

DOB NOW: *Build* for Electrical Filings

A major expansion of DOB NOW on March 1, 2021 includes changes for the addition of [New Building and Alteration-CO \(formerly Alt-1\) job types](#). The electrical application has not changed. However, if your electrical application is associated with a construction job, follow the steps below to search for the job number or BIN and create a subsequent filing. If your electrical application is not associated with a construction job, follow the steps below to create an initial filing.

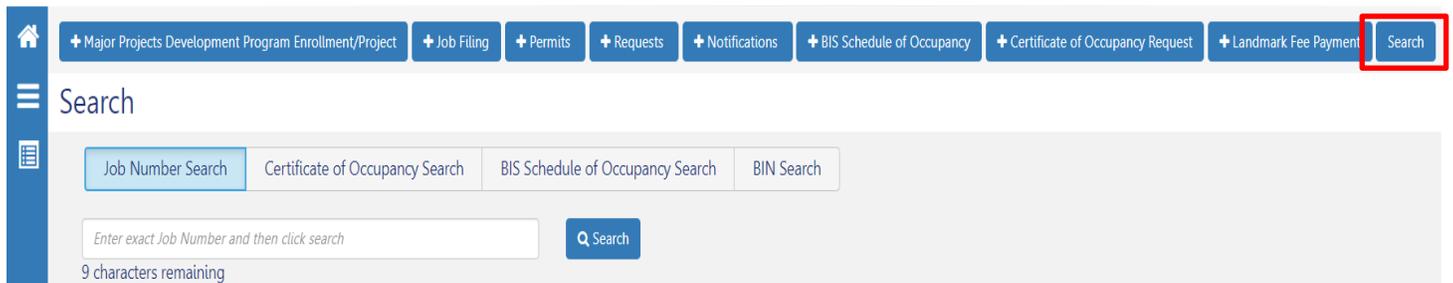
Electrical work associated with a construction job (Subsequent Filings):

Subsequent filings can be initiated and submitted after the initial job filing is submitted. Users no longer have to wait until the initial filing is approved. A subsequent filing can be submitted anytime until a Letter of Completion (LOC) has been issued for the initial filing. The applicant on an initial filing and a subsequent filing can be different and the application can be for different job and work types.

1. Once you log into DOB NOW, the Welcome page displays. Click the **DOB NOW: Build** icon and then select **New Building, Alteration, No Work**.



2. To find Job Filings in DOB NOW: *Build*, click the **Search** button. Users can search by Job Number or by BIN.



- On your dashboard, find the initial job (Filing# I1) you want to add a Subsequent filing to and in the left Filing Action column, select **Subsequent Filing**.

Search

Search By Job Number Search By BIN

2810377

Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status	Filing Status Date	WorkType(s)	A
Select Action: ▾	X00398480	S1	Alteration	Subsequent Filing	Pending CPE/ACPE Assignment	02/19/2021	GC/MS	899 HOM
Select Action: ▾	X00398480	I1	Alteration	New Job Filing	Pending Plan Examiner Assignment	02/19/2021	PMM	899 HOM
Select Action: ▾	X00398477	I1	Alteration CO	New Job Filing	Pre-filing	02/19/2021	GC	899 HOM
Select Action: ▾	X00398426	S1	New Building	Subsequent Filing	Permit Entire	02/18/2021	GC/MS/ST	899 HOM
Select Action: ▾	X00398426	I1	New Building	New Job Filing	Approved	02/18/2021	GC	899 HOM

Select Action:

- Create Work Permit
- L2 (Civil Penalty Review)
- PAA (Post Approval Amendment)
- Request Site Safety
- Request TRD
- Subsequent Filing**
- View Work Permits
- View AHV Permits

- You will be prompted to make sure you want to proceed before filing. Click **Yes** to get started.

✕

Confirm

Confirm you want to create a Subsequent filing.

