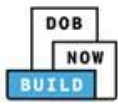


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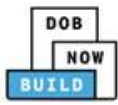
Supersede of:	Method	Requestor	Filing Status <i>(Pending Request)</i>	Permit Status <i>(Pending Request)</i>	Filing Status <i>(Request Approved)</i>	Permit Status <i>(Request Approved)</i>	Fee	DOB Review
Applicant (PW1)	DOB NOW: Build – Job Filings dashboard , select ‘Supersede’ under Filing Action ★	Superseding Applicant and Owner (applicant submits)	On Hold – Pending Supersede of Applicant of Record	On Hold – Pending Supersede of Applicant of Record	Prior status restored	Prior status restored	\$130 ★	Yes ★
Contractor/Licensee (PW2)	DOB NOW: Build – Work Permits dashboard , select ‘Renew Work Permit’ under Filing Action then choose ‘Renew Permit with changes’	Contractor/Licensee	No change	Permit Issued upon QA review	No change	Permit Issued	\$130	QA Review
Electrical Contractor/Electrical Permit	New electrical contractor pulls a new permit for the work and includes permit number of superseding application in job description.	Electrical Contractor	No change	No change	Permit Issued	Permit Issued	\$40	No
Limited Alteration Application Contractor/LAA Permit	DOB NOW: Build – Job Filings dashboard , select ‘Supersede’ under Filing Action (option not available if the LAA permit has been withdrawn)	Licensed Master Plumber, Fire Suppression Piping Contractor or Oil Burner Installer	No change	No change	Permitted	Permitted	\$130	No
Owner	DOB NOW: Build – Job Filings dashboard , select ‘Supersede’ under Filing Action ★	Superseding Owner and Applicant (owner submits)	No change	No change	No change	No change	\$130 ★	No
Site Safety Personnel (construction superintendent, site safety manager, site safety coordinator)	DOB NOW: Build – Work Permits dashboard , select ‘Renew Work Permit’ under Filing Action then choose ‘Renew Permit with changes’	Contractor/Licensee	No change	Permit Issued upon QA review	No change	Permit Issued	\$130	QA Review
Progress/Special Inspector	DOB NOW: Build – in PW1 <u>Prior to Permit:</u> select edit icon on applicable row in TR1/TR8 section and delete prior Inspector’s email address <u>Permitted:</u> select ‘+Supersede Inspectors (Post Permit)’ in TR1/TR8 section ★	<u>Prior to Permit:</u> Applicant, Owner, Filing Rep, and Delegated Associate <u>Post Permit:</u> Applicant or Owner if Progress/Special Inspector has not withdrawn	No change <u>Permitted:</u> On Hold – Pending Supersede of Special/Progress Inspector	N/A On Hold – Pending Supersede of Special/Progress Inspector	No change Prior status restored	N/A Prior status restored	\$130 if permitted and report provided ★	Plan exam if permitted and report provided ★



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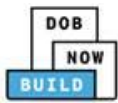
Supersede of:	Method	Requestor	Filing Status (Pending Request)	Permit Status (Pending Request)	Filing Status (Request Approved)	Permit Status (Request Approved)	Fee	DOB Review
Demolition Subcontractor, Concrete Subcontractor, Concrete Safety Manager	DOB NOW: Build – Work Permits dashboard , select ‘Renew Work Permit’ under Filing Action then choose ‘Renew Permit with changes’	Contractor/Licensee	No change	Permit Issued upon QA review	No change	Permit Issued	\$130	QA Review
Concrete Testing Lab	On TR2: Upload Supersede Letter to nyc.gov/dobhelp On TR3: N/A (instead add a new mix with new stakeholders)	Concrete Testing Lab	No change	No change			No	QA Review
Site Safety Plan applicant	DOB NOW: Build – Site Safety Requests dashboard select ‘Update/Supersede’ under Filing Action	Applicant	No change	No change	No change	No change	No	Plan Exam review
Withdrawal of:	Method	Requestor	Filing Status (Pending Request)	Permit Status (Pending Request)	Filing Status (Request Approved)	Permit Status (Request Approved)	Fee	DOB Review
Applicant (PW1)	DOB NOW: Build – Job Filings dashboard select ‘Withdrawal’ under Filing Action ★	Applicant or Owner	No change	No change	On Hold-Applicant of Record Withdrawn	Stop Work – Applicant of Record Withdrawn	No	No
Contractor/Licensee (PW2)	DOB NOW: Build – Work Permits dashboard select ‘Withdraw Contractor/Licensee’ under Filing Action	Contractor or Owner	No change	No change	No change	Stop Work – Contractor Withdrawn	No	No
Delegated Associate	DOB NOW: Build – in PW1 select delete icon next to current name	Owner or Applicant	No change	N/A	No change	N/A	No	No
Electrical Contractor/Electrical Permit	DOB NOW: Inspections – Request a withdrawal inspection	Electrical Contractor	No change	No change	Cancelled	Cancelled	No	Yes



