



QEWI Training Session

Façades Compliance Filings

August 19, 2016

Session Objectives

- Learn how DOB NOW: *Safety* optimizes the Façades compliance filing process
- Learn how to register for DOB NOW: *Safety*
- Learn how Owners, Owner Representatives, Design Professionals, and QEWI's will use DOB NOW: *Safety*

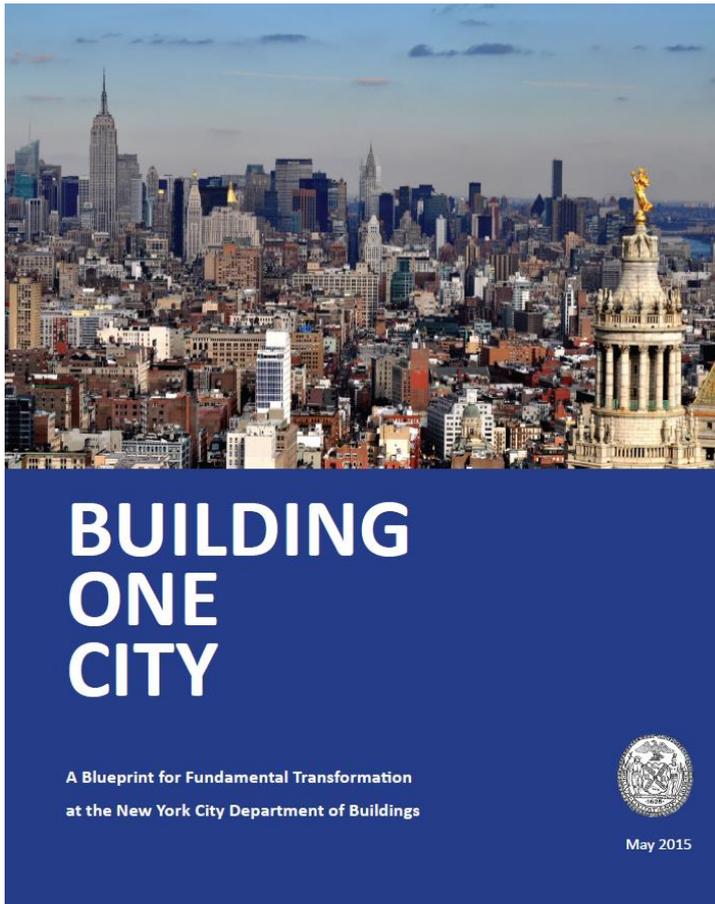
Session Topics

- DOB NOW Overview
- DOB NOW: *Safety* Overview and Key Changes
- Access to DOB NOW: *Safety*
- DOB NOW: *Safety* Dashboard Navigation
- Upload Documents and Make a Payment
- Prepare and file initial TR6, FISP, and supporting documents
- Prepare and file Subsequent or Amended Façades reports
- Prepare and file FISP1's, FISP2's and FISP3's
- Prepare and file Façades Requests
- Training Materials and Q + A

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Building One City



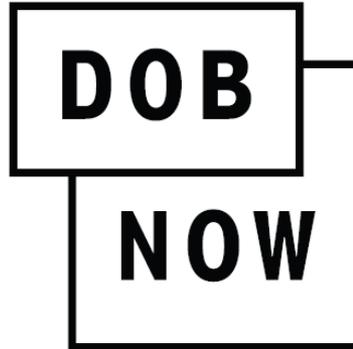
“To expedite the right kind of development, we must expedite the development process. What we need, and what we will have, is **fundamental reform** at the Department of Buildings.”
- Mayor Bill de Blasio, State of the City 2015

21st Century Department of Buildings



- Safety and Integrity
- Processing
- Transparency
- Customer Service

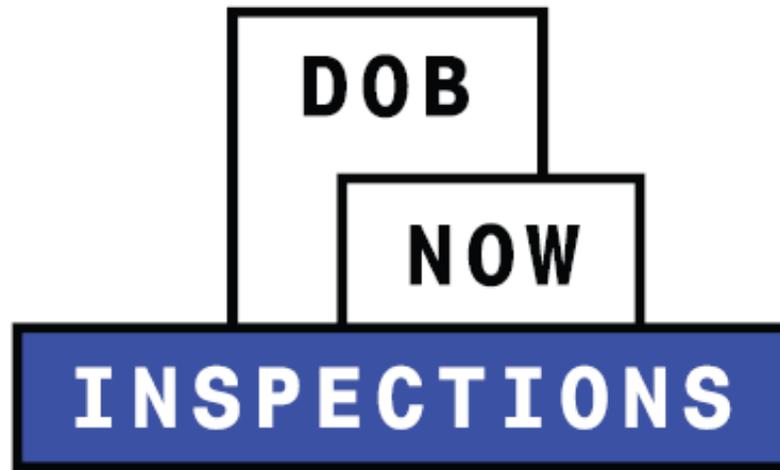
DOB NOW Overview



In **DOB NOW**, building owners, design professionals, filing representatives, and licensees 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.

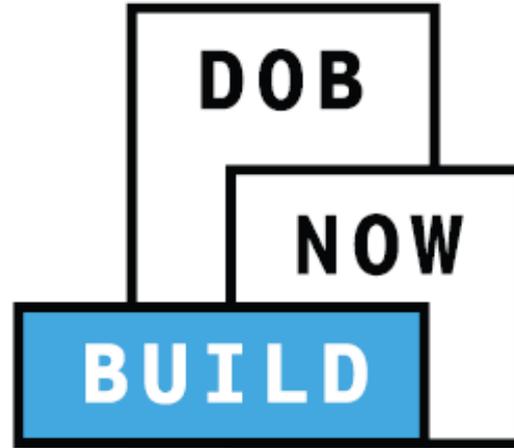
DOB NOW will be released in phases throughout 2016 and 2017. In 2018, **DOB NOW** will be completed and will be the entry point for all DOB transactions.

DOB NOW: *Inspections* Overview



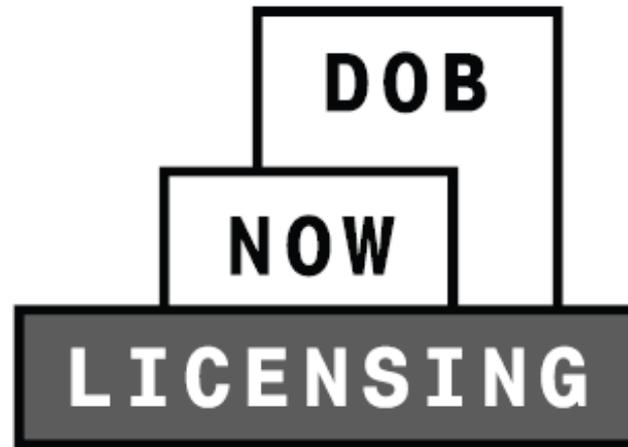
DOB NOW: Inspections is the new name for Inspection Ready. All current functionality remains the same for online scheduling, tracking, and notifications as well as enforcement and development inspections.

DOB NOW: *Build* Overview



DOB NOW: Build includes job filings, permits, Post Approval Amendments, Corrections, Withdrawals, Superseding, After Hour Variances, and Letters of Completion.

DOB NOW: *Licensing* Overview



DOB NOW: Licensing will allow for online exam filing, issuance, and renewal for Licensees.

DOB NOW: *Safety* Overview



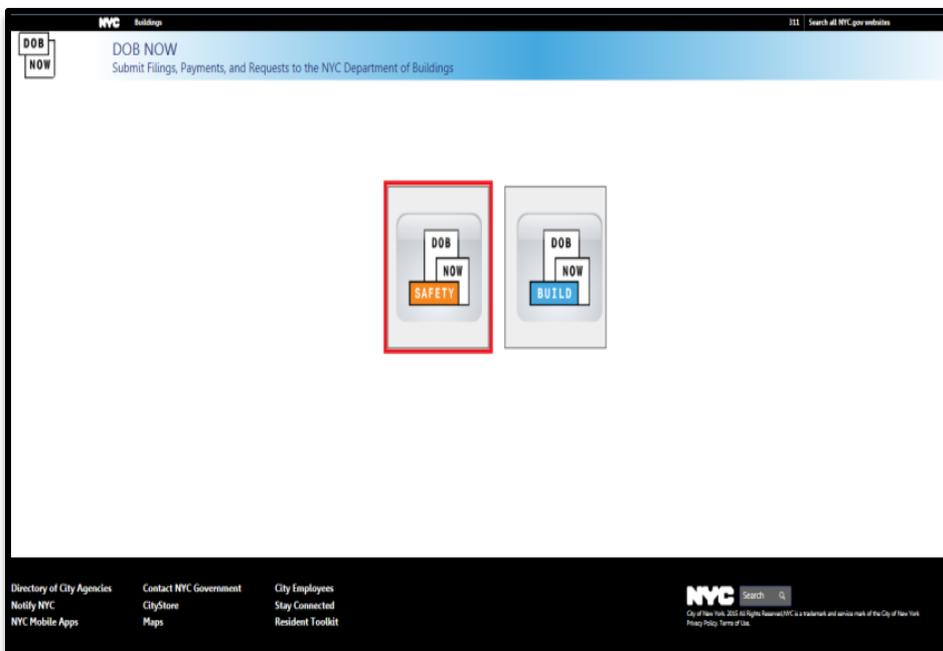
DOB NOW: Safety includes all compliance filings such as façades, boilers, and elevators.

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DOB NOW: *Safety* Filing Portal Overview

DOB NOW: *Safety* New Online Filing Portal



- File Reports and Requests online
- Upload documents electronically
- Make payments online
- View and search information
- View real-time statuses of a façade filing
- Receive emails at milestones throughout the process

DOB NOW: *Safety* Compliance Filings

DOB NOW: *Safety*
Available compliance filings on September 12, 2016

Façades Compliance Filings

Initial TR6, FISP, and supporting documents
Subsequent or Amended Façades reports
FISP1's, FISP2's and FISP3's

Façades Requests

Partial Shed Removal
Height Verification
New Control Number
Sub Cycle Reassignment

DOB NOW: *Safety* Key Changes

For façades reports and requests filed in DOB NOW: *Safety*:

- Notify all parties associated with the property to register in eFiling
- Reports, requests, and supporting documents can only be submitted electronically
- Payment can only be made online
- All certifications require electronic signatures
- All previous cycle's filings are requested in person as they are today
- All civil penalties will be paid in person as they are today
- All DOB NOW: *Safety* façade filings will not appear in BIS

DOB NOW: *Safety* Data on Open Data

DOB NOW: *Safety* 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 indicating '1300+ Data Sets Available', and social media icons for GitHub, Facebook, NYC, and Twitter, along with 'Sign Up' and 'Sign In' links. Below the header, four featured data sets are shown with images and labels: 'IPIS', 'DOB Complaints Received', 'Building Footprints', and 'Building Permits'. A navigation bar includes filters for 'Type' (All), 'Category' (Housing & Development), 'Agency' (Department of Buildings), and 'Source' (Official Data), along with a search bar. 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		

DOB NOW: *Safety* Critical Dates

Façade Compliance Filings Critical Dates:

Effective August 31, 2016

- Façade compliance filings or extension requests, for Cycle 6 and beyond, will no longer be accepted at the Façade customer service window and will no longer be available for review in the Building Information Systems (BIS).

Beginning on September 12, 2016

- All façade compliance filings **must** be submitted through DOB NOW: *Safety*.

Between August 31, 2016 and September 12, 2016

- Any filing that affects public safety (UNSAFE reports, etc.) will be accepted in person on the 4th floor at 280 Broadway, Manhattan.

DOB NOW: *Safety* Filing Number Changes

Filing Number Example

TR6 = Type of Filing -
Control # = Cycle# "8" and 5 digit number.

I1 = First Initial

Filing number = **TR6-800039-8A-I1**

Sub-Cycle = 8A

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Access to DOB NOW: *Safety*

DOB NOW: *Safety*
Registered Users

Owners

Owners Representatives

Design Professionals

Qualified Exterior Wall Inspectors (QEWI)

*Registered users must create an **eFiling** account to be able to log in to DOB NOW: *Safety*.*

Owners and Owner Representatives Account Registration

- Owners and Owner Representatives must register in *eFiling* as a preparer to be able to review information in DOB NOW: *Safety*
- You can register in *eFiling* on the DOB website [here](#).
- Fill out an online application called the Authentication Form
- To complete the form, you will need to provide your contact information
- Click submit and you will receive an email confirming that your *eFiling* account has been created. Click on the link in the email to confirm.
- Log in to DOB NOW: *Safety* using the email address and password you created in *eFiling*

Design Professionals Account Registration

- New York State Professional Engineers (PE) and Registered Architects (RA) must register in *eFiling* in order to be able to submit an Unsafe Notification (FISP3) in DOB NOW: *Safety*
- You can register in *eFiling* on the DOB website [here](#)
- To register in *eFiling*, fill out the online application called the Authentication Form
- To complete the form, you will need to provide your contact information, license number, tracking number, and business name
- Mail or deliver the form in person to the 5th Floor at 280 Broadway
- Log in to DOB NOW: *Safety* using the email address and password you created in *eFiling*

QEWI's Account Registration (1 of 2)

QEWI's registered with the DOB Façades unit **and also** registered in eFiling

Qualified Exterior Wall Inspectors (QEWI) who are registered with the DOB Façades Unit and have an active eFiling account will have access to DOB NOW: *Safety*.

