

DOB NOW: *Build*

Job Types in DOB NOW

New Buildings, Alteration-CO, and Temporary BINs

Industry Session

Updated 2/16/2021

AGENDA



- Ground Rules
- Introduction of Job Types in DOB NOW: *Build*
- Scope of Work: Schedule of Occupancy
- Fees and Rules for Job Types
- Subsequent Job Filings and PAAs
- Site Safety and Tenant Protection for NB/ALT-CO Job Types
- Temporary BIN Requests
- Questions & Answers

LEARNING OBJECTIVES

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

- Process Job Types in DOB NOW: *Build*
- Understand BIN-Level Schedule of Occupancy (BSO)
- Understand Job-Level Schedule of Occupancy (JSO)
- Create Schedule of Occupancy
- Request Work Permits, file PAAs and Subsequent Filings
- Request Temporary BINs for New Building Jobs

BEST PRACTICES FOR THE VIRTUAL CLASSROOM

DOB
NOW



Chat Feature



Mute Microphones



Ask Questions



Parking Lot



Feedback



Participate



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



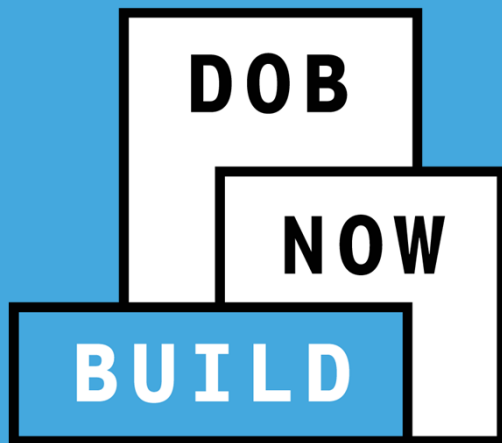
Greater Transparency of the filing process

Job Filing status can be viewed at any time



Faster Processing time

Digital filing allows for quicker turnaround time for submitted Job Filings

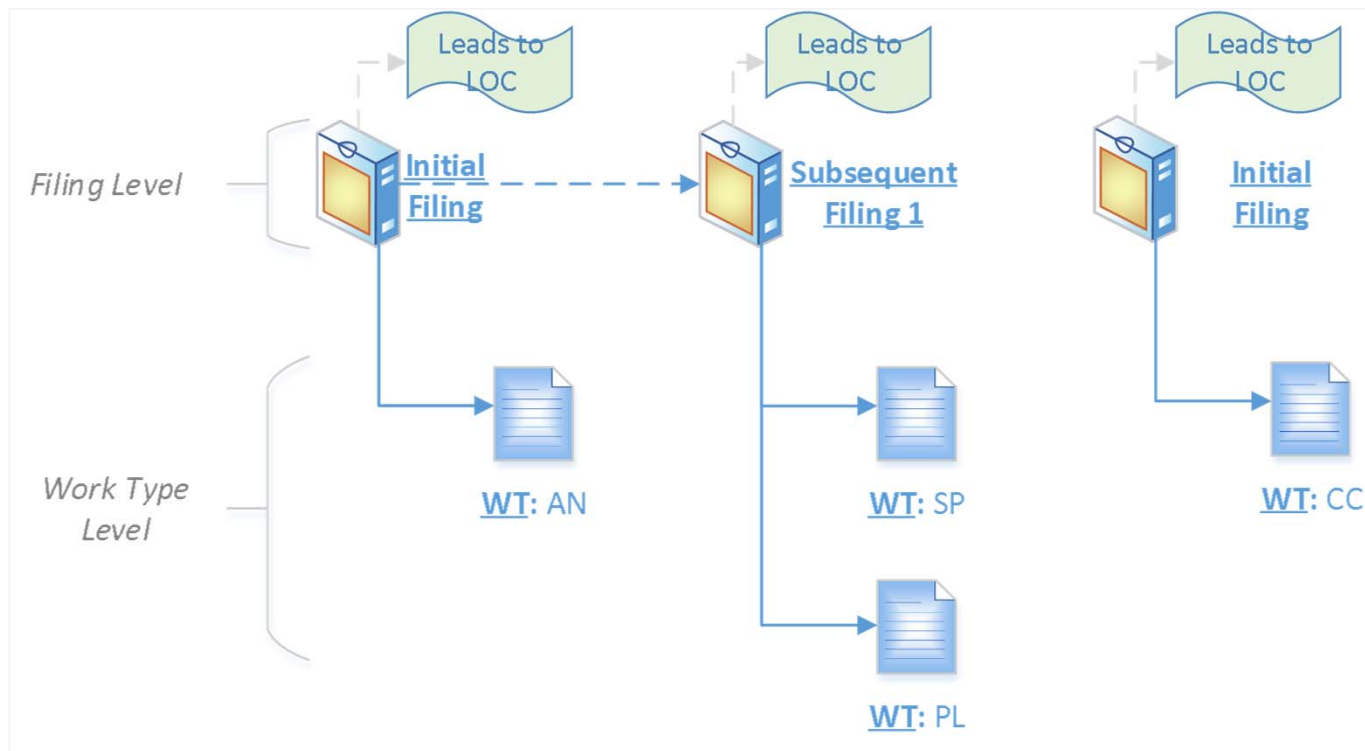


DOB NOW: *Build*
Job Types and Schedule of Occupancy

Current vs. Future States

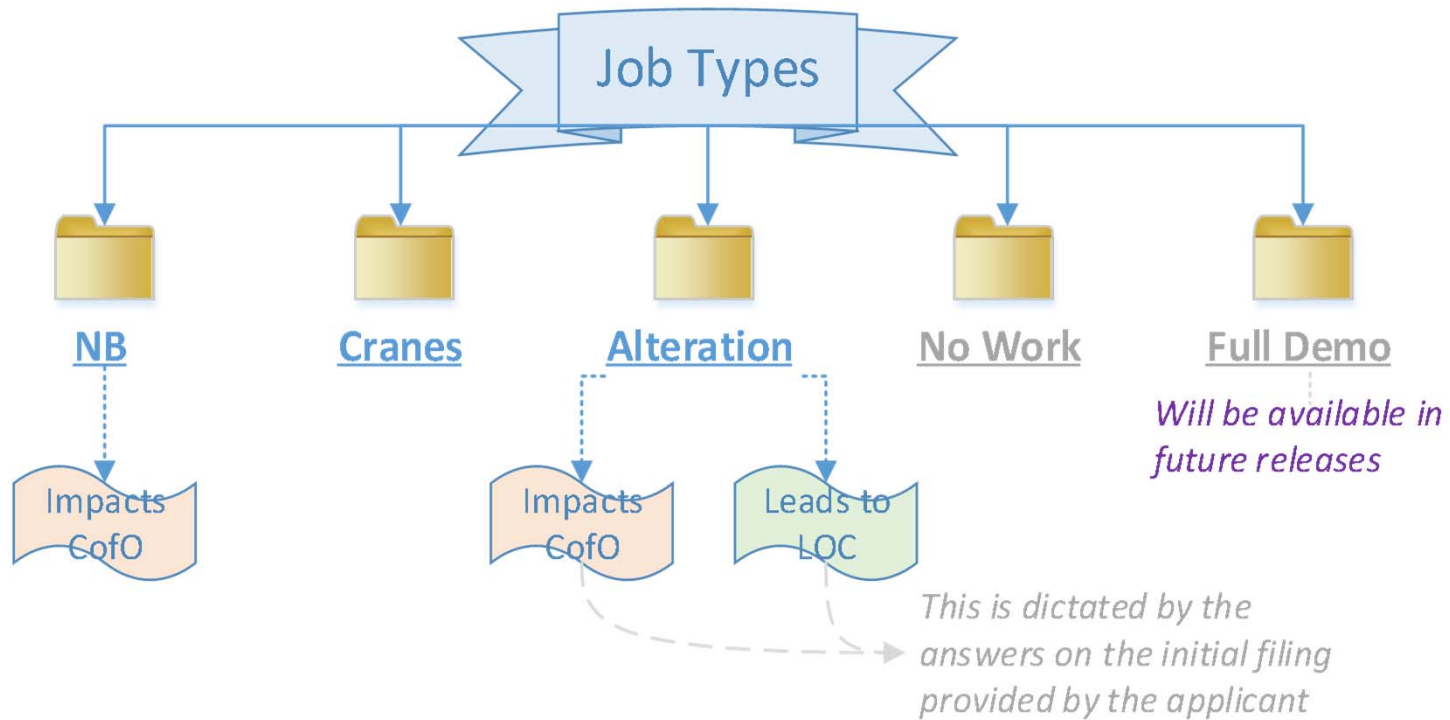
DOB NOW: *Build* – JOB FILING STRUCTURE CURRENT STATE

- Current configuration: All Job Filings are treated as **Alteration**, each filing leading to a **LOC**

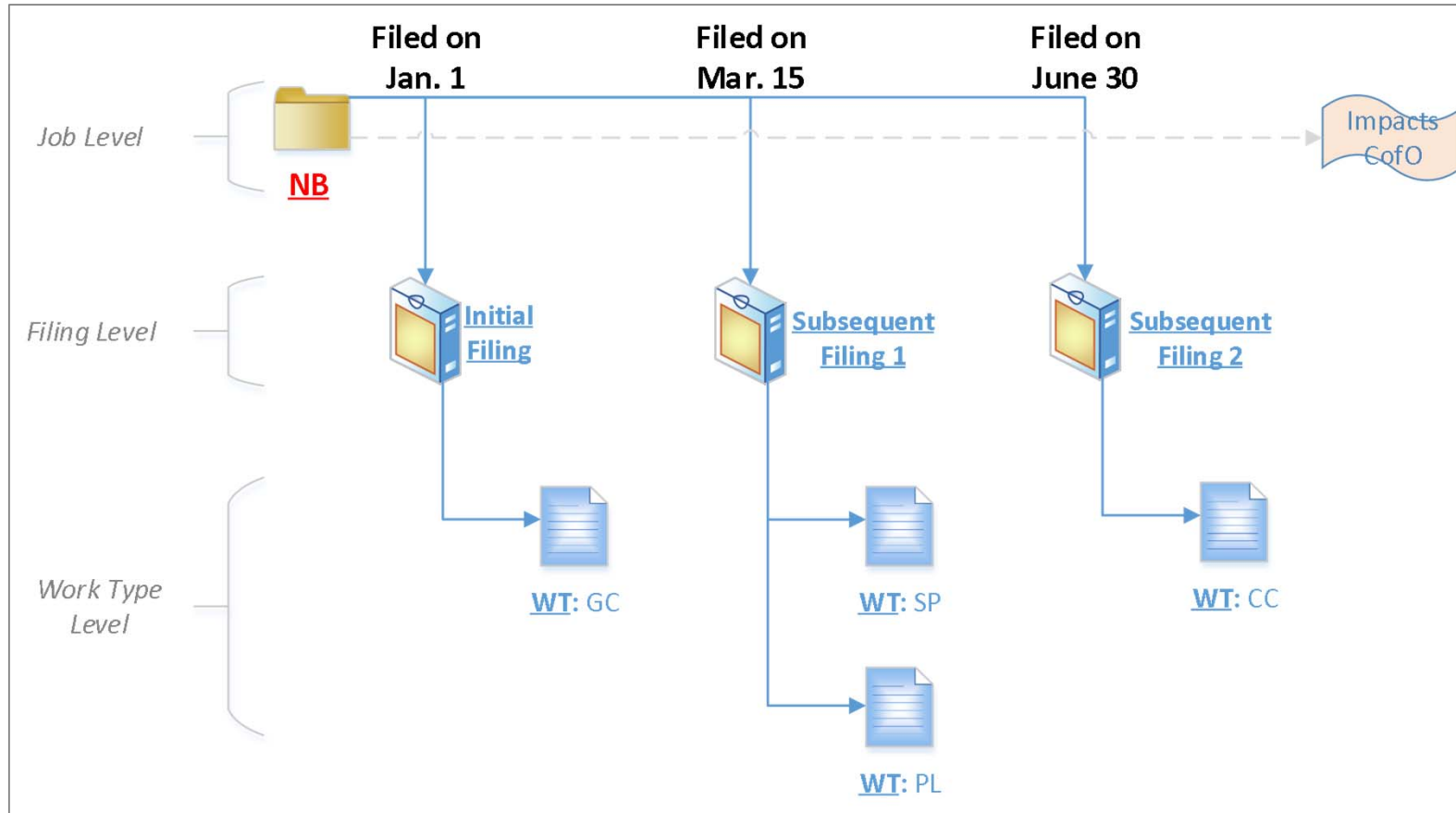


DOB NOW: *Build* – JOB TYPE STRUCTURE FUTURE STATE

- Future configuration: A Job-type structure will be introduced.



