

NO PAPER. NO LINES.

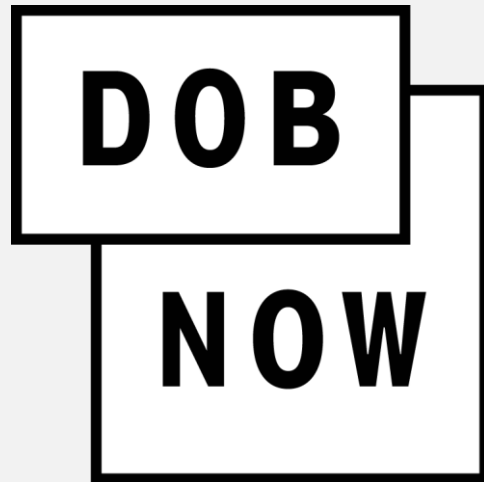
## DOB NOW: *Build* STRUCTURAL

Industry Session: Introduction

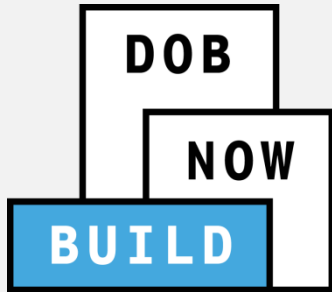
- Ground Rules
- Learning Objectives
- Pre-DOB NOW: Overview
  - Current Process
- DOB NOW: Overview
  - Features and Benefits
  - Roles and Responsibilities
  - Registering for eFiling
- DOB NOW: *Build* – Release Overview
  - Industry Process Demonstration
- Session Closing
  - Materials to Help You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

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

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

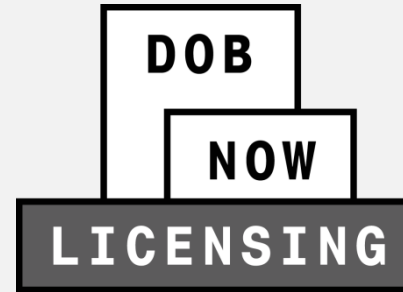


**DOB NOW** is an interactive, web-based portal that will enable building Owners, Design Professionals, Filing Representatives, and Licensees to do all business with DOB online. Filing online allows the user to work from home or office and eliminates the need to travel to DOB to file applications.



## **BUILD** includes:

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



## **LICENSING** includes:

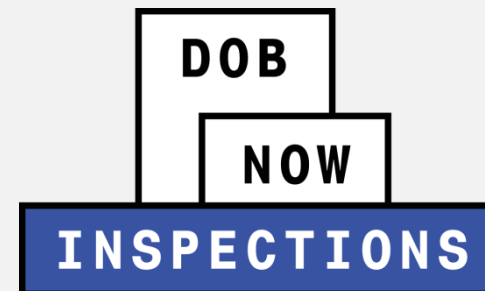
- Apply for License(s)
- Renew License
- Replace License
- Change Address



## **SAFETY** includes:

Submit Compliance Reports

- Boiler Reports
- Elevator Reports
- Facade Reports



## **INSPECTIONS** includes:

- Request Inspection(s)
- View Results

# DOB NOW ACCESS – PUBLIC PORTAL AND INDUSTRY PORTAL

DOB  
NOW

## PUBLIC PORTAL

**Address**

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

**Building Identification Number (BIN)**

**Borough, Block, Lot**

**Device Search**

Open to the Public

## INDUSTRY PORTAL

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

**DOB NOW BUILD** Submit Jobs for:

- Antenna
- Curb Cuts
- Electrical
- Elevators
- Fences
- Plumbing

**DOB NOW SAFETY** Submit Compliance Filing for:

- Facades
- Boilers

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

**Address**

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

**Building Identification Number (BIN)**

**Borough, Block, Lot**

**Device Search**

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

Enter your e-Filing account information

**Email**

**Password**

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

**DOB NOW** Public Portal FAQ and User Manual

**DOB NOW** FAQ and Resources

E-Filing Registered Users



## Submit a Job Filing online

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



## Real-time Job Filing information online

24/7 access to job status and information



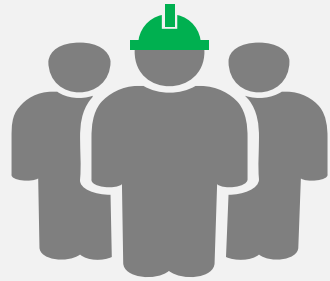
## Greater transparency of the Job Filing process

Job Filing status can be viewed at any time



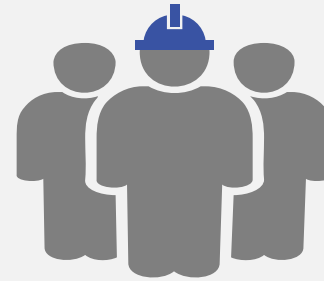
## Faster processing time

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



## Applicant of Record

- Registered Architects
- Professional Engineers
- Licensees



## Inspectors

- Special Inspectors
- Progress Inspectors



## Other Stakeholders

- Property Owners
- Filing Representatives
- Licensees



# REGISTER FOR eFILING

DOB  
NOW

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

**Welcome to eFiling**

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

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

<b>Email Address:</b>	<input type="text"/>	<small>Forgot your password? <a href="#">Click here to reset it</a></small>
<b>Password:</b>	<input type="password"/>	
<input type="button" value="Login"/>		
<b>Register for electronic filing</b>		
<b>Major Construction</b> Development Hub <ul style="list-style-type: none"><li>• Major Alterations</li><li>• New Buildings</li></ul> Demolitions	<b>Minor Construction</b> Hub Self-Service <ul style="list-style-type: none"><li>• Minor Alterations</li></ul> Hub Full-Service <ul style="list-style-type: none"><li>• Minor Alterations</li></ul> 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	



**Complete  
Registration Form**



**Click  
Verification Email**



**Receive  
Confirmation  
from DOB**



**Complete  
Registration Form**



**Click  
Verification Email**



**Print  
Authentication Form**



**Sign, Date and  
Seal the Form**



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



**Receive  
Confirmation  
From DOB**

▪ **IN PERSON:**

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

▪ **MAIL TO:**

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

# DOB NOW ACCESS – PUBLIC PORTAL AND INDUSTRY PORTAL



Search the Public Portal for Filings and Permits Submitted in

**Address**

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

**Industry Portal**

**Building Identification Number (BIN)**

**Borough, Block, Lot**

**Device Search**

**Licensees Search**

**Public Portal**

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

Enter your e-Filing account information

**Email**

**Password**

To register for an account or reset your password, go to the eFiling website.

Welder, Journeyman and Gas Work Qualification Applicants only - enter your DOB NOW: Licensing profile email and password above.

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

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

# DOB NOW: HELPFUL LINKS



Borough, Block, Lot

Device Search

Licensees Search

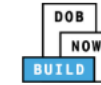
Don't have one? Click [here](#) to Create a new DOB NOW: Licensing profile.

[Forgot password?](#)

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



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



[FAQ and Resources](#)



[FAQ and Resources](#)



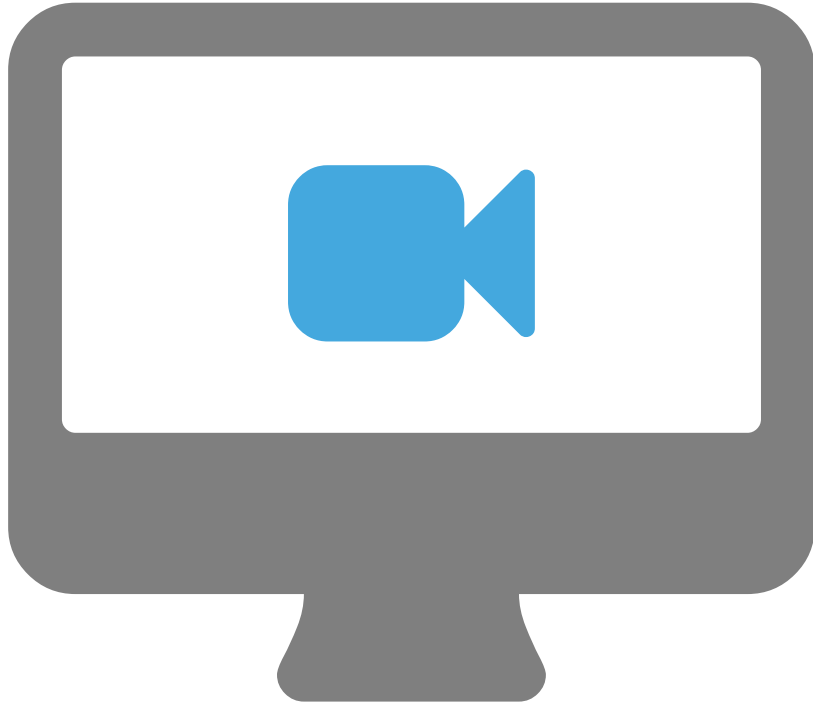
[FAQ and Resources](#)



[Building Information Search](#)

[NYC OpenData](#)

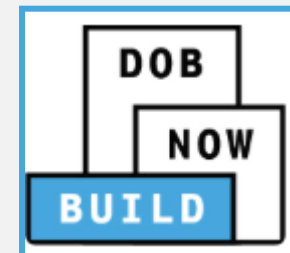




## **STEP BY STEP VIDEO GUIDE**

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

- All NB filings will continue to be filed in BIS
- All General Construction – OT work will continue to be filed in BIS
- If you are filing Mechanical or Structural jobs on a 1 or 2 Family Building Type you will still file through BIS
- All 3 Family or Other Building Type Mechanical and Structural work as of July 1<sup>st</sup> will be filed in DOB NOW: *Build*



**Related BIS Job Numbers:**

Is this job associated with a New Building filed in BIS?\*  Yes  No

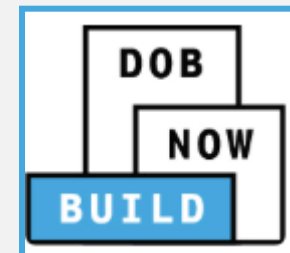
Associated New Building BIS Job Number :\*

75 characters remaining

- You can add the associated BIS job numbers to any filing in DOB NOW: *Build*

## REMINDER:

- For 1 & 2 Family Homes, separate Mechanical and Structural filings **are not required** and the mechanical and structural elements may instead be included on the architectural plan set for the OT-GC filing (do not list MS or ST in Box 6D). If a separate filing is being submitted for the Mechanical or Structural work, then it will need to be filed in DOB NOW.



**Related BIS Job Numbers:**

Is this job associated with a New Building filed in BIS?\*  Yes  No

Associated New Building BIS Job Number :\*

75 characters remaining



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

▪ The following Work Types may be filed together:

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

Job filing includes:

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

Submit Cancel

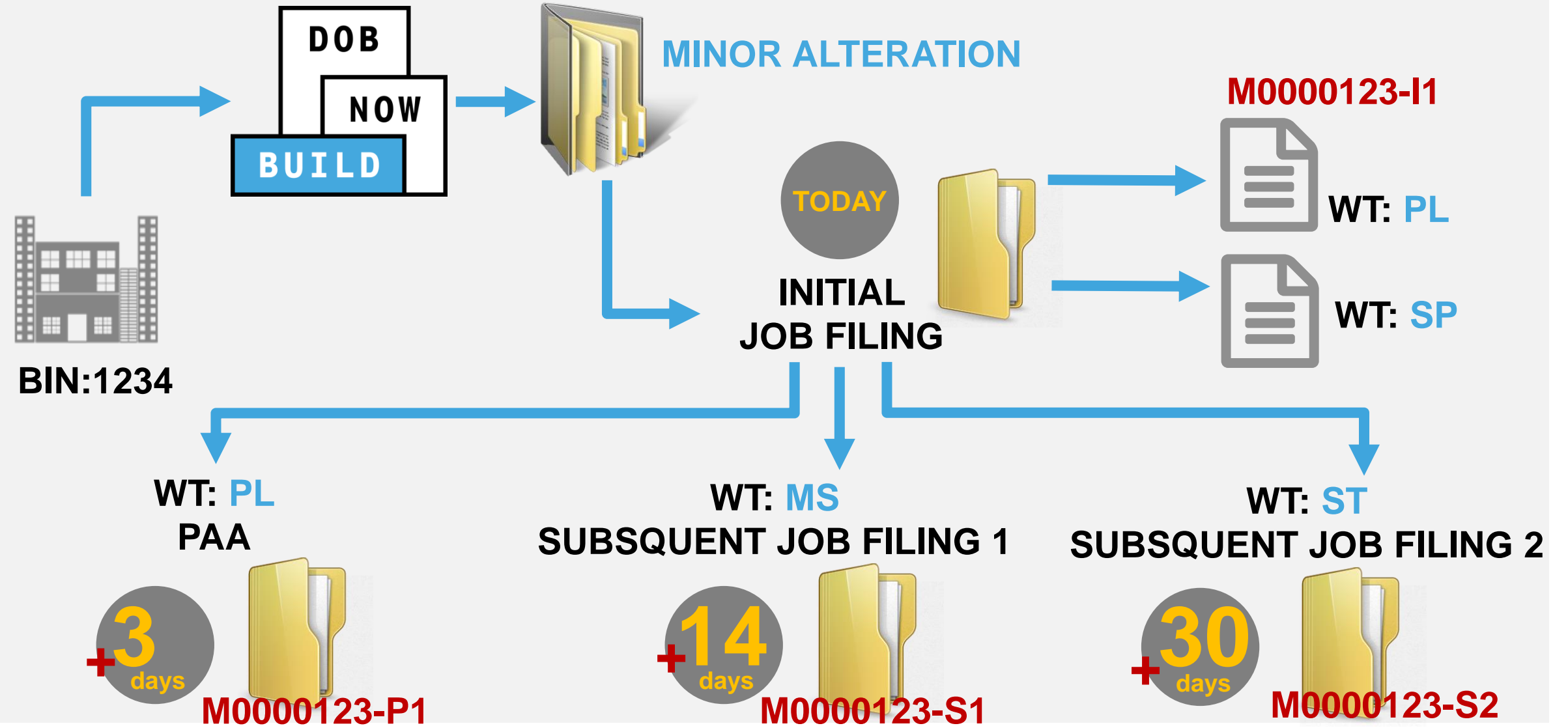
Job filing includes:

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

Submit Cancel

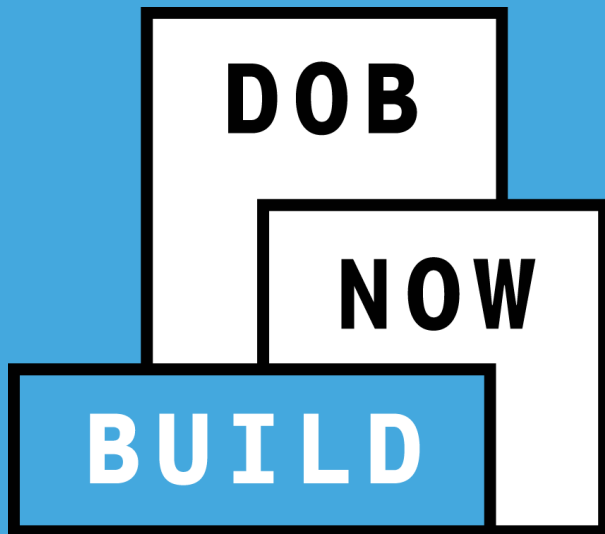
# DOB NOW: *Build* – FILING STRUCTURE

DOB  
NOW



## You should now be able to:

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



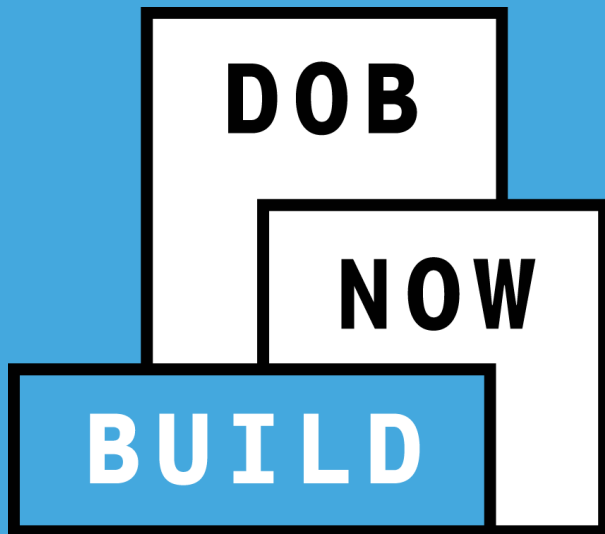
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## DOB NOW: *Build* STRUCTURAL

Industry Process Overview

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

- Discuss Key Differences Between the Current State and Future State
- Identify the 2 Filing Review Types
  - Standard Plan Examination
  - Professional Certification
- Submit a Structural Job Filing
  - Concrete Sampling & Testing (TR2)
  - Technical Report Concrete Design Mix (TR3)
- Make Corrections Prior to Review
- Respond to Objections/Schedule Appointment
- View, Print or Renew a Work Permit (PW2)
- Request L2 Guidelines
- Create a Post Approval Amendment (PAA)
- Create a Subsequent Job Filing
- Create an After Hours Variance Work Permit (AHV)
- Request a Letter of Completion (PW7)
- Access Helpful Resources and Navigate the Public Portal



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## STRUCTURAL (ST) JOB FILINGS

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

You will be filing a Structural (ST) job if you are working with any of the following:

- Concrete
- Aluminum
- Masonry
- Steel
- Wood
- Sign Structure
- Temporary Structural Bracing
- Raising and Moving of Building
- Other/Miscellaneous
- Partial Demolition

Structural Scope of Work

Prefab wood I-joists\*  Yes  No

Structural cold-formed steel\*  Yes  No

Open-web steel joists\*  Yes  No

What is the Structural work being proposed?\*

<input checked="" type="checkbox"/> Concrete	<input checked="" type="checkbox"/> Aluminum	<input type="checkbox"/> Masonry
<input type="checkbox"/> Steel	<input checked="" type="checkbox"/> Wood	<input type="checkbox"/> Sign Structure
<input type="checkbox"/> Temporary Structural Bracing	<input type="checkbox"/> Raising and Moving of Building	<input type="checkbox"/> Other/Miscellaneous
<input checked="" type="checkbox"/> Partial Demolition		

Mechanical  Non-Mechanical

Is the concrete to be placed for footings that will be fully supported on earth or rock?\*  Yes  No

Is the concrete placement less than 50 cubic yards?\*  Yes  No

# PRE-DOB NOW: *Build* – PW1: PLAN/WORK APPLICATION

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

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

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

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

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

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

- On the PW1, Work Types were identified in section **6D** - **Other (OT)** is used to identify the categories of proposed Structural work included in the scope.
- Section **6C - (OT/GC)** – General Construction will continue to be filed in BIS.

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

6A <input type="checkbox"/> BL - Boiler <i>PW1C</i>	<input type="checkbox"/> FS - Fuel Storage <i>PW1C</i>	<input type="checkbox"/> PL - Plumbing <i>PW1B</i>	6E <input type="checkbox"/> CC - Curb Cut
<input type="checkbox"/> FA - Fire Alarm	<input type="checkbox"/> FP - Fire Suppression	<input type="checkbox"/> SD - Standpipe <i>PW1B</i>	<input type="checkbox"/> OT/LAN - Land
<input type="checkbox"/> FB - Fuel Burning <i>PW1C</i>	<input type="checkbox"/> MH - Mechanical	<input type="checkbox"/> SP - Sprinkler <i>PW1B</i>	6F <input type="checkbox"/> OT/ANT - Anter
6B <input type="checkbox"/> EQ - Construction Equipment 15	6C <input type="checkbox"/> OT/GC - General Construction	6D <input type="checkbox"/> OT - Other, describe: <b>STRUCTURAL</b>	<input type="checkbox"/> OT/BPP - Build
			<input type="checkbox"/> OT/FPP - Fire P
			<input type="checkbox"/> OT/MAR - Marc



# DOB NOW: *Build* – CREATE A JOB FILING

**NYC Buildings**

**DOB NOW**  
Submit Filings, Payments, and Requests

**BUILD**

**1**

[+ Job Filing](#) [+ Work Permit](#) [+ AHV Permit](#) [+ Request LOC](#)

Job filing includes:

<input type="checkbox"/> Antenna	<input type="checkbox"/> Construction Fence
<input type="checkbox"/> Electrical	<input type="checkbox"/> Elevators
<input type="checkbox"/> Mechanical Work	<input type="checkbox"/> Place of Assembly
<input type="checkbox"/> Sidewalk Shed	<input type="checkbox"/> Sign
<input type="checkbox"/> Standpipe	<input checked="" type="checkbox"/> <b>Structural</b>
<input type="checkbox"/> Temporary Place of Assembly	

**3**

[Next](#) [Cancel](#)

### Structural Scope of Work

Prefab wood I-joists\*  Yes  No

Structural cold-formed steel\*  Yes  No

Open-web steel joists\*  Yes  No

**4**

What is the Structural work being proposed?\*

<input checked="" type="checkbox"/> Concrete	<input type="checkbox"/> Aluminum	<input type="checkbox"/> Masonry
<input type="checkbox"/> Steel	<input type="checkbox"/> Wood	<input type="checkbox"/> Sign Structure
<input type="checkbox"/> Temporary Structural Bracing	<input type="checkbox"/> Raising and Moving of Building	<input type="checkbox"/> Other/Miscellaneous
<input type="checkbox"/> Partial Demolition		

Supported Scaffold

- In DOB NOW, a Structural (ST) Job Filing is created which allows the applicant of record to further specify Structural Scope of Work being proposed.
- Information previously entered in Section 6D on the PW1 document, can now be entered in the Structural Scope of Work section.

### Structural Scope of Work

Prefab wood I-joists\*  Yes  No

Structural cold-formed steel\*  Yes  No

Open-web steel joists\*  Yes  No

What is the Structural work being proposed?\*

<input checked="" type="checkbox"/> Concrete	<input type="checkbox"/> Aluminum	<input type="checkbox"/> Masonry
<input type="checkbox"/> Steel	<input type="checkbox"/> Wood	<input type="checkbox"/> Sign Structure
<input type="checkbox"/> Temporary Structural Bracing	<input type="checkbox"/> Raising and Moving of Building	<input type="checkbox"/> Other/Miscellaneous
<input type="checkbox"/> Partial Demolition		

Is the concrete to be placed for footings that will be fully supported on earth or rock?\*

**Proposed Footings are:\***

Isolated spread concrete \*  Yes  No

Continuous concrete and the specified compressive strength, f<sub>c</sub>, no greater than 2,500 pounds per square inch (psi) (17.2 Mpa).\*  Yes  No

Continuous concrete and the compressive strength used in the footing construction is at least 4,000 psi.\*  Yes  No

Is the concrete placement less than 50 cubic yards?\*

Yes  No

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

DOB  
NOW

## PAPER PW1 FORM

**NYC Buildings** PW1: Plan / Work Application Must be typewritten.  Orient and affix BIS job number label here

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

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

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

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

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

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

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

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

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

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

<input type="checkbox"/> <b>Alteration Type 1 or Alteration Type 1 required to meet New Building requirements (28-101.4.5)</b> 6A-E, 8B-C, 8F, 9-10, 12, 13C-F, 14, 18-20, 22 & PW1A, PD1	<input type="checkbox"/> <b>Alteration Type 2</b> 5A, 6A-D, 8A-B, 9-10, 13C-E, & 14, 20, 22	<input type="checkbox"/> <b>Alteration Type 3</b> 5A, 6B-F, 8C, 9-10, 13C-E, 20, 22	<input type="checkbox"/> <b>Full Demolition</b> 6B, 8D, 9A & 9C-D, 9K, 13D-E, 14, 21A, 22
<input type="checkbox"/> <b>Alteration Type 1, OT: "No Work"</b> 8C, 8F, 9-10 & 12, 13C-F, 14, 18-19, 22, PW1A, PD1	<input type="checkbox"/> <b>New Building</b> 6A-E, 8F, 9A, 9C-K, 10, 12 & 13A-E, 14, 18-20, PW1A, PD1	<input type="checkbox"/> <b>Sign</b> 5A, 6B-D, 9A, 9D, 22-23	<input type="checkbox"/> <b>Subdivision</b> 9A, 9D, 12A-B <input type="checkbox"/> Condominium <input type="checkbox"/> Improved 17 5A Directive 14 acceptance requested? <input type="checkbox"/> Yes <input type="checkbox"/> No

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

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



## DOB NOW: *Build* – JOB FILING (PW1)

**Plans/Work (PW1)**

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

**Plans/Work (PW1)**

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

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

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

# PRE-DOB NOW: TR2: TECHNICAL REPORT CONCRETE SAMPLING AND TESTING

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- The TR2 form is submitted to DOB for permit issuance to identify responsibilities prior to sign-off to certify completion of testing and sampling of concrete related to the Structural Job Filing.

**NYC Buildings**

TR2: Technical Report  
Concrete Sampling and Testing  
*Must be typewritten.*

✓ Orient and affix BIS  
job number label here

Sheet number 1

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

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

**2 Licensed Concrete Testing Lab Information** *Required for all applications.*

Director Last Name	Director First Name	Director Middle Initial
Business Name	Business Telephone	

- Completed test report(s) must be attached when submitting the TR2 prior to sign-off (in BIS).

# DOB NOW: *Build* – TR2 FORM IS NOW A TECHNICAL REPORT TAB

DOB  
NOW

## PAPER TR2 FORM

**NYC Buildings** TR2: Technical Report  
Concrete Sampling and Testing *Must be typewritten.*  Orient and affix BIS job number label here

Sheet number 1

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

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

**2 Licensed Concrete Testing Lab Information** *Required for all applications.*

Director Last Name	Director First Name	Director Middle Initial
Business Name	Business Telephone	
Business Address	Business Fax	
City	State	Zip
E-Mail	Mobile Telephone	
Director's Lic. Number	<input type="checkbox"/> P.E. <input type="checkbox"/> R.A.	Concrete Testing Lab Lic. Number

**3 Licensed Concrete Testing Laboratory's Identification of Responsibilities** *Required prior to Permit.*

Check all that apply below:

I certify that I am the director of the licensed concrete testing laboratory accepting responsibility for conducting the testing in accordance with BC 1905.6 and BC 1704.1. I further certify that I have read the applicable sections of the New York City Construction Codes in connection with the testing of concrete and licensed concrete testing laboratories as well as 1 RCNY §5-02 and 1 RCNY §101-07(c)(6), which specifies the qualifications and duties required of a licensed concrete testing laboratory and that this licensed testing laboratory meets those qualifications for the work which I take responsibility. I agree that both I and the licensed concrete testing laboratory will comply with all provisions of the New York City Construction Codes as well as 1 RCNY §5-02 and 1 RCNY §101-07(c)(6). I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.

**Change of Applicant:** I am a newly designated individual responsible for the testing specified herein and I hereby state that:

None of the tests indicated herein have been performed to date by the previously designated individual.

Some of the tests indicated herein have been performed by the previously designated individual, as indicated in the attached report.

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

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

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



## DOB NOW: *Build* – CONCRETE SAMPLING & TESTING

Save Preview to File

**M00029923-I1**

Plans/Work (PW1)

Zoning Information

Scope of Work

Cost Affidavit (PW3)

**Technical Report**

- Technical Report (TR1)
- Concrete Sampling & Testing (TR2)**
- Concrete Design Mix (TR3)

Documents

**Technical Report Concrete Sampling and Testing - TR2**

**Licensed Concrete Testing Lab Information**

Email*	License Type*
DOBELVDIRECTOR@GMAIL.COM	
Director Last Name	Director First name
DIRECTOR	ELV
Business Name*	Business Telephone
DIR BUS NAME	2125748747
City	State
NYC	NY

# DOB NOW: *Build* – TR3 FORM IS NOW IN A STRUCTURAL JOB FILING

DOB  
NOW

## PAPER TR3 FORM

**NYC Buildings** TR3: Technical Report  
Concrete Design Mix

Orient and affix BIS job number label here

The TR3 is required prior to permit. *Must be typewritten.*

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

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

**2 Applicant Information - Licensed Concrete Testing Lab** *Required for all applications.*

Director Last Name Director First Name Director Middle Initial  
Business Name Business Telephone  
Business Address Business Fax  
City State Zip Mobile Telephone  
E-Mail  
Director's Lic. Number  P.E.  R.A. Concrete Testing Lab Lic. Number

**3 Strength Requirements and Design** *Required for all applications. Attach Trial Mixture Report and/or Field Experience Results.*

	Mix #1	Mix #2	Mix #3
Method of Determining Proportions (Trial Mixture and/or Field Experience)	<input type="checkbox"/> Trial Mix <input type="checkbox"/> Field Experience	<input type="checkbox"/> Trial Mix <input type="checkbox"/> Field Experience	<input type="checkbox"/> Trial Mix <input type="checkbox"/> Field Experience
Date Trial Mixture Performed			
Specified Strength (f' c)			
Required Strength (f' cr)			
Specified Test Age (Days)			
Material Type	Material Source	ASTM Standard	
Cementitious #1 (lbs)			lbs. lbs. lbs.
Cementitious #2 (lbs)			lbs. lbs. lbs.
Cementitious #3 (lbs)			lbs. lbs. lbs.
Fine Aggregate (lbs)			lbs. lbs. lbs.
Coarse Aggregate #1 (lbs)			lbs. lbs. lbs.
Coarse Aggregate #2 (lbs)			lbs. lbs. lbs.
Coarse Aggregate #3 (lbs)			lbs. lbs. lbs.
Amount of Water (gals)			gals. gals. gals.
Admixture #1 (oz)			oz oz oz
Admixture #2 (oz)			oz oz oz
Admixture #3 (oz)			oz oz oz
Other			
Water:Cement Ratio			



## DOB NOW CONCRETE DESIGN MIX (TR3)

**M00029923-I1** Concrete Design Mix

Plans/Work (PW1)  
Zoning Information  
Scope of Work  
Cost Affidavit (PW3)  
Technical Report  
Technical Report (TR1)  
Concrete Sampling & Testing (TR2)  
**Concrete Design Mix (TR3)**  
Documents  
Work Permit (PW2)  
Statements & Signatures

**Licensed Concrete Lab Director/Producer Information**

License Number: 005073 Director Name: ELV Email: DOBELV1DIRECTOR@GMAIL.COM

**Grand Total Mixes**

**Design Applicant's Statement and Signature**

I have identified all of the special inspections, progress inspections and tests required for compliance. I certify I have reviewed design mix(es) reported by the licensed testing lab and found them to be in compliance.

