

DOB

NOW

BUILD

NYC
Buildings

INDUSTRY PORTAL STEP-BY-STEP GUIDE

UPLOADING DOCUMENTS FOR ALL WORK TYPES

The following Step-by-Step Guide will outline the steps applicable to complete the Uploading Documents in DOB NOW: *Build*.

The examples shown and used in this Step-by-Step Guide are specific to Uploading Documents.

HELPFUL LINKS

[YouTube.com/DOBNOW](https://www.youtube.com/DOBNOW)

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

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



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Guidelines

ROLES & RESPONSIBILITIES

1. The Applicant of Record can be a Professional Engineer or a Registered Architect but does not have to be the same Applicant of Record as appears on the Job Filing.
2. The Applicant of Record must attest to the created Job Filing.
3. The Owner must attest to the created Job Filing.
4. The Applicant of Record and the Owner can be the same person.
5. A Delegated Associates (Filing Representative Class II or Other Licensee) can be added to a Job Filing and can act on behalf of the Applicant of Record.

For FILING REPRESENTATIVES only

1. Filing Representatives cannot be Applicants of Record (i.e. they cannot submit the Job Filing Requests). However, they can perform data-entry functions to provide information and upload documents.
2. Filing Representative cannot attest.

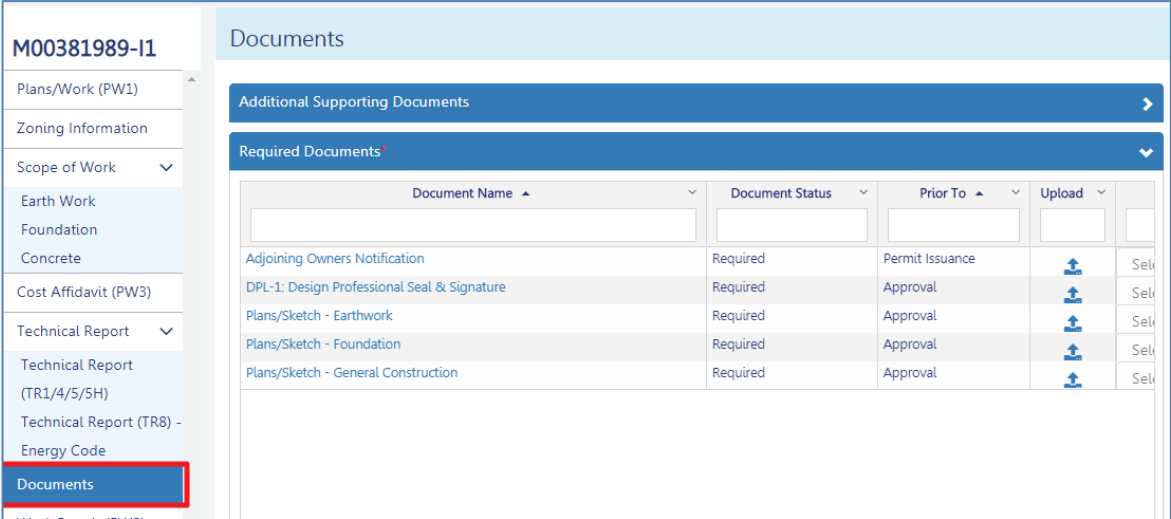
DOB NOW: *Build* - Upload a Document Step-By-Step Guide

In this Step-by-Step Guide, you will learn how to upload a document in DOB NOW: *Build*.



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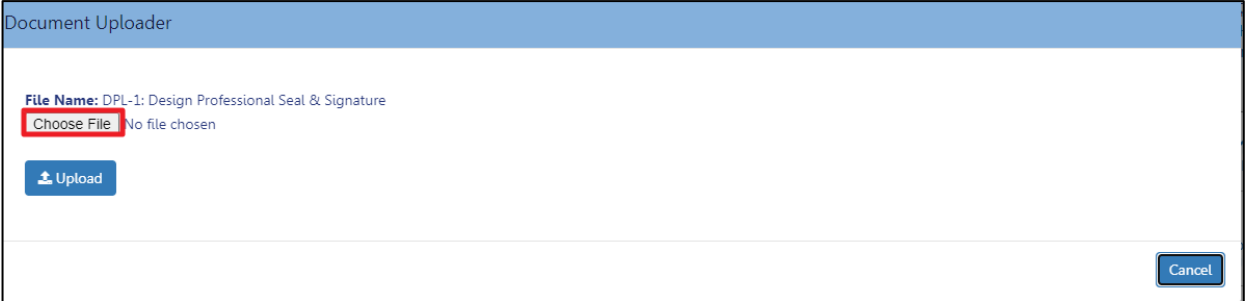

