

Special & Progress Inspector Session Plumbing and Sprinkler Job Filings

July 14, 2016

Session Objectives

- Learn how to add special and progress inspection requirements to a plumbing or sprinkler job in DOB NOW: Build
- Learn how a special and progress inspector can take ownership of a requirement in DOB NOW:
 Build
- Learn how to certify completion of special and progress inspection requirements



Session Topics

- DOB NOW: Build Overview
- Technical Report (TR1) and Technical Energy Report (TR8)
- Upload Seal and Signature
- Certification of Completion
- Training Materials and Q + A



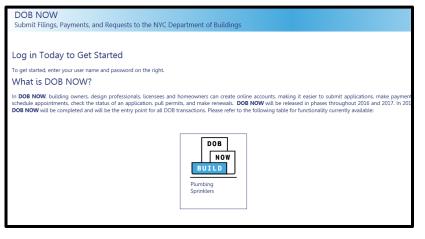
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DOB NOW: Build Job Filing and Permit Portal Overview

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

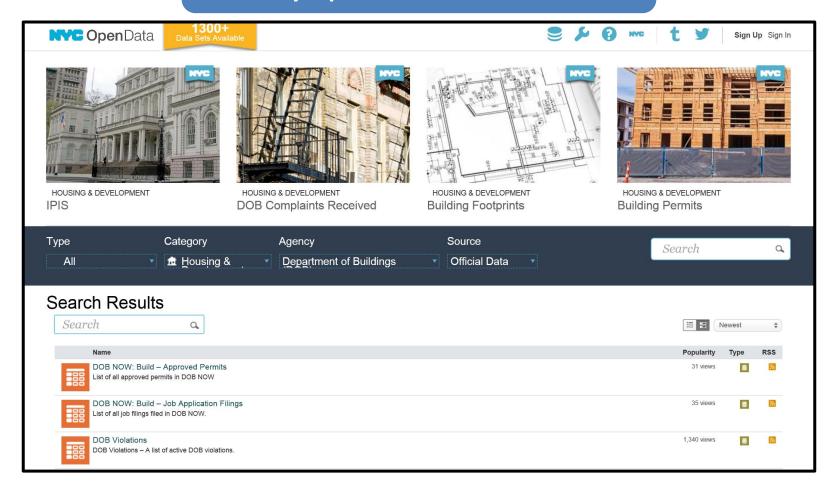
For plumbing and sprinkler applications filed in DOB NOW: Build:

- 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



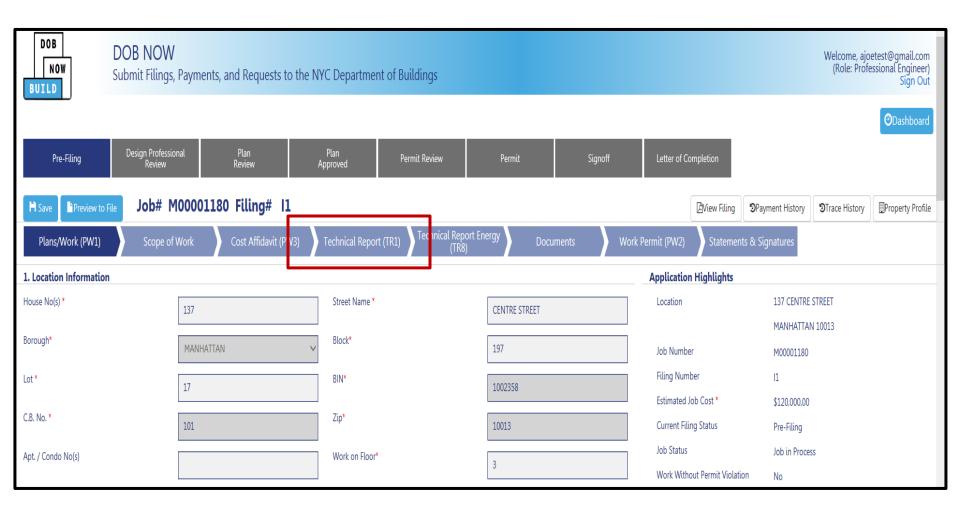


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Technical Report





Technical Report, Special Inspections



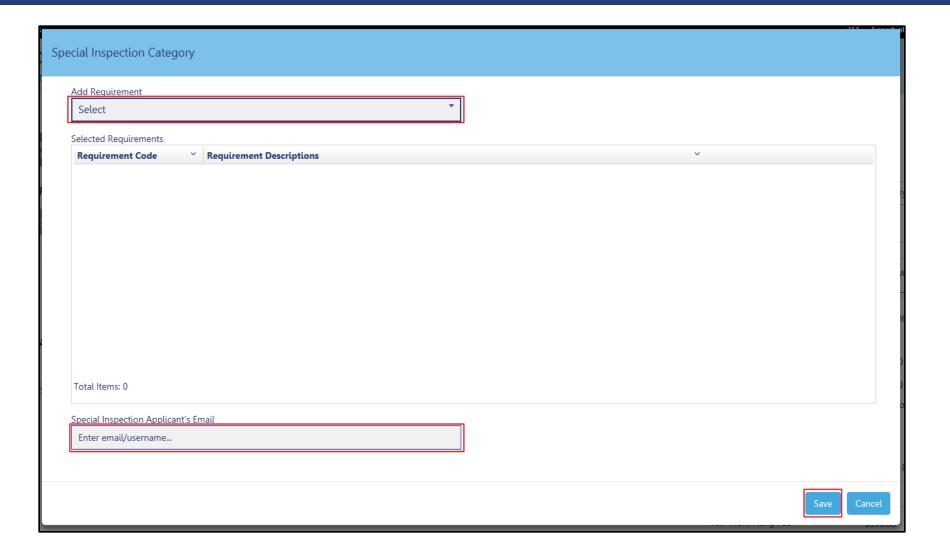


Add an item

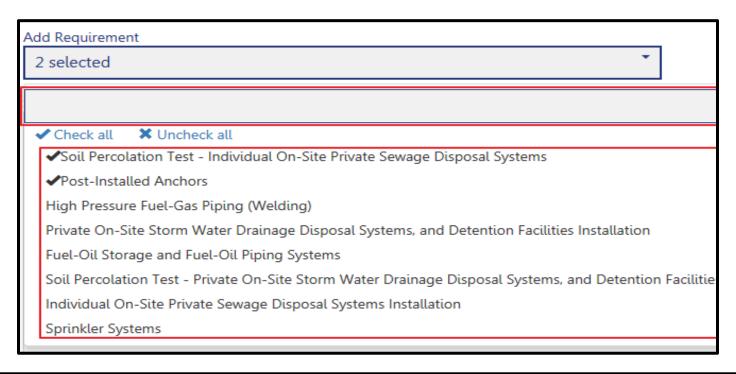
- Delete an item
- Special Inspection item
- Upload seal and signature document

