

Design Professional Session

Plumbing and Sprinkler Job Filings

July 14, 2016

Session Objectives

- Learn how to prepare and file a plumbing or sprinkler job in DOB NOW: *Build*
- Learn how to schedule an appointment with a plan examiner to review objections in DOB NOW: *Build*
- Learn how to pull a plumbing or sprinkler permit in DOB NOW: *Build*

Session Topics

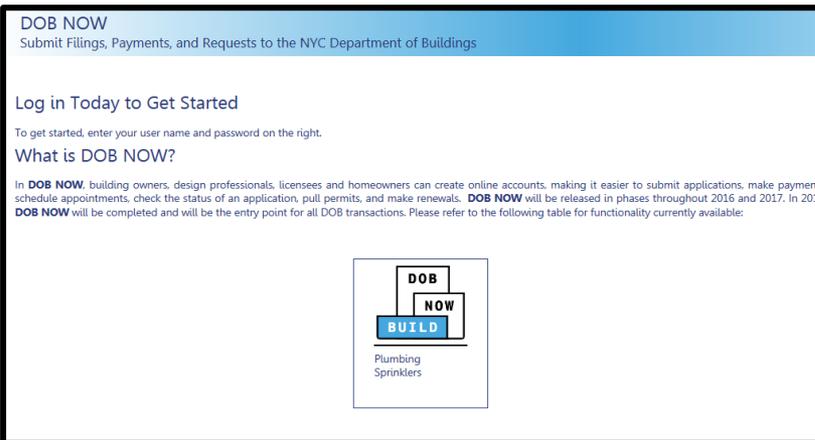
- DOB NOW: *Build* Overview
- Plan/Work (PW1), Scope of Work, Cost Affidavit
- Technical Report (TR1), Technical Energy Report (TR8), EN2
- Upload Documents and Make a Payment
- Statements and Signatures
- Preview and File a Job
- Resolving Objections and Schedule an Appointments
- PW2 and Print a Permit
- Subsequent and PAA Filings
- Training Materials and Q + A

Session Topics

- **DOB NOW: *Build* Overview**
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DOB NOW: *Build* Job Filing and Permit Portal Overview

DOB NOW: *Build* New Online Job Filing and Permit Portal



- File jobs and submit fees online
- View and search information related to your Jobs & Permits
- Upload documents
- View objections online
- Schedule and review objections with a plan examiner in a virtual meeting
- Receive emails at milestones throughout the application process
- File Post Approval Amendments online
- Make Corrections online
- Pull and print After Hour Variances online
- Pull and print work permits online
- Receive email with Letter of Completion

DOB NOW: *Build* Work Types

DOB NOW: *Build*
Available work types on July 25, 2016

Plumbing
Sprinklers

Additional work types will be released in phases throughout 2016 and 2017

Access to DOB NOW: *Build*

DOB NOW: *Build*
Registered Users

Owners

Filing Representatives

Design Professionals

Licensed Contractors

Special/Progress Inspectors

*Registered users must create an **eFiling** account to be able to log in to DOB NOW. DOB NOW will have its own Account Registration available later in 2016.*

DOB NOW: *Build* Key Changes

For plumbing and sprinkler applications filed in DOB NOW: *Build*:

- Notify all parties associated with the job to register in eFiling
- Plans and associated Required Documents can only be submitted electronically
- Payments can only be made online
- Appointments must be requested online
- Meetings will be conducted virtually using GoToMeeting
- Initial and renewal permits must be pulled online
- AHVs are requested and issued against individual permits online
- Letter of Completion can be emailed and issued online
- Applications will not appear in BIS

DOB NOW: *Build* Data on Open Data

DOB NOW: *Build* data available at:
nycopendata.socrata.com

The screenshot displays the NYC OpenData website interface. At the top, it features the NYC OpenData logo, a badge for '1300+ Data Sets Available', and social media icons for GitHub, NYC, and Twitter. Below the header, four featured data sets are shown with images and titles: 'IPIS', 'DOB Complaints Received', 'Building Footprints', and 'Building Permits'. A search filter bar is visible with dropdown menus for 'Type' (All), 'Category' (Housing & Development), 'Agency' (Department of Buildings), and 'Source' (Official Data), along with a search input field. The 'Search Results' section shows a search bar and a table of results.

Name	Popularity	Type	RSS
 DOB NOW: Build – Approved Permits List of all approved permits in DOB NOW	31 views		
 DOB NOW: Build – Job Application Filings List of all job filings filed in DOB NOW.	35 views		
 DOB Violations DOB Violations – A list of active DOB violations.	1,340 views		

Session Topics

- DOB NOW: *Build* Overview
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Create a New Job Filing

NYC Buildings | 311 | Search all NYC.gov websites

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

Welcome, ajoetest@gmail.com
(Role: R_DP,FR)
Sign Out

+ New Job Filing | + New Work Permit | + New AHV Permit

My Jobs | My Work Permits | My AHV Work Permits | Job Filing Search

[Refresh](#)

Job # - Filing #	Filing Status	Address	Borough	Design Professional	Owner	Created Date
✓ M00000080 - I1	Permit Entire	1 bogus lane	Manhattan	JOE ADAM	APPLE ROME	06/28/2016 07:06:02.
✓ M00000079 - I1	Permit Entire	1 bogus lane	Manhattan	JOE ADAM	APPLE ROME	06/28/2016 07:03:12.
✓ M00000078 - I1	Permit Entire	1 bogus lane	Manhattan	JOE ADAM	APPLE ROME	06/28/2016 06:31:03.
✓ M00000076 - I1	Permit Entire	1 bistest st	Manhattan	JOE ADAM	APPLE ROME	06/19/2016 07:48:57.
✓ M00000075 - I1	Permit Entire	1 bogus lane	Manhattan	JOE ADAM	APPLE ROME	06/19/2016 07:40:49.
✓ M00000074 - I1	Permit Entire	1 bogus lane	Manhattan	JOE ADAM	APPLE ROME	06/19/2016 07:34:56.
✓ M00000070 - I1	Permit Entire	1 bogus lane	Manhattan	JOE ADAM	APPLE ROME	06/18/2016 10:39:53.
✓ M00000069 - I1	Pre-Filing	1 bistest st	Manhattan	JOE ADAM		06/18/2016 10:23:22.
✓ M00000068 - I1	Permit Issued	1 bistest st	Manhattan	JOE ADAM	APPLE ROME	06/18/2016 10:14:47.

Create a New Job Filing, continued

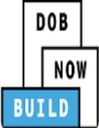
Job filing includes:

New Work Only

Legalization Only

Both

Pre –Filing View



DOB NOW

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

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Dashboard

Pre-Filing



Preview to File

Job# Filing#

View Filing

Payment History

Trace History

Property Profile

Plans/Work (PW1)

Scope of Work

Cost Affidavit (PW3)

Technical Report (TR1)

Statements & Signatures

1. Location Information

House No(s) *	<input type="text"/>	Street Name *	<input type="text"/>
Borough *	<input type="text" value="SELECT BOROUGH"/>	Block *	<input type="text"/>
Lot *	<input type="text"/>	BIN *	<input type="text" value="0"/>
C.B. No. *	<input type="text"/>	Zip *	<input type="text"/>
Apt. / Condo No(s)	<input type="text"/>	Work on Floor *	<input type="text"/>

Application Highlights

Location	
Job Number	
Filing Number	
Estimated Job Cost *	\$0.00
Current Filing Status	
Job Status	
Work Without Permit Violation	No

In Progress Filing View

DOB

NOW

BUILD

DOB NOW

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

Welcome, ajoetest@gmail.com
(Role: Professional Engineer)
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[Dashboard](#)

Pre-Filing

Design Professional Review

Plan Review

Plan Approved

Permit Review

Permit

Signoff

Letter of Completion

Save

Preview to File

Job# M00001180 Filing# I1

View Filing

Payment History

Trace History

Property Profile

Plans/Work (PW1)

Scope of Work

Cost Affidavit (PW3)

Technical Report (TR1)

Technical Report Energy (TR8)

Documents

Work Permit (PW2)

Statements & Signatures

1. Location Information

House No(s) *	<input type="text" value="137"/>	Street Name *	<input type="text" value="CENTRE STREET"/>
Borough *	<input style="background-color: #eee; border: none;" type="text" value="MANHATTAN"/>	Block *	<input type="text" value="197"/>
Lot *	<input type="text" value="17"/>	BIN *	<input type="text" value="1002358"/>
C.B. No. *	<input type="text" value="101"/>	Zip *	<input type="text" value="10013"/>
Apt. / Condo No(s)	<input type="text"/>	Work on Floor *	<input type="text" value="3"/>

Application Highlights

Location	137 CENTRE STREET MANHATTAN 10013
Job Number	M00001180
Filing Number	I1
Estimated Job Cost *	\$120,000.00
Current Filing Status	Pre-Filing
Job Status	Job in Process
Work Without Permit Violation	No

Job Filing View Orientation

The screenshot displays the Job Filing View Orientation interface. At the top, a progress bar (1) shows stages: Pre-Filing, Design Professional Review, Plan Review, Plan Approved, Permit Review, Permit, Signoff, and Letter of Completion. Below this, a toolbar (2) contains 'Save' and 'Preview to File' buttons (3). The main header (4) shows 'Job# M0001091' and 'Filing# 11' (5). A navigation bar (6) lists steps: Plans/Work (PW1), Scope of Work, Cost Affidavit (PW3), Technical Report (TR1), Technical Report Energy (TR8), Required Documents, Work Permit (PW2), and Statements & Signatures. The main content area (7) is titled '1. Location Information' and contains input fields for: House No(s) (280), Street Name (BROADWAY), Borough (MANHATTAN), Block (153), Lot (1), BIN (1079215), C.B. No. (101), Zip (10007), Apt. / Condo No(s) (2), and Work on Floor (2).

