New York City Department of Buildings

DOB NOW: Build

Plumbing and Sprinkler Job Filing
Filing Representative 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 20, 2016

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Introduction

DOB NOW: *Build* has been designed to allow Owners, Registered Architects, Professional Engineers, Licensees, Filing Representatives, Progress Inspectors, and Special Inspectors to interact with the Department of Buildings (DOB) in a more efficient manner. After registering for an account, you can use **DOB NOW: *Build*** to submit applications, make payments, schedule appointments, check the status of an application, pull permits, and make renewals. **DOB NOW: *Build*** 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.

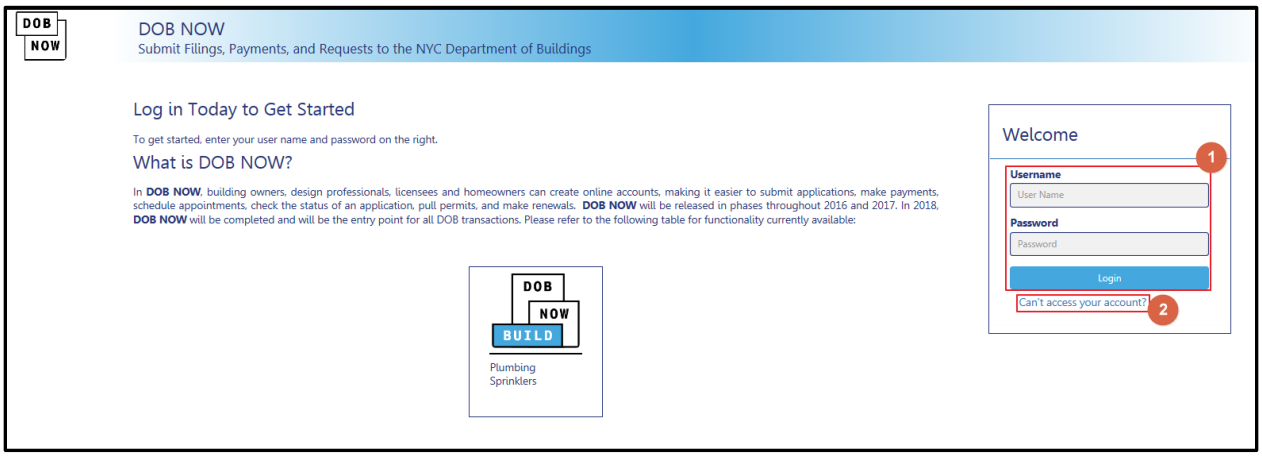
User Manual Overview

This user manual provides step-by-step instructions for Filing Representatives to create and track job filing applications through **DOB NOW: *Build***. The manual is organized into sections that correspond to the forms that users complete when they submit an application. Screenshots have been included to guide you through completing and submitting the required forms.

The manual does not represent all the filing requirements for any given application. Every effort is made to continuously update this guide. However, this guide in no way supersedes, or otherwise substitutes for, the guidance provided by the Building Code, Zoning Resolution or any other applicable rules, regulations or policies.

Access DOB NOW: *Build*

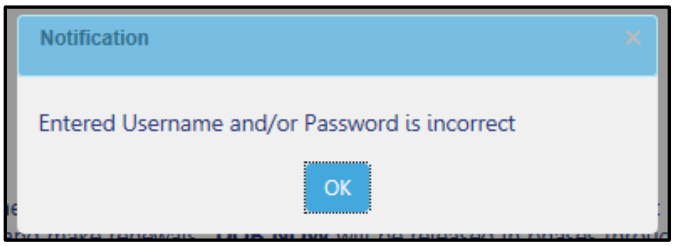
We recommend that you use Internet Explorer 9.0 and above to access DOB NOW: *Build*.



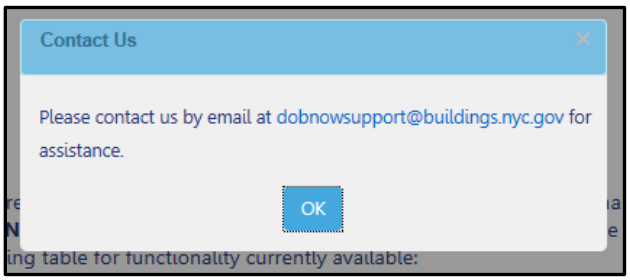
Navigate to the DOB NOW: *Build* login page by going to the following link: **www.nyc.gov/dobnow**

1. Enter your Username and Password and click **Login**. *This is the same username and password that you have created for eFiling. If your account information is incorrect, you will need to update your information in the eFiling system.*

   Note: If you enter an invalid username and password combination, you will see an error message and will not be able to login.



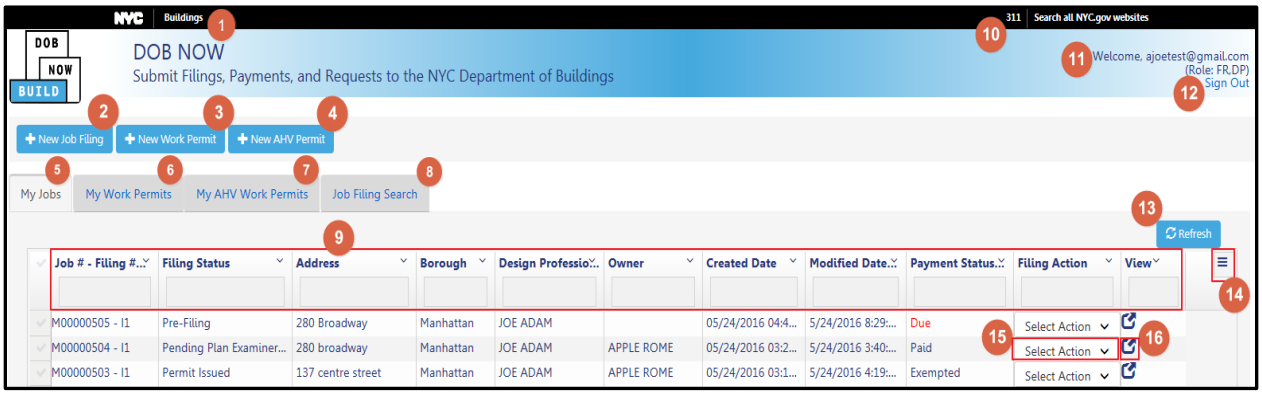
2. If there is an issue with your login, clicking on **Can't access your account?** will bring up a message with an email address (***dobnowsupport@buildings.nyc.gov***) to contact for assistance.



   *If you do not have a confirmed **eFiling** account, you will not be able to login to DOB NOW: Build.*

DOB NOW: *Build* Dashboard Orientation

After logging in, you will be on the main dashboard. The numbers correspond to a list below that explains the fields and describes the actions that you can take.



1. **NYC.gov Link:** Link to the NYC.gov homepage. Clicking here will take you out of DOB NOW: *Build.*
2. **New Job Filing:** Create a new job filing.
3. **New Work Permit:** Create a new work permit.
4. **New AHV Permit:** Create a new after hour variance (AHV) permit.
5. **My Jobs:** Displays a list of all jobs that you created or are associated with.
6. **My Work Permits:** Displays all permits that are part of your existing jobs.
7. **My AHV Work Permits:** Displays all AHV permits that are part of your existing jobs.
8. **Job Filing Search:** Search all existing DOB NOW: *Build* jobs.
9. **List of grid columns:** My Jobs, My Work Permits, and My AHV Work Permits tabs each contain their own unique columns of information:
    a. You are able to sort the data in ascending or descending order, and also hide the column by clicking on the little arrow next to the column name (Job # - Filing #).
    b. Search each field at the top of every column for specific values within that column.
10. **311 Link:** Link to the 311 homepage.
11. **Logged User:** Identifies the User Name and System Role associated with the user account.
12. **Sign Out:** Sign out of the DOB NOW: *Build* system.
13. **Refresh:** Refreshes the data to display the most recent information.
14. **Column Editor:** Pick which columns are displayed in the grid.
15. **Filing Action:** Select a filing action for the job filing.
16. **View:** Directs you to the job filing page.

My Jobs, My Work Permits, MY AHV Work Permits, and Job Filing Search Tabs

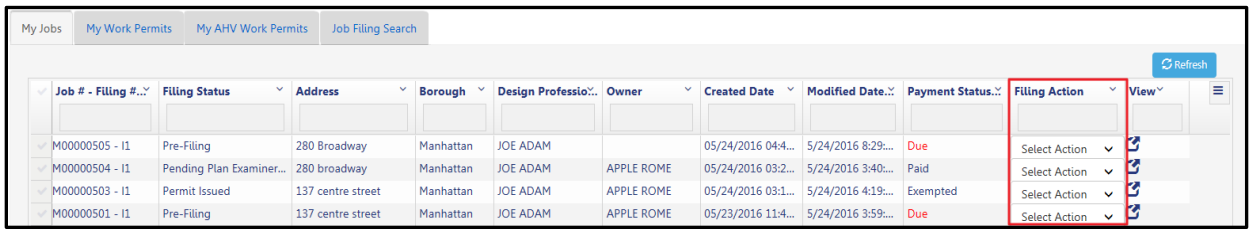
This section guides you through the actions that you can take from the My Jobs, My Work Permits, My AHV Work Permits, and Job Filing search tabs.

The options available in the dropdown menus will change depending on the status of your filing (pre-filing, plan review, QA review, etc.). Not every filing action will be available at all times.

My Jobs Grid Filing Actions

For job filings listed under the **My Jobs** tab, depending on the filing status, you can take the following actions from the dropdown button under the **Filing Action** column:

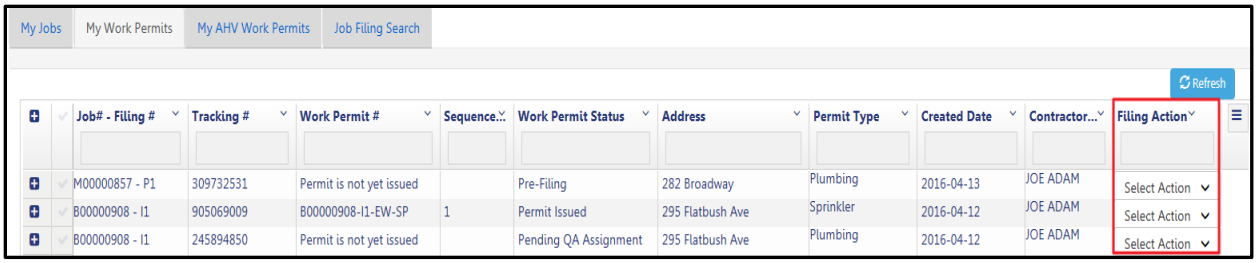
1. **Subsequent Filing**
2. **Create Work Permit**
3. **PAA**
4. **Correction**



My Work Permits Grid

Filing Representatives associated with the job filing will be able to view the permits in the My Work Permits tab. For permits listed under **My Work Permits** tab, you can take the following actions from the dropdown button under the **Filing Action** column:

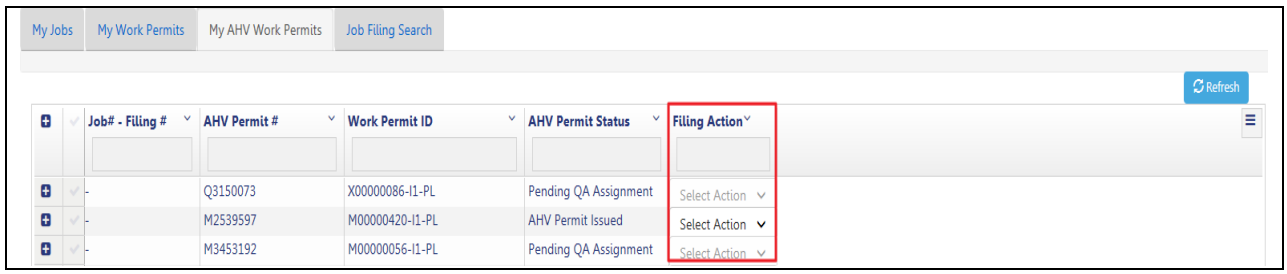
1. **Create AHV**
2. **Print Work Permit**
3. **Renew Work Permit**



My AHV Work Permits Grid Filing Actions

Filing Representatives associated with the job filing will be able to view the permits in the My AHV Work Permits tab. For permits listed under **My AHV Work Permits**, you can take the following actions from the dropdown button under the **Filing Action** column:

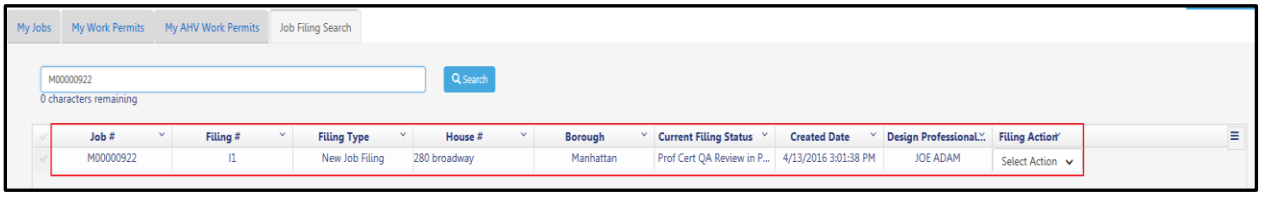
1. **Print AHV Permit**
2. **Renew AHV Permit**



Job Filing Search

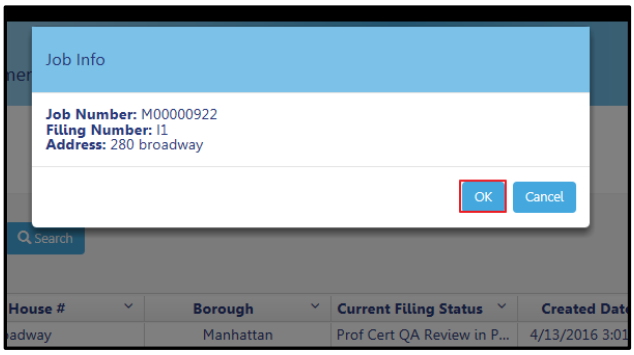
The **Job Filing Search** tab is used to search for any jobs in DOB NOW: *Build*. You must enter the exact job number, with all 9 characters. After entering the job number, press **Enter** on your keyboard or the **Search** button as highlighted below.

The results will be listed in the grid as shown below.

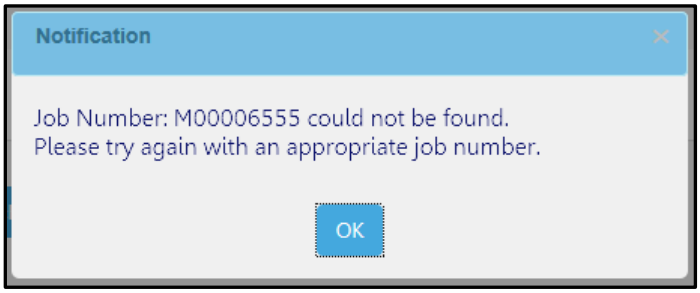


To go to the job filing screen from the search results, you can double-click on the job filing and a **Job Info** window will appear.

Click OK to go to the job filing screen, where you can see all details related to the filing.

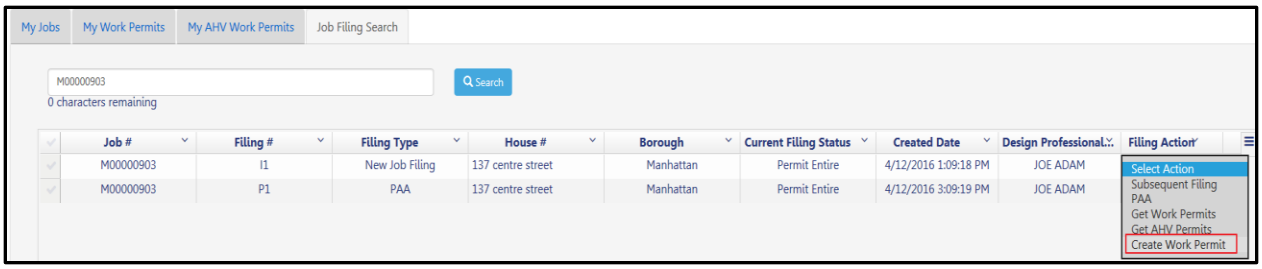


If the job filing number you entered cannot be found by the system, you will receive the message below.



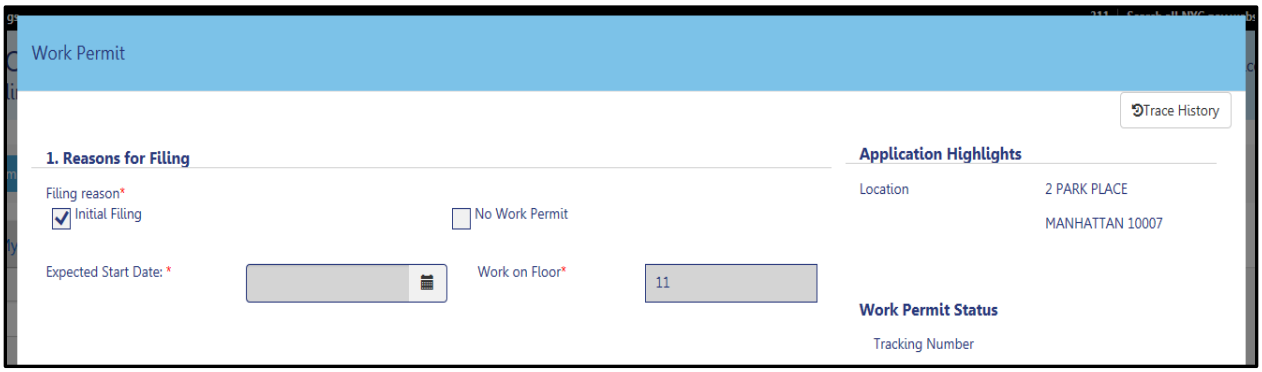
Initiate New Work Permit from Job Filing Search

To initiate a work permit request from the Job Filing Search tab, go to the **Filing Action** column and select **Create Work Permit.**



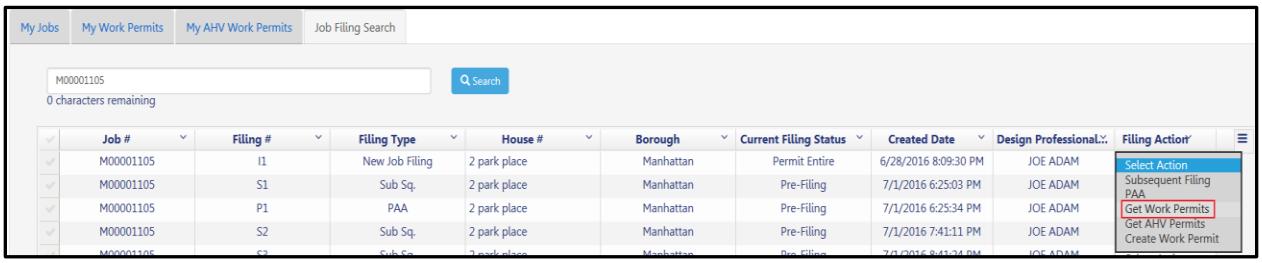
The following notification will appear after your selection.

Click on **Yes** and you will be directed to the Work Permit form.

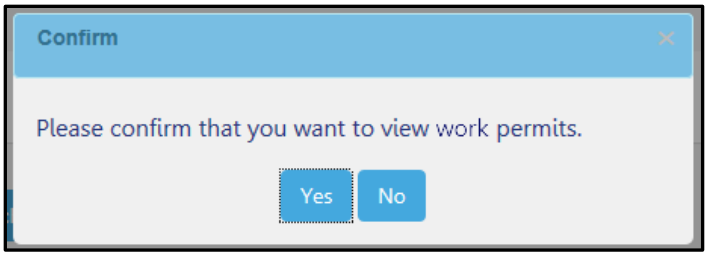


View All Work Permits from Job Filing Search

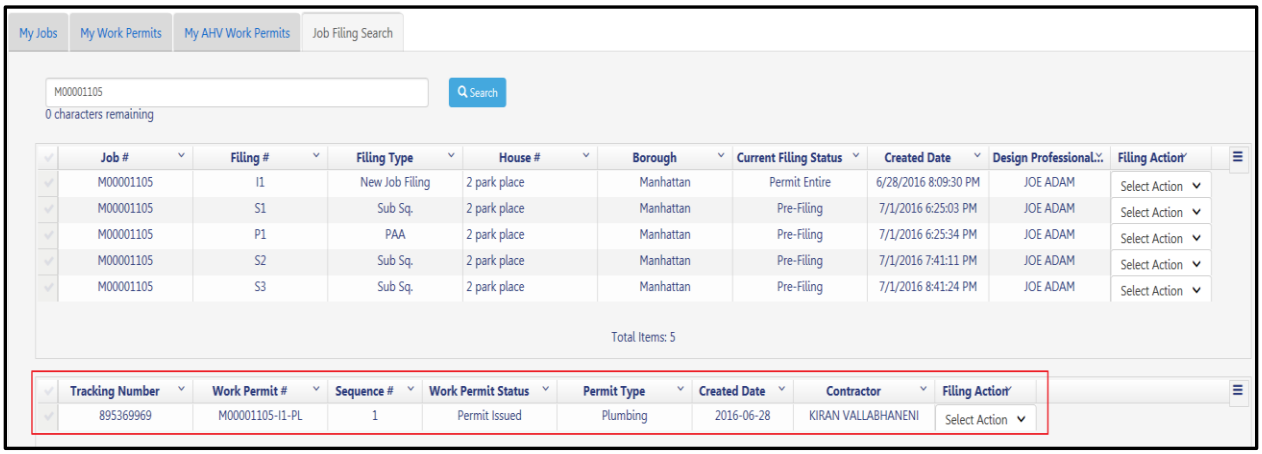
To view all work permits for a filing from the Job Filing Search tab, click on **Get Work Permits** from the **Filing Action** column.



The following notification will appear after your selection. Click **Yes**.

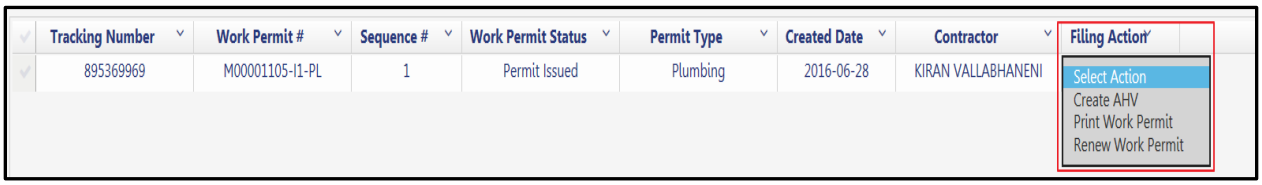


A new sub-grid will appear underneath the main grid displaying all of the permits for the job filing.



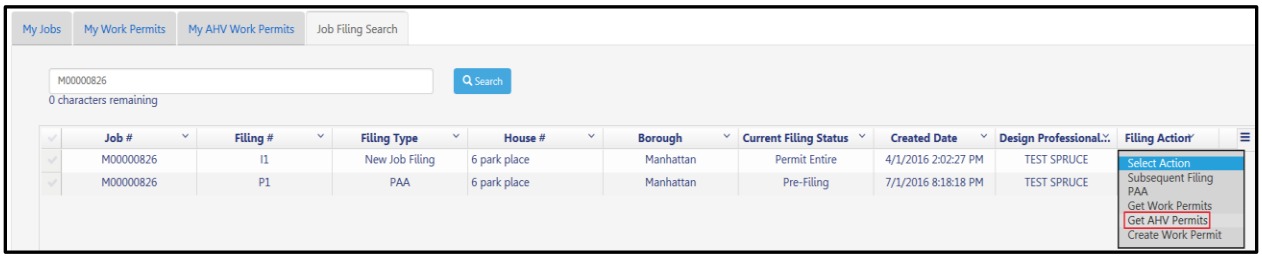
From the list of work permits you will be able to take the following actions by going to the Filing Action column:

- Create AHV
- Print Work Permit
- Renew Work Permit



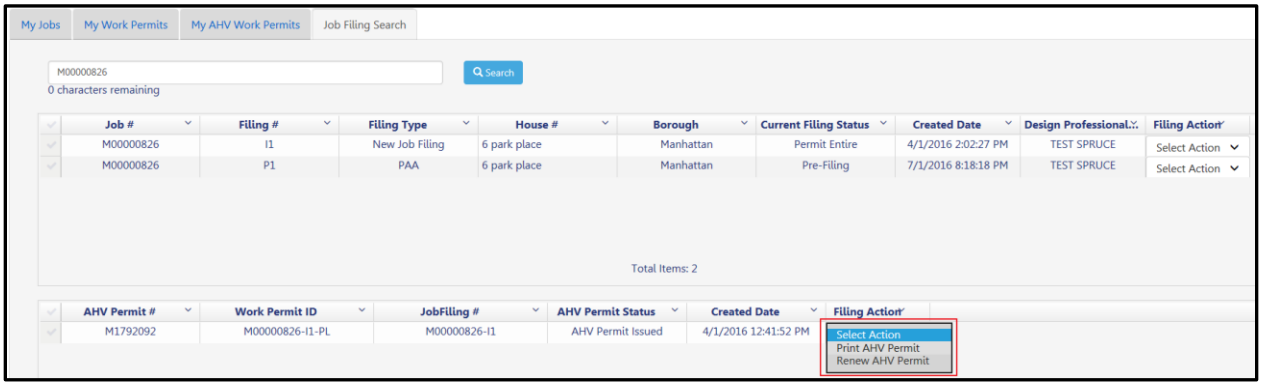
View AHV Permits from Job Filing Search

To view the AHV permits for a job filing on the Job Filing Search tab, from the **Filing Action** column select **Get AHV Permits.**



The following notification will appear after your selection. Click **Yes**.

A new sub-grid will appear underneath the main grid displaying all of the AHV permits for the job filing.

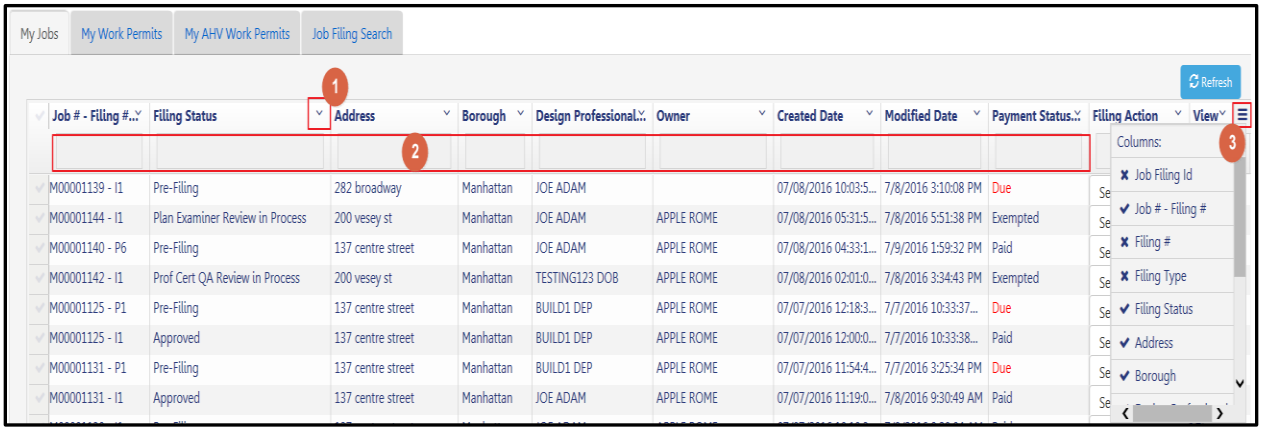


From the **Filing Action** column you can select the following actions:

1. Print AHV Permit
2. Renew AHV Permit

Sorting and Displaying Columns

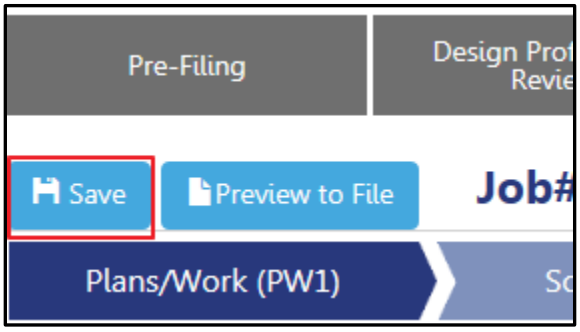
You can search for specific jobs, sort the columns, export data, and choose which columns appear in the dashboard grid.



