profile, History, and a '\$0.00 Pay Now' button.

Pre-Filing QA Supervisor Review QA Review Approved /Rejected

Save Submit

SR000000337

General Information

Documents

Statements & Signature

General Information

Job Details

Job Filing Number	Job Type
M00387622	Alteration
Filing Review Type	Work Type(s)
Professional Certification	ST

Location Information

House Number	Street Name	
1	BROADWAY	
Borough	Block	Lot
MANHATTAN	13	1
BIN	Community Board	Zip Code
1000043	101	10004

Dashboard

Requests Highlights

View Request

Property Profile

History

\$0.00 Pay Now

- Once saved, the **Status Bar**, **Request Number** AND **Quick Actions** display.
- Access associated Job Filing details from within the **Requests Highlights** button.

DOB NOW: *Build* – SUPERSEDE AOR – REQUEST

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The supersede applicant can specify if:

- **Plans** will be updated (processed as an amendment with plan examiner or QA Admin review)
- **AI1 form** will be submitted (minor plan or other changes that will be added to the filing)
- **Waiver** will be Requested (no changes are being made to existing plans and documents)
- **Upload** any updated documents in the Documents tab. Additional documents can be submitted.
- If plans are being updated, plans for **each work type** are required
- A **DPL-1** for the superseding PE/RA is always required

Documents/Waiver*

Are you submitting updated plans?* Yes No

Are you submitting an AI1 form (minor plan or other non-plan changes)?* Yes No

None of the above – Request waiver to keep existing plans and documents:* Yes No

SR00000069

Documents

General Information

Documents 1

Statements & Signature

Additional Supporting Documents

Required Documents*

Document Name	Document St
DPL-1: Design Professional Seal & Signature	Required
Plans/Sketch - Earthwork	Required
Plans/Sketch - General Construction	Required

2

DOB NOW: *Build* – SUPERSEDE AOR – REQUEST

- In the **Statements & Signatures** tab the Supersede Applicant and the Owner must attest to the Request.
- A **filing fee of \$100** must be paid before submission unless the Job Filing is fee-exempt.

SR000000337

General Information

Documents

Statements & Signature

Statements & Signatures

Superseding Applicant's Attestation *

Falsification of any statement is a misdemeanor and is punishable by a... accept, any benefit, monetary or otherwise, either as a gratuity for pr... imprisonment or fine or both. I understand that if I am found after hearin... falsified or allowed to be falsified any certificate, form, signed statement... of this code or of a rule of any agency, I may be barred from filing further... construction documents and specifications herewith submitted and to th... with the provisions of the NYC Administrative Code and other applicabl... read and complied with all instructions pertaining to this application ar... state that all specifications relating to this job are identical to those pre...

Name

Owner's Attestation *

If I am a condo unit owner or co-op tenant-shareholder, I further repres board. Falsification of any statement is a misdemeanor and is punishable by a... accept, any benefit, monetary or otherwise, either as a gratuity for pr...

Payment Confirmation

Payment is not the last step. Click the Preview to File button at the top of the screen to submit the application.

Are you sure you want to make a payment now for \$100.00 ?

Welcome JOE ADAM
AJOETEST@GMAIL.COM
Need Help?
Sign Out

Approved/Rejected

Dashboard

Requests Highlights

View Request

Property Profile

History

General Information

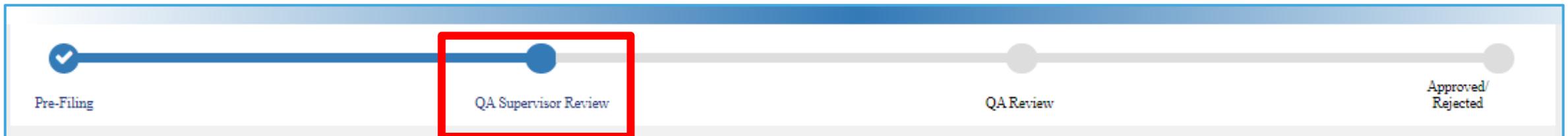
Superseding Applicant of Record *

Email*	License Type*	License Number*
AJOETEST@GMAIL.COM	Landscape Architect	100029
First Name	Middle Initial	Last Name
JOE	T	ADAM
Business Name*	Business Telephone	Business Address
PULSAR LLC	5455568622	JA LLC
City	State	Zip Code
JERSEY CITY	NJ	07302

- Supersede Request review **depends on the filing review type** on the Job Filing.
- If the Job Filing is Standard Plan Exam., the Supersede Request will be reviewed by a Plan Examiner.



- If the Job Filing was submitted with Professional Certification review, the Supersede Request will be reviewed by a Professional Certification QA administrator.



DOB NOW: *Build* – SUPERSEDE AOR – REQUEST

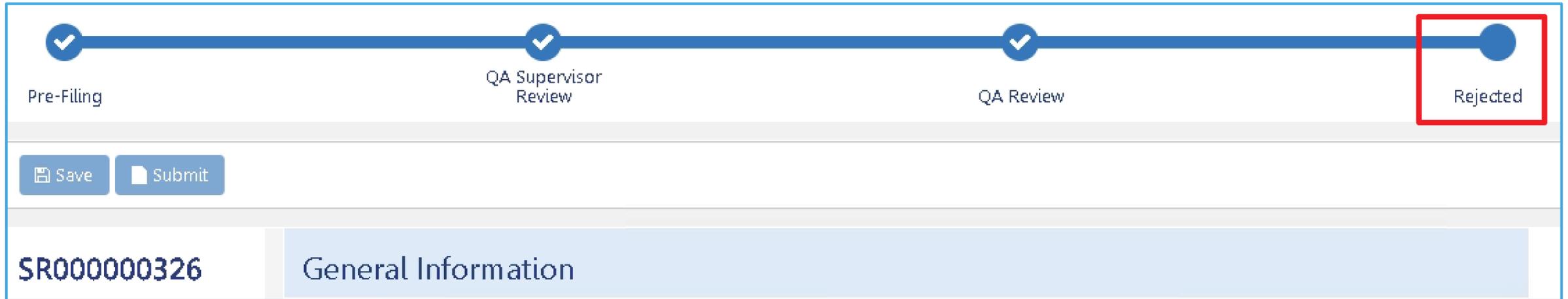
- Once Approved, the job status is **On Hold – Pending Supersede of Applicant of Record**, and the system will not allow an additional Supersede or a Withdraw of Applicant of Record.
- L2 Requests** will not be impacted. L2 Requests can be filed and reviewed.

The screenshot shows the 'Job Filings' interface with a navigation bar at the top containing '+ Job Filing', '+ Permits', '+ Requests', '+ Notifications', '+ Occupancy Requests', and 'Search'. Below the navigation bar is a 'Filter My Jobs' dropdown. The main content is a table with the following columns: View, Filing Action, Job#, Filing#, Job Type, Filing Type, and Filing Status. The first row of the table is highlighted in red and contains the following data: View (checkbox), Filing Action (Select Action: dropdown), Job# (M00380650 with a close icon), Filing# (S2), Job Type (Alteration), Filing Type (Subsequent Filing), and Filing Status (On Hold - Pending Supersede of Applicant of Record). The second row is highlighted in blue and contains: View (checkbox), Filing Action (Select Action: dropdown), Job# (M00380650), Filing# (P2), Job Type (Alteration), Filing Type (PAA), and Filing Status (Approved). The third row contains: View (checkbox), Filing Action (Request L2), Job# (M00380650), Filing# (P1), Job Type (Alteration), Filing Type (PAA), and Filing Status (Approved). The fourth row contains: View (checkbox), Filing Action (Select Action: dropdown), Job# (M00380650), Filing# (I1), Job Type (Alteration), Filing Type (New Job Filing), and Filing Status (Permit Entire).

