DOB NOW: Public Portal

User Manual

This user manual is a dynamic document that is continually edited and updated. Please check the New York City Department of Buildings website to download the most current user manual.

As of December 6th, 2016
Table of Contents

Introduction ...........................................................................................................................................3
    DOB NOW Overview ..........................................................................................................................3
    Manual Overview ..............................................................................................................................3

DOB NOW ...........................................................................................................................................4
    Access DOB NOW ..........................................................................................................................4

Search Section ...................................................................................................................................5
    Address .............................................................................................................................................6
    Building Identification Number (BIN) ...............................................................................................7
    Borough, Block, Lot ............................................................................................................................8
        Searching Without a Lot ................................................................................................................9
    Search Error .....................................................................................................................................10

Search Results (Property Profile) .....................................................................................................11
    Property Profile ..............................................................................................................................13
    Building Characteristics ................................................................................................................14
    Additional Property Details Characteristics ................................................................................16

Filings ..................................................................................................................................................17
    BUILD ............................................................................................................................................17
    Filing Item Navigation .....................................................................................................................18
    SAFETY ..........................................................................................................................................19

Sorting and Searching Table Columns for BUILD and SAFETY .........................................................18

Open a Filing .......................................................................................................................................19
    BUILD ............................................................................................................................................19
    SAFETY ..........................................................................................................................................27

Appendix ............................................................................................................................................29
    Work Type Acronyms ...................................................................................................................29
    Legal Acronyms ............................................................................................................................29
    Permit Type Acronyms ..................................................................................................................29
    Building Type Acronyms ...............................................................................................................29
    Professional Acronyms ...............................................................................................................29
Introduction

DOB NOW Overview

DOB NOW provides the public the ability to create online accounts, making it easier to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits and make renewals. DOB NOW will be released in phases throughout 2016, 2017, and 2018 with four main components.

- **DOB NOW: Inspections** is the new name for Inspection Ready. All current functionality remains the same for online scheduling, tracking, and notifications as well as enforcement and development inspections.
- **DOB NOW: Build** will include job filings, permits, and Letters of Completion. This new online job filing and permit portal is NOW LIVE for plumbing and sprinkler job filings.
- **DOB NOW: Safety** includes all compliance filings (façades, elevators, boilers). This new online compliance filing portal is NOW LIVE for façade compliance filings.
- **DOB NOW: Licensing** will allow for online exam filing, issuance, and renewal for Licensees. Set to go live in 2017.

The DOB NOW Public Portal was designed to allow users without a DOB NOW/eFiling account to search for building properties and look-up the property profile information, as well as to view any filings associated with a property.

Manual Overview

This user manual provides step-by-step instructions on navigating the DOB NOW Public Portal site as well as instructions on how to search for any filings that have been submitted to DOB. You do not need to be registered on the eFiling site to use the DOB NOW Public Portal search function.
DOB NOW

We recommend that you use Internet Explorer 9.0 and above to access the DOB NOW home page.

This section will guide you through how to access the DOB NOW Public Portal and help to familiarize you with navigating between the various screens in the system. Screenshots overlaid with labels will direct your attention to key features and a step-by-step guide will explain how to use them.

Access DOB NOW

1. **DOB NOW home page link**: Click here at any point after performing a search to return to the home page.

2. **NYC.gov link**: Link to the home (front) page of the NYC.gov website.

3. **311 Link**: NYC311 provides access to non-emergency City services and information about City government programs. NYC311 is available both online and by phone.

4. **NYC.com Search Link**: Link to a search page that allows you to search for terms on all of the NYC.gov sites.

5. **Search Section**: Search for filings by address, BIN, or BBL.
Search Section

The following section covers the use of the search functionality on the DOB NOW Public Portal. The Public Portal is the only search option available to users that have not logged on with an account.

The **Search** section offers users three search options.

1. **Address**: Search for a property using the address (default).
2. **Building Identification Number (BIN)**: Search for a property using the BIN number.
3. **Borough, Block, Lot (BBL)**: Search for a property using the BBL number.
Address

To search by the address, click on the Address header to expand it. The Address header should be open by default. If it has been collapsed, click to expand it.

Enter the following information to search by address:

1. Enter the **House Number**.
2. Enter the **Street Name**.
3. Select **Borough** from the dropdown list.
4. Click on **Search**.
Building Identification Number (BIN)

Click on the **Building Identification Number (BIN)** tab to expand it.

Enter a **BIN** to search for an address:

1. Enter the **BIN**. A 7-digit **Building Identification Number** must be entered.
2. Click on **Search**.

![Building Identification Number (BIN)](image)
Borough, Block, Lot

Click on the Borough, Block, Lot tab to expand it.