1 Filing progress

2 Save

3 Preview to file

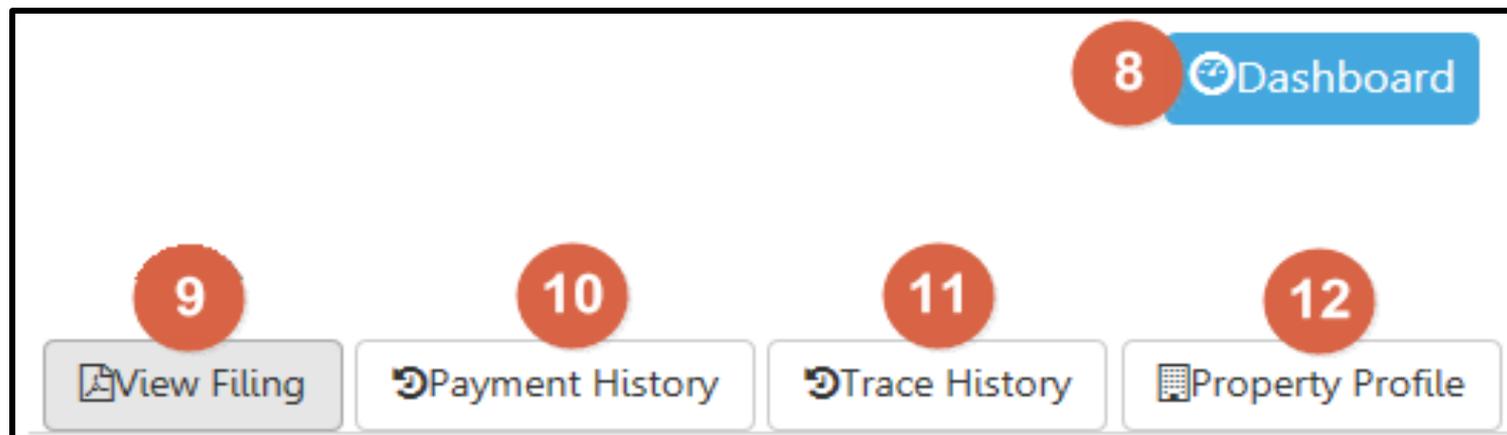
4 Job number

5 Filing number

6 Filing forms

7 Form sections

Job Filing View Orientation, *continued*



8 Return to the dashboard

11 Trace history

9 View filing

12 Property Profile

10 Payment history

Job Filing View Orientation, *continued*

Application Highlights 14

Location	280 BROADWAY MANHATTAN 10007
Job Number	M00001091
Filing Number	11
Estimated Job Cost *	\$1,000.00
Current Filing Status	Pre-Filing
Job Status	Job in Process
Work Without Permit Violation	No
Total Job Cost (\$)	\$1,000.00
Filing Type	New Job Filing

Fees 15

New Work Filing Fee	\$0.00
Legalization Filing Fee	\$0.00
Record Management Fee	\$0.00
PAA	\$0.00
No Good Check Fee	\$0.00
In Conjunction Fee	\$0.00
Adjustment	\$0.00
Total Fee	\$0.00
Amount Paid	\$0.00
Amount Due	\$0.00

16
[Pay Now](#)

14 Application Highlights

15 Fees summary

16 Pay Now

Plan/Work (PW1)

1. Location Information

House No(s) *	<input type="text" value="280"/>	Street Name *	<input type="text" value="BROADWAY"/>
Borough*	<input type="text" value="MANHATTAN"/>	Block*	<input type="text" value="153"/>
Lot *	<input type="text" value="1"/>	BIN*	<input type="text" value="1079215"/>
C.B. No. *	<input type="text" value="101"/>	Zip*	<input type="text" value="10007"/>
Apt. / Condo No(s)	<input type="text" value="105"/>	Work on Floor*	<input type="text" value="22"/>

2. Applicant Information

E-Mail*	<input type="text" value="AJOETEST@GMAIL.COM"/>	License Type*	<input type="text" value="PE"/>
License Number*	<input type="text" value="078712"/>	Last Name*	<input type="text" value="ADAM"/>
First Name*	<input type="text" value="JOE"/>	Middle Initial	<input type="text"/>
Business Name*	<input type="text" value="Hello Inc."/>	Business Telephone	<input type="text" value="4564551254"/>
Business Address*	<input type="text" value="JA LLC"/>	Business Fax	<input type="text"/>
City*	<input type="text" value="JERSEY CITY"/>	State*	<input type="text" value="NJ"/>
Zip*	<input type="text" value="07302"/>	Mobile Telephone	<input type="text" value="4564551254"/>

Plan/Work (PW1), *continued*

3. Filing Representative			
E-Mail	<input type="text" value="sfacetest@gmail.com"/>	Registration Number	<input type="text"/>
First Name	<input type="text" value="SAM"/>	Middle Initial	<input type="text"/>
Last Name	<input type="text" value="FACE"/>	Business Name	<input type="text" value="SF"/>
Business Telephone	<input type="text" value="4258885555"/>	Business Address	<input type="text" value="SF LLC"/>
Business Fax	<input type="text"/>	City	<input type="text" value="NYC"/>
State	<input type="text" value="NY"/>	Zip	<input type="text" value="10009"/>
Mobile Telephone	<input type="text"/>		

Plan/Work (PW1), *continued*

4. Filing Review Type*

select type

- Standard Plan Examination
- Professional Certification

6. Work Types*

Filing Included:

- New Work Only
- Legalization Only
- Both

1

New Work:*

PL - Plumbing

SP - Sprinkler

Legalization Work:*

PL - Plumbing

SP - Sprinkler

2

Plan/Work (PW1), *continued*

8. Additional Information

Building Type*	<input type="text" value="select type"/>	1
Estimated New Work Costs (\$)*	<input type="text" value="\$"/>	2
Estimated Legalization Job Cost\$*	<input type="text" value="\$"/>	3
Total New Work Construction Floor Area	<input type="text"/>	sq ft 4
Total Legalization Construction Floor Area	<input type="text"/>	sq ft 5
Is this job in conjunction with a NB/ALT1 job filed in BIS? *	<input checked="" type="radio"/> Yes <input type="radio"/> No	6
Related BIS Job Number:*	<input type="text"/>	7
Total Fee:		\$0.00 8

(Upto 5 BIS jobs can be entered with comma separation)

- 1 Build type
- 2 Estimated New Work Costs
- 3 Estimated Legalization Job Costs
- 4 Total New Work Construction Floor Area
- 5 Total New Work Construction Floor Area
- 6 BIS job
- 7 BIS job number
- 8 Estimate fees

Plan/Work (PW1), *continued*

9. Additional Considerations, Limitations or Restrictions

Review is requested under which building code*?

2014

2008

Little "E" or RD Site*

Yes

No

Unmapped/CCO Street*

Yes

No

Requesting legalization of work where no work without a permit violations have been issued*

Yes

No

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

Yes

No

Plan/Work (PW1), *continued*

10. NYCECC Compliance

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

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

10. NYCECC Compliance

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

Code compliance path

Select type
NYCECC
ASHRAE

Energy Analysis

Select type
Tabular Analysis
REScheck
COMcheck

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

10. NYCECC Compliance

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

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

Select type
The work is an alteration of a State or National historic building.
The scope of the work is entirely in a "low-energy building" and is limited to the building envelope.
The entire scope of work involves a temporary structure and SP work type is exempt.
This is a post-approval amendment and exempt under a prior edition of the energy code.

11. Job Description

Plan/Work (PW1), *continued*

11. Job Description

Job Description for New Work:

Job Description for Legalization:
Paying fees for installation of sink in restroom.

13. Building Characteristics

Mixed Use Building Type* Yes No

	Existing	Proposed
Building Height*	30	45
Building Stories*	3	3
Building Dwelling Units*	2	3

Plan/Work (PW1), *continued*

18. Fire Protection Equipment				
	Existing		Proposed	
	Yes	No	Yes	No
Fire Alarm	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Fire Suppression	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Sprinkler	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Plan/Work (PW1), *continued*

22. Asbestos Abatement Compliance



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

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

The scope of work is exempt from the asbestos requirement as defined in the regulation promulgated by the NYC DEP (15 RCNY 1-23(b)) or is an alteration to a building constructed pursuant to plans submitted for approval on or after April 1, 1987, in accordance with 28-106.1

22. Asbestos Abatement Compliance



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

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

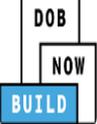
DEP ACP-5 Control No.:

The scope of work is exempt from the asbestos requirement as defined in the regulation promulgated by the NYC DEP (15 RCNY 1-23(b)) or is an alteration to a building constructed pursuant to plans submitted for approval on or after April 1, 1987, in accordance with 28-106.1

24. Comments*

Walk in this building - given recent history - requires an asbestos abatement study.

Scope of Work



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[Pre-Filing](#)

[Save](#) [Preview to File](#) **Job#** **Filing#** [View Filing](#) [Payment History](#) [Trace History](#) [Property Profile](#)

Plans/Work (PW1) **Scope of Work** Cost Affidavit (PW3) Technical Report (TR1) Statements & Signatures

1. Location Information

House No(s) *	<input type="text"/>	Street Name *	<input type="text"/>	Location
Borough*	SELECT BOROUGH <input type="button" value="v"/>	Block*	<input type="text"/>	Job Number
Lot *	<input type="text"/>	BIN*	0	Filing Number
C.B. No. *	<input type="text"/>	Zip*	<input type="text"/>	Estimated Job Cost * \$0.00
Apt. / Condo No(s)	<input type="text"/>	Work on Floor*	<input type="text"/>	Current Filing Status
				Job Status
				Work Without Permit Violation No

Scope of Work, *continued*

Plans/Work (PW1) > **Scope of Work** > Cost Affidavit (PW3) > Technical Report (TR1) > Required Items

New Work:

PL - Plumbing SP - Sprinkler

+Add **1**

Work Type...	Category	Scope Includes	Created By	Created On	PAA
--------------	----------	----------------	------------	------------	-----

Total Items: 0

Legalization:

PL - Plumbing SP - Sprinkler

+Add **2**

Work Type...	Category	Scope Includes	Created By	Created On	PAA
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Total Items: 0

Scope of Work, *continued*

Scope of Work Detail

Category:

Professional Review | Plan Review | Plan Approved | Permit Review | Permit | Signoff | Letter of Completion

00889 Filing# I1

Scope of Work | Cost Affidavit (PW3) | Technical Report (TR1) | Technical Report Energy (TR8) | Required Items | Work Permit (PW2)

Application Highlights

SP - Sprinkler | Location | 1385 Avenue

Scope of Work Detail

Category:

Scope Includes:

- Piping, traps and Valves
- Private Storm
- Roof Drainage Risers and stacks
- Swimming Pool

Scope of Work, *continued*

New Work:

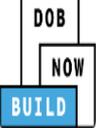
PL - Plumbing SP - Sprinkler

+Add

Work Type...	Category	Scope Includes	Created By	Created On	PAA	Edit	Délet.
Plumbing	Storm Water, Drywell and Pools	Private Storm			No	Edit	🗑️
Sprinkler	Indicate Type of Sprinkler System	Hazard Type			No	Edit	🗑️

Total Items: 2

Cost Affidavit



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Pre-Filing | Design Professional Review | Plan Review | Plan Approved | Permit Review | Permit | Signoff | Letter of Completion

[Save](#) [Preview to File](#) **Job# M00001180 Filing# 11** [View Filing](#) [Payment History](#) [Trace History](#) [Property Profile](#)

Plans/Work (PW1) | Scope of Work | **Cost Affidavit (PW3)** | Technical Report (TR1) | Technical Report Energy (TR8) | Documents | Work Permit (PW2) | Statements & Signatures

