



# COURSE 102

Filing Representative Training

for

Class 1 Representatives and Class 2 Code and Zoning  
Representatives

## **Includes:**

- NYC Development Hub
- Hub Self-Service
- Violations – Different Types
- Demolition

# NYC Development Hub

Scott D. Pavan RA  
Deputy Borough Commissioner  
Development Hub

- The Development Hub was launched by Mayor Bloomberg and former Commissioner LiMandri on October 12, 2011





- Development/Project Focused
- Paperless Application
- On-Line Payment Option
- Electronic Transfer of Files
- Digital Plan Review and Approvals
- Virtual Meetings
- Inter-Agency Collaboration
- Proactive Customer Service

1. Joining NYC Development Hub
2. Project Consultation
3. Filing an Application & Payments
4. Submitting Electronically
5. Design Professional Presentation (DPP)
6. Development Hub Plan Review
7. Resolve Comment Appointments
8. Approvals

# Step 1: Joining the NYC Development Hub

- Register to Electronically File Documents at [nyc.gov/buildings](http://nyc.gov/buildings)
- Access Electronic Filing at the NYC Development Hub in the Development section of the Department's website

**Electronic Filing Account Information** (required for all users)

It is important to provide a valid e-mail address you have access to. An activation email will be sent to this email address. If you forget your password the only way to gain access to your account and saved work is with your e-mail address! Your e-mail address can be updated after enrollment.

Email Address (*)	<input type="text"/>
Re-Enter Email Address (*)	<input type="text"/>
Password (*)	<input type="password"/>
Verify Password (*)	<input type="password"/>

**USER ACCOUNT INFORMATION**

First Name (*)	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name (*)	<input type="text"/>
Business Address (*)	<input type="text"/>
Apt #	<input type="text"/>
City (*)	<input type="text"/>
State (*)	<input type="text"/>
Zip (*)	<input type="text"/>
Contact Phone (*)	<input type="text"/>
Mobile Phone	<input type="text"/>

Please select one of the options below.

I do not have a license - such as filing representatives, owners or others who prepare applications or pays fees.

I have a license or tradesperson registration - such as NYS Professional Engineers (PE) or Registered Architects (RA), NYC licensed tradespersons (e.g. master plumber) or NYC registered contractors, or other licensees or tradespersons legally allowed to sign and submit applications (even if those applications are prepared by others).

## Required Technical Qualifications:

- An internet connection (cable modem, DSL, etc.)
- One of the following operating systems: Windows XP, Windows 7, Vista OS X v10.5 or newer
- A dual-core processor or better. 4 GB of RAM is recommended
- One of the following internet browsers: Internet Explorer 7.0, Mozilla Firefox 3.0 or newer.

Note: The eFiling system does not function with the Safari web browser. Please download Firefox for OSX in order to use eFiling

- Adobe Acrobat Professional 9 or newer
- A large monitor with 1080p or better resolution
- A high definition web camera for video conferencing

## Step 2: Project Consultation

- To request an appointment for:
  - New Building (NB)
  - Alteration Type-1 (Alt-1)
- Complete our [online consultation request form](#)
- Upon receipt of your request:
  - The Hub will review your application
  - The Hub will send a Microsoft Outlook appointment to you and all attendees
  - Eligibility will be determined at the time of the consultation or you will be notified via email

The screenshot shows a web form titled "1. LOCATION OF PROPOSED WORK" and "2. DESIGN PROFESSIONAL INFORMATION".

**1. LOCATION OF PROPOSED WORK**

A. Borough:

B. House No.:  Street Address:

C. Job filed at the borough?  Yes  No

D. If job filed at the borough office, provide Job No.:

**2. DESIGN PROFESSIONAL INFORMATION**

A. First Name:  Last Name:

B. Profession Type:  PE  RA

C. Company Name:

D. Business Address:

City:  State:

Zip:

E. eFiling Registered Email Address :

F. Direct Phone Number:

**3. ADDITIONAL CONTACT WITHIN THE DESIGN PROFESSIONAL OFFICE/COMPANY**

A. First Name:  Last Name:

B. eFiling Registered Email Address :

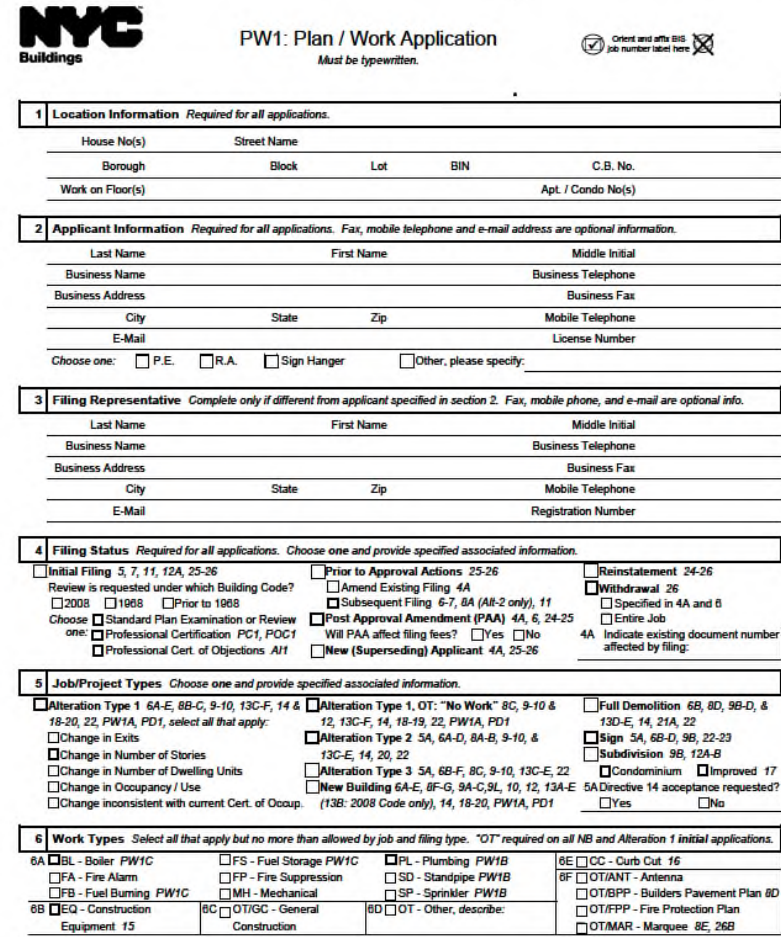


During your Project Consultation (in person or online), you will discuss with Department experts the following:

- Scope & Filing Strategy for your project
- Project Schedule
- Regulations and requirements from the Department and other City agencies
- Identification of possible compliance variations or alternatives

# Step 3: Application Filing

- After your Project Consultation appointment – complete and electronically file your Plan Work Application (PW1) using the Department’s eFiling system.



**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	Mobile Telephone	
E-Mail			License Number	
Choose one: <input type="checkbox"/> P.E. <input type="checkbox"/> R.A. <input type="checkbox"/> Sign Hanger <input type="checkbox"/> Other, please specify: _____				

**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	Mobile Telephone	
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 Review is requested under which Building Code? <input type="checkbox"/> 2008 <input type="checkbox"/> 1968 <input type="checkbox"/> Prior to 1968 Choose one: <input type="checkbox"/> Standard Plan Examination or Review <input type="checkbox"/> Professional Certification PC1, POC1 <input type="checkbox"/> Professional Cert. of Objections A11	<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 B <input type="checkbox"/> Entire Job 4A Indicate existing document number affected by filing: _____
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**5 Job/Project Types** *Choose one and provide specified associated information.*

<input type="checkbox"/> Alteration Type 1 6A-E, 8B-C, 9-10, 13C-F, 14 & 18-20, 22, PW1A, PD1, select all that apply: <input type="checkbox"/> Change in Exits <input type="checkbox"/> Change in Number of Stories <input type="checkbox"/> Change in Number of Dwelling Units <input type="checkbox"/> Change in Occupancy / Use <input type="checkbox"/> Change inconsistent with current Cert. of Occup. (13B: 2008 Code only), 14, 18-20, PW1A, PD1	<input type="checkbox"/> Alteration Type 1, OT: "No Work" 8C, 9-10 & 12, 13C-F, 14, 18-19, 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, 22 <input type="checkbox"/> New Building 6A-E, 8F-G, 9A-C, 8L, 10, 12, 13A-E (13B: 2008 Code only), 14, 18-20, PW1A, PD1	<input type="checkbox"/> Full Demolition 6B, 8D, 9B-D, & 13D-E, 14, 21A, 22 <input type="checkbox"/> Sign 5A, 6B-D, 9B, 22-23 <input type="checkbox"/> Subdivision 9B, 12A-B <input type="checkbox"/> Condominium <input type="checkbox"/> Improved 17 <input type="checkbox"/> New Building 6A-E, 8F-G, 9A-C, 8L, 10, 12, 13A-E 5A Directive 14 acceptance requested? <input type="checkbox"/> Yes <input type="checkbox"/> No
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**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	<input type="checkbox"/> FS - Fuel Storage PW1C <input type="checkbox"/> FP - Fire Suppression <input type="checkbox"/> MH - Mechanical	<input type="checkbox"/> PL - Plumbing PW1B <input type="checkbox"/> SD - Standpipe PW1B <input type="checkbox"/> SP - Sprinkler PW1B	8E <input type="checkbox"/> CC - Curb Cut 16 8F <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
8B <input type="checkbox"/> EQ - Construction Equipment 15 <input type="checkbox"/> OT/GC - General Construction	<input type="checkbox"/> 8D <input type="checkbox"/> OT - Other, describe: _____		

01/11

## Step 3. Application Filing - Signatures and Seals

- Signatures and New York State Professional Engineer and Registered Architect seals may be submitted to the Department electronically by scanning a hand-affixed seal and/or signature and placing a digital copy of the seal and/or signature on an electronic document
- The electronic seal and signature must comply with the applicable New York State Education Department appearance and other requirements
- More information can be found on the New York State Education Department Office of the Professions' website at:  
<http://www.op.nysed.gov/prof/arch/archguide-a1.htm> for registered architects and <http://www.op.nysed.gov/prof/pels/peguide3-seals.htm> for professional engineers



## Step 3: Application Filing

- Log-into [electronic filing](#) using your user id and password
- Click on: Major Construction / Job Applications / Begin New Job Application - and upload your PW1 form
- PW1 Form must be signed and sealed
- Email the completed, signed and sealed PW1 to:

[nycdevelopmenthub@buildings.nyc.gov](mailto:nycdevelopmenthub@buildings.nyc.gov)

**Welcome to the NYC Development Hub**

Login below for the following electronic filing functions:

<b>Major Construction</b> New Buildings Major Alterations Demolitions	<b>Minor Construction</b> Hub Self-Service Minor Alterations Signs
<b>Electrical and Minor Plumbing</b> All Electrical Work Limited Alteration Application	<b>Manage Your Account</b> Add License Type Add Sustainable Contractor Designation

Email Address:

Password:

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

[Enroll for an Account.](#)

## Step 3: Application Filing - Payment



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You will receive a confirmation email including the new application (job)number. Now you must pay the applicable filing and records management fees. Fees may be paid in one of the following ways:

- A. Online by logging-in to the NYC Development Hub Online Payment Portal at <http://paydirect.link2gov.com/DOBPaymentPortal>
- B. In person using check or credit card by visiting the Borough Office where your project is located, or the Manhattan Borough Office. When making Hub payments, please request to speak with a Borough Manager or Service Manager
- c. Mail In by sending a check payable to the NYC Department of Buildings. Checks should be mailed to:


NYC Department of Buildings  
ATTN: Hub Payments  
280 Broadway, 3rd Floor  
New York, NY 10007

Once your payment has been received and processed you will be notified by email to submit your full set of documents in PDF format – this includes your plans, required items for review and forms. You must follow the steps below:

1. Log-into Development Hub electronic filing
2. Click "Major Construction,"  "Job Applications,"   
"Electronically Submit Documents"
3. Search for your Development Hub-registered job using the "Job Search" function by entering the job number or by clicking the job number link in the "Pending Jobs" List
4. You will be redirected to the Job Documents page where you will Upload Documents and Submit

Please refer to the below checklists for information on the required items for your project type:

- New Building Applications (PDF)
- Alteration Type 1 Applications (PDF)
- Energy Code Compliance –
- Commercial Buildings (PDF)
- Energy Code Compliance –
- Residential Buildings (PDF)




80 Centre Street  
 Third Floor  
 New York, New York 10013  
[mydevelopmenthub@buildings.nyc.gov](mailto:mydevelopmenthub@buildings.nyc.gov)  
[nyc.gov/mydevelopmenthub](http://nyc.gov/mydevelopmenthub)

**NB Applications: Required Items**

<input checked="" type="checkbox"/> Item	DOB BIS Name	Form/Document	When
<input type="checkbox"/> Sewer Site Connection Approval	Sewer Connection: DEP SD1 & SD2	Approved DEP Site Connection Proposal Form	Approval
<input type="checkbox"/> Energy Code Analysis	NYCECC Analysis	COMcheck or REScheck on Plans	Approval
<input type="checkbox"/> Soil Boring Test	Soil Report	Engineer's Report and Drawing	Approval
<input type="checkbox"/> Builder's Pavement Plan Filing in Conjunction With NB	BPP: Filing Required	Pavement Plan Drawings, Alt3 Application Forms	Approval
<input type="checkbox"/> Plot Diagram of the Property Boundaries	PDs: Plot Diagram	PDs	Approval
<input type="checkbox"/> Full Set of Construction Plans	Submit Plans	Plans for All Scopes of Work	Approval
<input type="checkbox"/> Cost Affidavit	Cost Affidavit (Estimate): PW3	PW3	Approval
<input type="checkbox"/> Occupancy/Use Identified	PW1A: Schedule A – Occupancy/Use	PW1A	Approval
<input type="checkbox"/> DOF Approval of Tax Lot	Tax Lot Verification	RP-602	Approval
<input type="checkbox"/> Site Plans by Surveyor	Site Survey	Site Survey	Approval
<input type="checkbox"/> Street Tree Checklist	Street Tree Checklist	STs	Approval
<input type="checkbox"/> Special Inspections Technical Report	2008 Code TRs Required	TRs	Approval
<input type="checkbox"/> Energy Code Progress Inspections Technical Report	Energy Code Progress INSPS Technical Report (TR8)	TR8	Approval
<input type="checkbox"/> Zoning Diagram for Public Challenge Process	DOB - Zoning Diagram (ZDs)	ZDs	Approval
<input type="checkbox"/> Topo Verification	Topographic Verification/ Address Verification	Topo Stamp on a PW's of the Proposed Application	Approval
<input type="checkbox"/> Records Management Fee	Microfilm: Initial	\$45 for 1-2-3 Families; \$165 for all Other Buildings	Permit
<input type="checkbox"/> Parks Dept Approved Street Tree Site Plan	Street Trees: Receipt of Street Trees Site Plan	Approved Street Tree Site Plans	Permit
<input type="checkbox"/> Demolition Application Sign-off	Demolition Application	Demo Application Sign-off Letter	Permit
<input type="checkbox"/> Contractor's Insurance, Disability	Insurance: Disability	Insurance Certificate	Permit
<input type="checkbox"/> Contractor's Insurance, General Liability	Insurance: Liability	Insurance Certificate	Permit
<input type="checkbox"/> Contractor's Insurance, Worker's Compensation	Insurance: Workers' Compensation	Insurance Certificate	Permit
<input type="checkbox"/> Concrete Test Cylinders Technical Report	TR2: Concrete Test Cylinders Technical Report	TR2	Permit
<input type="checkbox"/> Concrete Design Mix Technical Report	TR3: Concrete Design Mix Technical Report	TR3	Permit

build safe | live safe



## Step 4: Submitting Electronically

Please refer to the following guidelines to create PDF files with the proper DPI, compression, etc.

Files under 7 MB	Files 7 MB and above
<ul style="list-style-type: none"> <li>• PDF file format only</li> <li>• Set resolution to 150 dpi</li> <li>• Set Object Level Compression to maximum</li> <li>• Embedded images in drawings shall use JPEG compression set to medium image quality</li> <li>• Fonts and graphics should follow the guidelines for plan submissions currently published on the DOB website:   <a href="http://home2.nyc.gov/html/dob/downloads/pdf/drawing_standards_o8132010.pdf">http://home2.nyc.gov/html/dob/downloads/pdf/drawing_standards_o8132010.pdf</a> </li> <li>• Files shall be backward compatible to Acrobat 6.0 (PDF 1.5)</li> <li>• <b>Color or greyscale allowed</b></li> </ul>	<ul style="list-style-type: none"> <li>• PDF file format only</li> <li>• Set resolution to 150 dpi</li> <li>• Set Object Level Compression to maximum</li> <li>• Embedded images in drawings shall use JPEG compression set to medium image quality</li> <li>• Fonts and graphics should follow the guidelines for plan submissions currently published on the DOB website:   <a href="http://home2.nyc.gov/html/dob/downloads/pdf/drawing_standards_o8132010.pdf">http://home2.nyc.gov/html/dob/downloads/pdf/drawing_standards_o8132010.pdf</a> </li> <li>• Files shall be backward compatible to Acrobat 6.0 (PDF 1.5)</li> <li>• <b>Greyscale only</b></li> </ul>

**PDF drawings must be flattened prior to submission to the Hub.** To flatten, print the document to an Adobe PDF printer after the design professional's seal has been applied to the drawing. (Do not "create or save as PDF".) When done correctly, the drawing has no selectable objects or layers. If the Hub determines that a document is not flattened properly, we will notify the applicant to re-submit the document before the project can proceed through the review process.



