



DOB NOW on the Road

Concrete Industry Board

January 17, 2024

Application Process

Plan Submission and Review

Most construction work requires a permit from the Department of Buildings. Before a permit can be obtained, typically **plans are filed** on the owner's behalf by a New York State licensed Professional Engineer (PE) or Registered Architect (RA), often referred to as a Registered Design Professional (RDP). These **plans are reviewed** by a Department Plan Examiner to determine compliance with construction codes and zoning for the purpose of ensuring safety and that the proposed use and occupancy is permissible.

Alternatively, plans for certain scopes of work can be submitted by the RDP through the Department's **Professional Certification Program**, also known as Pro-Cert, where plans are not reviewed by DOB and the RDP certifies that the proposed construction work complies with all applicable laws, codes, and regulations. The Department conducts audits of professionally certified applications to ensure compliance.

Larger scopes of work such as the construction of a new building and the expansion or demolition of an existing building require the hiring of a Department-licensed safety professional and the submission of a **Site Safety Plan** to the Department for its review and approval.

There are some **types of work that do not require an RDP to submit plans** for approval. This generally includes electrical work, which must be performed by a Department-licensed electrician, and Limited Alteration Applications (LAA), which includes minor plumbing work that is filed by a Department-licensed plumber, fire suppression contractor, or fuel burner installer.

Application Process

Permit Issuance

Once the plans are approved, the contractor must **request a permit** to perform the work. The contractor must file a permit application to obtain a permit. Currently permits can be obtained within two business days of the request. Electrical and Limited Alteration Application (LAA) permits are issued at the time the permit application is submitted to the Department.

Construction work requiring a permit must be performed with a permit. Failure to obtain a permit will result in the issuance of a Work Without a Permit Violation and a Stop Work Order, which require resolution and carry significant financial penalties. Violations for Work Without a Permit are issued to the property owner.

Inspections

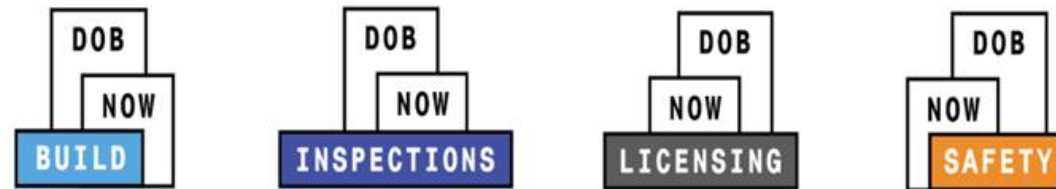
Once the work is completed, the contractor **requests a Development Inspection** from the Department in **DOB NOW: Inspections** or depending on the type of work, an RDP can perform and **certify the final inspection**. These inspections are performed to ensure the work was performed safely and in keeping with the approved plans. Once an inspection passes or is certified by an RDP, **the job status will be complete (signed off)**, or the owner or the RDP can request a **Letter of Completion** or can apply for a new or **amended Certificate of Occupancy**. Additionally, for certain projects involving structural, fire-protection, plumbing, or mechanical work, there are inspections that need to be performed by a Department-approved **Special Inspector**.

[DOB NOW Application User Guide](#)

DOB NOW Modules

DOB NOW is the Department's self-service online tool that allows owners, design professionals, licensees, and filing representatives to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and make renewals. Most permits are obtained through **DOB NOW: Build**.

During the transition of all permit applications to the DOB NOW system, permit renewals for jobs in the Buildings Information System (BIS) and some applications remain in the eFiling system.



DOB NOW: Build upon completion will include job filings, permits, corrections, Post Approval Amendments, Supersedes, Withdrawals, After Hour Variances, Certificates of Occupancy, and Letters of Completion.

DOB NOW: Inspections handles both enforcement and development/build inspections through online scheduling, tracking, and notifications.






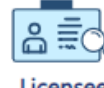


DOB NOW: Licensing allows Licensees to apply for and renew licenses as well upload insurance and other pertinent documents.

DOB NOW: Safety upon completion will handle all compliance filings (facades, boilers, elevators, etc.) that have to be submitted on an annual or other regular basis.

