

NYC Development Hub

Hub Self-Service

Industry Filing Guide

January 13, 2014

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About this document

The Department of Buildings (DOB) has expanded the NYC Development Hub to facilitate the automatic acceptance, and permitting of most professionally certified alteration type-2 and alteration type-3 applications.

The benefits of the program include:

- **Faster Approvals** – Enhance customer service for qualified design professionals by expediting the end-to-end approval process for professionally certified minor construction work.
- **Fewer Office Visits** – Automated acceptance of jobs through this program will eliminate the need for borough visits prior to approval.
- **Reduce Paper Submissions** – All documents submitted to the Department through this program will be electronic, eliminating any paper submissions for these jobs prior to approval.

This guide provides information to help industry users participate in Hub *Self-Service*. This includes how to enroll as design professional, guidelines for submitting required items, forms, and plans and how to electronically submit the entire filing to the Department for acceptance.

Document Version Control Table

Version Number	Version Summary	Date
Version 1.0	First Published Release	September 24, 2012
Version 1.1	Updated Release	October 3, 2012
Version 1.2	Updated Release	October 15, 2012
Version 1.3	Updated Release	January 13, 2014

About Hub Self-Service

To participate in Hub *Self-Service*, licensed design professionals must file professionally certified single document Alteration Type-2 (Alt 2) and Alteration Type-3 (Alt 3) applications online through the Department's electronic filing system. **Election into this program will eliminate the need for in person visits through permit.**

A small subset of minor alterations will be excluded from this program:

- *Enlargements*
- *Curb-cuts*
- *Legalizations*
- *Fire alarms*
- *Builders Pavement Plan*
- *Jobs filed on Landmarks Preservation Commission calendared properties*

Additionally the following will not be supported by *Hub Self-Service*:

- Subsequent filings
- Post-Approval Amendments

If you are eligible, the option to enter this program will be made to you when you are on the *Review* page of the Plan/Work application online.

Program Requirements

To use Hub Self-Service:

- *The applicant of record **must** be enrolled with DOB (see below on how to enroll)*
- *All documents and payments **must** be processed and the job must be submitted for DOB acceptance within sixty (60) days of entering Hub Self Service (**notifications will be sent out to the applicant of record, owner, and initial preparer of the PW1 when there are 30 days and 10 days remaining to submit the job for acceptance**)*
- *Permits **must** be processed online through Hub Self Service Program*
- *Payment **must** be made online by credit card only*
- *Application **must** be an Professionally Certified Alteration 2 or 3 (see exceptions above)*

Upon entering Hub *Self-Service*, the job **must** stay in program until submitted for acceptance to DOB and DOB staff process your permit. If an applicant wants to switch out of the program to standard filing, the job must be withdrawn and re-filed. **Once withdrawn, the job cannot be reinstated into the program.** Remember, applicants can copy a previously prepared application when re-filing any plan/work application online.

Additionally, the Applicant of record is responsible for reviewing the application in its entirety prior to submittal, including, but not limited to:

- *Plans*
- *All required items are accurately selected and submitted*
- *All required forms are submitted*
- *All Special and Progress inspections are accurately selected*
- *All waivers are accurately documented*
- *A completed POC1 form (all four pages), with all required statements and signatures from applicant of record and owner, is submitted*
- *Any associated TR1 form(s) identifying the special inspection or progress inspection applicant who will conduct needed special inspections and/or progress inspections.*
- *Any associated Work Permit Application(s) – PW2 form(s)*
Note: *the PW2 form(s) can be completed by a registered general contractor or licensed tradesperson and does not need to be completed by the applicant of record. You have an option to opt-out of submitting a PW-2 form, which would be made available to you in **eSubmit** before you submit your application to DOB. The PW2 can be uploaded by any individual with an eFiling Preparer account.*

All plans must follow the Department's Drawing Standards for Plan/Work Applications, which is available at: http://www1.nyc.gov/assets/buildings/pdf/drawing_standards_08132010.pdf.

Note the following change to Title Block Standards.

OLD:

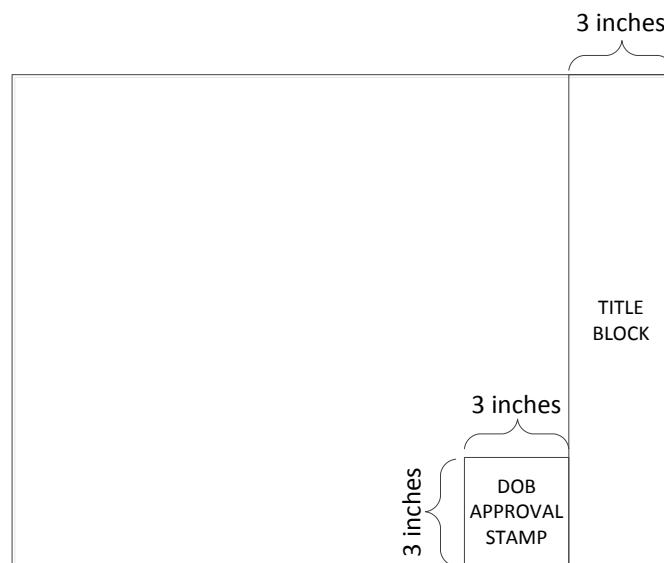
Designated space for DOB employee stamps and signatures (minimum 3" x 3");

If space is not provided within the title block, a minimum of 3" x 3" of clear space must be provided on the lower right hand portion of each sheet.

NEW:

Designated space for DOB approval stamps (minimum 3" x 3");

A minimum of 3" x 3" of clear space must be provided on the lower right hand portion of each sheet. This space must be directly to the left of the title block. All title blocks must be exactly 3" in width. See diagram below for sample:



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Enrolling with the NYC Department of Buildings

To participate in the program you must first enroll with DOB and obtain an online account. To enroll, please access the Department's website at www.nyc.gov/buildings and click on 'Electronic Filing.' To enroll, you must have an active email account.