# Step 5: Design Professional Presentation

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Schedule a Design Professional Presentation (DPP) as follows:

- Send an email entitled “Presentation Request for Job#, (Address, BBL)” to [nycdevelopmenthub@buildings.nyc.gov](mailto:nycdevelopmenthub@buildings.nyc.gov)
- Include DPP meeting attendees, phone #'s and e-mail addresses
- Include a summary of the project with the following information:
  - Zoning district(s), site designations and existing conditions
  - A description of the proposed work (existing use vs. proposed use, number stories and floor area)
  - Zoning use, bulk, parking and special regulations
  - Multiple Dwelling Law requirements
  - Fire Code requirements (primary entrance, frontage space, street width and rooftop access)
  - Building Code requirements (egress, fire protection, site safety, structural and foundation, accessibility, mechanical and ventilation, plumbing and storm drainage, frontage space, and flood hazard requirements)
  - Energy Code compliance overview (envelope, mechanical and lighting)
  - Other agency approvals that are required
  - Additional technical documents due (boring test, survey, zoning exhibits, etc.)
  - Related applications
  - Project Schedule

## Step 5: Design Professional Presentation

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- Once the DPP request email is received, the Development Hub will review the uploaded documents for completeness and schedule the DPP. If the application material is found incomplete the applicant team will be notified and the DPP will not be scheduled.
- The Design Professional must attend the DPP and provide the plan examiner an overview of the proposed project and identify where all applicable compliance issues can be found on the documents and plans.



City of New York  
Parks & Recreation



Developers



Filing Representative



Architects

## Step 6: Development Hub Plan Review

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- Your application will be reviewed by the assigned examiner who attended the DPP. Comments are identified via marked up set of plans (PDF) with an attached comment sheet. These are immediately available for download by the applicant team.
- An email from the Development Hub will be issued to the development team notifying that comments area available for download.

# Step 6: Development Hub Plan Review

Page: 12

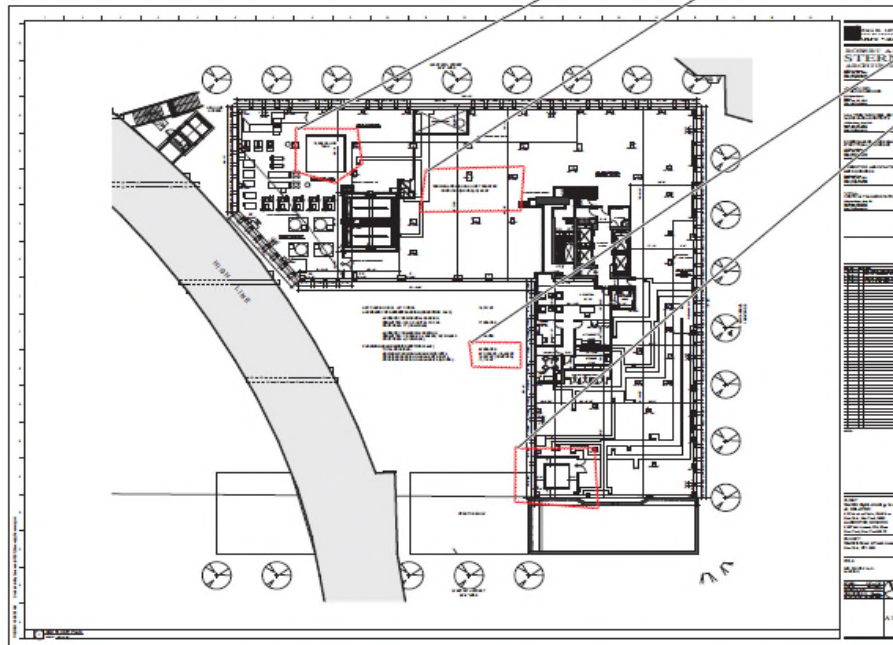
Author: dftus Subject: Polygon Date: 9/23/2011 1:12:14 PM  
Show compliance with FGC 305, 306, 307 and 308, provide all required notes on drawings.

Author: dftus Subject: Polygon Date: 9/23/2011 1:13:10 PM  
BC 1015 Provide parking layout to verify compliance with egress travel path from mechanical room to egress stair.

Revise schedule "A" to indicate proposed occupant load at all levels.  
Revise number of proposed parking spaces.  
At 2<sup>nd</sup> floor parking level; include a note stating "Accessory Parking (incidental use area limited exclusively to residents and visitors/guests)". Parking classified as R-2.  
Indicate all roof decks and provide egress calculations to verify compliance with BC Table 1004.1.2, 1014.1 and 1024.7.

Author: dftus Subject: Polygon Date: 9/23/2011 1:13:31 PM  
clarify compliance of 16,387 SF, when 82 cars requires 16,400 SF.

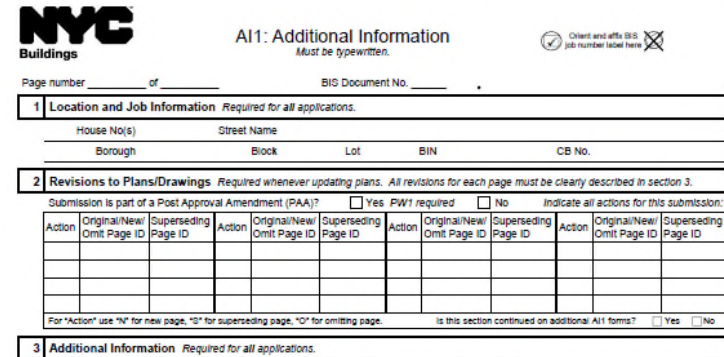
Author: dftus Subject: Polygon Date: 9/23/2011 1:14:00 PM  
clarify use/occ. of this space.



# Step 7: Resolve Comments Appointment

Once the plans have been revised resolving comments, re-submit them electronically:

- Upload your written response to the comments into electronic filing using the AI1 Objections Response form.
- The latest comment sheet provided by the plan examiner
- The page on the plans where your revisions can be found
- If applicable, approvals from other City agencies are needed (i.e., FDNY, DEP)



**NYC Buildings** AI1: Additional Information  
Must be typewritten.

Page number \_\_\_\_\_ of \_\_\_\_\_ BIS 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 3.

Submission is part of a Post Approval Amendment (PAA)?  Yes. PW1 required  No Indicate all actions for this submission:

Action	Original/New/ Omit Page ID	Superseding Page ID	Action	Original/New/ Omit Page ID	Superseding Page ID	Action	Original/New/ Omit Page ID	Superseding Page ID	Action	Original/New/ Omit Page ID	Superseding Page ID

For "Action" use "N" for new page, "S" for superseding page, "O" for omitting page. Is this section continued on additional AI1 forms?  Yes  No

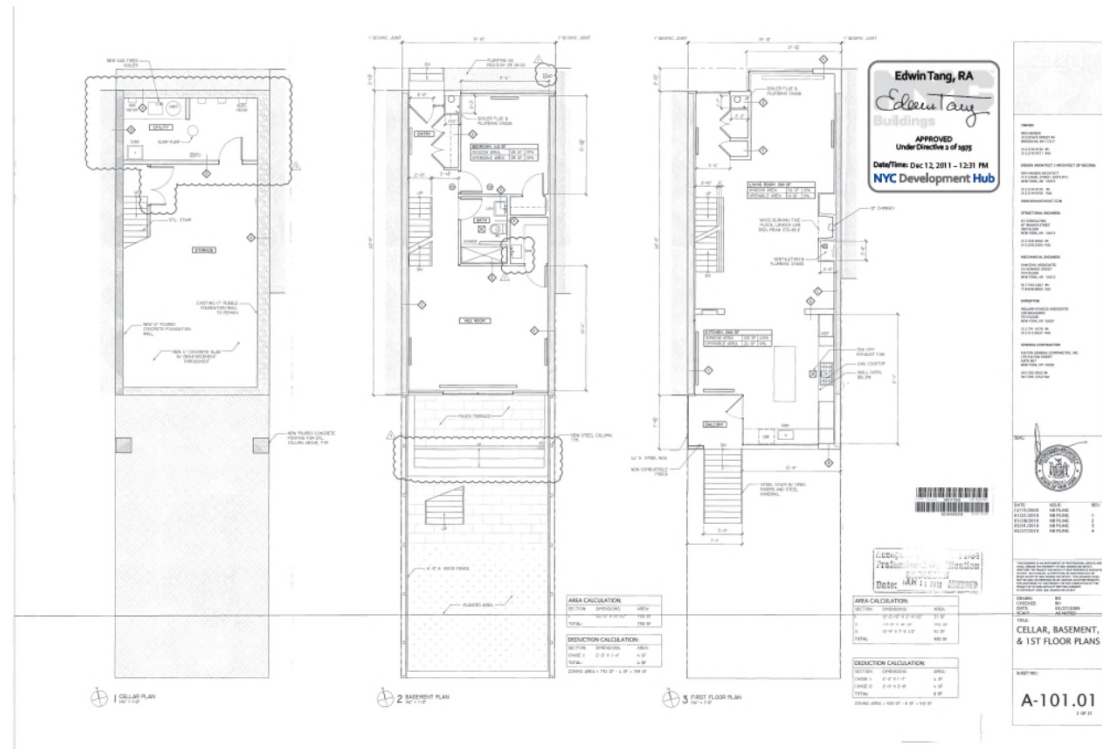
**3 Additional Information** Required for all applications.

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. 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 certification of the correction 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.

Name (please print) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
P.E. / P.A. Seal (attach seal, then sign and date over seal)

# Step 8: Project Approvals

- Once all comments are resolved, the approved set of plans with a digital approval stamp will be uploaded and the application will be marked approved.
- A email will notify the applicant team that approved plans are available for download.



- Meet all deadlines for electronic submissions, virtual meeting assignments and in-person appointments
- Provide complete electronic submissions that eliminate confusion and reduce unnecessary delays
- Commit to consistent communication with the NYC Development Hub staff: emails, telephone calls, virtual meetings



**Thank You!**

# NYC Hub *Self-Service*

Bharat Gami, RA  
Director, HUB *Self Service*

# Contents

- Basic Information on HUB Self Service
- The Enrollment Process
- eFile process for Plan-Work Application (PW1)
- eSubmit process for uploading required items, forms and plans
- How to pay fees online
- How to validate your job after uploading all documents
- How to submit for DOB acceptance
- Administrative Review Process
- Permit processing
- Technical QA Audit
- Frequently Asked Questions and Resources

### **Basic Information on HUB Self Service**

- Hub Self Service Unit Processes, Reviews and Audits Professionally Certified Alt2 and Alt3 Applications

### **In order to use the *Hub Self-Service*:**

- The applicant of record must be enrolled with DOB
- The application must be submitted for DOB acceptance in 60 days
- Permits must be processed through Hub Self Service Program
- Payment must be made online by credit card or eCheck only
- Application must be a Professionally Certified Alteration 2 or 3

### What types of projects **are** eligible?

- Most Professionally Certified Alt-2 and Alt-3 Applications
  - Alt-2 Applications
    - With multiple work types (with certain exceptions)
    - Do not require amended C of O
  - Alt-3 Applications
    - With 1 work type (specific work types only)
    - Do not require amended C of O

### What types of projects **are not** eligible?

- Jobs excluded from this program:
  - Enlargements
  - Curb-cuts
  - Legalizations
  - Fire alarms
  - Builders Pavement Plan
  - Jobs on Landmarks calendared properties

### What do I need to do to file a job?

- The Enrollment Process
- **eFiling** process for **Plan-Work Application (PW1)**
- **eSubmit** process for uploading required items, forms and plans
- How to pay fees online
- How to validate your job after uploading all documents
- How to submit for DOB acceptance

# The Enrollment Process

- PE/RA and Preparers (Filing Reps) must enroll:
  - An enrolled Preparer can create new applications, but cannot submit an application
  - An enrolled PE/RA can create and submit new applications
- Enrolled PE/RA must print, sign, seal and return the authentication form to activate an account:
  - Login and navigate to Manage Your Account.
  - Validate your PE/RA license number and click “Submit”
  - Open the authentication form, sign, seal and either mail or drop it off
  - There is a two day processing time after the form is received by DOB



### **e-Filing Plan-Work Application**

- Enter HUB Self Service on the Review page of PW1 e-Filing (Optional)
- When you press “Continue” you will receive your job number
- Access eSubmit to electronically submit plans/forms and required items

NYC gov  
 Search | Email Updates | Contact Us  
 Residents | Business | Visitors | Government | Office of the Mayor

NYC Buildings

Newsletter Sign-up | Weather Advisories | Owner's Bill of Rights | Printer Friendly | Translate This Page

Home

About the Buildings Department

Buildings Information

Development

Safety & Enforcement

Community Partnerships

Homeowners & Tenants

Sustainability

Codes & Reference

News & Services

Contact the Buildings Department

**Post-Storm Information** [Click Here to View](#)

**Post-Storm Information**  
 Click here to find the latest information regarding the Department's response to Hurricane Sandy as well as helpful information for homeowners and licensed professionals performing repair work. Additionally, all of the Department's offices have re-opened and are ready for business

**Buildings Information**

House #

Street Name

Borough  
 Pick a Borough

Find

**I want to...**

Choose One

Search

f t You Tube

**Building Tools**

NYC Development Hub & Electronic Filing (eFiling)

Buildings @ Work: Forensic Engineering Unit

License Search

Building on My Block

## Welcome to the NYC Development Hub

**Login below for the following electronic filing functions:**

<b>Major Construction</b> New Buildings Major Alterations Demolitions	<b>Minor Construction</b> Minor Alterations Hub <i>Full-Service</i> Hub <i>Self-Service</i> Signs
<b>Electrical and Minor Plumbing</b> All Electrical Work Limited Alteration Application	<b>Manage Your Account</b> Add License Type Add Sustainable Contractor Designation

Email Address:

Password:

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

**Login**

[Enroll](#) for an Account.

Learn more about the [NYC Development Hub](#) and [filing electronically](#).

Learn more about the [Hub \*Full-Service\*](#).

Learn more about the [Hub \*Self-Service\*](#).

Please read the [User Guide](#) for electronic filing and the [Frequently Asked Questions](#).

Learn more about Hub *Full-Service* click [here](#).  
Learn more about Hub *Self-Service* click [here](#).

<b>Major Construction</b> New Buildings Major Alterations Demolitions	<b>Minor Construction</b> Minor Alterations Hub <i>Full-Service</i> Hub <i>Self-Service</i> Signs
<b>Electrical and Minor Plumbing</b> All Electrical Work Limited Alteration Application	<b>Manage Your Account</b> Add License Type Add Sustainable Contractor Designation

<b>Other Job Applications And Hub <i>Full-Service</i></b> <a href="#">show</a>
<b>Hub <i>Self-Service</i></b> <a href="#">show</a>
<b>Renew Permits</b> <a href="#">show</a>
<b>After-Hours Variance Permit</b> <a href="#">show</a>
<b>Print B-SCAN Stickers</b> <a href="#">show</a>



eFile  
Module

**Hub Self-Service** [hide](#)

[Read additional information](#)

Only PEs/RAs who upgrade their account can submit jobs through Hub Self-Service.

**Begin New Job Application**

**Manage Job Applications**

**Manage Address Book**

You may only submit documents related to jobs for which you are authorized by the owner and/or applicant of record to do so.

**Electronically Submit Documents \***

Electronic payment for Hub Self-Service jobs.

Job Number:

Job Document Number:

**Pay**

To ensure compliance, licensed design professionals must review all documents in order to submit a project through Hub Self-Service.

Enter Job Number:


**Review Project**

\* Use this Option to re-enter your Hub Self-Service job

- Manage Job Applications

**Saved Applications: 5** (show help for this section)

USER REF ID	ADDRESS	FILING TYPE	FILING STATUS	LAST SAVED	ACTIONS
123	-Not Yet Provided-	ALT 3 - INIT	IN PROGRESS	12/04/2012 10:32 AM	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>   <a href="#">Send</a>
T00704501	MAN - 5126 - BROADWAY	ALT 2 - INIT	VALIDATED	12/01/2012 10:44 AM	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>   <a href="#">Send</a>
TEST	MAN - 280 - BROADWAY	ALT 3 - INIT	IN PROGRESS	12/01/2012 10:43 AM	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>   <a href="#">Send</a>
TEST	-Not Yet Provided-	ALT 3 - INIT	IN PROGRESS	11/14/2012 3:00 PM	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>   <a href="#">Send</a>
TEST	-Not Yet Provided-	NB - INIT	IN PROGRESS	09/27/2012 11:05 AM	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Copy</a>   <a href="#">Send</a>

 [Adobe Acrobat Reader](#)  
(required to view PDFs)

[Begin New Job Application](#)

**Received Applications: None**

- You currently have no Received JobFiling Applications.
- This section shows you the copies of online applications you have received from other users. Once you click on the "Edit" link and save the application, this copy will automatically move to the "Saved Applications" section. For more information, please see this [flyer](#).

