

# **Filing Representative Session**

**Plumbing and Sprinkler Job Filings**

**July 14, 2016**

# Session Objectives

- Learn how to prepare 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* introduction
- Plan/Work (PW1), Scope of Work, Cost Affidavit
- Technical Report (TR1) and Technical Energy Report (TR8)
- Upload Documents and Make a Payment
- Statements and Signatures
- Resolving Objections and Schedule an Appointment
- PW2 and Print a Permit
- Subsequent and PAA Filings
- Training Materials and Q + A

# Session Topics

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

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

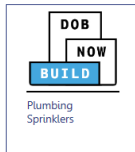
DOB NOW  
Submit Filings, Payments, and Requests to the NYC Department of Buildings

### Log in Today to Get Started

To get started, enter your user name and password on the right.

### What is DOB NOW?

In **DOB NOW**, building owners, design professionals, licensees and homeowners can create online accounts, making it easier to submit applications, make payments, schedule appointments, check the status of an application, pull permits, and make renewals. **DOB NOW** will be released in phases throughout 2016 and 2017. In 2017, **DOB NOW** will be completed and will be the entry point for all DOB transactions. Please refer to the following table for functionality currently available:



- 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](http://nycopendata.socrata.com)


**NYC** OpenData **1300+**  
Data Sets Available


       [Sign Up](#) [Sign In](#)

  
HOUSING & DEVELOPMENT  
IPIS

  
HOUSING & DEVELOPMENT  
DOB Complaints Received

  
HOUSING & DEVELOPMENT  
Building Footprints

  
HOUSING & DEVELOPMENT  
Building Permits

Type Category Agency Source










All Housing & Department of Buildings Official Data

Search

Search Results

Search

Newest

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

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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

Job filing includes:

☐ New Work Only

☐ Legalization Only

☐ Both

# Pre –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)  
Sign Out

Dashboard

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) \*

Borough \*  

SELECT BOROUGH

Lot \*

C.B. No. \*

Apt. / Condo No(s)

Street Name \*

Block \*

BIN \*

Zip \*

Work on Floor \*

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)  
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) \*

137

Street Name \*

CENTRE STREET

Borough \*

MANHATTAN

Block \*

197

Lot \*

17

BIN \*

1002358

C.B. No. \*

101

Zip \*

10013

Apt. / Condo No(s)

Work on Floor \*

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# M00001091' and 'Filing# 11' (5). A navigation bar (6) lists sections: 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 a form with the following fields:

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	Work on Floor *	2

1 Filing progress

2 Save

3 Preview to file

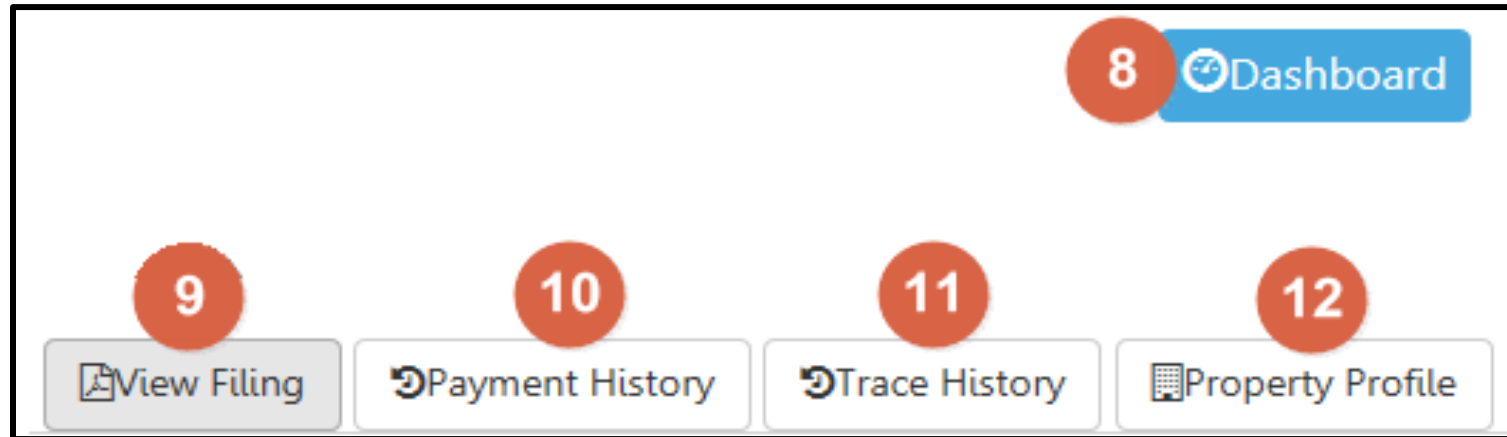
4 Job number

5 Filing number

6 Filing forms

7 Form sections

# Job Filing View Orientation, *continued*



- 8 Return to the dashboard
- 9 View filing
- 10 Payment history
- 11 Trace history
- 12 Property Profile



# Job Filing View Orientation, *continued*

**Application Highlights** 14

Location	280 BROADWAY MANHATTAN 10007
Job Number	M00001091
Filing Number	I1
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
<b>Total Fee</b>	<b>\$0.00</b>
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

New Work:\*

PL - Plumbing

☐

SP - Sprinkler

☐

Legalization Work:\*

PL - Plumbing

☐

SP - Sprinkler

☐

# 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
Is this job in conjunction with a NB/ALT1 job filed in BIS? *	<input checked="" type="radio"/> Yes <input type="radio"/> No	6
Total New Work Construction Floor Area	<input type="text" value=""/>	sq ft 4
Total Legalization Construction Floor Area	<input type="text" value=""/>	sq ft 5
Related BIS Job Number:*	<input type="text" value=""/>	7
<small>(Upto 5 BIS jobs can be entered with comma separation)</small>		
Estimate Fees	Total Fee:	\$0.00 8

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

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

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 *	<div>SELECT BOROUGH</div>	Block *	<input type="text"/>	Job Number
Lot *	<input type="text"/>	BIN *	<div>0</div>	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

### Application Highlights

# 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
--------------	----------	----------------	------------	------------	-----

< 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	<div>Edit</div>	<div>☒</div>
✓	Sprinkler	Indicate Type of Sprinkler System	Hazard Type			No	<div>Edit</div>	<div>☒</div>

Total Items: 2

# Cost Affidavit

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

[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"/>
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

# 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

6

Total Plumbing Cost	\$5,000.00
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	

# Session Topics

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# Technical Report

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

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 *	<div>SELECT BOROUGH</div>	Block *	<input type="text"/>	Job Number
Lot *	<input type="text"/>	BIN *	<div>0</div>	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

### Application Highlights

# Technical Report, Special Inspections

3a. Special Inspection Categories For New Work

+

Add

1

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...			Required
High Pressure Fuel-Gas...	12345	Yes	No	No	JOE ADAM	No	2016-05-27...	Edit		Required

5

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
- 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

testspruce9@gmail.com

Save Cancel

## 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

✚Add

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

- 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

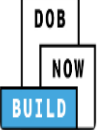
Save Cancel

## 4. Progress Inspection Categories

+Add

✓	Requirement	Identified...	Certified...	Withdraw...	Progress Inspector...	PAA...	Created On...	Edit...	Delet...	Seal & Sign
✓	Final	No	No	No	testspruce9@gmail.com	No		Edit		
✓	Energy Code Compliance Ins...	No	No	No	testspruce9@gmail.com	No		Edit		

# 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-FilingDesign Professional ReviewPlan ReviewPlan ApprovedPermit ReviewPermitSignoffLetter of Completion

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

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

**1. Location Information**

House No(s) \*137

Borough \*MANHATTAN

Lot \*17

C.B. No. \*101

Apt. / Condo No(s)

Street Name \*CENTRE STREET

Block \*197

BIN \*1002358

Zip \*10013

Work on Floor \*3

**Application Highlights**

Location137 CENTRE STREET  
MANHATTAN 10013

Job NumberM00001180

Filing NumberI1

Estimated Job Cost \*\$120,000.00

Current Filing StatusPre-Filing

Job StatusJob in Process




Work Without Permit ViolationNo

**NYC**  
Buildings

45

# Technical Energy Report (TR8)

3. Energy Code Progress Inspection For New Work

	Requirement	Identified...	Certified	Withdrawn...	Progress Inspector...	PAA...	Created On...	Edit...	Delete...	Seal & Sign...
	Electrical Energy Consum...	Yes	No	No	JOE ADAM	No	2016-05-23	Edit		 Required

