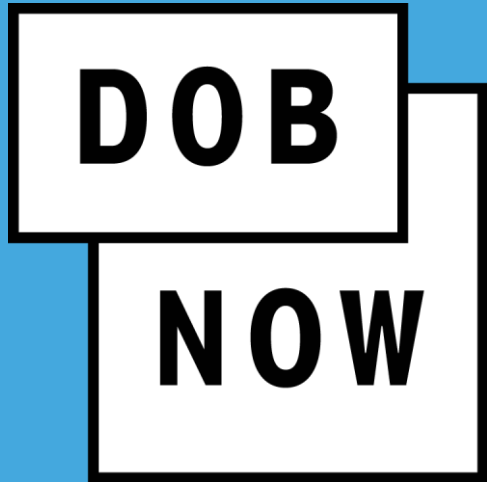


DOB NOW: *Build* MECHANICAL SYSTEMS

Industry Session: Introduction



NO PAPER. NO LINES.

Tamika Jackson

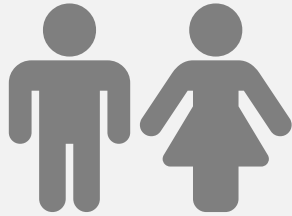
Trainer

DOB NOW TRAINING TEAM

- Ground Rules
- Learning Objectives
- Pre-DOB NOW – Overview
 - Current Process
- DOB NOW – Overview
 - Features and Benefits
 - Roles and Responsibilities
 - Registering for eFiling
- DOB NOW: *Build* – Release Overview
 - Industry Process Demonstration
- Materials to Help You Back on the Job
 - Helpful Links
 - DOB NOW Resources
- Questions & Answers

GROUND RULES

DOB
NOW



Restrooms



Mute Mobile Phones



Ask Questions



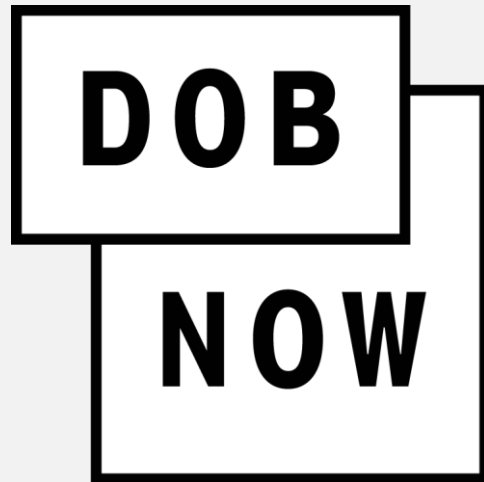
Parking Lot



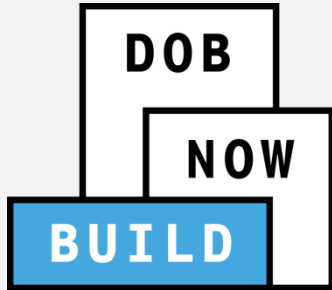
Feedback

At the end of this session, you will be able to:

- Describe DOB NOW
- List the modules included in DOB NOW
- List features and benefits of DOB NOW
- Access and navigate the DOB NOW: *Build* – Industry Portal
- Identify the DOB NOW: *Build* – Job Filing Structures
 - Initial Job Filing
 - Post Approval Amendments
 - Subsequent Job Filings



DOB NOW is an interactive, web-based portal that will enable building Owners, Design Professionals, Filing Representatives, and Licensees to do all business with DOB online. Filing online allows the user to work from home or office and eliminates the need to travel to DOB to file applications.



BUILD includes:

- Create & Submit Job Filings
- Pull & Renew Permits
- Request AHV
- Request LOC
- Schedule Appointments
- Resolve Objections



LICENSING includes:

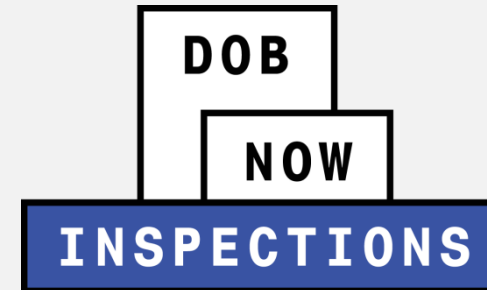
- Apply for License(s)
- Renew License
- Replace License
- Change Address



SAFETY includes:

Compliance Reports

- Submit Boiler Reports
- Submit Elevator Reports
- Submit Facade Reports



INSPECTIONS includes:

- Request Inspection(s)
- View Results

DOB NOW ACCESS – PUBLIC PORTAL AND INDUSTRY PORTAL



PUBLIC PORTAL

Address

House Number **Street Name** **Borough**

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

Open to the Public

INDUSTRY PORTAL

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

DOB NOW BUILD Submit Jobs for:
• Antennas
• Curb Cuts
• Electrical
• Elevators
• Fences
• Plumbing

DOB NOW SAFETY Submit Compliance Filing for:
• Facades
• Boilers

Search the Public Portal for Filings and Permits Submitted in **DOB NOW**

Address

House Number **Street Name** **Borough**

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

DOB NOW PUBLIC Public Portal FAQ and User Manual

DOB NOW BUILD FAQ and Resources

Log In to **DOB NOW** to **Submit** and Filings:

Enter your e-Filing account information

Email

Password

To register for an account or reset your password, go to the e-filing website.
Need more help? Contact us.

eFiling Registered Users



Submit a Job Filing online

Customers do not have to travel to the DOB office for Job Filings



Real-time Job Filing information online

24/7 access to job status and information



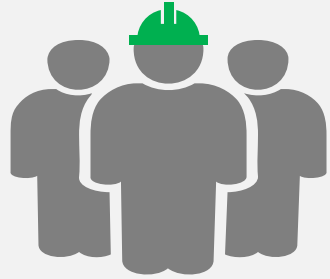
Greater transparency of the Job Filing process

Job Filing status can be viewed at any time



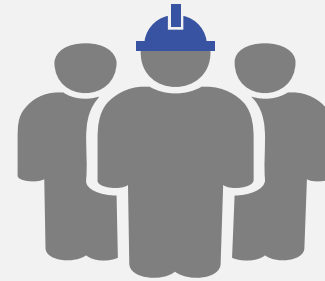
Faster processing time

Digital Job Filing allows for quicker turnaround time for submitted Job Filings



Applicant of Record

- Registered Architects
- Professional Engineers
- Licensees



Inspectors

- Special Inspectors
- Progress Inspectors



Other Stakeholders

- Property Owners
- Job Filing Representatives
- Licensees

REGISTER FOR eFILING

DOB
NOW

- All stakeholders associated with a job filing must register in eFiling before logging into DOB NOW.
- If previously registered, users should enter their existing eFiling username and password to access DOB NOW.
- Register at www.nyc.gov/dobefiling

Welcome to eFiling

DOB NOW will be released in phases over the coming years. During the transition, users will create and maintain their login and password through eFiling.

Currently façade, plumbing, sprinkler, and standpipe filings can be submitted in DOB NOW. For online filings that have not yet transitioned to DOB NOW, please continue to access through the links below.

Email Address:

Password:

Forgot your password?
[Click here](#) to reset it!

Login

Register for electronic filing.

Major Construction Development Hub <ul style="list-style-type: none">• Major Alterations• New Buildings Demolitions	Minor Construction Hub Self-Service <ul style="list-style-type: none">• Minor Alterations Hub Full-Service <ul style="list-style-type: none">• Minor Alterations Signs
Electrical and Minor Plumbing All Electrical Work Limited Alteration Application	Manage Your Account Add License Type Add Sustainable Contractor Designation



**Complete
Registration Form**



**Click
Verification Email**



**Receive
Confirmation
from DOB**



**Complete
Registration Form**



**Click
Verification Email**



**Print
Authentication Form**



**Sign, Date and
Seal the Form**



**Submit
App to DOB in person
or via mail**



**Receive
Confirmation
From DOB**

▪ **IN PERSON:**

New York City Department of Buildings
LAA/Permit Renewal and Hub Authentication Unit
280 Broadway, 1st Floor
New York, NY 10007

▪ **MAIL TO:**

New York City Department of Buildings
LAA/Permit Renewal and Hub Authentication Unit
Attn: eFiling
280 Broadway, 1st Floor
New York, NY 10007

DOB NOW ACCESS – PUBLIC PORTAL AND INDUSTRY PORTAL



Search the Public Portal for Filings and Permits Submitted in

Log In to to **Submit** and Filings:

Enter your e-Filing account information

Email

Password

To register for an account or reset your password, go to the eFiling website.
Welder, Journeyman and Gas Work Qualification Applicants only - enter your DOB NOW: Licensing profile email and password above.
Don't have one? Click [here](#) to Create a new DOB NOW: Licensing profile.
[Forgot password?](#) [Need more help? Contact us.](#)

Address

House Number

Street Name

Borough

Industry Portal →

Public Portal ←

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

Licensees Search

DOB NOW: HELPFUL LINKS



Borough, Block, Lot

Device Search

Licensees Search

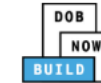
Don't have one? Click [here](#) to Create a new DOB NOW: Licensing profile.

Forgot password?

Need more help? [Contact us.](#)



Public Portal [FAQ](#) and [User Manual](#)



[FAQ and Resources](#)



[FAQ and Resources](#)



[FAQ and Resources](#)



[Building Information Search](#)

[NYC OpenData](#)



STEP-BY-STEP GUIDE VIDEO DEMO

- Log into the DOB NOW Industry Portal
- Explore and Navigate the DOB NOW: *Build* Dashboard

SCENARIO: A

NB or ALT 1
JOB FILING

1 & 2
FAMILY
HOMES

SAME
APPLICANT
OF
RECORD

OPTIONAL

NOT SAME
APPLICANT
OF
RECORD

MANDATORY

FILE: GC and
MS and/or ST
in BIS

OR

FILE GC in BIS
and
MS/ST in DOB
NOW : *Build*

FILE
NB in BIS

FILE MS, ST
in DOB
NOW: *Build*

SCENARIO: B

NB or ALT 1
JOB FILING

3, OTHER

FILE NB:
GC in BIS

FILE MS, ST
in DOB
NOW: *Build*

- In the **Additional Information** section you can add any associated BIS or DOB Now Job Filing numbers.
 - Use a semi-colon (;) to separate more than one Job Filing.

Additional Information*

Estimated Job Cost \$*	Total Construction Floor Area (Square Feet)*
<input type="text" value="\$1,000.00"/>	<input type="text" value="2"/>
Related BIS Job Numbers: Is this job associated with a New Building filed in BIS?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Associated New Building BIS Job Number :*	
<input type="text"/>	
75 characters remaining	
Related DOB NOW/BIS Job Numbers: Is this job associated with any other jobs filed in BIS/DOB NOW?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Associated BIS/DOB Job Number :*	
<input type="text"/>	
125 characters remaining	

In DOB NOW: *Build*, a Job Filing can have Multiple Job Filings and/or Multiple Work Types. Each Work Type has an associated Work Permit (PW2).

▪ The following Work Types may be filed together:

- Plumbing
- Sprinklers
- Standpipe
- Supported Scaffold
- Sidewalk Shed
- Construction Fence

Job filing includes:

<input type="checkbox"/> Antenna	<input type="checkbox"/> Boiler Equipment
<input type="checkbox"/> Curb Cut	<input type="checkbox"/> Electrical
<input type="checkbox"/> Limited Alteration Application	<input type="checkbox"/> Mechanical Systems
<input checked="" type="checkbox"/> Plumbing	<input type="checkbox"/> Sidewalk Shed
<input checked="" type="checkbox"/> Sprinklers	<input checked="" type="checkbox"/> Standpipe
<input type="checkbox"/> Supported Scaffold	<input type="checkbox"/> Temporary Place of Assembly

Submit Cancel

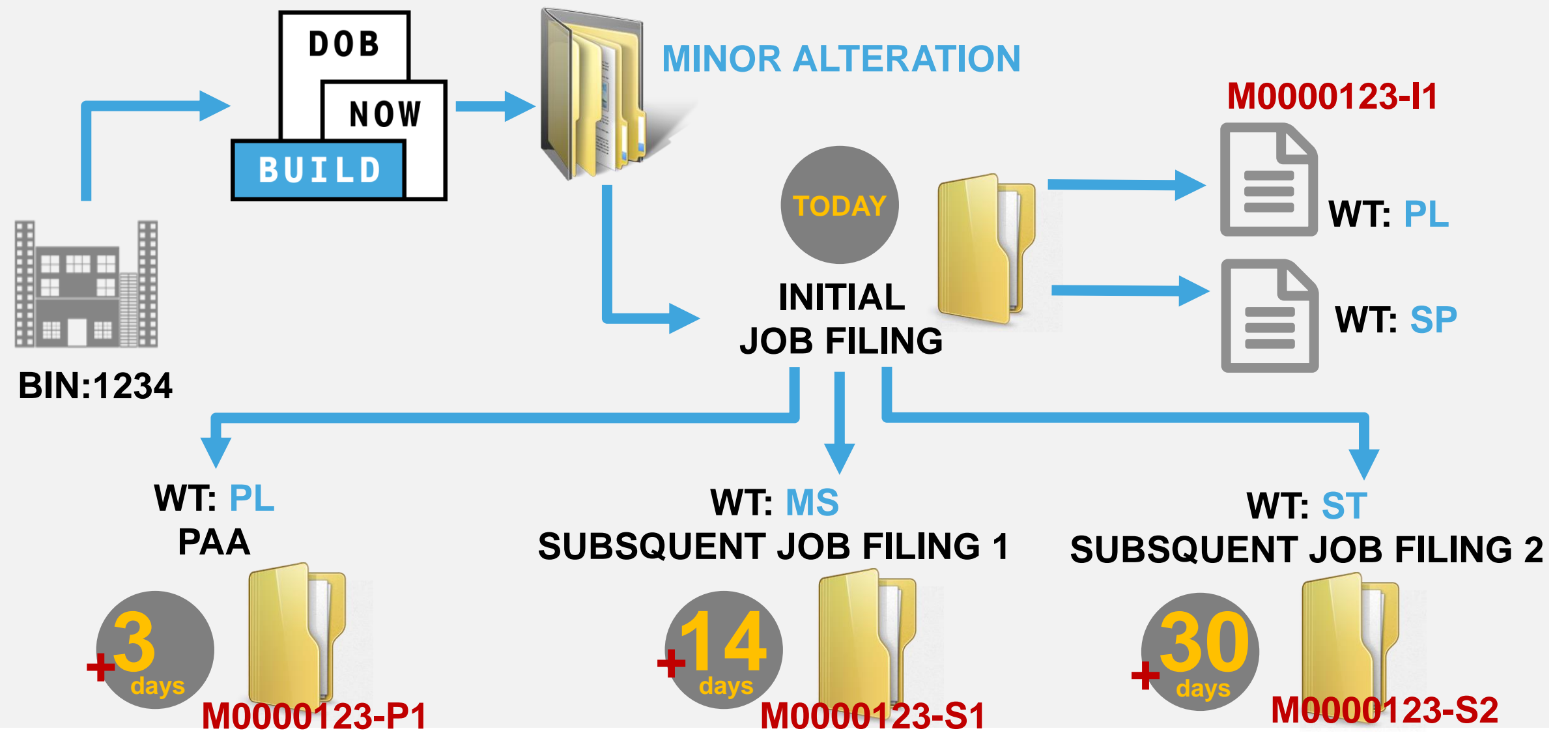
Job filing includes:

<input type="checkbox"/> Antenna	<input type="checkbox"/> Boiler Equipment	<input checked="" type="checkbox"/> Construction Fence
<input type="checkbox"/> Curb Cut	<input type="checkbox"/> Electrical	<input type="checkbox"/> Elevators
<input type="checkbox"/> Limited Alteration Application	<input type="checkbox"/> Mechanical Systems	<input type="checkbox"/> Place of Assembly
<input type="checkbox"/> Plumbing	<input checked="" type="checkbox"/> Sidewalk Shed	<input type="checkbox"/> Sign
<input type="checkbox"/> Sprinklers	<input type="checkbox"/> Standpipe	<input type="checkbox"/> Structural
<input checked="" type="checkbox"/> Supported Scaffold	<input type="checkbox"/> Temporary Place of Assembly	

Submit Cancel

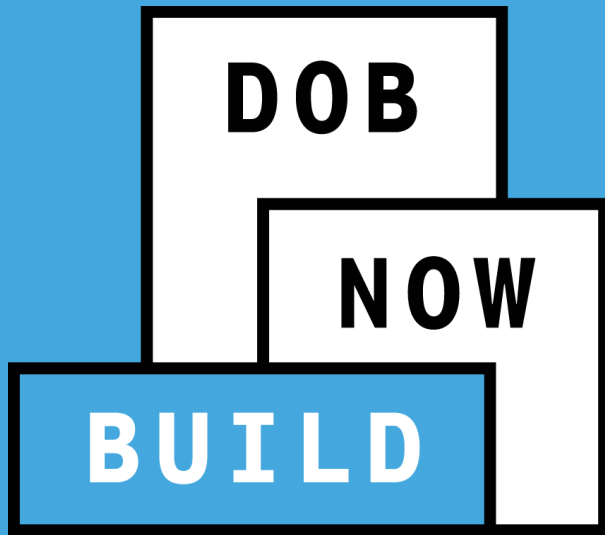
DOB NOW: *Build* – FILING STRUCTURE

DOB
NOW



You should now be able to:

- Describe DOB NOW
- List the modules included in DOB NOW
- List features and benefits of DOB NOW
- Access and navigate the DOB NOW: *Build* – Industry Portal
- Identify the DOB NOW: *Build* – Job Filing Structures
 - Initial Job Filing
 - Post Approval Amendments
 - Subsequent Job Filings

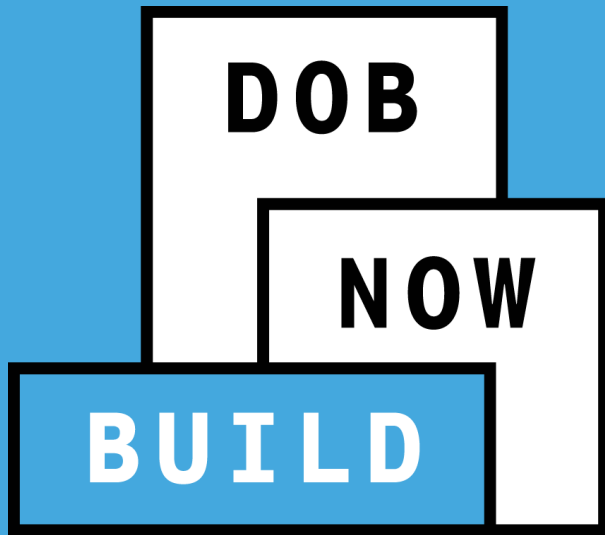


DOB NOW: *Build* MECHANICAL SYSTEMS

Industry Process Overview

At the end of this session, you will be able to:

- Discuss Key Differences Between the Current State and Future State
- Identify the 2 Job Filing Review Types
 - Standard Plan Examination or Review
 - Professional Certification
- Submit a Mechanical Systems Job Filing
- View Certificate of Compliance (COC)
- Make Corrections Prior to Review
- Respond to Objections/Schedule Appointment
- View, Print or Renew a Work Permit (PW2)
- Request L2 Guidelines
- Create a Post Approval Amendment (PAA)
- Create a Subsequent Job Filing
- Create an After Hours Variance Work Permit (AHV)
- Request a Letter of Completion (PW7)
- Access Helpful Resources and Navigate the Public Portal



MECHANICAL SYSTEMS JOB FILINGS

- CURRENT STATE (PRE-DOB NOW)
- FUTURE STATE (DOB NOW: *Build*)

What is Mechanical Systems?