If you are a NYS registered architect or professional engineer: You must enroll as a design professional. Once you receive an email notification that enrollment is complete, follow the instructions, print the authentication form, and sign and seal it and submit to the Department for authorization and activation of your account. Submittals should be dropped off to:

NYC Development Hub
Department of Buildings
80 Centre Street, 3rd floor
New York, NY 10013
ATTN: NYC Development Hub Enrollment

or mailed in to:

The Hub Authentication Center
Department of Buildings
280 Broadway, 5th floor
New York, NY 10007

Once DOB processes your application and activates your account, you will receive a notification by email. DOB will process applications within 2 business days.

If you are a preparer: You must enroll as a preparer. An enrolled Preparer has authorization to create new applications online, but cannot submit the application. The Preparer can send the prepared application to a DOB enrolled registered design professional for review and submittal.

For more information on the Department's electronic filing system please access the user guide at: www1.nyc.gov/assets/buildings/pdf/efiling_user_guide.pdf.

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Using the Program

To use Hub *Self-Service*, you must prepare your job application using the Department’s electronic filing system, as you would today. Preparers or Design Professionals must choose to enter Hub *Self-Service* on the current Plan/Work application *Review* page. To take advantage of this program, please follow the steps described below.

1. Log-into the NYC Development Hub using your account email address and password. Click the “Minor Construction” box and then expand the “Hub Self-Service” bar. Select “Begin New Job Application” to start preparing an application for the first time.

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

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

Begin New Job Application

Manage Job Applications

Manage Address Book

By submitting documents online I certify that I am authorized to submit documents for the specified job and that I have in my possession all original documents.

☐ I agree to the terms above.

Electronically Submit Documents

2. The “Welcome to the Plan/Work Approval Application” screen should then display. Enter a User Ref ID which is a reference ID that you can use to locate this application at a future time by using the “Manage Job Applications” function shown in the screen shot above. Select the “Initial” radio button to indicate the appropriate Filing Type and select “Alteration 2” or “Alteration 3” to indicate the “Job/Project Type”, and click “Next”. **Please note that subsequent filings and all other job/project types are excluded from this program. For the complete list of exclusions and requirements see page 4 above.**

Welcome to the Plan/Work Application

Please enter the following information and click "Next" [\(show help for this section\)](#)

At this time PAAs cannot be prepared online. All PAAs must be prepared manually using PDF [fill-in forms](#) and submitted in-person to the appropriate [borough office](#).

*User Ref ID	Test Job	 Use any combination of numbers and letters you want to identify this application.
*Filing Type	☒ Initial ☐ Subsequent	
*Job/Project Type	Alteration 2	

Next >

NYC Development Hub

- The "Job Info" screen should display. Follow the instructions and provide the information requested information in the fields available for all sections, Job Info, Work Types, Considerations, Bldg Info, and Comments. Fields marked with red asterisks (*) are required.

Plan/Work Application

Job Info	Work Types	Considerations	Bldg Info	Comments	Validate
Job Location	Applicant	Filing Rep	Owner	Owner Statements	Job Desc

ALTERATION 2 - INIT

User Ref ID : TEST JOB

DOB Reference Number : T00000274959

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			
Pick a Borough ▼					
*Block	*Lot				
Apartment/Condo Numbers					
Numeric Floor Ranges					
	thru		thru		
Specific Floors					
*What type of building is this job being filed under?					
☐ 1, 2, or 3 Family ☐ Other					
*User Ref ID					
TEST JOB					

Applicant (show help for this section)						Open Address Book
*Last Name	*First Name	M.I.	*Applicant Type			
			Please Specify... ▼			
*Business Name		*E-mail		*Phone		
*Address: Number	*Street Name	Apt, Suite, Bldg, Unit, etc.				
*City	*State	*Zip	Mobile Telephone		Fax	
	NY ▼					
*Is Directive 14 Acceptance Requested? ☐ Yes ☒ No						
*Review is requested under which Building Code? ☐ 2008 ☐ 1968 ☐ Prior to 1968						
						Add to Address Book

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- In the “Considerations” section, select “Professional Certification” from the “How will this application be filed” drop down menu.

Plan/Work Application

Job Info	Work Types	Considerations	Bldg Info	Comments	Validate
Considerations NYCECC Plans					
ALTERATION 2 - INIT					
User Ref ID : TEST JOB			DOB Reference Number : T00000274959		
Considerations <i>(show help for this section)</i>					
*How will this application be filed?		Professional Certification			
*Is this application filed to comply with local law(s)?		Please Specify...			
*Is there a Restrictive Declaration / Easement?		Standard Plan Examination or Review			
*Is there Zoning Exhibit (I, II, III, etc)?		Professional Certification			
*Does this application include other considerations, limitations, or restrictions?		Professional Certification of Objections			
*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			

Continue to complete your application and once complete, click “Validate”.

5. Once you have successfully validated your application and you are on the *Review* page, if your job is eligible for Hub *Self-Service*, you will be given the option to take advantage of this program. To do so, select “Yes, I would like to continue to electronically submit all required documentation and pay online” After selecting yes, click on the “Continue” button at the bottom of the page to file your job. At this time you will:

- *receive your job number, and*
- *be taken to electronically submit all required documents including plans, Professional Certification Checklist (POC1), required items, and other forms*

Please note this option will only appear for jobs that are qualified to participate in this program. For a list of exclusions as well as the requirements for the program see page 4 above

Plan/Work Application

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 : TEST1

DOB Reference Number : T00000274875

Do you want to use e-filing 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.

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](#)

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Upon clicking continue, you will be taken to the following screen:



NYC
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Hub

Search eSubmit

Logout

Help?