USER REF ID	ADDRESS	FILING TYPE	FILING STATUS	LAST SAVED	ACTIONS
T00004661	MAN - 1 - PEARL ST	ALT 2 - INIT	APPLICATION RECEIVED	03/18/2008 9:07 AM	<a href="#">Edit</a>   <a href="#">Delete</a>
T00004602	MAN - 454 - 15TH ST	NB - INIT	APPLICATION RECEIVED	03/18/2008 9:06 AM	<a href="#">Edit</a>   <a href="#">Delete</a>
MINI-M	BKN - 3826 - NAUTILUS AVE	NB - INIT	APPLICATION RECEIVED	03/18/2008 9:06 AM	<a href="#">Edit</a>   <a href="#">Delete</a>
123456789	STI - 513 - KING ST	ALT 2 - SUB	APPLICATION RECEIVED	03/18/2008 9:06 AM	<a href="#">Edit</a>   <a href="#">Delete</a>
123456789	STI - 513 - KING ST	ALT 2 - SUB	APPLICATION RECEIVED	03/18/2008 9:06 AM	<a href="#">Edit</a>   <a href="#">Delete</a>
123	-Not Yet Provided-	NB - INIT	APPLICATION RECEIVED	03/18/2008 9:06 AM	<a href="#">Edit</a>   <a href="#">Delete</a>
T00004561	-Not Yet Provided-	SIGNS - SUB	APPLICATION RECEIVED	03/18/2008 9:05 AM	<a href="#">Edit</a>   <a href="#">Delete</a>
T00004608	BKN - 3826 - NAUTILUS AVE	NB - INIT	APPLICATION RECEIVED	03/18/2008 9:05 AM	<a href="#">Edit</a>   <a href="#">Delete</a>

**Applications Submitted to DOB: 3** (show help for this section)

USER REF ID	ADDRESS	FILING TYPE	JOB - DOC NUMBER	SUBMITTED	ACTIONS
TEST	MAN - 280 - BROADWAY	ALT 3 - INIT	140037494 - 01	11/08/2012 2:59 PM	<a href="#">Copy</a>   <a href="#">Send</a>
TEST	MAN - 280 - BROADWAY	ALT 3 - INIT	140037485 - 01	11/08/2012 2:57 PM	<a href="#">Copy</a>   <a href="#">Send</a>
TEST	MAN - 280 - BROADWAY	ALT 3 - INIT	140037476 - 01	11/08/2012 2:27 PM	<a href="#">Copy</a>   <a href="#">Send</a>

**Copy Job** (show help for this section)

Enter the DOB Reference Number:

[Copy to my Saved Applications](#)

## Plan/Work Application

Only PEs/RAs who upgrade their account can submit jobs through Hub *Self-Service*.

# Plan/Work Application

- Job Info

[Job Info](#) | [Work Types](#) | [Considerations](#) | [Bldg Info](#) | [Comments](#) Validate

[Job Location](#) | [Applicant](#) | [Filing Rep](#) | [Owner](#) | [Owner Statements](#) | [Job Desc](#)

FILING AT: MAN - 280 BROADWAY

ALTERATION 3 - INIT

User Ref ID : TEST

DOB Reference Number : T00000707408

### Job Location (show help for this section)

Please enter the following information about the Location where the work will take place.

*Borough	*House Number	*Street Name	
Manhattan	280	BROADWAY	
*Block	*Lot	*BIN	*CB No.
00153	01002	1079215	101
Apartment/Condo Numbers			
Numeric Floor Ranges			
001	thru 002		thru
Specific Floors			
*What type of building is this job being filed under?			
<input type="radio"/> 1, 2, or 3 Family <input checked="" type="radio"/> Other			
*Is the building that the job is being filed under a mixed use building ? (only select "yes" if residential and another type of use)			
<input type="radio"/> Yes <input checked="" type="radio"/> No			
*User Ref ID			
TEST			

### Applicant (show help for this section)

				<a href="#">Open Address Book</a>	
*Last Name	*First Name	M.I.	*Applicant Type	*License Number	
GARFINKEL	LEWIS		Registered Architect	025123	
*Business Name		*E-mail		*Phone	
ABC CONSTRUCTION		AN6@GMAIL.COM		718 951 6551	
*Address: Number	*Street Name	Apt, Suite, Bldg, Unit, etc.			
280	BROADWAY				
*City	*State	*Zip	Mobile Telephone		Fax
NY	NY	10007			
*Is Directive 14 Acceptance Requested? <input checked="" type="radio"/> Yes <input type="radio"/> No					
*The applicant certifies that the construction documents submitted and all construction documents related to this application do not require a new or amended Certificate of Occupancy as there is no change in use, exists or occupancy. <input checked="" type="radio"/> Yes <input type="radio"/> No					
*Review is requested under which Building Code? <input checked="" type="radio"/> 2008 <input type="radio"/> 1968 <input type="radio"/> Prior to 1968					
				<a href="#">Add to Address Book</a>	

# Plan/Work Application

- Work Types

## Plan/Work Application

Only PEs/RAs who upgrade their account can submit jobs through Hub Self-Service.

Job Info | **Work Types** | Considerations | Bldg Info | Comments Validate

Work Types | Cost Information | Asbestos

FILING AT: MAN - 280 BROADWAY

ALTERATION 3 - INIT

User Ref ID : TEST

DOB Reference Number : T00000707408

### Work Types (show help for this section)

\*The following work types are available on this filing type. Please select only one.

Construction Equipment
  Curb Cut
  Other
 
\*Description

### Cost Information (show help for this section)

\*What type of fees apply to this application?

Standard Fees
  Fee Deferred
  Fee Exempt
  Fee Exempt - Hurricane Sandy Damage

\*What is the estimated total cost of work? \$  .00

### Asbestos Abatement Compliance (show help for this section)

\*Asbestos Abatement Compliance -- Choose one.

- The scope of work requires related asbestos abatement as defined in the regulations of the NYC Department of Environmental Protection (DEP) - Pay directly to DEP
- The scope of work does not require related asbestos abatement as defined in the regulations of the NYC DEP - Pay directly to DEP
- The scope of work is exempt from the asbestos requirement as defined in the regulations promulgated by the NYC DEP (15 RCNY 1-23(b)) - No fee

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Next >




[Job Info](#) | [Work Types](#) | [Considerations](#) | [Bldg Info](#) | [Comments](#) | [Validate](#)  
[Considerations](#) | [NYCECC](#) | [Plans](#)  
 FILING AT: MAN - 280 BROADWAY ALTERATION 3 - INIT  
 User Ref ID : TEST DOB Reference Number : T00000707408

## Plan/Work Application

- Considerations
  - Select “Professional Certification” when asked “How will this application be filed?”

**Considerations** [\(show help for this section\)](#)

\*How will this application be filed? Professional Certification 

\*Is this application filed to comply with local law(s)?  Yes  No

\*Is there a Restrictive Declaration / Easement?  Yes  No

\*Is there Zoning Exhibit (I, II, III, etc)?  Yes  No

\*Does this application include other considerations, limitations, or restrictions?  Yes  No

\*Is there a High Rise Team tracking number associated with the application?  Yes  No

\*Are there CPC calendar numbers associated with this filing?  Yes  No

\*Are there BSA calendar numbers associated with this filing?  Yes  No

\*Is this application filed to address Violation(s)?  Yes  No

\*Is the site on an unmapped Street?  Yes  No

\*Is this an Adult Establishment application (Cannot Professionally Certify) ?  Yes  No

\*Does this application pertain to Compensated Development (Inclusionary Housing)?  Yes  No

\*Does this application pertain to Low Income Housing (Inclusionary Housing)?  Yes  No

\*Is the site a Single Room Occupancy Multiple Dwelling?  Yes  No

\*Is this included in Lower Manhattan Construction Command Center(LMCCC)?  Yes  No

\*Is this Infill Zoning?  Yes  No

\*Does this application pertain to Quality Housing?  Yes  No

\*Is this a Site Safety Job / Project?  Yes  No

\*Does work include permanent removal of standpipe, sprinkler or fire suppression related systems?  Yes  No

\*Is a Structural peer review required per Building Code § 1627?  Yes  No

\*Will the Structural Stability be affected by the proposed work?  Yes  No

\*Does work include partial demolition as defined in AC §28-101.5?  Yes  No

\*Is this application requesting legalization of work where no Work Without a Permit violations have been issued?  Yes  No

\*Does this work include lighting fixture and/or controls, installation or replacement [SECC 404 and 505]?  Yes  No

**Energy Conservation Construction Code of NYC Compliance** [\(show help for this section\)](#)

\*To the best of my knowledge, belief and professional judgement, all the work this application is in compliance with the NYCECC.

Yes  Exempt because Low Energy Building

**Plans/Construction Documents Submitted** [\(show help for this section\)](#)

\*Are there any plans being submitted with this application?  Yes  No



## Plan/Work Application

Only PEs/RAs who upgrade their account can submit jobs through Hub *Self-Service*.

Job Info | Work Types | Considerations | **Bldg Info** | Comments | Validate

Building Characteristics | Site Characteristics | Open Spaces | Zoning Info | Tax Lot

FILING AT: MAN - 280 BROADWAY

ALTERATION 3 - INIT

User Ref ID : TEST

DOB Reference Number : T00000707408

# Plan/Work Application

- Building Info

### Building Characteristics [\(show help for this section\)](#)

\*\*Choose main use/dominant occupancy per AC §28-101.5.

	2008 Code	Existing
*Occupancy Classification of Building **	<input type="radio"/> Y <input checked="" type="radio"/> N	COM <input style="font-size: 8px; border: none; padding: 0 2px;" type="button" value="?"/>
*Construction Classification Code	<input type="radio"/> Y <input checked="" type="radio"/> N	3 <input style="font-size: 8px; border: none; padding: 0 2px;" type="button" value="?"/>
Multiple Dwelling Classification		<input style="font-size: 8px; border: none; padding: 0 2px;" type="button" value="?"/>
Number of Dwelling Units		<input type="text"/>
*Building Height (ft.)		180
*Number of Stories		7

### Site Characteristics [\(show help for this section\)](#)

*Is the site in Tidal/Fresh Water Wetlands?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Is the site in a Special Fire District?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Is this site part of Urban Renewal?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Is the site in a Flood Hazard Area?	<input type="radio"/> Yes <input checked="" type="radio"/> No

### Open Spaces [\(show help for this section\)](#)

	Existing	Proposed
Plaza (sq. ft.)	<input type="text"/>	<input type="text"/>
Arcade (sq. ft.)	<input type="text"/>	<input type="text"/>
Parking (sq. ft.)	<input type="text"/>	<input type="text"/>
Number of Parking Spaces	<input type="text"/>	<input type="text"/>
Loading Berths (sq. ft.)	<input type="text"/>	<input type="text"/>
Number of Loading Berths	<input type="text"/>	<input type="text"/>

### Zoning & Property Information [\(show help for this section\)](#)

\*Below is the current zoning information on file with DOB for this property. Do you wish to use this zoning?  Yes  No

Zoning District(s)	C6-4	
Commercial Overlay(s)		
Special District(s)	TMU	
*What is the Zoning Map Number?	12D	42
*Is the site or building Landmarked?	YES	
*Is the site or building a "I little E" Hazmat site?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

## Plan/Work Application

- Comments

### Plan/Work Application

Only PEs/RAs who upgrade their account can submit jobs through Hub Self-Service.

Job Info | Work Types | Considerations | Bldg Info | **Comments** | **Validate**

FILING AT: MAN - 280 BROADWAY

ALTERATION 3 - INIT

User Ref ID : TEST

DOB Reference Number : T00000707408

#### Comments *(show help for this section)*

Provide comments on this application here (maximum limit: 1000 characters). Place additional comments on an A11 form. For Professional Certification statements refer to [OPPN 1/04](#), for Professional Certification of Objections statements refer to [TPPN 1/01](#). According to these PPNs, in most cases the entire statement language is not required to be placed in the comments section of the PW1.

123

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**Plan/Work Application**

Plan/Work Application

• Review

- To electronically submit documents and pay online, select “Yes...”

Preview PW1 and POC1 Forms

NOTE: This application uses Pop-Ups. [View](#) the instruction on how to remove the pop-up blocker.

**Job Info | Work Types | Considerations | Bldg Info | Comments | Review**

FILING AT: MAN - 280 BROADWAY ALTERATION 3 - INIT

User Ref ID : TEST DOB Reference Number : T00000707408

Do you want to submit your application, and eliminate the need for an office visit prior to approval?

Yes, I would like to continue to electronically submit all required documentation and pay online.

No, I would like to print my paper submittal and bring it into a borough office for filing.

**Electronically Submit Documents**

Click on the "Continue" button below and:

- Your filing will automatically be given a job number
- You will be asked to submit all required documentation (include Plans, POC1 Professional Certification: Applicant and Owner Statements, and other required items and forms) and make payment.
- Your PW1 cannot be modified after you proceed below. Note: Minimal application data will be available on BISWeb until the application is submitted for DOB acceptance by the applicant of record.

Once all required documentation is submitted, and payment is received, the applicant of record for the job can submit the job for DOB acceptance. This includes any documentation required for DOB staff to process your permit including PW2 form(s), TR1 form(s) identifying responsibility for special and progress inspections, and any other prior to permit documentation.

NOTE: Upon entering the Hub Self-Service, you will have 60 days to fully complete and submit your application for DOB acceptance. After this time, your job will be automatically closed.

Please [View](#) your final completed PW1.

Please [Print](#) your POC1 Form and obtain required owner and applicant signatures and seals.

**Continue**

## ***eSubmit*** required items, forms and plans

### Filing Documents [\(show help\)](#)

- Select the type of document you want to upload in the dropdown box below (plans, forms, other job documents)
- After selecting the type of document, select the specific document type, form name, or plan name and upload the relevant document
- All documents must be PDF files
- For documents that require data you will be required to enter this data (e.g. a Landmark Approval letter requires a docket number)

## Electronically Submit Documents

<b>Major Construction</b> New Buildings Major Alterations Demolitions	<b>Minor Construction</b> Minor Alterations Hub Full-Service Hub Self-Service Signs
<b>Electrical and Minor Plumbing</b> All Electrical Work Limited Alteration Application	<b>Manage Your Account</b> Add License Type Add Sustainable Contractor Designation

**Other Job Applications And Hub Full-Service** [show](#)

**Hub Self-Service** [hide](#)

[Read additional information](#)

Only PEs/RAs who **upgrade their account** can submit jobs through Hub Self-Service.

[Begin New Job Application](#)

[Manage Job Applications](#)

[Manage Address Book](#)

You may only submit documents related to jobs for which you are authorized by the owner and/or applicant of record to do so.

**Electronically Submit Documents \***

Electronic payment for Hub Self-Service jobs.

Job Number:

Job Document Number:

[Pay](#)

To ensure compliance, licensed design professionals must review all documents in order to submit a project through Hub Self-Service.

Enter Job Number:

[Review Project](#)

\* Use this Option to re-enter your Hub Self-Service job

## Welcome to the NYC Development Hub

Please read the [User Guide](#) and the [Frequently Asked Questions](#).

### Job Search

Enter Job Number:

Next >

#### Document Aging Policy

- Pending documents will be purged if not processed within 60 days
- Rejected documents will remain in the system for two weeks before being purged. This will give the applicant time to review rejected documents
- Jobs in the Hub Self-Service have 60 days to be fully completed and submitted to DOB for acceptance.

### Pending Job List: 2

Job #	Job Type	BIN	Address	# Pending	Oldest Doc Submitted	Submission Deadline
<a href="#">140037476</a>	ALTERATION 3	1079215	280 BROADWAY	4	11/08/2012 2:32 PM	01/07/2013
<a href="#">140037485</a>	ALTERATION 3	1079215	280 BROADWAY	3	11/08/2012 2:57 PM	01/07/2013

### Uploaded Document List: 0

- You currently have no documents from DOB

This job will automatically close in 32 days, on 07/13/2013. [Show additional information on use of this page.](#)

Premises: 280 BROADWAY MANHATTAN Job No: 140027593  
 BIN: 1079215 Block: 153 Lot: 1 Job Type: A2 - ALTERATION TYPE 2  
 Applicant Name: JOE SMITH License Type: RA License No.: 070860

**Electronic Forms** [\(show help\)](#)

To complete and generate your electronic forms, click on the button(s) below.

**Electronic PC1** **Electronic TR1** **Electronic TR8**

To add an electronic TR8, please select the TR8 required item on the electronic PC1 form.