DOB NOW: *Build* – JOB TYPE STRUCTURE FUTURE STATE



DOB NOW: *Build* – OCCUPANCY JOBS CURRENT STATE

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- The current process for Jobs resulting in Certificates of Occupancy requires the applicant to fill out paper documents and bring the documents to the Borough Office of DOB.
- DOB loads the information into the Business Information System (BIS).
- The required documents vary depending on the nature of work.

NYC Buildings PW1: Plan / Work Application
Must be completed by applicant

1 Location Information Required for all applications.

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

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

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

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

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

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, 9M, 10, 12 & 13A-E, 14, 18-20, PW1A, PD1

Full Demolition 6B, 8D, 9A & 9C-D, 9K, 9M, 13D-E, 14, 21A, 22

Alteration Type 1, OT: "No Work" 8C, 8F, 9-10, 12, 13C-F, 14, 18-19, 22, PW1A, PD1

Sign 5A, 6B-D, 9A, 9D, 22-23

Subdivision 9A, 9D, 12A-B

Condominium Improved 17 5A Directive 14 acceptance requested?

Yes No

- In addition to Alterations that do not impact CO's, the following Job Types will be introduced in DOB NOW:
Build :
 - **New Building (NB)**
 - **Alterations that Impact CO (ALT-CO)**
 - **New Building With Existing Elements to Remain**
- Zoning review and review of Job Level Schedule of Occupancy (SFO) as part of the NB/ALT-CO job filing review
- Option to pay either 50%/Minimum Filing Fee or 100% Filing Fee
- Temporary BIN Requests can be submitted
- Certificate of Occupancy for BUILD jobs will be introduced in Spring 2021.

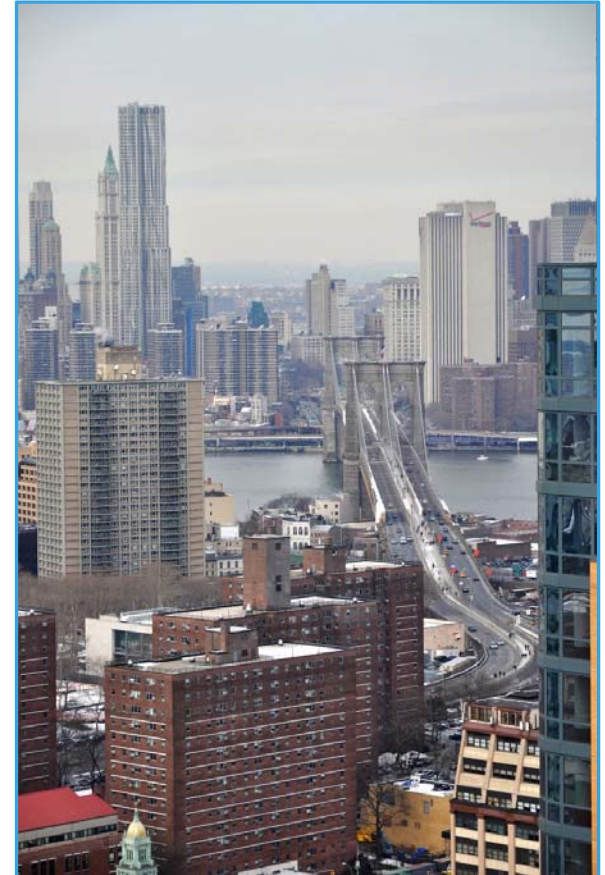
- The Job Type classifications being added are:
 - **New Building** – This Job Type should be used when constructing a New Building under the same rules as NB Jobs in BIS.
 - **Alteration CO (ALT-CO)** (formerly Alt1) – Determination of Alteration CO versus Alteration Job Types is based on a series of questions. If any of the following questions is answered yes, then the Job Type is ALT-CO.
 - Alteration required to meet New Building requirements?*
 - Alteration is inconsistent with the current Certificate of Occupancy?
 - Alteration in occupancy or use?
 - Alteration is a major change to exits?
 - Alteration in number of stories?

* This will result in a new ALT-CO Job Type: **New Building with Existing Elements to Remain.**

DOB NOW: *Build* – FUTURE JOB FILING IN BIS

DOB
NOW

- Remaining in BIS are:
 - Current Job Filings already in D status or after
 - New Filings that are:
 - Affordable Housing Job Filings
 - Fee Deferral Job Filings
 - Full Demolition Job Filings
 - OT-Other that includes scope that is not yet in DOB NOW: *Build* (such as Marquee, Solar, Green Roof, and BPP)
 - EQ-Other that includes scope that is not yet in DOB NOW: *Build* (such as Suspended Scaffold)



JOB TYPES (NAMING CONVENTIONS) – BIS VS BUILD – TERMINOLOGY



BIS JOB TYPES

New Building (NB)

Big Alt

Alteration Type 1 (Alt 1)

Alteration Type 2 (Alt 2)

Alteration Type 3 (Alt 3)

Place of Assembly (PA)

Sign (SG)



DOB NOW: *Build*

New Building (NB)

New Building with existing elements to remain

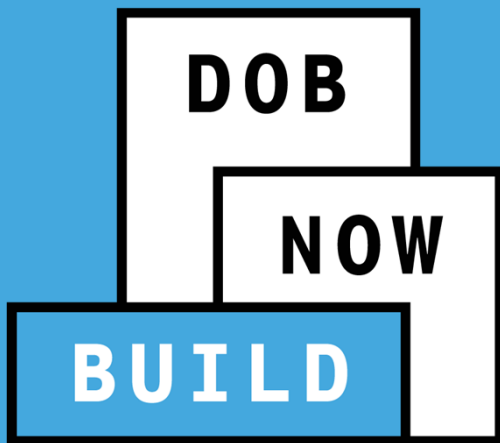
Alteration CO (ALT-CO)

Alteration (Alt)

Alteration (Alt)

This is a work type within the **No Work** job type

This is a work type within the **Alteration** job type



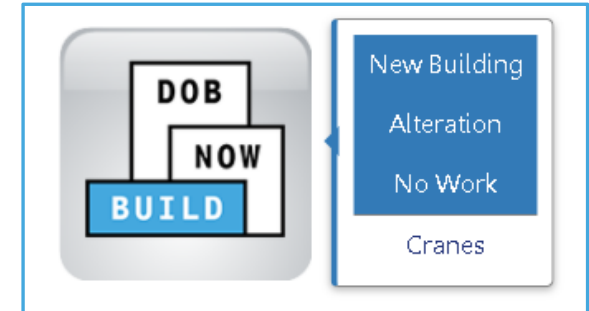
DOB NOW: *Build*
Job Filing for New Job Types

Industry Process Overview

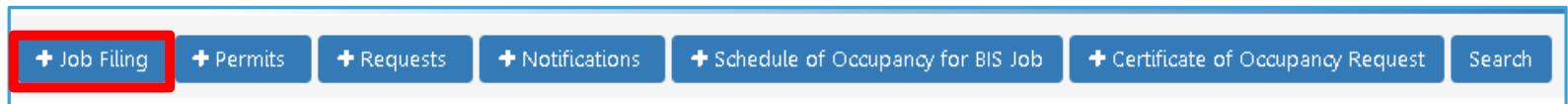
DOB NOW: *Build* – INITIAL JOB FILING FOR NEW BUILDING OR ALT-CO



- To file an NB or ALT-CO Initial Job Filing, log into DOB NOW. Hover over the DOB NOW: *Build* icon on the Landing Page and select New Building/Alteration/No Work.



- Select the **+Job Filing** Action Button.



- Choose **Job Type** and then click **Next**.

Initial Job Filing

Alteration Limited Alteration New Building No Work

Next Cancel

DOB NOW: *Build* – INITIAL JOB FILING FOR ALT-CO

DOB
NOW

- If **Alteration** is selected as the Job Type, a series of questions is asked to determine if the Job will result in a Certificate of Occupancy or a Letter of Completion.
- If ANY question is answered **Yes**, the work will result in a Certificate of Occupancy.
- The system will auto-select **General Construction** Work Type, as GC is **required** for a Schedule of Occupancy. Other Work Types (EA, FO, MS and/or ST) may also be added.

Initial Job Filing

Alteration Limited Alteration New Building No Work

Alteration required to meet New Building requirements*	Yes	No
Alteration is inconsistent with the current certificate of occupancy*	Yes	No
Alteration in occupancy or use*	Yes	No
Alteration is a major change to exits*	Yes	No

Select Work Type(s)*

Earth Work Foundation

Structural

Job Type: Alteration CO

General Construction

Mechanical Systems

Filing Review Type*

Select Type

Next Cancel

DOB NOW: *Build* – INITIAL JOB FILING FOR NEW BUILDING OR ALT-CO

- Choose the appropriate **Filing Review Type**.

Initial Job Filing

Alteration Limited Alteration **New Building** No Work

Select Work Type(s)* Job Type: **New Building**

Earthwork Foundation General Construction

Structural Mechanical Systems

Filing Review Type* Standard Plan Examination or Review Professional Certification

Next Cancel

Confirm

Selections cannot be changed. Do you want to continue?

Yes No

- Select **Yes** to confirm your selection(s).



- The question responses and Review Type **cannot be changed** once **Yes** is selected on the confirmation for that filing.
- Job Type** on the Initial Filing will also be applied to all Subsequent Filings and cannot be changed. Review type **can be changed** on Subsequent Filings.