- Any building service using machines which includes: [plumbing](#), [heating](#) and [air-conditioning](#) systems etc.
- The proposed scope of work for Mechanical Systems includes one more of the following:
 - Heating System
 - Ventilation System
 - Air Conditioning System
 - Refrigeration
 - Associated Ducts and Piping
 - Cooling Towers
 - Generators
- For more information:

https://www1.nyc.gov/assets/buildings/Supporting_Documentation

- The PW1: Plan/Work Application form is submitted to the Department of Buildings to begin the application process.

NYC Buildings PW1: Plan / Work Application
Must be typewritten.

1 Location Information *Required for all applications.*

House No(s)	Street Name		
Borough	Block	Lot	BIN
Work on Floor(s)			

2 Applicant Information *Required for all applications. Fax, mobile telephone and e-mail*

Last Name	First Name	
Business Name		
Business Address		
City	State	Zip
E-Mail		
Choose one: <input type="checkbox"/> P.E. <input type="checkbox"/> R.A. <input type="checkbox"/> Sign Hanger <input type="checkbox"/> R.L.A. <input type="checkbox"/> Other		

- On the PW1, the Mechanical Work Type identified in section **6A: MH – Mechanical** is used to identify the categories of proposed Mechanical work included in the scope.

6 Work Types *Select all that apply but no more than allowed by job and filing type. "OT" required or*

6A <input type="checkbox"/> BL - Boiler <i>PW1C</i>	<input type="checkbox"/> FS - Fuel Storage <i>PW1C</i>	<input type="checkbox"/> PL - Plumbing <i>PW1B</i>
<input type="checkbox"/> FA - Fire Alarm	<input type="checkbox"/> FP - Fire Suppression	<input type="checkbox"/> SD - Standpipe <i>PW1B</i>
<input type="checkbox"/> FB - Fuel Burning <i>PW1C</i>	<input checked="" type="checkbox"/> MH - Mechanical	<input type="checkbox"/> SP - Sprinkler <i>PW1B</i>
6B <input type="checkbox"/> EQ - Construction Equipment 15	6C <input type="checkbox"/> OT/GC - General Construction	6D <input type="checkbox"/> OT - Other, <i>describe:</i>

DOB NOW: *Build* – CREATE A JOB FILING

- In DOB NOW: *Build*, Mechanical (MH) is now referred to as **Mechanical Systems (MS)**.

The screenshot displays the DOB NOW: Build interface. The top navigation bar shows 'NYC Buildings'. The main content area is titled 'Job filing includes:' and contains a list of checkboxes for various job types. The 'Mechanical Systems' checkbox is checked and highlighted with a red box and a red circle containing the number 2. The 'Submit' button is highlighted with a red box and a red circle containing the number 3. The 'Job Filing' button in the top navigation bar is highlighted with a red box and a red circle containing the number 1. The interface also shows a 'DOB NOW BUILD' logo, a 'DOB Submit' button, and a 'Filter My Jobs' dropdown menu.

Job filing includes:

- Antenna
- Boiler Equipment
- Construction Fence
- Curb Cut
- Electrical
- Elevators
- Limited Alteration Application
- Mechanical Systems
- Place of Assembly
- Plumbing
- Sidewalk Shed
- Sign
- Sprinklers
- Standpipe
- Structural
- Supported Scaffold
- Temporary Place of Assembly

Submit Cancel

- Once the Mechanical Systems (MS) Work Type has been identified, the Mechanical Work being proposed can be selected.

Filing Review Type, Work Type/ Filing Includes*

Filing Includes:*
 New Work Legalization

Filing Review Type*
Select Type: ▾

Selected Work Types*
 Mechanical Systems

What is the Mechanical Work being proposed?*

<input type="checkbox"/> Heating Systems	<input type="checkbox"/> Ventilation Systems	<input type="checkbox"/> Air Conditioning Systems
<input type="checkbox"/> Refrigeration Systems	<input type="checkbox"/> Cooling Towers	<input type="checkbox"/> Associated Ducts and Piping
<input type="checkbox"/> Generators	<input type="checkbox"/> Others	

DOB NOW: *Build* – PW1 FORM IS NOW THE PLANS/WORK (PW1) TAB

DOB
NOW

PAPER PW1 FORM

NYC Buildings PW1: Plan / Work Application Orient and affix BIS job number label here

Must be typewritten.

1 Location Information *Required for all applications.*

House No(s)	Street Name			
Borough	Block	Lot	BIN	C.B. No.
Work on Floor(s)	Apt. / Condo No(s)			

2 Applicant Information *Required for all applications. Fax, mobile telephone and e-mail address are optional information.*

Last Name	First Name	Middle Initial
Business Name	Business Telephone	
Business Address	Business Fax	
City	State	Zip
E-Mail	License Number	

Choose one: P.E. R.A. Sign Hanger R.L.A. Other:

3 Filing Representative *Complete only if different from applicant specified in section 2. Fax, mobile phone, and e-mail are optional info.*

Last Name	First Name	Middle Initial
Business Name	Business Telephone	
Business Address	Business Fax	
City	State	Zip
E-Mail	Registration Number	

4 Filing Status *Required for all applications. Choose one and provide specified associated information.*

<input type="checkbox"/> Initial Filing 5, 7, 11, 12A, 25-26 Choose only one: <input type="checkbox"/> Standard Plan Examination or Review <input type="checkbox"/> Professional Certification PC1, POC1 <input type="checkbox"/> Professional Certification of Objections A/I	<input type="checkbox"/> Prior to Approval Actions 25-26 <input type="checkbox"/> Amend Existing Filing 4A <input type="checkbox"/> Subsequent Filing 6-7, 8A (Alt-2 only), 11 <input type="checkbox"/> Post Approval Amendment (PAA) 4A, 6, 24-25 Will PAA affect filing fees? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> New (Superseding) Applicant 4A, 25-26	<input type="checkbox"/> Reinstatement 24-26 <input type="checkbox"/> Withdrawal 26 <input type="checkbox"/> Specified in 4A and 6 <input type="checkbox"/> Entire Job 4A Indicate existing document number affected by filing:
---	---	---

5 Job/Project Types *Choose one and provide specified associated information.*

<input type="checkbox"/> Alteration Type 1 or Alteration Type 1 required to meet New Building requirements (28-101.4.5) 6A-E, 8B-C, 8F, 9-10, 12, 13C-F, 14, 18-20, 22 & PW1A, PD1	<input type="checkbox"/> Alteration Type 2 5A, 6A-D, 8A-B, 9-10, 13C-E, & 14, 20, 22	<input type="checkbox"/> Alteration Type 3 5A, 6B-F, 8C, 9-10, 13C-E, 20, 22	<input type="checkbox"/> Full Demolition 6B, 8D, 9A & 9C-D, 9K, 13D-E, 14, 21A, 22
<input type="checkbox"/> Alteration Type 1, OT: "No Work" 8C, 8F, 9-10 & 12, 13C-F, 14, 18-19, 22, PW1A, PD1	<input type="checkbox"/> New Building 6A-E, 8F, 9A, 9C-K, 10, 12 & 13A-E, 14, 18-20, PW1A, PD1	<input type="checkbox"/> Subdivision 9A, 9D, 12A-B	<input type="checkbox"/> Condominium <input type="checkbox"/> Improved 17 5A Directive 14 acceptance requested? <input type="checkbox"/> Yes <input type="checkbox"/> No

6 Work Types *Select all that apply but no more than allowed by job and filing type. "OT" required on all NB and Alteration 1 initial applications.*

6A <input type="checkbox"/> BL - Boiler PW1C <input type="checkbox"/> FA - Fire Alarm <input type="checkbox"/> FB - Fuel Burning PW1C	6B <input type="checkbox"/> EQ - Construction Equipment 15 <input type="checkbox"/> FS - Fuel Storage PW1C <input type="checkbox"/> FP - Fire Suppression <input type="checkbox"/> MH - Mechanical	6C <input type="checkbox"/> OT/GC - General Construction <input type="checkbox"/> OT - Other, describe:	6E <input type="checkbox"/> CC - Curb Cut 16 <input type="checkbox"/> OT/LAN - Landscape <input type="checkbox"/> OT/ANT - Antenna <input type="checkbox"/> OT/BPP - Builders Pavement Plan 8D <input type="checkbox"/> OT/FPP - Fire Protection Plan <input type="checkbox"/> OT/MAR - Marquee 8E, 26B
---	---	--	--



DOB NOW: *Build* – JOB FILING (PW1)

Plans/Work (PW1)

- Zoning Information
- Scope of Work
- Cost Affidavit (PW3)
- Technical Report
 - Technical Report (TR1)
- Documents
- Work Permit (PW2)
- Statements & Signatures

Plans/Work (PW1)

- Location Information*
- Stakeholders*
- Filing Review Type, Work Type/ Filing Includes*
- Additional Information*
- Additional Consideration, Limitations or Restrictions*
- NYCECC Compliance*
- Job Description*
- Site Characteristics*
- Asbestos Abatement Compliance*
- Comments

DOB NOW: *Build* – WORK TYPE SELECTED DETERMINES FIELDS INCLUDED

DOB
NOW

- DOB NOW: *Build* guides the applicant through the data entry process based on the Work Type selected when the Job Filing was initially created.
- Only fields specific to that Work Type will display in each section of the Job Filing.

The screenshot displays the DOB NOW Build application interface. At the top, there are two buttons: "Save" and "Preview to File". Below these is a sidebar menu with the following items: "Plans/Work (PW1)", "Zoning Information", "Scope of Work", "Cost Affidavit (PW3)", "Technical Report", "Technical Report (TR1)", "Documents", "Work Permit (PW2)", and "Statements & Signatures". The "Plans/Work (PW1)" item is selected and highlighted in blue. The main content area, also titled "Plans/Work (PW1)", contains a list of expandable sections, each with a right-pointing arrow: "Location Information*", "Stakeholders*", "Filing Review Type, Work Type/ Filing Includes*", "Additional Information*", "Additional Consideration, Limitations or Restrictions*", "NYCECC Compliance*", "Job Description*", "Site Characteristics*", "Asbestos Abatement Compliance*", and "Comments".

- The PW4 form is submitted to DOB for all proposed equipment related to the Mechanical Systems Job Filing.

NYC Buildings PW4: Application for Certificate of Compliance for Equipment
Must be typewritten.

Orient and affix BIS job number label here

1 Filing Status

Job Number

2 Type of Equipment *Required for all applications.*

Heating System (Not including boilers) Ventilation System Air Conditioning System Refrigeration

3 Location Information *Required for all applications.*

House No.	Street Name	Apt/Condo No(s)		
Borough	Block	Lot	BIN	CB No.
Work on Floor				

- After DOB reviews the Job Filing and all inspections and tests have been performed, a Certificate of Compliance for Equipment is issued and is maintained at the BIN Level (in BIS).

DOB NOW: *Build* – PW4 INFORMATION IS NOW INCLUDED IN THE PLANS/WORK (PW1) AND SCOPE OF WORK TABS

DOB
NOW

PAPER PW4 FORM

NYC Buildings PW4: Application for Certificate of Compliance for Equipment Orient and affix BIS job number label here.

Must be typewritten.

1 Filing Status
Job Number

2 Type of Equipment *Required for all applications.*
 Heating System (Not including boilers)
 Ventilation System
 Air Conditioning System
 Refrigeration

3 Location Information *Required for all applications.*
House No. Street Name Apt/Condo No(s)
Borough Block Lot BIN CB No.
Work on Floor

4 Applicant Information *Required for all applications.*
Last Name First Name Middle Initial
Business Name Business Telephone
Business Address Business Fax
City State Zip Mobile Telephone
E-Mail
 P.E. R.A. Other License Number

5 Equipment Specifications *Instructions for section (complete all).*

Item—Manufacturer/Trade Name	Floor	No. of Items	Certification Number for Listing	Capacity: BTUs/CFM

6 Statement and Signatures *Required for all applications.*
The owner certifies that he authorizes the applicant to apply for this application in accordance with plans and specifications approved by the Department of Buildings. Any statement is a misdemeanor and is punishable by law. It is unlawful to give to a city employee, or to any other person, a gratuity for preferential consideration. Violation is punishable by law.

Owner Name: _____ Title: _____ Signature: _____ Date: _____

I hereby certify that the work indicated on the plans and specifications complies with the Rules and Regulations of the Department of Buildings.

Name: _____ Signature: _____ Date: _____

Inspector's Signature: _____ A. Seal (apply seal, then sign and date over)

INTERNAL USE ONLY

Examined and Recommended for Approval Yes No

Examiner: _____ Commissioner: _____

Signature: _____ Date: _____ Signature: _____ Date: _____

DOB NOW: *Build* – SCOPE OF WORK

M00030896-11

Plans/Work (PW1)

Zoning Information

Scope of Work

Cost Affidavit (PW3)

Technical Report

Technical Report (TR1)

Documents

Work Permit (PW2)

Statements & Signatures

Plans/Work (PW1)

Filing Review Type, Work Type/ Filing Includes*

Filing Includes:*
 New Work Legalization

Filing Review Type*
Standard Plan Examination or Review

Selected Work Types*
 Mechanical Systems

What is the Mechanical Work being proposed?*

Heating Systems Ventilation Systems Air Conditioning Systems
 Refrigeration Systems Cooling Towers Associated Ducts and Piping
 Generators Others

M00030896-11

Plans/Work (PW1)

Zoning Information

Scope of Work

Cost Affidavit (PW3)

Technical Report

Technical Report (TR1)

Documents

Work Permit (PW2)

Statements & Signatures

Mechanical Scope of Work

Equipment Specification Table

+ Add

Subcategory	Item Name	Number of Items	Manufacturer Name	Actions

Total Items: 0

1 / 1 10 Items Per Page

What is the Sum Total of the rated input capacity of all Heating equipment to be permitted under this application?
 BTU/HR


PRE-DOB NOW: TR1 – STATEMENT OF RESPONSIBILITY

DOB
NOW

Paper Technical Reports are submitted for TR Inspections and Sign-off.

TR1: Technical Report Statement of Responsibility

- The TR1 is filed to identify responsibility or to report the results of completed inspections/tests.
- Once inspections/tests results are in compliance, the results must be certified for submission.



