BIS OPTIONS

NYC Buildings

# New License Application Step-by-Step Guide

The following Step-by-Step Guide will outline the steps applicable to New License Applications and associated Business Approval Requests in DOB NOW: *BIS Options.*

**HELPFUL LINKS**

YouTube.com/nycbuildings

NYC.gov/dobnowinfo

NYC.gov/dobnowhelp

@NYCBuildings

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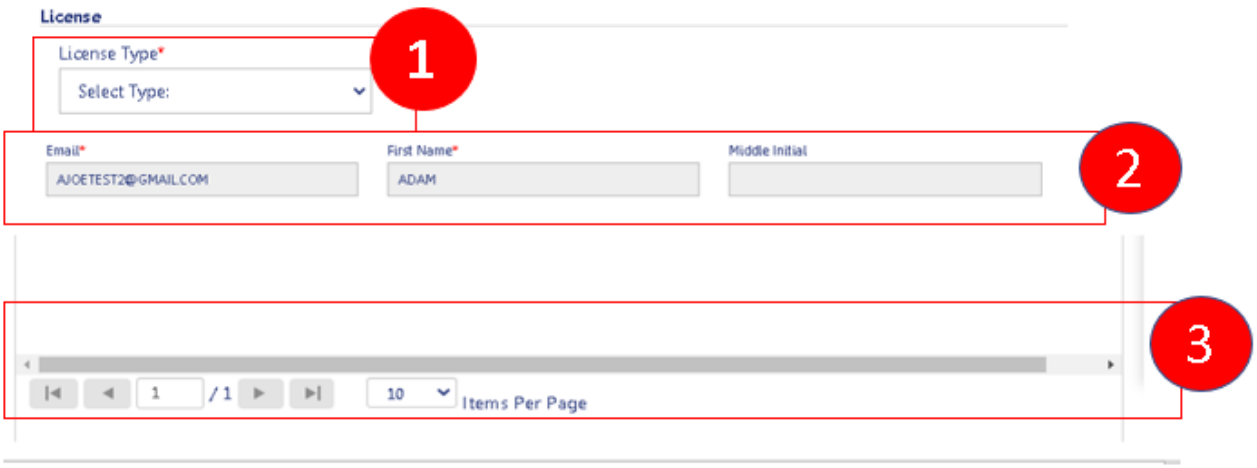
## Requirements

- Before creating your application, review the qualifications and download the required forms for your license type: nyc.gov/doblicensing.
- To log into DOB NOW, you must have an eFiling account. To register: nyc.gov/dobefiling. For more information about how to create an eFiling account: nyc.gov/dobnowtips.
- To successfully navigate DOB NOW, turn off the pop-up blockers on your browser. Chrome is the preferred browser for DOB NOW.

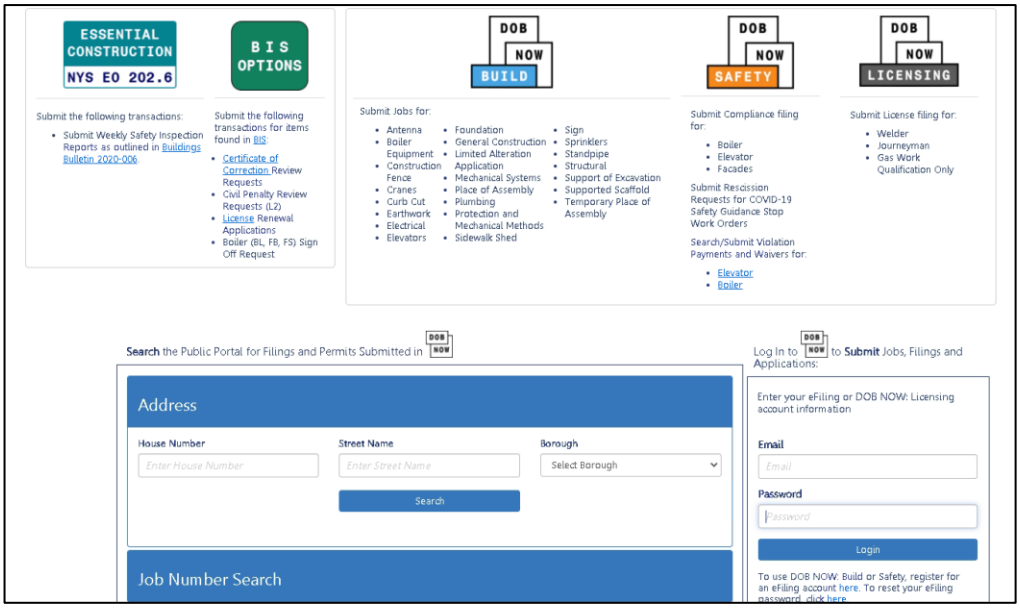
## SYSTEM GUIDELINES

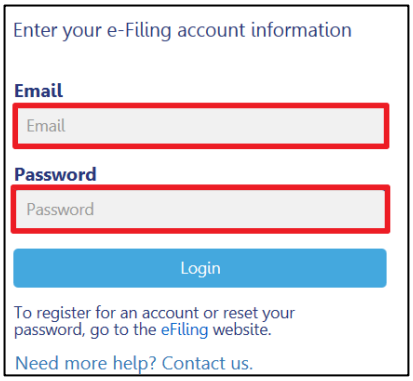
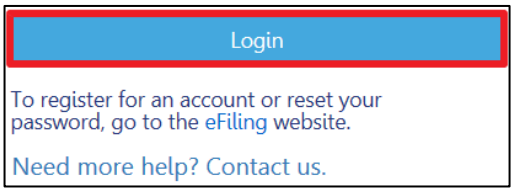
1. Fields with a red asterisk (*) are required and must be completed.
2. Grayed-out fields are Read-Only or are auto-populated by the system.
3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options or full fields.



## Log into DOB NOW: BIS Options

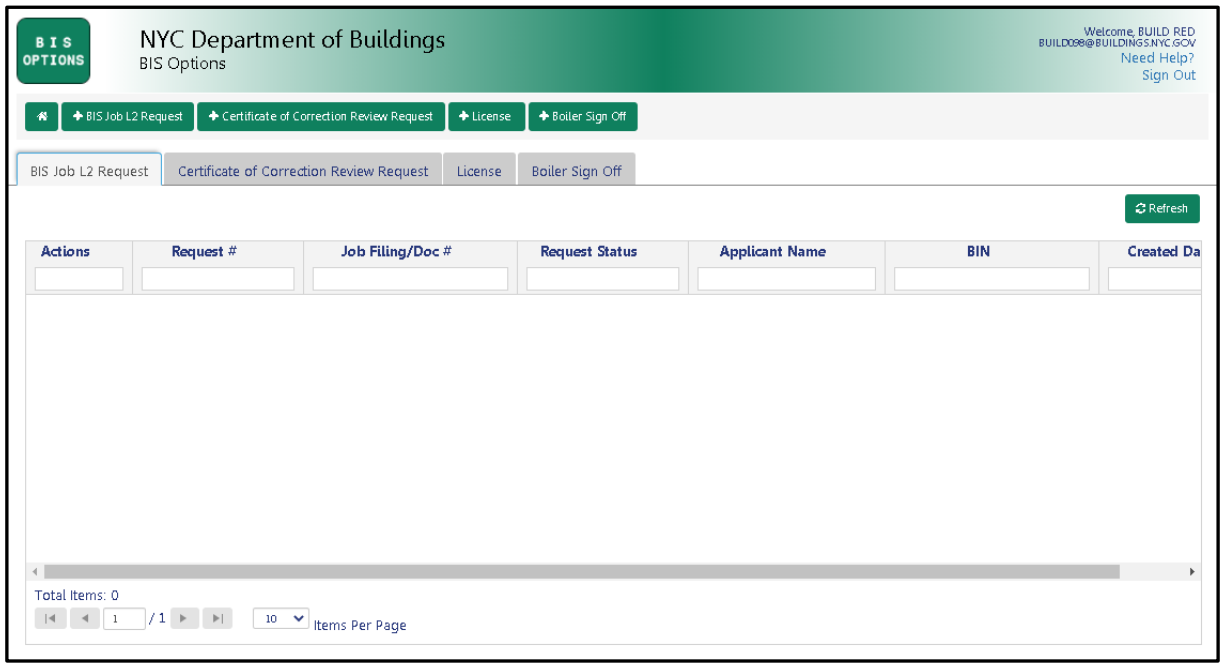
Follow the steps below to access DOB NOW: BIS Options and initiate a New License Application.