1. Location Information

House No(s) *	<input type="text" value="137"/>	Street Name *	<input type="text" value="CENTRE STREET"/>
Borough *	<input type="text" value="MANHATTAN"/>	Block *	<input type="text" value="197"/>
Lot *	<input type="text" value="17"/>	BIN *	<input type="text" value="1002358"/>
C.B. No. *	<input type="text" value="101"/>	Zip *	<input type="text" value="10013"/>
Apt. / Condo No(s)	<input type="text"/>	Work on Floor *	<input type="text" value="3"/>

Application Highlights

Location	137 CENTRE STREET MANHATTAN 10013
Job Number	M00001180
Filing Number	11
Estimated Job Cost *	\$120,000.00
Current Filing Status	Pre-Filing
Job Status	Job in Process
Work Without Permit Violation	No

Cost Affidavit, *continued*

3. Cost Details

New Work: 1

Category of Work*

PL - Plumbing SP - Sprinkler 2

+Add 3

Category of Work	Description of Work	Area/Units	Unit Cost	Total Cost	Delete
Plumbing	Installation of stove	1	\$5,000.00	\$5,000.00 4	Delete 5

Total Items: 1

Total Plumbing Cost	\$5,000.00 6
Total Sprinkler Cost	\$0.00
Total Job Cost	\$5,000.00

1 New Work or Legalization Work

2 Work Type

3 Add a new item

4 List of items

5 Delete item

6 Total Costs

Cost Affidavit, *continued*

Cost Details:

Category of Work*	PL - Plumbing
Area/Units*	500
Unit Cost(\$)*	\$2
Total Cost(\$)	\$1000
Description of Work*	Kitchen Plumbing.

Save Cancel

Cost Affidavit, *continued*

3. Cost Details

New Work:

Category of Work*

PL - Plumbing



SP - Sprinkler



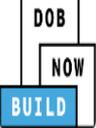
+Add

Category of Work	Description of Work	Area/Units	Unit Cost	Total Cost	Edit	Delete
Plumbing	Plumbing	10	\$500.00	\$5,000.00	Edit	Delete

Session Topics

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Technical Report



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Pre-Filing | Design Professional Review | Plan Review | Plan Approved | Permit Review | Permit | Signoff | Letter of Completion

[Save](#) [Preview to File](#) **Job# M00001180 Filing# I1** [View Filing](#) [Payment History](#) [Trace History](#) [Property Profile](#)

Plans/Work (PW1) | Scope of Work | Cost Affidavit (PW3) | **Technical Report (TR1)** | Technical Report Energy (TR8) | Documents | Work Permit (PW2) | Statements & Signatures

1. Location Information

House No(s) *	<input type="text" value="137"/>	Street Name *	<input type="text" value="CENTRE STREET"/>
Borough *	<input type="text" value="MANHATTAN"/>	Block *	<input type="text" value="197"/>
Lot *	<input type="text" value="17"/>	BIN *	<input type="text" value="1002358"/>
C.B. No. *	<input type="text" value="101"/>	Zip *	<input type="text" value="10013"/>
Apt. / Condo No(s)	<input type="text"/>	Work on Floor *	<input type="text" value="3"/>

Application Highlights

Location	137 CENTRE STREET MANHATTAN 10013
Job Number	M00001180
Filing Number	I1
Estimated Job Cost *	\$120,000.00
Current Filing Status	Pre-Filing
Job Status	Job in Process
Work Without Permit Violation	No

Technical Report, Special Inspections

2. Applicant Information

Applicant Type*

Are you a Design Professional?



Are you a Special Inspector?



Are you a Progress Inspector?



3a. Special Inspection Categories For New Work

	Requirement	Agency	Identified	Certified	Withdra	Special Inspector	PAA	Created On	Edit	Delete	Seal & Sign
											
	Electrical Motors		No	No	No	APPLE ROME	No	2016-05-25...	Edit		 Required
	Post-Installed Anchors	12345	Yes	No	No	JOE ADAM	No	2016-05-27...	Edit		 Required
	High Pressure Fuel-Gas...	12345	Yes	No	No	JOE ADAM	No	2016-05-27...	Edit		 Required

1 Add an item

4 Delete an item

2 Special Inspection item

5 Upload seal and signature document

3 Edit an item

Technical Report, Special Inspections, *continued*

Special Inspection Category

Add Requirement

Select

Selected Requirements

Requirement Code	Requirement Descriptions
------------------	--------------------------

Total Items: 0

Special Inspection Applicant's Email

Enter email/username...

Save Cancel

Technical Report, Special Inspections, *continued*

Add Requirement

2 selected

Check all Uncheck all

- Soil Percolation Test - Individual On-Site Private Sewage Disposal Systems
- Post-Installed Anchors
- High Pressure Fuel-Gas Piping (Welding)
- Private On-Site Storm Water Drainage Disposal Systems, and Detention Facilities Installation
- Fuel-Oil Storage and Fuel-Oil Piping Systems
- Soil Percolation Test - Private On-Site Storm Water Drainage Disposal Systems, and Detention Facilities Installation
- Individual On-Site Private Sewage Disposal Systems Installation
- Sprinkler Systems

Add Requirement

2 selected

Selected Requirements

Requirement Code	Requirement Descriptions
BC 1704.22	Soil Percolation Test - Individual On-Site Private Sewage Disposal Systems
BC 1704.32	Post-Installed Anchors

Technical Report, Special Inspections, *continued*

Special Inspection Applicant's Email

A Option A:
Assign a special inspector

Special Inspection Applicant's Email
 1

License Type
 2

License Number
 3

Agency Number
 4

I Take the Responsibility of Identifying Requirement 5

Name (Print)*

Date For Identification of Responsibility

7. Inspection Applicant's Identification of Responsibilities

6 I understand and agree that by personally clicking on the box below I am electronically signing this document and expressing my agreement with the Identification of Responsibilities terms above. 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.

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.

Name* Date*

B Option B:
Take ownership as the special inspector

Technical Report, Special Inspections, *continued*

3a. Special Inspection Categories For New Work

+Add

Requirement	Agency..	Identified..	Certified..	Withdra..	Special Inspector..	PAA..	Created On..	Edit..	Delet..	Seal & Sign..
Post-Installed Anchors		No	No	No	TESTING123 DOB	No	2016-06-27...	Edit		Required
Soil Percolation Test - I...		No	No	No	TESTING123 DOB	No	2016-06-27...	Edit		Required

Technical Report, Progress Inspections

4a. Progress Inspection Categories

Requirement	Identified..	Certified..	Withdraw..	Progress Inspector..	PAA..	Created On..	Edit..	Delet..	Seal & Sign..
Electrical Motors	No	No	No	APPLE ROME	No	2016-05-25	Edit	🗑️	📄 Required

- 1 Add an item
- 2 Progress Inspection item
- 3 Edit an item
- 4 Delete an item
- 5 Upload seal and signature document

Technical Report, Progress Inspections, *continued*

Progress Inspection Category

Add Requirement

Select

Selected Requirements

Requirement Code	Requirement Descriptions
------------------	--------------------------

Total Items: 0

Progress Inspection Applicant's Email

Enter email/username...

Save Cancel

Technical Report, Progress Inspections, *continued*

Add Requirement

2 selected

✓ Check all ✗ Uncheck all

- ✓ Final
- ✓ Energy Code Compliance Inspections

Requirement Descriptions

Energy Code Compliance Inspections

Add Requirement

2 selected

Selected Requirements

Requirement Code	Requirement Descriptions
28-116.2.4.2, BC 110.5, and 1...	Final
BC 110.3.5	Energy Code Compliance Inspections

Technical Report, Progress Inspections, *continued*

Progress Inspection Applicant's Email

testspruce9@gmail.com

Save Cancel

A Option A:
Assign a progress inspector

Progress Inspection Applicant's Email

AJOETEST@GMAIL.COM 1

License Type

PE 2

License Number

078712 3

I Take the Responsibility of Identifying Requirement 4

Name (Print)*

JOE ADAM

Date For Identification of Responsibility

06/27/2016

7. Inspection Applicant's Identification of Responsibilities

5 I understand and agree that by personally clicking on the box below I am electronically signing this document and expressing my agreement with the Identification of Responsibilities terms above. 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.*

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.

Name*

JOE ADAM

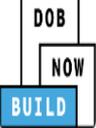
Date*

06/27/2016

Save Cancel

B Option B:
Take ownership as the progress inspector

Technical Report for Energy Code (TR8)



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

Welcome, ajoetest@gmail.com
(Role: Professional Engineer)
[Sign Out](#)

[Dashboard](#)

Pre-Filing | Design Professional Review | Plan Review | Plan Approved | Permit Review | Permit | Signoff | Letter of Completion

[Save](#) [Preview to File](#) **Job# M00001180 Filing# I1** [View Filing](#) [Payment History](#) [Trace History](#) [Property Profile](#)

Plans/Work (PW1) | Scope of Work | Cost Affidavit (PW3) | Technical Report (TR1) | **Technical Report Energy (TR8)** | Documents | Work Permit (PW2) | Statements & Signatures

1. Location Information

House No(s) *	<input type="text" value="137"/>	Street Name *	<input type="text" value="CENTRE STREET"/>
Borough *	<input type="text" value="MANHATTAN"/>	Block *	<input type="text" value="197"/>
Lot *	<input type="text" value="17"/>	BIN *	<input type="text" value="1002358"/>
C.B. No. *	<input type="text" value="101"/>	Zip *	<input type="text" value="10013"/>
Apt. / Condo No(s)	<input type="text"/>	Work on Floor *	<input type="text" value="3"/>

Application Highlights

Location	137 CENTRE STREET MANHATTAN 10013
Job Number	M00001180
Filing Number	I1
Estimated Job Cost *	\$120,000.00
Current Filing Status	Pre-Filing
Job Status	Job in Process
Work Without Permit Violation	No

Technical Energy Report (TR8)

2. Applicant Information

Applicant Type*

Are you a Design Professional?

Are you a Progress Inspector?

3. Energy Code Progress Inspection For New Work

1 [+Add](#)

Requirement	Identified...	Certified	Withdrawn...	Progress Inspector...	PAA...	Created On...	Edit...	Delet...	Seal & Sign...
2 <input checked="" type="checkbox"/> Electrical Energy Consum...	Yes	No	No	JOE ADAM	No	2016-05-23	3 Edit	4	5 Required

- 1** Add an item
- 2** Progress Inspection item
- 3** Edit an item
- 4** Delete an item
- 5** Upload seal and signature document

Technical Energy Report (TR8), *continued*

Energy Code Progress Inspection Category

Add Requirement

Select

Selected Requirements

Requirement Code	Requirement Descriptions
------------------	--------------------------

Total Items: 0

Progress Inspection Applicant

Enter email/username...