1 Add an item

4 Delete an item

2 Progress Inspection item

5 Upload seal and signature document

3 Edit an item

# 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

DOBTESING123@GMAIL.COM

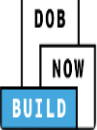
Save Cancel

+Add											
✓	Requirement	Identified...	Certified	Withdrawn...	Progress Inspector...	PAA...	Created On...	Edit...	Delet...	Seal & Sign...	
✓	Electrical Energy Consum...	No	No	No	JOE ADAM	No	2016-06-23	Edit	🗑	📎 Required	
✓	HVAC Insulation and Seal...	No	No	No	TESTING123 DOB	No		Edit	🗑		
✓	Electrical Motors	No	No	No	TESTING123 DOB	No		Edit	🗑		

# Session Topics

- DOB NOW: *Build* introduction
- Plan/Work (PW1), Scope of Work, Cost Affidavit
- Technical Report (TR1) and Technical Energy Report (TR8)
- **Upload Documents and Make a Payment**
- Statements and Signatures
- 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-FilingDesign Professional ReviewPlan ReviewPlan ApprovedPermit ReviewPermitSignoffLetter of Completion

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

Plans/Work (PW1)Scope of WorkCost 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*

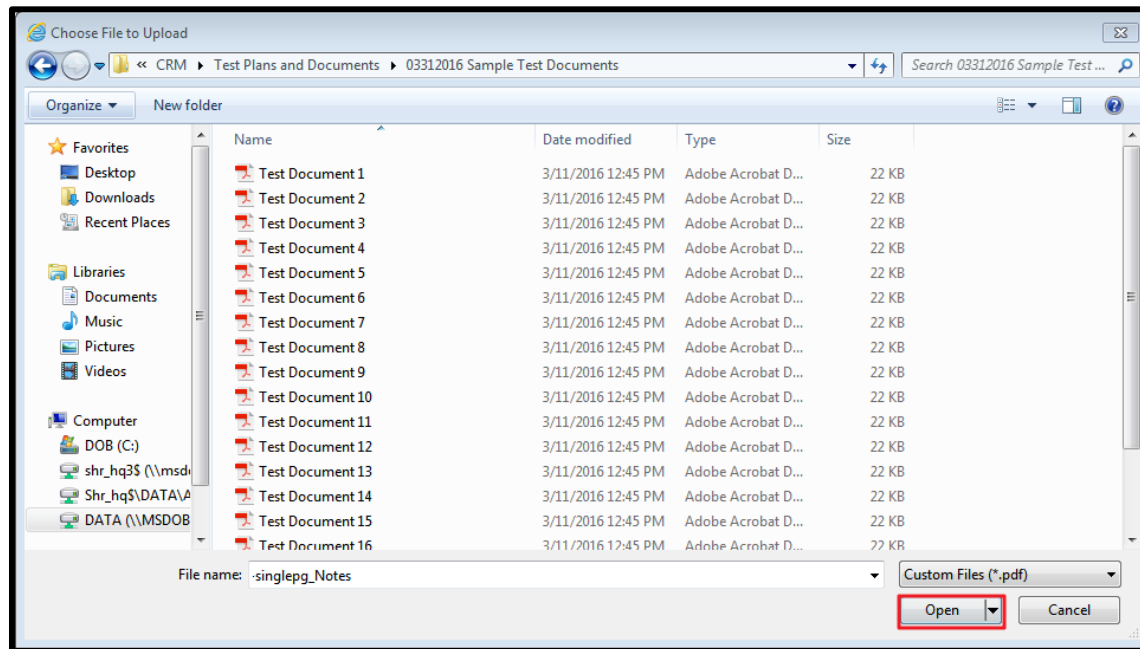
Required Documents					
✓	Created On	Document Name	Document Status	Prior To Status	Upload
✓	2016-06-23	ENVIRONMENTAL RESTR - OER NOTICE OF SATISFACTION S16	Pending	Approval	
✓	2016-06-23	PLANS	Pending	Approval	
✓	2016-06-23	DEP SANITARY SEWER CERTIFICATION (HCP/SC)	Pending	Approval	
✓	2016-06-23	ENVIRONMENTAL 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
		Amount Due	\$175.00
Registration Number	<input type="text"/>	<a href="#">Pay Now</a>	

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?