Name: ADAM JOE (Electronically Signed)

**NOTE:** The TR3/P report only displays after the Job Filing has been approved.


# PRE-DOB NOW: TR1 – STATEMENT OF RESPONSIBILITY

DOB  
NOW

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

## TR1: Technical Report Statement of Responsibility

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



**TR1: Technical Report  
Statement of Responsibility**

*This form must be typewritten*

Orient and affix BIS job number label here

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

House No(s) Street Name

Work on Floor(s)

**2 Applicant Information** *Required for all applications.*

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

Last Name First Name Middle Initial

Business Name Business Telephone

Business Address Business Fax

City State Zip Mobile Telephone

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

Special Inspection Agency Number

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

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



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

DOB  
NOW

## PAPER TR1 FORM

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

Orient and affix BIS job number label here

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

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

**2 Applicant Information** *Required for all applications.*

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

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

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

3A -- Identification of Requirement		3B Identification of Responsibilities	3C Certificate of Complete Inspections / Tests	3D Withdraw Responsibilities
Y	N	Code/Section	Initial & Date	Initial & Date
<input type="checkbox"/>	<input type="checkbox"/>	Special Inspections		
<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 I-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		
<input type="checkbox"/>	<input type="checkbox"/>	Subsurface Investigations (Borings/Test Pits) BC 1704.7.3		
<input type="checkbox"/>	<input type="checkbox"/>	Deep Foundation Elements ■ TR4 BC 1704.7.4		
<input type="checkbox"/>	<input type="checkbox"/>	Helical Piles (BB # 2014-020) ■ TR5 BC 1704.8		
<input type="checkbox"/>	<input type="checkbox"/>	Vertical Masonry Foundation Elements ■ TRSH BC 1704.8.5		
<input type="checkbox"/>	<input type="checkbox"/>	Wall Panels, Curtain Walls, and Veneers BC 1704.9		
<input type="checkbox"/>	<input type="checkbox"/>	Sprayed fire-resistant materials BC 1704.10		
<input type="checkbox"/>	<input type="checkbox"/>	Mastic and Intumescent Fire-resistant Coatings BC 1704.11		
<input type="checkbox"/>	<input type="checkbox"/>	Exterior Insulation and Finish Systems (EIFS) BC 1704.12		
<input type="checkbox"/>	<input type="checkbox"/>	Alternative Materials - OTCR Buildings Bulletin # BC 1704.13		
<input type="checkbox"/>	<input type="checkbox"/>	Smoke Control Systems BC 1704.14		
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Systems BC 1704.15		
<input type="checkbox"/>	<input type="checkbox"/>	Fuel-Oil Storage and Fuel-Oil Piping Systems BC 1704.16		
<input type="checkbox"/>	<input type="checkbox"/>	High-Pressure Steam Piping (Welding) BC 1704.17		
<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—Sheeting, Shoring, and Bracing BC 1704.20.2		



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

**M00030896-I1**

Plans/Work (PW1)

Zoning Information

Scope of Work

Cost Affidavit (PW3)

**Technical Report**

**Technical Report (TR1)**

Technical Report Energy (TR8)

Documents

Work Permit (PW2)

Statements & Signatures

**Technical Report (TR1)**

**3. Special Inspection Categories for New Work**

+ Add

Requirement ▲

Mechanical Systems

**4. Progress Inspection Categories for New Work**

+ Add

Requirement ▲

Final

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

**M00030794-P1**

Plans/Work (PW1)

Zoning Information

Scope of Work

Cost Affidavit (PW3)

Technical Report

**Technical Report (TR1)**

Documents

Statements & Signatures

### Technical Report (TR1)

**3. Special Inspection Categories**

+ Add

Requirement ▲	Agency No.	Identified ▼	Certified ▼	Special Inspector ▼	PAA ▼	Seal & Signature ▼	Actions ▼
Flood Zone Compliance (attach FEMA elevation/dry	5546	Yes	No	JOE ADAM	No	Accepted	
Structural Cold-Formed Steel	5546	Yes	No	JOE ADAM	No	Accepted	
Structural Steel – Details	5546	Yes	No	JOE ADAM	No	Accepted	
Wood – Installation of Prefabricated I-Joists	5546	Yes	No	JOE ADAM	No	Accepted	

Total Items: 4

1 / 1

5 Items Per Page 1 - 4 of 4 items

**4. Progress Inspection Categories**

+ Add

Requirement ▲	Identified ▼	Certified ▼	Progress Inspector ▼	PAA ▼	Seal & Signature ▼	Actions ▼
Final	Yes	No	JOE ADAM	No	Accepted	
Lowest Floor Elevation	Yes	No	JOE ADAM	No	Accepted	

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

**NOTE:** Based on the scope or sub-category selected, certain TR Inspections will be **mandatory**.

**EXAMPLE:**

If the scope of work proposed includes Concrete when the Job Filing is created, TR 2, TR3/P and Final Inspections are mandatory.

*See your hand out for conditional and optional Inspections.*

[https://www1.nyc.gov/assets/buildings/bldgs\\_bulletins/bb\\_2009-026.pdf](https://www1.nyc.gov/assets/buildings/bldgs_bulletins/bb_2009-026.pdf)

# DOB NOW: *Build* – STRUCTURAL - MANDATORY TECHNICAL REPORT INSPECTIONS

DOB  
NOW

	STRUCTURAL STABILITY – EXISTING BUILDINGS	RAISING AND MOVING OF A BUILDING	ALUMINUM WELDING	CONCRETE DESIGN MIX (TR3)	CONCRETE SAMPLING AND TESTING (TR2)	FINAL
Sub-Category	TR INSPECTIONS					
Concrete				✓	✓	✓
Aluminum			✓			✓
Masonry						✓
Steel						✓
Wood						✓
Sign Structure						✓
Temporary Structural Bracing	✓					✓
Partial Demolition		✓				✓
Raising & Moving of a Building						✓
Other/Miscellaneous						✓

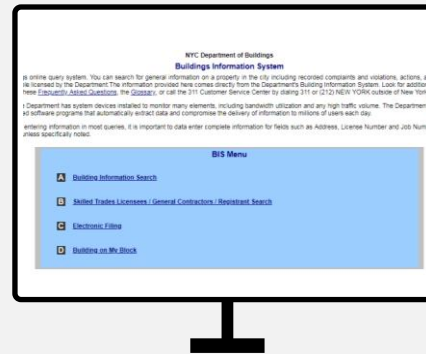
# PRE-DOB NOW: PAPER OR BIS > DOB NOW

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

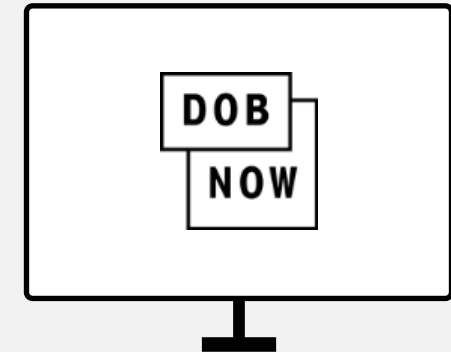
## PAPER FORMS



## BIS



## DOB NOW: *Build*



- All Concrete Lab Work
- Technical Reports (TR1, TR2 & TR3/3P)
- All other documents

- Forms are uploaded to BIS

- Most documents will be uploaded to the Documents tab.

The screenshot displays the DOB NOW interface for document submission. On the left, a sidebar lists various document types, with 'Documents' highlighted in a red box. The main area shows a table of required documents with columns for Document Name, Document Status, Prior To, and Upload. A callout box points to the 'Required Documents\*' section, stating 'All Required Documents will be listed here'. Another callout box points to the 'Additional Supporting Documents' section, stating 'Additional supporting documents can be uploaded here'.

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

# DOB NOW: *Build* DOCUMENT SUBMISSION (CONT)

- There are some documents that will be uploaded to other tabs such as the **Technical Report** and the **Work Permit** tabs.

**Special Inspection Categories**

+ Add

Requirement	Agency No.	Identified	Certified	Special Inspect.	PAA	Seal & Signature	Action
Sprinkler Systems		No	No		No	Required	
Standpipe Systems		No	No		No	Required	

Technical Report Required Documents Uploaded here

**Work Permit**  
M00032946-I1-BE

General Information

**Documents**

Statements & Signatures

**Documents**

Required Documents\*

Created On	Document Name	Document Status	Prior To	Upload	Action
05/22/2019	CONTRACTOR SEAL & SIGNATURE	Accepted	Permit Issuance		Select Action

Work Permit Required Documents Uploaded here

# DOB NOW: *Build* PLAN SUBMISSION

DOB  
NOW

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

**EXAMPLE:** M00000001-I1

The diagram shows a drawing sheet header with several callouts explaining required information:

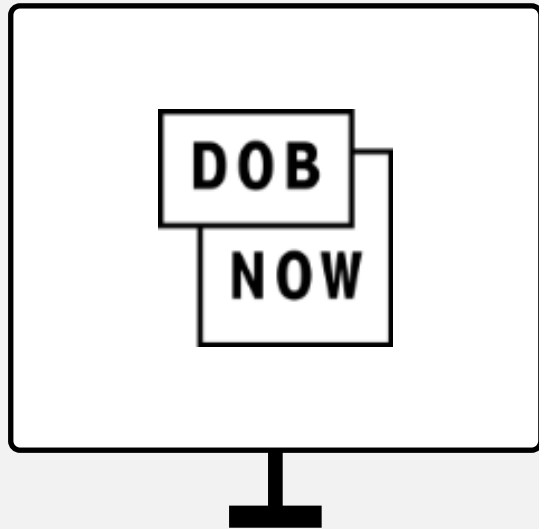
- The Drawing Title must identify the floor, or floors, if applicable.** (Red box)
- The DOB NOW job filing number** (Purple box)
- Buildings Plan Identification Number** (Green box)
- The Revision Decimal is a two digit numeric decimal indicating a change, or changes, to an approved document** (Green box)
- The Drawing Reference Number is a 3 digit number (000-999).** (Yellow box)
- Each submitted drawing must contain a discipline designator.** (Orange box)
- All drawing plans must contain a page number (1 of X, 2 of X).** (Blue box)

The drawing sheet header includes the following information:

- PROJECT**  
**BPC - SITE 3**  
**New York, New York**
- 11TH TO 22ND FLOOR EAST REFLECTED CLG. PLAN**
- DOB NOW Job #**
- SEAL & SIGNATURE** (with a circular seal and signature)
- DATE:** 3-6-06
- PROJECT No:** 2006-48
- DRAWING BY:**
- CHK. BY:**
- DWG No:** **A-411.00**
- CADO FILE No:** J: BPC SITE 3 (2006 - 48)
- 1 of 20**



## DOB NOW: BUILD

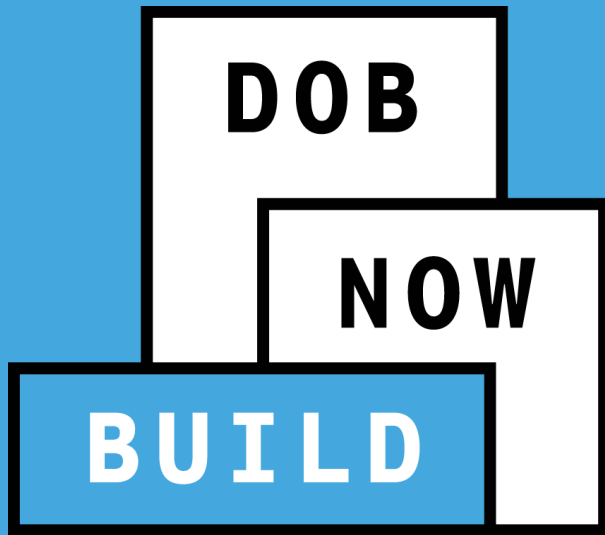


### In DOB NOW: *Build* – for Structural:

- Submit ALL Concrete Lab reports online
- Manage the TR2/TR3 process in the ST Job Filing

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

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



NO PAPER. NO LINES.

ROLES AND RESPONSIBILITIES

## APPLICANT OF RECORD (PE/RA/LICENSEE):



- Create and Enter: PW1, PW2, and PW3
- Add Associated Delegates
- Enter Scope of Work
- Enter TR1, TR2, TR3/TR3P, and EN2
- Upload Plans and Required Documents
- Upload DPL1 Form: Seal and Signature Form
- Complete Statements and Signatures
- Submit Payment
- Submit Job Filing
- File PAA
- Resolve Objections
- Schedule and Attend Meeting Appointments

## KEY POINTS:

The Applicant of Record is the ONLY role allowed to:

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

## ASSOCIATED DELEGATES: FILING REPRESENTATIVE CLASS II/PE/RA



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

## KEY POINTS:

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

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

## OWNER



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

- Create and Enter: PW1, PW2, and PW3
- Add Associated Delegates
- Enter Scope of Work
- Enter TR1, TR2, and TR3/TR3P
- Upload Plans and Required Documents
- Complete Statements and Signatures
- Submit Payment
- Resolve Objections
- Schedule and Attend Meeting Appointments
- Receive 'Status Notifications' if Owner's E-mail is entered by the applicant
- Borough Office Kiosks

## KEY POINTS:

### An Owner **MUST**:

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

## FILING REPRESENTATIVE I/PREPARER



- Create and Enter: PW1, PW2, and PW3
- Enter Scope of Work
- Enter: TR1, TR2, TR3/TR3P, and EN2
- Upload Plans and Required Documents
- Submit Payment
- Resolve Objections
- Schedule and Attend Meeting Appointments
- Receive 'Status Notifications' if Filing Representative/Preparer's E-mail is entered by the applicant

## KEY POINTS:

### A Filing Representative CAN:

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

### A Filing Representative CANNOT:

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

## SPECIAL INSPECTOR:



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

## PROGRESS INSPECTOR:



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



To complete the Technical Reports (specific to TR2/TR3), the following roles will **need to be registered in eFiling**:

- Director Of Licensed Testing Lab of TR2/TR3
- Concrete Producer as a Preparer
- Quality Manager (*Not a DOB Licensed Role*) as a Preparer

Each time a record is added or edited in the Concrete Design Mix (TR3), all associated stakeholders to the Job Filing will **receive an email notification** that the content of the table has been updated.

