

# **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](https://www.youtube.com/nycbuildings)



[NYC.gov/dobnowinfo](https://www.nyc.gov/dobnowinfo)



[NYC.gov/dobnowhelp](https://www.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](https://nyc.gov/doblicensing).
- To log into DOB NOW, you must have an eFiling account. To register: [nyc.gov/dobefiling](https://nyc.gov/dobefiling). For more information about how to create an eFiling account: [nyc.gov/dobnowtips](https://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.

The screenshot shows a web form titled "License". It contains several input fields and a pagination control. Three red circles with numbers 1, 2, and 3 are overlaid on the form to highlight specific features:




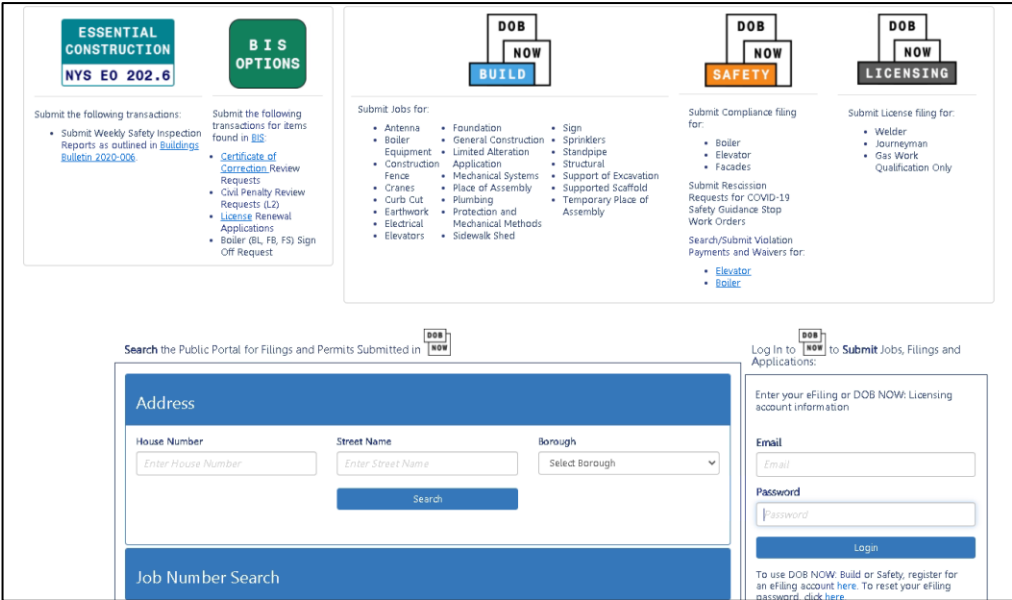
- 1**: Points to the "License Type\*" dropdown menu, which is currently set to "Select Type:". The asterisk indicates it is a required field.
- 2**: Points to the "Email\*", "First Name\*", and "Middle Initial" input fields. The "Email" field contains "AJOETEST2@GMAIL.COM" and the "First Name" field contains "ADAM". The asterisks indicate these are required fields.
- 3**: Points to the vertical scrollbar on the right side of the form, indicating that there are more fields or options that are not fully visible on the current screen.

At the bottom of the form, there is a pagination control showing "1 / 1" and "10 Items Per Page".

# DOB NOW: *BIS Options* – NEW LICENSE APPLICATION STEP-BY-STEP GUIDE

## 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.	<p>Open a Chrome browser.</p> 
2.	<p>Enter <a href="http://www.nyc.gov/dobnow">www.nyc.gov/dobnow</a> in the URL field at the top of the browser window.</p> 
3.	<p>Press <b>Enter</b> on your keyboard.</p>
	<p>The DOB Login page displays.</p> 

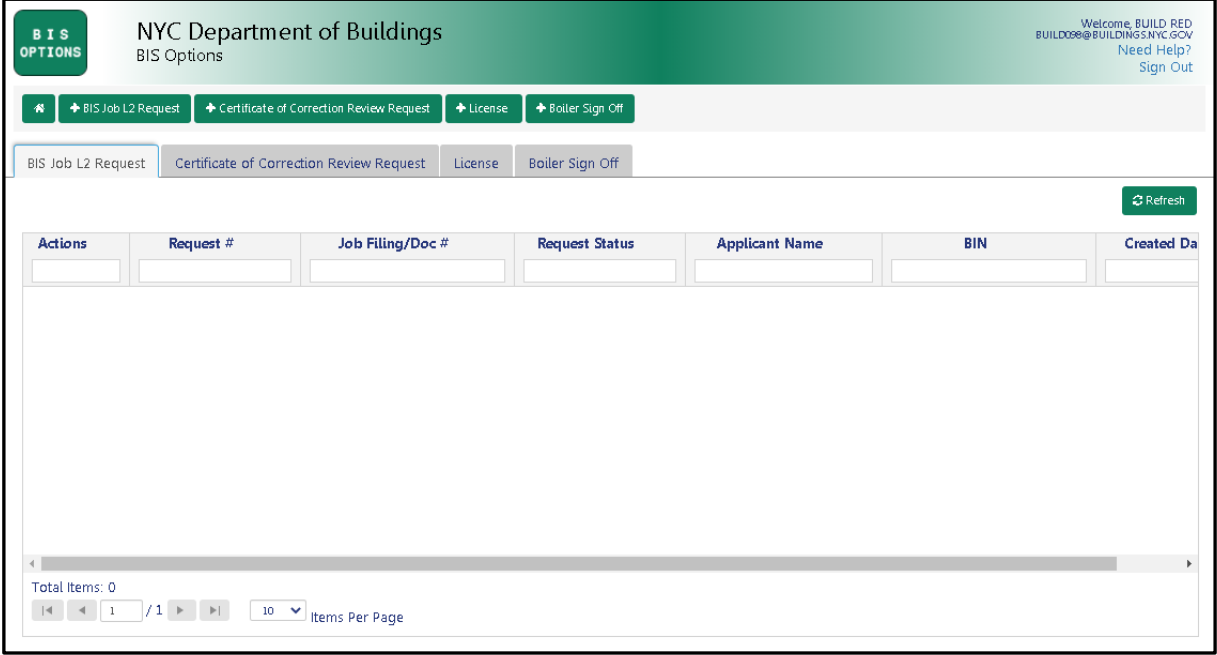
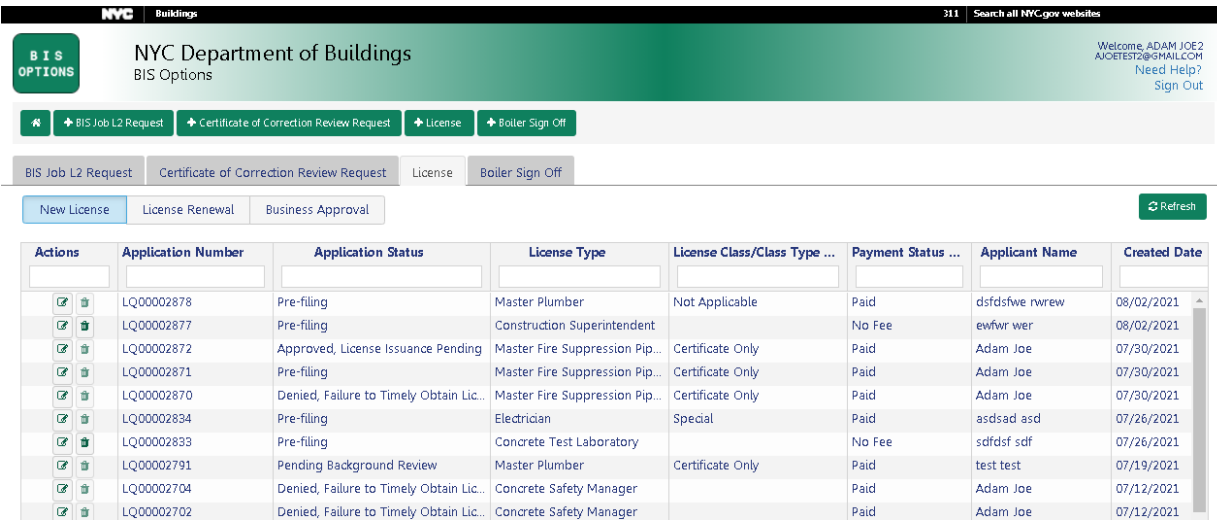
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Step	Action
4.	<p>An eFiling account is required to log in. If you do not have an eFiling account, create one at: <a href="http://nyc.gov/dobefiling">nyc.gov/dobefiling</a>. Once your account is active, enter the email address on your eFiling account and your eFiling password.</p> <div data-bbox="305 436 704 806" style="border: 1px solid black; padding: 5px;"><p>Enter your e-Filing account information</p><p><b>Email</b></p><input data-bbox="311 533 685 579" type="text" value="Email"/><p><b>Password</b></p><input data-bbox="311 617 685 663" type="text" value="Password"/><p style="text-align: center;"><input data-bbox="311 680 685 718" type="button" value="Login"/></p><p>To register for an account or reset your password, go to the eFiling website. <a href="#">Need more help? Contact us.</a></p></div>
5.	<p>Click <b>Login</b>.</p> <div data-bbox="305 907 805 1087" style="border: 1px solid black; padding: 5px;"><p style="text-align: center;"><input data-bbox="311 915 799 970" type="button" value="Login"/></p><p>To register for an account or reset your password, go to the eFiling website. <a href="#">Need more help? Contact us.</a></p></div>