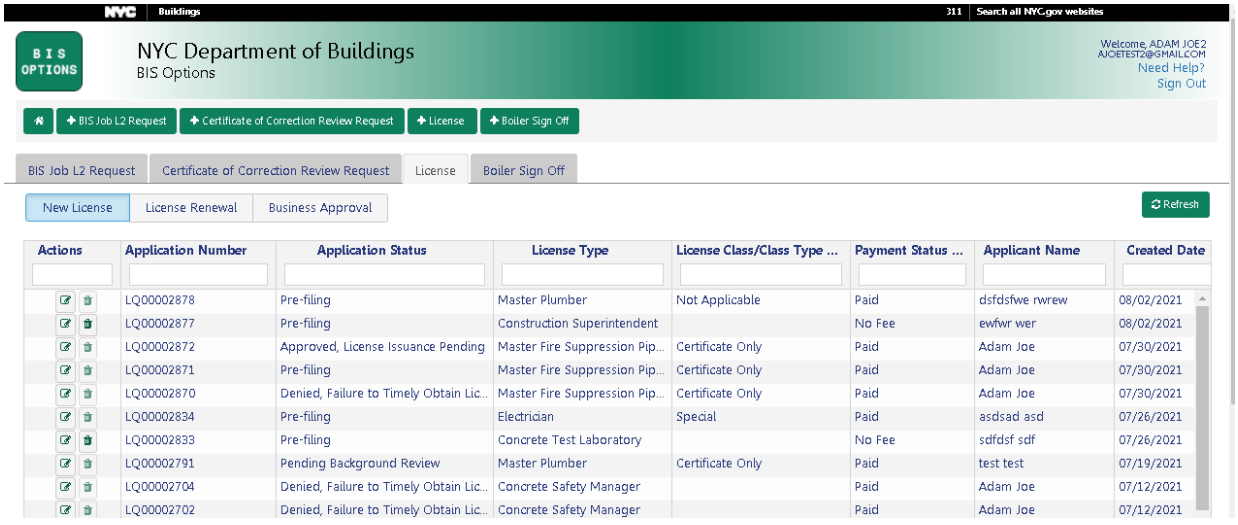
| Step | Action |
|---|---|
| 1. | Open a Chrome browser. |
| 2. | Enter www.nyc.gov/dobnow in the URL field at the top of the browser window. |
| 3. | Press **Enter** on your keyboard. |
| | The DOB Login page displays.   |

| Step | Action |
|---|---|
| 4. | An eFiling account is required to log in. If you do not have an eFiling account, create one at: nyc.gov/dobefiling. Once your account is active, enter the email address on your eFiling account and your eFiling password.<br>  |
| 5. | Click **Login**.<br>  |

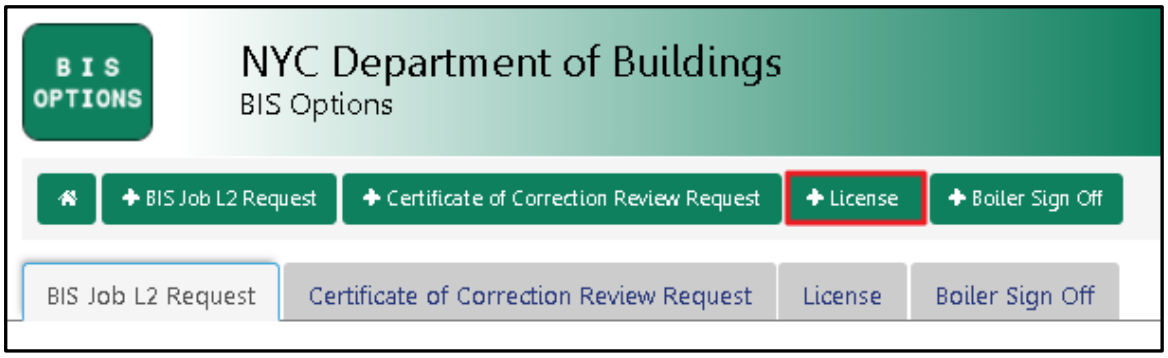
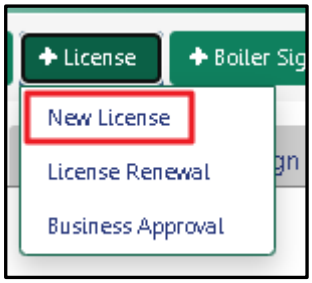
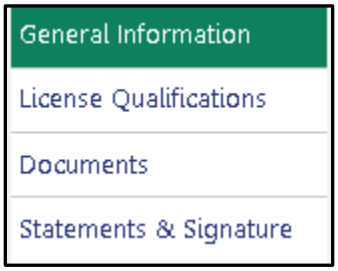
| Step | Action |
|---|---|
| 6. | The DOB NOW Welcome page displays. Click ***BIS Options***. |

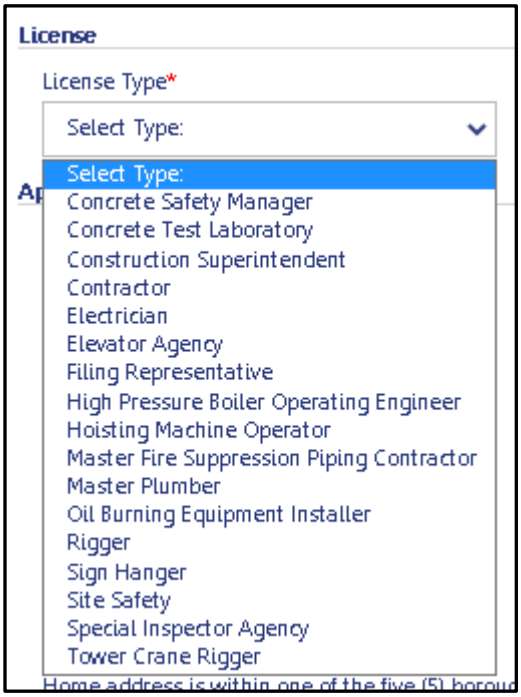
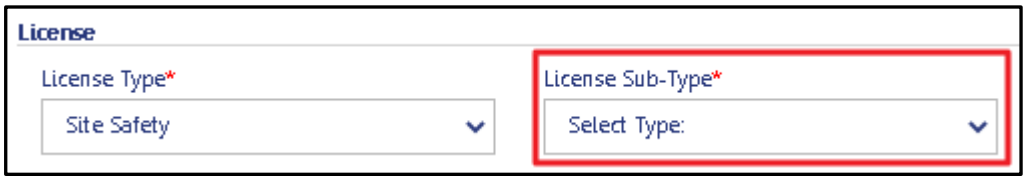
| Step | Action |
|---|---|
| | The *BIS Options* Dashboard displays. The **BIS Job L2 Request Dashboard** displays by default. |
| | Once you have saved a license application, it will be visible by clicking on the gray **License** tab.<br><br>Using the lower tabs, you can open any in process New License, License Renewal and Business Approval applications. |