[Show additional information on waivers to required items, DOB forms that also have an associated required item, and required items that may not have an associated document.](#)

**Required Items** [\(show help\)](#)

Items Required By:  All Items  Open Items Prior To:  Approval  Permit  Signoff **Display**

2 TOTAL ITEMS REQUIRED FOR JOB PRIOR TO APPROVAL ONLY	WHO RECV*	PRI TO	REQUIRED DATE	RECEIVED DATE	DATE CERTIFIED	WAIVED	AUTO POPULATED	UPLOAD DOC
LANDMARKS APPROVAL	T	APP	05/14/2013				Yes	<input type="checkbox"/>
COST AFFIDAVIT ESTIMATE: (PW3)	N	APP	05/14/2013				Yes	<input type="checkbox"/>

Additional Job Documents

**Filing Documents** [\(show help\)](#)

For all Hub Self-Service jobs, a full (4 page) completed POC1 is required with all required signatures and seals. Click [here](#) to download the required POC1

SELECT UPLOAD TYPE

**Filing Fee** [\(show help\)](#)

Amount Paid to Date: \$0.00

NO PAYMENT IS DUE. JOB IS FEE EXEMPT

**Pending Files for Review** [\(show help\)](#)

Reminder: You can only remove documents that you uploaded. If you are the applicant of record, you can remove any document that has been uploaded for the filing. To regenerate electronic forms, use the "Electronic Forms" section above. If you need to modify PW1, PW1B, or EF1 data you will need to withdraw your job and refile.

No	Date Submitted	Document Name	Remove
1	05/14/2013	Form - EF1 - EFILING JOB APPLICATION COVER SHEET	<input type="checkbox"/>
2	05/14/2013	Form - PW1 - PLAN / WORK APPROVAL APPLICATION	<input type="checkbox"/>

Electronically Submit Job Documents

Create PC1 + TR1 + TR8

Review EF1 PW1. Locked In.



### PC1: Required Items Checklist for Professional Certification

Auto-populated required items prepopulate as "Yes". If your job does not require this item, you may select "Waive". All waived items will require a document explaining the reason for the waiver.

Premises: 280 BROADWAY MANHATTAN Job No: 140037476  
 BIN:1079215 Block: 153 Lot: 1002 Job Type: A3 - ALTERATION TYPE 3

Please select all required items needed for this application filing

**ITEMS REQUIRED PRIOR TO APPROVAL**

**ITEMS REQUIRED PRIOR TO PERMIT**

Yes	No	Waive	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CPC: HUDSON YARDS FINAL CERTIFICATION
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	JAMAICA: DEP SEWER CONNECTION APPROVAL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ASBESTOS: COMPLETION OR CLOSEOUT (ACP20/21/5)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	STREET TREES: RECEIPT OF STREET TREES SITE PLAN
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ASBESTOS: VARIANCE (DEP FORM V5)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LPC-BSA ARCHEOLOGY RESTRICTIVE DECLARATION (INITIAL)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SITE SAFETY PLAN: BEST APPROVAL REQUIRED
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EXCAVATION OR DEMOLITION: 5-DAY NOTICE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SIDEWALK SHED APPLICATION & PERMIT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TEMPORARY FENCE APPLICATION & PERMIT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SCAFFOLD APPLICATION & PERMIT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MICROFILM/SCAN: INITIAL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	INSURANCE: WORKERS' COMPENSATION
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	INSURANCE: WORKERS' COMP. WAIVER/AFFID
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	INSURANCE: LIABILITY
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	INSURANCE: DISABILITY
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DIR-14 ID OF RESPONSIBILITY (TR1)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MASONRY MANUFACTURER'S STATEMENT-FORM 10H
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EQUIPMENT (EQ) PERMITS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MICROFILM: ADDITIONAL REQUIRED
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HIC LICENSE OR AFFIDAVIT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ELECTRICAL APPLICATION FOR SIDEWALK SHED LIGHTING
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2008 TR1 REQUIRED FOR NEW/WAIVED INSPECTIONS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TR3: CONCRETE DESIGN MIX TECHNICAL REPORT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PARTIAL DEMO PLAN & DS1 (FOR AL/EW-OT PERMITS)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PARTIAL DEMO: 10-DAY NOTICE (FOR AL/EW-OT PERMITS)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	STANDPIPE ALARM DRAWINGS & A11 (OR A11 PROOF)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	STANDPIPE WORK PERMIT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PROJECT-SPECIFIC GL INSURANCE

**ITEMS REQUIRED PRIOR TO C OF O OR SIGNOFF**

PC1 form

Cancel

Save & Generate Form

### Electronically Submit Job Documents

Electronic PC1 has been generated and added to the Pending "Files For Review" section below.

This job will automatically close in 31 days, on 01/07/2013. [show](#) additional information on use of this page.

Premises: 280 BROADWAY MANHATTAN Job No: 140037476  
 BIN: 1079215 Block: 153 Lot: 1002 Job Type: A3 - ALTERATION TYPE 3  
 Applicant Name: LEWIS GARFINKEL License Type: RA License No.: 025123

PC1 form

**Electronic Forms** [\(show help\)](#)

To complete and generate your electronic forms, click on the button(s) below:

Electronic PC1
Electronic TR1
Electronic TR8

To add an electronic TR8, please select the TR8 required item on the electronic PC1 form.

Show additional information on waivers to required items, DOB forms that also have an associated required item, and required items that may not have an associated document.

**Required Items** [\(show help\)](#)

Items Required By:  All Items  Open Items    Prior To:  Approval  Permit  Signoff [Display](#)

9 TOTAL ITEMS REQUIRED FOR JOB PRIOR TO APPROVAL ONLY	WHO RECV*	PRI TO	REQUIRED DATE	RECEIVED DATE	DATE CERTIFIED	WAIVED	UPLOAD DOC
LANDMARKS APPROVAL	T	APP	11/08/2012	_____			<input type="checkbox"/>
ASBESTOS: CERTIFICATION (DEP ACP5)	N	APP	11/08/2012	_____			<input type="checkbox"/>
COST AFFIDAVIT ESTIMATE: (PW3)	N	APP	11/08/2012	_____			<input type="checkbox"/>
HYDRO FLOW TEST LETTER	T	APP	12/02/2012	_____			<input type="checkbox"/>
HYDRAULIC FLOW CALCULATIONS	T	APP	12/02/2012	_____			<input type="checkbox"/>
A11 OBJECTIONS RESPONSE	T	APP	12/02/2012	_____			<input type="checkbox"/>

Additional Job Documents

**Filing Documents** [\(show help\)](#)

For all Hub *Self-Service* jobs, a full (4 page) completed POC1 is required with all required signatures and seals. Click [here](#) to download the required POC1

SELECT UPLOAD TYPE ▾

## TR1: Technical Report, Statement of Responsibility

Premises: 280 BROADWAY MANHATTAN  
 BIN:1079215 Block: 153 Lot: 1002

Job No: 140037476  
 Job Type: A3 - ALTERATION TYPE 3

Please select all required Special Inspections and Progress Inspections

» SPECIAL INSPECTIONS

» PROGRESS INSPECTIONS

Yes	No	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PRELIMINARY
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FOOTING AND FOUNDATION INSPECTION
<input type="checkbox"/>	<input checked="" type="checkbox"/>	LOWEST FLOOR ELEVATION (ATTACH FEMA FORM)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FRAME INSPECTION
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ENERGY CODE COMPLIANCE INSPECTIONS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FIRE-RESISTIVE RATED CONSTRUCTION
<input type="checkbox"/>	<input checked="" type="checkbox"/>	EMERGENCY LIGHTING - PA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FINAL

Cancel

Save & Generate Form

Electronic TR1 has been generated and added to the Pending "Files For Review" section below.

This job will automatically close in 31 days, on 01/07/2013. [show additional information on use of this page.](#)

Premises: 280 BROADWAY MANHATTAN Job No: 140037476  
 BIN: 1079215 Block: 153 Lot: 1002 Job Type: A3 - ALTERATION TYPE 3  
 Applicant Name: LEWIS GARFINKEL License Type: RA License No.: 025123

TR1 form

**Electronic Forms** [\(show help\)](#)

To complete and generate your electronic forms, click on the button(s) below:

To add an electronic TR8, please select the TR8 required item on the electronic PC1 form.

[show additional information on waivers to required items, DOB forms that also have an associated required item, and required items that may not have an associated document.](#)

**Required Items** [\(show help\)](#)

Items Required By:  All Items  Open Items    Prior To:  Approval  Permit  Signoff

	WHO RECV*	PRI TO	REQUIRED DATE	RECEIVED DATE	DATE CERTIFIED	WAIVED	UPLOAD DOC
<b>9 TOTAL ITEMS REQUIRED FOR JOB PRIOR TO APPROVAL ONLY</b>							
HYDRO FLOW TEST LETTER	I	APP	12/02/2012				<input type="checkbox"/>
HYDRAULIC FLOW CALCULATIONS	T	APP	12/02/2012				<input checked="" type="checkbox"/>
A11 OBJECTIONS RESPONSE	T	APP	12/02/2012				<input type="checkbox"/>
ECCCNYS ANALYSIS	T	APP	12/07/2012				<input type="checkbox"/>
2008 CODE TR1 REQUIRED	T	APP	12/07/2012				<input type="checkbox"/>
TR8: ENERGY CODE PROGRESS INSPS TECHNICAL REPORT	N	APP	12/07/2012				<input type="checkbox"/> ?

**Additional Job Documents**

**Filing Documents** [\(show help\)](#)

For all Hub Self-Service jobs, a full (4 page) completed POC1 is required with all required signatures and seals. Click [here](#) to download the required POC1

Upload Job Documents

**Upload Job Documents:**

\*Select the Document type from the drop down or check the appropriate checkbox above to upload the file.

HYDRAULIC FLOW CALCULATIONS

\*Select File to Upload:(PDF or JPG format only. Maximum size limit:10MB)

**Filing Fee** [\(show help\)](#)

Amount Paid to Date: \$0.00

Total Payment Due: \$495.00

**Electronic Forms** [\(show help\)](#)

To complete and generate your electronic forms, click on the button(s) below:

To add an electronic TR8, please select the TR8 required item on the electronic PC1 form.

**hide additional information on waivers to required items, DOB forms that also have an associated required item, and required items that may not have an associated document.**

- For any prior to approval required items that do not have a document associated with them, (e.g. "Verify DOB Plan Naming Standard Met"), applicants will not be required to upload a document to satisfy this requirement. Applicants are, however, responsible to ensure that this action has been completed. Upon submitting your job, required items that do not require an associated document will automatically have a received date applied to them.
- For all waivers, applicants are required to upload a signed & sealed document providing a detailed explanation as to why this item should be waived.
- For documents that have both a form and a required item (e.g. Cost Affidavit Estimate(PW3) and ACP5-Asbestos Certification), please upload by selecting "Upload Forms" from the "Select Upload Type" section below and selecting the applicable form type.

**Required Items** [\(show help\)](#)

Items Required By:  All Items  Open Items    Prior To:  Approval  Permit  Signoff

3 TOTAL ITEMS REQUIRED FOR JOB PRIOR TO APPROVAL ONLY	WHO RECV*	PRI TO	REQUIRED DATE	RECEIVED DATE	DATE CERTIFIED	WAIVED	UPLOAD DOC
LANDMARKS APPROVAL	T	APP	11/08/2012	_____			<input type="checkbox"/>
ASBESTOS: CERTIFICATION (DEP ACP5)	N	APP	11/08/2012	_____			<input type="checkbox"/>
COST AFFIDAVIT ESTIMATE: (PW3)	N	APP	11/08/2012	_____			<input type="checkbox"/>

**Additional Job Documents**

## How to pay fees online:

- There are two ways to make an online payment:
  - Click “Pay” on the initial HUB Self Service landing page
  - Click ‘Pay Now’ in the “Filing Fee” section of eSubmit
- Please save the Payment Receipt for your records

### Filing Fee [\*\(show help\)\*](#)

- Click "Pay Now" to pay the required filing fee for this job
- Payment must be made anytime prior to submittal for DOB acceptance

# Electronic payment

<b>Major Construction</b> New Buildings Major Alterations Demolitions	<b>Minor Construction</b> Minor Alterations Hub <i>Full-Service</i> Hub <i>Self-Service</i> Signs
<b>Electrical and Minor Plumbing</b> All Electrical Work Limited Alteration Application	<b>Manage Your Account</b> Add License Type Add Sustainable Contractor Designation

**Other Job Applications And Hub *Full-Service*** [show](#)

**Hub *Self-Service*** [hide](#)  
[Read additional information](#)

Only PEs/RAs who **upgrade their account** can submit jobs through Hub *Self-Service*.

[Begin New Job Application](#)

[Manage Job Applications](#)

[Manage Address Book](#)

You may only submit documents related to jobs for which you are authorized by the owner and/or applicant of record to do so.

[Electronically Submit Documents \\*](#)

Electronic payment for Hub *Self-Service* jobs.

Job Number:

Job Document Number:

[Pay](#)

To ensure compliance, licensed design professionals must review all documents in order to submit a project through Hub *Self-Service*.

Enter Job Number:

[Review Project](#)

\* Use this Option to re-enter your Hub *Self-Service* job

This job will automatically close in 31 days, on 01/07/2013. [show](#) additional information on use of this page.

Premises: 280 BROADWAY MANHATTAN Job No: 140037476  
 BIN: 1079215 Block: 153 Lot: 1002 Job Type: A3 - ALTERATION TYPE 3  
 Applicant Name: LEWIS GARFINKEL License Type: RA License No.: 025123

**Electronic Forms** [\(show help\)](#)

To complete and generate your electronic forms, click on the button(s) below:

Electronic PC1

Electronic TR1

Electronic TR8

To add an electronic TR8, please select the TR8 required item on the electronic PC1 form.

[Show](#) additional information on waivers to required items, DOB forms that also have an associated required item, and required items that may not have an associated document.

**Required Items** [\(show help\)](#)

Items Required By:	WHO RECV*	PRI TO	REQUIRED DATE	RECEIVED DATE	DATE CERTIFIED	WAIVED	UPLOAD DOC
6 TOTAL ITEMS REQUIRED FOR JOB PRIOR TO APPROVAL ONLY							
LANDMARKS APPROVAL	T	APP	11/08/2012				<input type="checkbox"/>
ASBESTOS: CERTIFICATION (DEP ACP5)	N	APP	11/08/2012				<input type="checkbox"/>
COST AFFIDAVIT ESTIMATE: (PW3)	N	APP	11/08/2012				<input type="checkbox"/>
HYDRO FLOW TEST LETTER	T	APP	12/02/2012				<input type="checkbox"/>
HYDRAULIC FLOW CALCULATIONS	T	APP	12/02/2012				<input type="checkbox"/>
AI1 OBJECTIONS RESPONSE	T	APP	12/02/2012				<input type="checkbox"/>
Additional Job Documents							

**Filing Documents** [\(show help\)](#)

For all Hub Self-Service jobs, a full (4 page) completed POC1 is required with all required signatures and seals. Click [here](#) to download the required POC1

SELECT UPLOAD TYPE

**Filing Fee** [\(show help\)](#)

Amount Paid to Date: \$0.00

Total Payment Due: \$495.00

Pay Now



**Pending Files for Review** [\(show help\)](#)

Reminder: You can only remove documents that you uploaded. If you are the applicant of record, you can remove any document that has been uploaded for the filing. To regenerate electronic forms, use the "Electronic Forms" section above. If you need to modify PW1, PW1B, or EF1 data you will need to withdraw your job and refile.

No	Date Submitted	Document Name	Remove
1	11/08/2012	Form - EF1 - EFILING JOB APPLICATION COVER SHEET	<input type="checkbox"/>
2	11/08/2012	Form - PW1 - PLAN / WORK APPROVAL APPLICATION	<input type="checkbox"/>
3	11/08/2012	Form - TR1 - TECHNICAL REPORT STATEMENT OF RESPONSIBILITY License Number: 025123	<input type="checkbox"/>
4	12/02/2012	Form - PC1 - REQUIRED ITEMS CHECKLIST FOR PROFESSIONAL CERTIFICATION	<input type="checkbox"/>

## Electronic Payment

- In the "Filing Fee" section click "Pay Now"



## How to validate your job after uploading documents:

- Validation can be performed by either the preparer; or
- The Registered Design Professional (PE/RA)

Resolve all errors before proceeding

**Pending Files for Review** [\(show help\)](#)

**Reminder:** You can only remove documents that you uploaded. If you are the applicant of record, you can remove any document that has been uploaded for the filing. To regenerate electronic forms, use the "Electronic Forms" section above. If you need to modify PW1, PW1B, or EF1 data you will need to withdraw your job and refile.

No	Date Submitted	Document Name	Remove
1	11/08/2012	<a href="#">Form - EF1 - EFILING JOB APPLICATION COVER SHEET</a>	
2	11/08/2012	<a href="#">Form - PW1 - PLAN / WORK APPROVAL APPLICATION</a>	
3	11/08/2012	<a href="#">Form - TR1 - TECHNICAL REPORT STATEMENT OF RESPONSIBILITY</a> License Number: 025123	
4	11/08/2012	<a href="#">Form - PC1 - REQUIRED ITEMS CHECKLIST FOR PROFESSIONAL CERTIFICATION</a>	

Withdraw

Validate



# Resolve Errors Before Proceeding

**Please resolve these errors before proceeding:**

- ACP5 : UPLOAD ASBESTOS: CERTIFICATION (DEP ACP5) AS A FORM - SELECT FROM DROP-DOWN MENU
- FULL PAYMENT IS REQUIRED FOR JOB ACCEPTAANCE
- JOB ACCEPTANCE REQUIRES PLANS TO BE SUBMITTED
- POC1 : PROFESSIONAL CERTIFICATION STATEMENT IS REQUIRED FOR THIS JOB
- PW2 : 1 WORK PERMIT APPLICATION FORMS ARE REQUIRED FOR THIS JOB
- PW3 : UPLOAD COST AFFIDAVIT AS A FORM - SELECT FROM DROP-DOWN MENU
- RA0002 : UPLOAD LANDMARKS APPROVAL AS A REQUIRED ITEM
- RA0212 : UPLOAD ECCCNYS ANALYSIS AS A REQUIRED ITEM
- RB0135 : UPLOAD HYDRO FLOW TEST LETTER AS A REQUIRED ITEM
- RB0136 : UPLOAD HYDRAULIC FLOW CALCULATIONS AS A REQUIRED ITEM
- RB0170 : UPLOAD AI1 OBJECTIONS RESPONSE AS A REQUIRED ITEM
- TR1 : PLEASE UPLOAD SEPARATE TECHNICAL REPORT: STATEMENT OF RESPONSIBILITY FOR ID OF RESPONSIBILITY REQUIRED FOR PERMIT
- TR8 : UPLOAD TECHNICAL REPORT: ENERGY CODE PROGRESS INSPECTIONS BY CLICKING BUTTON FOR FORM

This job will automatically close in 31 days, on 01/07/2013. [show additional information](#) on use of this page.

