DOB NOW: *Build* – Request a Letter of Completion (PW7) Step-By-Step Guides

This Step-by-Step Guide includes instructions for entering data to create and submit Job Filings in DOB NOW: *Build* for Work Types that utilize the Letter of Completion (PW7) form. It does not represent all the filing requirements for any given application.

Work Types that utilize Letter of Completion (PW7) in DOB NOW: Build

- Antenna
- Construction Fence
- Curb Cut
- Mechanical Systems
- Boiler Equipment
- Plumbing
- Sidewalk Shed
- Sign
- Sprinklers
- Standpipe
- Structural
- Supported Scaffold

There are two ways to request a Letter of Completion. The following steps will outline each process.

In this Step-by-Step Guide, you will learn how to:

Request a LOC from the Action Column	3	3
Request a LOC using the +Request LOC button	5	7

Request a LOC from the Action Column

Complete the following steps to request a Letter of Completion (PW7) from the Action Column:

Step	Action				
i	A Letter of Completion (PW7) can be requested by Applicant or Owner for Job Filings that are in Sign-off status.				
Not	P				
(i)	Before a Letter of Completion (PW7) can be processed:				
Not	 The Special and/or Progress Inspectors must sign the Certification of Completion within each Requirement on the applicable Technical tabs (TR1/TR2/TR3/TR8). See Complete TR1 & TR8: Certify an Inspection Step-by-Step Guides. The Cost Affidavit (PW3) Final Cost must be verified or updated. 				
1.	Locate the Job Number for the Letter of Completion request on the Dashboard.				
	M00031008 I1 New Job Filing Permit Entire				
	✓ M00031007 I1 New Job Filing Permit Entire				
2	M00031006 I1 New Job Filing Permit Entire				
	If not visible, scroll to the right in order to view the Filing Action column.				

DOB NOW: *Build* – REQUEST A LOC (PW7) STEP-BY-STEP GUIDES

Step	Action				
1.	A Confirm pop-up window with the message "Please confirm if you would like to proceed with request letter of completion" displays. Click Yes to close the notification.				
	Confirm			×	
	Please confirm letter of comple	-	e to proceed with re No	equest	
			pletion pop-up	window displays.	
	consideration: violation is p	Last Name ADAM Business Name JA LLC Business Fax Zip Code 07302 tand that all the information provide this is at the information provide this is at the information provide this is at the information provide the	First Name JOE Business Telephone 5455568622 City JRRSEY CITY Mobile Telephone 2128745874 2128745874 2128745874		
2.	Enter Comme	nts.			
3.	5. Statements and Signature By signing below falsification of ar a fine or impriso benefit, monetar consideration. Vi	gnatures* v, I understand that all th y statement is a misdem nment, or both. It is unla y or otherwise, either as olation is punishable by in reviewed all information ft I am electronically signi inderstand that this elect	e information provided is true anor under the NYC Adminisis wful to give to a city employe a gratuity for properly perforn mprisonment or fine, or both.	Bignatures section. Le to the best of my knowledge and the strative Building Code and punishable by rming the job or in exchange for special and and agree that by personally clicking assing my agreement with the Statement a same validity and effect as a signature	

Step	Action
- 200,	The Signature and Date auto-populate.
	 5. Statements and Signatures* W signing below, I understand that all the information provided is true to the best of my knowledge and the falsification of any statement is a misdemeanor under the NYC Administrative Building Code and punishable by
	By signing below, I understand that all the information provided is true to the best of my knowledge and the falsification of any statement is a misdemeanor under the NYC Administrative Building Code and 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.
	I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Requester Signature Date
	JOE ADAM (Electronically Signed)
4.	Click Save.
	 5. Statements and Signatures* By signing below, I understand that all the information provided is true to the best of my knowledge and the falsification of any statement is a misdemeanor under the NYC Administrative Building Code and 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. I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left 1 am electronically signing this submission and expressing my agreement with the Statement terms herein. Junderstand that this electronic signature shall have the same validity and effect as a signature
	affixed by hand. Date Requester Signature Date JOE ADAM 02/04/2019 (Electronically Signed) 02/04/2019
	Reference Cancel
5.	A Notification pop-up window with the message "LOC saved successfully" displays. Click OK to close the notification.
	Notification *
	LOC saved successfully.
	ОК

Step	Action
6.	Click Submit. Statements and Signatures*
	Resource Cancel
-	A Notification pop-up window with the message "LOC submitted successfully" displays. Click OK to close the notification. Notification LOC submitted successfully.
i	For Standard Plan Examination or Review the Status Bar updates to LOC Issued.
You ha	ave completed the Request a LOC from the Action Column Step-by-Step Guide.