[Yes](#) [No](#)

# 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:

Credit or Debit Card

2

Card Information


Card Number


Expiration Date


Month


Year

Card Identification Code









3

Billing Information

Name

Address

City

State

New York

Zip

Phone

Email

Re-Enter Email

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

Cancel

Continue

# 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
		<b>Total Payment Amount: \$179.36</b>

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

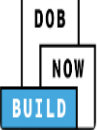
[Go Back/Edit](#) [Cancel](#) [Process Payment](#)



# Session Topics

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

# Statement and Signatures



**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 (PW)

**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

# 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

("Electronically Signed")

Date

06/20/2016

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

"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* introduction
- Plan/Work (PW1), Scope of Work, Cost Affidavit
- Technical Report (TR1) and Technical Energy Report (TR8)
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- PW2 and Print a Permit
- Subsequent and PAA Filings
- Training Materials and Q + A

# Resolve objections

Mobile Telephone	4564551254	Amount Paid	\$0.00
		Amount Due	\$0.00
Registration Number		<a href="#">Pay Now</a>	
Middle Initial			
Business Name	CRMT EST		
Business Address	SF LLC		
City	NYC		
Zip	10009		

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

Total Items: 1

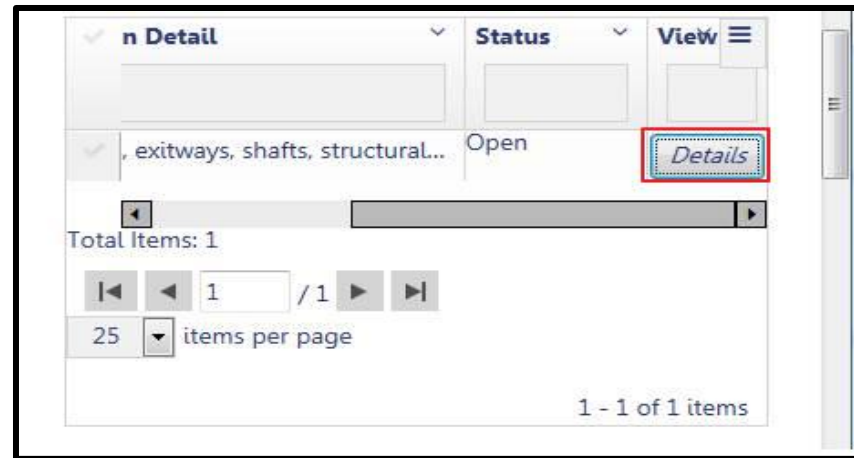
1 / 1 items per page 1 - 1 of 1 items

[+Add Appointment](#)

Subject	Start Time	Durati...	Status...	View...	Acti...
B00000844	4/19/2016 11:20:0...	20	Cancell...	<a href="#">View</a>	<a href="#">View</a>
B00000844	4/19/2016 11:20:0...	20	Cancell...	<a href="#">View</a>	<a href="#">View</a>
B00000844	4/7/2016 10:00:00...	20	Cancell...	<a href="#">View</a>	<a href="#">View</a>
B00000844	4/20/2016 1:40:00...	20	Schedu...	<a href="#">View</a>	<a href="#">View</a>

1 - 4 of 4 items

# Resolve objections, *continued*



A screenshot of a web application interface showing a table of objections. The table has columns for 'Detail', 'Status', and 'View'. The first row shows a detail about 'exitways, shafts, structural...' with a status of 'Open'. A red box highlights the 'Details' button in the 'View' column. Below the table, there is a pagination section showing 'Total Items: 1', navigation buttons, and '25 items per page'. The bottom right corner of the table area says '1 - 1 of 1 items'.