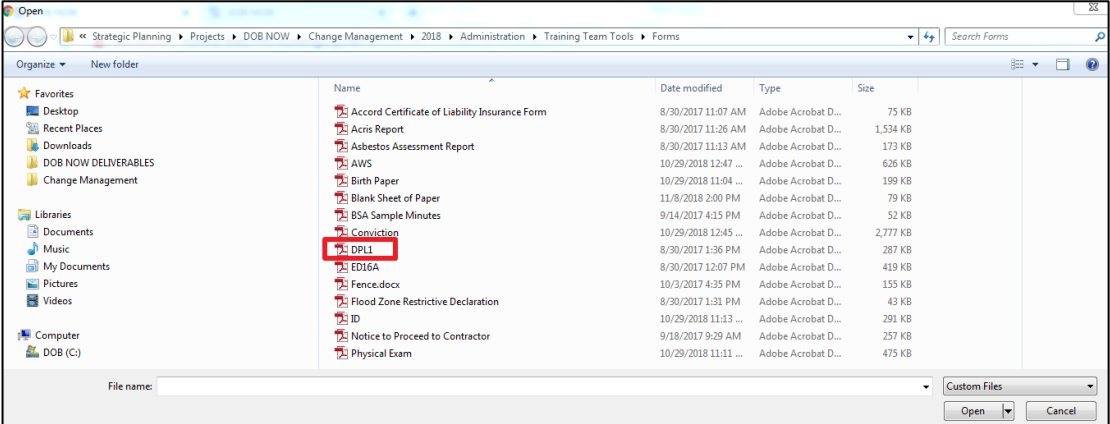
DOB NOW: *Build* – UPLOAD A DOCUMENT – STEP-BY-STEP GUIDE