# DOB NOW: *BIS Options* – NEW LICENSE APPLICATION STEP-BY-STEP GUIDE

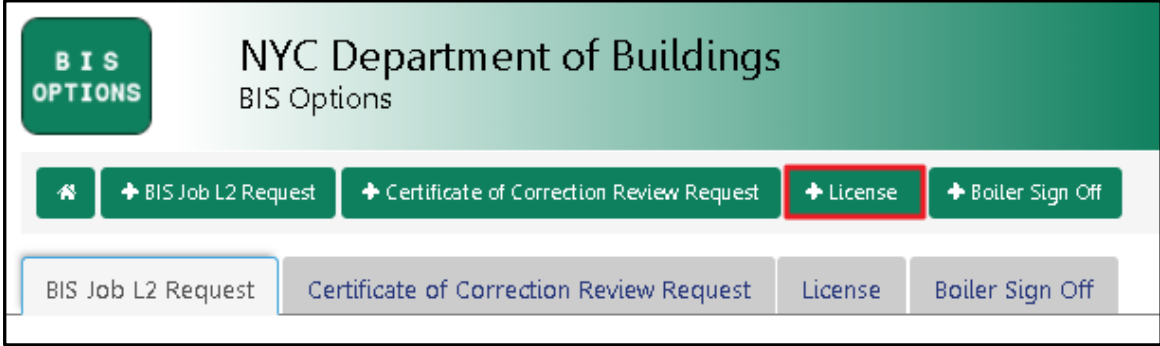
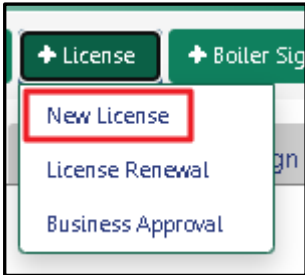

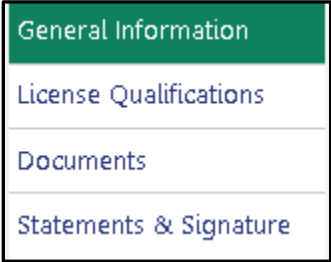
Step	Action
6.	<p>The DOB NOW Welcome page displays. Click <b><i>BIS Options</i></b>.</p>  <p>The screenshot shows the DOB NOW website interface. At the top, there is a navigation bar with 'NYC Buildings' and a search bar. The main header includes the 'DOB NOW' logo and the text 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. A welcome message follows, stating 'Welcome! DOB NOW provides robust online accounts, making it easier to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and make renewals.' Below this, there are three sections of text: 'Gas Work Qualification, Journeyman and Welder Applications, Renewals, Reissue and Change Requests are available under DOB NOW: Licensing.', 'Boiler, Elevator, Energy (Building Emissions) and Facade Compliance Filings; COVID-19 Safety Guidance Stop Work Order Rescission Requests; Boiler and Elevator Violation Payments and Waiver Requests are available under DOB NOW: Safety.', and 'New Building, Alteration-CO, Alteration, Limited Alteration, Place of Assembly, Cranes, BIS Schedule of Occupancy and Certificate of Occupancy filings are available under DOB NOW: Build.' A fourth section mentions 'Civil Penalty Review Requests (L2), Certificate of Correction Review Requests to the Administrative Enforcement Unit (AEU) and License Renewal Applications are available under BIS Options.' A dashed box highlights the text 'Weekly Safety Inspections Reports are available under Essential Construction.' At the bottom, there are four buttons: 'BUILD', 'ESSENTIAL CONSTRUCTION NYS EO 202.6', 'BIS OPTIONS' (highlighted with a red border), and 'SAFETY'.</p>

# DOB NOW: *BIS Options* – NEW LICENSE APPLICATION STEP-BY-STEP GUIDE


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	<p>The <i>BIS Options</i> Dashboard displays. The <b>BIS Job L2 Request Dashboard</b> displays by default.</p>																																																																																								
<p>Once you have saved a license application, it will be visible by clicking on the gray <b>License</b> tab.</p> <p>Using the lower tabs, you can open any in process New License, License Renewal and Business Approval applications.</p>	 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Actions</th> <th>Application Number</th> <th>Application Status</th> <th>License Type</th> <th>License Class/Class Type ...</th> <th>Payment Status ...</th> <th>Applicant Name</th> <th>Created Date</th> </tr> </thead> <tbody> <tr> <td></td><td>LQ00002878</td><td>Pre-filing</td><td>Master Plumber</td><td>Not Applicable</td><td>Paid</td><td>dsfdsfwe rwrew</td><td>08/02/2021</td></tr> <tr> <td></td><td>LQ00002877</td><td>Pre-filing</td><td>Construction Superintendent</td><td></td><td>No Fee</td><td>ewfwr wer</td><td>08/02/2021</td></tr> <tr> <td></td><td>LQ00002872</td><td>Approved, License Issuance Pending</td><td>Master Fire Suppression Pip...</td><td>Certificate Only</td><td>Paid</td><td>Adam Joe</td><td>07/30/2021</td></tr> <tr> <td></td><td>LQ00002871</td><td>Pre-filing</td><td>Master Fire Suppression Pip...</td><td>Certificate Only</td><td>Paid</td><td>Adam Joe</td><td>07/30/2021</td></tr> <tr> <td></td><td>LQ00002870</td><td>Denied, Failure to Timely Obtain Lic...</td><td>Master Fire Suppression Pip...</td><td>Certificate Only</td><td>Paid</td><td>Adam Joe</td><td>07/30/2021</td></tr> <tr> <td></td><td>LQ00002834</td><td>Pre-filing</td><td>Electrician</td><td>Special</td><td>Paid</td><td>asdsad asd</td><td>07/26/2021</td></tr> <tr> <td></td><td>LQ00002833</td><td>Pre-filing</td><td>Concrete Test Laboratory</td><td></td><td>No Fee</td><td>sdfdsf sdf</td><td>07/26/2021</td></tr> <tr> <td></td><td>LQ00002791</td><td>Pending Background Review</td><td>Master Plumber</td><td>Certificate Only</td><td>Paid</td><td>test test</td><td>07/19/2021</td></tr> <tr> <td></td><td>LQ00002704</td><td>Denied, Failure to Timely Obtain Lic...</td><td>Concrete Safety Manager</td><td></td><td>Paid</td><td>Adam Joe</td><td>07/12/2021</td></tr> <tr> <td></td><td>LQ00002702</td><td>Denied, Failure to Timely Obtain Lic...</td><td>Concrete Safety Manager</td><td></td><td>Paid</td><td>Adam Joe</td><td>07/12/2021</td></tr> </tbody> </table>	Actions	Application Number	Application Status	License Type	License Class/Class Type ...	Payment Status ...	Applicant Name	Created Date		LQ00002878	Pre-filing	Master Plumber	Not Applicable	Paid	dsfdsfwe rwrew	08/02/2021		LQ00002877	Pre-filing	Construction Superintendent		No Fee	ewfwr wer	08/02/2021		LQ00002872	Approved, License Issuance Pending	Master Fire Suppression Pip...	Certificate Only	Paid	Adam Joe	07/30/2021		LQ00002871	Pre-filing	Master Fire Suppression Pip...	Certificate Only	Paid	Adam Joe	07/30/2021		LQ00002870	Denied, Failure to Timely Obtain Lic...	Master Fire Suppression Pip...	Certificate Only	Paid	Adam Joe	07/30/2021		LQ00002834	Pre-filing	Electrician	Special	Paid	asdsad asd	07/26/2021		LQ00002833	Pre-filing	Concrete Test Laboratory		No Fee	sdfdsf sdf	07/26/2021		LQ00002791	Pending Background Review	Master Plumber	Certificate Only	Paid	test test	07/19/2021		LQ00002704	Denied, Failure to Timely Obtain Lic...	Concrete Safety Manager		Paid	Adam Joe	07/12/2021		LQ00002702	Denied, Failure to Timely Obtain Lic...	Concrete Safety Manager		Paid	Adam Joe	07/12/2021
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## New License Applications