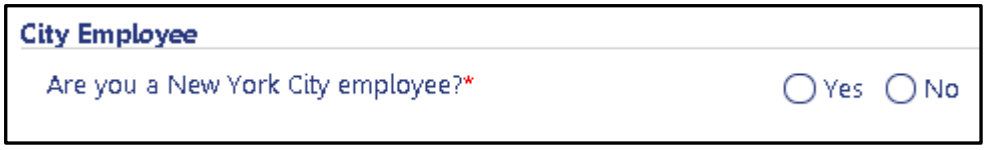



## New License Applications

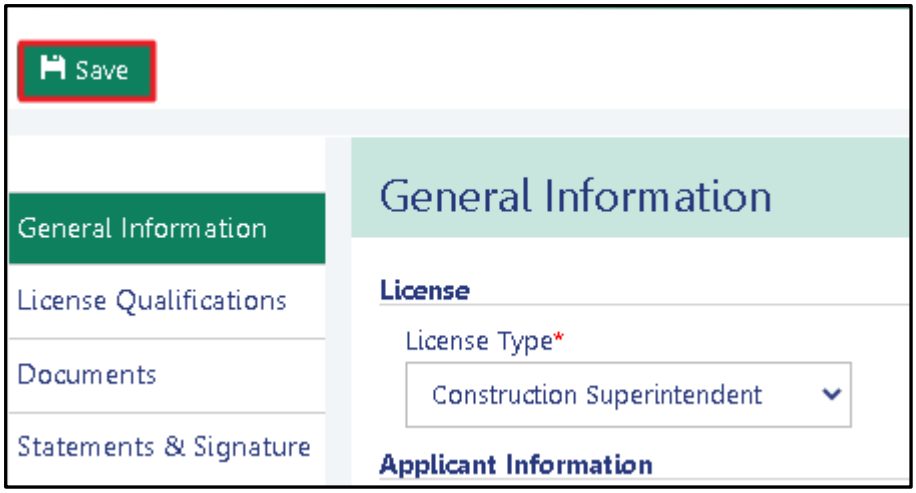
| Step | Action |
|---|---|
| 1. | Select **+ License** at the top of the screen.<br>  |
| 2. | A drop-down displays, allowing you to select:<br>■ New License<br>■ License Renewal<br>■ Business Approval<br>Select **New License**.<br>  |
| ⓘ | License requests have four tabs:<br>■ General Information<br>■ License Qualifications<br>■ Documents<br>■ Statements & Signature<br>  |

| Step | Action |
|---|---|
| 3. | In the **General Information** tab, first select the **License Type** you are applying for.<br>The options are:<br>■ Concrete Safety Manager<br>■ Concrete Test Laboratory<br>■ Construction Superintendent<br>■ Contractor<br>■ Electrician<br>■ Elevator Agency<br>■ Filing Representative<br>■ High Pressure Boiler Operating Engineer<br>■ Hoisting Machine Operator<br>■ Master Fire Suppression Piping Contractor<br>■ Master Plumber<br>■ Oil Burning Equipment Installer<br>■ Rigger<br>■ Sign Hanger<br>■ Site Safety<br>■ Special Inspection Agency<br>■ Tower Crane Rigger<br>  |
| | Most License Types require you to specify a **License Sub-Type** in a second drop-down.<br>  <br>The below five License Types do not have a Sub-Type:<br>■ Concrete Safety Manager<br>■ Concrete Test Laboratory<br>■ Construction Superintendent<br>■ Special Inspection Agency<br>■ Tower Crane Rigger |

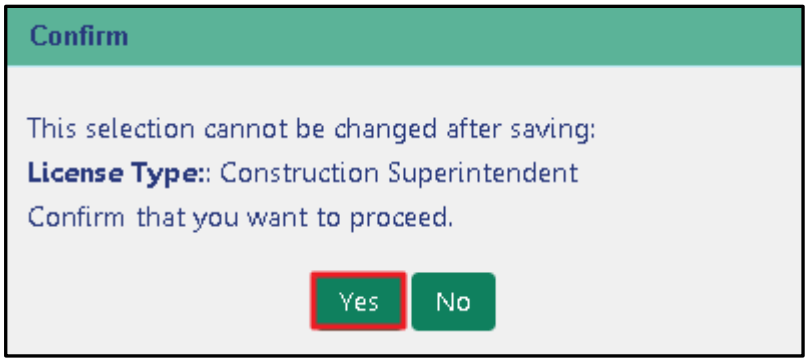
| Step | Action |
|---|---|
| 4. | The email address you used to log into DOB NOW will auto-populate in the Applicant Information section. The name, address and phone information are auto-populated from your eFiling account.<br><br>To update the name, address or phone number, log into eFiling nyc.gov/dobefiling and select Manage Account. If changes are required, do not save this application until the eFiling account information is updated.<br><br>Enter your Date of Birth and select the appropriate radio button to indicate if "Home address is within one of the five (5) boroughs of New York City."<br><br>**Applicant Information**<br>Applicant Information is auto-populated from the eFiling account associated with the email address. To update the name, address or phone number, log into eFiling at www.nyc.gov/dobefiling and select Manage Account. If changes are required, do not save this application until the eFiling account information is updated.<br>Email* AJOETEST2@GMAIL.COM<br>First Name* ADAM<br>Middle Initial<br>Last Name* JOE2<br>Home Street Address* AJ2<br>City* NYC<br>State* NY<br>Zip* 10000<br>Telephone (201) 222-3333<br>Date of Birth (mm/dd/yyyy)*<br>Home address is within one of the five (5) boroughs of New York City* ◯ Yes ◯ No |
| 5. | Answer the three yes/no questions in the **Conviction and Fines** section:<br><br>■ Have you ever been convicted or pled guilty to an offense anywhere (an offense is defined as a violation, misdemeanor or felony)?<br>■ Do you owe any penalties or fines to the City of New York?<br>■ Does any company or business you have been associated with under your Department-issued license owe any fines, penalties or fees to the City of New York that were incurred during your association with that company or business?<br><br>**Conviction and Fines**<br>Have you ever been convicted or pled guilty to an offense anywhere (an offense is defined as a violation, misdemeanor or felony)?* ◯ Yes ◯ No<br>Do you owe any penalties or fines to the City of New York?* ◯ Yes ◯ No<br>Does any company or business you have been associated with under your Department-issued license owe any fines, penalties or fees to the City of New York that were incurred during your association with that company or business?* ◯ Yes ◯ No |

| Step | Action |
|---|---|
| 6. | Answer Yes or No to "**Are you a New York City employee?**"<br>  |
| 7. | There is a comments section at the bottom of the **General Information** tab. This is an optional field.<br> |

| Step | Action |
|---|---|
| 8. | To move to the next tab, first select **Save**. |

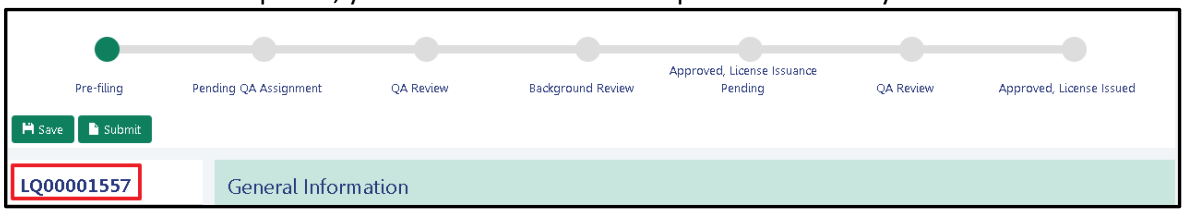


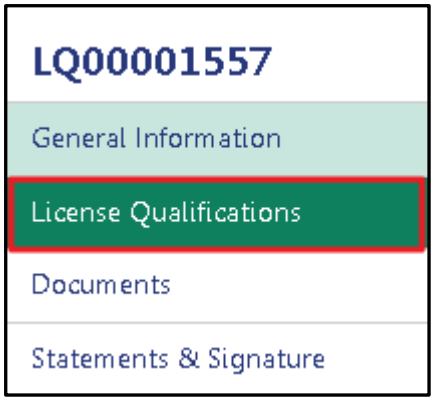
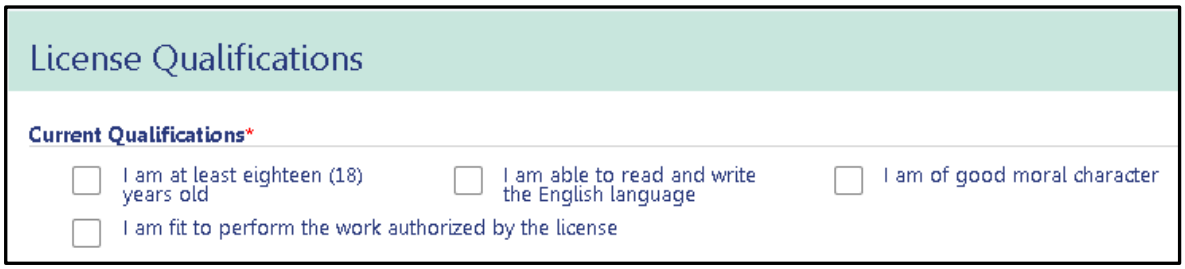

Once you save the application, you cannot change the license type. A pop-up will appear to confirm that you want to proceed.