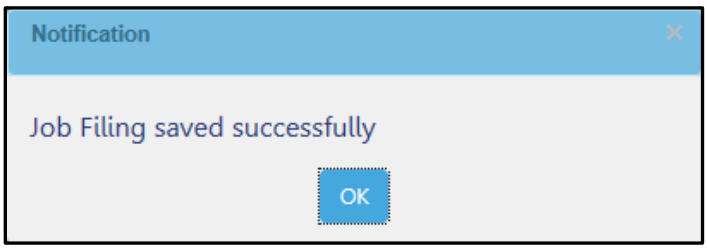
1. **Column Sort:** Click the **dropdown button** next to each column to sort the results by ascending or descending order.
2. **Column Search:** Type in a value in this field to search for and display only jobs that contain the searched for value. For example, if you type Queens in the Borough column, only jobs in Queens will be displayed.
3. **Column Editor:** Pick which columns are displayed or hidden on the grid. (✖ indicates hidden, ✓ indicates displayed.)

Save Function

It is important that you save your job filing any time you make changes, otherwise your changes will be lost.



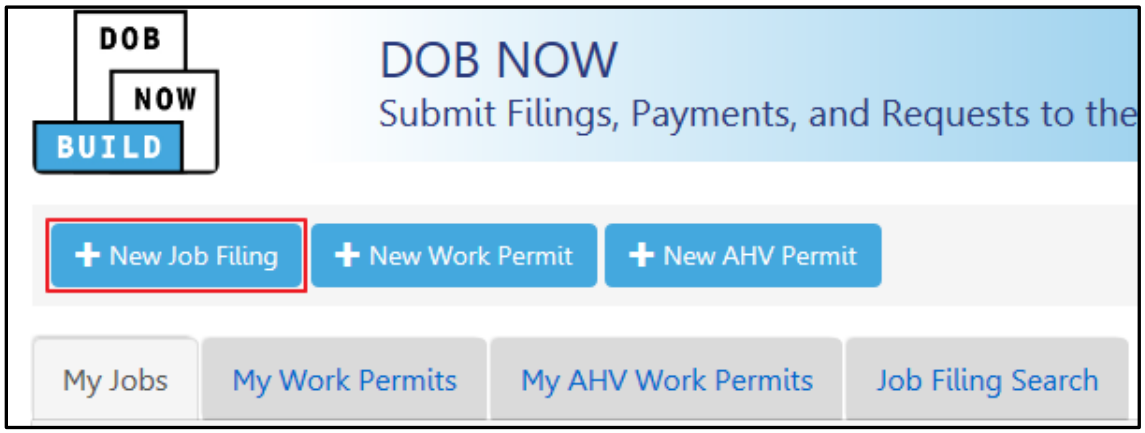
If you're creating a new filing you'll need to complete the **Location Information, Applicant Information,** and **Job Description** sections in order to save it the first time. The following message will appear when you save successfully:



If you have not yet completed the required fields, you'll receive the message below, which specifies what sections still need to be completed:

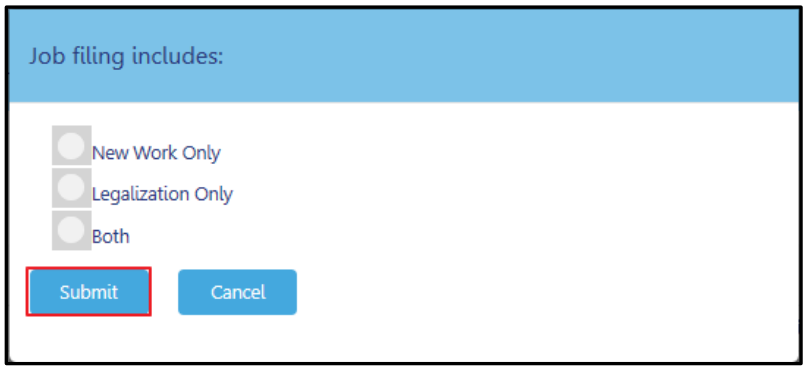
Enter a New Job Filing

This section guides you through how to enter a new job filing from the main dashboard. To begin a new job filing, click on the **+ New Job Filing** button located in the upper right on the dashboard screen.



A Dialog Box with the following options will open:

- **New Work Only:** Select this option when submitting an application for new work only*
- **Legalization Only:** Select this option when submitting an application for legalization only*
- **Both:** Select this option when submitting an application for both new work and legalization*



Select the type of job filing from the list and click on **Submit**.
Clicking on **Cancel** will return you to the dashboard.

**If you need to change your selection, you will be able to do so once the form opens.*

There can only be one Design Professional, Filing Representative and Owner assigned per filing on the Portal. However, the Filing Representative and Contractor can be changed (only if permit has not been issued) though processing a Post Approval Amendment (PAA).

If a job filing has been submitted to DOB but NOT approved, it is possible to make a correction. Filing Representatives can initiate and save corrections, but the Design Professional will need to file it.

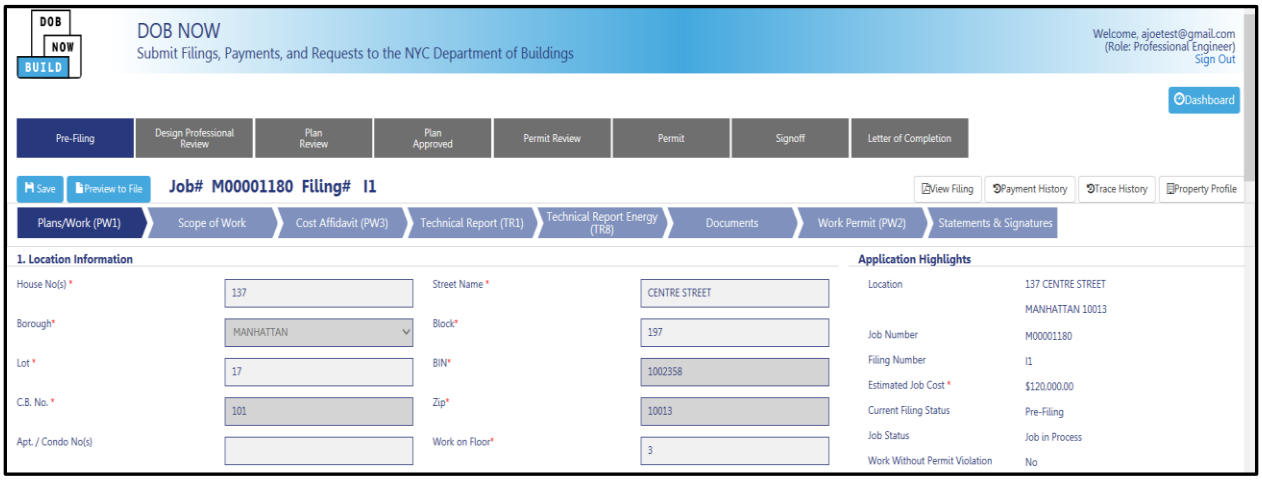
Job Filing Screen

1. New Filing

After starting a new job filing the Job Filing screen will appear. Once you begin adding details, additional forms may appear. You will only be able to save after completing Sections 1, 2, and 11 in the Plan/Work (PW1) form. A job number will be generated after saving the first time.

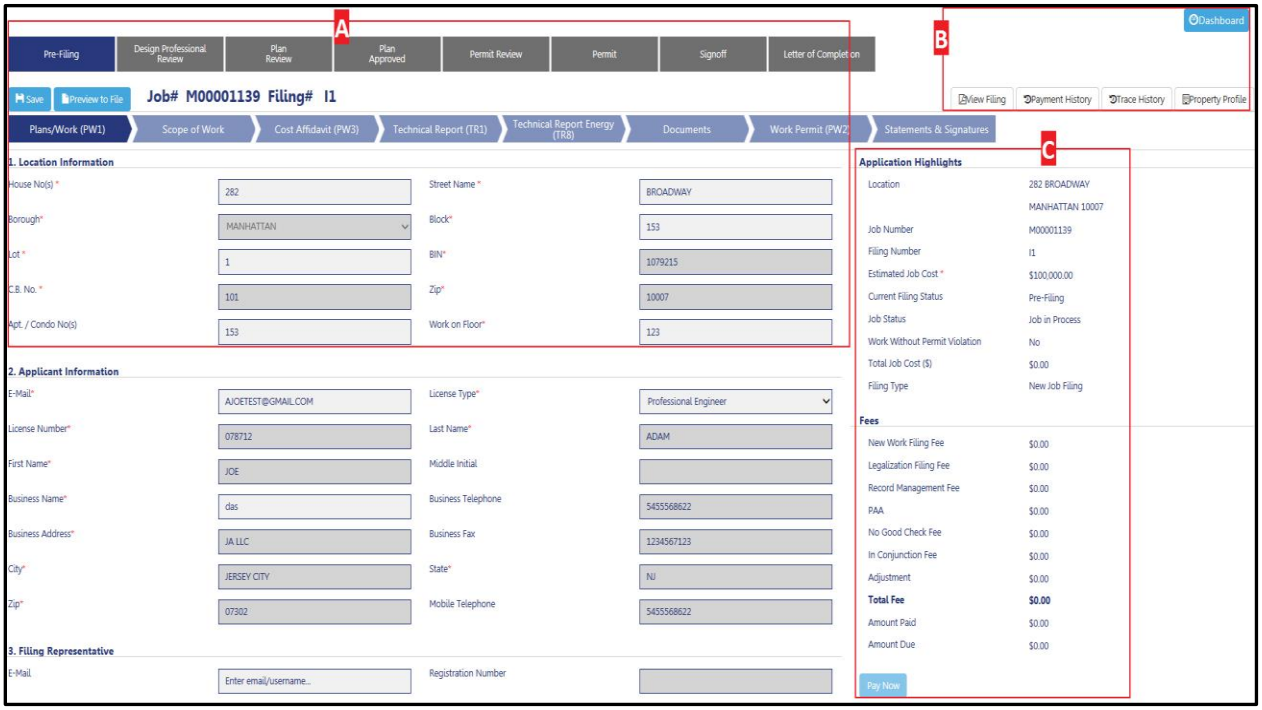
2. In Progress Filing

After you enter and save your filing information the Job Filing screen will populate a job number, update the status of the filing, and new forms will be made visible based on information provided in the PW1.

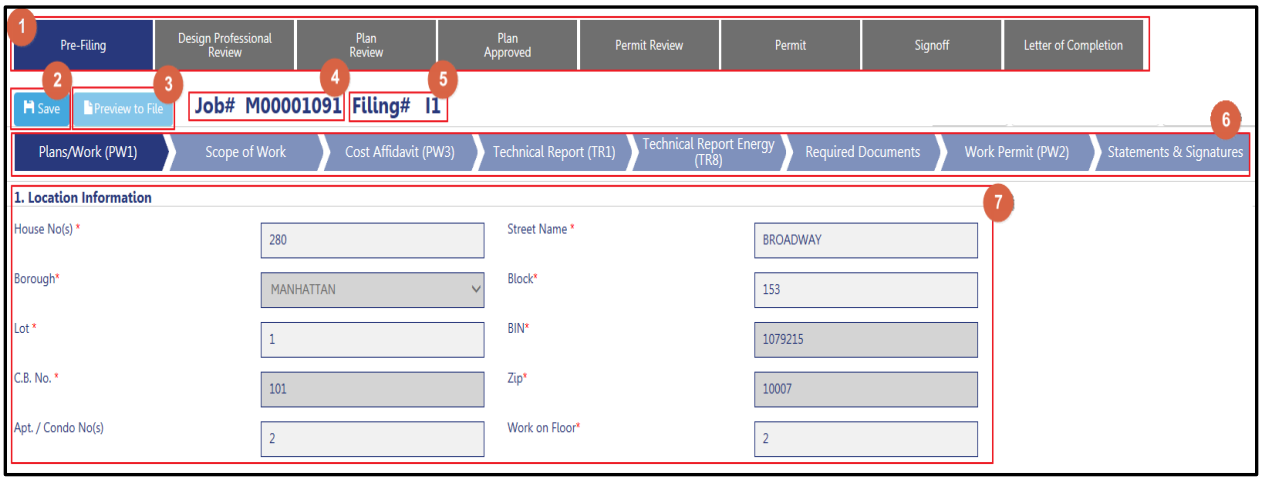


Job Filing

In the Job Filing screen you can check the status of the filing and view additional details. This section of the manual identifies key information in the Job Filing screen, divided into three main sections.

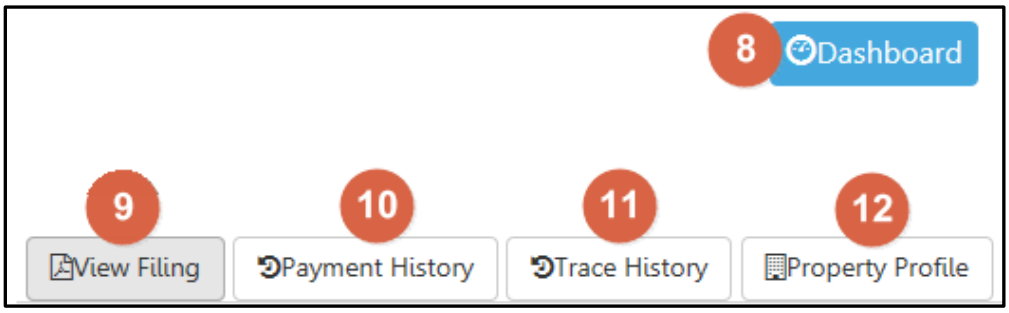


Section A



1. **Filing Progress:** The highlighted status indicates the current status of the job filing. A filing will always start with a status of "Pre-Filing" . The filing will be assigned different statuses as it moves through the filing process.
2. **Save:** Save information that was entered.
3. **Preview to File:** Provides the summary of the job filing details, and requires the Design Professional to provide acknowledgment before it can be filed with DOB. Only the Design Professional will be able to click this button.
4. **Job #:** Job # of the selected job. This number is created after saving the job the first time. If starting a new job, there will be nothing displayed until the information is saved. The starting letter signifies the borough where job is located.
    a. M: Manhattan
    b. X: Bronx
    c. B: Brooklyn
    d. Q: Queens
    e. S: Staten Island
5. **Filing #:** The specific filing # for the job selected. The letter at the start signifies the filing type:
    a. Initial: I
    b. PAA: P
    c. Subsequent Filing: S
6. **Filing Forms:** Lists all of the forms that need to be completed for the job. The default form shown when opening a job filing will always be **Plans/Work (PW1)**.
7. **Form Sections:** Sections for each form that you need to complete.

Section B



8. **Dashboard:** Returns you to the dashboard.
9. **View Filing:** Exports the job filing information entered into a PDF document. This feature is only available after filing the job with DOB.
10. **Payment History:** View past invoices and payments.
11. **Trace History:** View DOB actions taken on the filing (these will occur after the filing has been submitted to DOB).
12. **Property Profile:** View general property profile information of the location associated with the job.

Section C

Application Highlights 13

Location	282 BROADWAY MANHATTAN 10007
Job Number	M00001139
Filing Number	I1
Estimated Job Cost *	$100,000.00
Current Filing Status	Pre-Filing
Job Status	Job in Process
Work Without Permit Violation	No
Total Job Cost ($)	$0.00
Filing Type	New Job Filing

Fees 14

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

Pay Now 15

13. **Application Highlights:** Summary information on the filing, status will update as you proceed.
14. **Fees:** Fee information associated to the filing.
15. **Pay Now:** Click to pay any fees associated with the filing. Clicking the **Pay Now** button will take you to a secure 3rd party payment screen.

Initial Job Filing Submission

The sections below provide instructions for completing the forms that need to be submitted as part of an initial job filing. The list of forms includes:

- Plan/Work (PW1)
- Scope of Work
- Cost Affidavit (PW3)
- Technical Report (TR1)
- Technical Report Energy (TR8)
- Required Documents
- EN2
- Work Permit (PW2)

Based on your specific filing type, you may not be required to complete each form.

Plan/Work (PW1)

The Plan/Work (PW1) is filed with DOB to begin the application process. It's the first tab you see on the job filing page. The following sections of the user manual provide details on the PW1 with instructions on how to complete each section.

Save your job filing frequently to make sure no information is lost. The save button is enabled after you have completed the following sections on the PW1 form:

- Location Information(Section 1)
- Applicant Information (Section 2)
- Job Description (Section 11)

After your job is saved the first time, a job number will be generated, and your filing will appear on the DOB NOW: *Build* dashboard.

Location Information

Enter the information in the following required fields:

1. **House No(s)**
2. **Street Name**
3. **Borough**
4. **Block**
5. **Lot**
6. **Work on Floor**
7. **Apt./Condo No(s) *(Optional)***

After the first time you save the filing, the **BIN**, **C.B. No.** (Community Board), and **Zip** number will automatically update based on the values you enter in the fields above. The **Apt./Condo No(s)** field is optional and should be completed if they apply to your job.

1. Location Information

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

Applicant Information

Enter the information in the following required fields for the Design Professional (Professional Engineer or Registered Architect) that will be submitting the job.

1. **E-mail**
2. **License Type**
3. **Business Name**

2. Applicant Information

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

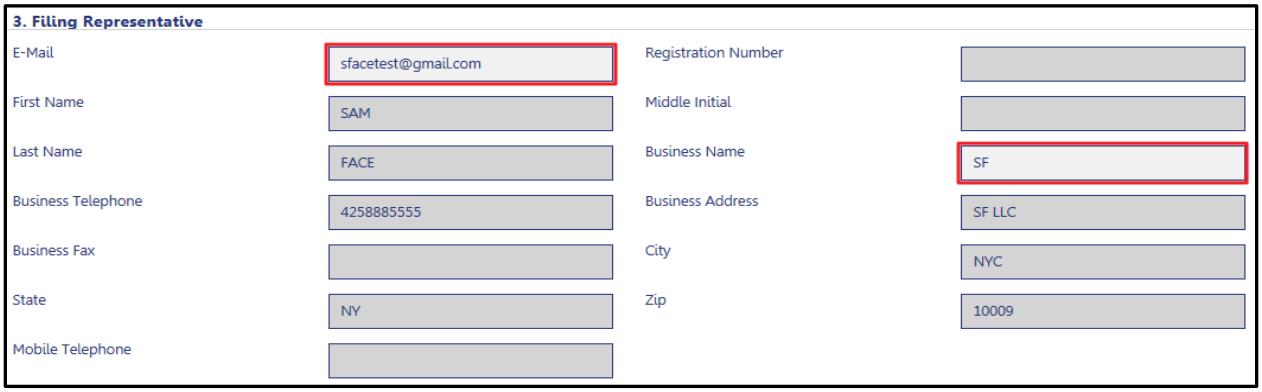
The greyed out fields will be updated based on the email entered. *Please note that the email address entered on this screen s must match the email address l associated with a confirmed* ***eFiling*** *account.*

Filing Representative

Enter the email of the Filing Representative associated with this job filing (optional, enter only if using a Filing Representative).

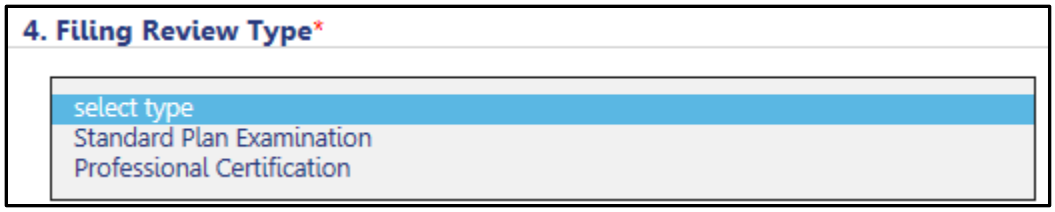
1. **E-Mail**
2. **Business Name**

The remaining fields will be auto-populated after the email has been entered. *Please note that the email address entered on this screen s must match the email address associated with a confirmed **eFiling** account.*



Filing Review Type

Select an option from the **Filing Review Type** dropdown to identify the type of Filing review - Standard Plan Examination or a Professional Certification.



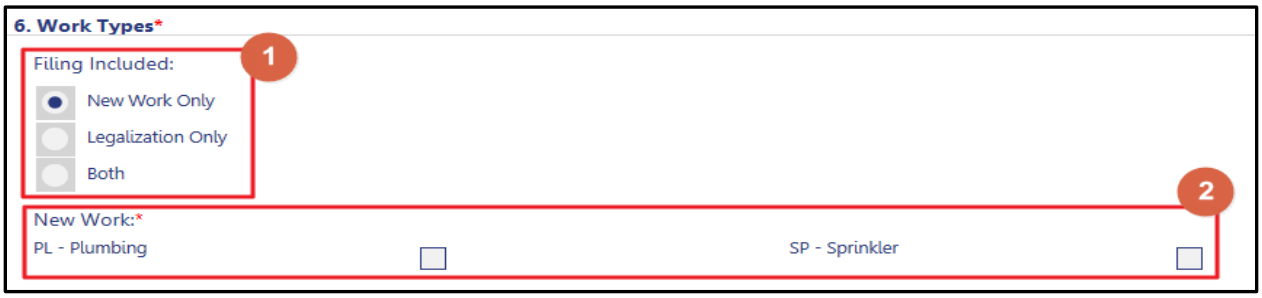
Work Types

On the Work Types screen, the Filing Included section will display the selections that were previously submitted when the New Job Filing was created. If you want to change this filing type you can select another option here.

The New Work section will display the work types available in DOB NOW: *Build*. You are required to check off all the work types that are part of your filing. If the filing includes new work and legalization, there will be separate work type checkboxes for each filing.

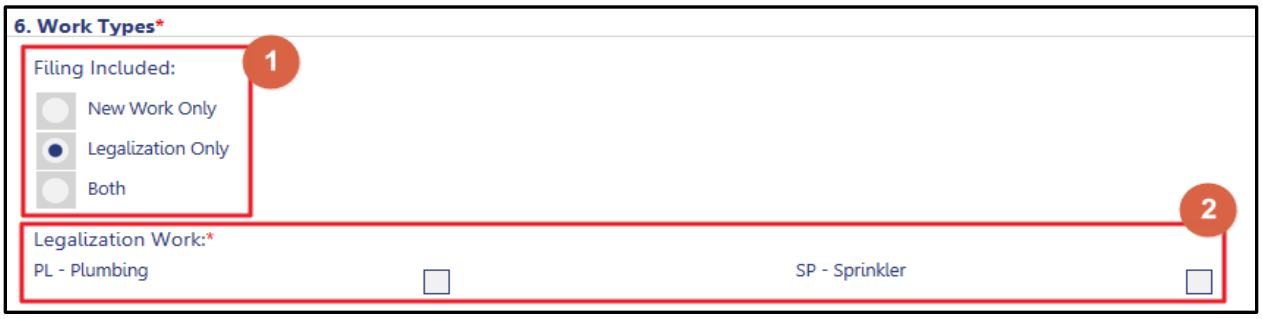
For **New Work Only**, select:

1. **Filing Included**: New Work Only
2. **New Work**: Select the new work types that apply



For **Legalization Only**, select:

1. **Filing Included**: Legalization Only
2. **Legalization Work**: Select the legalization work types that apply



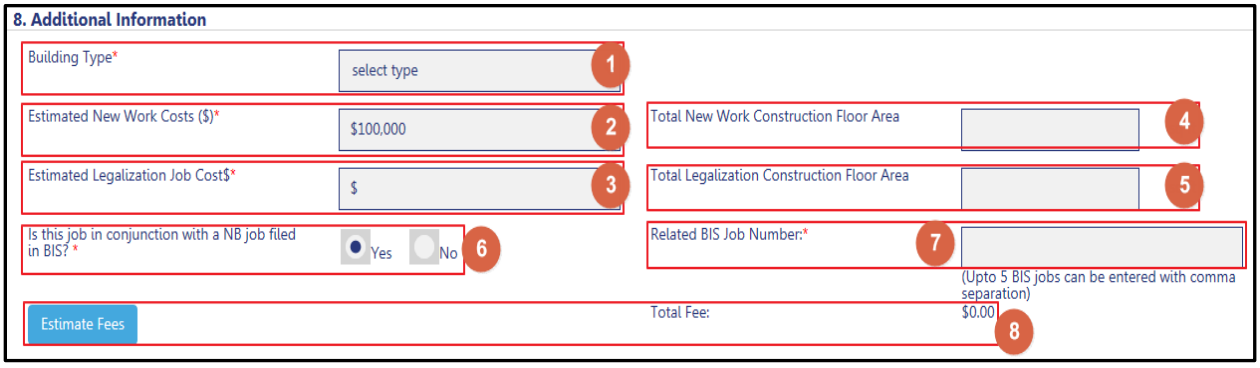
For **Both** (New Work and Legalization), select:

1. **Filing Included**: Both (includes New Work and Legalization)
2. **New and Legalization Work**: Select the new and legalization work types that apply

Additional Information

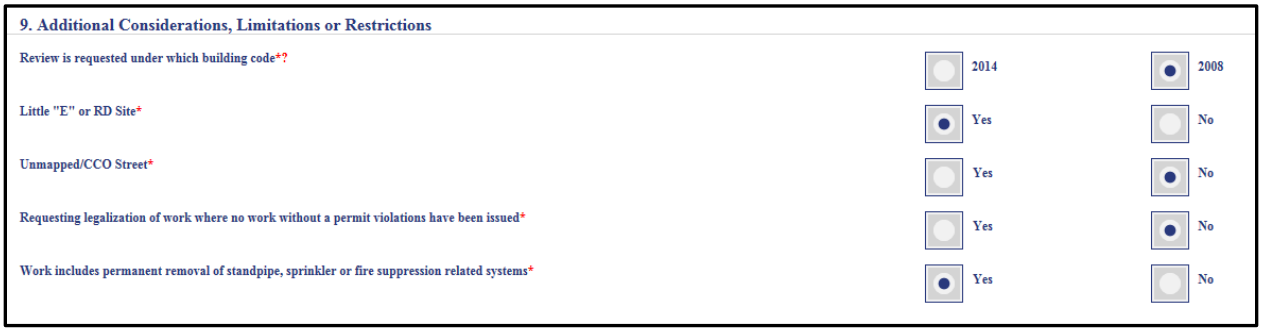
Enter the information in the following required fields:

1. **Building Type:** Select 1,2,3 Family or Other from the dropdown menu
2. **Estimated New Work Cost ($):** Enter the estimated cost of the new work scope of work. Values entered must be numerical.
3. **Estimated Legalization Job Cost ($):** Enter the estimated cost of the legalization scope of work. Values entered must be numerical.
4. **Total New Work Construction Floor Area:** The estimated construction floor area of the new work scope of work, values must be numerical. Entering a value is not required for filing.
5. **Total Legalization Construction Floor Area:** The estimated construction floor area of the legalization scope of work, values must be numerical. Entering a value is not required for filing.
6. **Is this job in conjunction with a NB job filed in BIS?:** If you are filing a plumbing or sprinkler job in conjunction with an NB or Alt1 job, you must select "Yes" here, and enter the associated job number(s) as described in item 7 below.
7. **Related BIS Job Number**: Enter related BIS job numbers. Up to 5 job numbers can be entered. This field will only appear if you selected YES for the previous item (6).
8. Click **Estimate Fees** to see an estimate of the fees due. The Total Fees in the Fees section will also display the fees due.



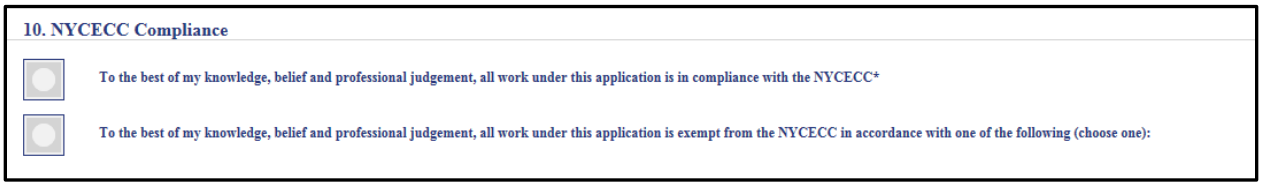
Additional Considerations, Limitations, or Restrictions

Check the boxes that apply to your job. Provide a "Yes" or "No" answer for each item listed as applicable.