**TR1: Technical Report
Statement of Responsibility**

This form must be typewritten

Orient and affix BIS job number label here

1 Location Information *Required for all applications.*

House No(s) Street Name

Work on Floor(s)

2 Applicant Information *Required for all applications.*

Choose all that apply: Design Applicant 3A, 4A, 5 Special Inspections Applicant 3B-D, 6-9 Progress Inspections Applicant 4B-D, 6-9

Last Name First Name Middle Initial

Business Name Business Telephone

Business Address Business Fax

City State Zip Mobile Telephone

License Type choose one: P.E. R.A. Other: License Number

Special Inspection Agency Number

3 Special Inspection Categories *Required for all applications, continued on page 2; ■ indicates report required.*

	3A Identification of Requirement	3B Identification of Responsibilities	3C Certificate of Complete Inspections / Tests	3D Withdraw Responsibilities
Y	N Special Inspections Code/Section	Initial & Date	Initial & Date	Initial & Date
<input type="checkbox"/>	<input type="checkbox"/> Structural Steel – Welding BC 1704.3.1			
<input type="checkbox"/>	<input type="checkbox"/> Structural Steel – Details BC 1704.3.2			
<input type="checkbox"/>	<input type="checkbox"/> Structural Steel – High Strength Bolting BC 1704.3.3			

DOB NOW: *Build* – PAPER TR1 FORM IS NOW IN A TECHNICAL REPORT TAB

DOB
NOW

PAPER TR1 FORM

DOB NOW: *Build* – TECHNICAL REPORT (TR1)

NYC Buildings **TR1: Technical Report Statement of Responsibility**
This form must be typewritten

Orient and affix BIS job number label here

1 Location Information *Required for all applications.*

House No(s) _____ Street Name _____
 Work on Floor(s) _____

2 Applicant Information *Required for all applications.*

Choose all that apply: Design Applicant 3A, 4A, 5 Special Inspections Applicant 3B-D, 6-9 Progress Inspections Applicant 4B-D, 6-9

Last Name _____ First Name _____ Middle Initial _____
 Business Name _____ Business Telephone _____
 Business Address _____ Business Fax _____
 City _____ State _____ Zip _____ Mobile Telephone _____
 License Type choose one: P.E. R.A. Other: _____ License Number _____
 Special Inspection Agency Number _____

3 Special Inspection Categories *Required for all applications, continued on page 2; ■ indicates report required.*

3A -- Identification of Requirement	3B Identification of Responsibilities	3C Certificate of Complete Inspections / Tests	3D Withdraw Responsibilities
Y N Special Inspections Code/Section	Initial & Date	Initial & Date	Initial & Date
<input type="checkbox"/> Structural Steel – Welding BC 1704.3.1			
<input type="checkbox"/> Structural Steel – Details BC 1704.3.2			
<input type="checkbox"/> Structural Steel – High Strength Bolting BC 1704.3.3			
<input type="checkbox"/> Structural Cold-Formed Steel BC 1704.3.4			
<input type="checkbox"/> Concrete – Cast-in-Place BC 1704.4			
<input type="checkbox"/> Concrete – Precast BC 1704.4			
<input type="checkbox"/> Concrete – Prestressed BC 1704.4			
<input type="checkbox"/> Masonry BC 1704.5			
<input type="checkbox"/> Wood – Installation of High-Load Diaphragms BC 1704.6.1			
<input type="checkbox"/> Wood – Installation of Metal-Plate-Connected Trusses BC 1704.6.2			
<input type="checkbox"/> Wood – Installation of Prefabricated I-Joists BC 1704.6.3			
<input type="checkbox"/> Subgrade Inspection BC 1704.7.1			
<input type="checkbox"/> Subsurface Conditions – Fill Placement & In-Place Density BC 1704.7.2 BC 1704.7.3			
<input type="checkbox"/> Subsurface Investigations (Borings/Test Pits) ■ TR4 BC 1704.7.4			
<input type="checkbox"/> Deep Foundation Elements ■ TR5 BC 1704.8			
<input type="checkbox"/> Helical Piles (BB # 2014-020) ■ TRSH BC 1704.8.5			
<input type="checkbox"/> Vertical Masonry Foundation Elements BC 1704.9			
<input type="checkbox"/> Wall Panels, Curtain Walls, and Veneers BC 1704.10			
<input type="checkbox"/> Sprayed fire-resistant materials BC 1704.11			
<input type="checkbox"/> Mastic and Intumescent Fire-resistant Coatings BC 1704.12			
<input type="checkbox"/> Exterior Insulation and Finish Systems (EIFS) BC 1704.13			
<input type="checkbox"/> Alternative Materials - OTCR Buildings Bulletin # _____ BC 1704.14			
<input type="checkbox"/> Smoke Control Systems BC 1704.15			
<input type="checkbox"/> Mechanical Systems BC 1704.16			
<input type="checkbox"/> Fuel-Oil Storage and Fuel-Oil Piping Systems BC 1704.17			
<input type="checkbox"/> High-Pressure Steam Piping (Welding) BC 1704.18			
<input type="checkbox"/> High Temperature Hot Water Piping (Welding) BC 1704.18			
<input type="checkbox"/> High-Pressure Fuel-Gas Piping (Welding) BC 1704.19			
<input type="checkbox"/> Structural Stability – Existing Buildings BC 1704.20.1			
<input type="checkbox"/> Excavations—Sheeting, Shoring, and Bracing BC 1704.20.2			



M00030896-I1

Plans/Work (PW1)

Zoning Information

Scope of Work

Cost Affidavit (PW3)

Technical Report

Technical Report (TR1)

Technical Report Energy (TR8)

Documents

Work Permit (PW2)

Statements & Signatures

Technical Report (TR1)

3. Special Inspection Categories for New Work

+ Add

Requirement ▲

Mechanical Systems

4. Progress Inspection Categories for New Work

+ Add

Requirement ▲

Final

- The system determines the required inspections based on the scope and data entered when the Job Filing is created (e.g. **Mechanical Systems**). The Special/Progress Inspection Categories specific to **Mechanical Systems** will display in each table with the option to add additional inspections, if applicable.

The screenshot displays the 'Technical Report (TR1)' section of the system. On the left is a navigation menu with items: M00030896-I1, Plans/Work (PW1), Zoning Information, Scope of Work, Cost Affidavit (PW3), Technical Report, **Technical Report (TR1)**, Documents, Work Permit (PW2), and Statements & Signatures. The main content area is titled 'Technical Report (TR1)' and contains two sections: '3. Special Inspection Categories for New Work' and '4. Progress Inspection Categories for New Work'. Each section has an '+ Add' button and a table. The table in section 3 has columns: Requirement, Agency No., Identified, Certified, Special Inspector, PAA, Seal & Signature, and Actions. A row for 'Mechanical Systems' is highlighted with a red box, showing 'No' for Identified and Certified, and 'Required' for Seal & Signature. The table in section 4 has columns: Requirement, Identified, Certified, Progress Inspector, PAA, Seal & Signature, and Actions. A row for 'Final' is highlighted with a red box, showing 'No' for Identified and Certified, and 'Required' for Seal & Signature. At the top left of the interface are 'Save' and 'Preview to File' buttons.

Requirement	Agency No.	Identified	Certified	Special Inspector	PAA	Seal & Signature	Actions
Mechanical Systems		No	No		No	Required	[Edit] [Delete]

Requirement	Identified	Certified	Progress Inspector	PAA	Seal & Signature	Actions
Final	No	No		No	Required	[Edit] [Delete]

DOB NOW: *Build* – MECHANICAL SYSTEMS TR1 – MANDATORY TECHNICAL REPORT INSPECTIONS

DOB
NOW

In DOB NOW: *Build*, the Sign-off for a Job Filing will occur in the system after the Final Sign-off by the Certification of Progress Inspections.

	TR1	TR8	TR8	TR8	TR8	TR8	TR8	TR8	TR8	TR8	TR1
	MECHANICAL SYSTEMS	HEATING SYSTEMS	ENERGY CODE COMPLIANCE	HVAC & SERVICE WATER HEATING EQUIPMENT	SHUTOFF DAMPERS	MAINTENANCE INFORMATION	DUCT LEAKAGE TESTING	ELECTRICAL MOTORS	PERMANENT CERTIFICATE	SMOKE CONTROL SYSTEMS	FINAL
SUB-CATEGORY	TR INSPECTIONS										
Heating System		✓*	✓*	✓		✓			✓		✓
Ventilation System			✓*	✓	✓	✓	✓	✓	✓	✓*	✓
Air Conditioning System			✓*	✓	✓	✓	✓	✓	✓	✓*	✓
Refrigeration			✓*								✓
Associated ducts and Piping			✓*								✓
Cooling Towers			✓*								✓
Generator			✓*								✓
Other			✓*								✓


NOTE: *The TR Inspection is only triggered if Certificate of Compliance is requested

PRE-DOB NOW: TR8 – TECHNICAL REPORT STATEMENT OF RESPONSIBILITY FOR ENERGY CODE PROGRESS INSPECTIONS

DOB
NOW

TR8: Technical Report Statement of Responsibility for Energy Code Progress Inspections

- The TR8 is filed with the TR1 upon completion of required inspections/tests for jobs in compliance with the NYCECC.
- Once inspections/tests results are in compliance, the results must be certified for submission.



**TR8: Technical Report
Statement of Responsibility for
Energy Code Progress Inspections**

This form must be typewritten

Orient and affix BIS
job number label here

1 Location Information *Required for all applications.*

House No(s) _____ Street Name _____

Work on Floor(s) _____

2 Applicant Information *Required for all applications.*

Choose all that apply: Design Applicant 3A, 4 Progress Inspections Applicant 3B-D, 5-6

Last Name _____ First Name _____ Middle Initial _____

Business Name _____ Business Telephone _____

Business Address _____ Business Fax _____

City _____ State _____ Zip _____ Mobile Telephone _____

License Type choose one: P.E. R.A. License Number _____

3 Energy Code Progress Inspection *Required for applications where Energy Code Compliance Progress Inspection is marked Yes on TR1*

3A	← Identification of Requirement	3B	3C	3D
		Identification of Responsibilities	Certificate of Complete Inspections / Tests	Withdraw Responsibilities
Y	N	Initial & Date	Initial & Date	Initial & Date
<input type="checkbox"/>	<input type="checkbox"/> Protection of exposed foundation insulation	Table Reference in 1RCNY §5000-01(h) (1) and (2) (IA1), (IIA1)		
<input type="checkbox"/>	<input type="checkbox"/> Insulation placement and R values	(IA2), (IIA2)		
<input type="checkbox"/>	<input type="checkbox"/> Fenestration u-factor and product rating	(IA3), (IIA3)		
<input type="checkbox"/>	<input type="checkbox"/> Fenestration air leakage	(IA4), (IIA4)		

DOB NOW: *Build* – TR8 FORM IS NOW IN A TECHNICAL REPORT TAB

DOB
NOW

PAPER TR8 FORM

NYC Buildings

**TR8: Technical Report
Statement of Responsibility for
Energy Code Progress Inspections**

This form must be typewritten

Orient and affix BIS job number label here

1 Location Information *Required for all applications.*

House No(s) Street Name
Work on Floor(s)

2 Applicant Information *Required for all applications.*

Choose all that apply: Design Applicant 3A, 4 Progress Inspections Applicant 3B-D, 5-6

Last Name First Name Middle Initial
Business Name Business Telephone
Business Address Business Fax
City State Zip Mobile Telephone
License Type choose one: P.E. R.A. License Number

3 Energy Code Progress Inspection *Required for applications where Energy Code Compliance Progress Inspection is marked Yes on TR1*

3A Identification of Requirement		3B Identification of Responsibilities	3C Certificate of Complete Inspections / Tests	3D Withdraw Responsibilities
Y	N	Table Reference in 1RCNY §5000-01(b) (1) and (2)	Initial & Date	Initial & Date
<input type="checkbox"/>	<input type="checkbox"/>	Protection of exposed foundation insulation (IA1), (IA1)		
<input type="checkbox"/>	<input type="checkbox"/>	Insulation placement and R values (IA2), (IA2)		
<input type="checkbox"/>	<input type="checkbox"/>	Fenestration u-factor and product rating (IA3), (IA3)		
<input type="checkbox"/>	<input type="checkbox"/>	Fenestration air leakage (IA4), (IA4)		
<input type="checkbox"/>	<input type="checkbox"/>	Fenestration areas (IA5), (IA5)		
<input type="checkbox"/>	<input type="checkbox"/>	Air sealing and insulation — visual (IA6), (IA6)		
<input type="checkbox"/>	<input type="checkbox"/>	Air sealing and insulation — testing (IA7), (IA7)		
<input type="checkbox"/>	<input type="checkbox"/>	Loading deck weather seals (IA8)		
<input type="checkbox"/>	<input type="checkbox"/>	Vestibules (IA9)		
<input type="checkbox"/>	<input type="checkbox"/>	Fireplaces (IB1), (IB1)		
<input type="checkbox"/>	<input type="checkbox"/>	Shutoff dampers (IB2), (IB2)		
<input type="checkbox"/>	<input type="checkbox"/>	HVAC and service water heating equipment (IB3), (IB3)		
<input type="checkbox"/>	<input type="checkbox"/>	HVAC and service water heating system controls (IB4), (IB4)		
<input type="checkbox"/>	<input type="checkbox"/>	HVAC insulation and sealing (IB5), (IB5)		
<input type="checkbox"/>	<input type="checkbox"/>	Duct leakage testing (IB6), (IB6)		
<input type="checkbox"/>	<input type="checkbox"/>	Electrical energy consumption (IC1), (IC1)		
<input type="checkbox"/>	<input type="checkbox"/>	Lighting in dwelling units (IC2)		
<input type="checkbox"/>	<input type="checkbox"/>	Interior lighting power (IC3)		
<input type="checkbox"/>	<input type="checkbox"/>	Exterior lighting power (IC4)		
<input type="checkbox"/>	<input type="checkbox"/>	Lighting controls (IC5)		
<input type="checkbox"/>	<input type="checkbox"/>	Electrical motors (IC6)		
<input type="checkbox"/>	<input type="checkbox"/>	Maintenance information (ID1), (ID1)		
<input type="checkbox"/>	<input type="checkbox"/>	Permanent certificate (ID2)		
<input type="checkbox"/>	<input type="checkbox"/>	Solar Ready Requirements (ID3)		



DOB NOW: *Build* – TECHNICAL REPORT (TR8) - ENERGY CODE

M00032690-I1

Plans/Work (PW1)

Zoning Information

Scope of Work

Mechanical

Cost Affidavit (PW3)

Technical Report

Technical Report (TR1)

Technical Report (TR8) - Energy Code

Documents

Work Permit (PW2)

Statements & Signatures

Technical Report (TR8) – Energy Code

3a. Energy Code Progress Inspection

+ Add

Requirement	
Duct leakage testing	No

DOB NOW: *Build* – CATEGORY SELECTED DETERMINES INSPECTION(S) REQUIRED

- The system determines the required inspections based on the scope and data entered when the Job Filing is created (e.g., **Heating Systems**). Only fields specific to Energy Code Progress Inspections for New Work will display in the table with the option to add additional inspections, if applicable.

Technical Report Energy (TR8)

2. Applicant Information

Applicant type: (choose that apply)*

Design Applicant Progress Inspections Applicant

3a. Energy Code Progress Inspection For New Work

+ Add

Requirement	Identified	Certified	Progress Inspector	PAA	Edit	Delete	Seal & Signature
Duct leakage testing	No	No		No			Required
Electrical motors	No	No		No			Required
HVAC and service water heating equipment	No	No		No			Required
HVAC and service water heating system control	No	No		No			Required
HVAC insulation and sealing	No	No		No			Required
Maintenance information	No	No		No			Required
Permanent certificate	No	No		No			Required
Shutoff dampers	No	No		No			Required

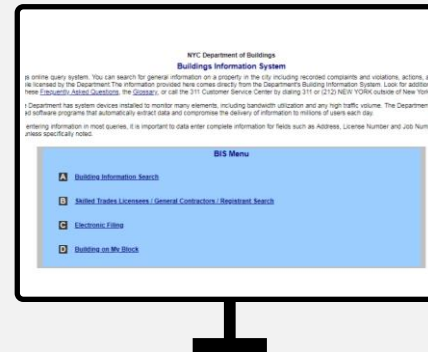
PRE-DOB NOW: PAPER OR BIS > DOB NOW

Processes currently completed on paper or in BIS will now be completed in DOB NOW: *Build*.

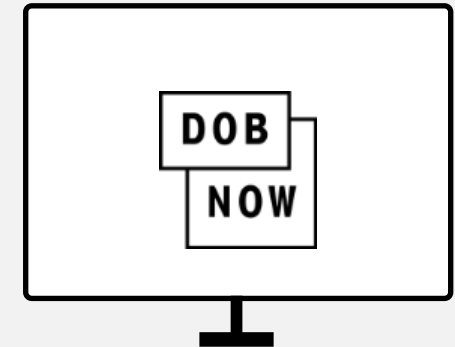
PAPER FORMS



BIS



DOB NOW: *Build*



- Equipment Use Permit or Certificate of Compliance (COC)
- All other documents

- Forms are uploaded to BIS

1. Most documents will be uploaded to the Documents tab.

M00032934-I1

Documents

Plans/Work (PW1)

Zoning Information

Scope of Work

- Plumbing
- Standpipe
- Sprinklers

Cost Affidavit (PW3)

Technical Report

- Technical Report (TR1)
- Technical Report (TR8) - Energy Code

Documents

Work Permit (PW2)

Additional Supporting Documents

Required Documents*

Document Name	Status
Design Commission Approval City Owned (Exterior Work)	Required
Design Commission Sign Off City Owned (Exterior Work)	Required
DPL-1: Design Professional Seal & Signature	Required
Landmark Approval	Required
Plans/Sketch - Plumbing	Required
Plans/Sketch - Sprinkler	Required
Plans/Sketch - Standpipe	Required
State DEC Permit	Required

2. Additional Supporting Documents can be uploaded here

3. All Required Documents will be listed here

DOB NOW: *Build* DOCUMENT SUBMISSION (CON'T)

- Some documents can be Waived or Deferred.
- The system will automatically display which documents has these option(s).

The screenshot shows a sidebar menu on the left with categories like 'Scope of Work', 'Mechanical', 'Cost Affidavit (PW3)', 'Technical Report', 'Documents', 'Work Permit (PW2)', 'Statements & Signatures', and 'Civil Penalties Review Request (L2)'. The main area displays a table titled 'Required Documents*'. The table has columns for Document Name, Document Status, Prior To, Upload, and Action. The 'Lowest Floor Elevation Plan' row is highlighted with a red border, and its 'Action' dropdown menu is open, showing options like 'View Request' and 'Request Waiver'.