Save Cancel

Technical Energy Report (TR8), *continued*

Add Requirement

2 selected

✓ Check all ✗ Uncheck all

- ✓ HVAC Insulation and Sealing
- ✓ Electrical Motors

Requirement Descriptions

HVAC Insulation and Sealing

Electrical Motors

Add Requirement

2 selected

Selected Requirements

Requirement Code	Requirement Descriptions
(IB5), (IIB5) Table Reference i...	HVAC Insulation and Sealing
IIC7 Table Reference in 1RC...	Electrical Motors

Technical Energy Report (TR8), *continued*

Progress Inspection Applicant

DOBTSTING123@GMAIL.COM

Save Cancel

A Option A:
Assign a progress inspector

Progress Inspection Applicant

DOBTSTING123@GMAIL.COM **1**

License Type

PE **2**

License Number

061496 **3**

I Take the Responsibility of Identifying Requirement **4**

Name (Print)* TESTING123 DOB

Date For Identification of Responsibility 06/27/2016

5. Inspection Applicant's Identification of Responsibilities

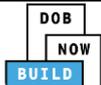
5 "I understand and agree that by personally clicking on the box below I am electronically signing this document and expressing my agreement with the Identification of Responsibilities terms above. I understand that this electronic signature shall have the same validity and effect as a signature affixed 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 3 and identified by me for responsibility, I certify that I am the principal/director of the progress inspection agency accepting responsibility for conducting the inspections as identified in section 3B. I further certify that I have read the applicable sections of the New York City Construction Codes and 1 RCNY 5000-01 in connection with progress inspections as well as 1 RCNY 101-07, which specifies the qualifications required for each progress inspector, and that this agency meets those qualifications for each and every progress inspection for which I/we take responsibility. I agree that both I and the agency will comply with all provisions of the New York City Construction Codes and the Rules. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.*

Name (Print)* TESTING123 DOB Date* 06/27/2016

Save Cancel

B Option B:
Take ownership as the progress inspector



DOB NOW

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

Welcome, builddep1@gmail.com
(Role: Registered Architect)
Sign Out

Dashboard

- Pre-Filing
- Design Professional Review
- Prof cert QA Review
- Plan Approved
- Permit Review
- Permit**
- Signoff
- Letter of Completion

Save Preview to File

Job# M00001195 Filing# I1

New Filing Payment History Trace History Property Profile

- Plans/Work (PW1)
- Scope of Work
- Cost Affidavit (PW3)
- Technical Report (TR1)
- Technical Report Energy (TR8)
- Documents
- EN2**
- Work Permit (PW2)
- Statements & Signatures

1. Location Information

House No(s) *	<input type="text" value="9"/>	Street Name *	<input type="text" value="PARK PLACE"/>
Borough*	<input type="text" value="MANHATTAN"/>	Block*	<input type="text" value="124"/>
Lot *	<input type="text" value="4"/>	BIN*	<input type="text" value="1001399"/>
C.B. No. *	<input type="text" value="101"/>	Zip*	<input type="text" value="10007"/>
Apt. / Condo No(s)	<input type="text"/>	Work on Floor(s)*	<input type="text" value="11"/>

Application Highlights

Location	9 PARK PLACE
	MANHATTAN 10007
Job Number	M00001195
Filing Number	I1
Estimated Legalization Cost (\$)	\$1,000.00
Current Filing Status	Permit Entire
Job Status	Job in Process
Work Without Permit Violation	No
Total Job Cost (\$)	\$0.00
Total Job Legalization Cost (\$)	\$1,000.00
Filing Type	New Job Filing

2. Applicant Information

E-Mail*	<input type="text" value="BUILDDEP1@GMAIL.COM"/>	License Type*	<input type="text" value="Registered Architect"/>
License Number*	<input type="text" value="002028"/>	Last Name*	<input type="text" value="DEP"/>
First Name*	<input type="text" value="BUILD1"/>	Middle Initial	<input type="text"/>
Business Name*	<input type="text" value="fsfsdfs"/>	Business Telephone	<input type="text" value="2016545879"/>
Business Address*	<input type="text" value="DEP LLC"/>	Business Fax	<input type="text"/>
City*	<input type="text" value="NYC"/>	State*	<input type="text" value="NY"/>

Fees

New Work Filing Fee	\$0.00
Legalization Filing Fee	\$0.00
Record Management Fee	\$0.00
PAA	\$0.00
No Good Check Fee	\$0.00
In Conjunction Fee	\$0.00
Adjustment	\$0.00

EN2, *continued*

The screenshot shows a table titled "As Built Energy Analysis". The table has several columns: "Filing Included", "Progress Inspector Name...", "As BuiltInfor...", "As BuiltInformatio...", "Edit", "Delete...", and "Seal & Sign:". A red box highlights the "+Add" button (1) and the first row of data (2). The first row contains "New Job", "JOE ADAM", "Yes", and "No". The "Edit" button (3) and the trash icon (4) are also highlighted. The "Seal & Sign:" column (5) shows a "Required" status with an upload icon.

Filing Included	Progress Inspector Name...	As BuiltInfor...	As BuiltInformatio...	Edit	Delete...	Seal & Sign:
✓	JOE ADAM	Yes	No	Edit	🗑️	📄 Required

- 1 Add an item
- 2 Progress Inspection item
- 3 Edit an item
- 4 Delete an item
- 5 Upload seal and signature document

EN2, *continued*

The screenshot shows a web form with the following sections and fields:

- Filing Included**: A section with two radio button options: "New work Only" and "Legalization Only". A red box highlights these options, with a red circle containing the number "1" next to it.
- 1. Progress Inspector Information**: A section with several input fields:
 - E-Mail***: A text input field with the placeholder "Enter email/username...". A red box highlights this field, with a red circle containing the number "2" next to it.
 - License Type***: A dropdown menu. A red box highlights this field, with a red circle containing the number "3" next to it.
 - License Number***: A text input field.
 - Last Name***: A text input field.
 - First Name***: A text input field.
 - Business Name***: A text input field.
 - Business Address***: A text input field.
 - City***: A text input field.
 - Zip***: A text input field.
 - Middle Name**: A text input field.
 - Business Telephone**: A text input field.
 - Business Fax**: A text input field.
 - State***: A text input field.
 - Mobile Telephone**: A text input field.

- 1 Filing type
- 2 Email
- 3 License type

EN2, continued

3. As Built Information 4

P.E./R.A responsible for progress inspections, choose one below. *

The as built conditions of the completed building conform to the original approved energy analysis and do not require a revised energy analysis

The energy analysis has been revised according to one of the statements below

Attached is a revised energy analysis, prepared, signed and sealed by the registered design professional who prepared the previously submitted and approved energy analysis. The as-built conditions of the completed building conform to this revised energy analysis.

The last revised energy analysis was submitted and approved as a post approval amendment on (Date). The as-built conditions of the completed building conform to this revised energy analysis



4. Progress Inspector's Statements

I have reviewed the information provided herein and , to the best of my knowledge and belief, attest to its accuracy. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special considerations. Violation is punishable by a fine or imprisonment, or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.

I, as a registered design professional who performed or supervised the progress inspections for (envelope, or HVAC/service water heating , or electrical/lighting work), certify that, to the best of my knowledge and professional judgment, the above checked statement(s) are true with respect to the progress inspections I completed as indicated in my submitted TR8.

5

6

Name (Print) Date*

7

4 As built information details

6 Electronic signature

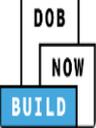
5 Certification

7 Add or cancel item

Session Topics

- DOB NOW: *Build* Overview
- Plan/Work (PW1), Scope of Work, Cost Affidavit
- Technical Report (TR1), Technical Energy Report (TR8), EN2
- **Upload Documents and Make a Payment**
- Statements and Signatures
- Preview and File a Job
- Resolving Objections and Schedule an Appointments
- PW2 and Print a Permit
- Subsequent and PAA Filings
- Training Materials and Q + A

Upload Documents



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

Welcome, ajoetest@gmail.com
(Role: Professional Engineer)
[Sign Out](#)

[Dashboard](#)

Pre-Filing | Design Professional Review | Plan Review | Plan Approved | Permit Review | Permit | Signoff | Letter of Completion

[Save](#) [Preview to File](#) **Job# M00001180 Filing# I1** [View Filing](#) [Payment History](#) [Trace History](#) [Property Profile](#)

Plans/Work (PW1) | Scope of Work | Cost Affidavit (PW3) | Technical Report (TR1) | Technical Report Energy (TR8) | **Documents** | Work Permit (PW2) | Statements & Signatures

1. Location Information

House No(s) *	<input type="text" value="137"/>	Street Name *	<input type="text" value="CENTRE STREET"/>
Borough *	<input type="text" value="MANHATTAN"/>	Block *	<input type="text" value="197"/>
Lot *	<input type="text" value="17"/>	BIN *	<input type="text" value="1002358"/>
C.B. No. *	<input type="text" value="101"/>	Zip *	<input type="text" value="10013"/>
Apt. / Condo No(s)	<input type="text"/>	Work on Floor *	<input type="text" value="3"/>

Application Highlights

Location	137 CENTRE STREET MANHATTAN 10013
Job Number	M00001180
Filing Number	I1
Estimated Job Cost *	\$120,000.00
Current Filing Status	Pre-Filing
Job Status	Job in Process
Work Without Permit Violation	No