Electronically Submit Job Documents

This job will automatically close in 47 days, on 11/19/2012. [show additional information on use of this page.](#)

Premises: 280 BROADWAY MANHATTAN
BIN: 1079215 Block: 153 Lot: 1002
Applicant Name: ANAND SHAH

Job No: 140026157
Job Type: A3 - ALTERATION TYPE 3
License Type: RA License No.: 123456

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](#)

	WHO RECV*	PRI TO	REQUIRED DATE	RECEIVED DATE	DATE CERTIFIED	WAIVED	UPLOAD DOC
2 TOTAL ITEMS REQUIRED FOR JOB PRIOR TO APPROVAL ONLY							
LANDMARKS APPROVAL	T	APP	09/20/2012				☐
VERIFY DOB PLAN NAMING STANDARD IS MET	N	APP	09/20/2012				☐

Additional Job Documents

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

Additionally, the applicant of record, owner, and initial preparer of the PW1 will receive an email notification that the job has opted in to Hub *Self-Service*.

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Last updated: January 13, 2014

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Submitting Required Documents

To complete your application, you must pay all applicable filing fees required prior to approval and electronically submit your full set of documents. This includes your plans, Professional Certification Checklist (POC1), required items, and other forms. You have an option to opt-out of submitting a PW-2 form, which would be made available to you in eSubmit before you submit your application to DOB.

Note: You must flatten all PDF files prior to submitting. In addition, you may not submit password protected or other types of “secure” PDF files. POC1 is a special 4 page form for HUB Self Service projects that captures applicant’s statements and signatures from following forms: PW1 section 25, PW1B section 7, PC1 section 3, TR1 section 5 and TR8 section 4. It also captures owner’s statements and signatures from: TR1 section 6 and PW1 section 26. All other forms selected on PC1 form by the applicant whose information is not captured on the POC1 form will need to be properly completed and uploaded.

If you choose to waive an auto-populated item required prior to approval, you must submit documentation, signed and sealed as appropriate, which provides the reason why this item is being waived. If appropriate you can also provide such required item waiver justification on the AI1 form.

To submit required documents for Hub *Self-Service*; please follow the steps described below. For more information submitting documents online please access the user guide at:

http://www1.nyc.gov/assets/buildings/pdf/eSubmit_guide.pdf.

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1. There are two ways to log-into electronically submit documents: 1) by clicking continue on the Plan/Work application *Review* screen or 2) by re-logging into the NYC Development Hub using your email address and password. Once you re-login, Click the “Minor Construction” box and then expand the “Hub Self-Service” bar. Then click the “Electronically Submit Documents” button. **Note: If you are already logged in and have just clicked on “continue” from the Plan/Work application *Review* screen, please continue to step 3 below.**

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

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

[Begin New Job Application](#)

[Manage Job Applications](#)

[Manage Address Book](#)

By submitting documents online I certify that I am authorized to submit documents for the specified job and that I have in my possession all original documents.

☒ I agree to the terms above.

[Electronically Submit Documents](#)

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2. The next landing page allows you to search for your Hub *Self-Service* job by using the “Job Search” function. You may either enter the job number or click on any of the job number links in the Pending tables.

The “Pending Job List” displays jobs for which the user is currently working on. If you are enrolled with DOB as a design professional, the “Jobs Pending Applicant Submittal” list displays all filed jobs pending the design professional’s submittal to DOB for acceptance. Note: the *Submission Deadline* is the date by which, the Applicant of Record for the filing must submit the application to the Department for acceptance. This will be 60 days from filing the job and entering into the program.

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: 23

[View All...](#)

Job #	Job Type	BIN	Address	# Pending	Oldest Doc Submitted	Submission Deadline
140002146	ALTERATION 3	1079215	280 BROADWAY	2	08/09/2012 1:24 PM	07/09/2012
140003822	ALTERATION 3	1079215	280 BROADWAY	9	08/08/2012 2:07 PM	08/31/2012
140004206	ALTERATION 3	1079215	280 BROADWAY	2	08/21/2012 3:18 PM	09/14/2012
140004607	ALTERATION 3	1079215	280 BROADWAY	4	07/26/2012 1:13 PM	09/24/2012
140004616	ALTERATION 3	1079215	280 BROADWAY	5	07/26/2012 4:00 PM	09/24/2012
140004634	ALTERATION 3	1079215	280 BROADWAY	2	07/27/2012 9:12 AM	09/25/2012
140004849	ALTERATION 3	1079215	280 BROADWAY	2	08/09/2012 11:01 AM	10/08/2012
140004858	ALTERATION 3	1079215	280 BROADWAY	2	08/09/2012 11:21 AM	10/08/2012

Jobs Pending Applicant Submittal: 28

[View All...](#)

Job #	Job Type	BIN	Address	Licensee	Date Filed	Submission Deadline
140005802	ALTERATION 3	1079215	280 BROADWAY	RA-123456	09/12/2012	11/11/2012
140005795	ALTERATION 3	1079215	280 BROADWAY	RA-123456	09/12/2012	11/11/2012
140005580	ALTERATION 3	1079215	280 BROADWAY	RA-123456	09/06/2012	11/05/2012
140005189	ALTERATION 3	1079215	280 BROADWAY	RA-123456	08/16/2012	10/15/2012
140005161	ALTERATION 3	1079215	280 BROADWAY	RA-123456	08/15/2012	10/14/2012
140005152	ALTERATION 3	1079215	280 BROADWAY	RA-123456	08/15/2012	10/14/2012
140005143	ALTERATION 3	1079215	280 BROADWAY	RA-123456	08/15/2012	10/14/2012

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Adding Electronic Forms

- The “Electronically Submit Job Documents” page should then display. You must complete and generate required electronic forms such as PC1, TR8, and TR1. By completing these electronic forms, you would also populate selected required items in the Department's BIS database. To complete your electronic PC1: Required Item Checklist Certification, click “PC1” in the “Electronic Forms” section of page.

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.