Document Name	Document Status	Prior To	Upload	Action
DHCR Form (50 and/or 54)	Required	Approval		Select Action: ▾
DPL-1: Design Professional Seal & Signature	Required	Approval		Select Action: ▾
Fee Exempt Supporting Document: DOF ACRIS Repo	Required	Approval		Select Action: ▾
FEMA Elevation Certificate (086-0-33)/Flood Proofing	Required	Letter of Completion		Select Action: ▾
Lowest Floor Elevation Plan	Required	Permit Issuance		Select Action: ▾ View Request Request Waiver
Plans/Sketch - Mechanical Systems	Required	Approval		Select Action: ▾

DOB NOW: *Build* DOCUMENT SUBMISSION (CON'T)

There are some documents that will be uploaded to other tabs such as:

1. The Seal & Signature

In the **Technical Report** tab(s)

2. Required Documents in the **Work Permit** tab

Scope of Work

- Plumbing
- Standpipe
- Sprinklers

Cost Affidavit (PW3)

Technical Report

- Technical Report (TR1)** 1
- Technical Report (TR8) - Energy Code

Design Applicant Special Inspections Applicant

Special Inspection Categories

+ Add

Requirement	Agency No.	PAA	Seal & Signature	Actions
Sprinkler Systems		No	Required	
Standpipe Systems		No	Required	

Tracking #
411555100

General Information

- Documents** 2
- Statements & Signatures

Documents

Required Documents*

Created On	Document Name	Upload	Action
06/12/2019	CONTRACTOR SEAL & SIGNATURE	2a	Select Action:

DOB NOW: *Build* PLAN SUBMISSION

DOB
NOW

- All plans submitted in DOB NOW: *Build* will be required to include the **DOB NOW job number**, with the extension that indicates Initial (I1), Amendment (P1) or Subsequent (S1) etc., on the lower right hand side of each drawing sheet.
 - Example: M00000001-I1

PROJECT	
BPC - SITE 3 New York, New York	
11TH TO 22ND FLOOR EAST REFLECTED CLG. PLAN	
DOB NOW Job #	
SEAL & SIGNATURE	DATE 36-06
	PROJECT No: 2006-48
	DRAWING BY:
	CHK BY:
	A-411 00
	GRAPHIC FILE NO: 1 of 20 J. BPC SITE 3 (2006-48)

DOB NOW: *Build* –PLAN SUBMISSION

1. The **Drawing Title** must identify the floor, or floors, if applicable
2. The **DOB NOW Job Filing number:**
Buildings Plan Identification Number
3. The revision Decimal is a two digit numeric decimal indicating a change or changes, to an approved document
4. The Drawing reference Number is a 3 digit number (000-999)
5. Each submitted drawing must contain a discipline designator
6. All drawing plans must contain a page number (1 of X, 2 of X)

PROJECT
BPC - SITE 3
New York, New York

11TH TO 22ND FLOOR EAST
REFLECTED CLG. PLAN

DOB NOW Job #

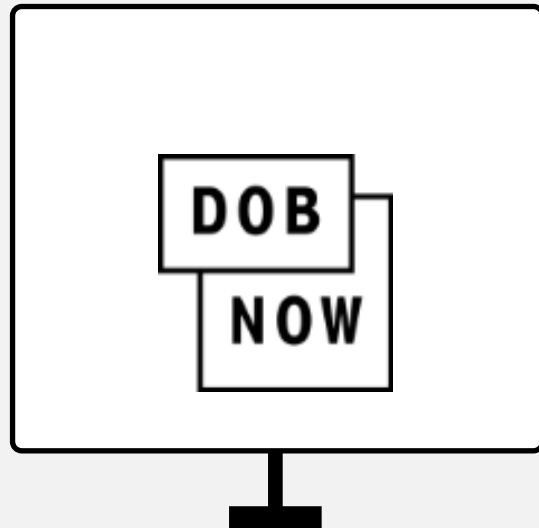
SEAL & SIGNATURE | DATE 36-06
PROJEC |
DRAW |
CHK B |

PROFESSIONAL
PELIER G. FO
REGISTERED
ENGINEER

5 **A-411** **00**

CADD FILE NO:
J: BPC SITE 3 (2008-48) | 1 of 20 **6**

DOB NOW: *Build*

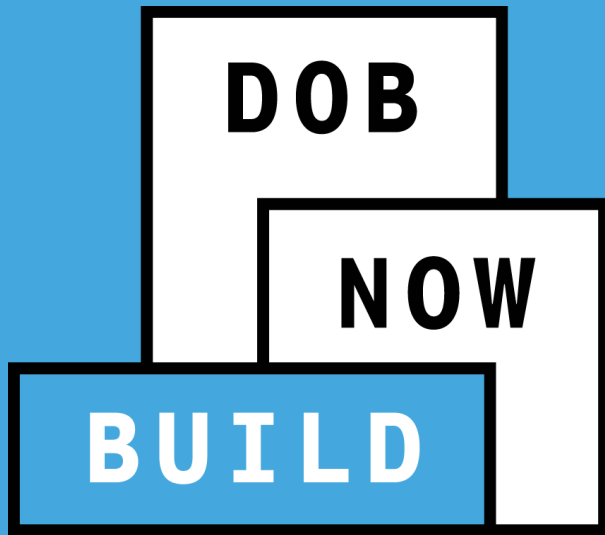


In DOB NOW: *Build* – for Mechanical Systems:

- Submit Equipment Use Permit, COC forms and other associated documents electronically
- The Equipment Use Permit/Certificate of Compliance will be maintained in DOB NOW: Build and will no longer be handwritten

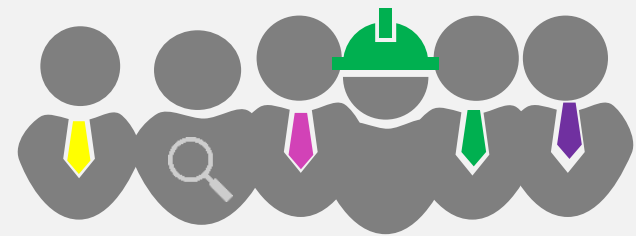
In DOB NOW: *Build* – for all Job Filings:

- Submit online
- 24/7 access - at your convenience
- Clear understanding of the report status
- Improved search functionality
- Multiple reports can be filed for one address
- All payments are made online



ROLES AND RESPONSIBILITIES

- Applicant of Record
 - (PE/RA/Licensee)
- Associated Delegates
 - Filing Representative Class II/PE/RA
- Owner
- Filing Representative I/Preparer
- Special Inspector
- Progress Inspector



APPLICANT OF RECORD (PE/RA/LICENSEE):



- Create and Enter: PW1, PW2, and PW3
- Add Associated Delegates
- Enter Scope of Work
- Enter TR1, TR8, and EN2
- Upload Plans and Required Documents
- Upload DPL-1 Form: Seal and Signature Form
- Complete Statements and Signatures
- Submit Payment
- Submit Job Filing
- File PAA
- Resolve Objections
- Schedule and Attend Meeting Appointments

KEY POINTS:

The Applicant of Record is the ONLY role allowed to:

- Upload the signed and sealed DPL-1 Form
- Submit the Job Filing to DOB
- Submit a PAA to DOB

ASSOCIATED DELEGATES

FILING REPRESENTATIVE CLASS II/PE/RA:



- Create and Enter: PW1, PW2, and PW3
- Enter Scope of Work
- Enter TR1, TR8, and EN2
- Upload Plans and Other Documents
- Submit Payment
- Resolve Objections
- Schedule and Attend Meeting Appointments

KEY POINTS:

An Associated Delegate designated to a Job Filing can do everything as the Applicant of Record **EXCEPT:**

- Upload the DPL-1 Form
- Attestations
- Submit the Job Filing

OWNER



There are currently **18** existing Work Types in DOB NOW, with over **10,000** registered Owners

- Create and Enter: PW1, PW2, and PW3
- Add Associated Delegates
- Enter Scope of Work
- Enter: TR1, TR8
- Upload Plans and Required Documents
- Complete Statements and Signatures
- Submit Payment
- Resolve Objections
- Schedule and Attend Meeting Appointments
- Receive 'Status Notifications' if Owner's E-mail is Entered by the Applicant
- Borough Office Kiosks

KEY POINTS:

An Owner/Owner Representative **MUST**:

- Complete Owner Statements & Signatures before a Job Filing is submitted
 - Once signed, the Owner's Attestation will not be cleared if changes (Incomplete, QA Failed, Objections or any other resubmission) remain in the Job Filing.
 - An Owner may assign a representative to act on their behalf online or by visiting a kiosk at DOB.

FILING REPRESENTATIVE I/PREPARER



- Create and Enter: PW1, PW2, and PW3
- Enter Scope of Work
- Enter: TR1, TR8, and EN2
- Upload Plans and Required Documents
- Submit Payment
- Resolve Objections
- Schedule and Attend Meeting Appointments
- Receive 'Status Notifications' if Filing Representative/Preparer's E-mail is Entered by the Applicant

KEY POINTS:

A Filing Representative CAN:

- Create a Job Filing and complete data entry
- Resolve Objections
- Schedule and attend Meetings and Appointments

A Filing Representative CANNOT:

- Upload the Applicant of Record DPL-1 Form
- Complete Statements & Signatures
- Submit a Job Filing to DOB
- Attend appointments solely

SPECIAL INSPECTOR:

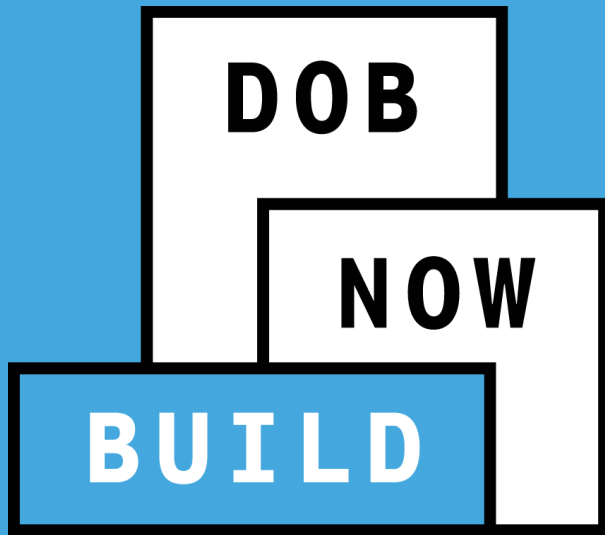


- Complete Statements and Signatures in TR1 tab
 - Upload DPL-1 Form: Seal and Signature Form
 - Complete Statements and Signatures

PROGRESS INSPECTOR:

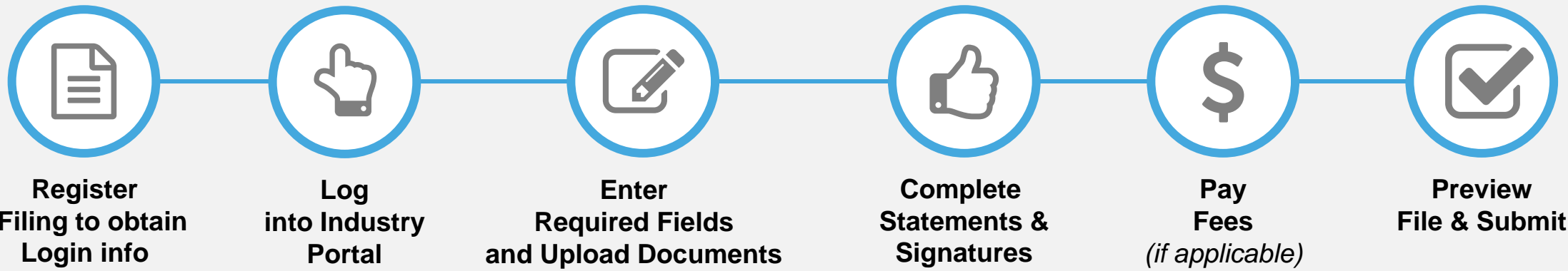


- Complete Statements and Signatures in TR1 tab
 - Upload DPL-1 Form: Seal and Signature Form
 - Complete Statements and Signatures



MECHANICAL SYSTEMS JOB FILING PROCESS

DOB NOW: *Build* – JOB FILING PROCESS FLOW



JOB NUMBER

Borough (X,Q,B,M,S) + Sequence Number = **M + 00032411**

M = Manhattan **X** = Bronx **B** = Brooklyn

Q = Queens **S** = Staten Island

JOB FILING NUMBER

I1 = Initial Job Filing

S1 = Subsequent Job Filing

P1 = Post Approval Amendment

WORK PERMIT

M + 00000001-I1-MS

Borough Sequence Number Job Filing Number Work Type

M + **00000001** + **I1** + **MS**

Navigation: Home, + Job Filing, + Work Permit, + AHV Permit, + Request LOC, + Boi

My Jobs | My Work Permits | My AHV Work Permits | My LOC Requests

Mechanical Systems ▾

Job#	Filing#	Filing Type	Filing Status
M00032411	I1	New Job Filing	Pre-Filing
S00032409	S1	Subsequent Filing	Permit Entire
M00009823	S1	Subsequent Filing	Pre-Filing
M00032105	S3	Subsequent Filing	LOC Issued
M00032407	I1	New Job Filing	Pre-Filing
M00032406	I1	New Job Filing	Pre-Filing



STANDARD PLAN EXAMINATION OR REVIEW

- Pre-Filing
- Pending CPE/ACPE Assignment
- CPE/ACPE Review
- Incomplete
- Pending PE Assignment
- Plan Examiner Review
- Objections
- Approved
- Permit Issued/Permit Entire
- LOC Issued

PROFESSIONAL CERTIFICATION

- Pre-Filing
- Pending Prof Cert QA Assignment
- Prof Cert QA Review
- QA Failed
- Approved
- Permit Issued/Permit Entire
- LOC Issued

- Applicants and all roles associated to the Job Filing are sent email notifications each time the status is updated.

CRM Buildings NYC D. PA1 Approved for M00361849 / I1 / 280 BROADWAY. - This email references M00361849 / I1 / 280 BROADWAY. Your PA1 plans have been Approved. Log in to DOB NOW: Build t

CRM Buildings NYC D. Filing Submitted for M00361850/I1/280 BROADWAY - This email references M00361850/I1/280 BROADWAY . This filing has been submitted and is awaiting assignment to a pla

Filing Submitted for M00361850/I1/280 BROADWAY Inbox x

CRM Buildings NYC DEV <CRMBuildNYCDev@buildings.nyc.gov>
to SAM, TESTING ▾

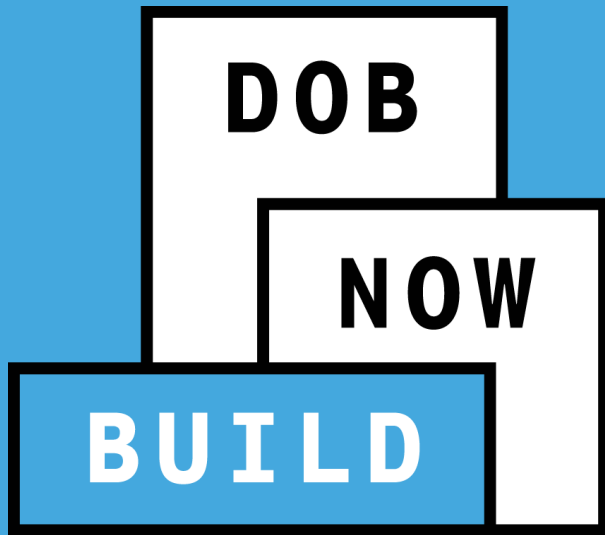
This email references **M00361850/I1/280 BROADWAY** .

This filing has been submitted and is awaiting assignment to a plan examiner.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at doznosupport@buildings.nyc.gov.

Sincerely,
NYC Department of Buildings

NYC Buildings



PW4: APPLICATION FOR CERTIFICATE OF COMPLIANCE (COC) FOR EQUIPMENT USE

DOB NOW: *Build* – CERTIFICATE OF COMPLIANCE (COC) INTRODUCTION

DOB
NOW

- PRE-DOB NOW, an application for a Certificate of Compliance occurs at the end of an Inspection.
- In DOB NOW: *Build*, the Applicant of Record can indicate within the Job Filing if the Certificate of Compliance is needed.
- Once issued, the Certificate of Compliance can be found on the Public Portal on the Property Profile page.
- There is no need to visit DOB in person anymore.

The image shows two screenshots from the DOB NOW system. The top screenshot is a 'Mechanical Information' form with the following fields:

Subcategory*	Item Name*	Item Description*
Heating Systems	HEATER	HEATING SYSTEM

Location*	Number of Items*	Capacity Number*
IN THE BANQUET HALL	1	61

Capacity Units*	Equipment Efficiency*	Equipment Units*
BTU	61	COP

Manufacturer Name*: PAYNE
Model Name*: AC-1 PA10PA060
Is a Certificate of Compliance Needed?*: Yes No
Certification Number for Listing*: 5412154761

The bottom screenshot shows the 'Property Profile' page for 250 BROADWAY, MANHATTAN 10007, BIN# 1001408. It includes a 'Print Certificate of Compliance' button highlighted with a red box. Below the address, it lists alternate addresses:

Alternate Addresses:	
BROADWAY	239 - 247
BROADWAY	249 - 249
BROADWAY	250 - 250
MURRAY STREET	2 - 4
PARK PLACE	1 - 7

DOB NOW: *Build* – PW4 DATA IS NOW IN THE PLANS/WORK (PW1) AND SCOPE OF WORK TABS

DOB
NOW

PAPER PW4 FORM

NYC Buildings PW4: Application for Certificate of Compliance for Equipment Orient and affix BIS job number label here.

Must be typewritten.