DOB NOW: *Build* – INITIAL JOB FILING – PLANS/WORK (PW1)

DOB
NOW

- The User will navigate through Plans/Work (PW1) for completion
 - Location Information
 - Stakeholders
 - Filing Review Type, Work Type/Filing Includes (including Subcategories)
 - Additional Information
 - Additional Consideration, Limitations or Restrictions
 - NYCECC Compliance
 - Job Description
 - Site Characteristics
 - Asbestos Abatement Compliance
 - Comments

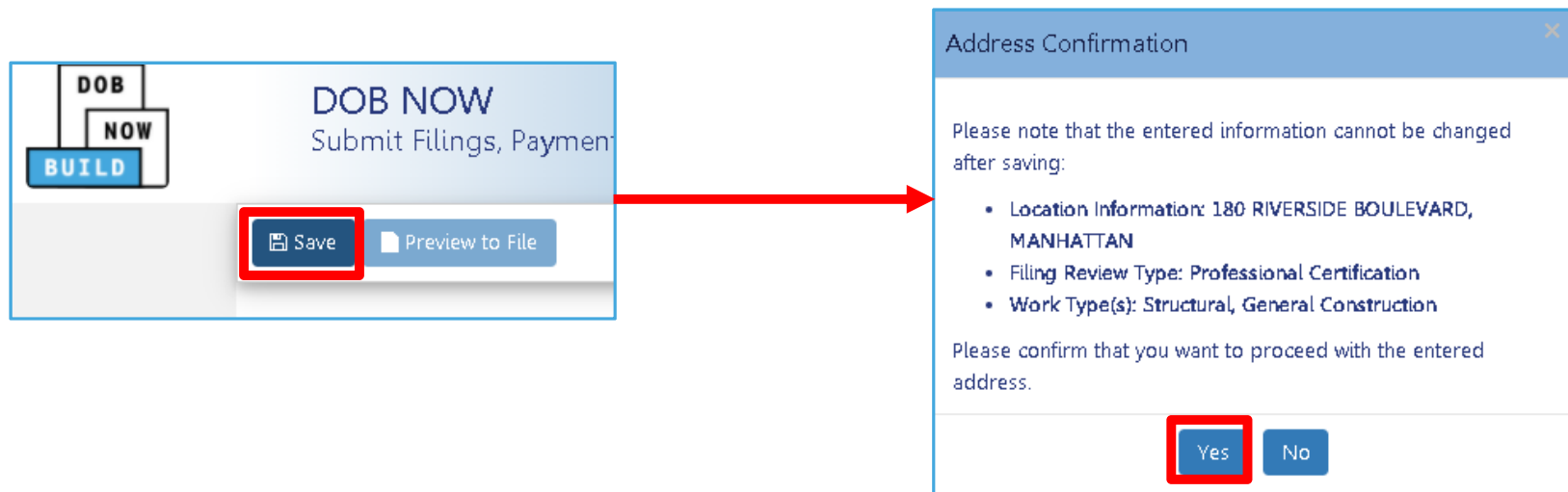
Plans/Work (PW1) - Alteration CO



- Location Information* ✓ >
- Stakeholders* ✓ >
- Filing Review Type, Work Type/Filing Includes* ✓ >
- Additional Information* >
- Additional Considerations, Limitations or Restrictions* >
- NYCECC Compliance* >
- Job Description* >
- Site Characteristics* >
- Asbestos Abatement Compliance* >
- Comments >

DOB NOW: *Build* – SAVE AND ADDRESS CONFIRMATION

DOB
NOW

- Before leaving the PW1, the data must be saved. At minimum, the Address and Stakeholders sections must be completed to save the Job Filing. An Address confirmation is displayed stating what information can not be changed once **Yes** is clicked.
- **Work on Floors** is not part of the location for NB/ALT-CO initial Job Filings.



Plans/Work (PW1)
Zoning Information
Scope of Work 
Technical Report 
Technical Report (TR1/4/5/5H)
Documents
Statements & Signatures

- The Job Filing process for New Building and ALT-CO Job Filings follows the same process as the Job Filing process for Alteration Job Filings. All tabs listed must be filled out:
 - Plans/Work (PW1)
 - Zoning Information
 - Scope of Work
 - Technical Report
 - Documents (**NOTE:** Going forward, only one Plan is needed, no matter how many Work Types you choose.)
 - Statements & Signatures
- Because NB or ALT-CO Job Filings may prompt a Site Safety Plan and/or a Tenant Protection Plan, no Work Permit request can be initiated until Site Safety is determined.

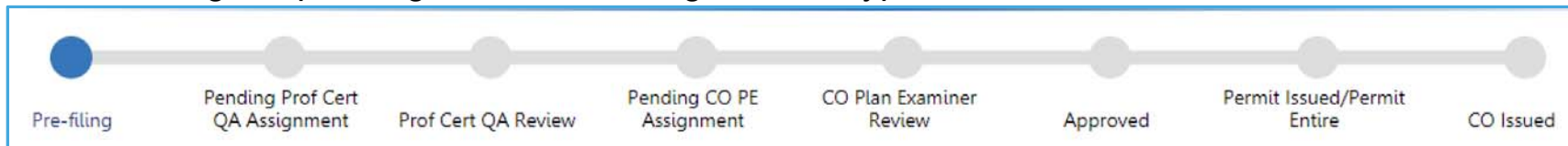


For **New Building GC Work Type**, Construction and Façade are the only two subcategories.

DOB NOW: *Build* – STATUS BAR – PROFESSIONAL CERTIFICATION REVIEW



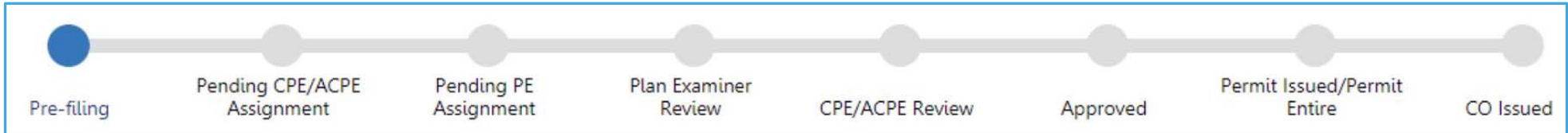
- A Status Bar appears at the top of the screen when the User clicks Save. The contents of the status bar will change depending on the Job Filing Review Type.



- Pre-filing
- Pending Prof Cert QA Assignment
- Prof Cert QA Review
- Pending CO PE Assignment (**NOTE:** All NB and ALT-CO Prof Cert filings must go through a Plan Examiner for Zoning Review, including Schedule of Occupancy.)
- CO Plan Examiner Review (Resolve Plan Examiner objections, if relevant)
- Approved
- Permit Issued/Permit Entire
- CO Issued

DOB NOW: *Build* – STATUS BAR – STANDARD PLAN EXAMINATION OR REVIEW

DOB
NOW



- Pre-filing
- Pending CPE/ACPE Assignment
- Pending PE Assignment
- Plan Examiner Review
- CPE/ACPE Review
- Approved
- Permit Issued/Permit Entire
- CO Issued

DOB NOW: *Build* – INITIAL JOB FILING – LL149 OF 2017 AND LL92/94 OF 2019



- If a property is listed on the NYC Department of Housing Preservation and Development’s **Report of Harassment Findings**, any work on the property **must be filed as Standard Plan Examination or Review** per Local Law 149 of 2017

- A new document called “**Local Law 92/94 of 2019 Sustainable Roof Zone**” is required for:
 - All NB-GC filings
 - All ALT-CO GC filings with Horizontal/Vertical Enlargement
 - All Alt-GC filings with Horizontal/Vertical Enlargement
 - All Alt-GC filings that involve removing/replacing the roof deck (determined by a new question asking “Does this application include a new roof or the replacing of an entire existing roof deck or roof assembly?”)

DOB NOW: *Build* – INITIAL JOB FILING – ZONING INFORMATION

DOB
NOW

- The fields on the Zoning tab vary based on the Job Type and Work Types selected on the initial Job Filing.
- Most of the data from the Zoning tab will be auto populated on the Subsequent Filings and cannot be modified.

The screenshot displays the 'Zoning Information' tab for job M00038182-11. On the left, a vertical navigation menu lists various document types: Plans/Work (PW1), Zoning Information (highlighted with a red box), Cost Affidavit (PW3), Technical Report (with a dropdown arrow), Technical Report (TR1), Documents, Work Permit (PW2), Statements &, and Signatures. The main content area, titled 'Zoning Information', contains a list of ten expandable sections, each with a downward-pointing arrow: Zoning Data*, Zoning Lot Details*, Street Details*, Yard Details*, Height & Setback*, Building Characteristics*, Density*, Non-Conforming / Non-Complying*, and Parking & Loading*.

DOB NOW: *Build* – JOB FILING – NB ZONING INFORMATION

DOB
NOW

- Unlike for Alteration or ALT-CO Job Filings, for New Building Job Filings there will be no Existing Building Characteristics.
- Applicants specify the planning regulations associated with the Filing, as well as the Occupancy, Construction, and Multiple Dwelling Classifications. The Building Type must also be noted.

Building Characteristics *

Primary Structural System of the Building*
Select Type:

Structural Occupancy/Risk Category* Proposed
Select Type:

Seismic Design Category*
Select Type:

Do the 2014 Code designations apply?*

Occupancy Classification*
Select Type:

Do the 2014 Code designations apply?*

Construction Classification*
Select Type:

Multiple Dwelling Classification*
Select Type:

Building Code: Building Height*

Building Code: Building Stories*

Structural Footprint (Sq. ft.)*

- Many of the zoning characteristics (e.g. Districts, FAR, etc.) that used to be included on the PW1 or on the plans, is now captured on the Zoning Information tab.

Edit Building Characteristics

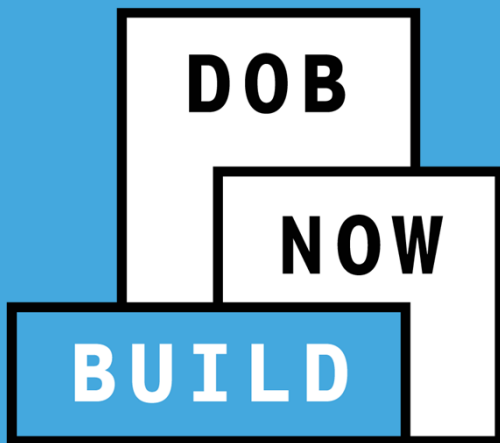
Use*	Existing (Sq.ft)*	Proposed Additional (Sq.ft)
Residential	500	
Proposed Reduction (Sq.ft)*	Zoning District(s)*	Maximum Permitted Floor Area Ratio*
500	R8	750
Maximum Permitted Floor Area*	Total Floor Area	Floor Area Ratio (FAR)
2000	0.00	0.00

Complies* Yes No

Comments

255 characters remaining

Save Close



**SCOPE OF WORK: SCHEDULE OF
OCCUPANCY**

DOB NOW: *Build* – NB AND ALT-CO SCOPE OF WORK

M00380188-P4

Plans/Work (PW1)

Zoning Information

Scope of Work ▼

- Earth Work
- Foundation
- Mechanical Systems
- Structural

Schedule of Occupancy

Technical Report ▼

Technical Report (TR1/4/5/5H)

Documents

Statements & Signatures

- Most Work Types will appear as tabs under Scope of Work. (General Construction will not.)
- Applicants are required to fill out these tabs.
- If Concrete is specified as a building material in Earthwork, Foundation, and/or Structural Scope of Work, a Concrete tab will also appear.