- To add a required item, click “Yes.” To remove required items click “No”, or if the item has been auto-populated, click “Waive”. “Yes”, “No”, or “Waive” must be selected for each item. As a reminder all waived required items must be associated with appropriate documentation which justifies the waiver.

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: 140002146
 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			Description
Yes	No	Waive	
☐	☐	☒	LANDMARKS APPROVAL
☐	☒	☐	LANDMARKS SIGNOFF
☐	☒	☐	SEWER CONNECTION: DEP SD1 & SD2
☐	☒	☐	HPD: SRO MD CERTIFICATE OF NO HARASSMENT
☐	☒	☐	U.S. ARMY CORPS OF ENGINEERS APPROVAL
☐	☒	☐	TRANSIT AUTHORITY APPROVAL
☐	☒	☐	FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF
☐	☒	☐	URBAN RENEWAL AREA: HPD APPROVAL
☐	☒	☐	SEPTIC INSTALLATION: DEP APPROVAL
☐	☒	☐	ADDRESS: NEW HOUSE NUMBER APPROVED
☐	☒	☐	TAX LOT: TENTATIVE LOT NUMBER ISSUED
☐	☒	☐	STREET: NEW STREET NAME APPROVED
☐	☒	☐	FIRE PROTECTION PLAN(FPP): FDNY APPROVAL
☐	☒	☐	LOFT BOARD CERTIFICATE
☐	☒	☐	BSA VARIANCE
☐	☒	☐	TREE REMOVAL: OUTSIDE PROP./PARKS APPR
☐	☒	☐	TREE REMOVAL: SPEC. ZON. DIST./CPC APPR
☐	☒	☐	FOREIGN GOVT PROPERTY: STATE DEPT. LTR
☐	☒	☐	BPP-PARKS: REMOVE MATURE TREE
☐	☒	☐	BPP-BSA REQUIREMENTS
☐	☒	☐	BPP-CPC REQUIREMENTS
☐	☒	☐	BPP-TA: RELOCATE BUS STOP

- After you have selected all required items needed for this application filing, you must click “Save & Generate Form” to save your information, and generate your PC1 based on the information you selected. Once your electronic form has been generated, you can go back and modify the information you selected until you submit your job for DOB acceptance.

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: 140002146
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
☒	ITEMS REQUIRED PRIOR TO C OF O OR SIGNOFF

Cancel

Save & Generate Form

- Note: If your job requires a TR8: Energy Code Progress Inspection Technical Report, you must first add the TR8 as a required item on the PC1 to generate a form by clicking “Yes”.

☐	☒	☐	NYCECC EXEMPTION
☐	☒	☐	A11 OBJECTIONS RESPONSE
☒	☐	☐	TR8: ENERGY CODE PROGRESS INSPS TECHNICAL REPORT
☐	☒	☐	NYCECC ANALYSIS
☐	☒	☐	FDNY FIRE SUPPRESSION FEE PAYMENT RECEIPT
☐	☒	☐	PTA3: GREEN ROOF TAX ABATEMENT APPLIC (PRELIMINARY)
☐	☒	☐	PTA4: SOLAR TAX ABATEMENT APPLICATION (PRELIMINARY)

☒	ITEMS REQUIRED PRIOR TO PERMIT
☒	ITEMS REQUIRED PRIOR TO C OF O OR SIGNOFF

Cancel

Save & Generate Form

Then click “TR8” in the “Electronic Forms” section of the e-Submit page to complete all required information.

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.

- Once in the electronic TR8, to add an Energy Code Progress Inspection, click “Yes.” To remove an Energy Code Progress Inspection click “No.” “Yes” or “No” must be selected for each item.

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

Premises: 280 BROADWAY MANHATTAN BIN:1079215 Block: 153 Lot: 1002		Job No: 140002146 Job Type: A3 - ALTERATION TYPE 3
Please select all required Energy Code Progress Inspections		
PROGRESS INSPECTIONS		
Yes	No	Description
☐	☒	PROTECTION OF FOUNDATION INSULATION
☐	☒	INSULATION PLACEMENT & R VALUES
☐	☒	FENESTRATION THERMAL VALUES & RATINGS
☐	☒	FENESTRATION RATINGS FOR AIR LEAKAGE
☐	☒	FENESTRATION AREAS
☐	☒	AIR SEALING AND INSULATION - VISUAL
☐	☒	AIR SEALING AND INSULATION - TESTING
☐	☒	PROJECTION FACTORS
☐	☒	FIREPLACES
☐	☒	DAMPERS INTEGRAL TO BUILDING ENVELOPE
☐	☒	HVAC & SERVICE WATER HEATING EQUIPMENT
☐	☒	HVAC & SERVICE WATER HEATING SYSTEM CONTROLS
☐	☒	DUCT PLENUM & PIPING INSULATION & SEALING
☐	☒	DUCT LEAKAGE TESTING
☐	☒	ELECTRICAL METERING
☐	☒	ELECTRIC MOTORS
☐	☒	LIGHTING IN DWELLING UNITS
☐	☒	TANDEM WIRING
☐	☒	EXIT SIGNS
☐	☒	INTERIOR LIGHTING POWER
☐	☒	EXTERIOR LIGHTING POWER
☐	☒	MAINTENANCE INFORMATION
☐	☒	LOADING DECK WEATHER SEALS
☐	☒	VESTIBULES

- After you have selected all Energy Code Progress Inspections needed for this application filing, you must click “Save & Generate Form” to save your information, and generate your TR8 based on the information you selected. Once your electronic form has been generated, you can go back and modify the information you selected until you submit your job for DOB acceptance.

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

Premises: 280 BROADWAY MANHATTAN BIN:1079215 Block: 153 Lot: 1002		Job No: 140002146 Job Type: A3 - ALTERATION TYPE 3
Please select all required Energy Code Progress Inspections		
PROGRESS INSPECTIONS		

Cancel

Save & Generate Form

DRAFT DOCUMENT

9. Similarly to the PC1 and TR8, to complete your electronic TR1 Technical Report: Statement of Responsibility, click “TR1” in the “Electronic Forms” section of the e-Submit page.