Step	Action
1.	<p>Select <b>+ License</b> at the top of the screen.</p>  <p>The screenshot shows the top navigation bar with the 'BIS OPTIONS' logo and the text 'NYC Department of Buildings BIS Options'. Below this is a row of four green buttons: '+ License', '+ Boiler Sign Off', '+ Certificate of Correction Review Request', and '+ BIS Job L2 Request'. The '+ License' button is highlighted with a red border. Below the buttons is a row of four tabs: 'BIS Job L2 Request', 'Certificate of Correction Review Request', 'License', and 'Boiler Sign Off'.</p>
2.	<p>A drop-down displays, allowing you to select:</p> <ul style="list-style-type: none"> <li>■ New License</li> <li>■ License Renewal</li> <li>■ Business Approval</li> </ul> <p>Select <b>New License</b>.</p>  <p>The screenshot shows a close-up of the '+ License' button with a drop-down menu open. The menu contains three options: 'New License', 'License Renewal', and 'Business Approval'. The 'New License' option is highlighted with a red border.</p>
	<p>License requests have four tabs:</p> <ul style="list-style-type: none"> <li>■ General Information</li> <li>■ License Qualifications</li> <li>■ Documents</li> <li>■ Statements &amp; Signature</li> </ul>  <p>The screenshot shows a vertical stack of four tabs: 'General Information', 'License Qualifications', 'Documents', and 'Statements &amp; Signature'. The 'General Information' tab is highlighted with a green background.</p>

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Step	Action
3.	<p>In the <b>General Information</b> tab, first select the <b>License Type</b> you are applying for.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>■ Concrete Safety Manager</li> <li>■ Concrete Test Laboratory</li> <li>■ Construction Superintendent</li> <li>■ Contractor</li> <li>■ Electrician</li> <li>■ Elevator Agency</li> <li>■ Filing Representative</li> <li>■ High Pressure Boiler Operating Engineer</li> <li>■ Hoisting Machine Operator</li> <li>■ Master Fire Suppression Piping Contractor</li> <li>■ Master Plumber</li> <li>■ Oil Burning Equipment Installer</li> <li>■ Rigger</li> <li>■ Sign Hanger</li> <li>■ Site Safety</li> <li>■ Special Inspection Agency</li> <li>■ Tower Crane Rigger</li> </ul> <div data-bbox="938 401 1455 1083" style="border: 1px solid black; padding: 5px;"> <p><b>License</b></p> <p>License Type*</p> <p>Select Type: ▼</p> <p>Select Type:</p> <ul style="list-style-type: none"> <li>Concrete Safety Manager</li> <li>Concrete Test Laboratory</li> <li>Construction Superintendent</li> <li>Contractor</li> <li>Electrician</li> <li>Elevator Agency</li> <li>Filing Representative</li> <li>High Pressure Boiler Operating Engineer</li> <li>Hoisting Machine Operator</li> <li>Master Fire Suppression Piping Contractor</li> <li>Master Plumber</li> <li>Oil Burning Equipment Installer</li> <li>Rigger</li> <li>Sign Hanger</li> <li>Site Safety</li> <li>Special Inspector Agency</li> <li>Tower Crane Rigger</li> </ul> <p><small>Home address is within one of the five (5) borou</small></p> </div>
	<p>Most License Types require you to specify a <b>License Sub-Type</b> in a second drop-down.</p> <div data-bbox="310 1312 1325 1480" style="border: 1px solid black; padding: 5px;"> <p><b>License</b></p> <p>License Type*</p> <p>Site Safety ▼</p> <p>License Sub-Type*</p> <p>Select Type: ▼</p> </div> <p>The below five License Types do not have a Sub-Type:</p> <ul style="list-style-type: none"> <li>■ Concrete Safety Manager</li> <li>■ Concrete Test Laboratory</li> <li>■ Construction Superintendent</li> <li>■ Special Inspection Agency</li> <li>■ Tower Crane Rigger</li> </ul>