Foundation Scope of Work

What material is being included in the scope of work?*

Concrete Steel Wood

Masonry Other

Does the foundation work include support of excavation?*

Yes No

Please provide the maximum depth of the proposed excavation relative to grade level/project datum.*

1000 Feet (NAVD88)

Will dewatering be required for this application?*

Yes No

What class of soil will the foundation bear?*

1 checked ▼

Class 6

CURRENT SCHEDULE A SUBMISSION PROCESS

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NOW

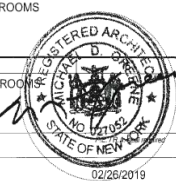
Current Process Schedule A

11892 - PW1a-305181.pdf
NYC Buildings
 PW1A: Schedule A - Occupancy / Use
 Must be typewritten.
 Sheet 11 of 14
 121184841
 Orient and affix BBS
 job number label here

Floor	Existing Legal Use					Proposed Use						
	Maximum Number of Persons	Live Load (psf)	2014 Code Designations?	Building Code Group(s)	Occupancy	Maximum Number of Persons	Live Load (psf)	2014 Code Designations (some only)	Building Code Group(s)	Occupancy	Dwelling/ Rooming Units (BC)	Zoning Use Group(s)
041			<input type="checkbox"/> Yes <input type="checkbox"/> No			231	50	<input checked="" type="checkbox"/> Yes	B, F-2			6
	Description					Description						
	OFFICES, ACCESSORY MECHANICAL ROOMS					OFFICES, ACCESSORY MECHANICAL ROOMS						
042			<input type="checkbox"/> Yes <input type="checkbox"/> No			231	50	<input checked="" type="checkbox"/> Yes	B, F-2			6
	Description					Description						
	OFFICES, ACCESSORY MECHANICAL ROOMS					OFFICES, ACCESSORY MECHANICAL ROOMS						
043			<input type="checkbox"/> Yes <input type="checkbox"/> No			287	100	<input checked="" type="checkbox"/> Yes	B, A-2, A-3			6
	Description					Description						
	OFFICES, PLACE OF ASSEMBLY (CAFE/LECTURE HALL/EATING AND DRINKING ESTABLISHMENT) ACCESSORY MECHANICAL ROOMS					OFFICES, PLACE OF ASSEMBLY (CAFE/LECTURE HALL/EATING AND DRINKING ESTABLISHMENT) ACCESSORY MECHANICAL ROOMS						
044			<input type="checkbox"/> Yes <input type="checkbox"/> No			266	100	<input checked="" type="checkbox"/> Yes	B, F-2			6
	Description					Description						
	OFFICES, ACCESSORY MECHANICAL ROOMS					OFFICES, ACCESSORY MECHANICAL ROOMS						
045			<input type="checkbox"/> Yes <input type="checkbox"/> No			231	50	<input checked="" type="checkbox"/> Yes	B, F-2			6
	Description					Description						
	OFFICES, ACCESSORY MECHANICAL ROOMS					OFFICES, ACCESSORY MECHANICAL ROOMS						

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I hereby state all the above information is complete and correct to the best of my knowledge.

Applicant's Name (please print): MICHAEL GREENE
 Signature: [Signature]
 Date: 02/28/2019




Schedule A is now known as the Schedule of Occupancy

- Schedule A is only applicable for New Building and Alteration1 Jobs.
- **Schedule A (PW1A)** – Document lists the Existing and Proposed information about each floor(s) and/or use of each floor(s).

Currently applicants use this PW1A document to start the Job Filing process for Occupancy.

- The Schedule A form is being replaced with the Schedule of Occupancy (SO), a data collection tab in DOB NOW: *Build*.
 - The SO is required in DOB NOW: *Build* as part of the Job Filing submission and contains a record of all proposed Occupancy data per floor/use on the BIN.
 - Applicants are also **required to provide the existing occupancy details on the BIN**, even if they do not plan to do work on those floor/uses. This will create an easy-to-refer record of occupancy for the entire building and help expedite the review of your Job Filings.
 - Schedule of Occupancy is reviewed by DOB as part of the Job Filing review and approval.
 - As work is complete on the building, proposed Occupancy data is updated in the SO upon issuance of a Certificate of Occupancy.
 - A **Certificate of Occupancy** must be requested in DOB NOW: Build



- At any given time, there will be only one of each document for an entire BIN:
 - **BIN-Level Schedule of Occupancy**
 - **Certificate of Occupancy**
- Each of these documents will be triggered/updated by an NB or ALT-CO Job Filing.
- The Building Schedule of Occupancy contains a record of all existing and/or proposed Occupancy data per floor/use on the BIN, and is required for any NB or ALT-CO Job to begin.
- The Certificate of Occupancy is issued only when work is complete. It allows non-construction use of the space.



- Building Schedule of Occupancy
 - **BIN-Level Schedule of Occupancy (BSO)**
 - Only one exists per BIN
 - Created when the first Building SO Request is Approved
 - **Job-Level Schedule of Occupancy (JSO, Formerly Schedule A)**
 - Each Job Filing used to request an SO creates a separate JSO
 - When a NB or ALT-CO Job Filing is Approved in DOB NOW: *Build*, the data on the JSO updates the BSO

DOB NOW: *Build* – CERTIFICATE OF OCCUPANCY PROCESS

DOB
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- Only one Certificate of Occupancy exists per BIN
- Each CO Request contains one or more Floor/Use records.
- When a CO Request is Approved, it updates the BIN-Level CO with the details from its Floor/Use record(s)

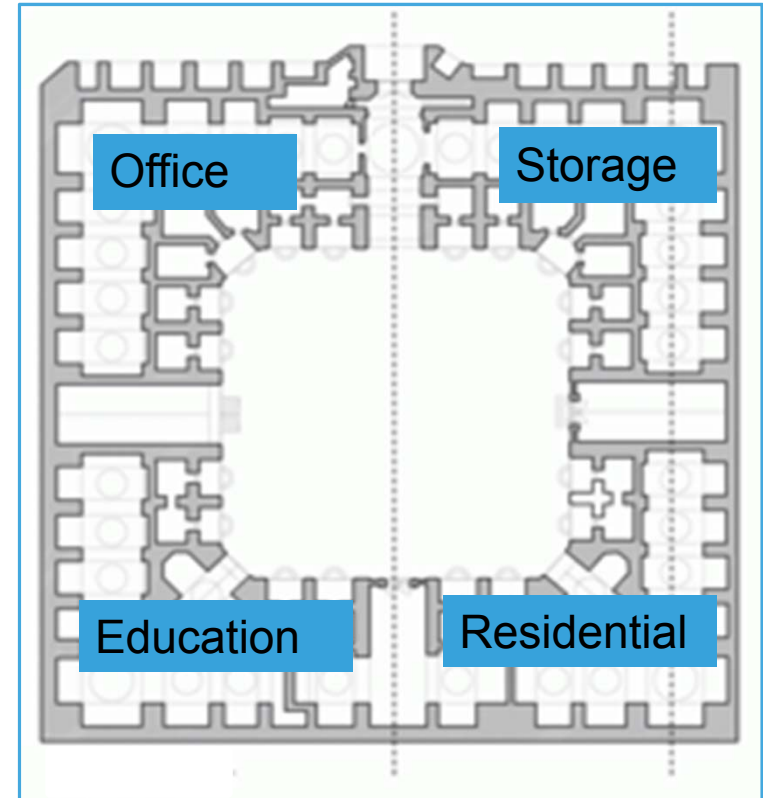


DOB NOW: *Build* – KEY POINTS FOR OCCUPANCY, BIN, FLOOR USE



- The Schedule of Occupancy and Certificate of Occupancy are broken down by the floor/use of a building.
- **Only one New Building Job** can be in progress at any given time for a given property.
- **Any number of Jobs** can be in progress in parallel for a given property if the Job Type is **Alteration CO** or **Alteration**.
- NB Jobs cannot be filed as Legalization.

- A single floor in a building can have more than one type of occupancy.
- Each type of occupancy on a floor is a separate **floor/use record** on a **Schedule of Occupancy**.
- The Schedule of Occupancy will feed into the **Certificate of Occupancy** at the end of the work.



DOB NOW: *Build* – OCCUPANCY FLOOR/USE



- Records are organized by floor level use and occupancy. **All spaces of the same Occupancy Group on one floor, irrespective of their ownership/tenancy, must be combined into a single floor/use record.**
- Example:** There are 3 retail stores on the first floor, with occupancy 30, 20 and 50 persons respectively. Each store is a separate business entity with 2 independent means of egress.
- The 3 stores must be combined into a single record and their number of occupants must be added up (100). Applicant may use column **(5) Description of Use Comments** to add clarification or additional information, but it is advisable to keep the record as generic as possible in order to avoid filing AltCO Applications for minor changes in occupancy (e.g., do not list corridors, electrical closets, etc.)

Floor Level	Floor Number	Occupancy Classification	Occupancy Group	Description of Use	Description of Use Comments	Live Load (lbs per sq ft)	Maximum Persons Permitted	Zoning Use Group	Dwelling or Rooming Units
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
FLR	001	Mercantile	M	Retail Sales		OG	100	6	NA

- In order to accommodate multiple Jobs impacting occupancy on the same BIN, either one after another or at the same time:
 - There will be a **Job-Level Schedule of Occupancy (JSO)** for each applicable NB/ALT-CO Job Filing on a BIN and one **BIN-Level Schedule of Occupancy (BSO)** for the BIN.
 - The first NB/ALT-CO Job Filing on the BIN whose plans are approved by DOB will populate the BSO
 - Each later NB/ALT-CO initial Job Filing started will be auto populated with the floor/use data from the BSO and displayed on the Schedule of Occupancy tab of the Job Filing. This will be referred to as a JSO.
 - Each approved Job Filing thereafter that has a JSO will update the BSO
 - The BSO will feed into the Certificate of Occupancy after Plan Examiner Review, BC/DBC and QA approval of the CO request

- Floor/use records in the SO may have different data requirements.
 - **Proposed Data Only:** For New Building Jobs, Applicants only need to fill in the proposed data. There would be no existing data in these cases, because there is no existing use.
 - **Existing Data Only:** Schedules of Occupancy need to have data for all floor/uses in the building. If a floor/use is not yet documented in DOB NOW: *Build*, Applicants must fill in the information about how the space is currently being used. If no change is being made to the use of this space, the Applicant would only fill out existing data.
 - **Existing and Proposed Data:** If a space is currently being used for one purpose but is being changed to another use, then Applicants must ensure that both the existing data and the proposed data are entered properly. If the floor/use is not yet documented in the DOB NOW: *Build*, then the existing data must be entered along with the proposed data.