Upload Documents, *continued*

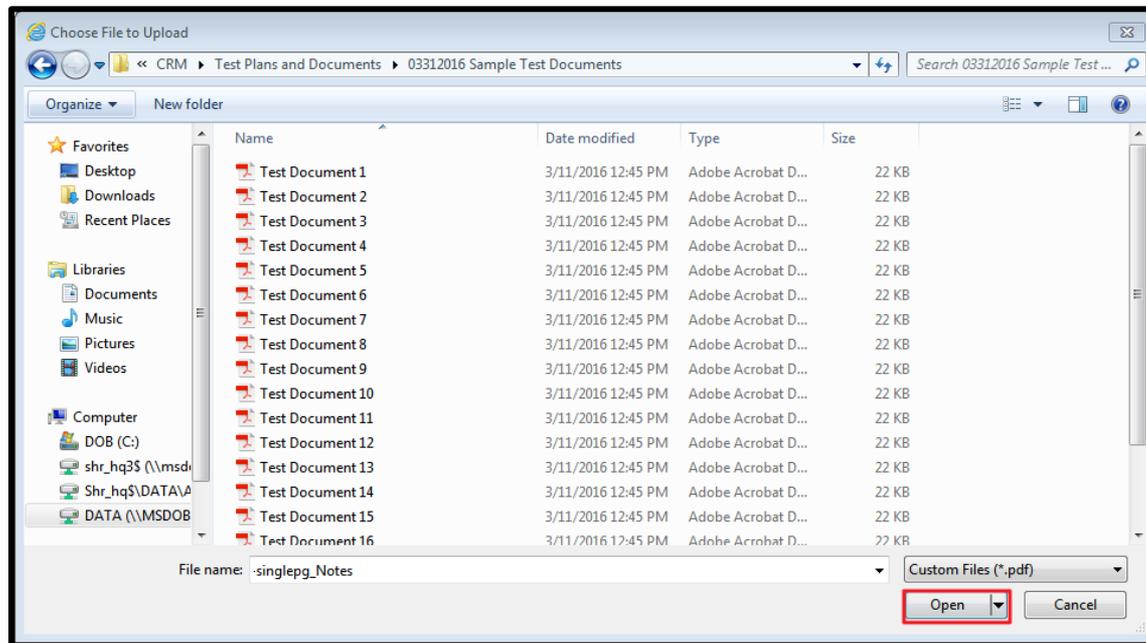
Created On	Document Name	Document Status	Prior To Status	Upload
2016-06-23	ENVIRONMENTAL RESTR - OER NOTICE OF SATISFACTION S16	Pending	Approval	
2016-06-23	PLANS	Pending	Approval	
2016-06-23	DEP SANITARY SEWER CERTIFICATION (HCP/SC)	Pending	Approval	
2016-06-23	ENVIRONMENTAL RESTR - OER NOTICE TO PROCEED A16	Pending	Approval	
2016-06-23	DESIGN PROFESSIONAL SEAL & SIGNATURE	Pending	Approval	
2016-06-23	ASBESTOS: EXEMPTION (ASB4) 37A**	Pending	Approval	
2016-06-23	OTHER DOCUMENTS	Required	Signed Off	
2016-06-23	SEWER HOUSE CONNECTION SIGNOFF: DEP HC 02A	Required	Signed Off	

- 1 Required item name
- 2 Document status
- 3 Filing status item must be submitted
- 4 Upload

Upload Documents, *continued*

Document Uploader

File name: ASBESTOS: EXEMPTION (ASB4) 37A**



Make a payment

State*	<input type="text" value="NJ"/>	Total Fee	\$175.00
Mobile Telephone	<input type="text" value="4564551254"/>	Amount Paid	\$0.00
Registration Number	<input type="text"/>	Amount Due	\$175.00

Payment Confirmation

Please note that the following data cannot be changed after the payment has been made on this filing:

- Building Type
- Filing Includes

Are you sure you want to make a payment now?

Make a payment, *continued*

Payment Entry

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

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

1 Payment Method:

2 **Card Information**

Card Number

Expiration Date Month Year

Card Identification Code

3 **Billing Information**

Name

Address

City

State

Zip

Phone

Email

Re-Enter Email

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

Make a payment, *continued*

Payment Detail Review

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

Item Type : JobFiling - New Job Filing

Item Description : Build Job Filing Fee Payment
- M00000901- I1

Line Item Type	Line Item ID	Total Amount Due
PL/SP - I1	M00000901 - I1	\$175.00
		Payment Amount: \$175.00
		Convenience Fee: \$4.36
		Total Payment Amount: \$179.36

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

Card Information

Card Number *****1111

Expiration Date 1/21



Billing Information

Name Ildan S

Country US

Address 3128 42 street

City Astoria

State NY

Zip 11103

Phone

Email isabanovic@buildings.nyc.gov

Session Topics

- DOB NOW: *Build* Overview
- Plan/Work (PW1), Scope of Work, Cost Affidavit
- Technical Report (TR1), Technical Energy Report (TR8), EN2
- Upload Documents and Make a Payment
- **Statements and Signatures**
- Preview and File a Job
- Resolving Objections and Schedule an Appointments
- PW2 and Print a Permit
- Subsequent and PAA Filings
- Training Materials and Q + A

Statement and Signatures

DOB

NOW

BUILD

DOB NOW

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

Welcome, ajoetest@gmail.com
(Role: Professional Engineer)
Sign Out

[Dashboard](#)

Pre-Filing

Design Professional Review

Plan Review

Plan Approved

Permit Review

Permit

Signoff

Letter of Completion

Save

Preview to File

Job# M00001180 Filing# 11

View Filing

Payment History

Trace History

Property Profile

Plans/Work (PW1)

Scope of Work

Cost Affidavit (PW3)

Technical Report (TR1)

Technical Report Energy (TR8)

Documents

Work Permit (PW2)

Statements & Signatures

1. Location Information

House No(s) *	<input type="text" value="137"/>	Street Name *	<input type="text" value="CENTRE STREET"/>
Borough*	<input style="background-color: #eee; border: none; width: 100%;" type="text" value="MANHATTAN"/>	Block*	<input type="text" value="197"/>
Lot *	<input type="text" value="17"/>	BIN*	<input type="text" value="1002358"/>
C.B. No. *	<input type="text" value="101"/>	Zip*	<input type="text" value="10013"/>
Apt. / Condo No(s)	<input type="text"/>	Work on Floor*	<input type="text" value="3"/>

Application Highlights

Location	137 CENTRE STREET MANHATTAN 10013
Job Number	M00001180
Filing Number	11
Estimated Job Cost *	\$120,000.00
Current Filing Status	Pre-Filing
Job Status	Job in Process
Work Without Permit Violation	No

Statement and Signatures, Design Professional

Design Professional - Statements & Signatures

Plans/Work (PW1) - Section 25. Applicant's Statements*

"I understand and agree that by personally clicking on the box below I am electronically signing this document and expressing my agreement with the Statements and Signatures terms above. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this application, I am applying such signature and seal to this signed statement as if I had personally signed and sealed this statement by hand.*"

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. I prepared or supervised the preparation of the construction documents and specifications herewith submitted and to the best of my knowledge and belief, the construction documents and work shown thereon comply with the provisions of the NYC Administrative Code and other applicable laws and rules, except as set forth in the accompanying documents. I acknowledge that I have read and complied with all instructions pertaining to this application and supplementary schedules submitted. Cluster Development Statement (if applicable): I hereby state that all specifications relating to this job are identical to those previously filed under the group lead job number, except as specified herein.*

Cost Affidavit (PW3) - Section 6. Design Applicant's Statements

"I understand and agree that by personally clicking on the box below I am electronically signing this document and expressing my agreement with the Statements and Signatures terms above. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that, by uploading



I understand and agree that by personally clicking on the box at left I am electronically signing each application document listed above and expressing my agreement with the Statements and Signatures terms for such applications. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each application document by hand, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this application, I am applying such signature and seal to this signed statement and each application document listed above as if I had personally signed and sealed these statements by hand.*

Name

JOE ADAM

Date

06/20/2016

("Electronically Signed")

Statement and Signatures, Owner

Plan Work

26. Property Owner's Statements*

Fee Exemption Request (Non-Profit Owned and Operated) In accordance with Administrative Code §28-112.1, Exception 1, I certify that the deed holder is a corporation or association organized and operated exclusively for the purposes indicated in such section, and that the property is used exclusively by such entity for such purposes.*

Yes No

Fee Exemption Request (NYCHA/HHC, NYC Agency, or Other Government Owned and Operated) The building or any part thereof to be constructed, renovated, altered or demolished is owned and operated exclusively for the purposes of the NYC Agency, NYC Authority, NYS Agency, Federal Government or any other government entity*

Yes No

Owner's Certifications Regarding Occupied Housing. The site of the building to be altered or demolished, or the site of the new building to be constructed, contains one or more occupied dwelling units that will remain occupied during construction. These occupied dwelling units have been clearly identified on the submitted construction documents.*

Yes No

The site of the building to be altered or demolished, or the site of the new building to be constructed, contains occupied housing accommodations subject to rent control or rent stabilization under Chapters 3 and 4 of Title 26 of the New York City Administrative Code. If yes, select one of the following.*

Yes No

The owner is not required to notify the New York State Homes and Community Renewal (NYSHCR) of the owner's intention to file because the nature and scope of the work proposed, pursuant to NYSHCR regulations, does not require notification.

Yes No

The owner has notified the New York State Homes and Community Renewal (NYSHCR) of its intention to file such construction documents/apply for such permit and has complied with all requirements imposed by the regulations of such agency as preconditions for such [filing/application].

Yes No

Statement and Signatures, Owner

Owner Type*	<input type="text" value="Select Owner Type"/>		
Is the deed holder a non-profit organization?*			
<input type="radio"/> Yes <input checked="" type="radio"/> No			
E-mail Address*	<input type="text" value="APPLEROME16@GMAIL.COM"/>	Name*	<input type="text" value="APPLE ROME"/>
Relationship to Owner*	<input type="text"/>	Business Name/Agency name	<input type="text"/>
Street Address*	<input type="text" value="ROME LLC"/>	City*	<input type="text" value="NYC"/>
State*	<input type="text" value="NY"/>	Zip*	<input type="text" value="NY"/>
Telephone Number*	<input type="text" value="4584664485"/>		

"I understand and agree that by personally clicking on the box below I am electronically signing this document and expressing my agreement with the Statements and Signatures terms above. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand."

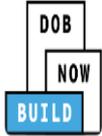
"If I am a condo unit owner or co-op tenant-shareholder, I further represent that I am authorized by the condo or co-op board to sign this application on behalf of such board, and if applicable, acknowledge that construction and related documents will be accepted with less than full examination by the department based on the professional certification of the applicant."*

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. Furthermore, I understand that I am responsible for insuring that a final inspection be performed when the permitted work is complete, and that a satisfactory report of final inspection be submitted, along with all required submittal documents, so that the NYC Department of Buildings may issue a letter of completion or certificate of occupancy within the time prescribed by law.*

Session Topics

- DOB NOW: *Build* Overview
- Plan/Work (PW1), Scope of Work, Cost Affidavit
- Technical Report (TR1), Technical Energy Report (TR8), EN2
- Upload Documents and Make a Payment
- Statements and Signatures
- **Preview and File a Job**
- Resolving Objections and Schedule an Appointments
- PW2 and Print a Permit
- Subsequent and PAA Filings
- Training Materials and Q + A

Preview and File a Job



DOB NOW

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

Welcome, ajoetest@gmail.com
(Role: Professional Engineer)
Sign Out

Dashboard

- Pre-Filing
- Design Professional Review
- Plan Review
- Plan Approved
- Permit Review
- Permit
- Signoff
- Letter of Completion

- Save
- Preview to File

Job# M00001180 Filing# 11

- View Filing
- Payment History
- Trace History
- Property Profile

- Plans/Work (PW1)
- Scope of Work
- Cost Affidavit (PW3)
- Technical Report (TR1)
- Technical Report Energy (TR8)
- Documents
- Work Permit (PW2)
- Statements & Signatures

