

## SERVICE NOTICE

### COVID-19 Response: Certificate of Occupancy, Letter of Completion, and Temporary Certificate of Occupancy Folder Review Requests (PW7) Required to be Submitted in eFiling; Hub Self-Service Reopened for Submission of PW1 Plan/Work Applications

Beginning Monday, April 27, 2020, Certificate of Occupancy, Letter of Completion and Temporary Certificate of Occupancy Folder Review Requests (PW7) cannot be submitted in-person to a borough office and are required to be submitted in eFiling. Hub Self-Service will now accept submissions of PW1 Plan/Work Applications. In addition, eFiling has been updated for Development Hub Jobs to categorize PW1 Plan/Work Application submissions as initial or subsequent filings.

#### PW7: Certificate of Occupancy/Letter of Completion Folder Review Request

As of April 27, 2020, paper PW7 forms can no longer be dropped off or sent to a DOB borough office. To submit a PW7 form, log into eFiling at [www.nyc.gov/dobefiling](http://www.nyc.gov/dobefiling), select the appropriate module and Electronically Submit Documents (eSubmit). From the Filing Documents section, select Form Name PW7 and indicate the Request Type of Letter of Completion (LOC), First Time Occupancy or Temporary Certificate of Occupancy (TCO) Renewal and then upload and submit the file. If LOC is selected all missing Required Items must also be uploaded to proceed.

#### Filing Documents [\(show help\)](#)

Upload Forms

#### Upload Forms:

Select the Document type from the drop down or check the appropriate checkbox above to upload the file.

\*Select Form Name :

PW7-CERTIFICATE OF OCCUPANCY/LOC: REQUEST

\*Select PW7 Request Type :  LOC  First Time Occupancy  TCO Renewal

\*Select File to Upload: (PDF format only. Maximum size limit:10MB)

Choose File No file chosen

Submit File

#### Hub Self-Service

Professionally certified BIS jobs that are submitted in Hub Self-Service can now proceed with using eFiling to eSubmit the PW1 Plan/Work Application. The PW1 cannot be dropped off or sent to a DOB borough office. The PW2 Work Application cannot be submitted in eFiling. If the project is not listed on the [Essential Active Construction Sites map](#), then an Essential Construction request must be submitted at [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow). Once the project is approved as essential then the PW2 can be dropped off or sent to a DOB borough office.

### Development Hub Updated eSubmit Filing Types

Selections have been added in eFiling for Development Hub jobs. When uploading PW1 Plan/Work Applications select the filing type as Initial, Subsequent, Correction or a New PAA.

**Filing Documents** [\(show help\)](#)

Upload Forms ▾

**Upload Forms:**

Select the Document type from the drop down or check the appropriate checkbox above to upload the file.

**\*Select Form Name :**

PW1-PLAN / WORK APPROVAL APPLICATION ▾

**\*Select Filing Type :**  Initial  Subsequent  Correction  New PAA

**\*Select File to Upload:** (PDF format only. Maximum size limit:10MB)

Choose File No file chosen **Submit File**

For additional service updates see the [DOB COVID-19 Response](#) page.

**POST UNTIL: June 30, 2020**