View	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status
<input type="checkbox"/>		M00380650 ✕				
<input checked="" type="checkbox"/>	Select Action: ▼	M00380650	S2	Alteration	Subsequent Filing	On Hold - Pending Supersede of Applicant of Record
<input checked="" type="checkbox"/>	Select Action: ▼	M00380650	P2	Alteration	PAA	Approved
<input checked="" type="checkbox"/>	Request L2	M00380650	P1	Alteration	PAA	Approved
<input checked="" type="checkbox"/>	Select Action: ▼	M00380650	I1	Alteration	New Job Filing	Permit Entire

DOB NOW: *Build* – SUPERSEDE AOR – REJECTED

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- If the Supersede Request is Rejected, it **cannot be resubmitted**; instead, a new Request will need to be submitted.
- The status of the Job Filing will be **returned to the status prior** to the Supersede Request submission.

- Here is table listing the effects or status updates on transactions associated to a Job filing after a Supersede request is Submitted or Approved.

PE/RA SUPERSEDE REQUEST	JOB FILING	PERMIT	AHV	LOC
SUBMITTED FOR REVIEW	On Hold – Pending Supersede of Applicant of Record			
APPROVED	Will return to the status prior to Supersede Request submission			

- If the stakeholder holds multiple roles on the Job Filing, **only the role identified** in the Supersede Request will be affected.
- The system **automatically updates** the associated fields or Job Filing once the request is approved.

M00387622-I1	Plans/Work (PW1) - Alteration	
Plans/Work (PW1)	Location Information*	
Zoning Information	Stakeholders*	
Scope of Work ▼	Applicant Information*	
Structural	Email*	License Type*
Concrete	<input type="text" value="AJOETEST@GMAIL.COM"/>	<input type="text" value="Professional Engineer"/>
Cost Affidavit (PW3)	First Name	Middle Initial
Technical Report ▼	<input type="text" value="JOE"/>	<input type="text" value="T"/>
Technical Report		

Documents				
Additional Supporting Documents				
Required Documents*				
Document Name ▲	Document Status ▼	Prior To ▲ ▼	Upload ▼	Action ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Standpipe Alarm Drawings or AI1	Accepted	Permit Issuance		Select Action: ▼
Street Tree Checklist	Accepted	Approval		Select Action: ▼
Street Tree Sign off	Required	Letter of Completion		Select Action: ▼
Street Trees Site Plan	Required	CofO		Select Action: ▼
TR5 Test Report	Accepted	Permit Issuance		Select Action: ▼
ZD1: DOB Zoning Diagram	Accepted	Approval		Select Action: ▼

- If Plans are uploaded as part of Superseding Request, then upon approval of the Request, **the plans will be updated** on the Initial/Subsequent filing.
- If an AI1 is uploaded then, the **AI1 document will be appended** to the Initial/Subsequent filing respectively.

Welcome, JOE ADAM @GMAIL.COM
Need Help?
Sign Out

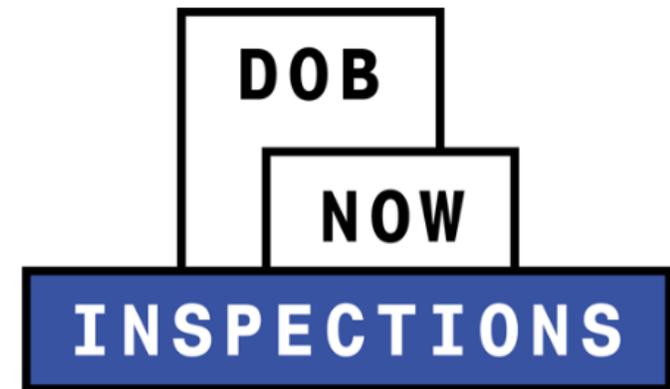
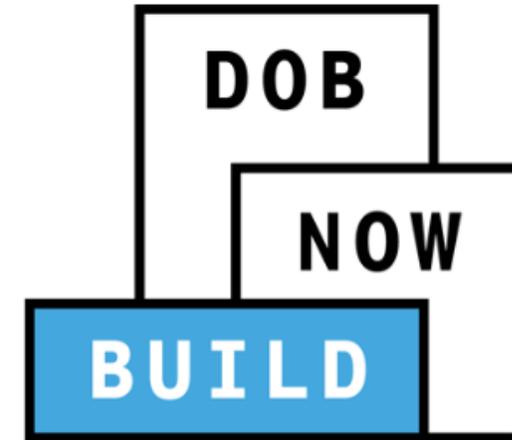
Requests Highlights	
Location	280 BROADWAY MANHATTAN 10007
BIN	1079215
Previous Applicant of Record	ADAM JOE2
Job Filing Status	Permit Entire
Superseding Request #	SR000000062
Superseding Request for	Design Professional
Superseding Request Type	Applicant of Record Supersede
Job Filing #	M00378823-I1
Current Request status	Superseding Design Professional Approved

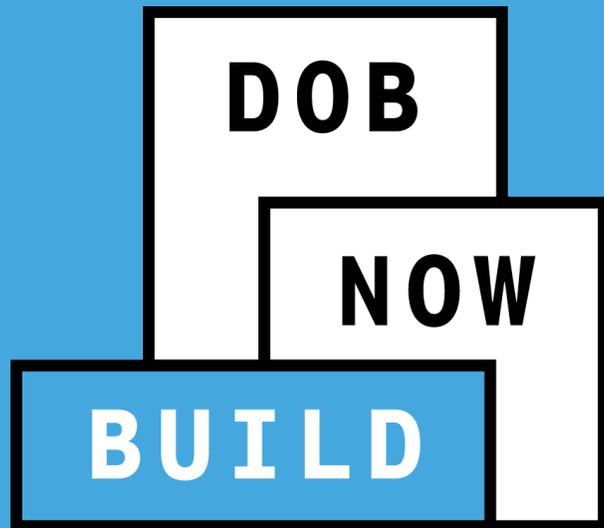
Dashboard
Requests Highlights
View Filing
Property Profile

- Upon approval of the Supersede Request, the superseded stakeholder will be displayed in the application highlights section with the label **Previous Applicant of Record**.
- Supersede Requests **cannot be filed on a PAA** record.
- Any previously approved PAAs will **continue to display** the Applicant of Record.
- Any PAA transactions that were **previously approved** before the Supersede approval will stay as-is and won't be updated.

DOB NOW: *Build* – SUPERSEDE AOR – INSPECTIONS

- DOB NOW: *Inspections* will not allow users to schedule inspections on the permit when the filing status change to **On Hold – Pending PE/RA Superseding**.
- If inspections were **already Requested** before the Supersede Request and scheduled while awaiting DOB decision, the inspection will be performed on schedule. The inspector will post results to DOB NOW: *Inspections*.
- The filing status will still read **On Hold – Pending PE/RA Superseding**.