Step	Action																														
1.	<p>Select the Documents tab.</p>  <p>The screenshot displays the 'Documents' tab for project M00381989-I1. The left sidebar contains a navigation menu with the following items: Plans/Work (PW1), Zoning Information, Scope of Work (dropdown), Earth Work, Foundation, Concrete, Cost Affidavit (PW3), Technical Report (dropdown), Technical Report (TR1/4/5/5H), Technical Report (TR8) - Energy Code, and Documents (highlighted in red). The main content area shows a table of required documents:</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Document Status</th> <th>Prior To</th> <th>Upload</th> <th></th> </tr> </thead> <tbody> <tr> <td>Adjoining Owners Notification</td> <td>Required</td> <td>Permit Issuance</td> <td></td> <td>Select</td> </tr> <tr> <td>DPL-1: Design Professional Seal & Signature</td> <td>Required</td> <td>Approval</td> <td></td> <td>Select</td> </tr> <tr> <td>Plans/Sketch - Earthwork</td> <td>Required</td> <td>Approval</td> <td></td> <td>Select</td> </tr> <tr> <td>Plans/Sketch - Foundation</td> <td>Required</td> <td>Approval</td> <td></td> <td>Select</td> </tr> <tr> <td>Plans/Sketch - General Construction</td> <td>Required</td> <td>Approval</td> <td></td> <td>Select</td> </tr> </tbody> </table>	Document Name	Document Status	Prior To	Upload		Adjoining Owners Notification	Required	Permit Issuance		Select	DPL-1: Design Professional Seal & Signature	Required	Approval		Select	Plans/Sketch - Earthwork	Required	Approval		Select	Plans/Sketch - Foundation	Required	Approval		Select	Plans/Sketch - General Construction	Required	Approval		Select
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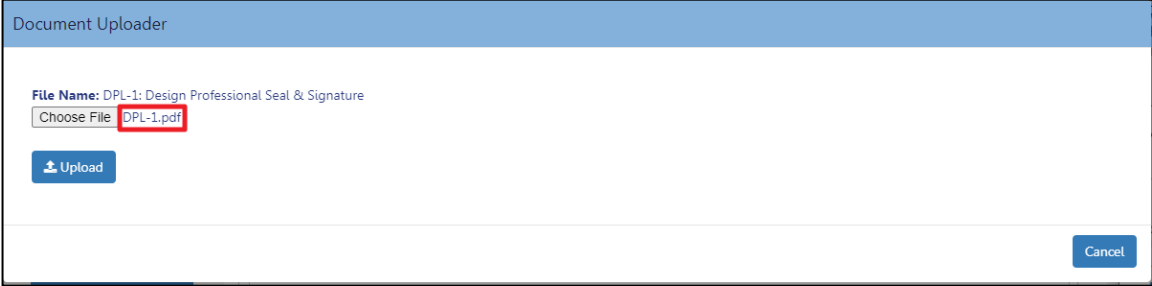
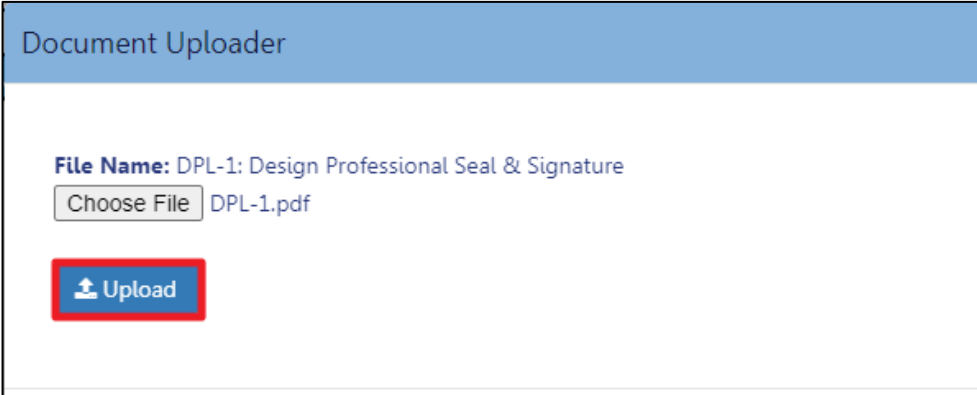
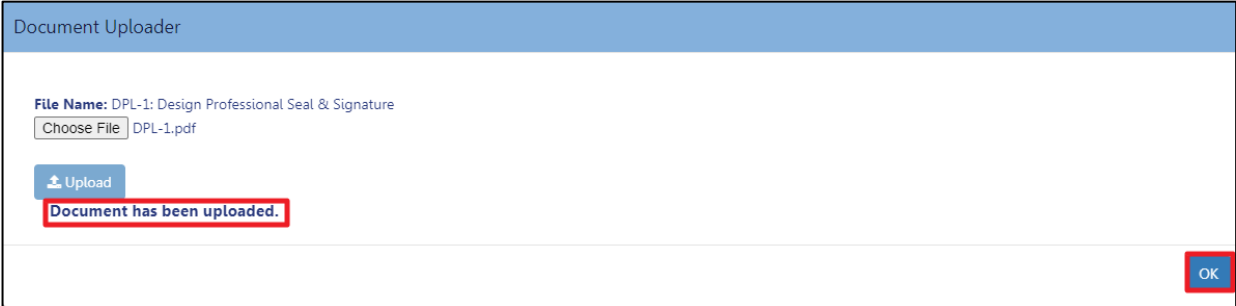
DOB NOW: *Build* – UPLOAD A DOCUMENT – STEP-BY-STEP GUIDE