3 Edit an item



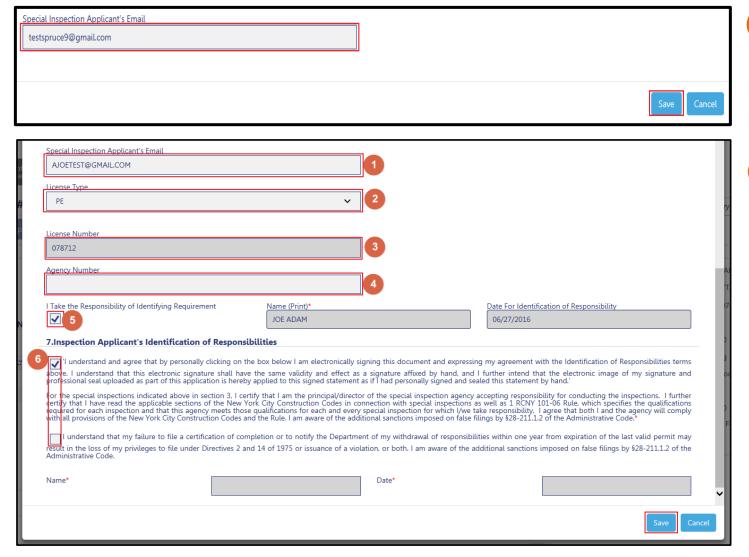














Option B:
Take
ownership
as the
special
inspector







Technical Report, Progress Inspections

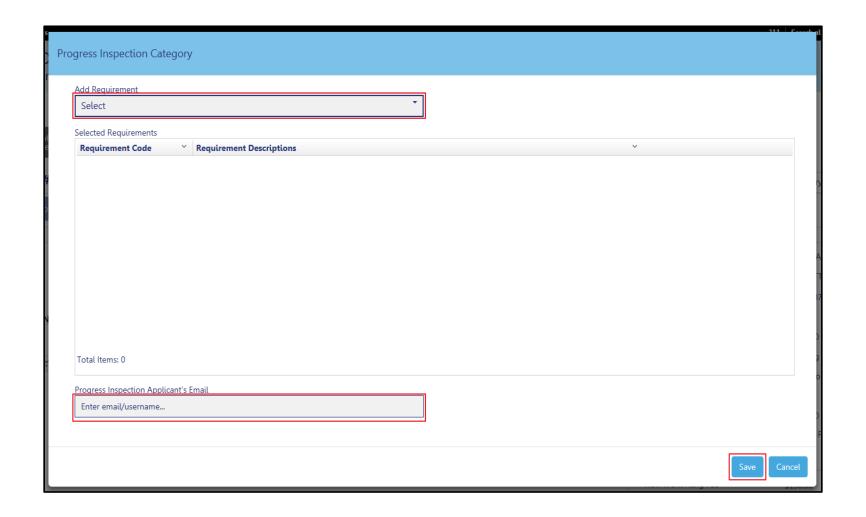


Add an item

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

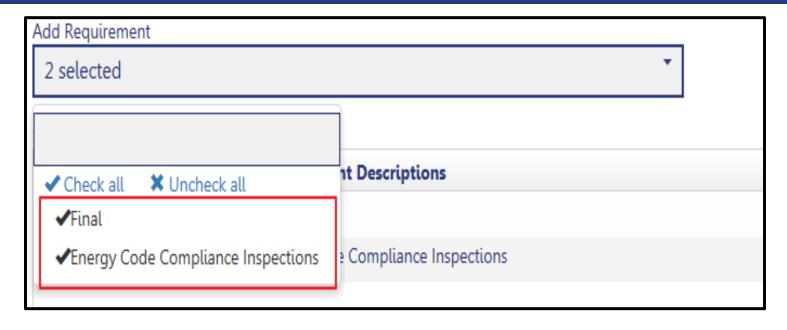


Technical Report, Progress Inspections, continued





Technical Report, Progress Inspections, continued

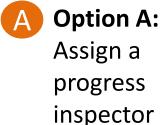


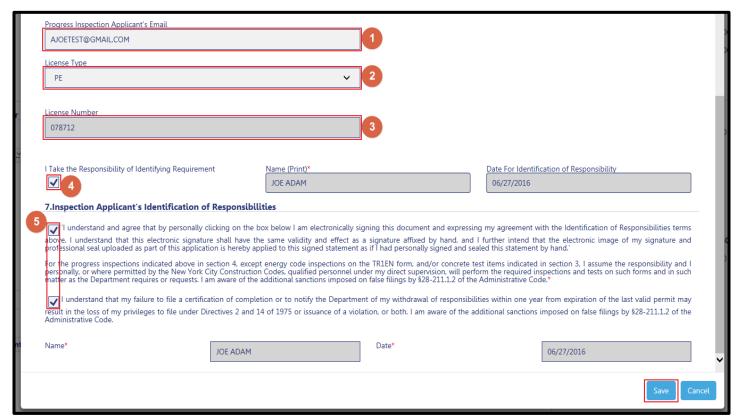