DOB NOW: *Build* Withdrawal & Supersede

*Example: Supersede of
Owner*

- **Superseding Owner** can submit a supersede request.
- A **\$100 fee** is required.
- Attestation from the **DP** and the **Superseding Owner** is required.
- DP does not have to submit new plans.
- This process is applicable to both **Professional Certification** and **Standard Plan Examinations**.
- The request will be **Auto-Approved** by the system upon submission.

DOB NOW: *Build* – SUPERSEDE OF OWNER POST PLAN APPROVAL



This is the stakeholder that will be able to begin the **Supersede of Owner** process.

Who Submits	Who Attests
Superseding Owner	Superseding Owner and Design Professional

1. To initiate a Withdrawal Request, start by clicking the Select Action drop-down menu under the column labeled **Filing Action** and choose **Supersede**.

The screenshot shows the 'Job Filings' interface with a table of job entries. A dropdown menu is open under the 'Filing Action' column for the first row (Job# B00410229). The 'Supersede' option is highlighted in blue. A red circle with the number '1' is placed over the 'Supersede' option.

Vie...	Filing Action	Job#	Filing#	Job Type	Filing Type
	Select Action: ▾	B00410229	I1	Alteration	New Job Filing
	Select Action:		I1	Alteration	New Job Filing
	Create Work Permit		I1	Alteration	New Job Filing
	L2 (Civil Penalty Review)		I1	Alteration	New Job Filing
	PAA (Post Approval Amendment)		I1	New Building	New Job Filing
	Request Site Safety		I1	Alteration	New Job Filing
	Request TPP		I1	Alteration	New Job Filing
	Subsequent Filing		I1	New Building	New Job Filing
	Supersede		I1	New Building	New Job Filing
	View Work Permits		I1	New Building	New Job Filing
	Withdrawal		I1	New Building	New Job Filing
	Select Action: ▾	S00407210	I1	New Building	New Job Filing

1. Click **Owner** and then click the **Next** button.

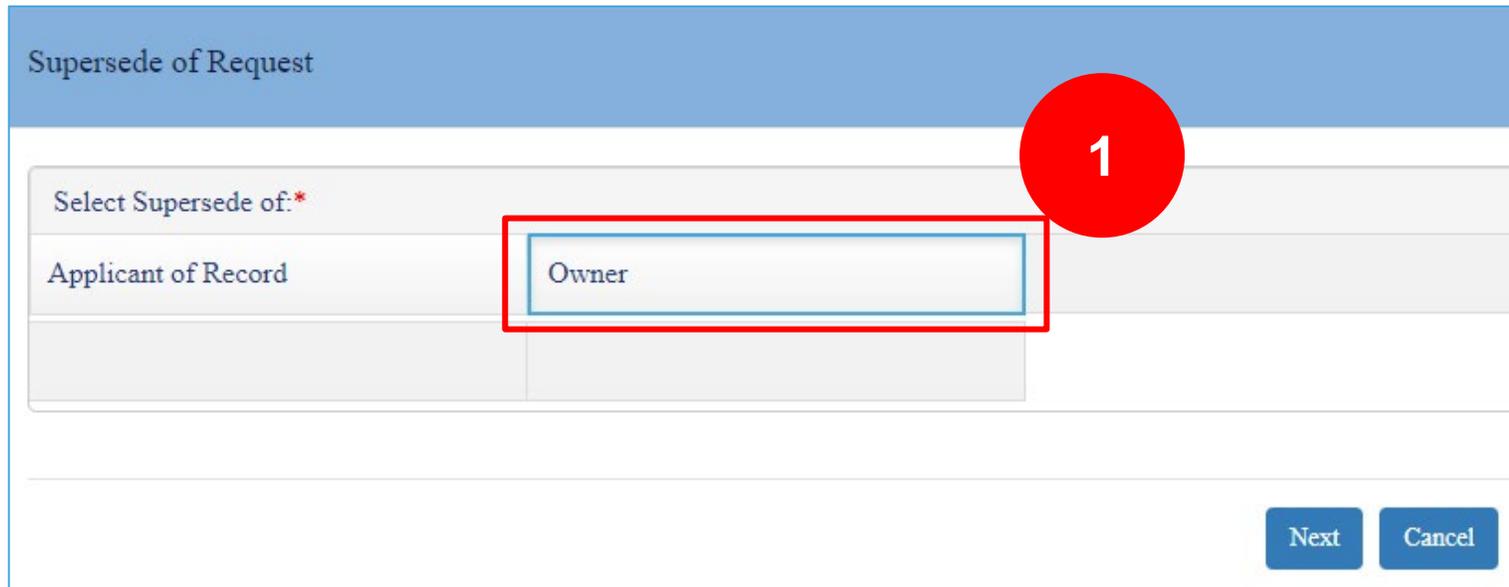
Supersede of Request

Select Supersede of:*

Applicant of Record

Owner

Next Cancel



1. The General Information Page will appear and display all the details related to the Withdrawal request.
2. Three tabs will also appear on the page.
 - General Information
 - Documents
 - Statements & Signatures

The screenshot shows a web interface for the 'General Information' page. At the top, there are 'Save' and 'Submit' buttons. Below them is a navigation menu with three tabs: 'General Information' (selected), 'Documents', and 'Statements & Signatures'. The main content area is titled 'General Information' and contains a 'Job Details' section with the following information:

Job Filing Number B00410226-I1	Job Type Alteration
Filing Review Type Professional Certification	Work Type(s) GC

DOB NOW: *Build* – SUPERSEDE OF OWNER POST PLAN APPROVAL

1. On the **General Information** page proceed to the **Superseding Owner Information** section.
2. From the **Owner Type** drop-down menu choose the appropriate selection.

The screenshot displays the 'General Information' form. The 'Job Details' section includes 'Job Filing Number' (B00410226-11), 'Job Type' (Alteration), 'Filing Review Type' (Professional Certification), and 'Work Type' (GC). The 'Location Information' section includes 'House Number' (180), 'Block' (5116), 'Street' (ARGY), 'Lot' (28), and 'Zip Code' (11218). The 'Superseding Owner Information' section is highlighted with a red circle '1' and contains an 'Email*' field with the value 'TRAININGPERA@GMAIL.COM'. A dropdown menu for 'Select Type:' is open, showing options: 'Condo Unit Owner or Co-Op Tenant-Shareholder Corporation', 'Individual', 'Non-Profit Organization Owned and Operated', 'NYC Agency', 'NYCHA/HHC', 'Other Government Owned and Operated', 'Partnership', and 'School Construction Authority'. A red circle '2' is placed over the dropdown menu.