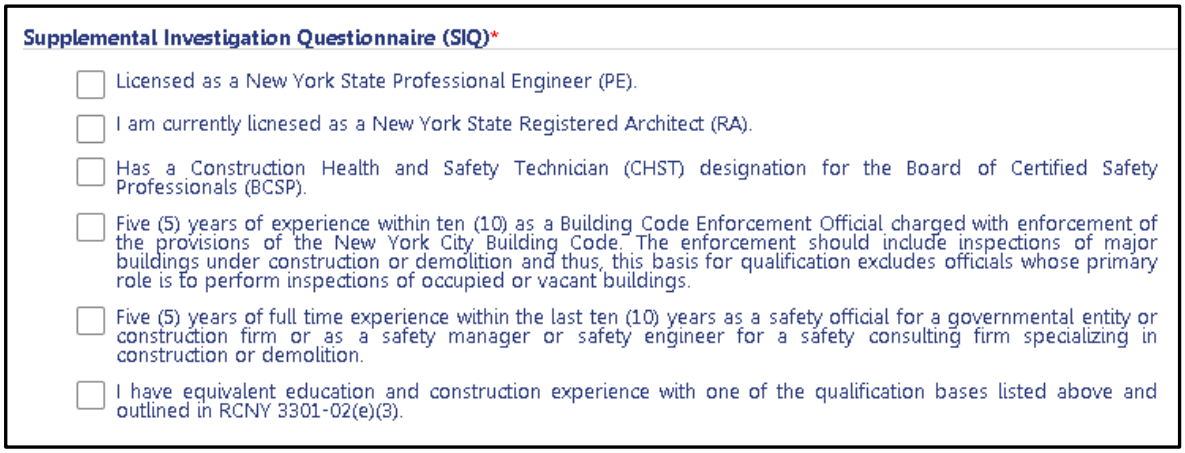


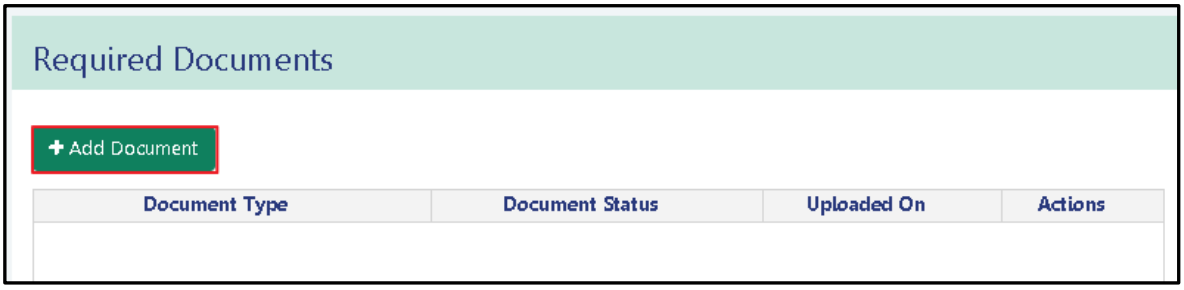
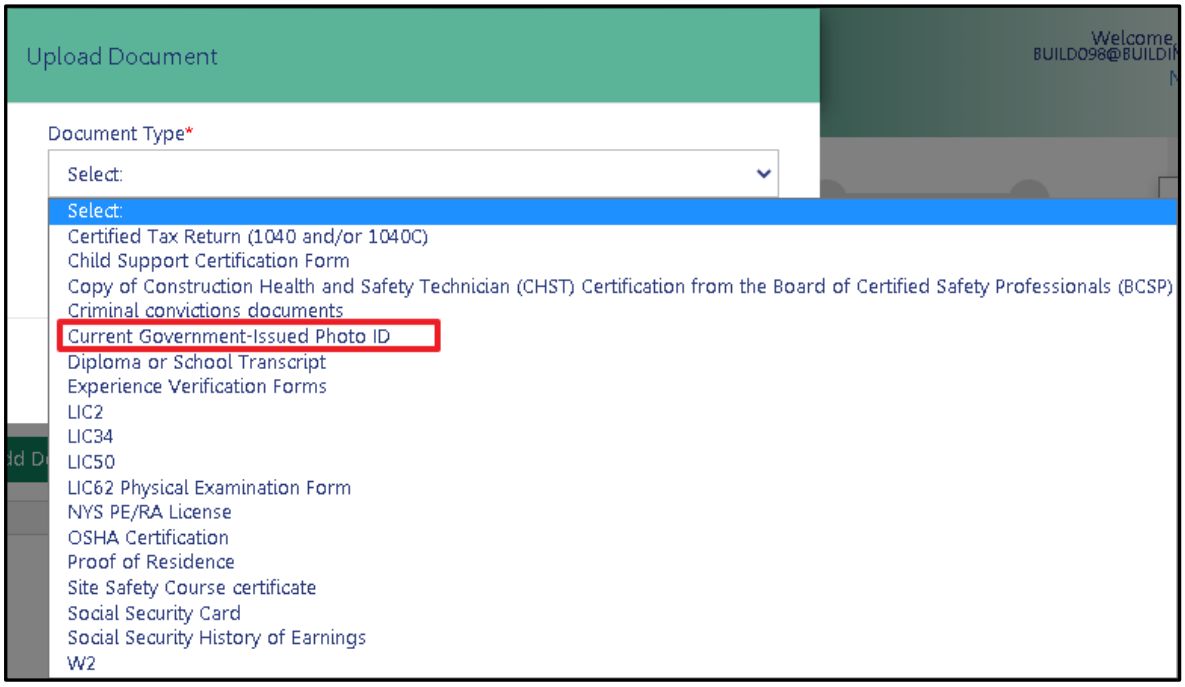

You will then see a pop-up notification stating "Application has been Saved." Cick **OK**.

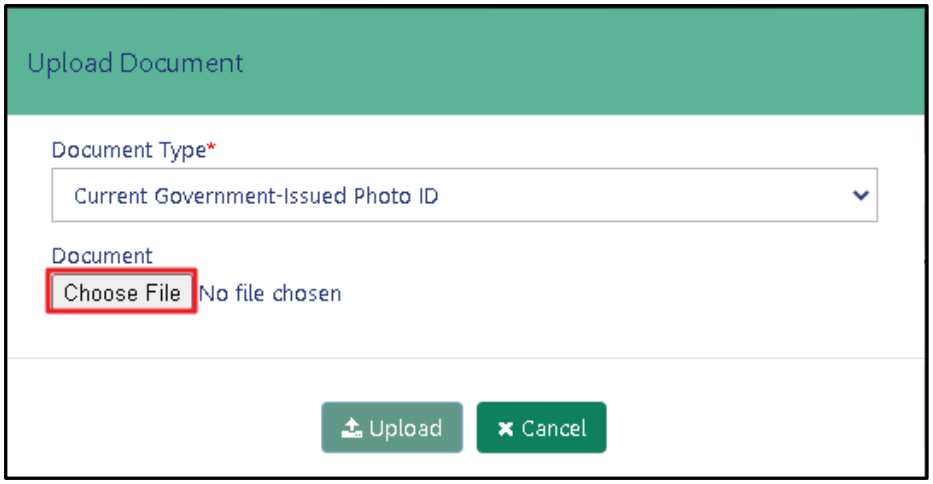
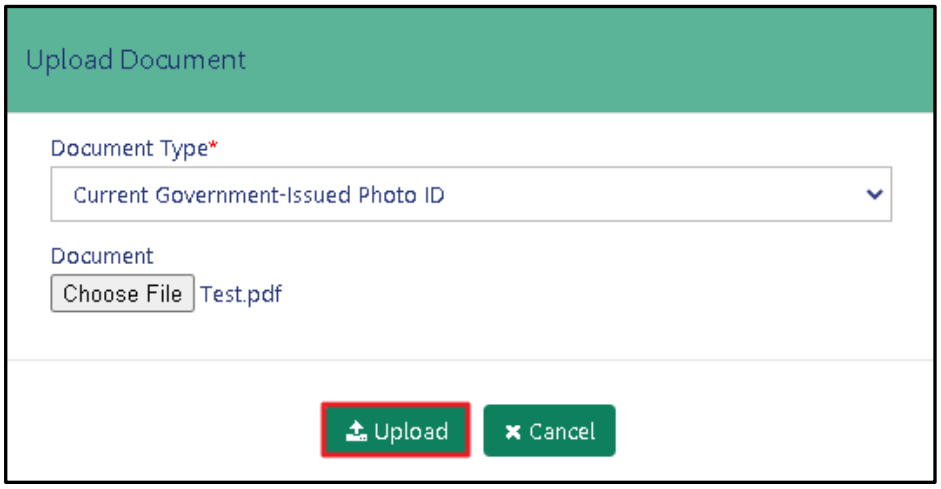
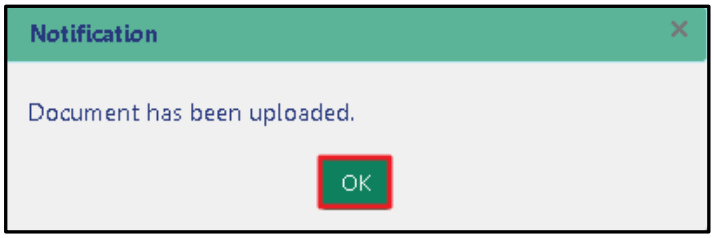
A **Status Bar** and a **Licence Request** number will appear. Now that you have a License Request number, you can log in and out of the system and continue to edit this application. When you log into DOB NOW: BIS Options, you will see this License Request number on your dashboard.