Enter the Borough, Block and Lot to search for an address:

1. Select Borough from the dropdown list.
2. Enter the Block number.
3. Enter the Lot number.
4. Click on Search.
Searching Without a Lot

If you only enter the **Borough** and **Block**, leaving the **Lot** field empty, a grid will display and you will need to select from the possible lots associated with the **Borough** and **Block** entered.

Enter the **Borough** and **Block** values.

Click on **Search**.

All addresses associated with the block will appear below the tab.
Double click on the address you want to view.

The search results page will load for the location selected.

Search Error

After clicking on the Search button, if the property information cannot be found, an error notification will open.

Click OK to continue.
Search Results (Property Profile)

Performing a search brings up the Property Profile page for the searched location.

1. **Property Profile**: Contains high-level details of the property location.
2. **Building Characteristics**: Contains detailed information on the property location.
3. **Filings**: Includes filings that have already been made for the property location. The filings are separated by category (BUILD and SAFETY).
4. **Back**: Click to go back to the search page (home page).
5. **Build Filings Tab**: Contains the list of Build filings associated with the address.

6. **List of Build Filings**: Clicking on the Build tab displays the list of filings.

7. **Safety Filings Tab**: Contains the list of Safety filings associated with the address.

8. **List of Safety Filings**: Clicking on the Safety tab displays the list of filings.
### Property Profile

The first part of the Property Profile page contains high-level location details for the property.

1. **House No. and Street Address**
2. **Borough and Zip Code**
3. **BIN #**
4. **Cross Street Address**

#### Property Profile

<table>
<thead>
<tr>
<th>1. BROADWAY</th>
<th>2. MANHATTAN 10007</th>
<th>3. BIN# 1079215</th>
</tr>
</thead>
<tbody>
<tr>
<td>BROADWAY</td>
<td>274 - 286</td>
<td></td>
</tr>
<tr>
<td>CHAMBERS STREET</td>
<td>53 - 65</td>
<td></td>
</tr>
<tr>
<td>READE STREET</td>
<td>31 - 41</td>
<td></td>
</tr>
</tbody>
</table>
Building Characteristics

The **Building Characteristics** section on the **Property Profile** page provides detailed information on the property location.

1. **Health Area:** four digit health area number used by the Health Department.
2. **Community Board:** specifies the community board designation for property.
3. **Cross Street(s):** Intersecting streets around the property.
4. **Landmark Status:** Indicates if the property has landmark status.
5. **SRO Restricted:** Indicates if property has a single room occupancy (SRO) restriction.
6. **Grandfathered Sign:** States if the property has a grandfathered sign.
7. **Additional BINs for Building:** Other Building Identification Numbers (BINs) for this building.
8. **Tax Block:** Provides tax block number for property.
9. **Condo:** Indicates if property is a condo.
10. **DOB Special Place Name:** name which is commonly used to refer to the building (ie., Empire State Building).
11. **Special Status:** Indicates if building has a special status.
12. **TA Restricted:** Indicates if there is a special transit land use restriction.
13. **Legal Adult Use:** States if the building is permitted for adult entertainment.
14. **Special District:** States if the building is in a special district.
15. **Census Tract**: Specifies the census tract number of property.
16. **Buildings on Lot**: Indicates the number of buildings on lot.
17. **DOB Building Remarks**: If any, provides DOB building remarks.
18. **Local Law**: Indicates if there are any local laws that apply to property.
19. **UB Restricted**: Indicates if it is an unsafe building (UB).
20. **City Owned**: Indicates if property is City owned.
21. **Tax Lot**: Provides tax lot number for property.
22. **Vacant**: Indicates if property is vacant.
23. **Loft Law**: Indicates if there are any loft laws that apply to property.
24. **Environmental Restrictions**: Indicates if there are any environmental restrictions on property.
25. **Affordable Housing**: Indicates if property provides affordable housing.
Additional Property Details Characteristics

The section underneath the Building Characteristics provides additional property information.

1. **This Property is located in an area that may be affected by the following:**
   a. **Tidal Wetlands Map Check**: Indicates if property is located in a tidal wetlands area.
   b. **Freshwater Wetlands Map Check**: Indicates if property is located in a freshwater wetlands area.
   c. **Coastal Erosion Hazard Area Map Check**: Indicates if property is located in a coastal erosion hazard area.
   d. **Special Flood Hazard Area Map Check**: Indicates if property is located in a special flood hazard area.

2. **Department of Finance Building Classification**: Provides the Dept. of Finance building classification for the property.