- Add your comments at the bottom of the page in order to proceed

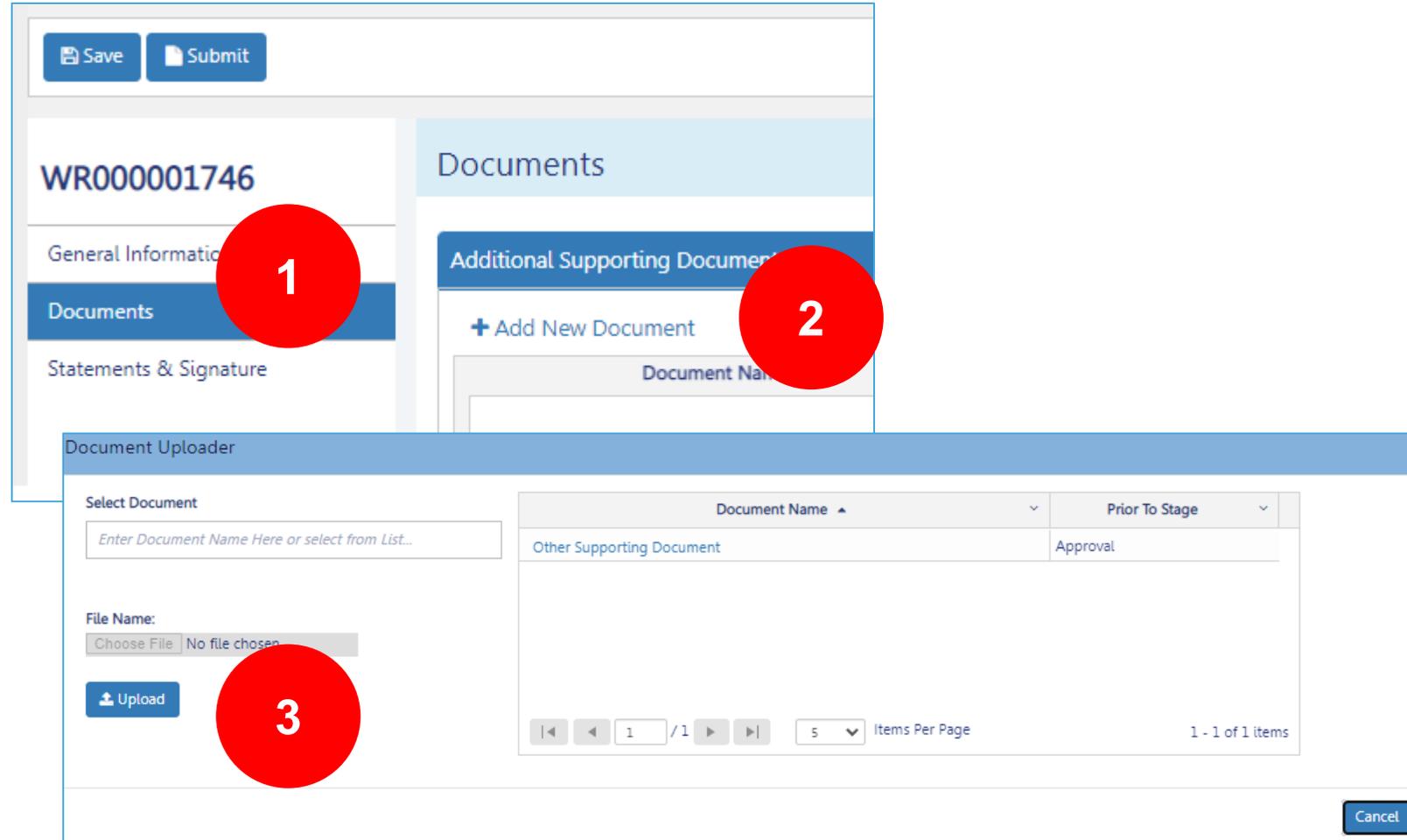
The screenshot displays a web form interface. At the top left, there are 'Save' and 'Submit' buttons. A sidebar on the left contains three menu items: 'General Information' (highlighted in blue), 'Documents', and 'Statements & Signature'. The main content area is divided into two sections. The upper section contains a table with the following data:

Telephone Number	Business Address
2123932481	280 BROADWAY
State	Zip Code
NY	10007

The lower section is titled 'Comments*' and is highlighted with a red border. It contains a text input field with the text 'Job Requirements have changed'. Below the input field, it indicates '226 characters remaining'.

DOB NOW: *Build* – SUPERSEDE OF OWNER POST PLAN APPROVAL

1. Click the **Documents** Tab
2. Click the **+ Add Document** button
3. Navigate to the Document you wish to upload and click the **Upload** button

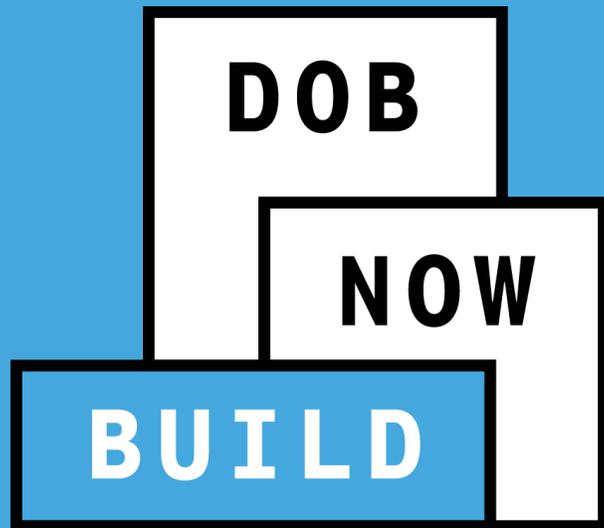


DOB NOW: *Build* – SUPERSEDE OF OWNER POST PLAN APPROVAL

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1. Click the **Statement and Signatures tab**
2. Click the **check** box to add your signature.
3. Click **Save**
4. Click **Submit**

The screenshot displays the 'Statements & Signatures' section of a web application. On the left, a sidebar menu contains the following items: 'General Information', 'Documents', and 'Statements & Signature' (which is highlighted in blue). A red circle with the number '1' is positioned over the 'Statements & Signature' menu item. The main content area is titled 'Statements & Signatures' and contains a section for 'Applicant of Record's Statement and Signature *'. This section includes a checked checkbox (with a red circle '2' over it) and a text input field containing 'TRAINER PE (Electronically Signed)'. At the bottom of the main content area, there are 'Save' and 'Submit' buttons. A red circle with the number '3' is over the 'Save' button, and a red circle with the number '4' is over the 'Submit' button. The top of the interface shows another 'Save' and 'Submit' button pair. The bottom right corner of the interface shows a sidebar menu with 'General Information', 'Documents', and 'Statements & Signature' (highlighted in blue).



DOB NOW: *Build* Withdrawal & Supersede

*Example: Withdrawal of
Applicant of Record (PE/RA)*

These are the stakeholders that will be able to begin the Withdrawal of Applicant of Record.

Who can Initiate/Submit	Who must Attest
Applicant of Record	Applicant of Record
Owner	Owner

- **The Applicant of Record** can submit a “self” withdrawal request from a specific filing (initial or subsequent). Owner can also submit a withdrawal request.
- Attestation of the user that is withdrawing is required and user will be able to enter comments. If the Applicant of Record submits request, only they provide attestation. If the **Owner** submits the request, only the **Owner** needs to provide attestation.
- It needs to be captured whether any site-related work has been done yet (i.e. add in a comments box).
- This process is applicable to both **Professional Certification** and **Standard Plan Examinations**. No filing fee is required.

View	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status
	Select Action: ▾	M00378958	S1	New Building	Subsequent Filing	Permit Entire
	Select Action: PAA (Post Approval Amendment) Work Permit L2 (Civil Penalty Review) Supersede Withdrawal		I1	New Building	New Job Filing	Plan Examiner Review

- Withdrawal Request can only be initiated on **Initial or Subsequent** filings.
- A Withdrawal Request cannot be initiated if a Superseding Request or another Withdrawal Request is in progress on the same Job Filing.