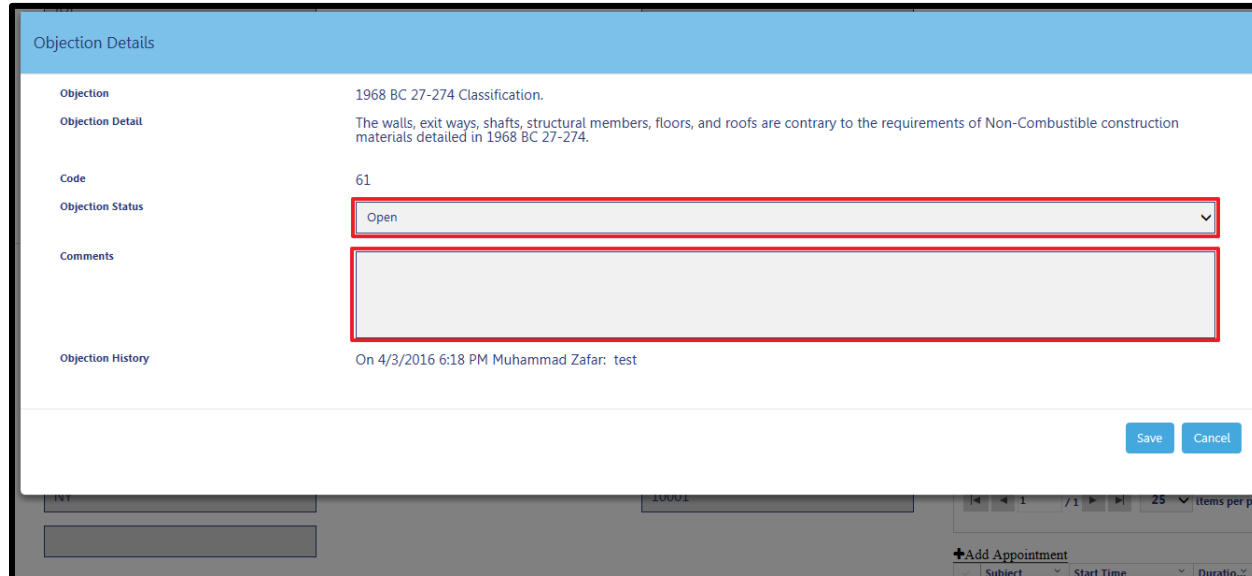
Detail	Status	View
exitways, shafts, structural...	Open	<a href="#">Details</a>

Total Items: 1

1 / 1

25 items per page

1 - 1 of 1 items



A screenshot of the 'Objection Details' form. The form contains several fields: 'Objection' (1968 BC 27-274 Classification), 'Objection Detail' (The walls, exit ways, shafts, structural members, floors, and roofs are contrary to the requirements of Non-Combustible construction materials detailed in 1968 BC 27-274), 'Code' (61), 'Objection Status' (Open), and 'Comments' (a large text area). The 'Objection Status' dropdown and the 'Comments' text area are highlighted with red boxes. At the bottom right, there are 'Save' and 'Cancel' buttons. Below the form, there is a section for 'Objection History' showing a log entry: 'On 4/3/2016 6:18 PM Muhammad Zafar: test'.

Objection Details

Objection: 1968 BC 27-274 Classification.

Objection Detail: The walls, exit ways, shafts, structural members, floors, and roofs are contrary to the requirements of Non-Combustible construction materials detailed in 1968 BC 27-274.

Code: 61

Objection Status: Open

Comments:

Objection History: On 4/3/2016 6:18 PM Muhammad Zafar: test

Save Cancel



# Schedule an appointment

Mobile Telephone

4564551254

Amount Paid

\$0.00

Registration Number

Amount Due

\$0.00

Middle Initial

Pay Now

Business Name

CRMT EST

Business Address

SF LLC

City

NYC

Zip

10009

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

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	Cancell...	View	
✓	B00000844	4/19/2016 11:20:0...	20	Cancell...	View	
✓	B00000844	4/7/2016 10:00:00...	20	Cancell...	View	
✓	B00000844	4/20/2016 1:40:00...	20	Schedu...	View	