QEWI's registered with the DOB Façades unit **but not** registered in eFiling

- If you are a QEWI and do not have an active eFiling account, you must register in eFiling as a NYS Professional Engineer (PE) or NYS Registered Architect (RA) in order to be able to submit façades compliance filings in DOB NOW: *Safety*.
- Once registered in eFiling, you must contact the DOB Façades Unit via the Façades general email at façades@buildings.nyc.gov to be granted access to DOB NOW: *Safety*.

QEWI's Account Registration (2 of 2)

PE's or RA's that want to become QEWI's

- Any PE or RA who wants to become a QEWI must contact the DOB Façades Unit via email at façades@buildings.nyc.gov.
- The DOB Façades Unit will authenticate all QEWI requests. Each applicant must be already registered in eFiling and submit the following items:
 1. Contact information.
 2. Email address used to register in eFiling.
 3. New York State license number.
 4. A list of jobs they have filed in NYC as the applicant on buildings over six stories that involve façade restoration work.
 5. Example of work history and a contact to verify information.
- When all items are received, an interview will be scheduled by the DOB Façades Unit
- Once authenticated, the DOB Façades Unit will send an email confirmation

eFiling Registration Form

NYC Development Hub Enrollment Form

Please provide the following information to enroll for NYC Buildings eFiling. Items with a (*) are required.

When you have completed the form, please click on 'submit' and follow the instructions.

Electronic Filing Account Information (required for all users)

It is important to provide a valid e-mail address you have access to. An activation email will be sent to this email address. If you forget your password the only way to gain access to your account and saved work is with your e-mail address! Your e-mail address can be updated after enrollment.

Email Address (*)	<input type="text"/>
Re-Enter Email Address (*)	<input type="text"/>
Password (*)	<input type="password"/>
Verify Password (*)	<input type="password"/>

USER ACCOUNT INFORMATION

First Name (*)	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name (*)	<input type="text"/>
Business Address (*)	<input type="text"/>
Apt #	<input type="text"/>
City (*)	<input type="text"/>
State (*)	<input type="text"/>
Zip (*)	<input type="text"/>
Contact Phone (*)	<input type="text"/> <input type="text"/> <input type="text"/>
Mobile Phone	<input type="text"/> <input type="text"/> <input type="text"/>

eFiling Registration, Authentication Form

AUTHENTICATION FORM			
Instructions:			
In order to participate in Buildings' e ² lectronic filing program, you must accurately complete this form. Please sign the form, have it notarized, and stamp it with your professional seal (if applicable). Any false or misleading statement(s) provided herein will result in the applicant's disqualification from being able to renew permits electronically and may lead to criminal prosecution.			
APPLICANT INFORMATION			
E-mail Address: shobhnat@gmail.com		Date: 12/5/2008	
Last Name: Tindwani	First Name: Shobhna		MI: C
Contact Address: 280 Broadway			Apt #:
City: NEW YORK	State: NY	Zip: 10007	
Contact Tel: 222-333-4444	Mobile Phone: 222-555-6666		
LICENSES AND TRACKING NUMBERS			
Please list all licenses and tracking numbers issued to you by DOB and associated business information			
Master Plumber	License Number:		
	Business Name 1:		
	Business Name 2:		
Fire Suppression & Piping Contractor	License Number:		
	Business Name:		
	Business Name 2:		
Oil Burner Installer	License Number:		
	Business Name:		
Sign Hanger	License Number:		
	Business Name:		
General Contractor	Tracking Number:	111111	
	Business Name:	New York Pvt Ltd.	
Electrical Contractor	License Number:		
	Business Name:		

Account Management

Account Management in eFiling

Adding a License Number

Changing Email Address

Changing Password

Forgot your Password

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DOB NOW: Safety Dashboard Navigation (1 of 3)

Main Dashboard

NYC Buildings 311 Search all NYC.gov websites

DOB NOW SAFETY

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

Welcome, ADAM JOE2 (Role: QEWI) Sign Out

Main Dashboard + Technical Report (TR6)/FISP Report Extensions + Unsafe Notification (FISP3) Requests Search

Refresh

Technical Report (TR6)/FISP Report Initial Extension Request (FISP1) Additional Extension Request (FISP2) Unsafe Notification (FISP3) Partial Shed Removal Height Verification Control Number Request Sub Cycle Reassignment

Filing #	Control #	Address	Borough	Filing Type	Filing Status	Compliance Report Status	QEWI	Owner	Payment Status	Created Date	Modified Date	Actions	View
TR6-812419-8A-A1	812419	390 RUGBY ROAD	BROOKLYN	Amended		Pre-Filing	ADAM JOE2	Edla Rahul	Due	8/12/2016	8/12/2016	Select Action	
TR6-800143-8B-I2	800143	120 BROADWAY	MANHATTAN	Initial		Pre-Filing	ADAM JOE2		Due	8/12/2016	8/12/2016	Select Action	
TR6-801455-8B-I1	801455	445 WEST 19 STREET	MANHATTAN	Initial	SAFE	Plan Examiner Review	ADAM JOE2	Apple J Rome	Paid	8/12/2016	8/12/2016	Select Action	
TR6-812191-8B-I1	812191	315 EAST 108 STREET	MANHATTAN	Initial	SAFE	Accepted	ADAM JOE2	Rahul Edla	Paid	8/12/2016	8/12/2016	Select Action	
TR6-812419-8A-I1	812419	390 RUGBY ROAD	BROOKLYN	Initial	UNSAFE	Accepted	ADAM JOE2	Edla Rahul	Paid	8/12/2016	8/12/2016	Select Action	
TR6-801014-8B-I1	801014	182 WEST HOUSTON...	MANHATTAN	Initial	SWARMP	Pre-Filing	ADAM JOE2		Paid	8/10/2016	8/10/2016	Select Action	
TR6-800023-8A-I3	800023	17 BATTERY PLACE	MANHATTAN	Initial	SWARMP	Pre-Filing	ADAM JOE2		Due	8/9/2016	8/10/2016	Select Action	
TR6-700023-7A-A5	700023	17 BATTERY PLACE	MANHATTAN	Amended	SAFE	Accepted	ADAM JOE2	Rahulee Edla	Paid	8/9/2016	8/9/2016	Select Action	
TR6-700023-7A-A3	700023	17 BATTERY PLACE	MANHATTAN	Amended		Pre-Filing	ADAM JOE2		Due	8/9/2016	8/9/2016	Select Action	
TR6-700023-7A-A2	700023	17 BATTERY PLACE	MANHATTAN	Amended	SAFE	Pre-Filing	ADAM JOE2		Due	8/9/2016	8/9/2016	Select Action	

Total Items: 21 (Showing Items: 10)

1 / 3 10 items per page

1 - 10 of 21 items

DOB NOW: *Safety* Dashboard Navigation (2 of 3)

You can **sort** the rows of information using the arrows, and **search** for information by entering it in the blank field at the top of the column



Technical Report (TR6)/FISP Report	Initial Extension Request (FISP1)	Additional Extension Request (FISP2)	Unsafe Notification (FISP3)	Partial Shed Removal	Height Verification	Control N			
Filing #	Control #	Address	Borough	QEWI	Owner	Filing Type	Filing Status...	Compliance Status	Created Date
							SW ✕	Ad ✕	
TR600007216	800017	80 BROAD STREET	MANHATTAN	JOE ADAM	APPLE ROME	Initial	SWARMP	Administrative Review	6/29/2016 7:4
TR600007212	800005	117 BROAD STREET	MANHATTAN	JOE ADAM	APPLE ROME	Initial	SWARMP	Administrative Review	6/29/2016 1:2
TR600007211	800001	62 COOPER SQUARE	MANHATTAN	JOE ADAM	APPLE ROME	Initial	SWARMP	Administrative Review	6/29/2016 11
TR600000050	700358	280 BROADWAY	MANHATTAN	JOE ADAM	asfas dsfsa	Initial	SWARMP	Administrative Review	4/14/2016 4:5
TR600000028	700358	280 Broadway	MANHATTAN	JOE ADAM	Muhammad...	Initial	SWARMP	Administrative Review	4/11/2016 4:3

DOB NOW: Safety Dashboard Navigation (3 of 3)

You can take actions on a current filing by clicking **Select Action** in the Actions column and choosing the action you want to perform.

NYC Buildings 311 Search all NYC.gov websites

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

Welcome, JOE ADAM
(Role: QEW)
Sign Out

Main Dashboard Technical Report (TR6)/FISP Report Extensions Unsafe Notification (FISP3) Requests Search

Refresh

Technical Report (TR6)/FISP Report Initial Extension Request (FISP1) Additional Extension Request (FISP2) Unsafe Notification (FISP3) Partial Shed Removal Height Verification Control Number Request Sub Cycle Reassignment

Filing #	Control #	Address	Borough	Filing Type	Filing Status	Compliance Report Status	QEW	Owner	Payment Status	Created Date	Modified Date	Actions	View
TR6-899999-8A-I4	899999	123 STREET	MANHATTAN	Initial		Pre-Filing	JOE ADAM		Due	8/9/2016	8/9/2016	Select Action	
TR6-800028-8A-S1	800028	333 RECTOR PLACE	MANHATTAN	Subsequent	UNSAFE	Rejected	JOE ADAM	hfg hfg	Paid	8/8/2016	8/8/2016	Select Action	
TR6-800077-8A-I1	800077	30 BROAD STREET	MANHATTAN	Initial	SAFE	Administrative Review	JOE ADAM	1234 1234 1234	Paid	8/8/2016	8/9/2016	Select Action	
TR6-800028-8A-I1	800028	333 RECTOR PLACE	MANHATTAN	Initial	SAFE	Accepted	JOE ADAM	hfg hfg	Paid	8/8/2016	8/8/2016	Select Action SUBSEQUENT	
TR6-807794-8A-I3	807794	1770 GRAND CONCO...	BRONX	Initial	SAFE	Duplicate Rejected	JOE ADAM	13 123 123	Paid	8/8/2016	8/8/2016	Select Action	
TR6-807794-8A-I2	807794	1770 GRAND CONCO...	BRONX	Initial	SAFE	Duplicate Rejected	JOE ADAM	5555 5555 5555	Paid	8/8/2016	8/8/2016	Select Action	

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Upload Documents (1 of 2)

Upload required supporting documents associated with filings and requests by clicking the **Add New Document** button and selecting the document stored on your computer. The completed DPL-1 form needs to be uploaded for each filing requiring a **Seal and Signature** document

TR6 > FISP Report > Supporting Documents

Supporting Documents

Document Name	Document Type	View/Download path	Delete
1	Detailed Photographs	View/Download	Delete
2	Elevation Photographs	View/Download	Delete
3	Plot Plan	View/Download	Delete
4	Seal and Signature	View/Download	Delete

1 / 1 items per page 50 items per page 1 - 4 of 4 items

[Add New Document](#)

Upload Documents (2 of 2)

Design Professional License Form (DPL-1 Form)

NYC
Buildings

Design Professional / Licensee Seal and Signature
Form for DOB NOW: *Build*
(DPL-1 Form)

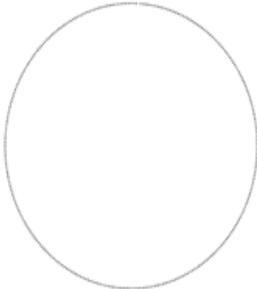
1 Design Professional/Licensee Information

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

Choose one: Professional Engineer Registered Architect Special Inspector Progress Inspector
 Master Plumber Oil Burner Installer Fire Suppression Contractor

2 Design Professional/Licensee Seal and Signature Statement

By personally sealing and signing this document and then submitting a scanned copy to the Department of Buildings, I intend for the image of this seal and signature to be used as my official professional seal and signature where I so indicate in electronic documents to be submitted to the Department of Buildings.



Name (printed)

Date

Make a Payment (1 of 4)

Click the **Pay Now** button on the Application Highlights screen of the filing to begin the Payment process.

Application Highlights	
Location :	59 JOHN STREET Manhattan 10038
Compliance Filing Number :	TR600039281
Control # :	800222
Report Status :	Pre-Filing
Current Cycle :	8B
Current Filing Type :	Initial
Current Filing Status :	
Filing Deadline :	2018-02-21
FISP3 Filed :	No
Redirect to FISP3 Report	
Fee	
Filing Fee :	\$265.00
Amount Due :	\$265.00
Amount Paid :	
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	
Pay Now	

Make a Payment (2 of 4)

Complete the standard **Payment Entry** screen and click **Continue**

NYC Buildings

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.

Payment Method:

Card Information

Card Number

Expiration Date

Card Identification Code

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.

[Privacy Policy](#) | [Terms of Use](#) | [Terms and Conditions](#) | [FAQs](#) | [Contact Us](#)

[Browser Support](#)



Make a Payment (3 of 4)

Review the pending payment and click **Process Payment** to charge your card.

NYC Buildings

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 : Facades Payment

Item Description : Facades Fee Payment - TR600039281

Line Item Type	Line Item ID	Total Amount Due
Renewal undefined undefined	TR600039281	\$265.00
		Payment Amount: \$265.00
		Convenience Fee: \$6.60
		Total Payment Amount: \$271.60

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 2/21



Billing Information

Name Bob

Country US

Address 123 Main

City New York

State NY

Zip 10015

Phone 2125551212

Email asdc@sdfvsv.adsc

Go Back/Edit Cancel **Process Payment**

Make a Payment (4 of 4)

A transaction receipt will be mailed to the email address entered on the Payment screen

Dear John Doe ,

Thank you for your payment.