Public Portal Permit Search

Search for DOB NOW permits by applicant and Licensee search

Search the Public Portal
[FAQS](#) | [USER MANUAL](#)

 Address	 Borough, Block, Lot	 BIN	 Job Number
 Device	New! Includes BIS Records  Licensee	 Violation	New!  Application Search

Application Search

Search by *
 DOB NOW Permits by Applicant

Permits by Applicant *
Select Applicant Type

License/Tracking Number*

DOB NOW: *Build* – Job Types

- New Building
- Alteration CO – New Building with Existing Elements to Remain
- Alteration CO
- Alteration
- Full Demolition
- Limited Alteration
- No Work – Place of Assembly and Temporary Place of Assembly

Initial Job Filing

Alteration

Full Demolition

Limited Alteration

New Building

No Work

DOB NOW: *Build* – Filing Types

Initial Filings (I1) – The first or initial job filing created for a construction project.

Subsequent (S) - A Subsequent filing is an additional filing under the same Job Filing number that allows the user to add separate work types within the project's scope of work.

Post Approval Amendments (PAA) - A Post Approval Amendment or PAA is for making changes to a filing after it has been approved.

Job Filings	Sequence Number
Initial	I1
Post Approval Amendment	The letters used for PAA filings are P, A, B, C, D, E, F, G, H, J, K, L P1 → P9 (A1 → L9)
Subsequent	The letters used for Subsequent filings are S, Z, Y, X, W, V, U, T, R, Q, O, N, M S1 → S9 (Z1 → M9)

DOB NOW: *Build* – Work Types

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

Concrete can be a part of the scope of work for the following work types: **Structural (ST)**, **Foundation (FO)**, **Earthwork (EA)** and **Support of Excavation (SE)**. For SE filings, concrete only applies when Tangent/Secant Piles is selected as a subcategory in the PW1.

DOB NOW: *Build* – Job Numbers

DOB NOW job numbers begin with a letter; BIS job numbers begin with a number.

Job Number

9 Characters

M00000001

Borough (M,B,X,Q,S) + 8 Digits

M = Manhattan, B = Brooklyn, X = Bronx,
Q = Queens, S = Staten Island

Permit Number

13 Characters

M00000001 – I1 - PL

Job Number + Filing Number + Permit Type

AN = Antenna, CC = Curb Cut

DOB NOW: *Build* – Filing Status, Standard Plan Exam



Pre-filing – Filing is with the Applicant and has not been submitted

Pending CPE/ACPE Assignment - Filing submitted and awaiting CPE/ACPE to acquire and assign to PE

Pending PE Assignment – CPE/ACPE in the process of assigning the filing to a PE for review

Plan Examiner Review – In review and can be Approved or objected (require resubmission with corrections)

CPE/ACPE Review – PE's decision is being reviewed by the CPE/ACPE

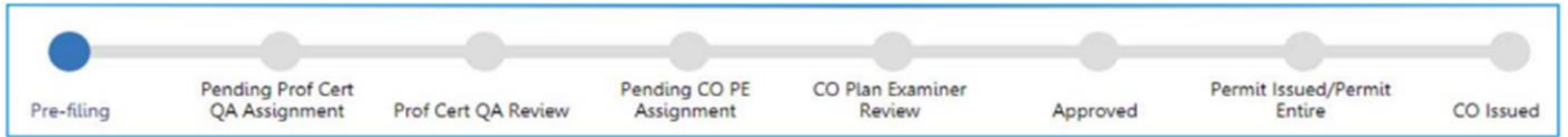
Approved – Job filing has been approved and can move to the next stage

Permit Issued/Permit Entire – At least one permit was issued/All required permits were issued

CO Issued – Certificate of Occupancy issued (For NB and ALT-CO filings)

The progress of the filing is illustrated by a circle shaded in blue. A **white check mark** will appear in the circle once the stage has been completed by DOB. A **red exclamation point** will appear to indicate that the filing is waiting for action by the applicant. Once the filing is complete, white check marks will appear in all the circles on the status bar.