1 Filing Status
Job Number

2 Type of Equipment *Required for all applications.*
 Heating System (Not including boilers)
 Ventilation System
 Air Conditioning System
 Refrigeration

3 Location Information *Required for all applications.*
House No. Street Name Apt/Condo No(s)
Borough Block Lot BIN CB No.
Work on Floor

4 Applicant Information *Required for all applications.*
Last Name First Name Middle Initial
Business Name Business Telephone
Business Address Business Fax
City State Zip Mobile Telephone
E-Mail License Number
 P.E. R.A. Other

5 Equipment Specifications *Instructions for section (complete all).*

Item—Manufacturer/Trade Name	Floor	No. of Items	Certification Number for Listing	Capacity: BTUs/CFM

6 Statement and Signatures *Required for all applications.*
The owner certifies that he authorizes the application in accordance with plans and specifications approved by the Department of Buildings and that any statement is a misdemeanor and is punishable by law or otherwise, either as a gratuity for private consideration. Violation is punishable by law.

Owner Name: _____ Date: _____
Title: _____
Signature: _____
Date: _____

I hereby certify that the work indicated on the plans conforms to the Rules and Regulations of the Department of Buildings.

Name: _____
Inspector's Signature: _____ A. Seal (apply seal, then sign and date over)

INTERNAL USE ONLY

Examiner: _____ Commissioner: _____
Signature Date Signature Date

DOB NOW: *Build* – SCOPE OF WORK

M00030896-I1

Plans/Work (PW1)

Filing Review Type, Work Type/ Filing Includes*

Filing Includes:*
 New Work Legalization

Filing Review Type*
Standard Plan Examination or Review

Selected Work Types*
 Mechanical Systems

What is the Mechanical Work being proposed?*

Heating Systems Ventilation Systems Air Conditioning Systems
 Refrigeration Systems Cooling Towers Associated Ducts and Piping
 Generators Others

M00030896-I1

Mechanical Scope of Work

Equipment Specification Table

+ Add

Subcategory	Item Name	Number of Items	Manufacturer Name	Actions
Total Items: 0				
<input type="button" value="Previous"/> <input type="button" value="1"/> / 1 <input type="button" value="Next"/> <input type="button" value="Items Per Page"/> 10				
What is the Sum Total of the rated input capacity of all Heating equipment to be permitted under this application? <input type="text"/> BTU/HR				

DOB NOW: *Build* – PW4 DATA IS NOW IN THE SCOPE OF WORK TAB



- The Equipment Specification Table is used to capture all equipment information related to a Mechanical Systems Job Filing.

M00030896-I1

Plans/Work (PW1)

Zoning Information

Scope of Work

Cost Affidavit (PW3)

Technical Report

Technical Report (TR1)

Documents

Work Permit (PW2)

Statements & Signatures

Mechanical Scope of Work

Equipment Specification Table

+ Add

Subcategory	Item Name	Number of Items	Manufacturer Name	Actions
-------------	-----------	-----------------	-------------------	---------

Total Items: 0

◀ ◀ 1 / 1 ▶ ▶ 10 Items Per Page

What is the Sum Total of the rated input capacity of all Heating equipment to be permitted under this application?

BTU/HR

DOB NOW: *Build* – MECHANICAL WORK SELECTED DETERMINES SUB-CATEGORIES INCLUDED

1. Sub-category options are determined based on the Mechanical Work previously selected in the Plans/Work PW1 section.
2. In DOB NOW: *Build*, the Applicant of Record can indicate within the Job Filing if the Certificate of Compliance is needed.
3. The equipment added displays in the Equipment Specification Table.

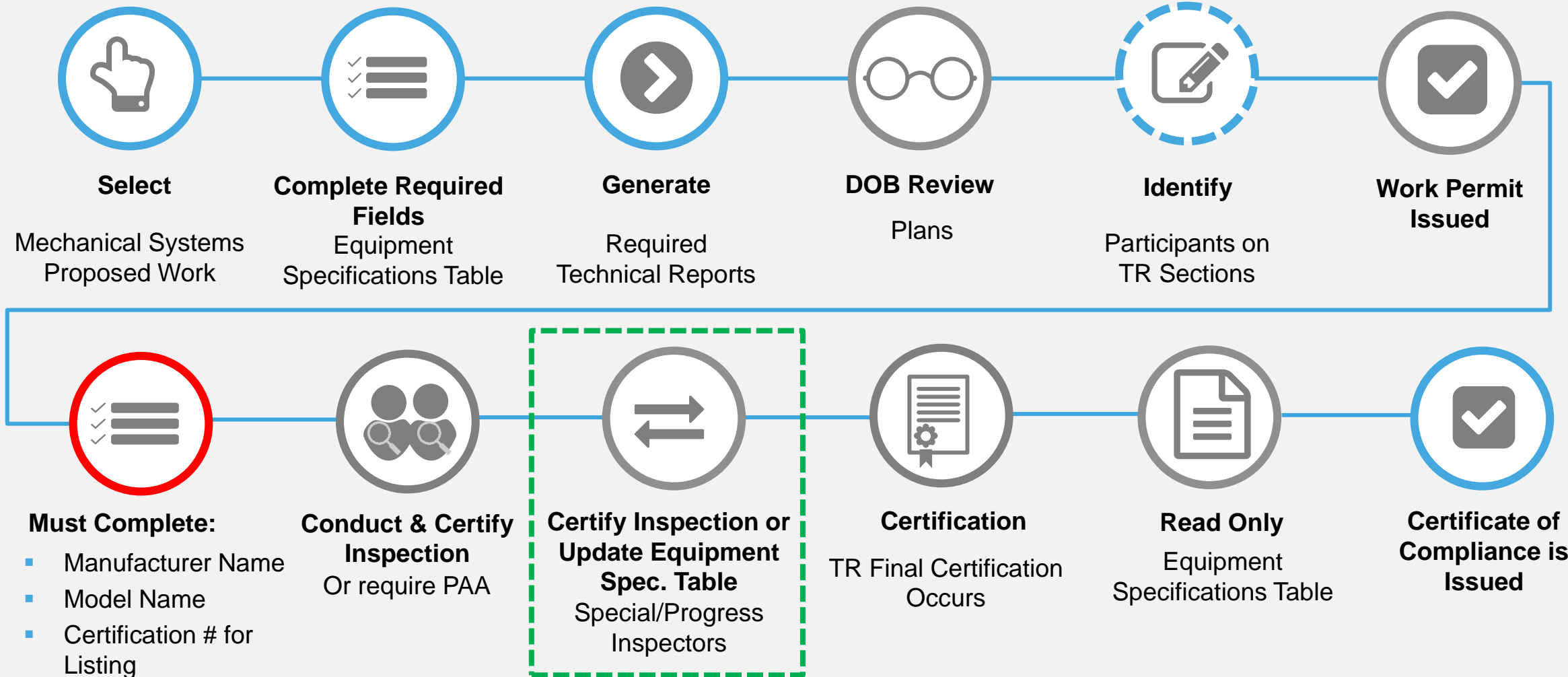
The screenshot shows a 'Mechanical Information' form with several fields. A red box labeled '1' highlights the 'Sub-category*' dropdown menu, which has 'Cooling Towers' selected. Another red box labeled '2' highlights the 'Is a Certificate of Compliance Needed?*' radio button group, with 'No' selected. Other fields include 'Item Name*', 'Item Description*', 'Number of Items*', 'Capacity Number*', 'Capacity Units*', 'Equipment Efficiency*', 'Equipment Units*', 'Manufacturer Name', 'Model Name', and 'Certification Number for LISTING'.

NOTE: Manufacture Name, Model Name and Certification Number for LISTING are not mandatory at the time of Job Filing, however, a Work Permit cannot be issued before completing these fields.

The screenshot shows the 'Mechanical Scope of Work' section with an 'Equipment Specification Table'. A red box labeled '3' highlights the 'Subcategory' column of the table. The table contains two rows of equipment specifications.

Subcategory	Item Name	Number of Items	Manufacturer
Cooling Towers	DEMO	000	DEMO
Ventilation Systems	DEMO	1234	DEMO

DOB NOW: *Build* – EQUIPMENT SPECIFICATIONS: COC REQUIRED PROCESS FLOW









- The Equipment Specification Table can be modified up until the TR Final certification is completed – this includes adding new items. It is suggested to complete this table as soon as the information is available.

Mechanical Scope of Work


Equipment Specification Table

+ Add

Subcategory	Item Name	Number of Items	Manufacturer Name	Actions
Cooling Towers	DEMO	10		 
Heating Systems	DEMO	00		 
Refrigeration Systems	DEMO	00		 

- All required Special and Progress Inspections must be completed before the TR Final Inspection is certified.

- The Certificate of Compliance is a living document maintained in DOB NOW: *Build* that includes all of the Mechanical Systems equipment that are approved and certified by DOB on a specific BIN.
- The Owner’s Representative can print the COC for posting at site.



CERTIFICATE OF COMPLIANCE

Address: 110 MAPLE PARKWAY, STATEN ISLAND Issued On: 04/09/2019

BIN:5027624	Item	Location	Equipment	Manufacturer Name	Capacity	Certificate # for Listing	Number of Items
Ventilation Systems	VENT	LOBBY	61	PAYNE	61	ESHS00854 65	1
	Item Description		VENT				
Heating Systems	HEATER	LOBBY	61	PAYNE	61	ESHS00854 65	1
	Item Description		HEATER				
Generators	MOTOR	LOBBY	61	PAYNE	61	ESHS00854 65	1
	Item Description		MOTOR				







Page 1 of 1

- If changes are made to equipment that requires a COC, a new Certificate of Compliance must be printed.

Mechanical Scope of Work

Equipment Specification Table

+ Add

Subcategory	Item Name	Number of Items	Manufacturer Name	Actions
Cooling Towers	DEMO	10		 
Heating Systems	DEMO	00		 
Refrigeration Systems	DEMO	00		 

- Prior to the permit being issued, the Special and/or Progress Inspector **must log in, sign, and upload their DPL-1 Form.**



- The Special and/or Progress Inspector will select the checkbox for:
 - I Take the Responsibility of Identifying
 - Inspection Applicant's Identification of Responsibilities

I Take the Responsibility of Identifying Requirement

Name*	Date of Identification of Responsibility
<input type="text" value="BUILD1 DEP"/> (Electronically Signed)	<input type="text" value="11/19/2018"/>

Inspection Applicant's Identification of Responsibilities


I understand that my failure to file a certification of completion or to notify the Department of my withdrawal of responsibilities within one year from expiration of the last valid permit may result in the loss of my privileges to file under Directives 2 and 14 of 1975 or issuance of a violation, or both. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.*

I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Inspection Applicant's Identification of Responsibilities terms of this application. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand.*

For the *progress inspections* indicated above in section 4, except energy code inspections on the TR1EN form, and/or concrete test items indicated in section 3, I assume the responsibility and I personally, or where permitted by the New York City Construction Codes, qualified personnel under my direct supervision, will perform the required inspections and tests on such forms and in such matter as the Department requires or requests. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.*




Name*	Date*
<input type="text" value="BUILD1 DEP"/> (Electronically Signed)	<input type="text" value="11/19/2018"/>

DOB NOW: *Build* – SPECIAL/PROGRESS INSPECTOR TR – DPL-1 FORM: SEAL AND SIGNATURE FORM (CON'T)

- The Special and/or Progress Inspector **must upload a DPL-1 Form Seal and Signature** form by selecting the upload  icon from within the Technical Report section.



NOTE: A DPL-1 Form is required even if the Progress Inspector is also the Applicant of Record.

Cost Affidavit (PW3)	4. Progress Inspection Categories						
Technical Report	+ Add						
Technical Report (TR1)	Requirement ▾	Identified ▾	Certified ▾	Progress Inspector ▾	PAA ▾	Seal & Signature ▾	Actions ▾
Concrete Sampling & Testing (TR2)	Final	Yes	No	JOE ADAM	No	 Required	 
Documents							
Work Permit (PW2)							
Statements & Signatures							

- Prior to the Contractor requesting the Work Permit, the Inspector **MUST take ownership by Identifying requirement(s)** of all TR Inspections associated to the Job Filing.
- In order to receive a Sign-off or a Letter of Completion, all **TR and TR FINAL inspections must be certified.**

Agency Number*

5546

✓ Valid

I Take the Responsibility of Identifying Requirement.

Name

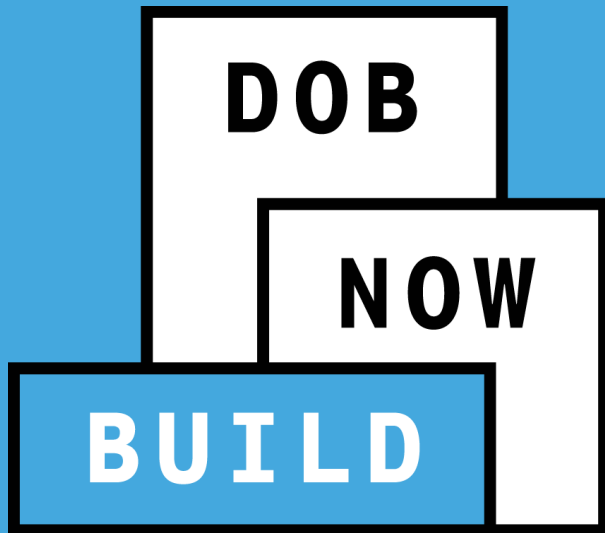
JOE ADAM

(Electronically Signed)