DOB NOW: *Build* – JOB FILING – BUILDING SCHEDULE OF OCCUPANCY



- Schedule of Occupancy appears as a tab under Scope of Work for New Buildings or ALT-CO Initial Job Filings or respective PAAs in DOB NOW: *Build*.
- If there is no Schedule of Occupancy for a building, **the Applicant is required to fill out a Schedule of Occupancy for the entire building.**
- If an SO exists for a building, **Applicants must verify and update any existing information and add any missing data on the SO along with entering their new floor/use data.**

Schedule of Occupancy									
Existing Applicable Building Code For Occupancy				Proposed Applicable Building Code For Occupancy					
Select: <input type="text"/>				Select: <input type="text"/>					
+ Add						Description of Use			
Actions	Master SofO	Tracking #	Floor	Status	Existing	Proposed			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
				No	SO-9190-M00391129-11	Ground Floor	Unverified	Offices	Retail or wholesale stores
				No	SO-1707-M00391129-11	Floor Number(s) - 5	Unverified	Offices	Retail or wholesale stores
				No	SO-5721-M00391129-11	Floor Number(s) - 4	Unverified	Offices	Retail or wholesale stores
				No	SO-3964-M00391129-11	Floor Number(s) - 3	Unverified	Offices	Day care facilities where no more than ...
				No	SO-1520-M00391129-11	Floor Number(s) - 2	Unverified	Offices	Retail or wholesale stores

- Unlike Alteration Job Filings, NB and ALT-CO Initial Job Filings do not have a Work on Floors section in the Location Information of the PW1.
- Instead, the floors where work is being proposed are identified through the **Schedule of Occupancy**. Users will **enter proposed Occupancy for the floors where work is being performed**.
- Existing Floor/Use data can be entered with or without any Proposed Occupancy.
- At least one Floor/Use record with Proposed Occupancy is required to submit an NB/ALT-CO Job Filing.
- See the Subsequent Filing section for details on which Work Types are allowed for Subsequent Filings.

DOB NOW: *Build* – BUILDING SCHEDULE OF OCCUPANCY – STATUS



- There are 3 potential statuses for a Schedule of Occupancy floor/use

Status	Explanation
Active	<ul style="list-style-type: none">Active status means the PW1 plans that triggered the Schedule of Occupancy have been approved by DOB.Active status also means there is work proposed on the floor.
Verified	<ul style="list-style-type: none">Verified status means the floor use or occupancy of the floor was granted by DOB.Verified also means there is no active work in progress on this floor
Unverified	<ul style="list-style-type: none">Unverified status means that DOB has no formal record of Occupancy for this floor

DOB NOW: *Build* – JOB FILING – BUILDING SCHEDULE OF OCCUPANCY – BSO AND JSO STATUSES



- When entering data for a JSO, the updates to the BSO are as follows:
 - **Active** floor/use on the BSO will never be updated by a JSO. However, they may be modified or deleted on the source Job Filing.
 - **Unverified** floor/use records can be added, deleted and modified if they are auto populated from the BSO.
 - If Proposed details are added, the BSO record will be updated and set to Active status when the JSO is Approved.
 - If the floor/use record is deleted, the BSO record will be marked as **Removed by User** but not removed from the SO.
 - **Verified** floor/use records cannot be modified, but can be Deleted or Proposed details can be added on the JSO.
- Regardless of status, records from the both the BSO and JSO can be copied to make new records and can be edited as needed.

DOB NOW: *Build* – BUILDING SCHEDULE OF OCCUPANCY FOR NB

DOB
NOW

- Adding a new record to a Schedule of Occupancy for an NB Job Filing begins with identifying the relevant building code for the proposed work. Existing occupancy data cannot be entered for NB or ALT-CO related to NB Job Filings.

Schedule of Occupancy

Proposed Applicable Building Code For Occupancy

2014

Select:




2014

2008

1968

Prior to 1968

Building Code ▾

		Existing	Proposed
  	Active	Balcony	2014




- Add a New Record by clicking the **+Add** button.

Schedule of Occupancy

Proposed Applicable Building Code For Occupancy

+Add

Building Code ▾

Actions	Status	Floor	Existing	Proposed
  	Active	Balcony		2014

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY PROCESS FOR ALT-CO

- Adding a new record to a Schedule of Occupancy for ALT-CO Job Filings begins with identifying the relevant Building Code for both the existing building and for the proposed work.

Schedule of Occupancy

Existing Applicable Building Code For Occupancy
Select: ▼

Proposed Applicable Building Code For Occupancy
Select: ▼

+ Add

						Description of Use ▼	
Actions	Master SofO	Tracking #	Floor	Status		Existing	Proposed

- Click **+Add** to add a new record.

+ Add

Actions	Master SofO	T

- The SO pop-up form is the same as for New Buildings. Two types of entry are possible:
 - Existing Floor/Use only
 - Existing and Proposed Floor/Use

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FORM

DOB
NOW

- The **Schedule of Occupancy** pop-up window opens when a new record is added, or an existing record is modified.
- This form is the same for all Schedule of Occupancy requests, whether the Job was initially filed in BIS or in DOB NOW: *Build*.
- The Applicant selects the applicable **Floor / Space**.

The screenshot shows the 'Schedule of Occupancy' form. The 'Floor*' field is highlighted with a red box. A dropdown menu is open, showing a list of floor types: Attic, Balcony, Basement/Sub-basement, Bridge, Cellar, Concourse, Elevator Pit, Facade, Floor Number, Ground Floor (selected), Lobby, Mezzanine, Open Space, Penthouse, Pit, Roof, Sidewalk, Stairwells, and Sub-Cellar. The form also includes fields for Building Code*, Occupancy Classification*, Occupancy Group*, Description of Use*, Description of Use Comments, Live Load (lbs per sq ft), Maximum Persons Permitted, Zoning Use Group, Dwelling or Rooming Units, Existing Occupancy Type*, and Job Reference*. The 'Existing Occupancy Type*' field is set to 'Not Applicable'. At the bottom right, there are 'Add' and 'Cancel' buttons.

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FORM

- The **Building Code(s)** is populated with the information from the Scope of Work page. This determines the values of the rest of the drop-downs.
- Identify the **Occupancy Classification** and **Occupancy Group**.
- For this example, Occupancy Group **S1** is selected, indicating Moderate-Hazard Storage

	Existing	Proposed
Building Code*	Select: <input type="text"/>	2014 <input type="text"/>
Occupancy Classification*	Select: <input type="text"/>	Storage <input type="text"/>
Occupancy Group*	Select: <input type="text"/>	Select: <input type="text"/> S-1 S-2
Description of Use*	<input type="text"/> <input type="button" value="Select"/>	<input type="text"/>
Description of Use Comments	<input type="text"/>	<input type="text"/>
Live Load (lbs per sq ft)*	<input type="text"/>	<input type="text"/>
Maximum Persons Permitted*	<input type="text"/>	<input type="text"/>

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FORM

- In **Description of Use**, select one radio button that best describes how the floor(s) / space will be used.

Occupancy Group* Select: S-1

Description of Use* Furniture Select

Select an Option Hide

- Aerosols, Levels 2 and 3
- Bags; cloth, burlap and paper
- Baskets
- Books and paper in rolls or packs
- Buttons, including cloth covered, pearl or bone
- Clothing, woolen wearing apparel
- Dry boat storage (indoor, not accessory to Group R (as defined in the 2014 code)).
- Glues, mucilage, pastes and size
- Horns and combs, other than celluloid
- Aircraft hangar (storage and repair)
- Bamboos and rattan
- Belting; canvas and leather
- Boots and shoes
- Cardboard and cardboard boxes
- Cordage
- Furniture
- Furs
- Grains
- Leather Linoleum Lumber Photo engravings

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FORM

Schedule of Occupancy		
Floor*	Basement/Sub-basement	
Existing		Proposed
Building Code*	Select: <input type="text"/>	2014 <input type="text"/>
Occupancy Classification*	Select: <input type="text"/>	Storage <input type="text"/>
Occupancy Group*	Select: <input type="text"/>	S-1 <input type="text"/>
Description of Use*	<input type="text"/> <input type="button" value="Select"/>	Furniture <input type="button" value="Select"/>
Description of Use Comments	<input type="text"/>	New Furniture for purchase <input type="button" value="Save"/>
Live Load (lbs per sq ft)*	<input type="text"/>	4000 <input type="text"/>
Maximum Persons Permitted*	<input type="text"/>	100 <input type="text"/>
Zoning Use Group*	Select: <input type="text"/>	2 <input type="text"/>
Dwelling or Rooming Units	<input type="text"/>	40 <input type="text"/>
Existing Occupancy Type	Select: <input type="text"/>	Not Applicable <input type="text"/>
Job Reference*	<input type="text"/>	Q00037567 <input type="text"/>

- The remaining fields are free text fields.
- Additional details about how the space is used can be entered into the **Description of Use Comments**.
- Enter **Live Load** in pounds per square foot, **Maximum Persons Permitted**, **Dwelling or Rooming Units**, **Existing Occupancy Type**, and **Job Reference** if it is not auto-completed.

DOB NOW: *Build* – SCHEDULE OF OCCUPANCY FORM

Schedule of Occupancy		
Floor*	Basement/Sub-basement	
Existing		Proposed
Building Code*	Select: <input type="text"/>	2014 <input type="text"/>
Occupancy Classification*	Select: <input type="text"/>	Storage <input type="text"/>
Occupancy Group*	Select: <input type="text"/>	S-1 <input type="text"/>
Description of Use*	<input type="text"/> <input type="button" value="Select"/>	Furniture <input type="button" value="Select"/>
Description of Use Comments	<input type="text"/>	New Furniture for purchase <input type="button" value="Add"/>
Live Load (lbs per sq ft)*	<input type="text"/>	4000 <input type="text"/>
Maximum Persons Permitted*	<input type="text"/>	100 <input type="text"/>
Zoning Use Group*	Select: <input type="text"/>	2 <input type="text"/>
Dwelling or Rooming Units	<input type="text"/>	40 <input type="text"/>
Existing Occupancy Type	Select: <input type="text"/>	Not Applicable <input type="text"/>
Job Reference*	<input type="text"/>	Q00037567 <input type="text"/>

- Once the Schedule of Occupancy form is complete, click **Add**
- Click **OK** on the confirmation pop-up to proceed



DOB NOW: *Build* – BUILDING SCHEDULE OF OCCUPANCY

- Use the drop-down at the Description of Use column to change which fields are displayed.

+ Add				
Actions	Master SofO ...	Tracking #	Floor	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input checked="" type="checkbox"/> No	SO-6036-104718815-05	Floor Number(s)	Unverified
	<input checked="" type="checkbox"/> Yes	SO-3264-104718815-04	Ground Floor	Active
	<input checked="" type="checkbox"/> Yes	SO-8731-104718815-04	Floor Number(s) - 2	Active
	<input checked="" type="checkbox"/> Yes	SO-1756-104718815-04	Floor Number(s) - 3	Active

Description of Use ▾

- Building Code
- Occupancy Classification
- Occupancy Type
- Description of Use
- Description of Use Comments
- Live Load (lbs per sq ft)
- Maximum Persons Permitted
- Zoning Use Group
- Dwelling or Rooming Units
- Existing Occupancy Type
- Job Reference

DOB NOW: *Build* – BUILDING SCHEDULE OF OCCUPANCY PROCESS

1. The list of floor/uses can be sorted by any of the columns (ascending or descending) by clicking the drop-down.
2. In addition, the list can be filtered by typing in the box under the column header.