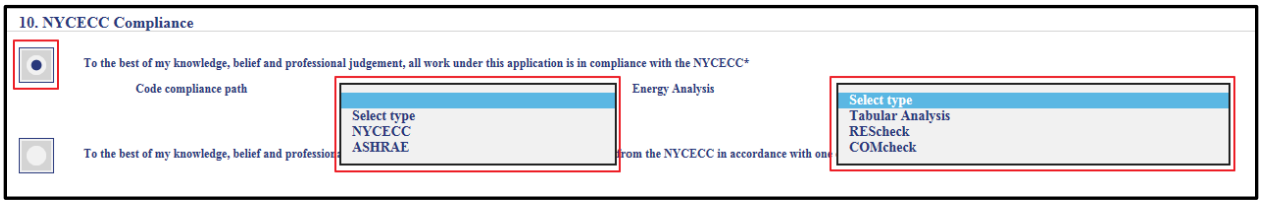


NYCECC Compliance

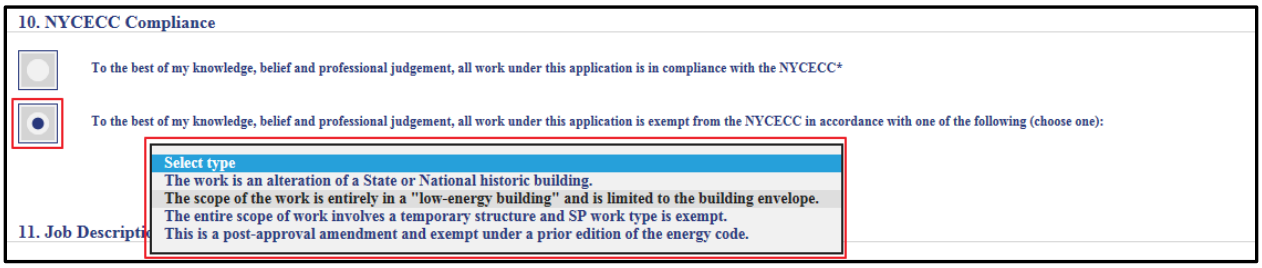
Select the NYCECC compliance that applies to the filing. Pick either the first or second statement.



If the first NYCECC Compliance statement is selected, a **Code Compliance Path** and an **Energy Analysis** drop down will appear. Select an option from the drop down menu options as it applies to your job.

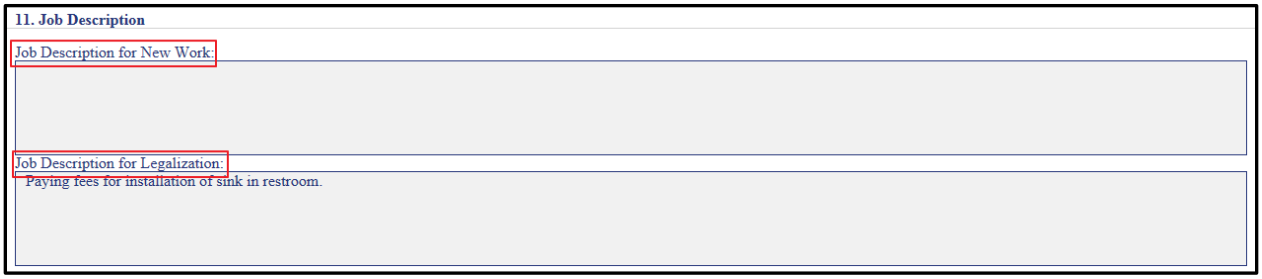


If the second NYCECC Compliance statement is selected, a dropdown menu will appear. Select an option from the drop down menu as it applies to your job.



Job Description

Complete the **Job Description** section. If filing New Work and Legalization, then there will be two Job Description sections to enter the appropriate description.



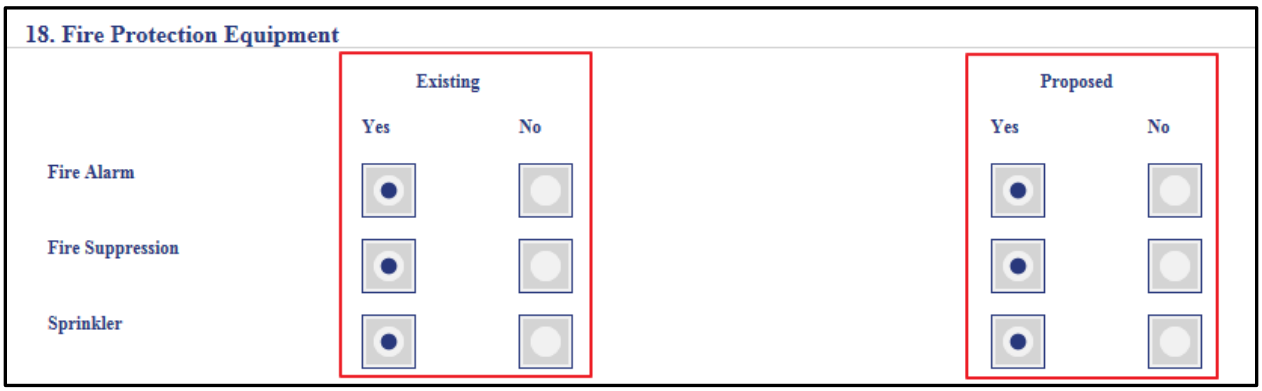
Building Characteristics

Enter the information in the following required fields:

1. Select an option for Mixed Use Building Type, either "Yes" or "No", to classify the building type.
2. Enter the existing and proposed **Building Height**, **Building Stories**, and **Building Dwelling Units** data in the appropriate fields. You will only be able to enter a numeric value.

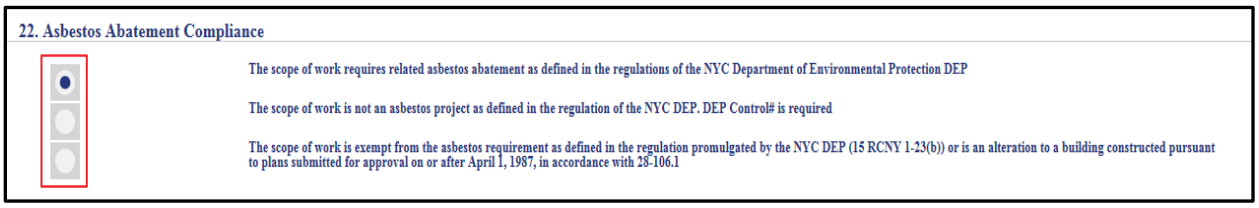
Fire Protection Equipment

Select "Yes" or "No" for the existing and proposed **Fire Alarm**, **Fire Suppression**, and **Fire Sprinkler** equipment.

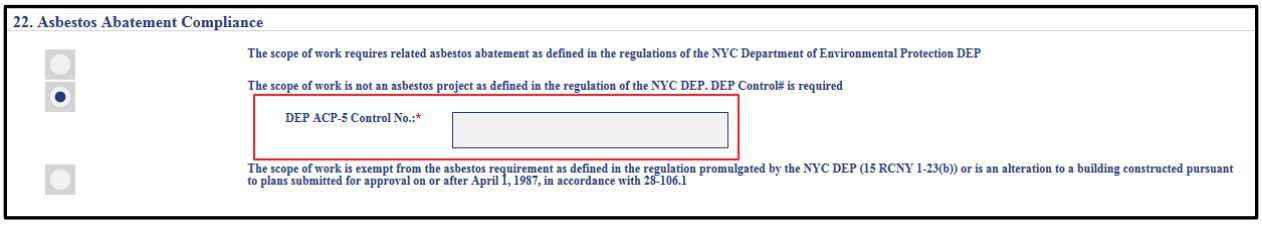


Asbestos Abatement Compliance

Select either the first, second or third statement as it applies to your job.

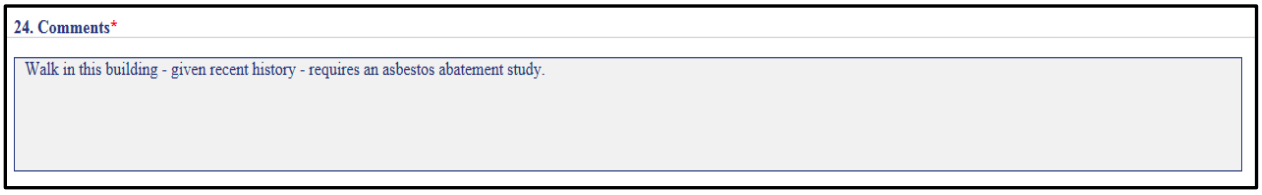


If you selected the second statement, the **DEP ACP-5 Control No.** field will appear, and you'll be required to enter the DEP ACP-5 Control number.



Comments

Add general comments about the job filing. If the comment refers to a specific section on the form, indicate which section or question you are referencing.



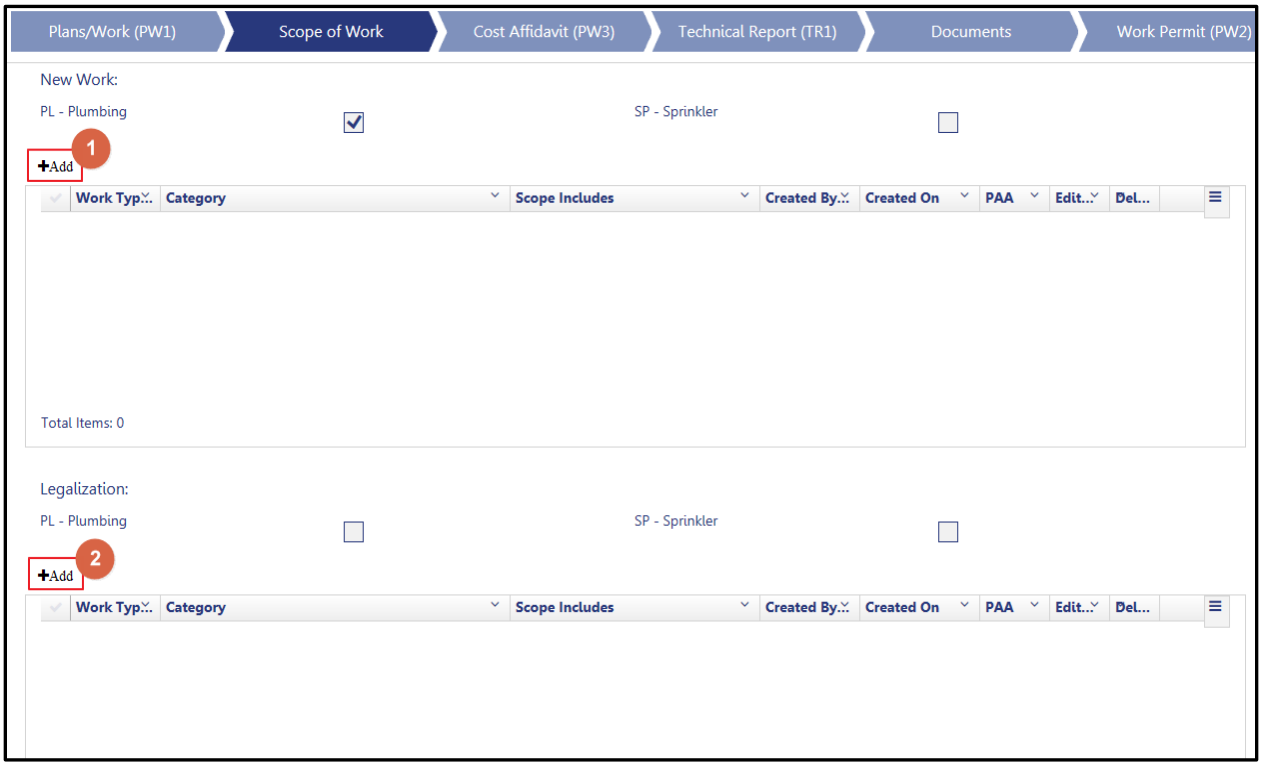
Scope of Work

The Scope of Work form needs to include all planned work that is part of the job filing. The steps below describe how to complete each section of the Scope of Work form.

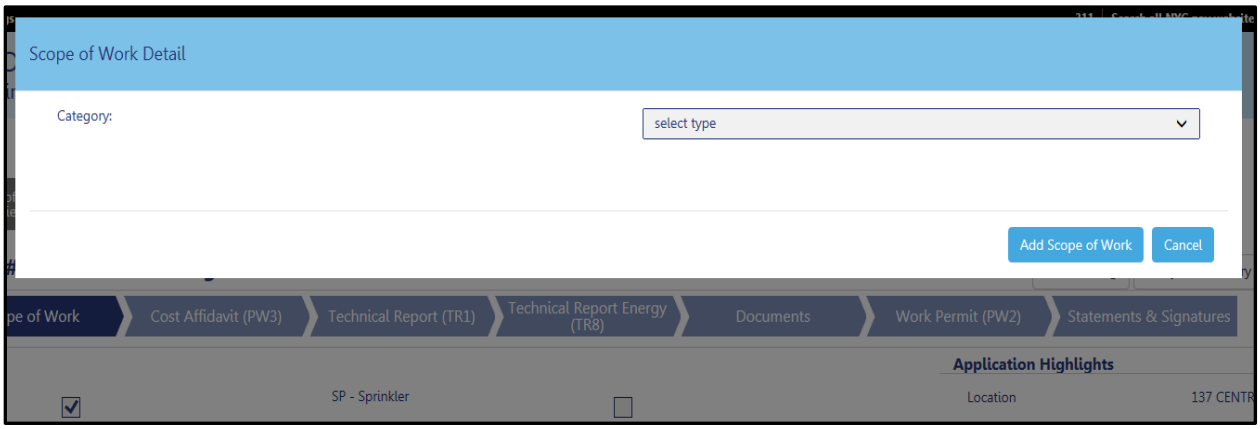
Please note that you cannot select the work type in the Scope of Work screens. What is shown in the Scope of Work screens is based on your previous work type selection in Section 6 of PW1 form. If you need to change this information, you must change it on the PW1 first.

Add Scope of Work Items

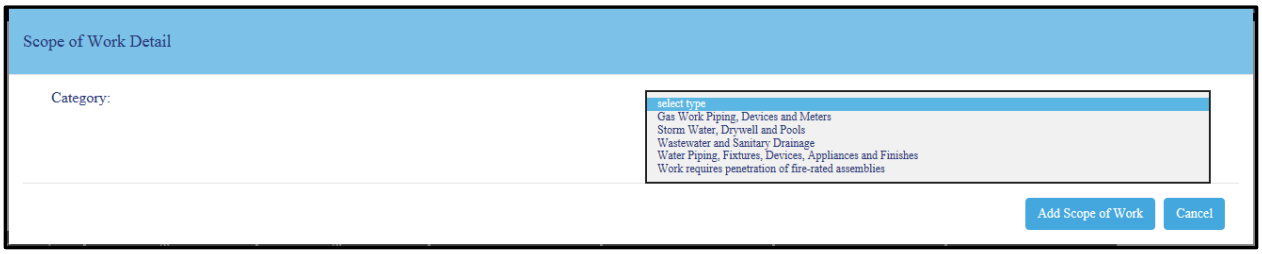
1. If the job only involves New Work, click on **+Add** to add items to the scope of work.
2. If the job involves both New Work and Legalization work, there will be two grids. Click on **+Add** to add items to the scope of work respectively for New Work and Legalization.



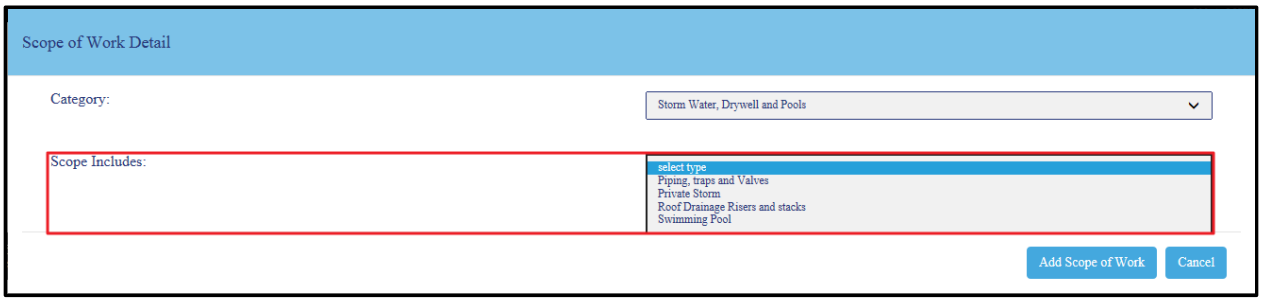
3. A new window opens.



4. Select the applicable option from the **Category** dropdown. The list of categories available for selection is based on the work type selected on the PW1.



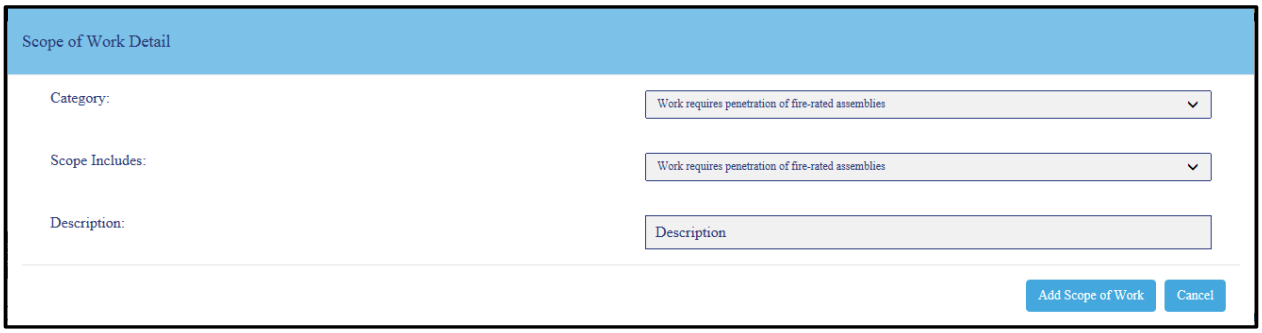
5. After selecting a **Category** option, a **Scope Includes** dropdown will appear. The list of available options is based on your previous selection of the **Category**.



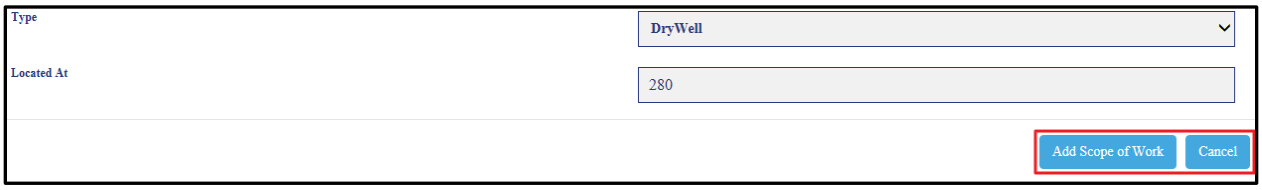
6. Additional information will be needed for the selected scope of work. The information will vary depending on the selected **Category** and **Scope Includes** options. Below are two sample **Scope of Work** entries that show how the options selected in each field change based on previous selections.

Sample # 1

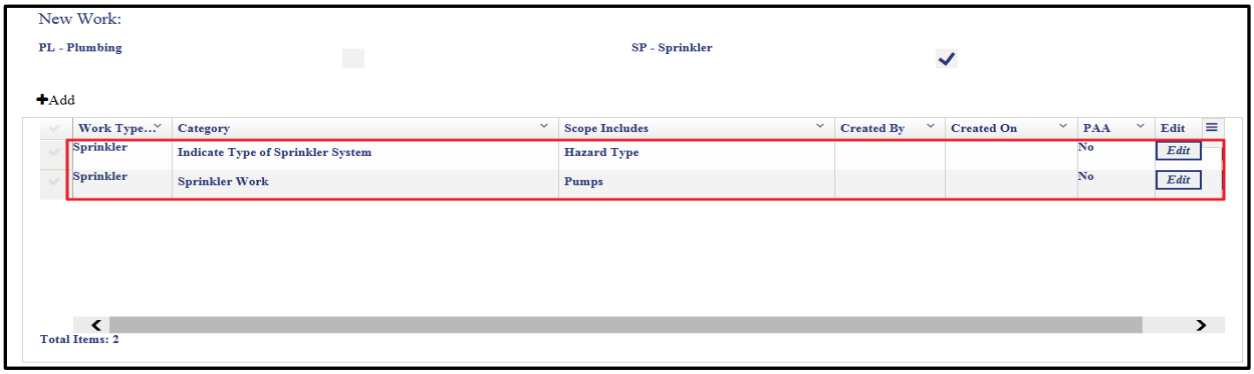
Sample # 2



7. After completing all fields, click on **Add Scope of Work**. If you want to cancel the item, click on **Cancel**.



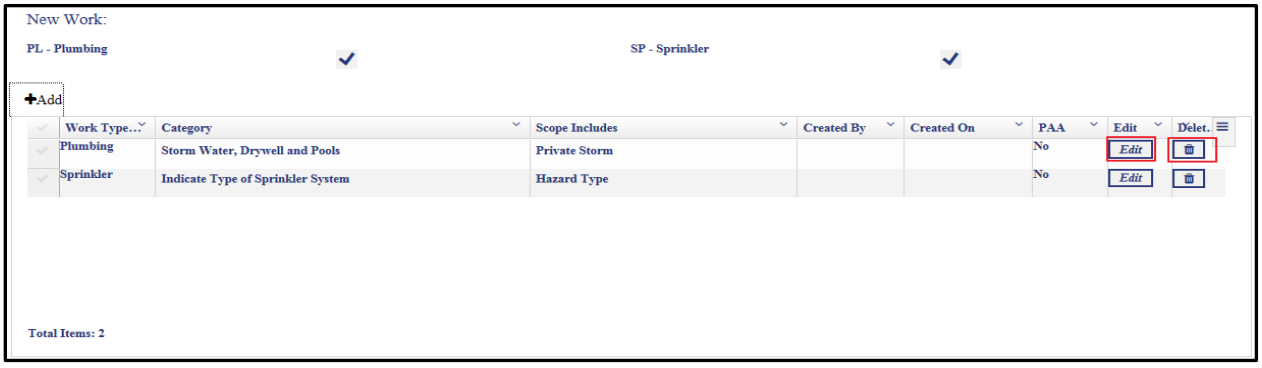
8. The item will now appear on the grid. Click **+Add** again to add additional scope of work items and follow the steps described above.



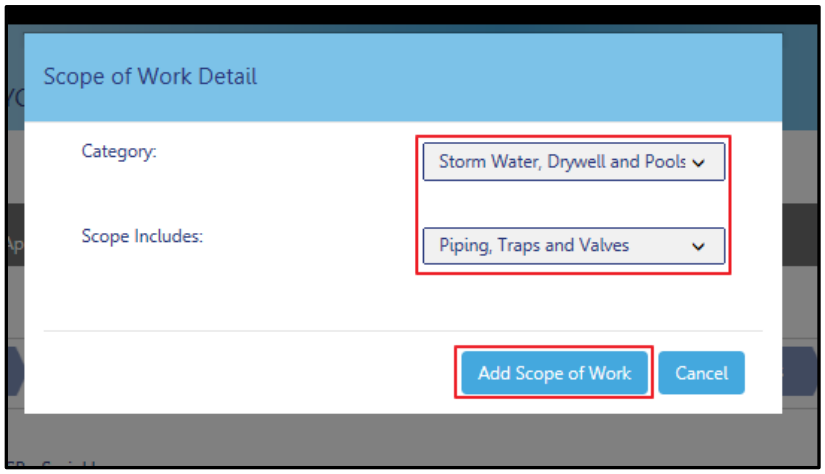
9. Click **Save** after entering the Scope of Work items.

Edit or Delete Items

Once a work type has been added, you have the ability to edit or delete it. To do so, click on the **Edit** or **Delete** buttons on the right side of the grid.



If you click on **Edit,** a window will appear providing the option to make changes to the work type. After finishing the edits, click on **Add Scope of Work** to update it.



Clicking on the **Delete** button ( ) will remove the work type from the list.

You'll need to save the application for the changes to go into effect.

Cost Affidavit (PW3)

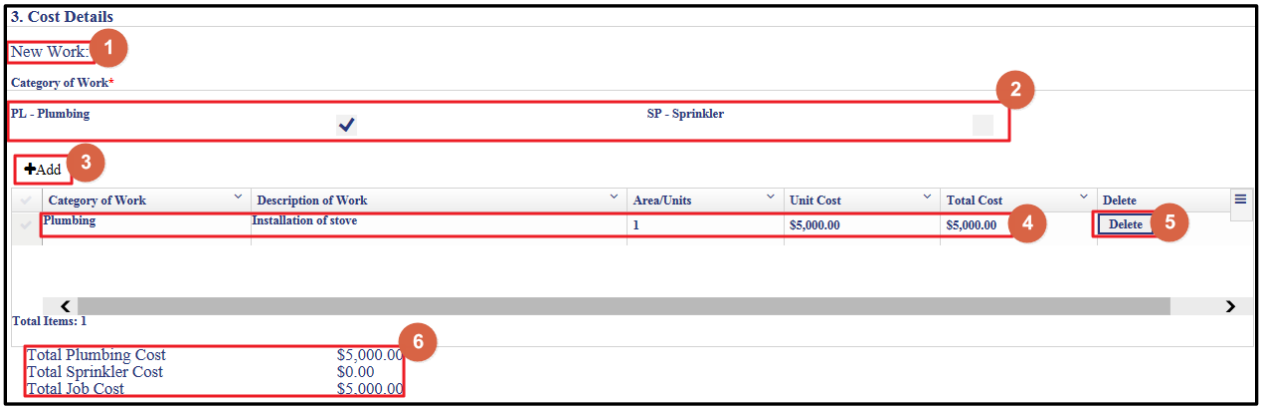
The Cost Affidavit (PW3) form must be submitted for all applications where fees are assessed based upon construction costs. *Please note that you cannot select or change the work type in the Cost Affidavit screens. What is shown in the Cost Affidavit screens is based on your work type selection in Section 6 of PW1 form. If you need to change this information, you must change it on the PW1 first.*

Reason for Filing

Displays the reason for filing – defaults to **Initial Filing** for new work and will update automatically based on the filing action taken.

Cost Details

In the Cost Details screen you can add unit costs for each category of work. This section identifies key information in the Cost Details screen.

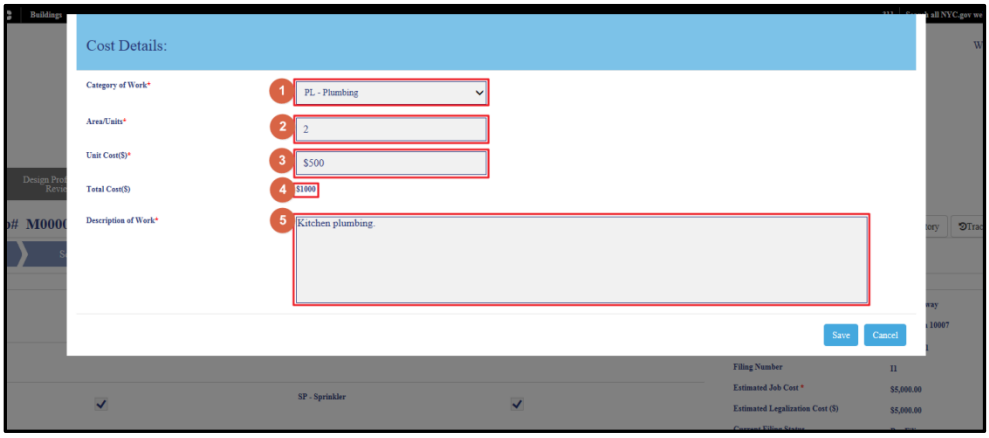


1. **Work Type** – Indicates the work type; if both New Work and Legalization work is planned under this Job, the details of each type of work will be displayed in separate sections.
2. **Category of Work** – Displays the categories selected in the PW1 section.
3. **+Add** – Click to add a new cost item.
4. **List of Items** – Any entered items are displayed in this section, with the description of work, units, unit costs and total cost.
5. **Delete** – Click to delete the cost item.
6. **Total Cost Information** – Totals for the total cost of all items, listed by work category.