Step	Action																														
	<p>The Required Documents header displays with the auto-populated list of documents to be uploaded.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="background-color: #e6f2ff; padding: 5px;">Documents</p> <div style="background-color: #0056b3; color: white; padding: 5px; margin-bottom: 5px;">Additional Supporting Documents ></div> <div style="border: 2px solid red; background-color: #0056b3; color: white; padding: 5px; margin-bottom: 5px;">Required Documents*</div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr> <th style="width: 50%;">Document Name ▲</th> <th style="width: 15%;">Document Status</th> <th style="width: 15%;">Prior To ▲</th> <th style="width: 10%;">Upload</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>DPL-1: Design Professional Seal & Signature</td> <td>Required</td> <td>Approval</td> <td style="text-align: center;">↑</td> <td>Sel</td> </tr> <tr> <td>Fee Exempt Supporting Document - DOF Property Tax Assessment Roll</td> <td>Required</td> <td>Approval</td> <td style="text-align: center;">↑</td> <td>Sel</td> </tr> <tr> <td>Plans/Sketch - General Construction</td> <td>Required</td> <td>Approval</td> <td style="text-align: center;">↑</td> <td>Sel</td> </tr> </tbody> </table> </div>	Document Name ▲	Document Status	Prior To ▲	Upload		DPL-1: Design Professional Seal & Signature	Required	Approval	↑	Sel	Fee Exempt Supporting Document - DOF Property Tax Assessment Roll	Required	Approval	↑	Sel	Plans/Sketch - General Construction	Required	Approval	↑	Sel										
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2.	<p>Click the Upload (↑) icon next to the Document Name (e.g., DPL-1: Design Professional Seal & Signature).</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex;"> <div style="width: 25%; border-right: 1px solid #ccc; padding-right: 5px;"> <p>M00381989-11</p> <ul style="list-style-type: none"> Plans/Work (PW1) Zoning Information Scope of Work Earth Work Foundation Concrete Cost Affidavit (PW3) Technical Report Technical Report (TRL/4/5/SH) Technical Report (TRR) - Energy Code <li style="background-color: #0056b3; color: white; padding: 2px;">Documents </div> <div style="width: 75%; padding-left: 5px;"> <p style="background-color: #e6f2ff; padding: 5px;">Documents</p> <div style="background-color: #0056b3; color: white; padding: 5px; margin-bottom: 5px;">Additional Supporting Documents ></div> <div style="border: 2px solid red; background-color: #0056b3; color: white; padding: 5px; margin-bottom: 5px;">Required Documents*</div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr> <th style="width: 50%;">Document Name ▲</th> <th style="width: 15%;">Document Status</th> <th style="width: 15%;">Prior To ▲</th> <th style="width: 10%;">Upload</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Adjoining Owners Notification</td> <td>Required</td> <td>Permit Issuance</td> <td style="text-align: center;">↑</td> <td>Sel</td> </tr> <tr> <td>DPL-1: Design Professional Seal & Signature</td> <td>Required</td> <td>Approval</td> <td style="text-align: center; border: 2px solid red;">↑</td> <td>Sel</td> </tr> <tr> <td>Plans/Sketch - Earthwork</td> <td>Required</td> <td>Approval</td> <td style="text-align: center;">↑</td> <td>Sel</td> </tr> <tr> <td>Plans/Sketch - Foundation</td> <td>Required</td> <td>Approval</td> <td style="text-align: center;">↑</td> <td>Sel</td> </tr> <tr> <td>Plans/Sketch - General Construction</td> <td>Required</td> <td>Approval</td> <td style="text-align: center;">↑</td> <td>Sel</td> </tr> </tbody> </table> </div> </div> </div>	Document Name ▲	Document Status	Prior To ▲	Upload		Adjoining Owners Notification	Required	Permit Issuance	↑	Sel	DPL-1: Design Professional Seal & Signature	Required	Approval	↑	Sel	Plans/Sketch - Earthwork	Required	Approval	↑	Sel	Plans/Sketch - Foundation	Required	Approval	↑	Sel	Plans/Sketch - General Construction	Required	Approval	↑	Sel
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	<p>The Document Uploader pop-up notification will display.</p>																														