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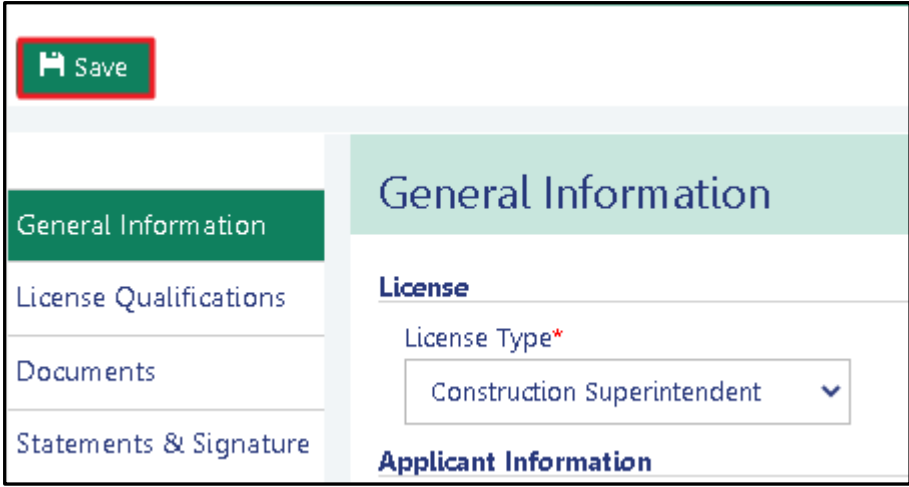
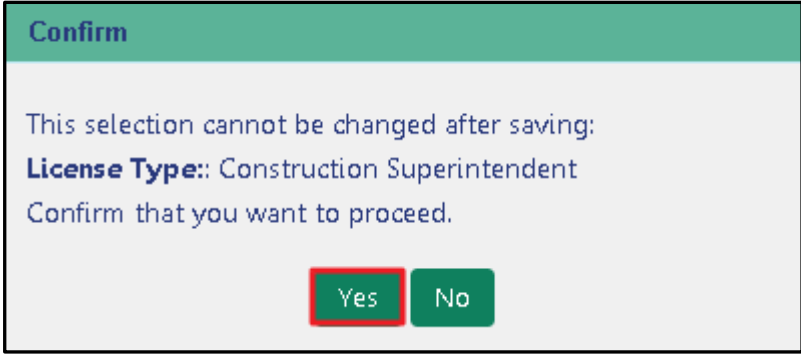
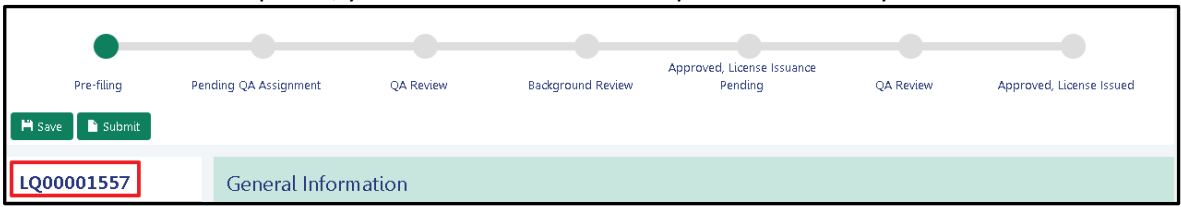
Step	Action																								
4.	<p>The email address you used to log into DOB NOW will auto-populate in the Applicant Information section. The name, address and phone information are auto-populated from your eFiling account.</p> <p>To update the name, address or phone number, log into eFiling <a href="http://nyc.gov/dobefiling">nyc.gov/dobefiling</a> and select Manage Account. If changes are required, do not save this application until the eFiling account information is updated.</p> <p>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.”</p> <p><b>Applicant Information</b></p> <div style="border: 1px dashed gray; padding: 5px; margin-bottom: 10px;"> <p>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 <a href="http://www.nyc.gov/dobefiling">www.nyc.gov/dobefiling</a> and select Manage Account. If changes are required, do not save this application until the eFiling account information is updated.</p> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Email*</td> <td style="width: 33%;">First Name*</td> <td style="width: 33%;">Middle Initial</td> </tr> <tr> <td><input type="text" value="AJOETEST2@GMAIL.COM"/></td> <td><input type="text" value="ADAM"/></td> <td><input type="text"/></td> </tr> <tr> <td>Last Name*</td> <td>Home Street Address*</td> <td>City*</td> </tr> <tr> <td><input type="text" value="JOE2"/></td> <td><input type="text" value="AJ2"/></td> <td><input type="text" value="NYC"/></td> </tr> <tr> <td>State*</td> <td>Zip*</td> <td>Telephone</td> </tr> <tr> <td><input type="text" value="NY"/></td> <td><input type="text" value="10000"/></td> <td><input type="text" value="(201) 222-3333"/></td> </tr> <tr> <td colspan="3">Date of Birth (mm/dd/yyyy)* <input type="text" value=""/> </td> </tr> <tr> <td colspan="3">Home address is within one of the five (5) boroughs of New York City* <input type="radio"/> Yes <input type="radio"/> No</td> </tr> </table>	Email*	First Name*	Middle Initial	<input type="text" value="AJOETEST2@GMAIL.COM"/>	<input type="text" value="ADAM"/>	<input type="text"/>	Last Name*	Home Street Address*	City*	<input type="text" value="JOE2"/>	<input type="text" value="AJ2"/>	<input type="text" value="NYC"/>	State*	Zip*	Telephone	<input type="text" value="NY"/>	<input type="text" value="10000"/>	<input type="text" value="(201) 222-3333"/>	Date of Birth (mm/dd/yyyy)* <input type="text" value=""/>			Home address is within one of the five (5) boroughs of New York City* <input type="radio"/> Yes <input type="radio"/> No		
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5.	<p>Answer the three yes/no questions in the <b>Conviction and Fines</b> section:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Have you ever been convicted or pled guilty to an offense anywhere (an offense is defined as a violation, misdemeanor or felony)?</li> <li><input checked="" type="checkbox"/> Do you owe any penalties or fines to the City of New York?</li> <li><input checked="" type="checkbox"/> 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?</li> </ul> <p><b>Conviction and Fines</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Have you ever been convicted or pled guilty to an offense anywhere (an offense is defined as a violation, misdemeanor or felony)?*</td> <td style="text-align: right;"><input type="radio"/> Yes <input type="radio"/> No</td> </tr> <tr> <td>Do you owe any penalties or fines to the City of New York?*</td> <td style="text-align: right;"><input type="radio"/> Yes <input type="radio"/> No</td> </tr> <tr> <td>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?*</td> <td style="text-align: right;"><input type="radio"/> Yes <input type="radio"/> No</td> </tr> </table>	Have you ever been convicted or pled guilty to an offense anywhere (an offense is defined as a violation, misdemeanor or felony)?*	<input type="radio"/> Yes <input type="radio"/> No	Do you owe any penalties or fines to the City of New York?*	<input type="radio"/> Yes <input type="radio"/> No	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?*	<input type="radio"/> Yes <input type="radio"/> No																		
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Step	Action
6.	<p>Answer Yes or No to “<b>Are you a New York City employee?</b>”</p> <div data-bbox="311 365 1284 506" style="border: 1px solid black; padding: 5px;"><p><b>City Employee</b></p><p>Are you a New York City employee?*</p><p style="text-align: right;"><input type="radio"/> Yes <input type="radio"/> No</p></div>
7.	<p>There is a comments section at the bottom of the <b>General Information</b> tab. This is an optional field.</p> <div data-bbox="311 621 1481 846" style="border: 1px solid black; padding: 5px;"><p><b>Comments</b></p><div style="border: 1px solid gray; height: 60px; width: 100%;"></div><p>500 characters remaining</p></div>

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Step	Action
8.	<p>To move to the next tab, first select <b>Save</b>.</p>  <p>Once you save the application, you cannot change the license type. A pop-up will appear to confirm that you want to proceed.</p>  <p>You will then see a pop-up notification stating “Application has been Saved.” Click <b>OK</b>.</p> <p>A <b>Status Bar</b> and a <b>License Request</b> 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: <i>BIS Options</i>, you will see this License Request number on your dashboard.</p> 

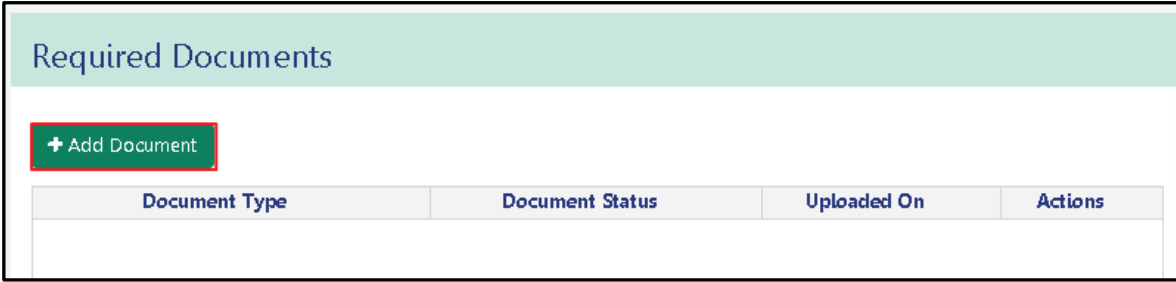
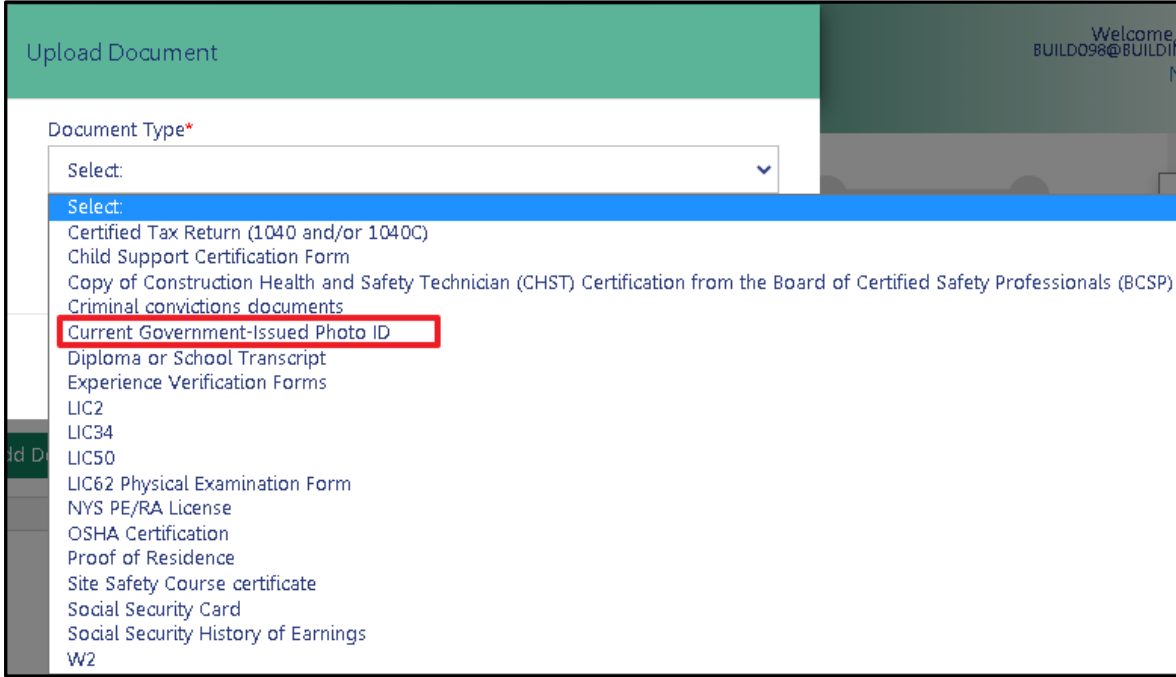
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STEP-BY-STEP GUIDE**