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.

10. Once in the electronic TR1, to add a Special Inspection or Progress Inspection, click “Yes.” To remove an Special Inspection or Progress Inspection click “No.” “Yes” or “No” must be selected for each item.

TR1: Technical Report, Statement of Responsibility

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

Job No: 140002146
Job Type: A3 - ALTERATION TYPE 3

Please select all required Special Inspections and Progress Inspections

☒ SPECIAL INSPECTIONS

Yes	No	Description
☒	☐	FLOOD ZONE COMPLIANCE
☐	☒	FIRE ALARM TEST
☐	☒	PHOTOLUMINESCENT EXIT PATH MARKINGS
☐	☒	EMERGENCY POWER SYSTEMS (GENERATORS)
☐	☒	STRUCTURAL STEEL - WELDING
☐	☒	STRUCTURAL STEEL - ERECTION & BOLTING
☐	☒	STRUCTURAL COLD-FORMED STEEL
☐	☒	CONCRETE - CAST-IN-PLACE
☐	☒	CONCRETE - PRECAST
☐	☒	CONCRETE - PRESTRESSED
☐	☒	TR2: CONCRETE TEST CYLINDERS TECHNICAL REPORT
☐	☒	MASONRY
☐	☒	WOOD - OFF-SITE FABRICATION OF STRUCTURAL ELEMENTS
☐	☒	WOOD - INSTALLATION OF HIGH-LOAD DIAPHRAGMS
☐	☒	WOOD - INSTALLATION OF METAL-PLATE-CONNECTED TRUSSES
☐	☒	WOOD - INSTALLATION OF PREFABRICATED I-JOISTS
☐	☒	SOILS - SITE PREPARATION

11. After you have selected all Special Inspections and Progress Inspections needed for this application filing, you must click “Save & Generate Form” to save your information, and generate your TR1 based on the information you selected. Once your electronic form has been generated, you can go back and modify the information you selected until you submit your job for DOB acceptance.

TR1: Technical Report, Statement of Responsibility

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

Job No: 140002146
Job Type: A3 - ALTERATION TYPE 3

Please select all required Special Inspections and Progress Inspections

☒ SPECIAL INSPECTIONS

☐ PROGRESS INSPECTIONS

Cancel

Save & Generate Form

Uploading Required Items/Forms/Plans

12. To Upload Required Items, select the “Upload Doc” checkbox in the *Required Items* table shown below to prepopulate the document you are uploading in the Filing Documents section. Some required items will require you to provide additional information such as the “docket number” for the “Landmarks Approval”.

Required Items (show help)									
Items Required By:	☒ All Items ☐ Open Items		Prior To:	☒ Approval	☐ Permit	☐ Signoff	Display		
5 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	05/10/2012				☒
ASBESTOS: CERTIFICATION (DEP ACP5)			N	APP	05/10/2012				☐
COST AFFIDAVIT ESTIMATE: (PW3)			N	APP	05/10/2012				☐
VERIFY DOB PLAN NAMING STANDARD IS MET			N	APP	05/10/2012				☐
TR8: ENERGY CODE PROGRESS INSPS TECHNICAL REPORT			N	APP	07/16/2012				☐
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.	
LANDMARKS APPROVAL	
*Docket Number:	
*Select File to Upload:(PDF or JPG format only. Maximum size limit:10MB)	
Browse...	Submit File

Additionally, note that items that have a ‘?’ where the “Upload Doc” checkbox normally is, are either electronically generated forms (e.g. TR8 in the example shown above) or required items that are also DOB forms (e.g. PW3 in the example shown above). To upload these documents, upload as a DOB form by following the process explained below in step 13.

NYC Development Hub

13. To Upload Forms, select “Upload Forms” in the Select Upload Type section of the e-Submit page. Select a form type from the dropdown list, browse file, and select submit to complete.

[illegible]

14. Some forms will prompt you to provide additional data including, but not limited to, your license number (TR4, TR5, TR7), CAI number (ACP5), and concrete lab license number (TR2, TR3) prior to submission.

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 Forms

Upload Forms:

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

*Select Form Name :

ACP5-ASBESTOS: CERTIFICATION (DEP ACP5)

*CAI Number:

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

Browse...

Submit File

15. To Upload Plans, select “Upload Plans” in the Select Upload Type section of the e-Submit page. Select a “CompletePlanSet” from the Select Plan Name dropdown list, browse file, and click “Submit File” to complete.

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 Plans
SELECT UPLOAD TYPE
Upload Job Documents
Upload Forms
Upload Plans
the drop down or check the appropriate checkbox above to upload the file.
*Select File to Upload:(PDF format only. Maximum size limit:250MB)
Browse... Submit File

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 Plans
Upload Plans:
*Select the Document type from the drop down or check the appropriate checkbox above to upload the file.
*Select Plan Name : PICK A PLAN TYPE
*Select File to Upload: PICK A PLAN TYPE (Maximum size limit:250MB)
CompletePlanSet
Browse... Submit File

All plans must follow the Department's Drawing Standards for Plan/Work Applications, which is available at: http://www1.nyc.gov/assets/buildings/pdf/drawing_standards_08132010.pdf.

Please note: The following change to Title Block Standards.