Premises: 280 BROADWAY MANHATTAN Job No: 140037476  
 BIN: 1079215 Block: 153 Lot: 1002 Job Type: A3 - ALTERATION TYPE 3  
 Applicant Name: LEWIS GARFINKEL License Type: RA License No.: 025123

**Electronic Forms** [\(show help\)](#)

To complete and generate your electronic forms, click on the button(s) below:

Electronic PC1

Electronic TR1

Electronic TR8

To add an electronic TR8, please select the TR8 required item on the electronic PC1 form.

[Show additional information on waivers to required items, DOB forms that also have an associated required item, and required items that may not have an associated document.](#)

**Required Items** [\(show help\)](#)

Items Required By:  All Items  Open Items    Prior To:  Approval  Permit  Signoff

	WHO REC'V*	PRI TO	REQUIRED DATE	RECEIVED DATE	DATE CERTIFIED	WAIVED	UPLOAD DOC
9 TOTAL ITEMS REQUIRED FOR JOB PRIOR TO APPROVAL ONLY							
LANDMARKS APPROVAL	T	APP	11/08/2012	_____	_____	_____	<input type="checkbox"/>
ASBESTOS: CERTIFICATION (DEP ACP5)	N	APP	11/08/2012	_____	_____	_____	<input type="checkbox"/>
COST AFFIDAVIT ESTIMATE: (PW3)	N	APP	11/08/2012	_____	_____	_____	<input type="checkbox"/>
HYDRO FLOW TEST LETTER	T	APP	12/02/2012	_____	_____	_____	<input type="checkbox"/>
HYDRAULIC FLOW CALCULATIONS	T	APP	12/02/2012	_____	_____	_____	<input type="checkbox"/>
AI1 OBJECTIONS RESPONSE	T	APP	12/02/2012	_____	_____	_____	<input type="checkbox"/>
<b>Additional Job Documents</b>							

### How to submit for DOB acceptance:

- Only a PE/RA can submit a job for DOB acceptance
  - You must be logged in as an PE/RA
  - You must open and review all documents
- Click “**Submit this Application.**”
- Job is processed and automatically approved
- Email notifications are sent to **Owner, PE/RA and PW1 Preparer**
  - Instructions on how to download “Accepted” plans in the email
- Available for 30 days only

## Review Project and Submit for DOB Acceptance

The screenshot displays the NYC Hub Self-Service interface. At the top, there are two main menu items: "Electrical and Minor Plumbing" (with sub-items: All Electrical Work, Limited Alteration Application) and "Manage Your Account" (with sub-items: Add License Type, Add Sustainable Contractor Designation). Below these are two expandable sections: "Other Job Applications And Hub Full-Service" (with a "show" link) and "Hub Self-Service" (with a "hide" link and a "Read additional information" link). The "Hub Self-Service" section contains the following text and buttons:

- Only PEs/RAs who upgrade their account can submit jobs through Hub Self-Service.
- Buttons: "Begin New Job Application", "Manage Job Applications", "Manage Address Book".
- Text: "You may only submit documents related to jobs for which you are authorized by the owner and/or applicant of record to do so."
- Button: "Electronically Submit Documents \*".
- Text: "Electronic payment for Hub Self-Service jobs."
- Form fields: "Job Number:" and "Job Document Number:".
- Button: "Pay".
- Text: "To ensure compliance, licensed design professionals must review all documents in order to submit a project through Hub Self-Service."
- Form field: "Enter Job Number:".
- Button: "Review Project" (highlighted with a red circle and arrow).

\* Use this Option to re-enter your Hub Self-Service job

Click and view  
Each uploaded  
document

**Electronically Submit this Application**

Premises: 280 BROADWAY MANHATTAN      Job No: 140005143  
BIN: 1079215   Block: 153   Lot: 1002      Job Type: A3 - ALTERATION TYPE 3

**Filing Package for Review**

You must open and review each of the documents submitted below prior to submitting this filing for automated acceptance by DOB.

- [EF1-EFILING JOB APPLICATION COVER SHEET](#)
- [PW1-PLAN / WORK APPROVAL APPLICATION](#)
- [TR1-TECHNICAL REPORT STATEMENT OF RESPONSIBILITY](#)
- [RA0002-LANDMARKS APPROVAL](#)
- [PC1-REQUIRED ITEMS CHECKLIST FOR PROFESSIONAL CERTIFICATION](#)
- [RA0226-ASBESTOS CERTIFICATION \(DEP ACP5\)](#)
- [PW3-COST AFFIDAVIT](#)
- [PW2-WORK PERMIT APPLICATION](#)
- [POC1-PROFESSIONAL CERTIFICATION STATEMENT](#)
- [CPS-COMLETEPLANSET](#)

**Submit Your Electronic Filing Package for DOB Acceptance**

Enter your login information below

Please enter email address :

Please enter password :

**Back**

**Submit Application**

Welcome to the NYC Development Hub

Please read the [User Guide](#) and the [Frequently Asked Questions](#).

**140004929 01 HAS BEEN ACCEPTED**

Please be sure to save your DOB accepted plan set from the "Uploaded Document List" section below. This approved plan set will be available for 30 days. Note: DOB accepted plans may not show up instantly but you will receive an automatic email once the accepted plan set is available for you to download.

**Job Search**

Enter Job Number:  [Next >](#)

Document Aging Policy

- Pending documents will be purged if not processed within 60 days
- Rejected documents will remain in the system for two weeks before being purged. This will give the applicant time to review rejected documents
- Jobs in the Hub Self-Service have 60 days to be fully completed and submitted to DOB for acceptance.

**Pending Job List: 20** [View All...](#)

Job #	Job Type	BIN	Address	# Pending	Oldest Doc Submitted	Submission Deadline
<a href="#">140002146</a>	ALTERATION 3	1079215	280 BROADWAY	3	08/09/2012 1:24 PM	07/09/2012
<a href="#">140003822</a>	ALTERATION 3	1079215	280 BROADWAY	9	08/08/2012 2:07 PM	08/31/2012
<a href="#">140004206</a>	ALTERATION 3	1079215	280 BROADWAY	2	08/21/2012 3:18 PM	09/14/2012
<a href="#">140004607</a>	ALTERATION 3	1079215	280 BROADWAY	4	07/26/2012 1:13 PM	09/24/2012

Download plans  
From the List in  
eSubmit.

### Job Search

Enter Job Number:

#### Document Aging Policy

- Pending documents will be purged if not processed within 60 days
- Rejected documents will remain in the system for two weeks before being purged. This will give the applicant time to review rejected documents
- Jobs in the Hub Self-Service have 60 days to be fully completed and submitted to DOB for acceptance.

### Pending Job List: 29

Job #	Job Type	BIN	Address	# Pending	Oldest Doc Submitted	Submission Deadline
140027067	ALTERATION 2	1079215	280 BROADWAY <small>JOB WAS WITHDRAWN ON 01/07/2013</small>	2	01/07/2013 3:41 PM	N/A
<a href="#">140027076</a>	ALTERATION 2	1079215	280 BROADWAY	2	01/07/2013 3:44 PM	03/08/2013
<a href="#">140027101</a>	ALTERATION 2	1079215	280 BROADWAY	3	01/11/2013 1:52 PM	03/12/2013
<a href="#">140027110</a>	ALTERATION 2	1079215	280 BROADWAY	4	01/11/2013 2:28 PM	03/12/2013
<a href="#">140027129</a>	ALTERATION 2	1079215	280 BROADWAY	4	01/14/2013 3:45 PM	03/15/2013
<a href="#">140027138</a>	ALTERATION 2	1079215	280 BROADWAY	4	01/14/2013 4:06 PM	03/15/2013
<a href="#">140027156</a>	ALTERATION 2	1079215	280 BROADWAY	3	01/18/2013 1:44 PM	03/19/2013
<a href="#">140027165</a>	ALTERATION 2	1079215	280 BROADWAY	3	01/23/2013 12:57 PM	03/24/2013

### Jobs Pending Applicant Submittal: 32

Job #	Job Type	BIN	Address	Licensee	Date Filed	Submission Deadline
<a href="#">140027646</a>	ALTERATION 2	1082757	253 BROADWAY	RA-070860	06/07/2013	08/06/2013
<a href="#">140027637</a>	ALTERATION 2	1082757	253 BROADWAY	RA-070860	06/07/2013	08/06/2013
<a href="#">140027593</a>	ALTERATION 2	1079215	280 BROADWAY	RA-070860	05/14/2013	07/13/2013
<a href="#">140027584</a>	ALTERATION 2	1079215	280 BROADWAY	RA-070860	05/13/2013	07/12/2013
<a href="#">140027566</a>	ALTERATION 2	1079215	280 BROADWAY	RA-070860	05/06/2013	07/05/2013
<a href="#">140027557</a>	ALTERATION 2	1079215	280 BROADWAY	RA-070860	05/06/2013	07/05/2013
<a href="#">140027548</a>	ALTERATION 2	1079215	280 BROADWAY	RA-070860	05/06/2013	07/05/2013
<a href="#">140027520</a>	ALTERATION 2	1079215	280 BROADWAY	RA-070860	05/03/2013	07/02/2013

### Uploaded Document List: 12

#	Date Submitted	Job #	Description	Type	Document Expiration
1	05/20/2013 4:12 AM	140027600	<a href="#">CompletePlanSet</a>	plan	06/19/2013
2	05/22/2013 4:02 AM	140027511	<a href="#">CompletePlanSet</a>	plan	05/22/2013
3	04/08/2013 4:26 AM	140027487	<a href="#">CompletePlanSet</a>	plan	05/08/2013
4	04/04/2013 11:24 AM	140027487	<a href="#">CompletePlanSet</a>	plan	05/04/2013
5	04/04/2013 4:01 AM	140027479	<a href="#">CompletePlanSet</a>	plan	05/04/2013

### **Administrative Review (QA)**

- Review of forms, required items and plans
- Email notification of review comments
- Submit requested information for permit issuance

Click on **Job Search** and **Next** on “**Electronically Submit Documents**” page

Under **Filing Documents**, upload the appropriate documents



### **Permit processing**

- Within one to three business days after receiving acceptable documents.
- PW2 forms for all work types are required.
- No unresolved SWO/Vacate/Civil Penalties.
- Upload all requested documents using ***eSubmit***.

### Technical QA Audit

- Audit of randomly selected applications
- Notification via **eSubmit** of review comments.
- Respond within five days and upload requested documents.

Click on **Job Search** and **Next** on “**Electronically Submit Documents**” page.

Under **Filing Documents**, upload the appropriate documents.

### **PAAs, withdrawals, refunds:**

- Special situations and processes
- To modify PW1, PW1B, or EF1 data, withdraw your job and refile
- You can remove uploaded documents only (by PE/RA only)
  
- **The following Application Types are not supported:**
  - Subsequent filings
  - Post-Approval Amendments
    - Any changes to permitted applications require a PAA
    - File at the Borough Office with a complete set of plans
    - Subsequent PAAs submit amended sheets only

# How to Withdraw an Application

[show additional information on waivers to required items, DOB forms that also have an associated required item, and required items that may not have an associated document.](#)

### Required Items [\(show help\)](#)

Items Required By:  All Items  Open Items    Prior To:  Approval  Permit  Signoff [Display](#)

9 TOTAL ITEMS REQUIRED FOR JOB PRIOR TO APPROVAL ONLY	WHO RECVA	PRI TO	REQUIRED DATE	RECEIVED DATE	DATE CERTIFIED	WAIVED	UPLOAD DOC
HYDRO FLOW TEST LETTER	I	APP	12/02/2012				<input type="checkbox"/>
HYDRAULIC FLOW CALCULATIONS	T	APP	12/02/2012				<input checked="" type="checkbox"/>
A11 OBJECTIONS RESPONSE	T	APP	12/02/2012				<input type="checkbox"/>
ECCCNYS ANALYSIS	T	APP	12/07/2012				<input type="checkbox"/>
2008 CODE TR1 REQUIRED	T	APP	12/07/2012				<input type="checkbox"/>
TR8: ENERGY CODE PROGRESS INSPS TECHNICAL REPORT	N	APP	12/07/2012				<input type="checkbox"/>

Additional Job Documents

### Filing Documents

For all Hub Self-Service jobs, click [here](#) to download the User Manual.

Upload Job Documents

### Upload Job Documents

\*Select the Document type

HYDRAULIC FLOW CALCULATIONS

\*Select File to Upload:(PDF)

Message from webpage

Click OK to withdraw your entire job filing. Once you withdraw, you will need to file a new application for any work. Are you sure you want to withdraw this Job ?

### Filing Fee [\(show help\)](#)

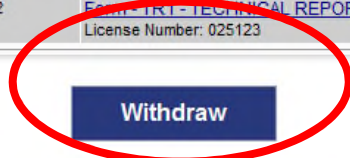
Amount Paid to Date: \$0.00

Total Payment Due: \$495.00 [Pay Now](#)

### Pending Files for Review [\(show help\)](#)

**Reminder:** You can only remove documents that you uploaded. If you are the applicant of record, you can remove any document that has been uploaded for the filing. To regenerate electronic forms, use the "Electronic Forms" section above. If you need to modify PW1, PW1B, or EF1 data you will need to withdraw your job and refile.

No	Date Submitted	Document Name	Remove
1	11/08/2012	<a href="#">Form - EF1 - EFILING JOB APPLICATION COVER SHEET</a>	
2	11/08/2012	<a href="#">Form - PW1 - PLAN / WORK APPROVAL APPLICATION</a>	
3	12/07/2012	<a href="#">Form - PC1 - REQUIRED ITEMS CHECKLIST FOR PROFESSIONAL CERTIFICATION</a>	
4	12/07/2012	<a href="#">Form - TR1 - TECHNICAL REPORT STATEMENT OF RESPONSIBILITY</a> License Number: 025123	



[Withdraw](#)

[Validate](#)

# Questions?

### Download HUB Self Service [Industry Filing Guide](#)

- How to enroll as a design professional
- Guidelines for submitting required items, forms, and plans
- How to electronically submit the entire filing for DOB acceptance

Customer Service Call center 212-393-2550

Email [HubSelfService@Buildings.nyc.gov](mailto:HubSelfService@Buildings.nyc.gov)

# Notices of Violation (NOVs) and Certifying Correction

This presentation also applies to the 2014 amendments to the 2008 N.Y. City Construction Codes.

When researching violations, be sure to check which code applies as some sections have been renumbered.



# Notices of Violation (NOVs) and Certifying Correction

Presenter: Michael Burns  
Deputy Director, AEU Enforcement

- Enforces the 1938 Building Code where applicable
- Enforces the 1968 Building Code where applicable
- Enforces the 2008 NY Construction Codes
  - Building Code (BC)
  - Mechanical Code (MC)
  - Fuel gas Code (FGC)
  - Plumbing Code (PC)



- Electrical Code (EC)
- Zoning Resolution (ZR)
- Reference Standards (RS)
- Title 1 or 2 Rules of the City of New York  
(1 RCNY)(2 RCNY)

## Enforcement tools include:

---

- Stop work orders (SWO)
- Vacate orders
- Unsafe Buildings action(UB)
- Criminal Court summons
- “DOB” violations
- ECB violation (NOVs)
  - Administrative Code Chapter 2, Article 201 (A.C. section 28-201 et seq.)

- ECB violations are the most common type of violation the Department issues when a property or a contractor at a property does not comply with the Building Code, Zoning Resolution, or other statute.
- It is an Order of the Commissioner to correct a condition AND to certify correction of that condition to the Buildings Department.
- ECB NOV's may result in a hearing at the Environmental Control Board, the administrative tribunal.

- Administrative tribunal, part of OATH, conducts hearings on violations issued by City agencies for “quality of life” infractions.
- ECB renders decisions and judgments and collects all penalties imposed at hearings.
- ECB does not:
  - Issue violations
  - Establish enforcement policies
  - Employ inspectors
  - Direct, control or otherwise influence where, when or to whom violations are issued.