Step	Action						
9.	<p>The next step is to complete the License Qualifications tab.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="font-size: 1.2em; font-weight: bold; color: #000080;">LQ00001557</p> <div style="background-color: #c6e0b4; padding: 2px;">General Information</div> <div style="background-color: #008000; color: white; padding: 2px; border: 2px solid red;">License Qualifications</div> <div style="padding: 2px;">Documents</div> <div style="padding: 2px;">Statements &amp; Signature</div> </div>						
	<p>Confirm the four <b>Current Qualifications</b> by checking the boxes:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> I am at least eighteen (18) years old</li> <li><input checked="" type="checkbox"/> I am able to read and write the English language</li> <li><input checked="" type="checkbox"/> I am of good moral character</li> <li><input checked="" type="checkbox"/> I am fit to perform the work authorized by the license</li> </ul> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="background-color: #c6e0b4; padding: 5px;">License Qualifications</div> <div style="padding: 5px;"> <p><b>Current Qualifications*</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> I am at least eighteen (18) years old</td> <td style="width: 33%;"><input type="checkbox"/> I am able to read and write the English language</td> <td style="width: 33%;"><input type="checkbox"/> I am of good moral character</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> I am fit to perform the work authorized by the license</td> </tr> </table> </div> </div>	<input type="checkbox"/> I am at least eighteen (18) years old	<input type="checkbox"/> I am able to read and write the English language	<input type="checkbox"/> I am of good moral character	<input type="checkbox"/> I am fit to perform the work authorized by the license		
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<input type="checkbox"/> I am fit to perform the work authorized by the license							

**DOB NOW: *BIS Options* – NEW LICENSE APPLICATION  
STEP-BY-STEP GUIDE**

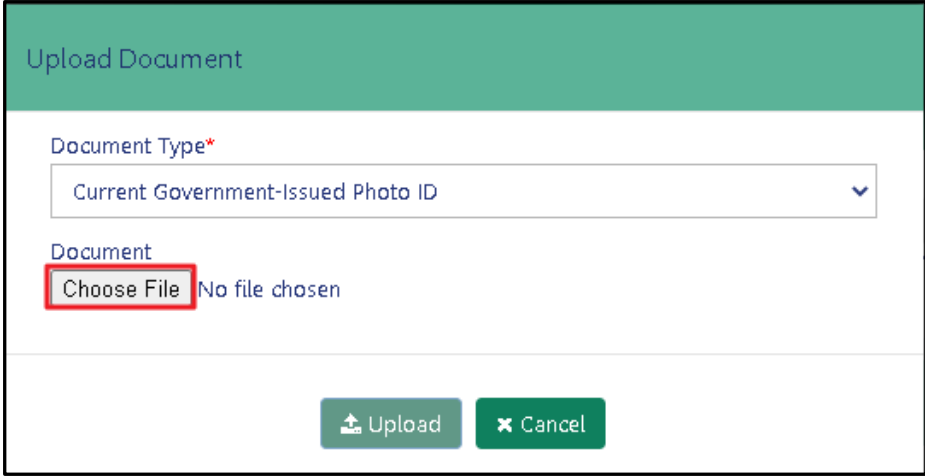
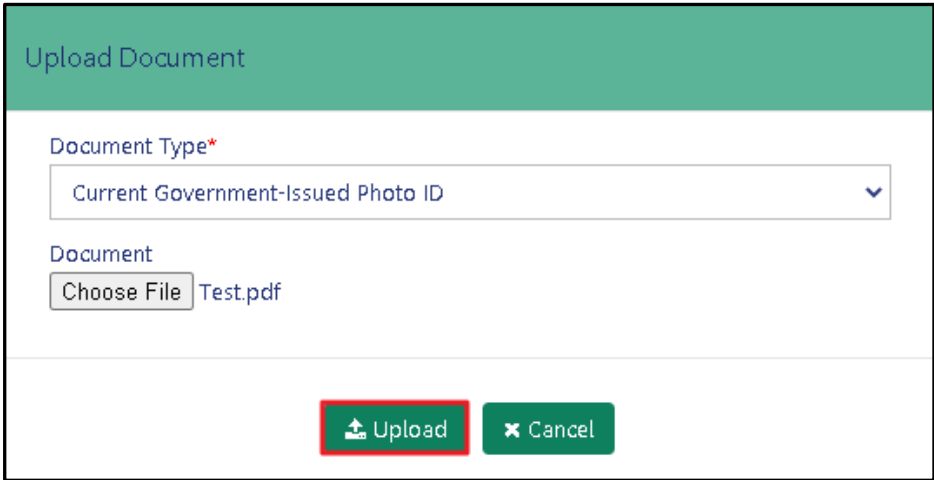
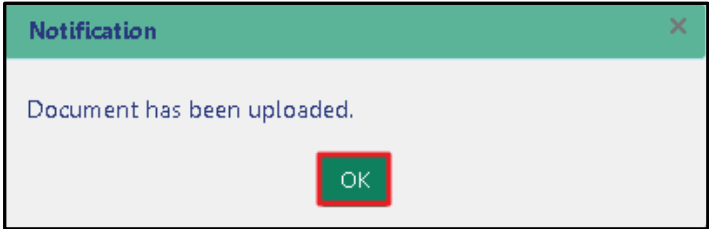
Step	Action
10.	<p>For <b>all</b> license types <b>except</b> Concrete Test Laboratory, Special Inspection Agency and Filing Representative, a <b>Supplemental Investigation Questionnaire (SIQ)</b> will appear. Select the appropriate checkbox(es). At least one box must be checked. As a sample, the questions for the Construction Superintendent license appear here.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Supplemental Investigation Questionnaire (SIQ)*</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Licensed as a New York State Professional Engineer (PE).</li> <li><input type="checkbox"/> I am currently licensed as a New York State Registered Architect (RA).</li> <li><input type="checkbox"/> Has a Construction Health and Safety Technician (CHST) designation for the Board of Certified Safety Professionals (BCSP).</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> I have equivalent education and construction experience with one of the qualification bases listed above and outlined in RCNY 3301-02(e)(3).</li> </ul> </div>
11.	<p>Click on the <b>Documents</b> 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 <a href="http://www.nyc.gov/doblicensing">http://www.nyc.gov/doblicensing</a>. 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.</p> <p>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.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">LQ00001557</p> <hr/> <p style="text-align: center;">General Information</p> <hr/> <p style="text-align: center;">License Qualifications</p> <hr/> <p style="text-align: center; background-color: #008000; color: white; padding: 2px;">Documents</p> <hr/> <p style="text-align: center;">Statements &amp; Signature</p> </div>

