

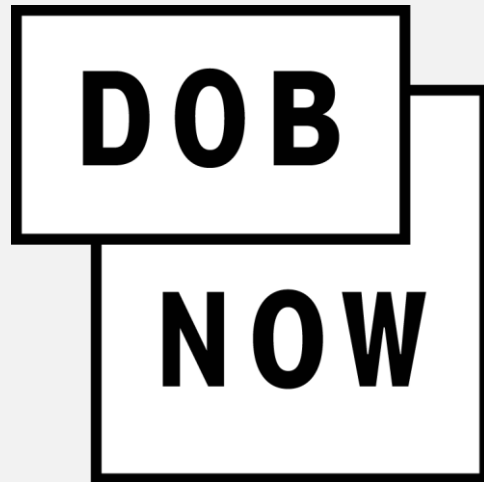
**DOB NOW: *Build***  
**BOILER EQUIPMENT**

Industry Session: Introduction

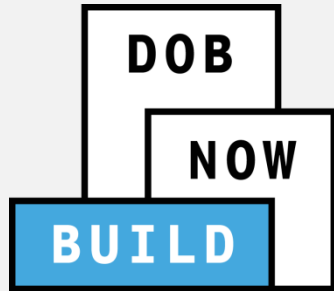
- Ground Rules
- Learning Objectives
- Pre-DOB NOW – Overview
  - Current Process
- DOB NOW – Overview
  - Features and Benefits
  - Roles and Responsibilities
  - Registering for eFiling
- DOB NOW: *Build* – Release Overview
  - Industry Process Demonstration
- Materials to Help You Back on the Job
  - Helpful Links
  - DOB NOW Resources
- Questions & Answers

## At the end of this session, you will be able to:

- Describe DOB NOW
- List the modules included in DOB NOW
- List features and benefits of DOB NOW
- Access and navigate the DOB NOW: *Build* – Industry Portal
- Identify the DOB NOW: *Build* – Job Filing Structures
  - Initial Job Filing
  - Post Approval Amendments
  - Subsequent Job Filings



**DOB NOW** is an interactive, web-based portal that will enable building Owners, Design Professionals, Filing Representatives, and Licensees to do all business with DOB online. Filing online allows the user to work from home or office and eliminates the need to travel to DOB to file applications.



## **BUILD** includes:

- Create & Submit Job Filings
- Pull & Renew Permits
- Request AHV
- Request LOC
- Schedule Appointments
- Resolve Objections



## **LICENSING** includes:

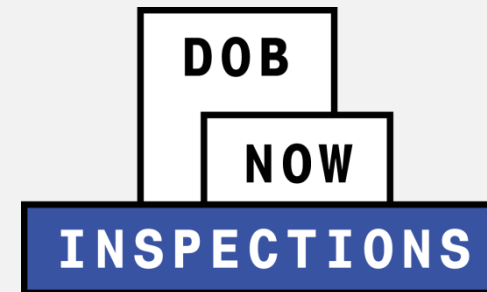
- Apply for License(s)
- Renew License
- Replace License
- Change Address



## **SAFETY** includes:

### Compliance Reports

- Submit Boiler Reports
- Submit Elevator Reports
- Submit Facade Reports



## **INSPECTIONS** includes:

- Request Inspection(s)
- View Results

# DOB NOW ACCESS – PUBLIC PORTAL AND INDUSTRY PORTAL



## PUBLIC PORTAL

**Address**

**House Number**  **Street Name**  **Borough**

**Building Identification Number (BIN)**

**Borough, Block, Lot**

**Device Search**

Open to the Public

## INDUSTRY PORTAL

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

**DOB NOW BUILD** Submit Jobs for:

- Antennas
- Curb Cuts
- Electrical
- Elevators
- Fences
- Plumbing

**DOB NOW SAFETY** Submit Compliance Filing for:

- Facades
- Boilers

Search the Public Portal for Filings and Permits Submitted in **DOB NOW**

**Address**

**House Number**  **Street Name**  **Borough**

**Building Identification Number (BIN)**

**Borough, Block, Lot**

**Device Search**

Log In to **DOB NOW** to **Submit** and Filings:

Enter your e-Filing account information

**Email**

**Password**

To register for an account or reset your password, go to the e-filing website.  
Need more help? Contact us.

**DOB NOW** Public Portal FAQ and User Manual

**DOB NOW** **HELP** FAQ and Resources

eFiling Registered Users



## Submit a Job Filing online

Customers do not have to travel to the DOB office for filings



## Real time Job Filing information online

24/7 access to job status and information



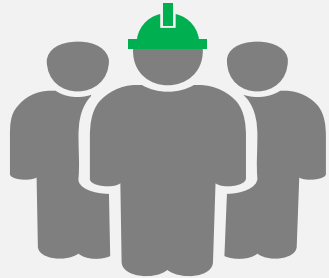
## Greater Transparency of the filing process

Job Filing status can be viewed at any time



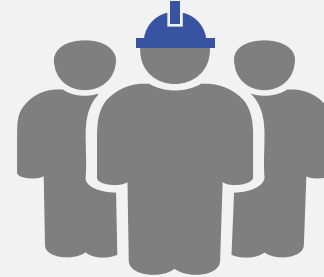
## Faster Processing time

Digital filing allows for quicker turnaround time for submitted Job Filings



## Applicant of Record

- Registered Architects
- Registered Landscape Architects
- Professional Engineers



## Inspectors

- Special Inspectors
- Progress Inspectors



## Other Stakeholders

- Property Owners
- Job Filing Representatives
- Licensees



- All stakeholders associated to the Job Filing must register for eFiling before logging into DOB NOW.
- If previously registered, use the existing eFiling username and password to access DOB NOW.
- Register at [www.nyc.gov/dobefiling](http://www.nyc.gov/dobefiling)

**Welcome to eFiling**

DOB NOW will be released in phases over the coming years. During the transition, users will create and maintain their login and password through eFiling.

Currently façade, plumbing, sprinkler, and standpipe filings can be submitted in DOB NOW. For online filings that have not yet transitioned to DOB NOW, please continue to access through the links below.

Email Address:

Password:

Forgot your password?  
[Click here to reset it!](#)

**Login**

**[Register for electronic filing.](#)**

<b>Major Construction</b> Development Hub <ul style="list-style-type: none"><li>• Major Alterations</li><li>• New Buildings</li></ul> Demolitions	<b>Minor Construction</b> Hub Self-Service <ul style="list-style-type: none"><li>• Minor Alterations</li></ul> Hub Full-Service <ul style="list-style-type: none"><li>• Minor Alterations</li></ul> Signs
<b>Electrical and Minor Plumbing</b> All Electrical Work Limited Alteration Application	<b>Manage Your Account</b> Add License Type Add Sustainable Contractor Designation



**Complete  
Registration Form**



**Click  
Verification Email**



**Receive  
Confirmation  
from DOB**



**Complete  
Registration Form**



**Click  
Verification Email**



**Print  
Authentication Form**



**Sign, Date and  
Seal the Form**



**Submit  
App to DOB in person  
or via mail**



**Receive  
Confirmation  
From DOB**

▪ **IN PERSON:**

New York City Department of Buildings  
LAA/ Permit Renewal and Hub Authentication Unit  
280 Broadway, 1st Floor  
New York, NY 10007

▪ **MAIL TO:**

New York City Department of Buildings  
LAA/Permit Renewal and Hub Authentication Unit  
Attn: eFiling  
280 Broadway, 1st Floor  
New York, NY 10007

# DOB NOW ACCESS – PUBLIC PORTAL AND INDUSTRY PORTAL



Search the Public Portal for Filings and Permits Submitted in

Log In to to **Submit** and Filings:

Enter your e-Filing account information

**Email**

**Password**

[Login](#)

To register for an account or reset your password, go to the [eFiling website](#).

Welder, Journeyman and Gas Work Qualification Applicants only - enter your DOB NOW: Licensing profile email and password above.

Don't have one? Click [here](#) to Create a new DOB NOW: Licensing profile.

[Forgot password?](#)      [Need more help? Contact us.](#)

**Address**

**House Number**

**Street Name**

**Borough**

[Search](#)

**Building Identification Number (BIN)**

**Borough, Block, Lot**

**Device Search**

**Licensees Search**

[Login to DOB NOW](#)

[Public Portal](#)

# DOB NOW: HELPFUL LINKS



Borough, Block, Lot

Device Search

Licensees Search

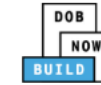
Don't have one? Click [here](#) to Create a new DOB NOW: Licensing profile.

Forgot password?

Need more help? [Contact us.](#)



Public Portal [FAQ](#) and [User Manual](#)



[FAQ and Resources](#)



[FAQ and Resources](#)



[FAQ and Resources](#)



[Building Information Search](#)

[NYC OpenData](#)

# DASHBOARD KEY TERMS IN DOB NOW: *Build*

## 1. Action Buttons

## 2. Tabs

## 3. Action Column

The screenshot shows the DOB NOW dashboard interface. At the top left is the 'DOB NOW BUILD' logo. The main header contains the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings' and a user greeting 'Welcome, ADAF AJOETEST2@GM'. Below the header is a navigation bar with buttons for '+ Job Filing', '+ Work Permit', '+ AHV Permit', '+ Request LOC', '+ Emergency Work Notification', and '+ Certificate of Operation', with a red circle '1' highlighting this bar. Below the navigation bar is a tabbed interface with tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', 'My LOC Requests', 'My Sign Off Requests', 'Emergency Work Notifications', 'Certificate of Operation', and 'Job Number Search', with a red circle '2' highlighting the 'My Jobs' tab. The main content area features a table of job filings. The table has columns for Job#, Filing#, Filing Type, Filing Status, Address, Borough, Applicant of Record, Owner, Modified Date, Payment, Filing Action, and View. A red circle '3' highlights the 'Filing Action' column, which contains a 'Select Action:' dropdown menu for each row. A 'Filter My Jobs' dropdown and a 'Refresh' button are also visible.

Job#	Filing#	Filing Type	Filing Status	Address	Borough	Applicant of Record	Owner	Modified Date	Payment ...	Filing Action	View
M00372242	I1	New Job Filing	Pre-filing	242 WEST 34 STREET	MANHATTAN	ADAM JOE2	APPLE ROME18	06/18/2019	Exempted	Select Action: ▾	🔗
B00372240	I1	New Job Filing	Pending L2 Review	2665 HOMECREST AVE...	BROOKLYN	ADAM JOE2	ADAM JOE2	06/18/2019	Exempted	Select Action: ▾	🔗
M00372239	I1	New Job Filing	Plan Examiner Review	1 BROADWAY	MANHATTAN	JOE ADAM	ADAM JOE2	06/18/2019	Exempted	Select Action: ▾	🔗
M00372238	I1	New Job Filing	Pre-filing	1 BROADWAY	MANHATTAN	JOE ADAM	ADAM JOE2	06/18/2019	Exempted	Select Action: ▾	🔗
M00372237	I1	New Job Filing	Permit Entire	90 BROAD STREET	MANHATTAN	ADAM JOE2	ADAM JOE2	06/18/2019	Exempted	Select Action: ▾	🔗
M00372234	I1	New Job Filing	Approved	242 WEST 34 STREET	MANHATTAN	ADAM JOE2	ADAM JOE2	06/18/2019	Exempted	Select Action: ▾	🔗
M00372233	I1	New Job Filing	Pre-filing	532 WEST 30 STREET	MANHATTAN	ADAM JOE2	ADAM JOE2	06/18/2019	Exempted	Select Action: ▾	🔗
B00372232	I1	New Job Filing	Pre-filing	2665 HOMECREST AVE...	BROOKLYN	ADAM JOE2		06/18/2019	Due	Select Action: ▾	🔗
M00372231	I1	New Job Filing	Pre-filing	1 BROADWAY	MANHATTAN	ADAM JOE2	ADAM JOE2	06/18/2019	Exempted	Select Action: ▾	🔗
B00372230	I1	New Job Filing	Pre-filing	2665 HOMECREST AVE...	BROOKLYN	ADAM JOE2		06/18/2019	Due	Select Action: ▾	🔗

# JOB FILING KEY TERMS IN DOB NOW: *Build*

DOB  
NOW

1. Status-Bar
2. Tabs
3. Headers
4. Sections
5. Grayed-Out or Auto-populated fields
6. Required Fields

The screenshot shows the DOB NOW 'Build' interface. At the top, the header includes the DOB NOW logo and the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this is a progress bar with three steps: 'Pre-filing', 'Pending Prof Cert QA Assignment', and 'Prof Cert QA Review'. A red box labeled '1' highlights the progress bar. Below the progress bar are 'Save' and 'Preview to File' buttons. The main content area is divided into two sections. On the left is a sidebar menu with a red box labeled '2' around it, containing items like 'B00372220-I1', 'Plans/Work (PW1)', 'Zoning Information', 'Scope of Work', 'Mechanical', 'Cost Affidavit (PW3)', 'Technical Report', 'Technical Report (TR1)', 'Documents', 'Work Permit (PW2)', 'Statements & Signatures', and 'Civil Penalties Review Request (L2)'. The main content area has a header 'Plans/Work (PW1)' with a red box labeled '3' around it. Below this is a 'Location Information\*' section with a red box labeled '4' around it. This section contains several input fields: 'House Number\*' (2665), 'Street Name\*' (HOMECREST AVENUE), 'Block\*' (7457), 'Lot\*' (55, with a red box labeled '5' around it), 'Community Board\*' (315, with a red box labeled '6' around it), and 'Apartment/Suite Number' (324234324). At the bottom of the 'Location Information' section is a table for 'Work on Floors\*' with columns for 'Location', 'Floor From', 'Floor To', and 'Description of Location'. The table has one row with 'Concourse' in the 'Location' column and 'eretretert' in the 'Description of Location' column.

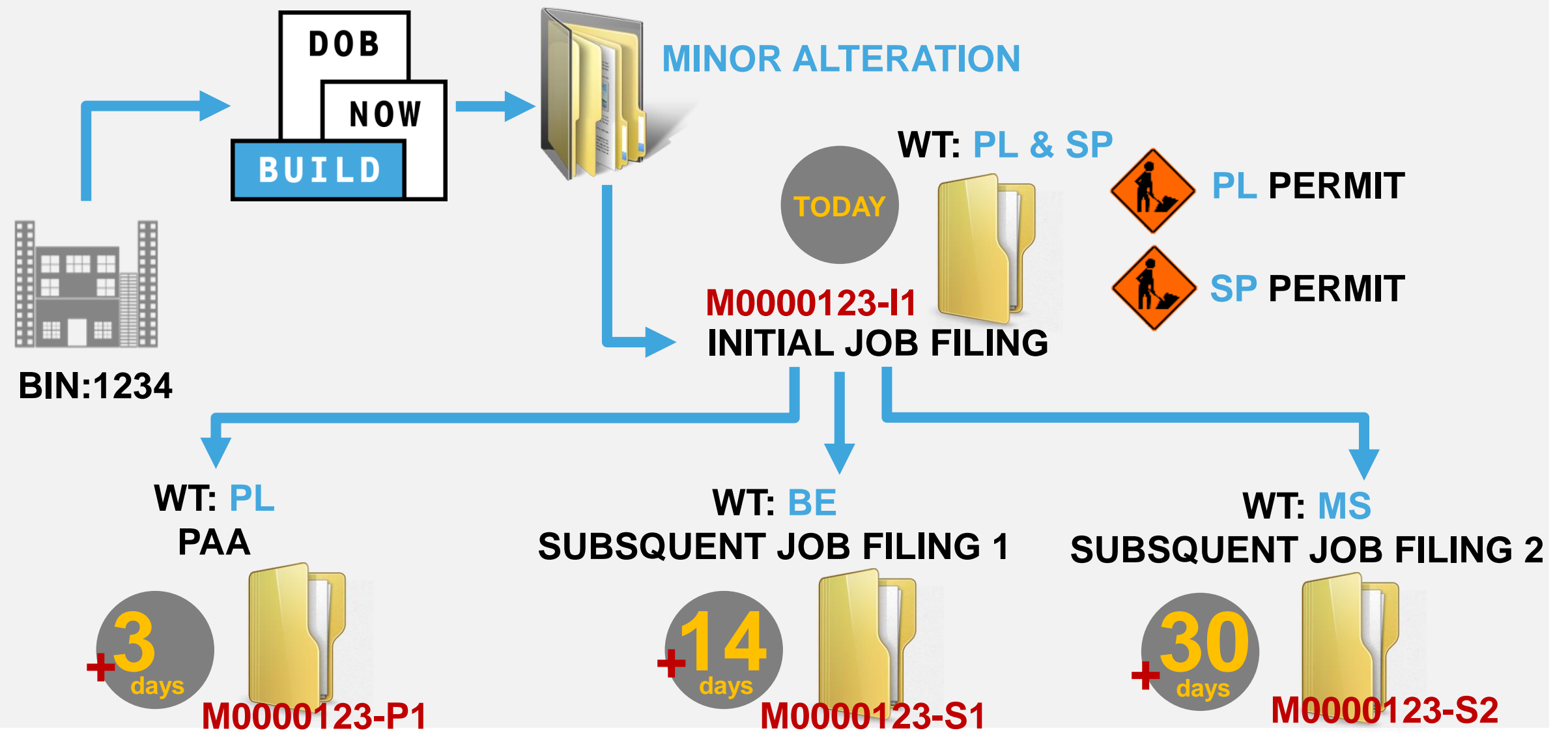


## STEP-BY-STEP GUIDE VIDEO DEMO

- Log into the DOB NOW Industry Portal
- Explore and Navigate the DOB NOW: *Build* Dashboard



# DOB NOW: *Build* – FILING STRUCTURE



In DOB NOW: *Build*, a Job Filing can have Multiple Job Filings and/or Multiple Work Types. Each Work Type has an associated Work Permit (PW2).

▪ The following Work Types may be filed together:

- Plumbing
- Sprinklers
- Standpipe
- Supported Scaffold
- Sidewalk Shed
- Construction Fence

Job filing includes:

<input type="checkbox"/> Antenna	<input type="checkbox"/> Boiler Equipment
<input type="checkbox"/> Curb Cut	<input type="checkbox"/> Electrical
<input type="checkbox"/> Limited Alteration Application	<input type="checkbox"/> Mechanical Systems
<input checked="" type="checkbox"/> Plumbing	<input type="checkbox"/> Sidewalk Shed
<input checked="" type="checkbox"/> Sprinklers	<input checked="" type="checkbox"/> Standpipe
<input type="checkbox"/> Supported Scaffold	<input type="checkbox"/> Temporary Place of Assembly

Submit Cancel

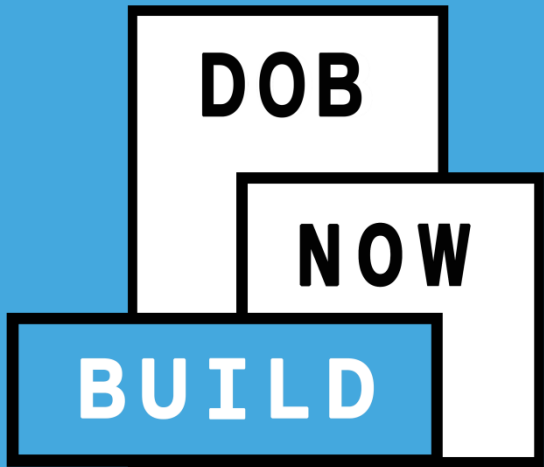
Job filing includes:

<input type="checkbox"/> Antenna	<input type="checkbox"/> Boiler Equipment	<input checked="" type="checkbox"/> Construction Fence
<input type="checkbox"/> Curb Cut	<input type="checkbox"/> Electrical	<input type="checkbox"/> Elevators
<input type="checkbox"/> Limited Alteration Application	<input type="checkbox"/> Mechanical Systems	<input type="checkbox"/> Place of Assembly
<input type="checkbox"/> Plumbing	<input checked="" type="checkbox"/> Sidewalk Shed	<input type="checkbox"/> Sign
<input type="checkbox"/> Sprinklers	<input type="checkbox"/> Standpipe	<input type="checkbox"/> Structural
<input checked="" type="checkbox"/> Supported Scaffold	<input type="checkbox"/> Temporary Place of Assembly	

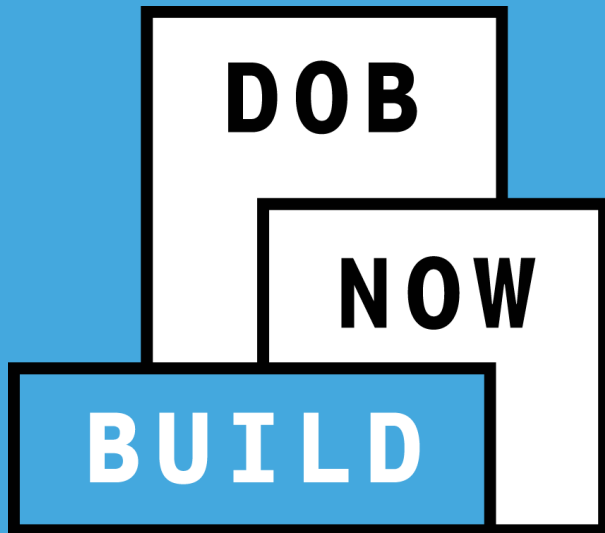
Submit Cancel

## You should now be able to:

- Describe DOB NOW
- List the modules included in DOB NOW
- List features and benefits of DOB NOW
- Access and navigate the DOB NOW: *Build* – Industry Portal
- Identify the DOB NOW: *Build* – Job Filing Structures
  - Initial Job Filing
  - Post Approval Amendments
  - Subsequent Job Filings



**QUESTIONS?**

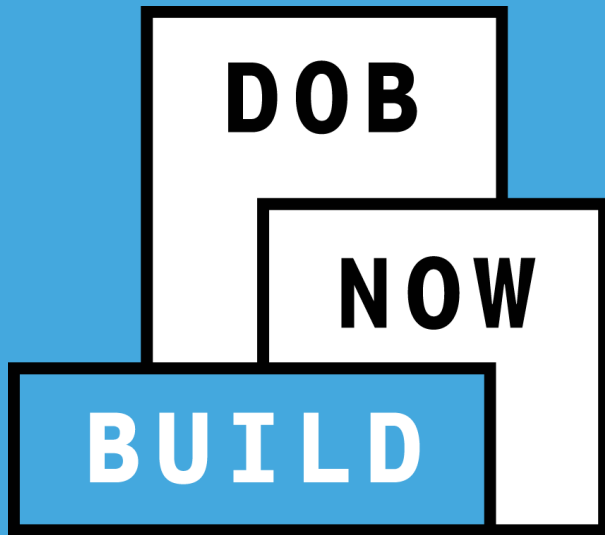


## DOB NOW: *Build* BOILER EQUIPMENT

Industry Process Overview

## At the end of this session, you will be able to:

- Discuss Key Differences Between the Current State and Future State
- Identify the 2 Job Filing Review Types
  - Standard Plan Examination or Review
  - Professional Certification
- Submit a Boiler Equipment (BE) Job Filing
  - Video Tutorial: Boiler Replacement
- Make Corrections Prior to Review
- Submit a Boiler Removal Notification (OP49)
- Respond to Objections/Schedule Appointment
- View, Print or Renew a Work Permit (PW2)
- Request L2 Guidelines
- Create a Post Approval Amendment (PAA)
- Create a Subsequent Job Filing
- Create an After Hours Variance Work Permit (AHV)
- Request a Letter of Completion (LOC)
- Access Helpful Resources and Navigate the Public Portal








## BOILER EQUIPMENT JOB FILINGS

- CURRENT STATE (PRE-DOB NOW)
- FUTURE STATE (DOB NOW: *Build*)

# CURRENT PROCESS IN BIS

## CURRENT PROCESS IN BIS

WORK TYPES	PLANS	PERMITS
<p><b><u>3 Distinct Work Types:</u></b></p> <p>BL - Boiler</p> <p>FB - Fuel Burning</p> <p>FS - Fuel Storage</p>	<p> <b>One</b> set of plans, if filed together.</p> <p> <b>Three</b> sets of plans, if filed separately.</p>	<p><b><u>3 Separate Permits:</u></b></p> <p> <b>BL</b> - Boiler</p> <p> <b>FB</b> - Fuel Burning</p> <p> <b>FS</b> - Fuel Storage</p>

## BIS EXAMPLE:



### ENGINEER:

“I want to do a New Installation of a Boiler and Fuel Burner”



The engineer files a job in BIS and completes a PW1 and Schedule C for the related scope.

The engineer pulls 2 permits, one for the BL work & one for FB work



- The PW1: Plan/Work Application form is submitted to the Department of Buildings to begin the application process.

- Section 6A of the PW1, includes the following Work Types related to Boilers:

- **BL** - Boiler *PW1C*
- **FB** - Fuel Burning *PW1C*
- **FS** - Fuel Storage *PW1C*

**NYC Buildings** PW1: Plan / Work Application  
*Must be typewritten.*

**1 Location Information** *Required for all applications.*

House No(s)	Street Name		
Borough	Block	Lot	BIN
Work on Floor(s)			

**2 Applicant Information** *Required for all applications. Fax, mobile telephone and e-mail*

Last Name	First Name	
Business Name		
Business Address		
City	State	Zip
E-Mail		
Choose one: <input type="checkbox"/> P.E. <input type="checkbox"/> R.A. <input type="checkbox"/> Sign Hanger <input type="checkbox"/> R.L.A. <input type="checkbox"/> Other		

**6 Work Types** *Select all that apply but no more than allowed by job and filing type. "OT" required or*

6A <input type="checkbox"/> BL - Boiler <i>PW1C</i>	<input type="checkbox"/> FS - Fuel Storage <i>PW1C</i>	<input type="checkbox"/> PL - Plumbing <i>PW1B</i>
<input type="checkbox"/> FA - Fire Alarm	<input type="checkbox"/> FP - Fire Suppression	<input type="checkbox"/> SD - Standpipe <i>PW1B</i>
<input type="checkbox"/> FB - Fuel Burning <i>PW1C</i>	<input type="checkbox"/> MH - Mechanical	<input type="checkbox"/> SP - Sprinkler <i>PW1B</i>
6B <input type="checkbox"/> EQ - Construction Equipment 15	6C <input type="checkbox"/> OT/GC - General Construction	6D <input type="checkbox"/> OT - Other, describe:

## CURRENT STATE: BIS

### 3 Distinct Work Types:

BL - Boiler  
FB - Fuel Burning  
FS - Fuel Storage



One set of plans, if filed together.  
Three sets of plans, if filed separately.