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Withdrawal of:	Method	Requestor	Filing Status (Pending Request)	Permit Status (Pending Request)	Filing Status (Request Approved)	Permit Status (Request Approved)	Fee	DOB Review
Filing Representative/ Preparer	DOB NOW: Build – in PW1 select edit button next to current name and then delete Filing Rep’s email	Owner, Applicant or Delegated Associate	No change	No change	No change	No change	No	No
Job/Filing	Upload Withdrawal Letter to nyc.gov/dobhelp	Owner and Applicant	Filing Withdrawn	Filing Withdrawn	Filing Withdrawn	Filing Withdrawn	No	Yes
Limited Alteration Application Contractor/LAA Permit	DOB NOW: Build – Job Filings dashboard , select ‘Withdraw’ under Filing Action	Applicant	No change	No change	Withdrawn	Withdrawn	No	No
Site Safety Personnel (construction superintendent, site safety manager, site safety coordinator)	DOB NOW: Build – +Requests To <u>Release</u> Site Safety requirement (and remove site safety personnel): select ‘Site Safety Release and Sidewalk Shed Removal’ DOB NOW: Build – Work Permits dashboard To <u>Withdraw</u> Site Safety personnel (this will put the permit On Hold): select ‘Withdraw Site Safety Stakeholders’ under Filing Action	Applicable stakeholder (construction superintendent, site safety manager or site safety coordinator) or Owner	On Hold – Pending Withdrawal of Site Safety Stakeholder	On Hold – Pending Withdrawal of Site Safety Stakeholder	Prior status restored	On Hold – Site Safety Stakeholder Withdrew	No	Plan Exam review
Site Safety Plan applicant	DOB NOW: Build – Site Safety Requests dashboard select ‘Withdraw Applicant of Record’ under Filing Action	Applicant or Owner	No change	No change	No change	No change	No	No
Progress/Special Inspector	DOB NOW: Build – in PW1 <u>Prior to Permit:</u> select edit icon on applicable row in TR1/TR8 section and delete Inspector’s email address (inspection requirement remains) <u>Permitted:</u> select ‘+Withdraw Inspectors (Post Permit)’ in TR1/TR8 section ★	Progress/Special Inspector	<u>Prior to Permit:</u> No change <u>Permitted:</u> On Hold – Pending Withdrawal of Special/Progress Inspector	On Hold – Pending Withdrawal of Special/Progress Inspector	Prior status restored	On Hold – Special/Progress Inspector Withdrew	No	Plan Exam review if permitted



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Withdrawal of:	Method	Requestor	Filing Status (Pending Request)	Permit Status (Pending Request)	Filing Status (Request Approved)	Permit Status (Request Approved)	Fee	DOB Review
Progress/Special Inspection (optional inspections only)	<p><u>Prior to Permit:</u> DOB NOW: Build – in PW1 select '+Withdraw Inspections' in TR1/TR8 section</p> <p><u>Permitted:</u> DOB NOW: Build – file PAA</p>	Applicant of Record	On Hold – Pending Withdrawal of Technical Report	On Hold – Pending Withdrawal of Technical Report	Prior status restored	Prior status restored	No	Standard plan filings only
Demolition Subcontractor, Concrete Subcontractor, Concrete Safety Manager	<p>DOB NOW: Build – Work Permits dashboard select 'Withdraw Demolition Subcontractor' or 'Withdraw Concrete Subcontractor' or 'Withdraw Concrete Safety Manager' under Filing Action</p>	Applicable stakeholder (demolition subcontractor, concrete subcontractor or concrete safety manager) or Owner	No change	No change	No change	On Hold Applicable Stakeholder Withdrew	No	No
Concrete Testing Lab	<p>On TR2: Upload Withdrawal Letter to nyc.gov/dobhelp</p> <p><u>On TR3:</u> N/A (instead add a new mix with new stakeholders)</p>	Concrete Testing Lab	No change	No change	N/A	N/A	No	QA Review
Work types	Cannot withdraw individually – must withdraw filing							
Owner	Cannot be withdrawn							

★ *Functionality not available for DOB NOW filings created prior to 7/1/2019 (older user interface with navigation on top instead of left), filings in pre-filing status but payment has been submitted, owner supersede requests for Electrical filings, Elevator, Place of Assembly (PA), and Temporary Place of Assembly (TPA) filings; instead upload a supersede or withdrawal letter to www.nyc.gov/dobhelp.*

★ *If the fee is paid by eCheck, the request status will be Pending Payment Verification for up to 10 business days. If review is required, the request will proceed to QA Review/Plan Examiner Review once the payment clears. If payment is made by credit card, the request status will process immediately or go directly to QA Review/Plan Examiner Review status if review is required.*

★ *QA Review for professionally certified filings and all filings prior to permit. Plan examiner review for standard plan filings post permit. If all permits on the filing have not been pulled or the filing is professionally certified, new plans must be uploaded by the superseding applicant.*

★ *If withdrawal of the Progress/Special Inspector did not occur first, the superseding Progress/Special Inspector can indicate if work was performed and upload a report to explain that the work was inspected. If the Progress/Special Inspector has withdrawn, then the superseding Progress/Special Inspector uploads a report to explain that the work was inspected or that the previous report or current conditions were reviewed.*