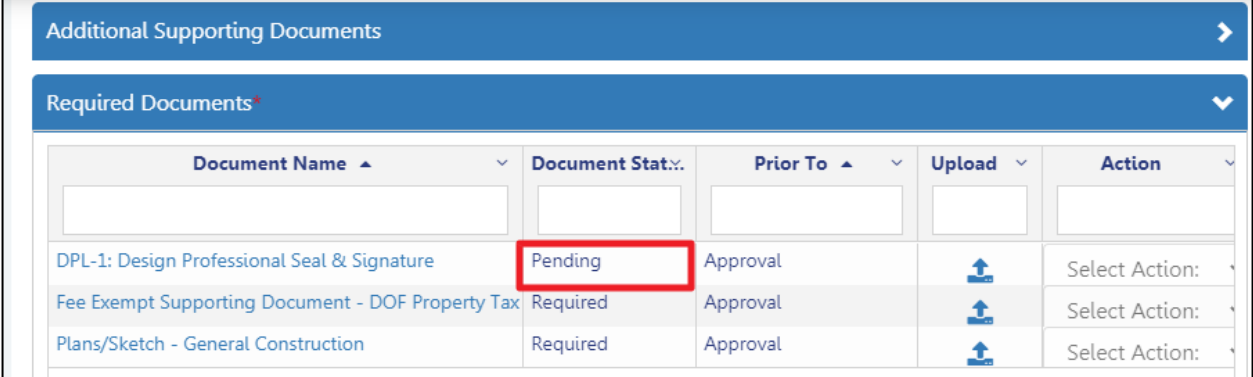

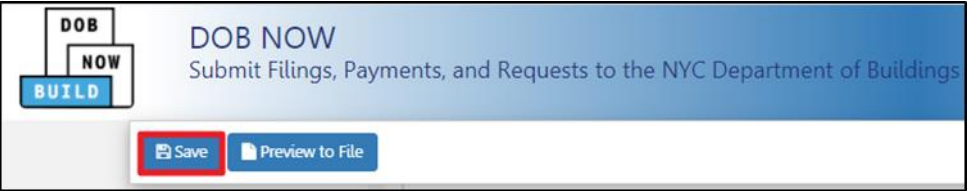

DOB NOW: *Build* – UPLOAD A DOCUMENT – STEP-BY-STEP GUIDE

Step	Action
3.	<p>Click Choose File.</p> 
	The Documents Library window will open.
4.	<p>Browse to the folder where you have saved the document, if necessary, to locate the file to upload.</p> 
5.	Click the Document's Name (e.g., DPL1) to select the file.
6.	Click Open .

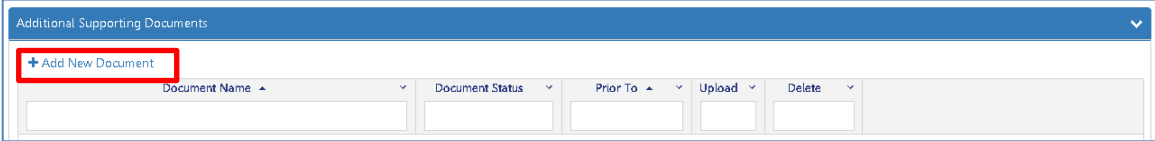
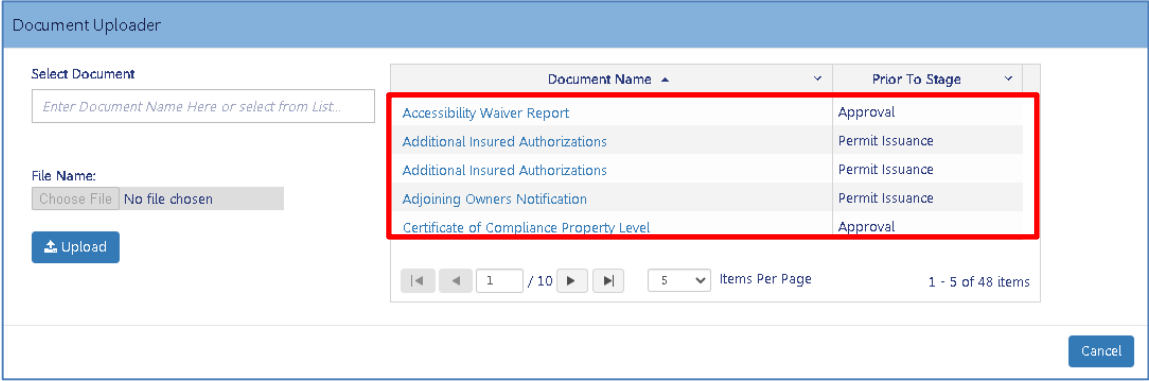
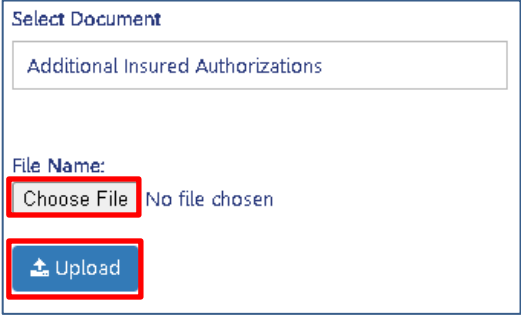
DOB NOW: *Build* – UPLOAD A DOCUMENT – STEP-BY-STEP GUIDE