**DOB NOW: *BIS Options* – NEW LICENSE APPLICATION  
STEP-BY-STEP GUIDE**

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




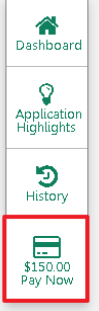

**DOB NOW: *BIS Options* – NEW LICENSE APPLICATION  
STEP-BY-STEP GUIDE**

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

**DOB NOW: *BIS Options* – NEW LICENSE APPLICATION  
STEP-BY-STEP GUIDE**

Step	Action
17.	<p>The next step is to complete the <b>Statements &amp; Signature</b> tab.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center; font-size: 1.2em; font-weight: bold;">LQ00001557</p> <hr/> <p style="text-align: center;">General Information</p> <hr/> <p style="text-align: center;">License Qualifications</p> <hr/> <p style="text-align: center;">Documents</p> <hr/> <p style="text-align: center; background-color: #c6e0b4; border: 2px solid red;">Statements &amp; Signature</p> </div>
18.	<p>This section contains the <b>Voluntary Authorization for Service of Process by Email</b> . 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.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Voluntary Authorization for Service of Process by Email</b></p> <p><input type="checkbox"/> I hereby voluntarily agree to accept service of Notices of Violation (NOV)/Summonses issued by the New York City Department of Buildings (DOB) by the email address listed above. I agree that email service of the NOV shall be deemed valid service of the NOVs/Summonses under New York City Charter 1049-a, section 6-08 of the rules of OATH Hearings Division and other applicable laws to allow for the docketing of judgments. I further agree not to raise any defect with respect to service for any NOVs/Summonses received from DOB at the email address above, in any forum, including before a hearing officer of OATH/ECB, the Environmental Control Board itself, or in any court of law.</p> <p style="font-size: 0.8em;">I may withdraw this Voluntary Authorization for Service of Process by Email at any time upon thirty (30) days written notice to <a href="mailto:licensingdob@buildings.nyc.gov">licensingdob@buildings.nyc.gov</a>.</p> </div>
19.	<p>Click the checkbox under <b>Applicant’s Statement</b> to sign your license application.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Applicant’s Statement*</b></p> <p style="background-color: #e6f2e6; padding: 5px;">As a condition of being granted a license, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees conduct their specific trade. I understand it is unlawful to make a false statement to the Department, or to give to a city employee, or for a city employee, to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license. In the event of an accident that involves my actions undertaken in connection with my license, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.</p> <p><input type="checkbox"/> I have personally reviewed all information entered in this application and on each of the documents listed herein. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed herein and expressing my agreement with the Statements and Signatures terms for such documents and all other statements herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand.</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p style="font-size: 0.8em;">Name</p> <input style="width: 150px; height: 20px;" type="text"/> </div> <div style="text-align: center;"> <p style="font-size: 0.8em;">Date</p> <input style="width: 150px; height: 20px;" type="text"/> </div> </div> </div>

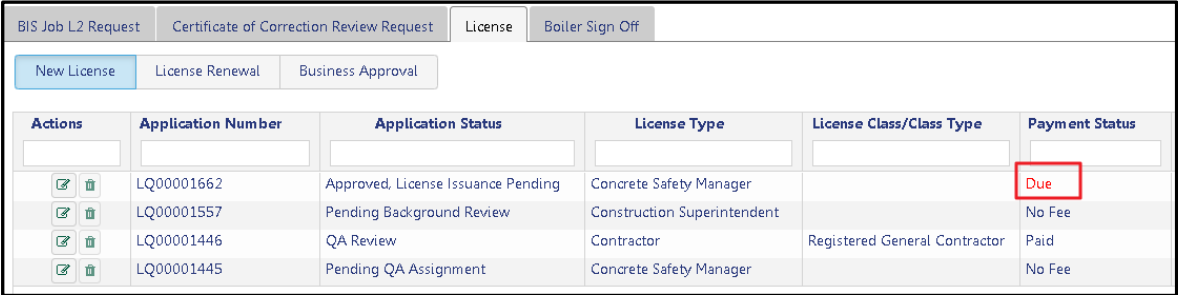

**DOB NOW: *BIS Options* – NEW LICENSE APPLICATION  
STEP-BY-STEP GUIDE**

Step	Action
20.	<p>The following License Types require a background fee to be paid before a New License Application can be submitted:</p> <ul style="list-style-type: none"> <li>■ Contractor</li> <li>■ Electrician</li> <li>■ Elevator Agency</li> <li>■ Filing Representative</li> <li>■ High Pressure Boiler Operating Engineer</li> <li>■ Hoisting Machine Operators</li> <li>■ Master Fire Suppression Piping Contractors</li> <li>■ Rigger</li> <li>■ Sign Hangers</li> <li>■ Site Safety</li> <li>■ Tower Crane Rigger</li> </ul>
	<p>To make a payment, open the Application by double-clicking on it from the dashboard. Click on the <b>Pay Now</b> button on the right of the screen. You will be taken into the <b>City Pay</b> system to make your payment.</p> <p>Click the link below to view the <b>How to Pay in DOB NOW</b> video.  <a href="https://www.youtube.com/watch?v=YHDbxAuS8Dk">https://www.youtube.com/watch?v=YHDbxAuS8Dk</a></p> <div style="float: right; border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  </div>
21.	<p>Click <b>Save</b> and then click <b>Submit</b>.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  </div> <p>You will be asked to <b>Confirm</b> submission of your application. You will not be able to make changes if you click Yes, so if more edits are needed, select No.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="background-color: #4CAF50; color: white; padding: 5px;"><b>Confirm</b></div> <p style="text-align: center; color: #4CAF50;">Are you sure you want to submit the New License application?</p> <div style="text-align: center; margin-top: 10px;"> <span style="border: 2px solid red; padding: 2px 10px;">Yes</span> <span style="padding: 2px 10px; margin-left: 10px;">No</span> </div> </div>

**DOB NOW: *BIS Options* – NEW LICENSE APPLICATION  
STEP-BY-STEP GUIDE**

Step	Action
22.	<p>After the application is submitted, the Status Bar will indicate that the application has moved to the next step.</p> <div style="text-align: center; margin: 10px 0;"> </div> <p>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.</p> <p><b>Pre-filing:</b> Before the application is submitted and the applicant is filling out the information.</p> <p><b>Pending QA Assignment:</b> The application has been submitted and is now with DOB, awaiting to be assigned to DOB staff for review.</p> <p><b>QA Review:</b> The filing has been assigned to DOB staff who is reviewing the application.</p> <p><b>Background Review:</b> The application review by DOB staff is complete and it is now being reviewed by the Background Unit.</p> <p><b>Approved, License Issue Pending:</b> 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.</p> <p><b>QA Review (will soon be updated to “Card Issuance Appointment”):</b> The appointment to have the license card issued has been made/is in process.</p> <p><b>Approved, License Issued:</b> Process is complete, applicant has been issued the license.</p>