### 3 Separate Work Permits:

BL - Boiler  
FB - Fuel Burning  
FS - Fuel Storage

September 3<sup>rd</sup> 2019



## FUTURE STATE: DOB NOW: *Build*

**ONE**  
Work Type:  
Boiler Equipment (BE)



**ONE** set of plans  
A single **Scope of Work Category** will be specified



**ONE**  
Work Permit

## FUTURE PROCESS IN DOB NOW

### ONE Work Type:

**BE** – Boiler Equipment

Scope of Work Components:

- Boiler
- Fuel Burner
- Fuel Storage



### ONE set of plans

A single Scope of Work Category will be specified:

- New Installation
- Modification
- Replacement



### ONE Work Permit:

**BE** – Boiler Equipment:

All selected Scope of Work Components are covered by the permit.

## DOB NOW: *Build* – EXAMPLE:



**ENGINEER:**

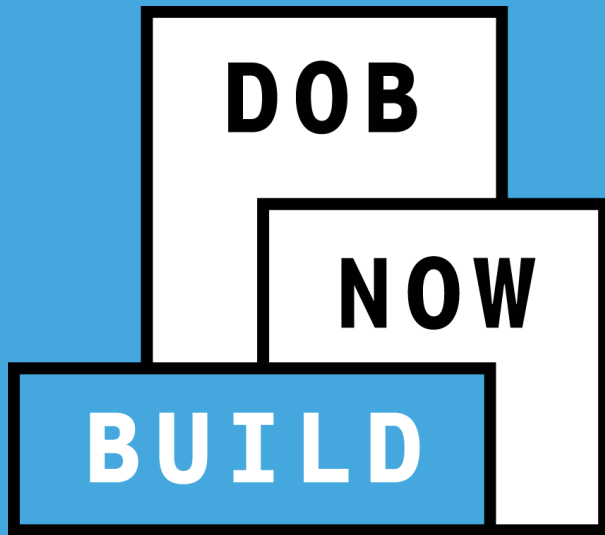
“I want to do a New Installation of a Boiler and Fuel Burner”



Submit a Boiler Equipment Job Filing






Only **ONE** Work Permit has to be pulled for the work

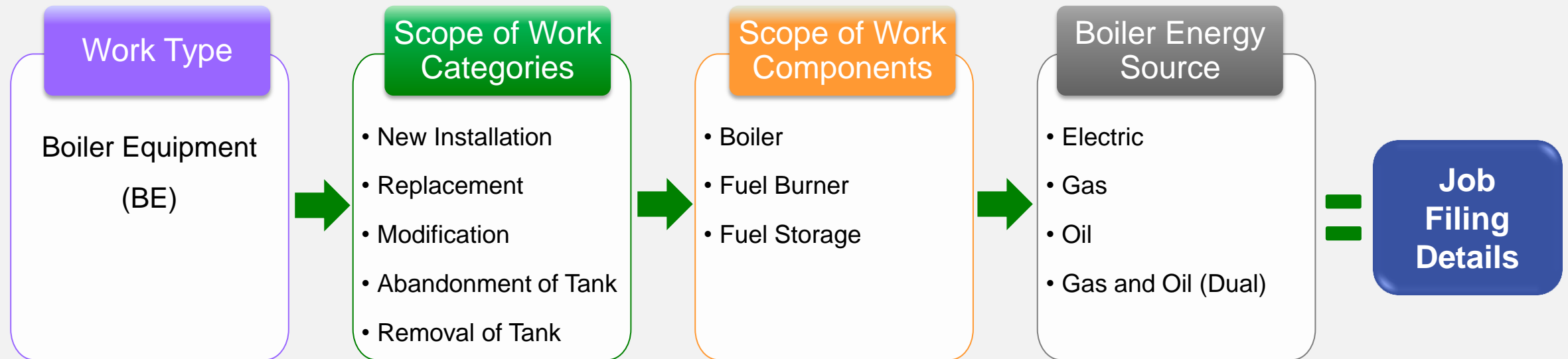


## **BOILER EQUIPMENT: SCOPE OF WORK OVERVIEW**

# DOB NOW: *Build* – BOILER EQUIPMENT SCOPE OF WORK CATEGORIES

CATEGORY	DEFINITION	SCENARIOS
<b><i>BOILER &amp; FUEL BURNER</i></b>		
<ul style="list-style-type: none"> <li><b>New Installation</b></li> </ul>	<p>To install a new Component (Boiler and/or Fuel Storage)</p> <p><b>NOTE:</b> A new Boiler Device Number will be issued after the Work Permit for Boiler replacement only</p>	 <p>“I want to do a <b>New Installation</b> of a Boiler”</p>
<ul style="list-style-type: none"> <li><b>Replacement</b></li> </ul>	<p>To replace an existing Component(s)</p> <p><b>NOTE:</b> A new Boiler Device Number will be issued after the Work Permit for Boiler replacement only</p>	 <p>“I want to replace the Boiler and install a new Boiler”.</p>
<ul style="list-style-type: none"> <li><b>Modification</b></li> </ul>	<p>To make changes to an existing Component</p> <p><b>NOTE:</b> A new Device Number will NOT be generated</p>	 <p>“I want to do work on an existing Boiler”</p>

- The Boiler Equipment (BE) Work Type consists of three components: Boiler (BL), Fuel Burner (FB), and Fuel Storage (FS).
- The **Scope of Work Categories**, **Scope of Work Components** and **Boiler Energy Source** will determine the information required within a Boiler Equipment Job Filing.



- For **Replacements**, the Boiler status must be in:
  - Active
  - Non-Jurisdictional
  - Temporary
  - Unregistered
- For **Modifications**, the Boiler status must be in:
  - Active
  - Non-Jurisdictional
  - Temporary
  - WIP
  - Unregistered
- For **Abandonment/Removal** of Tanks, the Boiler status must be in:
  - Active
  - Non-Jurisdictional
  - Temporary
  - WIP
  - Unregistered

- The Scope of Work Categories cannot be combined (e.g., Modification and Replacement), choose one.
- A maximum of 10 devices can be filed/added to the same Job Filing

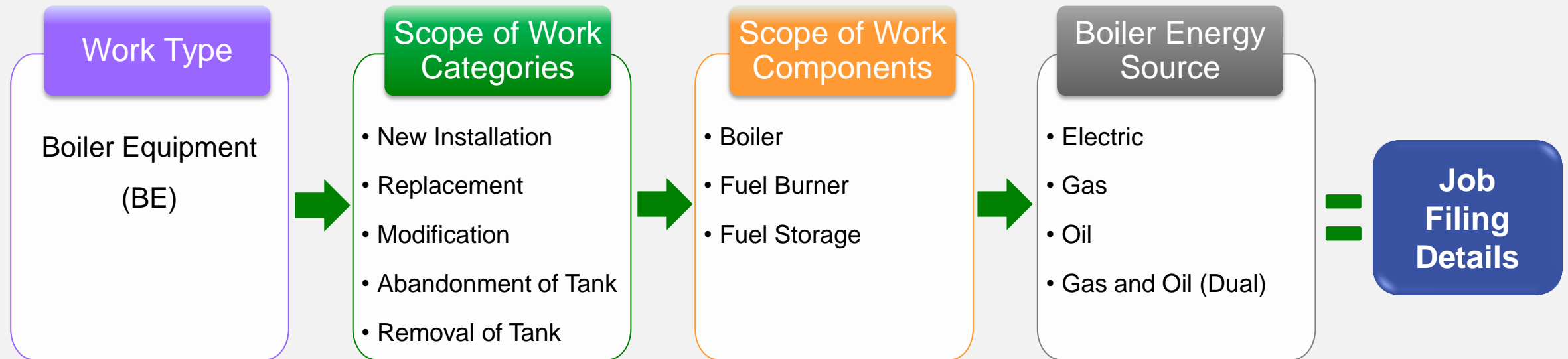
## EXAMPLE:

- 10 new Boilers can be installed, along with 10 new associated Fuel Burners and 10 new associated Fuel Storage tanks
- All Boiler devices on the same Job Filing must have the same Proposed Information for:
  - Boiler Rating (Low, High Pressure)
  - Maximum Allowable Working Pressure
  - Boiler Type (Steam Heating, Hot water Heating, Hot Water Supply)
  - Energy Source (Oil Only, Gas Only, Oil & Gas, Electric)
  - Boiler Classification (Modular, Mobile, Miniature, Conventional)



# DOB NOW: *Build* – BOILER EQUIPMENT JOB FILING PROCESS (REMINDER)

- The Boiler Equipment (BE) Work Type consists of three components: Boiler (BL), Fuel Burner (FB), and Fuel Storage (FS).
- The **Scope of Work Categories**, **Scope of Work Components** and **Boiler Energy Source** will determine the information required within a Boiler Equipment Job Filing.



# BOILER EQUIPMENT SCOPE OF WORK JOB FILING INCLUDES OPTIONS

- Once the Boiler Equipment (BE) **Scope of Work Category** has been identified (e.g., New Installation), the **Boiler Equipment Components** and **Boiler Energy Source** can be selected from within the Plans/Work – Filing Information section.

The image shows a two-step process for filing boiler equipment. On the left, a 'Job filing includes:' screen has five radio button options: 'New Installation' (selected and circled in red with a '1'), 'Replacement', 'Modification', 'Abandonment of Tank', and 'Removal of Tank'. Below are 'Submit' and 'Cancel' buttons. A green arrow points to the right, where a 'Plans/Work (PW1)' screen is shown. This screen has a 'Filing Information\*' header (circled in red with a '2') and a dropdown menu (circled in red with a '3') currently set to 'New Installation'. Below this is a 'Proposed Boiler Energy Source\*' dropdown menu (circled in red with a '3') with options: 'Select Type:', 'Electric', 'Gas', 'Oil', and 'Oil & Gas (Dual)'. To the right of the dropdown is a 'Scope Includes\*' section (circled in red with a '2') with checkboxes for 'Boiler' (checked) and 'Fuel Storage' (unchecked). A right-pointing arrow is at the bottom right of the 'Plans/Work' screen.

# DOB NOW: *Build* – BOILER EQUIPMENT FILING PROCESS

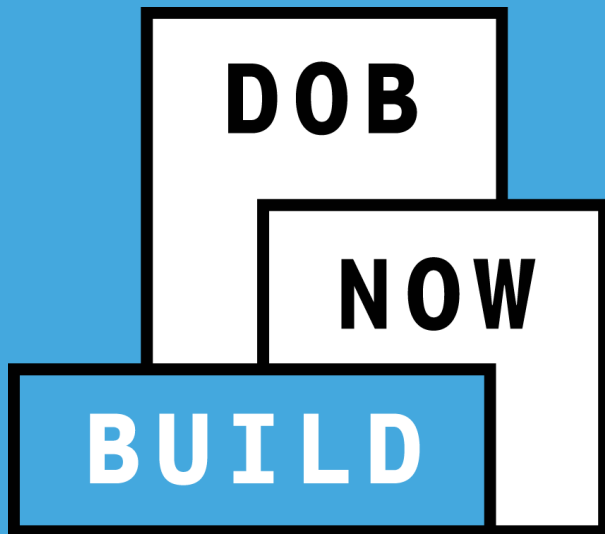
To create a Boiler Equipment (BE) select **+Job Filing**, then select **Boiler Equipment**, identify the **Scope of Work Category** and **Submit** in order to create the Job Filing.

The process is shown in four numbered steps:

- 1**: On the home screen, click the **+ Job Filing** button.
- 2**: In the **Job filing includes:** list, select **Boiler Equipment** (indicated by a checked checkbox).
- 3**: In the **Plans/Work (PW1)** section, under **Filing Information\***, select **Modification** in the **Scope of Work\*** dropdown.
- 4**: In the **Job filing includes:** list, select **New Installation** (indicated by a selected radio button).

Additional details from the screenshots:

- Step 2** also shows other options: Antenna, Curb Cut, Limited Alteration Application, Plumbing, Sprinklers, Supported Scaffold, Electrical, Mechanical Systems, and Sidewalk Shed.
- Step 3** also shows **Scope Includes\*** options: Boiler, Fuel Burner, and Fuel Storage.
- Step 4** also shows other options: Replacement, Modification, and Abandonment of Tank.

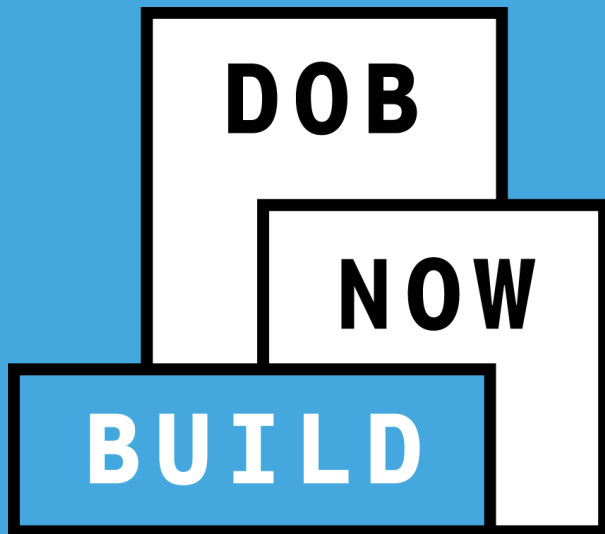


## SCOPE OF WORK CATEGORIES

- New Installation
- Replacement
- Modification

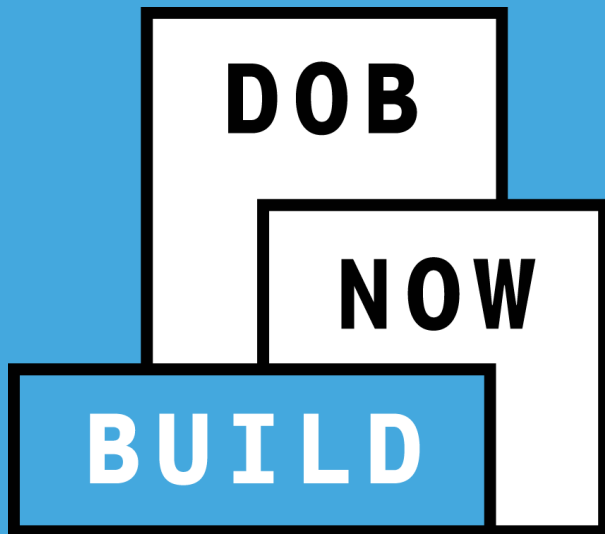
### *FUEL STORAGE ONLY:*

- Abandonment of Tank
- Removal of Tank



## **NEW INSTALLATION**

i.e. To install a new Component (Boiler and/or Fuel Storage)



SCOPE OF WORK COMPONENT:  
BOILER

# DOB NOW: *Build* – BOILER EQUIPMENT SCOPE OF WORK: NEW INSTALLATION – BOILER

## NEW INSTALLATION: BOILER

1. For the installation of a new Boiler, select **New Installation** as the Scope of Work Category.
2. The selected Scope of Work Components(s), determines the **Proposed Boiler Energy Source** options.
3. The Proposed Boiler Energy Source options are:
  - Electric
  - Gas
  - Oil
  - Oil & Gas (Dual)

Job filing includes:

New Installation **1**

Replacement

Modification

**ENGINEER:**  
“I want to do a New Installation of a Boiler”

Plans/Work (PW1)

Filing Information\* **2**

Scope of Work\* **3**

New Installation

Scope Includes\*

Boiler  Fuel Storage

Proposed Boiler Energy Source\*

Select Type:

Select Type:

Electric


Gas

Oil

Oil & Gas (Dual)

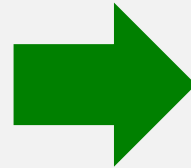
**NOTE:** There is a maximum of 10 Boilers that can be added to the Job Filing.

# (CON'T) A CLOSER VIEW: NEW INSTALLATION - BOILER

 **ENGINEER:**  
"I want to do a  
New Installation  
of a Boiler"

Job filing includes:

- New Installation **1**
- Replacement
- Modification
- Abandonment of Tank
- Removal of Tank



Plans/Work (PW1)

Filing Information\* **2**

Scope of Work\*  
New Installation **3**

Proposed Boiler Energy Source\*  
Select Type:  
Electric  
Gas  
Oil  
Oil & Gas (Dual)

Scope Includes\*  
 Boiler  Fuel Storage



# DOB NOW: *Build* – NEW INSTALLATION: BOILER SCOPE OF WORK DETAILS

- The proposed Scope of Work Component(s) selected (e.g. Boiler) will determine the details required.

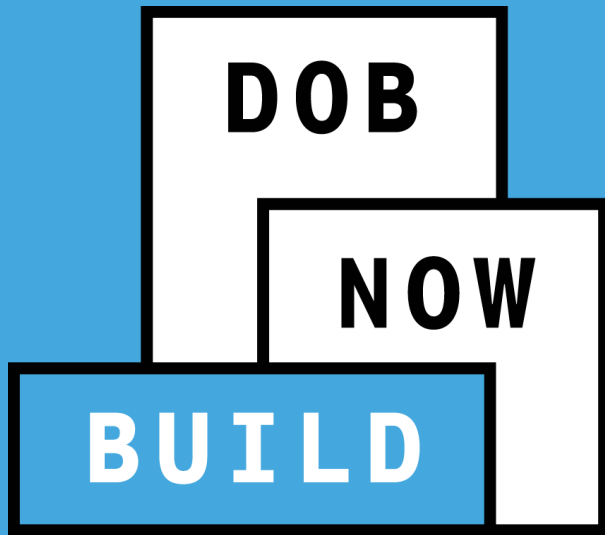
1. The Scope of Work tab displays each device included in the Job Filing.

2. The Component details for each device will be displayed as tabs
- Boiler Details
  - Fuel Burner Details
  - Fuel Storage Details
- (are required for each Device based on the energy source)

### NOTE:

- There is a maximum of 10 Boilers that can be added to the Job Filing.
- The **Tracking Number** is temporarily assigned until the Work Permit is issued.

The screenshot displays the DOB NOW application interface. At the top, there are 'Save' and 'Preview to File' buttons. The main header shows the job ID 'S00032780-I1' and the 'Tracking # : 00003470'. Below this, there are tabs for 'Plans/Work (PW1)', 'Zoning Information', 'Scope of Work', and 'Boiler Equipment'. The 'Scope of Work' tab is active, and within it, the 'Boiler Equipment' sub-tab is selected, indicated by a red circle with the number '1'. A list of boilers is shown, with the first entry '00003470' highlighted in blue and enclosed in a red box. To the right, the 'Boiler Details' sub-tab is active, indicated by a red circle with the number '2'. This sub-tab contains a 'Proposed Information\*' section with fields for 'Boiler Scope of Work\*' (set to 'New Installation'), 'Occupancy Type\*' (with a 'Select Type:' dropdown), 'Boiler Manufacturer\*', 'Boiler Model Number\*', 'Boiler Listing Agency Name \*' (with a 'Select Type:' dropdown), and 'Boiler Certification Numb\*'. Navigation arrows are visible at the bottom of the screen.



**SCOPE OF WORK COMPONENT:  
FUEL STORAGE**

# DOB NOW: *Build* – BOILER EQUIPMENT SCOPE OF WORK: NEW INSTALLATION – FUEL STORAGE

## NEW INSTALLATION: FUEL STORAGE

1. For the installation of a new Fuel Storage, select **New Installation** as the Scope of Work Category.
2. The selected Scope of Work Component, displays the **Fuel Storage Connected to** options.
3. The Fuel Storage Connected to options are:
  - Generator
  - Other

Job filing includes:

- New Installation **1**
- Replacement
- Modification
- Abandonment of Tank

Plans/Work (PW1)

Filing Information\* **2**

Scope of Work\*  
New Installation


Scope Includes\*  
 Boiler  Fuel Storage

Fuel Storage Connected to:\* **3**

Select Type:  
Generator  
Other

**ENGINEER:**  
"I want to connect a Generator to a Fuel Storage"

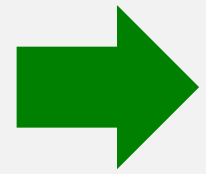
# (CON'T) A CLOSER VIEW: NEW INSTALLATION – FUEL STORAGE



**ENGINEER:**  
“I want to connect  
a Generator to a  
Fuel Storage”

Job filing includes:

- New Installation **1**
- Replacement
- Modification
- Abandonment of Tank
- Removal of Tank



### Plans/Work (PW1)

Filing Information\* **2**

Scope of Work\*  
New Installation

Scope Includes\*  
 Boiler  Fuel Storage

Fuel Storage Connected to:\* **3**

Select Type:  
Generator  
Other

# DOB NOW: *Build* – NEW INSTALLATION: FUEL STORAGE SCOPE OF WORK DETAILS

DOB  
NOW

- The proposed Scope of Work Components selected (e.g. Fuel Storage) will determine the details required.

1. The Scope of Work tab displays each unit included in the Job Filing.
2. The Fuel Storage details tab for each unit will be displayed.

Save Preview to File

**S00033173-I1** Tracking # : FS-00004173

Plans/Work (PW1)

Zoning Information

Fuel Storage **1**

**FS-00004173** **1**

Cost Affidavit (PW3)

Technical Report

Technical Report (TR1)

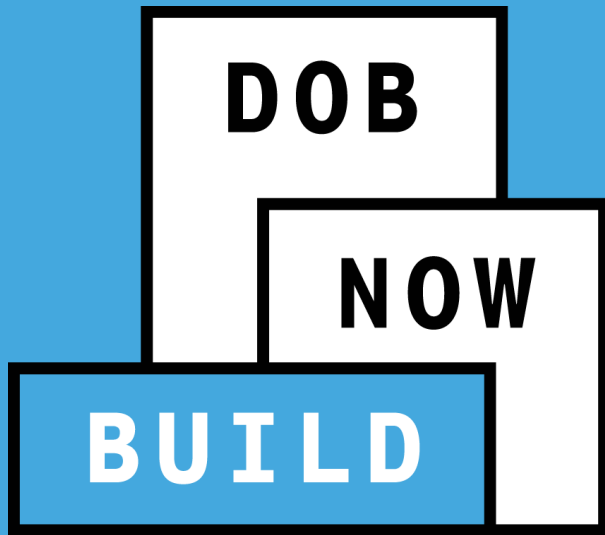
Technical Report (TR8) - Energy

Fuel Storage Details **2**

Proposed Information\*

Fuel Storage Scope of Work\*  
New Installation

Location of Fuel Storage Tanks\*  
Select Type:



## SCOPE OF WORK DETAILS GUIDELINES

# DOB NOW: *Build* – NEW INSTALLATION: SCOPE OF WORK DETAILS GUIDELINES

1. Each component/device within the Scope of Work tab for a New Installation of a Boiler or Fuel Storage includes:

2. The **Component Details** (e.g., Boiler Details)

3. The **Proposed Information** section

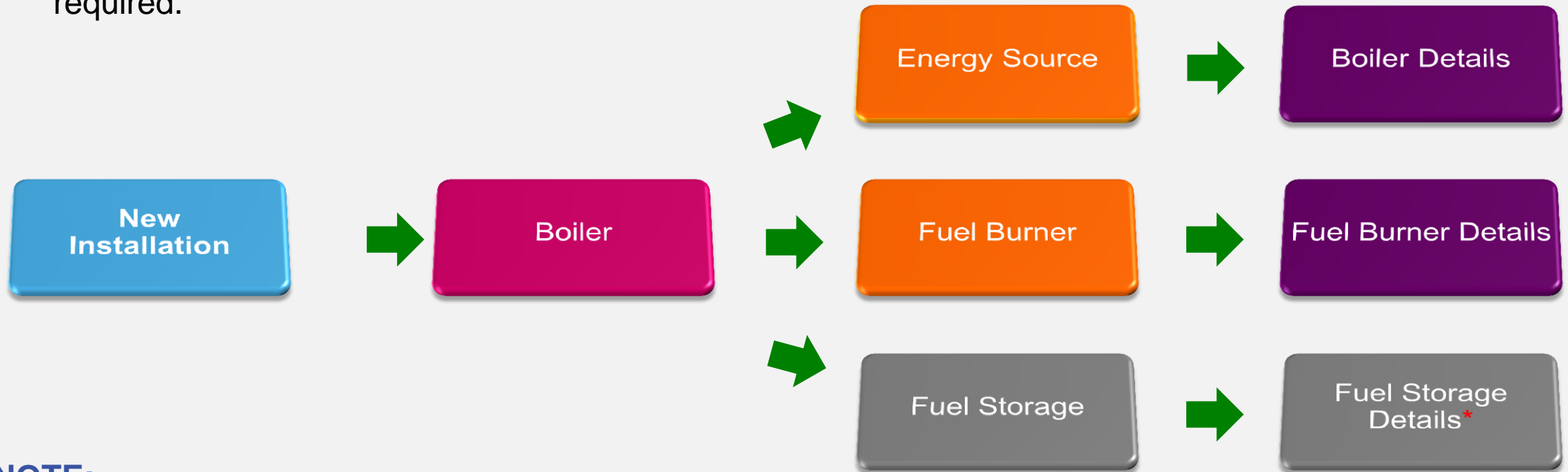
3a. The **Chimney and Vent Information** within the Boiler Details tab

**NOTE:** There is a maximum of 10 Boilers that can be added to the Job Filing.

The screenshot displays the DOB NOW application interface for a new installation. The left sidebar shows a navigation menu with the following items: S00033170-11, Plans/Work (PW1), Zoning Information, Scope of Work, Boiler Equipment, Boilers (1), and Cost Affidavit (PW3). The 'Boilers' item is highlighted with a red box and a red circle containing the number '1'. The main content area shows the 'Tracking # : 00004174' and three tabs: 'Boiler Details', 'Fuel Burner Details', and 'Fuel Storage Details'. The 'Boiler Details' tab is selected and highlighted with a red box and a red circle containing the number '2'. Below the tabs is the 'Proposed Information\*' section, which is also highlighted with a red box and a red circle containing the number '3'. This section includes fields for 'Boiler Scope of Work\*' (with a dropdown menu showing 'New Installation'), 'Occupancy Type\*' (with a 'Select Type:' dropdown), 'Boiler Manufacturer\*', and 'Boiler Model Number\*'. Below this is the 'Chimney/Vent Information' section, which is highlighted with a red box and a red circle containing the number '3a'. This section contains the question 'Is the appliance connected to a vent or to a chimney?\*' and a dropdown menu with 'Select Type:' and options for 'Chimney' and 'Vent'.