DOB NOW: *Build* – Filing Status, Professionally Certified



Pre-filing – Filing is with the Applicant and has not been submitted

Pending Prof Cert QA Assignment - Filing submitted and awaiting supervisor to acquire and assign to QA staff

Prof Cert QA Review - In review and can be Approved or QA Failed (require resubmission with corrections)

Pending CO PE Assignment (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 – Job filing has been approved and can move to the next stage

Permit Issued/Permit Entire – At least one permit was issued/All required permits were issued

CO Issued – Certificate of Occupancy issued (For NB and ALT-CO filings)

DOB NOW: *Build* – Technical Reports

SPECIAL INSPECTOR:



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

PROGRESS INSPECTOR:



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

[Technical Reports](#) guide

DOB NOW: *Build* – Technical Reports

Technical Report (TR1)

Stakeholders can add or delete optional Technical Reports (not mandatory or conditional based on the work type and scope of work) by selecting +Add or the delete icon under the Actions column before an application is approved or as a post approval amendment (PAA).

Applicant Information

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

Design Applicant

Special Inspections Applicant

Progress Inspections Applicant

Special Inspection Categories

+ Add

+ Update Multiple

Actions	Requirement	Code	Agency	Identified	Certified	Waived	Withdrawn	Special Inspe:	DPL-1
 	<input type="checkbox"/> Concrete - Cast-In-Place...	BC 1704.4 (2014), BC 1705.3 (2022)		No	No	No	No		 Required

The applicant/filing representative on the filing enters the email address of the special/progress inspector on the inspection and then the special/progress inspector logs in, searches for the filing, **completes the Statements and Signatures** by selecting the view/edit icon, and **uploads the DPL-1** to identify the inspection. Once the work is complete, the special/progress inspector logs in again to certify the inspection.

If the applicant/filing representative has not already identified the special/progress inspector, a registered design professional searches for the filing, logs in, **selects the type of applicant** and then will be able to identify/certify the inspection.

DOB NOW: *Build* – TR2 & TR3

CONCRETE PRODUCER:



- Only applicable when Concrete chosen as construction material
- Complete Statements and Signatures in **TR3** tab
- Complete Concrete Design Mix in **TR3**
- Read-only access to Job Filing unless they are already associated in another role

LICENSED CONCRETE TESTING LAB DIRECTOR/QUALITY MANAGER:



- Only applicable when Concrete chosen as construction material
- **TR2** Lab Director must be different from **TR3** Lab Director
- Enter mixes in **TR3**; Upload required documents in **TR2**
- Complete Statements and Signatures in **TR2/TR3** tab
- Read-only access to Job Filing unless already associated in another role

DOB NOW: *Build* – TR2 & TR3

The responses to the questions on the Concrete tab determine if the Concrete technical reports are **required** (No to Question 1 and 2) or can be **waived**:

1. Is the proposed total concrete placement less than 50 cubic yards? **Yes**

Then, to waive the TR2 and TR3, answer the following question as Yes:

2. Are you proportioning your concrete without field experience or trial mixtures? **Yes**

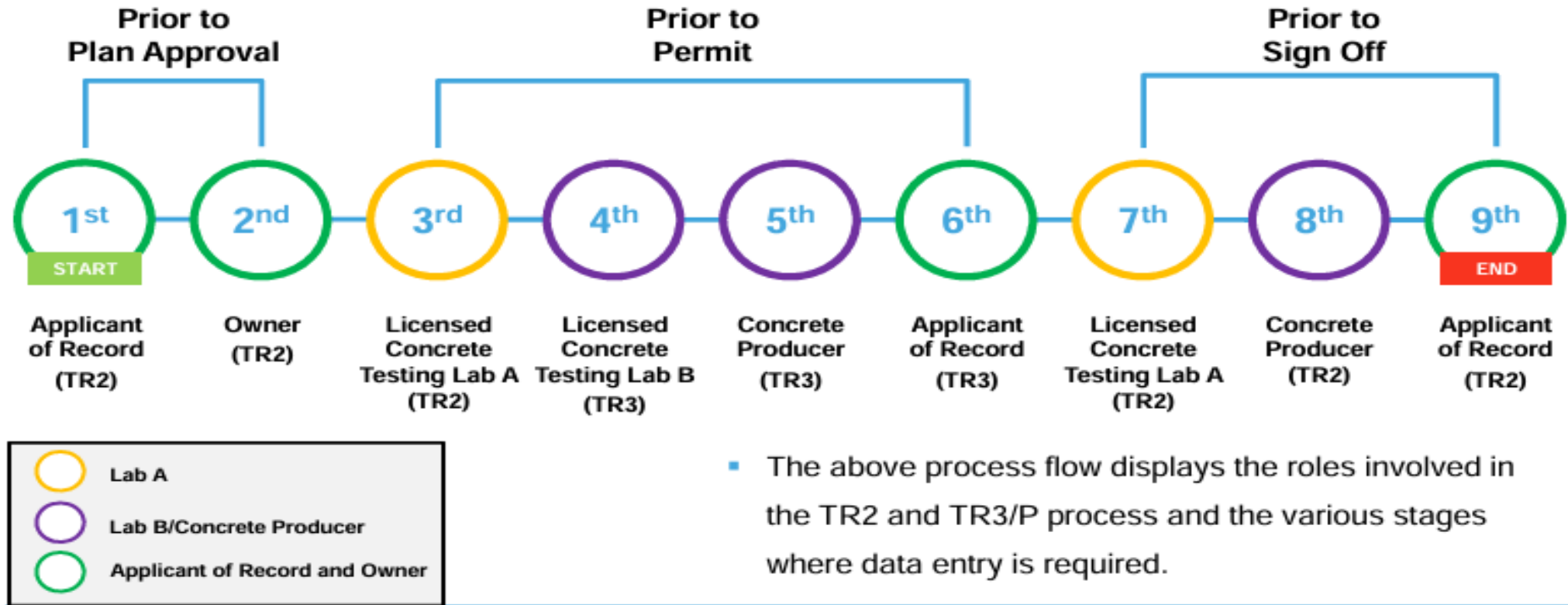
The below selections will waive the TR2 only:

3. Are you proportioning your concrete without field experience or trial mixtures? **No**

4. Would you like to waive the requirement for testing of fresh concrete sampling (TR2)? **Yes**

There is no option to waive only the TR3.

DOB NOW: *Build* – TR2 & TR3



TR3 will be available under the Technical Report tab after the filing is in *Approved* status.

TR3 mix tracking number will populate on the TR2 tab when the job is in *Permit Entire* status. If there are multiple work types on the filing, a permit needs to be pulled for each one. If the job is in *Permit Issued* status the test report section will not populate on the TR2.

DOB NOW: *Build* – TR2 & TR3

Technical Report - Concrete Design Mix Track Concrete Design Mixes

Licensed Concrete Lab Director/Producer Information

Director Name	Tracking Number	Email	Total Mixes		
GLEN	590723942	SSC2039@GMAIL.COM	2	Track	View
Grand Total Mixes			2	590723942	Completed

- ✓ Mix details added - 2
- ✓ Mix document upload
- ✓ TR3 Director Attestation
- ✓ Concrete Producer Attestation
- ✓ PW1 Design Applicant

View the status of the TR2 and TR3 by selecting the Track button.

Technical Report – Concrete Sampling and Testing Track Concrete Sampling and Testing

Licensed Concrete Testing Lab Information

Email*	MANDRADE@SMTLABORATORY.NET	License Type*	Concrete Test Lab
Director Last Name	ANDRADE	Director First name	MAURICIO
Business Name*	SMT LABORATORIES, INC	Business Telephone	5165868047
City		State	zip

TR2 Track Completed

- ✓ PW1 Applicant Attestation
- ✓ Owner Attestation
- ✓ Testing Lab Director Identification
- ✓ Testing Lab Director Attestation
- ✓ Test Results have been populated
- ✓ Testing Lab Director Certification of Completion
- ✓ PW1 Applicant Certifies Test Results

DOB NOW: *Build* – TR2 & TR3

How do I delete a mix from the TR3?

A mix within a tracking number can be deleted by a stakeholder on the TR3 if the Concrete Testing Lab Director has not completed the attestation on the TR3. If the attestation has been completed but the job is not yet in LOC status, another mix can be added by creating a new tracking number (selecting +Concrete Design Mix).

Only one test report is required to be uploaded on one tracking number on the TR2; **other tracking numbers/mixes can remain on the TR2 without a test report.**

Changes to the TR3 can be made without a PAA but changes cannot be made while a PAA is in progress.