Transaction Summary:

Receipt Number: 4005890807
Date and Time: 04/12/2016 03:47 PM (Eastern Time)

DOB System ID: DOBN
DOB Record ID: 01bab13d-3800-e611-8104-005056ab2cd4
Item Type: JobFiling - New Job Filing
Item Description: Build Job Filing Fee Payment - M00000901- I1
Registered Email ID: AJOETEST@GMAIL.COM
Front-End Record ID: 1ebab13d-3800-e611-8104-005056ab2cd4

Payment Information:

Payment Amount: \$175.00
Convenience Fee: \$4.36
Total Amount Paid: \$179.36
Payment Method: VI
Account Number: 1111
Auth/Approval Code: 000292

Please note that all times reflect Eastern Time (ET).

Please use this link for any questions: <https://a810-efiling.nyc.gov/eRenewal/OnlineHelp.jsp>

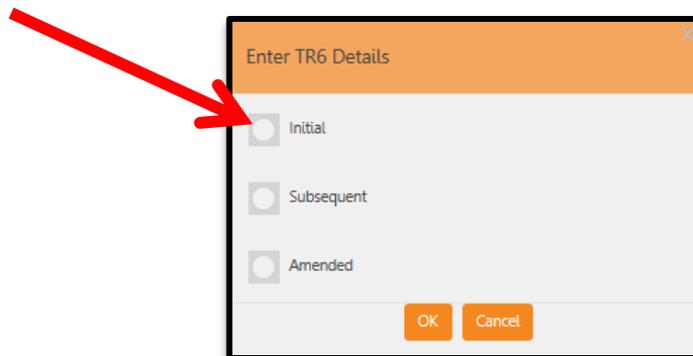
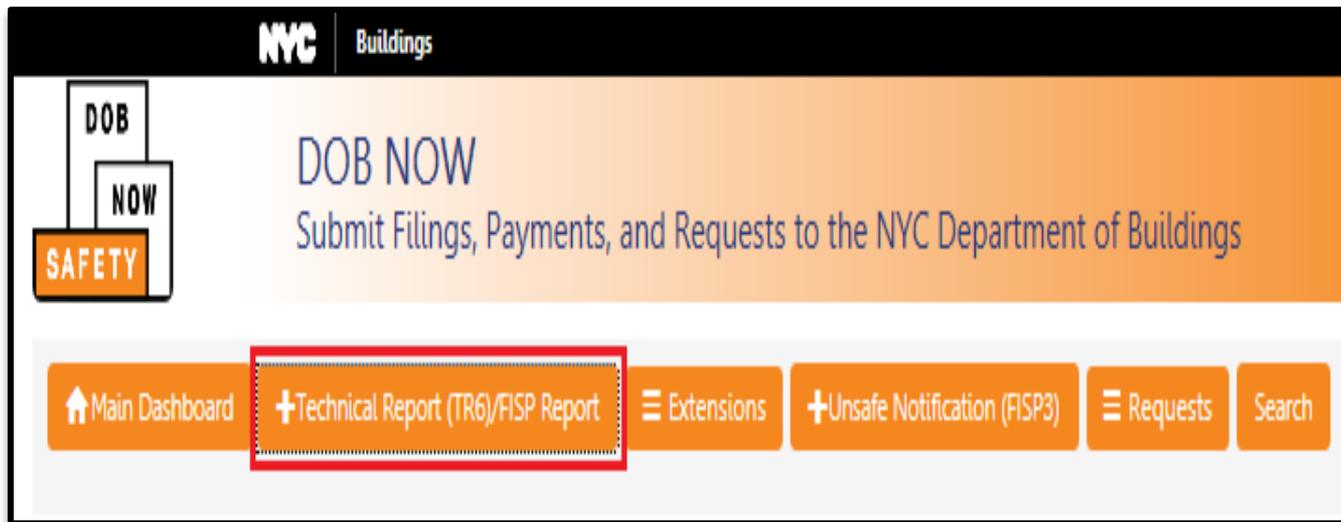
Please Keep This Page For Your Records.

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- Training Materials and Q + A

Façades TR-6/FISP Filing – TR6 (1 of 7)

Select **+Technical Report(TR6)/FISP** and **Initial** to open the TR6



Façades TR-6/FISP Filing – TR6 (2 of 7)

The TR6 screen will be displayed

DOB NOW Buildings 311 Search all NYC.gov websites

Welcome, ADAM JOE2 (Role: QEWI) [Sign Out](#)

On Hold - No Good Check **Pre-Filing** Administrative Review Plan Examiner Review Accepted/Rejected [Dashboard](#)

[Save](#) [File](#) **Filing # TR6-800143-8B-12** [Payment History](#) [History Trace](#) [TR6 Report](#) [Property Profile](#)

TR6 FISP Report Supporting Documents

1. Address Search

Search by: Control Number Address

Control Number* [Search](#)

2. Location

House No(s)* Street Name*

Borough* Block*

BIN* Lot*

Zip Code* C.B. No.*

3. Filing Information

Filing Type* Report Cycle

Report Sub Cycle Last Filing Date

4. Inspection Report Status Information

Current Cycle: Last QEWI Inspection Date* Current Cycle Filing Status*

Prior Filing Cycle Prior Filing Sub Cycle

Application Highlights

Location : 120 BROADWAY
Manhattan 10003

Compliance Filing Number : TR6-800143-8B-12

Control Number : 800143

Report Status : Pre-Filing

Current Cycle : 8B

Current Filing Type : Initial

Current Filing Status :

Filing Deadline : 02/21/2018

FISP3 Filed : Yes

Redirect to FISP3 Report [FISP3 Report](#)

Fee

Filing Fee : \$265.00

Amount Due : \$265.00

Amount Paid :

Late Filing Fee :

Failure to File Fee :

Failure to Correct Fee :

[Pay Now](#)

Façades TR-6/FISP Filing – TR6 (3 of 7)

Search by **Control Number** or **Address** to identify the building

The screenshot displays the NYC Buildings TR6/FISP Filing interface. At the top, the NYC Buildings logo and 'DOB NOW' header are visible. The main navigation bar includes 'Pre Filing', 'Save', 'File', and 'Dashboard'. The 'Search by' section is highlighted with a red box, showing 'Control Number' selected. Below this, there is a text input field for the Control Number and a 'Search' button. The 'Location' section contains fields for House No(s), Borough, BIN, Zip Code, Street Name, Block, Lot, and C.B. No. The 'Filing Information' section includes fields for Filing Type, Report Cycle, Report Sub Cycle, and Last Cycle Filing Date. The 'Application Highlights' sidebar on the right displays various details such as Location, Compliance Filing Number, Control Number, Report Status, Current Cycle, Current Filing Type, Current Filing Status, Filing Deadline, FISP3 Filed, Redirect to FISP3 Report, Fee, Filing Fee, Amount Due, Amount Paid, and Late Filing Fee.

Façades TR-6/FISP Filing – TR6 (4 of 7)

Location information will pre-populate

2. Location			
House No(s)*	<input type="text" value="27"/>	Street Name*	<input type="text" value="BLEECKER STREET"/>
Borough*	<input type="text" value="Manhattan"/>	Block*	<input type="text" value="529"/>
BIN*	<input type="text" value="1008448"/>	Lot*	<input type="text" value="55"/>
Zip Code*	<input type="text" value="10003"/>	C.B. No.*	<input type="text" value="102"/>

Façades TR-6/FISP Filing – TR6 (5 of 7)

Enter the Last QEWI Inspection Date and Filing Status

4. Inspection Report Status Information

Current Cycle: Last QEWI Inspection Date*	<input type="text"/>		Current Cycle Filing Status*	<ul style="list-style-type: none">select typeSAFESWAMPUNSAFE
Prior Filing Cycle	<input type="text" value="7"/>		Prior Filing Sub Cycle	<input type="text" value="7A"/>
Prior Filing Status	<input type="text" value="SAFE"/>			

Enter or Edit Building Description information

5. Building Description

Landmark Building	<input type="text"/>	Landmark District*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Number of Stories	<input type="text" value="007"/>	Exterior Wall Type*	<input type="text" value="BRICK MASONRY"/>
Number of Balconies*	<input type="text" value="10"/>	Wall(s) Subject to Inspection*	<input type="text" value="All"/>

Façades TR-6/FISP Filing – TR6 (6 of 7)

Applicant information pre-populates based on eFiling registration

6. Applicant's Information			
Email*	AJOETEST1@GMAIL.COM	License Type*	Registered Architect
NYS Lic. #*	202020	Last Name*	JOE1
First Name*	ADAM	MI	
Business Name	Adams Construction	Business Telephone	2013332222
Business Address	AJ 1	Business Fax	44654
City	NYC	State	NY
Zip Code	10000	Mobile Phone	

Façades TR-6/FISP Filing – TR6 (7 of 7)

Provide the owner or owner representative information by entering the email address registered in eFiling

7. Owner Info			
E-Mail*	<input type="text"/>	Last Name*	<input type="text"/>
First Name*	<input type="text"/>	MI	<input type="text"/>
Address*	<input type="text"/>	Telephone*	<input type="text"/>
City*	<input type="text"/>	State*	<input type="text"/>
Zip*	<input type="text"/>		
8. Owner Representative			
Email	<input type="text" value="Please enter minimum 5 characters"/>	Last Name	<input type="text"/>
First Name	<input type="text"/>	Phone	<input type="text"/>
Relationship to owner	<input type="text"/>		

Façades TR-6/FISP Filing – FISP Report (1 of 4)

FISP Report

The screenshot displays the NYC Buildings FISP Report interface. The browser address bar shows the URL: <http://mstwwa-dobcm03.buildings.nycnet:8097/Facades/Index.html#/facades/t6>. The page header includes the NYC Buildings logo and the text "DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings". A navigation bar shows the current status as "Pre-Filing". The main content area is titled "Filing # TR6-800143-8B-12" and features a tabbed interface with "FISP Report" selected. The "FISP Report" tab is highlighted with a red box. The page is divided into several sections:

- 1. Heading**: A table with the following data:

Field	Value	Field	Value
QEWI First Name*	ADAM	QEWI Last Name*	JOE2
QEWI Address*	AJ2	Block*	47
Lot*	7501	Cycle	8
BIN	1001026		
- 2. Executive Summary**: A section for "General Description*" with a text editor showing "Words: 0" and "Characters: 0".
- Application Highlights**: A list of key information:
 - Location : 120 BROADWAY, Manhattan 10003
 - Compliance Filing Number : TR6-800143-8B-12
 - Control Number : 800143
 - Report Status : Pre-Filing
 - Current Cycle : 8B
 - Current Filing Type : Initial
 - Current Filing Status :
 - Filing Deadline : 02/21/2018
 - FISP3 Filed : Yes
 - Redirect to FISP3 Report : [FISP3 Report](#)
- Fee**: A list of financial details:
 - Filing Fee : \$265.00
 - Amount Due : \$265.00
 - Amount Paid :
 - Late Filing Fee :
 - Failure to File Fee :
 - Failure to Correct Fee :

A "Pay Now" button is located at the bottom right of the page.

Façades TR-6/FISP Filing – FISP Report (2 of 4)

Heading displays the QEWI and property information

TR6	FISP Report	Supporting Documents	
1. Heading			
QEWI First Name*	JOE	QEWI Last Name*	ADAM
QEWI Address*	JALLC	Block*	10
Lot*	16	Cycle	8

Façades TR-6/FISP Filing – FISP Report (3 of 4)

The QEWI enters information in text boxes on the FISP Report

- General Description
- Scope of Inspection
- Summary of Findings
- Conclusions and Recommendations
- Other Details (Sections F through M of the FISP Report)

2. Executive Summary
General Description*

B I U [List Icon] [List Icon] [Undo] [Redo] Words: 1 Characters: 10

This is my filing info

You can not input more than 6000 characters (including white spaces)

Scope of Inspection*

B I U [List Icon] [List Icon] [Undo] [Redo] Words: 0 Characters: 0

This is my filing info

You can not input more than 6000 characters (including white spaces)

Summary of Findings*

B I U [List Icon] [List Icon] [Undo] [Redo] Words: 0 Characters: 0

This is my filing info

You can not input more than 6000 characters (including white spaces)

Conclusions and Recommendations*

B I U [List Icon] [List Icon] [Undo] [Redo] Words: 0 Characters: 0

This is my filing info

You can not input more than 6000 characters (including white spaces)

Façades TR-6/FISP Filing – FISP Report (4 of 4)

Select the **Owner Type** from the drop down menu

B. Owner Information

Owner Type* Owner

- Private
- City Owned Non-NYCHA
- NYCHA
- State
- Federal
- Diplomat

Select Owner Type

- Private
- City Owned Non-NYCHA
- NYCHA
- State
- Federal
- Diplomat

Façades TR-6/FISP Filing – QEWI Filing Screen

The QEWI confirms all the information on the TR-6, FISP, and Supporting Documents and then provides their electronic signature in Section 6a.

6a. Applicant's Statement*

I hereby state that the Owner/ Owner's Representative has authorized me to submit this report. Furthermore, I hereby state that all statements are correct and complete to the best of my knowledge. A copy of this report has been given to the owner.