## DIRECTOR OF LICENSED TESTING LAB OF TR2/TR3:



- Create and Enter: TR2, TR3
- Complete Statements & Signatures
- Upload Plans and required Documents
- Submit Payment

## KEY POINTS:

- The Concrete Lab that takes ownership of the TR3 **MUST** be different from the Concrete Lab on the TR2

## CONCRETE PRODUCER



- Complete Statements & Signatures:
  - TR2, TR3
- Upload Plans and Required Documents
- Submit Payment

## KEY POINTS:

The Concrete Producer **MUST:**

- Register in eFiling as a Preparer
- Complete Concrete Design Mix (TR3)

## QUALITY MANAGER (not a DOB licensed role)



- Create and Enter TR3P
- Complete Statements & Signatures
- Upload Plans and Required Documents
- Submit Payment

## KEY POINTS:

- The Quality Manager has the option to sign the Concrete Design Mix (TR3)

# REMINDER: REGISTER FOR eFILING

DOB  
NOW

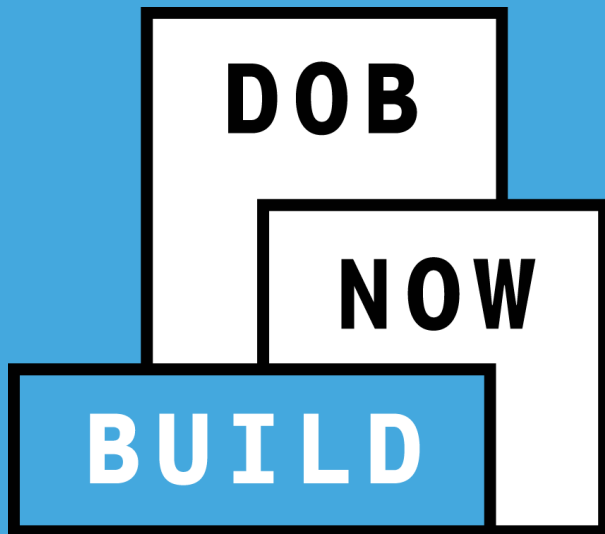
- All stakeholders associated with a job filing must register in eFiling before logging into DOB NOW.
- If previously registered, users should enter their existing eFiling username and password to access DOB NOW.
- Register at [www.nyc.gov/dobefiling](http://www.nyc.gov/dobefiling)

**Welcome to eFiling**

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

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

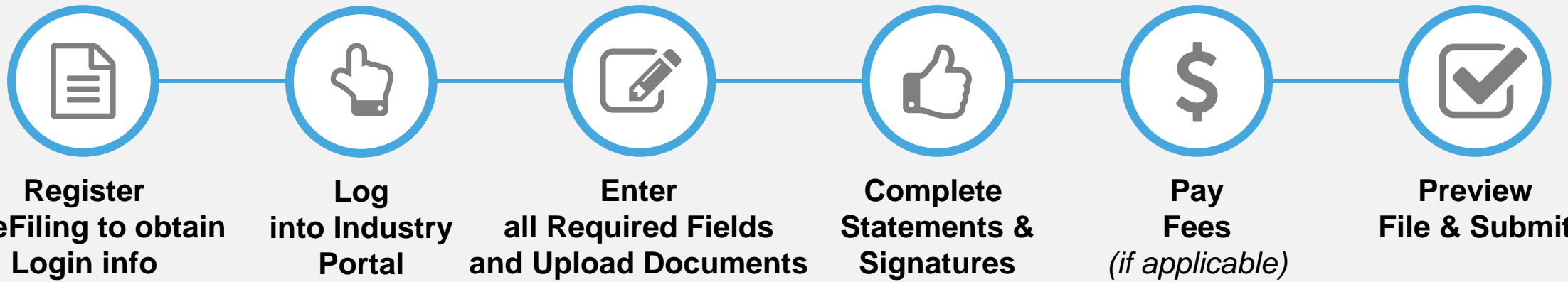
<p><b>Email Address:</b> <input type="text"/></p> <p><b>Password:</b> <input type="password"/></p> <p style="text-align: center;"><b>Login</b></p>	<p>Forgot your password? <a href="#">Click here to reset it</a></p>
<p><b>Register for electronic filing</b></p>	
<p><b>Major Construction</b></p> <p>Development Hub</p> <ul style="list-style-type: none"><li>• Major Alterations</li><li>• New Buildings</li></ul> <p>Demolitions</p>	<p><b>Minor Construction</b></p> <p>Hub Self-Service</p> <ul style="list-style-type: none"><li>• Minor Alterations</li></ul> <p>Hub Full-Service</p> <ul style="list-style-type: none"><li>• Minor Alterations</li></ul> <p>Signs</p>
<p><b>Electrical and Minor Plumbing</b></p> <p>All Electrical Work</p> <p>Limited Alteration Application</p>	<p><b>Manage Your Account</b></p> <p>Add License Type</p> <p>Add Sustainable Contractor Designation</p>



**NO PAPER. NO LINES.**

## **STRUCTURAL JOB FILING PROCESS**

# DOB NOW: *Build* – JOB FILING PROCESS FLOW



## JOB NUMBER

Borough (X,Q,B,M,S) + Sequence Number = **M + 00030613**

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

**Q** = Queens      **S** = Staten Island

## FILING NUMBER

**I1** = Initial Job Filing

**S1** = Subsequent Job Filing

**P1** = Post Approval Amendment

## WORK PERMIT

M + 00000001-I1-ST

Borough      Sequence Number      Job Filing Number      Work Type  
**M**    +      **00000001**      +      **I1**      +      **ST**

Job#	Filing#	Filing Type	Filing Status
M00030613	I1	New Job Filing	Pre-filing
M00030600	I1	New Job Filing	Approved
M00030323	I1	New Job Filing	Approved
M00030278	S1	Subsequent Filing	Pre-filing



## STANDARD PLAN EXAMINATION OR REVIEW

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

## PROFESSIONAL CERTIFICATION

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




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

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

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

Filing Submitted for M00361850/I1/280 BROADWAY Inbox x

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


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

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

This is an automated message. Please do not reply. If you have any questions, please contact us by email at [dobnowsupport@buildings.nyc.gov](mailto:dobnowsupport@buildings.nyc.gov).

Sincerely,

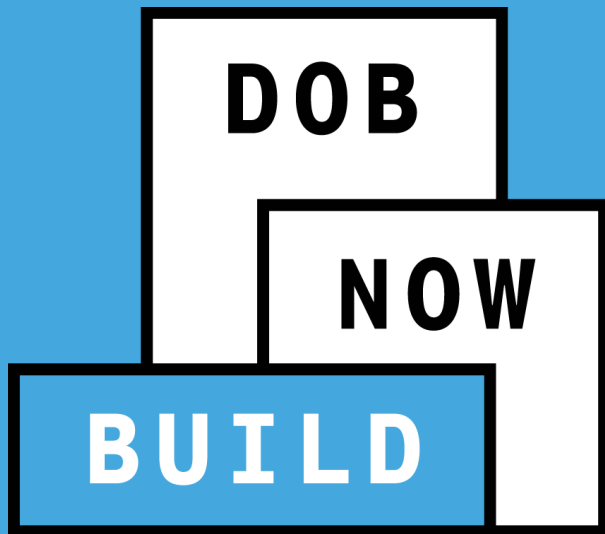
NYC Department of Buildings





## **STEP BY STEP VIDEO GUIDE DEMO**

Create and Submit a Structural: Steel Job Filing



**NO PAPER. NO LINES.**

**STRUCTURAL: CONCRETE GUIDELINES**

- Concrete Job Filings includes the TR2 and TR3 reports (if triggered) based on data entered.
- The TR2/TR3/P reports also may be waived based on the data provided in the Zoning Information and Scope of Work sections within the Job Filing.

Zoning Information

Scope of Work

Cost Affidavit (PW3)

Technical Report

Technical Report (TR1)

Documents

Work Permit (PW2)

Statements &

Signatures

What is the Structural work being proposed?\*

Concrete  Aluminum

Steel  Wood

Temporary Structural Bracing  Raising and Moving of Building

Partial Demolition

Is the concrete to be placed for footings that will be fully supported on earth or rock?\*

Yes  No

**Proposed Footings are:\***

Isolated spread concrete \*  Yes  No

Continuous concrete and the specified compressive strength, f'c, no greater than 2,500 pounds per square inch (psi) (17.2 Mpa).\*

Yes  No

Continuous concrete and the compressive strength used in the footing construction is at least 4,000 psi.\*

Yes  No

Is the concrete placement less than 50 cubic yards?\*

Yes  No

## EXAMPLE OF DATA PROVIDED FOR ZONING INFORMATION:

**S00030707-11** Zoning Information

Plans/Work (PW1)

Zoning Information

Scope of Work

Cost Affidavit (PW3)

Technical Report

Technical Report (TR1)

Documents

Work Permit (PW2)

Statements & Signatures

What is the Structural work being proposed?\*

Concrete  Aluminum

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Yes  No

Continuous concrete and the compressive strength used in the footing construction is at least 4,000 psi.\*

Yes  No

Is the concrete placement less than 50 cubic yards?\*

Yes  No

Existing Proposed

Human Life

Category A

Yes  No

Readily Supports Combustion)

Yes  No

ed (Non-Combustible)

In this example, TR2/TR3 is triggered due to following:

- No is selected for, “Is the concrete placement less than 50 cubic yards?”
- R3 (Residential 1 and 2 Family Homes) is selected for “Proposed Occupancy Classification Code”

When concrete is selected, additional information provided on TR2 paper form will be now in the system.

- These Technical Reports are now on separate tabs.
- The TR3 will be available **AFTER** the job is approved by DOB.

The screenshot displays the DOB NOW system interface. On the left is a sidebar menu for job M00029923-I1, with the following items: Plans/Work (PW1), Zoning Information, Scope of Work, Cost Affidavit (PW3), Technical Report, Technical Report (TR1), Concrete Sampling & Testing (TR2), Concrete Design Mix (TR3), Documents, Work Permit (PW2), and Statements & Signatures. The 'Concrete Design Mix (TR3)' item is highlighted with a red border. The main content area is titled 'Concrete Design Mix' and contains the following sections:

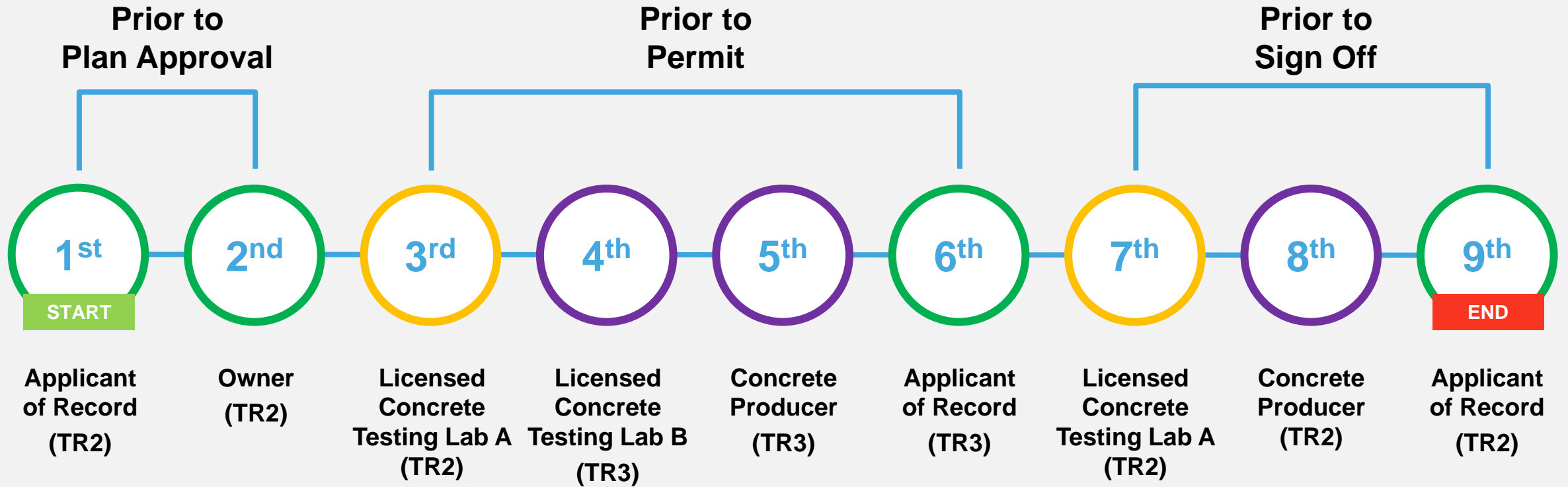
- Licensed Concrete Lab Director/Producer Information**

License Number	Director Name	Email
005073	ELV	DOBELV1DIRECTOR@GMAIL.COM
- Grand Total Mixes**
- Design Applicant's Statement and Signature**

I have identified all of the special inspections, progress inspections and tests required for compliance. I certify I have reviewed design mix(es) reported by the licensed testing lab and found them to be in compliance.

Name:   
(Electronically Signed)

# DOB NOW: *Build* – TR2 & TR3 ROLES AND DATA ENTRY STAGES



Legend:

- Lab A (Yellow circle)
- Lab B (Purple circle)
- Applicant of Record and Owner (Green circle)

- The above process flow displays the roles involved in the TR2 and TR3/P process and the various stages where data entry is required.

## EXAMPLE OF TRACK CONCRETE SAMPLING AND TESTING:

Technical Report – Concrete Sampling and Testing

Track Concrete Sampling and Testing

TR2 Track In Progress

**Licensed Concrete Testing Lab Information**

Email*	License Type*	
PRODUCTION.LICENSING7@GMAIL.COM	Concrete Test Lab	
Director Last Name	Director First name	
LASTNAME	FIRSTNAME	
Business Name*	Business Telephone	
FAIRWAY TESTING CO INC	5555555555	
City	State	Zip
NEW YORK	NY	11111
Mobile Telephone		
5555555555		

- ✓ PW1 Applicant Attestation
- ✓ Owner Attestation
- ✓ Testing Lab Director Identification
- ✓ Testing Lab Director Attestation
- ✓ Test Results have been populated
- ✓ Testing Lab Director Certification of Completion
- ✓ PW1 Applicant Certifies Test Results



## EXAMPLE OF CONCRETE DESIGN MIXES:

Technical Report - Concrete Design Mix

Track Concrete Design Mixes

### TR3 Process Details

467018718

1

In Progress

- ✓ Mix details added - 0
- ✓ Mix document uploaded - 0
- ✓ TR3 Director Attestation
- ✓ Concrete Producer Attestation
- ✓ PW1 Design Applicant

103315264

2

In Progress

- ✓ Mix details added - 0
- ✓ Mix document uploaded - 0
- ✓ TR3 Director Attestation
- ✓ Concrete Producer Attestation
- ✓ PW1 Design Applicant

# DOB NOW: *Build* – TR2 & TR3 PRIOR TO PLAN APPROVAL PROCESS FLOW

DOB  
NOW



**Log In**



**Select**

Structural Type on (PW1)



**Generate**

TR1: Concrete Design Mix (TR3) and Concrete Sampling & Testing (TR2)