1. Location Information

House No(s) *	<input type="text" value="137"/>	Street Name *	<input type="text" value="CENTRE STREET"/>
Borough*	<input type="text" value="MANHATTAN"/>	Block*	<input type="text" value="197"/>
Lot *	<input type="text" value="17"/>	BIN*	<input type="text" value="1002358"/>
C.B. No. *	<input type="text" value="101"/>	Zip*	<input type="text" value="10013"/>
Apt. / Condo No(s)	<input type="text"/>	Work on Floor*	<input type="text" value="3"/>

Application Highlights

Location	137 CENTRE STREET MANHATTAN 10013
Job Number	M00001180
Filing Number	11
Estimated Job Cost *	\$120,000.00
Current Filing Status	Pre-Filing
Job Status	Job in Process
Work Without Permit Violation	No

Preview and File a Job, *continued*

Please review and confirm filing details

[Next >](#) [Return to filing](#)

Plans/Work (PW1) - Job# M00001072 Filing# 11

1. Location Information

House No(s)	<input type="text" value="2"/>	Street Name	<input type="text" value="PARK PLACE"/>
Borough	<input type="text" value="MANHATTAN"/>	Block	<input type="text" value="123"/>
Lot	<input type="text" value="7501"/>	BIN	<input type="text" value="1087167"/>
C.B. No.	<input type="text" value="101"/>	Zip	<input type="text" value="10007"/>
Apt. / Condo No(s)	<input type="text"/>	Work on Floor	<input type="text" value="11"/>

2. Applicant Information

E-Mail	<input type="text" value="AJOETEST@GMAIL.COM"/>	License Type	<input type="text" value="PE"/>
--------	---	--------------	---------------------------------

Preview and File a Job, *continued*

Please review and confirm filing details

[← Prev](#) [Next >](#) [Return to filing](#)

Scope Of Work - Job# M00001072 Filing# 11

New Work:

PL - Plumbing SP - Sprinkler

Work Type	Category	Scope Includes	Created By	Created On	PAA
Plumbing	Water Piping, Fixtures, Devices, Appliances and Finishes	Equipment	JOE ADAM	2016-06-20	No
Plumbing	Storm Water, Drywell and Pools	Private Storm	JOE ADAM	2016-06-20	No

Preview and File a Job, *continued*

Please review and confirm filing details

[← Prev](#) [Return to filing](#)

Please confirm and acknowledge - Job# M00001072 Filing# 11

Design Professional - Statements & Signatures

Plans/Work (PW1) - Section 25. Applicant's Statements

"I understand and agree that by personally clicking on the box below I am electronically signing this document and expressing my agreement with the Statements and Signatures terms above. 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."

I understand and agree that by personally clicking on the box at left I am electronically signing each application document listed above and expressing my agreement with the Statements and Signatures terms for such applications. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each application document by hand, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this application, I am applying such signature and seal to this signed statement and each application document listed above as if I had personally signed and sealed these statements by hand*

Name	<input type="text" value="JOE ADAM"/>	Date	<input type="text" value="06/22/2016"/>
------	---------------------------------------	------	---

("Electronically Signed")

[← Prev](#) [File](#) [Return to filing](#)

Session Topics

- DOB NOW: *Build* Overview
- Plan/Work (PW1), Scope of Work, Cost Affidavit
- Technical Report (TR1), Technical Energy Report (TR8), EN2
- Upload Documents and Make a Payment
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- **Resolving Objections and Schedule an Appointments**
- PW2 and Print a Permit
- Subsequent and PAA Filings
- Training Materials and Q + A

Resolve objections

Mobile Telephone

Registration Number

Middle Initial

Business Name

Business Address

City

Zip

Amount Paid \$0.00

Amount Due \$0.00

[Pay Now](#)

Objection	Objection Detail	Objection	Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1968 BC 27-280 Clas...	The walls, exitways, s...	1968 BC 27-280 Clas...	62	Op

Total Items: 1

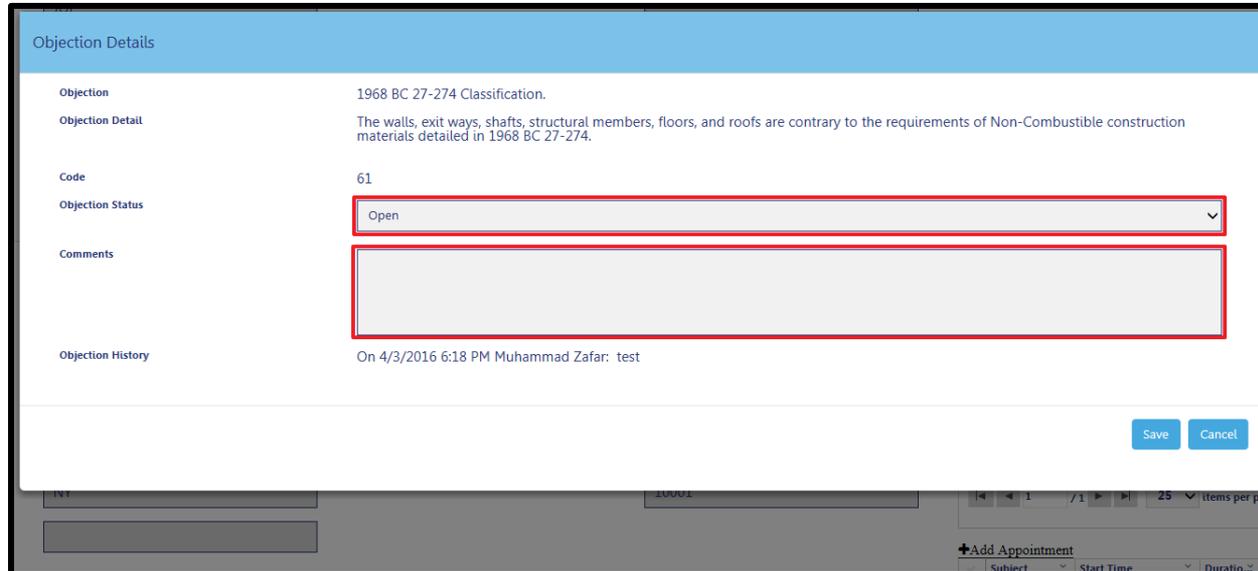
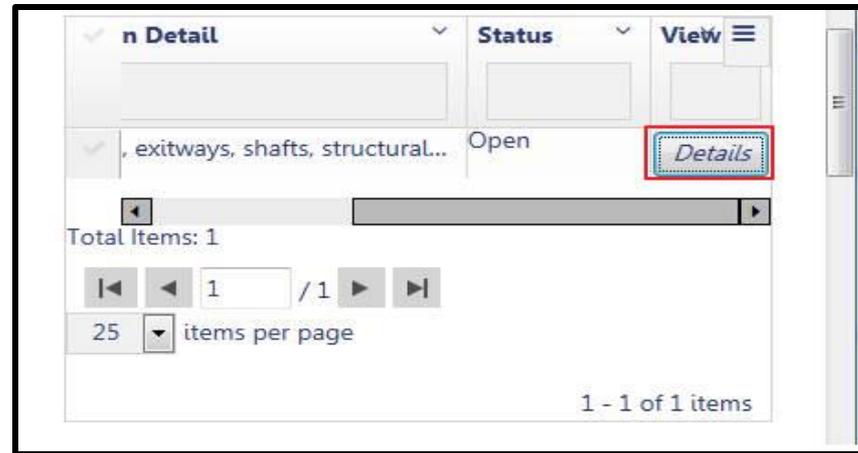
/ 1 items per page 1 - 1 of 1 items

[+Add Appointment](#)

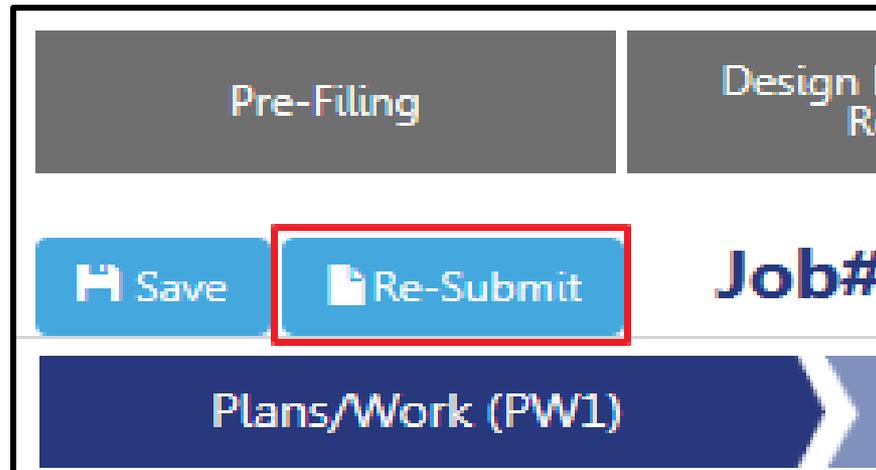
Subject	Start Time	Durati...	Status...	View...	Acti...
<input type="text"/>					
✓ B00000844	4/19/2016 11:20:0...	20	Cancel...	View	<input type="button" value="🗑"/>
✓ B00000844	4/19/2016 11:20:0...	20	Cancel...	View	<input type="button" value="🗑"/>
✓ B00000844	4/7/2016 10:00:00...	20	Cancel...	View	<input type="button" value="🗑"/>
✓ B00000844	4/20/2016 1:40:00...	20	Schedu...	View	<input type="button" value="🗑"/>

/ 1 items per page 1 - 4 of 4 items

Resolve objections, *continued*



Resolve objections, *continued*



Schedule an appointment

Mobile Telephone

Amount Paid \$0.00

Amount Due \$0.00

Registration Number

Middle Initial

Business Name

Business Address

City

Zip

[Pay Now](#)

Objection	Objection Detail	Objection	Code
1968 BC 27-280 Clas...	The walls, exitways, s...	1968 BC 27-280 Clas...	62

Total Items: 1

1 / 1 items per page 1 - 1 of 1 items

[+Add Appointment](#)

Subject	Start Time	Durati...	Status...	View...	Acti...
B00000844	4/19/2016 11:20:0...	20	Cancel...	View	View
B00000844	4/19/2016 11:20:0...	20	Cancel...	View	View
B00000844	4/7/2016 10:00:00...	20	Cancel...	View	View
B00000844	4/20/2016 1:40:00...	20	Schedu...	View	View

1 - 4 of 4 items

Schedule an appointment, *continued*

New Appointment

Required Attendees* 1

Optional Attendees 2

Plan Examiner 3

Job Filing # 4

Selected Date 5

Select Appointment Date*

June 2016
Sun Mon Tue Wed Thu Fri Sat
22 29 30 31 01 02 03 04
23 05 06 07 08 09 10 11
24 12 13 14 15 16 17 18
25 19 20 21 22 23 24 25
26 26 27 28 29 30 01 02
27 03 04 05 06 07 08 09