BIS Schedule of Occupancy

Existing Applicable Building Code For Occupancy: 2014

Proposed Applicable Building Code For Occupancy: 2014

+ Add

Actions	Master SofO	Tracking #	Floor	Status	Description of Use	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Existing	Proposed
	No	SO-6688-S00390765-I1	Floor Number(s) - 2	Sort Ascending Sort Descending	Fraternity and sorority houses	Fraternity and sorority houses
	Yes	SO-9468-S00388074-I1	Floor Number(s) - 2	Active	One- and two-family dwellings,	Professional services (architects, attorn...
	Yes	SO-7165-S00387755-I1	Floor Number(s) - 2	Verified	Offices	
	Yes	SO-3539-S00387755-I1	Floor Number(s) - 1	Active	One- and two-family dwellings,	One- and two-family dwellings,

DOB NOW: *Build* – BUILDING SCHEDULE OF OCCUPANCY – ACTION BUTTONS

- The Action buttons on the main SO screen will allow an Applicant to:
 - Duplicate a Record
 - View and Edit
 - Delete



Schedule of Occupancy

Proposed Applicable Building Code For Occupancy
2014

+ Add

Actions	Master SofO	Tracking #	Floor	Status	Description of Use	
					Existing	Proposed
	No	SO-5698-Q00390379-11	Attic - 1	Unverified		Theaters


DOB NOW: *Build* – BUILDING SCHEDULE OF OCCUPANCY PROCESS

- To update an existing Schedule of Occupancy Floor/Use record, click on the **View/Edit** button for the Floor you wish to update.

Schedule of Occupancy

Proposed Applicable Building Code For Occupancy
2014















+ Add

Actions	Master SofO	Tracking #	Floor	Status	Description of Use	
					Existing	Proposed
 View/Edit	No	SO-5698-Q00390379-11	Attic - 1	Unverified		Theaters

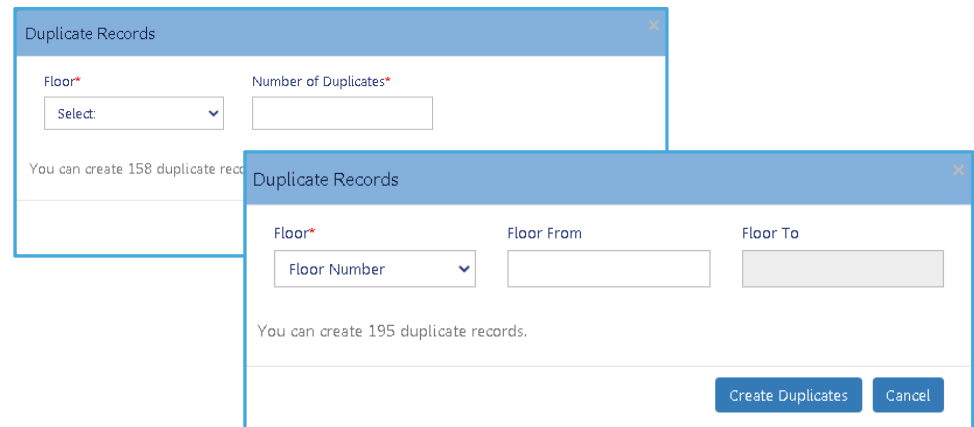
- The **Schedule of Occupancy** pop-up will appear, allowing Users to enter the Floor/Use information.
- The existing Floor/Use information will be populated from the BSO. If the information is incorrect, it can be corrected in this window, creating a new JSO record.
- Enter **Proposed Occupancy** data only if work is being performed on that floor.

DOB NOW: *Build* – BUILDING SCHEDULE OF OCCUPANCY PROCESS

- Floor/Use records can also be duplicated using the Copy button.

Actions	Master SofO	Tracking #	Floor	Status	Existing	Proposed
  	Yes	SO-6566-M00381073-P1	Lobby	Active 	Beverages; over 16 percent alcohol co...	
  	Yes	SO-7791-M00381073-I1	Balcony - 1	Unverified	Theaters	
  	Yes	SO-7665-M00382497-I1	Balcony - 1	Active 	Rooming houses (boarding houses—t...	Tanks
  	Yes	SO-2477-M00381073-P2	Attic - 1	Verified	Explosives	

- Copying a record creates a new Child Floor/Use where you can specify the **Floor** and the **Number of Duplicates**. You may also select a range of floors and one duplicate will be made for each floor.
- All information other than the Floor will be duplicated.



Duplicate Records

Floor* Number of Duplicates*

You can create 158 duplicate records.

Duplicate Records

Floor* Floor From Floor To

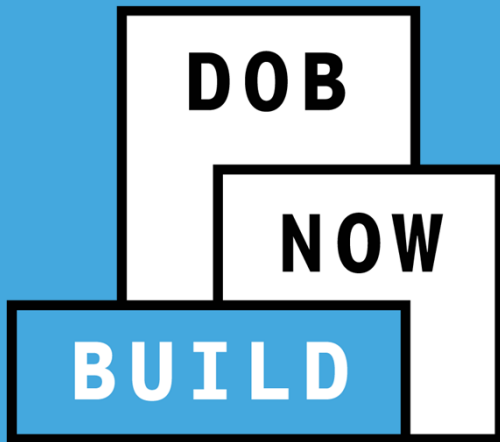
You can create 195 duplicate records.

DOB NOW: *Build* – BUILDING SCHEDULE OF OCCUPANCY PROCESS



+ Add					Description of Use ▼	
Actions	Master SofO	Tracking #	Floor ▲	Status	Existing	Proposed
	Yes	SO-7977-X00388533-11	Attic - 1	Verified	Halfway houses	
	No	SO-5298-X00388589-11	Attic - 2	Unverified		Aircraft hangar (storage and repair)

- New records (however they are created) will appear in the SO with a **red flag** notating that they do not exist on the BIN-Level SO.
- **Blue flags** indicate floor/use records that exist on the BSO.
- The new records will be created in **Unverified** status.
- Continue this process until all required records have been created.



JOB FILING FEES AND RULES

DOB NOW: *Build* – JOB FILING FOR NB AND ALT-CO – FEES



- When the user clicks **Pay Now** for an NB or ALT-CO Initial Job Filing, they are presented with an option to pay the total Filing Fee or an alternate lower payment.

Total Filing Fee	Payment Options
< Minimum Fee	Minimum Fee
< 2 x Minimum Fee	Minimum Fee or Full Fee
≥ 2 x Minimum Fee	50% of Filing Fee or Full Fee

- These rules also apply to PAAs when the estimated Job cost has increased, and the user is required to make a payment.
- Other fee types, like the Record Management Fee, the Bounced Check Fee, or the Energy Code Compliance Review Fee will not be included in the 50% calculation.

DOB NOW: *Build* – JOB FILING FOR NB AND ALT-CO – FEES

DOB
NOW

- Subsequent Job Filings will not charge Records Management Fees.
- Subsequent Job Filings require the **entire fee to be paid in full** before submission.
 - If the Initial Filing is **NB** or **NB with Existing Elements to Remain**, the Subsequent fee is **\$100**.
 - If the Initial Filing is **ALT-CO**, the Subsequent fee is **calculated based on the details of the Job**.



DOB NOW: *Build* – JOB FILING FOR NB AND ALT-CO – FEES

DOB
NOW

- To make a payment, click on the **Pay Now** button on the right.

Payment Confirmation

Please note that the following data cannot be changed after the payment has been made on this filing:

- Building Type: Other
- Owner Information

Payment is not the last step. Click the Preview to file/Submit button at the top of the screen to submit the application.

Are you sure you want to make a payment now for

Proceed With Minimum/50% of Filing Fee

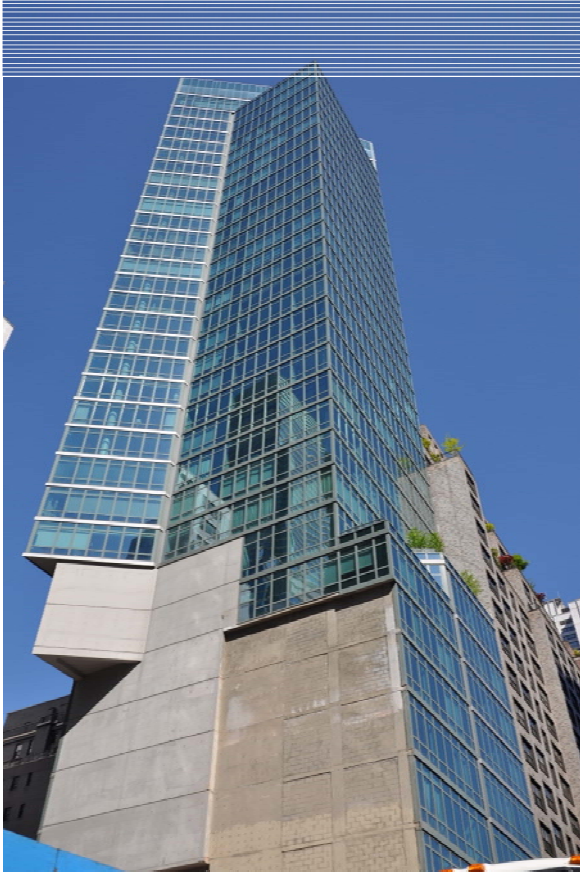
Proceed With Full Payment (\$1,664.10)

Confirm Cancel

- DOB NOW: *Build* will offer an option of either paying the full amount or paying the Minimum Payment/50% of the Filing Fee.
- If less than the full amount of the Filing Fee is paid, the rest must be paid before requesting the Work Permit.**

- Dashboard
- Job Filing Highlights
- View Filing
- Property Profile
- History
- \$1,664.10 Pay Now**

DOB NOW: *Build* – JOB FILING RULES FOR NB AND ALT-CO



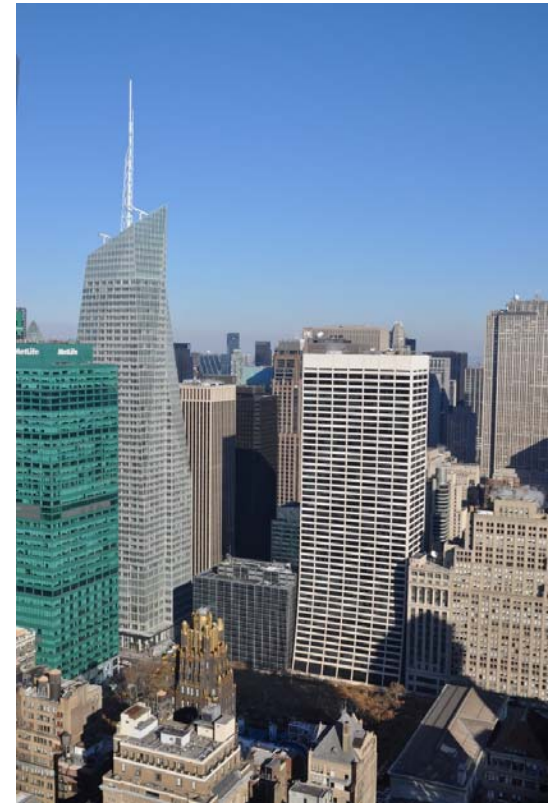
- Both the Applicant of Record and the Owner must **Attest** to the Job Filing, and **Fees** must be paid before the Job Filing can be submitted.
- Permit Sign Off for NB and ALT-CO **Initial Job Filings** can only be done through DOB NOW: *Inspections*. Unlike GC Alterations Initial Job Filings, a **TR-Final Progress Inspection is not allowed**.
- TR-Final Progress Inspection is allowed for **Subsequent** NB and ALT-CO Job Filings for applicable work types.