## DOB NOW: *BIS Options* – NEW LICENSE APPLICATION STEP-BY-STEP GUIDE

Step	Action																														
23.	<p>If Business Approval is already received or not necessary at this moment (see page 23 for more details), then once the <b>Background Review</b> 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 <b>License Dashboard</b>, where the <b>Payment Status</b> will be marked in red as <b>Due</b>.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Actions</th> <th>Application Number</th> <th>Application Status</th> <th>License Type</th> <th>License Class/Class Type</th> <th>Payment Status</th> </tr> </thead> <tbody> <tr> <td> </td> <td>LQ00001662</td> <td>Approved, License Issuance Pending</td> <td>Concrete Safety Manager</td> <td></td> <td style="border: 2px solid red;">Due</td> </tr> <tr> <td> </td> <td>LQ00001557</td> <td>Pending Background Review</td> <td>Construction Superintendent</td> <td></td> <td>No Fee</td> </tr> <tr> <td> </td> <td>LQ00001446</td> <td>QA Review</td> <td>Contractor</td> <td>Registered General Contractor</td> <td>Paid</td> </tr> <tr> <td> </td> <td>LQ00001445</td> <td>Pending QA Assignment</td> <td>Concrete Safety Manager</td> <td></td> <td>No Fee</td> </tr> </tbody> </table> </div> <p>If you click into the Application, you will also see an exclamation point in the status bar, indicating that the Applicant must take action.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  <p style="text-align: center;"> <span>✓</span> Pre-filing — <span>✓</span> Pending QA Assignment — <span>✓</span> QA Review — <span>✓</span> Background Review — <span style="border: 2px solid red; padding: 2px;">! Approved, License Issuance Pending</span> — <span>○</span> QA Review — <span>○</span> Approved, License Issued         </p> <p>Save Submit</p> </div>	Actions	Application Number	Application Status	License Type	License Class/Class Type	Payment Status		LQ00001662	Approved, License Issuance Pending	Concrete Safety Manager		Due		LQ00001557	Pending Background Review	Construction Superintendent		No Fee		LQ00001446	QA Review	Contractor	Registered General Contractor	Paid		LQ00001445	Pending QA Assignment	Concrete Safety Manager		No Fee
Actions	Application Number	Application Status	License Type	License Class/Class Type	Payment Status																										
	LQ00001662	Approved, License Issuance Pending	Concrete Safety Manager		Due																										
	LQ00001557	Pending Background Review	Construction Superintendent		No Fee																										
	LQ00001446	QA Review	Contractor	Registered General Contractor	Paid																										
	LQ00001445	Pending QA Assignment	Concrete Safety Manager		No Fee																										
	<p>For information on <b>How to Pay</b>, please refer to the link on page 18.</p>																														

**DOB NOW: *BIS Options* – NEW LICENSE APPLICATION  
STEP-BY-STEP GUIDE**

Step	Action
24.	<p>The following licensees, once their application is approved, will receive their licenses in the mail:</p> <ul style="list-style-type: none"> <li>▪ Concrete Test Laboratory</li> <li>▪ Contractor - Insurance Tracking Number</li> <li>▪ Special Inspection Agency</li> </ul> <p>For all other licensees, once the applicant receives an email notification that the license application was approved, an appointment is required. Click on the <b>Appointments</b> tab and then click + <b>Schedule Appointment</b>.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> </div>

**DOB NOW: *BIS Options* – NEW LICENSE APPLICATION  
STEP-BY-STEP GUIDE**

Step	Action																																																	
	<p>A pop-up will open with an Appointment Calendar, allowing you to click on the day for your <b>Appointment Date</b>. Select the <b>Appointment Time</b> by using the drop-down and then click <b>Schedule</b>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="background-color: #4CAF50; color: white; padding: 5px; text-align: center;">New Appointment</div> <p>Application Number : LQ00001662</p> <p>Selected Date : (MM-DD-YYYY)</p> <p>Select Appointment Date :*</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <div style="text-align: center; border-bottom: 1px solid #ccc;"> <span>&lt;</span> <b>June 2021</b> <span>&gt;</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> <th>Sun</th> </tr> </thead> <tbody> <tr> <td>31</td> <td>01</td> <td>02</td> <td>03</td> <td>04</td> <td>05</td> <td>06</td> </tr> <tr> <td>07</td> <td>08</td> <td>09</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td style="border: 2px solid red;">18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td style="border: 2px solid red;">25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>29</td> <td style="border: 2px solid red;">30</td> <td style="border: 2px solid red;">01</td> <td style="border: 2px solid red;">02</td> <td>03</td> <td>04</td> </tr> <tr> <td style="border: 2px solid red;">05</td> <td style="border: 2px solid red;">06</td> <td style="border: 2px solid red;">07</td> <td style="border: 2px solid red;">08</td> <td style="border: 2px solid red;">09</td> <td>10</td> <td>11</td> </tr> </tbody> </table> <p style="margin-top: 5px;"> <input type="radio"/> Holidays    <input type="checkbox"/> Fully Booked Dates         </p> <p>Select Appointment Time :*</p> <div style="border: 1px solid #ccc; padding: 2px; margin: 2px 0;">             Select: <span style="float: right;">▼</span> </div> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 10px;"> <div style="border: 2px solid red; padding: 5px; background-color: #4CAF50; color: white; text-align: center;">  Schedule         </div> <div style="background-color: #4CAF50; color: white; padding: 5px; text-align: center;">  Cancel         </div> </div> </div> </div>	Mon	Tue	Wed	Thu	Fri	Sat	Sun	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	01	02	03	04	05	06	07	08	09	10	11
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21.	<p>At the appointment, you will take a photo and your license card will be issued. Appointments occur at 280 Broadway, 1<sup>st</sup> floor, in Manhattan.</p>																																																	
<p>You have now completed the <b>Requesting a New License Step-by-Step Guide</b>. Continue to the <b>Business Approval Request Step-by-Step Guide</b> on the next page.</p>																																																		

## Business Approval Requests

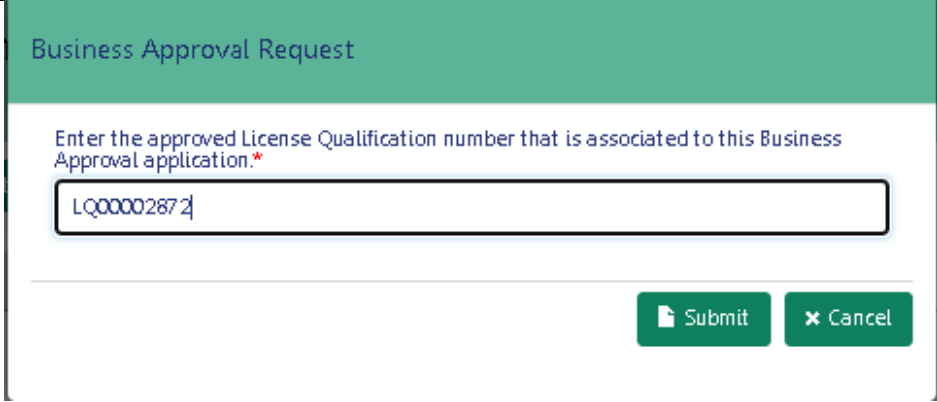


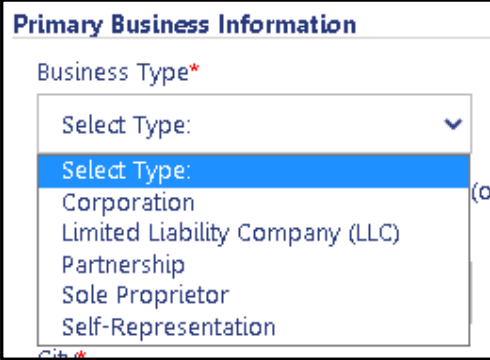
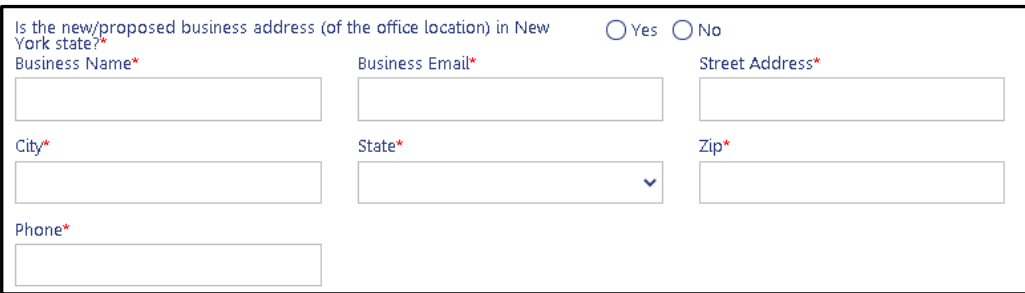
Business Approval Requests (BAR) can be submitted separately from the application or can also be submitted as part of a New License Application where a Business is required. If submitting separately, the License Application (LQ) associated with the BAR must already be approved. This Step-by-Step guide 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 not 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.	<p>Select <b>+ License</b> at the top of the screen.</p>  <p>The screenshot shows the top navigation bar with the 'BIS OPTIONS' logo and the text 'NYC Department of Buildings BIS Options'. Below this is a row of four green buttons: '+ License', '+ Boiler Sign Off', '+ Certificate of Correction Review Request', and '+ BIS Job L2 Request'. The '+ License' button is highlighted with a red border. Below this row is a secondary row of four buttons: 'BIS Job L2 Request', 'Certificate of Correction Review Request', 'License', and 'Boiler Sign Off'. The 'License' button in this row is also highlighted with a red border.</p>
2.	<p>Click <b>Business Approval</b>.</p>  <p>The screenshot shows a dropdown menu that appears when the '+ License' button is clicked. The menu contains three options: 'New License', 'License Renewal', and 'Business Approval'. The 'Business Approval' option is highlighted with a red border.</p>
3.	<p>Enter the approved LQ number: LQ followed by 8 digits (e.g. LQ00002872)</p>