I Certify Complete Inspections/Tests

Name

7. Special Inspection Applicant's Identification of Responsibilities*

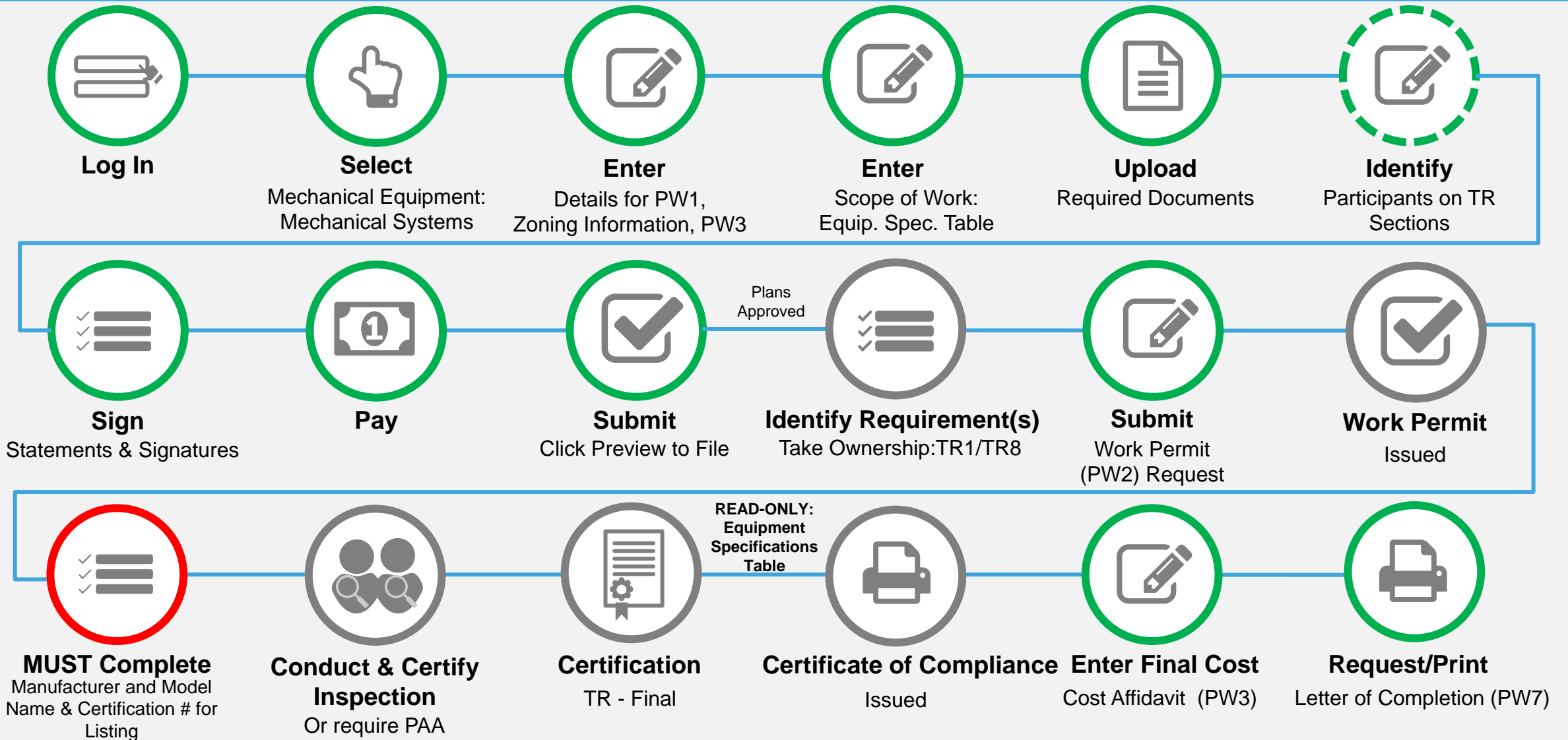


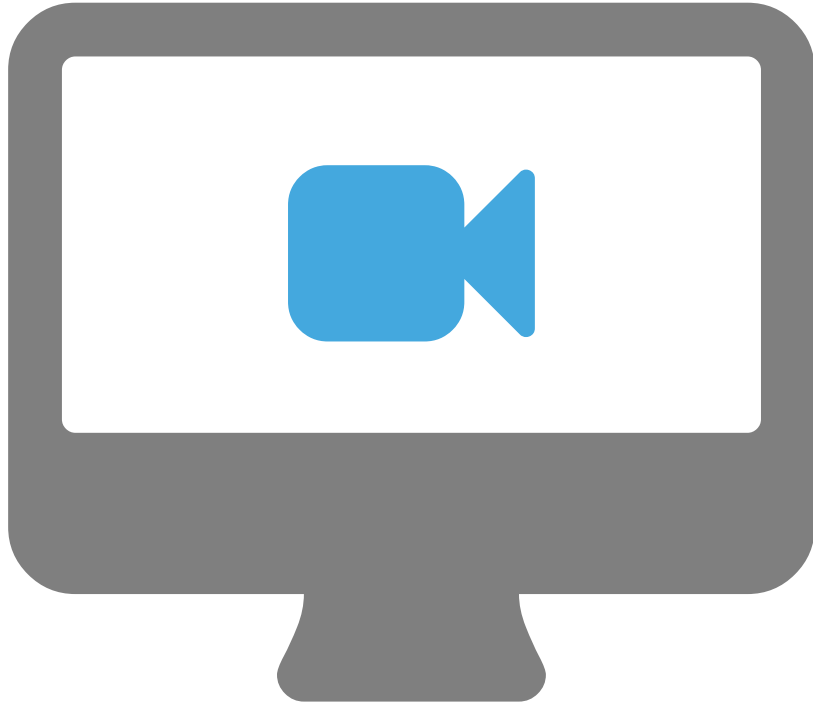
JOB FILING REVIEW TYPES PROCESS FLOWS

- STANDARD PLAN EXAMINATION OR REVIEW**
- PROFESSIONAL CERTIFICATION**

DOB NOW: *Build* – (MS) FILING REVIEW PROCESS FLOW

DOB
NOW

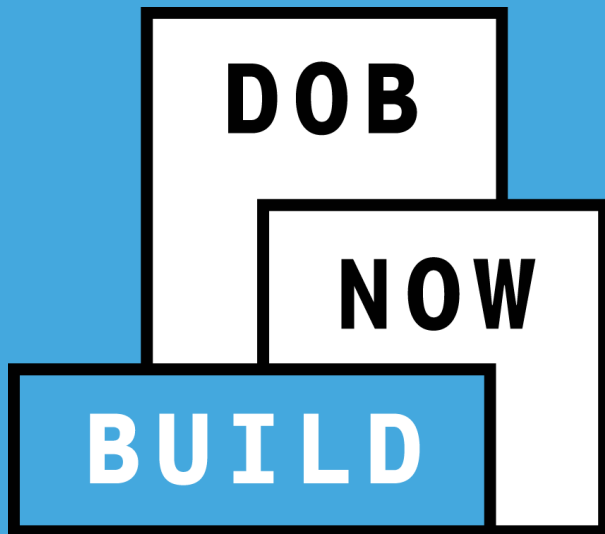




STEP-BY-STEP GUIDE VIDEO DEMO

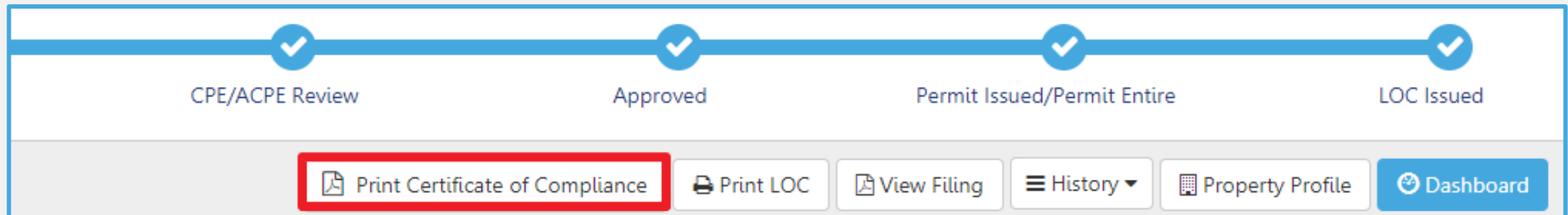
Create and Submit a Mechanical Systems Job Filing including:


- Equipment Specifications Table
- Certificate of Compliance



[VIEW CERTIFICATE OF COMPLIANCE
\(COC\)](#)

- The system issues the Certificate of Compliance **after the TR Final inspection is certified** by the Progress Inspector.
- The equipment identified in the Equipment Specification Table appear on the Certificate of Compliance.
- The Certificate of Compliance can be printed from within the Job Filing or from the Public Portal.





CERTIFICATE OF COMPLIANCE

Address: 110 MAPLE PARKWAY, STATEN ISLAND Issued On: 04/09/2019

BIN:5027624	Item	Location	Equipment	Manufacturer Name	Capacity	Certificate # for Listing	Number of Items
Ventilation Systems	VENT	LOBBY	61	PAYNE	61	ESHS0085465	1
	Item Description		VENT				
Heating Systems	HEATER	LOBBY	61	PAYNE	61	ESHS0085465	1
	Item Description		HEATER				
Generators	MOTOR	LOBBY	61	PAYNE	61	ESHS0085465	1
	Item Description		MOTOR				

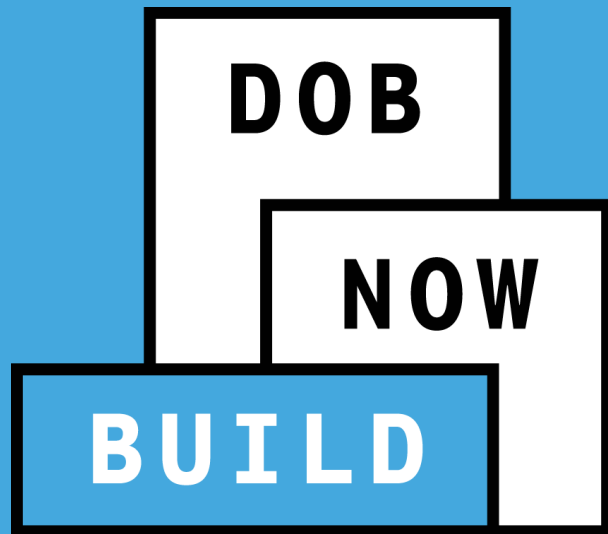
Page 1 of 1

- The **issue date** of the Certificate of Compliance (COC) is the **date the TR Final Progress Inspection was certified**.
- A Certificate of Compliance report is also available at the DOB NOW **Public Portal**.
- All of the Mechanical Systems data for a particular BIN that has been approved by DOB and certified by Special/Progress Inspectors are included in the Certificate of Compliance Report.

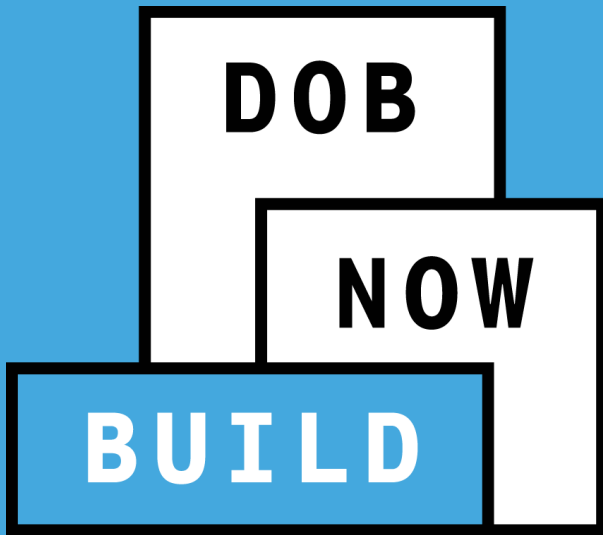


STEP-BY-STEP GUIDE VIDEO DEMO

How to View and Print
The Certificate of Compliance



QUESTIONS?



NO PAPER. NO LINES.

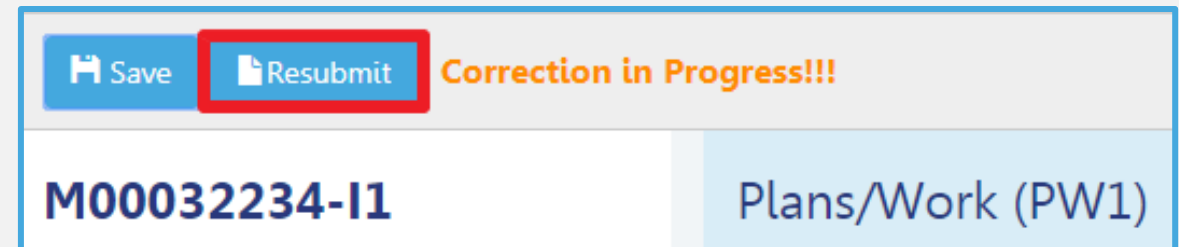
CORRECTION (DEAR CHANGE)

Once the Job Filing has been submitted, the Job Filing must be in one of the following status' in order to make a Correction:

- Pending Plan Examiner Assignment
- Pending Prof Cert QA Review
- If corrections result in **additional fees**, those fees must be paid before the Job Filing can be resubmitted.

Note: Use AI1 Form for minor revisions to plans after approval.

- Once the application has been filed, changes can be made except for the following fields below which will be greyed out and are not editable:
 - Location Information
 - Applicant Information
 - Job Filing Review Type
 - Building Type
 - Property Owner's Information
- After saving the changes, select the **'Resubmit'** button to submit the Job Filing.



DOB NOW: *Build* – MAKE CORRECTIONS PROCESS FLOW



Locate

The Job Filing
on the Dashboard



Select

Filing Actions



Select

Corrections



Make

Corrections



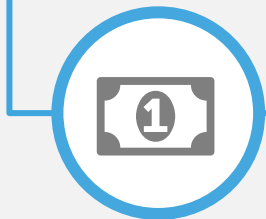
Select

Save



Complete

Statements &
Signatures



Click

Pay Now
(if applicable)



Click

Re-Submit



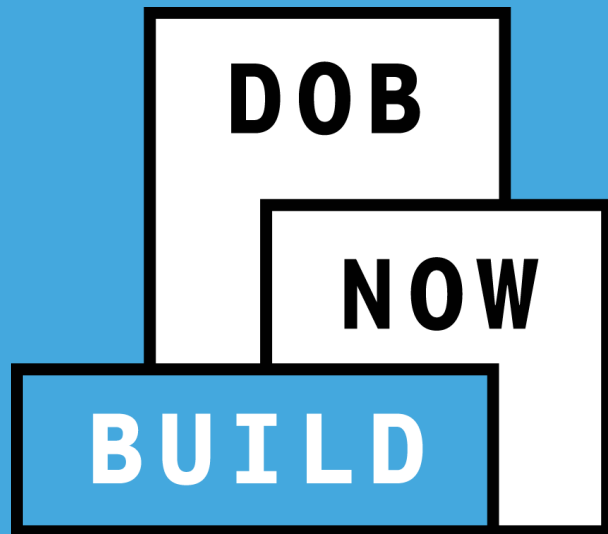
Click

File

REMINDER:

In order to make corrections to a Job Filing, the status must be in one of the following:

- Pending PE Assignment
- Pending Prof Cert QA Assignment



**RESPOND TO INCOMPLETE, OBJECTIONS
OR QA FAILURE**

**SCHEDULE AN APPOINTMENT WITH PLAN
EXAMINER**

DOB NOW: *Build* – RESPONDING TO INCOMPLETE STATUS

- Prior to the assignment to a Plan Examiner, an initial review is done for completeness. During this time an **INCOMPLETE** status may be issued for various reasons.
- Review the **Comments in the History Trace** to see the incomplete reason. After correcting the filing, the Applicant will need re-attest and click on the **Resubmit** button to return the job filing to DOB.

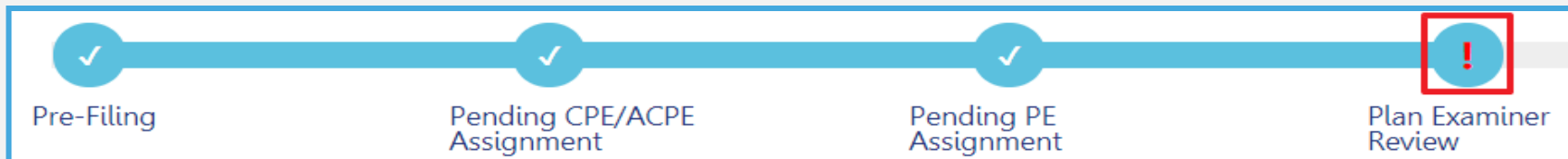
The screenshot displays a workflow progress bar with the following stages: Pre-filing (checked), Pending CPE/ACPE Assignment (checked), Pending PE Assignment (marked with a red exclamation mark), Plan Examiner Review, CPE/ACPE Review, Approved, and Permit Issued/Permit Entire. Below the progress bar, a 'Trace History' window is open, showing a circular arrow icon at the top. The history entries are:

- 04/30/2019 Pending CPE/ACPE Assignment
- 04/30/2019 Pending Plan Examiner Assignment

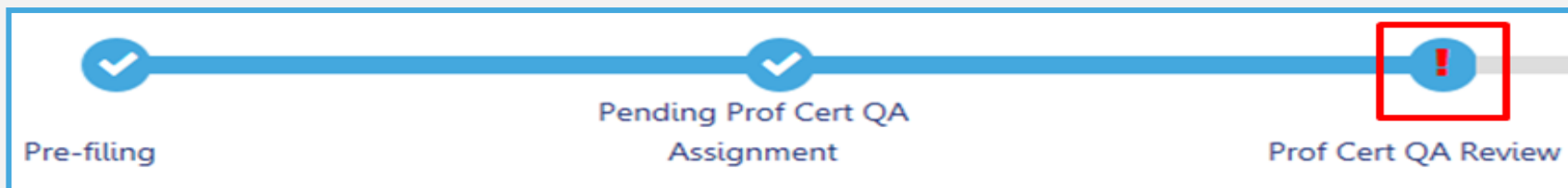
The 'Comments' section for the second entry is expanded, showing the text: "Provide Hydraulic Calculation(s). Demonstrate that the system has the minimum duration of the water supply." The 'History' dropdown menu in the top right corner is also visible, with 'Trace History' selected.

- **Objections** or **QA Failure** can be raised for any of the following reasons:
 - Plans are not in accordance with the DOB Code
 - Incorrect Document Submission
 - Revision required to data entered
- After correcting the issued, update the Objection status or QA Failure Status to Resolved and the Applicant must complete statements and signature.

OBJECTIONS:



QA FAILURE:



DOB NOW: *Build* – APPOINTMENT GUIDELINES

- Appointment can only be scheduled once an objection is issued and the Plan Examiner indicates that an appointment is allowed.
- Appointments can be scheduled from the Portal based on the Plan Examiner's availability.
- The Applicant of Record or the Associated Delegate may attend the meeting.
- All appointments will be conducted using GoToMeeting.
- DOB will email the GoToMeeting link for the scheduled meeting prior to the meeting start time.

✓ E/ACPE Assignment ✓ Pending PE Assignment ! Plan Examiner Review

Save Resubmit

M00031400-I1 Objections

Plans/Work (PW1)

Zoning Information

Scope of Work

Objections/Appointments Schedule Appointment

Cost Affidavit (PW3)

Technical Report

Objection

1968 BC 27-339 Fire segregation of occup

+ Appointment Subject

RESPONDING TO QA FAILURE PROCESS FLOW



Locate

The Job Filing on the Dashboard



Open

The Job Filing



Scroll

To Status field in the Failure Reason section



Select

The Resolved status



Upload

Documents (If applicable)



Review

Filing and make any necessary revisions



Complete

Applicant of Record's Statement and Signature



Click

Resubmit

OBJECTIONS & SCHEDULING APPOINTMENT PROCESS FLOW



Locate

The Job Filing
on the Dashboard



Open

The Job Filing



Select

The
Objection/Appointments
tab



Click

The Edit button



Update

Objection Status and
add Comments



Click

The Update
button



Click

+Appointment
(If Applicable)



Select

Attendees, Date and
Time and click Schedule
(If Applicable)



Upload

Documents
(If applicable)



Review

Filing and make any
necessary revisions



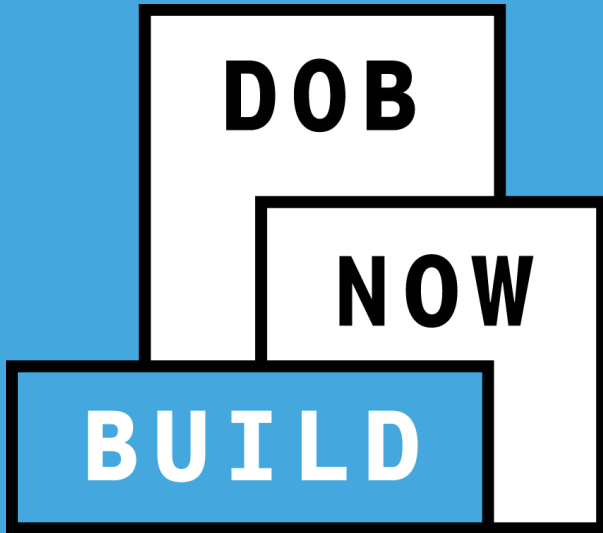
Complete

Applicant Statement
and Signature



Click

Resubmit



NO PAPER. NO LINES.

WORK PERMITS

DOB NOW: *Build* – PRINT WORK PERMITS

- Work Permits are displayed after the Job Filing status has been updated to **Permit Issued/Permit Entire**.
- From the DOB NOW: *Build* Dashboard, use the Work Permits tab to **renew/view or print** both approved and expired Work Permits.