1. Clicking the **side menu button** to open up the list of Dashboards.
 2. Select **Withdrawal & Supersede**. This will display all the Withdrawal Requests and their statuses.
 3. A Withdrawal Request can be deleted at any time before submission.
- Submitting a Withdrawal Request to DOB **will not impact** the ability to submit an **L2 Request**.

The screenshot shows the DOB NOW dashboard interface. On the left is a blue side menu with a home icon, a back arrow, and a search bar. The menu categories are Job Filings, Occupancy, Permits, and Requests. The 'Withdrawal & Supersede' option is highlighted in red and labeled with a red circle containing the number '2'. A red circle with the number '1' points to the side menu icon. A red circle with the number '3' points to the 'Delete' button in the table below.

	Filing#	Job Type	Filing Type	
	55	I1	Alteration CO	New Job Filing
	08	I1	Alteration	New Job Filing
	05	I1	Alteration	New Job Filing
	13	I1	Alteration	New Job Filing

View	Filing Action	Job #	Filing #	Request Type	Request For
<input type="checkbox"/>					
<input checked="" type="checkbox"/>	Select Action: ▼	X00382023	I1	Supersede	Design Professional
<input checked="" type="checkbox"/>	Select Action: ▼	X00382547	I1	Supersede	Design Professional
<input checked="" type="checkbox"/>	Select Action: ▼	000382603	I1	Withdrawal	Applicant of Record
<input checked="" type="checkbox"/>	Select Action: ▼		I1	Supersede	Design Professional
<input checked="" type="checkbox"/>	Select Action: ▼		S1	Withdrawal	Applicant of Record
<input checked="" type="checkbox"/>	Delete		I1	Supersede	Design Professional
<input checked="" type="checkbox"/>	Select Action: ▼		I1	Supersede	Design Professional

DOB NOW: *Build* – WITHDRAWAL OF APPLICANT OF RECORD

- The stakeholder (AOR/Owner) who initiates the Request will be **automatically identified as the Requestor**, and only the Requestor can submit the Withdrawal Request.
- **Verify** the information within the General Information tab
- **Comments** must be entered as part of the Withdrawal Request.
- The Request must be **saved** in order to proceed.

1

Save Submit

General Information Documents Statements & Signature

General Information

Job Details

Job Filing Number M00378958	Job Type New Building
Filing Review Type Professional Certification	Work Type(s) GC/MS/ST/FO
Address 138 EAST 101 STREET	Borough MANHATTAN
Block 1628	Lot 159
BIN 1810227	Community Board 111
Zip Code 10029	

Requestor Information

Email BUILD105@BUILDINGS.NYC.GOV	License Type Professional Engineer
License Number 122229	First Name BUILD
Middle Initial	Last Name 105
Business Name BUILD105 LLC	Business Telephone 2129932481
Business Address 280 BROADWAY	City NEW YORK
State NY	Zip Code 10007

Comments*

255 characters remaining

2

3

DOB NOW: *Build* – WITHDRAWAL OF APPLICANT OF RECORD

DOB
NOW

The screenshot displays the DOB NOW Build application interface. At the top, a progress bar shows four stages: Pre-Filing, Pending QA Assignment, QA Review, and Approved /Rejected. Below the progress bar are 'Save' and 'Submit' buttons. The main content area is divided into a left sidebar, a central 'General Information' section, and a right 'Requests Highlights' panel. The sidebar contains a search bar with the value 'WR000000483' and a menu with options: General Information, Documents, and Statements & Signature. The 'General Information' section displays 'Job Details' in a table format. The 'Requests Highlights' panel shows key information about the request, including location, BIN, job filing status, withdrawal request details, and current status. A 'Trace History' button is visible in the right sidebar.

Pre-Filing Pending QA Assignment QA Review Approved /Rejected

Save Submit

WR000000483

General Information

Job Details

Job Filing Number	M00378958	Job Type	New Building
Filing Review Type	Standard Plan Examination or Review	Work Type(s)	GC/MS/ST/FO
Borough	MANHATTAN	Address	138 EAST 101 STREET
		Block	1628

Requests Highlights

Location	50-24 192 STREET QUEENS 11365
BIN	4127559
Job Filing Status	On Hold - Pending Withdrawal of Applicant of Record
Withdrawal Request #	WR000000246
Withdrawal Request Type	Applicant of Record
Job Filing #	Q00382603-11
Current Request status	Pending QA Assignment

Business Name: BUILD105 LLC Business Telephone: 2123932481

Dashboard Requests Highlights View Request Property Profile Trace History

- Once saved, the **Status Bar**, **Request Number** AND **Quick Actions** display.
- Access associated Job Filing details from within the **Requests Highlights** button.

DOB NOW: *Build* – WITHDRAWAL OF APPLICANT OF RECORD

DOB
NOW



WR000000483

General Information

- The Request Status Bar and Request number are displayed on the screen indicating that the Withdrawal Request has begun. The Request Workflow includes:
 - **Prefiling:** Pre- Request Submission
 - **Pending QA Assignment:** DOB Pre-Review
 - **QA Review:** DOB Review
 - **Approve or Rejected:** Decision Approved/Rejected
- The Withdrawal Request number starts with **WR** and followed by **9 digits**
- There is **no fee** for a Withdrawal Request

DOB NOW: *Build* – WITHDRAWAL & SUPERSEDE REQUEST

- Documents are not required; however, you can provide any **Additional Supporting Documents** to DOB by clicking the **+ Add New Document**.

WR000000483

General Information

Documents

Statements & Signature

Documents

Additional Supporting Documents

+ Add New Document

Document Name

Document Status

- If **Requestor** is the AOR, Statements and Signature of both the Owner and Applicant of Record is required.
- If the **Owner** is the Requestor, then only Owner's Statement and Signature is required.

General Information

Documents

Statements & Signature

Applicant of Record's Statement and Signature *

I hereby state the information on this form is correct and complete to the best of my knowledge. I understand falsification is punishable by a fine or imprisonment, or both. I also understand it is unlawful to give to a city employee, or for a contractor, either as a gratuity for properly performing the job or in exchange for special consideration. Violation of this statement or to have knowingly or negligently made a false statement or to have falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required by any agency, I may be barred from filing further applications or documents with the Department.

Name

Date

Owner's Attestation *

I hereby swear or affirm that the information on this form is correct and complete to the best of my knowledge and not a misdemeanor and punishable by a fine, imprisonment, or both. I also understand it is unlawful to give to a city employee, or for a contractor, either as a gratuity for properly performing the job or in exchange for special consideration. Violation of this statement or to have knowingly or negligently made a false statement or to have falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required by any agency, I may be barred from filing further applications or documents with the Department.

DOB NOW: *Build* – WITHDRAWAL OF APPLICANT OF RECORD

DOB
NOW

View	Filing Action	Job# ▲	Filing#	Job Type	Filing Type	Filing Status
		M00380162 ✖				
	Select Action ▼	M00380162	S1	New Building	Subsequent Filing	Permit Entire
	Select Action ▼	M00380162	P1	New Building	PAA	Approved
	Select Action ▼	M00380162	I1	New Building	New Job Filing	On Hold - Pending Withdrawal of Applicant of Record

- When the Request is submitted, the Job Filing Status & Request Highlights will change to **On Hold – Pending Withdrawal Applicant of Record**.
- An **email** will be sent to all associated stakeholders, informing them of the change.