OLD:

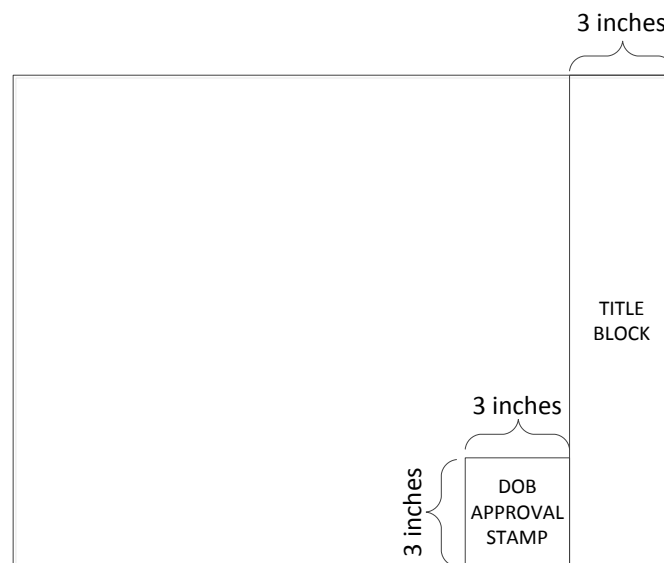
Designated space for DOB employee stamps and signatures (minimum 3" x 3");

If space is not provided within the title block, a minimum of 3" x 3" of clear space must be provided on the lower right hand portion of each sheet.

NEW:

Designated space for DOB approval stamps (minimum 3" x 3");

A minimum of 3" x 3" of clear space must be provided on the lower right hand portion of each sheet. This space must be directly to the left of the title block. All title blocks must be exactly 3" in width. See diagram below for sample:



NYC Development Hub

Making Payments

There are two ways to make an online payment for Hub *Self-Service*: 1) by entering your Job Application Number and Job Document Number and clicking “Pay” under the Hub Self-Service section on the initial landing page:

The screenshot shows the NYC Development Hub Self-Service landing page. It features four main service categories in a 2x2 grid: Major Construction (New Buildings, Major Alterations, Demolitions), Minor Construction (Hub Self-Service, Minor Alterations, Signs), Electrical and Minor Plumbing (All Electrical Work, Limited Alteration Application), and Manage Your Account (Add License Type, Add Sustainable Contractor Designation). Below these is a 'Hub Self-Service' section with a 'Read additional information' link and three buttons: 'Begin New Job Application', 'Manage Job Applications', and 'Manage Address Book'. A certification statement follows, with a checkbox for 'I agree to the terms above.' and an 'Electronically Submit Documents' button. At the bottom, there is an 'Electronic Payment for Hub Self-Service jobs' section with input fields for 'Job Number' and 'Job Document Number', and a 'Pay' button.

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

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

Begin New Job Application

Manage Job Applications

Manage Address Book

By submitting documents online I certify that I am authorized to submit documents for the specified job and that I have in my possession all original documents.

☐ I agree to the terms above.

Electronically Submit Documents

Electronic Payment for Hub Self-Service jobs.

Job Number:

Job Document Number:

Pay

Or 2) click ‘Pay Now’ in the “Filing Fee” section of the “Electronically Submit Job Documents” page:

The screenshot shows the 'Filing Fee' section of the 'Electronically Submit Job Documents' page. It includes a 'show help' link, a table showing 'Amount Paid to Date: \$0.00' and 'Total Payment Due: \$380.00', and a 'Pay Now' button.

Filing Fee (show help)	
Amount Paid to Date:	\$0.00
Total Payment Due:	\$380.00
Pay Now	

NYC Development Hub

1. The “Job Payment” window should then display. Review your filing fees and click “Preview” to proceed with your payment.

Job Payment

Premises: 280 BROADWAY MANHATTAN BIN: 1079215 Block: 153 Lot: 1		Job No: 140101066 Doc: 01 Job Type: A3 - ALTERATION TYPE 3
--	--	---

Location Information (Filed At)		
Borough	House Number	Street Name
MANHATTAN	280	BROADWAY

Payment Due	
Amount Paid to Date: \$0.00	
Full Payment Due: \$450.00	
Records Management Fee Due: \$165.00	
Landmarks Fee Due: \$95.00	
Full Filing Fee Due: \$190.00	

[Back to Submit Documents](#)[Preview](#)

2. The “Job Payment Preview” window should then display. After reviewing your payment, click “Pay Now” to proceed with payment or “Back” to modify your payment.

Job Payment Preview

Premises: 280 BROADWAY MANHATTAN BIN: 1079215 Block: 153 Lot: 1		Job No: 140101066 Doc: 01 Job Type: A3 - ALTERATION TYPE 3
--	--	---

Location Information (Filed At)		
Borough	House Number	Street Name
MANHATTAN	280	BROADWAY

Payment Summary	
Full Payment: \$450.00	

[Back](#)[Pay Now](#)

- To enter your payment information you must first **select** a Payment Method – Credit or Debit Card or E-Check.

Please note: Beginning January 13, 2014, a convenience fee of 2.49% will be added to all payments made by Credit or Debit Card. Payment made by E-Check are not subject to additional fees.

Payment Entry – Credit or Debit Card:



Payment Entry

The City of New York offers multiple payment options. As a convenience to you, the City of New York accepts credit and debit cards. If you choose to pay with a credit or debit card, you will be charged a fee of 2.49% of the payment amount. **This fee is nonrefundable.** You will see this amount before you check out. The fee will be shown as a separate charge on your credit or debit card statement, and the New York City Department of Finance will be the merchant. If you pay by E-Check, you will not be charged a fee.

You will be asked on the next page to agree to Terms and Conditions governing the use of this website, as well as the services accessed from it. If you choose not to accept the [Terms and Conditions](#) by declining to click "I Agree" on the next page, you will not be able to make a payment on this site and none of your personal information that you insert below will be transmitted or retained by the City of New York.

Payment Method: Credit or Debit Card

Card Information

Card Number

Expiration Date Month Year

Card Identification Code



Billing Information

Name

Address

City

State New York

Zip

Phone

Email

Re-Enter Email

If you are paying with a credit or debit card, please make sure that the name and address entered above is the same as the one associated with this credit or debit card.