M00031255-I1

Plans/Work (PW1)

Zoning Information

Scope of Work

Cost Affidavit (PW3)

Technical Report

Technical Report (TR1)

Documents

Work Permit (PW2)

Statements & Signatures

Work Per

Work Permit:

Tracking #

559928803

569670945

NYC Buildings

Work Permit Department Of Buildings

Permit Number: **M00033113-I1-MS** Issued: **06/13/2019** Expires: **02/09/2020**

Address: **MANHATTAN 250 BROADWAY** Issued To: **ADAM JOE2**

Work on Floor(s): **CONCOURSE** Business: **AJ2**

Total number of dwelling units at location: **1** License No: **PE-515151**

Number of dwelling units occupied during construction: **322**

Description: **GFDGFDG**

For detailed information regarding this permit, please log on to DOB NOW at www.nyc.gov/buildings.
Call 311 with any questions or complaints.



Borough Commissioner:  Commissioner of Buildings: 
Acting Commissioner of Buildings



Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.

Print To PDF

ed Date

Actions

▪ PERMIT EXPIRATION

- DOB NOW work permits expire based on the earliest date of any of the criteria below:
 - One year from date of permit issuance
 - License expiration
 - Insurance expiration (General Liability, Worker’s Compensation or Disability)

▪ AUTOMATIC EXTENSIONS

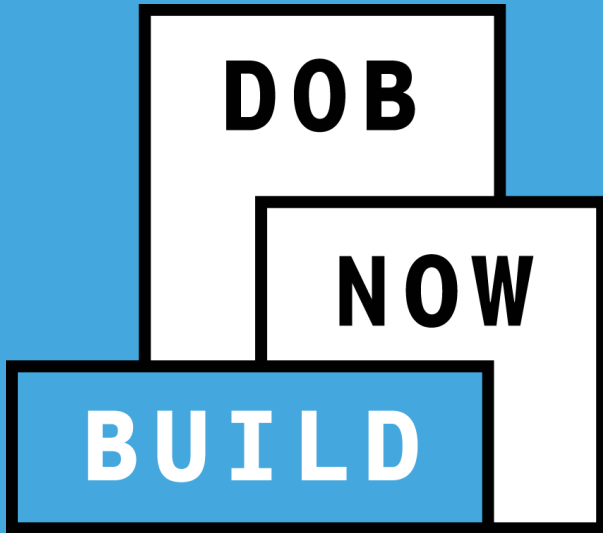
- For those permits where the expiration date is less than one year from date of issuance because of expiration of an insurance or the license, the permit will be extended automatically at no cost if the insurance or license is renewed before the expiration date.
- In order to get the automatic permit extension, renewal information must be submitted at least 5 days in advance to the DOB Licensing Unit to ensure sufficient time for processing.

DOB NOW: BUILD – WORK PERMIT RENEWAL GUIDELINES

- To renew a Work Permit, the applicant will follow the same process as filing an initial Work Permit.
- Upon Permit Renewal, the Permit Expiration Date is **updated**. The **Permit Number does not change**, but the sequence number increases by 1 (e.g. 1, 2, 3...).
- The sequence number keeps track of your renewals in the system.

EXAMPLE:

Job#	Filing#	Tracking#	Work Permit#	Sequence#
M00007423	I1	747885217	M00007423-I1-PL	2
M00004849	I1	489678824	M00004849-I1-SG	2
M00004264	I1	845952538	M00004264-I1-SG	2
M00030987	I1	582014779	M00030987-I1-ST	3
M00029245	I1	232310796	M00029245-I1-MS	3
M00030593	S1	977716015	M00030593-S1-PL	3
M00028039	I1	864295321	M00028039-I1-FN	3
M00004849	I1	708890198	M00004849-I1-SG	3
M00029245	I1	974943889	M00029245-I1-MS	4
M00030593	S1	360856615	M00030593-S1-PL	4



AFTER HOURS VARIANCE (AHV)

- An AHV:
 - Can be requested on a Job Filing that has been approved and has a Permit issued status in DOB NOW: *Build*.
 - Is required to perform construction work activity **before 7:00 am, after 6:00 pm or on the Weekend**.
 - Can only be requested by the **Licensed Master Plumber, Fire Suppression Contractor** or **General Contractor** that was listed on the initial permit.
 - Must be submitted **at least two business days before** the first intended work day



Meet Carl:

His Job Filing includes:

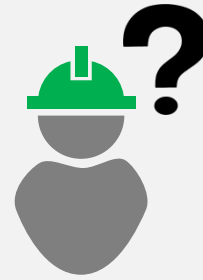
- GC
- MS
- ST
- PL



Carl has

4 Work Permits:

- GC
- MS
- ST
- PL



He needs to finish some work after tonight 8pm, consisting of MS and PL.

What should Carl do?



Carl requests **2 separate**

AHV Permits:

- An AHV Permit for MS
- An AHV Permit for PL

NOTE: The Scope of the AHV Permit must be related to the Scope of work of the specific work permit.

Multiple AHV permits could be required depending on the need.

DOB NOW: *Build* – AFTER HOURS VARIANCE GUIDELINES (CONT)

- Once AHV is approved, on the AHV form, click Pay Now to pay AHV Daily Fee.
- After AHV Daily Fee is paid, status updates to AHV Permit Issued. AHV Permit can be printed from the My AHV Work Permits Dashboard.

After Hours Variance Permit Form

M7401803

Trace History Details

Initial Filing Status Information

Variance Type * Initial

Type of Permit

Type of Permit*

My AHV Work Permits
My LOC Requests
My Sign Off Requests
Emergency Work Notifications
Certificate of Operation
Boiler Removal Notific

Filing#	AHV Permit#	Work Permit#	AHV Permit Status	Created Date	Filing Action
			AHV Permit Issued ✕		
	M5817543	M00031297-I1-BE	AHV Permit Issued	02/25/2019	Select Action: ▼
	M3597640	M00031297-I1-BE	AHV Permit Issued	02/22/2019	Select Action: Print AHV Permit Renew AHV Permit
	M9752240	M00031297-I1-BE	AHV Permit Issued	02/22/2019	
	M7401803	M00030720-I1-BE	AHV Permit Issued	01/28/2019	

City

State

Zip Code

Application Highlights

Location 1 NEW YORK PLAZA
MANHATTAN

Job Number M00030720-I1

Work Permit Number M00030720-I1-BE

AHV Permit Status Approved

Reason of Approval Business Hours Operations
Interruption

Reason of Denial

Initial Fee/Renewal Fee \$200.00

Daily Fee \$480.00

Fees

Calculate Fees

AHV Filing Fee \$200.00

AHV Daily Fee \$480.00

Amount Paid \$200.00

Amount Due \$480.00

Pay Now

DOB NOW: AFTER HOURS VARIANCE (AHV) PERMIT FILING PROCESS FLOW



Click
+AHV Permit from
Dashboard



Enter
Work Permit Number



Enter
All Required Fields
Select Dates/Times and
Description of Work



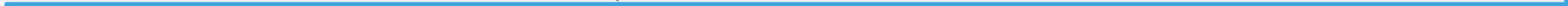
Complete
Statements &
Signatures



Pay
AHV Filing Fee



Submit
AHV Request



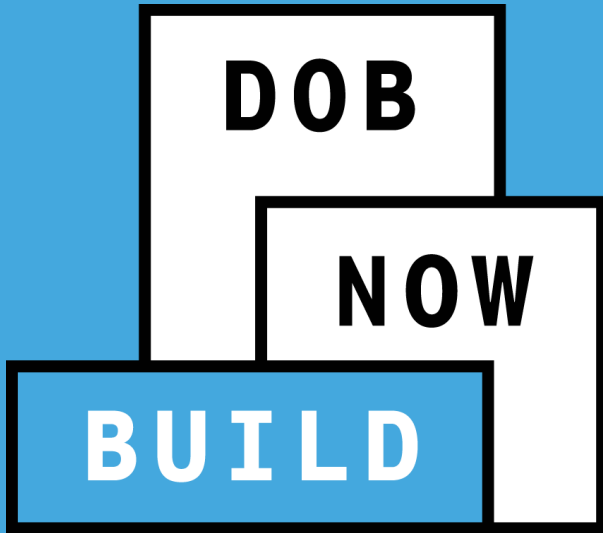
Review
And Approve AHV



Pay
AHV Daily Fee



Print
AHV Permit



CIVIL PENALTIES REVIEW REQUEST (L2)

The L2 is used in instances where an applicant is requesting an override, reduction, or waiver of civil penalties resulting from a work without a permit violation.

If there is a Work Without Permit violation on the BIN associated to the PW2 then:

- The PW2 cannot be submitted for both initial and renewal of permits.
- The Professional Certification Job Filing with PW2 cannot be submitted.
- A L2 Request must be submitted and approved in DOB NOW: *Build* in order to obtain a permit.

L2 can be initiated and submitted by any of the following stakeholders:

- Owner specified on the associated filing
- The Applicant of Record of the associated PW1
- Any licensed PE/RA
- Any DOB licensee
- A Class II Filing Representative

- DOB NOW: *Build* will:
 - Auto-populate on the L2 request all of the open DOB and ECB work without permit (WWP) violations that exist on the BIN.
 - For each individual violation listed, specify the L2 code that applies.
 - Only one L2 code can be selected per violation.
 - An L2 code will have to be selected for each violation in order for the request to be submitted.
 - Display the projected L2 fee.
 - NOT accept any payment associated to the L2 fee.
 - The fee will continue to be paid in how it is done currently.
- Only one L2 request can be open per filing at a given time.

- Waiver requests in connection with violations of stop work orders (SWO) will continue to be handled via the current paper process.
- L2 request for the following L2 code **cannot** be submitted in DOB NOW: *Build*:
 - **LEG** - Work performed without a permit and an applicant is seeking a permit before notice of violation is issued.
 - **SWBC** - Where the Commissioner had determined that the violation should not have been issued for working against the SWO.
 - **SWOE** - Where the ECB violation issued for violating the SWO was dismissed for any reason.
- If L2 request is denied, a new request will need to be submitted.
- **NOTE:** For job filings **initiated before July 1, 2019** in DOB NOW: *Build*, customers will continue to submitted L2 request on the DOB NOW Online Help Form.

DOB NOW: *BUILD* – SUBMIT A CIVIL PENALTIES REVIEW REQUEST (L2) PROCESS FLOW



Locate

The Approved Job Filing on the Dashboard



Initiate

L2



Enter

Required data



Upload

Supporting Documents



Complete

Statements and Signatures



Preview

Before Filing



Submit

L2



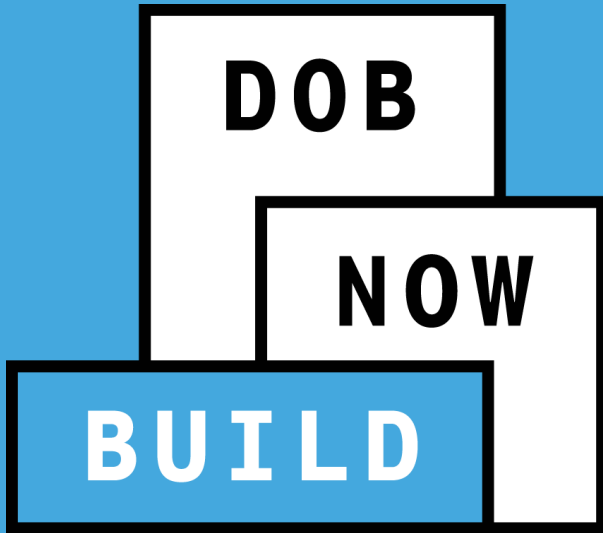
Review

And approval by DOB



Submit

Permit Request (PW2) for Approval



NO PAPER. NO LINES.

POST APPROVAL AMENDMENT (PAA)

The Applicant of Record can file a Post Approval Amendment (PAA) when the approved Scope of Work needs to be updated.

The following rules apply to filing a PAA:

- Only **one** PAA can be in progress at a time.
- A PAA can only be filed by an **Applicant of Record**.
- A PAA must be filed by the **same** Applicant of Record as the original filing.
- The description of the changes must be entered in Plans/Work (PW1) tab – Comments.

When a PAA is filed, the following fields are NOT editable:

- Filing Review Type (e.g. Standard Plan Examination to Professional Certification)
 - Application/Location Address
 - Work on Floors (e.g. Location details)
 - Applicant of Record Information
 - Owner Information
 - Building Type (e.g. Mixed Use to 1 to 3 Family)
-
- **Note:** For minor revisions to the plans after approval, submit an AI1 form along with the revised plans as one PDF document to the online help form at www.nyc.gov/dobnowhelp.

- A flat, one-time fee of \$100 is charged when a new PAA is filed.
- An increase or decrease in the estimated job cost results in a recalculation of fees which enables the **Pay Now** button, allowing the Applicant to pay the price difference using the CityPay portal.
 - **For increases** in the job cost, the Applicant must pay the price difference (from the initial fee on the initial Job Filing).
 - **For decreases** in the job cost, an adjustment is made (from the initial fee on the initial Job Filing).
- Refund Information: https://www1.nyc.gov/assets/buildings/pdf/refund_requests.pdf
- RF1 Form and Instructions: https://www1.nyc.gov/assets/buildings/pdf/refund_request_appl_instr.pdf



Locate

The Job Filing
on the Dashboard



Initiate

PAA



Amend

Scope



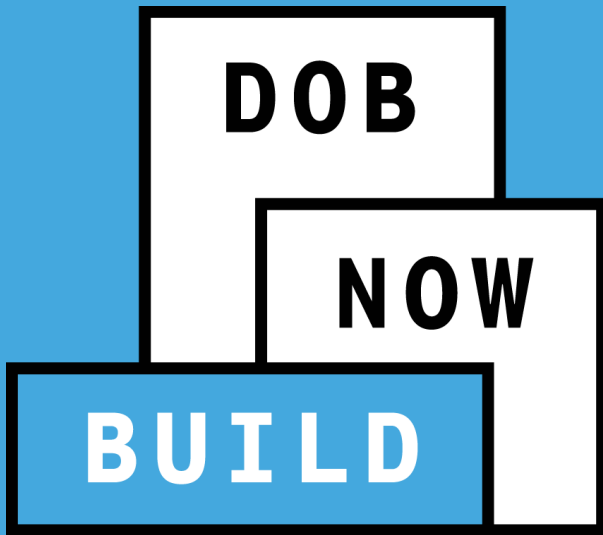
Complete

Statements and Signatures
& Payment (if applicable)



Submit

PAA



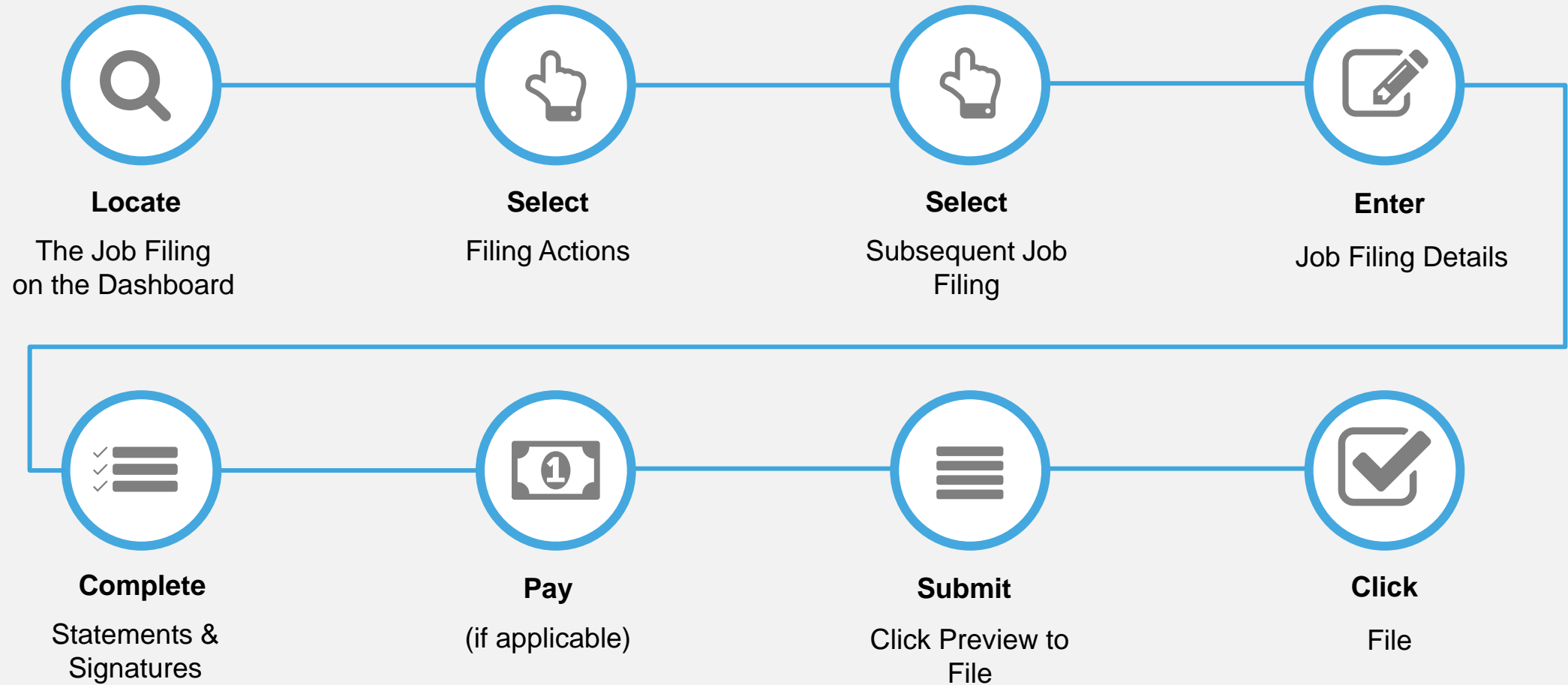
NO PAPER. NO LINES.

SUBSEQUENT JOB FILINGS

SUBSEQUENT FILING GUIDELINES

- A Subsequent Job Filing can be added to an Initial job filing **after** it has a status of Approved.
- A Subsequent Job Filing can be added **before** a Letter of Completion (LOC) is issued.