Add Cost Item

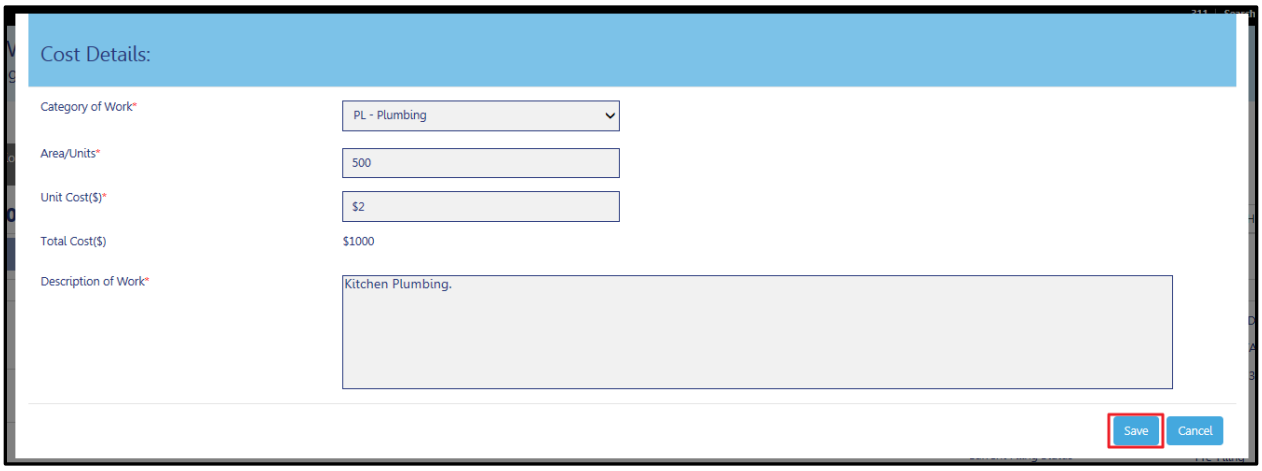
1. Click on the **+Add** button.

2. A new Cost Details window will open.

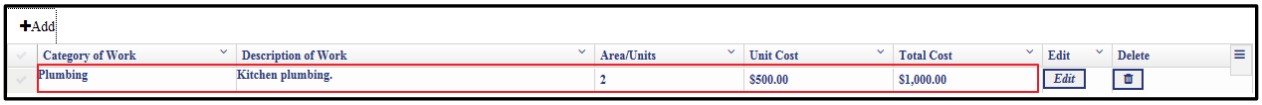


3. Enter the following required fields:
   1) **Category of Work** – Select the category of work.
   2) **Area/Units** – Enter either the area or number of units based on the selected work type. The area option refers to square feet. The units option refers to the number of a particular of item (ex: sprinkler heads) to complete the work.
   3) **Unit Cost ($)** – Enter the price associated with the area/units.
   4) **Total Cost ($)** – Total cost; calculated using the area/units and unit cost entered in the previous fields.
   5) **Description of Work** – Briefly describe the work that will be done for this item.

4. Click on **Save** after entering all the fields.

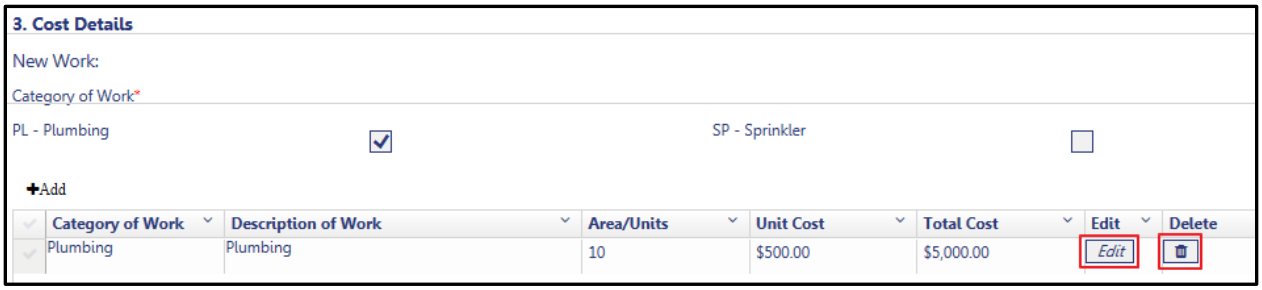


5. The item will now be added to the category of worklist.

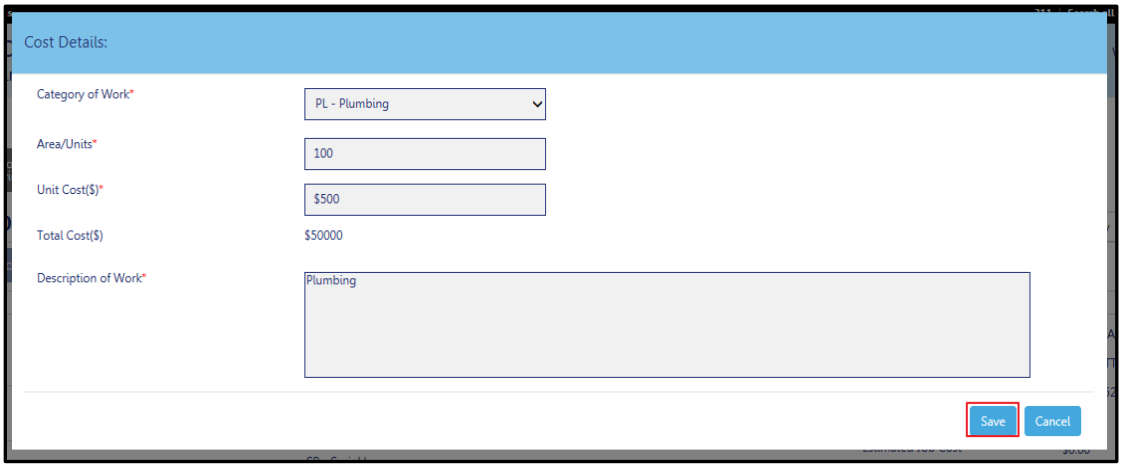


Edit or Delete Items

Once the cost details for a work type have been added, you have the ability to edit or delete it. To do so, click on the **Edit** or **Delete** buttons on the right side of the grid.

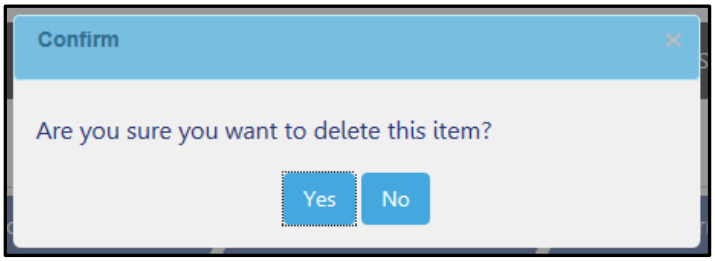


If you click on **Edit,** a window will appear providing the option to make changes to the cost details. After finishing the edits, click on **Save.**



Clicking on the **Delete** button ( ) will bring up a message asking you to confirm that you wish to delete the item.

Click **Yes** if you want to delete it.



You'll need to **save** the application for the changes to go into effect.

Technical Report (TR1)

The Technical Report (TR1) needs to be completed to show compliance for all inspections/tests required for the related job, in accordance with the New York City Construction Codes.

Certain sections can only be completed by the Special Inspector or the Progress Inspector associated with the filing, and these parts will be indicated in the instructions below.

Applicant Information

Filing Representatives cannot make a selection for the "Applicant Type." This will need to be done by the designated Design Professional or Inspector on the job filing.

Special Inspection Categories for New Work/Legalization

Add special inspection categories for the job filing. If you are not the Special Inspector, you will only be able to add a requirement and then the Special Inspector will need to log into DOB NOW: *Build* to complete certain fields in this section.

Please note that New Work and Legalization will be displayed in separate sections and grids, as 3a. and 3b., respectively.

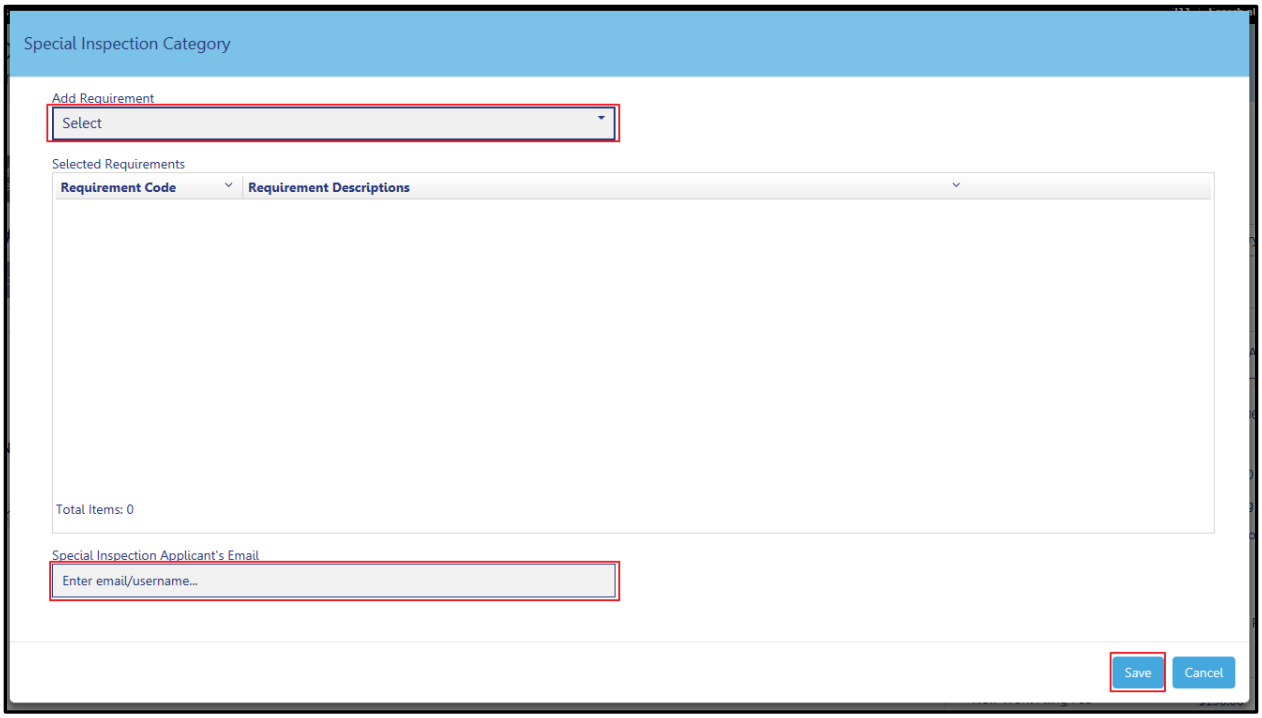
1. **+Add**: Click to add new special inspection categories.
2. **Special Inspection Category Requirement**: Displays the list of previously entered Special inspection requirements.
3. **Edit**: Used to edit the existing requirement. Only the Special Inspector can make edits.
4. **Delete:** Click to delete an existing requirement. If a Special Inspector has been selected and the filing saved, you will not be able to delete the requirement.
5. **Seal and Signature Upload:** Used to upload the seal and signature of the Special Inspector. Only the Special Inspector can click it.

Add Special Inspection Category

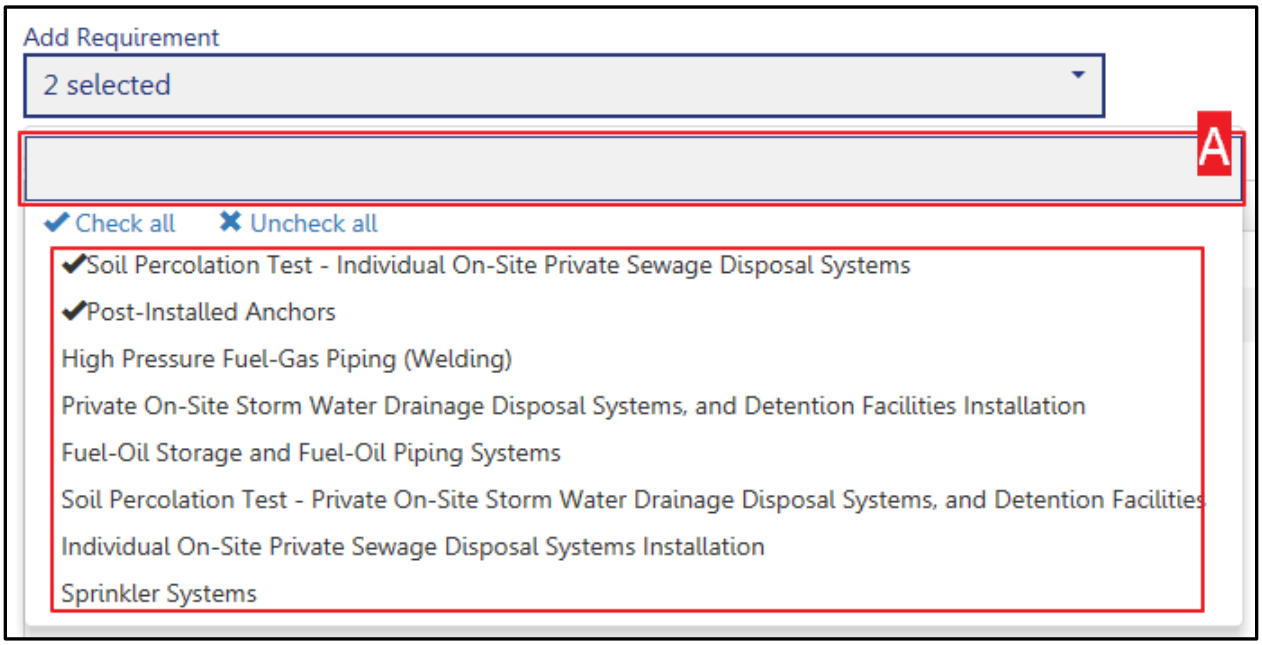
To add a new special inspection category, click on the **+Add** button.

Instructions for non-Special Inspectors

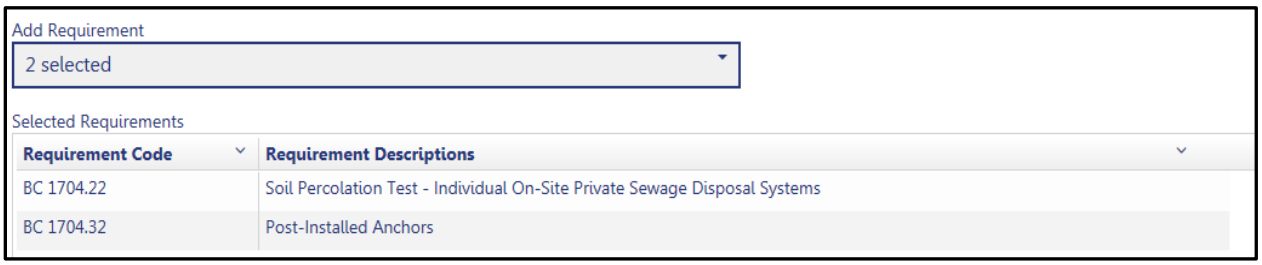
Clicking on **+Add** will make the following form open:



1. Click on the **Add Requirement** dropdown to select from the list of Requirements.



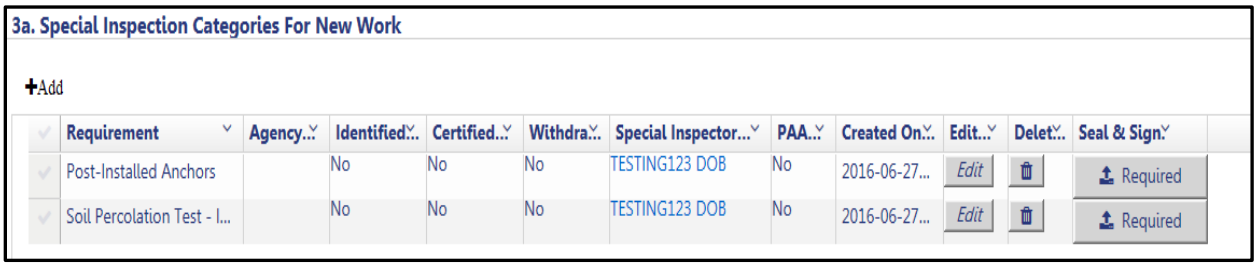
2. Click on the requirements you want to select. Additionally, you can search for the requirement by typing it into the search field (A). You can also click on the **Check all** or **Uncheck all** buttons to select or unselect all items.
3. The number of requirements selected will be displayed at the top.
4. After selecting your requirements, click anywhere on the screen with your mouse and the table will be updated with the requirements selected.



5. The requirements selected will appear in the table. If you need to add or remove any requirements, click on the **Add Requirement** dropdown again.
6. Enter the Special Inspector's email address.

7. Click **Save**.

8. The entered requirements will be on the TR1 form:

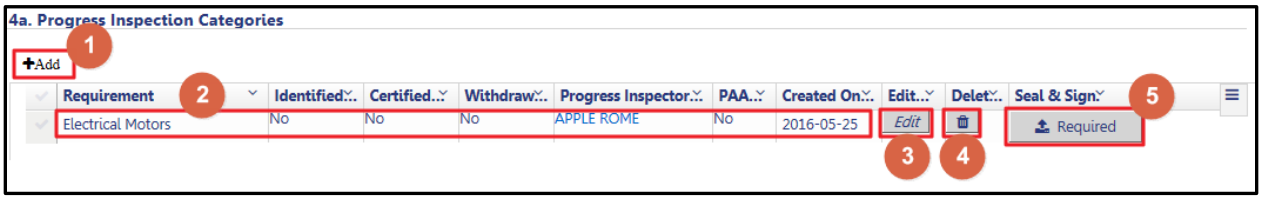


9. The Special Inspector will need to login and provide the remaining details and upload his/her seal and signature.

Progress Inspection Categories for New York/Legalization

Add progress inspection categories for the job filing. If you are not the Progress Inspector, you will only be able to add a requirement and then the Progress Inspector will need to log into DOB NOW: *Build* to complete certain fields in this section.

Please note that New Work and Legalization will be displayed in separate sections and grids, as 4a. and 4b., respectively.



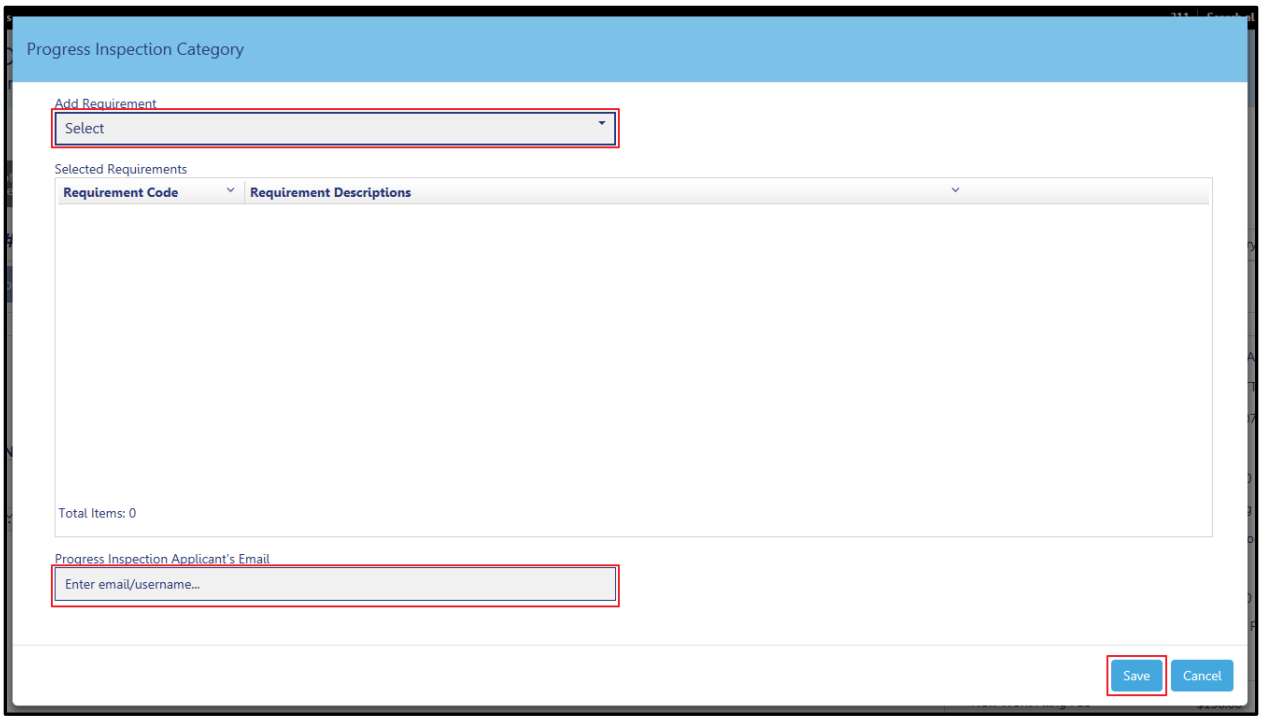
1. **+Add**: Click to add new progress inspection categories.
2. **Progress Inspection Category Requirement**: Displays the list of previously entered Progress inspection requirements.
3. **Edit**: Used to edit the existing requirement. Only the Progress Inspector can make edits.
4. **Delete:** Click to delete an existing requirement. If a Progress Inspector has been selected and the filing saved, you will not be able to delete the requirement.
5. **Seal and Signature Upload:** Used to upload the seal and signature of the Progress Inspector. Only the Progress Inspector can click it.

Add Progress Inspection Category

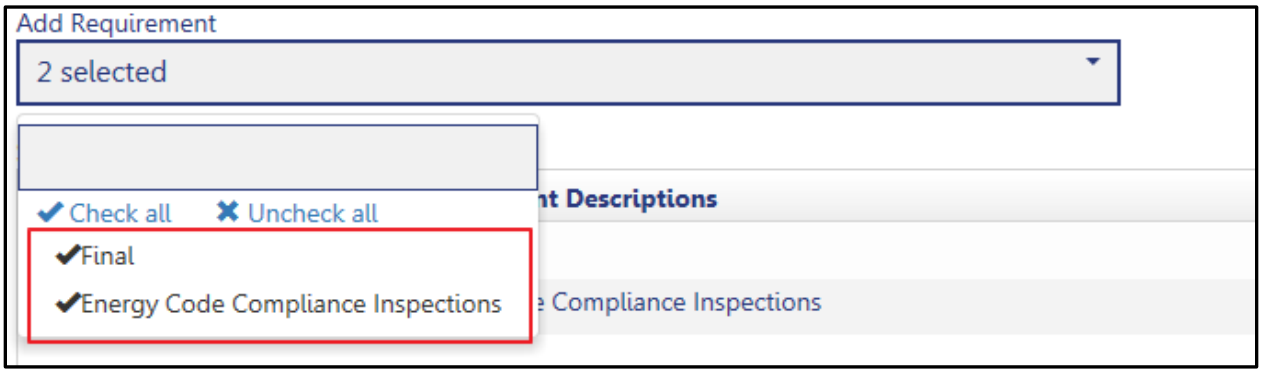
To add a new progress inspection category, click on the **+Add** button.

Instructions for non-Progress Inspectors

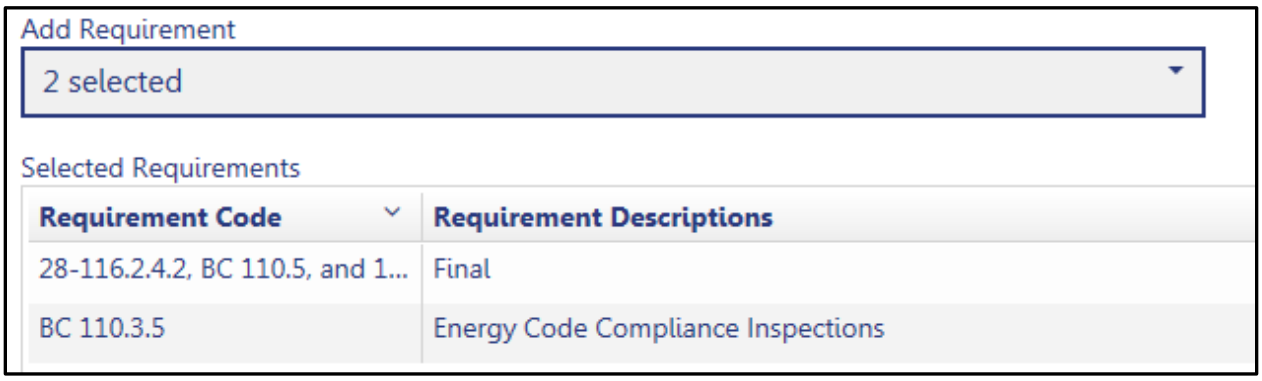
Clicking on **+Add** will make the following form open:



1. Click on the **Add Requirement** dropdown to select from the list of Requirements.



2. Click on the requirements you want to select. Additionally, you can search for the requirement by typing it into the search field. You can also click on the **Check all** or **Uncheck all** buttons to select or unselect all items.
3. The number of requirements selected will be displayed at the top.
4. After selecting your requirements, click anywhere on the screen with your mouse and the table will be updated with the requirements selected.



5. The requirements selected will appear in the table. If you need to add or remove any requirements, click on the **Add Requirement** dropdown again.
6. Enter the Progress Inspector's email address.

7. Click **Save**.
8. The entered requirements will be on the TR1 form:

4. Progress Inspection Categories

+Add

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

9. The Progress Inspector will need to login and provide the remaining details and upload his/her seal and signature.

Technical Report Energy (TR8)

The TR8 form will only appear as part of the filing if you selected NYCECC or ASHRAE as a choice for the Code Compliance Path in *Section 10* of the **PW1** form. This section guides you through how to complete the TR8 form.

Applicant Information

Filing Representatives cannot make a selection for the "Applicant Information." This will need to be done by the designated Design Professional or Progress Inspector on the job filing.

Energy Code Progress Inspection for New Work/Legalization

Add progress inspection categories for the job filing. Only the Progress Inspector will be able to complete this section fully.

Please note that New Work and Legalization will be displayed in separate sections and grids.

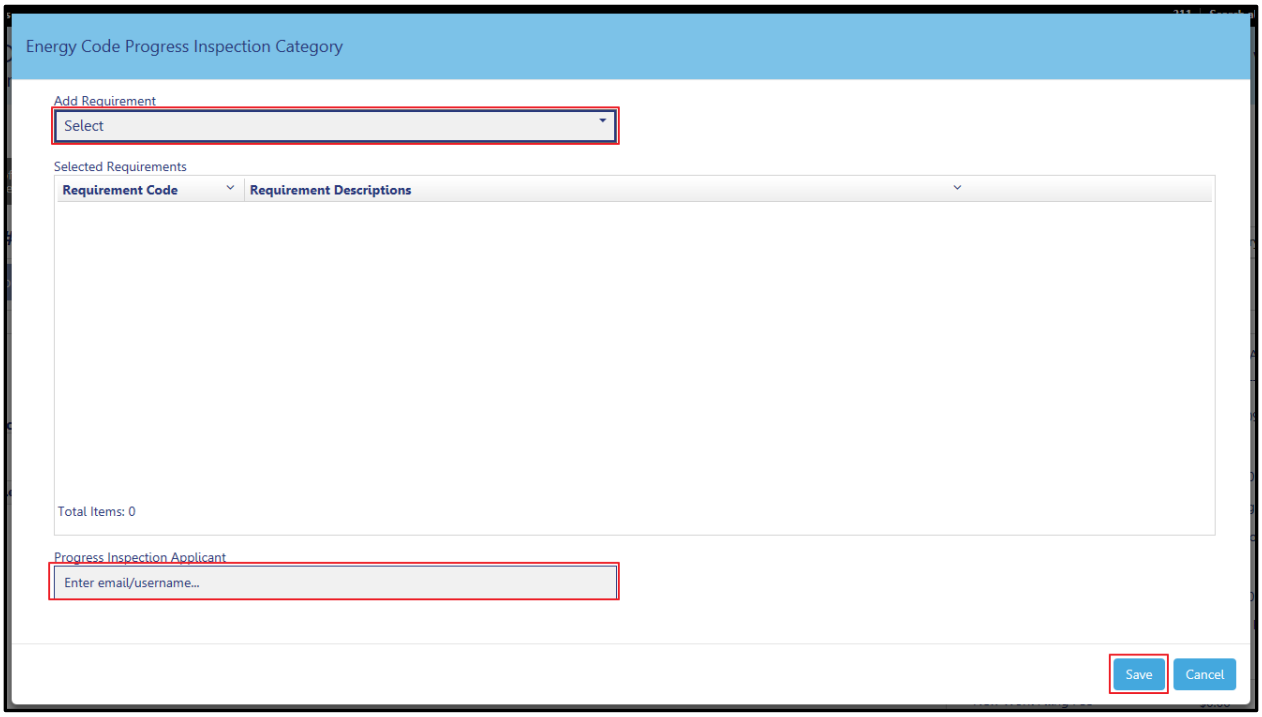
1. **+Add**: Click to add new progress inspection categories.
2. **Progress Inspection Category Requirement**: Displays the list of previously entered Progress inspection requirements.
3. **Edit**: Used to edit the existing requirement. Only the Progress Inspector can make edits.
4. **Delete:** Click to delete an existing requirement. If you are not the Progress Inspector, you will only be able to delete requirements you created.
5. **Seal and Signature Upload:** Used to upload the seal and signature of the Progress Inspector. Only the Progress Inspector can click it.