**Enter**

Job Filing Details



**Complete**

Statements & Signatures



**Submit**

Plans/Work PW1  
Job Filing



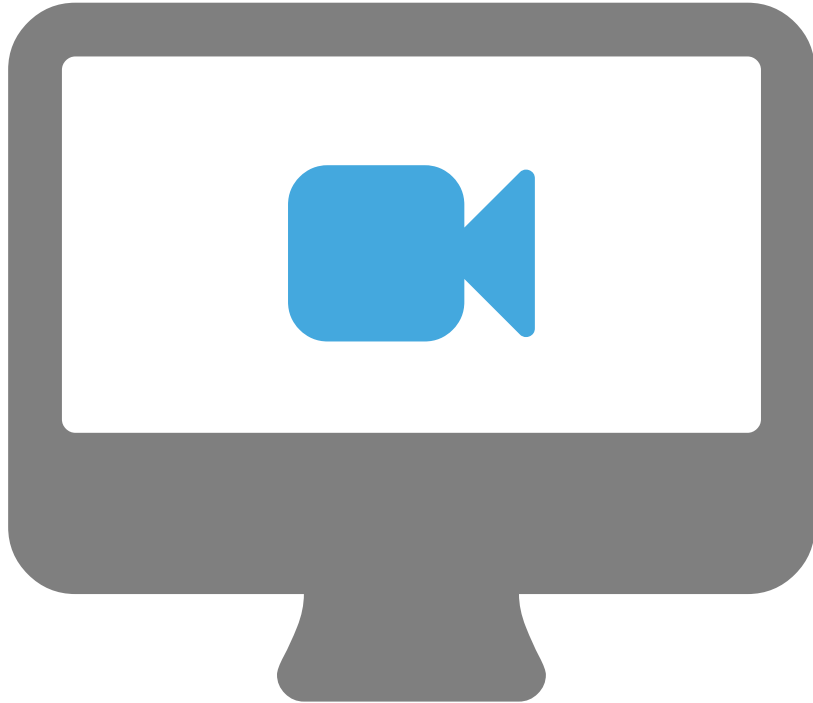
Lab A



Lab B



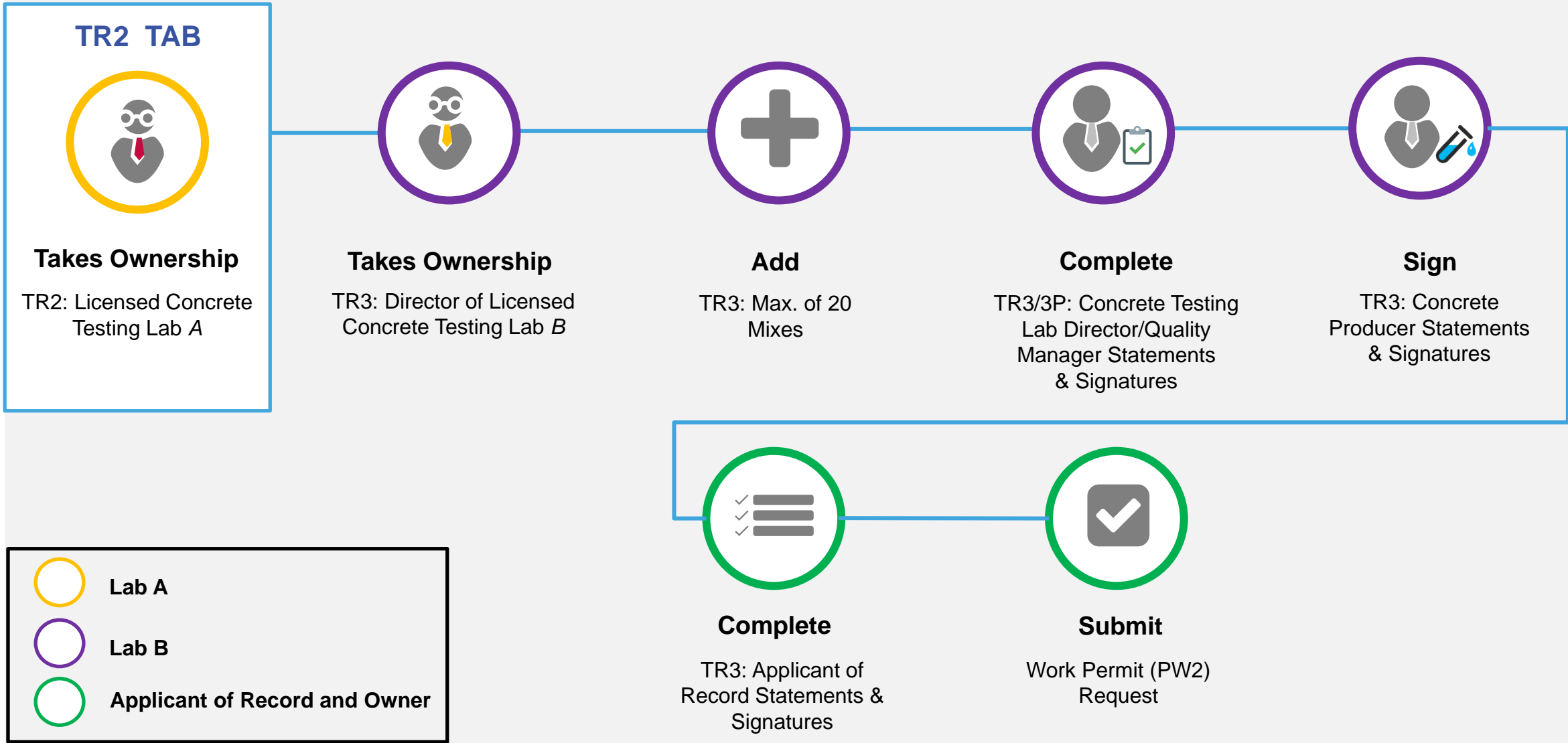
Applicant of Record and Owner



## TR2 PRIOR TO PLAN APPROVAL

- **Applicant of Record**
  - Create Job Filing
  - Generate TR2
  - Enter Lab A Email Address
  - Submit Job Filing

# DOB NOW: *Build* – TR2 & TR3 PRIOR TO PERMIT PROCESS FLOW





## TR2 PRIOR TO PERMIT

- Takes Ownership



## TR3 PRIOR TO PERMIT

- **Lab B**
  - Takes Ownership
  - Adds Mixes
  - Provides Statements and Signatures
- **Concrete Producer/Quality Manager (TR3P)**
  - Provides Statements and Signatures
- **Applicant of Record**
  - Provides Statements and Signatures

# A. DOB NOW: *Build* – TR2 & TR3 PRIOR TO SIGN OFF PROCESS FLOW

CERTIFY TR2 WITH  
NO EXCEPTIONS



## Test Mixes

Lab A Submits Results



## Complete

TR2: Concrete Producer  
Statements &  
Signatures



## Review & Certify

TR2: Test Results



## Certify

With NO Exceptions



## Verify

Final TR1 Inspection(s)  
Certified



## Request

Sign-off/ LOC



Lab A



Lab B



Applicant of Record and Owner

# B. DOB NOW: *Build* – TR2 & TR3 PRIOR TO SIGN OFF PROCESS FLOW

## CERTIFY TR2 WITH EXCEPTIONS



### Test Mixes

Lab A Submits Results



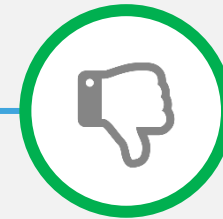
### Complete

TR2: Concrete Producer Statements & Signatures



### Review & Certify

TR2: Test Results



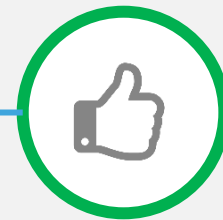
### Certify

with Exceptions



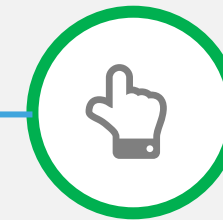
### Upload

Exception Report for BC/DBC



### Check Status Update

BC/DBC Review to Permit Entire



### Verify

Final TR1 Inspection(s) Certified



### Request

Sign-off / LOC



Lab A



Lab B



Applicant of Record and Owner





## TR2 PRIOR TO SIGN OFF

- **Lab A**
  - Submits Results
- **Concrete Producer**
  - Provides Statement and Signature
- **Applicant of Record**
  - Reviews & Certifies TR2

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



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

I Take the Responsibility of Identifying Requirement

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

**Inspection Applicant's Identification of Responsibilities**


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

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

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




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

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

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



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

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

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

Agency Number\*

✓ Valid

I Take the Responsibility of Identifying Requirement.

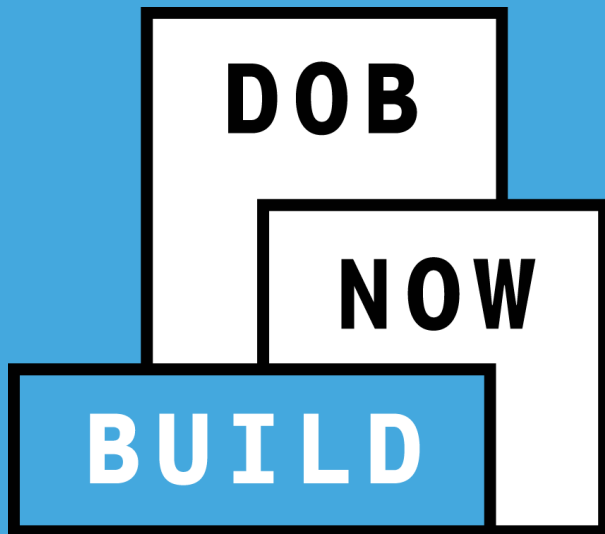
Name

(Electronically Signed)

I Certify Complete Inspections/Tests

Name

7. Special Inspection Applicant's Identification of Responsibilities\*

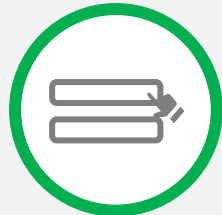


**NO PAPER. NO LINES.**

**JOB FILING REVIEW TYPES PROCESS FLOWS**  
**- STANDARD PLAN EXAMINATION OR REVIEW**  
**- PROFESSIONAL CERTIFICATION**

# DOB NOW: *Build* – (ST) STANDARD PLAN EXAMINATION AND PROF CERT WITHOUT PERMIT JOB FILING PROCESS FLOW

DOB  
NOW



**Log In**



**Select**  
Structural



**Enter**  
Plans/Work (PW1),  
Zoning Info & Scope of Work



**Enter Initial Cost**  
Cost Affidavit (PW3)



**Upload**  
Required Documents



**Identify**  
*Participants on TR*  
*Sections*



**Complete**  
Statements & Signatures  
including TR2



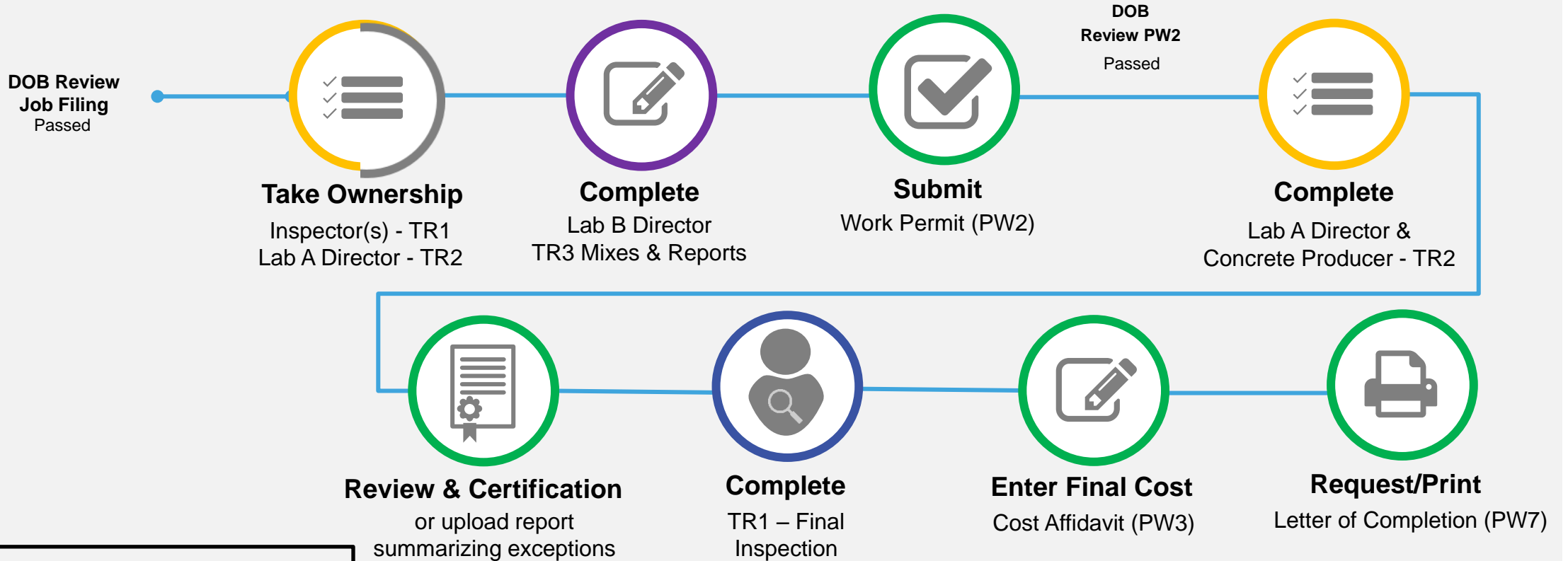
**Submit**  
Payment






**Preview/Submit**  
to DOB

○ Lab A  
○ Lab B  
○ Applicant of Record and Owner

# DOB NOW: *Build* – (ST) STANDARD PLAN EXAMINATION AND PROF CERT WITHOUT PERMIT JOB FILING PROCESS FLOW, CONT'D



-  Lab A
-  Lab B
-  Applicant of Record and Owner

# DOB NOW: *Build* – (ST) PROFESSIONAL CERTIFICATION JOB FILING PROCESS FLOW



**Log In**



**Select**  
Structural



**Enter**  
Plans/Work (PW1),  
Zoning Info & Scope of Work



**Enter Initial Cost**  
Cost Affidavit (PW3)



**Upload**  
Required Documents



**Identify**  
*Participants on TR  
Sections*



**Take Ownership**  
Inspector(s) - TR1  
Lab A Director - TR2



**Complete**  
Lab B Director  
TR3 Mixes & Reports



**Sign**  
Statements & Signatures



**Pay**  
(if applicable)



**Submit**  
Work Permit (PW2)

- Lab A
- Lab B
- Applicant of Record and Owner



# DOB NOW: *Build* – (ST) PROFESSIONAL CERTIFICATION JOB FILING PROCESS FLOW, CONT'D

DOB Review  
Job Filing & Permit  
Passed



**Complete**

Lab A Director – TR2



**Review & Certification**

of Test Results or  
upload report  
summarizing  
exceptions



**Complete**

Inspector(s) – TR1  
Final



**Enter Final Cost**

Cost Affidavit (PW3)



**Request/Print**

Letter of Completion  
(PW7)



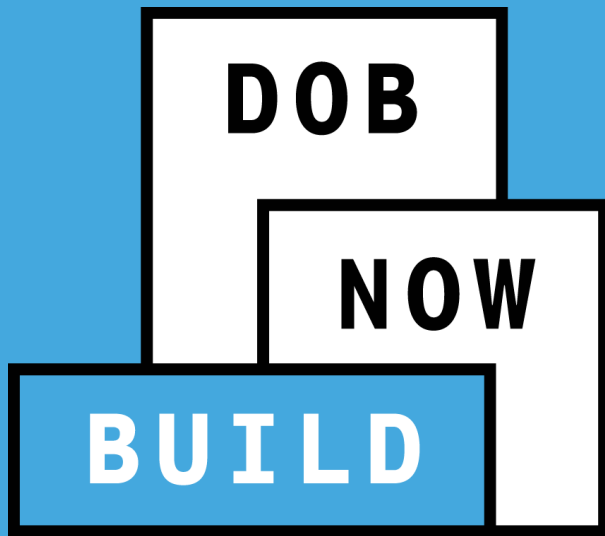
Lab A



Lab B

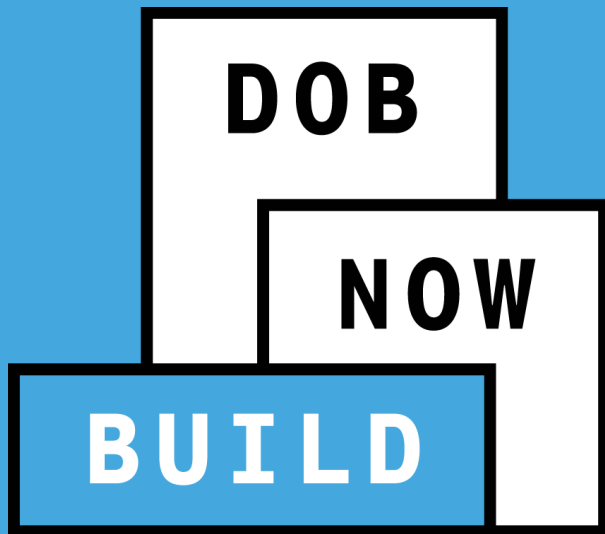


Applicant of Record and Owner



NO PAPER. NO LINES.