Cancel Continue

[Privacy Policy](#) [Terms of Use](#) [Terms and Conditions](#) [FAQs](#) [Contact Us](#)

Payment Entry – E-Check:



Payment Entry

The City of New York offers multiple payment options. As a convenience to you, the City of New York accepts credit and debit cards. If you choose to pay with a credit or debit card, you will be charged a fee of 2.49% of the payment amount. **This fee is nonrefundable.** You will see this amount before you check out. The fee will be shown as a separate charge on your credit or debit card statement, and the New York City Department of Finance will be the merchant. If you pay by E-Check, you will not be charged a fee.

You will be asked on the next page to agree to Terms and Conditions governing the use of this website, as well as the services accessed from it. If you choose not to accept the [Terms and Conditions](#) by declining to click "I Agree" on the next page, you will not be able to make a payment on this site and none of your personal information that you insert below will be transmitted or retained by the City of New York.

Payment Method: E-Check

Bank Account Information

Routing Number

Account Number

Re-enter Account Number



Billing Information

Name

Address

City

State New York

Zip

Phone

Email

Re-Enter Email

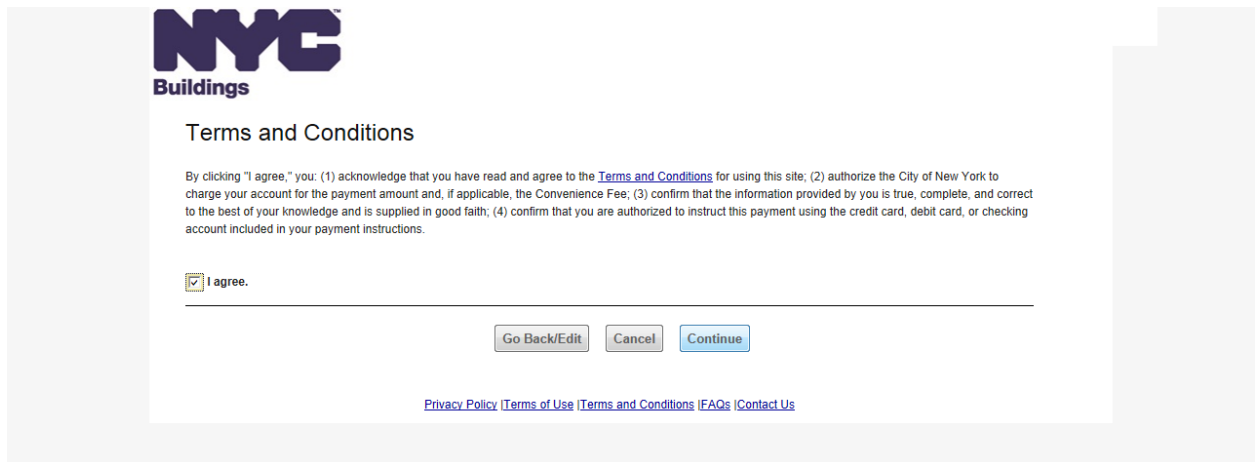
If you are paying with a credit or debit card, please make sure that the name and address entered above is the same as the one associated with this credit or debit card.

Cancel Continue

[Privacy Policy](#) [Terms of Use](#) [Terms and Conditions](#) [FAQs](#) [Contact Us](#)

- Once all required information is filled in, **continue** to the next step by pressing "Continue."

5. Review the Terms and Conditions for electronic payments made to the City of New York. **Select** the “I agree.” checkbox to agree to the Terms and Conditions
6. **Continue** to the next step by pressing “Continue.”



The screenshot shows the 'Terms and Conditions' page for NYC Buildings. At the top left is the 'NYC Buildings' logo. The title 'Terms and Conditions' is centered. Below it is a paragraph of legal text. A checkbox labeled 'I agree.' is present, with a horizontal line extending to the right. At the bottom are three buttons: 'Go Back/Edit', 'Cancel', and 'Continue'. At the very bottom are several links: 'Privacy Policy', 'Terms of Use', 'Terms and Conditions', 'FAQs', and 'Contact Us'.

NYC Buildings

Terms and Conditions

By clicking "I agree," you: (1) acknowledge that you have read and agree to the [Terms and Conditions](#) for using this site; (2) authorize the City of New York to charge your account for the payment amount and, if applicable, the Convenience Fee; (3) confirm that the information provided by you is true, complete, and correct to the best of your knowledge and is supplied in good faith; (4) confirm that you are authorized to instruct this payment using the credit card, debit card, or checking account included in your payment instructions.

☒ I agree.

[Go Back/Edit](#) [Cancel](#) [Continue](#)

[Privacy Policy](#) [Terms of Use](#) [Terms and Conditions](#) [FAQs](#) [Contact Us](#)

7. Review your payment information on the Payment Detail Review page
8. If all of your payment information is correct, **click** "Process Payment" to proceed.



Payment Detail Review

Please scroll down and click on the "Process Payment" button. Your payment will not be processed until you click on the button.

Item Type : Job Filing

Item Description : DOB Job Fee Payment:
140101066

Line Item Type	Line Item ID	Total Amount Due
DOB Job Fee Payment - DOB Reference Number	140101066	\$450.00
	Payment Amount:	\$450.00
	Convenience Fee:	\$11.20
	Total Payment Amount:	\$461.20

If you are paying with a credit or debit card, a convenience fee has been added to your total bill and will be processed as a separate charge to your card. The amount of this fee is shown above. **This fee is nonrefundable.**

Card Information

Card Number *****0001

Expiration Date 4/15



Billing Information

Name Hub Pay

Country US

Address 280 Broadway

City New York

State NY

Zip 10007

Phone (212) 555-5555

Email xyz@buildings.nyc.gov

Go Back/Edit

Cancel

Process Payment

[Privacy Policy](#) [Terms of Use](#) [Terms and Conditions](#) [FAQs](#) [Contact Us](#)

9. When your payment is successfully received, your “Payment Receipt” will display. **Please save this information for your records.**

Job Payment Receipt

Premises: 280 BROADWAY MANHATTAN	Job No: 140101066 Doc: 01
BIN: 1079215 Block: 153 Lot: 1	Job Type: A3 - ALTERATION TYPE 3

Location Information (Filed At)

Borough	House Number	Street Name
MANHATTAN	280	BROADWAY

Receipt Details

Date Issued	Invoice Number	Amount Paid
01/10/2014	80318861	\$450.00
Method of Payment	Account Ending in	Transaction ID
V	0001	4005441223
Amount Paid to Date	Balance Due	
\$450.00	\$0.00	

[Back to eSubmit Documents](#)

Submitting Jobs for DOB Acceptance

After submitting all required documentation, the user must validate the application and determine if the job is ready to be submitted to DOB. To submit the job for acceptance, please follow the steps described below.

