



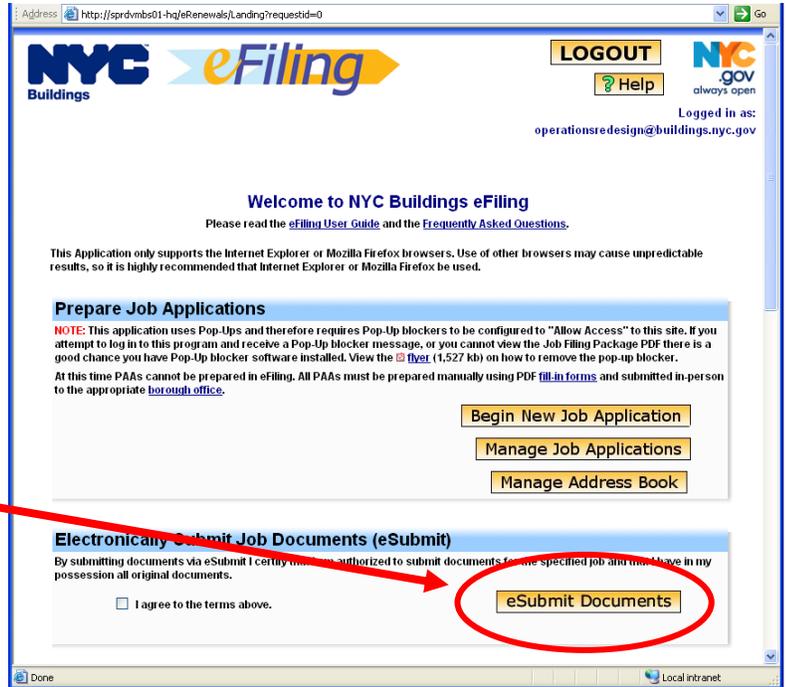
New eSubmit Feature

## Electronically Submit Required Items & Documents with eSubmit

Applicants may now use **eSubmit** – our new online submission tool – to electronically submit many required items. eFiling users can easily upload required items and supporting documents.

eSubmit allows eFiling users to upload many required items and supporting documents with their eFiling accounts. The Buildings Department will review electronically submitted documents and if accepted, they will become part of the job application.

Users can access eSubmit by clicking the “eSubmit Documents” button.



The Job Search section allows users to search for jobs by job number.



The Pending Jobs List displays jobs for which the user currently has documents pending review by the Buildings Department.

Click “View All...” to see the list of all pending jobs. If no “View All...” button appears, all pending jobs are displayed.

Job #	Job Type	BIN	Address	# Pending In Process	Oldest Pending Submitted
110062128	NEW BUILDING	1812237	32 WEST 29 STREET	2	03/11/2009
110074473	ALTERATION 1	1012541	75 NINTH AVENUE	2	03/11/2009
110075114	ALTERATION 1	1085816	26 BEAVER STREET	1	03/11/2009
110078932	ALTERATION 1	1803102	100 EAST 118 STREET	1	03/11/2009
110078754	ALTERATION 1	1053380	9 WEST 120 STREET	1	03/11/2009
104726218	PLACE OF ASSEMBLY	1035253	768 5 AVENUE	1	03/11/2009
104834155	SIGNS	1011168	224 WEST 4 STREET	1	03/11/2009
104934984	SIGNS	1008518	356 BOWERY	1	03/11/2009
310077920	ALTERATION 2	3021354	382 5 AVENUE	1	03/11/2009
310078581	ALTERATION 2	3136452	1223 45 STREET	1	03/11/2009
310070632	ALTERATION 2	3026207	670 10 STREET	1	03/11/2009

Searching for a valid job number or clicking a job number link in the Pending Job List will direct users to the Required Items page:

① Required items associated with the job application are displayed here. Hyperlinked documents have been accepted.

② Required items that can be submitted electronically will have a clickable checkbox in the “UPLOAD DOC” column. A gray box means that this item cannot be submitted electronically at this time. Job status determines which items the user can submit electronically.

③ The **Upload Job Documents** section is where users select a file to be uploaded. Files must be Adobe PDF or JPG formats. Each file must be no larger than 10 MB.

④ The **Pending and Rejected Files for Review** section displays uploaded documents pending Buildings Department review and items that have been rejected, with the rejection reason. If a document is accepted, it will be removed from this list and appear in the top section of the page. Users will receive an email notification when a document is accepted or rejected.

**eSubmit Job Required Items**

Premises: 32 WEST 29 STREET MANHATTAN Job No: 110062128  
 Bk: 1812237 Block: 830 Lot: 67 Job Type: NB - NEW BUILDING

Items Required By:  All Items  Open Items Prior To:  Approval  Permit  Signoff

Items Required By	WHO RECV'	PRI TO	REQUIRED DATE	RECEIVED DATE	DATE CERTIFIED	WAIVED	UPLOAD DOC
42 TOTAL ITEMS REQUIRED FOR JOB							
SEWER CONNECTION: DEP SD1 & SD2	T	APP	01/15/2008	03/18/2008			<input type="checkbox"/>
SITE SURVEY: INITIAL	N	APP	01/15/2008	02/01/2008			<input type="checkbox"/>
BPP: FILING REQUIRED	T	APP	01/15/2008	03/18/2008			<input type="checkbox"/>
** BORINGS / TEST PITS (TR-4) 27-720	N	APP	03/20/2008	03/20/2008	03/20/2008		<input type="checkbox"/>
SITE SAFETY PLAN	N	PER	01/15/2008	06/30/2008			<input type="checkbox"/>
* DEMOLITION (DM) JOB SIGNOFF	N	PER	01/15/2008	06/30/2008			<input type="checkbox"/>

**Upload Job Documents**

Select the Document type from the drop down or check the appropriate checkbox above to upload the file.

Select Document Name:

Select File to Upload: (PDF or JPG format only, Maximum size limit:10MB)

**Pending and Rejected Files for Review**

No.	Date Submitted	Document Name	Status	Rejection Reason	Remove
1	03/11/2009	SEWER CONNECTION: DEP SD1 & SD2	PENDING		<input type="button" value="Remove"/>
2	03/11/2009	EXCAVATION OR DEMOLITION: 5-DAY NOTICE	PENDING		<input type="button" value="Remove"/>

## Important Information

- eSubmit is only available for job applications with a BIS status between D (Application Processed–Completed) and R (Permit Issued–Entire Job/Work).
- Documents that will be accepted depend upon job application status.
- Demolition (DM) filing documents cannot be submitted electronically.
- Do not place B-SCAN stickers on any eSubmitted required items; the system will electronically apply a B-SCAN sticker.
- Forms *cannot* be electronically submitted, even if for a required item. For example, you cannot upload a PW3 to satisfy the “Cost Affidavit” required item.
- Documents that are submitted but not accepted or rejected will be deleted after 60 days.
- Rejected documents will be deleted after 15 days.

**Questions? Email [OperationsRedesign@buildings.nyc.gov](mailto:OperationsRedesign@buildings.nyc.gov).**