Request a LOC Using the +Request LOC Button

Complete the following steps to request a LOC (PW7) using the +Request LOC button:

	To Request a Letter of Completion is also accessible on the Dashboard Request LOC tab.				
No	le la				
1.	Click the + Request LOC button.				
	 ★ Job Filing ★ Work Permit ★ AHV Permit ★ Request LOC ★ Boiler Removal Notification ★ Emergency Work Notification ★ Certificate of Operation 				
2.	Enter the Job Filing Number.				
Ζ.	Click Get Jobs .				
	Request Letter Of Completion				
	Enter Job Filing Number: 0 characters remaining				
	o characters remaining				
	Get Jobs Cancel				
	The Request Letter Of Completion pop-up window displays.				
_ 225	Request Letter Of Completion				
	Enter Job Filing Number:				
	0 characters remaining				
	Job Lists: Job# * Filing# * Filing Type * Current Filing Status * Created Date * Filing Action* =				
	M00031046 I1 New Job Filing Permit Entire 02/06/2019 Select Action:				
3.	Select Request LOC from Filing Action drop-down list.				
5.	Request Letter Of Completion				
	Enter Job Filing Number: M00030264 0 characters remaining				
	Job Lists: Job# Filing# Filing Type Current Filing Status Created Date Filing Action =				
	M00031046 II New Job Filing Permit Entire 02/06/2019 Select Action:				
	Select Action: Request LOC				

4.	A Confirm pop-up window with the message "Please confirm if you would like to proceed with request letter of completion" displays. Click Yes to close the notification.					
	Confirm Please confi letter of con	2	ould like to procee	d with req	× uest	
		nptetton.	Yes No			
	Request Letter of Completio	Last Name Last Name ADAM Business Name JA LLC Business Fax Zip Code 07302	Poletion pop-up win First Name JOE Business Telephone S455568622 City JERSEV CITY Mobile Telephone 21228745874	Application Highligh Location Job Number Filing Number Current Filing Status Job Status LOC Number LOC Status		
5.	Enter Commen	nts.	K Save A Submit Cancel			
6.	5. Statements and Sig By signing below falsification of an a fine or imprisor benefit, monetan consideration. Vio	natures* , I understand that all th y statement is a misdem nment, or both. It is unla y or otherwise, either as olation is punishable by ir reviewed all information t I am electronically signi nderstand that this electronically	bignatures checkbo	the best of my know e Building Code and for a city employee the job or in exchai		

	The Signature and Date auto-populate.
	5. Statements and Signatures*
	By signing below, I understand that all the information provided is true to the best of my knowledge and the falsification of any statement is a misdemeanor under the NYC Administrative Building Code and 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.
	I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.
	Requester Signature Date JOE ADAM 02/04/2019 (Electronically Signed) 02/04/2019
7.	Click Save.
	5. Statements and Signatures*
	 By signing below, I understand that all the information provided is true to the best of my knowledge and the falsification of any statement is a misdemeanor under the NYC Administrative Building Code and 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. I have personally reviewed all information in this submission. I understand and agree that by personally clicking
	on the box at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.
	Requester Signature Date
	JOE ADAM 02/04/2019 (Electronically Signed)
	Save A Submit Cancel
8.	A Notification pop-up window with the message "LOC saved successfully" displays.
	Click OK to close the notification.
	Notification
	LOC saved successfully.
	ОК
1	

9.	Click Submit.
5.	5. Statements and Signatures*
	By signing below, I understand that all the information provided is true to the best of my knowledge and the falsification of any statement is a misdemeanor under the NYC Administrative Building Code and 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.
	I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.
	Requester Signature Date
	JOE ADAM 02/04/2019 (Electronically Signed)
	R Save A Submit Cancel
	A Notification pop-up window with the message "LOC submitted successfully"
	displays.
	Click OK to close the notification.
	Click OK to close the notification.
	Notification *
	LOC submitted successfully.
	OK
(\mathbf{i})	For Standard Plan Examination or Review the Status Bar updates to LOC Issued.
	Pre-Filling Pending CPE/ACPE Assignment Pending PE Assignment Plan Examiner Review CPE/ACPE Review Approved Permit Issued/Permit Entire LOC Issued
	For Professional Certification the Status Bar updates to LOC Issued.
	Pending Prof Cert QA Pre-Filing Assignment Prof Cert QA Review Approved Permit Issued/Permit Entire LOC Issued
You ha	ave completed the Request a Letter of Completion (PW7) Step-by-Step Guides.