# SCHEDULE C > DOB NOW: *Build* – NEW INSTALLATION: SCOPE OF WORK EXAMPLE - BOILER

- If a new **Boiler** is being installed, then the **Boiler**, **Fuel Burner** and **Fuel Storage** Proposed Details are required.



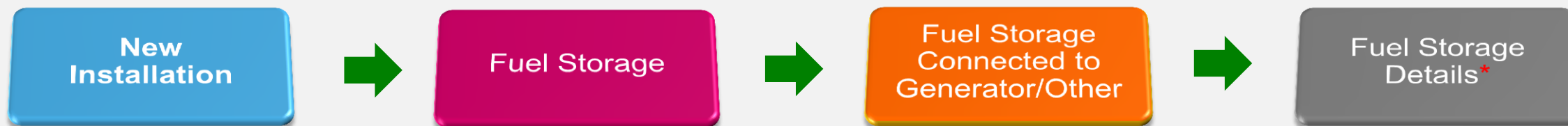
## NOTE:

- For a New Installation of a Boiler a new device number will be assigned by the system
- Only one Work Permit is required
- \* Fuel Storage Details is required based on the Boiler Energy Source (Oil or Dual)



# SCHEDULE C > DOB NOW: *Build* – NEW INSTALLATION: SCOPE OF WORK EXAMPLE – FUEL STORAGE

- If a new **Fuel Storage** is being installed, then only the **Fuel Storage** Proposed Details are required.



## NOTE:

- Only one Work Permit is required
- \* Fuel Storage Details is required based on the Boiler Energy Source (Oil or Dual)



- Meet Tamika, she would like to install a New Boiler – with a dual Fuel Burner (Oil & Gas).

1

Logs into DOB NOW: *Build* to create a Boiler Equipment Job Filing, selected **New Installation** as the Scope of Work Category and **Boiler** as the Scope of Work Component.



2

After the Initial Job Filing was “**Approved**” by DOB, Tamika then received one BE Work Permit.



3

Tamika, submitted a Plumbing Job Filing as a **Subsequent Job Filing** before the Initial Job was “Signed Off” for the gas line related to the Dual Boiler.

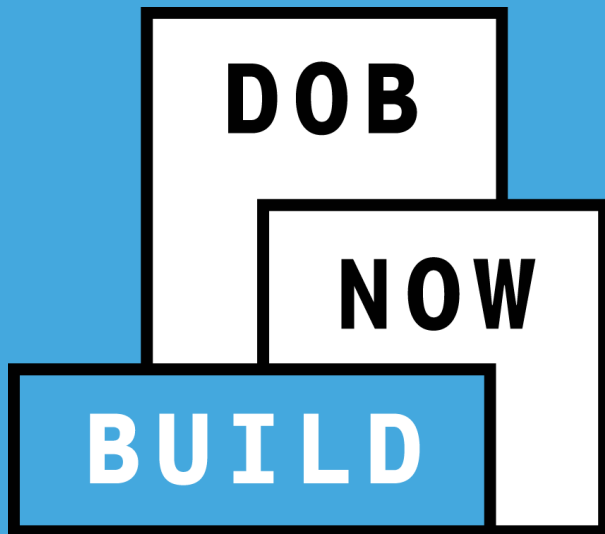
- DOB NOW: *Build*
- Boiler Equipment (BE)
- New Installation
- Boiler



INITIAL JOB FILING  
BE WORK PERMIT  
M0000123-I1-BE



SUBSEQUENT JOB FILING  
PL WORK PERMIT  
M0000123-S1-PL



## REPLACEMENT & MODIFICATION

**REPLACEMENT:** To replace an existing Component(s)

**NOTE:** A new Boiler Device Number will be issued after the Work Permit for Boiler replacement only

**MODIFICATION:** To make changes to an existing Component

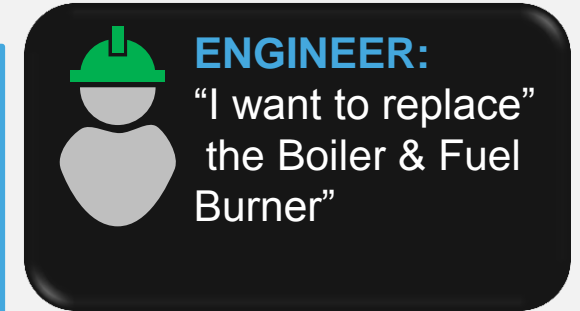
**NOTE:** A new Device Number will NOT be generated

## REPLACEMENT: BOILER, FUEL BURNER OR FUEL STORAGE

1. To replace any Component (e.g., Boiler), select **Replacement** as the Scope of Work Category.
2. The selected Scope of Work Components, determine if the **Proposed Boiler Energy Source** is required. E.g., If Boiler & Fuel Burner are both selected the Proposed Boiler Energy Source is required.
3. Proposed Boiler Energy Source options:
  - Electric
  - Gas
  - Oil
  - Oil & Gas (Dual)

Job filing includes:

- New Installation
- Replacement **1**
- Modification
- Abandonment of Tank
- Removal of Tank



Plans/Work (PW1)

Filing Information\* **2**


Scope of Work\* **3**  
Replacement

Scope Includes\*  
 Boiler  Fuel Burner  Fuel Storage

Proposed Boiler Energy Source\*  
Select Type:  
Gas  
Oil  
Oil & Gas (Dual)

# (CON'T) A CLOSER VIEW: REPLACEMENT- BOILER & FUEL BURNER

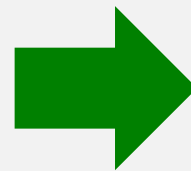
DOB  
NOW



**ENGINEER:**  
"I want to replace"  
the Boiler & Fuel  
Burner"

Job filing includes:

- New Installation
- Replacement **1**
- Modification
- Abandonment of Tank
- Removal of Tank



### Plans/Work (PW1)

Filing Information\* **2**

Scope of Work\* **3**  
Replacement

Scope Includes\* **2**  
 Boiler  Fuel Burner  Fuel Storage

Proposed Boiler Energy Source\* **3**  
Select Type:  
Select Type:  
Gas  
Oil  
Oil & Gas (Dual)

## MODIFICATION: BOILER, FUEL BURNER OR FUEL STORAGE

1. To modify any Component (e.g., Boiler), select **Modification** as the Scope of Work Category.
  2. The selected Scope of Work Components, determine if the **Proposed Boiler Energy Source** is required. E.g., If Boiler & Fuel Burner are both selected the Proposed Boiler Energy Source is required.
- Proposed Boiler Energy Source options:
    - Electric
    - Gas
    - Oil
    - Oil & Gas (Dual)

Job filing includes:

- New Installation
- Replacement
- Modification **1**
- Abandonment of Tank
- Removal of Tank



**ENGINEER:**  
“I want to modify the Fuel Burner from Gas to Dual”

Plans/Work (PW1)

Filing Information\*

Job filing includes:\*

Modification

Scope Includes\*

Boiler

Fuel Burner

Fuel Storage **2**

# (CON'T) A CLOSER VIEW: REPLACEMENT- BOILER & FUEL BURNER

DOB  
NOW

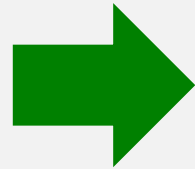


## ENGINEER:

“I want to modify the Fuel Burner from Gas to Dual”

### Job filing includes:

- New Installation
- Replacement
- Modification **1**
- Abandonment of Tank
- Removal of Tank



### Plans/Work (PW1)

#### Filing Information\*

#### Job filing includes:\*

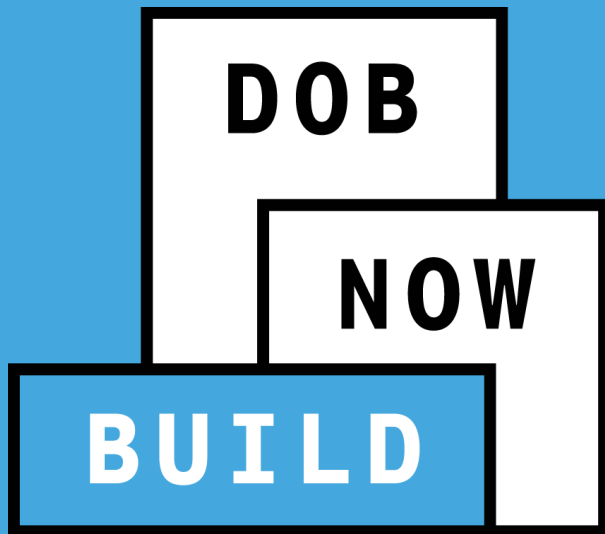
Modification

#### Scope Includes\*

Boiler

Fuel Burner

Fuel Storage **2**



## SCOPE OF WORK DETAILS GUIDELINES



## REPLACEMENT/MODIFICATION: BOILER, FUEL BURNER OR FUEL STORAGE

- Add the Boiler Equipment to the Job Filing using the search options – **BIN**, **Address** or **Boiler ID**.

Boiler Equipment\*

**Boiler Search**

**Search by:\***

BIN  Address  Boiler ID

BIN Number\*

Boiler ID	Boiler Manufacturer	Existing Energy Source	Actions
Total Items: 0			




◀ ◀ 1 / 1 ▶ ▶ 5 Items Per Page

# DOB NOW: *Build* – BOILER EQUIPMENT SCOPE OF WORK: ADD DEVICE

DOB  
NOW

### List of Boiler Equipments

**Boiler Equipment**

 Device Details >	Boiler ID 10000002222N0001	Boiler Manufacturer	Boiler Energy Source ⓘ Select Source: ▾	Boiler Status Temp
 Device Details >	Boiler ID 10000012345N0123	Boiler Manufacturer	Boiler Energy Source ⓘ Select Source: ▾	Boiler Status Active
 Device Details >	Boiler ID 10000012345Y0004	Boiler Manufacturer	Boiler Energy Source ⓘ Select Source: ▾	Boiler Status Active

< 1 to 4 of 4 records. >      Total Records Selected: 0

Add Device(s)    Cancel

- A maximum of **10 Devices** can be filed/added to the same Job Filing

**Borough Code + Device Number + Multiple Dwelling Flag + Serial Number**

**EXAMPLE: 10000098712Y0001**

Borough Code	Device Number	Multiple Dwelling Flag	Serial Number
1: Manhattan	10-digit number	Y = Yes	e.g., 0001
2: Bronx		N = No	
3: Brooklyn			
4: Queens			
5: Staten Island			

- DOB NOW will create this new Device Number and it will appear in the Boiler Inspection Report

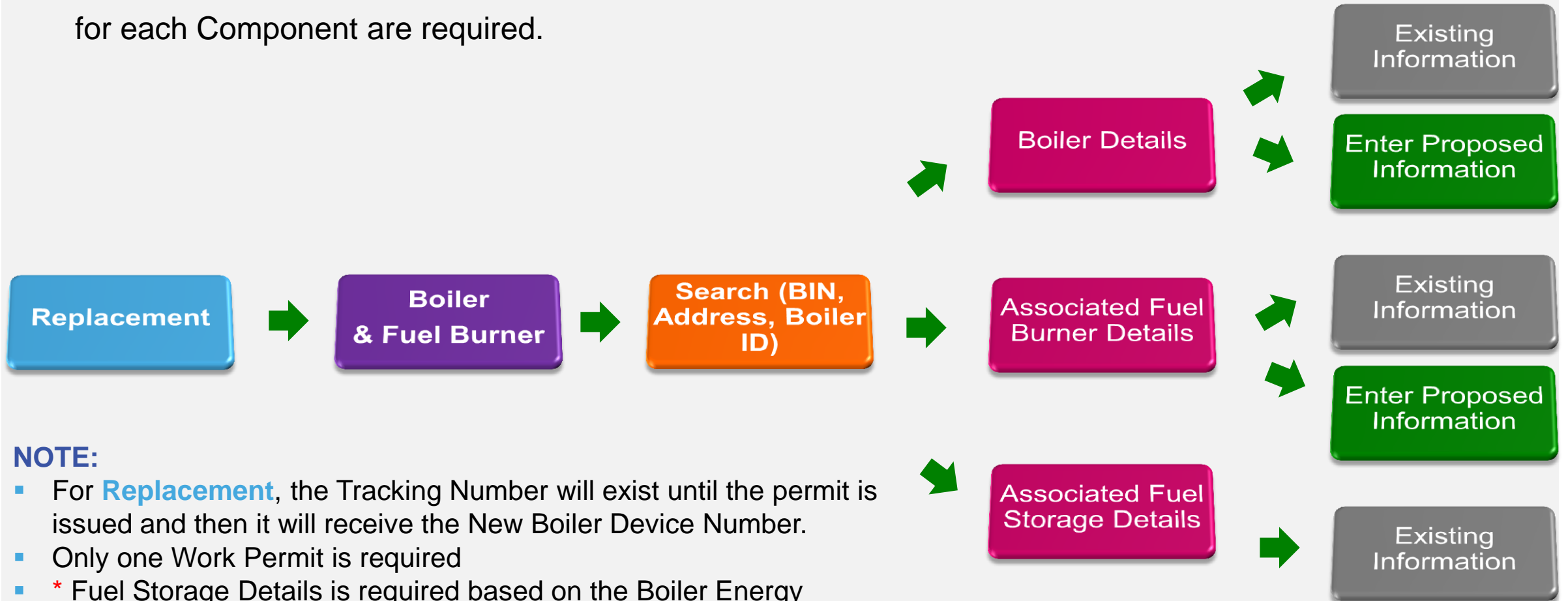
# DOB NOW: *Build* – REPLACEMENT/MODIFICATION: BOILER SCOPE OF WORK DETAILS

1. The proposed Scope of Work Component(s) (e.g. Boiler) will determine the details required and the **Scope of Work tab** displays each device included in the Job Filing.
2. The Component's **Details – Existing** and/or **Proposed Information** for each device will be displayed as tabs (e.g. Boiler Details).
3. For each Component being replaced/modified enter the **Proposed Information**.

**Note:** For Existing Information, there are certain guidelines that will allow data-entry for blank fields. If the Existing Information is incorrect & cannot be edited, please contact the Boilers Unit.

# SCHEDULE C > DOB NOW: *Build* – REPLACEMENT SCOPE OF WORK EXAMPLE – BOILER & FUEL BURNER

- If a **Boiler** and **Fuel Burner** are being replaced, then the **Boiler** and **Fuel Burner** Proposed Information for each Component are required.

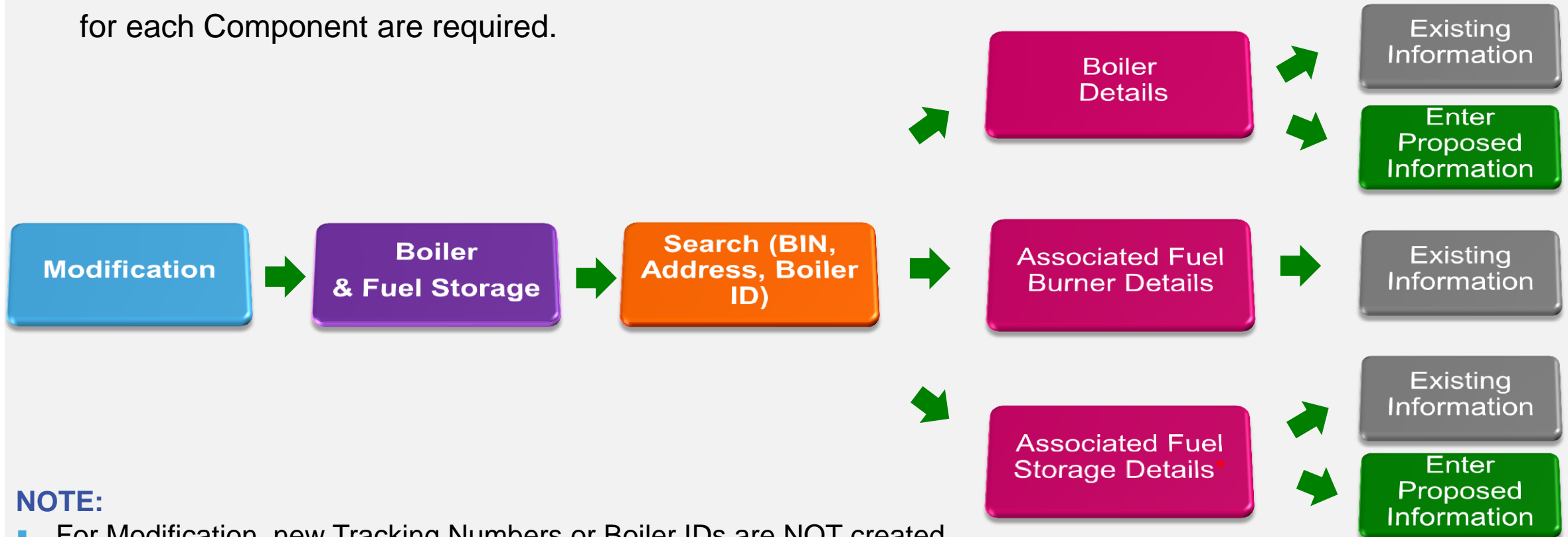


## NOTE:

- For **Replacement**, the Tracking Number will exist until the permit is issued and then it will receive the New Boiler Device Number.
- Only one Work Permit is required
- \* Fuel Storage Details is required based on the Boiler Energy Source (Oil or Dual)

# SCHEDULE C > DOB NOW: *Build* – MODIFICATION: SCOPE OF WORK EXAMPLE – BOILER & FUEL STORAGE


- If a **Boiler** and **Fuel Storage** is being modified, then the **Boiler** and **Fuel Storage** Proposed Information for each Component are required.



## NOTE:

- For Modification, new Tracking Numbers or Boiler IDs are NOT created.
- Only one Work Permit is required
- \* Fuel Storage Details is required based on the Boiler Energy Source (Oil or Dual)

# DOB NOW: *Build* – MODIFICATION SCENARIO

- 
- Meet Jax, he would like to modify 3 existing Fuel Burners and change the Grade of Oil used in the Fuel Storage for all 3 Fuel Burners.

1

Jax logged into DOB NOW: *Build* to create a Boiler Equipment Job Filing. He selected **Modification** as his Scope of Work Category and then searched by BIN to add the 3 Fuel Burners to the Job Filing.

- DOB NOW: *Build*
- Boiler Equipment (BE)
- Modification

2

After the Initial Job Filing was “**Approved**” by DOB, Jax then received one BE Work Permit.



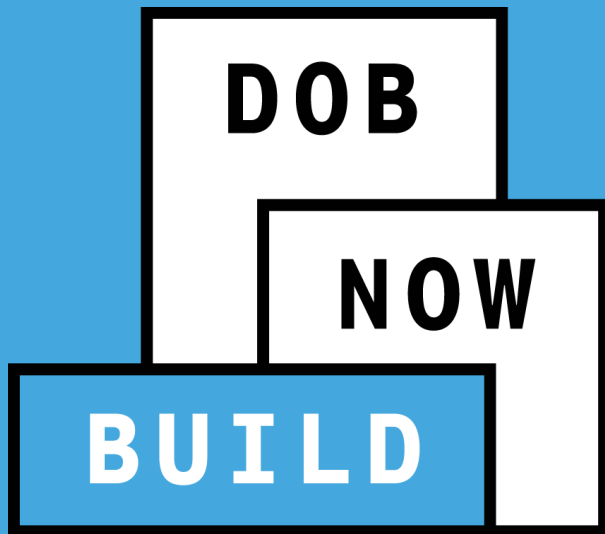
INITIAL JOB FILING  
BE WORK PERMIT  
M0000123-I1-BE

3

Before the Initial Job filing was “Signed Off” Jax submitted a Boiler Equipment **Subsequent Job Filing** to modify the 3 Fuel Storages to change the Grade of Oil.





SUBSEQUENT JOB FILING  
BE WORK PERMIT  
M0000123-S1-BE



## REMOVAL OR ABANDONMENT OF FUEL STORAGE TANKS



CATEGORY	DEFINITION	SCENARIOS	
<b><i>FUEL STORAGE</i></b>			
<ul style="list-style-type: none"> <li><b>Abandonment of Tank</b></li> </ul>	The Fuel Storage will be filled with inert material as per code.		“ I want to convert Fuel storage from Oil to Gas”
<ul style="list-style-type: none"> <li><b>Removal of Tank</b></li> </ul>	To remove a Fuel Storage as per code.		“I want to remove the Tank since I’ now have a Gas Boiler”.

# DOB NOW: *Build* – BOILER EQUIPMENT SCOPE OF WORK: ABANDONMENT OF TANK

DOB  
NOW

## ABANDONMENT OF TANK:

1. To abandon a tank, select **Abandonment of Tank** as the Scope of Work Category.
2. The **Fuel Storage Connected to** is required and an option must be selected:
  - Boiler
  - Generator
  - Other

Job filing includes:

- New Installation
- Abandonment of Tank
- Removal of Tank

## Plans/Work (PW1)

Filing Information\*

Scope of Work\*

Abandonment of Tank

Fuel Storage Connected to:\*

Select Type:

Select Type:

Boiler

Generator

Other

# DOB NOW: *Build* – BOILER EQUIPMENT SCOPE OF WORK: REMOVAL OF TANK

DOB  
NOW

## REMOVAL OF TANK:

1. To remove a tank, select **Removal of Tank** as the Scope of Work Category.

Job filing includes:

New Installation

Abandonment of Tank

Removal of Tank **1**

Submit Cancel

2. The **Fuel Storage Connected to** is required and an option must be selected:

- Boiler
- Generator
- Other

Plans/Work (PW1)

Filing Information\* ▾

Scope of Work\*

Abandonment of Tank **2** ▾

Fuel Storage Connected to:\*

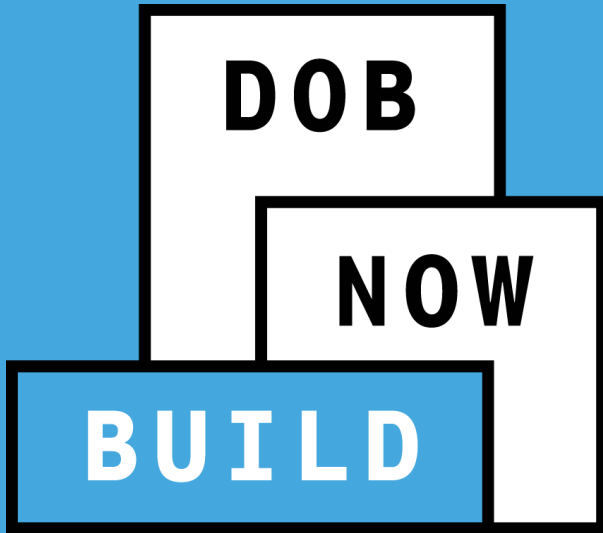
Select Type: ▾

Select Type:

Boiler

Generator

Other



## SCOPE OF WORK DETAILS GUIDELINES

# DOB NOW: *Build* – BOILER EQUIPMENT SCOPE OF WORK: ADD EQUIPMENT

- Add the Fuel Storage to the Job Filing using the search options – **BIN, Address, Boiler ID or No Device.**

Boiler Equipment\*

**Boiler Search**

**Search by:\***

BIN       Address       Boiler ID       No Device Found

BIN Number\*

Boiler ID	Boiler Manufacturer	Existing Energy Source	Actions
Total Items: 0			

1 / 1    Items Per Page

1. The **Scope of Work tab** displays each Fuel Storage included in the Job Filing.
2. The Fuel Storage **Details** – **Existing Information** for each device will be displayed and cannot be edited.