1 / 1 items per page

1 - 4 of 4 items

# Schedule an appointment, *continued*

**New Appointment**

Required Attendees\* **DP - JOE ADAM**

Optional Attendees **OWNER - APPLE ROME**

Plan Examiner **Ayan Banerjee**

Job Filing # **M00001407-P1**

Selected Date **06-15-2016 (MM-DD-YYYY)**

Select Appointment Date\*

	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

Working Hours **12:00 AM To 12:00 AM**

Select Appointment Time\* **2:40 PM To 3:00 PM**

**Submit** **Cancel**

- 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	<a href="#">View</a>	

< 1 / 1 > 25 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* introduction
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- Training Materials and Q + A

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# 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) \*

137

Street Name \*

CENTRE STREET

Borough \*

MANHATTAN

Block \*

197

Lot \*

17

BIN \*

1002358

C.B. No. \*

101

Zip \*

10013

Apt. / Condo No(s)

Work on Floor \*

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

## 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

**1. Reasons for filling**

Filing reason\*

☒ Initial Filing ☐ No Work Permit

2

Expected Start Date: \*

3

Work on Floor\*

**3. Type of Permit**

4

Type of Permit: \*

5

Job Description \*

Installation of two stoves in employee kitchen

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 <input type="text" value="Enter email/username..."/>	License Type*	7 <input type="text" value="v"/>
License Number*	<input type="text"/>	First Name	<input type="text"/>
Middle Name	<input type="text"/>	Last Name	<input type="text"/>
Business LookUp*	8 <input type="text" value="v"/>	Business Name*	<input type="text"/>
City	<input type="text"/>	Business Address	<input type="text"/>
Zip	<input type="text"/>	State	<input type="text"/>
Business Fax	<input type="text"/>	Business Telephone	<input type="text"/>
TaxPayer ID	9 <input type="text"/>	Mobile Telephone	<input type="text"/>
Is applicant responsible for all work on this application*	10 <input type="radio"/> Yes <input checked="" type="radio"/> No	Liability Insurance Expiry Date*	<input type="text"/>

**5. Filing Representative**

If different from applicant specified in section 4

11 ☐ Yes ☐ No

- 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 16 17

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

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**NYC**<sup>TM</sup>

**Buildings**




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**Work Permit Department Of Buildings**


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



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: 

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* introduction
- Plan/Work (PW1), Scope of Work, Cost Affidavit
- Technical Report (TR1) and Technical Energy Report (TR8)
- Upload Documents and Make a Payment
- Statements and Signatures
- Resolving Objections and Schedule an Appointments
- 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*

Confirm

Please confirm: SubsequentFiling

Yes No

Confirm

Please confirm: PAA

Yes No

3) Technical Report (TR1)

**Application Highlights**

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

V3) Technical Report (TR1)

**Application Highlights**

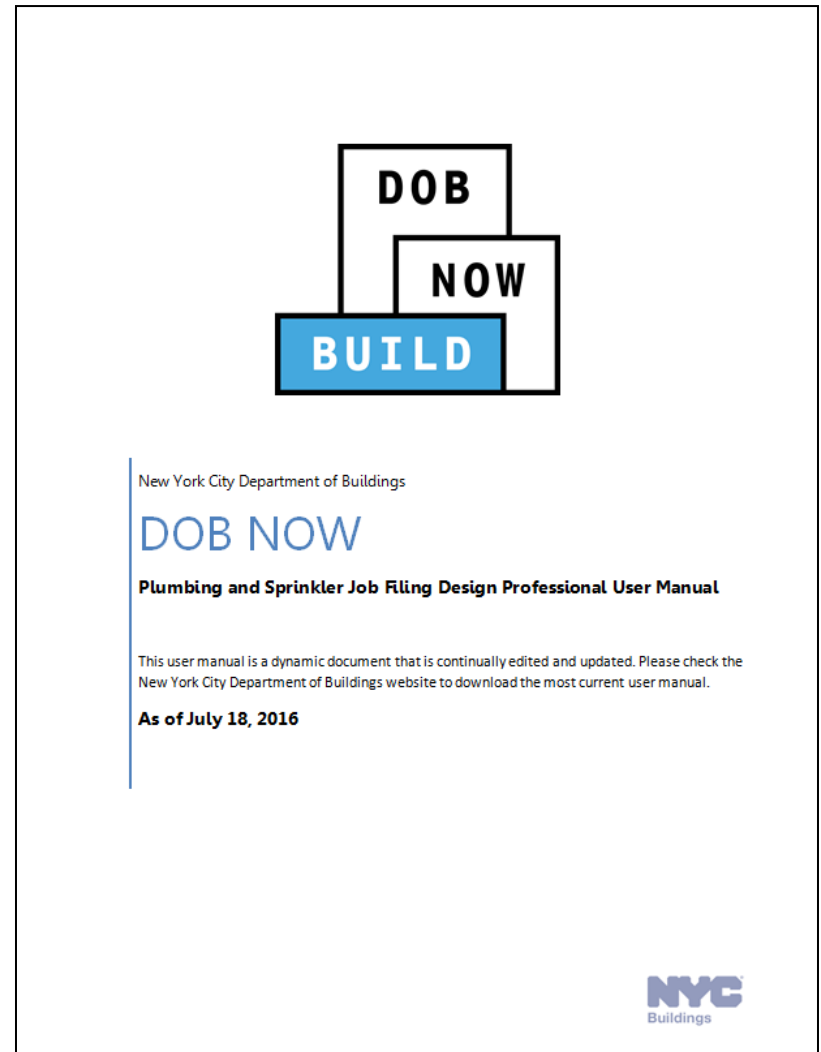
enter st	Location	80 CENTER ST
		MANHATTAN 10013
66	Job Number	
001830	Filing Number	
	Estimated Job Cost *	\$5,000.00
0013	Current Filing Status	
	Work without permit Violation	No
	Total Job Cost (\$)	5000
	Filing Type	PAA