 6

Working Hours 7

Select Appointment Time* 8

- 1 Required attendees
- 2 Optional attendees
- 3 Plan Examiner
- 4 Job filing number
- 5 Selected date
- 6 Calendar to select date
- 7 Available times
- 8 Selected time

Schedule an appointment, *continued*

+Add Appointment

✓	Subject	Start Time	Durati...	Status	View...	Actio
✓	B00000539	6/8/2016 4:00:00 PM	20	Scheduled	View	

1 / 1 items per page 1 - 1 of 1 items

View Appointment

Required Attendees*

Plan Examiner	Muhammad Zafar
Job Filing #	M00000839-P1
Appointment Date And Time	4/19/2016 1:00:00 AM
Duration	20 Minutes
Current Status	Scheduled

[Cancel](#)

Session Topics

- DOB NOW: *Build* Overview
- Plan/Work (PW1), Scope of Work, Cost Affidavit
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- Subsequent and PAA Filings
- Training Materials and Q + A

NYC Buildings
311 Search all NYC.gov websites Test-Regular

DOB

NOW

BUILD

DOB NOW

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

Welcome, builddep1@gmail.com
(Role: Registered Architect)
[Sign Out](#)

[Dashboard](#)

Pre-Filing
Design Professional Review
Prof cert QA Review
Plan Approved
Permit Review
Permit
Signoff
Letter of Completion

[Save](#)
[Preview to File](#)

Job# M00001195 Filing# I1

[View Filing](#)
[Payment History](#)
[Trace History](#)
[Property Profile](#)

Plans/Work (PW1)
Scope of Work
Cost Affidavit (PW3)
Technical Report (TR1)
Technical Report Energy (TR8)
Documents
EN2
Work Permit (PW2)
Statements & Signatures

1. Location Information

House No(s) *	<input type="text" value="9"/>	Street Name *	<input type="text" value="PARK PLACE"/>
Borough*	<input type="text" value="MANHATTAN"/>	Block*	<input type="text" value="124"/>
Lot *	<input type="text" value="4"/>	BIN*	<input type="text" value="1001399"/>
C.B. No. *	<input type="text" value="101"/>	Zip*	<input type="text" value="10007"/>
Apt. / Condo No(s)	<input type="text"/>	Work on Floor(s)*	<input type="text" value="11"/>

2. Applicant Information

E-Mail*	<input type="text" value="BUILDDEP1@GMAIL.COM"/>	License Type*	<input type="text" value="Registered Architect"/>
License Number*	<input type="text" value="002028"/>	Last Name*	<input type="text" value="DEP"/>
First Name*	<input type="text" value="BUILD1"/>	Middle Initial	<input type="text"/>
Business Name*	<input type="text" value="fsfsfdf"/>	Business Telephone	<input type="text" value="2016545879"/>
Business Address*	<input type="text" value="DEP LLC"/>	Business Fax	<input type="text"/>
City*	<input type="text" value="NYC"/>	State*	<input type="text" value="NY"/>

Application Highlights

Location	9 PARK PLACE
	MANHATTAN 10007
Job Number	M00001195
Filing Number	I1
Estimated Legalization Cost (\$)	\$1,000.00
Current Filing Status	Permit Entire
Job Status	Job in Process
Work Without Permit Violation	No
Total Job Cost (\$)	\$0.00
Total Job Legalization Cost (\$)	\$1,000.00
Filing Type	New Job Filing

Fees

New Work Filing Fee	\$0.00
Legalization Filing Fee	\$0.00
Record Management Fee	\$0.00
PAA	\$0.00
No Good Check Fee	\$0.00
In Conjunction Fee	\$0.00
Adjustment	\$0.00

PW2, continued

Work Permit:

Tracking #	Work Permit #	Work Permit Status	House #	Permit Type	Permit Issued Date	Delete
847019994	M00000900-I1-PL	Permit Issued	1285 Avenue of the Americas	Plumbing	2016-04-12	

- 1 Add a permit filing
- 2 Existing permit filing
- 3 Delete a permit

PW2, continued

Work Permit

1. Reasons for filling

Filing reason*

Initial Filing No Work Permit

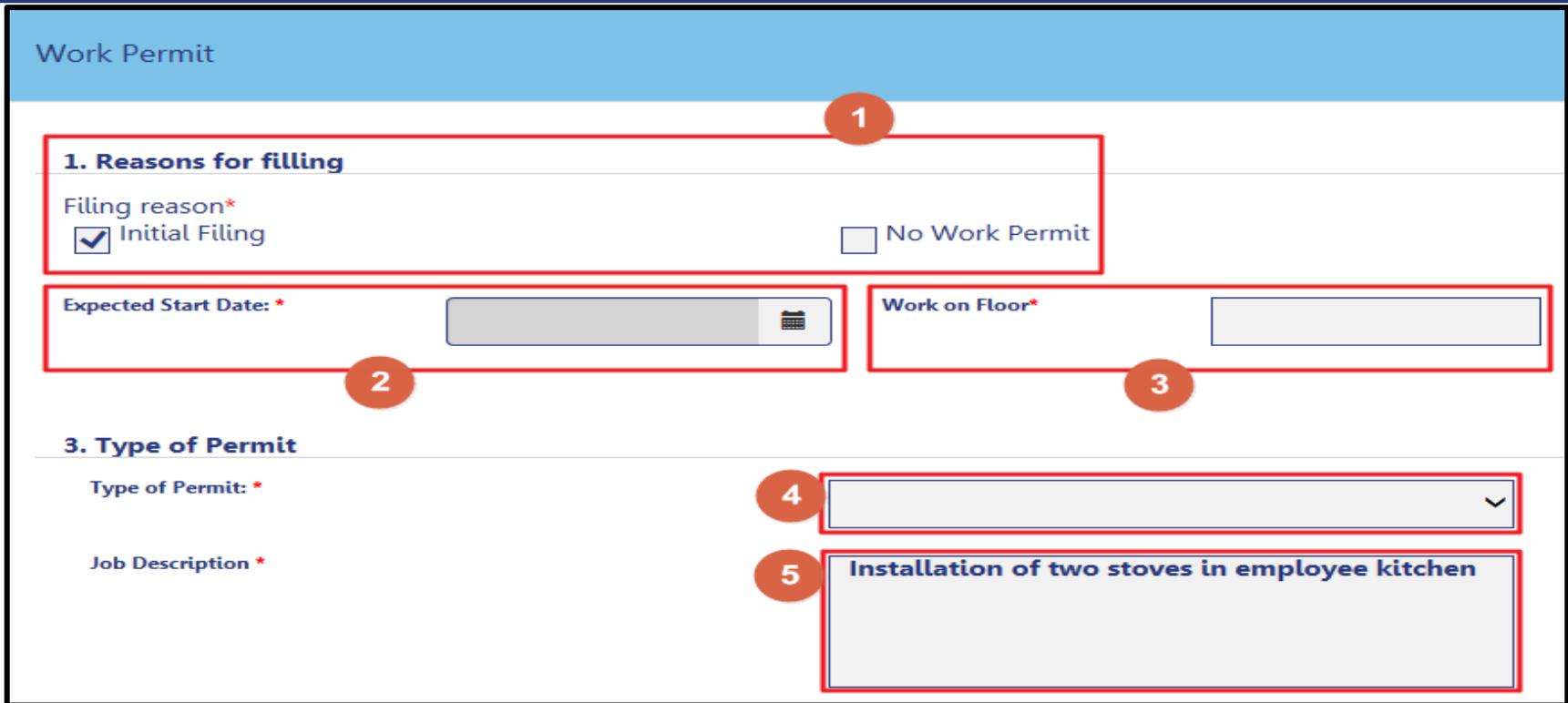
Expected Start Date: *

Work on Floor*

3. Type of Permit

Type of Permit: *

Job Description *



① Reason for filing

② Expected Start Date

③ Work on floors

④ Type of permit

⑤ Job description

PW2, continued

4. Applicant Information

E-Mail* **6**

License Number*

Middle Name

Business LookUp* **8**

City

Zip

Business Fax

TaxPayer ID **9**

Is applicant responsible for all work on this application* **10** Yes No

5. Filing Representative

If different from applicant specified in section 4 **11** Yes No

License Type* **7**

First Name

Last Name

Business Name*

Business Address

State

Business Telephone

Mobile Telephone

Liability Insurance Expiry Date*

- 6** Email
- 7** License type
- 8** Business name
- 9** TaxPayer ID
- 10** Applicant responsibility
- 11** Filing rep email

PW2, continued

12. Applicant/ Contractor Statement

Does the Work authorized by this permit require adjacent property insurance. **12** Yes No

13 The information in this application is correct and complete to the best of my knowledge and I assume responsibility for all statements on this form. I understand that if I am found after hearing to have knowingly or negligently made a false statement on this or any other document submitted to the Department, I may be subject to fine, imprisonment, and/or barred from filing further documents with the Department. I also understand it is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration.

I will comply with all applicable laws, rules and regulations including all insurance requirements, and, in addition.

I hereby state if a Construction Superintendent, Site Safety Coordinator, Site Safety Manager, Demolition Subcontractor, Concrete Subcontractor, or Concrete Safety Manager is required for this application I have hereby advised the individual listed herein he or she is designated as such and hereby certify he or she is registered and in good standing with the NYC Department of Buildings.

I hereby state this renewal application with no change to Applicant, Filing Representative, Construction Superintendent, Site Safety Coordinator, Site Safety Manager, Subcontractors, Concrete Safety Manager or insurance is for the work as originally filed or as officially amended.

In accordance with 528-104.8 of the Administrative Code, I hereby declare I am authorized by the owner of the above-referenced premises to make this application for a permit to perform the work described herein. In accordance with Rule 101-16, I will post the permit in a conspicuous and visible location.

Name (Print)* **14** Date*

15 Save **16** File **17** Cancel

12 Insurance statement

13 Attestation

14 Electronic signature

15 Save

16 File

17 Cancel

Print a permit

My Jobs **My Work Permits** My AHV Work Permits Job Filing Search

	Tracking #	Work Permit #	Sequence #	Work Permit Status	House #	Permit Type	Created Date	Contractor	Filing Action
+	309732531	Permit is not yet issued		Pre-Filing	282 Broadway	Plumbing	2016-04-13	JOE ADAM	Select Action
+	350860977	Permit is not yet issued		Pending QA Assignment	137 centre street	Plumbing	2016-04-12	JOE ADAM	Select Action
+	893987880	M00000906-I1-PL	1	Permit Issued	1285 Avenue of the Americas	Plumbing	2016-04-12	JOE ADAM	Select Action
+	905069009	B00000908-I1-EW-SP	1	Permit Issued	295 Flatbush Ave	Sprinkler	2016-04-12	JOE ADAM	Select Action
+	102715297	Permit is not yet issued		Pre-Filing	280 broadway	Plumbing	2016-04-12	JOE ADAM	Select Action

Filing Action

Select Action

- Select Action
- Create AHV
- Print Work Permit
- Renew Work Permit

Print a permit, *continued*

Browser address bar: <https://a810-dobnow.nyc.gov/Publish/app/portal/workPermits/workpermitprint.htm> | DOB NOW | a810-dobnow.nyc

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

NYC Buildings



Work Permit Department Of Buildings

Permit Number: M00000079-11-PL	Issued: 2016-06-28	Expires: 2017-06-28
Address: Manhattan 1 bogus lane		Issued To: BRIAN MULLEN
Work on Floor(s): 1		Business: PLUMBER TESTER
Description: prod test		License No: P-999997

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

Borough Commissioner:  Commissioner Of Buildings: 

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.