# QUESTIONS?



NO PAPER. NO LINES.

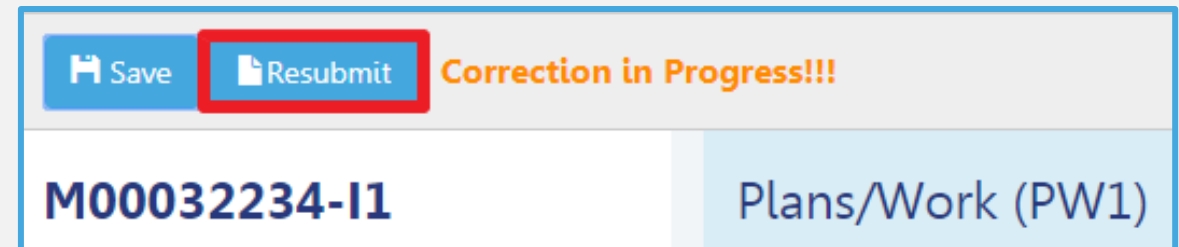
CORRECTION (DEAR CHANGE)

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

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

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

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



# DOB NOW: *Build* – MAKE CORRECTIONS PROCESS FLOW



## Locate

The Job Filing  
on the Dashboard



## Select

Filing Actions



## Select

Corrections



## Make

Corrections



## Select

Save



## Complete

Statements &  
Signatures



## Click

Pay Now  
*(if applicable)*



## Click

Re-Submit



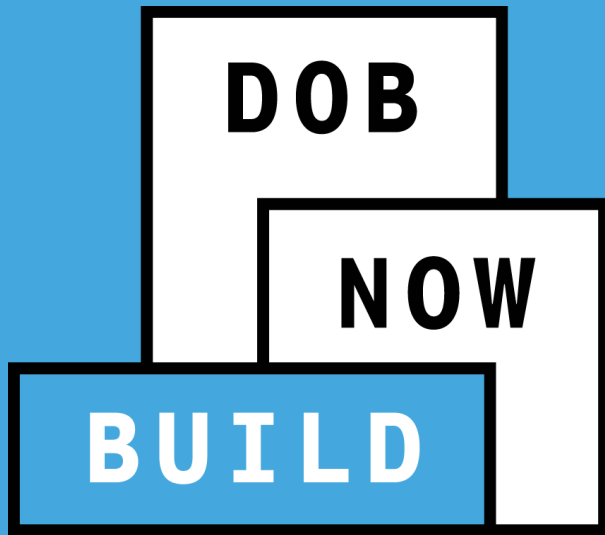
## Click

File

### REMINDER:

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

- Pending PE Assignment
- Pending Prof Cert QA Assignment



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

**SCHEDULE AN APPOINTMENT WITH PLAN  
EXAMINER**

# DOB NOW: *Build* – RESPONDING TO INCOMPLETE STATUS

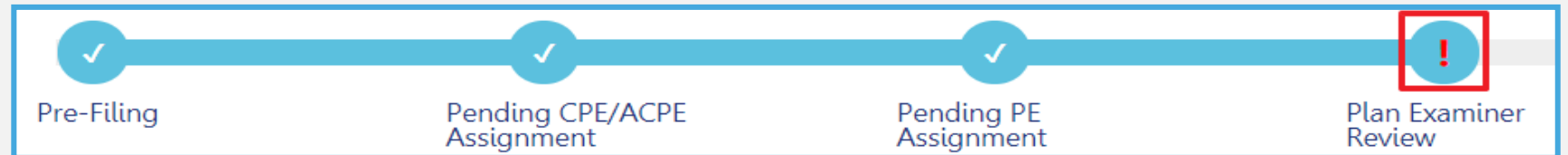
- Prior to the assignment to a Plan Examiner, an initial review is done for completeness. During this time an **INCOMPLETE** status may be issued for various reasons.
- Review the **Comments in the History Trace** to see the incomplete reason. After correcting the filing, the Applicant will need re-attest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

The screenshot displays the DOB NOW application interface. At the top, a workflow progress bar shows seven stages: Pre-filing, Pending CPE/ACPE Assignment, Pending PE Assignment, Plan Examiner Review, CPE/ACPE Review, Approved, and Permit Issued/Permit Entire. The 'Pending PE Assignment' stage is highlighted with a red box containing a red exclamation mark icon. Below the progress bar, a 'Trace History' window is open, showing a vertical timeline of events. The first event is 'Pending CPE/ACPE Assignment' dated 04/30/2019, with a 'Comments' dropdown menu. The second event is 'Pending Plan Examiner Assignment' dated 04/30/2019, with a 'Comments' dropdown menu containing the text: 'Provide Hydraulic Calculation(s). Demonstrate that the system has the minimum duration of the water supply.' This 'Comments' dropdown is also highlighted with a red box. In the top right corner of the application, a 'History' dropdown menu is open, with 'Trace History' selected and highlighted with a red box. The 'Resubmit' button is visible in the top left of the application area.

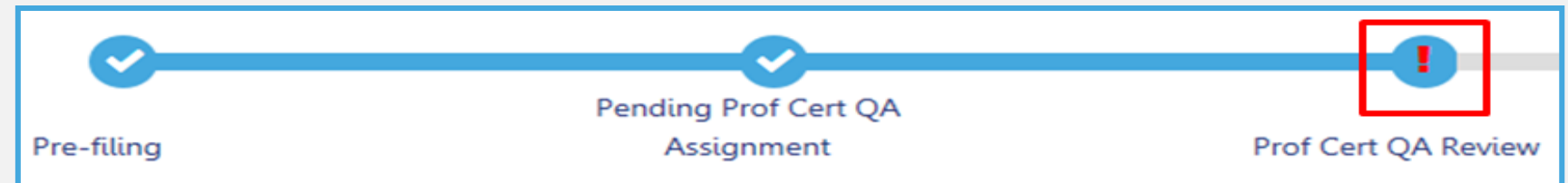


- Objections or QA Failure can be raised for any of the following reasons:
  - Plans are not in accordance with the DOB Code
  - Incorrect Document Submission
  - Revision required to data entered
- After correcting the issued, update the Objection status or QA Failure Status to Resolved and the Applicant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

## OBJECTIONS:

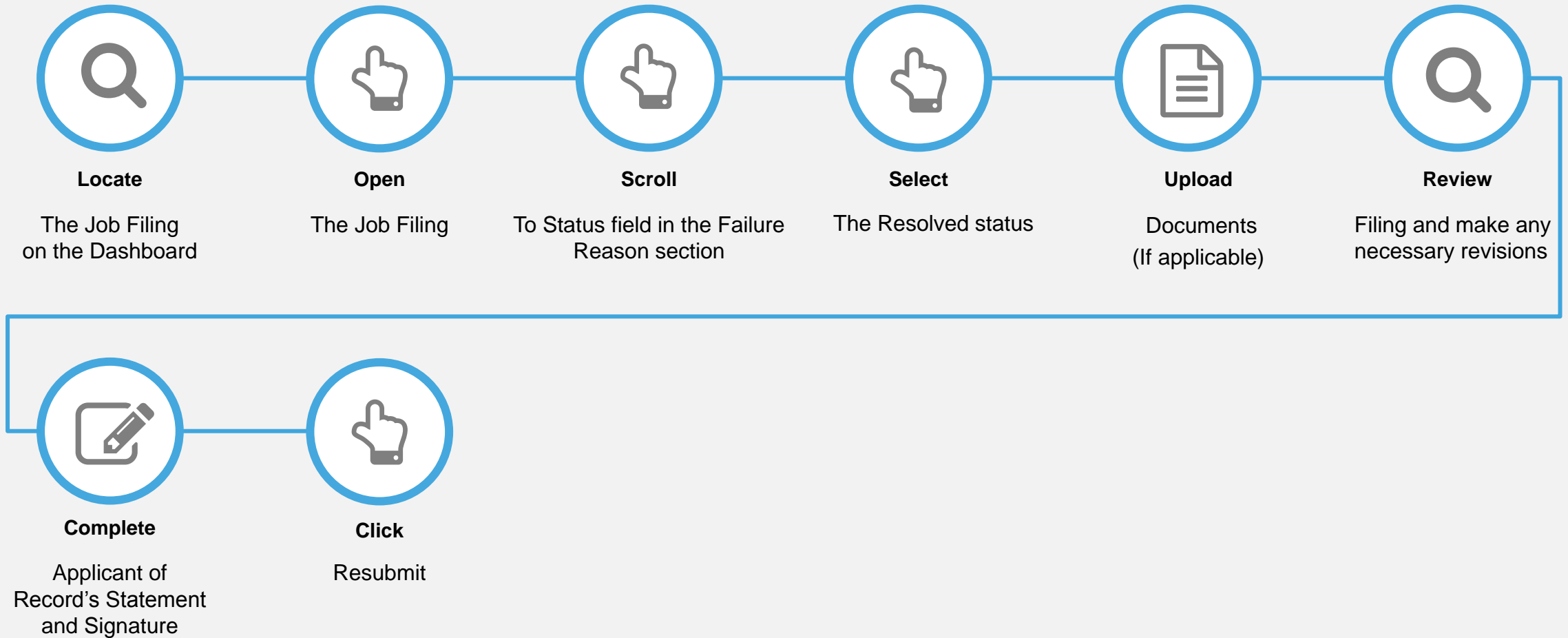


## QA FAILURE:



- Appointment can only be schedule once an objection is issued and the Plan Examiner indicates that an appointment is allowed.
- If the Plan Examiner does not allow appointment, the scheduling option will not be available.
- Appointments can be scheduled from the Portal based on the Plan Examiner’s availability.
- Applicant or the delegated associate may attend the meeting.
- All appointment will be conducted using GoToMeeting.
- DOB will email the GoToMeeting link for the scheduled meeting prior to the meeting start time.

# RESPONDING TO QA FAILURE PROCESS FLOW



# OBJECTIONS & SCHEDULING APPOINTMENT PROCESS FLOW



## Locate

The Job Filing  
on the Dashboard



## Open

The Job Filing



## Select

The  
Objection/Appointments  
tab



## Click

The Edit button



## Update

Objection Status and  
add Comments



## Click

The Update  
button



## Click

+Appointment  
(If Applicable)



## Select

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



## Upload

Documents  
(If applicable)



## Review

Filing and make any  
necessary revisions



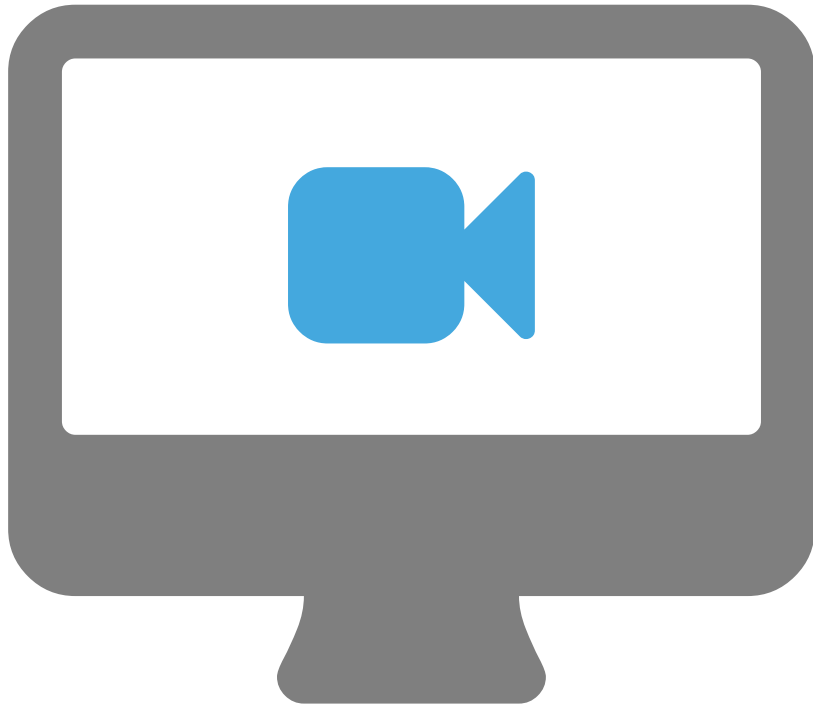
## Complete

Applicant Statement  
and Signature



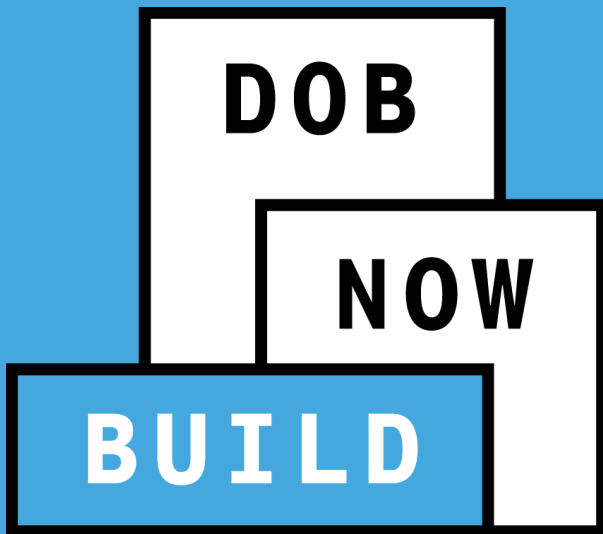
## Click

Resubmit



## **STEP-BY-STEP GUIDE VIDEO DEMO**

Viewing Incomplete Reason  
Responding To QA Failure  
Responding To Objection  
Scheduling An Appointment



**NO PAPER. NO LINES.**

**WORK PERMITS**

# DOB NOW: *Build* – PRINT WORK PERMITS

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

M00031255-I1

Plans/Work (PW1)

Zoning Information

Scope of Work

Cost Affidavit (PW3)

Technical Report

Technical Report (TR1)

Documents

**Work Permit (PW2)**

Statements & Signatures

Work Per

Work Permit:

Tracking #

559928803

569670945

**NYC** Buildings

QR Code

**Work Permit Department Of Buildings**

Permit Number: M00031327-S1-ST Issued: 02/20/2019 Expires: 02/20/2020

Address: 1 BROADWAY MANHATTAN Issued To: JOE ADAM

Work on Floor(s): CONCOURSE Business: JA& LLC

License No: PE-078712

Dwelling Units-Existing: 3

Number of Dwelling Units that will be occupied during construction: 7

Description: BHMFYUIY7IY

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

Borough Commissioner: [Signature] Commissioner of Buildings: [Signature]  
Acting Commissioner of Buildings

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

Print To PDF

ued Date

Actions

[Icons: Delete, Print, Refresh]

## ▪ PERMIT EXPIRATION

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

## ▪ AUTOMATIC EXTENSIONS

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



# DOB NOW: *Build* – WORK PERMIT RENEWAL GUIDELINES

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

## EXAMPLE:

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

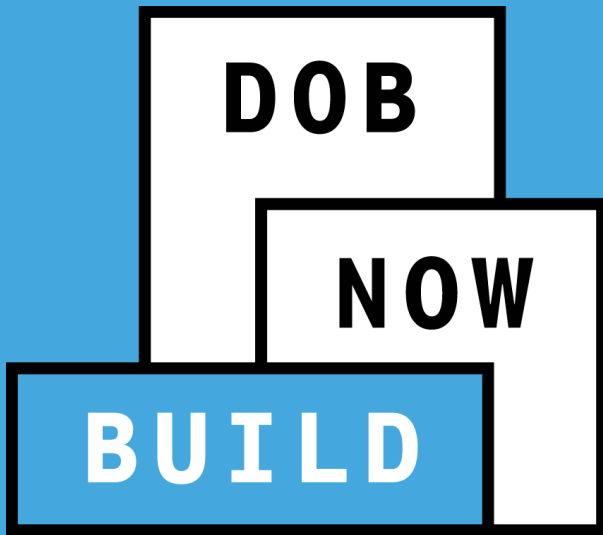


## **STEP-BY-STEP GUIDE VIDEO DEMO**

Request A Work Permit

Renew A Work Permit

Print A Work Permit



NO PAPER. NO LINES.