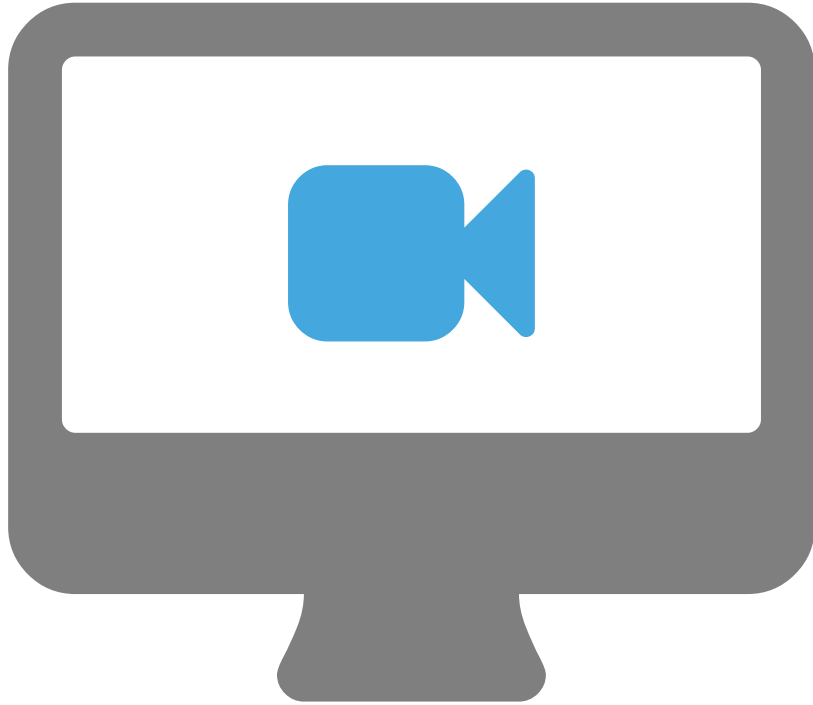
DOB NOW: *Build* – CREATE A SUBSEQUENT JOB FILING PROCESS FLOW



In DOB NOW: *Build*, a Job Filing can have:

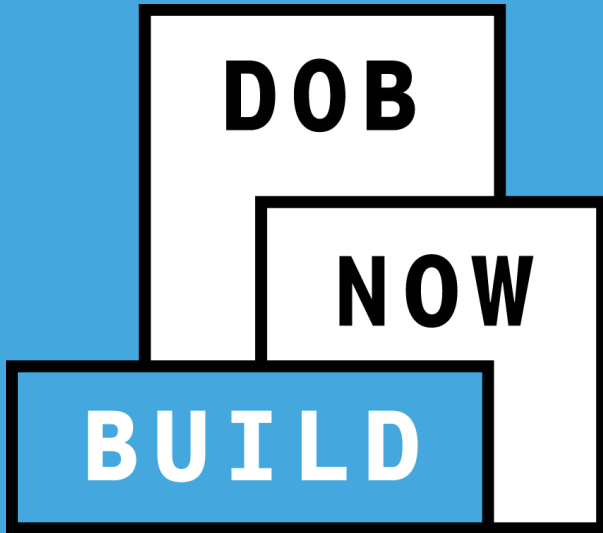
- Multiple Job Filings
- Multiple Work Types
- Each Work Type will have its own Work Permit (PW2)

NOTE: Some Work Types cannot be filed together



STEP-BY-STEP GUIDE VIDEO DEMO

Create a Subsequent Job Filing



LETTER OF COMPLETION (LOC) (PW7)

A Letter of Completion can be requested by **Applicant** or **Property Owner**:

- In order to request a Letter of Completion, DOB Inspections Sign-off must be completed on all Work Permits associated with the Mechanical Systems Job Filing including jobs filed in BIS.

Inspector Certificate of Completion:

- Before a LOC request can be processed, Special and/or Progress Inspectors must sign the Certificate of Completion within each requirement on the applicable Technical Report tabs (TR1 and/or TR8).

DOB NOW: *Build* – REQUEST A LETTER OF COMPLETION (PW7) PROCESS FLOW

DOB
NOW



Locate

The Job Filing
on the Dashboard



Verify

TR1:
Certified & Attested



Select

Request LOC



Enter

Details



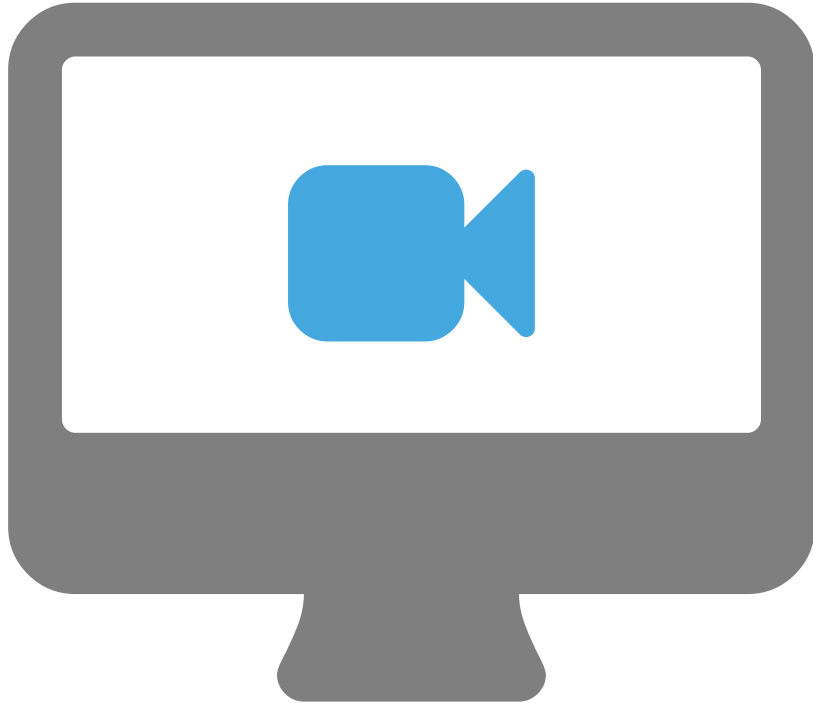
Complete

Statements and
Signatures



Submit

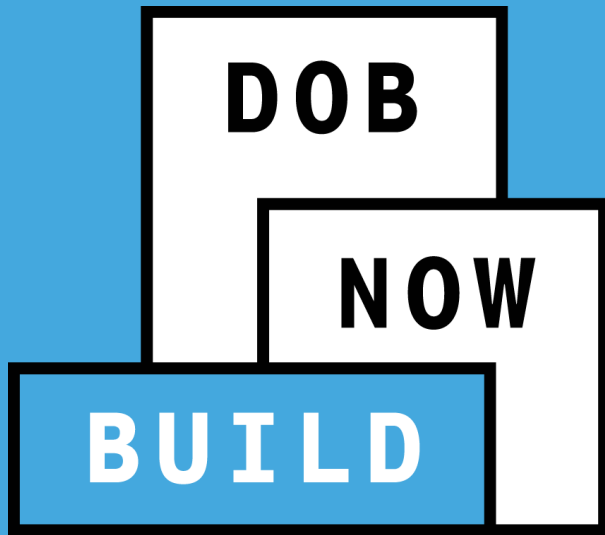
LOC Request



STEP-BY-STEP GUIDE VIDEO DEMO

**Request a Letter of Completion (LOC)
(PW7)**

Print a LOC



**WITHDRAWAL, SUPERSEDING &
A11 FOR MINOR PLAN CHANGE**

DOB NOW WITHDRAWAL, SUPERSEDING & MINOR PLAN CHANGE WORKAROUND

- Complete and submit the following request on the Online Help Form at www.nyc.gov/dobnowhelp

WITHDRAWAL REQUEST

NYC Buildings DOB NOW BUILD

WITHDRAWAL REQUEST

Date: _____
DOB NOW: Build Job Filing Number: _____
Address: _____

Withdrawal Request Type: Applicant Contractor Job Filing
 Progress Inspector Special Inspector Work Type
Work Type Withdrawal: Plumbing Standpipe Sprinkler
 Curb Cut Antenna Sidewalk Shed Supported Scaffold
 Fence Sign Elevator Place of Assembly
 Temporary Place of Assembly

Note, if the job is permitted, the inspection results must be attached to this withdrawal request.

I, _____, Applicant/ Contractor/ Owner of record of the property at _____ submit the above mentioned withdrawal request.

Signature

Notary Signature

○
Notary Seal

12/18

SUPERSEDING REQUEST

NYC Buildings DOB NOW BUILD

SUPERSEDING LETTER

Date: _____
DOB NOW: Build Job Filing Number: _____
Address: _____

Superseding Request Type: Owner Applicant Contractor
 Special Inspector Progress Inspector

Owner/ Applicant/ Contractor/ Special Inspector/ Progress Inspector's Name: _____

E-Mail: _____

Special Inspection Agency Number: _____

Tracking #/ Lic #: _____

I, _____, Owner/Applicant/ Contractor/ Special Inspector/ Progress Inspector of Record for the property at _____ do hereby confirm that _____ is no longer the Owner/Applicant/ Contractor/ Special Inspector/ Progress Inspector of Record for the given application and has been replaced by _____.

Owner of Record Signature

Applicant/Contractor/Special Inspector/ Progress Inspector Signature

Notary Signature (if applicable)

○
Notary or Professional Seal

A11 FOR MINOR PLAN CHANGE

NYC Buildings DOB NOW BUILD

A11: Additional Information

Must be typewritten Check and affix B15 job number label form

Page number _____ of _____ B15 Document No. _____

1 Location and Job Information Required for all applications.

House No(s) _____ Street Name _____
Borough _____ Block _____ Lot _____ BIN _____ CB No _____

2 Revisions to Plans/Drawings Required whenever updating plans. All revisions for each page must be clearly described in section 2.

Submission is part of a Post Approval Amendment (PAA)? Yes PWT required No Indicate all actions for this submission.

Action	Original/Revised/ Omit Page ID	Superseding Page ID	Action	Original/Revised/ Omit Page ID	Superseding Page ID	Action	Original/Revised/ Omit Page ID	Superseding Page ID	Action	Original/Revised/ Omit Page ID	Superseding Page ID

For "Action" use "N" for new page, "R" for superseding page, "O" for omitting page. Is this section continued on additional A11 forms? Yes No

3 Additional Information Required for all applications.

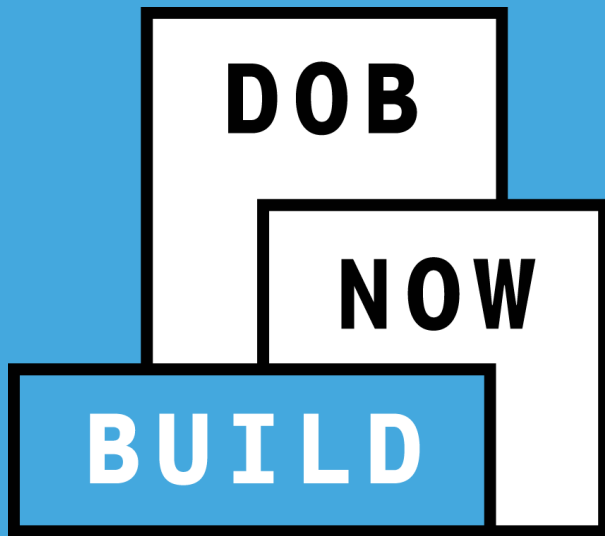
Name (please print)

Signature

Date

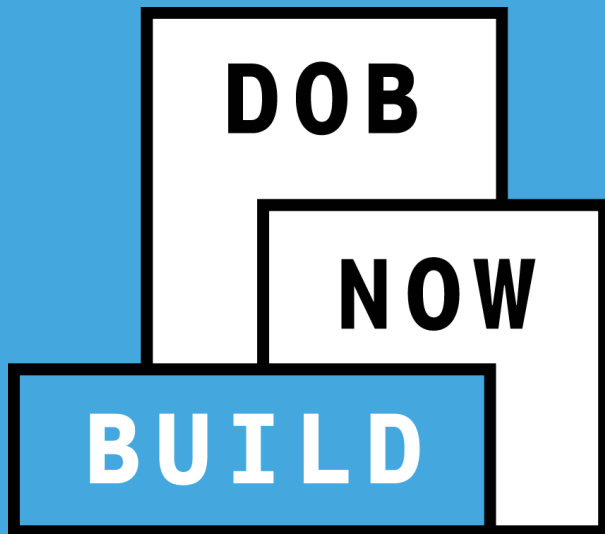
Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for property performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or verification of the construction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.

P.E. / R.A. Seal (copy real, then sign and date over seal)



NO PAPER. NO LINES.

QUESTIONS?



PUBLIC PORTAL & HELPFUL RESOURCES

Process & Overview

- The Public Portal is accessible through the Buildings website on nyc.gov and no User ID or Password is required.
- Anyone can view:
 - Status of Job filing
 - Property Profile Details
 - View/Print Work Permits
 - Search Licensees

← Back
Home

Property Profile

2600 HYLAN BOULEVARD
STATEN ISLAND 10306
BIN# 5168776

Alternate Addresses:

HYLAN BOULEVARD	2600 - 2600
HYLAN BOULEVARD	2670 - 2670
EBBITTS STREET	NO NUMBER

Building Characteristics

Health Area 920	Tax Block 3969	Census Tract 12804	Tax Lot 1
Community Board 502	Condo NO	Buildings on Lot 5	Vacant NO
Cross Street(s) ROSE AVENUE, ROSS AVENUE	DOB Special Place Name	DOB Building Remarks	Landmark Status
Special Status N/A	Local Law NO	Loft Law NO	SRO Restricted NO
TA Restricted NO	UB Restricted NO	Environmental Restrictions N/A	Grandfathered Sign NO
Legal Adult Use NO	City Owned NO	Additional BINs for Building 5152062, 5055375	Special District

www.nyc.gov/dobnowinfo

Here you will find helpful links to:

- Log-in and Register for DOB NOW
- Take advantage of Training Tools & Classes
- Find FAQs and Tip Sheets for DOB NOW: *Build*

www.nyc.gov/dobnowhelp

Here you will:

- Submit DOB NOW inquires

DOB NOW: *Build* – IMPORTANT LINKS



Borough, Block, Lot

Device Search

Licensees Search

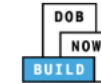
Don't have one? Click [here](#) to Create a new DOB NOW: Licensing profile.

[Forgot password?](#)

[Need more help? Contact us.](#)



Public Portal [FAQ](#) and [User Manual](#)



[FAQ and Resources](#)



[FAQ and Resources](#)



[FAQ and Resources](#)



[Building Information Search](#)

[NYC OpenData](#)



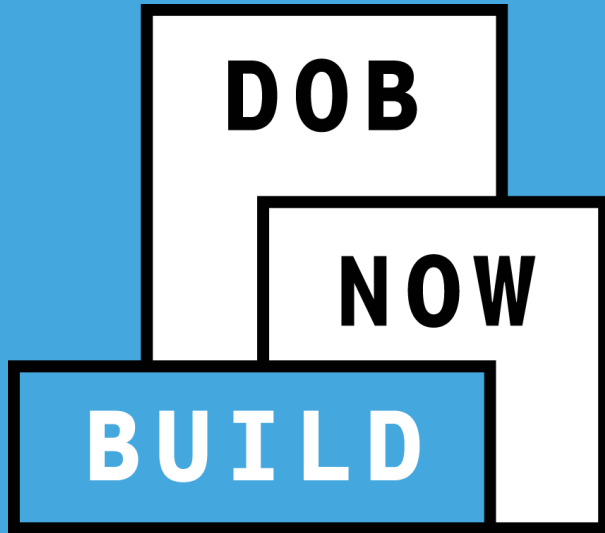
You should now be able to:

- Discuss Key Differences Between the Current State and Future State
- Identify the 2 Job Filing Review Types
 - Standard Plan Examination or Review
 - Professional Certification
- Submit a Mechanical Systems Job Filing
- View Certificate of Compliance (COC)
- Make Corrections Prior to Review
- Respond to Objections/Schedule Appointment
- View, Print or Renew a Work Permit (PW2)
- Request L2 Guidelines
- Create a Post Approval Amendment (PAA)
- Create a Subsequent Job Filing
- Create an After Hours Variance Work Permit (AHV)
- Request a Letter of Completion (PW7)
- Access Helpful Resources and Navigate the Public Portal

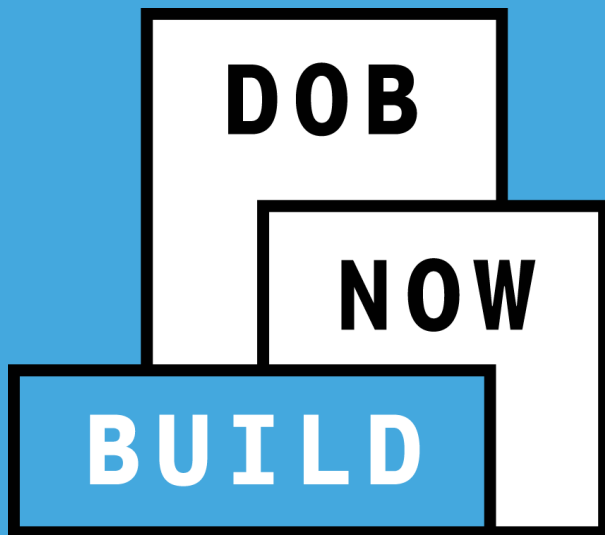


STEP-BY-STEP GUIDE VIDEO DEMO

Navigate the Public Portal



QUESTIONS?



THANK YOU!