§28-211.1 False statements in certificates, forms, written statements, applications, reports or certificates of correction. It shall be unlawful for any person to make a material false statement in any certificate, professional certification, form signed statement, application or certification of the correction of a violation requires under the provisions of this code or any rule of any agency promulgated there under that such person knew or should have known to be false.

I have personally reviewed all information entered on each of the documents listed above. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each 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 document listed above as if I had personally signed and sealed these statements and documents by hand.*

Name

JOE ADAM

Electronically Signed

Date

01/01/1970

Façades TR-6/FISP Filing – Owner’s Statement

The **Owner’s Statement** needs to be electronically signed by the Owner or Owner’s Representative before the TR-6/FISP Report can be filed by the QEWI

9. Owner’s Statement

(A) I hereby state that I am the owner/owner’s representative of the premises referenced in the attached report. Furthermore, I have received and read a copy of the attached request and I am aware of the required repairs and/or maintenance, if any and the recommended time frame for same.*

(B) I certify that all items noted as SWARMP conditions in the previous cycle’s report have been corrected/repared; or this report must be rated as Unsafe as per Administrative Code section §28-302.1, if applicable.*

§28-211.1 False statements in certificates, forms, written statements, applications, reports or certificates of correction. It shall be unlawful for any person to make a material false statement in any certificate, professional certification, form signed statement, application or certification of the correction of a violation requires under the provisions of this code or any rule of any agency promulgated there under that such person knew or should have known to be false.

Name

Apple J Rome

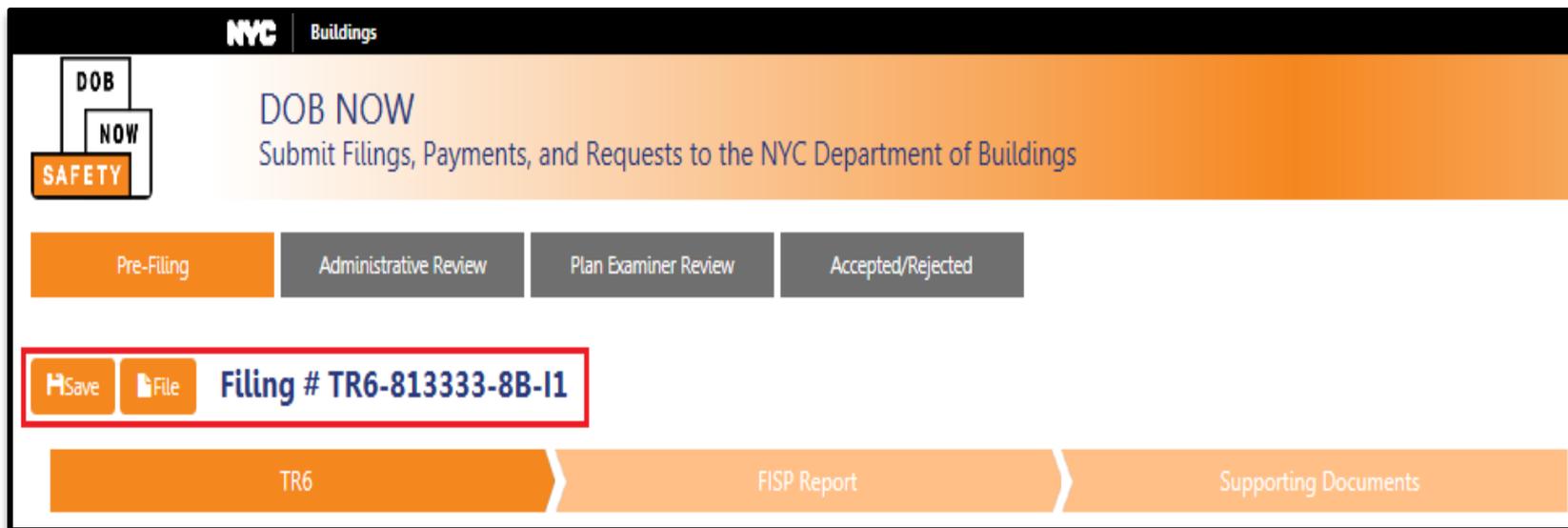
Electronically Signed

Date

08/09/2016

Façades TR-6/FISP Filing – QEWI Filing Screen

Once the owner has completed the Owner's Statement, the QEWI may submit the filing by clicking the **File** button



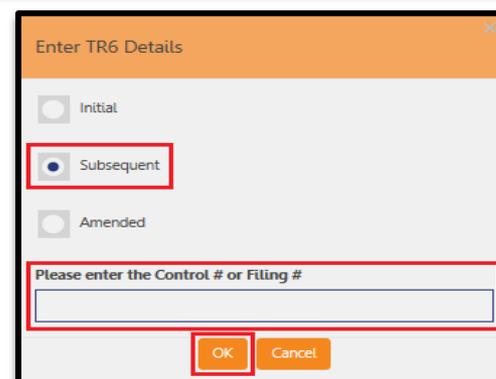
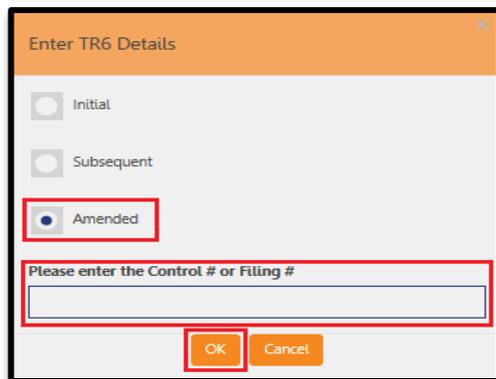
The screenshot displays the NYC Buildings interface for filing a QEWI. At the top left, there is a logo with 'DOB', 'NOW', and 'SAFETY' text. The main header reads 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this, a progress bar shows four stages: 'Pre-Filing' (highlighted in orange), 'Administrative Review', 'Plan Examiner Review', and 'Accepted/Rejected'. A red-bordered box highlights the 'Save' and 'File' buttons, with the filing number 'Filing # TR6-813333-8B-11' displayed next to them. At the bottom, a horizontal bar shows three steps: 'TR6' (highlighted in orange), 'FISP Report', and 'Supporting Documents'.

Session Topics

- DOB NOW Overview
- DOB NOW: *Safety* Overview and Key Changes
- Access to DOB NOW: *Safety*
- DOB NOW: *Safety* Dashboard Navigation
- Upload Documents and Make a Payment
- Prepare and file initial TR6, FISP, and supporting documents
- **Prepare and file Subsequent or Amended Façades reports**
- Prepare and file FISP1's, FISP2's and FISP3's
- Prepare and file Façades Requests
- Training Materials and Q + A

Subsequent and Amended Filings (1 of 6)

Subsequent and Amended Filings can be made after a DOB Plan examiner has accepted the Initial Report. Select **+Technical Report(TR6/FISP)** and select either **Subsequent** or **Amended**.



Subsequent and Amended Filings (2 of 6)

Subsequent and Amendment Filings can also be started from the Actions column. Find the Initial Filing in the list and select either **Subsequent** or **Amended** in the Actions column.

Technical Report (TR6)/FISP Report												
Initial Extension Request (FISP1) Additional Extension Request (FISP2) Unsafe Notification (FISP3) Partial Shed Removal Height Verification Control Number Request Sub Cycle Reassignment												
Filing #	Control #	Address	Borough	Filing Type	Filing Status	Compliance Report Status	QEWI	Owner	Payment Status	Created Date	Modified Date	Actions
TR6-800041-8C-I1	800041	199 CHAMBERS STREET	MANHATTAN	Initial		Pre-Filing	JOE ADAM		Due	7/25/2016 11:55:25 AM	7/25/2016 11:55:27 AM	Select Action
TR6-801999-8C-A2	801997	37 WEST 19 STREET	MANHATTAN	Amended	SAFE	Accepted	JOE ADAM	Apple J Rome	Paid	7/25/2016 11:42:25 AM	7/25/2016 11:56:56 AM	Select Action
TR6-800056-8B-I2	800056	15 RECTOR STREET	MANHATTAN	Initial	UNSAFE	Administrative Review	JOE ADAM	Apple A Rome	Paid	7/25/2016 11:24:52 AM	7/25/2016 11:49:07 AM	SUBSEQUENT

Technical Report (TR6)/FISP Report												
Initial Extension Request (FISP1) Additional Extension Request (FISP2) Unsafe Notification (FISP3) Partial Shed Removal Height Verification Control Number Request Sub Cycle Reassignment												
Filing #	Control #	Address	Borough	Filing Type	Filing Status	Compliance Report Status	QEWI	Owner	Payment Status	Created Date	Modified Date	Actions
TR6-800041-8C-I1	800041	199 CHAMBERS STREET	MANHATTAN	Initial		Pre-Filing	JOE ADAM		Due	7/25/2016 11:55:25 AM	7/25/2016 11:55:27 AM	Select Action
TR6-801999-8C-A2	801997	37 WEST 19 STREET	MANHATTAN	Amended	SAFE	Accepted	JOE ADAM	Apple J Rome	Paid	7/25/2016 11:42:25 AM	7/25/2016 11:56:56 AM	SUBSEQUENT
TR6-800056-8B-I2	800056	15 RECTOR STREET	MANHATTAN	Initial	UNSAFE	Administrative Review	JOE ADAM	Apple A Rome	Paid	7/25/2016 11:24:52 AM	7/25/2016 11:49:07 AM	Select Action
TR6-800358-8C-I1	800358	280 BROADWAY	MANHATTAN	Initial	UNSAFE	Administrative Review	JOE ADAM	ghgfd ghfd	Paid	7/25/2016 11:03:13 AM	7/25/2016 11:20:00 AM	Select Action
TR6-800013-8B-I4	800013	90 BROAD STREET	MANHATTAN	Initial	UNSAFE	Pre-Filing	JOE ADAM	Apple Rome	Due	7/25/2016 10:58:55 AM	7/25/2016 11:03:20 AM	FISP1 AMENDED
TR6-800056-8B-I1	800056	15 RECTOR STREET	MANHATTAN	Initial		Pre-Filing	JOE ADAM		Due	7/25/2016 9:59:43 AM	7/25/2016 10:00:50 AM	Select Action

Subsequent and Amended Filings (3 of 6)

Follow the same steps as the Initial TR6 Report, FISP Report and Supporting Documents and Fee Payments. Information from the prior filings will be pre-populated.

TR6	FISP Report	Supporting Documents
1. Address Search		
Search by*	<input checked="" type="radio"/> Control Number	<input type="radio"/> Address
Control Number*	<input type="text" value="814444"/>	
	<input type="button" value="Search"/>	
2. Location		
House No(s)*	<input type="text" value="330"/>	Street Name* <input type="text" value="EAST 119 STREET"/>
Borough*	<input type="text" value="Manhattan"/>	Block* <input type="text" value="1795"/>
BIN*	<input type="text" value="1087940"/>	Lot* <input type="text" value="7501"/>
Zip Code*	<input type="text" value="10035"/>	C.B. No.* <input type="text" value="111"/>
3. Filing Information		
Filing Type*	<input type="text" value="Subsequent"/>	Report Cycle <input type="text" value="8"/>
Report Sub Cycle	<input type="text" value="8A"/>	Last Cycle Filing Date <input type="text" value="08/14/2016"/>
4. Inspection Report Status Information		
Current Cycle: Last QEWI Inspection Date*	<input type="text" value="08/04/2016"/>	Current Cycle Filing Status* <input type="text" value="select type"/>
Prior Filing Cycle	<input type="text"/>	Prior Filing Sub Cycle <input type="text"/>
Prior Filing Status	<input type="text" value="select type"/>	
5. Building Description		
Landmark Building <input type="text"/>	Landmark District* <input checked="" type="radio"/> Yes <input type="radio"/> No	
Number of Stories <input type="text" value="007"/>	Exterior Wall Type* <input type="text" value="BRICK, STONE, GLASS"/>	
Number of Balconies* <input type="text" value="10"/>	Wall(s) Subject to Inspection* <input type="text" value="select type"/>	

Subsequent and Amended Filings (4 of 6)

The QEWI confirms that the TR-6, FISP, Supporting Documents, Owner's Statement and Fees are in order and then checks the box in Section 6a. of the TR6 to record the Applicant statement.

6a. Applicant's Statement*

I hereby state that the Owner/ Owner's Representative has authorized me to submit this report. Furthermore, I hereby state that all statements are correct and complete to the best of my knowledge. A copy of this report has been given to the owner.

§28-211.1 False statements in certificates, forms, written statements, applications, reports or certificates of correction. It shall be unlawful for any person to make a material false statement in any certificate, professional certification, form signed statement, application or certification of the correction of a violation requires under the provisions of this code or any rule of any agency promulgated there under that such person knew or should have known to be false.

I have personally reviewed all information entered on each of the documents listed above. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each 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 document listed above as if I had personally signed and sealed these statements and documents by hand.*

Name

JOE ADAM

Electronically Signed

Date

01/01/1970

Subsequent and Amended Filings (5 of 6)

The **Owner's Statement** needs to be processed by the Owner or Owner's Representative before the Subsequent or Amended TR-6/FISP Report can be filed by the QEWI.