**DOB NOW: *BIS Options* – NEW LICENSE APPLICATION  
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Step	Action
	 <p><b>Business Approval Request</b></p> <p>Enter the approved License Qualification number that is associated to this Business Approval application.*</p> <p><input type="text" value="LQ00002872"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>
4.	<p>The BAR request has three tabs:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> General Information</li> <li><input checked="" type="checkbox"/> Documents</li> <li><input checked="" type="checkbox"/> Statements &amp; Signature</li> </ul> 
	<p>Start by selecting your <b>Business Type</b> in the drop-down for the first question under <b>Primary Business Information</b>. Options include:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Corporation</li> <li><input checked="" type="checkbox"/> Limited Liability Company (LLC)</li> <li><input checked="" type="checkbox"/> Partnership</li> <li><input checked="" type="checkbox"/> Sole Proprietor</li> <li><input checked="" type="checkbox"/> Self-Representation</li> </ul>  <p><b>Primary Business Information</b></p> <p>Business Type*</p> <p>Select Type: <input type="button" value="v"/></p> <p>Select Type:</p> <ul style="list-style-type: none"> <li>Corporation</li> <li>Limited Liability Company (LLC)</li> <li>Partnership</li> <li>Sole Proprietor</li> <li>Self-Representation</li> </ul>
5.	<p>Answer yes/no to: “Is the new/proposed business address (of the office location) in New York state?”</p> <p>Fill in the <i>Business Name, Business Email, Street Address, City, State, Zip, and Phone</i>.</p>  <p>Is the new/proposed business address (of the office location) in New York state? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Business Name* <input type="text"/></p> <p>Business Email* <input type="text"/></p> <p>Street Address* <input type="text"/></p> <p>City* <input type="text"/></p> <p>State* <input type="text" value="v"/></p> <p>Zip* <input type="text"/></p> <p>Phone* <input type="text"/></p>

**DOB NOW: *BIS Options* – NEW LICENSE APPLICATION  
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Step	Action
6.	<p>Fill in the <i>Insurance Policy Number</i> and <i>Expiration Date</i> for the <b>General Liability Insurance</b> of the business. If they are not waived, fill in the same information for the <b>Workers' Compensation Insurance</b> and <b>Disability Insurance</b>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Insurance Information</b></p> <p>General Liability Insurance Policy Number* <input type="text"/>      General Liability Insurance Expiration Date (mm/dd/yyyy)* <input type="text"/> </p> <p>Is the Workers' Compensation Insurance waived?*    <input type="radio"/> Yes    <input checked="" type="radio"/> No</p> <p>Workers' Compensation Insurance Policy Number* <input type="text"/>      Workers' Compensation Insurance Expiration Date (mm/dd/yyyy)* <input type="text"/> </p> <p>Is the Disability Insurance waived?*    <input type="radio"/> Yes    <input checked="" type="radio"/> No</p> <p>Disability Insurance Policy Number* <input type="text"/>      Disability Insurance Expiration Date (mm/dd/yyyy)* <input type="text"/> </p> </div>
7.	<p>An optional <b>Comments</b> box appears at the bottom of the <b>General Information</b> tab.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Comments</b></p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <p style="font-size: small;">500 characters remaining</p> </div>
8.	<p><b>Save</b> your BAR before moving to the next tab. The other tabs cannot be completed until the BAR is saved.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; display: inline-block;">  Save         </div>
9.	<p>You will be asked to confirm creation of Business Approval Request.</p> <p>Click <b>Yes</b>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="background-color: #4CAF50; color: white; padding: 5px;"><b>Confirm</b></div> <p style="text-align: center; color: #4CAF50;">Are you sure you want to create a Business Approval Request?</p> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> <div style="border: 2px solid red; padding: 5px 15px; background-color: #4CAF50; color: white;">Yes</div> <div style="padding: 5px 15px; background-color: #4CAF50; color: white;">No</div> </div> </div>

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Step	Action
10.	<p>A Business Approval Request number (BA) will appear. Click on <b>Documents</b> to move to the next tab.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">BA00001216</p> <hr/> <p style="text-align: center;">General Information</p> <p style="text-align: center; background-color: #006633; color: white; padding: 2px;">Documents</p> <p style="text-align: center;">Statements &amp; Signature</p> </div>
11.	<p>Upload documents using the same process described in steps 12-15 on <b>pages 15-16</b> of this document.</p> <p>The documents required are as follows depending on the business type selected:</p> <ul style="list-style-type: none"> <li>▪ <b>For any entity outside New York State:</b> <ul style="list-style-type: none"> <li>○ NYS Department of State Application of Authority</li> </ul> </li> <li>▪ <b>Corporation:</b> <ul style="list-style-type: none"> <li>○ NYS Certificate of Incorporation</li> <li>○ Filing Receipt or Certificate of Good Standing</li> <li>○ Minutes stating the names of the elected officers</li> </ul> </li> <li>▪ <b>LLC:</b> <ul style="list-style-type: none"> <li>○ NYS Department of State Articles of Organization</li> <li>○ Filing Receipt or Certificate of Good Standing</li> <li>○ Minutes stating the names of the elected officers</li> </ul> </li> <li>▪ <b>Partnership:</b> <ul style="list-style-type: none"> <li>○ Certificate of Partnership</li> </ul> </li> <li>▪ <b>Sole Proprieter:</b> <ul style="list-style-type: none"> <li>○ Business Certificate from the County Clerk</li> </ul> </li> <li>▪ <b>Self-Representation:</b> <ul style="list-style-type: none"> <li>○ No documents are required</li> </ul> </li> </ul> <p>Click <b>Save</b> before leaving the tab.</p>

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Step	Action
12.	<p>Click on the <b>Statements &amp; Signature</b> tab to move to the next tab. Click the checkbox next to the <b>Applicant's Statement</b> to electronically sign the Application.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="background-color: #c6e0b4; padding: 5px; border-bottom: 1px solid black;">Statements &amp; Signature</div> <p><b>Applicant's Statement*</b></p> <p>I have read and I understand all the items contained in this application. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both.</p> <p><input type="checkbox"/> I have personally reviewed all information entered in this application and on each of the documents listed herein. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed herein and expressing my agreement with the Statements and Signatures terms for such documents and all other statements herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">Name <input type="text"/></div> <div style="text-align: center;">Date <input type="text"/></div> </div> </div>
13.	<p>Click <b>Submit</b> to send your BAR to be reviewed. There is no fee associated with a Business Approval Request.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: center; gap: 10px; margin-bottom: 10px;"> <span style="background-color: #008000; color: white; padding: 5px 10px; border: 1px solid #ccc;">Save</span> <span style="background-color: #008000; color: white; padding: 5px 10px; border: 2px solid red;">Submit</span> </div> <div style="text-align: center; font-size: 1.2em; font-weight: bold; color: #000080;">BA00001216</div> </div>
14.	<p>Click <b>Yes</b> on the Confirmation pop-up window to confirm submission of your Request.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="background-color: #008000; color: white; padding: 5px; border-bottom: 1px solid black;">Confirm</div> <p style="text-align: center; color: #000080;">Are you sure you want to submit a Business Approval Request?</p> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 20px;"> <span style="background-color: #008000; color: white; padding: 5px 10px; border: 2px solid red;">Yes</span> <span style="background-color: #008000; color: white; padding: 5px 10px;">No</span> </div> </div>
<p>You have now completed the <b>Business Approval Request Step-by-Step Guide</b>.</p>	