# Session Topics

- DOB NOW: *Build* introduction
- Plan/Work (PW1), Scope of Work, Cost Affidavit
- Technical Report (TR1) and Technical Energy Report (TR8)
- Upload Documents and Make a Payment
- Statements and Signatures
- Resolving Objections and Schedule an Appointments
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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	<a href="https://www.eventbrite.com/e/dob-now-build-training-session-for-contractors-tickets-26335580430">https://www.eventbrite.com/e/dob-now-build-training-session-for-contractors-tickets-26335580430</a>
Contractor	7/28/2016	2-4pm	125 Worth St., New York 2nd Floor Conference Room	<a href="https://www.eventbrite.com/e/dob-now-build-training-session-for-contractors-tickets-26335672706">https://www.eventbrite.com/e/dob-now-build-training-session-for-contractors-tickets-26335672706</a>

## 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	<a href="https://www.eventbrite.com/e/dob-now-build-training-session-for-design-professionals-tickets-26334703808">https://www.eventbrite.com/e/dob-now-build-training-session-for-design-professionals-tickets-26334703808</a>
Design Professional	7/14/2016	2-4pm	125 Worth St., New York 2nd Floor Conference Room	<a href="https://www.eventbrite.com/e/dob-now-build-training-session-for-design-professionals-tickets-26289098401">https://www.eventbrite.com/e/dob-now-build-training-session-for-design-professionals-tickets-26289098401</a>
Design Professional	7/21/2016	2-4pm	125 Worth St., New York 2nd Floor Conference Room	<a href="https://www.eventbrite.com/e/dob-now-build-training-session-for-design-professionals-tickets-26335347734">https://www.eventbrite.com/e/dob-now-build-training-session-for-design-professionals-tickets-26335347734</a>

# User Specific Training Sessions

## Filing Representatives Information Sessions

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

## Owner Information Sessions

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

# 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	<a href="https://www.eventbrite.com/e/dob-now-build-training-session-for-specialprogress-inspectors-tickets-26335620550">https://www.eventbrite.com/e/dob-now-build-training-session-for-specialprogress-inspectors-tickets-26335620550</a>
Special/Progress Inspector	7/28/2016	5-7pm	125 Worth St., New York 2nd Floor Conference Room	<a href="https://www.eventbrite.com/e/dob-now-build-training-session-for-specialprogress-inspectors-tickets-26335702796">https://www.eventbrite.com/e/dob-now-build-training-session-for-specialprogress-inspectors-tickets-26335702796</a>

# Support and Feedback

**Send your questions to:**

**[dobnowsupport@buildings.nyc.gov](mailto:dobnowsupport@buildings.nyc.gov)**

**Include “Information Session” in the Subject Line**

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