1. Once you have submitted all required documents, you must validate your job to determine if it is ready for submittal. This can be performed by a preparer or the applicant of record.

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	08/15/2012	Form - EF1 - EFILING JOB APPLICATION COVER SHEET	
2	08/15/2012	Form - PW1 - PLAN / WORK APPROVAL APPLICATION	
3	08/15/2012	Form - TR1 - TECHNICAL REPORT STATEMENT OF RESPONSIBILITY License Number: 123456	
4	09/17/2012	Doc - LANDMARKS APPROVAL	Remove
5	09/17/2012	Form - PC1 - REQUIRED ITEMS CHECKLIST FOR PROFESSIONAL CERTIFICATION	
6	09/17/2012	Doc - ASBESTOS: CERTIFICATION (DEP ACP5)	Remove
7	09/17/2012	Form - PW3 - COST AFFIDAVIT	Remove
8	09/17/2012	Form - PW2 - WORK PERMIT APPLICATION	Remove

[Withdraw](#)[Validate](#)

2. If there are any errors on the application, they will be listed at the top of the page. You must resolve all errors in order to proceed.

Electronically Submit Job Documents

Please resolve these errors before proceeding:

- JOB ACCEPTANCE REQUIRES PLANS TO BE SUBMITTED
- POC1 : PROFESSIONAL CERTIFICATION STATEMENT IS REQUIRED FOR THIS JOB

This job will automatically close in 27 days, on 10/14/2012. [show](#) additional information on use of this page.

Premises: 280 BROADWAY MANHATTAN
BIN: 1079215 Block: 153 Lot: 1002
Applicant Name: ANAND SHAH

Job No: 140005143
Job Type: A3 - ALTERATION TYPE 3
License Type: RA License No.: 123456

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.

If you are a preparer, once all errors are resolved, you cannot proceed beyond this point and must contact the applicant to record to review all documents in order to submit the application.

DRAFT DOCUMENT

3. If all required documents were submitted correctly, and you are logged in as the applicant of record for the job, you will proceed to the “Electronically Submit this Application” page. The Applicant of record must open and review the electronically generated forms required for this job application prior to submitting for automatic acceptance by the Department.

Electronically Submit this Application

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

Job No: 140005143
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

NYC Development Hub

As the applicant of record, you can also access your project for review directly from the landing page after logging in. To do so, click the “Minor Construction” box and then expand the “Hub Self-Service” bar. Enter your job number and select “Review Project” to review your final package for review.

Electrical and Minor Plumbing All Electrical Work Limited Alteration Application	Manage Your Account Add License Type Add Sustainable Contractor Designation
---	--

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

[Begin New Job Application](#)

[Manage Job Applications](#)

[Manage Address Book](#)

By submitting documents online I certify that I am authorized to submit documents for the specified job and that I have in my possession all original documents.

☐ I agree to the terms above.

[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](#)

NYC Development Hub

- After reviewing each of the forms, the applicant of record may submit the application using the email address and password with which they enrolled with the Department, and clicking "Submit this Application."

Submit Your Electronic Filing Package for DOB Acceptance

Enter your login information below

Please enter email address :

anshah@buildings.nyc.gov

Please enter password :

••••

Back

Submit Application

After your application has been processed, and automatically approved, you will return to the eSubmit homepage with the message that your job number has been accepted. Additionally, the applicant of record, owner, and initial preparer of the PW1 will receive an email notification informing them that the job has been accepted, and how the applicant of record can download the accepted set of plans. Be sure to download the DOB accepted set of plans, as they will only be available for 30 days after the job is submitted for acceptance.



NYC
Development
Hub

Back

Start Over

Logout

Help?

DEVELOPMENT ENVIRONMENT Logged in as:
anshah@buildings.nyc.gov

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
140002146	ALTERATION 3	1079215	280 BROADWAY	3	08/09/2012 1:24 PM	07/09/2012
140003822	ALTERATION 3	1079215	280 BROADWAY	9	08/08/2012 2:07 PM	08/31/2012
140004206	ALTERATION 3	1079215	280 BROADWAY	2	08/21/2012 3:18 PM	09/14/2012
140004607	ALTERATION 3	1079215	280 BROADWAY	4	07/26/2012 1:13 PM	09/24/2012

DRAFT DOCUMENT

5. After submittal for acceptance, DOB staff will process your permit, and you will see the permit online within 1 business day.

Note: You have an option to opt-out of submitting a PW-2 form, which would be made available to you in eSubmit before you submit your application to DOB.

Post-Approval Amendment Process

If you need to change any information on your initial filing, such as scope of work, after your job has been accepted through Hub *Self-Service*, you must file a Post-Approval Amendment (PAA) at the DOB borough offices.

For the first PAA filed, applicants must submit a full set of plans to the borough office where your job resides. Any subsequent PAA can be filed under the current process in which applicants must replace only relevant plan sheets as needed.

Contact Information and Troubleshooting

For issues related to registering with DOB or with uploading required documents, contact the DOB Customer Service Call center 212-393 2550

For additional information or to ask questions regarding Hub *Self-Service* please contact HubSelfService@Buildings.nyc.gov.