Requests Highlights	
Location	56 PARK AVENUE MANHATTAN 10016
BIN	1017207
Previous Applicant of Record	BUILD025 BUILD025
Job Filing Status	On Hold - Pending Withdrawal of Applicant of Record
Withdrawal Request #	WR000000120
Withdrawal Request Type	Design Professional
Job Filing Number	M00380162-I1
Current Request status	Pending QA Assignment

DOB NOW: *Build* – WITHDRAWAL OF APPLICANT – APPROVED



View	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status
<input type="checkbox"/>	<input type="text"/>	<input type="text" value="X00380306"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Select Actor <input type="text"/>	X00380306	11	Alteration	New Job Filing	On Hold - Applicant of Record Withd On Hold - Applicant of Record Withdrawn

- If the Withdrawal Request is approved, the Job Filing Status will change to **On Hold – Applicant of Record Withdrawn**, and the filing status timeline will show an exclamation point.
- The PE/RA withdrawn will have read-only access to the filing, and the Applicant information section on the PW1 will be blank until the replacement stakeholder is identified.
- Additional Requests **cannot be submitted** until the withdrawn Stakeholder is replaced on the Job Filing.

DOB NOW: *Build* – WITHDRAWAL OF APPLICANT – IMPACT ON PAA



Withdrawal Requests for AOR **cannot be filed on a PAA record.**

However, if a Withdrawal Request is approved then:

- PAA's in-progress on the Job Filing will be updated to display the withdrawn user as the **previous stakeholder** in the application highlights section.
- Any PAAs that were previously Approved before the Withdrawal of the respective AOR was approved **will not be impacted/changed.**

Job Filings

Filter My Jobs ▾

View	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status	Address	Borough	Applicant of Record	Owner
<input type="checkbox"/>		X00380715 ✕								
<input checked="" type="checkbox"/>	Select Action: ▾	X00380715	P2	Alteration	PAA	Pre-filing	1792 LAFAYETTE AVE...	BRONX	BUILD 103	JOE ADAM
<input checked="" type="checkbox"/>	Select Action: ▾	X00380715	P1	Alteration	PAA	Approved	1792 LAFAYETTE AVE...	BRONX	ADAM JOE1	JOE ADAM
<input checked="" type="checkbox"/>	Select Action: ▾	X00380715	S1	Alteration	Subsequent Filing	Permit Entire	1792 LAFAYETTE AVE...	BRONX	BUILD 103	JOE ADAM
<input checked="" type="checkbox"/>	Select Action: ▾	X00380715	I1	Alteration	New Job Filing	LOC Issued	1792 LAFAYETTE AVE...	BRONX	ADAM JOE1	JOE ADAM

DOB NOW: *Build* – WITHDRAWAL OF APPLICANT – REJECTED



Withdrawal & Supersede

View	Filing Action	Job #	Filing Numb...	Request Type	Request For	Request Number	Request Status
	Select Action: ▼	X00387470	I1	Withdrawal	Applicant of Record	WR000000505	Withdrawal of Applicant of Record Approved
	Select Action: ▼	X00387426	I1	Supersede	Applicant of Record	SR000000326	Rejected
	Select Action: ▼	X00386658	I1	Withdrawal	Contractor	WR000000496	Withdrawal of Contractor Approved

- If the Withdrawal Request is **Rejected**, the Job Filing status will be reverted to the original Job Filing status.
- An **email** will go out to all the stakeholders associated informing the change in status.

Applicant of Record/Owner **must submit a new Request**, resubmission on the rejected Request will not be allowed.

DOB NOW: *Build* – WITHDRAWAL OF APPLICANT – IMPACT



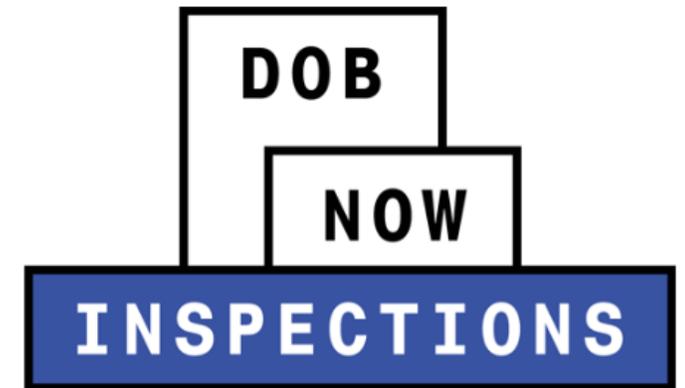
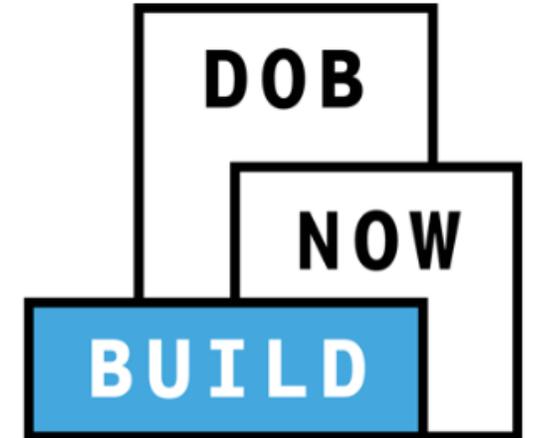
Here is table listing the **effects or status updates** on transactions associated to a Job filing after a Withdrawal request is Submitted or Approved.

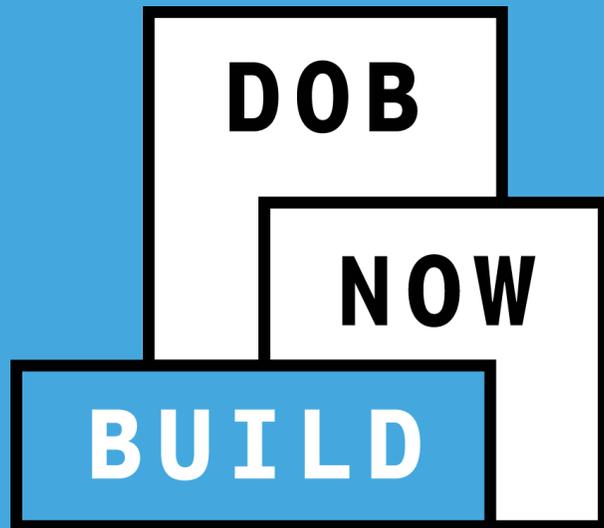
PE/RA WITHDRAWAL REQUEST	JOB FILING	PERMIT	AHV	LOC
SUBMITTED FOR REVIEW	On Hold – Pending Withdrawal of Applicant of Record			
APPROVED	On Hold – Applicant of Record Withdrawn			

DOB NOW: *Build* – AOR WITHDRAWAL – INSPECTIONS

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NOW

- DOB NOW: *Inspections* cannot be scheduled on the permit when the Job Filing status changes to **On Hold – Pending PE/RA Withdrawal**.
- If inspections were **already Requested and scheduled** before the Withdrawal Request, the inspection will be performed as scheduled.
- If inspection results were received while the Withdrawal Request was in process, the Permit status changes to **Signed-off** when rejected.
- If inspection results were received while the Withdrawal Request was in process, the Permit status changes to **On Hold – Pending PE/RA Withdrawn** when approved.