How can I add a new mix to the TR3 if the concrete testing lab certified the TR2?

The Concrete Testing Lab needs to log into DOB NOW and remove the certification of completion on the TR2. Once the certification is removed, a new TR3 mix can be added.

DOB NOW: *Build* – TR2 & TR3

On the **TR2** tab, the Design Applicant certifies that either:

- The test results are in compliance with the approved documents, or
- The test results are in compliance EXCEPT as noted in an attached report (applicant then Resubmits the filing)

Design Applicant's Statement and Signature*

- I certify I have reviewed the test results reported by the licensed concrete testing lab in this TR2 in connection with this job filing and found them to be in compliance with the approved construction documents.
- I certify I have reviewed the test results reported by the licensed concrete testing lab in this TR2 in connection with this job filing and found them to be in compliance with the approved construction documents except as noted in the attached report (BC 1905.6).

Falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment, or both. I am aware of the additional sanctions imposed on false filing by § 28-211.1.2 of the NYC Administrative Code.

I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Certification terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that an uploaded electronic image of my signature and professional seal that is part of this job filing is hereby applied to this signed statement and each document and statement listed above as if I had personally signed and sealed these statements and documents by hand.

Name

[Redacted Name]

(Electronically Signed)

Date

11/16/2023

What does it mean when the filing status is Permit Entire – BC/DBC Review Objections?

The Borough Commissioner or Deputy Borough Commissioner examined the exception report and raised objections. The Applicant's TR2 attestations will be cleared. The Applicant may need to upload a new Exception Report and re-certify or upload new mixes in the TR3 and provide new Test Results in the TR2 and re-certify. Once the TR2 is certified without exceptions or the Exception Report is approved, the LOC can be requested.

DOB NOW: *Build* – Permits

Once the filing, Tenant Protection Plan and Site Safety Plan (if applicable) are approved, a General Contractor or licensee submits a permit application. Once submitted, a permit undergoes a Quality Assurance review that takes two or less business days.

[← Back to Filing](#) [Save](#) [Resubmit](#)

i • PGL1 insurance is required. Minimum amount of insurance is \$5 Million.

Work Permit B00826610-I1-GC

- General Information
- Site Safety
- QA Failed Reasons
- Documents
- Statements & Signatures

General Information

- Reason for Filing* >
- Type of Permit* >
- Applicant Information* >
- Filing Representative >
- Applicant's Insurance Information* >

DOB NOW: *Build* – Sign Off/Letter of Completion

Once the permit status is Signed-Off and the Cost Affidavit (PW3): Final Cost Details are verified, the owner or applicant of record can request a Letter of Completion (LOC), if an amended Certificate of Occupancy is not required. Select **Request LOC** from the Filing Action column.

The screenshot shows the DOB NOW Job Filings interface. At the top, there are navigation tabs for Major Projects, Development Program Enrollment/Project, Job Filing, Permits, Requests, Notifications, Occupancy, Landmark Fee Payment, Determinations, and a Search bar. Below this, the 'Job Filings' section displays filters for 'All Jobs' (34653), 'Alteration' (31734), 'Alteration CO' (1060), 'ALT-CO - New Building with Existing Elements to Remain' (478), 'New Building' (1150), 'No Work' (227), and 'Full Demolition' (4). There are also buttons for 'In Progress', 'Completed', and 'Refresh'.

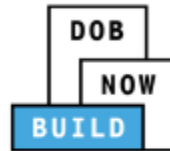
The main table has the following columns: View..., Filing Action, Job#, Filing#, Job Type, Filing Type, Filing Status, Modified Date, WorkType(s) ..., Address, Borough, and Work Item (Woi). A dropdown menu is open for the 'Filing Action' column, showing options: Select Action: (dropdown), Copy Job Filing, Create Work Permit, L2 (Civil Penalty Review), PAA (Post Approval Amendment), Request LOC (highlighted), Subsequent Filing, Supersede, View Work Permits, and Withdrawal.