Step	Action
7.	<p>The Document Uploader pop-up window displays with the File Name (e.g., DPL1.pdf) to the right of Choose File.</p> 
8.	<p>Click Upload.</p> 
9.	<p>Once uploaded, the message “Document uploaded successfully” displays. Click OK to close the Document Uploader pop-up window.</p> 

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10.	<p>The Document Status of the document changes from Required to Pending after the file is uploaded.</p>  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Document Name</th> <th style="text-align: left;">Document Stat.:</th> <th style="text-align: left;">Prior To</th> <th style="text-align: left;">Upload</th> <th style="text-align: left;">Action</th> </tr> </thead> <tbody> <tr> <td>DPL-1: Design Professional Seal & Signature</td> <td>Pending</td> <td>Approval</td> <td></td> <td>Select Action:</td> </tr> <tr> <td>Fee Exempt Supporting Document - DOF Property Tax</td> <td>Required</td> <td>Approval</td> <td></td> <td>Select Action:</td> </tr> <tr> <td>Plans/Sketch - General Construction</td> <td>Required</td> <td>Approval</td> <td></td> <td>Select Action:</td> </tr> </tbody> </table>	Document Name	Document Stat.:	Prior To	Upload	Action	DPL-1: Design Professional Seal & Signature	Pending	Approval		Select Action:	Fee Exempt Supporting Document - DOF Property Tax	Required	Approval		Select Action:	Plans/Sketch - General Construction	Required	Approval		Select Action:
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Plans/Sketch - General Construction	Required	Approval		Select Action:																	
	<p>Note Repeat Steps 2 – 9 above for each required document listed in the Required Documents section.</p>																				
11.	<p>Located in the upper left-hand corner of the page, click Save.</p> 																				
12.	<p>A Notification pop-up window with the message “Job filing has been saved” displays. Click OK to close the notification.</p> 																				
<p>You have completed the Upload a Document Step-by-Step Guide.</p>																					

Uploading Additional Documents

<p>1.</p>	<p>To upload additional supporting documents, first click on the blue bar that says “Additional Supporting Documents” to open the section</p> <p>Click + Add New Document.</p> 												
<p>2.</p>	<p>The Document Uploader opens.</p> <p>Select a Document Name.</p>  <table border="1" data-bbox="667 884 1313 1119"> <thead> <tr> <th>Document Name</th> <th>Prior To Stage</th> </tr> </thead> <tbody> <tr> <td>Accessibility Waiver Report</td> <td>Approval</td> </tr> <tr> <td>Additional Insured Authorizations</td> <td>Permit Issuance</td> </tr> <tr> <td>Additional Insured Authorizations</td> <td>Permit Issuance</td> </tr> <tr> <td>Adjoining Owners Notification</td> <td>Permit Issuance</td> </tr> <tr> <td>Certificate of Compliance Property Level</td> <td>Approval</td> </tr> </tbody> </table>	Document Name	Prior To Stage	Accessibility Waiver Report	Approval	Additional Insured Authorizations	Permit Issuance	Additional Insured Authorizations	Permit Issuance	Adjoining Owners Notification	Permit Issuance	Certificate of Compliance Property Level	Approval
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<p>3.</p>	<p>Click Choose File to select the document and then click Upload.</p> 												
<p>4.</p>	<p>Click OK.</p>												
<p>5.</p>	<p>Repeat as necessary until all additional documents have been uploaded.</p>												
<p>You have completed Uploading Additional Documents.</p>													