Technical Report, Progress Inspections, continued



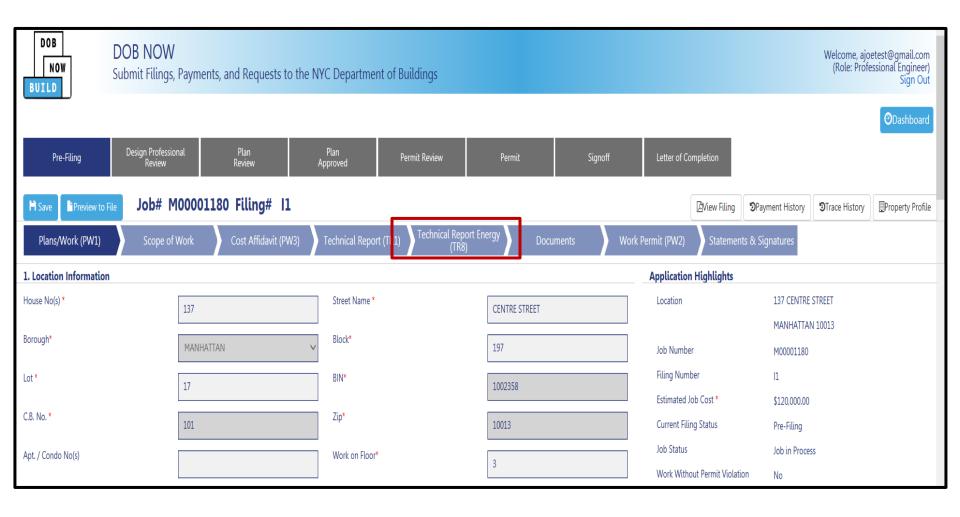




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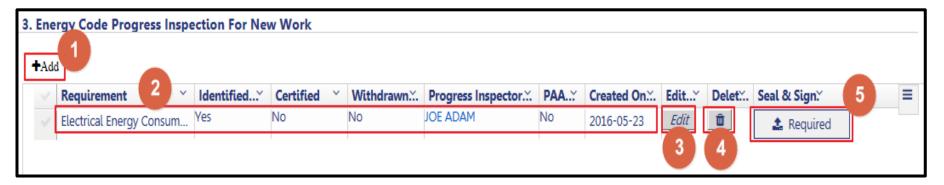
Technical Report for Energy Code (TR8)





Technical Energy Report (TR8)



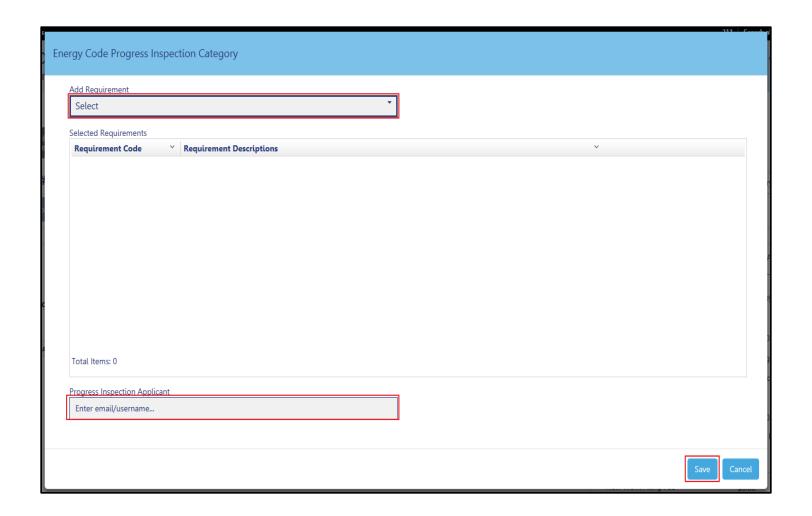


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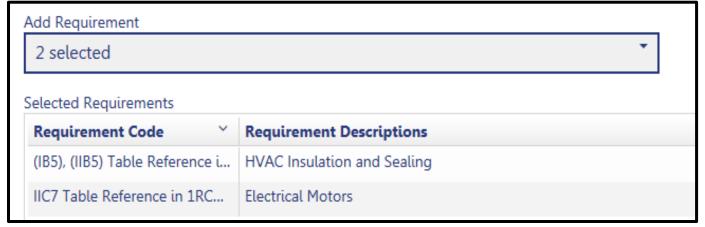
Technical Energy Report (TR8), continued





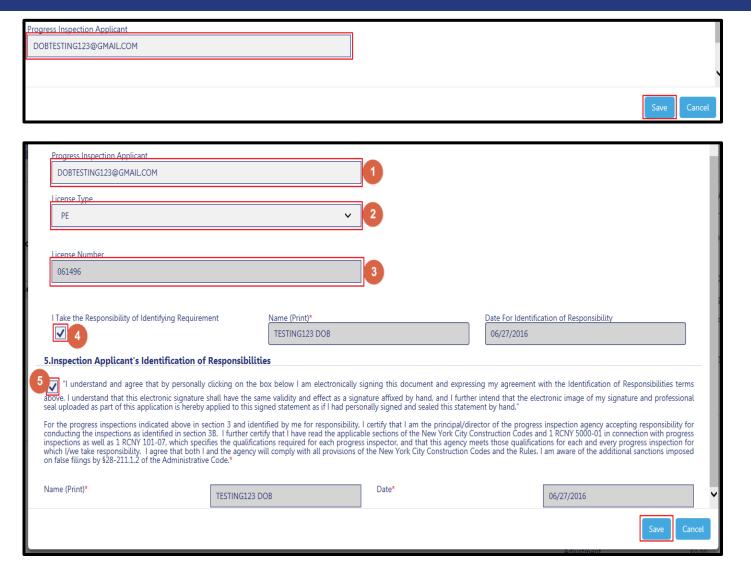
Technical Energy Report (TR8), continued