DOB NOW: *Build* Withdrawal & Supersede

*Example: Withdrawal of
Contractor*

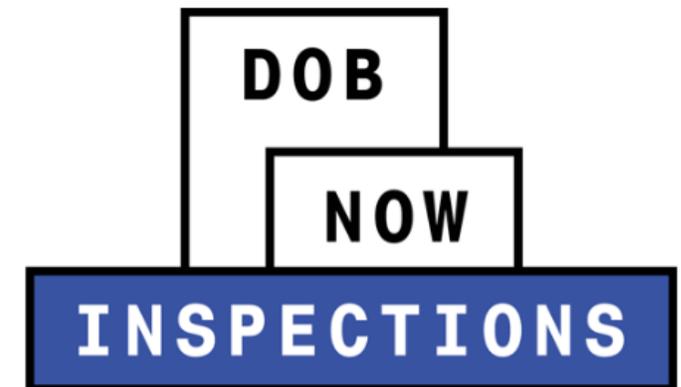
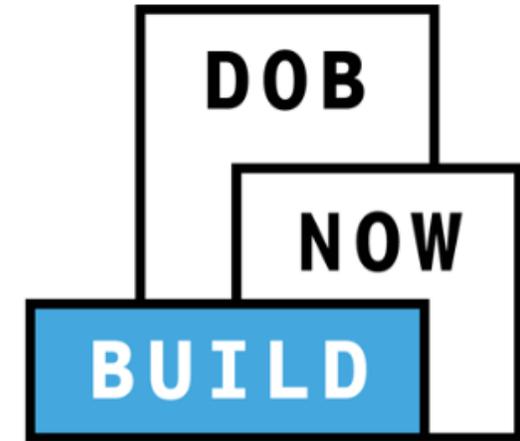
- This request is **Auto-Approved** by the system.
- Either the **Owner** or the **Contractor** can file a Contractor Withdrawal Request on the Permit (PW2). The permit is in **Permit Issued** and **not signed-off** to initiate a Withdrawal Request of the Contractor
- The Stakeholder (Contractor/Owner) who initiates the Request will be automatically identified as the Requestor, and only the Requestor can submit the Withdrawal Request.
- When the Request is submitted, the status will change to Approved. An email will be sent to all associated stakeholders, informing them of the change.
- Once the Withdrawal is auto-approved, the Contractor withdrawn will have view-only access to the filing and the status of the Permit will change to Stop Work – Contractor Withdrawn.

- No Permit renewals can be initiated or submitted, when a Contractor has been withdrawn, the filing status will show **Stop Work – Contractor Withdrew** and
- AHV status will change to **Stop Work – Contractor Withdrew**.
- Additional Permits within the filing will not be impacted.
- DOB NOW: *Build* will not allow additional Contractor Withdrawal Requests until the withdrawn stakeholder is replaced on the Permit.
- There is no fee for a Contractor Withdrawal Request.

DOB NOW: *Build* – WITHDRAWAL OF CONTRACTOR - INSPECTIONS

DOB
NOW

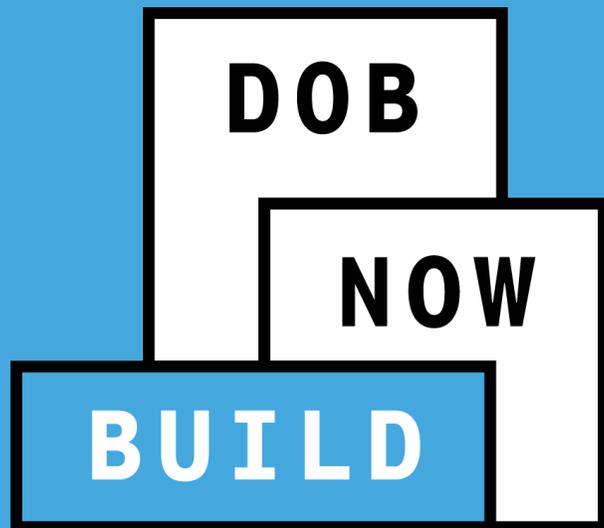
- DOB NOW: *Inspections* will not allow users to schedule inspections on the permit when the filing status changes to **On Hold – Pending Contractor Withdrawn**.
- If inspections were already Requested before the Withdrawal Request and scheduled while awaiting DOB decision, the inspection will be performed as scheduled.
- If inspection results were received while the Withdrawal Request was in process, the Permit status changes to **Signed-off** when rejected.
- If inspection results were received while the Withdrawal Request was in process, the Permit status changes to **On Hold – Pending Contractor Withdrawn** when approved.



To Supersede a Contractor, use the **Renewal with Changes** option on the Work Permit (PW2). The following rules will apply as previously mentioned:

- If any of the contacts on the PW2 are changing, it will be **classified as Renewal with Changes**.
- The processes for Review and Renewal is the **same as the Initial Permit**.





DOB NOW: *Build* Withdrawal & Supersede

*Example: Withdrawal of
Filing Representative / Preparer
or Delegated Associate*

- Currently, the system allows the **Filing Rep** and **Delegate Associate** information to be updated prior to approval. However, once plans are approved, they cannot be modified unless a PAA is filed.
In the future, the system will allow the **Filing Rep** and **Delegated Associate** Information to be modified after the plans have been approved.
- In the future, the Owner, Applicant of Record, and/or any of the **Delegated Associates** on a Job Filing can **update the Filing Representative** section information.
- The Owner or Applicant of Record will also be able to **add or remove Delegated Associates**.
- There is **no fee** and **no DOB approval** needed for these actions.
- The action is taken in the original **Job Filing** and not in a separate request.

DOB NOW: *Build* – WITHDRAWAL OF FILING REPRESENTATIVE/DELEGATED ASSOCIATE



These are the Stakeholders that will be able to modify and begin the Withdrawal of Filing Representative/Delegated Associate.

Who Submits	Who Attests
Applicant of Record PE/RA	Applicant of Record
Existing Filing Representatives	Owner/AOR and Delegated Associates
Delegated Associates	Owner/AOR and Delegated Associates
Owner	Owner and Applicant of Record

DOB NOW: *Build* – WITHDRAWAL OF FILING REPRESENTATIVE/DELEGATED ASSOCIATE



1. On the main dashboard double click the job filing you wish to initiate the [Withdrawal of The Filing Rep](#) on.

+ Job Filing + Permits + Requests + Notifications + BIS Schedule of Occupancy + Certificate of Occupancy Request + Landmark

Job Filings

Filter My Jobs ▾

View	Filing Action	Job #	Filing#	Job Type	Filing Type	Filing Status
<input type="checkbox"/>						
<input checked="" type="checkbox"/>	Select Action: ▾	26	I1	Alteration	New Job Filing	Approved
<input checked="" type="checkbox"/>	Select Action: ▾	B00410216	I1	Alteration	New Job Filing	Approved

1. Click the **Stakeholders** section to expand it.

B00410226-I1	Plans/Work (PW1) - Alteration
Plans/Work (PW1)	Location Information*
Zoning Information	Stakeholders* 1
Cost Affidavit (PW3)	Filing Review Type, Work Type/Filing Includes*
Technical Report 	Additional Information*
Technical Report (TR1/4/5/5H)	Additional Considerations, Limitations or Restrictions*
Documents	NYCECC Energy Compliance*
Work Permit (PW2)	
Statements & Signatures	