<table>
<thead>
<tr>
<th>This property is located in an area that may be affected by the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tidal Wetlands Map Check:</strong> No</td>
</tr>
<tr>
<td><strong>Freshwater Wetlands Map Check:</strong> No</td>
</tr>
<tr>
<td><strong>Coastal Erosion Hazard Area Map Check:</strong> No</td>
</tr>
<tr>
<td><strong>Special Flood Hazard Area Map Check:</strong> No</td>
</tr>
</tbody>
</table>

Please Note: The Department of Finance’s building classification information shows a building’s tax status, which may not be the same as the legal use of the structure. To determine the legal use of a structure, research the records of the Department of Buildings.
Filings

The Filings section on the Property Profile page contains all recorded filings that have been made in DOB NOW for the searched location. The filings are divided by filing type, which currently includes BUILD and SAFETY.

BUILD

To view the DOB NOW: Build filings, click on the BUILD tab to expand it. Note that the BUILD tab should be expanded by default.

The BUILD tab expands to display the filings. The DOB NOW: BUILD filing screen includes the following columns:

1. **Job No. - Filing No.**: The filing number and job number of the associated filing.
2. **Filing Status**: The filing status of the associated item.
3. **Address**: Street address for the location.
4. **Borough**: The Borough of the associated filing.
5. **Created On**: Date the filing was created.
6. **Total Items**: Specifies the total number of filings being displayed in the grid.
7. **Items per Page**: Indicates which page of the table is being viewed.
8. **Items being viewed**: Specifies which items are being viewed out of the total number of items.
Filing Item Navigation

Tables with many results are divided into pages for easy viewing. At the bottom of these tables are tools which can be used to navigate through many pages.

The item navigation tools have the following features:

1. **Total Items**: Specifies the total number of filings being displayed in the grid.
2. **First Page Button**: Click to navigate back to the first page.
3. **Back Button**: Click to navigate back one page.
4. **Manual Entry**: Indicates which page is being shown on the grid. It is possible to manually enter the number to go to a specific page.
5. **Forward Button**: Click to navigate forward one page.
6. **Last Page Button**: Click to navigate to the last page.
7. **Items Per Page**: Specify how many items should be displayed per page using the dropdown menu.
8. **Items Being Viewed**: Specifies which items are being viewed out of the total number of items.
SAFETY

To view the DOB NOW: Safety filings, click on the SAFETY tab to expand it.

The SAFETY tab expands to display the filings.

The DOB NOW: Safety filing screen includes the following columns:

1. **Filing Number**: The filing number associated to the filing.
2. **Control Number**: The control number associated to the filing.
3. **Address**: The house number and street name of the associated filing.
4. **Borough**: The Borough of the associated filing.
5. **Filing Type**: The type or stage of the filing.
6. **Filing Status**: The status of the associated filing.
7. **Compliance Report Status**: The compliance status of the associated filing.
8. **Created Date**: Date the filing was created.
9. **Total Items**: Specifies the total number of filings being displayed in the grid.
10. **Items Per Page**: Indicates which page of the table is being viewed.
11. **Items being viewed**: Specifies which items are being viewed out of the total number of items.
Sorting and Searching Table Columns for BUILD and SAFETY

When viewing the filings for a property, it is possible to search for a specific value within each of the columns and also sort the results in ascending or descending order.

1. Enter the value you wish to search into the column.
2. The items shown in the table will update to only show items that contain the value you entered.

It is also possible to sort the table. Click on the dropdown arrow next to the column.

A list of option will pop-up and you can choose to:

- Sort Ascending
- Sort Descending
- Hide Column
Open a Filing
Opening a filing follows the same process throughout DOB NOW.

BUILD
To view a DOB NOW: Build filing, click on the BUILD tab to expand it. The expanded table contains all of the filings associated with a property.

To open a filing, double-click on the filing row.
The **Filing Details** screen will open. The list of tabs shown changes based on the type of a filing.

1. **Plans/Work (PW1):** Contains information about the work types, location, and applicant.
2. **Scope of Work:** Includes all planned work that is part of a job filing.
3. **Cost Affidavit (PW3):** Details of the fee associated with filing.
4. **Technical Report (TR1):** Details compliance with all inspections required for the job.
6. **EN2:** Certification that as-built energy values match the last approved Energy Analysis.
7. **Work Permit (PW2):** Permit for work including reason for filing and job descriptions.
8. **AHV Permit:** After hours variance permit for after hours work.
9. **Documents:** Includes required and supplemental documents.
10. **Payment History:** Details of fee payments.
Plans/Work (PW1)
The Plans/Work (PW1) tab contains the following information: Location information, applicant information, filing representative, Filing Review Type, Work Types, Additional Information, Additional considerations, limitations or restrictions, NYCECC Compliance, Job description, building characteristics, Fire Protection equipment, asbestos abatement compliance and comments.