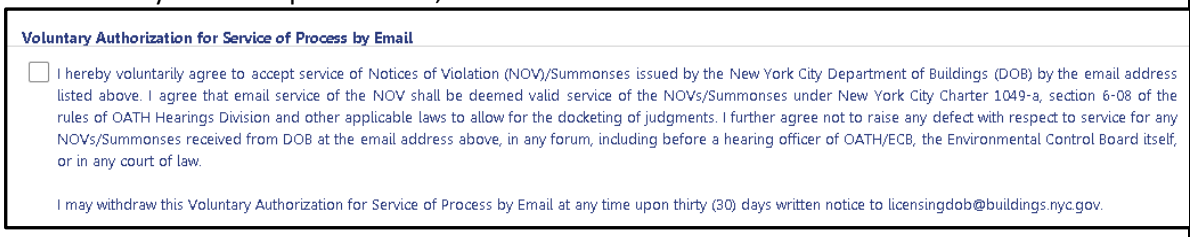
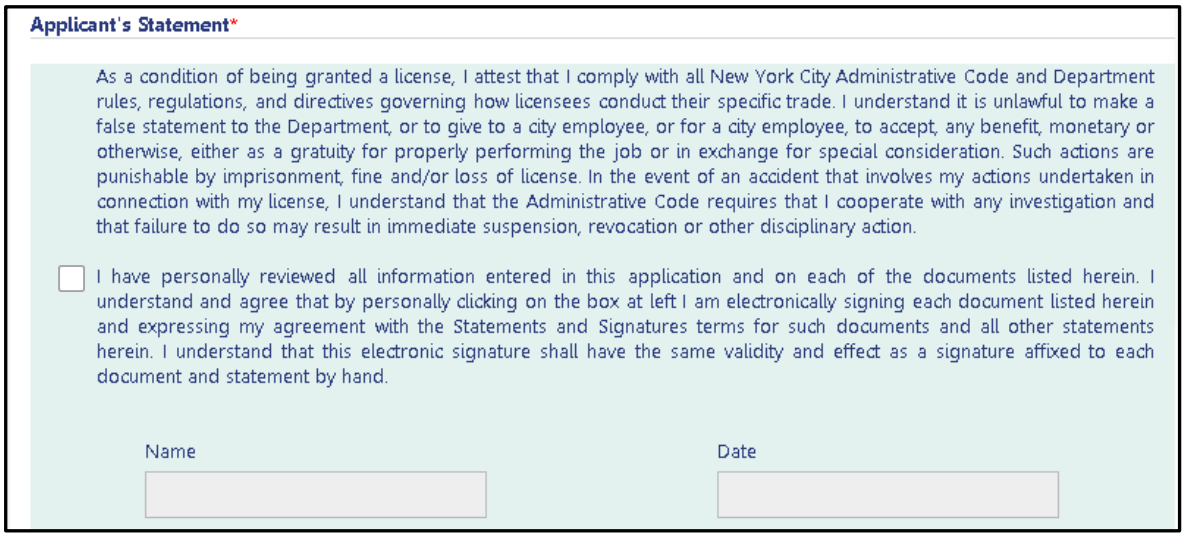


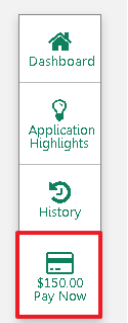
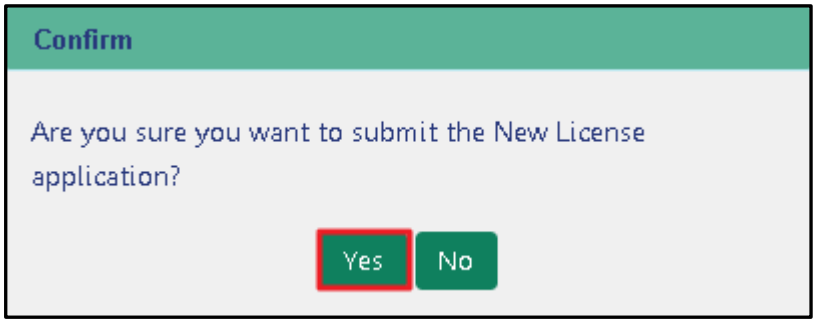
| Step | Action |
|---|---|
| 9. | The next step is to complete the License Qualifications tab.<br>  |
| | Confirm the four **Current Qualifications** by checking the boxes:<br>■ I am at least eighteen (18) years old<br>■ I am able to read and write the English language<br>■ I am of good moral character<br>■ I am fit to perform the work authorized by the license<br>  |

| Step | Action |
|---|---|
| 10. | For **all** license types **except** Concrete Test Laboratory, Special Inspection Agency and Filing Representative, a **Supplemental Investigation Questionnaire (SIQ)** will appear. Select the appropriate checkbox(es). At least one box must be checked. As a sample, the questions for the Construction Superintendent license appear here.<br>  <br>**Supplemental Investigation Questionnaire (SIQ)***<br>☐ Licensed as a New York State Professional Engineer (PE).<br>☐ I am currently licnesed as a New York State Registered Architect (RA).<br>☐ Has a Construction Health and Safety Technician (CHST) designation for the Board of Certified Safety Professionals (BCSP).<br>☐ Five (5) years of experience within ten (10) as a Building Code Enforcement Official charged with enforcement of the provisions of the New York City Building Code. The enforcement should include inspections of major buildings under construction or demolition and thus, this basis for qualification excludes officials whose primary role is to perform inspections of occupied or vacant buildings.<br>☐ Five (5) years of full time experience within the last ten (10) years as a safety official for a governmental entity or construction firm or as a safety manager or safety engineer for a safety consulting firm specializing in construction or demolition.<br>☐ I have equivalent education and construction experience with one of the qualification bases listed above and outlined in RCNY 3301-02(e)(3). |
| 11. | Click on the **Documents** tab to upload all required documents in either .pdf or .jpg format. To find out the documents required for your license type, refer to the Forms and Documents section at http://www.nyc.gov/doblicensing. You can also select the Submit button at the top left of the screen for a list of the documents that you need to provide.<br><br>Each required document needs to either be scanned or you can take a picture of it. If you are taking a picture, be sure that the camera is positioned above the document and that the image fills the entire screen. If the image is not clear and readable it will not be accepted, which will delay the processing of your application.<br> <br>**LQ00001557**<br>General Information<br>License Qualifications<br>Documents<br>Statements & Signature |