Add Energy Code Progress Inspection Category

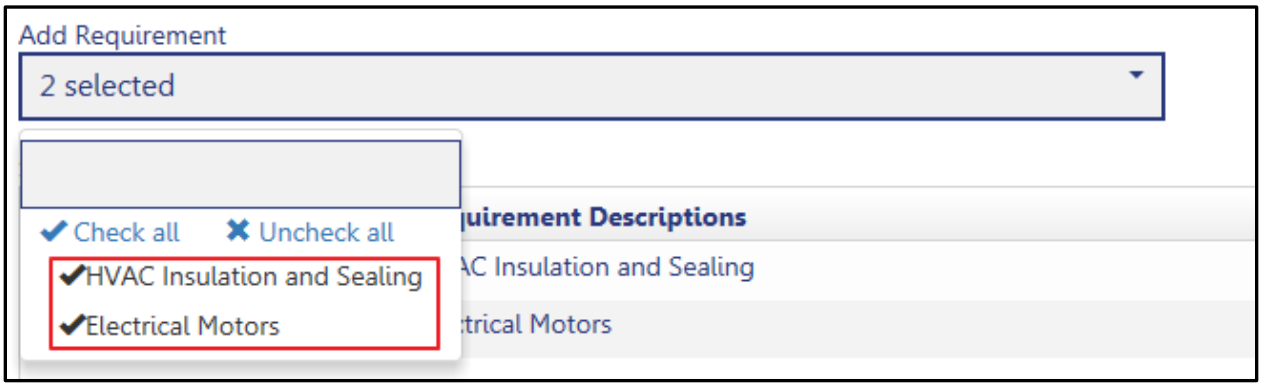
To add a new energy code inspection category, click on the **+Add** button.

Instructions for non-Progress Inspectors

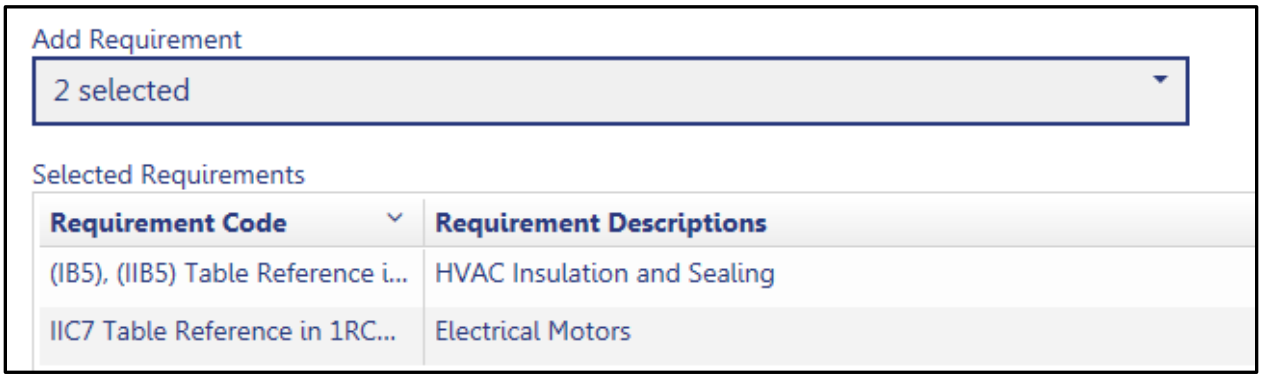
Clicking on **+Add** will make the following form open:



1. Click on the **Add Requirement** dropdown to select from the list of Requirements.



2. Click on the requirements you want to select. Additionally, you can search for the requirement by typing it into the search field. You can also click on the **Check all** or **Uncheck all** buttons to select or unselect all items.
3. The number of requirements selected will be displayed at the top.
4. After selecting your requirements, click anywhere on the screen with your mouse and the table will be updated with the requirements selected.



5. The requirements selected will appear in the table. If you need to add or remove any requirements, click on the **Add Requirement** dropdown again to make the change.
6. Enter the Progress Inspector's email address.

7. Click **Save**.

8. The entered requirements will be on the TR8 form:

+Add

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

9. The Progress Inspector will need to login and provide the remaining details and upload his/her seal and signature.

Documents

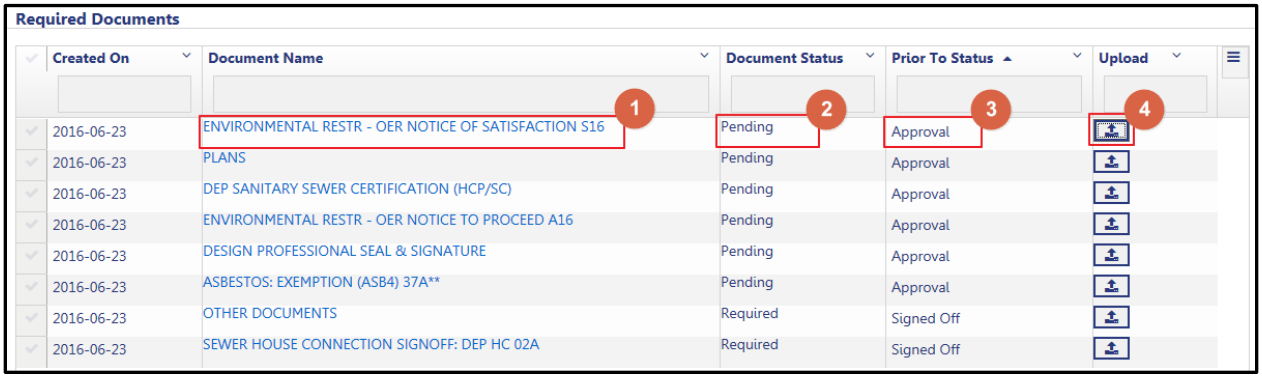
This section displays a list of required documents that need to be uploaded. The list of documents that need to be uploaded changes based on the content of each particular job filing.

Filing Representatives are not able to upload the signatures and seals required.

In order to file your job, it is mandatory to upload all documents that have a status of "Approval" in the Prior to Status column.

If making a Professional Certification filing that includes a PW2, documents with a "Permit Issued" status in the Prior to Status column will also need to be uploaded before you can file.

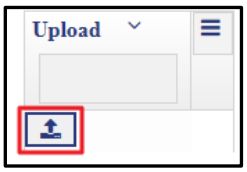
If the required document list contains a document that you believe is not required, please contact DOB for further assistance.



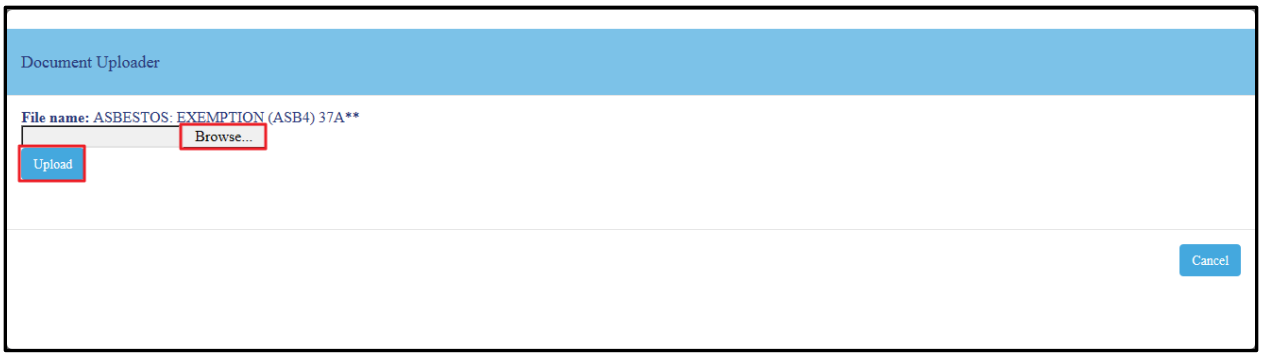
1. **Document Name:** Itemized list of documents.
2. **Document Status:** Specifies the status of the required document. The possible values are: Required, Pending, Submitted, and Accepted**.**
3. **Prior To Status:** Specifies the filing status prior to which the document should be submitted to DOB in order to satisfy the filing requirement at that stage of the process. Possible statuses are: Approved, Permit Issued, and Signed Off.
4. **Upload:** Allows you to upload the document. If the button is greyed out, then you will not be able to upload that document.

Uploading Documents

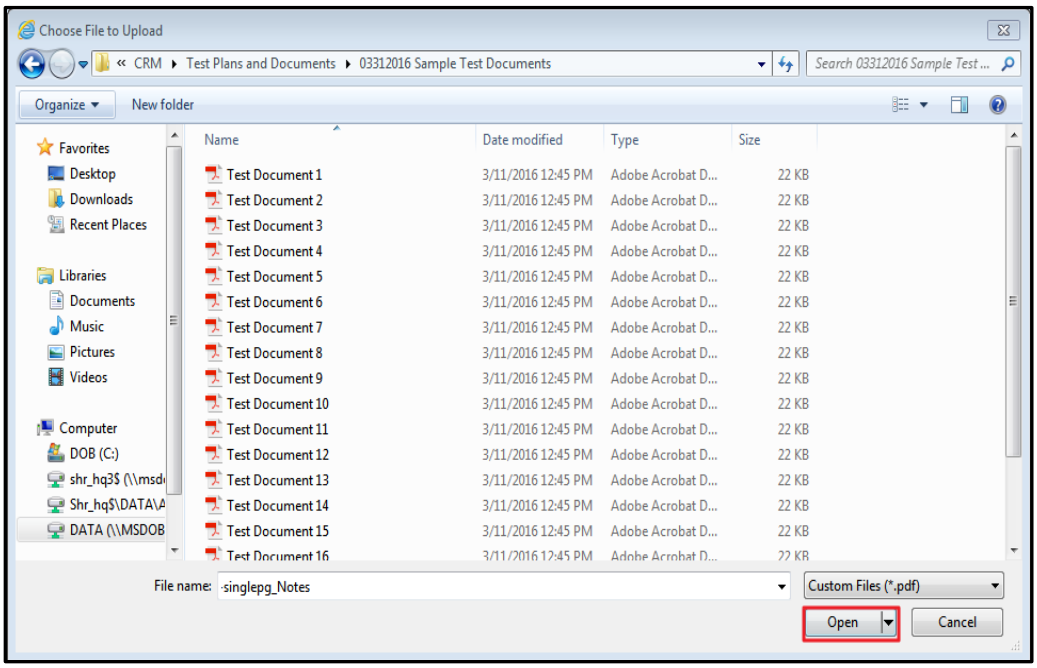
1. To upload a document, click on the **upload button**.



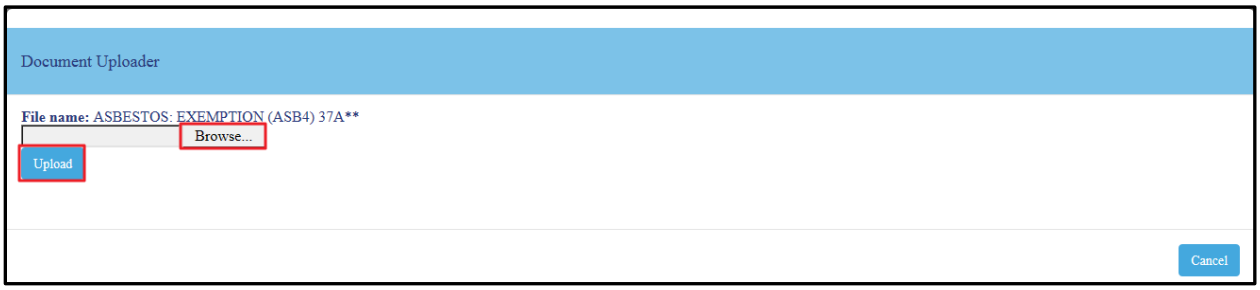
2. A sub-window opens as shown below. Click on **Browse** to locate the document.



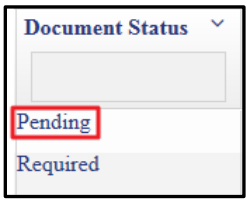
3. A new file browser window will open. After locating the document you want to upload, click on **Open** to select the document. *Please note that you can only upload PDF and JPEG files and they need to be less than 250 MB in size.*



4. Click on **Upload** to upload the selected document.



5. The status for that document will change to **Pending**.



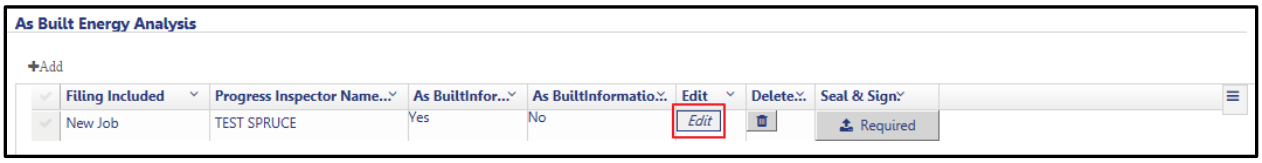
EN2

The Progress Inspector(s) must certify on this form that the as-built values for energy in the building match the values in the last-approved Energy Analysis.

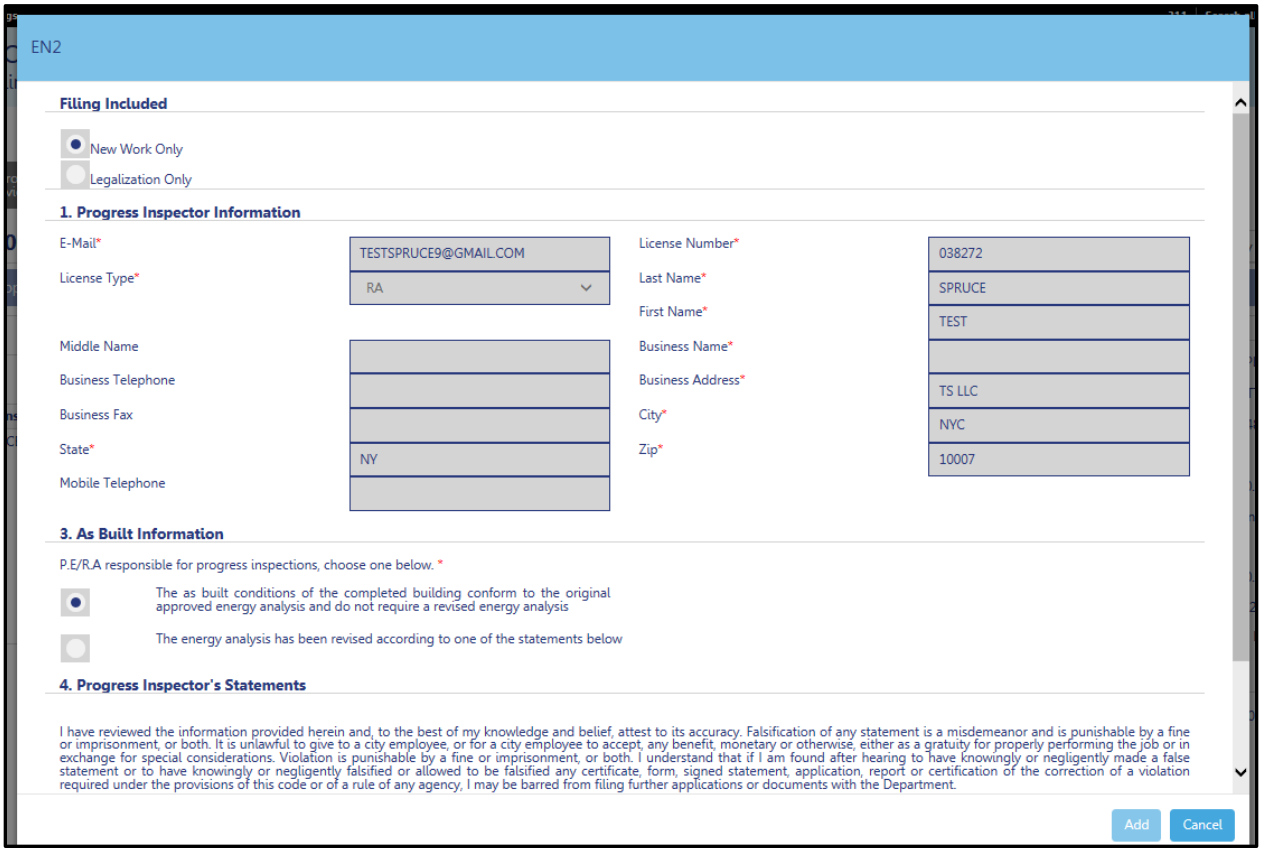
The EN2 tab will appear after the status for the filing is **Permit Entire**.

As Built Energy Analysis for New Work/Legalization

As the Filing Representative, you will only be able to view the EN2. You will not be able to insert any information. To view the EN2, click on **Edit.**



The EN2 window will open and will be read-only.

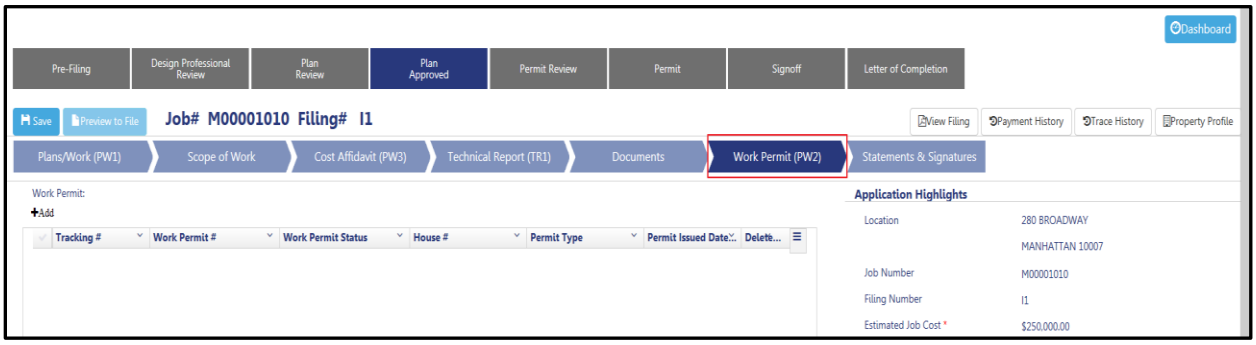


Work Permit (PW2)

The Work Permit (PW2) is filed with DOB to obtain a work permit. Navigate to the PW2 from the job filing page. Each Contractor associated with a job filing can pull their respective permits from DOB NOW: *Build*.

The following sections of the user manual provide instructions on how to complete the PW2.

As the Filing Representative, you will be able to fill out the PW2 form and save it. Only the designated Contractor will be allowed to file the PW2.

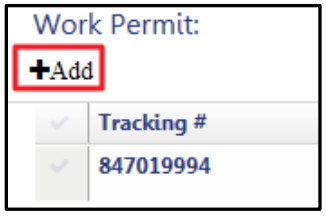


Work Permit

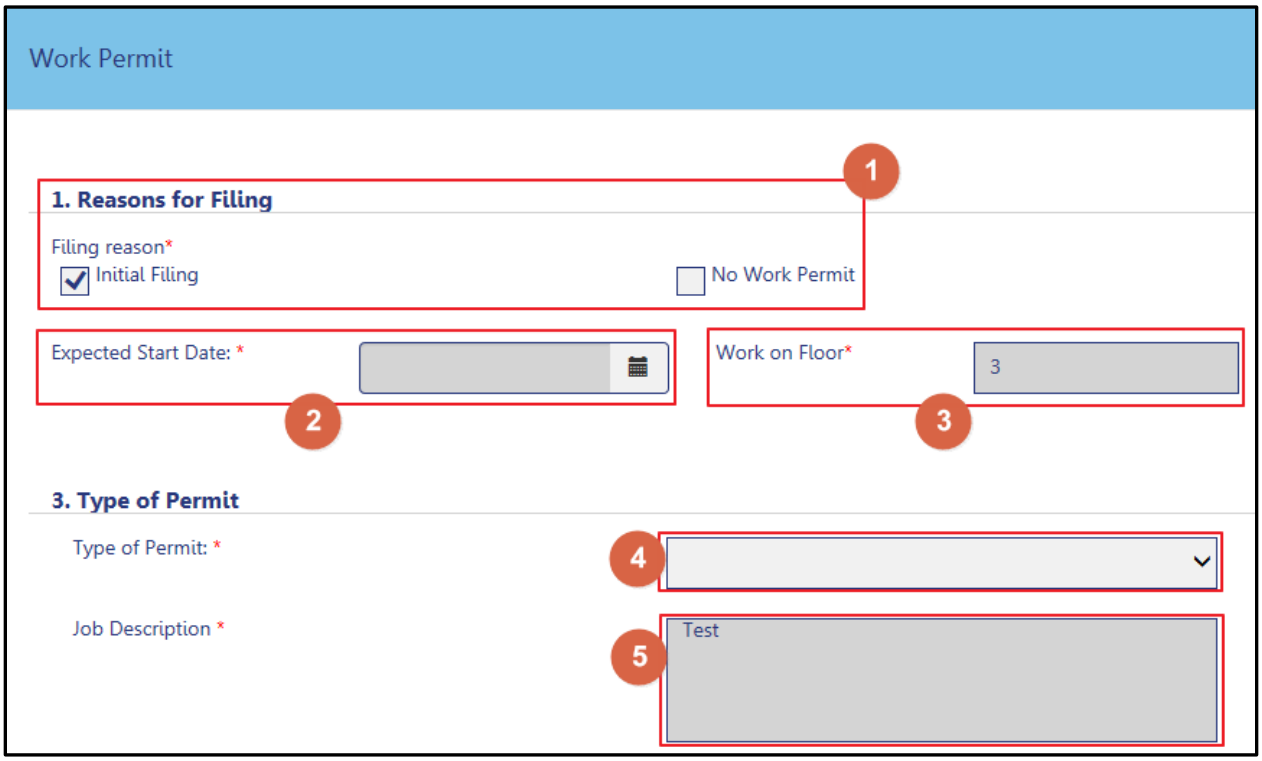
1. **+Add:** Click to add a permit filing.
2. **Existing Permit:** Displays previously entered permit information and the permit status.
3. **Delete:** Click to delete a permit.

Add a Permit Filing

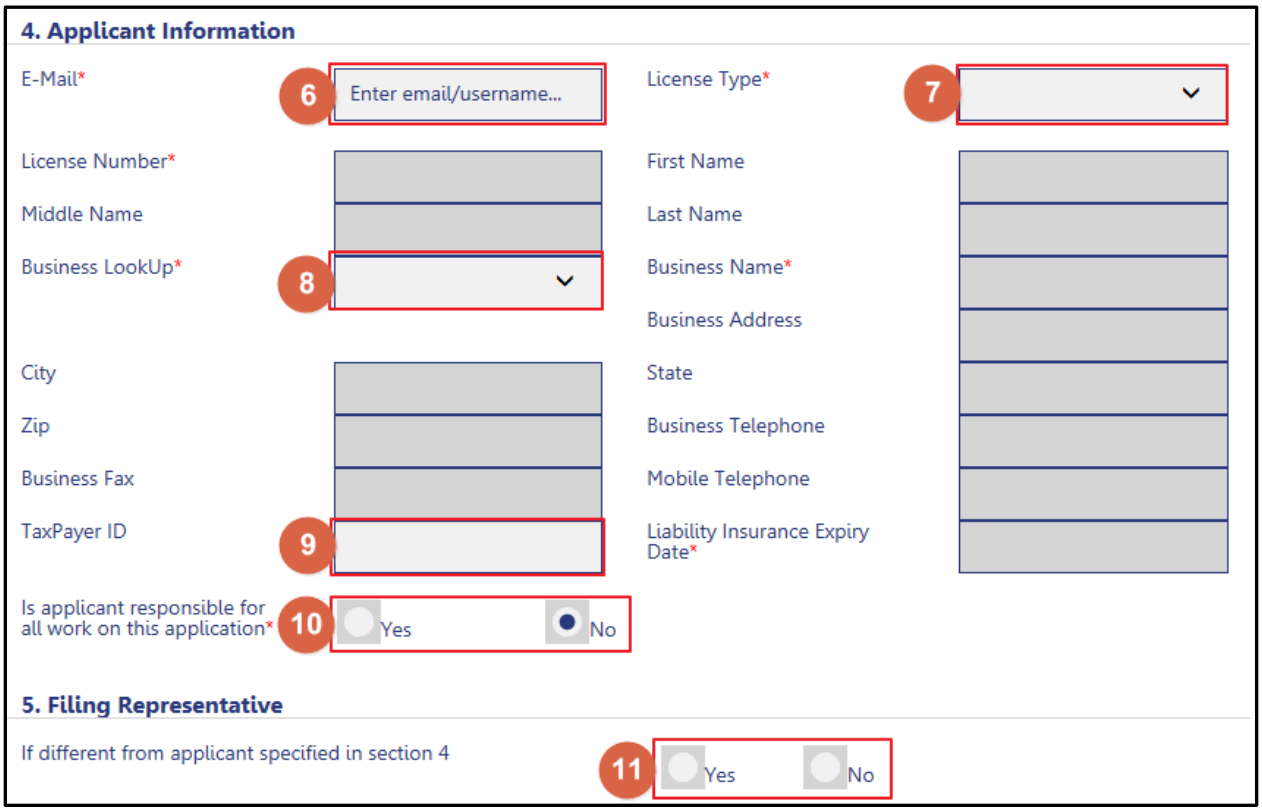
1. Click on **+Add**



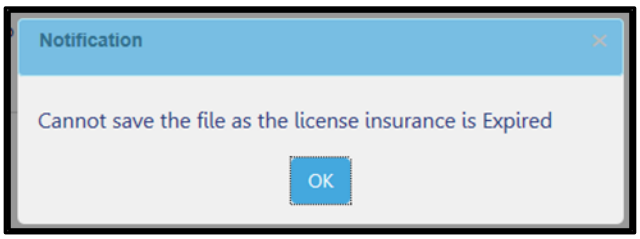
2. A new Work Permit window will open. Enter the required fields:



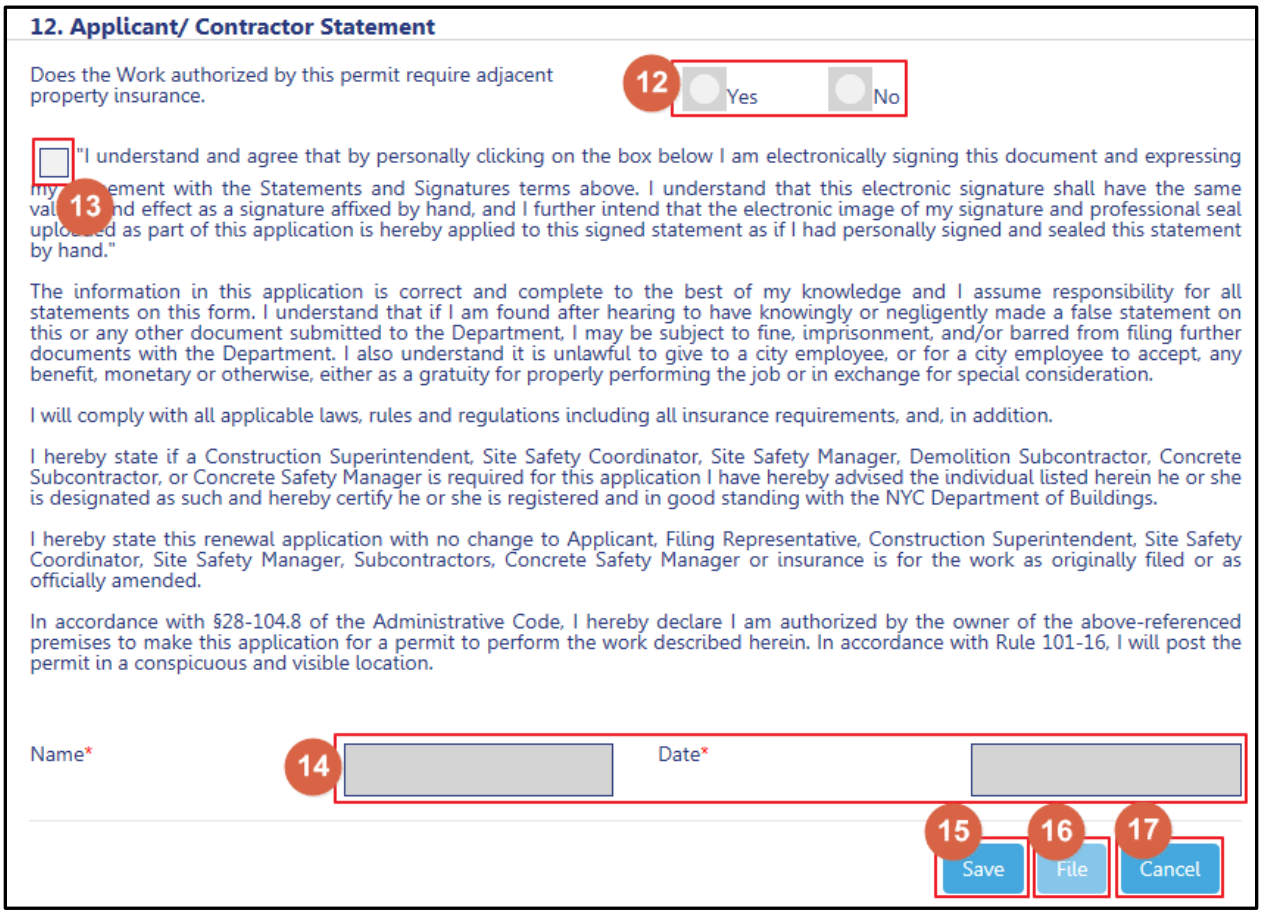
1) **Reason for Filing:** Auto-populated field that indicates the reason for filing (Initial Filing or No Work Permit).
2) **Expected Start Date:** Enter the expected start date for the work.
   a. Click on the calendar symbol ( ) to select a date from the dropdown.
3) **Work on Floor:** Enter floor on which work will be done.
4) **Type of Permit:** Select a permit type.
5) **Job Description:** Auto-populated field based on the information entered on the PW1 that provides a description of the job.