The screenshot displays the 'Fuel Storage Details' page for a specific device. The sidebar on the left contains the following tabs: Plans/Work (PW1), Zoning Information, Fuel Storage (1), FS-10000230077Y1111 (1), Cost Affidavit (PW3), Technical Report, Technical Report (TR1), Technical Report (TR8) - Energy Code, and Documents. The main content area shows the 'Boiler ID : FS-10000230077Y1111' and the 'Fuel Storage Details' section. The 'Existing Information\*' section contains the following fields:

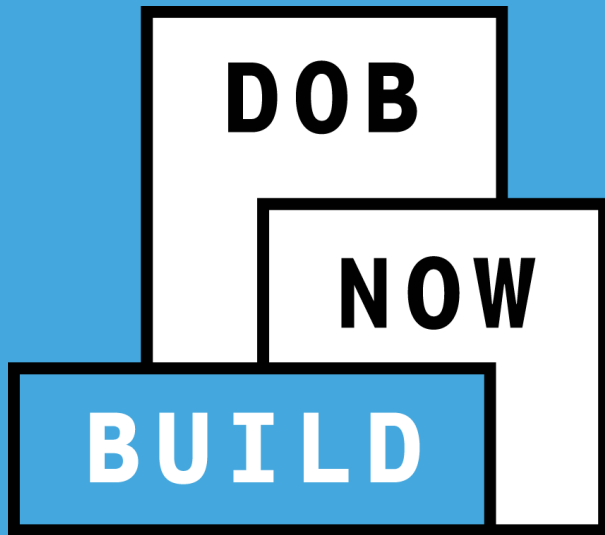
- Fuel Storage Scope of Work\*: Abandonment of Tank
- Location of Fuel Storage Tanks\*: Select Type:
- What type of appliance is the fuel equipment connected to\*: Generator
- Is the tank in a building adjacent to the line of a subway?:  Yes  No

# SCHEDULE C > DOB NOW: *Build* – REPLACEMENT: SCOPE OF WORK EXAMPLE – ABANDONMENT/REMOVAL OF TANK

- If a **Fuel Storage** is being abandoned or removed, the **Fuel Storage** Existing Information for each device displays but cannot be edited.



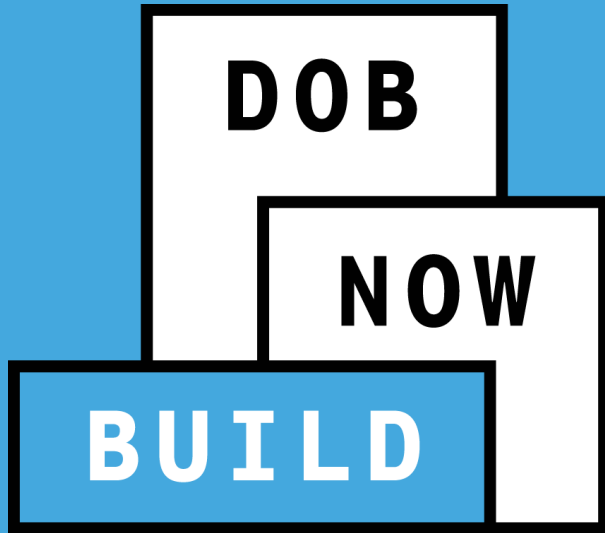
- Verify that the information is correct and continue the data-entry to complete the Job Filing.



## **SCOPE OF WORK COMPONENT:**

- CHIMNEY INFORMATION**
- VENT INFORMATION**





## CHIMNEY INFORMATION

- The Chimney Information is only applicable when the **Boiler** or **Fuel Burner** Component is selected.

PW1-C PAGE 2

**8 Chimney Information**

**Masonry Chimney Statement:** I attest that I have inspected the chimney at the location listed in Section 2 herein, and I find the chimney to be in good condition and furthermore (check only one)

the chimney does not require lining; OR

the chimney is lined with (fill in) \_\_\_\_\_, and such lining is in good condition.

License Number: \_\_\_\_\_ (check one)  Design Professional

Full Name \_\_\_\_\_  Licensed Installer

Signature \_\_\_\_\_  Special Inspector



**Chimney/Vent information**

Is the appliance connected to a vent or to a chimney?\*

Chimney

Is there going to be a new installation of a chimney related to this work?\*

Yes  No

Please choose one of the following:\*

A new liner is being installed in the chimney

What material will the chimney be lined with?\*

B-Vent

Provide the associated job number\*

Comments

## IF BOILER OR FUEL BURNER IS SELECTED:



**Is there going to be a new installation of a chimney related to this work?**



**Liner being installed or in good condition?**



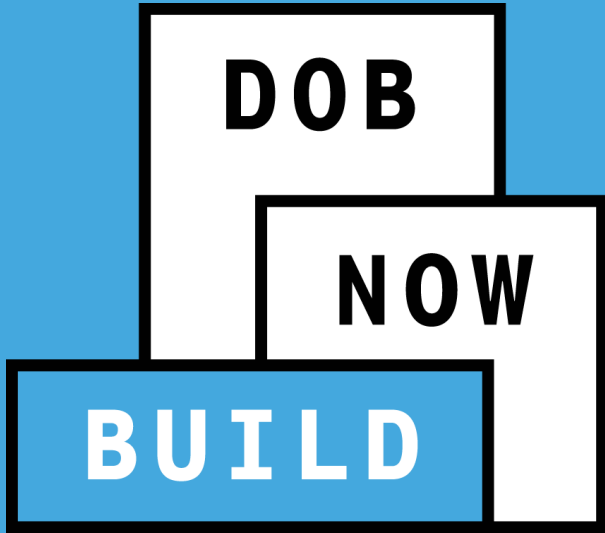
**What material will the chimney be lined with?**



**Provide the associated job number**



**Save**



VENT INFORMATION

- The Vent Information is only applicable when the **Boiler** or **Fuel Burner** Component is selected.

PW1-C PAGE 2

**8 Chimney Information**

**Masonry Chimney Statement:** I attest that I have inspected the chimney at the location listed in Section 2 herein, and I find the chimney to be in good condition and furthermore (check only one)

the chimney does not require lining; OR

the chimney is lined with (fill in) \_\_\_\_\_, and such lining is in good condition.

License Number: \_\_\_\_\_ (check one)  Design Professional

Full Name \_\_\_\_\_  Licensed Installer

Signature \_\_\_\_\_  Special Inspector



**Chimney/Vent information**

Is the appliance connected to a vent or to a chimney?\*

**Vent** ▼

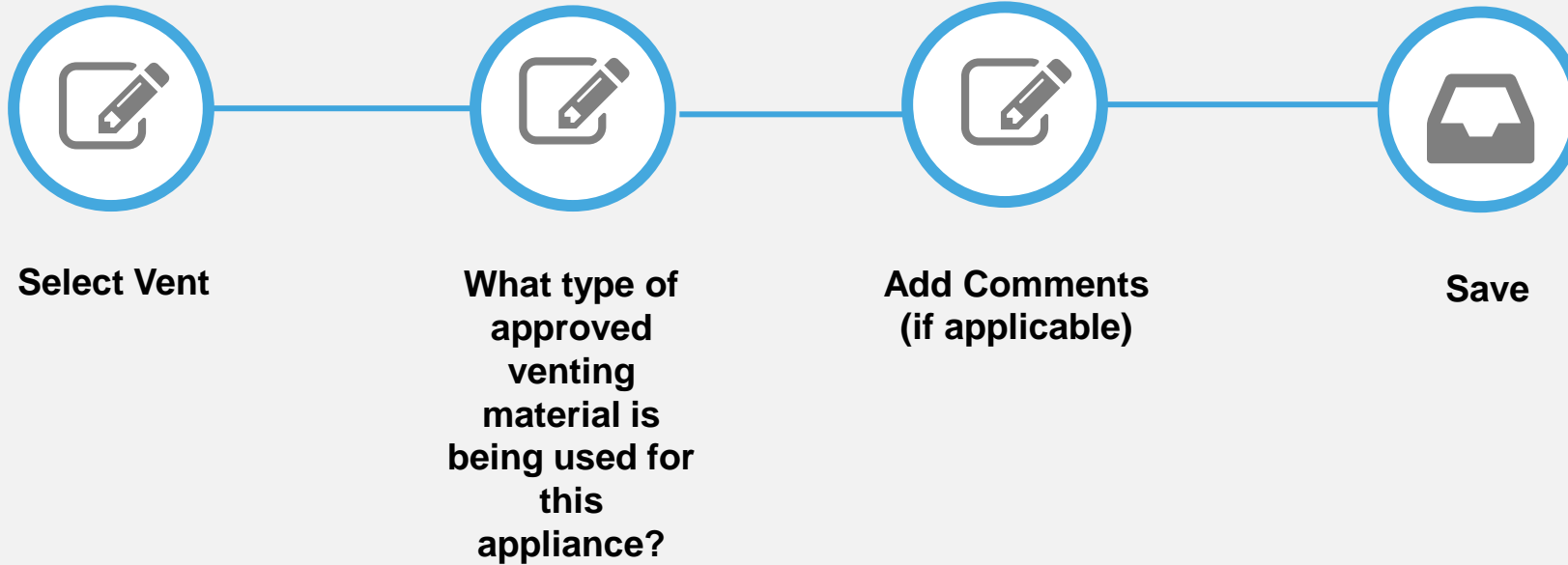
What type of approved venting material is being used for this appliance?\*

Polypropylene ▼

Comments

255 characters remaining

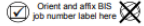
## IF BOILER OR FUEL BURNER IS SELECTED:



# DOB NOW: *Build* – PW1-C FORM IS NOW THE SCOPE OF WORK

DOB  
NOW

## PAPER PW1-C FORM

**NYC Buildings** PW1-C: Schedule C Heating & Combustion Equipment  Application Must be Typewritten.

**1 Filing Status** *Required for all applications.*  
Filing purpose, choose one:  New Installation  Replacement/Modification  Removal/ Discontinuation  Change Grade of Oil Used  
Type of work:  Boiler  Burner  Fuel Storage  Mobile Boiler or FS Tank

**2 Location Information** *Required for all applications.*  
Borough \_\_\_\_\_ House No(s) \_\_\_\_\_ Street Name \_\_\_\_\_  
BIN \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Apt. / Condo No(s) \_\_\_\_\_  
Occupancy Type choose one:  Commercial  Mixed Use  1 to 5 families  6 or more families  Other:

**3 Owner of Boiler**  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
Business Name \_\_\_\_\_ Business Telephone \_\_\_\_\_ Business Fax \_\_\_\_\_  
Address \_\_\_\_\_ Mobile Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_  
City \_\_\_\_\_ State New York \_\_\_\_\_ Zip \_\_\_\_\_

**4 Boiler Specifications** *Required for all applications. Additional Schedule C is required for more than three types of boiler make/model*  
If Existing Boiler, Yes  Location of Equip \_\_\_\_\_ If Modular, Number of Units \_\_\_\_\_  
Boiler Type:  High Pressure or  Low Pressure Pressure Settings of Relief Valves: \_\_\_\_\_ PSIG  
 Steam or  Hot Water Fuel Used:  Oil or  Gas or  Electric

Boiler Manufacturer	Model Number	UL / CSA / ETL / Other Number	Qty. Boilers	Input Capacity (btu/hr)

**5 Plan Requirements for Fuel Burning Equipment & Fuel Oil Storage** *Plans required if any of the below are checked.*  
 Capacity of Equipment exceeds 350,000 BTU  Tanks are in a building adjacent to the line of a subway  
 Capacity of each of the oil storage tanks exceeds 330 gallons  Fuel Burning/Tanks are located above the lowest story of a building  
 Tanks are buried or vaulted or enclosed

**6 Burner Specifications** If Existing Burner, Yes

Burner Manufacturer	Model Number	UL / CSA / ETL / Other Number	BTU#/GPH Rate of Burner MBTU or GPH



**7 Fuel Storage Specifications**

	Tank 1	Tank 2	Tank 3	Tank 4
Grade of Oil: Bio or 2 or 4	<input type="checkbox"/> Bio or <input type="checkbox"/> #2 or <input type="checkbox"/> #4	<input type="checkbox"/> Bio or <input type="checkbox"/> #2 or <input type="checkbox"/> #4	<input type="checkbox"/> Bio or <input type="checkbox"/> #2 or <input type="checkbox"/> #4	<input type="checkbox"/> Bio or <input type="checkbox"/> #2 or <input type="checkbox"/> #4
Capacity (gal.):				
Location				

If Existing, indicate FDNY Permit #



## DOB NOW: *Build* – JOB FILING


**S00032682-II** Tracking # : 00003301

Plans/Work (PW1)

Zoning Information

**Scope of Work**

Boiler Equipment

Boilers **1** 

**00003301**

Cost Affidavit (PW3)

Technical Report

Technical Report (TR1)  
Technical Report (TR8) - Energy Code


Documents

Work Permit (PW2)


Statements & Signatures

**Boiler Details** Fuel Burner Details Fuel Storage Details

**Proposed Information\***


Boiler Scope of Work\*  
New Installation  Occupancy Type  
Select Type:

Boiler Manufacturer\*  
 Boiler Model N


Boiler Listing Agency Name \*  
Select Type:  Boiler Certificat

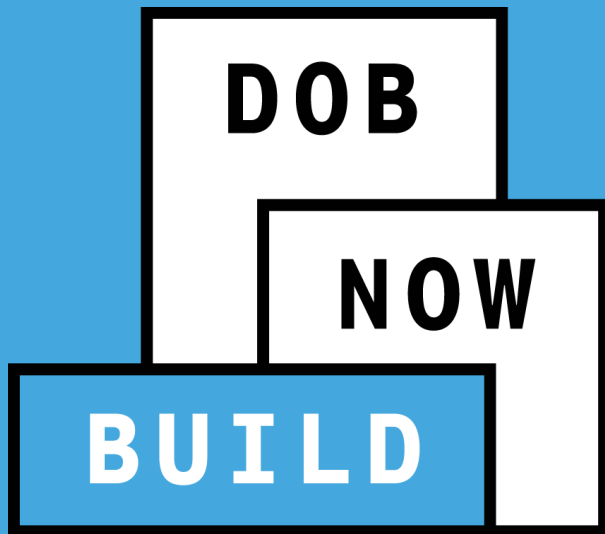
**Chimney Information**

Is the appliance connected to a vent or to a chimney?\*

Chimney 

Please choose one of the following:\*

A new liner is being installed in the chimney 



ALL PAPER FORMS ARE NOW TABS WITHIN  
A DOB NOW: *Build* BOILER EQUIPMENT JOB  
FILING



# DOB NOW: *Build* – PW1 FORM IS NOW THE PLANS/WORK (PW1) TAB

DOB  
NOW

## PAPER PW1 FORM

**NYC Buildings** PW1: Plan / Work Application Must be typewritten.

Orient and affix BIS job number label here

**1 Location Information** *Required for all applications.*

House No(s) Street Name  
Borough Block Lot BIN C.B. No.  
Work on Floor(s) Apt. / Condo No(s)

**2 Applicant Information** *Required for all applications. Fax, mobile telephone and e-mail address are optional information.*

Last Name First Name Middle Initial  
Business Name Business Telephone  
Business Address Business Fax  
City State Zip Mobile Telephone  
E-Mail License Number  
Choose one:  P.E.  R.A.  Sign Hanger  R.L.A.  Other:

**3 Filing Representative** *Complete only if different from applicant specified in section 2. Fax, mobile phone, and e-mail are optional info.*

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

**4 Filing Status** *Required for all applications. Choose one and provide specified associated information.*

**Initial Filing** 5, 7, 11, 12A, 25-26  
Choose only one:  
 Standard Plan Examination or Review  
 Professional Certification PC1, POC1  
 Professional Certification of Objections A/I

**Prior to Approval Actions** 25-26  
 Amend Existing Filing 4A  
 Subsequent Filing 6-7, 8A (Alt-2 only), 11  
 **Post Approval Amendment (PAA)** 4A, 6, 24-25  
Will PAA affect filing fees?  Yes  No

**New (Superseding) Applicant** 4A, 25-26

**Reinstatement** 24-26  
 **Withdrawal** 26  
 Specified in 4A and 6  
 Entire Job  
4A Indicate existing document number affected by filing:

**5 Job/Project Types** *Choose one and provide specified associated information.*

**Alteration Type 1 or Alteration Type 1 required to meet New Building requirements (28-101.4.5)** 6A-E, 8B-C, 8F, 9-10, 12, 13C-F, 14, 18-20, 22 & PW1A, PD1  
 **Alteration Type 2** 5A, 6A-D, 8A-B, 9-10, 13C-E, & 14, 20, 22  
 **Alteration Type 3** 5A, 6B-F, 8C, 9-10, 13C-E, 20, 22  
 **Full Demolition** 6B, 8D, 9A & 9C-D, 9K, 13D-E, 14, 21A, 22  
 **Subdivision** 9A, 9D, 12A-B  
 Condominium  Improved 17  
5A Directive 14 acceptance requested?  
 Yes  No

**Alteration Type 1, OT: "No Work"** 8C, 8F, 9-10 & 12, 13C-F, 14, 18-19, 22, PW1A, PD1  
 **New Building** 6A-E, 8F, 9A, 9C-K, 10, 12 & 13A-E, 14, 18-20, PW1A, PD1  
 **Sign** 5A, 6B-D, 9A, 9D, 22-23

**6 Work Types** *Select all that apply but no more than allowed by job and filing type. "OT" required on all NB and Alteration 1 Initial applications.*

6A  BL - Boiler PW1C  FS - Fuel Storage PW1C  PL - Plumbing PW1B  CC - Curb Cut 16  
 FA - Fire Alarm  FP - Fire Suppression  SD - Standpipe PW1B  OT/LAN - Landscape  
 FB - Fuel Burning PW1C  MH - Mechanical  SP - Sprinkler PW1B  OT/ANT - Antenna  
6B  EQ - Construction Equipment 15  OT/GC - General Construction  OT - Other, describe:  OT/BPP - Builders Pavement Plan 8D  
 OT/FPP - Fire Protection Plan  OT/MAR - Marquee 8E, 26B



## DOB NOW: *Build* – JOB FILING (PW1)

Plans/Work (PW1)

Zoning Information

Scope of Work

Cost Affidavit (PW3)

Technical Report

Technical Report (TR1)

Documents

Work Permit (PW2)

Statements & Signatures

Plans/Work (PW1)

Location Information\*

Stakeholders\*

Filing Review Type, Work Type/ Filing Includes\*

Additional Information\*

Additional Consideration, Limitations or Restrictions\*

NYCECC Compliance\*

Job Description\*

Site Characteristics\*

Asbestos Abatement Compliance\*

Comments

# DOB NOW: *Build* – WORK TYPE SELECTED DETERMINES FIELDS INCLUDED

DOB  
NOW

- DOB NOW: *Build* guides the applicant through the data entry process based on the Work Type selected when the Job Filing was initially created.
- Only fields specific to that Work Type will display in each section of the Job Filing.

The screenshot displays the DOB NOW Build application interface. At the top, there are two buttons: 'Save' and 'Preview to File'. Below these is a sidebar menu with the following items: 'Plans/Work (PW1)', 'Zoning Information', 'Scope of Work', 'Cost Affidavit (PW3)', 'Technical Report', 'Technical Report (TR1)', 'Documents', 'Work Permit (PW2)', and 'Statements & Signatures'. The 'Plans/Work (PW1)' item is selected and highlighted. The main content area, titled 'Plans/Work (PW1)', contains a list of expandable sections, each with a right-pointing arrow: 'Location Information\*', 'Stakeholders\*', 'Filing Review Type, Work Type/ Filing Includes\*', 'Additional Information\*', 'Additional Consideration, Limitations or Restrictions\*', 'NYCECC Compliance\*', 'Job Description\*', 'Site Characteristics\*', 'Asbestos Abatement Compliance\*', and 'Comments'.

# PRE-DOB NOW: PW1-C – HEATING & COMBUSTION EQUIPMENT FORM

DOB  
NOW

- The PW1-C form is submitted to DOB for all proposed equipment related to the Boilers Job Filing.

**NYC Buildings**

PW1-C: Schedule C  
Heating & Combustion Equipment

*Application Must be Typewritten.*

Orient and affix BIS job number label here

**1 Filing Status** *Required for all applications.*

Filing purpose, choose one:  New Installation  Replacement/Modification  Removal/ Discontinuation  Change Grade of Oil Used

Type of work:  Boiler  Burner  Fuel Storage  Mobile Boiler or FS Tank

**2 Location Information** *Required for all applications.*

Borough \_\_\_\_\_ House No(s) \_\_\_\_\_ Street Name \_\_\_\_\_

BIN \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Apt. / Condo No(s) \_\_\_\_\_

Occupancy Type choose one:  Commercial  Mixed Use  1 to 5 families  6 or more families  Other: \_\_\_\_\_

- The submission of a paper Schedule C is no longer required since the information is already included in the Job Filing on the Scope of Work Tab.

# DOB NOW: *Build* – PW1-C MOVES TO A JOB FILING – SCOPE OF WORK

1. Work Types that were identified on the PW1-C: Schedule C are now found on the Boiler Equipment tab:

1. **Boiler Details**
2. **Fuel Burner Details**
3. **Fuel Storage Details**

2. In DOB NOW, up to **10 Devices can be added** to the same Job Filing.

3. **Fuel Storage Details** are required for each Device based on the energy source (Oil and Dual (Oil & Gas)).

Plans/Work (PW1)

Zoning Information

Scope of Work

Boiler Equipment

Boilers 3

00003470

00003471

00003485

Cost Affidavit (PW3)

Technical Report

Technical Report (TR1)

Technical Report (TR8) - Energy Code

Boiler Details | Fuel Burner Details | Fuel Storage Details

Proposed Information\*

Boiler Scope of Work\*  
New Installation

Boiler Manufacturer\*

Boiler Listing Agency Name \*  
Select Type:

National Board No.

Occupancy Type\*  
Select Type:

Boiler Model Num

Boiler Certificatio

Efficiency\*

Tracking # : 00003470

Boiler Details | Fuel Burner Details | Fuel Storage Details

Proposed Information\*

Fuel Storage Scope of Work\*  
New Installation

What type of appliance is the fuel storage equipment connected to?\*

Boiler

# DOB NOW: *Build* – PW1-C FORM IS NOW A PLANS/WORK (PW1), SCOPE OF WORK TAB

DOB  
NOW

## PAPER PW1-C FORM

**NYC Buildings** PW1-C: Schedule C Heating & Combustion Equipment  Orient and affix BIS, job number label here

Application Must be Typewritten.

**1 Filing Status** Required for all applications.  
 Filing purpose, choose one:  New Installation  Replacement/Modification  Removal/ Discontinuation  Change Grade of Oil Used  
 Type of work:  Boiler  Burner  Fuel Storage  Mobile Boiler or FS Tank

**2 Location Information** Required for all applications.  
 Borough \_\_\_\_\_ House No(s) \_\_\_\_\_ Street Name \_\_\_\_\_  
 BIN \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Apt. / Condo No(s) \_\_\_\_\_  
 Occupancy Type choose one:  Commercial  Mixed Use  1 to 5 families  6 or more families  Other.

**3 Owner of Boiler**  
 Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
 Business Name \_\_\_\_\_ Business Telephone \_\_\_\_\_ Business Fax \_\_\_\_\_  
 Address \_\_\_\_\_ Mobile Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_  
 City \_\_\_\_\_ State New York \_\_\_\_\_ Zip \_\_\_\_\_

**4 Boiler Specifications** Required for all applications. Additional Schedule C is required for more than three types of boiler make/model  
 If Existing Boiler, Yes  Location of Equip \_\_\_\_\_ If Modular, Number of Units \_\_\_\_\_  
 Boiler Type:  High Pressure or  Low Pressure Pressure Settings of Relief Valves: \_\_\_\_\_ PSIG  
 Steam or  Hot Water Fuel Used:  Oil or  Gas or  Electric  

Boiler Manufacturer	Model Number	UL / CSA / ETL / Other Number	Qty. Boilers	Input Capacity (btu/hr)

**5 Plan Requirements for Fuel Burning Equipment & Fuel Oil Storage** Plans required if any of the below are checked.  
 Capacity of Equipment exceeds 350,000 BTU  Tanks are in a building adjacent to the line of a subway  
 Capacity of each of the oil storage tanks exceeds 330 gallons  Fuel Burning/Tanks are located above the lowest story of a building  
 Tanks are buried or vaulted or enclosed

**6 Burner Specifications** If Existing Burner, Yes   

Burner Manufacturer	Model Number	UL / CSA / ETL / Other Number	BTU#/GPH Rate of Burner or GPH

**7 Fuel Storage Specifications**  

	Tank 1	Tank 2	Tank 3	Tank 4
Grade of Oil: Bio or 2 or 4	<input type="checkbox"/> Bio or <input type="checkbox"/> #2 or <input type="checkbox"/> #4	<input type="checkbox"/> Bio or <input type="checkbox"/> #2 or <input type="checkbox"/> #4	<input type="checkbox"/> Bio or <input type="checkbox"/> #2 or <input type="checkbox"/> #4	<input type="checkbox"/> Bio or <input type="checkbox"/> #2 or <input type="checkbox"/> #4
Capacity (gal.):				
Location				



## DOB NOW: *Build* – JOB FILING

**M00031121-I1**

Plans/Work (PW1)

Zoning Information

Scope of Work

Device Details

10000230078N1111

Cost Affidavit (PW3)

Technical Report

Technical Report (TR1)

Documents

Work Permit (PW2)

Statements & Signatures

Plans/Work (PW1)

Filing Information\*

Scope of Work\* Replacement Scope Includes\* Boiler Proposed Oil

List of Devices\*

Boiler Search

Search by:\*  BIN  Address

BIN Number\* 1010406 Search & Add

Boiler ID	Boiler Manufacturer	Model Number	Existing Energy Source
10000230078N1111	Haritha and Company	Latest Model BMW - NOT!!	Oil & Gas(Dual)

Boiler Equipment Replacement Scope of Work

Existing Specifications:

Existing Boiler Type\* Hot Water Heating Existing Energy Source\* Oil & Gas(Dual)

Boiler Specifications

Proposed Boiler Rating\* Low Pressure Proposed Maximum Allowable Working Pressure (MAWP)\* 12 Proposed Boiler Type\* Hot Water Heating


Proposed Boiler Classification\* Mobile

What is the sum total of the rated input capacity of all heating and service hot water equipment to be permitted under this application(BTU/hr)?\* 21

Chimney Information

## TR1: Technical Report Statement of Responsibility

- The TR1 is filed to identify responsibility or to report the results of completed inspections/tests.
- Once inspections/tests results are in compliance, the results must be certified for submission.



