

# SERVICE NOTICE

## COVID-19 Response: Appointments for Standard Plan Review BIS Job Filings

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As part of the citywide response to the Coronavirus, Department of Buildings (DOB) customers are being urged to immediately limit the amount of walk-in traffic to DOB offices. Effective Tuesday, March 24, 2020, there will be no in-person plan examination appointments for standard plan review BIS job filings and all plan sets and documents must be uploaded in [eFiling](#).

### For Previously Scheduled Appointments

The plan examiner will send an email to the address provided on the initial appointment request with a phone number to call at the time of the appointment. Any documents required for the meeting must be submitted in eFiling prior to the appointment.

### New Appointments

Continue to use the [DOB Appointments](#) system to schedule the appointment. Enter in the **Meeting Intent** field a phone number that the plan examiner will call at the time of the appointment. An appointment confirmation will be sent to the email address provided on the initial appointment request. Any documents required for the meeting must be submitted in eFiling prior to the appointment.

To **cancel** an appointment in DOB Appointments, enter the appointment tracking number in the search field and select Cancel. See the [Appointments Industry Manual](#) for more assistance.

### Electronically Submit Documents

Log into eFiling at [www.nyc.gov/dobeFiling](http://www.nyc.gov/dobeFiling). Select **Major Construction** and from the **Job Applications** tab select **Electronically Submit Documents**. Enter the job number and continue the process to eSubmit documents.

For initial non-Hub standard plan BIS jobs, upload plans in eFiling/eSubmit after the job is in AP Entire/D status.

Do not upload plans in eFiling/eSubmit for standard plan PAAs until it has been entered in BIS and the fees have been paid.

Contact the appropriate [borough office](#) for additional assistance.

**POST UNTIL: June 30, 2020**