9. Owner's Statement

(A) I hereby state that I am the owner/owner's representative of the premises referenced in the attached report. Furthermore, I have received and read a copy of the attached request and I am aware of the required repairs and/or maintenance, if any and the recommended time frame for same.*

(B) I certify that all items noted as SWARMP conditions in the previous cycle's report have been corrected/repared; or this report must be rated as Unsafe as per Administrative Code section §28-302.1, if applicable.*

§28-211.1 False statements in certificates, forms, written statements, applications, reports or certificates of correction. It shall be unlawful for any person to make a material false statement in any certificate, professional certification, form signed statement, application or certification of the correction of a violation requires under the provisions of this code or any rule of any agency promulgated there under that such person knew or should have known to be false.

Name

Apple J Rome
Electronically Signed

Date

08/09/2016

Subsequent and Amended Filings (6 of 6)

The QEWI confirms that the TR-6, FISP, Supporting Documents, Owner's Statement and Fees are in order and then files the Subsequent or Amended TR-6/FISP Report with DOB by clicking the **File** button.

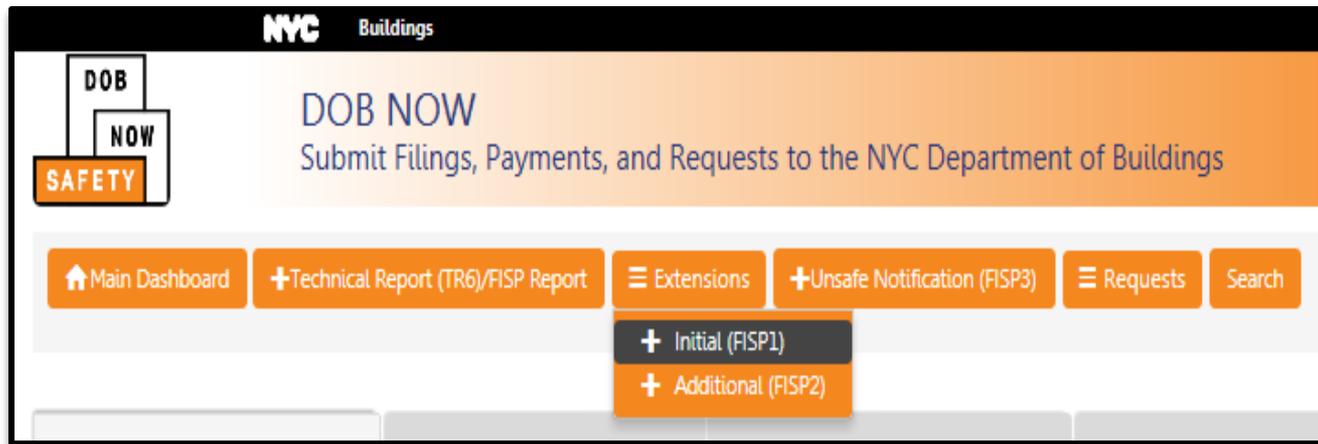
The screenshot displays the 'DOB NOW' interface for the NYC Department of Buildings. At the top left, there is a logo with 'DOB NOW' and 'SAFETY'. The main header reads 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this, there are four buttons: 'Pre-Filing', 'Administrative Review', 'Plan Examiner Review', and 'Accepted/Rejected'. A red box highlights the 'Save' and 'File' buttons next to the filing number 'Filing # TR6-813333-8B-11'. At the bottom, a progress bar shows three steps: 'TR6', 'FISP Report', and 'Supporting Documents', with 'TR6' being the current step.

Session Topics

- DOB NOW Overview
- DOB NOW: *Safety* Overview and Key Changes
- Access to DOB NOW: *Safety*
- DOB NOW: *Safety* Dashboard Navigation
- Upload Documents and Make a Payment
- Prepare and file initial TR6, FISP, and supporting documents
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- **Prepare and file FISP1's, FISP2's and FISP3's**
- Prepare and file Façades Requests
- Training Materials and Q + A

FISP1 Filings (1 of 9)

FISP1 Filings can be started by selecting **+Initial (FISP1)** from under the **Extensions** button. Enter the **Control Number** or **Filing Number**

A modal dialog box titled 'Enter FISP/TR6 Details' with a close button (X) in the top right corner. The dialog contains the text 'Please enter the Control # or Filing #' above a text input field. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

FISP1 Filings (2 of 9)

FISP1 Filings can also be started from the Actions column. Find the Initial Filing in the list and select **FISP1** in the Actions column. Confirm the pop-up window by clicking **Yes**.

Filing #	Control #	Address	Borough	Filing Type	Filing Status	Compliance Report Status	QEWI	Owner	Payment Status	Created Date	Modified Date	Actions
TR6-800041-8C-11	800041	199 CHAMBERS STREET	MANHATTAN	Initial		Pre-Filing	JOE ADAM		Due	7/25/2016 11:55:25 AM	7/25/2016 11:55:27 AM	Select Action
TR6-801999-8C-A2	801997	37 WEST 19 STREET	MANHATTAN	Amended	SAFE	Accepted	JOE ADAM	Apple J Rome	Paid	7/25/2016 11:42:25 AM	7/25/2016 11:56:56 AM	SUBSEQUENT
TR6-800056-8B-12	800056	15 RECTOR STREET	MANHATTAN	Initial	UNSAFE	Administrative Review	JOE ADAM	Apple A Rome	Paid	7/25/2016 11:24:52 AM	7/25/2016 11:49:07 AM	Select Action
TR6-800358-8C-11	800358	280 BROADWAY	MANHATTAN	Initial	UNSAFE	Administrative Review	JOE ADAM	ghghfd ghfd	Paid	7/25/2016 11:03:13 AM	7/25/2016 11:20:00 AM	Select Action
TR6-800013-8B-14	800013	90 BROAD STREET	MANHATTAN	Initial	UNSAFE	Pre-Filing	JOE ADAM	Apple Rome	Due	7/25/2016 10:58:55 AM	7/25/2016 11:03:20 AM	FISP1 AMENDED
TR6-800056-8B-11	800056	15 RECTOR STREET	MANHATTAN	Initial		Pre-Filing	JOE ADAM		Due	7/25/2016 9:59:43 AM	7/25/2016 10:00:50 AM	

Filing Info

Create a new FISP1 for TR6 TR6-801020-8A-11

Compliance Report Status	QEWI	Owner	Payment Status	Created Date	Modified Date	Actions
Pre-Filing	JOE ADAM		Due	8/9/2016	8/9/2016	Select Action
Pre-Filing	JOE ADAM		Due	8/9/2016	8/9/2016	Select Action
Pre-Filing	JOE ADAM	test ghgh test	Due	8/9/2016	8/9/2016	Select Action
Accepted	JOE ADAM	Apple J Rome	Paid	8/9/2016	8/9/2016	Select Action
Accepted	JOE ADAM	test ghgh test	Paid	8/9/2016	8/9/2016	Select Action
Pre-Filing	JOE ADAM		Due	8/9/2016	8/9/2016	Select Action
Pre-Filing	JOE ADAM		Due	8/9/2016	8/9/2016	Select Action
Pre-Filing	JOE ADAM	Apple Rome	Due	8/9/2016	8/9/2016	Select Action
Pre-Filing	JOE ADAM		Due	8/9/2016	8/9/2016	Select Action
Pre-Filing	JOE ADAM		Due	8/9/2016	8/9/2016	Select Action
Accepted	JOE ADAM	Apple J Rome	Paid	8/9/2016	8/9/2016	Select Action
Accepted	JOE ADAM	test ghgh test	Paid	8/9/2016	8/9/2016	FISP1

FISP1 Filings (3 of 9)

FISP1 Report

NYC Buildings 311 Search all NYC.gov websites

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

Welcome, JOE ADAM (Role: QBM) Sign Out

Pre-Filing | Administrative Review | Plan Examiner Review | Granted/Denied Extension Dashboard

Save File **Filing # F1-801020-8A-001** Payment History | History Trace | Property Profile

Initial Extension Request (FISP1) | Supporting Documents

1. Address Search

Search by: Control Number Address

Control Number*

2. Location Information

House No(s) *	<input type="text" value="27"/>	Street Name *	<input type="text" value="BLEECKER STREET"/>
Borough*	<input type="text" value="Manhattan"/>	Block*	<input type="text" value="529"/>
BIN*	<input type="text" value="1008448"/>	Lot *	<input type="text" value="55"/>
Zip Code*	<input type="text" value="10003"/>	Control Number*	<input type="text" value="801020"/>
Current Filing Status*	<input type="text" value="UNSAFE"/>		

3. Owner Information

E-Mail*	<input type="text" value="Applerome16@gmail.com"/>	Last Name*	<input type="text" value="test"/>
First Name*	<input type="text" value="test"/>	MI	<input type="text" value="ghgh"/>
Telephone*	<input type="text" value="6464418487"/>	Address*	<input type="text" value="hqfhq"/>
City*	<input type="text" value="hgfhgh"/>	State*	<input type="text" value="GA"/>
Zip Code*	<input type="text" value="10016"/>	Business Name*	<input type="text" value="hqfhgh"/>
Business Fax*	<input type="text" value="6464418487"/>	Business Phone*	<input type="text" value="6464418487"/>
Mobile*	<input type="text" value="3847593380"/>		

Application Highlights

Location :	27 BLEECKER STREET Manhattan 10003
Compliance Filing Number :	F1-801020-8A-001
Control Number :	801020
Current Cycle :	8A
Current Status :	UNSAFE
Initial Report Accepted date :	08/09/2016

Fee

Filing Fee :	\$135.00
Amount Due :	\$135.00
Amount Paid :	

FISP1 Filings (4 of 9)

Chose License Type (License Number will auto-populate)

4. Qualified Exterior Wall Inspector(QEWI) Information			
E-Mail*	AJOETEST@GMAIL.COM	License Type*	Professional Engineer
License Number*	078712	Last Name*	ADAM
First Name*	JOE	MI	
Business Name*	Joe's	Business Telephone*	5455568622
Business Address*	JA LLC	Business Fax*	
City*	JERSEY CITY	State*	NJ
Zip Code*	07302	Mobile Phone*	

FISP1 Filings (5 of 9)

Validate, change or add any **DOB Violation Numbers** and add the **Last QEWI Inspection Date**.

5. Inspection Report Status Information

DOB Violation #*	<input type="text"/>	Unsafe Notification Date	<input type="text"/>
Last QEWI Inspection Date*	<input type="text" value="07/05/2016"/>	Initial Filing Date*	<input type="text" value="08/09/2016"/>

FISP1 Filings (6 of 9)

Click the **checkboxes** for one or more items. Supporting documentation will be required to be uploaded for each item checked.

6. Documentation*

Safety of Premises

Shed FENCE OTHER Explain Others*

FISP1 Filings (7 of 9)

Click each of the **checkboxes**. Supporting documentation will be required to be uploaded for each item checked.

Timetable and Statement from a PE or RA*			
Signed and sealed statement of estimated time required to repair*	<input type="checkbox"/>	Timetable*	<input type="checkbox"/>
Assessment of temporary safety measures*	<input type="checkbox"/>		<input type="checkbox"/>
Company name, address, phone and email of PE or RA*	<input type="checkbox"/>		

FISP1 Filings (8 of 9)

Select one **Scope of Work** option from the dropdown menu. Enter a **brief description** of the Scope of Work. Supporting documentation will be required to be uploaded for the selected Scope of Work.

Scope of Work has been reviewed as per current work permit requirements*

Select Current Filing status

Scope of Work Description*

Select Current Filing status

- No Permit is required
- Copy of work application/permit
- Scope of work where a portion of repairs requires a work permit
- Scope of work revised which requires a permit

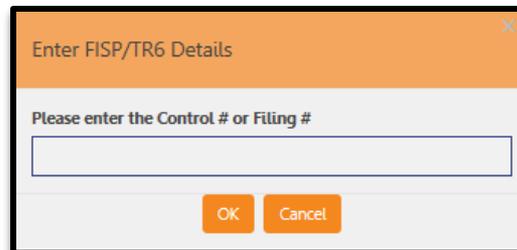
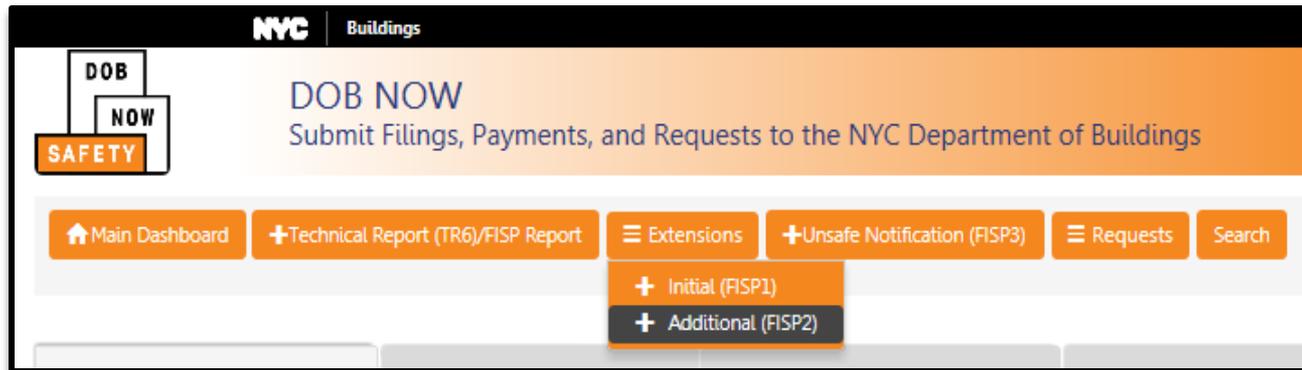
FISP1 Filings (9 of 9)

The QEWI confirms that the TR-6, FISP, Supporting Documents, and Fees are in order and then files the FISP1 Report with DOB by clicking the **File** button.