**TR1: Technical Report  
Statement of Responsibility**

*This form must be typewritten*

Orient and affix BIS job number label here

**1 Location Information** *Required for all applications.*

House No(s) Street Name

Work on Floor(s)

**2 Applicant Information** *Required for all applications.*

Choose all that apply:  Design Applicant 3A, 4A, 5  Special Inspections Applicant 3B-D, 6-9  Progress Inspections Applicant 4B-D, 6-9

Last Name First Name Middle Initial

Business Name Business Telephone

Business Address Business Fax

City State Zip Mobile Telephone

License Type choose one:  P.E.  R.A.  Other: License Number

Special Inspection Agency Number

**3 Special Inspection Categories** *Required for all applications, continued on page 2; ■ indicates report required.*

3A Identification of Requirement		3B Identification of Responsibilities	3C Certificate of Complete Inspections / Tests	3D Withdraw Responsibilities
Y	N	Initial & Date	Initial & Date	Initial & Date
<input type="checkbox"/>	<input type="checkbox"/> Special Inspections	Code/Section		
<input type="checkbox"/>	<input type="checkbox"/> Structural Steel – Welding	BC 1704.3.1		
<input type="checkbox"/>	<input type="checkbox"/> Structural Steel – Details	BC 1704.3.2		
<input type="checkbox"/>	<input type="checkbox"/> Structural Steel – High Strength Bolting	BC 1704.3.3		

# DOB NOW: *Build* – PAPER TR1 FORM IS NOW A TECHNICAL REPORT TAB

DOB  
NOW

## PAPER TR1 FORM

## DOB NOW: *Build* – TECHNICAL REPORT (TR1)

**NYC Buildings**

**TR1: Technical Report Statement of Responsibility**  
This form must be typewritten

Orient and affix this job number label here

**1 Location Information** Required for all applications.

House No(s) Street Name  
Work on Floor(s)

**2 Applicant Information** Required for all applications.

Choose all that apply:  Design Applicant 3A, 4A, 5  Special Inspections Applicant 3B-D, 6-9  Progress Inspections Applicant 4B-D, 6-9

Last Name First Name Middle Initial  
Business Name Business Telephone  
Business Address Business Fax  
City State Zip Mobile Telephone  
License Type choose one:  P.E.  R.A.  Other License Number  
Special Inspection Agency Number

**3 Special Inspection Categories** Required for all applications, continued on page 2. ■ indicates report required.

3A -- Identification of Requirement	3B Identification of Responsibilities	3C Certificate of Complete Inspections / Tests	3D Withdraw Responsibilities
Y N	Code/Section	Initial & Date	Initial & Date
<input type="checkbox"/>	Structural Steel – Welding	BC 1704.3.1	
<input type="checkbox"/>	Structural Steel – Details	BC 1704.3.2	
<input type="checkbox"/>	Structural Steel – High Strength Bolting	BC 1704.3.3	
<input type="checkbox"/>	Structural Cold-Formed Steel	BC 1704.3.4	
<input type="checkbox"/>	Concrete – Cast-In-Place	BC 1704.4	
<input type="checkbox"/>	Concrete – Precast	BC 1704.4	
<input type="checkbox"/>	Concrete – Prestressed	BC 1704.4	
<input type="checkbox"/>	Masonry	BC 1704.5	
<input type="checkbox"/>	Wood – Installation of High-Load Diaphragms	BC 1704.6.1	
<input type="checkbox"/>	Wood – Installation of Metal Plate-Connected Trusses	BC 1704.6.2	
<input type="checkbox"/>	Wood – Installation of Prefabricated I-Joists	BC 1704.6.3	
<input type="checkbox"/>	Subgrade Inspection	BC 1704.7.1	
<input type="checkbox"/>	Subsurface Conditions – Fill Placement & In-Place Density	BC 1704.7.2	
<input type="checkbox"/>	Subsurface Investigations (Borings/Test Pits)	BC 1704.7.3	
<input type="checkbox"/>	Deep Foundation Elements	TR4 BC 1704.7.4	
<input type="checkbox"/>	Helical Piles (BB # 2014-020)	TR5 BC 1704.8	
<input type="checkbox"/>	Vertical Masonry Foundation Elements	TR5H BC 1704.8.5	
<input type="checkbox"/>	Wall Panels, Curtain Walls, and Veneers	BC 1704.9	
<input type="checkbox"/>	Sprayed fire-resistant materials	BC 1704.10	
<input type="checkbox"/>	Mastic and Intumescent Fire-resistant Coatings	BC 1704.11	
<input type="checkbox"/>	Exterior Insulation and Finish Systems (EIFS)	BC 1704.12	
<input type="checkbox"/>	Alternative Materials - OTCR Buildings Bulletin #	BC 1704.13	
<input type="checkbox"/>	Smoke Control Systems	BC 1704.14	
<input type="checkbox"/>	Mechanical Systems	BC 1704.15	
<input type="checkbox"/>	Fuel-Oil Storage and Fuel-Oil Piping Systems	BC 1704.16	
<input type="checkbox"/>	High-Pressure Steam Piping (Welding)	BC 1704.17	
<input type="checkbox"/>	High Temperature Hot Water Piping (Welding)	BC 1704.18	
<input type="checkbox"/>	High-Pressure Fuel-Gas Piping (Welding)	BC 1704.19	
<input type="checkbox"/>	Structural Stability – Existing Buildings	BC 1704.20.1	
<input type="checkbox"/>	Excavations—Sheeting, Shoring, and Bracing	BC 1704.20.2	



**M00032692-P1**

Plans/Work (PW1)

Zoning Information

Fuel Storage **1**

FS-00000134

Cost Affidavit (PW3)

Technical Report

**Technical Report (TR1)**

Technical Report (TR8) - Energy Code

Documents

Statements & Signatures

Technical Report (TR1)

**2. Applicant Information**

Indicate the type of Applicant (select all) that you are?\*

Design Applicant

**3. Special Inspection Categories**

+ Add

Requirement	Agency
Fuel-Oil Storage and Fuel-Oil Piping Systems	

SPECIAL/PROGRESS INSPECTIONS	TRIGGER(S)
<p><b>Fuel-Oil Storage and Fuel-Oil Piping Systems</b></p>	<p>This Inspection becomes mandatory if <b>Fuel Storage</b> is selected as the subcategory.</p> <p><b>EXAMPLE:</b> Installing a new Boiler which includes Fuel Storage, will trigger the <b>Fuel-Oil Storage and Fuel-Oil Piping Systems</b> Inspection.</p>
<p><b>Flood Zone Compliance</b></p>	<p>This Inspection becomes mandatory if <b>Flood Hazard Area</b> is selected in Site Characteristics section of the PW1.</p> <p><b>EXAMPLE:</b> If the address or property is identified as a <b>Flood Hazard Area</b>,</p>
<p><b>Lowest Floor Elevation</b></p>	<p>the <b>Lowest Floor Elevation</b> and <b>Flood Zone Compliance</b> inspections becomes mandatory.</p>



## SPECIAL/PROGRESS INSPECTIONS


<ul style="list-style-type: none"><li>▪ Alternate Materials - OTCR</li></ul>	<ul style="list-style-type: none"><li>▪ High-Pressure Steam Piping (Welding)</li></ul>	<ul style="list-style-type: none"><li>▪ High Temperature Hot Water Piping (Welding)</li></ul>
<ul style="list-style-type: none"><li>▪ Heating Systems</li></ul>	<ul style="list-style-type: none"><li>▪ Fire Resistant Penetrations and Joints</li></ul>	<ul style="list-style-type: none"><li>▪ HVAC and Service Water Heating Equipment</li></ul>
<ul style="list-style-type: none"><li>▪ HVAC and Service Water Heating System Controls</li></ul>	<ul style="list-style-type: none"><li>▪ Maintenance Information</li></ul>	

# PRE-DOB NOW: TR8: TECHNICAL REPORT STATEMENT OF RESPONSIBILITY FOR ENERGY CODE PROGRESS INSPECTIONS

DOB  
NOW

## TR8: Technical Report Statement Of Responsibility For Energy Code Progress Inspections

- The TR8 is filed with the TR1 upon completion of required inspections/tests for jobs in compliance with the NYCECC.
- Once inspections/tests results are in compliance, the results must be certified for submission.



**TR8: Technical Report  
Statement of Responsibility for  
Energy Code Progress Inspections**

*This form must be typewritten*

Orient and affix BIS job number label here

**1 Location Information** *Required for all applications.*

House No(s) \_\_\_\_\_ Street Name \_\_\_\_\_

Work on Floor(s) \_\_\_\_\_

**2 Applicant Information** *Required for all applications.*

Choose all that apply:  Design Applicant 3A, 4  Progress Inspections Applicant 3B-D, 5-6

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Business Name \_\_\_\_\_ Business Telephone \_\_\_\_\_

Business Address \_\_\_\_\_ Business Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Mobile Telephone \_\_\_\_\_

License Type choose one:  P.E.  R.A. License Number \_\_\_\_\_

**3 Energy Code Progress Inspection** *Required for applications where Energy Code Compliance Progress Inspection is marked Yes on TR1*

	3A ← Identification of Requirement	3B Identification of Responsibilities	3C Certificate of Complete Inspections / Tests	3D Withdraw Responsibilities
Y	N	Table Reference in 1RCNY §5000-01(h) (1) and (2)	Initial & Date	Initial & Date
<input type="checkbox"/>	<input type="checkbox"/>	Protection of exposed foundation insulation (IA1), (IIA1)		
<input type="checkbox"/>	<input type="checkbox"/>	Insulation placement and R values (IA2), (IIA2)		
<input type="checkbox"/>	<input type="checkbox"/>	Fenestration u-factor and product rating (IA3), (IIA3)		
<input type="checkbox"/>	<input type="checkbox"/>	Fenestration air leakage (IA4), (IIA4)		

# DOB NOW: *Build* –TR8 FORM IS NOW IN A TECHNICAL REPORT TAB

DOB  
NOW

## PAPER TR8 FORM

**NYC Buildings**

**TR8: Technical Report**  
Statement of Responsibility for  
Energy Code Progress Inspections

This form must be typewritten

Orient and affix BIS job number label here

**1 Location Information** *Required for all applications.*

House No(s) Street Name  
Work on Floor(s)

**2 Applicant Information** *Required for all applications.*

Choose all that apply:  Design Applicant 3A, 4  Progress Inspections Applicant 3B-D, 5-6

Last Name First Name Middle Initial  
Business Name Business Telephone  
Business Address Business Fax  
City State Zip Mobile Telephone  
License Type choose one:  P.E.  R.A. License Number

**3 Energy Code Progress Inspection** *Required for applications where Energy Code Compliance Progress Inspection is marked Yes on TR1*

3A -- Identification of Requirement		3B Identification of Responsibilities	3C Certificate of Complete Inspections / Tests	3D Withdraw Responsibilities
Y	N	Table Reference in 1RCNY §5000-01(h) (1) and (2)	Initial & Date	Initial & Date
<input type="checkbox"/>	<input type="checkbox"/>	Protection of exposed foundation insulation (IA1), (IA1)		
<input type="checkbox"/>	<input type="checkbox"/>	Insulation placement and R values (IA2), (IA2)		
<input type="checkbox"/>	<input type="checkbox"/>	Fenestration u-factor and product rating (IA3), (IA3)		
<input type="checkbox"/>	<input type="checkbox"/>	Fenestration air leakage (IA4), (IA4)		
<input type="checkbox"/>	<input type="checkbox"/>	Fenestration areas (IA5), (IA5)		
<input type="checkbox"/>	<input type="checkbox"/>	Air sealing and insulation — visual (IA6), (IA6)		
<input type="checkbox"/>	<input type="checkbox"/>	Air sealing and insulation — testing (IA7), (IA7)		
<input type="checkbox"/>	<input type="checkbox"/>	Loading deck weather seals (IA8)		
<input type="checkbox"/>	<input type="checkbox"/>	Vestibules (IA9)		
<input type="checkbox"/>	<input type="checkbox"/>	Fireplaces (IB1), (IB1)		
<input type="checkbox"/>	<input type="checkbox"/>	Shutoff dampers (IB2), (IB2)		
<input type="checkbox"/>	<input type="checkbox"/>	HVAC and service water heating equipment (IB3), (IB3)		
<input type="checkbox"/>	<input type="checkbox"/>	HVAC and service water heating system controls (IB4), (IB4)		
<input type="checkbox"/>	<input type="checkbox"/>	HVAC insulation and sealing (IB5), (IB5)		
<input type="checkbox"/>	<input type="checkbox"/>	Duct leakage testing (IB6), (IB6)		
<input type="checkbox"/>	<input type="checkbox"/>	Electrical energy consumption (IC1), (IC1)		
<input type="checkbox"/>	<input type="checkbox"/>	Lighting in dwelling units (IC2)		
<input type="checkbox"/>	<input type="checkbox"/>	Interior lighting power (IC2), (IC3)		
<input type="checkbox"/>	<input type="checkbox"/>	Exterior lighting power (IC4)		
<input type="checkbox"/>	<input type="checkbox"/>	Lighting controls (IC5)		
<input type="checkbox"/>	<input type="checkbox"/>	Electrical motors (IC6)		
<input type="checkbox"/>	<input type="checkbox"/>	Maintenance information (ID1), (ID1)		
<input type="checkbox"/>	<input type="checkbox"/>	Permanent certificate (ID2)		
<input type="checkbox"/>	<input type="checkbox"/>	Solar Ready Requirements (ID3)		

## DOB NOW TECHNICAL ENERGY REPORT (TR8)

**M00030896-I1**

Plans/Work (PW1)

Zoning Information

Scope of Work

Cost Affidavit (PW3)

**Technical Report**

- Technical Report (TR1)
- Technical Report Energy (TR8)**

Documents

Work Permit (PW2)

Statements & Signatures

**Technical Report Energy (TR8)**

**2. Applicant Information**

Applicant type: (choose that apply)\*

Design Applicant  Pr

**3a. Energy Code Progress Inspection For New Work**

Requirement	Id
Duct leakage testing	No
Electrical motors	No
HVAC and service water heating equipment	No
HVAC and service water heating system control	No
HVAC insulation and sealing	No
Maintenance information	No



# DOB NOW: *Build* – CATEGORY SELECTED DETERMINES INSPECTION(S) REQUIRED

- The system determines the required inspections based on the scope and data entered when the Job Filing is created (e.g., Boiler - Dual ). Only fields specific to Energy Code Progress Inspections for New Work will display in the table with the option to add additional inspections, if applicable.

## Technical Report (TR8) – Energy Code Progress Inspections

### Energy Code Progress Inspection

+ Add

Requirement ▲	Identified ▼	Certified ▼	Progress Inspector
HVAC and service water heating equipment	Yes	Yes	JOE ADAM

# PRE-DOB NOW: PAPER OR BIS > DOB NOW: *Build*

Processes currently completed on paper or in BIS will now be completed in DOB NOW.

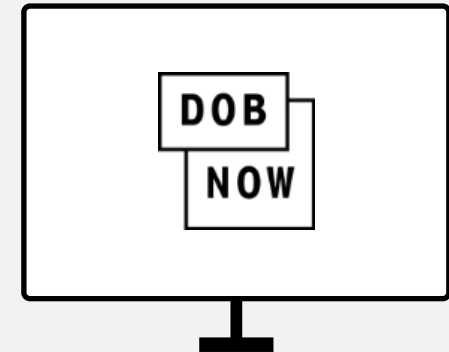
## PAPER FORMS



## BIS



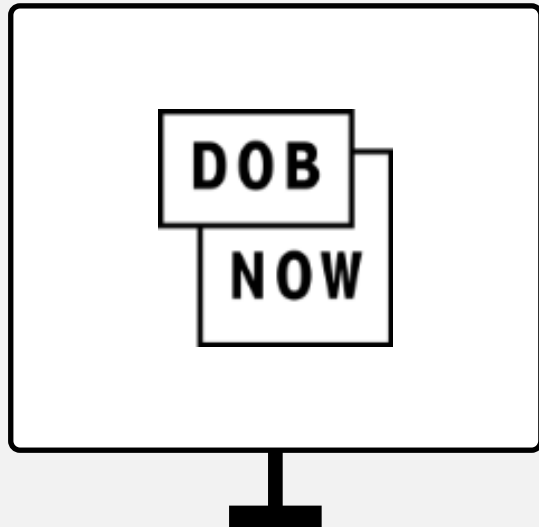
## DOB NOW: *Build*



- PW1 including other Forms
- Schedule C

- Forms can be uploaded to BIS

## DOB NOW: BUILD

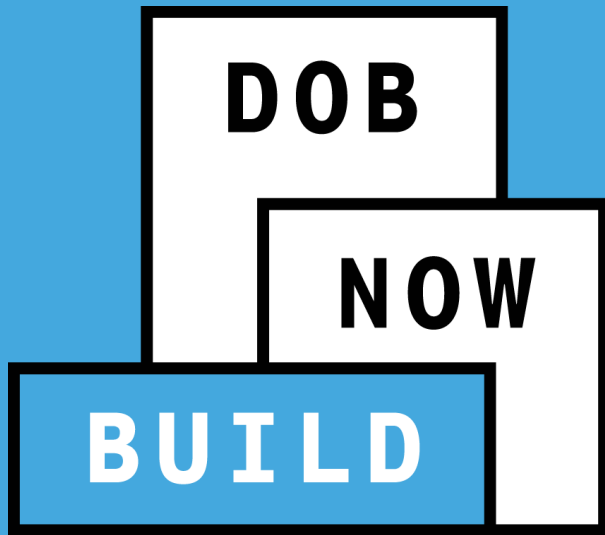


### In DOB NOW: *Build* – for Boiler Equipment:

- BL, FB and FS Work Types combined into one Work Type 'Boiler Equipment' (BE).
- Boiler Equipment Work Type cannot be combined-filed with any Work Type currently in DOB NOW: *Build*.
- Schedule C will be filled out in within a Job Filing in DOB NOW: *Build*.
- A Boiler Equipment Work Permit can be pulled by either OBI or LMP.
- OP49 process will occur in DOB NOW: *Build*.

### In DOB NOW: *Build* – for all Job Filings:

- Submit Online
- 24/7 - at your convenience
- Clear understanding of the report status
- Improved search functionality
- Multiple Reports can be filed for one address
- All payments are made online



## ROLES AND RESPONSIBILITIES

## APPLICANT OF RECORD (PE/RA/LICENSEE)



- Create and Enter: PW1, PW2, PW3
- Add Associated Delegates
- Enter Scope of Work
- Enter TR1, TR8, EN2
- Upload Plans and Required Documents
- Upload DPL1: Seal and Signature Form
- Complete Statements and Signatures
- Submit Payment
- Submit Filing
- File PAA
- Resolve Objections
- Schedule and Attend Meeting Appointments
- Create and Enter OP49: Boiler Remover Notification

## KEY POINTS:

The Applicant of Record is the **ONLY** role allowed to:

- Upload the signed and sealed DPL-1 Form
- Submit the Job Filing to DOB
- Submit a PAA to DOB



## ASSOCIATED DELEGATES FILING REPRESENTATIVE CLASS II/PE/RA:

## KEY POINTS:



- Create and Enter: PW1, PW2, PW3
- Enter Scope of Work
- Enter: TR1, EN2
- Upload Other Documents
- Submit Payment
- Resolve Objections
- Schedule and Attend Meeting Appointments

An Associated Delegate designated to a Job Filing can do everything as the Applicant of Record **EXCEPT:**

- Upload the DPL-1 Form
- Attestations
- Submit the Job Filing

## OWNER/OWNER REPRESENTATIVE



There are currently  
**18** existing  
Work Types  
in DOB  
NOW, with  
over  
**10,000**  
registered  
Owners

- Create and Enter: PW1, PW2, PW3
- Add Associated Delegates
- Enter Scope of Work
- Enter: TR1, TR2, TR3/TR3P
- Upload Required Documents
- Complete Statements and Signatures
- Submit Payment
- Resolve Objections
- Schedule and Attend Meeting Appointments
- Receive 'Status Notifications' if Owner's E-mail is entered by the applicant
- Create and Enter OP49: Boiler Remover Notification

## KEY POINTS:

An Owner/Owner Representative **MUST**:

- Complete Owner Statements & Signatures before a Job Filing is submitted
  - Once signed, the Owner's Attestation will not be cleared if changes (Incomplete, QA Failed, Objections or any other resubmission) remain in the Job Filing.
  - It is optional to legally assign a representative to act on their behalf online or by visiting a kiosk at DOB.

## FILING REPRESENTATIVE CLASS I/PREPARER



- Create and Enter: PW1, PW2, PW3
- Enter Scope of Work
- Enter: TR1, TR8, EN2
- Upload Required Documents
- Submit Payment
- Resolve Objections
- Receive ‘Status Notifications’ if Filing Representative/Preparer’s E-mail is entered by the applicant

## KEY POINTS:

A Filing Representative (Class I) **CAN:**

- Create a Job Filing and complete data entry
- Resolve Objections

A Filing Representative (Class I) **CANNOT:**

- Upload the Applicant of Record DPL-1 Form
- Complete Statements & Signatures
- Submit a Job Filing to DOB

## SPECIAL INSPECTOR



- Complete Statements and Signatures in TR1 tab
  - Upload DPL-1 Form: Seal and Signature Form
  - Complete Statements and Signatures

## PROGRESS INSPECTOR



- Complete Statements and Signatures in TR1 tab
- Upload DPL-1 Form: Seal and Signature Form
- Complete Statements and Signatures

- Prior to the permit being issued, the Special and/or Progress Inspector **must log in, sign, and upload their DPL-1 Form.**



- The Special and/or Progress Inspector will select the checkbox for:
  - I Take the Responsibility of Identifying
  - Inspection Applicant's Identification of Responsibilities

I Take the Responsibility of Identifying Requirement

Name*	Date of Identification of Responsibility
<input type="text" value="BUILD1 DEP"/> (Electronically Signed)	<input type="text" value="11/19/2018"/>

**Inspection Applicant's Identification of Responsibilities**


I understand that my failure to file a certification of completion or to notify the Department of my withdrawal of responsibilities within one year from expiration of the last valid permit may result in the loss of my privileges to file under Directives 2 and 14 of 1975 or issuance of a violation, or both. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.\*

I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Inspection Applicant's Identification of Responsibilities terms of this application. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand.\*

For the *progress inspections* indicated above in section 4, except energy code inspections on the TR1EN form, and/or concrete test items indicated in section 3, I assume the responsibility and I personally, or where permitted by the New York City Construction Codes, qualified personnel under my direct supervision, will perform the required inspections and tests on such forms and in such matter as the Department requires or requests. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.\*




Name*	Date*
<input type="text" value="BUILD1 DEP"/> (Electronically Signed)	<input type="text" value="11/19/2018"/>

# DOB NOW: *Build* – SPECIAL/PROGRESS INSPECTOR TR – DPL-1 FORM: SEAL AND SIGNATURE FORM (CON'T)

- The Special and/or Progress Inspector **must upload a DPL-1 Form Seal and Signature** form by selecting the upload  icon from within the Technical Report section.



**NOTE:** A DPL-1 Form is required even if the Progress Inspector is also the Applicant of Record.

Cost Affidavit (PW3)	4. Progress Inspection Categories						
Technical Report	+ Add						
<b>Technical Report (TR1)</b>	Requirement ▲	Identified ▼	Certified ▼	Progress Inspector ▼	PAA ▼	Seal & Signature ▼	Actions ▼
Concrete Sampling & Testing (TR2)	Final	Yes	No	JOE ADAM	No	 Required	 
Documents							
Work Permit (PW2)							
Statements & Signatures							

- Prior to the Contractor requesting the Work Permit, the Inspector **MUST take ownership by Identifying requirement(s)** of all TR Inspections associated to the Job Filing.
- In order to receive a Sign-off or a Letter of Completion, all **TR and TR FINAL inspections must be certified.**

Agency Number\*

5546

✓ Valid

I Take the Responsibility of Identifying Requirement.

Name

JOE ADAM

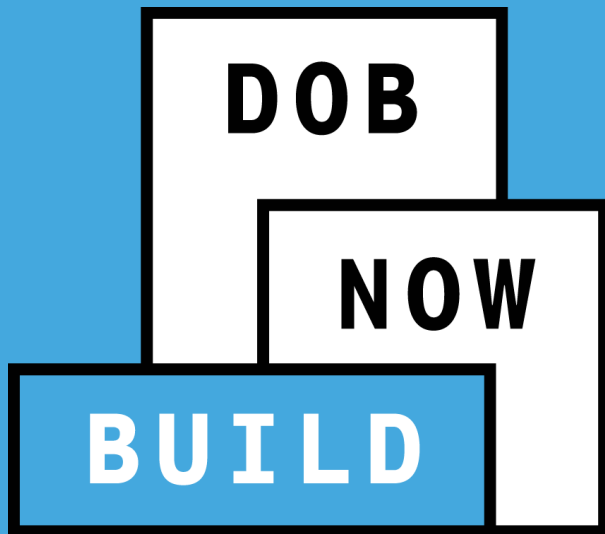
(Electronically Signed)

I Certify Complete Inspections/Tests

Name

7. Special Inspection Applicant's Identification of Responsibilities\*





## BOILER EQUIPMENT JOB FILING PROCESS

# DOB NOW: *Build* – JOB FILING PROCESS FLOW



# DOB NOW: *Build* – IDENTIFICATION NUMBERS

DOB  
NOW

## JOB NUMBER

Borough (X,Q,B,M,S) + Sequence Number = **M + 00030070**

M = Manhattan      X = Bronx      B = Brooklyn

Q = Queens      S = Staten Island

## FILING NUMBER

I1 = Initial Filing

S1 = Subsequent Filing

P1 = Post Approval Amendment

## WORK PERMIT

**M + 00000001-I1-BE**

Borough      Sequence Number      Filing Number      Work Type

M      +      00000001      +      I1      +      BE

The screenshot shows the DOB NOW system interface. At the top, there are navigation buttons: Home, Job Filing, Work Permit, AHV Permit, Request LOC, and OP49. Below these are tabs for 'My Jobs', 'My Work Permits', 'My AHV Work Permits', 'My LOC Requests', and 'M'. A dropdown menu is set to 'Boiler Equipment'. The main table lists job filings with columns for Job#, Filing#, Filing Type, and Filing Status. The row for Job# M00030070 is highlighted with a red border.