- In the Subsequent Filing window, select the box for the **Electrical** Work Type and click **Next** to create a subsequent filing.

Subsequent Filing:

Job Filing Number: B00398659-I1
Job Type: Alteration
Address: 1796 ATLANTIC AVENUE, BROOKLYN

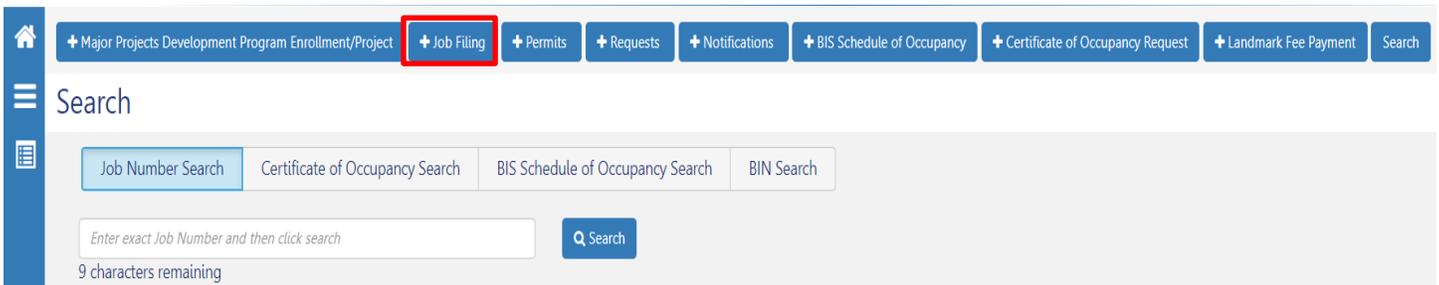
Select Work Type(s):*		
Antenna	Boiler Equipment	Construction Fence
Curb Cut	Earthwork	Electrical
Foundation	General Construction	Limited Alteration Application
Mechanical Systems	Plumbing	Protection and Mechanical Methods
Sidewalk Shed	Sign	Sprinklers
Standpipe	Structural	Support of Excavation
Supported Scaffold		

Standalone Electrical Work (initial filing not associated with a construction project):

1. Once you log into DOB NOW, the Welcome page displays. Click the **DOB NOW: Build** icon and then select **New Building, Alteration, No Work**.



2. The DOB NOW dashboard displays. The **Job Filings** tab displays by default. Select **+ Job Filing**.



3. To add an Electrical filing, select the **Alteration** tab and answer **No** to the prompted question. Click **Next** to proceed.

Initial Job Filing

Alteration Limited Alteration New Building No Work

Alteration required to meet New Building requirements* Yes No

Next Cancel

4. Several questions about the Alteration will appear. Select **No** to all the questions and click on the **Electrical** work type. Click **Next** to create an initial job filing.

Initial Job Filing

Alteration	Limited Alteration	New Building	No Work
------------	--------------------	--------------	---------

Alteration required to meet New Building requirements?*	Yes	No
Alteration is inconsistent with the current Certificate of Occupancy?*	Yes	No
Alteration in occupancy or use?*	Yes	No
Alteration is a major change to exits?*	Yes	No
Alteration in number of stories?*	Yes	No
Is this an application for a Small Business?*	Yes	No
Is this an application for an approved project?*	Yes	No

Select Work Type(s):*	Job Type: Alteration
Antenna	Boiler Equipment
Curb Cut	Earthwork
Elevators	Foundation
Mechanical Systems	Plumbing
Sidewalk Shed	Sign
Standpipe	Structural
Supported Scaffold	

		Construction Fence
		Electrical
		General Construction
		Protection and Mechanical Methods
		Sprinklers
		Support of Excavation

Next

Cancel

For more information about DOB NOW: *Build* for Electrical Filings, visit the [Resources Page](#). If you have any questions, submit an inquiry at www.nyc.gov/dobnowhelp.