The screenshot displays the 'DOB NOW' interface for the NYC Department of Buildings. At the top left, there is a logo with 'DOB NOW' and 'SAFETY'. The main header reads 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this, a navigation bar contains four buttons: 'Pre-Filing' (highlighted in orange), 'Administrative Review', 'Plan Examiner Review', and 'Accepted/Rejected'. A red-bordered box highlights the 'Save' and 'File' buttons next to the text 'Filing # TR6-813333-8B-I1'. At the bottom, a progress bar shows three stages: 'TR6' (highlighted in orange), 'FISP Report', and 'Supporting Documents'.

FISP2 Filings (1 of 7)

FISP2 Filings can be started by selecting **+Additional (FISP2)** from under the **Extensions** button. Enter the **Control Number** or **Filing Number**.



FISP2 Filings (2 of 7)

FISP2 Filings can also be started from the Actions column. Find the Initial Filing in the list and select **FISP2** in the Actions column. Confirm the pop-up window by clicking **Yes**.

Filing #	Control #	Address	Borough	Filing Type	Filing Status	Compliance Report Status	QEWI	Owner	Payment Status	Created Date	Modified Date	Actions	View
TR6-899999-8A-14	899999	123 STREET	MANHATTAN	Initial	UNSAFE	Accepted	JOE ADAM	123213 213213	Paid	8/9/2016	8/9/2016	Select Action FISP2 AMENDED	
TR6-800028-8A-S1	800028	333 RECTOR PLACE	MANHATTAN	Subsequent	UNSAFE	Rejected	JOE ADAM	hfgh hfgh	Paid	8/8/2016	8/8/2016		
TR6-800077-8A-1	800077	80 BROAD STREET	MANHATTAN	Initial	SAFE	Rejected	JOE ADAM	1234 1234 1234	Due	8/8/2016	8/9/2016		

(FISP3) Requests Search

Filing Info

Create a new FISP2 for TR6 TR6-899999-8A-14

Yes No

Payment Status	Created Date	Modified Date	Actions	View			
Accepted	JOE ADAM	123213 213213	Paid	8/9/2016	8/9/2016	FISP2	
Rejected	JOE ADAM	hfgh hfgh	Paid	8/8/2016	8/8/2016	Select Action	
Rejected	JOE ADAM	1234 1234 1234	Due	8/8/2016	8/9/2016	Select Action	
Rejected	JOE ADAM	hfgh hfgh	Due	8/8/2016	8/9/2016	Select Action	

FISP2 Filings (3 of 7)

FISP2 Report

NYC Buildings 311 Search all NYC.gov websites

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

Welcome, JOE ADAM (Role: Q&M) Sign Out

Pre-Filing Administrative Review Plan Examiner Review Granted/Denied Extension [Dashboard](#)

[Save](#) [File](#) **Filing # F2-899999-8A.004** [Payment History](#) [History Trace](#) [Property Profile](#)

Additional Extension Request (FISP2) Supporting Documents

1. Address Search

Search by: Control Number Address

Control Number* [Search](#)

2. Location Information

House No(s) *	<input type="text" value="123"/>	Street Name *	<input type="text" value="STREET"/>
Borough*	<input type="text" value="Manhattan"/>	Block*	<input type="text" value="BLOCK"/>
BIN*	<input type="text" value="BIN"/>	Lot *	<input type="text" value="LOT"/>
Zip Code*	<input type="text" value="10010"/>	Control Number*	<input type="text" value="899999"/>
Current Filing Status*	<input type="text" value="UNSAFE"/>		

3. Owner Information

E-Mail*	<input type="text" value="APPLEROME16@GMAIL.COM"/>	Last Name*	<input type="text" value="213213"/>
First Name*	<input type="text" value="123213"/>	MI	<input type="text"/>
Telephone*	<input type="text" value="213213"/>	Address*	<input type="text" value="123"/>
City*	<input type="text" value="123213"/>	State*	<input type="text" value="FM"/>
Zip Code*	<input type="text" value="213"/>	Business Name*	<input type="text" value="123213"/>
Business Fax*	<input type="text" value="123123"/>	Business Phone*	<input type="text" value="213213"/>
Mobile*	<input type="text" value="213123"/>		

Application Highlights

Location :

Compliance Filing Number :	F2-899999-8A.004
Control Number :	899999
Current Cycle :	8A
Current Status :	UNSAFE
FISP1 Granted date :	

Fee

Filing Fee :	\$135.00
Amount Due :	\$135.00
Amount Paid :	

[Pay Now](#)

NYC
Buildings

73

FISP2 Filings (4 of 7)

Applicant information pre-populates based on QEWI's eFiling registration

4. Qualified Exterior Wall Inspector(QEWI) Information			
E-Mail*	<input type="text" value="AJOETEST@GMAIL.COM"/>	License Type*	<input type="text" value="Professional Engineer"/>
License Number*	<input type="text" value="078712"/>	Last Name*	<input type="text" value="ADAM"/>
First Name*	<input type="text" value="JOE"/>	MI	<input type="text"/>
Business Name*	<input type="text" value="Joe's"/>	Business Telephone*	<input type="text" value="5455568622"/>
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 Code*	<input type="text" value="07302"/>	Mobile Phone*	<input type="text"/>

FISP2 Filings (5 of 7)

Validate, change or add any **DOB Violation Numbers** and add the **Last QEWI Inspection Date**

5. Report Information

Additional Request	<input type="text"/>	DOB Violation*	<input type="text" value="213213213"/>
Last Inspection Date*	<input type="text" value="08/01/2016"/> 	Initial Filing Date*	<input type="text" value="08/09/2016"/> 

FISP2 Filings (6 of 7)

Select one **Scope of Work** option from the dropdown menu. Enter the **Estimated Date of Completion**. Enter a **brief description** of the work completed, remaining work and reason for delay.

6. Documentation*

Scope of Work has been reviewed as per current work permit requirements* 

Estimate date of completion* 

Dated Photographs provided No work done*

Description of Work that has been completed since the last extension was granted *

B *I* U     Words: 0 Characters: 0

- Select Current Filing status
- No permit required
 - Copy of shed/fence permit provided
 - Shed renewed/DOB approved date
 - Scope of work requiring a permit

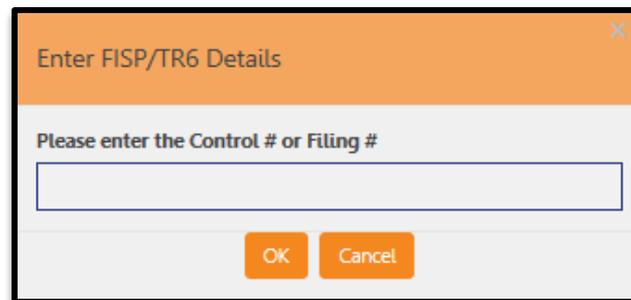
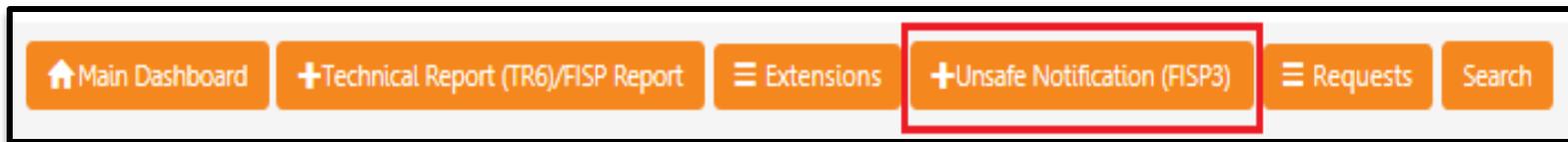
FISP2 Filings (7 of 7)

The QEWI confirms that the TR-6, FISP, Supporting Documents, and Fees and then files the FISP2 Report by clicking the **File** button

The screenshot displays the NYC Buildings website interface. At the top left, there is a logo with 'DOB' and 'NOW' stacked vertically, and 'SAFETY' written below it. To the right of the logo, the text reads 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this, there are four buttons: 'Pre-Filing' (orange), 'Administrative Review' (grey), 'Plan Examiner Review' (grey), and 'Accepted/Rejected' (grey). A red-bordered box highlights the 'Save' and 'File' buttons, with the text 'Filing # TR6-813333-8B-11' next to them. At the bottom, there is a progress bar with three stages: 'TR6' (orange), 'FISP Report' (orange), and 'Supporting Documents' (orange).

FISP3 Filings (1 of 8)

FISP3 Filings can be started by clicking on the **+Unsafe Notification** button. Enter the **Control Number** or **Filing Number**.



A dialog box titled 'Enter FISP/TR6 Details' with a close button (X) in the top right corner. Below the title bar, the text 'Please enter the Control # or Filing #' is displayed above a single-line text input field. At the bottom of the dialog, there are two orange buttons: 'OK' and 'Cancel'.

FISP3 Filings (2 of 8)

FISP3 Report

NYC Buildings 311 Search all NYC.gov websites

DOB NOW SAFETY Submit Filings, Payments, and Requests to the NYC Department of Buildings Welcome JOE ADAM (Role: QEW) Sign Out

Pre-Filing Administrative Review Violations Issued/No Action Necessary Dashboard

Save File Filing # UNSAFE 800013-8B-003 History Trace Property Profile

Unsafe Notification (FISP3) Supporting Documents

1. Address Search

Search by: Control Number Address

Control Number* 800013

Search

2. Location Information

House No(s) *	90	Street Name *	BROAD STREET
Borough*	Manhattan	Block*	10
BIN*	1000025	Lot *	16
Zip Code*	10004	Control Number*	800013

3. Owner Information

E-Mail		Last Name	
First Name		MI	
Telephone		Address	
City		State	
Zip Code		Business Name	
Business Fax		Business Phone	
Mobile			

Application Highlights

Location :	90 BROAD STREET
	Manhattan 10004
Compliance Filing Number :	UNSAFE-800013-8B-003
Control Number :	800013

FISP3 Filings (3 of 8)

Owner information is optional for the FSIP3. Enter Owner information (E-mail address or other information) if known.

3. Owner Information			
E-Mail	<input type="text"/>	Last Name	<input type="text"/>
First Name	<input type="text"/>	MI	<input type="text"/>
Telephone	<input type="text"/>	Address	<input type="text"/>
City	<input type="text"/>	State	<input type="text" value="▼"/>
Zip Code	<input type="text"/>	Business Name	<input type="text"/>
Business Fax	<input type="text"/>	Business Phone	<input type="text"/>
Mobile	<input type="text"/>		

FISP3 Filings (4 of 8)

Applicant information pre-populates based on QEWI's eFiling registration

4. Applicant Information			
E-Mail*	AJOETEST@GMAIL.COM	License Type*	Professional Engineer
License Number*	078712	Last Name*	ADAM
First Name*	JOE	MI	
Business Name	Joe's	Business Telephone	5455568622
Business Address	JA LLC	Business Fax	
City	JERSEY CITY	State	NJ
Zip Code	07302	Mobile Phone	254234

FISP3 Filings (5 of 8)

Enter a description of the unsafe condition in the text box.

5. Notification details*

Please be advised that during the Critical Examination of the referenced building, I discovered unsafe conditions on the exterior walls, which are detailed as follows:

B **I** U ☰ ☷ ↺ ↻ Words: 0 Characters: 0

You can not input more than 6000 characters (including white spaces)

FISP3 Filings (6 of 8)

Upload the required supporting documents

Unsafe Notification (FISP3) Supporting Documents

Supporting Documents

Document Name	Document Type	View/Download path	Delete
h	Seal and Signature	View/Download	Delete
rr	Other	View/Download	Delete

1 / 1 50 items per page 1 - 2 of 2 items

Add New Document

FISP3 Filings (7 of 8)

The QEWI confirms all the information on the FISP3 and Supporting Documents and then provides their electronic signature in Section 6.

6. Applicant's Statement*

§28-211.1 False statements in certificates, forms, written statements, applications, reports or certificates of correction. It shall be unlawful for any person to make a material false statement in any certificate, professional certification, form signed statement, application or certification of the correction of a violation requires under the provisions of this code or any rule of any agency promulgated there under that such person knew or should have known to be false.