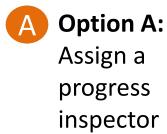






Technical Energy Report (TR8), continued





B Option B:
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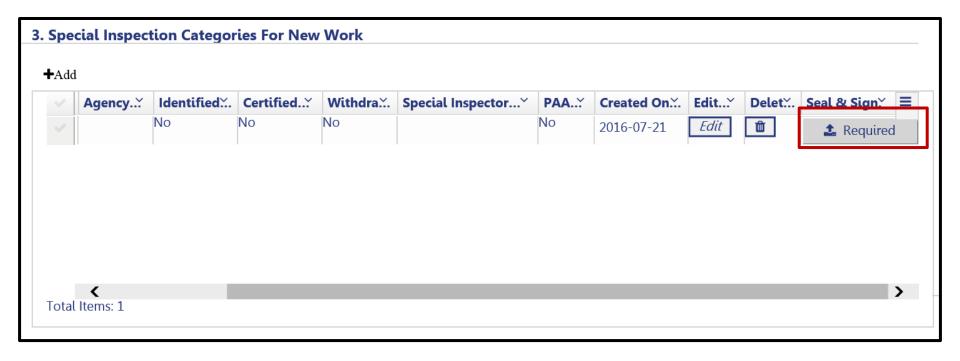


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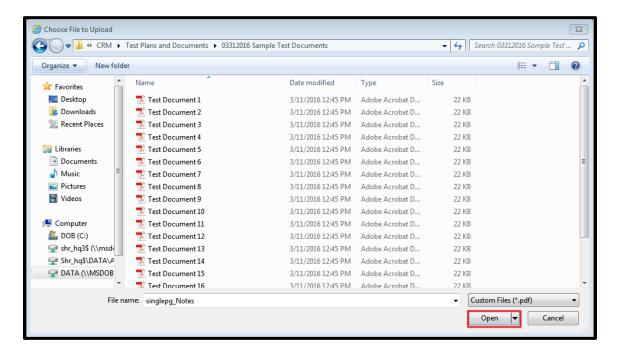
Upload Seal and Signature





Upload Seal and Signature, continued

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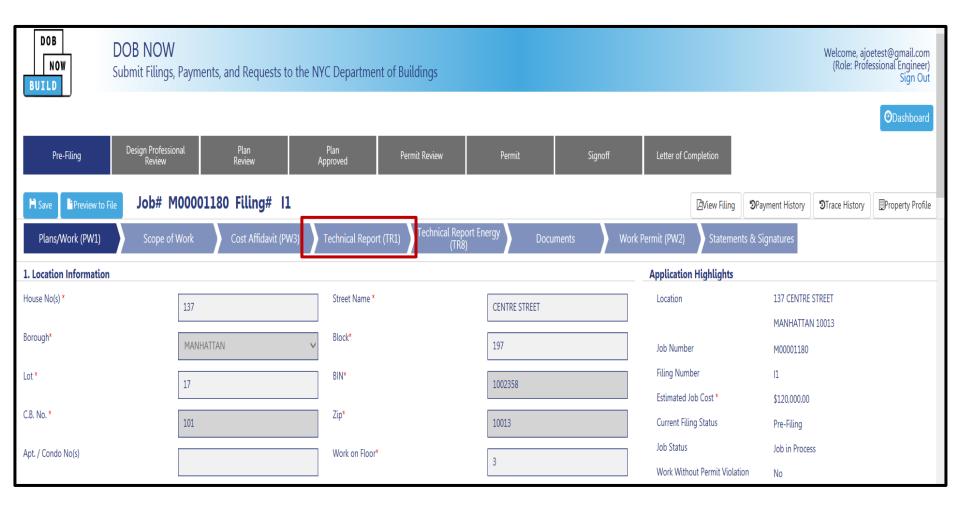