View...	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status	Modified Date	WorkType(s) ...	Address	Borough	Woi
				alteration x							
	Select Action: ▾	M00450433	I1	Alteration	New Job Filing	Permit Entire	09/14/2023	SL	280 BROADWAY	MANHATTAN	Elevator Pi
	Select Action:		I1	Alteration	New Job Filing	Permit Entire	09/14/2023	SL	105 EAST BROADWAY	MANHATTAN	Roof
	Copy Job Filing		I1	Alteration	New Job Filing	Pre-filing	09/14/2023	SL	280 BROADWAY	MANHATTAN	Cellar
	Create Work Permit		I1	Alteration	New Job Filing	Approved	09/14/2023	GR	60 5 AVENUE	MANHATTAN	Roof
	L2 (Civil Penalty Review)		I1	Alteration	New Job Filing	Permit Issued	09/14/2023	EL	280 BROADWAY	MANHATTAN	
	PAA (Post Approval Amendment)		I1	Alteration	New Job Filing	Permit Entire	09/13/2023	SS	280 BROADWAY	MANHATTAN	
	Request LOC		I1	Alteration	New Job Filing	Permit Entire	09/13/2023	SL	105 EAST BROADWAY	MANHATTAN	Roof
	Subsequent Filing		I1	Alteration	New Job Filing	Permit Entire	09/13/2023	SL	120-19 193 STREET	QUEENS	Basement,
	Supersede		I1	Alteration	New Job Filing	Permit Entire	09/13/2023	GR	60 5 AVENUE	MANHATTAN	Cellar
	View Work Permits		I1	Alteration	New Job Filing	Permit Entire	09/13/2023	SL	1 BOGUS LANE	MANHATTAN	Cellar
	Withdrawal										
	Select Action: ▾	M00449797	S1	Alteration	Subsequent Filing	Objections	09/13/2023	GR	60 5 AVENUE	MANHATTAN	Cellar
	Select Action: ▾	M00450417	I1	Alteration	New Job Filing	Permit Entire	09/13/2023	SL	1 BOGUS LANE	MANHATTAN	Cellar

Withdrawal & Supersede Requests

New **Withdrawal and Supersede** functionality introduced March 2023

- Withdrawal Site Safety Personnel, Progress/Special Inspector, Progress/Special Inspection, Demolition Subcontractor, Concrete Subcontractor, Concrete Safety Manager
- Supersede Progress/Special Inspector



Withdrawal and Supersede Guide

Updated March 6, 2023

Use the list below to determine how to withdraw or supersede a stakeholder or withdraw a DOB NOW: *Build* application.

https://www.nyc.gov/assets/buildings/pdf/dob_now_supersede_withdrawal_sn.pdf

DOB NOW: *BIS Options*

The following transactions can be submitted in BIS Options:

- New License Applications
- Renewal License Applications
- License Insurance Updates



DOB NOW: *BIS Options*

Visit www.nyc.gov/doblicensing for step-by step guides:

- [New License Application User Guide](#)
- [Licensing Renewal Application User Guide](#)
- [License Insurance Updates Guide](#)

The screenshot displays the user interface for the NYC Department of Buildings' BIS Options portal. At the top left, there is a green rounded square button labeled "BIS OPTIONS". To its right, the header area features the text "NYC Department of Buildings" and "BIS Options" in a dark green background. Below the header is a horizontal navigation bar with five green buttons: a home icon, "+ BIS Job L2 Request", "+ Certificate of Correction Review Request", "+ License", and "+ License Insurance Updates". Underneath this bar is a secondary navigation row with four light gray buttons: "BIS Job L2 Request", "Certificate of Correction Review Request", "License", and "License Insurance Updates". At the bottom, there is a row of three light gray buttons: "New License" (which is highlighted with a blue border), "License Renewal", and "Business Approval".

Resources

nyc.gov/dobhelp

Online help form to submit questions about DOB NOW and BIS transactions.

nyc.gov/dobevents

Attend a Q&A session – weekly Zoom webinars for job specific questions.

nyc.gov/dobnowtraining

FAQs and Resources for current and past DOB NOW releases.

[DOB NOW: *Build* December 2020 Training \(including Concrete\)](#)

nyc.gov/buildingsnews

Sign up for Buildings News, an e-newsletter sent out regularly to provide updates about all things DOB.



Questions