- Complaint (on BIS- Buildings Information System)
- Inspection, complaint “Resolved”
- Resolution may include the issuing of one or more Notices of Violation
- NOV written and served
- NOV data entered into BIS and delivered to ECB Borough office

# ECB Violation Components

NYC Buildings		NOTICE OF VIOLATION AND HEARING	
COMMISSIONER OF THE DEPARTMENT OF BUILDINGS OF THE CITY OF NEW YORK, PETITIONER, AGAINST		Violation No. 00000000X ENVIRONMENTAL CONTROL BOARD	
<b>Respondent</b>	First name (or entity name) Smith	Last name John	
<input checked="" type="checkbox"/> Mailing address (Check if same address as place of occurrence)	Number and street 9999 Broadway	City New York	State NY
Additional mailing to be sent (agent, care of, other):		License No. (if Applicable)	Project Code
<b>Name</b>	First name	Last name	Company
<b>Mailing address</b>	Number and street	City	State
<b>Commissioner's Order To Correct Violations</b>			
<b>Place of occurrence</b>	9999 Broadway	Boro Man.	Date of violation 07 / 11 / 09
<b>Construction type</b>	Brick	Block 123	Type C
<b>Violating Conditions Observed</b>	Work without a permit. At the basement of a three storied one-family brick framed structure, walls have been erected to create multiple rooming units. A bathroom with three distinct fixtures (shower, toilet, sink) was created in the northeast corner. A kitchen area with a gas stove was created in the northwest corner.		
<b>Remedy:</b>	Obtain permit or restore premises to prior legal condition.		
<b>Resolution options</b>			
<b>CURE DATE</b>	08 / 20 / 09	<b>HEARING DATE</b>	08 / 27 / 09 at 8:30 AM <input checked="" type="checkbox"/> 10:30 AM <input type="checkbox"/> 1:30 PM
<p><b>Environmental Control Board hearing locations:</b></p> <ul style="list-style-type: none"> <li>Queens: (718) 298-7300 - 144-06 94th Avenue, 1st fl.</li> <li>Manhattan: (212) 361-1400 - 66 John Street, 10th fl.</li> <li>Brooklyn: (718) 875-7428 - 233 Schermerhorn Street, 11th fl.</li> <li>Bronx: (718) 993-6110 - 3030 3rd Ave., 2nd fl.</li> <li>Staten Island: (212) 361-1400 - 350 St. Marks Place, 1st fl.</li> </ul>			
<p><b>Issuing officer's last name, first initial (print)</b> Doe, J</p> <p>I personally observed the violation(s) charged and/or verified their existence through review of departmental records.</p> <p>Issuing officer's signature: <i>John Doe</i> This statement is affirmed under penalty of perjury.</p>			
Supervisor's signature: <i>Bill [Signature]</i>		00000000X ECB-PC (Rev. 9/08)	



**Respondent and Property Information**



**Commissioner's Order to Correct Violations**



**Cure/Hearing Date Info**



**Hearing Date and Location of Hearing**

- An Order of the Commissioner to correct a Condition **AND** to certify correction of the condition
- Requirements of NOV, ECB Rule section 3-31
  - Form approved by ECB
  - Name and address of respondent, when known
  - Date and place of the violation
  - Brief description of the violation
  - Reference to the provision of law or rule charged

- Responsible party
- Owner, A.C. 28-301.1
- Contractor, B.C. 3301.2
- Subcontractor
- Architect/professional, professional inspection responsibilities, information on plans and documents submitted
- False statements in filings – Who?



- Address controls, NOT the Block and Lot

- Date of inspection or Date violating condition became known
- “A fatal error pertaining to the date of violation is found only when the date is omitted.” ECB  
**Appeal No. 1200623**, *NYC v. Mark J. Beatini*,  
July 26, 2012

- Construction codes
  - (AC) (BC)(MC)(FGC)(PC)
- ZR violation (ZR)
- Electrical Code (EC)
- Reference standard (RS)
- Rule (RCNY)

- NOT part of the charge
- Referenced for penalty imposition
- Common violations have specific infraction codes
- The same violation may have different “classes” and each class has its own infraction code
- Some violations have only one specific infraction code

- Observations of inspector on the violation-the body of the violation
- Inspection observations may be supplemented with testimony at hearing
- NOV may have evidence package with photos and documents attached
- BIS/ACRIS information-public access
- Affidavits from others filed with DOB
- Other witness direct testimony

- An element of the charge
- Violations classified by severity
  - Immediately hazardous- Class 1
  - Major violation-Class 2
  - Lesser violation-Class 3

- NYC Administrative Code Section 28-201.2.1
- A violating condition that
  - Severely affects life, health, safety, property, the public interest, or a significant number of persons
  - Warrants immediate corrective action
  - For outdoor advertising, where the penalty is needed as an economic disincentive to the continuation or repetition of the violation.
- NO CURE, NO STIPULATION, NO MITIGATION
- MANDATORY HEARING
- PENALTY RANGE: \$1,000 to Maximum \$25,000
- Note: Class 1 daily penalties for Class 1 illegal alteration are \$1,000 per day for maximum of 45 days

- NYC Administrative Code Section 28-201.2.2
- Violating condition affects life, health, safety, property, or the public interest, but does not require immediate corrective action or with respect to outdoor advertising where the violation and penalty are appropriate as an economic disincentive to the continuation or the repetition of the violating condition.
- Most are eligible for CURE, STIPULATION and MITIGATION
- Some hearings are mandatory
- Penalty range from \$0 to \$10,000



- Where the violating condition has a lesser effect than an immediately hazardous violation (Class 1) or major violation (Class 2) on life, health, safety, property, or the public interest.
- ALL are eligible for Cure, Stipulation and mitigation
- Hearings NOT mandatory
- Penalty Range: Maximum \$500

- “Cure”
- “Stipulation”
- Admit by mail
- Note: these options are open to respondents on certain violations where the facts of the NOV are uncontested and the law allows it;
- Correction and certification of correction are required.

- Available on certain violations (Class 3 and most Class 2)
- Respondent corrects the violating condition AND certifies correction to the Department within 40 days of service of the violation
- IF Buildings Administrative Enforcement Unit (AEU) finds the certification acceptable:
  - Respondent has admitted the violation
  - No hearing appearance necessary
  - ZERO PENALTY imposed
- If not submitted and approved before the cure date the respondent must attend the hearing

- Available for certain violations (Class 3 and certain Class 2)
- Admission of the violating condition
- Extends time to file a certificate of correction by an additional 75 days from the first scheduled hearing date
- May be accepted by mail (5 days before hearing date) or at ECB on day of the hearing; Penalty is mitigated or one-half the approved penalty.
- Full Board approved penalty will be imposed if the NOV is not certified as corrected within 75 days of the first hearing date (on the NOV).

- Applies to all violations regardless of severity
- Standard penalty must be paid to ECB on or prior to first hearing date.
- After payment - No Hearing
- No reduction in penalty
- Eliminates representation expenses for NOVs with “no defense.”
- Eliminates time at ECB
- Requires certification of correction to DOB AEU

# Why Certify Correction?

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- Required by Law - Order from Commissioner to correct violation and submit certification
- Additional violations and civil penalties can be issued for not certifying correction
- Violations remain “open” until certification received  
BISWeb is updated to indicate compliance
- Banks, mortgage, title companies review BISWeb for compliance information
- Re-inspections of uncorrected violations may result in additional violations and higher penalties
- Failure to certify can affect ability to obtain a Certificate of Occupancy
- Agreed to by Stipulation

- AEU accepts certification submissions at anytime after any violation is issued
- All Class 1 and some Class 2 violations may not be “cured” but may be “certified as corrected.”
- All violations after the “cure” date (if applicable) are eligible for non-cure approval.
- Respondents must attend ECB hearing and pay applicable penalty

# Aggravated 1 Penalties

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Aggravated 1 penalties may be imposed when the same condition has been charged in a prior enforcement action against the same party during the previous three years (See 1 RCNY 102-01). A violation with aggravating conditions may result in higher than standard penalties.



## Definition in 1 RCNY 102-01 (f)(2)

- Violation of law and an accident, substantial risk of accident, fatality, or where the violation affects a great number of people, or
- A respondent refuses to give the Department required information necessary to determine the condition of a building or a cite, or
- Respondent has a history of non-compliance with laws or rules enforced by DOB at one or more locations including but not limited to a pattern of unreasonable delays in correcting violations; failing to obey SWOs; filing false documents or multiple defaults.
- Must be established at hearing-BIS records
- Appeal No. 900585, NYC v. Tishman, May 27, 2010

# Certificate of Correction

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- Who are you?
- What is your connection to the respondent?
- Who corrected the condition?
- How was it corrected?
- Was a permit required/obtained to correct?
- Was the civil penalty paid (if applicable)?
- Tell us in an attached statement.
- Attach proof: Photos, receipts, reports, etc.
- Notarize all statements and the AEU2 form
- Submit to AEU by mail or in person.

# Certificate of Correction

The Certificate of Correction can be completed by the:

1. Respondent named in the violation
2. Officer, Director or Managing Agent of named respondent corporation
3. Owner, but not named respondent (new owner, attach a copy of deed)
4. Managing agent of place of occurrence (letter of designation from owner)
5. Partner of named respondent partnership
6. Contractor or other agent (with authorization)



**NYC Buildings** **AEU-2: Certificate of Correction**  
Required For Certification Of ECB Violations Only

**AFFIDAVIT**

**1** Violation Information

ECB VIOLATION NUMBER

PLACE OF OCCURRENCE: \_\_\_\_\_  
(Number and street) (Borough and Zip)

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, duly swear and affirm under penalty of perjury, that I am the (check one):

- Respondent named on the violation
- Officer, Director or Managing Agent of the named respondent corporation (circle one)
- Owner of Property but not named respondent (if you are a new owner, attach copy of deed)
- Managing agent of place of occurrence (attach letter of designation by owner)
- Partner of named respondent partnership
- Contractor or other agent of named respondent (attach written authorization from respondent)

My mailing address is: \_\_\_\_\_  
(street address, city, state, zip code)



§28-211.1 False statements in certificates, forms, written statements, applications, reports or certificates of correction. It shall be unlawful for any person to make a material false statement in any certificate, professional certification, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or any rule of any agency promulgated thereunder that such person knew or should have known to be false.

§28-211.1.1 Rebuttable presumption. In any proceeding that relates to a false statement in a certification of correction of a violation filed in compliance with section 28-204.2. If an inspection made within six months after the filing of the certification finds a condition constituting a violation that is the same as the condition described in the notice of violation with respect to which such certification was filed, there shall be a rebuttable presumption that the condition described in such notice of violation continued and is the same condition found in the inspection.

## ➤ **Comply with the Code**

- Obtain Permits
- Work within the scope of permit

## ➤ **Hire Registered/Licensed Professionals**

- Licensed Plumbers/Electricians etc
- Registered Architects/Engineers
- Registered Contractors

## ➤ **Correct Outstanding Violations**

- Uncorrected violations may lead to additional violations and hefty penalties for Class 1 violations.



- **Do Regular or Scheduled Maintenance on Buildings and Appurtenances**
  - Local Law façade/boiler/elevator filings
  - Maintenance of structure etc.
- **Attend DOB Borough Office Homeowners' Night and Ask Questions**
- **Stay Current With New Requirements**
  - Sign up for Buildings News ([www.nyc.gov/buildings](http://www.nyc.gov/buildings))

## Example of “Spiraling” Penalties Associated with a Class 1 WWP violation

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- NOV, work without a permit, Class 1: \$1,600 fine to ECB
- Civil penalty payable to DOB: \$500 (residential) or \$5000 (commercial)
- Delay in filing certificate of correction on Class 1 violation: \$1,500 Civil penalty payable to DOB
- Failure to comply with original NOV: \$2,400 ECB fine
- Failure to Comply: Agg1 \$6,000, Agg2 \$12,000 ECB fine
- Failure to certify correction: \$800 ECB fine
- Failure to certify correction: Agg 1 \$800, Agg 2: \$4,000

- Respondent “in-violation” and the maximum penalty imposed.
- Request to vacate defaults are addressed to ECB and are time sensitive. See ECB rules.
- Vacating a default is an ECB Decision.



# QUESTIONS?

**Thank You!**

# Notices of Violation (NOVs) and Certifying Correction

This presentation also applies to the 2014 amendments to the 2008 N.Y. City Construction Codes.

When researching violations, be sure to check which code applies as some sections have been renumbered.

**Thank You!**

# Demolition Filing & Overview of Building Code

Eyal Amos

Chief Inspector

**BEST Squad**

Code and Zoning Representative

Training Module 9.1

2014 BC  
Chapter 33  
Section 3302 & 3306  
Overview

## (BC) Section 3302 – Definitions

### What Is Demolition?

- **Full Demolition** – the dismantling, razing, or removal of all of a building or structure, including all operations incidental thereto.
- **Partial Demolition** – the dismantling, razing, or removal of structural members, floors, interior bearing walls, and/or exterior walls or portions thereof, including all operations incidental thereto

# Demolition Filing & Overview of Building Code

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## What Is The Difference Between Handheld Equipment And Mechanical Equipment?

- **Handheld Device (Demolition)** – Equipment, mechanical or non-mechanical, utilized to physically demolish a building or structure, or elements of a building or structure, that is held, lifted, moved, and operated by a single person. A handheld device shall also include any item accessory to such equipment, including but not limited to a compressor, regardless of if such accessory item is held, lifted, moved, and operated by a single person. A handheld device does not include remote controlled equipment.
- **Mechanical Demolition Equipment** – Mechanically driven or powered equipment that is utilized to physically demolish a building or structure, or elements of a building or structure, either within or exterior to the building or structure, or that is utilized to move debris or material within the building or structure. Mechanical demolition equipment shall not include mechanically driven or powered equipment that is utilized to move debris or material outside of the building or structure.



# Demolition Filing & Overview of Building Code

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Is It Possible For My Demolition Site To Also Be A Major Building? And If So What Steps Do I Need To Take?

**MAJOR BUILDING.** An existing or proposed building 10 or more stories or 125 feet (38 100 mm) or more in height, or an existing or proposed building with a building footprint of 100,000 square feet (30 480 m<sup>2</sup>) or more regardless of height, or an existing or proposed building so designated by the commissioner due to unique hazards associated with the construction or demolition of the structure.

It is Important To Remember If The Building You Are Looking To Demolish Falls Within The Criteria Of A Major Building As Described Above You Will Need To Follow The Guide Lines And The Requirements Set forth In Section 3310, You Will Need To File A Site Safety Program And Retain A SSM/SSC.

Where do I find in the BC the regulation for Demolition?

## **(BC) Section 3306 - Demolition**

- **BC 3306.1** – Scope
- **BC 3306.2** – Protection of Pedestrians and Adjoining Properties.
- **BC 3306.2.1** – Safety Zones.
- **BC 3306.3** – Notification.
- **BC 3306.3.1** – The permit holder shall notify the department via phone or electronically **at least 24 Hours, but no more than 48 hours** prior to the commencement of such work.

Please notify DOB using the “Call Center,” 212-393-2550.

# Demolition Filing & Overview of Building Code

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- **BC 3306.3.2** – Notification of adjoining property owners. Adjoining property owners shall be notified of upcoming demolition operations in writing not less than 10 days prior to the scheduled starting date of the demolition....
  
- **BC 3306.4** – Mechanical Demolition
  
- **BC 3306.5** – Submittal Documents for Demolition.  
Exceptions: Section 3306.5 shall not apply to:
  1. Demolitions performed as emergency work....
  2. The full demolition of a detached one-, two-, or three-family dwelling....
  3. The removal, with mechanical demolition equipment, of foundations and landscaping elements...
  4. The full demolition of a fully detached building that is three stories or fewer and with a floor area of 5,000 square feet (464.5 m<sup>2</sup>) or less per story....
  5. Partial demolition operations accomplished without any mechanical demolition equipment, other than handheld devices, provided such work is a minor alteration or ordinary repair.

# Demolition Filing & Overview of Building Code

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- **BC 3306.5.1** – Required documents.
  - Identification of the Structure
  - Identification of all Mechanical Equipment other than hand held
  - Means and Methods
  - Scope of Proposed Mechanical Equipment Work and/or Hand Work
  - Positioning of Equipment
  - Calculations – Loads Imposed
- **BC 3306.5.1.1** – Submittal documents for full or partial demolition using mechanical equipment other than handheld
- **BC 3306.5.2** – Maintenance of submittal documents.
- **BC 3306.5.3** – Filing requirements.

Important To Know:

  - Applications Filed At The Borough
  - Plan Review Conducted At BEST For Full Demolitions Only



# Demolition Filing & Overview of Building Code

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- **BC 3306.6** – Special Inspections
- **BC 3306.7** – Demolition of weakened structures.
- **BC 3306.8** – Demolition sequence.
- **BC 3306.8.1** – Structural steel, reinforced concrete, and heavy timber buildings.
- **BC 3306.8.2** – Masonry buildings with wooden floors.

# Demolition Filing & Overview of Building Code

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- **BC 3306.9** Safeguards. Demolition shall be conducted in accordance with the requirements of Sections 3306.9.1 through 3306.9.14.
- **BC 3306.9.1** – Utilities and service lines.
- **BC 3306.9.2** – Party wall exits, fire exits.
- **BC 3306.9.3** – Dust.
- **BC 3306.9.4** – Water accumulation.