Name Date
Electronically Signed

FISP3 Filings (8 of 8)

The QEWI confirms the FISP 3 information and Supporting Documents and then files the FISP3 Report by clicking the **File** button

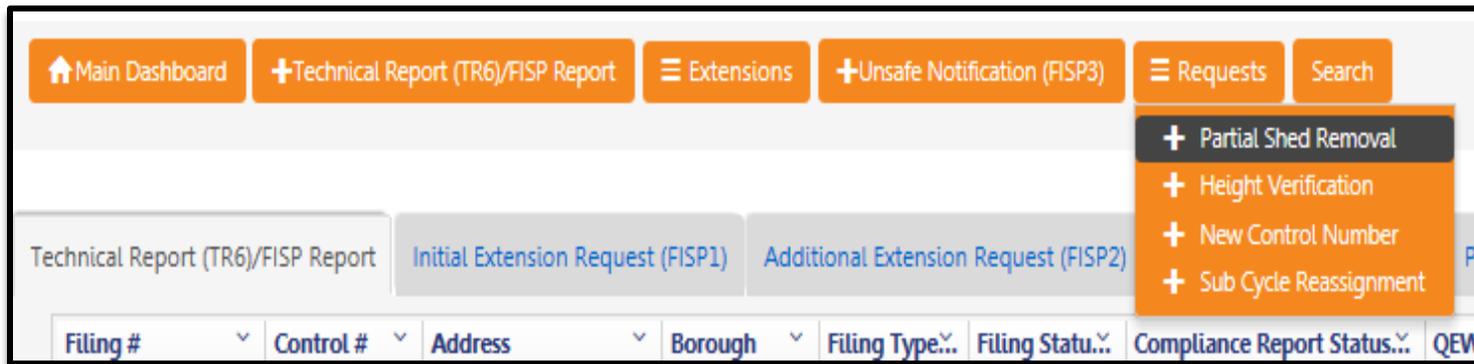
The screenshot shows the NYC Buildings web interface for FISP3 filings. At the top left, there is a logo with 'DOB' and 'NOW' stacked, and 'SAFETY' below it. The main header area is orange and contains the text 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this is a navigation bar with four buttons: 'Pre-Filing' (orange), 'Administrative Review' (grey), 'Plan Examiner Review' (grey), and 'Accepted/Rejected' (grey). A red-bordered box highlights the 'Save' and 'File' buttons, with the text 'Filing # TR6-813333-8B-I1' next to them. At the bottom, a progress bar shows three steps: 'TR6' (orange), 'FISP Report' (orange), and 'Supporting Documents' (orange).

Session Topics

- DOB NOW Overview
- DOB NOW: *Safety* Overview and Key Changes
- Access to DOB NOW: *Safety*
- DOB NOW: *Safety* Dashboard Navigation
- Upload Documents and Make a Payment
- Prepare and file initial TR6, FISP, and supporting documents
- Prepare and file Subsequent or Amended Façades reports
- Prepare and file FISP1's, FISP2's and FISP3's
- **Prepare and file Façades Requests**
- Training Materials and Q + A

Façade Request – Partial Shed Removal (1 of 8)

Partial Shed Removal Requests can be started by selecting **+ Partial Shed Removal** from under the **Requests** button



Façade Request – Partial Shed Removal (2 of 8)

Search by **Control Number** or **Address** to identify the building

NYC Buildings

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

SAFETY

Pre-Filing | Plan Examiner Supervisor Review | Plan Examiner Review | Accepted/Rejected

Save | File | **Filing # PSR-800004-8A-001**

Partial Shed Removal | Supporting Documents

1. Address Search

Search by:* Control Number Address

Control Number*

Search

Façade Request – Partial Shed Removal (3 of 8)

Location information will pre-populate

2. Location Information			
House No(s) *	<input type="text" value="113"/>	Street Name *	<input type="text" value="BROAD STREET"/>
Borough*	<input type="text" value="Manhattan"/>	Block*	<input type="text" value="5"/>
BIN*	<input type="text" value="1000007"/>	Lot *	<input type="text" value="10"/>
Zip Code*	<input type="text" value="10005"/>	Control Number*	<input type="text" value="800004"/>
Filing Status*	<input type="text" value="SWAMP"/>		

Façade Request – Partial Shed Removal (4 of 8)

Enter the Owner's email address registered in eFiling

3. Owner Information			
E-Mail*	<input type="text" value="Applerome17@gmail.com"/>	Last Name*	<input type="text" value="Apple"/>
First Name*	<input type="text" value="Rome"/>	MI	<input type="text" value="N"/>
Telephone*	<input type="text" value="9851254879"/>	Address*	<input type="text" value="12 Fremont Ave"/>
City*	<input type="text" value="San Diego"/>	State*	<input type="text" value="CA"/>
Zip Code*	<input type="text" value="98457"/>	Business Name*	<input type="text" value="PM ARCH"/>
Business Fax	<input type="text" value="9851254879"/>	Business Phone*	<input type="text" value="9851254879"/>
Mobile*	<input type="text" value="9851254879"/>		

Façade Request – Partial Shed Removal (5 of 8)

Applicant information pre-populates based on eFiling registration

4. Qualified Exterior Wall Inspector(QEWI) Information			
E-Mail*	AJOETEST@GMAIL.COM	License Type*	Professional Engineer
License Number*	078712	Last Name*	ADAM
First Name*	JOE	MI	
Business Name	Joe's	Business Telephone	5455568622
Business Address	JA LLC	Business Fax	
City	JERSEY CITY	State	NJ
Zip Code	07302	Mobile Phone	254234

Façade Request – Partial Shed Removal (6 of 8)

Enter the reason for the PSR Request in the text box

5. Shed Removal

Reason for Request*

B **I** **U**     Words: 0 Characters: 0

You can not input more than 6000 characters (including white spaces)

Façade Request – Partial Shed Removal (7 of 8)

Click each of the **checkboxes**. Supporting documentation will be required to be uploaded for each item.

6. Supporting Document Types*			
Justification *	<input type="checkbox"/>	Plot Plan/Site Plan *	<input type="checkbox"/>
Before Pictures *	<input type="checkbox"/>	After Pictures *	<input type="checkbox"/>
Facades Elevation Photo *	<input type="checkbox"/>	Building ID/Address *	<input type="checkbox"/>

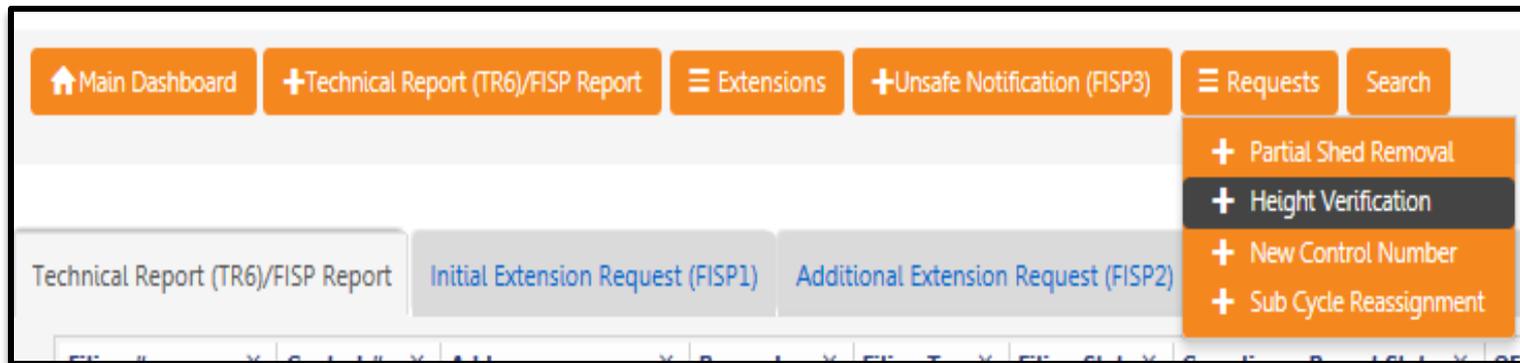
Façade Request – Partial Shed Removal (8 of 8)

After reviewing the filing and the supporting documents, the QEWI may submit the request by clicking the **File** button

The screenshot displays the NYC Buildings web portal interface. At the top left, there is a logo with 'DOB' and 'NOW' stacked vertically, and 'SAFETY' below it. The main header area contains the text 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this, there is a horizontal navigation bar with four buttons: 'Pre-Filing' (highlighted in orange), 'Plan Examiner Supervisor Review', 'Plan Examiner Review', and 'Accepted/Rejected'. In the center, there is a red-bordered box containing a 'Save' button, a 'File' button, and the text 'Filing # PSR-800004-8A-001'. At the bottom, there is a progress bar with two segments: 'Partial Shed Removal' (highlighted in orange) and 'Supporting Documents'.

Façade Request – Height Verification (1 of 7)

Height Verification Requests can be started by selecting **+ Height Verification** from under the **Requests** button.



Façade Request – Height Verification (2 of 7)

Search by **Control Number** or **Address** to identify the building

The screenshot displays the NYC Buildings web application interface. At the top, the 'DOB NOW' logo is visible, along with the text 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this, a progress bar shows the current stage: 'Pre-Filing' (highlighted in orange), followed by 'Administrative Review', 'Plan Examiner Supervisor Review', 'Plan Examiner Review', and 'Complete - Height more than 6.5 stories/Height under 6.5 stories'. The filing number 'HV00000123' is displayed, along with 'Save' and 'File' buttons. A progress indicator shows 'Height Verification Request' as the active step, followed by 'Supporting Documents'. Under the heading '1. Address Search', there are two radio button options: 'Control Number' (selected and highlighted with a red box) and 'Address'. Below these options, a text input field is labeled 'Control Number' and contains the placeholder text 'Please enter 6 digit Control No.'. A 'Search' button is located at the bottom of the form.

Façade Request – Height Verification (3 of 7)

Location information will pre-populate

2. Location Information			
House No(s)*	<input type="text" value="90"/>	Street Name*	<input type="text" value="BROAD STREET"/>
Borough*	<input type="text" value="Manhattan"/>	Block*	<input type="text" value="10"/>
BIN*	<input type="text" value="1000025"/>	Lot *	<input type="text" value="16"/>
Zip Code	<input type="text" value="10004"/>	Control Number	<input type="text" value="800013"/>

Façade Request – Height Verification (4 of 7)

Enter the Owner's email address registered in eFiling

3. Owner Information			
E-Mail*	<input type="text" value="Applerome17@gmail.com"/>	Last Name*	<input type="text" value="Apple"/>
First Name*	<input type="text" value="Rome"/>	MI	<input type="text" value="N"/>
Telephone*	<input type="text" value="9851254879"/>	Address*	<input type="text" value="12 Freemont Ave"/>
City*	<input type="text" value="San Diego"/>	State*	<input type="text" value="CA"/>
Zip Code*	<input type="text" value="98457"/>	Business Name*	<input type="text" value="PM ARCH"/>
Business Fax	<input type="text" value="9851254879"/>	Business Phone*	<input type="text" value="9851254879"/>
Mobile*	<input type="text" value="9851254879"/>		

Façade Request – Height Verification (5 of 7)

Applicant information pre-populates based on eFiling registration

4. Qualified Exterior Wall Inspector(QEWI) Information			
E-Mail*	AJOETEST@GMAIL.COM	License Type*	Professional Engineer
License Number*	078712	Last Name*	ADAM
First Name*	JOE	MI	
Business Name	Joe's	Business Telephone	5455568622
Business Address	JA LLC	Business Fax	
City	JERSEY CITY	State	NJ
Zip Code	07302	Mobile Phone	254234

Façade Request – Height Verification (6 of 7)

Select one **Reason For Request** from the dropdown menu. If **Other** is selected, **explain Other** in the text box provided.

5. Reason for Request

Reason for Request*

Select Reason For Request

- Building is not in the façades local law universe and has more than 6.5 stories
- Building is in the façade's universe and has less than 6.5 stories
- Building has been demolished
- Other

Explain Others*

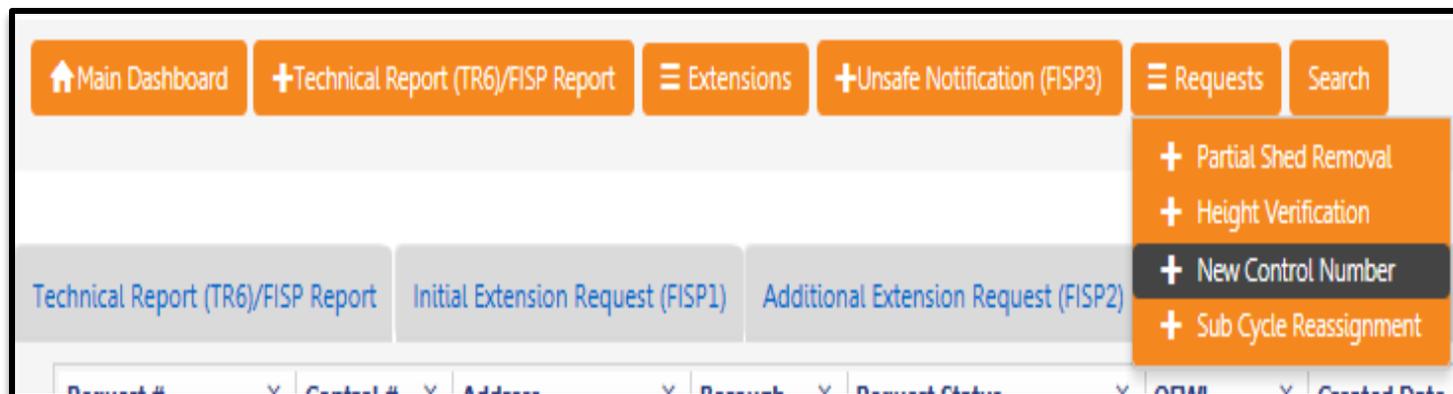
Façade Request – Height Verification (7 of 7)

After reviewing the filing and the supporting documents, the QEWI may submit the request by clicking the **File** button

The screenshot displays the NYC Buildings 'DOB NOW' interface. At the top left, there are logos for 'DOB', 'NOW', and 'SAFETY'. The main header reads 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this is a progress bar with five stages: 'Pre-Filing', 'Administrative Review', 'Plan Examiner Supervisor Review', 'Plan Examiner Review', and 'Complete - Height more than 6.5 stories/Height under 6.5 stories'. The 'Pre-Filing' stage is currently active. In the center, there are 'Save' and 'File' buttons, followed by the text 'Filing # HV00000123', where 'HV00000123' is enclosed in a red rectangular box. At the bottom, a progress bar shows 'Height Verification Request' and 'Supporting Documents'.