Job#	Filing#	Filing Type	Filing Status
M00030073	I1	New Job Filing	Pre-filing
M00030072	I1	New Job Filing	Pre-filing
<b>M00030070</b>	I1	New Job Filing	Pre-filing
M00030066	I1	New Job Filing	Pre-filing
M00030065	I1	New Job Filing	Pre-filing
M00030062	I1	New Job Filing	Pre-filing
M00029989	I1	New Job Filing	Pending Plan Examiner
M00029988	I1	New Job Filing	Permit Entire



## STANDARD PLAN EXAMINATION OR REVIEW

- Pre-Filing
- Pending CPE/ACPE Assignment
- CPE/ACPE Review
- Incomplete
- Pending PE Assignment
- Plan Examiner Review
- Objections
- Approved
- Permit Issued/Permit Entire
- LOC Issued

## PROFESSIONAL CERTIFICATION

- Pre-Filing
- Pending Prof Cert QA Assignment
- Prof Cert QA Review
- QA Failed
- Approved
- Permit Issued/Permit Entire
- LOC Issued

- Applicants and all roles associated to the Job Filing are sent email notifications each time the status is updated.

☆ CRM Buildings NYC D. PA1 Approved for M00361849 / I1 / 280 BROADWAY. - This email references M00361849 / I1 / 280 BROADWAY. Your PA1 plans have been Approved. Log in to DOB NOW: Build t

☆ CRM Buildings NYC D. Filing Submitted for M00361850/I1/280 BROADWAY - This email references M00361850/I1/280 BROADWAY . This filing has been submitted and is awaiting assignment to a pla

## Filing Submitted for M00361850/I1/280 BROADWAY Inbox x



**CRM Buildings NYC DEV** <CRMBuildNYCDev@buildings.nyc.gov>

to SAM, TESTING ▾

This email references **M00361850/I1/280 BROADWAY** .

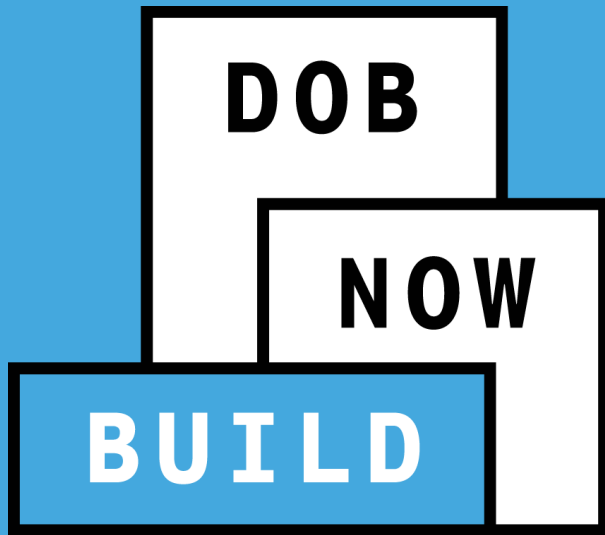
This filing has been submitted and is awaiting assignment to a plan examiner.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at [dobnowsupport@buildings.nyc.gov](mailto:dobnowsupport@buildings.nyc.gov).

Sincerely,

NYC Department of Buildings

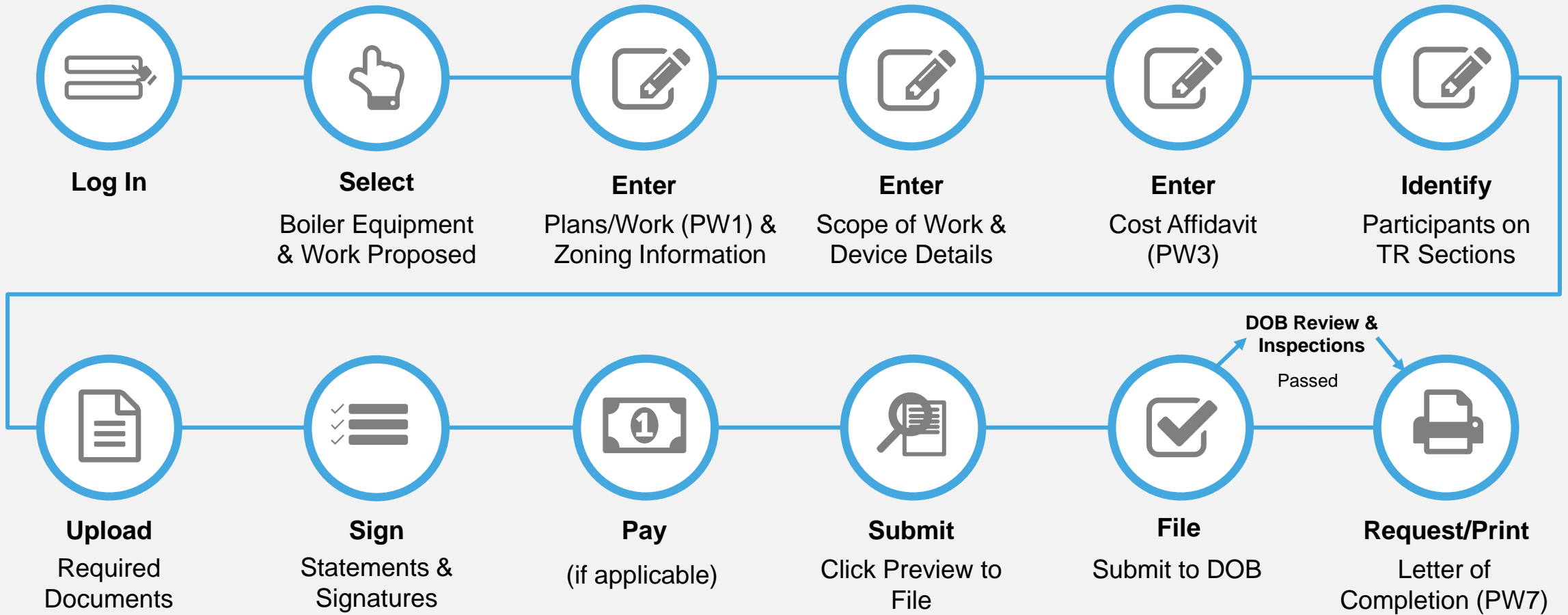




**JOB FILING REVIEW TYPES PROCESS FLOWS**

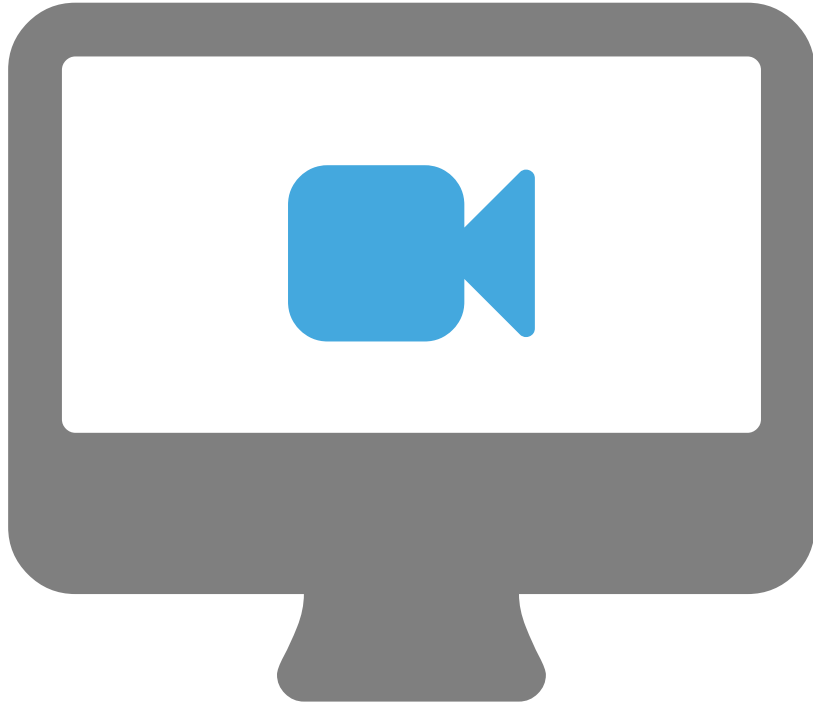
- **STANDARD PLAN EXAMINATION OR REVIEW**
- **PROFESSIONAL CERTIFICATION**

# DOB NOW: *Build* – (BE) STANDARD PLAN EXAMINATION PROCESS FLOW









## **STEP-BY-STEP GUIDE VIDEO DEMO**

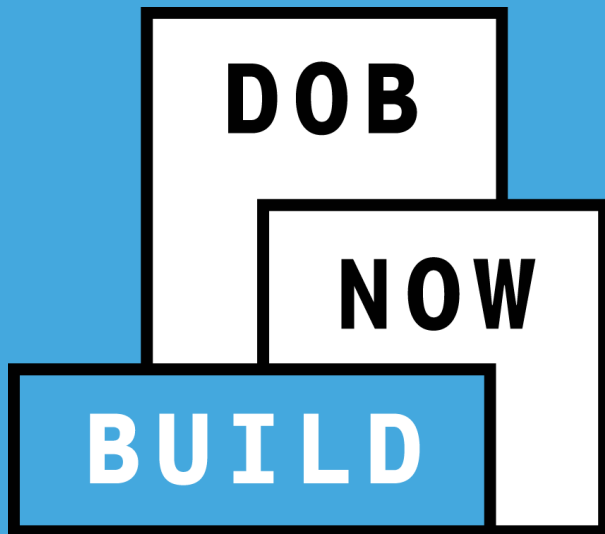
Create and Submit a Boiler Equipment Job Filing including:

- Device Details
- Chimney Information

**DOB**

**NOW**

**BUILD**



**CREATE AN OP49:  
SELF-CERTIFICATION OF REMOVED,  
DISCONNECTED, OR NON-EXISTING BOILER**

An OP49 request can be submitted when the Boiler status is:

- Active
- Non-Jurisdictional
- Temporary
- Unregistered

An OP49 request cannot be submitted when Boiler status is **Void**.

## APPLICANT OF RECORD (PE/RA)



- Create and Enter OP49: Boiler Remover Notification

## OWNER/OWNER REPRESENTATIVE



- Completes Statements & Signatures
- Receive 'Status Notifications' if Owner's e-mail is entered by the applicant

- The fee for submitting an OP49 is **\$45**.
- The OP49 that is submitted **more than 30 calendar days** after the inspection date will be considered late.
  - The late fee is **\$50/month** (i.e. every 30 calendar days)
  - The late fee should not exceed a total fee of \$500 (e.g. if the OP49 is submitted 13 months late the late fee will be \$500, not \$650 (13 x \$50)).

# DOB NOW: *Build* – OP49 FORM IS NOW CREATED AND SUBMITTED FROM THE DOB NOW: *Build* – DASHBOARD

DOB  
NOW

## PAPER OP49 FORM



### OP49: Self-Certification of Removed, Disconnected, or Non-Existing Boiler

Note: This form must be filed within thirty (30) days following boiler disconnection or removal. Only one form per boiler.

**1 Location Information**

Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ BIN \_\_\_\_\_ Total # Res. Units \_\_\_\_\_  
House No(s) \_\_\_\_\_ Street Name \_\_\_\_\_ AKA \_\_\_\_\_ Total # Commercial Space \_\_\_\_\_  
Occupancy  Multiple Dwelling  Commercial  Mixed Use  Other (describe) \_\_\_\_\_

**2 Owner/Representative Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Daytime Telephone \_\_\_\_\_  
Address \_\_\_\_\_ Mobile Telephone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-Mail \_\_\_\_\_  
Contact Person \_\_\_\_\_ Daytime Telephone \_\_\_\_\_  
E-Mail \_\_\_\_\_ Mobile Telephone \_\_\_\_\_

**3 Authorized Inspector Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ License Number \_\_\_\_\_  
Business Name \_\_\_\_\_ Business Telephone \_\_\_\_\_  
Business Address \_\_\_\_\_ Mobile Telephone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-Mail \_\_\_\_\_  
License Type  Oil Burner Equipment Installer (O)  High Pressure Boiler Operator (B)  RA (Registered/Licensed Architect)  
 Master Plumber (P)  Authorized Insurance Company  PE (Licensed Professional Engineer)

**4 Boiler Disposition Information** \*Owner must provide adequate documentation if reporting a disconnect/removal date prior to the inspection date.

4A Boiler Number: \_\_\_\_\_ Serial Number: \_\_\_\_\_ Inspection Date: \_\_\_\_\_  
4B  Disconnect 4C, 4E  Removal 4C, 4E  Post Disconnect/Removal Inspection 4C, 4D, 4E, 5  Non-Existing 4E  
4C  The following conditions for proper boiler disposition were performed, or inspected, and are in accordance with all NYC Administrative Code and other applicable laws and rules: [1] oil burner is removed from boiler (if gas burner, gas line is capped), [2] water supply to boiler is cutoff, [3] electric supply to boiler is disconnected, [4] steam or hydronic header and return is cut above boiler and physically disconnected, and [5] flue pipe is removed from chimney base.  
4D Provide actual date of disconnect/removal for this boiler unit\*: \_\_\_\_\_  
4E Are there any active boilers remaining at this location?  Yes 4F  No 4G  
4F Provide information for each active boiler at this location. 4G Explain how the building is being heated and provide Job/Permit number(s) and/or Equipment Use number for the alternate device(s).

Boiler Number	Serial Number	and/or Equipment Use number for the alternate device(s).

(–check here if) active devices heat individual residential units and are each 100,000 BTU's or less.

**5 Owner's Statements and Signatures**

Falsification of any statement is a misdemeanor and punishable by a fine, 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.

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**6 Authorized Inspector's Statements and Signatures**

Falsification of any statement is a misdemeanor and punishable by a fine, 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.

## DOB NOW: *Build* – OP49

NYC Buildings

DOB NOW

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

**1**

[+ Job Filing](#) [+ Work Permit](#) [+ AHV Permit](#) [+ Request LOC](#) [+ Boiler Removal Notification](#) [+ Emergency Work](#)

Boiler Removal Notification

Search By

BIN  Boiler ID  Address

**2**

BIN\*

[Search & Add](#)

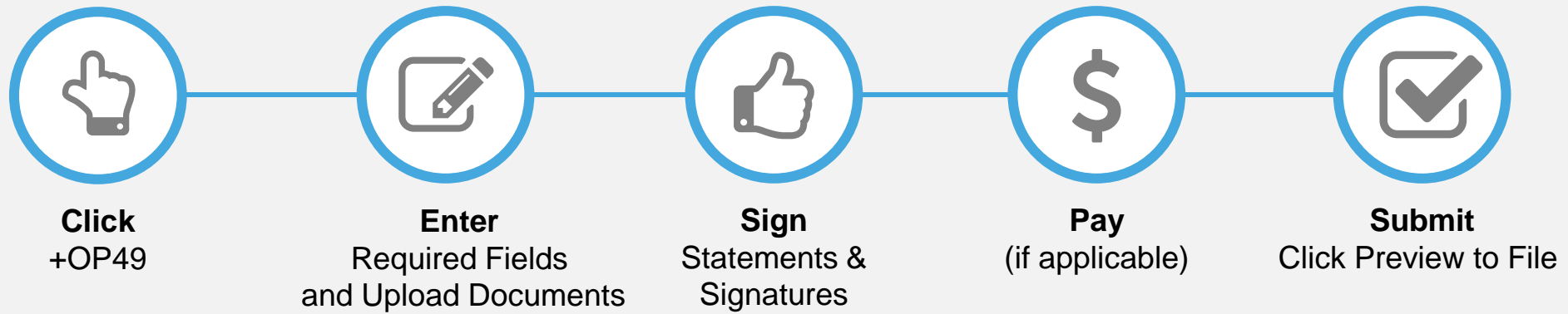
[Location Information\\*](#)

[Owner/Filing Representative](#)

[Authorized Inspector Information\\*](#)

[Boiler Disposition Information\\*](#)

# DOB NOW: *Build* – OP49: BOILER REMOVAL NOTIFICATION FILING PROCESS FLOW





# DOB NOW: *Build* – OP49 BOILER REMOVAL NOTIFICATION IDENTIFICATION NUMBERS

- Each OP49 Request will have a unique Job#: **OP49 JOB#**

M-00000001-OP49

Borough + Sequence Number + Form Name

The screenshot shows the DOB NOW web application interface. At the top, there is a navigation bar with buttons for Home, Job Filing, Work Permit, AHV Permit, Request LOC, OP49, Emergency Work Notification, and Certificate of Operation. Below this is a secondary navigation bar with tabs for My Jobs, My Work Permits, My AHV Work Permits, My LOC Requests, My Sign Off Requests, Emergency Work Notifications, Certificate of Operation, My OP49 Requests (highlighted with a red box and a '1' in a red circle), and Job Number Search. The main content area is a table with the following columns: Job#, Filing Status, Address, Borough, Created Date, Payment Status, and View/Delete. The 'Job#' column is highlighted with a red box and a '2' in a red circle. The table contains 10 rows of data, each with a checkmark in the first column and a trash icon in the last column. At the bottom of the table, it says 'Total Items: 21 (Showing Items: 10)'. Below the table is a pagination control showing '1 / 3' and '10 Items Per Page'.

Job#	Filing Status	Address	Borough	Created Date	Payment Status	View/Delete
M-00000141-OP49	Prefiling	274 BROADWAY	MANHATTAN	01/17/2019	Due	
M-00000133-OP49	Prefiling	10 BROADWAY	MANHATTAN	01/17/2019	Due	
M-00000132-OP49	Rejected	274 BROADWAY	MANHATTAN	01/17/2019	Paid	
M-00000128-OP49	QA Supervisor Review	274 BROADWAY	MANHATTAN	01/17/2019	Paid	
M-00000127-OP49	QA Supervisor Review	274 BROADWAY	MANHATTAN	01/16/2019	Paid	
M-00000125-OP49	Pending Inspections	274 BROADWAY	MANHATTAN	01/16/2019	Paid	
M-00000121-OP49	Approved	274 BROADWAY	MANHATTAN	01/16/2019	Paid	
M-00000118-OP49	Rejected	274 BROADWAY	MANHATTAN	01/15/2019	Paid	
M-00000117-OP49	QA Supervisor Review	274 BROADWAY	MANHATTAN	01/15/2019	Paid	
M-00000116-OP49	Rejected	274 BROADWAY	MANHATTAN	01/15/2019	Paid	

# DOB NOW: *Build* – OP49: BOILER REMOVAL NOTIFICATION FILING STATUS

- Pre-Filing
- Rejected
- Approved
- QA Supervisor/Administrator Review

Job#	Filing Status	Address	Borough	Created Date	Payment Status	View/Delete
M-00000141-OP49	Prefiling	274 BROADWAY	MANHATTAN	01/17/2019	Due	
M-00000133-OP49	Prefiling	10 BROADWAY	MANHATTAN	01/17/2019	Due	
M-00000132-OP49	Rejected	274 BROADWAY	MANHATTAN	01/17/2019	Paid	
M-00000128-OP49	QA Supervisor Review	274 BROADWAY	MANHATTAN	01/17/2019	Paid	
M-00000127-OP49	QA Supervisor Review	274 BROADWAY	MANHATTAN	01/16/2019	Paid	
M-00000125-OP49	Pending Inspections	274 BROADWAY	MANHATTAN	01/16/2019	Paid	
M-00000121-OP49	Approved	274 BROADWAY	MANHATTAN	01/16/2019	Paid	
M-00000118-OP49	Rejected	274 BROADWAY	MANHATTAN	01/15/2019	Paid	
M-00000117-OP49	QA Supervisor Review	274 BROADWAY	MANHATTAN	01/15/2019	Paid	
M-00000116-OP49	Rejected	274 BROADWAY	MANHATTAN	01/15/2019	Paid	

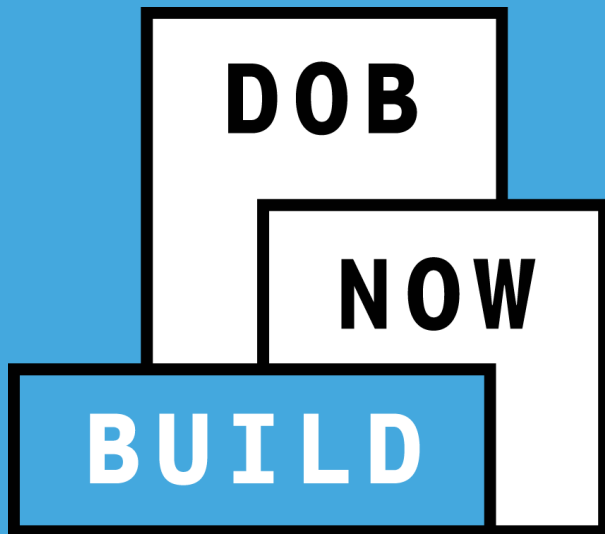
Total Items: 21 (Showing Items: 10)

1 / 3 Items Per Page



## **STEP-BY-STEP GUIDE DEMO**

Create OP49: Boiler Removal Notification



NO PAPER. NO LINES.

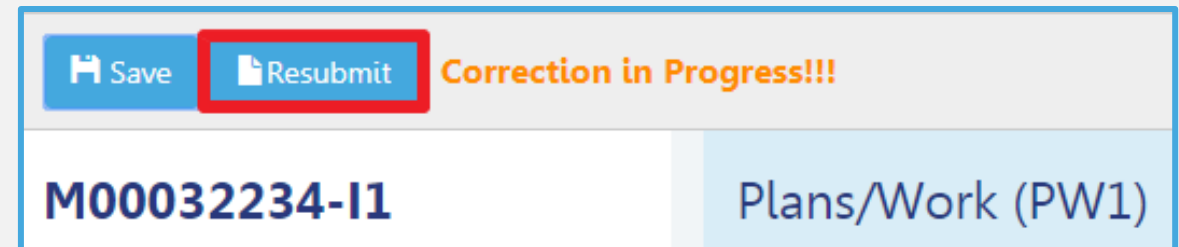
CORRECTION (DEAR CHANGE)

Once the Job Filing has been submitted, the Job Filing must be in one of the following status' in order to make a Correction:

- Pending Plan Examiner Assignment
- Pending Prof Cert QA Review
- If corrections result in **additional fees**, those fees must be paid before the Job Filing can be resubmitted.

Note: Use AI1 Form for minor revisions to plans after approval.

- Once the application has been filed, changes can be made except for the following fields below which will be greyed out and are not editable:
  - Location Information
  - Applicant Information
  - Job Filing Review Type
  - Building Type
  - Property Owner's Information
- After saving the changes, select the **'Resubmit'** button to submit the Job Filing.



# DOB NOW: *Build* – MAKE CORRECTIONS PROCESS FLOW



## Locate

The Job Filing  
on the Dashboard



## Select

Filing Actions



## Select

Corrections



## Make

Corrections



## Select

Save



## Complete

Statements &  
Signatures



## Click

Pay Now  
(if applicable)



## Click

Re-Submit



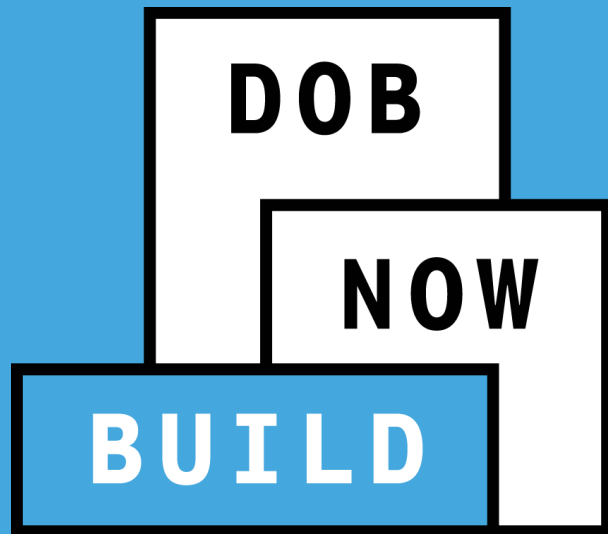
## Click

File

### REMINDER:

In order to make corrections to a Job Filing, the status must be in one of the following:

- Pending PE Assignment
- Pending Prof Cert QA Assignment



**RESPOND TO INCOMPLETE, OBJECTIONS  
OR QA FAILURE**

**SCHEDULE AN APPOINTMENT WITH PLAN  
EXAMINER**



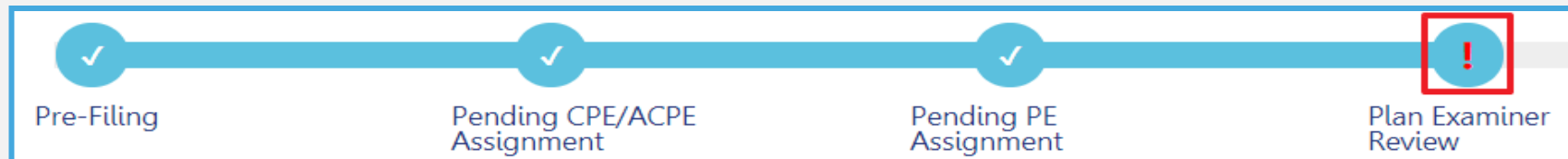
# DOB NOW: *Build* – RESPONDING TO INCOMPLETE STATUS

- Prior to the assignment to a Plan Examiner, an initial review is done for completeness. During this time an **INCOMPLETE** status may be issued for various reasons.
- Review the **Comments in the History Trace** to see the incomplete reason. After correcting the filing, the Applicant will need re-attest and click on the **Resubmit** button to return the job filing to DOB.