DOB NOW: *Build* – WITHDRAWAL OF FILING REPRESENTATIVE/DELEGATED ASSOCIATE

DOB
NOW

1. ON the Stakeholder page scroll down to the **Filing Representative Class1/Preparer.**
2. Fill in the appropriate information.
3. Click **Save.**

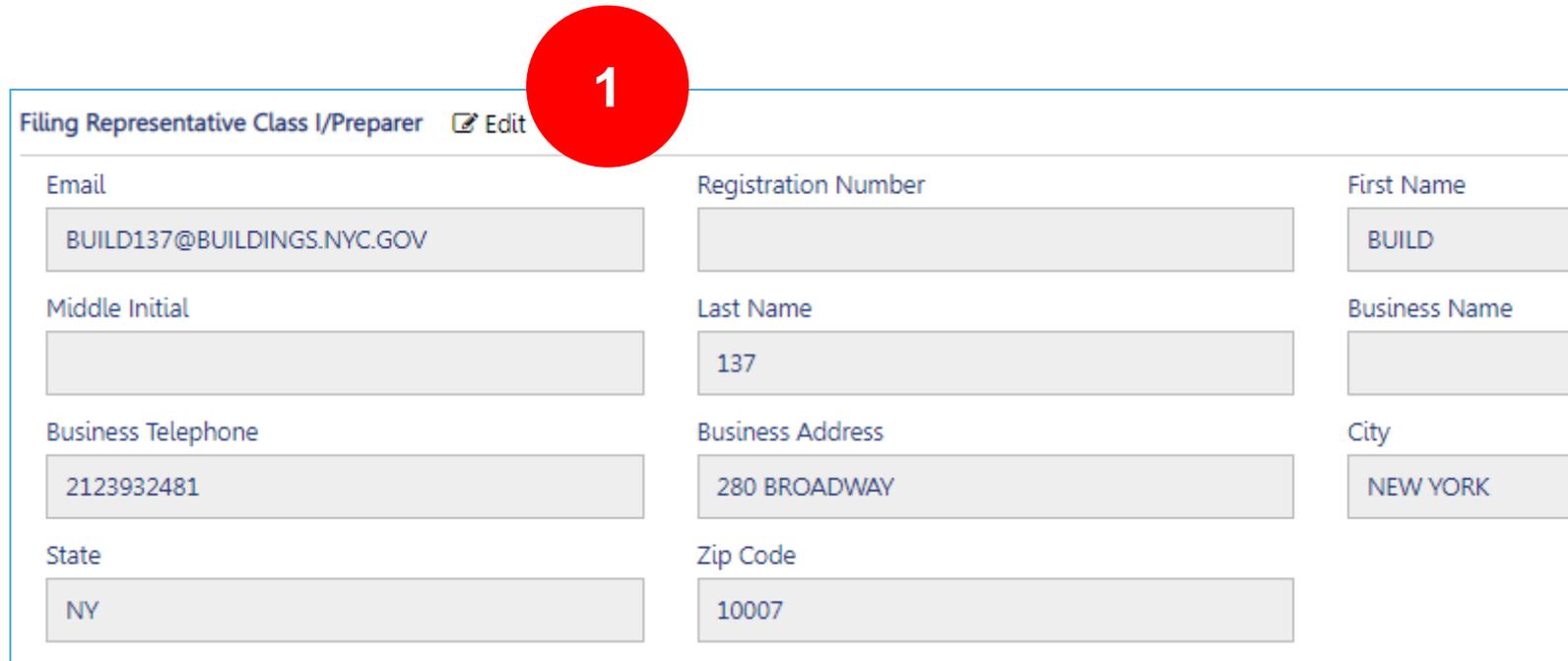
The screenshot shows a web form titled "Filing Representative Class I/Preparer" with a "Save" button. The form contains several input fields with the following values:

Field	Value
Email	BUILD137@BUILDINGS.NYC.GOV
Registration Number	
Middle Initial	
Last Name	137
Business Telephone	2123932481
Business Address	280 BROADWAY
State	NY
Zip Code	10007

Red circles with numbers 1, 2, and 3 are overlaid on the form. Circle 1 is on the title, circle 2 is on the Middle Initial field, and circle 3 is on the Save button.

DOB NOW: *Build* – WITHDRAWAL OF FILING REPRESENTATIVE/DELEGATED ASSOCIATE

1. If you wish to edit the any of the existing information, click the **Edit** button



The screenshot shows a form titled "Filing Representative Class I/Preparer" with an "Edit" button. A red circle with the number "1" is placed over the "Edit" button. The form contains the following fields:

Email	Registration Number	First Name
BUILD137@BUILDINGS.NYC.GOV		BUILD
Middle Initial	Last Name	Business Name
	137	
Business Telephone	Business Address	City
2123932481	280 BROADWAY	NEW YORK
State	Zip Code	
NY	10007	

DOB NOW: *Build* – WITHDRAWAL OF FILING REPRESENTATIVE/DELEGATED ASSOCIATE

DOB
NOW

1. Enter the new information and then click [Save](#)

Filing Representative Class I/Preparer  Save

Email	Registration Number	First Name
<input type="text" value="BUILD136@buildings.ny"/> <input type="text" value="BUILD136@BUILDINGS.NYC.GOV"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Last Name	Business Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Telephone	Business Address	City
<input type="text"/>	<input type="text"/>	<input type="text"/>
State	Zip Code	
<input type="text"/>	<input type="text"/>	

1. Scroll down to the **Delegated Associates (Filing Representative Class II or Other Licensee)** section.
2. Click the **+ Add button** to add a **Delegated Associate**

Delegated Associates (Filing Representative Class II or Other Licensee)

+ Add

Action	Name	Email

Total Items: 0

DOB NOW: *Build* – WITHDRAWAL OF FILING REPRESENTATIVE/DELEGATED ASSOCIATE

DOB
NOW

1. After clicking the **+ Add** button a new window open. Fill in the appropriate information.
2. From the License type drop-down menu choose the appropriate selection.
3. Click **Save**.

Associated Delegate Details

Email*	License Type*	License Number
<input type="text" value="BUILD136@BUILDINGS.NYC.GOV"/>	<input architect,="" dropdown="" engineer,="" master="" menu="" open="" options:="" preparer,="" professional="" registered="" rigger<="" td="" type="text" value="Professional Engineer" with=""/> <td><input type="text" value="999011"/></td>	<input type="text" value="999011"/>
First Name		Last Name
<input type="text" value="BUILD"/>		<input type="text" value="136"/>
Business Name*	Business Telephone	Business Address
<input dropdown="" menu<="" td="" type="text" value="Select Type:"/> <td><input type="text"/></td> <td><input type="text"/></td>	<input type="text"/>	<input type="text"/>
City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

DOB NOW: *Build* – WITHDRAWAL OF FILING REPRESENTATIVE/DELEGATED ASSOCIATE

1. If you need to **Edit** or **Delete** any of the **Delegated Associates (Filing Representative Class II or Other Licensee)** Click the appropriate button under the **Actions** column.

Delegated Associates (Filing Representative Class II or Other Licensee)

+ Add

Actions	Name	Email	License
 	PE TRAINER	TRAININGPERA@GMAIL.COM	PE - 098999

Total Items: 1