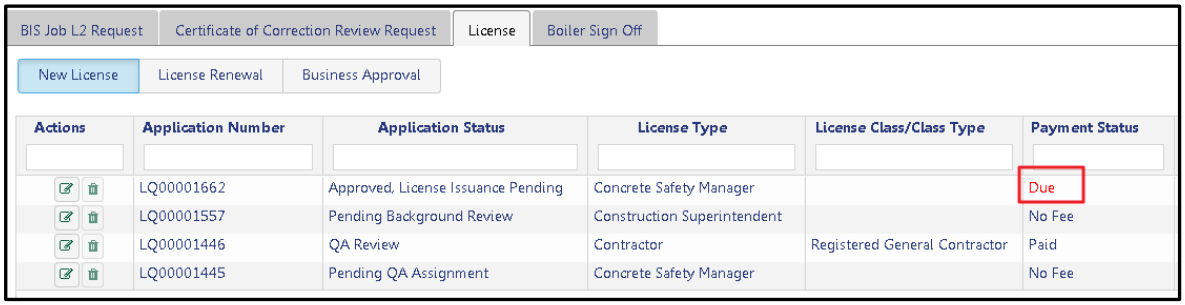
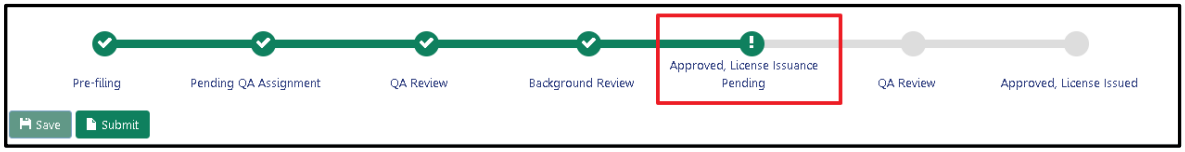
| Step | Action |
|---|---|
| 12. | Click on **+ Add Document**.<br>  |
| 13. | The **Upload Document** pop-up will appear. All possible documents will be listed in the **Document Type** drop-down menu.<br>Select your first document.<br>  |

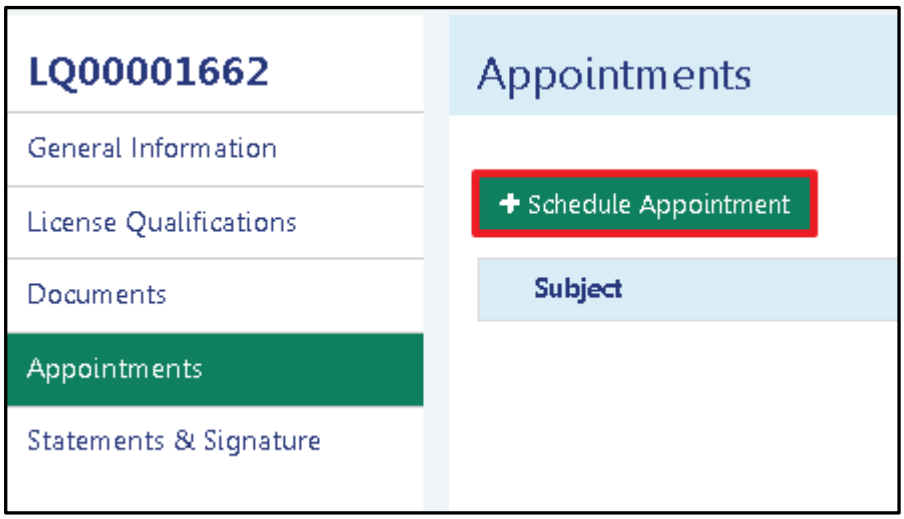
| Step | Action |
|---|---|
| 14. | Click the **Choose File** button to select the PDF or JPG document on your computer.<br>  |
| 15. | Once you have selected your document, click **Upload**.<br>  <br>You will be notified that the "Document has been uploaded." Click **OK**.<br>  |
| 16. | Repeat steps 12-15 for all required documents. |

| Step | Action |
|---|---|
| 17. | The next step is to complete the **Statements & Signature** tab.<br> |
| 18. | This section contains the **Voluntary Authorization for Service of Process by Email** . Click the checkbox if you choose to accept service of Notices of Violation (NOV)/Summonses issued by DOB via email. If you do not prefer email, leave this section blank.<br>  |
| 19. | Click the checkbox under **Applicant's Statement** to sign your license application.<br>  |

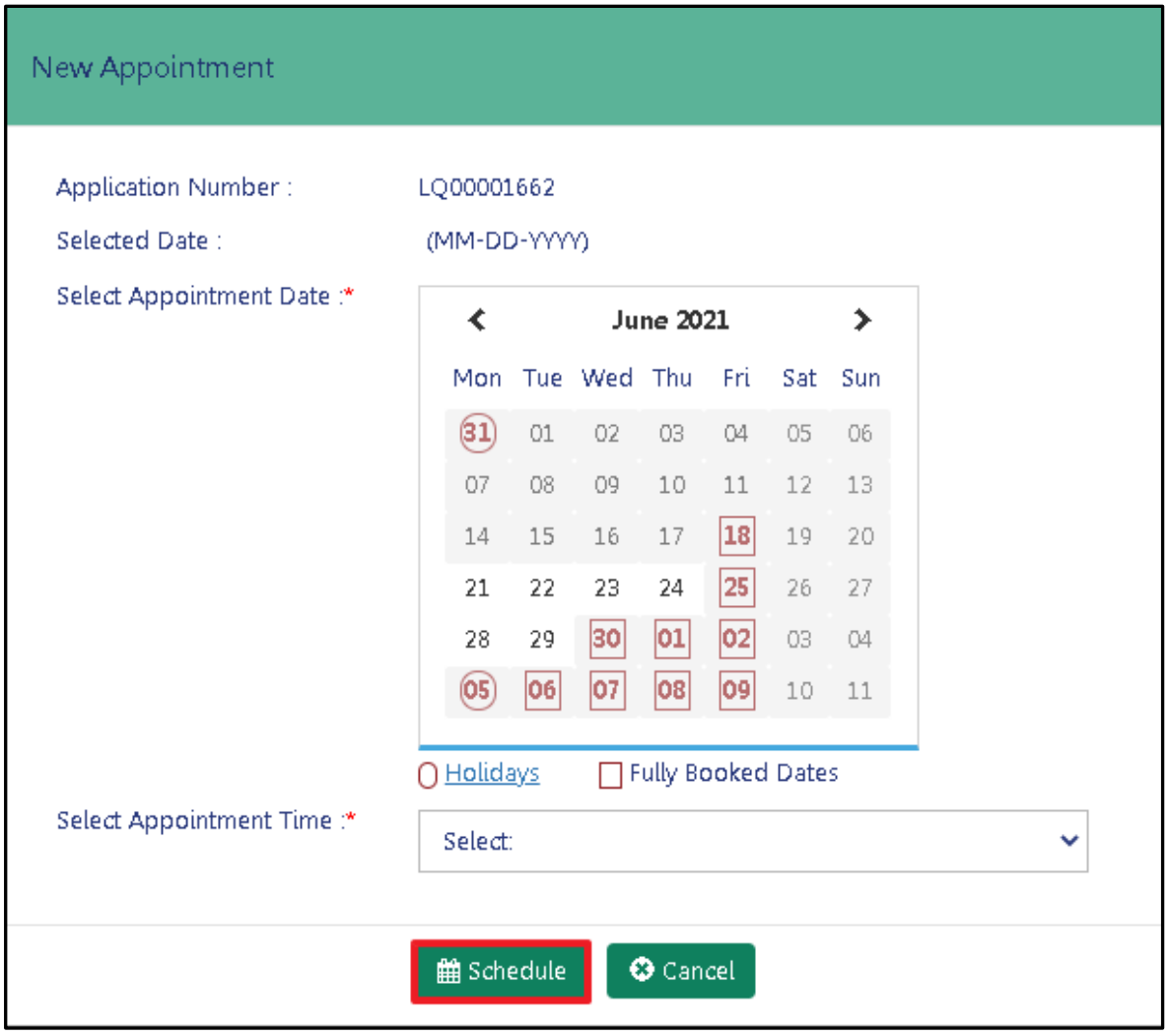
| Step | Action |
|---|---|
| 20. | The following License Types require a background fee to be paid before a New License Application can be submitted:<br>■ Contractor<br>■ Electrician<br>■ Elevator Agency<br>■ Filing Representative<br>■ High Pressure Boiler Operating Engineer<br>■ Hoisting Machine Operators<br>■ Master Fire Suppression Piping Contractors<br>■ Rigger<br>■ Sign Hangers<br>■ Site Safety<br>■ Tower Crane Rigger |
| | To make a payment, open the Application by double-clicking on it from the dashboard. Click on the **Pay Now** button on the right of the screen. You will be taken into the **City Pay** system to make your payment.<br><br>Click the link below to view the **How to Pay in DOB NOW** video.<br><br>https://www.youtube.com/watch?v=YHDbxAuS8Dk<br><br>  |
| 21. | Click **Save** and then click **Submit**.<br><br> <br><br>You will be asked to **Confirm** submission of your application. You will not be able to make changes if you click Yes, so if more edits are needed, select No.<br><br>  |