Scope of Work
The Scope of Work tab contains information on the work types selected for the job filing – new filings and legalizations. It includes: work type, category, scope, created by and created date, and if it is a Post Approval Amendment (PAA).
Cost Affidavit (PW3)
The Cost Affidavit tab contains the cost details for the filing. It includes the category of work, description of work, area/units, unit cost, and the total cost.

![Cost Affidavit (PW3)](image)

Technical Report (TR1)
The Technical Report (TR1) tab provides the Special and Progress Inspection information.

![Technical Report (TR1)](image)
**Technical Report Energy (TR8)**
The Technical Report Energy (TR8) tab contains details on the energy code progress inspection when it is required for a job filing.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Identified</th>
<th>Certified</th>
<th>Withdrawn</th>
<th>Progress Inspector</th>
<th>PAA</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Energy Consumption</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>TESTING123 DOB</td>
<td>No</td>
<td>2016-09-19</td>
</tr>
</tbody>
</table>

**EN2**
The EN2 tab contains the As Built Energy Analysis for the job filing.

**Work Permit (PW2)**
The Work Permit tab lists any permits associated with a job filing. It provides the permit number, status, the permit type, the issued date and house number.
AHV Permit
The AHV (After Hour Variance) Permit tab lists any AHV permits for a job filing. It contains the AHV permit number, work permit ID, AHV permit status and the date the AHV was created.

Documents
The Documents tab contains the list of documents uploaded for a job filing. It provides the document name, status, and the date it was uploaded.

Payment History
The Payment History tab lists the payments made for fees that are part of a job filing. It contains the amount, fee type, and transaction date details.
**Viewing Tabs**

Clicking on any of the tabs will expand it, allowing you to see the details entered for the tab/form.

Clicking on a different tab will collapse the opened tab and expand the one clicked on. For example, if you click on **Scope of Work**, it will expand and the **Plans/Work (PW1)** tab will collapse.
To close the filing view and return to the **BUILD** list of filings, click the X at the top of the filing details, or hit the **Esc** key.

![Filing details](image)

### Viewing Documents

It is possible to view documents that have been uploaded with the **BUILD** filings.

Click on the **Documents** tab to expand it.

![Documents](image)

If any documents have been uploaded with the job filing, they will be listed. You can click on any documents to view them as a PDF document.
SAFETY
To view a DOB NOW: Safety filing, click on the SAFETY tab to expand it. If the BUILD tab is open, it will collapse when SAFETY is clicked.

To open a filing, double-click on the filing row.

The filing will open in the same window.
To view the entire filing, scroll using the scroll bars.
Appendix

Work Type Acronyms
- BL: Boiler
- CC: Curb Cut
- CH: Chute
- DM: Demolition and Removal
- EQ: Construction Equipment
- EW: Equipment Work
- FA: Fire Alarm
- FB: Fuel Burning
- FN: Fence
- FP: Fire Suppression
- FS: Fuel Storage
- MH: Mechanical/HVAC
- OT: Other
- PL: Plumbing
- SD: Standpipe
- SF: Scaffold
- SG: Sign
- SP: Sprinkler
- EL: Elevator

Legal Acronyms
- AC: Administrative Code
- APPN: Administrative Policy and Procedure Notice
- BC: Building Code
- HPD: Housing Preservation and Development
- LL: Local Law
- LPPN: Legal Policy and Procedures Notice
- MDL: Multiple Dwelling Law
- NYC DEP: New York City Department of Environmental Protection
- NYC RR: New York City Report Recommendations
- NYS DOH: NYS Department of Health
- NYS ECL: Environmental Conservation Law

- OPPN: Operations Policy and Procedure Notice
- PPN: Policy and Procedure Notice
- RCNY: Rules of the City of New York
- RS: Reference Standard
- TPPN: Technical Policy and Procedure Notice
- ZR: Zoning Regulations

Permit Type Acronyms
- AR: Architectural
- EA: Earthwork
- FO: Foundation
- ME: Mechanical
- NP: No Plans
- PL: Plumbing
- SH: Sidewalk Shed
- ST: Structural
- ZO: Zoning

Building Type Acronyms
- NB: New Building
- Alt 1: Alteration
- Alt 2: Alteration
- Alt 3: Alteration

Professional Acronyms
- PE: Professional Engineer
- RA: Registered Architect
- GC: General Contractor
- DP: Design Professional
- FR: Filing Representative
- QEWI: Qualified Exterior Wall Inspector (PE/RA)
- QRWI: Qualified Retaining Wall Inspector (PE/RA)
- MP: Master Plumber
- OBI: Oil Burner Installer
- LP: Licensed Professional