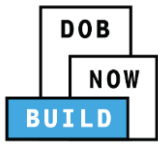
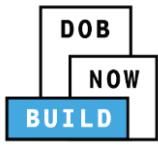


DOB NOW: *Build* Information Session Highlights - ANSWERS

1. As of **August 28, 2017**, all new Antenna and Curb Cut filings must be made in DOB NOW: *Build*.
2. Filings that already have a BIS Job Number will **continue with the current process**.
3. After **August 28, 2017**, filings with the AN-Antenna or CC-Curb Cut box checked will be **rejected** at the Borough office.
4. These forms/requests should be submitted through the DOB NOW Help form accessible at www.nyc.gov/dobnowhelp
 - a. **AI1 – Additional Information**
 - b. **PER 11 – Manual Appointment Request**
 - c. **CCD1 – Construction Code Determination**
 - d. **ZRD1 – Zoning Resolution Determination**
 - e. **L2 – Requests for Overrides, Reductions or Waivers of Civil Penalties for Work Without a Permit and Stop Work Order Violation**
5. Document Waivers or Deferrals and Withdrawal or Superseding Requests for DOB NOW: *Build* jobs can be requested using the form accessed at www.nyc.gov/dobnowhelp.



6. These main roles must register in eFiling before they can use DOB NOW: *Build*.
 - a. **Owner**
 - b. **Filing Representative**
 - c. **Design Professional**
 - d. **General Contractors**
 - e. **Special and Progress Inspectors**
 - f. **Site Safety Team – Site Safety Manager, Construction Superintendent, Site Safety Coordinator**
7. To ensure DOB NOW performs properly, I should turn off **Pop-Up Blockers** for the site.
8. Only the **Applicant of Record** can submit a filing.
9. The URL for DOB NOW is www.nyc.gov/dobnow.
10. To locate a job filing, I go to the **Job Number Search** tab on my Dashboard.
11. The **Application Highlights** section of the form shows a summary of the filing, displays payment details, and includes the Pay Now button.
12. To create a new job filing, I click **+Job Filing** from the **Dashboard**.
13. Fields with marked with a **red asterisk*** are required.



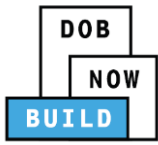
14. To save a filing for the first time and generate a Job Number, I must complete, at a minimum, these 3 sections:

Section 1 – Location Information

Section 2 – Applicant Information

Section 11 – Job Description

15. A Filing Rep can be added in Section **3** of the Plans/Work section of a job filing as long as they have a valid eFiling account.
16. If a document is needed before a filing can be submitted, it will be listed in the **Required Documents** section of the filing as **Required**.
17. When I first upload a document, it will have a status of **Pending**.
18. Who can pay the filing fees associated with a filing? **Any stakeholder associated with the filing.**
19. The filing is not complete until all the relevant parties have logged in and completed their **Statements & Signatures**.
20. Before submitting a filing, the Applicant of Record must click **Preview to File** and then advance through each page of the filing before they can add their signature and **File** the filing.



21. The **Design Professional** is a required attendee at an appointment requested by the DOB Plan Examiner.
22. To create PAAs and Subsequent Filings, I can use the drop down list in the **Filing Actions** column on the Dashboard.
23. The **General Contractor** can create a Work Permit, Renew a Permit, and Request an After Hours Variance (AHV).
24. **Anyone associated with the filing** can print a work permit.
25. The **Design Professional** or **Owner** can request a Letter of Completion.
26. If the DOB requires further action, the Applicant, Filing Rep and Owner will receive an **email notification**.
27. This presentation and other materials are available www.nyc.gov/dobnowinfo
28. If I need help, I can contact DOB Customer Service at www.nyc.gov/dobnowhelp