| Step | Action |
|---|---|
| 22. | After the application is submitted, the Status Bar will indicate that the application has moved to the next step.<br> <br><br>A check mark indicates a step is completed. An exclamation mark means the applicant needs to perform the next step. A solid green circle means it is currently being reviewed.<br><br>**Pre-filing:** Before the application is submitted and the applicant is filling out the information.<br><br>**Pending QA Assignment:** The application has been submitted and is now with DOB, awaiting to be assigned to DOB staff for review.<br><br>**QA Review:** The filing has been assigned to DOB staff who is reviewing the application.<br><br>**Background Review:** The application review by DOB staff is complete and it is now being reviewed by the Background Unit.<br><br>**Approved, License Issue Pending:** Both DOB staff and the Background Unit have accepted the application. It is now time for the applicant to submit a request for an in-person appointment to have the license issued.<br><br>**QA Review (will soon be updated to "Card Issuance Appointment"):** The appointment to have the license card issued has been made/is in process.<br><br>**Approved, License Issued**: Process is complete, applicant has been issued the license. |

| Step | Action |
|---|---|
| 23. | If Business Approval is already received or not necessary at this moment (see page 23 for more details), then once the **Background Review** step is completed, as the Applicant, you will receive an email notifying you of the need to pay your license fee and to make an appointment. This can also be seen on the **License Dashboard**, where the **Payment Status** will be marked in red as **Due**.<br>  <br><br>If you click into the Application, you will also see an exclamation point in the status bar, indicating that the Applicant must take action.<br>  <br> |
| | For information on **How to Pay**, please refer to the link on page 18. |

| Step | Action |
|---|---|
| 24. | The following licensees, once their application is approved, will receive their licenses in the mail:<br>▪ Concrete Test Laboratory<br>▪ Contractor - Insurance Tracking Number<br>▪ Special Inspection Agency<br>For all other licensees, once the applicant receives an email notification that the license application was approved, an appointment is required. Click on the **Appointments** tab and then click **+ Schedule Appointment**.<br>  |

| Step | Action |
|---|---|
| | A pop-up will open with an Appointment Calendar, allowing you to click on the day for your **Appointment Date**. Select the **Appointment Time** by using the drop-down and then click **Schedule.** |
| 21. | At the appointment, you will take a photo and your license card will be issued. Appointments occur at 280 Broadway, 1st floor, in Manhattan. |

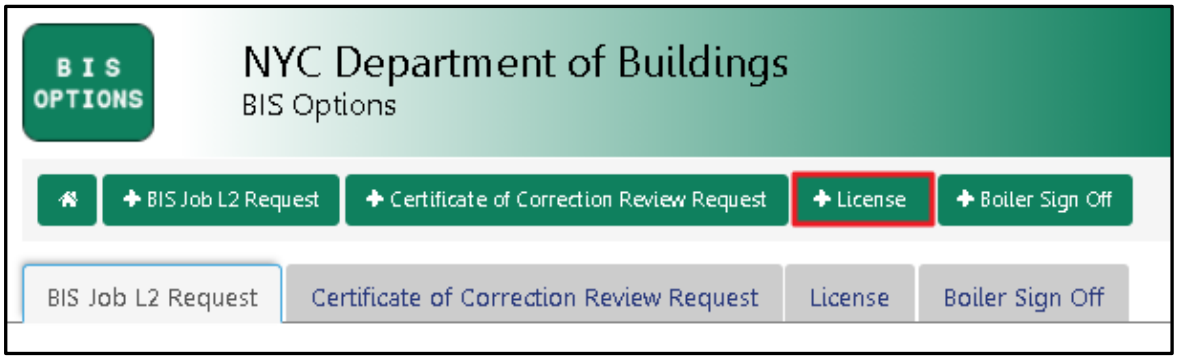
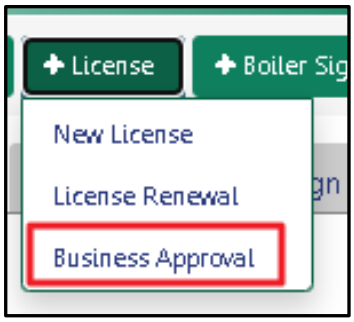


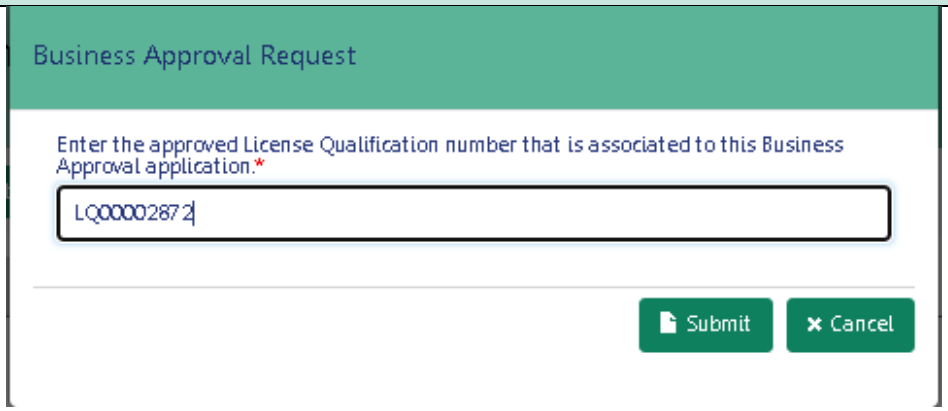
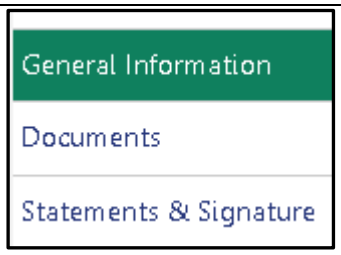
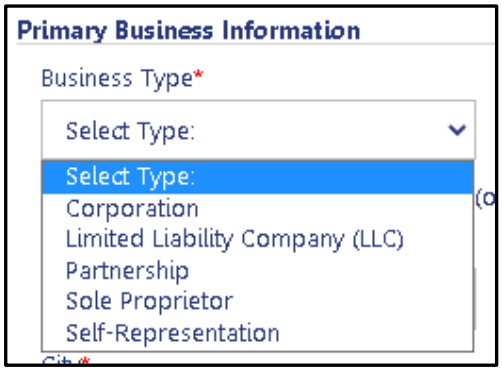
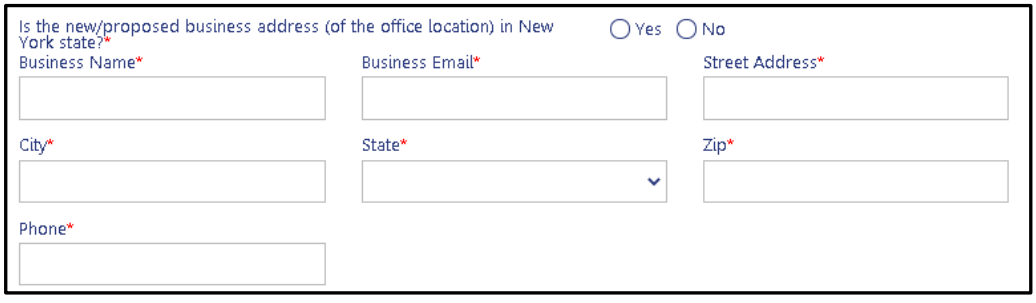

You have now completed the **Requesting a New License Step-by-Step Guide**. Continue to the **Business Approval Request Step-by-Step Guide** on the next page.