AFTER HOURS VARIANCE (AHV)

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

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

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

### After Hours Variance Permit Form

**M7401803**

Trace History
Details

**Initial Filing Status Information**

Variance Type \* Initial

**Type of Permit**

Type of Permit\*

My AHV Work Permits

My LOC Requests

My Sign Off Requests

Emergency Work Notifications

Certificate of Operation

Boiler Removal Notific

Filing#	AHV Permit#	Work Permit#	AHV Permit Status	Created Date	Filing Action
			AHV Permit Issued		
	M5817543	M00031297-I1-BE	AHV Permit Issued	02/25/2019	Select Action: <span style="border: 1px solid red;">▼</span>
	M3597640	M00031297-I1-BE	AHV Permit Issued	02/22/2019	Select Action: <span style="border: 2px solid red; padding: 2px;">Print AHV Permit</span> Renew AHV Permit
	M9752240	M00031297-I1-BE	AHV Permit Issued	02/22/2019	
	M7401803	M00030720-I1-BE	AHV Permit Issued	01/28/2019	

City: BRONX      State: NY      Zip Code: 10474

**Application Highlights**

Location: 1 NEW YORK PLAZA  
MANHATTAN

Job Number: M00030720-I1

Work Permit Number: M00030720-I1-BE

AHV Permit Status: **Approved**

Reason of Approval: Business Hours Operations Interruption

Reason of Denial:

Initial Fee/Renewal Fee: \$200.00

Daily Fee: \$480.00

**Fees**

Calculate Fees

AHV Filing Fee: \$200.00

AHV Daily Fee: \$480.00

Amount Paid: \$200.00

Amount Due: \$480.00

Pay Now

# DOB NOW: *Build* – AFTER HOURS VARIANCE (AHV) PERMIT FILING PROCESS FLOW



**Click**  
+AHV Permit from  
Dashboard



**Enter**  
Work Permit Number



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



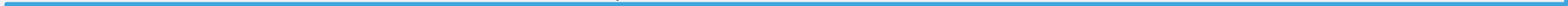
**Complete**  
Statements &  
Signatures



**Pay**  
AHV Filing Fee



**Submit**  
AHV Request



**DOB Review**  
And Approve AHV



**Pay**  
AHV Daily Fee

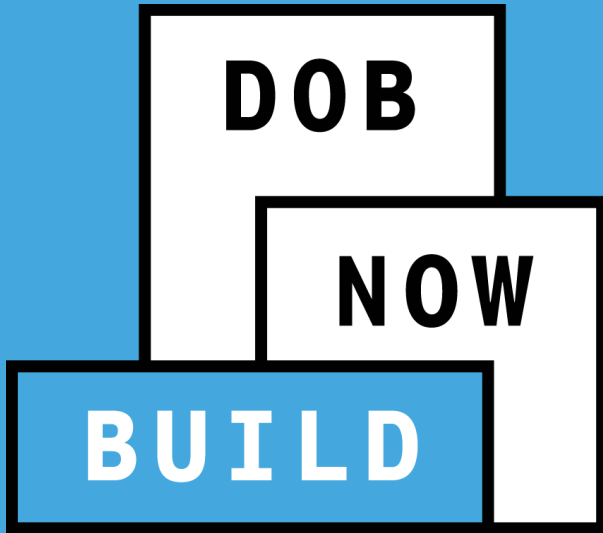


**Print**  
AHV Permit



## **STEP-BY-STEP GUIDE VIDEO DEMO**

AHV



## CIVIL PENALTIES REVIEW REQUEST (L2)



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

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

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

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

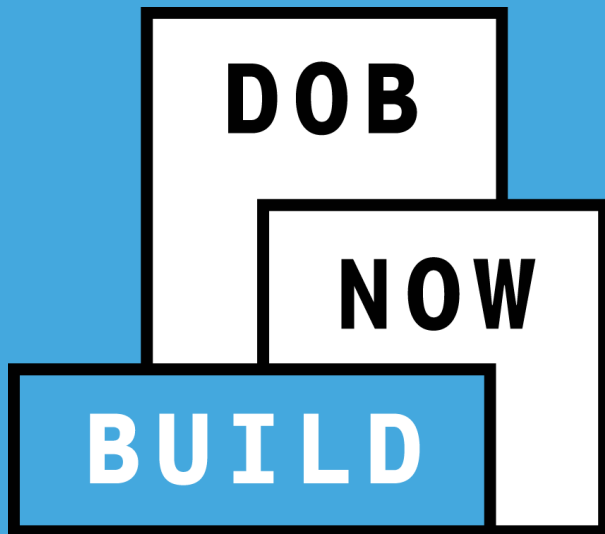
- Owner specified on the associated filing
- The Applicant of Record of the associated PW1
- Any licensed PE/RA
- Any DOB licensee
- A Class II Filing Representative

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

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

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





NO PAPER. NO LINES.

POST APPROVAL AMENDMENT (PAA)

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

The following rules apply to filing a PAA:

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

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

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

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





## Locate

The Job Filing  
on the Dashboard



## Initiate

PAA



## Amend

Scope



## Complete

Statements and Signatures  
& Payment (if applicable)



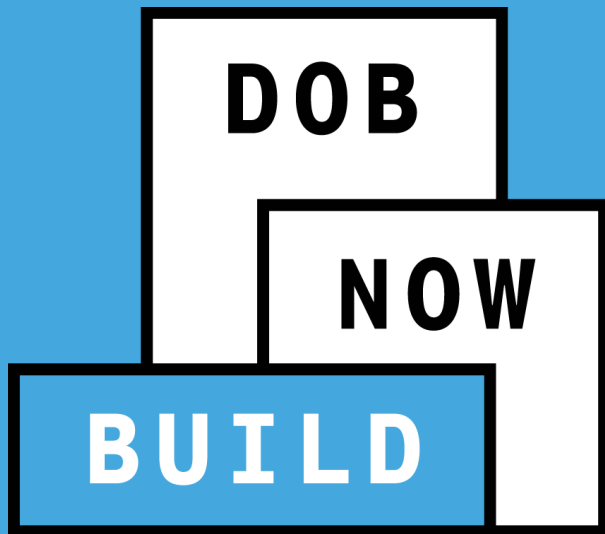
## Submit

PAA



## **STEP-BY-STEP GUIDE VIDEO DEMO**

PAA FILING PROCESS



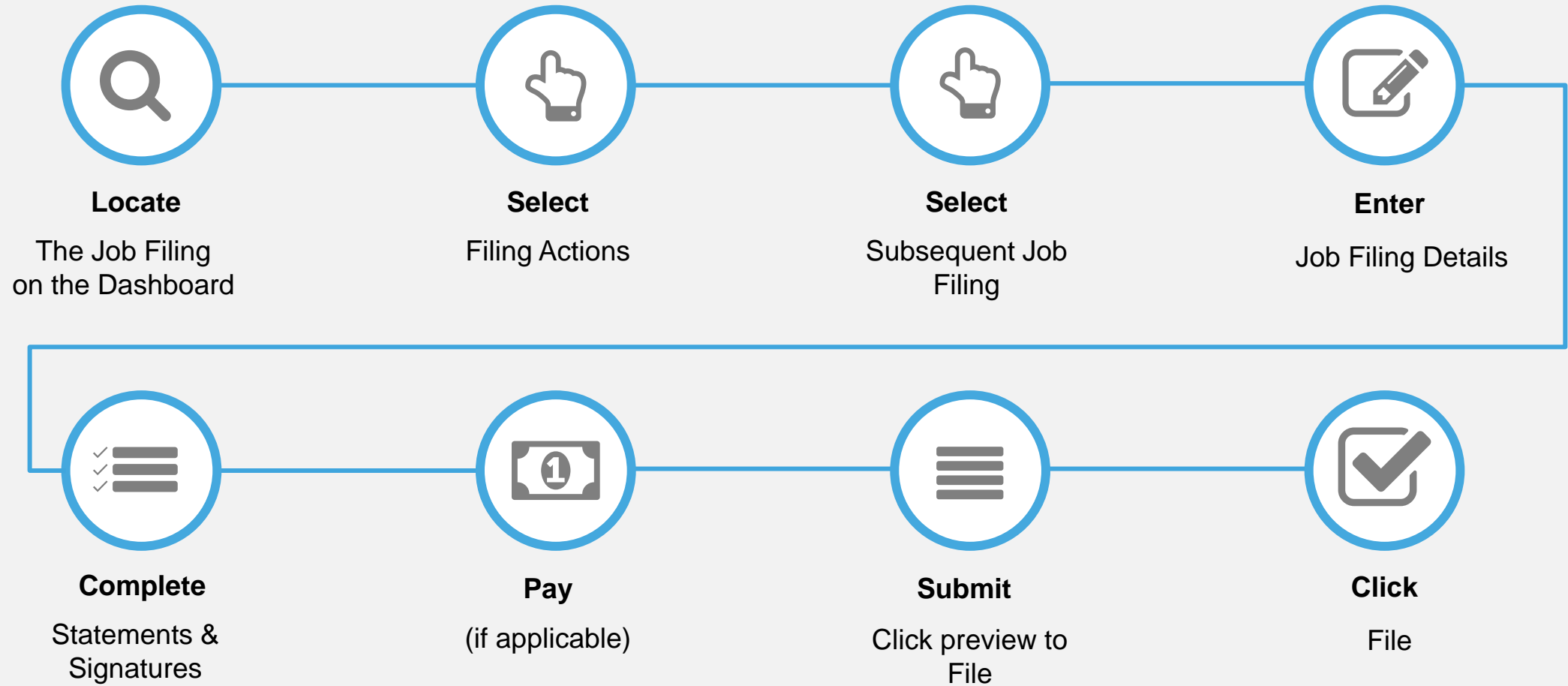
NO PAPER. NO LINES.

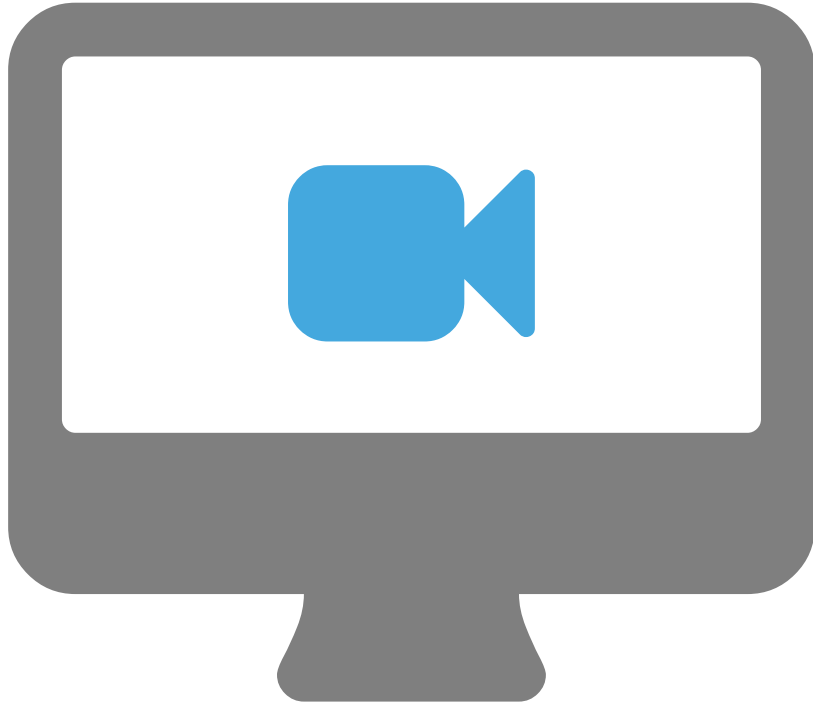
SUBSEQUENT JOB FILINGS

# SUBSEQUENT FILING GUIDELINES

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

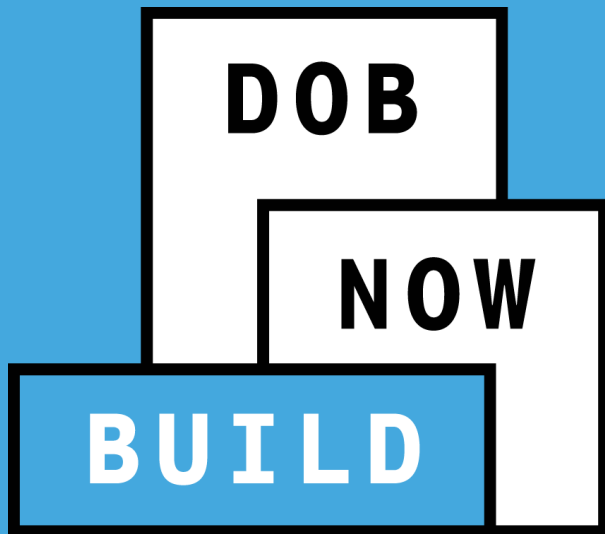
# DOB NOW: *Build* – CREATE A SUBSEQUENT JOB FILING PROCESS FLOW