Façade Request – New Control Number Request (1 of 5)

New Control Number Requests can be started by selecting **+ New Control Number** under the **Requests** drop down



Façade Request – New Control Number Request (2 of 5)

Enter the Location Information for the property

1. Location Information			
House No(s)*	<input type="text" value="15"/>	Street Name*	<input type="text" value="Broadway"/>
Borough*	<input type="text" value="Manhattan"/>	BIN*	<input type="text" value="4789"/>
Lot	<input type="text" value="20"/>	Control Number	<input type="text"/>
Zip Code	<input type="text"/>	Block	<input type="text" value="15"/>
C.B. No.	<input type="text" value="546982"/>	Number of Stories	<input type="text" value="7"/>
Exterior Wall Type	<input type="text" value="Brick"/>		

Façade Request – New Control Number Request (3 of 5)

Enter the **reason** for the New Control Number Request in the text box

2. Reason for Request

Reason for Request*

B ***I*** **U** ☰ ☷ ↺ ↻ Words: 0 Characters: 0

You can not input more than 4000 characters (including white spaces)

Façade Request – New Control Number Request (4 of 5)

Applicant information pre-populates based on eFiling registration

3. Applicant's Information			
Email*	AJOETEST@GMAIL.COM	License Type*	Professional Engineer
NYS Lic. #*	078712	Last Name	ADAM
First Name	JOE	MI	
Business Name		Business Telephone	5455568622
Business Address	JA LLC	Business Fax	
City	JERSEY CITY	State	NJ
Zip Code	07302	Mobile Phone	

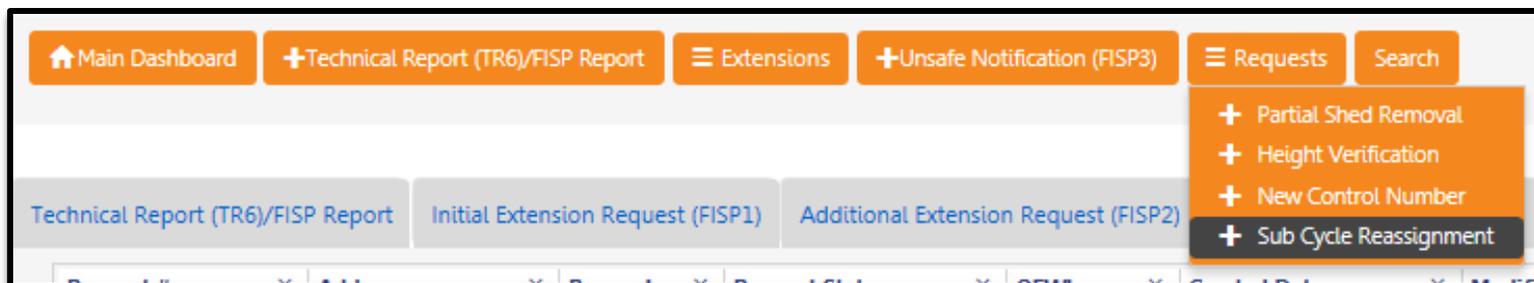
Façade Request – New Control Number Request (5 of 5)

After reviewing the filing and the supporting documents, the QEWI may submit the request to DOB by clicking the **File** button

The screenshot displays the NYC Buildings 'DOB NOW' interface. At the top left, there is a logo with 'DOB' and 'NOW' stacked, and a 'SAFETY' tag below it. The main header area is orange and contains the text 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this, there are three tabs: 'Pre-Filing' (grey), 'Administrative Review' (orange), and 'Control Number Generated/Control Number Not Required' (grey). At the bottom left, there are two buttons: 'Save' and 'Submit'. The 'Submit' button is highlighted with a red rectangular box. To the right of the 'Submit' button, the text 'Filing # CNR000108' is displayed.

Façade Request – Sub Cycle Reassignment (1 of 7)

Sub Cycle Reassignment Requests can be started by selecting **+ Sub Cycle Reassignment** from under the **Requests** button. Enter the **Control Number** or **Filing Number**.



Façade Request – Sub Cycle Reassignment (2 of 7)

Search by **Control Number** or **Address** to identify the building

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

Pre Filing

Save File

Sub Cycle Reassignment Request

1. Address Search

Search by: Control Number Address

House No(s)* Street Name*

Borough*

Note: Search and select an address to add to the sub cycle reassignment request. *

House No#...	Street Name	Borough	Block	Lot	Control Number	Sub Cycle	Delete
90	WEST BROADWAY	Manhattan	137	35	800323	8B	Delete
280	BROADWAY	Manhattan	153	1	800358	8C	Delete

Total Items: 2

1 / 1 10 items per page

1 - 2 of 2 items

Façade Request – Sub Cycle Reassignment (3 of 7)

Selected properties will be displayed in the grid. If a property was selected in error, it can be deleted by clicking the **Delete** key.

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

Pre Filing

Save File

Sub Cycle Reassignment Request

1. Address Search

Search by: Control Number Address

House No(s)*: Street Name*:

Borough*:

Note: Search and select an address to add to the sub cycle reassignment request. *

House No#...	Street Name	Borough	Block	Lot	Control Number	Sub Cycle	Delete
90	WEST BROADWAY	Manhattan	137	35	800323	8B	Delete
280	BROADWAY	Manhattan	153	1	800358	8C	Delete

Total Items: 2

1 / 1 10 items per page 1 - 2 of 2 items

Façade Request – Sub Cycle Reassignment (4 of 7)

Enter the **Reason** for the Reassignment Request and select the requested **Sub Cycle** from the dropdown menu.

2. Reassignment Request Details

Reason for Reassignment*

B *I* U ☰ ☷ ↺ ↻ ⌂ Words: 0 Characters: 0

You can not input more than 2000 characters (including white spaces)

Reassignment to Sub Cycle* 8C ▼

Façade Request – Sub Cycle Reassignment (5 of 7)

Enter the Owner's email address registered in eFiling

3. Owner Information

E-Mail*	<input type="text" value="Enter email/username..."/>	Last Name*	<input type="text"/>
First Name*	<input type="text"/>	MI	<input type="text"/>
Telephone*	<input type="text"/>	Address*	<input type="text"/>
City*	<input type="text"/>	State*	<input type="text" value="v"/>
Zip Code*	<input type="text"/>		

Façade Request – Sub Cycle Reassignment (6 of 7)

Applicant information pre-populates based on eFiling registration

4. Applicant Information			
E-Mail*	AJOETEST@GMAIL.COM	License Type*	Professional Engineer
License Number*	078712	Last Name*	ADAM
First Name*	JOE	MI	
Business Name	Business Name	Business Telephone	5455568622
Business Address	JA LLC	Business Fax	
City	JERSEY CITY	State	NJ
Zip Code	07302	Mobile Phone	2589631478

Façade Request – Sub Cycle Reassignment (7 of 7)

After reviewing the filing and the supporting documents, the QEWI may submit the request to DOB by clicking the **File** button

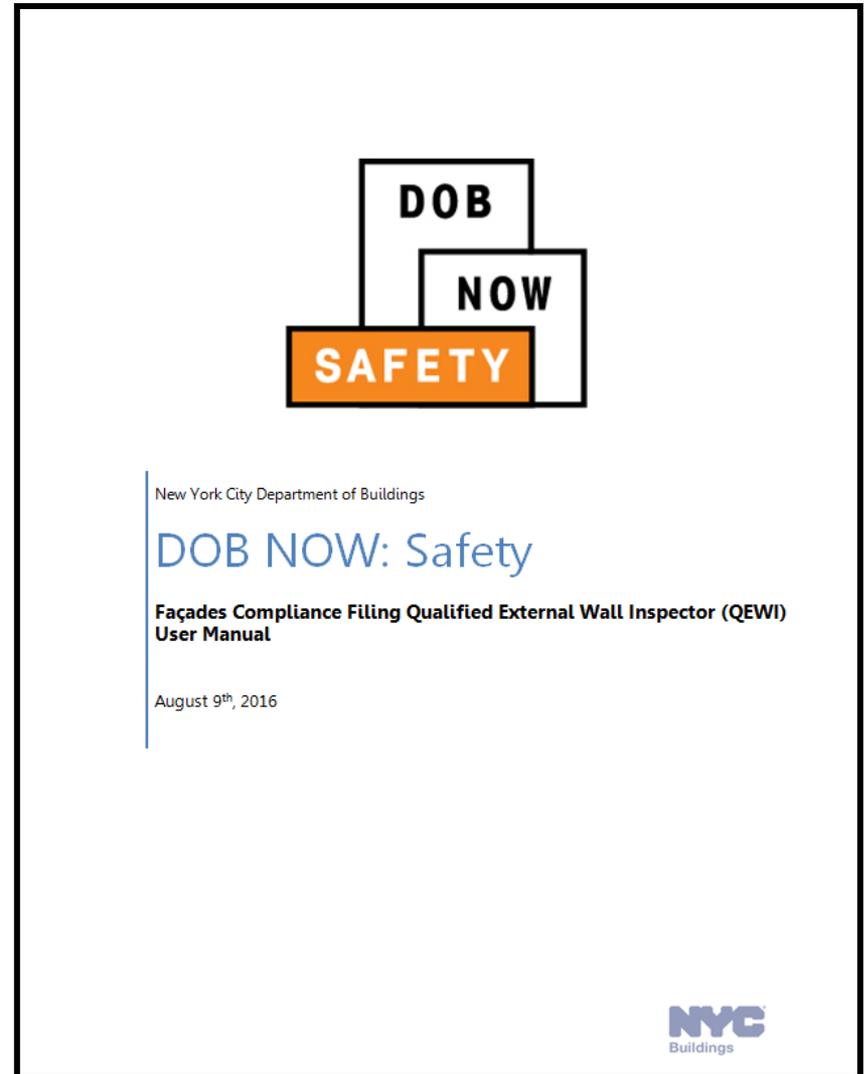
The screenshot displays the NYC Buildings DOB NOW web interface. At the top left, there is a logo with 'DOB NOW' and 'SAFETY' text. The main header reads 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below the header, there are three tabs: 'Prefiling' (highlighted in orange), 'Administrative Review', and 'Approved/Rejected'. A red box highlights the 'Save' and 'File' buttons, along with the 'Filing # SR000063'. At the bottom, there is an orange bar with the text 'Sub Cycle Reassignment Request'.

Session Topics

- DOB NOW Overview
- DOB NOW: *Safety* Overview and Key Changes
- Access to DOB NOW: *Safety*
- DOB NOW: *Safety* Dashboard Navigation
- Upload Documents and Make a Payment
- Prepare and file initial TR6, FISP, and supporting documents
- Prepare and file Subsequent or Amended Façades reports
- Prepare and file FISP1's, FISP2's and FISP3's
- Prepare and file Façades Requests
- **Training Materials and Q + A**

Training Materials

User manuals with screenshots have been drafted for each user that provide instructions on how to complete reports and requests, upload documents and make payments through DOB NOW: Safety



User Specific Training Sessions

Owner Information Sessions

Session Type	Date	Time	Location	RSVP Link
Owner	8/30/2016	5-7PM	280 Broadway (Manhattan) 3rd Floor Conference Room	http://dobnowsafety-infosession-owner-aug30.eventbrite.com

Owner Representative Information Sessions

Session Type	Date	Time	Location	RSVP Link
Owner Representative	8/24/2016	9-11am	125 Worth Street (Manhattan) 2nd Floor Conference Room	http://dobnowsafety-infosession-ownerrep-aug24.eventbrite.com
Owner Representative	8/31/2016	9-11am	125 Worth Street (Manhattan) 2nd Floor Conference Room	http://dobnowsafety-infosession-ownerrep-aug31.eventbrite.com

User Specific Training Sessions, continued

Qualified Exterior Wall Inspector (QEWI) Information Sessions

Session Type	Date	Time	Location	RSVP Link
QEWI	8/22/2016	2-4pm	125 Worth Street (Manhattan) 2nd Floor Conference Room	http://dobnowsafety-infosession-qewi-aug22.eventbrite.com
QEWI	8/26/2016	9-11am	125 Worth Street (Manhattan) 2nd Floor Conference Room	http://dobnowsafety-infosession-qewi-aug26.eventbrite.com
QEWI	8/29/2016	9-11am	125 Worth Street (Manhattan) 2nd Floor Conference Room	http://dobnowsafety-infosession-qewi-aug29.eventbrite.com
QEWI	8/31/2016	5-7pm	125 Worth Street (Manhattan) 2nd Floor Conference Room	http://dobnowsafety-infosession-qewi-aug31.eventbrite.com

Support and Feedback

Send your *DOB NOW: Safety* questions to:

dobnowsupport@buildings.nyc.gov

Include “Information Session” in the Subject Line.

Send any specific façade inquires to:

facades@buildings.nyc.gov

Or call the Façade Unit general phone number at:

212-393-2551

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