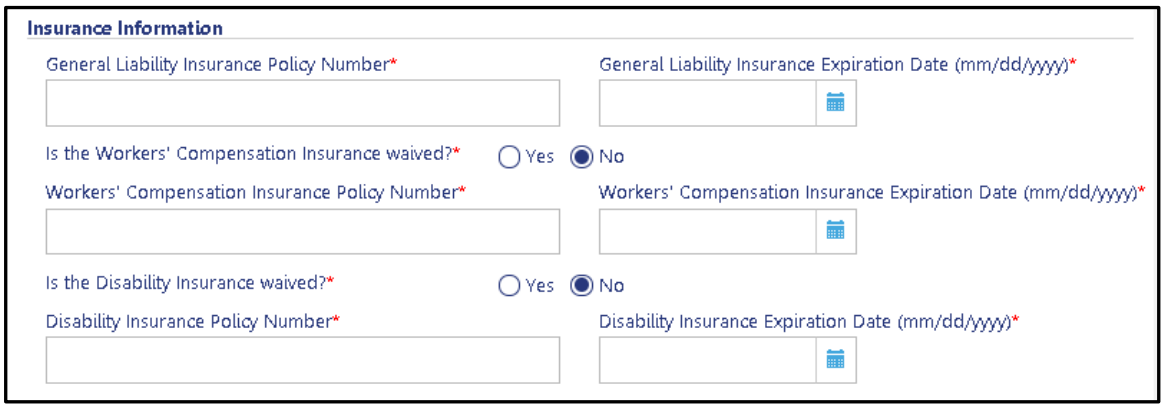
## Business Approval Requests

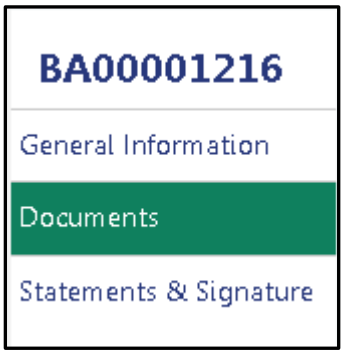
Business Approval Requests (BAR) can be submitted spearately from the application or can also be submitted as part of a New License Application where a Business is required. If submitting separately, the License Application (LQ) associated with the BAR must already be approved. This Step-by-Step guide will show the process of an application done separately. If the BAR is part of a New License application, it will appear as a tab on the LQ application itself.

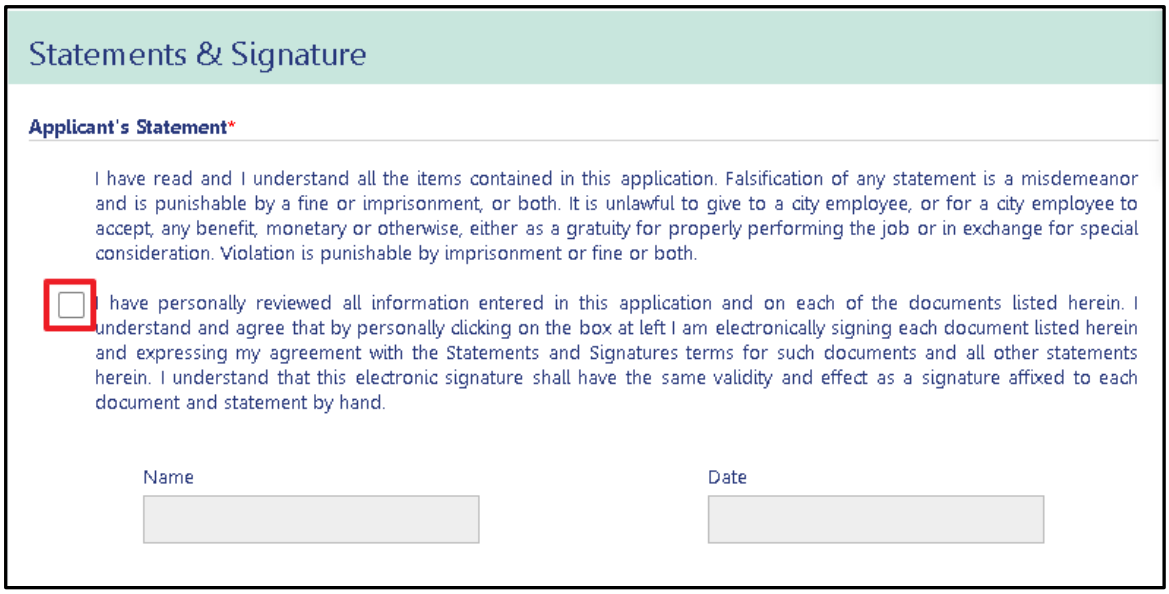
- Business Approval is <u>not</u> needed if the License type is one of the following:
  - **Construction Superintendent**
  - **Concrete Test Lab**
  - **Special Inspection Agency**
- Only the applicant who created the New License Application can create the Business Approval Request for that LQ number.

| Step | Action |
|---|---|
| 1. | Select **+ License** at the top of the screen.<br>  |
| 2. | Click **Business Approval**.<br>  |
| 3. | Enter the approved LQ number: LQ followed by 8 digits (e.g. LQ00002872) |

| Step | Action |
|---|---|
| |  |
| 4. | The BAR request has three tabs:<br>■ General Information<br>■ Documents<br>■ Statements & Signature<br>  |
| | Start by selecting your **Business Type** in the drop-down for the first question under **Primary Business Information**. Options include:<br>■ Corporation<br>■ Limited Liability Company (LLC)<br>■ Partnership<br>■ Sole Proprietor<br>■ Self-Representation<br>  |
| 5. | Answer yes/no to: "Is the new/proposed business address (of the office location) in New York state?"<br>Fill in the *Business Name, Business Email, Street Address, City, State, Zip,* and *Phone*.<br>  |

| Step | Action |
|---|---|
| 6. | Fill in the *Insurance Policy Number* and *Expiration Date* for the **General Liability Insurance** of the business. If they are not waived, fill in the same information for the **Workers' Compensation Insurance** and **Disability Insurance**.<br>  |
| 7. | An optional **Comments** box appears at the bottom of the **General Information** tab.<br> |
| 8. | **Save** your BAR before moving to the next tab. The other tabs cannot be completed until the BAR is saved.<br> |
| 9. | You will be asked to confirm creation of Business Approval Request.<br><br>Click **Yes**.<br> |

| Step | Action |
|---|---|
| 10. | A Business Approval Request number (BA) will appear. Click on **Documents** to move to the next tab.<br>  |
| 11. | Upload documents using the same process described in steps 12-15 on **pages 15-16** of this document.<br>The documents required are as follows depending on the business type selected:<br>▪ **For any entity outside New York State:**<br>o NYS Department of State Application of Authority<br>▪ **Corporation:**<br>o NYS Certificate of Incorporation<br>o Filing Receipt or Certificate of Good Standing<br>o Minutes stating the names of the elected officers<br>▪ **LLC:**<br>o NYS Department of State Articles of Organization<br>o Filing Receipt or Certificate of Good Standing<br>o Minutes stating the names of the elected officers<br>▪ **Partnership:**<br>o Certificate of Partnership<br>▪ **Sole Proprieter:**<br>o Business Certificate from the County Clerk<br>▪ **Self-Representation:**<br>o No documents are required<br>Click **Save** before leaving the tab. |

| Step | Action |
|---|---|
| 12. | Click on the **Statements & Signature** tab to move to the next tab. Click the checkbox next to the **Applicant's Statement** to electronically sign the Application.<br>  |
| 13. | Click **Submit** to send your BAR to be reviewed. There is no fee associated with a Business Approval Request.<br> |
| 14. | Click **Yes** on the Confirmation pop-up window to confirm submission of your Request.<br> |
| You have now completed the **Business Approval Request Step-by-Step Guide**. | |