6) **E-Mail**: Enter the permit applicant's email address.
7) **License Type**: Select the applicant's license type from the dropdown menu.
8) **Business Lookup:** Select the business name of the Contractor from the dropdown menu. If there is more than one business listed for a Contractor, select the appropriate option. If the insurance has expired for the business selected, the following message will be displayed when you try to save the permit.



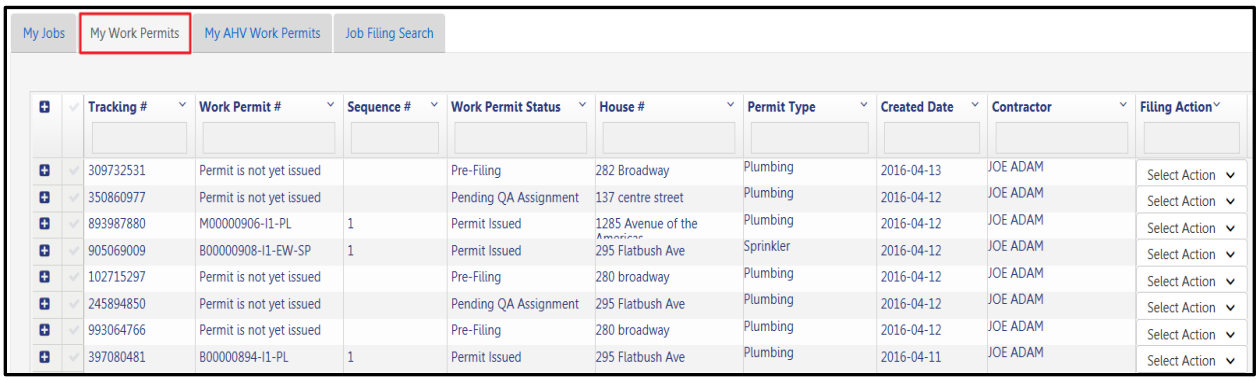
9) **Tax Payer ID**: Enter the tax ID of the applicant, optional.
10) **Applicant Responsibility Scope**: Indicate if the applicant is responsible for all work on the application (Yes/No).
11) **Filing Representative**: Indicate if Filing Representative is different from applicant in section 4. If you select **Yes**, you will need to provide the Filing Representative email.



12) **Adjacent Property Insurance**: Indicate if adjacent property insurance is required (Yes/No).
13) **Statement Agreement:** Check off box to indicate agreement with the statements. Only the designated Contractor can check the box.
14) **Applicant Name**: Auto-filled with the applicant's name and date when the statement agreement is checked.
15) **Save**: Saves the information entered but does not file.
16) **File**: Sends the permit filing to DOB. Only the designated Contractor can file to DOB.
17) **Cancel**: Cancels the permit filing without saving.

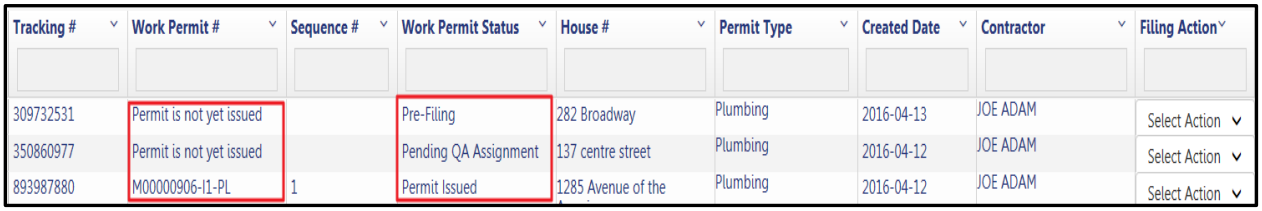
Print Permit (Using *My Work Permits* Tab)

All permits submitted to DOB can be viewed from the Dashboard by going to the **My Work Permits** tab.



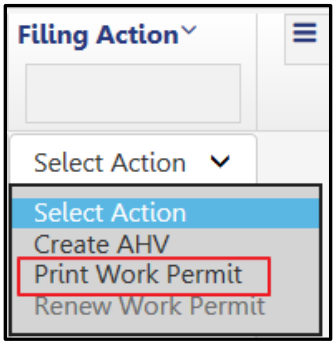
Tracking #	Work Permit #	Sequence #	Work Permit Status	House #	Permit Type	Created Date	Contractor	Filing Action
309732531	Permit is not yet issued		Pre-Filing	282 Broadway	Plumbing	2016-04-13	JOE ADAM	Select Action
350860977	Permit is not yet issued		Pending QA Assignment	137 centre street	Plumbing	2016-04-12	JOE ADAM	Select Action
893987880	M00000906-I1-PL	1	Permit Issued	1285 Avenue of the	Plumbing	2016-04-12	JOE ADAM	Select Action
905069009	B00000908-I1-EW-SP	1	Permit Issued	295 Flatbush Ave	Sprinkler	2016-04-12	JOE ADAM	Select Action
102715297	Permit is not yet issued		Pre-Filing	280 broadway	Plumbing	2016-04-12	JOE ADAM	Select Action
245894850	Permit is not yet issued		Pending QA Assignment	295 Flatbush Ave	Plumbing	2016-04-12	JOE ADAM	Select Action
993064766	Permit is not yet issued		Pre-Filing	280 broadway	Plumbing	2016-04-12	JOE ADAM	Select Action
397080481	B00000894-I1-PL	1	Permit Issued	295 Flatbush Ave	Plumbing	2016-04-11	JOE ADAM	Select Action

The status of a permit filing is displayed in the **Work Permit Status** column. Permits issued will also have a **Work Permit #** listed. You will be able to print permits after DOB has provided approval (Permit Issued status).

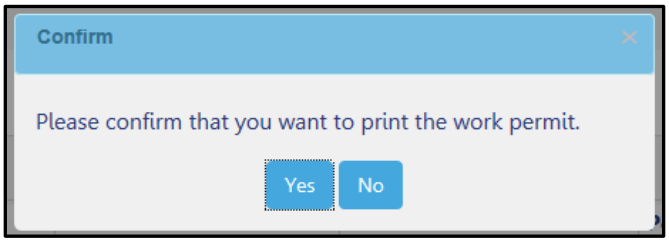


Tracking #	Work Permit #	Sequence #	Work Permit Status	House #	Permit Type	Created Date	Contractor	Filing Action
309732531	Permit is not yet issued		Pre-Filing	282 Broadway	Plumbing	2016-04-13	JOE ADAM	Select Action
350860977	Permit is not yet issued		Pending QA Assignment	137 centre street	Plumbing	2016-04-12	JOE ADAM	Select Action
893987880	M00000906-I1-PL	1	Permit Issued	1285 Avenue of the	Plumbing	2016-04-12	JOE ADAM	Select Action

1. Click on the **Select Action** dropdown and select **Print Work Permit**.



2. Choose **Yes** on the pop up window.

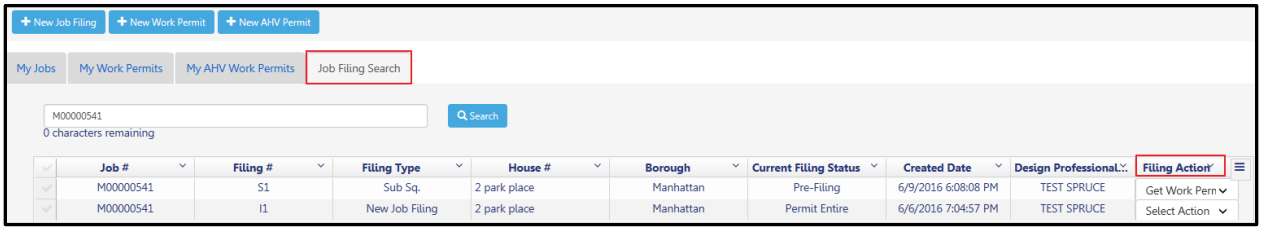


3. The permit will open in a new web browser tab. Print the permit using the print function in the Internet Explorer web browser. **Note:** Be sure to change your print preferences to print **Landscape** orientation.

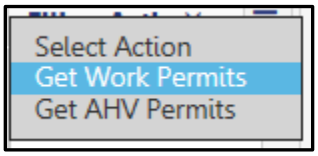
   You can also click on the **Print To PDF** button underneath the permit to export the permit to a PDF document and print it.

Print Permit (Using *Job Filing Search* Tab)

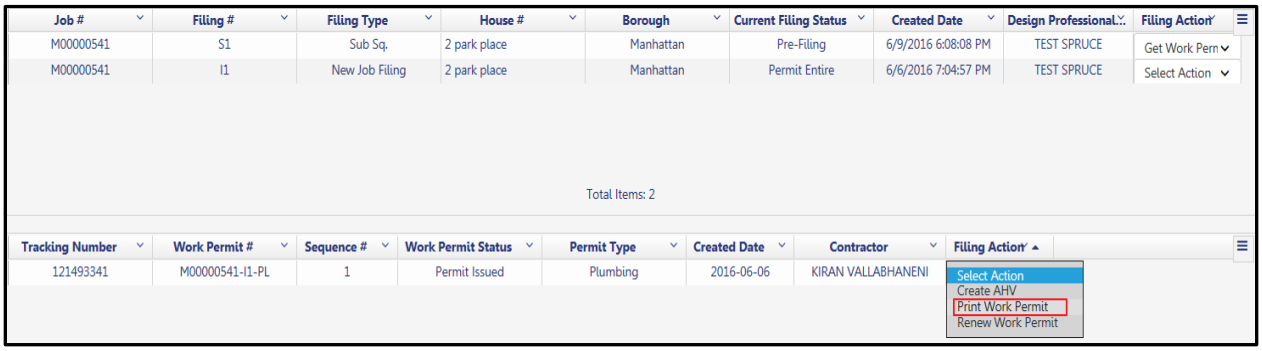
1. You can search for the job from the Job Filing Search tab on the Dashboard.
2. After performing a search, in the results, go to the Filing Action column.



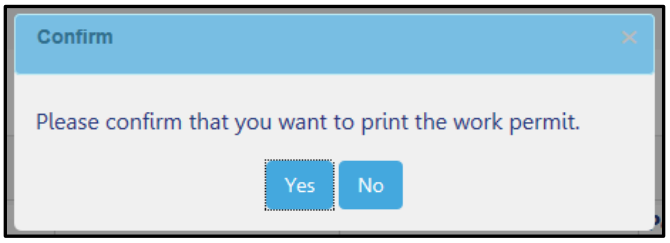
3. Click on Get Work Permits option from the dropdown.



4. A new grid will appear with a list of permits. Proceed to the Filing Action column and select Print Work Permit.



5. Choose **Yes** on the pop up window.



6. The permit will open in a new web browser tab. Print the permit using the print function in the Internet Explorer web browser. **Note:** Be sure to change your print preferences to print **Landscape** orientation.

   You can also click on the **Print To PDF** button underneath the permit to export the permit to a PDF document and print it.

Statements and Signatures

The Statements and Signatures section contains the complete list of statements from the forms that are part of the job filing process. It is the responsibility of the Owner and Design Professional for providing acknowledgment of these statements.

Design Professional's Legal Content Acknowledgment

This section contains the Design Professional's legal statements for the following forms:

- Plan Work (PW1)
- Cost Affidavit (PW3)
- Technical Report (TR1)
- Technical Report Energy (TR8)

Owner's Legal Content Acknowledgment

This section contains the Owner's legal statements for the following forms:

- Plan Work (PW1) statement
- Cost Affidavit (PW3)
- Technical Report (TR1)
- Technical Report Energy (TR8)

Plan Work (PW1) – Section 26

As the Filing Representative, you will be able to provide limited information under the PW1 form and the Owner will need to provide acknowledgment of what was entered.

Provide a **Yes** or **No** answer to each of the following statements as it applies to the job filing.

Plan Work

26. Property Owner's Statements*

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

○ Yes ● No

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

● Yes ○ No

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

○ Yes ● No

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

● Yes ○ No

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

○ Yes ● No

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

● Yes ○ No

The Design Professional or Filing Representative associated with the job may add the Owner Type, and associated owner information and also enter the Owner's email.

The Owner is responsible for confirming the information and providing acknowledgment of the statements.

Only one Owner can currently be listed on a job filing.

Owner Type* Select Owner Type

Is the deed holder a non-profit organization?*

○ Yes ● No

E-mail Address*	APPLEROME16@GMAIL.COM	Name*	APPLE ROME
Relationship to Owner*		Business Name/Agency name	
Street Address*	ROME LLC	City*	NYC
State*	NY	Zip*	NY
Telephone Number*	4584664485		

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

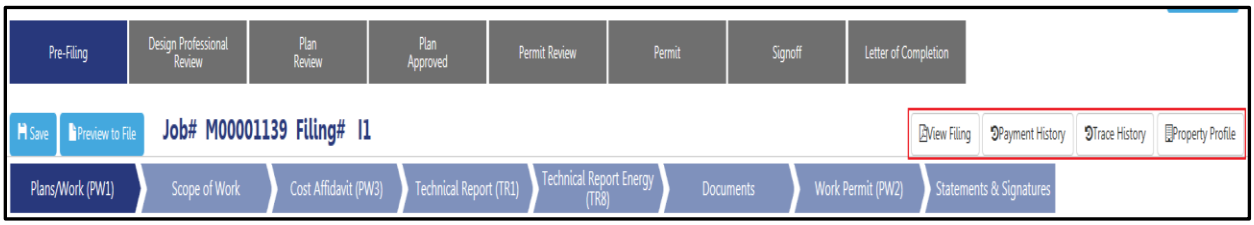
"If I am a condo unit owner or co-op tenant-shareholder, I further represent that I am authorized by the condo or co-op board to sign this application on behalf of such board, and if applicable, acknowledge that construction and related documents will be accepted with less than full examination by the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

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

Save the form after you have entered the information.

View Filing/ Payment History/ Trace History/ Property Profile

The following actions can all be accessed from the job filing screen.



View Filing

The **View Filing** button will provide a PDF export of the job filing details. This will enable you to see all the information you have entered on one printable page. The information is grouped by form.

Click on the **View Filing** button.

The job filing details will be exported to a PDF document. It will contain a summary of all the forms you have completed for the filing.

The screenshot below is a sample of how the PDF will look when you click Preview Filing:

Plans/Work (PW1) - Job# M00001062 Filing# I1

1. Location Information

House No(s)	280	Street Name	BROADWAY
Borough	MANHATTAN	Block	153
Lot	1	BIN	1079215
C.B. No.	101	Zip	10007
Apt. / Condo No(s)		Work on Floor	22

2. Applicant Information

E-Mail	AJOETEST@GMAIL.COM	License Type	PE
License Number	078712	Last Name	ADAM

Payment History

1. To view payment history, click on the **Payment History** button on the job filing screen.

2. A new window will open with payment history details for that filing.

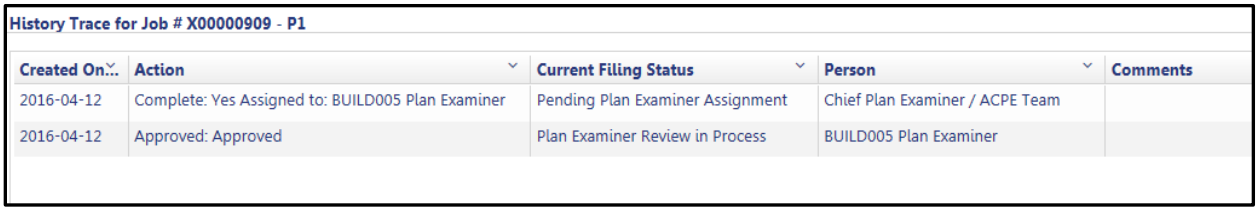
1) **Invoice Number:** Unique invoice number generated for a payment.
2) **Merchant Amount:** Amount paid to the merchant.
3) **Convenience Fee Amount:** Convenience fee, if there is one, associated with payment.
4) **Total Amount:** Total amount paid.
5) **Fee Type:** Indicates the fee type.
6) **Transaction Date:** Date of the transaction.

3. Click **Cancel** to exit the window.

Trace History

1. Click on the **Trace History** button on the job filing screen to view all actions taken on a job filing.

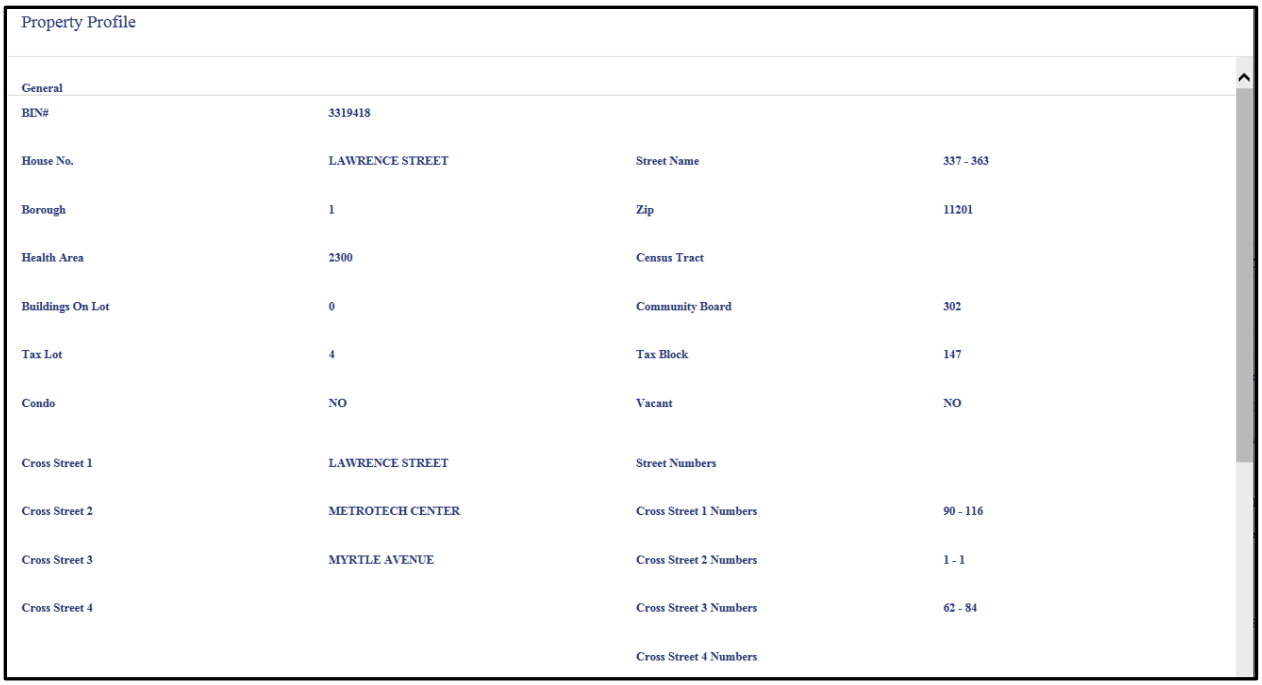
2. A new window will open showing actions taken for the job filing.



Property Profile

1. To view the property profile, click on the **Property Profile** button on the job filing screen.

2. A new window will open with additional details on the property.



Property Profile

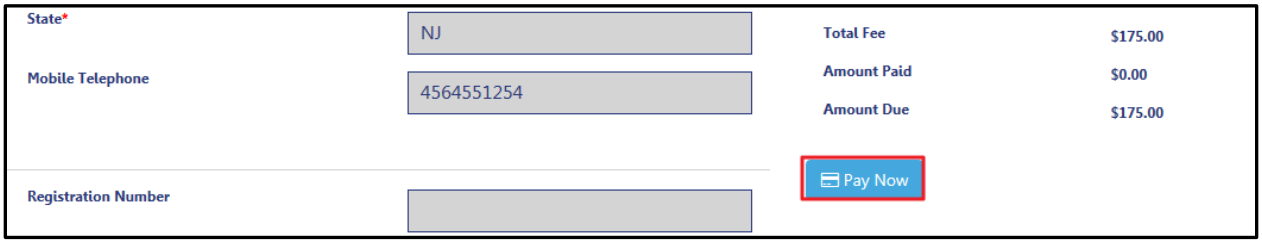
General

BIN#	3319418		
House No.	LAWRENCE STREET	Street Name	337 - 363
Borough	1	Zip	11201
Health Area	2300	Census Tract	
Buildings On Lot	0	Community Board	302
Tax Lot	4	Tax Block	147
Condo	NO	Vacant	NO
Cross Street 1	LAWRENCE STREET	Street Numbers	
Cross Street 2	METROTECH CENTER	Cross Street 1 Numbers	90 - 116
Cross Street 3	MYRTLE AVENUE	Cross Street 2 Numbers	1 - 1
Cross Street 4		Cross Street 3 Numbers	62 - 84
		Cross Street 4 Numbers	

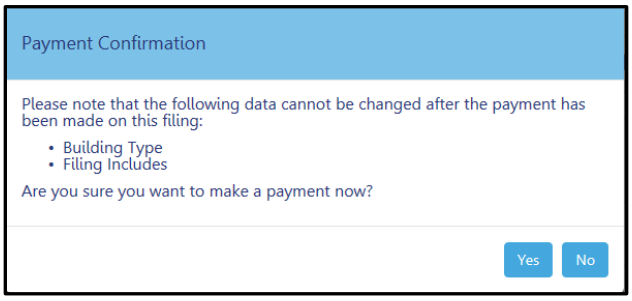
Making Payments

In order to submit a job filing, you must pay the required fees associated with the filing. Fees are calculated after completing Section 8 on the PW1 form. Before submitting a payment the PW3 must also be completed. The Estimated Job Cost on the PW1 needs to be equal to the Total Job Cost on the PW3. If these are not equal, a message will display to notify you.

1. On the job filing screen, click on the **Pay Now button**. The screen below will appear.



2. A Payment Confirmation window will pop up. Select **Yes** to proceed with payment.

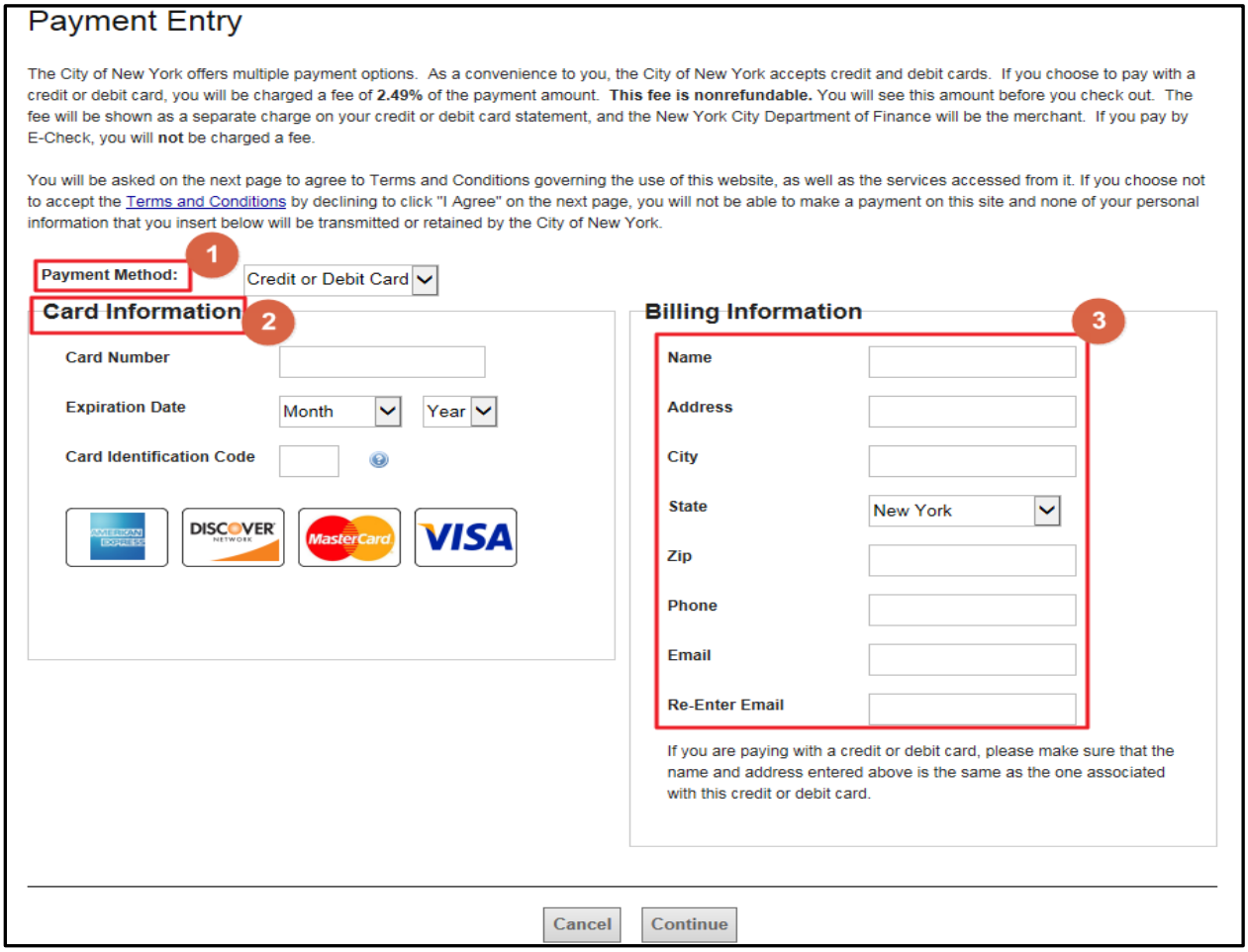


3. You will be redirected to a secure third party site to complete your payment.

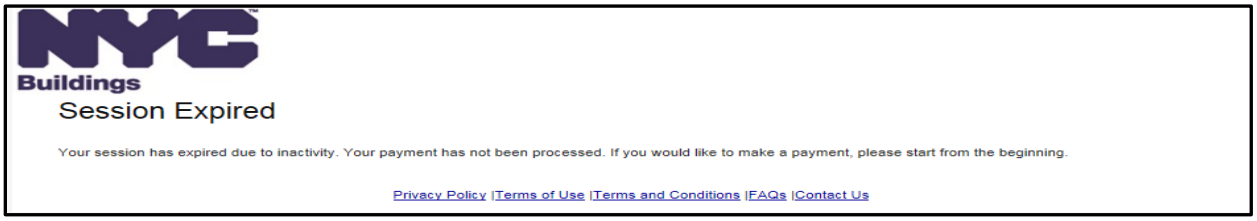
Payment Entry

Enter the required fields to submit your payment information:

1. **Payment Method:** Select the appropriate payment method: **Credit or Debit Card** or **E-Check**.
2. **Card /Bank Account Information** – Enter your **card or bank account information** in this section.
3. **Billing Information** – Enter the **billing information** associated with the credit card or bank account.

