

UPCOMING CHANGE

Electronic Filing Enhancement: Automated Printing for B-SCAN Job Stickers

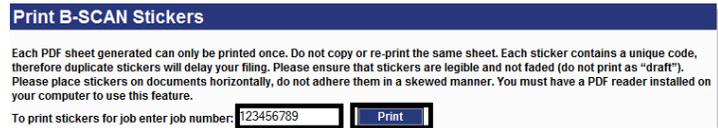
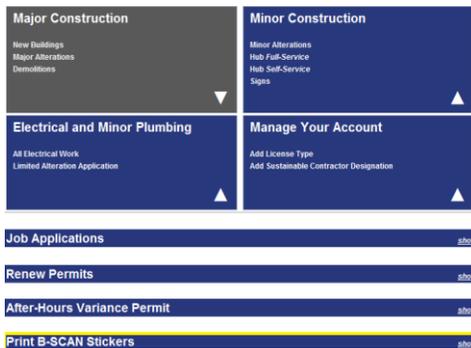
Beginning August 11, 2014, applicants and filing representatives will be able to print B-SCAN job stickers from our NYC Development Hub online service – reducing wait time to file at the Department’s borough offices.

On September 15, this new process will be standard practice, and borough office employees will no longer print B-SCAN stickers. During this transition through September 12, our employees can assist with printing.

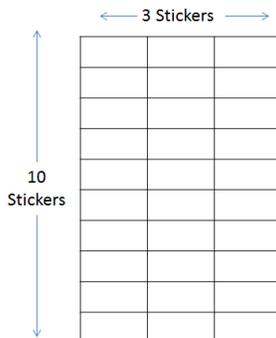
B-SCAN Job Sticker Printing

Applicants and filing representatives must be registered to use electronic filing through the NYC Development Hub and have PDF reader software. (Users registered as non-preparers must go to the Manage Your Account function, enter a business name for the preparer, click Submit and log back into the system.) To print stickers:

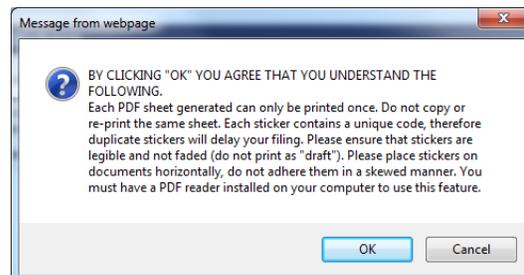
1. Log into the NYC Development Hub, choose Major or Minor Construction and then click Print B-SCAN Stickers.
2. Enter Job Number and click “Print”.



3. Use 1” x 2 5/8” laser/inkjet-compatible labels (30 per 8 1/2” x 11” sheet).



4. You will receive a reminder message explaining not to copy sticker sheets (only print once and close) and to place stickers on documents horizontally.



Bill de Blasio, Mayor
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