## **STEP-BY-STEP GUIDE VIDEO DEMO**

Create a Subsequent Job Filing



**NO PAPER. NO LINES.**

**LETTER OF COMPLETION (LOC) (PW7)**

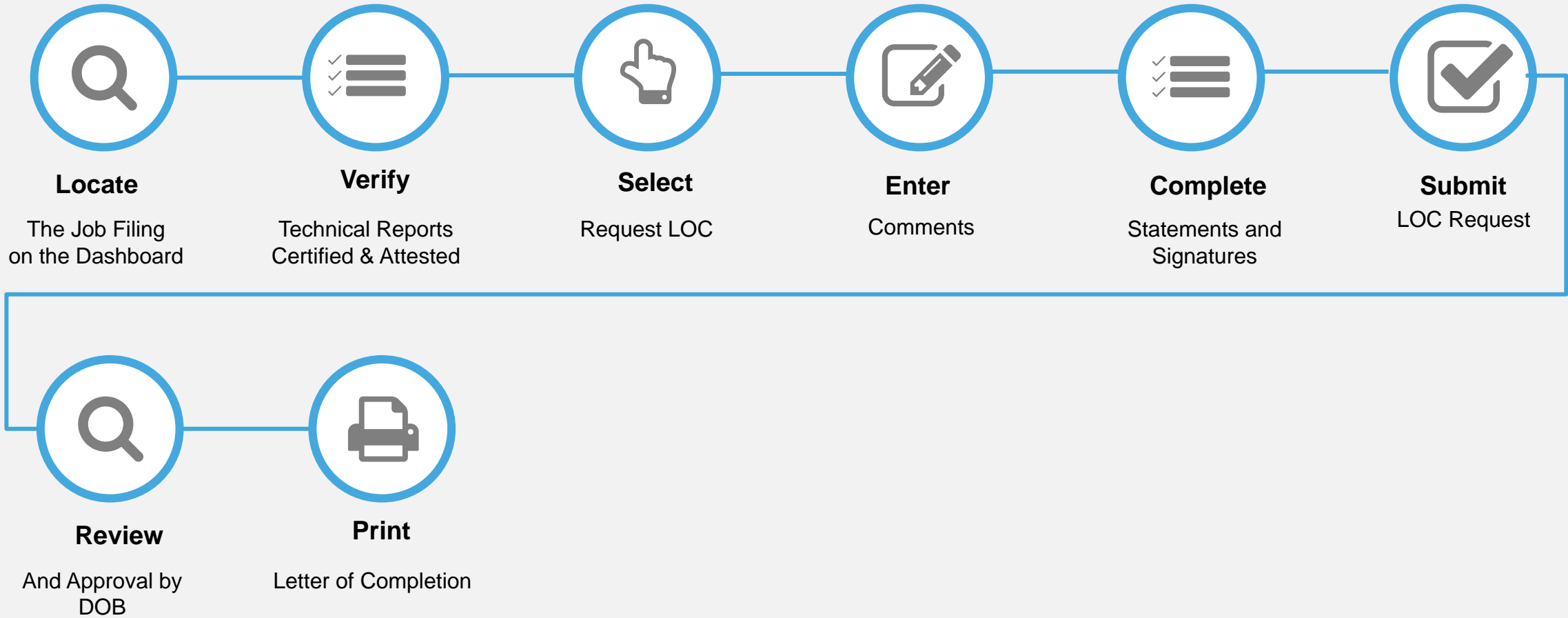
# DOB NOW: LETTER OF COMPLETION (PW7) GUIDELINES

- A Letter of Completion (LOC) can be requested by **Applicant** or **Property Owner**.
- In order to request a Letter of Completion (LOC), Inspections and applicable Technical Report certifications must be completed on all Work Permits associated with the Job Filing.
- Once the LOC is issued the job filing status will update to LOC Issued.
- Click on **Print Letter Of Completion** on the job filing screen to download a PDF of the LOC.

The screenshot displays a progress bar with eight stages, each marked with a checkmark: Pre-filing, Pending CPE/ACPE Assignmer, Pending PE Assignment, Plan Examiner Review, CPE/ACPE Review, Approved, Permit Issued/Permit Entire, and LOC Issued. The 'LOC Issued' stage is highlighted with a red box. Below the progress bar, a navigation bar contains buttons for 'Save', 'Preview to File', 'Print Letter Of Completion' (highlighted with a red box), 'View Filing', 'History', 'Property Profile', and 'Dashboard'. The bottom section shows the application ID '00032946-11', the title 'Letter of Completion request', and 'Application Highlights' including 'Location: 140 BROADWAY'.



# DOB NOW: REQUEST A LETTER OF COMPLETION (PW7) PROCESS FLOW

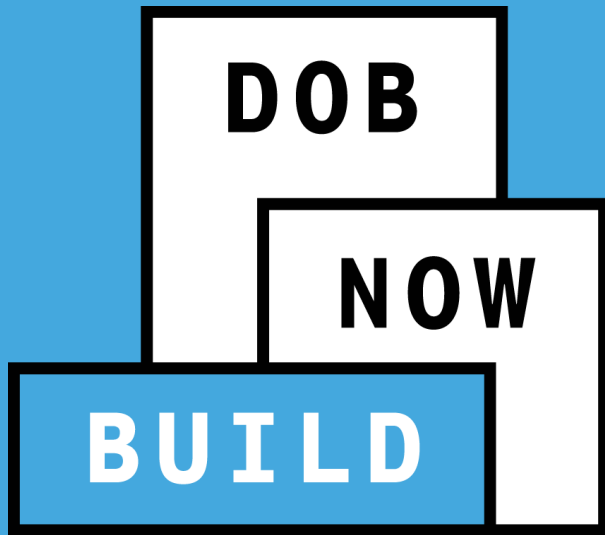




## **STEP-BY-STEP GUIDE VIDEO DEMO**

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

**Print a LOC**



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

# DOB NOW WITHDRAWAL, SUPERSEDING & MINOR PLAN CHANGE WORKAROUND

DOB  
NOW

- Complete and submit the following request on the Online Help Form at [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp)

## WITHDRAWAL REQUEST

**NYC Buildings** DOB NOW BUILD

### WITHDRAWAL REQUEST

Date: \_\_\_\_\_  
 DOB NOW: Build Job Filing Number: \_\_\_\_\_  
 Address: \_\_\_\_\_

Withdrawal Request Type:  Applicant  Contractor  Job  Filing  
 Progress Inspector  Special Inspector  Work Type

Work Type Withdrawal:  Plumbing  Standpipe  Sprinkler  
 Curb Cut  Antenna  Sidewalk Shed  Supported Scaffold  
 Fence  Sign  Elevator  Place of Assembly  
 Temporary Place of Assembly

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

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

\_\_\_\_\_  
Signature

○  
Notary Seal

\_\_\_\_\_  
Notary Signature

12/18

## SUPERSEDING REQUEST

**NYC Buildings** DOB NOW BUILD

### SUPERSEDING LETTER

Date: \_\_\_\_\_  
 DOB NOW: Build Job Filing Number: \_\_\_\_\_  
 Address: \_\_\_\_\_

Superseding Request Type:  Owner  Applicant  Contractor  
 Special Inspector  Progress Inspector

Owner/ Applicant/ Contractor/ Special Inspector/ Progress Inspector's Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Special Inspection Agency Number: \_\_\_\_\_

Tracking #/ Lic #: \_\_\_\_\_

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

\_\_\_\_\_  
Owner of Record Signature

\_\_\_\_\_  
Applicant/Contractor/Special Inspector/ Progress Inspector Signature

\_\_\_\_\_  
Notary Signature (if applicable)

○  
Notary or Professional Seal

## AI1 FOR MINOR PLAN CHANGE

**NYC Buildings** DOB NOW BUILD

### AI1: Additional Information

Must be typewritten  Check and affix B15 job number label form

Page number \_\_\_\_\_ of \_\_\_\_\_ B15 Document No. \_\_\_\_\_

**1 Location and Job Information** Required for all applications.

House No(s) \_\_\_\_\_ Street Name \_\_\_\_\_  
 Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ BIN \_\_\_\_\_ CB No. \_\_\_\_\_

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

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

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

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

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

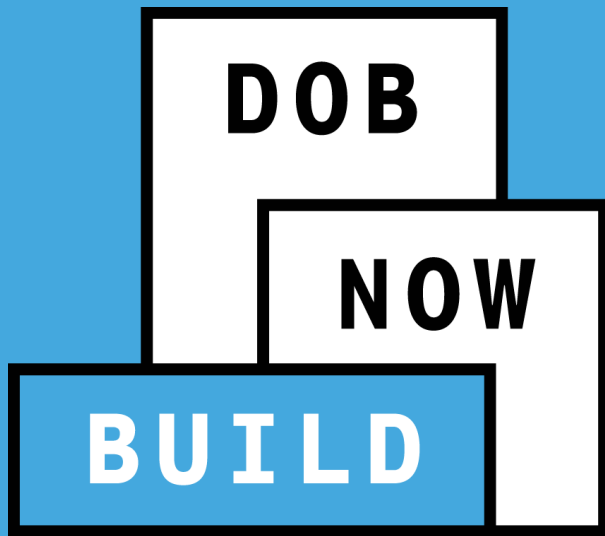
\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

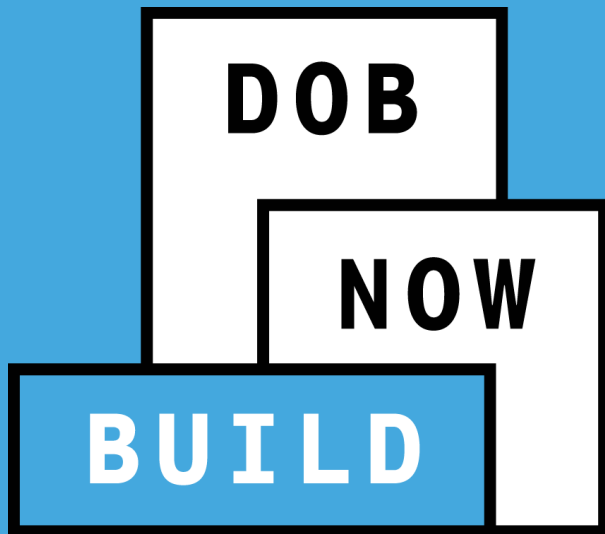
○  
Notary Seal

P.S. / R.A. fees (apply fees, then sign and date over seal)



NO PAPER. NO LINES.

# QUESTIONS?



**NO PAPER. NO LINES.**

## **PUBLIC PORTAL & HELPFUL RESOURCES**

Process & Overview

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

← Back
Home

## Property Profile

2600 HYLAN BOULEVARD
STATEN ISLAND 10306
BIN# 5168776

**Alternate Addresses:**

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

### Building Characteristics

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

[www.nyc.gov/dobnowinfo](http://www.nyc.gov/dobnowinfo)

Here you will find helpful links to:

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

[www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp)

Here you will:

- Submit DOB NOW inquires



# IMPORTANT LINKS

DOB  
NOW

Borough, Block, Lot

Device Search

Licensees Search

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

Forgot password?

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



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



[FAQ and Resources](#)



[FAQ and Resources](#)



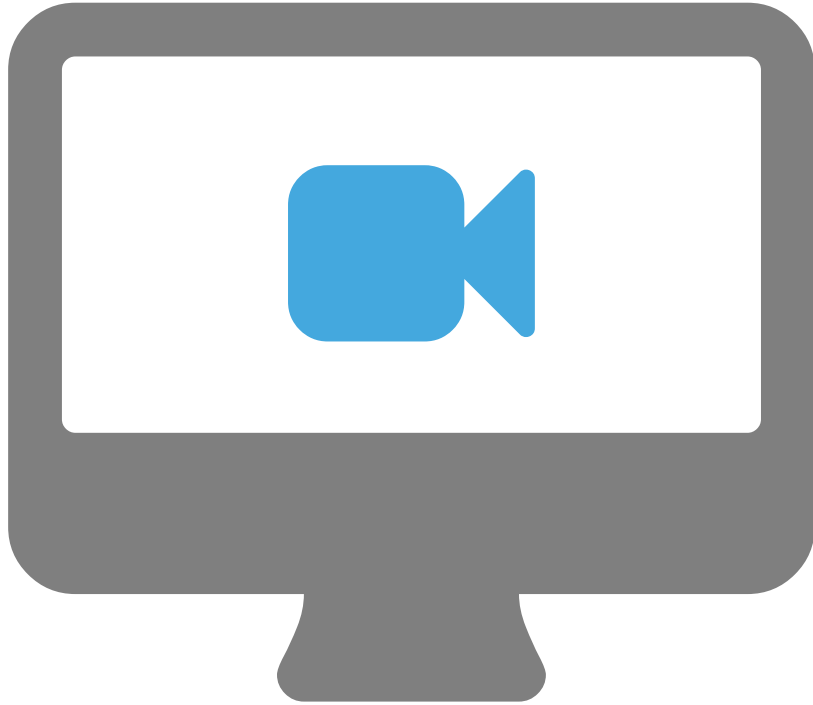
[FAQ and Resources](#)



[Building Information Search](#)

[NYC OpenData](#)



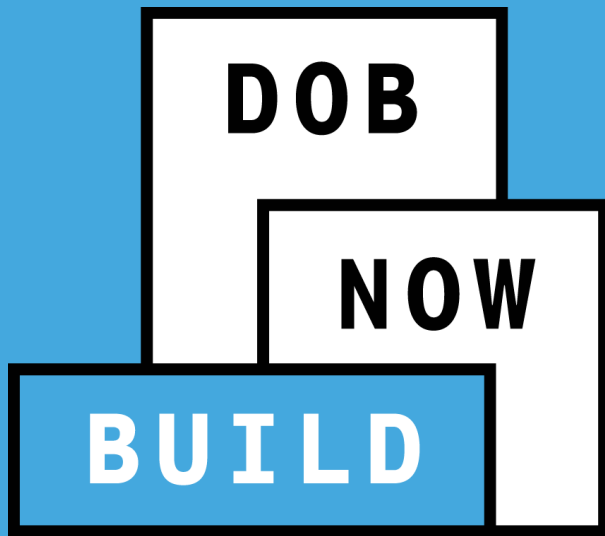


## **STEP-BY-STEP GUIDE VIDEO DEMO**

Navigate the Public Portal

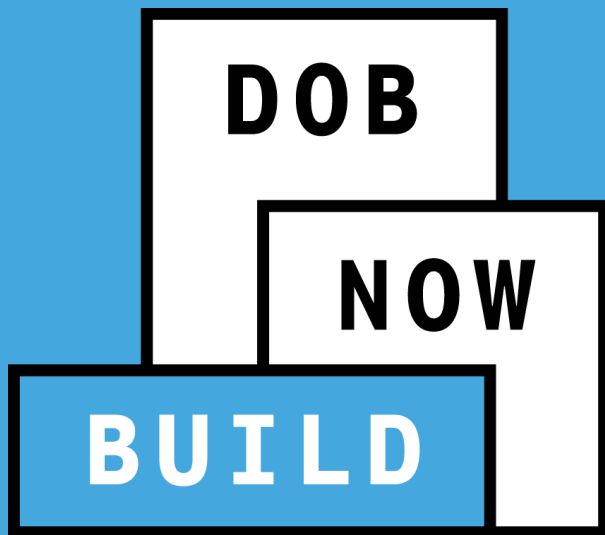
## You should now be able to

- Discuss Key Differences Between the Current State and Future State
- Identify the 2 Filing Review Types
  - Standard Plan Examination
  - Professional Certification
- Submit a Structural Job Filing
  - Concrete Sampling & Testing (TR2)
  - Technical Report Concrete Design Mix (TR3)
- Make Corrections Prior to Review
- Respond to Objections/Schedule Appointment
- View, Print or Renew a Work Permit (PW2)
- Request L2 Guidelines
- Create a Post Approval Amendment (PAA)
- Create a Subsequent Job Filing
- Create an After Hours Variance Work Permit (AHV)
- Request a Letter of Completion (PW7)
- Access Helpful Resources and Navigate the Public Portal



NO PAPER. NO LINES.

# QUESTIONS?



**THANK YOU!**

**NO PAPER. NO LINES.**