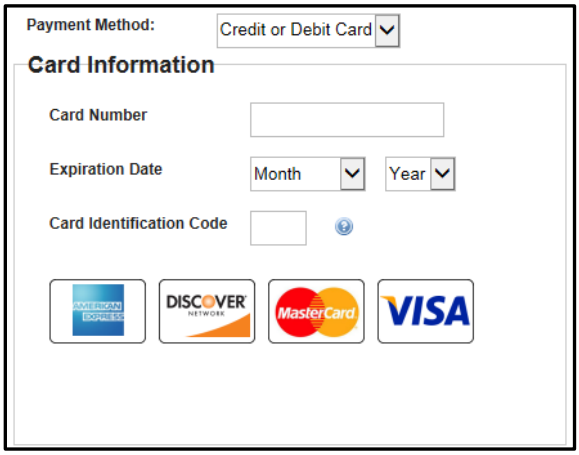


Note: If there is no activity on the payment screen for more than 10 minutes, the payment session will expire. You'll see the message shown below and you'll be required to re-start the payment process by clicking on **Pay Now** again.



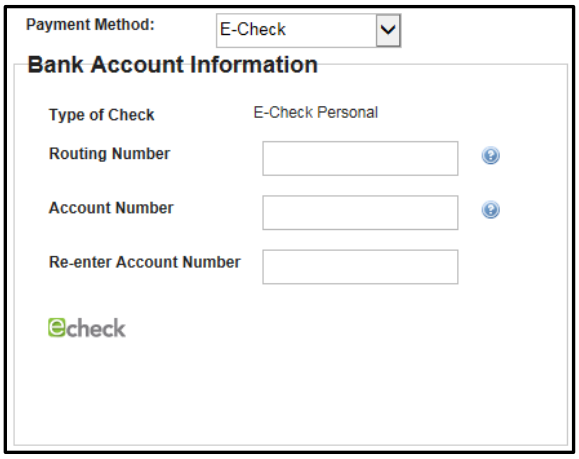
Paying with a Credit or Debit Card

If paying with a credit or debit card, you'll need to enter **the applicable card information**.



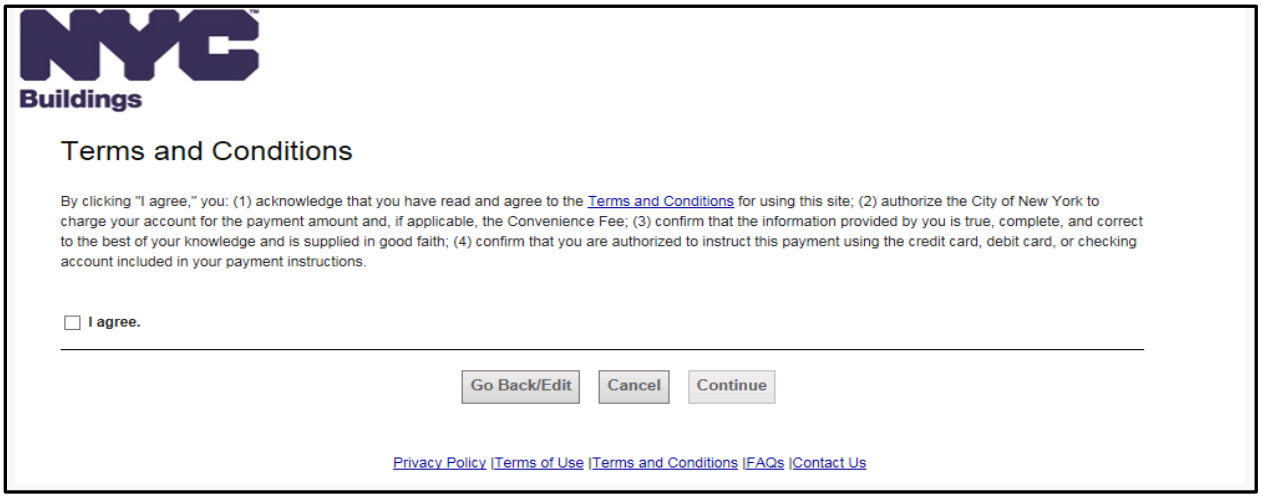
Paying with an E-Check

If paying with an E-Check, you'll need to enter the **applicable account information**.

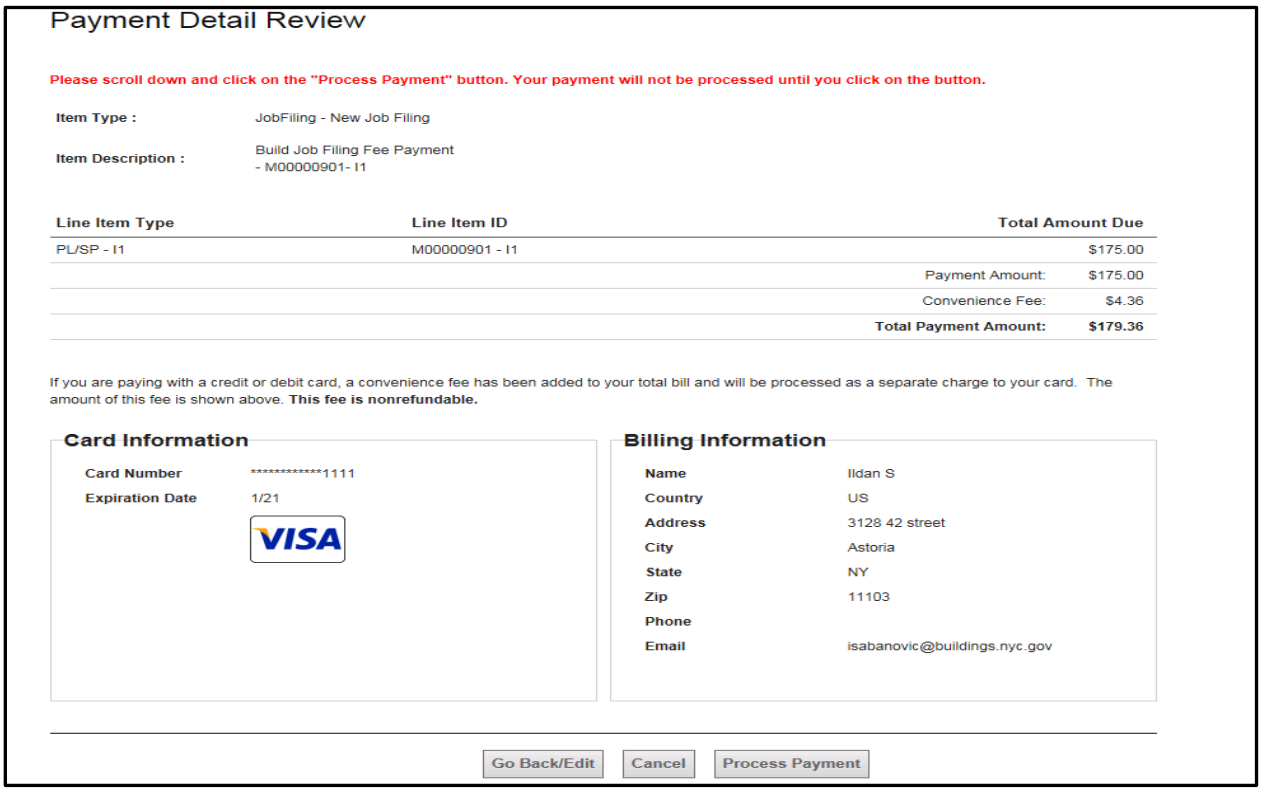


After entering all the information, click **Continue**.

This will bring you to a Terms and Conditions page. Check the box to agree to the terms and conditions and click **Continue** to review payment details.



The next page will show a payment summary page. If you need to change any information, click on **Go Back/Edit**. If everything is correct, click on **Process Payment**. Your payment will not be processed until you click on **Process Payment.**



You will be redirected to a receipt page.

Payment Posted Successfully

NYC Buildings

Receipt for Job Number #: M00000901-I1

Premises: 280 broadwayManhattan **Job #: M00000901**

BIN: 1079215 **Block: 153** **Lot: 1**

Receipt Details

Date Issued: 4/12/2016 3:47:00 PM **Invoice Number: 100001164** **Amount Paid : $179.36**

Application Security Number :1ebab13d-3800-e611-8104-005056ab2cd4

The transaction receipt will also be emailed to the email address you entered on the payment entry 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).

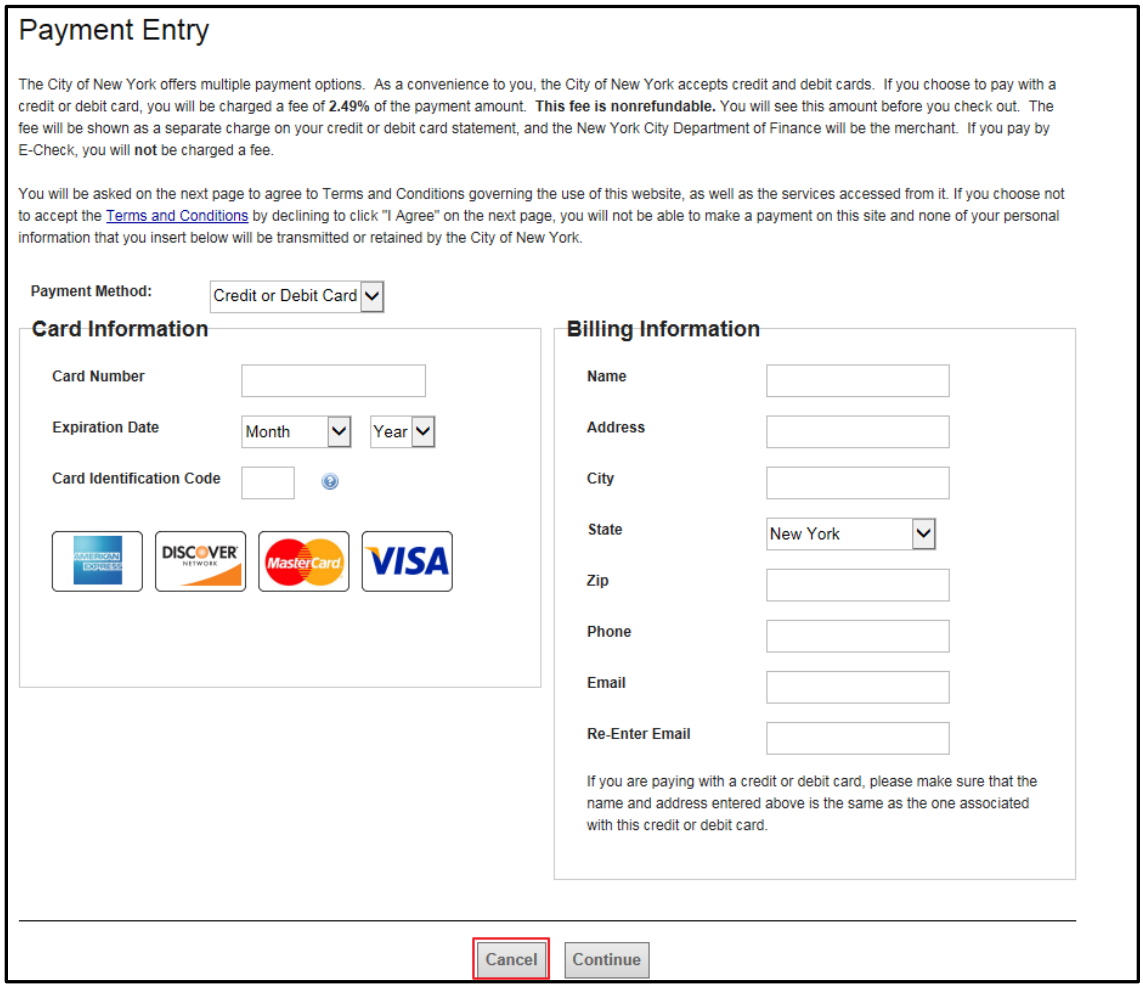
Please use this link for any questions: https://a810-efiling.nyc.gov/eRenewal/OnlineHelp.jsp

Please Keep This Page For Your Records.

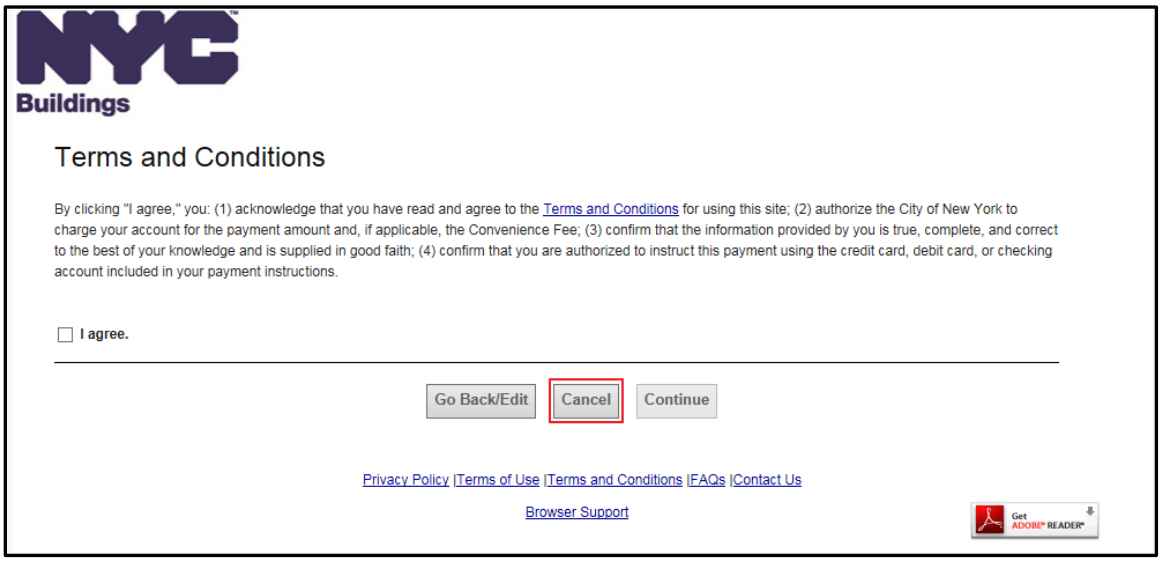
Canceling Payments

You are able to cancel a payment at several points in the payment process. This is described in detail below.

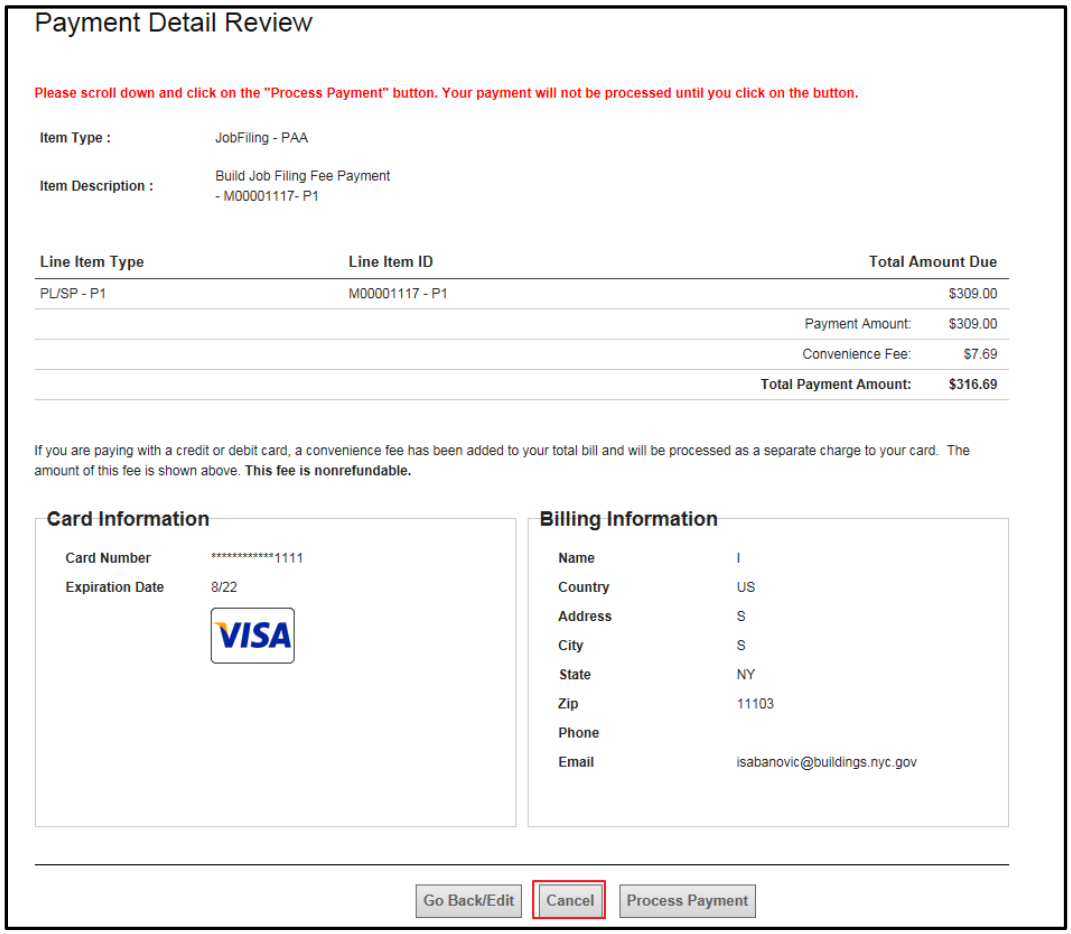
1. You can click on the **Cancel** button on the first Payment Entry screen.



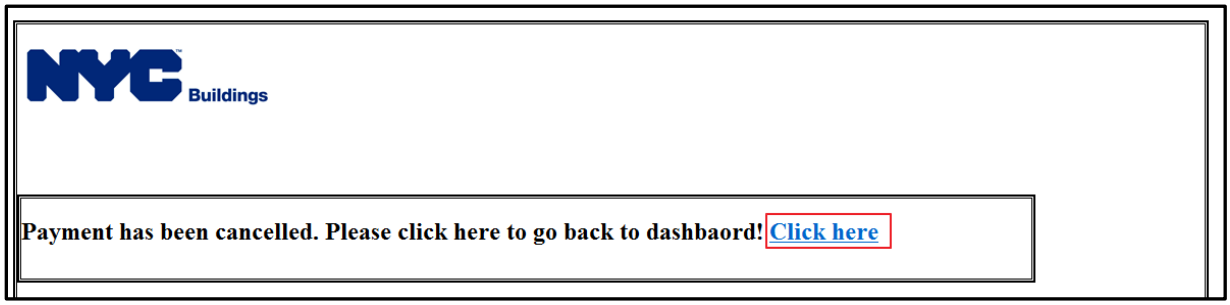
2. You can click on the **Cancel** button on the **Terms and Conditions** screen.



3. You can click the **Cancel** button on the **Payment Detail Review** page.



In each of these scenarios, the following screen will appear after clicking Cancel. Click on the **Click here** button to return to the Portal. This will also enable the **Pay Now** button to be clicked again.



If you cancel the browser window while in the payment screen, the Portal will have the following text where the **Pay Now** button should be.

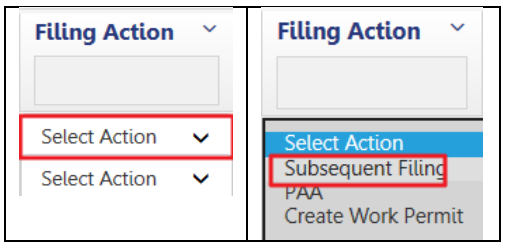
To bring back the **Pay Now** button, refresh the Portal page. You will be able to begin the payment process once more.

Subsequent Filing

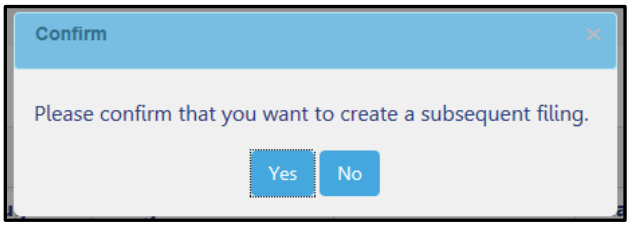
A subsequent filing can only be initiated after the initial filing has been approved.

1. To begin a subsequent filing, go to your Dashboard and locate the initial job filing under the **My Jobs** tab.

2. From the **Filing Action** column, click on the dropdown and select **Subsequent Filing**.



3. After making the selection, a pop up box will appear asking you to confirm that you want to proceed with a subsequent filing. Select **Yes.**



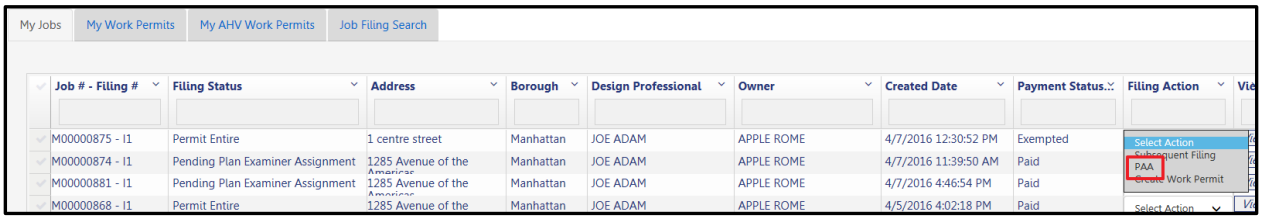
4. You will be redirected to the job filing screen where you will now be able to complete the required forms. The Filing Type will indicate that this is a Subsequent Filing.

5. To complete the subsequent filing for a job, you can follow the same steps as the ones used to complete the initial filing. Note, the **Job #** will be the same for both initial and subsequent filings. The **Filing #** will be unique to differentiate them. The "I" is for Initial and the "S" is for subsequent.

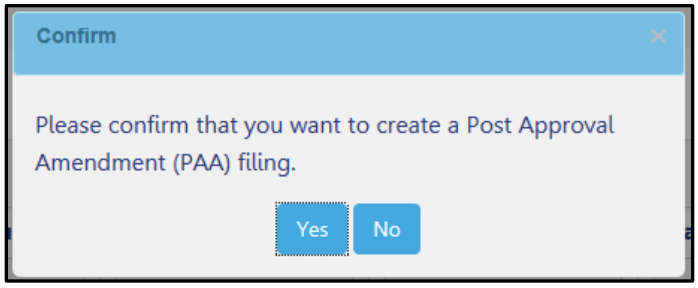
Post Approval Amendment (PAA)

The below steps outline how to file a PAA.

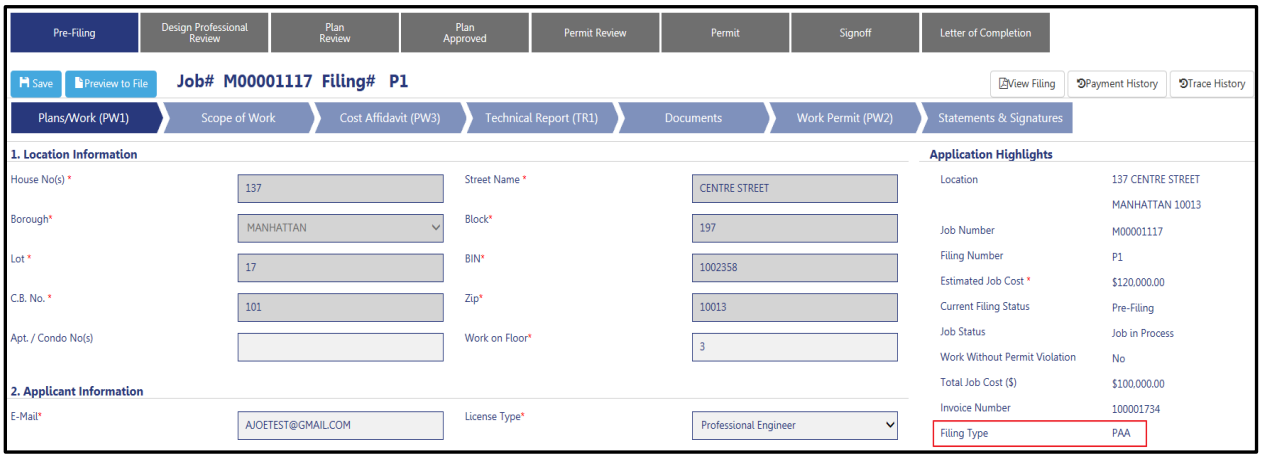
From the **Dashboard,** select **PAA** from the **Filing Action** column.



A window will pop up asking you to confirm the PAA – click **Yes**.

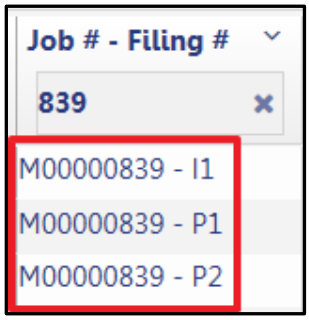


This will direct you to the job filing window where you can enter the information you want to change. Under the **Application Highlights** section the Filing Type will be **PAA.**



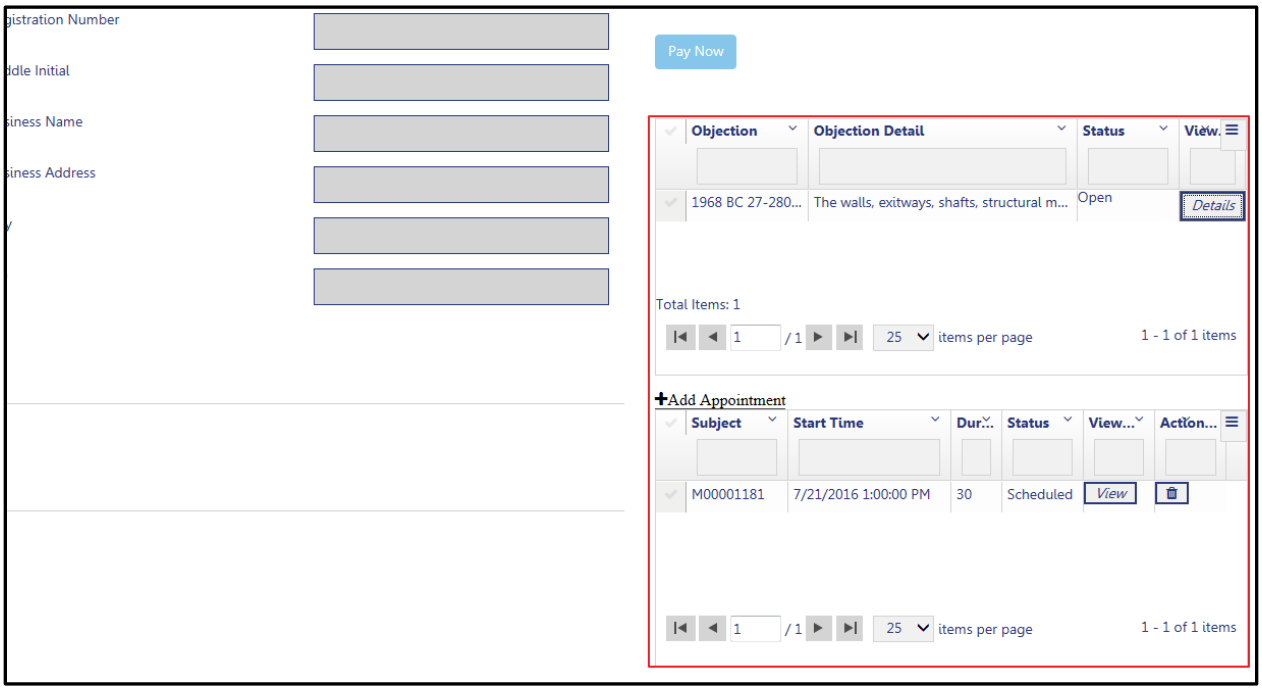
After clicking Save a new filing number will be generated, with a suffix that begins with a “P”.