Session Topics

- DOB NOW: *Build* Overview
- Plan/Work (PW1), Scope of Work, Cost Affidavit
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- PW2 and Print a Permit
- **Subsequent and PAA Filings**
- Training Materials and Q + A

Subsequent and PAA filing

My Jobs My Work Permits My AHV Work Permits Job Filing Search Refresh

Job # - Filing #...	Filing Status	Address	Borough	Design Professional..	Owner	Created Date	Modified Date	Payment Status..	Filing Action	View
✓ M00000947 - I1	Pending Plan Examiner Assignment	280 broadway	Manhattan	JOE ADAM	TESTING123 DOB	04/18/2016 04:07:3...	4/19/2016 10:03:52...	Paid	Select Action	
✓ M00000946 - I1	Pre-Filing	991 8 avenue	Manhattan	JOE ADAM		04/18/2016 02:57:2...	4/18/2016 2:58:00...	Due	Select Action	
✓ M00000941 - I1	Pre-Filing	280 Broadway	Manhattan	JOE ADAM		04/15/2016 12:18:5...	4/15/2016 12:18:55...	Due	Select Action	
✓ M00000940 - I1	Pre-Filing	280 broadway	Manhattan	JOE ADAM	APPLE ROME	04/15/2016 11:06:0...	4/15/2016 11:57:10...	Exempted	Select Action	
✓ B00000943 - I1	Permit Entire	295 Flatbush Ave	Brooklyn	JOE ADAM	APPLE ROME	04/15/2016 02:44:0...	4/18/2016 12:50:25...	Exempted	Select Action	

Filing Action ▾

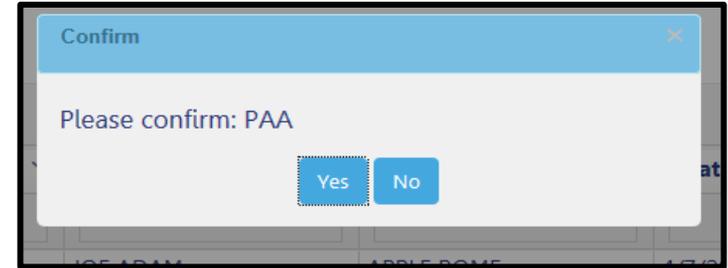
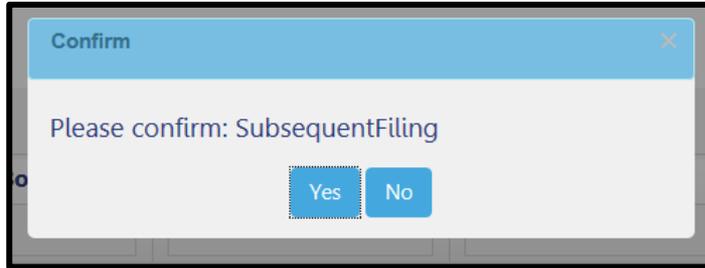
Select Action

Subsequent Filing

PAA

Create Work Permit

Subsequent and PAA filing, *continued*



3) Technical Report (TR1)

Application Highlights		
1 centre street	Location	1 centre street Manhattan 10007
	Job Number	
1394	Filing Number	
07	Current Filing Status	
	Work without permit Violation	No
	Total Job Cost (\$)	0
	Filing Type	SubsequentFiling

3) Technical Report (TR1)

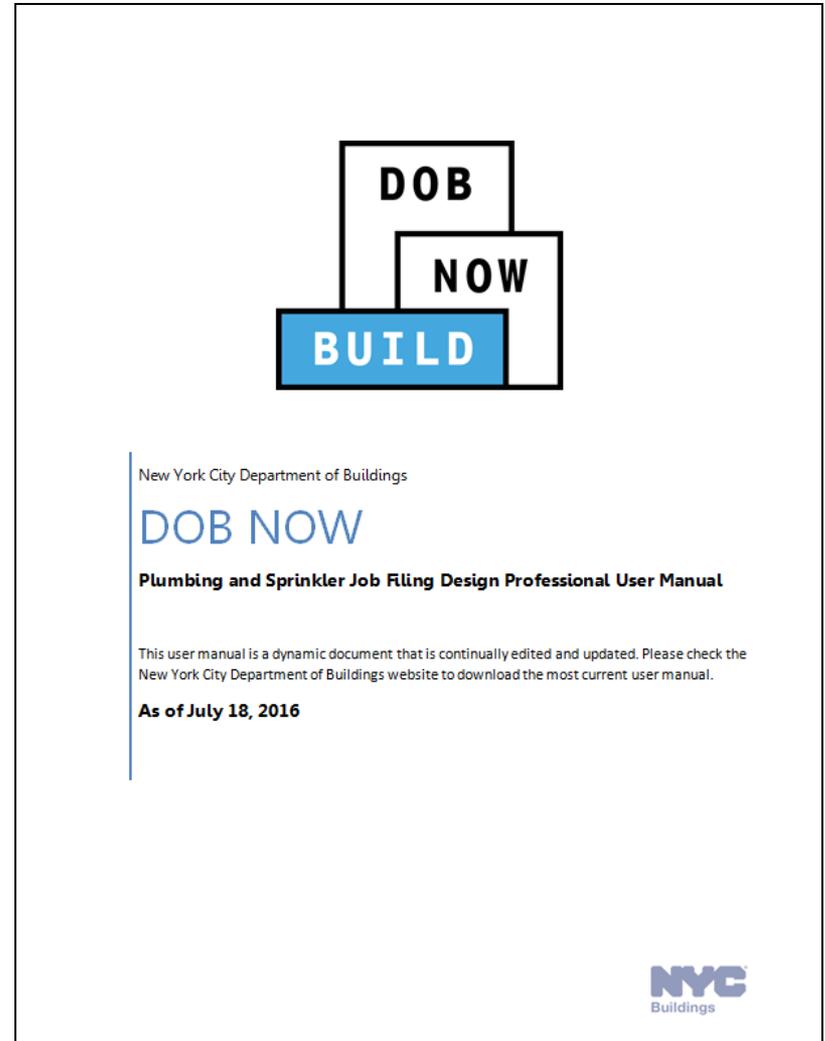
Application Highlights		
80 center st	Location	80 CENTER ST MANHATTAN 10013
66	Job Number	
001830	Filing Number	
	Estimated Job Cost *	\$5,000.00
0013	Current Filing Status	
	Work without permit Violation	No
	Total Job Cost (\$)	5000
	Filing Type	PAA

Session Topics

- DOB NOW: *Build* Overview
- Plan/Work (PW1), Scope of Work, Cost Affidavit
- Technical Report (TR1), Technical Energy Report (TR8), EN2
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- Subsequent and PAA Filings
- **Training Materials and Q + A**

Training Materials

User manuals with screenshots have been drafted for each user that provide instructions on how to complete forms, pull permits, request appointments, and make payments through DOB NOW: *Build*



User Specific Training Sessions

Contractor Information Sessions

Session Type	Date	Time	Location	RSVP Link
Contractor	7/27/2016	2-4pm	125 Worth St., New York 2nd Floor Conference Room	https://www.eventbrite.com/e/dob-now-build-training-session-for-contractors-tickets-26335580430
Contractor	7/28/2016	2-4pm	125 Worth St., New York 2nd Floor Conference Room	https://www.eventbrite.com/e/dob-now-build-training-session-for-contractors-tickets-26335672706

Design Professional Information Sessions

Session Type	Date	Time	Location	RSVP Link
Design Professional	7/11/2016	5-7pm	125 Worth St., New York 2nd Floor Conference Room	https://www.eventbrite.com/e/dob-now-build-training-session-for-design-professionals-tickets-26334703808
Design Professional	7/14/2016	2-4pm	125 Worth St., New York 2nd Floor Conference Room	https://www.eventbrite.com/e/dob-now-build-training-session-for-design-professionals-tickets-26289098401
Design Professional	7/21/2016	2-4pm	125 Worth St., New York 2nd Floor Conference Room	https://www.eventbrite.com/e/dob-now-build-training-session-for-design-professionals-tickets-26335347734

User Specific Training Sessions

Filing Representatives Information Sessions

Session Type	Date	Time	Location	RSVP Link
Filing Representative	7/11/2016	2-4pm	125 Worth St., New York 2nd Floor Conference Room	https://www.eventbrite.com/e/dob-now-build-training-session-for-filing-representatives-tickets-26334566397
Filing Representative	7/14/2016	5-7pm	125 Worth St., New York 2nd Floor Conference Room	https://www.eventbrite.com/e/dob-now-build-training-session-for-filing-representatives-tickets-26334939513
Filing Representative	7/21/2016	5-7pm	125 Worth St., New York 2nd Floor Conference Room	https://www.eventbrite.com/e/dob-now-build-training-session-for-filing-representatives-tickets-26290333094

Owner Information Sessions

Session Type	Date	Time	Location	RSVP Link
Owner	7/18/2016	5-7pm	280 Broadway, New York 3rd Floor Conference Room	https://www.eventbrite.com/e/dob-now-build-training-session-for-owners-tickets-26290264890
Owner	7/25/2016	5-7pm	280 Broadway, New York 3rd Floor Conference Room	https://www.eventbrite.com/e/dob-now-build-training-session-for-owners-tickets-26335458064

User Specific Training Sessions

Special/Progress Inspectors Information Sessions

Session Type	Date	Time	Location	RSVP Link
Special/Progress Inspector	7/27/2016	5-7pm	125 Worth St., New York 2nd Floor Conference Room	https://www.eventbrite.com/e/dob-now-build-training-session-for-specialprogress-inspectors-tickets-26335620550
Special/Progress Inspector	7/28/2016	5-7pm	125 Worth St., New York 2nd Floor Conference Room	https://www.eventbrite.com/e/dob-now-build-training-session-for-specialprogress-inspectors-tickets-26335702796

Support and Feedback

Send your questions to:

dobnowsupport@buildings.nyc.gov

Include “Information Session” in the Subject Line

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