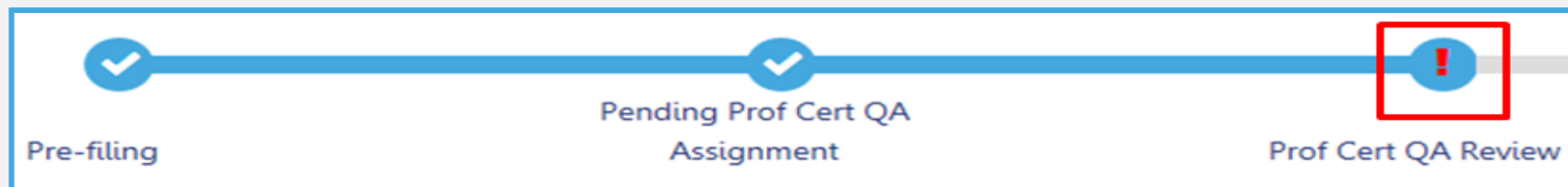
The screenshot displays the DOB NOW application interface. At the top, a workflow progress bar shows seven stages: Pre-filing, Pending CPE/ACPE Assignment, Pending PE Assignment, Plan Examiner Review, CPE/ACPE Review, Approved, and Permit Issued/Permit Entire. The 'Pending PE Assignment' stage is highlighted with a red box containing a red exclamation mark icon. Below the progress bar, a 'Trace History' window is open, showing a vertical timeline of events. The first event is 'Pending CPE/ACPE Assignment' dated 04/30/2019, with a 'Comments' dropdown menu. The second event is 'Pending Plan Examiner Assignment' dated 04/30/2019, with a 'Comments' dropdown menu containing the text: 'Provide Hydraulic Calculation(s). Demonstrate that the system has the minimum duration of the water supply.' A red box highlights the 'Comments' dropdown for this event. In the background, a 'History' dropdown menu is visible, with 'Trace History' selected and highlighted by a red box. The 'Resubmit' button is also visible in the top left of the interface.

- **Objections** or **QA Failure** can be raised for any of the following reasons:
  - Plans are not in accordance with the DOB Code
  - Incorrect Document Submission
  - Revision required to data entered
- After correcting the issued, update the Objection status or QA Failure Status to Resolved and the Applicant must complete statements and signature.

## OBJECTIONS:



## QA FAILURE:



- Appointment can only be scheduled once an objection is issued and the Plan Examiner indicates that an appointment is allowed.
- Appointments can be scheduled from the Portal based on the Plan Examiner's availability.
- The Applicant of Record or the Associated Delegate may attend the meeting.
- All appointments will be conducted using GoToMeeting.
- DOB will email the GoToMeeting link for the scheduled meeting prior to the meeting start time.

PE/ACPE Assignment Pending PE Assignment Plan Examiner Review

Save Resubmit

**M00031400-I1** Objections

Plans/Work (PW1)

Zoning Information

Scope of Work

Objections/Appointments

Cost Affidavit (PW3)

Technical Report

Objection

1968 BC 27-339 Fire segregation of occup...

Schedule Appointment

+ Appointment

Subject

**NOTE:** The Applicant can upload the revised plan(s) and save them Job Filing prior to meeting. The applicant doesn't have to submit the filing. The plan examiner has access to SAVED plans.

# RESPONDING TO QA FAILURE PROCESS FLOW



## Locate

The Job Filing on the Dashboard



## Open

The Job Filing



## Scroll

To Status field in the Failure Reason section



## Select

The Resolved status



## Upload

Documents (If applicable)



## Review

Filing and make any necessary revisions



## Complete

Applicant of Record's Statement and Signature



## Click

Resubmit

# OBJECTIONS & SCHEDULING APPOINTMENT PROCESS FLOW



## Locate

The Job Filing  
on the Dashboard



## Open

The Job Filing



## Select

The  
Objection/Appointments  
tab



## Click

The Edit button



## Update

Objection Status and  
add Comments



## Click

The Update  
button



## Click

+Appointment  
(If Applicable)



## Select

Attendees, Date and  
Time and click Schedule  
(If Applicable)



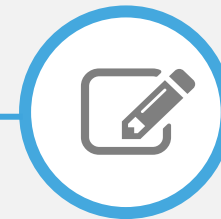
## Upload

Documents  
(If applicable)



## Review

Filing and make any  
necessary revisions



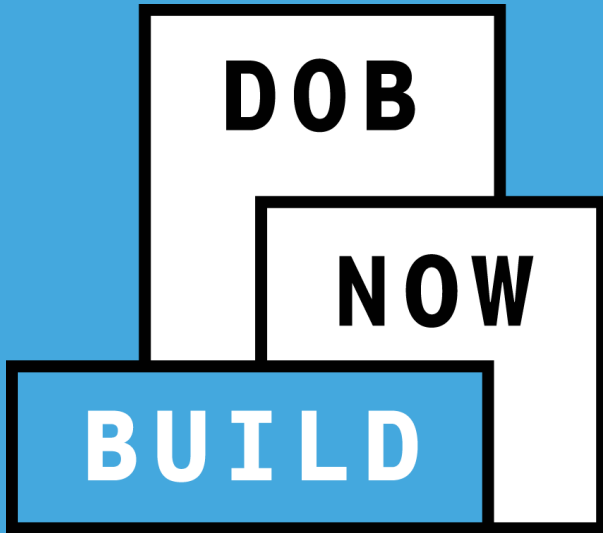
## Complete

Applicant Statement  
and Signature



## Click

Resubmit



## WORK PERMITS – PRINT/RENEW

# DOB NOW: *Build* – RENEW, VIEW AND PRINT WORK PERMITS

- Work Permits are displayed after the Job Filing status has been updated to **Permit Issued/Permit Entire**.
- From the DOB NOW: *Build* Dashboard, use the Work Permits tab to **renew/view and print** both approved and expired Work Permits.

**M00031255-I1**

Plans/Work (PW1)

Zoning Information

Scope of Work

Cost Affidavit (PW3)

Technical Report

Technical Report (TR1)

Documents

**Work Permit (PW2)**

Statements & Signatures

Work Permits

Work Permit: +

Tracking # ▾

559928803

569670945

**NYC** Buildings

**Work Permit Department Of Buildings**

Permit Number: **M00031327-S1- BE** Issued: **02/20/2019** Expires: **02/20/2020**

Address: **1 BROADWAY MANHATTAN**

Work on Floor(s): **CONCOURSE**

Issued To: **JOE ADAM**

Business: **JA& LLC**


License No: **PE-078712**

Dwelling Units-Existing: **3**

Number of Dwelling Units that will be occupied during construction: **7**

Description: **THIS IS A DEMO**

For detailed information regarding this permit, please log on to DOB NOW at [www.nyc.gov/buildings](http://www.nyc.gov/buildings).  
Call 311 with any questions or complaints.




Borough Commissioner:  Commissioner of Buildings:   
Acting Commissioner of Buildings




Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.

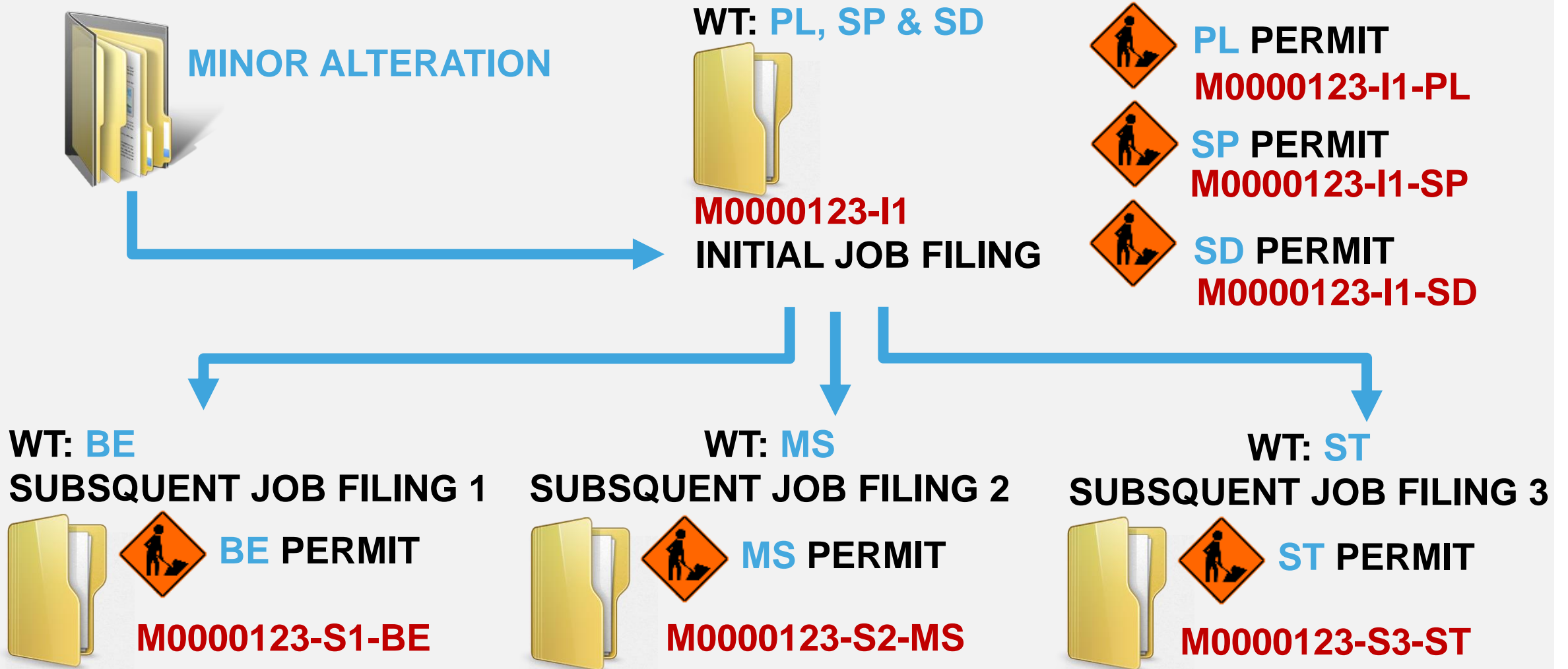
Print To PDF

ed Date ▾

Actions ▾





## ▪ **PERMIT EXPIRATION**

- DOB NOW work permits expire based on the earliest date of any of the criteria below:
  - One year from date of permit issuance
  - License expiration
  - Insurance expiration (General Liability, Worker’s Compensation or Disability)

## ▪ **AUTOMATIC EXTENSIONS**

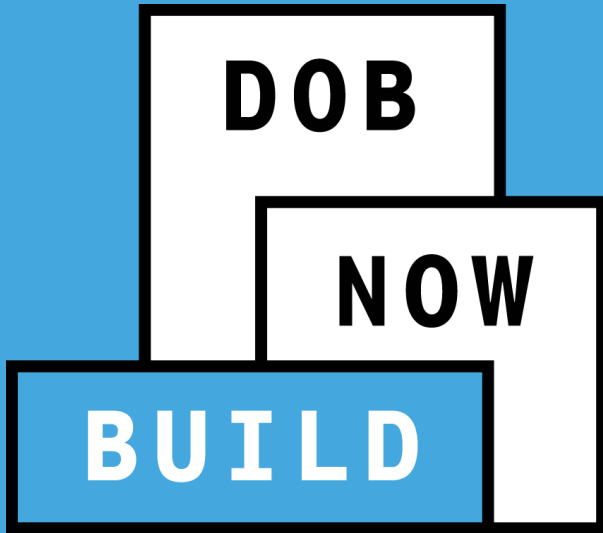
- For those permits where the expiration date is less than one year from date of issuance because of expiration of an insurance or the license, the permit will be extended automatically at no cost if the insurance or license is renewed before the expiration date.
- In order to get the automatic permit extension, renewal information must be submitted at least 5 days in advance to the DOB Licensing Unit to ensure sufficient time for processing.

# DOB NOW: BUILD – WORK PERMIT RENEWAL GUIDELINES

- To renew a Work Permit, the applicant will follow the same process as filing an initial Work Permit.
- Upon Permit Renewal, the Permit Expiration Date is **updated**. The **Permit Number does not change**, but the sequence number increases by 1 (e.g. 1, 2, 3...).
- The sequence number keeps track of your renewals in the system.

## EXAMPLE:

Job#	Filing#	Tracking#	Work Permit#	Sequence#
M00007423	I1	747885217	M00007423-I1-PL	2
M00004849	I1	489678824	M00004849-I1-SG	2
M00004264	I1	845952538	M00004264-I1-SG	2
M00030987	I1	582014779	M00030987-I1-ST	3
M00029245	I1	232310796	M00029245-I1-MS	3
M00030593	S1	977716015	M00030593-S1-PL	3
M00028039	I1	864295321	M00028039-I1-FN	3
M00004849	I1	708890198	M00004849-I1-SG	3
M00029245	I1	974943889	M00029245-I1-MS	4
M00030593	S1	360856615	M00030593-S1-PL	4



**AFTER HOURS VARIANCE (AHV)**

- An AHV:
  - Can be requested on a Job Filing that has been approved and has a Permit issued status in DOB NOW: *Build*.
  - Is required to perform construction work activity **before 7:00 am, after 6:00 pm or on the Weekend**.
  - Can only be requested by the **Licensed Master Plumber, Fire Suppression Contractor** or **General Contractor** that was listed on the initial permit.
  - Must be submitted **at least two business days before** the first intended work day



Meet Carl:

His Job Filing includes:

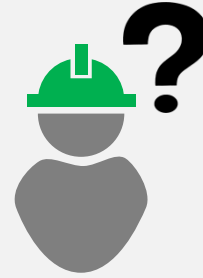
- GC
- MS
- BE
- PL



Carl has

**4 Work Permits:**

- GC
- MS
- BE
- PL



He needs to finish some work after tonight 8pm, consisting of Boiler and Plumbing.

**What should Carl do?**



Carl requests **2 separate**

**AHV Permits:**

- An AHV Permit for BE
- An AHV Permit for PL

**NOTE:** The Scope of the AHV Permit must be related to the Scope of work of the specific work permit.

Multiple AHV permits could be required depending on the need.

# DOB NOW: *Build* – AFTER HOURS VARIANCE GUIDELINES (CONT)

- Once AHV is approved, on the AHV form, click Pay Now to pay AHV Daily Fee.
- After AHV Daily Fee is paid, status updates to AHV Permit Issued. AHV Permit can be printed from the My AHV Work Permits Dashboard.

### After Hours Variance Permit Form

**M7401803**

Trace History Details

---

**Initial Filing Status Information**

Variance Type \* Initial

**Type of Permit**

Type of Permit\*

My AHV Work Permits
My LOC Requests
My Sign Off Requests
Emergency Work Notifications
Certificate of Operation
Boiler Removal Notific

Filing#	AHV Permit#	Work Permit#	AHV Permit Status	Created Date	Filing Action
			AHV Permit Issued <span style="float: right;">✕</span>		
	M5817543	M00031297-I1-BE	AHV Permit Issued	02/25/2019	Select Action: <span style="border: 1px solid red;">▼</span>
	M3597640	M00031297-I1-BE	AHV Permit Issued	02/22/2019	Select Action: <span style="border: 2px solid red; padding: 2px;">Print AHV Permit</span> Renew AHV Permit
	M9752240	M00031297-I1-BE	AHV Permit Issued	02/22/2019	
	M7401803	M00030720-I1-BE	AHV Permit Issued	01/28/2019	

City

State

Zip Code

#### Application Highlights

Location 1 NEW YORK PLAZA  
MANHATTAN

Job Number M00030720-I1

Work Permit Number M00030720-I1-BE

AHV Permit Status Approved

Reason of Approval Business Hours Operations  
Interruption

Reason of Denial

Initial Fee/Renewal Fee \$200.00

Daily Fee \$480.00

**Fees**

Calculate Fees

AHV Filing Fee \$200.00

AHV Daily Fee \$480.00

Amount Paid \$200.00

Amount Due \$480.00

Pay Now

# DOB NOW: AFTER HOURS VARIANCE (AHV) PERMIT FILING PROCESS FLOW



**Click**  
+AHV Permit from  
Dashboard



**Enter**  
Work Permit Number



**Enter**  
All Required Fields  
Select Dates/Times and  
Description of Work



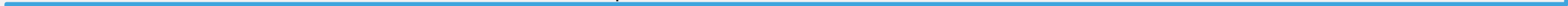
**Complete**  
Statements &  
Signatures



**Pay**  
AHV Filing Fee



**Submit**  
AHV Request



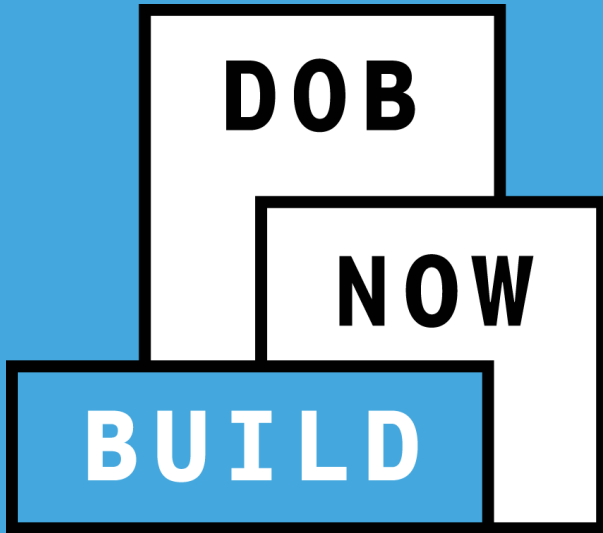
**Review**  
And Approve AHV



**Pay**  
AHV Daily Fee



**Print**  
AHV Permit



## CIVIL PENALTIES REVIEW REQUEST (L2)



The L2 is used in instances where an Applicant is requesting an Override, Reduction, or Waiver of Civil Penalties resulting from a Work Without a Permit violation.

If there is a Work Without Permit violation on the BIN associated to the PW2 then:

- The PW2 cannot be submitted for both initial and renewal of permits.
- The Professional Certification Job Filing with PW2 cannot be submitted.
- A L2 Request must be submitted and approved in DOB NOW: *Build* in order to obtain a permit.

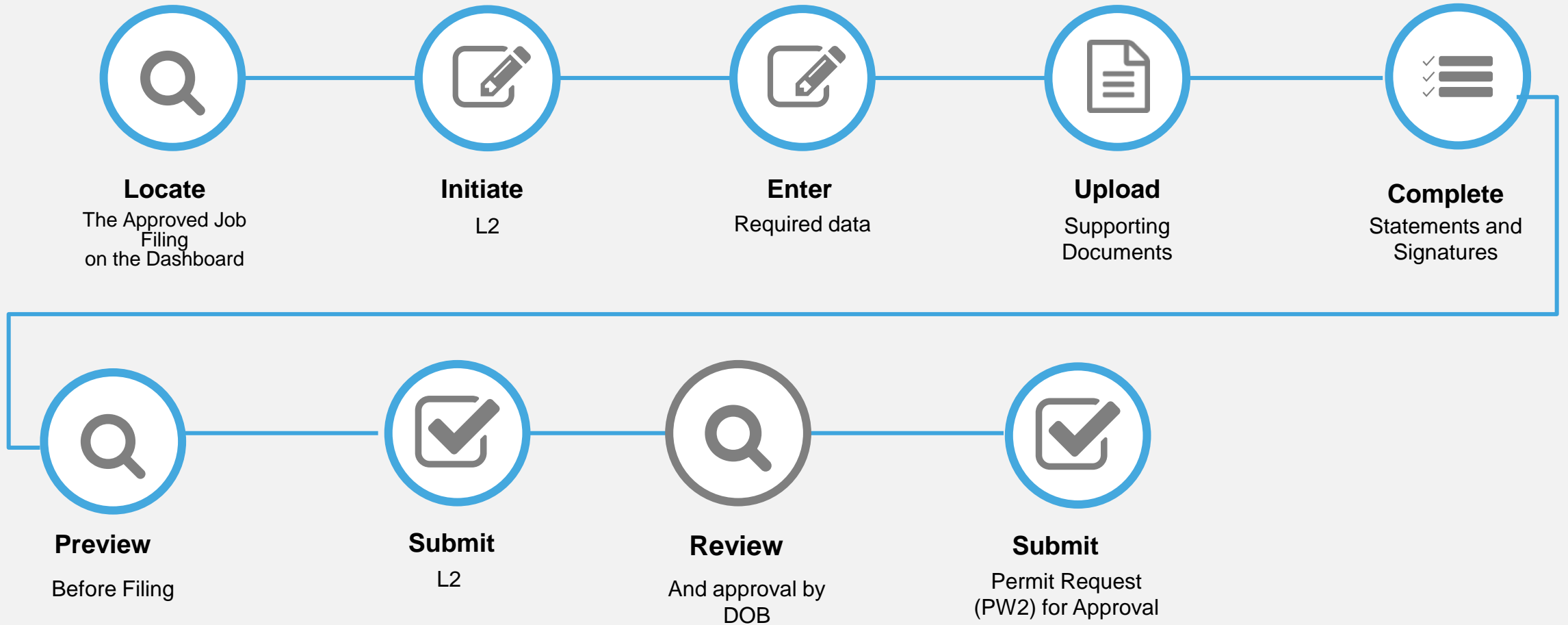
L2 can be initiated and submitted by any of the following stakeholders:

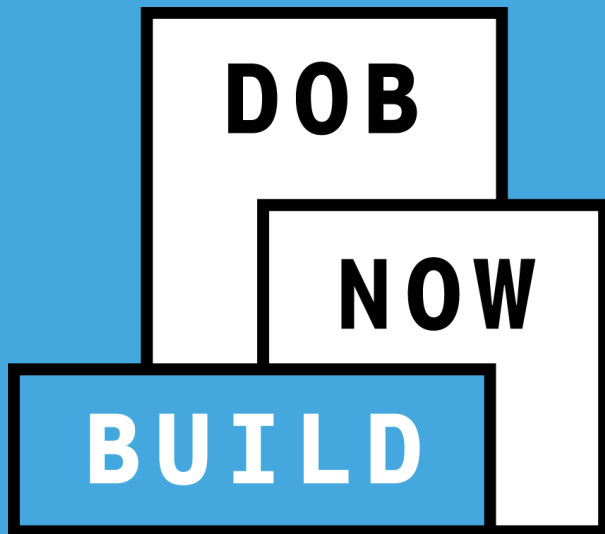
- Owner specified on the associated filing
- The Applicant of Record of the associated PW1
- Any Licensed PE/RA
- Any DOB Licensee
- A Class II Filing Representative

- DOB NOW: *Build* will:
  - Auto-populate on the L2 request all of the open DOB and ECB work without permit (WWP) violations that exist on the BIN.
    - For each individual violation listed, specify the L2 code that applies.
    - Only one L2 code can be selected per violation.
    - An L2 code will have to be selected for each violation in order for the request to be submitted.
  - Display the projected L2 fee.
  - NOT accept any payment associated to the L2 fee.
    - The fee will continue to be paid as it is done currently.
- Only one L2 request can be open per filing at a given time.

- Waiver requests in connection with violations of stop work orders (SWO) will continue to be handled via the current paper process.
- L2 request for the following L2 code **cannot** be submitted in DOB NOW: *Build*:
  - **LEG** - Work performed without a permit and an applicant is seeking a permit before notice of violation is issued.
  - **SWBC** - Where the Commissioner had determined that the violation should not have been issued for working against the SWO.
  - **SWOE** - Where the ECB violation issued for violating the SWO was dismissed for any reason.
- If L2 request is denied, a new request will need to be submitted.
- **NOTE:** For job filings **initiated before July 1, 2019** in DOB NOW: *Build*, customers will continue to submitted L2 request on the DOB NOW Online Help Form.