- Regardless of Review Type, an Applicant of Record can **delete the optional TR Special/Progress Inspections**:
 - **Prior to plan Approval** regardless of the Attestation on the TR
 - By a **Post Approval Amendment**, even if the Special/Progress Inspector has been identified for an Initial or Subsequent Job Filing
- However, optional TR Special/Progress Inspections **CANNOT** be removed once the Special/Progress Inspector has completed the Certification of the Special/Progress Inspection.

DOB NOW: *Build* – NB AND ALT-CO REVIEW AND APPROVAL

DOB
NOW

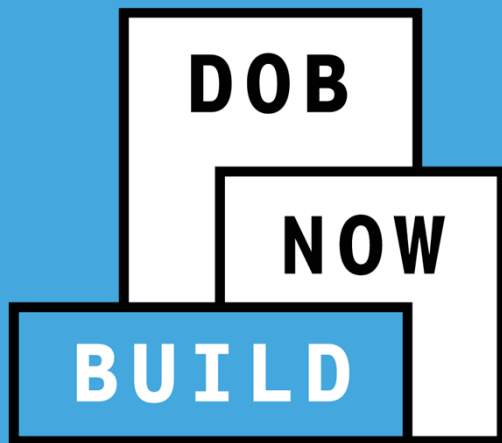
- If the NB or ALT-CO Job is filed with Professional Certification, there is a Zoning Review that goes through a Plan Examiner.
- If Objections are raised, the process for responding to Objections and requesting Appointments has not changed from the details listed in the Design Professional Training for the December 2020 Release. For more details, see www.nyc.gov/dobnow.
- Appointments for resolving objections to NB Job Filings are **40 minutes**. For ALT-CO Job Filings, appointments are **20 minutes** long.



DOB NOW: *Build* – JOB FILING RULES FOR NB AND ALT-CO



- No additional transactions (like Subsequent Filings, PAAs, Permit Renewals, or AHVs) will be allowed when all the floor/use records of the Job have received a non-renewable Certificate of Occupancy.
- Jobs are not considered **Complete** until **Final CO** is granted on ALL the floor/uses. In all other cases, the Job will continue to be **In Process**.



**SITE SAFETY, TENANT PROTECTION
PLANS, AND PERMITS**

- Site Safety Plans (SSPs) can be triggered by **any GC filing**. They may also be triggered by ST, FO, or SOE filings.
- Applicability of the SSP is determined by the system based on answers given to certain questions on the Job Filing after it is Approved.
- **Work Permits cannot be requested until the Site Safety process is complete.** This includes:
 - Determination of the need for Site Safety
 - Approval of the Site Safety Plan or Waiver (if applicable)
- For more information about Site Safety Plans and Site Safety Waivers, please refer to the reference materials on the DOB web site.



DOB NOW: *Build* – SITE SAFETY REQUIREMENT TRIGGERS – JOB TYPE ALT-CO



Condition	Building Stories (Existing or Proposed)				Building Height (Existing or Proposed)		Structural Footprint	
	Any	1-9	10-14	≥15	125-199	≥200	≥100,001sq. ft.	≤100k sq. ft.
Horizontal Enlargement	CS	N/A	SSC or SSM	SSM	SSC or SSM	SSM	SSM	SSC or SSM
Vertical Enlargement	CS	N/A	SSC or SSM	SSM	SSC or SSM	SSM	SSM	SSC or SSM
Façade Alteration	N/A	N/A	N/A	SSM	N/A	SSM	SSM	N/A
Demolishing more than 50% of floor area of building	CS	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Altering more than 50% of the floor area of the building	CS	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Removing one or more floors	CS	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Partial Demolition work NOT limited to interior components of the building and no mechanical demolition equipment, other than handheld devices, is used	N/A	N/A	SSC or SCM	SSM	SSC or SSM	SSM	SSM	SSC or SSM
TR1 Inspection: Underpinning RC1022	CS	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TR1 Inspection: Excavations-Sheeting, Shoring, and Bracing RC1033	CS	N/A	N/A	N/A	N/A	N/A	N/A	N/A

DOB NOW: *Build* – SITE SAFETY REQUIREMENT TRIGGERS – OTHER JOB TYPES



Job Type	Building Stories (Existing or Proposed)				Building Height (Existing or Proposed)		Structural Footprint	
	Any	1-9	10-14	≥15	125-199	≥200	≥100,001sq. ft.	≤100k sq. ft.
Alt CO when Alteration is required to meet New Building requirements	N/A	CS	SSC or SSM	SSM	SSC or SSM	SSM	SSM	SSC or SSM
New Building	N/A	CS	SSC or SSM	SSM	SSC or SSM	SSM	SSM	SSC or SSM

- For NB or ALT-CO Jobs, the question about occupied dwelling units will only be asked **on the Initial GC filing**. The question will not be asked on any Subsequent Job Filings.

The building to be altered, constructed or demolished contains one or more dwelling units that will be occupied during construction.*



Yes No

Number of Dwelling Units that will be occupied during construction*

- Before a Work Permit may be requested:
 - The **Tenant Protection Plan** must be approved (if required).
 - The **Site Safety Plan** or **Site Safety Waiver** must be approved (if required).
 - The **TR3** must be filled out (if required).
 - If less than the full fee was paid upon Job Filing, the rest of the fee must be paid.
 - All tabs of the Work Permit Request must be completed.
 - All necessary Attestations on the Work Permit Request must be done.
- The Work Permit must be granted before any work can begin.
- The Work Permit process can be seen in the [Contractor Training from the December 2020 release](#).

DOB NOW: *Build* – WORK PERMIT REQUESTS

DOB
NOW



Work Permit Department Of Buildings

Permit Number: **X00390493-I1-GC**

Permit Classification: **NEW BUILDING**

Address: **BRONX 814 BRYANT AVENUE**

Work on Floor(s): **CONCOURSE, CONCOURSE, BRIDGE, BASEMENT/SUB-BASEMENT, BALCONY 1, ATTIC 1**

Total number of dwelling units at location:

Number of dwelling units occupied during construction: **0**

Description: **TEST**

Issued: **01/04/2021**


Expires: **01/28/2021**

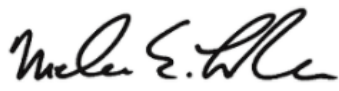
Issued To: **BUILD 138**

Business: **DOB**

License No: **PE-999014**

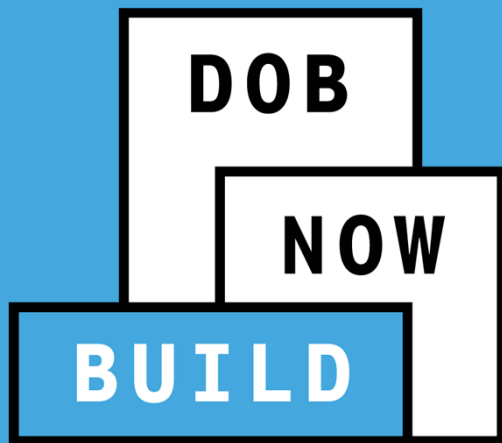
For detailed information regarding this permit, please log on to DOB NOW at www.nyc.gov/buildings.
Call 311 with any questions or complaints.

Borough Commissioner: 

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.

- Work Permits now display the Job Type as **Permit Classification**.
 - New Building
 - Alteration
 - Alteration CO
 - Temporary Construction (for PMM and SOE Work Types)



POST APPROVAL AMENDMENTS AND SUBSEQUENT JOB FILINGS

DOB NOW: *Build* – POST APPROVAL AMENDMENTS

DOB
NOW

- If the Initial/Subsequent Filing is approved with **Filing Includes** value selected as **Legalization**, then PAAs cannot be initiated on such approved Job Filings.
- PAAs cannot be initiated on Job Filings if all the floor/uses that are in scope for an NB/ALT-CO Job have been issued non-renewable Occupancy.



- After the user submits the Job Filing for review, **Corrections** can be submitted for the Job-Level SO:
 - Users will be able to **add/edit/delete any records added in the Proposed details** as part of the respective filing
 - If a floor/use record with proposed work is deleted by the User after submitting to DOB, then the status of such records will be set to **Removed by User**.
- A Post Approval Amendment (PAA) can add **new proposed work**. Any new records added will be in a status of **Unverified**, which will change to **Active** upon Approval.
- If a floor/use record is **Active** due to another Job Filing, but got auto-populated on a JSO, such records cannot be modified.

- For **New Building Subsequent Filing**, allowed work types are:
 - General Construction (Construction/Façades Subcategory can be selected only if Job Type is NB)
 - Foundation (Underpinning cannot be selected if combined filed with other work types)
 - Earthwork
 - Support of Excavation
 - Mechanical
 - Structural
 - Plumbing
 - Sprinklers
 - Standpipe
 - Curb Cut
 - Sidewalk Shed
 - Supported Scaffold
 - Fence
 - Boilers
 - Protection and Mechanical Methods

- For **Alteration CO Subsequent Filing**, allowed work types are:
 - General Construction
 - Foundation (Underpinning cannot be selected if combined filed with other work types)
 - Earthwork
 - Support of Excavation
 - Mechanical
 - Structural
 - Plumbing
 - Sprinklers
 - Standpipe
 - Curb Cut
 - Sidewalk Shed
 - Supported Scaffold
 - Fence
 - Boilers
 - Protection and Mechanical Methods
 - Antenna
 - Sign

DOB NOW: *Build* – SUBSEQUENT JOB FILINGS – WORK ON FLOORS

DOB
NOW



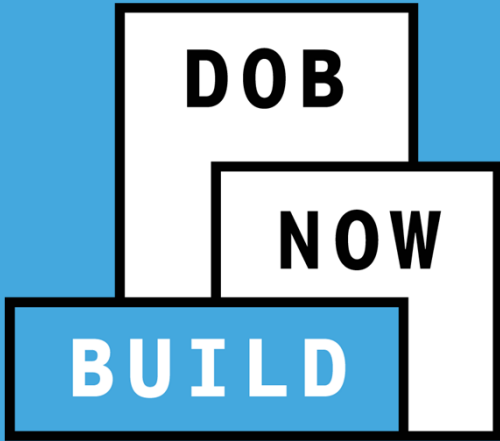
- For Subsequent Filings, Applicants can only choose from the “work on floors” that have been established on the Schedule of Occupancy by the Initial Filing.