"I1" will remain on the dashboard for record purposes but will become inactive upon the creation of a PAA filing.



Objections and Appointments

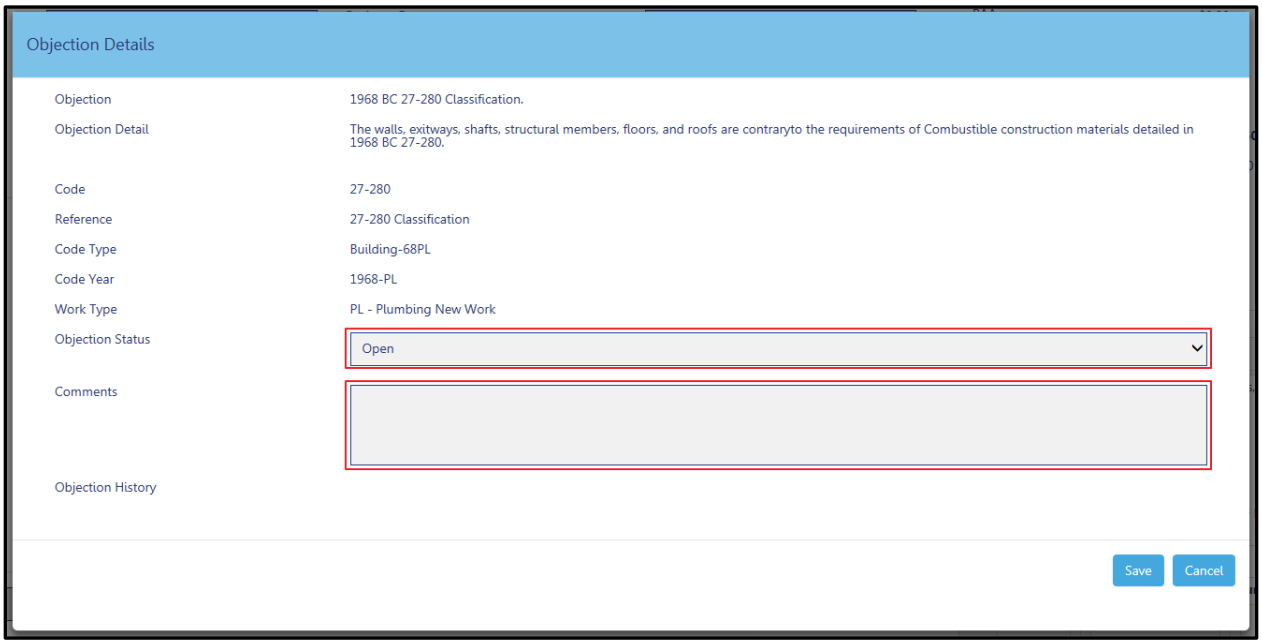
Objections and **Appointments** are displayed under the **Application Highlights** section on the job filing screen as shown in the image below.



View Objection Details

1. Click on **Details** to see all the details of an objection. Depending on your monitor size, you may need to scroll to the right to see the **Details** button.

2. A sub-window will open with additional details on the objection.



3. Select an option from the Objection **Status** dropdown menu to update the objection status. If the objection has been resolved, change the **Objection Status** to **Resolved**.

4. Add in **Comments** regarding the objection.

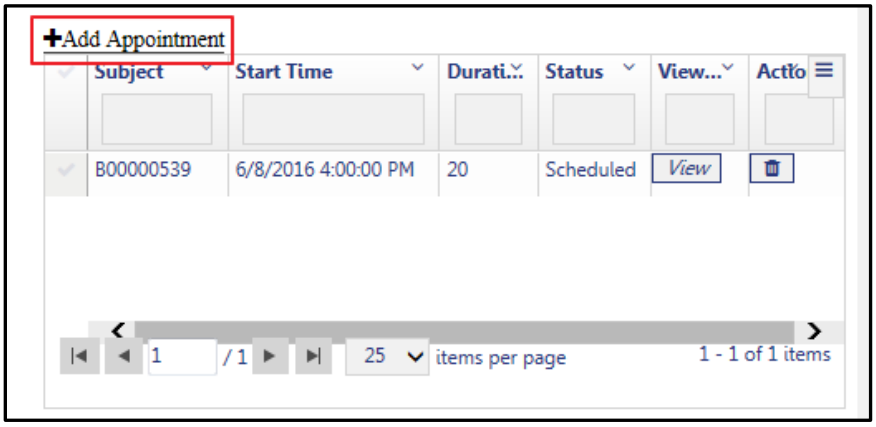
5. Click on **Save.**

Create/Add Appointment

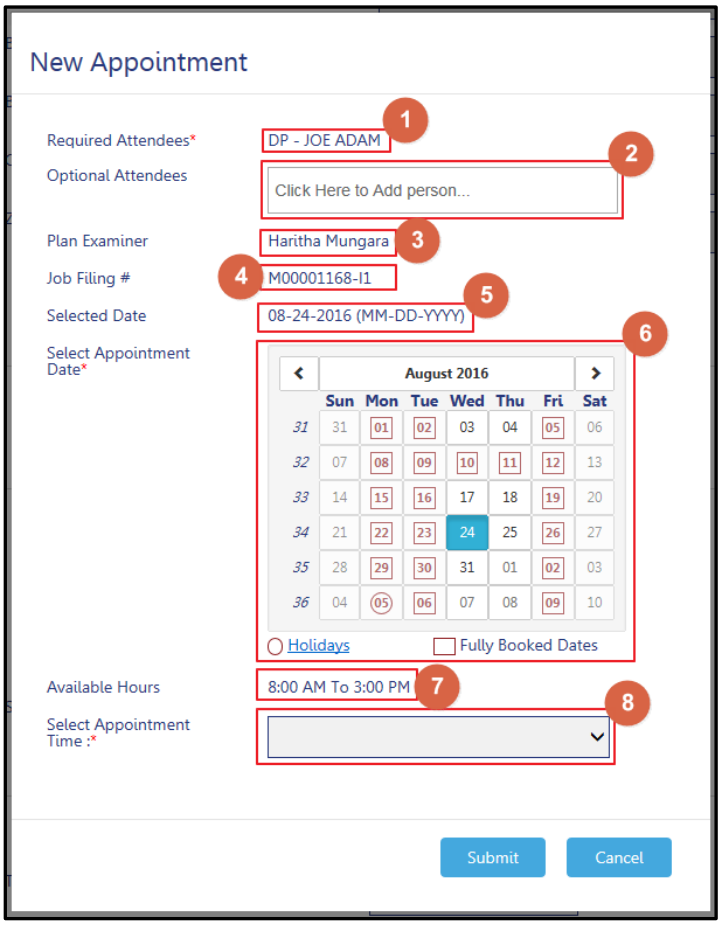
If an appointment has been requested by DOB, the Design Professional, Filing Representative, and Owner that are associated with the job filing can schedule appointments.

Adding an Appointment

1. Click on **+Add Appointment.** A sub window will open to create a **New Appointment**.



2. A sub window will open to create a **New Appointment**

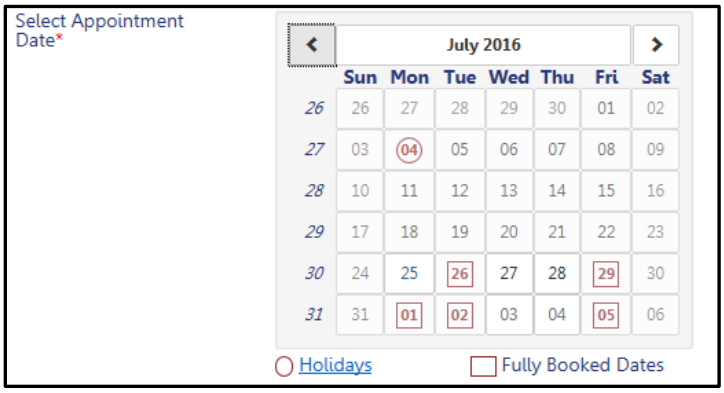


1) **Required Attendees:** The Design Professional is the only required attendee and will be listed in this field by default.
2) **Optional Attendees:** Add the optional attendees. You will be able to add one or more names from the list of names associated with the job filing. Clicking on the field will open a dropdown containing the list of attendees you can add.

Click on the name you want to add and it will be listed under Optional Attendees.

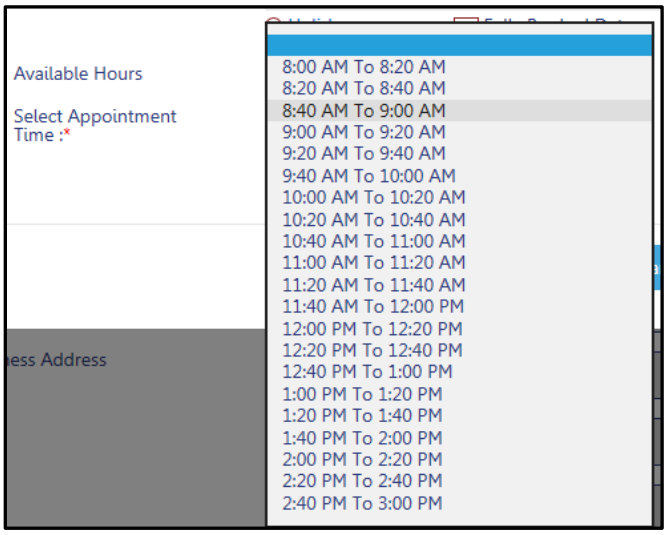
3) **Plan Examiner:** Name of the plan examiner (if doing a Standard Plan Exam) that issued the objection.
4) **Job Filing #:** Job filing number that will be discussed at the appointment.
5) **Selected Date:** Displays the date selected for the appointment from the calendar.

6) **Select Appointment Date:** Choose a date from the calendar for the appointment. As shown by the icons below the calendar, if it is a holiday the date will have a red circle on it, and if the date is fully booked it will have a red square on it. You will not be able to click on either of these dates. (Mouse will change to this icon ⊘ to indicate that date can't be selected.)

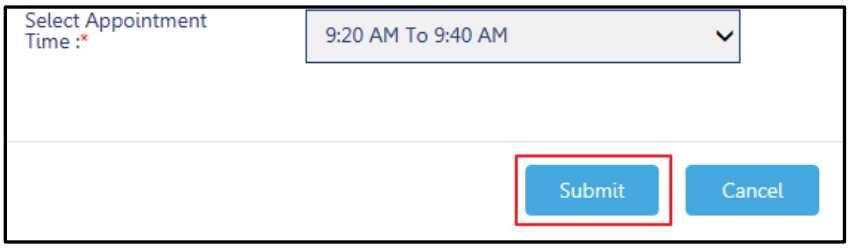


7) **Available Hours:** The Plan Examiner's available hours for the date selected.
8) **Select Appointment Time:** Pick a time from the available options. The times are shown in twenty minute increments and will only display the Plan Examiner's available time slots. For example, clicking the drop-down list should start with 9:00AM – 9:20AM; 9:20AM – 9:40AM; 9:40AM – 10:00AM.

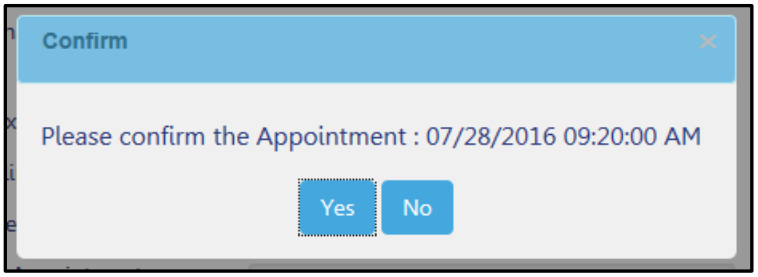
Clicking on the field will display the following dropdown list that allows you to select a time. Only available time slots for the plan examiner will be displayed.



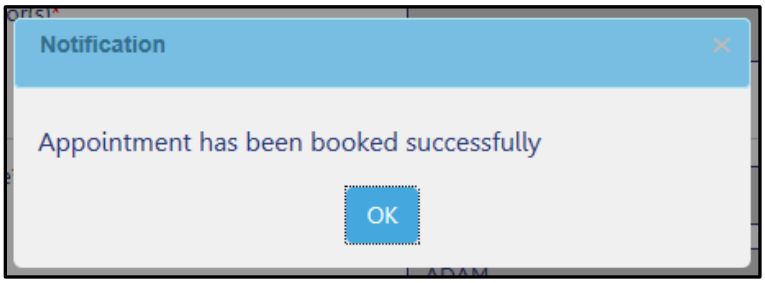
3. Click **Submit** after entering all the information.



4. A notification will appear asking you to confirm the appointment. Click on **Yes**. If you need to make any changes then click on No.

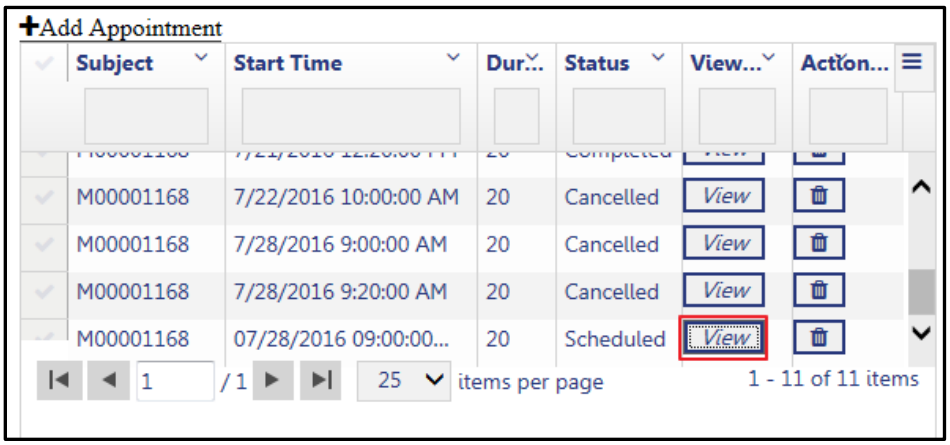


5. You will receive a notification that the appointment was successfully scheduled.

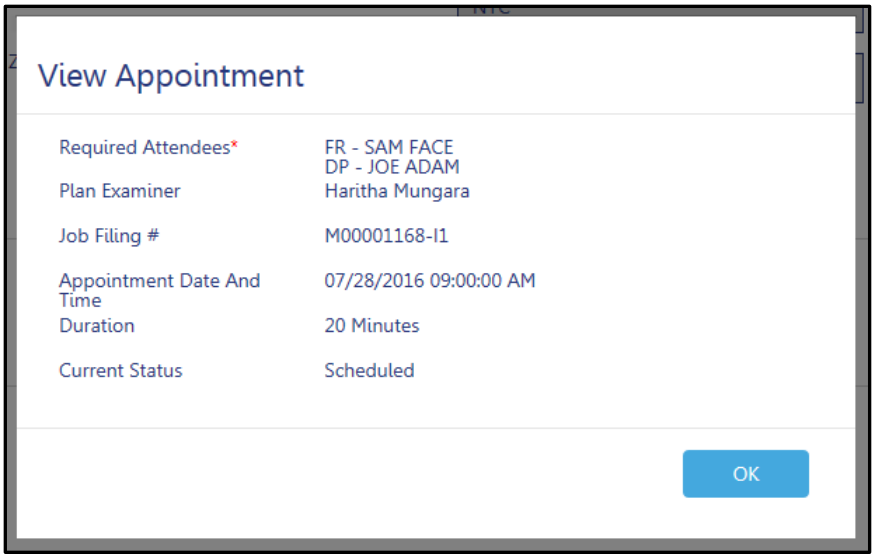


View an Appointment

To view the details of an existing appointment, click on **View**.



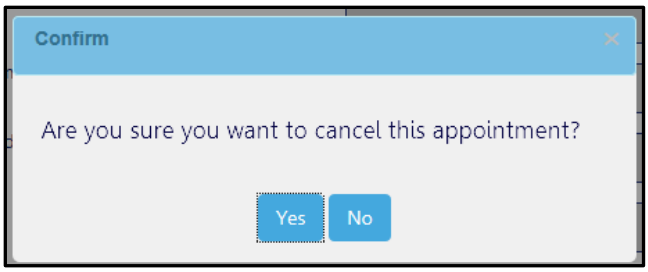
After clicking on View, the details of the appointment will be displayed.



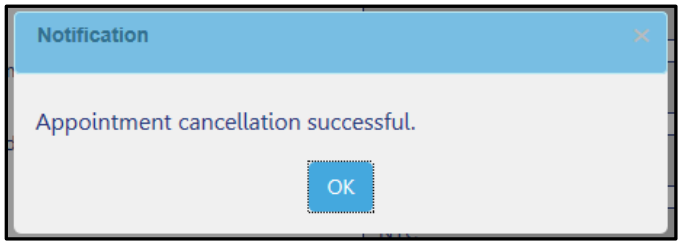
Delete an Appointment

1. To delete an existing appointment, click on the **Delete button**.

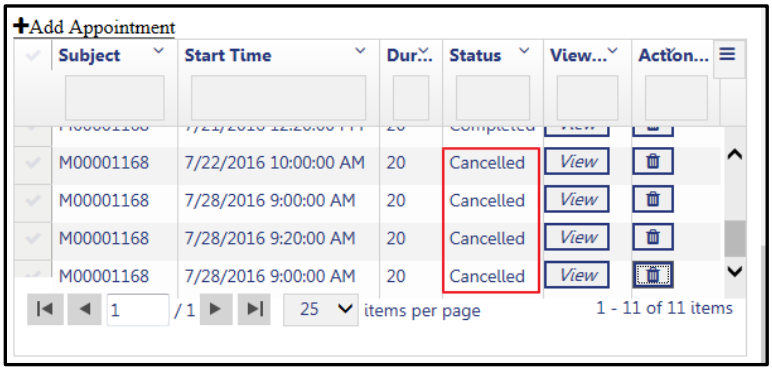
2. You will be asked to confirm that you want to delete the appointment. Click on **Yes**.



3. A notification will appear to confirm that the cancellation was successful.



4. After deleting the appointment, it will still appear on the grid but the status will be **Cancelled**.

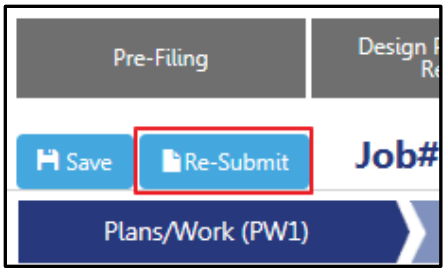


Resubmit Filing

To resubmit a filing to DOB after all objections have been resolved, the Design Professional will first need to provide signoff once more in the Statements and Signatures tab.

The Owner will also need to provide signoff in the Statements and Signatures tab.

After this has been done, the Design Professional will be able to click the **Re-Submit** button.

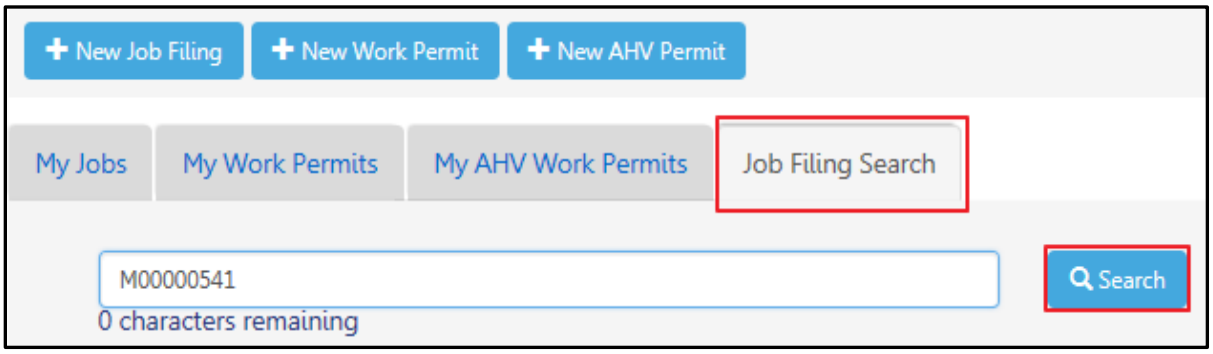


After Hours Variance Permits (AHV)

Once an AHV permit has been filed, only the Contractor indicated on the AHV form will be able to view it on their **My AHV Work Permits** tab on the **Dashboard.**

If you are not the Contractor, you are required to perform a global search for the job filing.

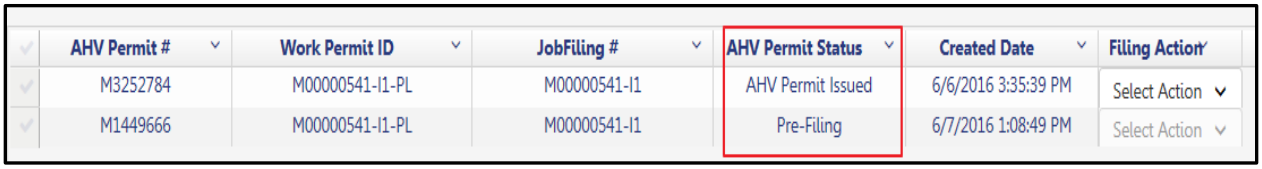
1. From the **Dashboard,** click on the **Job Filing Search** tab:
2. Enter the job filing number and click on **Search.**



3. The results will be displayed in a grid. Click on **Get AHV Permits** from the Filing Action column.

4. A message will appear asking you to confirm that you want to view AHV permits – click **Yes.**

5. A new grid will appear showing the AHV filings and the status.



AHV Permit #	Work Permit ID	JobFiling #	AHV Permit Status	Created Date	Filing Action
M3252784	M00000541-I1-PL	M00000541-I1	AHV Permit Issued	6/6/2016 3:35:39 PM	Select Action
M1449666	M00000541-I1-PL	M00000541-I1	Pre-Filing	6/7/2016 1:08:49 PM	Select Action

Appendix

Scope of Work Types

The table below contains the list of Scope of Work types that can be selected for Plumbing and Sprinklers.

Plumbing

This content in the table below will appear only when the PL work type is selected on the PW1 form.

Category	Scope Includes	Field Values
Gas Work Piping, Devices and Meters	**Boilers**	1) Unit Location: ___ 2) Number of units: ___ 3) Floor: ___ 4) Type of unit: ___ 5) Provide the total input capacity of ALL systems in this application (include the summation of the input capacity for all boilers, service hot water heaters, and furnaces) in BTU/h: ___
	Hot Water Heaters	1) Unit Location: ___ 2) Number of units: ___ 3) Floor: ___ 4) Type of unit: ___ 5) Provide the total input capacity of ALL systems in this application (include the summation of the input capacity for all boilers, service hot water heaters, and furnaces) in BTU/h: ___
	Co Gen Systems	1) Number of units: ___ 2) DNY/Utility approvals: ___ 3) Floor: ___ 4) Fuel Gas a) Type I. High Pressure 15psi

Category	Scope Includes	Field Values
		II. Very High Pressure (128psi) (welding) b) Use I. Cooling II. Heating III. Generators/Co-Generators IV. Processing
	Equipment and Alarms	☑ Burners ☑ Dryers ☑ Furnace ☑ Fireplace ☑ Generator
	Medical/Other Gas	1) Select Type a) Dental, b) Oxygen, c) Nitrous Oxide, d) Labs e) Jeweler's Torch 2) Located At: ___
	Piping, Traps and Valves	*No Additional Values*
	Risers and Stacks	Fuel Gas 1) Type ☑ Low Pressure ☑ Medium Pressure 2) Use ☑ Cooking Residential ☑ Cooking Commercial ☑ Fire suppression hood ☑ Other Alternate Fire Extinguishing System ☑ Heating ☑ Hot Water 3) Meters a) Number: ___ b) Located At: ___
Storm Water, Drywell and Pools	**Piping, Traps and Values**	*No Additional Values*
	Private Storm	Select Type 1) Detention/Retention Tank a) Type I. Dry Well II. Retention

Category	Scope Includes	Field Values
		III. Detention b) Located At: ___ 2) Dry Well ○ Install ○ Repair
	Roof Drainage Risers and Stacks	*No Additional Values*
	Swimming Pool	☑ Indoor ☑ Outdoor
Wastewater and Sanitary Drainage	**Equipment and Alarms**	*No Additional Values*
	Piping, Traps and Values	*No Additional Values*
	Private Drainage	Private Drainage 1) Install Septic System 2) Abandon Septic System a) Septic – Located at: ___
	Risers and Stacks	*No Additional Values*
	Sewer System	*No Additional Values*
Water Piping, Fixtures, Devices, Appliances and Finishes	**Equipment**	☑ Pumps ☑ Tanks ☑ Drinking Fountains ☑ Filters ☑ Boilers
	Water Risers	*No Additional Values*
	Meters and Sub-meters	*No Additional Values*
	Water Service Piping	*No Additional Values*
	Piping and Insulation	Backflow Preventer (RPZ) Type 1) Type a) Primary b) Secondary 2) Floor: ___
Work requires penetration of fire-rated	**Work requires penetration of fire-rated assemblies**	Description: ___

Category	Scope Includes	Field Values
assemblies		

Sprinklers

This content in the table below will appear only when the SP work type is selected on the PW1 form.

Category	Scope Includes	Field Values
Indicate Type of Sprinkler System	**Fire Extinguishing System Connected to Sprinklers**	1) Existing/Proposed a) Existing b) Proposed ○ Yes ○ No
	Hazard Type	1) Existing/Proposed a) Existing b) Proposed 2) Select Type a) Light Hazard b) Ordinary Hazard –Group 1 c) Ordinary Hazard – Group 2 d) Extra Hazard – Group 1 e) Extra Hazard – Group 2
	System Type	1) Existing/Proposed a) Existing b) Proposed ○ Wet System ○ Dry System
	Water Supply	1) Existing/Proposed a) Existing b) Proposed 2) Water Main a) RPZ b) DDCV 3) FDC ○ Yes

Category	Scope Includes	Field Values
		○ No 4) Tank a) Suction b) Pressure c) Roof Tank
Schedule of Building System	**Pumps**	Pumps 1) Booster Pump 2) Special Service Pump 3) Jockey Pump
	Sprinklers	☑ Standard Sprinkler Head ☑ Extended Coverage Head
	System	System 1) Dedicated Sprinkler 2) Combination – Sprinkler + Standpipe 3) Full Installation 4) Partial Installation
Sprinkler Work – Check below for all that apply	**Distribution Piping**	☑ Risers Control Valve ☑ Risers and Branches
	Equipment	☑ Booster Pump ☑ Special Service Pump ☑ Fire Pump ☑ Dry Pump Valve
	FDC	*No Additional Values*
	Pumps	*No Additional Values*
	Sprinkler Heads	Sprinkler Heads: ___
	Storage Tanks	*No Additional Values*
	Water Mains	*No Additional Values*
	Work requires penetration of fire-rated assemblies	○ Yes ○ No 1) Description: ___

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