# Demolition Filing & Overview of Building Code

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- **BC 3306.9.5** – Temporary elevators and standpipe systems
  - **BC 3306.9.6** – Sprinkler systems.
    - SP Permit
    - Maintained as Non-Automatic Systems
    - Capped Immediately Below the Floor being Demolished
    - Siamese Connection to be painted red (903.6), marked with a Red Light and Maintained Free from Obstructions
- For the Removal of Damaged Sprinklers you will also need
- CCD1
  - Letter of No Objection from FDNY
- Important to remember if the building is accommodated with an existing Stand Pipe(SD) System the system must be maintain in a state of readiness, you will need:
- SD Permit
  - Air Pressurized Alarm System for All Existing Standpipes (SD)
  - Application Submitted by Design Professional
  - Electrical Permit

# Demolition Filing & Overview of Building Code

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- **BC 3306.9.7** – Use of explosives. The use of explosives in demolition operations shall conform to the requirements and limitations imposed by the New York City Fire Code and Section 3312.
- **BC 3306.9.8** – Hazards to be removed. Prior to the commencement of demolition operations, hazards shall be removed in accordance with Sections 3306.9.8.1 through 3306.9.8.4.
  - **BC 3306.9.8.1** – Combustible content. Prior to the commencement of demolition operations, the area authorized to be demolished by the work permit shall be thoroughly cleaned of combustible content and debris, including but not limited to building contents and exterior finishes, down to the structural elements.
  - **BC 3306.9.8.2** – Asbestos. Prior to the commencement of demolition operations, all asbestos shall be removed from the area authorized to be demolished by the department work permit, and certification to that effect shall be filed with the department and the Department of Environmental Protection....



## Demolition Filing & Overview of Building Code

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- **BC 3306.9.8.3** – Glass. Prior to the commencement of demolition operations, all glass located in the area authorized to be demolished by the work permit, including but not limited to glass in windows, doors, skylights, and fixtures, shall be removed.
- **BC 3306.9.8.4** – Steam and fuel. Prior to the commencement of demolition operations, all pipes, tanks, boilers, or similar devices containing steam or fuel and located in the area authorized to be demolished by the work permit shall be purged of such steam or fuel.
- **BC 3306.9.9** – Stairs. All enclosed vertical shafts and stairs shall be maintained enclosed at all floors except the uppermost floor being demolished, and all work on the uppermost floor shall be completed before stair and shaft enclosures on the floor below are disturbed. All hand rails and banisters shall be left in place until actual demolition of such floor is in progress.

# Demolition Filing & Overview of Building Code

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- **BC 3306.9.13** – Rodent Extermination. A licensed exterminator shall effectively treat the premises for rodent extermination as per the requirements of the Department of Health and Mental Hygiene.
- **BC 3306.11**– Completion of demolition operations. All work required for structural stability and permanent waterproofing of adjacent buildings must be completed prior to demolition sign-off.



# Demolition Filing & Overview of Building Code

- Section 5:
- Job Application Type: Demolition

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

On Standard Form Job Number 2611R

**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		Mobile Telephone
		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		Mobile Telephone
		Registration Number

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

Choose only one:

<input type="checkbox"/> Initial Filing 5, 7, 11, 12A, 25-26	<input type="checkbox"/> Prior to Approval Actions 25-26	<input type="checkbox"/> Reinstatement 24-26
<input type="checkbox"/> Amend Existing Filing 4A	<input type="checkbox"/> Subsequent Filing 6-7, 8A (AA-2 only), 11	<input type="checkbox"/> Withdrawal 26
<input type="checkbox"/> Standard Plan Examination or Review	<input type="checkbox"/> Post Approval Amendment (PAA) 4A, 6, 24-25	<input type="checkbox"/> Specified in 4A and 6
<input type="checkbox"/> Professional Certification PC1, POC1	Will PAA affect filing fees? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Entire Job
<input type="checkbox"/> Professional Certification of Objections AI1	<input type="checkbox"/> New (Superseding) Applicant 4A, 25-26	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) 14, 20, 22	<input type="checkbox"/> Alteration Type 2 5A, 6A-D, 8A-B, 9-10, 13C-E, & 14, 20, 22	<input type="checkbox"/> Full Demolition 6B, 8D, 9A & 9C-D, 9K, 13D-E, 14, 21A, 22
<input type="checkbox"/> 6A-E, 8B-C, 9-10, 12, 13C-F, 14, 18-20, 22 & PW1A, PD1	<input type="checkbox"/> Alteration Type 3 5A, 6B-F, 8C, 9-10, 13C-E, 20, 22	<input type="checkbox"/> Subdivision 9A, 9D, 12A-B
<input type="checkbox"/> Alteration Type 1, OT: "No Work" 8C, 9-10 & 12, 13C-F, 14, 18-19, 22, PW1A, PD1	<input type="checkbox"/> New Building 6A-E, 8F-G, 9A, 9C-K, 10, 12 & 13A-E, 14, 18-20, PW1A, PD1	<input type="checkbox"/> Condominium <input type="checkbox"/> Improved 17
	<input type="checkbox"/> Sign 5A, 6B-D, 9A, 9D, 22-23	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"/> FS - Fuel Storage PW1C	<input type="checkbox"/> PL - Plumbing PW1B	6E <input type="checkbox"/> CC - Curb Cut 16
<input type="checkbox"/> FA - Fire Alarm	<input type="checkbox"/> FP - Fire Suppression	<input type="checkbox"/> SD - Standpipe PW1B	<input type="checkbox"/> OT/LAN - Landscape
<input type="checkbox"/> FB - Fuel Burning PW1C	<input type="checkbox"/> MH - Mechanical	<input type="checkbox"/> SP - Sprinkler PW1B	6F <input type="checkbox"/> OT/ANT - Antenna
6B <input type="checkbox"/> EQ - Construction Equipment 15	6C <input type="checkbox"/> OT/GC - General Construction	6D <input type="checkbox"/> OT - Other, describe: _____	<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

# Demolition Filing & Overview of Building Code

- **Item 8D:**
- Street Frontage (linear feet)
- **Item 9A:**
- Review Is Requested Under Which Code
- **Item 9C:**
- Site Safety
- **Item 9D:**
- Requesting legalization of work where there are no work without permit violations
- Landmarks
- “Little E”
- Filing to address violations

PW1 PAGE 2

**7 Plans/Construction Documents Submitted** *Plans are required for most applications.*

Are plans being submitted with this PW1?  Yes  No *If yes, do the plans include:*  FO — Foundation  EN — Energy Analysis

**8 Additional Information**

8A	WT	Cost	WT	Cost	WT	Cost	8B	8C
							Is a building enlargement proposed?	Estimated Job Cost \$
							<input type="checkbox"/> No enlargement is proposed	8D Street Frontage: linear ft.
							<input type="checkbox"/> Yes 12, PD1	8E Height: ft. Width: ft.
							<input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	8F Total Construction Floor Area: sq. ft.
							Additional Construction Floor Area: sq. ft.	

**9 Additional Considerations, Limitations or Restrictions.**

9A Review is requested under which building code?  2014  2008  1968  Prior to 1968

9B  Alteration required to meet New Building requirements (28-101.4.5) *if yes, 13A-B*  Change in number of dwelling units  Change in occupancy / use

Alteration is a major change to exits  Change is inconsistent with current certificate of occupancy  Change in number of stories

9C  Façade Alteration  Infill Zoning  Loft Board  Quality Housing  Site Safety Job/Project  Included in LMCCC

Adult Establishment *if yes, plot diagram (except DM)*  Low Income Housing (Inclusionary Housing)  Single Room Occupancy (SRO) Multiple Dwelling  Filing includes Lot Merger / Reapportionment *if yes, 17*

9D  Landmark  Little "E" or RD Site  Unmapped/CCO Street  Requesting legalization of work where no work without a permit violations have been issued  Other (please specify on line provided below)  Filing to address violations (list #s—max. 5)  Filing to comply with Local Laws (list #s—max. 2)

9E  BSA Calendar Numbers (max. 5)

9F  CPC Calendar Numbers (max. 5)

9G  Work includes lighting fixture and/or controls, installation or replacement. (ECC §404 and §505)

9H  Work includes modular construction under New York State jurisdiction  Work includes modular construction under New York City jurisdiction  Structural peer review required per BC 16. *if yes, provide NYS P.E. license number:*

9I High Rise Team tracking #.

9J  Work includes permanent removal of standpipe, sprinkler or fire suppression related systems

9K  Work includes partial demolition as defined in AC §28-101.5, or the raising/moving of a building *if yes, 21B*

9L  Structural stability affected by proposed work

**10 NYCECC Compliance** *New York City Energy Conservation Code*

To the best of my knowledge, belief and professional judgment, all work under this application is in compliance with the NYCECC\*

Code Compliance Path (choose one):  NYCECC  ASHRAE

Energy Analysis (choose one):  Tabular Analysis  REScheck  COMcheck  Energy Modeling (EN1)

To the best of my knowledge, belief and professional judgment, all work under this application is exempt from the NYCECC\* in accordance with one of the following (choose one):

- The work is an alteration of a State or National historic building.
- The scope of the work is entirely in a "low-energy building" and is limited to the building envelope.
- The entire scope of work involves a temporary structure and/or one or more of the following work types: FA, FP, SD, SP, FS, EQ, CC, OT/BPP, OT/PPP. Other work types are not exempt.
- This is a post-approval amendment and exempt under a prior edition of the energy code. See statement of exemption on attached drawings.



# Demolition Filing & Overview of Building Code

- **Item 13D:**
- Building Type – 1, 2 Or 3 Family, Or Other; Mixed Use Building
- **Item 13E:**
- Building Height, Stories, & Dwelling Units (Existing / Proposed)
- **Item 14:**
- Fill – Onsite, Off-site, Or Under 300 Cubic Yards
- **Item 18:**
- Fire Protection Equipment

PW1 PAGE 3

<b>11 Job Description</b>				<b>11A Related DOB Job Numbers</b>			
				11B Primary application job no.			
<b>12 Zoning Characteristics</b>							
12A District(s) Overlay(s) Special Dist.(s) Map Number				12B Street legal width: _____ ft. Street Status: <input type="checkbox"/> Public <input type="checkbox"/> Private <i>If the zoning lot includes multiple tax lots, list all tax lots here ►</i>			
12C Proposed: Use*		Zoning Floor Area	District	FAR	Proposed Lot Details:		Proposed Yard Details:
		sq. ft.			Lot Type: <input type="checkbox"/> Corner <input type="checkbox"/> Interior <input type="checkbox"/> Through		Check here if no yards: <input type="checkbox"/> or
		sq. ft.			Lot Coverage _____ %		Front Yard _____ ft.
		sq. ft.			Lot Area _____ sq. ft.		Rear Yard _____ ft.
		sq. ft.			Lot Width _____ ft.		Rear Yard Equivalent _____ ft.
		sq. ft.			Proposed Other Details:		Side Yard 1 _____ ft.
		sq. ft.			Enclosed Parking? <input type="checkbox"/> Yes <input type="checkbox"/> No		Side Yard 2 _____ ft.
<b>Proposed Totals</b>		sq. ft.			If yes, no. of parking spaces: _____		
<b>Existing Total</b>		sq. ft.			Perimeter Wall Height _____ ft.		
<small>*Use can be one of the following: residential, commercial, manufacturing, or community facility. List only one use per line.</small>							
<b>13 Building Characteristics</b> <small>*Main use/dominant occupancy per AC §28-101.5. **Use 2014 Code equivalents only. †Residential w/other use.</small>							
13A Primary structural system, choose one: <input type="checkbox"/> Masonry <input type="checkbox"/> Concrete (CIP) <input type="checkbox"/> Concrete (Precast) <input type="checkbox"/> Steel (Structural) <input type="checkbox"/> Steel (Cold-Formed) <input type="checkbox"/> Steel (Encased in Concrete) <input type="checkbox"/> Wood							
13B Existing				Proposed			
Structural Occupancy/Risk Cat.		2014 Code Design Risk?			2014 Code Design Risk?		
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input checked="" type="checkbox"/> Yes** <input type="checkbox"/> No		
13C Occupancy Classification*				13D Building Type: <input type="checkbox"/> 1, 2, or 3 Family <input type="checkbox"/> Other			
Construction Classification				Mixed use building?† <input type="checkbox"/> Yes <input type="checkbox"/> No			
Multiple Dwelling Classification				13E Building Height _____ ft.			
				Building Stories _____			
				Dwelling Units _____			
13F Building was originally erected pursuant to which Building Code: <input type="checkbox"/> 2014 <input type="checkbox"/> 2008 <input type="checkbox"/> 1968 <input type="checkbox"/> Prior to 1968							
The earliest Code with which this building or any part of it is required to comply: <input type="checkbox"/> 2014 <input type="checkbox"/> 2008 <input type="checkbox"/> 1968 <input type="checkbox"/> Prior to 1968							
<b>14 Fill</b> Choose one.							
<input type="checkbox"/> Not Applicable <input type="checkbox"/> On-Site <input type="checkbox"/> Off-Site <input type="checkbox"/> Under 300 cubic yards							
<b>15 Construction Equipment</b>				<b>16 Curb Cut Description</b>			
<input type="checkbox"/> Chute <input type="checkbox"/> Sidewalk Shed		Construction Material: _____		Size of cut (with splay): _____ ft.			
<input type="checkbox"/> Fence <input type="checkbox"/> Supported Scaffold		Size: _____ linear ft. BSAMEA Approval No. _____		Distance to nearest corner _____ ft. to street: _____			
<input type="checkbox"/> Other: _____							
<b>17 Tax Lot Characteristics</b>				<b>18 Fire Protection Equipment</b>			
Original tax lots being merged or reappointed (if applicable):				Existing Proposed			
				Yes No Yes No			
Tentative tax lot numbers (new tax lots only):				Fire Alarm <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
				Fire Suppression <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
				Sprinkler <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
				Standpipe <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

# Demolition Filing & Overview of Building Code

- Item 21:
- Demolition Details
- Item 22:
- Asbestos Abatement Compliance

PW1 PAGE 4

19 Open Spaces									
	Existing		Proposed			Existing		Proposed	
		sq. ft.		sq. ft.			sq. ft.		sq. ft.
Plaza Area					Arcade Area				
Parking Area					Parking Spaces				
Loading Berths					Loading Berths				

20 Site Characteristics				20A Flood Hazard Area Information			
Yes	No	Yes	No	Yes	No	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tidal Wetlands		Freshwater Wetlands		Substantial improvement?			
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Coastal Erosion Hazard Area		Urban Renewal		Substantially damaged?			
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Fire District		Flood Hazard Area <i>If yes, 20A</i>		Floodshields part of proposed work?			
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

**21 Demolition Details** *\*Mechanical equipment other than handheld devices to be used for demolition or removal of debris (BC §3306.4).*

Yes No

21A   Demo. filing is for a secondary structure? *If yes, specify structure being demolished:*

Mechanical means\* from out of building? *If yes, mechanical means will demolish:  entire structure or  part of structure*

Mechanical means\* from within building? *If yes, describe equipment proposed:*

21B   Demolition work affects the exterior building envelope

The scope of work involves raising/moving of a building

**22 Asbestos Abatement Compliance** *Choose one.*

The scope of work requires related asbestos abatement as defined in the regulations of the NYC Department of Environmental Protection (DEP).

The scope of the work is **not** an asbestos project as defined in the regulations of the NYC DEP. *DEP Control# is required.*

DEP ACP-S Control No. \_\_\_\_\_

The scope of work is exempt from the asbestos requirement as defined in the regulations promulgated by the NYC DEP (15 RCNY 1-2.3(b)) or is an alteration to a building constructed pursuant to plans submitted for approval on or after April 1, 1987, in accordance with § 28-106.1.

**23 Sign**

Purpose:	Type:	Estimated Cost: \$	23A Illuminated type:
<input type="checkbox"/> Advertising	<input type="checkbox"/> Illuminated 23A	Total Square Feet: _____	<input type="checkbox"/> Direct <input type="checkbox"/> Flashing <input type="checkbox"/> Indirect
<input type="checkbox"/> Non-Advertising	<input type="checkbox"/> Non-Illuminated	Height above Curb: _____ ft. in.	Yes No
		Height above Root: _____ ft. in.	<input type="checkbox"/> <input type="checkbox"/> If sign projects beyond building line, is owner billed for annual perm it? <i>If no, specify in 26B</i>
Location: <input type="checkbox"/> Ground <input type="checkbox"/> Roof 23B <input type="checkbox"/> Wall			23B <input type="checkbox"/> <input type="checkbox"/> Is roof sign tight, closed or solid?
Yes No			23C Sign wording. <i>If extensive, provide only key wording.</i>
<input type="checkbox"/> <input type="checkbox"/> Is sign inside building line? <i>If no, sign projects by: _____ ft. in.</i>			
<input type="checkbox"/> <input type="checkbox"/> Designed for changeable copy? <i>If no, 23C</i>			
<input type="checkbox"/> <input type="checkbox"/> Does an OAC have an interest in this sign or location? <i>If yes, 23G</i>			
<input type="checkbox"/> <input type="checkbox"/> Within 900' and within view of an arterial highway? <i>If yes, 23D</i>			23D Distance from Arterial Highway: _____ ft.
<input type="checkbox"/> <input type="checkbox"/> Within 200' and within view of a park 1/2 acre or more? <i>If yes, 23E</i>			23E Distance from Park 1/2 acre or more: _____ ft.
<i>..... If answer is "yes" to either of the above two questions and this is an advertising sign, OAC sign number is required in section 23F</i>			23F OAC Sign Number: _____
			23G OAC Registration Number: _____

**24 Comments** *Place additional comments on an A-1 form. See Guide for proper incorporation of professional certification statements.*

# Demolition Filing & Overview of Building Code


## DS1 Demolition Submittal Certification Form

- Must Be Submitted By The Professional Preparing Demolition Submittal Plans – Required Prior To Permit When Performing Full Or Partial Demolition Work As Per BC 3306.5. This Certification Form Must Be Submitted Together With The Plan

### • Items 3A & 3B:

Full / Partial Demolition Description And Certification (BC 3306.5)

- Mechanical Equipment With General Descriptions (Hand-held & Other)
- Non-mechanical Means & Methods
- Work On Building Interior, Exterior Or Both



DS1: Demolition Submittal Certification Form

*Must be typewritten.*

Official and under BIS (job number 0011)

Demolition drawings must be submitted along with this form.