# DOB NOW: *BUILD* – SUBMIT A CIVIL PENALTIES REVIEW REQUEST (L2) PROCESS FLOW





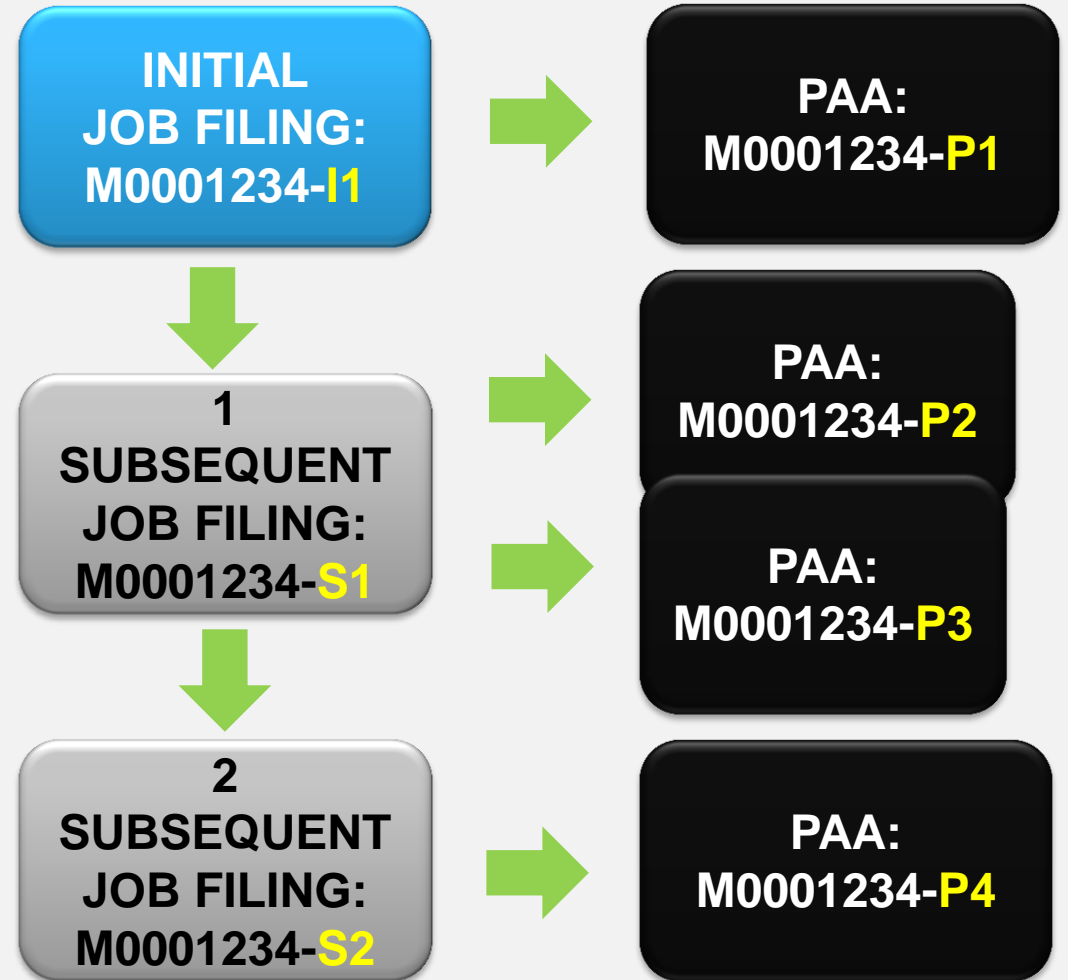
NO PAPER. NO LINES.

POST APPROVAL AMENDMENT (PAA)

The Applicant of Record can file a Post Approval Amendment (PAA) when the approved Scope of Work needs to be updated.

The following rules apply to filing a PAA:

- Only **one** PAA can be in progress at a time.
- A PAA can only be filed by an **Applicant of Record**.
- A PAA must be filed by the **same** Applicant of Record as the original filing.
- The description of the changes must be entered in Plans/Work (PW1) tab – Comments.



When a PAA is filed, the following fields are NOT editable:

- Filing Review Type (e.g. Standard Plan Examination to Professional Certification)
  - Application/Location Address
  - Work on Floors (e.g. Location details)
  - Applicant of Record Information
  - Owner Information
  - Building Type (e.g. Mixed Use to 1 to 3 Family)
- 
- **Note:** For minor revisions to the plans after approval, submit an AI1 form along with the revised plans as one PDF document to the online help form at [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp).

- A flat, one-time fee of \$100 is charged when a new PAA is filed.
- An increase or decrease in the estimated job cost results in a recalculation of fees which enables the **Pay Now** button, allowing the Applicant to pay the price difference using the CityPay portal.
  - **For increases** in the job cost, the Applicant must pay the price difference (from the initial fee on the initial Job Filing).
  - **For decreases** in the job cost, an adjustment is made (from the initial fee on the initial Job Filing).
- Refund Information: [https://www1.nyc.gov/assets/buildings/pdf/refund\\_requests.pdf](https://www1.nyc.gov/assets/buildings/pdf/refund_requests.pdf)
- RF1 Form and Instructions: [https://www1.nyc.gov/assets/buildings/pdf/refund\\_request\\_appl\\_instr.pdf](https://www1.nyc.gov/assets/buildings/pdf/refund_request_appl_instr.pdf)





## Locate

The Job Filing  
on the Dashboard



## Initiate

PAA



## Amend

Scope



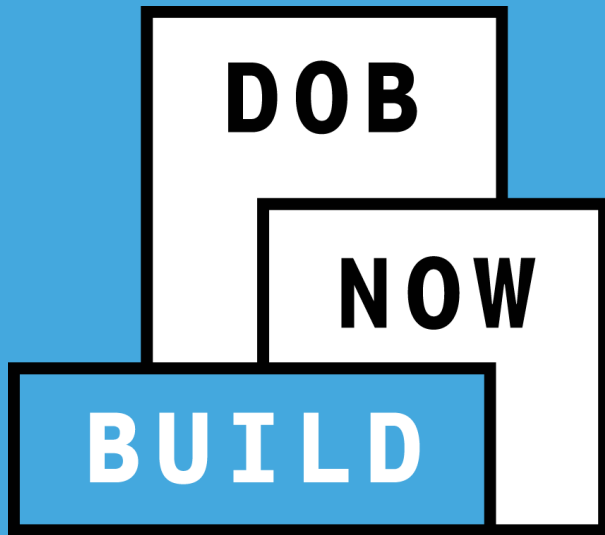
## Complete

Statements and Signatures  
& Payment (if applicable)



## Submit

PAA



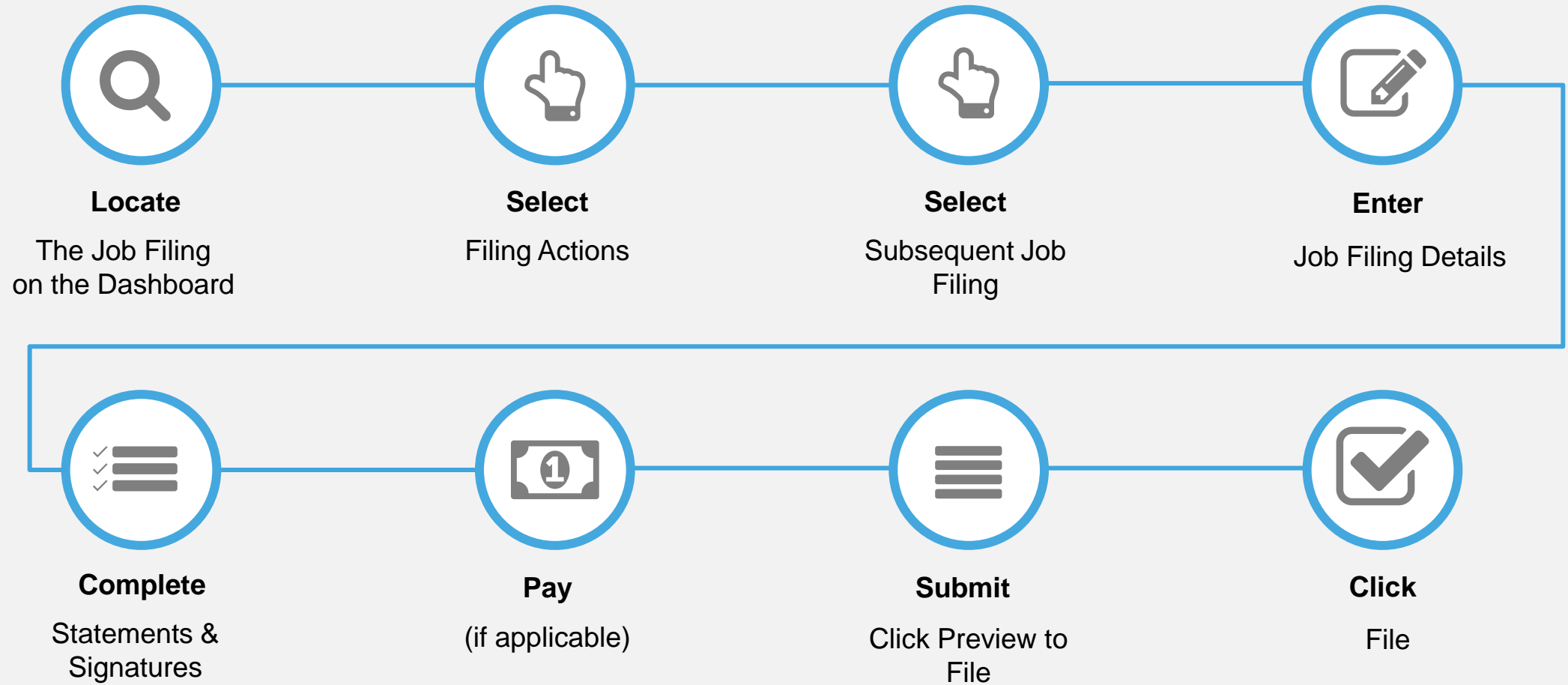
**NO PAPER. NO LINES.**

**SUBSEQUENT JOB FILINGS**

# SUBSEQUENT FILING GUIDELINES

- A Subsequent Job Filing can be added to an Initial job filing **after** it has a status of Approved.
- A Subsequent Job Filing can be added **before** a Letter of Completion (LOC) is issued.

# DOB NOW: *Build* – CREATE A SUBSEQUENT JOB FILING PROCESS FLOW



In DOB NOW: *Build*, a Job Filing can have Multiple Job Filings and/or Multiple Work Types. Each Work Type has an associated Work Permit (PW2).

▪ The following Work Types may be filed together:

- Plumbing
- Sprinklers
- Standpipe
- Supported Scaffold
- Sidewalk Shed
- Construction Fence

Job filing includes:

<input type="checkbox"/> Antenna	<input type="checkbox"/> Boiler Equipment
<input type="checkbox"/> Curb Cut	<input type="checkbox"/> Electrical
<input type="checkbox"/> Limited Alteration Application	<input type="checkbox"/> Mechanical Systems
<input checked="" type="checkbox"/> Plumbing	<input type="checkbox"/> Sidewalk Shed
<input checked="" type="checkbox"/> Sprinklers	<input checked="" type="checkbox"/> Standpipe
<input type="checkbox"/> Supported Scaffold	<input type="checkbox"/> Temporary Place of Assembly

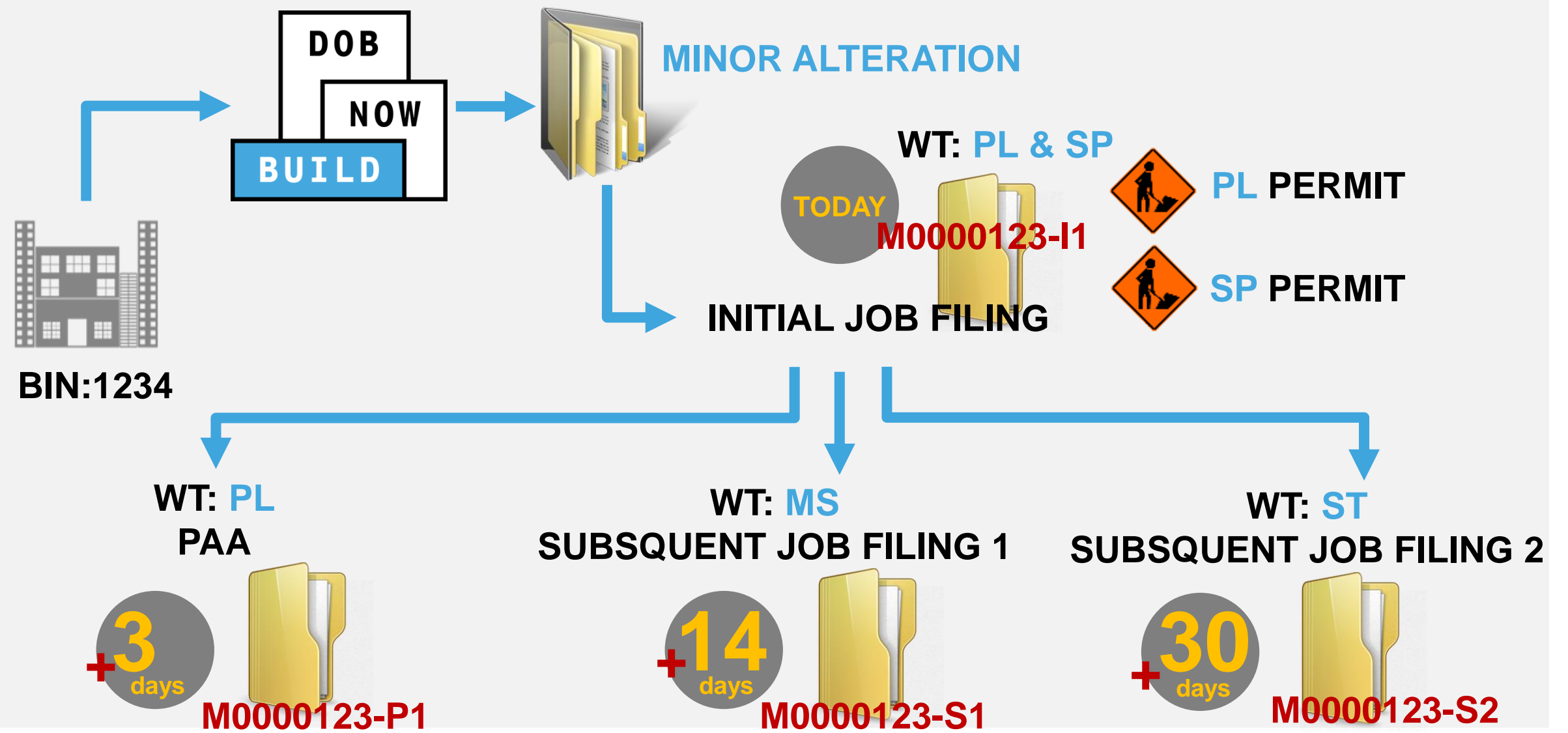
Submit Cancel

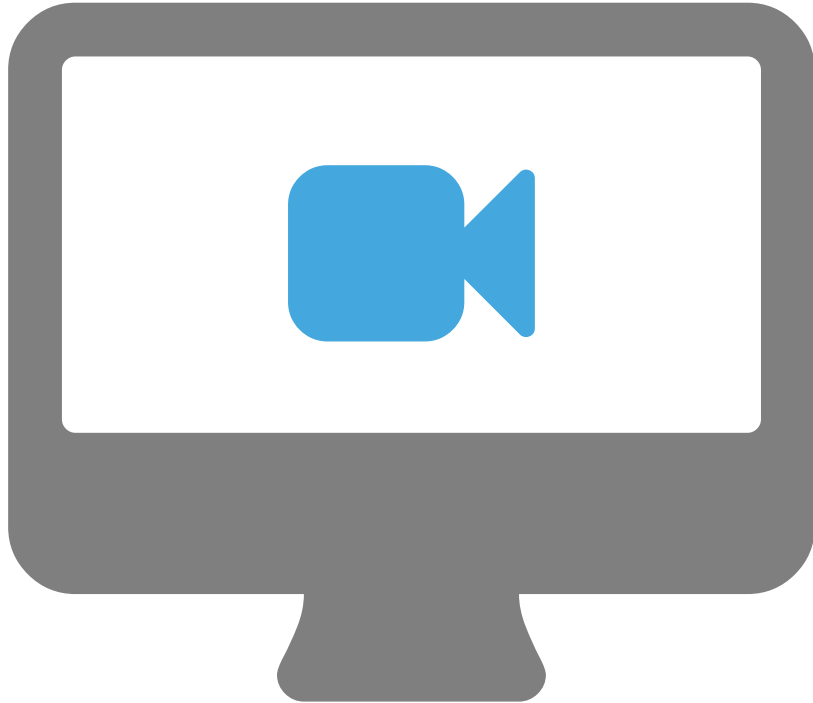
Job filing includes:

<input type="checkbox"/> Antenna	<input type="checkbox"/> Boiler Equipment	<input checked="" type="checkbox"/> Construction Fence
<input type="checkbox"/> Curb Cut	<input type="checkbox"/> Electrical	<input type="checkbox"/> Elevators
<input type="checkbox"/> Limited Alteration Application	<input type="checkbox"/> Mechanical Systems	<input type="checkbox"/> Place of Assembly
<input type="checkbox"/> Plumbing	<input checked="" type="checkbox"/> Sidewalk Shed	<input type="checkbox"/> Sign
<input type="checkbox"/> Sprinklers	<input type="checkbox"/> Standpipe	<input type="checkbox"/> Structural
<input checked="" type="checkbox"/> Supported Scaffold	<input type="checkbox"/> Temporary Place of Assembly	

Submit Cancel

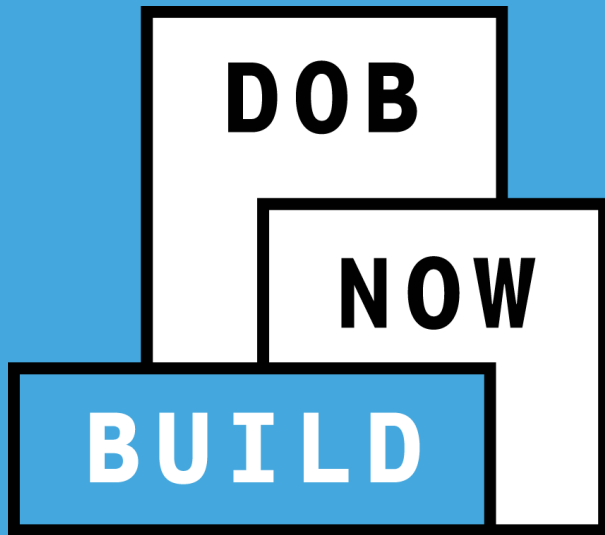
# DOB NOW: *Build* – FILING STRUCTURE





## **STEP-BY-STEP GUIDE VIDEO DEMO**

Create a Subsequent Job Filing



LETTER OF COMPLETION (LOC)  
(PW7)



A Letter of Completion can be requested by **Applicant** or **Property Owner**:

- In order to request a Letter of Completion, DOB Inspections Sign-off must be completed on all Work Permits associated with the Mechanical Systems Job Filing including jobs filed in BIS.

## **Inspector Certificate of Completion:**

- Before a LOC request can be processed, Special and/or Progress Inspectors must sign the Certificate of Completion within each requirement on the applicable Technical Report tabs (TR1 and/or TR8).

# DOB NOW: *Build* – REQUEST A LETTER OF COMPLETION (PW7) PROCESS FLOW

DOB  
NOW



## Locate

The Job Filing  
on the Dashboard



## Verify

TR1:  
Certified & Attested



## Select

Request LOC



## Enter

Details



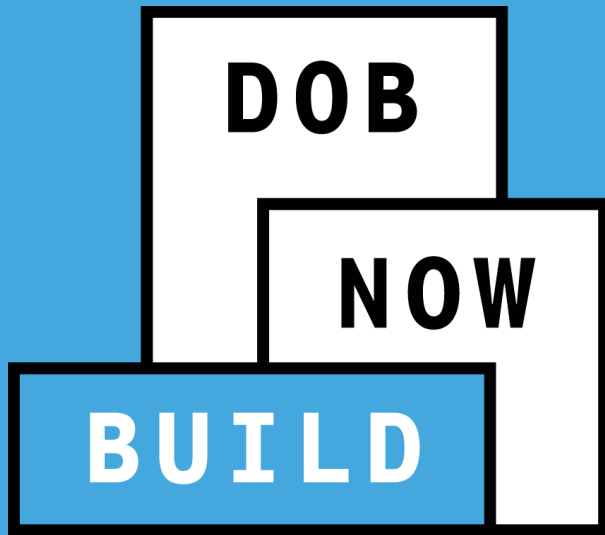
## Complete

Statements and  
Signatures

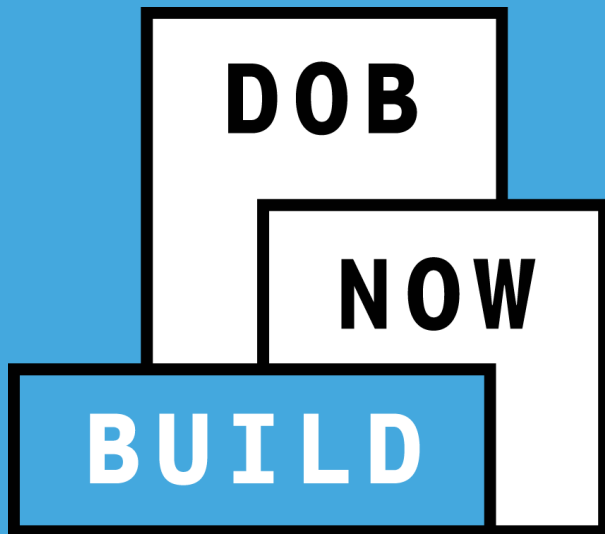


## Submit

LOC Request



**QUESTIONS?**



**NO PAPER. NO LINES.**

## **PUBLIC PORTAL & HELPFUL RESOURCES**

Process & Overview

- The Public Portal is accessible through the Buildings website on nyc.gov and no User ID or Password is required.
- Anyone can view:
  - Status of Job filing
  - Property Profile Details
  - View/Print Work Permits
  - Search Licensees

← Back
Home

## Property Profile

2600 HYLAN BOULEVARD
STATEN ISLAND 10306
BIN# 5168776

**Alternate Addresses:**

HYLAN BOULEVARD	2600 - 2600
HYLAN BOULEVARD	2670 - 2670
EBBITTS STREET	NO NUMBER

### Building Characteristics

<b>Health Area</b> 920	<b>Tax Block</b> 3969	<b>Census Tract</b> 12804	<b>Tax Lot</b> 1
<b>Community Board</b> 502	<b>Condo</b> NO	<b>Buildings on Lot</b> 5	<b>Vacant</b> NO
<b>Cross Street(s)</b> ROSE AVENUE, ROSS AVENUE	<b>DOB Special Place Name</b>	<b>DOB Building Remarks</b>	<b>Landmark Status</b>
<b>Special Status</b> N/A	<b>Local Law</b> NO	<b>Loft Law</b> NO	<b>SRO Restricted</b> NO
<b>TA Restricted</b> NO	<b>UB Restricted</b> NO	<b>Environmental Restrictions</b> N/A	<b>Grandfathered Sign</b> NO
<b>Legal Adult Use</b> NO	<b>City Owned</b> NO	<b>Additional BINs for Building</b> 5152062, 5055375	<b>Special District</b>

[www.nyc.gov/dobnowinfo](http://www.nyc.gov/dobnowinfo)

Here you will find helpful links to:

- Log-in and Register for DOB NOW
- Take advantage of Training Tools & Classes
- Find FAQs and Tip Sheets for DOB NOW *Build*

[www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp)

Here you will:

- Submit DOB NOW inquires



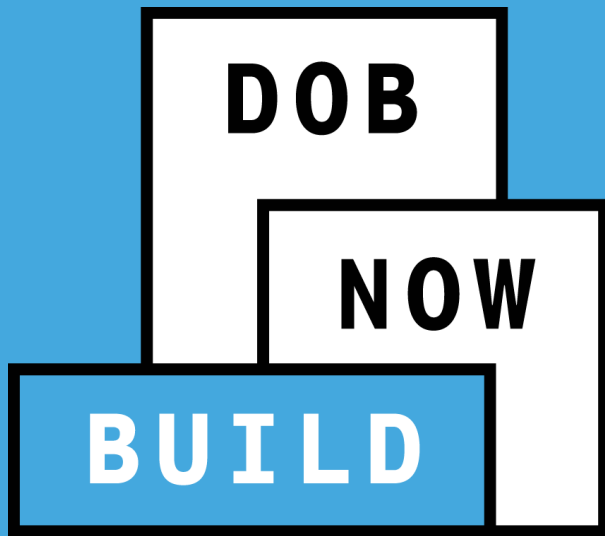
## **STEP-BY-STEP GUIDE VIDEO DEMO**

Navigate the Public Portal

## You should now be able to:

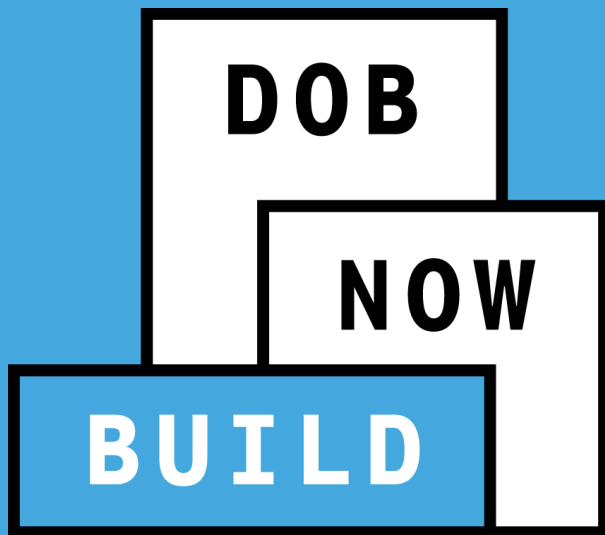
- Discuss Key Differences Between the Current State and Future State
- Identify the 2 Filing Review Types
  - Standard Plan Examination
  - Professional Certification
- Submit a Structural Job Filing
  - Concrete Sampling & Testing (TR2)
  - Technical Report Concrete Design Mix (TR3)
- Make Corrections Prior to Review
- Respond to Objections/Schedule Appointment
- View, Print or Renew a Work Permit (PW2)
- Request L2 Guidelines
- Create a Post Approval Amendment (PAA)
- Create a Subsequent Job Filing
- Create an After Hours Variance Work Permit (AHV)
- Request a Letter of Completion (PW7)
- Access Helpful Resources and Navigate the Public Portal





NO PAPER. NO LINES.

# QUESTIONS?



**THANK YOU!**

**NO PAPER. NO LINES.**