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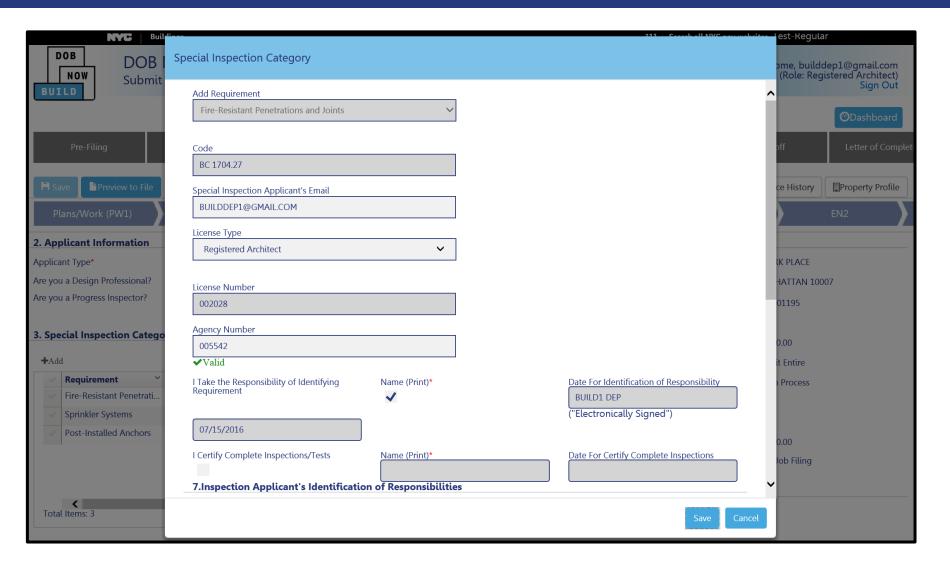
Certificate of Completion



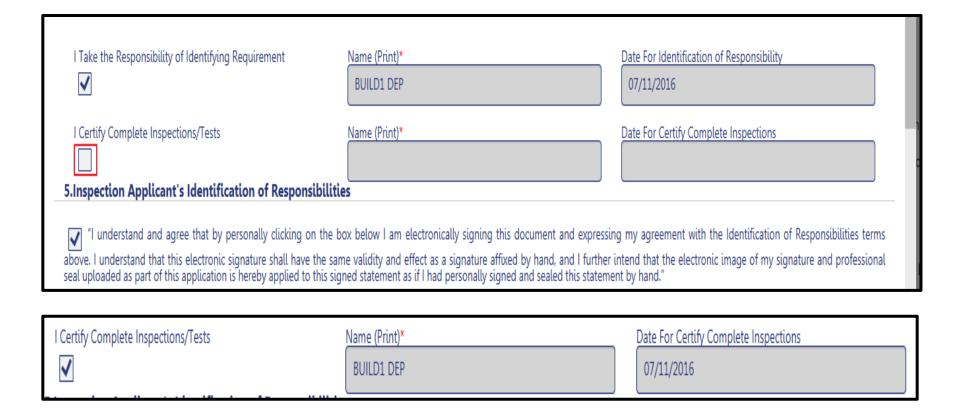




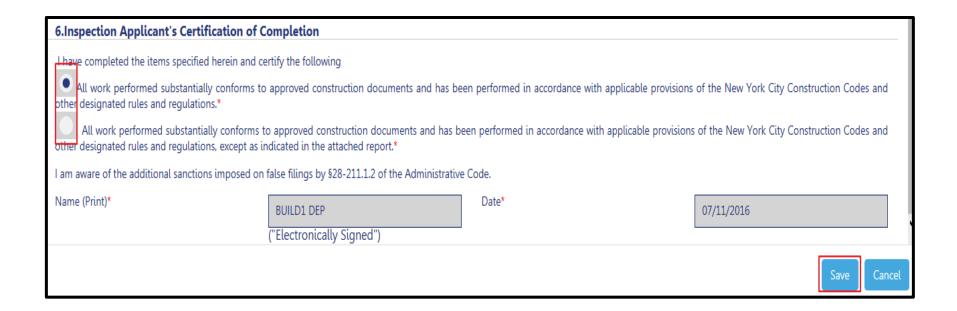














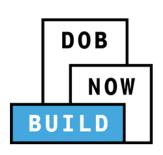
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Training Materials

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



New York City Department of Buildings

DOB NOW

Plumbing and Sprinkler Job Filing Design Professional User Manual

This user manual is a dynamic document that is continually edited and updated. Please check the New York City Department of Buildings website to download the most current user manual.

As of July 18, 2016





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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