BIS Document No., required

**1 Location Information** *Required for all certifications.*

House No(s)	Street Name
Borough	Floor(s)

**2 Preparer Information** *Required for all certifications.*

*Check all that apply:*  PWI Applicant  P.E./R.A. Other Than PWI Applicant

Last Name	First Name	Middle Initial
Business Name		Business Telephone
Business Address		Business Fax
City	State	Zip
License Type <input type="checkbox"/> P.E. <input type="checkbox"/> R.A. <input type="checkbox"/> Other:	License Number	

**3 Demolition Description and Certification** *Required prior to perm. Subsequent revisions must be submitted to the Department.*

*Indicate Submittal Type:*  Initial submittal  Supersede existing submittal(s) - indicate scan code(s) of DS1 being superseded below

Scan Code(s):

**3A Demolition Type:**  Full Demolition (DM)  Partial Demolition (Alteration)

**3B Demolition work will involve, per BC 3306.5 (authorized preparers indicated in parenthesis):** *Check all that apply*

<input type="checkbox"/> Non-mechanical demolition means and methods <b>only</b> (P.E. or R.A. only) - <b>stop and proceed the section 3C</b>	<input type="checkbox"/> Work on interior of building
<input type="checkbox"/> Use of hand-held mechanical equipment (P.E. or R.A. only)	<input type="checkbox"/> Work on exterior of building
<input type="checkbox"/> Use of other than hand-held mechanical equipment (P.E. or R.A. only)	<input type="checkbox"/> Raising and/or moving of a building

General description of the type(s) of mechanical demolition equipment used:

**3C** If superseding a previous plan submittal, indicate scan code(s) of the A11: *(Note: any revisions/additions/deletions to the original plan submission must be accompanied by an A11 form detailing all the plan changes)*

**3D Statement by demolition document preparer:**

I have prepared the attached demolition submittal documents in accordance with BC 3306 and certify that they are in compliance.

I hereby state that all of the above information is correct and complete to the best of my knowledge. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both.

Name (please print):

Signature:

Date:

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


12/14



# Demolition Filing & Overview of Building Code

## BEST Recommendation for Mechanical Means Demolition

- In Order To Request A Recommendation In Favor Of Using Mechanical Means For Demolition, You must Complete And Submit (BEST 4) To BEST At Time of Submittal of Pre-demolition Application.
- The Borough Commissioner's Approval Still Required After Receiving BEST Recommendation.

		<b>APPLICATION FOR BEST RECOMMENDATION FOR MECHANICAL MEANS DEMOLITION</b> <i>Application must be typewritten.</i>		<b>BEST USE ONLY DEMOLITION #</b>	
<b>Structure and Location Information:</b>					
Number of structures at this address you intend to demolish (a separate application is required for each):					
Name:		Company:			
E-mail:		Phone:		Fax:	
Application date:		<input type="checkbox"/> Bronx <input type="checkbox"/> Brooklyn <input type="checkbox"/> Manhattan <input type="checkbox"/> Queens <input type="checkbox"/> Staten Island			
Structure type (check only one): <input type="checkbox"/> House <input type="checkbox"/> Garage <input type="checkbox"/> Shed <input type="checkbox"/> Commercial Building <input type="checkbox"/> Other:					
Building address:					
Cross streets:		BIN:		Block:    Lot:	
All AKA's ("Also-Known-As", if applicable):					
BIS job # for demolition (DM) filing:			Other related BIS job #s:		
Distance from nearest street corner (in feet):					
<b>Mechanical Means Information:</b>					
Description of mechanical equipment proposed for demolition:					
<input type="checkbox"/> Requesting full mechanical demolition <input type="checkbox"/> Requesting partial mechanical demolition					
A plot plan must accompany this request. It must show:					
<ul style="list-style-type: none"> <li>• the size of the lot, the size, location and height of all structures on the lot of adjacent structures</li> <li>• the structures which are to be demolished and the structures or portions thereof which are to be demolished by mechanical means</li> <li>• the construction classification of the building to be demolished</li> <li>• the mechanical means to be used (type of machinery) and proposed location of it</li> <li>• the safety zone</li> <li>• the location of the sidewalk shed, fences and other protective construction</li> <li>• the width of the adjoining street</li> </ul>					
<b>Agreement and Signature:</b>					
By signing below, I agree that if issued a mechanical means permit:					
<ul style="list-style-type: none"> <li>• A construction fence will be erected along the perimeter of job site. No persons other than the operator of the equipment will be permitted within the safety zone of demolition while the mechanical means method of demolition is in use. No part of the equipment, when in use will extend beyond the permitted boundaries. Letter of Request, Letter of Permission and Plot Plan must be available on the premises during course of demolition.</li> <li>• All Building Department regulations will be followed when performing the demolition in accordance with Chapter 19 Article 6, section 27-1039d.</li> <li>• All hand demolition will be completed and inspected by B.E.S.T. prior to commencement of any Mechanical demolition</li> </ul>					
Print Name:		Title:			
Company:					
Signature:				Date:	
<b>BEST Use Only</b> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved					
Reviewed by:		Signature:		Badge #    Date:	
Supervisor:		Signature:		Badge #    Date:	
Comments:					
safety • service • integrity <span style="float: right;">BEST4 (7/08)</span>					





# Demolition Filing & Overview of Building Code

- All Demolition Applications Must Be Pre-filed Prior To Requesting A Pre-demolition Inspection From BEST
- Best Will Only Accept Applications For Inspection Prior To Demolition (B Form 2A) With The Nine Digit BIS Job Number On The Upper Right Hand Corner Of The Form

NYC Buildings		APPLICATION FOR INSPECTION PRIOR TO DEMOLITION (AND PRE-DEMOLITION REPORT)		BEST USE ONLY DEMOLITION #
<i>Application must be typewritten.</i>				
<b>Applicant, please complete all information requested below.</b> (For mechanical demolition requests complete form BEST-4 as well.)				
Number of structures at this address you intend to demolish (a separate application is required for each):				
Name:	Company:			
E-mail:	Phone:	Fax:		
Application date:	<input type="checkbox"/> Bronx	<input type="checkbox"/> Brooklyn	<input type="checkbox"/> Manhattan	<input type="checkbox"/> Queens <input type="checkbox"/> Staten Island
Structure type (check only one):	<input type="checkbox"/> House	<input type="checkbox"/> Garage	<input type="checkbox"/> Shed	<input type="checkbox"/> Commercial Building <input type="checkbox"/> Other:
Building address:	Legalizing a completed demolition?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Cross streets:	BIN:	Block:	Lot:	
All AKA's ("Also-Known-As", if applicable):				
BIS job # for demolition (DM) filing:	Other related BIS job #s (if applicable):			
Distance from nearest street corner (in feet):	Mechanical demolition requested?		<input type="checkbox"/> No <input type="checkbox"/> Full <input type="checkbox"/> Partial	
<b>BEST must be notified in writing 24 hours prior to the commencement of any full demolition (see BC 105.6.1).</b>				
<b>PLOT DIAGRAM (MUST INDICATE ZONE OF SAFETY ON DIAGRAM)</b>				
				<b>N</b>  The north point of the diagram must agree with the arrow
<i>A survey may be submitted in addition to or in lieu of a plot diagram as long as the zone of safety is indicated.</i>				
<b>DO NOT WRITE BELOW THIS LINE: OFFICIAL USE ONLY</b>				
Date of report:	Number of stories:	Height of building:		
Occupancy: Is building vacant? <input type="checkbox"/> Yes <input type="checkbox"/> No	Sidewalk shed required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, has a sidewalk shed been erected? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide permit number:</i>				
Does the building have fire escapes or other exits used jointly with an adjoining or abutting building? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Will the removal of the fire escape or other exit affect the adjoining building? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Does the building have party walls or walls enclosing an adjoining building? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please describe:				
Has the demolition of the building commenced? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, answer the following questions:</b>				
Has work been stopped? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have the police been notified? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Has an ECB violation been issued? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, provide ECB violation number:		
Comments:				
<b>Inspection Result:</b> <input type="checkbox"/> Pass <input type="checkbox"/> Fail				
Inspected by:	Signature:	Badge #	Date:	
Supervisor:	Signature:	Badge #	Date:	
Administrative Comments:				



# Demolition Filing & Overview of Building Code

Important for Demolition

- Item 3 – Special Inspection items:
- Mechanical Demolition
- Structural Stability – Existing Buildings  
May Be A Requirement For The Adjoining Buildings During Demolition Operations

**TR1: Technical Report  
Statement of Responsibility**

This form is not to be typewritten

One and only: BS  
 Job number label is X

---

**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 \_\_\_\_\_

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


Y	N	Special Inspections	Code/Section	3B Identification of Responsibilities		3C Certificate of Complete Inspections / Tests		3D Withdrawal Responsibilities	
				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						
<input type="checkbox"/>	<input type="checkbox"/>	Structural Cold-Formed Steel	BC 1704.3.4						
<input type="checkbox"/>	<input type="checkbox"/>	Concrete – Cast-in-Place	BC 1704.4						
<input type="checkbox"/>	<input type="checkbox"/>	Concrete – Precast	BC 1704.4						
<input type="checkbox"/>	<input type="checkbox"/>	Concrete – Prestressed	BC 1704.4						
<input type="checkbox"/>	<input type="checkbox"/>	Masonry	BC 1704.5						
<input type="checkbox"/>	<input type="checkbox"/>	Wood – Installation of High-Load Diaphragms	BC 1704.6.1						
<input type="checkbox"/>	<input type="checkbox"/>	Wood – Installation of Metal-Plate-Connected Trusses	BC 1704.6.2						
<input type="checkbox"/>	<input type="checkbox"/>	Wood – Installation of Prefabricated Joists	BC 1704.6.3						
<input type="checkbox"/>	<input type="checkbox"/>	Subgrade Inspection	BC 1704.7.1						
<input type="checkbox"/>	<input type="checkbox"/>	Subsurface Conditions – Fill Placement & In-Place Density	BC 1704.7.2 BC 1704.7.3						
<input type="checkbox"/>	<input type="checkbox"/>	Subsurface Investigations (Borings/Test Pits)	TR4 BC 1704.7.4						
<input type="checkbox"/>	<input type="checkbox"/>	Deep Foundation Elements	TR5 BC 1704.8						
<input type="checkbox"/>	<input type="checkbox"/>	Helical Piles (BB # 2014-020)	TR5H BC 1704.8.5						
<input type="checkbox"/>	<input type="checkbox"/>	Vertical Masonry Foundation Elements	BC 1704.9						
<input type="checkbox"/>	<input type="checkbox"/>	Wall Panels, Curtain Walls, and Veneers	BC 1704.10						
<input type="checkbox"/>	<input type="checkbox"/>	Sprayed fire-resistant materials	BC 1704.11						
<input type="checkbox"/>	<input type="checkbox"/>	Mastic and Intumescent Fire-resistant Coatings	BC 1704.12						
<input type="checkbox"/>	<input type="checkbox"/>	Exterior Insulation and Finish Systems (EIFS)	BC 1704.13						
<input type="checkbox"/>	<input type="checkbox"/>	Alternative Materials - OTCR Buildings Bulletin # _____	BC 1704.14						
<input type="checkbox"/>	<input type="checkbox"/>	Smoke Control Systems	BC 1704.15						
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Systems	BC 1704.16						
<input type="checkbox"/>	<input type="checkbox"/>	Fuel-Oil Storage and Fuel-Oil Piping Systems	BC 1704.17						
<input type="checkbox"/>	<input type="checkbox"/>	High-Pressure Steam Piping (Welding)	BC 1704.18						
<input type="checkbox"/>	<input type="checkbox"/>	High-Temperature Hot Water Piping (Welding)	BC 1704.18						
<input type="checkbox"/>	<input type="checkbox"/>	High-Pressure Fuel-Gas Piping (Welding)	BC 1704.19						
<input type="checkbox"/>	<input type="checkbox"/>	Structural Stability – Existing Buildings	BC 1704.20.1						
<input type="checkbox"/>	<input type="checkbox"/>	Excavations – Shoring, Shoring, and Bracing	BC 1704.20.2						
<input type="checkbox"/>	<input type="checkbox"/>	Underpinning	BC 1704.20.3 BC 1814						
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Demolition	BC 1704.20.4						

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# Demolition Filing & Overview of Building Code

## Important for Demolition

- Item 3 – Special Inspection Items:
- Sprinkler Systems
- Standpipe Systems



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

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

3A Identification of Requirement Y N	Code/Section	3B Identification of Responsibilities	3C Certificate of Complete Inspections / Tests	3D Withdraw Responsibilities
		Initial & Date	Initial & Date	Initial & Date
<input type="checkbox"/>	Raising and Moving of a Building	BC 1704.20.5		
<input type="checkbox"/>	Soil Percolation Test - Private On-Site Storm Water Drainage Disposal Systems, and Detention Facilities ■	BC 1704.21.1.2		
<input type="checkbox"/>	Private On-Site Storm Water Drainage Disposal Systems, and Detention Facilities Installation	BC 1704.21.2		
<input type="checkbox"/>	Individual On-Site Private Sewage Disposal Systems Installation	BC 1704.22		
<input type="checkbox"/>	Soil Percolation Test - Individual On-Site Private Sewage Disposal Systems ■	BC 1704.22		
<input type="checkbox"/>	Sprinkler Systems	BC 1704.23		
<input type="checkbox"/>	Standpipe Systems	BC 1704.24		
<input type="checkbox"/>	Heating Systems	BC 1704.25		
<input type="checkbox"/>	Chimneys	BC 1704.26		
<input type="checkbox"/>	Fire-resistant Penetrations and Joints	BC 1704.27		
<input type="checkbox"/>	Aluminum Welding	BC 1704.28		
<input type="checkbox"/>	Flood Zone Compliance (attach FEMA elevation/dry proofing certificate where applicable)	BC 1704.29 BC G105		
<input type="checkbox"/>	Luminous Egress Path Markings ■ TR7	BC 1704.30 BC 1024.8		
<input type="checkbox"/>	Emergency and Standby Power Systems (Generators)	BC 1704.31		
<input type="checkbox"/>	Post-installed Anchors (BB# 2014-018, 2014-019)	BC 1704.32		
<input type="checkbox"/>	Seismic Isolation Systems	BC 1707.8		
<input type="checkbox"/>	Concrete Design Mix ■ TR3	BC 1905.3 BC 1913.5	Submit TR3 to complete this item	
<input type="checkbox"/>	Concrete Sampling and Testing ■ TR2	BC 1905.6 BC 1913.10	Submit TR2 to complete this item	

---

**4 Progress Inspection Categories** *Required for all applications. ■ indicates report required.*

4A Identification of Requirement Y N	Code/Section	4B Identification of Responsibilities	4C Certificate of Complete Inspections / Tests	4D Withdraw Responsibilities
		Initial & Date	Initial & Date	Initial & Date
<input type="checkbox"/>	Preliminary	28-116.2.1, BC 110.2		
<input type="checkbox"/>	Footings and Foundation	BC 1103.1		
<input type="checkbox"/>	Lowest Floor Elevation	BC 1103.2		
<input type="checkbox"/>	Structural Wood Frame	BC 1103.3		
<input type="checkbox"/>	Energy Code Compliance Inspections ■ TR6	BC 1103.5	Submit TR6 to complete this item	
<input type="checkbox"/>	Fire-Resistance Rated Construction	BC 1103.4		
<input type="checkbox"/>	Public Assembly Emergency Lighting	28-116.2.4.2, BC 1105		
<input type="checkbox"/>	Final*	28-116.2.4.2, BC 1105, Directive 14 of 1975, and 1 RCNY §101-10		

\* For column 4C, indicate date when the actual final inspection was performed

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**5 Design Applicant's Statements and Signatures** *P.E./R.A. responsible for plans, choose both below and sign/seal.*

I have identified all of the special inspections, progress inspections and tests required for compliance.

I certify that the Special Inspection and Approved Agencies engaged by the owner to supervise the work specified above are acceptable. (BC 1704.1)

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

TR1 12/2014

**Thank You!**