DOB NOW: *Build* – SUBSEQUENT JOB FILINGS – WORK ON FLOORS

DOB
NOW

- Subsequent Filings cannot be initiated if:
 - All floor/uses that are in scope on an ALT-CO or NB Job have received a CO recommendation of **Interim/Partial** data from Inspections
 - All floor/use records have a CO of **Interim/Partial**
 - A CO request is in progress





TEMPORARY BIN REQUESTS

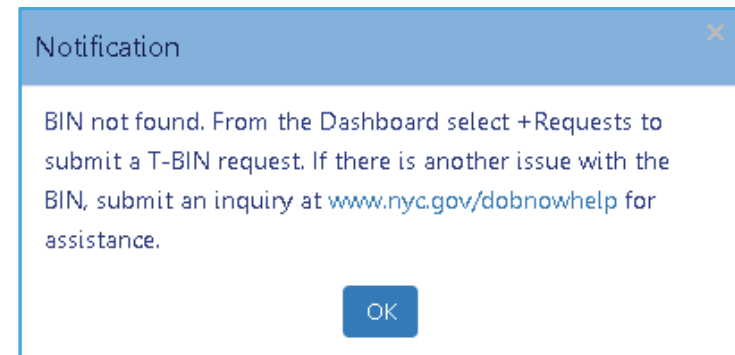
DOB NOW: *Build* – TEMPORARY BIN – CURRENT VS. FUTURE STATE

DOB
NOW

- The process of requesting a Temporary Building Identification Numbers (BINs) consists of:
 - Requesting confirmation of the address from the topographical bureau at the appropriate Borough President's office
 - The Borough President must stamp and sign a PD-1 Plot Diagram form
 - A lot merger or apportionment form may be needed
- **Currently**, all forms are then submitted to DOB by email.
- **In the future**, Temporary BIN requests will be submitted through DOB NOW: *Build*.

The image shows two forms from the NYC Buildings Department. The top form is the 'PD-1: Plot Diagram' form, which includes a header with the NYC Buildings logo and instructions to 'Must be typewritten.' Below the header are four numbered sections: 1. Location (with fields for Borough, Block, and Present Lot(s)), 2. Plot Diagram (with a large blank area for the diagram), 3. Description (with fields for BEGINNN and RUNNING THE THENCE), and 4. Applicant (with fields for certification and applicant name). The bottom form is the 'APPLICATION FOR APPORTIONMENTS OR MERGERS' form, which includes a header with the NYC Department of Finance logo and instructions to 'Please complete this application and submit in person to: Department of Finance, Property Division - Tax Map Office, 66 John Street, 2nd floor, New York, NY 10038.' Below the header are two main sections: SECTION A: PROPERTY INFORMATION (with fields for Borough, Block, Present Lot(s), Number of Lots Requested, Lot Number, and checkboxes for Merger, Apportionment, Air, Subterranean, Residential Building Gross, Commercial Building Gross, and Mix (Residential & Commercial) Building Gross) and SECTION B: CERTIFICATION (with fields for Architect/Engineer/Applicant's Name, Address, Telephone Number, and Email Address). The form also includes a signature line for the Architect/Engineer/Applicant and a date field. At the bottom, there are fields for Tentative Lot(s) Issued, Customer Service Representative, Date, New Lot(s), Lot(s) Affected, and Lot(s) Dropped. A note states: 'Please note: Map changes will not be made until presentation of all required documents is reviewed and approved by the Specialist. Lots are tentative until final approval is received from the Tax Map Office.' The form is dated 'RP-602 Rev. 3.8.2019'.

- Temporary BINs are created when:
 - There is already an existing BIN and the Applicant wants to file plans to demolish an existing building and build a brand new one in its place
 - The address entered on the PW1 does not exist in BIS because:
 - The address is not found for the building
 - The Lot is vacant
 - The BIN is obsolete
 - The BIN is a dummy BIN
- If an Applicant tries filing a PW1 with an invalid address, DOB NOW: *Build* will not allow the filing to be saved. The above error message is displayed.



DOB NOW: *Build* – TEMPORARY BIN REQUESTS

DOB
NOW

- Begin by hovering over the **+Requests** button and selecting **Temporary BIN**.

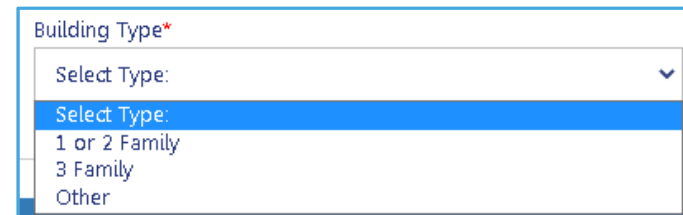


- The Temporary BIN request has three tabs:

- General Information
- Documents
- Statements & Signatures



- Begin the **General Information** tab by entering location information, including Building Type.



DOB NOW: *Build* – TEMPORARY BIN REQUESTS



- In the **General Information** section, enter up to two Stakeholders. The stakeholders can be registered in DOB NOW under any category, including Delegated Associates/Filing Representatives.

Stakeholders ▼

Primary Contact Information*

Email*	First Name	Last Name
<input type="text" value="Please enter email address"/>	<input type="text"/>	<input type="text"/>
Business Name	Street Address*	City
<input type="text"/>	<input type="text"/>	<input type="text"/>
State	Zip Code	Telephone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Secondary Contact Information

Email	First Name	Last Name
<input type="text" value="Enter email/username..."/>	<input type="text"/>	<input type="text"/>
Business Name	Street Address	City
<input type="text"/>	<input type="text"/>	<input type="text"/>
State	Zip Code	Telephone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

DOB NOW: *Build* – TEMPORARY BIN REQUESTS



General Request Information*

Reason for submitting TBIN request*

255 characters remaining

Comments

255 characters remaining

- Enter the reason for the Temporary BIN request and optional comments.
- Press **Save** before moving to the next tab. A Temporary BIN Request tracking number and a status bar will appear.



DOB NOW: *Build* – TEMPORARY BIN REQUESTS

DOB
NOW

- On the Documents tab, upload all required documents by clicking the arrow and selecting the file.
- Additional Supporting Documents can also be uploaded.

The screenshot shows the 'Documents' section of the application. It has two tabs: 'Additional Supporting Documents' and 'Required Documents'. The 'Required Documents' tab is active and displays a table with the following columns: Document Name, Document Status, Prior To, and Upload. A row is visible with the following data: Document Name: 'DOF Lot Split/Merger Form', Document Status: 'Required', Prior To: 'Approval', and an 'Upload' button (represented by a blue arrow icon) which is highlighted with a red square.

Document Name	Document Status	Prior To	Upload
DOF Lot Split/Merger Form	Required	Approval	

- Only the Primary Contact is required to attest in the Statements & Signatures tab.

The screenshot shows the 'Primary's Attestation' section. It contains a disclaimer text with a checkbox, and two input fields labeled 'Name' and 'Date'.

I hereby state the information on this form is correct and complete to the best of my knowledge. I understand falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I also understand 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 *

Date *

DOB NOW: *Build* – TEMPORARY BIN REQUESTS

- Once all information is entered, **Save** and **Submit** your request.

Save Submit

Confirm

Are you sure you want to submit the TBIN Request?

Yes No

Notification

TBIN Request has been submitted.

OK

- Two confirmations appear, and the status bar will then change to Pending Assignment.



DOB NOW: *Build* – TEMPORARY BIN REQUESTS – DASHBOARD

DOB
NOW

Dashboard
Job Filings
Occupancy
BIS Schedule of Occupancy
Certificate of Occupancy
Permits
Work Permits
After Hours Variance (AHV)
Requests
Elevators Sign Off
Letter of Completion
PA Certificate of Operation
Site Safety Requests
Tenant Protection Plan
Temporary BIN
Withdrawal & Supersede
Notifications
Boiler Removal
Emergency Work
Search
Search

- Once a Temporary BIN is saved, it can be accessed from the **Temporary BIN Dashboard** available on the left Action Panel.
- The status of the Temporary BIN request is visible in the **Filing Status** column.

Temporary BIN			
Filing Action	Request#	Filing Status	Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	TBIN-946989046	On Hold	554 WEST 112 STREET
	TBIN-811705523	Pre-filing	552 WEST 112 STREET
	TBIN-220103911	Objections	550 WEST 112 STREET

DOB NOW: *Build* – TEMPORARY BIN REQUESTS – OBJECTIONS AND APPOINTMENTS



- If the reviewer has **Objections** to a Temporary BIN request, the Filing Status will change to Objections and the Stakeholders receives an email.

Temporary BIN			
Filing Action	Request#	Filing Status	Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	TBIN-220103911	Objections	550 WEST 112 STREET

- A new **Objections/Appointments** tab will appear in the Temporary BIN request.

TBIN-220103911	Objections
General Information	Objection
Documents	Block/lot missing from Topographical form
Objections/Appointments	
Statements & Signatures	Schedule Appointment
	+ Appointment

DOB NOW: *Build* – TEMPORARY BIN REQUESTS – OBJECTIONS AND APPOINTMENTS

DOB
NOW

Objections

Objection	Code	Status	Action
Block/lot missing from Topographical form		Open	Update Cancel

Work Type: TBIN
Code Type: Code Year

Created Date: 12/09/2020
Created By: Martha Fein

Details: Enter Block/lot onto Topographic Form.

Objection Status*
Open

Comments*
155 character maximum

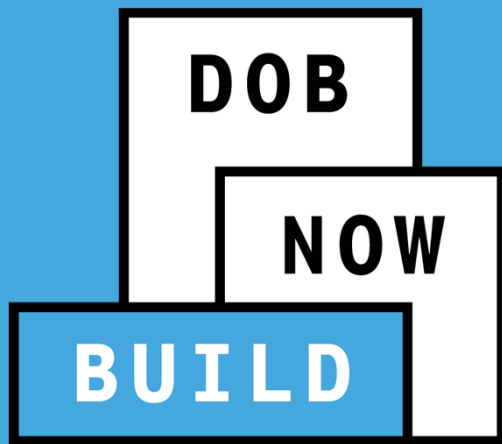
Objection History

- Users can see details of the Objection, change the **Objection Status**, and enter **Comments**.
- Applicants can update the address in response to an Objection.

- If the reviewer allows Appointments, those can also be created in this tab.

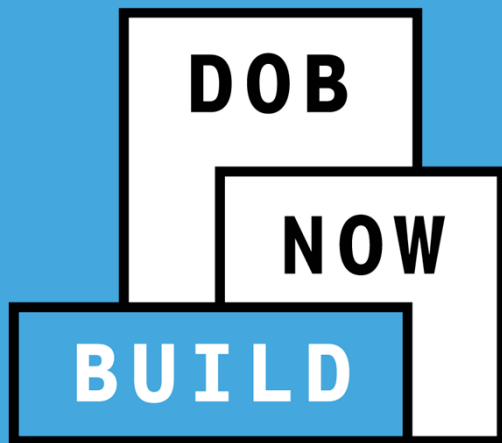
Schedule Appointment

+ Appointment



THANK YOU!

NO PAPER. NO LINES.



NO PAPER. NO LINES.

QUESTIONS?