SERVICE NOTICE

DOB NOW: *Build* Updates – BIS Schedule of Occupancy and Certificate of Occupancy

Effective May 17, 2021, DOB NOW: *Build* will be updated with a Correction feature for BIS Schedule of Occupancy requests and expanded capability for entering job reference numbers. Certificate of Occupancy requests will be fee exempt when applicable.

BIS Schedule of Occupancy Corrections

To submit a correction to an Approved Job Schedule of Occupancy (JSO), select **+Schedule of Occupancy for BIS Job** and then **Correction** from the DOB NOW: *Build* dashboard. Submit a correction to update the JSO, which includes updates related to a Schedule A that has been amended in BIS. Any logged in user with an eFiling account associated to a license/registration number can submit a correction.

A Correction cannot be initiated if there is another JSO on the BIN in Pre-filing, Incomplete, Plan Examiner Review, or Objections status, or if there is a Certificate of Occupancy (CO) request for the associated JSO in Pre-filing or Project Advocate/QA Review status. A Correction is allowed if the associated CO request is in Objections status.

A Correction will allow the applicant to update the Requestor Information, Additional Contact Information, CofO Comments, Floor/Uses and Documents. If the floor/uses are in Verified status and a CO has not been issued on the BIN, applicants can correct the floor/uses for the same job number used to create the JSO but cannot correct floor/uses associated with another job number. The applicant can add or delete floor/uses as part of the correction. Floor/Uses cannot be corrected if a CO was issued and the floor is in Verified status.

Once a Correction is submitted it will undergo the same review process as initial JSOs. Only one Correction submission can be in process at a time. While a Correction is under review, a CO request cannot be created for the associated JSO. A Requestor or Additional Contact can delete a Correction if it is in Pre-filing or Incomplete status.

Schedule of Occupancy Job Reference Numbers

The Job Reference field for a floor/use record has been updated to allow for pre-BIS job numbers. A question has been added to indicate: **How was the Occupancy issued?** The options to select are: BIS or DOB NOW job number, pre-BIS job number or Other.

Fee Exempt Certificate of Occupancy requests

If the DOB NOW or BIS job number that is used to create the Certificate of Occupancy request is fee exempt, then the CO request will also be fee exempt.

Visit the **DOB NOW training page** to sign up for a Q&A Session held Tuesdays from 2:00 – 4:00 pm and to view FAQs and other training resources. Questions can also be submitted to the DOB NOW Help Form at **www.nyc.gov/dobnowhelp**.